



# PEACEHAVEN TOWN COUNCIL

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

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 16<sup>th</sup> August 2022 at 7.30pm**

Present: Cllr Griffiths (Chair), Cllr Seabrook (Vice-Chair), Cllr Hill, Cllr Veck, Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Cheta, Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk).

2 members of the public were in attendance.

## 1 LA 709 CHAIRS ANNOUNCEMENT

The Chair welcomed everyone and informed the meeting of the following:

- Next Bingo in aid of the Mayors fund is on 17<sup>th</sup> August 2022, 2 – 4pm.
- The Barn Dance is being held on 10<sup>th</sup> September, with tickets now on sale.

## 2 LA 710 PUBLIC QUESTION TIME

A representative from the Gateway Café spoke to the Committee regarding agenda item LA717, and had heard that there was some controversy surrounding the use of the trailer. She informed the Committee that there was several months wait for a kiosk, so the trailer was brought in as it was available much sooner. The trailer was chosen as it is in keeping with the general look of the café, and does not look tacky. It keeps queues shorter in the café, and also means that people are able to get a drink quickly, not having to go inside to do so.

## 3 LA 711 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr White, and Cllr Symonds.

These apologies were **noted**.

Cllr Hill is substituting for Cllr Symonds.

## 4 LA 712 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

## 5 LA 713 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 5<sup>th</sup> JULY 2022

**Proposed By:** Cllr Seabrook      **Seconded By:** Cllr Sharkey

The minutes of the meeting held on 5<sup>th</sup> July 2022 were **agreed and adopted**.

*The Chair brought forward agenda item LA717 to be discussed now as the members of the public were interested in this item.*

## 6 LA 717 TO REVIEW THE CONTINUED USE OF A MOBILE TRAILER KIOSK AT THE GATEWAY CAFÉ

## **Minutes of the meeting of the Leisure, Amenities & Environment Committee – 16<sup>th</sup> August 2022**

After a discussion on the report, it was proposed that the Committee allow the continued use of the trailer during the summer, and that the report is taken to the next Full Council meeting, as per standing orders, to change the previous decision of this Committee to approve the installation of the kiosk.

**Proposed By:** Cllr Seabrook      **Seconded By:** Cllr Paul

The Committee **resolved** unanimously to **agree** to this proposal.

*The 2 members of the public left the meeting at 19:48.*

### **7 LA 714 BUDGET UPDATE**

The budget update report was **noted**.

### **8 LA 715 TO NOTE THE ACTION PLAN UPDATE**

Cllr Gallagher asked for some updates regarding action plan items 2 (Bridle path resurfacing), 6 (Dell access path), and 12 (Park surveys), which the Parks Officer gave a response and will update the action plan accordingly.

Cllr Gallagher also raised that item 7 (Café & Hub heating survey) can be removed.

Cllr Seabrook provided an update on action plan items 17 (access to Howard Park) and 18 (Handrail to the beach), which are being taken over by Lewes District Council so can also be removed from the action plan.

The Chair informed the Committee that item 25 (Tree Warden Scheme) on the action plan has now been passed onto the Events, Amenities & Projects Officer to action.

Cllr Seabrook raised that the Cycle Hub license needs to be added onto the action plan.

Cllr Seabrook also suggested that with the current issues around BBQ's, action plan item 26 (BBQ Area) should be removed, and that as the Committee did not want to progress with the report on allotments, item 24 (Allotments) can also be removed.

The action plan update was **noted**.

### **9 LA 716 TO DECIDE ON THE LARGE POLYTUNNEL REQUEST ON THE ALLOTMENTS**

A proposal was made that this Committee **refuse** the request for the polytunnel.

**Proposed By:** Cllr Sharkey      **Seconded By:** Cllr Cheta

The Committee **resolved** unanimously to **refuse** the request for the polytunnel due to the size breaking the Allotments policy.

### **10 LA 718 TO RECOMMEND ON THE OPTIONS FOR ELECTRIC VEHICLE**

It was proposed that the Committee agree the need for an electric vehicle, and therefore pass the report to the Policy & Finance Committee to discuss funding options for an electric vehicle.

**Proposed By:** Cllr Gallagher      **Seconded By:** Cllr Seabrook

**Minutes of the meeting of the Leisure, Amenities & Environment Committee – 16<sup>th</sup> August 2022**

The Committee **resolved** unanimously to agree to this proposal.

**11 LA 719 TO RECOMMEND WATER REFILL STATION AT CENTENARY PARK**

After a brief discussion on the water refill station, it was proposed that the Committee support the recommendations in the report to install a water refill station at Centenary Park, and pass the report to the Policy and Finance Committee to agree funding.

**Proposed By:** Cllr Gallagher      **Seconded By:** Cllr Cheta

The Committee **resolved** unanimously to agree to this proposal.

**12 LA 720 TO NOTE THE FIRE RISK ASSESSMENT OF THE HUB & GATEWAY CAFÉ AND TO ADOPT PERSONAL DEVICES POLICY**

The Parks Officer reported to the Committee that following a recent visit from the Fire Risk Assessor, Peacehaven Town Council buildings generally came out very favourably, with only a few remedial actions needed – one of which is to implement a personal devices policy.

The Committee noted the fire risk assessment and, after some discussion, proposed to adopt the personal devices policy.

**Proposed By:** Cllr Cheta      **Seconded By:** Cllr Sharkey

The Committee **resolved** unanimously to agree to this proposal.

**13 LA 721 TO DISCUSS THE DOG FOULING**

Cllr Seabrook reported that he had recently been to Centenary Park and picked up over 100 pieces of dog mess, mostly from an area in which children are known to play, he then explained some of the health risks that can be associated with dog mess, and emphasised the importance of doing something to keep residents safe.

Cllr Seabrook informed the Committee that he is working with Lisa Hayward to create a significant publicity campaign to tackle the dog fouling problem, and is looking to get Neighbourhood First involved too.

The Committee **noted** the report.

**14 TO CONFIRM DATE OF NEXT MEETING AS THE 13<sup>TH</sup> SEPTEMBER 2022**

The next meeting of this Committee was **confirmed** for 13<sup>th</sup> September 2022.

*There being no further business, the meeting closed at 20:39.*



**Agenda Item: LA 728**

**Committee:** Leisure, Amenities and Environment

**Date:** 8<sup>th</sup> November 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.

**Analysis**

Further to the Income & Expenditure Report for Leisure & Amenities, to answer some frequently asked questions / observations.

The café is not running at a loss, as previously mentioned by councillor/s. The income is greater than the expenditure. The same for the Hub. **We have received £6,422 and spent £4,796 so far this year for the café and we have received £10,879 and spent £3,512 so far this year for the Hub (there are currently invoicing issues with the Gas for the Hub which is ongoing)**

310/4101 – Shows the costs for the changing places toilet which has come from earmarked reserves. We will be invoicing RISE £45,000 to recover some of these costs as agreed.

315/4101 – Shows the costs of the CCTV installation which has come from CIL.

330/4301 – Shows the costs of the roundabout at Firle Road play park which has come from CIL

330/4101 – Shows the costs of the new gates for the outdoor gym which has come from CIL

**Recommendations**

To note



## Detailed Income &amp; Expenditure by Budget Heading 21/10/2022

Month No: 7

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300	<u>Grounds Team General Exp</u>							
4202	Repairs/Maintenance of Vehicle	2,757	6,000	3,243		3,243	45.9%	
4203	Fuel	5,194	5,500	306		306	94.4%	
4204	Road Fund License	290	600	310		310	48.3%	
4305	Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure		8,274	13,000	4,726	0	4,726	63.6%	0
<b>Net Expenditure</b>		<b>(8,274)</b>	<b>(13,000)</b>	<b>(4,726)</b>				
310	<u>Sports Park</u>							
1025	Rent & Service Charge	11,342	13,845	2,503			81.9%	
1041	S/P Telephone Masts	4,250	4,500	250			94.4%	
1043	S/P Football Pitches	2,650	3,000	350			88.3%	
1061	S/P Court Hire	1,231	5,406	4,175			22.8%	
Sports Park :- Income		19,473	26,751	7,278			72.8%	0
4101	Repair/Alteration of Premises	72,564	0	(72,564)		(72,564)	0.0%	72,500
4111	Electricity	538	5,000	4,462		4,462	10.8%	
4131	Rates	2,345	2,345	(0)		(0)	100.0%	
4161	Cleaning Costs	3,654	8,000	4,346		4,346	45.7%	
4164	Trade Refuse	3,177	4,500	1,323		1,323	70.6%	
4171	Grounds Maintenance Costs	4,685	10,000	5,315		5,315	46.9%	
Sports Park :- Indirect Expenditure		86,963	29,845	(57,118)	0	(57,118)	291.4%	72,500
<b>Net Income over Expenditure</b>		<b>(67,491)</b>	<b>(3,094)</b>	<b>64,397</b>				
6000	plus Transfer from EMR		72,500					
<b>Movement to/(from) Gen Reserve</b>		<b>5,009</b>						
315	<u>Big Park</u>							
4101	Repair/Alteration of Premises	10,645	5,000	(5,645)		(5,645)	212.9%	10,117
4102	Maintenance of Buildings	0	500	500		500	0.0%	
4111	Electricity	503	500	(3)		(3)	100.7%	
4112	Gas	177	300	123		123	59.1%	
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	5,168	6,000	832		832	86.1%	
4303	Machinery Mtce/Lease	1,494	3,500	2,006		2,006	42.7%	
Big Park :- Indirect Expenditure		30,876	36,516	5,640	0	5,640	84.6%	10,117
<b>Net Expenditure</b>		<b>(30,876)</b>	<b>(36,516)</b>	<b>(5,640)</b>				
6000	plus Transfer from EMR		10,117					
<b>Movement to/(from) Gen Reserve</b>		<b>(20,759)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 21/10/2022

Month No: 7

## 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	4,130	8,823	4,693			46.8%	
1111 Electricity	2,292	6,000	3,708			38.2%	
Gateway Cafe :- Income	<b>6,422</b>	<b>14,823</b>	<b>8,401</b>			<b>43.3%</b>	<b>0</b>
4101 Repair/Alteration of Premises	7	3,000	2,993		2,993	0.2%	
4102 Maintenance of Buildings	41	0	(41)		(41)	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	1,572	1,500	(72)		(72)	104.8%	
4326 Telephones	567	972	405		405	58.3%	
Gateway Cafe :- Indirect Expenditure	<b>4,796</b>	<b>12,972</b>	<b>8,176</b>	<b>0</b>	<b>8,176</b>	<b>37.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,627</b>	<b>1,851</b>	<b>224</b>				
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	175	2,445	2,270			7.2%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	<b>6,606</b>	<b>7,545</b>	<b>939</b>			<b>87.6%</b>	<b>0</b>
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
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	<b>806</b>	<b>7,500</b>	<b>6,694</b>	<b>0</b>	<b>6,694</b>	<b>10.7%</b>	<b>0</b>
4101 Repair/Alteration of Premises	3,206	5,000	1,794		1,794	64.1%	2,900
4141 Water Services	1,882	5,000	3,118		3,118	37.6%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,302	4,000	1,698		1,698	57.5%	
4301 Purchase of Furniture/Equipment	10,323	5,000	(5,323)		(5,323)	206.5%	10,451
Parks & Open Spaces :- Indirect Expenditure	<b>17,947</b>	<b>21,000</b>	<b>3,053</b>	<b>0</b>	<b>3,053</b>	<b>85.5%</b>	<b>13,351</b>
<b>Net Income over Expenditure</b>	<b>(12,147)</b>	<b>(20,955)</b>	<b>(8,808)</b>				
6000 plus Transfer from EMR		13,351					
Movement to/(from) Gen Reserve			<b>1,205</b>				
<b>355 The Hub</b>							
1045 Event Sponsorship	(10)	0	10			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 21/10/2022

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1084 Sports Pavilion	10,889	16,646	5,757			65.4%	
The Hub :- Income	10,879	16,646	5,767			65.4%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	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	121	2,000	1,879		1,879	6.1%	
The Hub :- Indirect Expenditure	3,512	8,000	4,488	0	4,488	43.9%	0
Net Income over Expenditure	6,934	8,146	1,212				
Grand Totals:- Income	43,380	65,765	22,385			66.0%	
Expenditure	153,607	129,333	(24,274)	0	(24,274)	118.8%	
Net Income over Expenditure	(110,227)	(63,568)	46,659				
plus Transfer from EMR		95,968					
Movement to/(from) Gen Reserve		(14,259)					



**Agenda Item: LA 729**

**Committee:** Leisure, Amenities and Environment

**Date:** 13<sup>th</sup> September 2022

**Title:** To consider next year's budget requirements

**Report Authors:** Kevin Bray and Zoe Malone

**Purpose of Report:** To note and discuss

---

### **Introduction**

Peacehaven town council is funded by the council tax precept, each year we submit our proposed budget for approval in the January ready for the new financial year in April.

### **Background**

The L&A budget is assessed by officers and chair of committees it is then presented to the committees and finally to full council for approval.

### **Analysis**

This year we will need to be aware of the rise in the inflation rate and also the current predictions on the energy/ fuel costs, these affect the price of fertiliser, grass seed etc prices which have increased by 50% or more this year.

We also need to make sure we have set a realistic budget to cover the cost of running the amenities next year.

### **Conclusions**

Councillor's and officers will be asked to look at how we can reduce costs to try and avoid large rises in the precept next year.

### **Recommendations**

The committee are asked to assess the draft budget

### **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>	



## LEISURE, AMENITIES & ENVIRONMENT

		2022/23 Budget	Draft 2023/24 Budget	% Change
<b>300</b>	<b><u>Grounds Team General Exp</u></b>			
4202	Repairs/Maintenance of Vehicle	6,000	6,600	10.0%
4203	Fuel	5,500	6,050	10.0%
4204	Road Fund License	600	600	0.0%
4305	Uniform	900	900	0.0%
	Grounds Team: Expenditure	13,000	14,150	8.8%
	<b>Net Expenditure over Income</b>	<b>13,000</b>	<b>14,150</b>	<b>8.8%</b>
<b>310</b>	<b><u>Sports Park</u></b>			
4111	Electricity	5,000	7,250	45.0% #DIV/0!
4141	Water Services	0		
4131	Rates	2,345	2,345	0.0%
4164	Trade Refuse	4,500	4,500	0.0%
4171	Grounds Maintenance Costs	10,000	10,000	0.0%
	Sports Park: Expenditure	21,845	24,095	10.3%
1025	Rent & Service Charge	13,845	13,845	0.0%
1041	S/P Telephone Masts	4,500	5,765	28.1%
1043	S/P Football Pitches	3,000	3,000	0.0%
1061	S/P Court and MUGA Hire	5,406	2,500	-53.8%
	Sports Park: Income	26,751	25,110	-6.1%
	<b>Net Expenditure over Income</b>	<b>-4,906</b>	<b>-1,015</b>	<b>-79.3%</b>
<b>315</b>	<b><u>Big Park</u></b>			
4101	Repair/Alteration	5,000	7,500	50.0%
4102	Maintenance of Unit 14	500	500	0.0%
4111	Electricity (Unit 14)	300	500	66.7%
4112	Gas (unit 14)	300	500	66.7%
4355	Wifi (Unit 14)	0	585	#DIV/0!
4121	Rents	15,000	15,000	0.0%
4131	Rates	4,716	5,240	11.1%
4141	Water Services	0	#DIV/0!	
4161	Cleaning Costs	8,000	10,500	31.3% Changing places toilet included

4166	Skip Hire		1,000	1,000	0.0%
4173	Fertilisers & Grass Seed		6,000	6,500	8.3%
4302	Purchase of Materials	0			#DIV/0!
4303	Machinery Mtc/Lease	3,500	4,000	14.3%	
	Play Equipment Reserve	0	10,000		#DIV/0!
	Big Park: Expenditure	44,316	61,825	39.5%	
1005	Grants - Lewes DC	0			#DIV/0!
1094	Other Customer & Client Receipts	0			#DIV/0!
tbc	Transfer from Big Park EMR	25,000	25,000	0.0%	
	Big Park: Income	25,000	25,000	0.0%	
	<b>Net Expenditure over Income</b>	<b>19,316</b>	<b>36,825</b>	<b>90.6%</b>	
<b>316</b>	<b><u>Gateway Café</u></b>				
4101	Repair/Alteration of Premises	3,000	2,500	-16.7%	
4111	Electricity	6,000	10,000	66.7%	
4326	Telephones	972	972	0.0%	
4355	Wifi	0	540	#DIV/0!	
4115	CCTV Maintenance	1,500	1,500	0.0%	Need to find out new CCTV conditions and costs to link to police
4116	Servicing / Maintenance	1,500	1,500	0.0%	To include electrical tests that are required
	Gateway Café: Expenditure	12,972	17,012	31.1%	
1111	Electricity	6,000	10,000	66.7%	
1025	Rent & Service Charge	8,823	8,999	2.0%	
	Gateway Café: Income	14,823	18,999	28.2%	
	<b>Net Expenditure over Income</b>	<b>-1,851</b>	<b>-1,987</b>	<b>7.4%</b>	
<b>330</b>	<b><u>Parks &amp; Open Spaces</u></b>				
4101	Repairs / Alterations	5,000	5,000	0.0%	
4104	Vandalism Repairs	1,500	1,500	0.0%	
4141	Water Services	5,000	3,500	-30.0%	Includes all outdoor areas
4164	Trade Refuse	2,000	2,000	0.0%	
4171	Grounds Maintenance Costs	4,000	4,000	0.0%	
4301	Purchase of Furniture/Equipment	5,000	2,500	-50.0%	
4105	Tree Works	2,000	2,000	0.0%	
4106	Signage	1,500	1,000	-33.3%	
4107	Climate Change Actions	0			#DIV/0!

4108 Tree Planting 2,500 2,500 0.0% Is this necessary?

Amenity Area: Expenditure

1044 Hire of the Dell 5,100 5,500 7.8%

Allotment Rent 2,445 2,500 2.2%

Amenity Area: Income

Net Expenditure over Income

20,955 16,000 -23.6%

### The Hub

4103 Annual Servicing Costs 2,000 2,500 25.0%

Electricity 2,000 3,000 50.0%

Gas 2,000 3,000 50.0%

4112 Wifi 0 420 #DIV/0!

4355 Rates 0 0 #DIV/0!

4131 Maintenance of Hub 2,000 2,000 0.0%

4171 Music Licence 500 500 0.0%

The Hub: Expenditure

8,500 11,420 34.4%

1084 The Hub 16,646 16,979 2.0%

1303 Water 0 150 #DIV/0!

1112 Gas 0 270 #DIV/0!

1111 Electric 0 270 #DIV/0!

1355 Wifi 0 210 #DIV/0!

The Hub: Income

16,646 17,879 7.4%

Net Expenditure over Income

-8,146 -6,459 -20.7%

### LEISURE, AMENITIES & ENV: Total Expenditure

129,133 152,502 18.1%

LEISURE, AMENITIES & ENV: Total Income 90,766 94,989 4.7%

Net Expenditure over Income

38,367 57,513 49.9%



**Agenda Item: LA 730**

**Committee: Leisure, Amenities and Environment**

**Date: 8th November 2022**

**Title: Action plan**

**Report Authors: Kevin Bray and Sue Moscatelli**

**Purpose of Report: To note**

---

### **Introduction**

The action plan is produced to show current progress of any projects the L&A are running at this time.

### **Analysis**

To note

CCTV has been installed at Centenary Park; negotiations are ongoing with Sussex Police regarding connection to their system for the live feed.

The Changing places toilet installation has been completed.

### **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**



## 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 still not started Discussions on licence ongoing	Town Clerk	£1 a week rent	N/A	Dec 2021	
Centenary Park - Bridle Path Resurfacing LA 407 17th March 2020	Works in progress	PO/ Parks Officer	£44,755 +vat (£30,000 CIL and £14,755 PTC CIL)	LDC CIL approved & PTC CIL	2021	
Changing places project <b>COMPLETED</b>	The unit has been installed but awaiting registration with MD before opening. Pathway is currently being resurfaced and cleaning regime being accessed.	PO	£72,500	LDC Gov Funding and PTC CIL (£27500)	November 2023	November 2023
DELL playground 106 money inclusive project LA 691	Meeting took place with LDC on 24/10/22 to discuss quotes. Obtaining further quotes as suggested. Will ask LDC if we can extend the 106 monies	PO/Parks officer	£50,000	106 held by LDC	Summer 2023	Summer 2023
Hub roof repairs LA 688	Final monitoring of the roof taking place before payment is approved	Parks officer	£3900 and £840 +vat	L&A budget	September 2022	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Dell Access Path/ Playground inclusivity	Plan put on hold until Dell playground update plan has been formed, to be discussed with LDC. LDC advised there is no need for an additional pathway and to concentrate on play equipment	Town Clerk PO		Possible Future CIL BID		
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	Marketing campaign to start in November to highlight the situation in Centenary Park	PO/ Comms Officer	No budget set	No budget set	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park	Architect draft drawings received; site visit next week to finalise drawings.	PO/ Parks officer	TBA	CIL	TBA	
New water refill station in Centenary Park LA 672 12/04/2022	Pipework excavation started. Drinking fountain ordered	PO/ Parks officer	£7000	CIL/ 106	Autumn 2022	
Cycle hub licence/ lease	Revised version forwarded to ESCC	Town clerk			2022	
New Café lease	Changes approved by proprietor, and final version expected soon.	Town clerk			2022	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Shepherds Down – Public Consultation LA530 09/02/2021	Yet to be started	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.  Epinay Park / Playground LA584 20/07/2021	Awaiting a report from the TFG  Delayed until funding from Webb yard is available. TFG set up to look at the survey results	PO  Parks Officer/ Committee members		PTC CIL Webb's Yard	Not set	
To resurface the overflow carpark at Centenary Park	Highlighted as a future project	TBA	TBA	CIL BID	TBA	
Electric van leasing C952	Toyota chosen as preferred manufacturer at full council Awaiting P&F approval on final costs and funding Delivery time approximately 6 months	Parks O/ TC/ FO		Budget and reserves		
Howard Park – Tree Planting LA510 15/12/2020	Trees ordered Oct 2022	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 – Accessible picnic bench to be purchased LA542 23/03/2021	CIL bid approved – suggested to wait until pathway is completed before buying and fitting the seat.	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 – LDC to take the lead on this. Various meetings have taken place with LDC and waiting for quotes and decisions on what PTC will pay for from CIL and what LDC will provide	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	Camera installation completed, Sussex police providing estimates for connecting to them.	Cllr Symonds/ parks officer		LDC CIL Bid	2022	
Signage project in Parks and around PTC land.	TFG to meet and recommend designs within the Brand Guidelines	PO/P / TFG			2023	
Update the Allotment policy	Recommendations from panel to the policy to be decided.	Parks O/ TFG				

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Management Plans to be produced for • The Dell • Howard Park • The Oval • Epinay Park • Centenary Park	To be discussed by the committee	LAE Committee			Not set	
Tree Wardens Scheme LA603 07/09.2021	1 volunteer has contacted CLLRS	PO	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	
Ouse valley cares bid LA 618	Funding granted Mosaic designs to be presented to L&A when ready	PO/ DC/ Parks O	£33,900 over three years			

## **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
9. Surveys of the Oval and Epinay parks carried out

## **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: LA731**

**Committee: Leisure, Amenities and Environment**

**Date: 8<sup>th</sup> November 2022**

**Title: Ouse valley care bid update**

**Report Authors: Kevin Bray and Cllr Seabrook**

**Purpose of Report: To note**

---

## **Introduction**

In 2021 Peacehaven Town Council were included in a larger bid by the Ouse valley cares for funding to improve the entrance to the south downs from Centenary Park, this bid has been successful.

## **Background**

### **9 LA 618 GATEWAY TO THE DOWNS**

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

- Local artist Aimee Harman spoke and shared her ideas for Signage in Centenary Park leading to the entrance of the South Downs National Park
- Mosaic signs with a wildlife and nature theme
- Involvement from local Residents / Children / Schools

## **Analysis**

This project involves planting native deciduous trees in an avenue leading walkers to the gateway (into the South Downs). Along with this, four themed mosaic sculptures will be used as way-marking posts to guide the local community onto the downland footpaths. A local mosaic artist will be commissioned to create this work and run workshops with the local community, specifically targeting local youths. The first post will be a totem pole with 3 fingers directing people to the paths. The last 3 will be animals or plants found on the Downs. A further interpretation panel about downland species and the network of footpaths will be installed at the gateway. A litter bin will be installed near the interpretation board at the entrance to the South Downs. £500 for Archaeological testing is included as this part of the park has not been assessed.

The Gateway to the Downs is at the far eastern end of the park and signposts will be placed between the café and the entrance to the South Downs at appropriate places. SDNPA will design the interpretation board. Aimee Harman, the artists who has created many of the public artworks around Peacehaven will be designing the sculptures which will be presented to Council for approval. They will then be made through a series of workshops for local youths.

Total Value is £33,900 over three years.

There is no information as to when funds will be made available or how they will be made available.

## **Conclusions**

We will report back to the committee when we have an update on this bid

## **Recommendations**

To note this report

## Implications

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

<u>Financial</u>	Funded by Ouse valley cares bid <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>
<u>Legal</u>	
<u>Environmental and sustainability</u>	Trees to be planted
<u>Crime and disorder</u>	
<u>Social value</u>	Improved signage
<u>Climate</u>	Low impact works <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>

## Appendices/Background papers

**Agenda Item: LA 732**

**Committee: Leisure, Amenities and Environment**

**Date: 8<sup>th</sup> November 2022**

**Title: Signage TFG**

**Report Authors: Kevin Bray**

**Purpose of Report: To note**

---

**Introduction**

PTC has several parks around the town, and all these require the signage to be updated not only on the site sign but also the safety signage on the playgrounds, skate park, etc as well as information boards.

**Background**

In May 2022, LA 693 minutes say the following

It was agreed that a coherent sign strategy that included QR codes and consistent design including discussions with SDNPA authority where appropriate should be developed and agreed and completed by November 2022.

The meeting agreed that the following Councillors (supported by the communications officer) should sit on this Task & Finish Group: - Cllrs Seabrook, Gallagher, Griffiths, Paul.

**Analysis**

Projects officer Sue Moscatelli has introduced a branding guideline for PTC and has volunteered to join this TFG as lead officer in light of the communications post not being filled at this time.

**Conclusions**

This TFG has been tasked with producing outline designs for all signage so a supplier can be chosen to cost up and produce the signage.

**Recommendations**

To note this report

## Implications

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

<b><u>Financial</u></b>	PTC CIL  Possible CIL bid to LDC?
<b><u>Legal</u></b>	Safety signage on playgrounds is recommended, this to include locations of nearest A&E departments/ contact numbers, this was highlighted in the annual playground inspections.
<b><u>Environmental and sustainability</u></b>	Recycled plastic
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	Signage will improve residents use of the parks
<b><u>Climate</u></b>	<ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>

## Appendices/Background papers

## **Agenda Item: LA 733**

**Committee: Leisure Amenities and Environment.**

**Date: 8<sup>th</sup> November 2022**

**Title: PTC owned streetlamps**

**Report Authors: George Dyson and Kevin Bray**

**Purpose of Report: To discuss**

---

### **Introduction**

PTC owns 7 streetlamps around Peacehaven, of which 2 are in the Firle Road playgrounds, this report went to planning and highways but the two lights in Firle Road come under L&A

Roderick Avenue
Firle Road
Firle Road
Roderick Avenue
Highway The
Blakeney Avenue
Roderick Avenue

Of these lights, only 2 are currently LED lamps, with the remainder being different forms of sodium lamp.

### **Background**

Looking into upgrading these streetlights was first discussed at this Committee on 10<sup>th</sup> November 2020 and has been on the Action plan since 4<sup>th</sup> January 2021.

### **Analysis**

Eric Ware from East Sussex Highways has provided a quote of £3200.00 to replace the current lanterns with LED ones. This quote is assuming that other equipment (column, pole bracket, control box) and supply is in a suitable condition and does not also need replacing.

The cost of the lighting in its current form to PTC is:

£192 per year maintenance paid to ESCC

£54.45 per month paid to EDF Energy for the electricity on a fixed, unmetered tariff.

Upgrading the lamps will have no effect on these annual/monthly costs to PTC.

Sodium lamps and LED lamps have very little difference in their energy efficiency (LEDs average between 37 and 120 lumens/watt, LPS average between 50 and 160 lumens/watt).

If we do look to change the lights, then a lighting design should also be conducted – this is likely to cost in the region of £950 per street, the lighting design will most likely say the current lighting is not sufficient so additional columns and lanterns would be required which then adds even more costs to this.

## **Conclusions**

Note from Kevin

Having discussed the lighting with Dan our electrician to upgrading the current lights will likely slightly improve the illumination of the area, due to the better system efficiency of LED, however, have little to no effect on cost savings or climate change. It might be better to look at renewing the lights as and when they fail rather than changing them now?

## **Recommendations**

The committee are asked to:

- Discuss this report and update the action plan accordingly.

## **Implications**

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

<b><u>Financial</u></b>	£3200 to replace current lanterns, plus any additional replacement of equipment if necessary.
<b><u>Legal</u></b>	If making the upgrades to lighting, a street lighting design may need to be completed, and ensure compliance with BS5489-1:2020.
<b><u>Environmental and sustainability</u></b>	Negligible difference in current vs upgraded street lighting. Waste created by means of disposing of removed lanterns.
<b><u>Crime and disorder</u></b>	The College of Policing states that the evidence suggests that improved street lighting can reduce crime.
<b><u>Climate</u></b>	No impact.

## **Appendices/Background papers**

**Agenda Item: LA 734**

**Committee:** Leisure, Amenities and Environment

**Date:** 8<sup>TH</sup> November 2022

**Title:** SDNPA funding bid

**Report Authors:** Kevin Bray

**Purpose of Report:** To note

---

**Introduction**

The south downs national park has CIL funding available for projects which PTC can bid for.

**Background**

To qualify for funding the project should be either within the boundary of the SDNP or be a project to improve access to the SDNP i.e. signage, pathways linking to the national park, etc

**Analysis**

The SDNPA's annual CIL bidding window is now open. The window closes at 23.59 on 31st January 2023.

All CIL bids must be submitted via our Projects for the South Downs portal. Please use the information provided below to help you submit your CIL bid. We are particularly welcoming bids that support our corporate plan priorities for the next 3 years, 'Nature Recovery', 'Climate Action' and 'A National Park for All'.

All previous applicants, and Parish / Town Councils will have been sent an email advising of the opening of the Call for Projects. Please email CIL@southdowns.gov.uk to be added to the mailing list for future notification.

Applying for CIL funds takes four stages.

**Conclusions**

Although Peacehaven is not with the SDNP we do have boundaries straight on to the SDNP so we could be eligible for funding if the right project is found, this could be pathway improvements, signage, possibly even improving car parking near to the boundary

**Recommendations**

The committee are asked to note this report and forward on to officers any potential projects which could be part of a bid from PTC

## Implications

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

<u>Financial</u>	PTC CIL money could be match funded for a project <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>
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	Enhancing Access to the SDNP will encourage wellbeing
<u>Climate</u>	<ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>

## Appendices/Background papers

**Agenda Item: LA 735**

**Committee: Leisure, Amenities and Environment**

**Date: 8<sup>th</sup> November 2022**

**Title: climate change considerations**

**Report Authors: Cllr Seabrook/ Kevin Bray**

**Purpose of Report: Verbal report To Discuss**

---

### **Introduction**

At the last full council meeting, Cllr Seabrook explained to the Council that as the Climate Change TFG doesn't have the power to make decisions, and can only make reports to Committees, by including this as a standard agenda item on every Committee meeting then more could be done and gave some examples of how each Committee could have an impact on climate change, as well as making the Council's actions on Climate Change more transparent.

### **Background**

After much discussion, it was proposed that the inclusion of Climate Change Considerations as a standard item on every agenda, or inclusion on every action plan should be taken for discussion at the Leisure, Amenities, & Environment Committee.

### **Recommendations**

To discuss and recommend how climate change actions and impact can be made more transparent by committees.

### **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**



**Agenda Item: LA 736**

**Committee:** Leisure, Amenities and Environment

**Date:** 8<sup>th</sup> November 2022

**Title:** Draft business plan

**Report Authors:** Tony Allen and Sue Moscatelli

**Purpose of Report:** To decide

---

**Introduction**

At the last P&F Committee Meeting the draft business plan was delivered as specified by the Committee.

**Background**

At the meeting it was resolved that the plan would be kept 'fresh' by each Committee, who would decide their own actions, priorities, budgetary impact and timescales for the elements of the Plan relevant to their committee.

**Analysis**

The plan was created by feedback from the Chairs of Committee but happy to discuss the rationale behind the Plan if required.

**Conclusions**

The purpose is to ensure the Draft Plan is a living/evolving documents for each Committee but will continue to be reviewed by P&F for delivery to the new Council in May 2023.

**Recommendations**

The Committee are asked to decide actions, priorities, budgetary impact, and timescales for the elements of the Plan relevant to the committee.

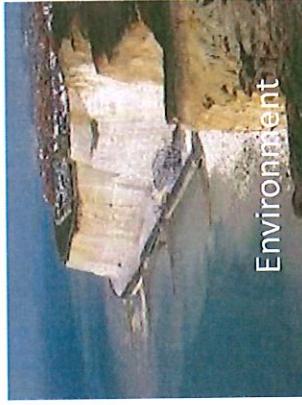
**Implications**

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>	



**OUR VISION:**  
Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

 <p>PEACEHAVEN TOWN COUNCIL</p>	 <p>Environment</p>	 <p>Business</p>
 <p>Community</p>	<p>Community &amp; Business Plan 2022/2023</p>	 <p>Place</p>

**OUR MISSION:**  
To ensure Peacehaven remains a thriving COMMUNITY and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail outlets and culture offers that blend with our special and distinctive environment. To listen to our COMMUNITY and encourage residents to engage, educate and evaluate us

## Introduction

In Town Council provides a range of services and community facilities. The population is approximately 23,000 living in the West and North of a central point, the Meridian Centre. Peacehaven is a town location between Newhaven (with its Europe) to the East and the City of Hove to the West. Peacehaven has a young demographic with young families moving into the area alongside an elderly that has always lived in the town.

is still having an impact on health, prosperity as well as the current cost of living, which is affecting many residents. It is now nearing completion in the centre of the town and this is adding to the members of residents.

The town is strained, mainly due to 59 Coast Road, provision of medical care of banking facilities and NHS services is limited

Growth of the town, Peacehaven needs more opportunities, conquer challenges together as a community to make it a better place to live, work and enjoy together.

## What PTC does

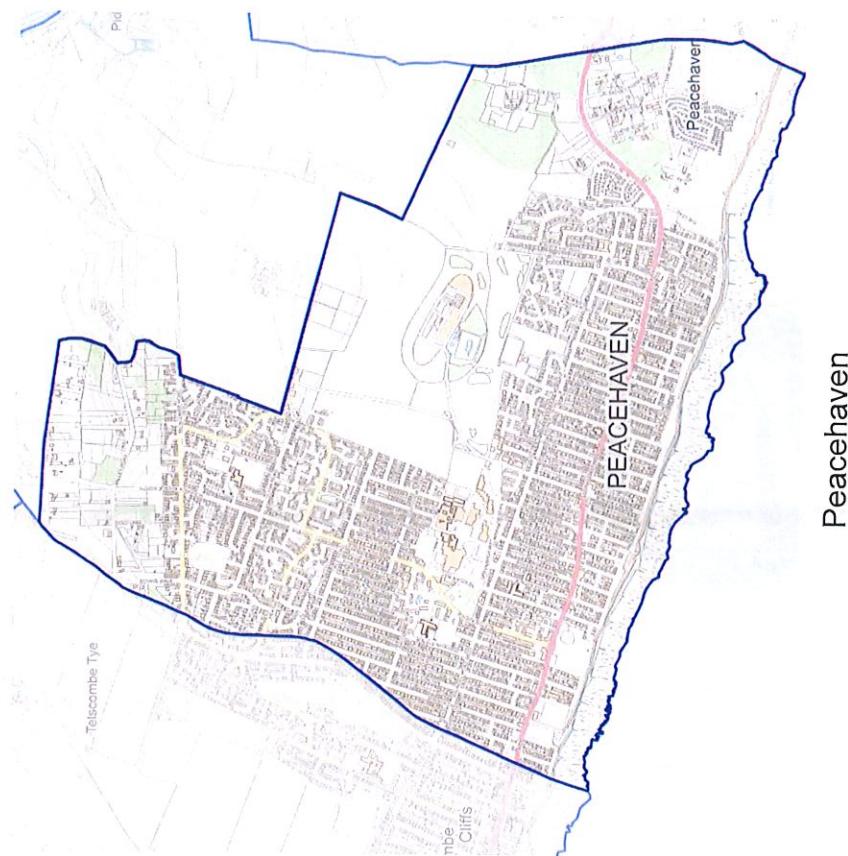
Councillors and staff strive to ensure Town Council operations are delivered in a most effective and efficient manner with regulation and best practice. The Councillors covering East, West, Central wards.

The community plan will focus on the community, new projects, major pieces requiring resource allocation such as Meridian Centre redevelopment plan. The Council will ensure to include the

1. Efficient operation and governance of Council's business & legal compliance
2. Full involvement and communication with the community
3. Management of the Council's assets
4. The Mayor of Peacehaven will uphold the character of the town Ambassador, working with community and projects

In order to improve the Town's infrastructure to efficiently monitor progress, the Council will work following plans:

1. The neighbourhood development plan
2. The community plan
3. Committee and working party



Peacehaven

## Service areas we cover

**Planning**

**Community garden & orchard**

**Community market/car boots**

**Business Partnerships**

**Tourist Information**

**Park & asset maintenance**

**Events**

**Grants**

**Environment**

**Notice boards & banners**

**Allotments**

**Civic & ceremonial**

**E-News & Social**

**Community representation and leadership**

**Peacehaven Community School**

**PEACEHaven**

**PEACEHaven & District Chamber of Commerce**

**Supporting Local Business**

## **What are the Council's priorities**

With the increasing pressures on finances, it is more important than ever that we focus on the things that matter most to Peacehaven. We have the following corporate priorities to ensure we gain the most use of our resources he Council's corporate priorities are:

### **POWERING THE ECONOMY SUSTAINABLY**

Working with others to support sustainable growth and a strong community, ensuring Peacehaven is a great place to invest in, live, work and visit

### **ALUING THE ENVIRONMENT**

Responding to climate change, improving our infrastructure, safeguarding our heritage and bio-diversity

### **MPOWERING AND SUPPORTING THE COMMUNITY**

Support a resilient, inclusive and healthy community, tackling inequalities, particularly those around health, which in a number of cases have been exacerbated by the COVID-19 pandemic and cost of living crisis

### **SUPPORTING RESIDENTS IN NEED**

Supporting in times of need, protecting from harm and improving quality of life

### **HELPING CHILDREN AND YOUNG PEOPLE**

Supporting and inspiring children and young people to raise their aspirations and reach their potential

### **IMPROVE THE QUALITY OF LIFE FOR RESIDENTS AND VISITORS TO PEACEHAVEN**

endeavour to address the needs of residents within the resources and powers available to PTC

## What the plan will do for the Town, Community & Environment

<b>For the Town</b>	<b>For the Community</b>	<b>For the Environment</b>
<b>Respond to the Climate Emergency and a need for transformative actions</b>		
Deliver the ambitions of the Neighbourhood plan	Supports the needs of the residents of Peacehaven	Ensures the Town's green spaces are managed sustainably and deliver eco-systems and bio-diversity
Develop Peacehaven's market offer, attract visitors and support town centre proposals	Supports the provision of education, employment and leisure opportunities for all	Safeguards Peacehaven's distinctive and special environment, especially with regards to bio-diversity
Market and promote the town as a 'Haven of Peace' with lots areas to visit and enjoy	Encourages the improvement of cultural and recreational facilities available	Safeguards Peacehaven's history for generations to come
Work with stakeholders to build and grow a sustainable local economy	Encourages continuity and engagement plus fully involves the community in the running of the Town	Safeguards Peacehaven's green spaces

# Business Plan

# What the business plan can deliver for Peacehaven

## Finance

- are provided with relevant date financial reports to rebuild general reserve
- income streams & reduce funding opportunities set aside for new machinery
- it updates & asset list review a budget for events
- DC prioritises Peacehaven 'ring-up' funding

## Environment & Climate Change

### Develop the green infrastructure

- nt an EV charger policy and number of chargers in the
- an environmental audit air quality, recycling, local
- e. A259 Coast Road
- a H&S policy for reporting ssments at open spaces, and public spaces
- sports and leisure facilities yards Peacehaven being eutral for 2030

Peacehaven Town Council believe, that in this period of austerity and cost of living increases, residents need better services or need to lower their expectations on the quantity and quality of the services that can be provided. A group of community volunteers can address some of the issues by engaging the community in projects that matter most to them. The Council will continue to work closely with LDC and ESCC so their responsibilities are met but the following may continue to be undertaken by volunteer groups:

- ❖ Maintaining community spaces
- ❖ Litter picking in the town and parks
- ❖ Community activity such as youth and sports
- ❖ Transportation for isolated and vulnerable people
- ❖ Promote neighbourhood/ Residents watch
- ❖ Projects that are not deemed a priority
- ❖ Coffee Mornings
- ❖ Community Garden

PTC undertakes to develop a group community volunteers for the benefit of the town

## Place

1. Progress the NDP Plan
2. Ensure Peacehaven fully benefits from the town centre development plans
3. Investigate car parking around schools and installation/main of electric charging points, sustainable transport
4. Complete a review of Public / such as benches, car parks, bins, signage
5. Identify accessibility project opportunities
6. Investigate synergies between Peacehaven & Telscombe Cc

## Community

1. Build a one town, one community culture
2. Engage with the non IT community
3. Engage the public in event id, prepare an annual marketing
4. Acquire more allotment space
5. Deliver a wide range of inclusive play equipment and seating across Peacehaven
6. Arrange for LDC & ESCC out services in Peacehaven

## What the business plan can deliver for Peacehaven

<p><b>Business &amp; Tourism</b></p> <p>The community is a beautiful place to live, with a choice of opportunities to explore better signposting and better information to provide access to e. better bus routes, cycle paths, electric bus organisations with promote businesses such as B&amp;B, accessibility to major and encourage the use of and miles of footpathology such as QR codes to assess regarding Peacehaven, ESCC to keep footpaths and enjoyable directory of local businesses that would be useful</p>	<p><b>Police and Crime</b></p> <ul style="list-style-type: none"> <li>• Visible police presence due to neighbourhood policing changes. To ensure the Town is resilient to crime:</li> <li>• Assist the neighbourhood watch network across the Town</li> <li>• Monitor parking and crime issues and report via Operation Crackdown</li> <li>• Promote road safety campaigns, especially around our schools</li> <li>• Proactively engage with Sussex Police and build a relationship with our local PCSO</li> <li>• Invite Sussex Police to PTC events to engage with the community</li> <li>• Frequently promote scamming issues to residents so they are protected and aware, especially the more vulnerable</li> <li>• Inform residents on contacts and various ways to report crime</li> </ul>	<p><b>Housing &amp; Planning</b></p> <p>Residents are aware that if the Town is to continue to grow and develop, there must be some small scale of development of truly affordable smaller houses for older and younger families:</p> <ul style="list-style-type: none"> <li>• Monitor and recommend local development within the Town within the context of any change of policies from LDC and ESCC</li> <li>• Provide greater protection for local green spaces and community assets</li> <li>• Encourage the community to have a significant say in future development of the Town</li> <li>• Ensure all neighbourhood plan provisions are reviewed</li> <li>• Work with stakeholders to deliver homes and accommodation for the needs of the Town and ensure the housing growth requirements are accommodated in the most sustainable and affordable way</li> <li>• Be ready for 'shovel ready' project</li> </ul>	<p><b>Business</b></p> <p>To support our local business endeavour to:</p> <ol style="list-style-type: none"> <li>1. Work with agencies to and better broadband t</li> <li>2. Build a directory and pi business in the Town</li> <li>3. Encourage networking as much as possible</li> <li>4. Support opportunities f showcasing of local pr farms, harvest festival, jam and honey making</li> <li>5. Support development c market and encourage  boot sales</li> <li>6. Strengthen relationship of Commerce and othe networking events to si in partnership</li> <li>7. Work closely with scho and universities and th and Cities</li> </ol>
---	---	---	--

## What the business plan can deliver for Peacehaven

<p><b>Emergency Action for PTC</b></p> <p>nited to becoming net 2030 &amp; our business plan at</p> <p>Equipment – There is a ace our vehicles and with zero carbon by 2030</p> <p>PTC buildings must be ith net zero targets by</p> <p>ek to move to renewable id turn off gas</p> <p>ek to eliminate waste by posing, repair &amp; recycling it – Seek to ensure all re sustainable for the isider end of life plan</p> <p>- Seek ways to harvest ooft surfaces, implement sting systems and reduce mains water usage</p> <p>Imple – Encourage follow by raising and educating</p>	<p><b>Highways and Transport</b></p> <p>PTC will continue to work with transport companies and ESCC to ensure a better service:</p> <ul style="list-style-type: none"> <li>• Seek to decrease speed limits outside schools and within the Town, where applicable</li> <li>• Work with schools on safe to travel projects, walk and cycle to school and leave the car at home</li> <li>• Work with CTLA, Havens Community Cars and others, to provide a regular and frequent collection point for the elderly, especially to reach KH and events</li> <li>• Recruit the Big Lemon Bus at all PTC events, where applicable</li> <li>• Work with ESCC to ensure footpaths and potholes are kept clear and walkable</li> <li>• Involve &amp; work closely with the public safety group</li> </ul>	<p><b>Young and Elderly</b></p> <p>Both groups can be affected by social isolation due to the distance between the wards and also the local amenities</p> <ul style="list-style-type: none"> <li>• Community engagement with young people ensuring outdoor spaces meet their requirements</li> <li>• Facilitate the election of a Youth Mayor in September to work on the provision of facilities for young people</li> <li>• Assist in setting up a computer workshop and club for the Isolated</li> <li>• Communicate frequently on events and ensure transportation is available or accessible</li> <li>• Partner in promoting activities at the Football Club, Bowls and Kempton House and others</li> <li>• Provide grants to fund improvements to community groups</li> <li>• Work and support ESCC with additional youth services in the Town</li> </ul>	<p><b>Devolution</b></p> <p>PTC will investigate the possibility of taking on certain LDC and functions such as:</p> <ul style="list-style-type: none"> <li>• Green Spaces</li> <li>• Car Parks</li> <li>• Toilets</li> </ul>
--	---	---	---

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Establish Financial Stability			
Provide with relevant and up to date S	Policy & Finance	Continue to include as an agenda item for committees to discuss quarterly monitoring	Reports included on agenda
Build general reserve ratio	Policy & Finance	Action plan to be prepared to include ideas on how to increase financial efficiency	Ideas to be generated and submitted P& F committee
Income streams and reduce costs	Policy & Finance	Action plan to be prepared to include ideas of how to increase income streams	Ideas to be generated and submitted P& F committee
Opportunities	Policy & Finance	Action plans to be prepared to include ideas of how to improve fundraising and prepare a fund raising package to use at networking	Ideas to be generated and submitted P& F committee
Reserve set aside to update assets such as park maintenance as well as sound equipment, office equipment	Policy & Finance	Prepare an audit of current assets with current status and updates	Provide estimates of cost
Set for events	Policy & Finance	Prepare a marketing plan for 2022/23 with events for discussion for precept planning	Plan to be drafted in August for 'at CCE'
Prioritises Peacehaven for 'levelling-up'	Policy & Finance	Establish links with LDC and ESCC to identify sources of funding	Networking links to be established

ENT & Climate Change: To seek to improve air quality and take measures to created a 'n			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
he green infrastructure plan & work spacehaven being carbon neutral for	Leisure & Amenities	Audit of free spaces, incorporating LDC playing pitch strategy and green spaces	Action plans required
: an EV charger policy and increase chargers in the town	Planning & Highways	Liasion with neighbourhood first and awareness of LDC policies	Type of bins required tba and communication to staff and put
environmental audit covering air quality, local effects i.e A259 Coast Road	Leisure & Amenities	Working party to continue with audits and action plan to be established	Work has already been undertaken Recommendations to be follow by Council staff
I&S policy for reporting risk assessments ices, buildings and public spaces	Leisure & Amenities	Identify and improve policies already in place	Work is currently being undertaken will be presented at P&F for ap
orts and Leisure facilities	Leisure & Amenities	Audit of requirements to be conducted. Agreement of 3G pitch in place. This should align with decisions made regarding The Hub	3G pitch in progress for installa financial year. Further actions t carried forward by Council staff

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
the NDP Plan	Full Council	Draft plan to be approved	Ongoing
Peacehaven fully benefits from town centre tenant plan	Full Council	Ensure Community House is retained and the new proposed development is in line with Resident and the Town's expectations/ needs	Draft plans submitted to PTC by Morrison's - waiting for formal ptc
more car parking in the town, work with others on electric charging points and tele transport	Full Council	Audit to be undertaken and action to be followed through by Council. EV charging presentation to be considered	Reports to be prepared and part of green infrastructure plan
a review of public areas, signage, benches ns	Leisure & Amenities	Action plan to recommend maintenance, implementation and upgrades	Benches placed from welcome bar funding, along with planters. Signage party to commence
cultural and accessibility project ities	Leisure & Amenities	To increase our artistic offer with open garden and open house opportunities, work with artists and sculptures to include P Haven in their offering	Action plan to be set up
reate a merger synergies between Peacehaven ombe Cliffs	Full Council	Identify opportunities for synergy such as Summer Fairs, Christmas and other events	Discussion and action plan to be st

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
town, one community culture to assist on and make residents feel inclusive	Full Council	Market Peacehaven as an inclusive town, build brand awareness, create brand guidelines and a tone of voice suitable for the residents. Provide exceptional customer service	New marketing team in place and marketing plan to be introduced
identify ways to reach the non-IT	Civic & Community Events	Action plan to be created	New marketing team in place and marketing plan to be introduced
chedule of events, based on resident demographics	Civic & Community Events	Action plan to be created	New marketing team in place and marketing plan to be introduced
re allotment spaces (compulsory purchase)	Leisure & Amenities	Feasibility study to be undertaken and proposal of possible locations	Action plan to be created
de range of inclusive and accessible play and seating across Peacehaven parks	Leisure & Amenities	Access reports to be commissioned and consideration for eco-friendly play areas	Action plan to be created
LDC and ESCC outreach services in	Full Council	Network with District and County to find ways to connect communities with local suppliers	Action plan to be created

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Want better signposting and provide better orientation for tourists to the town	Leisure & Amenities	To decide a signage plan based on brand guidelines	Ongoing - signage TFG to meet
Provide access to facilities ie cycle paths and electric bus	Planning & Highways/Leisure & Amenities	Action plan to be created	Some projects underway and w CL approval in July
Visions to promote local businesses BnB, proximity to South Downs, Jurne	Civic & Community Events	Action plan to be created	Connection with local business website to be updated with business directory and 'why visit Peacehaven'
Odes to publicise our miles and miles of amenities	Leisure & Amenities	Action plan to be created	Action plan to be created
to keep footpaths passable and	Leisure & Amenities	Action plan to be created	Action plan to be created

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
a neighbourhood watch network across the town	Planning & Highways	Action plan to be created	Action plan to be created
reporting parking and crime issues to Full Council	Full Council	Ongoing	Ongoing
engage with Sussex Police and build a relationship, especially with local PCSO	Full Council	Action plan to be created	Action plan to be created
promote scamming issues and implement initiatives to protect residents of the town	Civic & Community Events	Ongoing via social media, web advertising	Ongoing via social media, web advertising
ad safety campaigns	Planning & Highways	Action plan to be created	Action plan to be created

AND PLANNING : To monitor house build and planning applications			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
↳ recommend local development in the town context of any change of policies from LDC	Planning & Highways	Action plan to be created	Action plan to be created
reater protection for local green spaces and ty assets	Leisure & Amenities	Action plan to be created	Action plan to be created
≥ the community to have a significant say in development of the town	Full Council	Action plan to be created	Action plan to be created
↳ stakeholders to deliver homes and	Planning & Highways	Action plan to be created	Action plan to be created
ation for the needs of the town and ensure ng growth requirements are accommodated st sustainable and affordable way			
for 'shovel ready' projects	Planning & Highways	Action plan to be created	Action plan to be created

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
agencies to provide better broadband for	Planning & Highways	Ensure location of masts meets the town's needs	Currently negotiating 5g mast in Brow
networking opportunities and strengthen th Chamber and other business networks	Civic & Community Events	Contacts to be strengthend and identify income and benefits. More interaction and visibility required from PTC	Relationship with Chamber devel alongside other organisation.
portunities for regular showcasing of local arms,, honey making. Support weekly encourage car boot sales	Civic & Community Events	Action plan to be created	Action plan to be created
Strategy for advertising and promoting n as a place to live, work and enjoy	Civic & Community Events	Action plan to be created	Action plan to be created
lly with schools, colleges and universities local towns and cities	Civic & Community Events	Action plan to be created	Action plan to be created

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Equipment - There is a need to replace our equipment with zero carbon alternatives by Full Council and Officers	Action plan to be created	Action plan to be created	
Buildings must be compliant with net zero by 2030	Full Council and Officers	Action plan to be created	
to move to renewable electricity and turn entirely to eliminate waste by reuse, repurposing, recycling	Full Council and Officers	Action plan to be created	
- Seek to ensure all purchases are for the planet & consider end of life plan	Full Council and Officers	Action plan to be created	
Seek ways to harvest water from roof	Full Council and Officers	Action plan to be created	
iple - Encourage residents to follow by ness and educating	Full Council and Officers	Action plan to be created	

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
increase speed limits outside schools and with where applicable	Planning & Highways	Action plan to be created	Action plan to be created
schools on safe to travel projects, walk and leave the car at home	Civic & Community Events	Action plan to be created	Action plan to be created
CTLA, Havens Community Cars and others	Civic & Community Events	Action plan to be created	Action plan to be created
a regular and frequent collection point for ally to reach KH and CH for events			
ESCC to ensure footpaths and potholes are d and usable	Planning & Highways	Action plan to be created	Action plan to be created
Id work closely with the Public Safety Group	Leisure & Amenities	Action plan to be created	Action plan to be created

PROJECT		RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
a community engagement scheme with le ensuring outdoor spaces meet their ts	Leisure & Amenities	Action plan to be created	Action plan to be created	
g election of a Youth Mayor in September to provision of facilities for young people	Civic & Community Events	Action plan to be created	Action plan to be created	
ting up computer workshops and social for isolated / non computer users	Civic & Community Events	Action plan to be created	Action plan to be created	
romoting activities at the Football Club, ston House, Park Run and others	Civic & Community Events	Action plan to be created	Action plan to be created	
nts to charity, community, voluntary groups ir projects	Grants Sub Committee	Action plan to be created	Action plan to be created	

ENT : Local Town Council to take on certain LDC and ESCC functions			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POS
es	Leisure & Amenities	Action plan to be created	Action plan to be created
	Planning & Highways	Action plan to be created	Action plan to be created
	Planning & Highways	Action plan to be created	Action plan to be created

