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PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 16th 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 17th August 2022, 2 – 4pm.
- The Barn Dance is being held on 10th 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 5th JULY 2022

Proposed By: Cllr Seabrook

Seconded By: Cllr Sharkey

The minutes of the meeting held on 5th 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 – 16th 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 – 16th 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 13TH SEPTEMBER 2022

The next meeting of this Committee was **confirmed** for 13th September 2022.

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

Agenda Item: LA 728
Committee: Leisure, Amenities and Environment
Date: 13th September 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
<u>300</u> <u>Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	2,567	6,000	3,433		3,433	42.8%	
4203 Fuel	3,016	5,500	2,484		2,484	54.8%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure	<u>5,907</u>	<u>13,000</u>	<u>7,093</u>	<u>0</u>	<u>7,093</u>	<u>45.4%</u>	<u>0</u>
Net Expenditure	<u>(5,907)</u>	<u>(13,000)</u>	<u>(7,093)</u>				
<u>310</u> <u>Sports Park</u>							
1025 Rent & Service Charge	8,590	13,845	5,256			62.0%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	1,668	3,000	1,332			55.6%	
1061 S/P Court Hire	879	5,406	4,527			16.3%	
Sports Park :- Income	<u>15,386</u>	<u>26,751</u>	<u>11,365</u>			<u>57.5%</u>	<u>0</u>
4101 Repair/Alteration of Premises	29,064	0	(29,064)		(29,064)	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	3,045	8,000	4,955		4,955	38.1%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	3,713	10,000	6,287		6,287	37.1%	
Sports Park :- Indirect Expenditure	<u>39,651</u>	<u>29,845</u>	<u>(9,806)</u>	<u>0</u>	<u>(9,806)</u>	<u>132.9%</u>	<u>29,000</u>
Net Income over Expenditure	<u>(24,264)</u>	<u>(3,094)</u>	<u>21,170</u>				
6000 plus Transfer from EMR	29,000						
Movement to/(from) Gen Reserve	<u>4,736</u>						
<u>315</u> <u>Big Park</u>							
4101 Repair/Alteration of Premises	962	5,000	4,038		4,038	19.2%	500
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	375	500	125		125	74.9%	
4112 Gas	139	300	161		161	46.3%	
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	609	3,500	2,891		2,891	17.4%	
Big Park :- Indirect Expenditure	<u>18,679</u>	<u>36,516</u>	<u>17,837</u>	<u>0</u>	<u>17,837</u>	<u>51.2%</u>	<u>500</u>
Net Expenditure	<u>(18,679)</u>	<u>(36,516)</u>	<u>(17,837)</u>				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	<u>(18,179)</u>						

Detailed Income & Expenditure by Budget Heading 06/09/2022

Month No: 5

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	3,442	8,823	5,381			39.0%	
1111 Electricity	2,292	6,000	3,708			38.2%	
Gateway Cafe :- Income	<u>5,734</u>	<u>14,823</u>	<u>9,089</u>			<u>38.7%</u>	<u>0</u>
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	1,572	1,500	(72)		(72)	104.8%	
4326 Telephones	405	972	567		567	41.7%	
Gateway Cafe :- Indirect Expenditure	<u>4,585</u>	<u>12,972</u>	<u>8,387</u>	<u>0</u>	<u>8,387</u>	<u>35.3%</u>	<u>0</u>
Net Income over Expenditure	<u>1,149</u>	<u>1,851</u>	<u>702</u>				
330 Parks & Open Spaces							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,086	5,100	(986)			119.3%	
1050 Allotment Rent	175	2,445	2,270			7.2%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	<u>6,536</u>	<u>7,545</u>	<u>1,009</u>			<u>86.6%</u>	<u>0</u>
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	<u>642</u>	<u>7,500</u>	<u>6,858</u>	<u>0</u>	<u>6,858</u>	<u>8.6%</u>	<u>0</u>
4101 Repair/Alteration of Premises	3,189	5,000	1,811		1,811	63.8%	2,900
4141 Water Services	1,683	5,000	3,317		3,317	33.7%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	2,276	4,000	1,724		1,724	56.9%	
4301 Purchase of Furniture/Equipmen	10,223	5,000	(5,223)		(5,223)	204.5%	10,451
Parks & Open Spaces :- Indirect Expenditure	<u>17,527</u>	<u>21,000</u>	<u>3,473</u>	<u>0</u>	<u>3,473</u>	<u>83.5%</u>	<u>13,351</u>
Net Income over Expenditure	<u>(11,632)</u>	<u>(20,955)</u>	<u>(9,323)</u>				
6000 plus Transfer from EMR	13,351						
Movement to/(from) Gen Reserve	<u>1,719</u>						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	6,672	16,646	9,974			40.1%	
The Hub :- Income	<u>6,662</u>	<u>16,646</u>	<u>9,984</u>			<u>40.0%</u>	<u>0</u>

Continued over page

Detailed Income & Expenditure by Budget Heading 06/09/2022

Month No: 5

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	102	2,000	1,898		1,898	5.1%	
The Hub :- Indirect Expenditure	3,493	8,000	4,507	0	4,507	43.7%	0
Net Income over Expenditure	3,170	8,146	4,976				
Grand Totals:- Income	34,319	65,765	31,446			52.2%	
Expenditure	90,483	129,333	38,850	0	38,850	70.0%	
Net Income over Expenditure	(56,164)	(63,568)	(7,404)				
plus Transfer from EMR	42,851						
Movement to/(from) Gen Reserve	(13,313)						

Agenda Item: LA 729
Committee: Leisure, Amenities and Environment
Date: 13th 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:

<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>	
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- Carbon footprint?

Appendices/Background papers

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

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

Net Expenditure over Income

310 Sports Park

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

1025 Rent & Service Charge

1041	S/P Telephone Masts
1043	S/P Football Pitches
1061	S/P Court and MUGA Hire
	Sports Park: Income

Net Expenditure over Income

315 Big Park

4101	Repair/Alteration of Premises
4102	Maintenance of Unit 14
4111	Electricity (unit 14)
4112	Gas (unit 14)
4121	Rents
4131	Rates
4141	Water Services
4161	Cleaning Costs
4166	Skip Hire

2022/23 Budget	Draft 2023/24 Budget	% Change
6,000	6,600	10.0%
5,500	6,050	10.0%
600	600	0.0%
900	900	0.0%
13,000	14,150	8.8%
13,000	14,150	8.8%
5,000	3,000	-40.0%
0		#DIV/0!
2,345	2,345	0.0%
4,500	4,500	0.0%
10,000	10,000	0.0%
21,845	19,845	-9.2%
13,845	14,122	2.0%
4,500	5,000	11.1%
3,000	1,000	-66.7%
5,406	2,000	-63.0%
26,751	22,122	-17.3%
-4,906	-2,277	-53.6%
5,000	5,000	0.0%
500	500	0.0%
300	350	16.7%
300	350	16.7%
15,000	15,000	0.0%
4,716	5,240	11.1%
0		#DIV/0!
8,000	10,000	25.0%
1,000	1,000	0.0%

Excludes café usage which will be budgeted separately

To include fence repairs

To include fire equipment servicing

Changing places toilet included

4173	Fertilisers & Grass Seed	6,000	6,500	8.3%
4302	Purchase of Materials	0		#DIV/0!
4303	Machinery Mtce/Lease	3,500	4,000	14.3%
	Play Equipment Reserve	0		#DIV/0!
	Big Park: Expenditure	44,316	47,940	8.2%
1005	Grants - Lewes DC	0		#DIV/0!
1094	Other Customer & Client Receipts	0		#DIV/0!
tbc	Transfer from Big Park EMR	25,000	15,000	-40.0%
	Big Park: Income	25,000	15,000	-40.0%
	Net Expenditure over Income	19,316	32,940	70.5%
316	<u>Gateway Café</u>			
4101	Repair/Alteration of Premises	3,000	3,000	0.0%
4111	Electricity	6,000	10,000	66.7%
4326	Telephone & Wifi	972	972	0.0%
4115	CCTV Maintenance	1,500	1,500	0.0%
4116	Servicing / Maintenance	1,500	1,500	0.0%
	Gateway Café: Expenditure	12,972	16,972	30.8%
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%
	Net Expenditure over Income	-1,851	-2,027	9.5%
330	<u>Parks & Open Spaces</u>			
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%
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	5,000	0.0%
4105	Tree Works	2,000	1,000	-50.0%
4106	Signage	1,500	1,000	-33.3%
4107	Climate Change Actions	0		#DIV/0!
4108	Tree Planting	2,500	2,500	0.0%

Inc service of mower, parts, etc.

Need to find out new CCTV conditions and costs to link to police
To include electrical tests that are required

To nclude all outdoor areas

	Amenity Area: Expenditure	28,500	25,500	-10.5%
1044	Hire of the Dell	5,100	5,500	7.8%
1050	Allotment Rent	2,445	2,500	2.2%
	Amenity Area: Income	7,545	8,000	6.0%
	Net Expenditure over Income	20,955	17,500	-16.5%
355	The Hub			
4103	Annual Servicing Costs	2,000	2,500	25.0%
4111	Electricity	2,000	2,500	25.0%
4112	Gas	2,000	2,500	25.0%
4131	Rates	0		#DIV/0!
4171	Maintenance of Hub	2,000	2,000	0.0%
4175	Music Licence	500	500	0.0%
	The Hub: Expenditure	8,500	10,000	17.6%
1084	The Hub	16,646	16,979	2.0%
	The Hub: Income	16,646	16,979	2.0%
	Net Expenditure over Income	-8,146	-6,979	-14.3%
	LEISURE, AMENITIES & ENV: Total Expenditure	129,133	134,407	4.1%
	LEISURE, AMENITIES & ENV: Total Income	90,766	81,101	-10.6%
	Net Expenditure over Income	38,367	53,306	38.9%

Include £1428 of lighting requirements

Agenda Item: LA 730

Committee: Leisure, Amenities and Environment

Date: 13/09/2022

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

These include

- The successful CIL bid for the north section of the centenary park pathway upgrade, after investigations by officers it was not able to be added on to the works starting this week as the costs quoted by Hobart paving were above the ceiling for this to have to go out to tender.
- The café lease has been back and forth to the solicitors and the gateway café owner and it is hoped the final lease will be agreed and signed shortly.

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 now due to start week of September the 5th 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 to start on 12th September 2022 and take 4 weeks	PO/ Parks Officer	£44,755 +vat (£30,000 CIL and £14,755 PTC CIL)	LDC CIL approved & PTC CIL	2021	
Changing places project	To be installed on the 12th September	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 to be completed on the 8 th September, this was delayed due to the wrong fixings being supplied to the company.	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.	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	Neighbourhood first have been contacted regarding this matter.	PO/ Comms Officer	No budget set	No budget	31/03/2022	
Re surfacing pathway to the north of the café in Centenary Park	As costs will be above the threshold this will need to be sent out to tender.	PO/ Parks officer	TBA	CIL	TBA	
New water refill station in Centenary Park LA 672 12/04/2022	Report sent to the next P&F meeting for approval	PO/ Parks officer	£6000	CIL/ 106	Autumn 2022	
Cycle hub licence	Revised version to be forwarded to ESCC	Town clerk			2022	
New Café lease	This has been reviewed by PTC solicitors, sent to the proprietor who had some questions which have been sent back to PTC solicitors for clarification	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.	Awaiting a report from the TFG	PO				
Epinay Park / Playground LA584 20/07/2021	Delayed until funding from Webb yard is available. TFG set up to look at the survey results	Parks Officer/ Committee members		PTC 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	Trees to be 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?	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 August/September 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	
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	

Completed Projects in 2022

1. Tree Planting – Urban Tree Fund
2. Tree Planting – Trees for Downs
3. New football club lease
4. New extra toddler swing at Centenary Park
5. Install cycle racks in Howard Park
6. Purchasing battery powered equipment for the grounds team.
7. New roundabout installed at Firlie Road playground
8. installed new self-closing gates in the outdoor gym
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: LA 731

Committee: Leisure, Amenities and Environment

Date: 13th September 2022

Title: Accessible swing in the Dell

Report Authors: Kevin Bray

Purpose of Report: To note

Introduction

PTC installed an accessible swing in the Dell in 2018, this is solely for the use of wheelchair users with a locked gate preventing access for any other users.

Background

These type of swings are now classed as non-inclusive and are in fact very exclusive as they can only be used by wheelchair users. The upshot of this the equipment is rarely used and this in turn means the salty air affects the bearings and locks and weeds grow through the safety surfacing.

Analysis

Unfortunately, a resident tried to use the swing the week of 22nd August and found the bearings and joints were tough to use and seized up, so they took to social media to complain about this. The swing maintenance was on the works list for that week, left by myself as I was on holiday, unfortunately this was the weekend the travellers came on to Centenary Park which led to many hours lost dealing with that so not all the work on the list was completed including weeding and checking the swing.

Conclusions

Currently we do a weekly visual check of the swing and a quarterly physical inspection, I will now instruct a physical inspection to be done monthly to try and avoid the swing completely seizing up again. In future installing this exclusive type of equipment should be avoided in favour of inclusive type playground equipment so everyone can use the items.

It is also worth noting that as this committee voted to ban the use of Glyphosate based weedkillers the groundstaff are struggling to cope with hand weeding areas like this and all attempts to find a weedkiller solution have failed so far as all the ones tried only brown off the growth and do not kill the roots, so the weeds just return after a few weeks.

I did visit another park in another town last week and found they also had an accessible swing similar to ours and the internal compound was covered in weeds and the area locked away from other users.

Recommendations

To note this report

Implications

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

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

Appendices/Background papers

Agenda Item: LA 732

Committee: Leisure, Amenities and Environment

Date: 13th September 2022

Title: climate change considerations

Report Authors: Cllr Seabrook

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:

<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

