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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 8th November 2022 at 7.30pm

Present: Cllr Seabrook (Vice-Chair), Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Cheta, Cllr Symonds (Chair of Council), Cllr Duhigg, Cllr White.

Officers Present: George Dyson (Deputy Town Clerk & Civic Officer), Kevin Bray (Parks Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

No members of the public were present.

1 LA722 CHAIRS ANNOUNCEMENT

The Vice-Chair opened the meeting at 19:30, welcomed everyone and informed the meeting of the following:

- The work on the pathway at Centenary Park is nearly complete but has been delayed slightly due to the weather.
- Friday 11th November is Armistice Day – meeting at the War Memorial at 10:30am.
- Sunday 13th November is Remembrance Day – meeting at the Joff at 10:15.
- Wednesday 23rd November is the next Bingo, 2-4pm at Community House.
- Wednesday 23rd November is also the next Cinema.
- 26th November is the Christmas Market, 11am – 4pm at Community House/ Meridian Centre.
- Sustrans are running free womens cycling sessions on a Thursday 09:30 – 11 on the MUGA.
- The NHS are still offering drop in COVID vaccinations at Community House on a Thursday 11am – 3pm.
- Changing places toilet at Centenary Park opens on 15th November at 12noon.

2 LA723 PUBLIC QUESTION TIME

No public questions.

3 LA724 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Veck, and Cllr Griffiths.

These apologies were **noted**.

Cllr Duhigg is substituting for Cllr Griffiths.

4 LA725 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA726 TO APPOINT A NEW CHAIRMAN OF THE COMMITTEE FOLLOWING THE RESIGNATION OF CLLR GRIFFITHS

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Cllr Sharkey was proposed as the new Chair of Committee.

Proposed By: Cllr Gallagher

Seconded By: Cllr Symonds

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

Cllr Sharkey took over as Chair at this point..

6 LA727 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 16TH AUGUST 2022

Proposed By: Cllr Gallagher

Seconded By: Cllr Seabrook

The minutes of the meeting held on 16th August 2022 were **agreed and adopted**.

7 LA728 BUDGETARY UPDATE TO NOTE

There was a brief discussion about the Gateway Café, with regard to whether the Council or the Tenant pays certain costs.

The Committee **noted** the budgetary update.

8 LA729 TO CONSIDER THE 2023/24 DRAFT BUDGET

The Committee asked a number of questions about items in the 2023/24 budget to the Parks Officer, which were answered and briefly discussed.

The Committee **noted** the draft budget.

9 LA730 TO NOTE ACTION PLAN UPDATE

Cllr Gallagher asked about why the licence for the park run container has not yet been completed. Cllr Symonds echoed this and asked if it could be pushed along.

The Parks Officer advised the Committee that he will speak to the Town Clerk about moving along with the licence.

Cllr White added that the cladding of the container also needs pushing along.

Cllr Gallagher then asked about the bridle path being delayed, as noted in the Chairs Announcements.

The Parks Officer confirmed that the delay is just due to the weather, and that the path is in the final stages.

Cllr Gallagher asked about an update on what's happening with the Hub roof at the moment.

The Parks Officer informed the Committee that a roofer will be attending on Friday this week to investigate a possible temporary fix of the Hub roof by painting on a waterproof surface to keep the roof watertight and allow it's continued use.

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Cllr Gallagher added that there is already a Hub Task and Finish Group that is planning on having a report to go to Full Council in December.

Cllr Duhigg stated that having read the Town Clerks email with regard to closing the Hub building due to the leaking roof, she was disappointed that the Town Clerk had done this without consulting the Councillors first, especially due to the potential knock on effects to the Community that the closure of the Hub could have, for example the parents that rely on the Nursery, the other hirers, and their businesses.

Cllr Duhigg also highlighted that the problem with the roof has been known for at least 4 years, why has it not been resolved by now and repaired properly.

The Events, Amenities, and Projects Officer advised the Committee that the action the Town Clerk took was taken following a complaint about the Hub from a hirer on Saturday for a birthday party, in which a child fell over due to the wet floor.

Cllr Symonds asked if we might need to consider possible loss of business claims if the facilities hirers usually use are not available.

The Parks Officer informed the Committee that the Hub roof has been a problem for at least 10 years, and that each time it has been raised at Committee, the Committee has decided to look at expanding the Hub and consequently not making the repairs.

The Parks Officer also clarified the contents of the Town Clerks email regarding the closure of the Hub to the Committee.

The Events, Amenities, and Projects Officer informed the Committee that the Town Clerk has been in email contact with the nursery, and that we are also actively trying to move hirers to Community House where possible, but that it's a particularly busy time of year for Community House bookings at the moment.

Cllr Symonds asked whether the current issue is because of the exceptionally heavy rain we have been having.

The Parks Officer accepted that the exceptionally heavy rain has been one element, however the Hub roof leaks under any rain conditions.

Cllr Seabrook suggested that if the proposed temporary fix of painting a waterproof layer on the roof can provide a temporary fix then at least this will buy a bit of time to make a decision as to a long term solution.

Cllr Gallagher highlighted the need to ensure that a thorough risk assessment of the building is completed urgently, and that the Hub in it's current format is not fit for purpose, spending circa £30k on a new roof would not be reasonable, and that the Task and Finish group looking into the Hub should continue with their task.

Cllr White enquired as to why the Town Clerk had chosen to communicate with affected hirers by email rather than face to face or on the phone. Cllr Duhigg agreed with this comment, that especially with the nursery owner, the conversation should have been in person.

Cllr Seabrook informed the Committee that he feels the Committee should be supporting the Clerks actions in closing the Hub building under the circumstances.

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Cllr Duhigg suggested that she felt the Town Clerk's decision was not the problem, but that the way the decision was communicated with both Councillors and Hirers was, and that Councillors do have a right to discuss the matter.

Cllr Cheta felt that the Committee does support the decision that the Town Clerk took, and that he took quick action on behalf of the Council to protect the interests of the Council.

Cllr Symonds commented that until we have more information about what we're dealing with, no further judgement about the Hub roof could really be made.

The Chair moved the meeting on from discussions about the Hub roof.

Cllr Gallagher asked whether the Dell access path, and the Gateway Café composting scheme can now be taken off the action plan

Cllr Seabrook agreed that the composting scheme should be removed.

Cllr Gallagher asked about an update on the dog fouling campaign.

The Events, Amenities, and Projects Officer informed the Committee that the dog fouling campaign is ongoing until the end of the year, and gave an update on what the campaign would include.

Cllr Symonds asked if some of the recently shared dog fouling posters on Social Media could be printed off and laminated to be put around the parks.

Cllr Gallagher asked for an update on the Centenary Park pathway, north of the café.

The Parks Officer gave an update about the pathway, and that he is currently awaiting feedback from the contractors about the required works.

Cllr Symonds asked for an update on the water refill station.

The Parks Officer informed the Committee that the pipe work is in for the water refill station and that we are just awaiting delivery of the unit.

Cllr Symonds asked if we can chase up the café and cycle hub leases.

The Parks Officer will speak with the Town Clerk to obtain an update on the leases.

Cllr Symonds asked for an update on the Task and Finish Group on the Oval and Epinay parks.

The Events, Amenities, and Projects Officer informed the Committee that there are no further dates scheduled yet for Oval and Epinay park Task and Finish group meetings, and that we don't have a figure for the CIL funding available for this.

Cllr Gallagher asked about resurfacing the overflow car park at Centenary Park.

The Parks Officer stated that resurfacing the overflow car park will be a future project and is likely to cost a fairly significant amount as drainage will also be required.

Cllr Gallagher asked for an update on the CCTV.

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Cllr Symonds advised that all the CCTV is up and running, and that the SLA with the police is being chased but scheduled to be in place for early December.

Cllr Gallagher suggested that the Tree Warden scheme be removed from the action plan, that the green infrastructure audit has been started as part of the Neighbourhood Plan, and that the inclusivity audit could go into the green infrastructure plan.

Cllr Symonds asked if we should speak to the access group to ask for personal experiences regarding inclusivity.

Cllr Seabrook reinforced the need for local input.

10 LA731 TO NOTE OUSE VALLEY FUNDING UPDATE

The Committee discussed the Ouse Valley funding, and requested that some maps be provided to show where elements of the project will be going.

11 LA732 TO NOTE SIGNAGE TFG UPDATE

The Parks Officer reported that since we no longer have a Communications Officer, the Events, Amenities, and Projects Officer has joined the Signage Task and Finish Group .

The Events, Amenities, and Projects Officer informed the Committee that she has been working on some possible designs for signage, but also needs to undertake further research on the topic.

The Committee asked the Events, Amenities, and Projects Officer to put forward dates for a Task and Finish Group meeting once the design proposals were ready to be shared.

12 LA733 TO DISCUSS STREETLIGHT IN FIRLE ROAD PLAYGROUNDS

The Parks Officer summarised the report regarding the streetlights to the Committee.

It was proposed that if the street lights can be changed from sodium bulbs to LED bulbs by our in-house electrician at a cost of around £200 then the work should be undertaken.

Proposed by: Cllr Gallagher

Seconded by: Cllr Duhigg

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

13 LA734 TO NOTE SDNPA FUNDING BIDDING

The Committee discussed some possible ideas for projects that could be submitted to the SDNPA for CIL funding. The Committee also asked that the previously submitted bid for CIL funding from the SDNPA submitted by the previous Civic and Marketing Officer which was rejected earlier this year be located and circulated as a starting point for a possible CIL bid.

14 LA735 TO DISCUSS CLIMATE CHANGE REPORT

Cllr Seabrook informed the Committee that the purpose of this report was to make the actions that the Council are taking regarding climate change more visible.

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The Events, Amenities, and Projects Officer informed the Committee that there is already work taking place on introducing a climate change page on the website.

Several ideas were discussed to make climate change actions more visible, including a small logo next to agenda items, highlighting the relevant report section in green, and highlighting action plan items.

The Events, Amenities, and Projects Officer left at this point.

Cllr Seabrook raised whether we should look to plan another climate change event, similar to last year.

It was discussed that there is a planned climate change task and finish group meeting for tomorrow where this can be discussed further.

The Events, Amenities, and Projects Officer returned at this point.

15 LA736 TO DECIDE ON THE DRAFT BUSINESS PLAN

The Events, Amenities, and Projects Officer informed the Committee that the draft business plan includes a huge amount of information relevant to this Committee, and that it might be best for everyone to go away and read the document in detail and consider ideas further before discussing.

Cllr Gallagher noted that there is a lot of items in the plan that relate back to the green infrastructure plan, and that there is some overlap with other Committees on some items under the Leisure, Amenities, and Environment heading.

The Chair asked that everyone does a one to five rating of their priority items on the action plan and sends their rankings to the Events, Amenities, and Projects Officer.

The next meeting of this Committee was **confirmed** for 20th December 2022.

There being no further business, the meeting closed at 21:17.

Agenda Item: LA 742

Committee: Leisure, Amenities and Environment

Date: 20th December 2022

Title: Budget update

Report Authors: Zoe Malone

Purpose of Report: To note

Introduction

The budget up show expenditure to date against the budget set

Analysis

Notes from the financial officer.

4101/310 – This shows expenditure of £124k, all of which has been taken from CIL. This is made up for the following transactions.

Rise – Changing Places Toilet - £72,500 – We will receive £45,000 back from Rise once the execution documents have been finalised

Hobart – Bridlepath resurface - £44,755 – We will be receiving £30,000 back from Lewes as per the agreed CIL Bid.

Hobart – Drainage for Changing Places toilet - £2,756 – has been taken from CIL as agreed at P&F

MIW Water Coolers – Water fountain at Big Park - £4,423 – Has been taken from CIL as agreed at P&F

4101/315 – This shows additional expenditure of £16,332 which has been taken from CIL – this includes.

GTA Civils – Topographical surveys for both CIL bids - £4,695

Hobart – Water fountain pipe - £2,020

Chroma – CCTV installation - £9,616.73

4301/330 – This shows additional expenditure of £15,126 which has been taken from CIL & Capital Receipts, this includes.

Wicksteed – Firle Road Roundabout - £10,451.46

AMP – Battery powered equipment - £4,674.05

4101/330 – This shows additional expenditure of £2,900 which was used for the green gym gates

4171/355 – This shows additional expenditure of £3,900 which was used for some Hub roof repairs, taken from the Hub reserve

Recommendations

To note this report

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	3,008	6,000	2,992		2,992	50.1%	
4203 Fuel	5,512	5,500	(12)		(12)	100.2%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	720	900	180		180	80.0%	
Grounds Team General Exp :- Indirect Expenditure	<u>9,529</u>	<u>13,000</u>	<u>3,471</u>	<u>0</u>	<u>3,471</u>	<u>73.3%</u>	<u>0</u>
Net Expenditure	<u>(9,529)</u>	<u>(13,000)</u>	<u>(3,471)</u>				
310 Sports Park							
1025 Rent & Service Charge	13,398	13,845	447			96.8%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	3,295	3,000	(295)			109.8%	
1061 S/P Court Hire	2,881	5,406	2,525			53.3%	
Sports Park :- Income	<u>23,824</u>	<u>26,751</u>	<u>2,927</u>			<u>89.1%</u>	<u>0</u>
4101 Repair/Alteration of Premises	124,499	0	(124,499)		(124,499)	0.0%	124,435
4111 Electricity	1,255	5,000	3,745		3,745	25.1%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	401	0	(401)		(401)	0.0%	
4161 Cleaning Costs	4,263	8,000	3,737		3,737	53.3%	
4164 Trade Refuse	3,177	4,500	1,323		1,323	70.6%	
4171 Grounds Maintenance Costs	5,346	10,000	4,654		4,654	53.5%	
Sports Park :- Indirect Expenditure	<u>141,285</u>	<u>29,845</u>	<u>(111,440)</u>	<u>0</u>	<u>(111,440)</u>	<u>473.4%</u>	<u>124,435</u>
Net Income over Expenditure	<u>(117,461)</u>	<u>(3,094)</u>	<u>114,367</u>				
6000 plus Transfer from EMR	124,435						
Movement to/(from) Gen Reserve	<u>6,974</u>						
315 Big Park							
4101 Repair/Alteration of Premises	17,645	5,000	(12,645)		(12,645)	352.9%	16,332
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	529	500	(29)		(29)	105.8%	
4112 Gas	198	300	102		102	66.0%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	776	1,000	224		224	77.6%	
4173 Fertilisers & Grass Seed	5,168	6,000	832		832	86.1%	
4303 Machinery Mtce/Lease	2,194	3,500	1,306		1,306	62.7%	
Big Park :- Indirect Expenditure	<u>42,759</u>	<u>36,516</u>	<u>(6,243)</u>	<u>0</u>	<u>(6,243)</u>	<u>117.1%</u>	<u>16,332</u>
Net Expenditure	<u>(42,759)</u>	<u>(36,516)</u>	<u>6,243</u>				
6000 plus Transfer from EMR	16,332						
Movement to/(from) Gen Reserve	<u>(26,427)</u>						

11:29 Detailed Income & Expenditure by Budget Heading 07/12/2022

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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	5,507	8,823	3,316			62.4%	
1111 Electricity	4,380	6,000	1,620			73.0%	
Gateway Cafe :- Income	9,886	14,823	4,937			66.7%	0
4101 Repair/Alteration of Premises	398	3,000	2,602		2,602	13.3%	
4102 Maintenance of Buildings	41	0	(41)		(41)	0.0%	
4111 Electricity	4,380	6,000	1,620		1,620	73.0%	
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	648	972	324		324	66.7%	
Gateway Cafe :- Indirect Expenditure	7,355	12,972	5,617	0	5,617	56.7%	0
Net Income over Expenditure	2,531	1,851	(680)				
330 Parks & Open Spaces							
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	125	2,445	2,320			5.1%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,556	7,545	989			86.9%	0
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	806	7,500	6,694	0	6,694	10.7%	0
4101 Repair/Alteration of Premises	3,486	5,000	1,514		1,514	69.7%	2,900
4141 Water Services	4,118	5,000	882		882	82.4%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,564	4,000	1,436		1,436	64.1%	
4301 Purchase of Furniture/Equipmen	14,997	5,000	(9,997)		(9,997)	299.9%	15,126
Parks & Open Spaces :- Indirect Expenditure	25,399	21,000	(4,399)	0	(4,399)	120.9%	18,026
Net Income over Expenditure	(19,649)	(20,955)	(1,306)				
6000 plus Transfer from EMR	18,026						
Movement to/(from) Gen Reserve	(1,623)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	

Month No: 8

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	11,867	16,646	4,779			71.3%	
The Hub :- Income	<u>11,857</u>	<u>16,646</u>	<u>4,789</u>			<u>71.2%</u>	<u>0</u>
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	<u>433</u>	<u>500</u>	<u>67</u>	<u>0</u>	<u>67</u>	<u>86.6%</u>	<u>0</u>
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,322	2,000	678		678	66.1%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	4,291	2,000	(2,291)		(2,291)	214.5%	3,900
The Hub :- Indirect Expenditure	<u>8,278</u>	<u>8,000</u>	<u>(278)</u>	<u>0</u>	<u>(278)</u>	<u>103.5%</u>	<u>3,900</u>
Net Income over Expenditure	<u>3,146</u>	<u>8,146</u>	<u>5,000</u>				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	<u>7,046</u>						
Grand Totals:- Income	52,123	65,765	13,642			79.3%	
Expenditure	235,845	129,333	(106,512)	0	(106,512)	182.4%	
Net Income over Expenditure	<u>(183,722)</u>	<u>(63,568)</u>	<u>120,154</u>				
plus Transfer from EMR	162,692						
Movement to/(from) Gen Reserve	<u>(21,030)</u>						

Agenda Item: LA 743

Committee: Leisure, Amenities and Environment

Date: 20th December 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

The action plan has been updated as directed at the last meeting.

Recommendations

To note

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- obtaining quotes after being let down by the contractor Town clerk chasing the lease up	Park run/ Town Clerk	£1 a week rent	N/A	Dec 2021	
DELL playground 106 money inclusive project LA 691	Funding does not need to be used in this financial year, LDC recommend looking for match funding, Projects officer this. Further meeting with las supplier on 19 th Dec	PO/Parks officer	£50,000	106 held by LDC	Summer 2023	
Hub roof repairs LA 688 COMPLETED	Roof is now repaired but only a temporary solution could be found It is structurally sound but will not stay leak free for long.	Parks officer	£3900 and £840 +vat	L&A budget	September 2022	Nov 2022
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Marketing campaign has been pushed back to January 2023 due to resources since consultant left	Projects O/ Comms Officer	No budget set	No budget	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park	Architect draft drawings received; site visit has taken place; ESCC have approved the surfacing, drainage has been recommended due to rain run off issues.	Projects O/ Parks officer	TBA	CIL	TBA	
New water refill station in Centenary Park LA 672 12/04/2022	Pipework excavation completed. Drinking fountain awaiting fitting	Parks officer	£7000	CIL/ 106	Autumn 2022	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Cycle hub licence/ lease	Town clerk chasing this up regularly	Town clerk			2022	
New Café lease	The new lease to be presented to the next full council.	Town clerk			2022	
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.	This is still ongoing, and reports need finalising	Projects O				
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	
Howard Park – Tree Planting LA510 15/12/2020	Trees ordered Oct 2022 Trees delivered and awaiting planting once the ground thaws properly.	Parks Officer	TBC	Tree Planting Reserve	Revised to Jan 2023	
Howard Park – Accessible picnic bench to be purchased Howard Park – Resin bond the path LA542 23/03/2021	CIL bid approved – suggested to wait until pathway is completed before buying and fitting the seat. LDC taking the lead on the pathway	CIL Working Party & PO		LDC CIL Bid & PTC CIL	Not set	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Electric van leasing C952	Toyota have started the process/ searches ready for the order to be placed Delivery time approximately 6 months	Parks O/ TC/ FO		Budget and reserves		
CCTV update and working with Sussex Police	Camera installation completed, Sussex police providing estimates for connecting to them. Meeting scheduled for early January	Cllr Symonds/ Town Clerk/ Project Officer		PTC CIL	2022	
Management Plans to be produced for PTC parks	Parks officer has started to produce a ground maintenance management of amenity areas document	LAE Committee/ Parks Officer			Not set	
Green spaces infrastructure audit including an Inclusivity audit of green spaces	NHDP currently compiling the information which will aid PTC in completing this.	Parks Officer/ Cllr Gallagher/ Committee members	Not set	N/A	Not set	
Ouse valley cares bid LA 618	Funding granted Mosaic designs to be presented to L&A when ready	Projects O/ DC/ Parks O	£33,900 over three years			
Signage project in Parks and around PTC land.	TFG to meet and recommend designs within the Brand Guidelines. First TFG in January	Projects Officer			2023	
To resurface the overflow carpark at Centenary Park	Highlighted as a future project	TBA	TBA	CIL BID	TBA	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Permaculture tree planting Scheme LA 510 15 th Dec 2020	They have recommended white poplar, Italian alder and holm oak To be planted in January 2023	Parks Officer		Budget		

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 Epina parks carried out
10. Changing places project
11. Centenary Park - Bridle Path Resurfacing
12. Allotment policy updating
13. New café lease
14. Hub roof temporary repair

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. Epina 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 744

Committee: Leisure, Amenities and Environment

Date: 20th December 2022

Title: car parking management at Centenary Park

Report Authors: Kevin Bray

Purpose of Report: To decide

Introduction

Since the construction of the new pathway at Centenary Park, it has been observed that during busy time cars are now parking over the new pathway blocking the route for pedestrians etc.

Background

Researching solutions to this the cheapest option would be a

- A small grass bank/ bunding along side the road with bollards, maybe with solar lights, on the drop curb sections, this would prevent the cars accessing the grass and pathway the whole length of the driveway.
- Other options could be more decorative and include bollards maybe with vandal resistant solar lighting, bollards and chains or ropes, large stones, wooden posts or flow fence, and recycled plastic, please see the example pictures in the appendices .

Analysis

Costs

Grass bank soil and bollards

Round wooden posts driven into the ground (not cemented in) £15 each

Wooden post 150mm square £20 each (only guaranteed for 5 years)

Recycled plastic retail at around £120 each

Stainless steel options from £130 each

Solar bollards from £180 to £500 each

How many would we need?

The driveway is approximately 150 meters from the entrance to the wooden gate this would mean if there was a 1.5 meter gap between bollards 100 bollards would need to be installed.

If a chain was to be incorporated the bollards could be set at 2 or 3 meters apart which would reduce the amount of bollards needed to 50-75 maybe.

Estimated costs

Grass bank £1500 (cost of soil and bollards) extra if the banks are to be turfed (installed in house)

Round posts £2000 (installed in house)

Wooden bollards £3000 inc installation

Plastic/ Stainless steel £12- £14000 inc installation

Solar bollards from £18000 upwards (depending on how many are required as we may be able to have just 20 solar and the rest non lighting ones)

Conclusions

The grass banking and round wooden posts option could be installed by the groundstaff, all the other options are too time consuming for the staff to do as well as the everyday works so would be installed by contractors.

These costs are very rough estimates and would be looked at more closely once a recommended option has been chosen by the committee.

Variants of all the ideas can be done i.e., have solar bollards on the pathway entrances only.

Recommendations

The committee are asked to decide

1. Do PTC want to prevent carparking on the new bridle path in Centenary Park?
2. If so, What type of parking prevention type they would like i.e. Grass banking or bollards
3. If bollards are to be installed what is the preferred construction type, plastic, metal or wood.
4. To include some solar lighting or not
5. For the project to be costed by officers and sent to the P&F committee for funding approval.

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?	Possible PTC CIL usage and a bid to LDC if costs are extreme.
<u>Legal</u>	
<u>Environmental and sustainability</u>	Use of recycled products where possible
<u>Crime and disorder</u>	
<u>Social value</u>	Stopping the pathway being blocked so pedestrians can access the park at all times safely.
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Cement will be used

Appendices/Background papers





Agenda Item: LA 745

Committee: Leisure, Amenities and Environment

Date: 20th December 2022

Title: Review updated allotment agreement

Report Authors: Kevin Bray and Cllr Gallagher

Purpose of Report: To adopt

Introduction

The allotment agreement is signed by allotment holders when they pay their yearly subscription

Background

The document is used as the evidence that the allotment holders agree to the terms and conditions set out in the allotment policy document.

Analysis

The allotment TFG have analysed the original document and simplified it. The original document included many items already in the allotment policy so repeated items were removed

Conclusions

The changes have streamlined the document which will reduce paper and printer usage.

Recommendations

The committee are asked to agree to the changes to the Allotment agreement

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?	Reduction in paper and printer use
<u>Legal</u>	Evidence that allotment holders have a copy of the allotment policy.
<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

PEACEHAVEN TOWN COUNCIL

ALLOTMENT **TENANCY** AGREEMENT 2023

An agreement made this day of ----- between
Peacehaven Town Council (hereinafter called the Council) of the one part and
----- (herein called the Tenant of the other part
whereby the Council agrees to let, and the Tenant agrees to hire as a yearly Tenant
from the ----- day of -----
the Allotment Garden numbered -----
provided by the Council at a yearly rent of ----- payable yearly and at a proportionate rent for any
part of a year over which the tenancy may extend
The Tenancy is subject to the Allotments Acts, **1908 to 1950** and to the Terms and Conditions provided
for signature with this Agreement **and also to the following conditions:** -
The rent is to be paid annually in advance before the 1st day of February in each year
The Tenancy of the Allotment Garden shall terminate: -
On the yearly rent day next after the death of the Tenant
Whenever the tenancy or right of occupation under the terms of its lease of the Council terminates
It may also be terminated by the Council by re-entry after one months' notice: -
If the rent is in arrears for not less than 28 days, whether legally demanded or not
If the Tenant is not duly observing the Terms and Conditions affecting the Allotment Garden
The term of this tenancy may be overridden by the statutory provision at any time.

Signed _____ Town Clerk / Proper Officer
Town Council

Date _____

I hereby confirm my agreement to Peacehaven Town Council
Allotment Terms and Conditions 2023 which I have read, signed, and retained a copy.

Signed _____ Tenant

Agenda Item: LA 746

Committee: Leisure Amenities and Environment

Date: 20th December 2022

Title: Allotment Procedures and ongoing administration and management

Report Authors: Cllr Cathy Gallagher

Purpose of Report: To agree process for Annual renewal of tenancy agreements and ongoing management.

Introduction

Peacehaven Town Council owns and manages the Allotment Garden at Cornwall Avenue.

Every Year in January the annual subscription is collected from tenants, and they are sent the current Terms and Conditions and an agreement to sign and return.

Throughout the last 12 months there have been some complaints and the Terms and Conditions, and Procedures have been reviewed by a Task and Finish Group. This TFG consisted of Councillors Gallagher, Sharkey and Seabrook.

A Council 6th December 22 the Terms and Conditions 2023 were adopted

Background

The Allotment Garden was devolved to Peacehaven Town Council some 8 years ago from Lewes District Council.

Analysis

A detailed study of the existing policy and the procedures identified the potential for mis-interpretation and the 2023 has simplified and re-ordered the document to avoid confusion.

Conclusions

1. The resulting Terms and Conditions 2023 and the redesigned Agreement is intended to be the only 2 documents the Tenants received. Signing and returning 1 copy to PTC and retaining the other themselves.

Documents can be dealt with in paper or by digital copy.

2. In the event of non-compliance a series of letters to be sent to the Tenants as an agreed step to relinquishing the plot
3. A new map of the plots and spreadsheet of occupancy of plots plus status to be devised,
4. A Task and Finish Group to be set up to plan the implications of the implementation of the Terms and Conditions 2023.

To recommend a new reporting and management system . to include risk management and reporting to Leisure ,Amenities and Environment Committee.

Recommendations

1. A Task and Finish group be set up to carry out Points 1to 4 in Conculsions

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?	
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<ul style="list-style-type: none"> • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	N/a
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Peacehaven Town Council has responsibility under all these headings
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Peacehaven Town Council has responsibility on both aspects. monitoring of data to be set up
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Allotment an important part of Green Infrastructure Plan
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	All aspects to be considered
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Very beneficial to community
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	All aspects to be considered

Appendices/Background papers

Allotment Terms and Conditions 2023



PEACEHAVEN TOWN COUNCIL **ALLOTMENT TERMS AND CONDITIONS / CORNWALL AVENUE 2023**

Peacehaven Town Council owns and manages an Allotment Garden at Cornwall Avenue. Allotments can be rented by residents of Peacehaven on a first come first served basis and with written agreement to a contract and Rules. PTC as freeholder and manager retains the right to

have the final word on all aspects of Allotment Garden.

All Allotments at Cornwall Avenue may be divided in half when they come available and that they will be offered to the next available person on the list that does not already have an allotment. Multiple hire is allowed but only when those who have no plot at all have already been asked and have turned down the plot

The charge for the allotments from 1st January 2023 is £35 per full plot and £25 per half plot

THIS PAGE HAS BEEN RENUMBERED TO TAKE INTO ACCOUNT ALMALGAMATION OF APPENDIX AND CHANGE TO CLEAR ENGLISH

Contents Page

Introduction, Background, Purpose, Equality and Diversity, Harassment Monitoring and Review, over-riding statement

Section 1 Qualifications for Allotment Tenancies - Allocation

Section 2 Allocations

Section 3 Co-workers / Plot Partners

Section 4 Rent

Section 5 Use of Land

Section 5 Cultivation

Section 6 Use of Chemical Sprays and Fertilisers

Section 8 Nuisance

Section 9 Subletting of Allotments

Section 10 Vehicles

Section 11 Trees, Shrubs and Materials

Section 12 Hedges, Fences, and Boundary Features

Section 13 Erection of sheds, greenhouses, polytunnels and compost containers

Section 13a Dimensions

Section 13b Construction Materials

Section 13c Compost Containers and Polytunnels

Section 13d Siting

Section 14 Water Holding

Section 15 Restrictions on Cropping

Section 16 Depositing Refuse / Disposal of Rubbish

Section 17 Bonfires / Burning Rubbish

Section 18 Children

Section 19 Dogs

Section 20 Livestock

Section 21 Bee Keeping

Section 22 Not to Display Advertisements

Section 23 Inspection

Section 24 Disputes

Section 25 Termination of Tenancy

Section 26 Service of Notices

Section 27 Change in circumstances

Section 28 Failure to comply

Section 29 Legal Obligations

Section 30 Special Conditions

Section 31 Enforcement

Section 32 Power of eviction

Section 33 Amendment of these Terms and Conditions

Introduction

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables, and flowers, this will improve your well-being.

Background

Peacehaven has an allotment site at Cornwall Avenue under their management. Nationally there is a shortage of available allotments, with waiting lists for sites in Sussex. Many sites are managed by Town and Parish Councils or allotment societies.

Purpose

To establish the principles which will guide the establishment and management of the allotment site. It will define the responsibilities of each party. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

The document will:

- set standards for the provision of allotments
- encourage the uptake of allotments
- seek to improve the standard of service provision
- evaluate the benefits derived from allotments
- Improve the fairness of provision of the allotments

Equality, Diversity, and inclusion

The Rules of the allotments and their enforcement across Peacehaven will benefit all residents, workers and visitors by providing a safer environment, fairer access to allotments and increased health benefits.

Harassment

Peacehaven Town Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment tenants.

All tenants are expected to comply with the Council's policies in respect of harassment and discrimination. Harassment or non-verbal conduct may be of a specific racial, sexual or religious nature, but is generally accepted to be any unwelcome physical, verbal or non-verbal conduct.

Complaints about harassment are to be referred to the Council. The Council will endeavour to protect tenants against victimisation for making or being involved in a complaint. Wherever possible, Tenants should tell the person who is causing the problem that the conduct in question is unwarranted and/or offensive and must stop.

Monitoring and Review

Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.

These Terms and Conditions are intended to improve the management of the Council's existing stock of allotments by controlling lettings and operations and will be reviewed in line with corporate guidelines.

Overriding Responsibility Statement

Peacehaven Town Council has overriding responsibility for the management of the allotment gardens. There may be exceptions to these rules, the Council retains the right to make decisions contrary to or in addition to those detailed in this document.

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Peacehaven who are a minimum of age 18 years old. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below). Only one allotment can be allocated to each household.

When an allotment falls vacant due to death of the tenant, the tenant's immediate family can take over the allotment garden if they fit the criteria set out above.

Once a tenant permanently moves out of the Peacehaven boundary, they will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden to be reviewed annual

2. Allocation

Allotments will be offered on a "first come, first served" basis and where required a waiting list will be held by the Council, Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline two offers of a plot they will be removed from the list. A new application can be submitted however, it will be the new application date which will determines their position on the list i.e., at the end of the list

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

3. Co-workers / Plot Partners

A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if they choose to nominate a co-worker.

4. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed annually

Allotment garden rents will be based on the area of the allotment.

Allotment Plot Size:

Full Plot = 112 Metres square 133 Yards Square approx.

Half Plot = 56 Metres square 67 yards Square approx.

5. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this Terms and Conditions document. Any business use is strictly prohibited.

6. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate persistent weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden.

7. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

8. Nuisance

The tenant must not cause or permit any nuisance, annoyance or cause any offence to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property.

A 60cm (2 feet) boundary must be maintained between the allotment and any adjoining boundary fence line and kept clear of debris, and not used for produce growing or storage.

Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

9. Sub-letting of allotments

The tenant may not sub-let, or part share the allotment.

10. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

11. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell, or carry away any mineral, sand, earth or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. See restrictions on Cropping below for advice on fruit growing.

12. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained. No boundary fence should be interfered with and the 60cm gap kept clear of debris. The tenant must not erect any fence sub-dividing any allotment garden **without the written consent of the Council**. Allotment plots are permanent fixed features, tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine

The tenant of an allotment garden must not use barbed wire or razor wire.

13. Erection of sheds, greenhouses, polytunnels and compost containers

There is to be no construction, extension or changes to existing sheds, greenhouses, polytunnels without written prior permission from Peacehaven Town Council. A plan is to be submitted with drawings and sizes. Only a single shed and either a greenhouse or polytunnel will be permitted. Sheds should be used only for storing materials for use on the allotment garden.

There is to be a gap of 2 feet or 60cm left clear between an allotment plot and residential properties and fences.

The roof sides and surrounding area must be kept clean and tidy at all times.

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

The risk of break in is high and it is not advisable to store any valuable items in sheds. All items are stored at the tenant's own risk.

All sheds and greenhouses must be kept in good order.

13a Dimensions

No permanent foundations are to be laid, the shed, greenhouse or polytunnel may be supported on a temporary foundations not exceeding 9 inches 0.229 metres in height and laid dry

The maximum size of a shed, greenhouse or polytunnel permitted is 7ft height (2.1 metres) at the apex, length 8ft (2.44 metres) x width 6ft (1.83 metres).

13b Construction Materials

For Sheds Greenhouses

- i) Metal approved manufactured design.
- ii) Timber approved manufactured design or self-constructed of clean sawn woods. Cladding planed soft wood, shiplap or weather boarding.
- iv) Glazing in greenhouse must be with glass or horticultural PVC materials. Thin polythene sheeting is not permitted.
- v) Finish – to be painted green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

13c Compost containers and poly tunnels

Compost Containers Maximum permitted 4ft x 6ft x 2ft 6in (1.2m x 1.8m x 0.7m), construction: approved wood, mesh, or manufactured design

Poly tunnels Maximum height 7ft (2.1metres) at apex Maximum Length 6ft (1.8metres)
Maximum Width 6ft (1.8Metres)

Construction clean sawn timber, metal or approved manufactured design. Covering clean heavy gauge polythene sheeting or mesh.

13d Siting

Where possible at the rear of the plot as per prior written permission from Peacehaven Town Council.

14. Water holding

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. any water overflow from the water butt must be directed away from any boundary fences. No new wells or submerged water holding devices may be dug at all.

15. Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs, or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

16. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for disposing all of their rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

17. Bonfires / Burning Rubbish

Bonfires and Barbecues are not allowed on the allotments.

18. Children

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

19. Dogs

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

20. Livestock

The tenant must not, keep any animals of any kind on the land.

21. Bee Keeping

Although the keeping of honeybees cannot be granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Applications must be made in writing to Peacehaven Town Council, and we will then carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

22. Not to Display Advertisements

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

Breach of rules could lead to termination of the tenancy agreement.

23. Inspection

The tenant will permit any officer or member of the Council, or other Council appointed agent or the police, to enter on to the allotment garden or any structure on it at any time to inspect its state and condition.

24. Disputes

Disputes between tenants which cannot be resolved on site should be referred to the Council. The written decision of the Council will be binding on all tenants involved in the dispute.

25. Termination of Tenancy

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

26. Service of Notices

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

27. Change in circumstances

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will write annually to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other reason for a long absence are advised to keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit with immediate effect

28. Failure to Comply

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with this lettings policy will be contacted and requested to address any issues raised with them. Failure to comply with any such notice may result in further warnings and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant

29. Legal Obligations

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

30. Special Conditions

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

31. Enforcement

The following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.
- b) Formal Warning – Tenants who fail to respond to an informal warning within 30 days will be issued with a formal written warning.
- c) Notice to Quit – Tenants who fail to respond to a formal warning within 30 days will be given notice to quit.

32. Power of eviction

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

33. Amendment of these rules

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, Community House, Meridian Centre, Greenwich Way,
Peacehaven, BN10 8BB

Telephone 01273 585493

Agenda Item: LA 747

Leisure Amenities and Leisure

Date: 20th December 2022

Title: Update of the Green Infrastructure Plan

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To inform Committee

INTRODUCTION

As part of the Neighbourhood Plan a Green infrastructure Plan is being report is being prepared for Peacehaven and Telscombe Towns.

A audit of facilities has been carried out and entered into a Spreadsheet.

This will be a main document to support Local Green Spaces, Active Travel and Air Quality to mention a few items.

The Neighbourhood Development Plan has gone forward to Lewes District Council for Schedule 16 Consultation.

BACKGROUND

At the last Committee meeting it was decided that the top 5 items from the proposed Business and Community

Plan.

Many of the items appear to be covered in the Green Infrastructure Plan , so it seems appropriate to refresh the information and re-commence working to complete it. More details in the attachment.

In the Neighbourhood Plan pages 43 to 67 cover he following topics :

Movement, Walking, cycling and Horse Riding. Public transport, OpenSpace and Amenity, Sports ,Biodiversity , Coastal Protection & Flooding, Drainage Management , Air Quality Management.

The Green Spaces identified for protection in the NDP for Peacehaven are:

Lake Drive Pond, Meridian Park, Howards Peace Park, The Dell, The Oval, Centenary Park. Cornwall Avenue Allotments, Epinay Park.

ANALYSIS

The overlaps between the two plans would appear to include

1. Environment and Climat Change ,to improve and measure air quality
2. Green Infrastructure to audit public green spaces incorporating Playing Pitch Strategy
3. Environmental Audit to cover effects of A259 and Climate Change
4. Sports and Cleisure facilities to audit requirements ,3G and Hub
5. Review of Public areas to include signs, benches and how to implement upgrades
6. Range of inclusive and accessible play areas and seating across Peacehaven Parks to include access reports and eco-friendly play areas.
7. Better signposting for tourists (P&H)

8. Providing access to facilities cycleways and electric bus
9. Modes ? to publicise our miles and miles of Amenities
10. To keep the footpaths passable.

RECOMMENDATIONS

1. Committee to note report.
2. To confirm who will be working on this project.

Implications

<u>Financial</u> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	N/A
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	N/A
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	To be considered
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A at this stage
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	All relevant
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A at this stage
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	All relevant
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	All to be considered

Appendices/Background papers

Green Infrastructure Document

GREEN INFRASTRUCTURE

The purpose is to assess the quality of the green spaces in the area and how best to protect and enhance those sites both individually and as a network of assets.

Benefits to Communities:

- Recreational value – both informal (ie dog walking) and formal (ie organised sports)
- Wildlife habitats
- Climate change mitigation and adaptation – ie sustainable drainage features (SuDs)
- Aesthetic value, local character and distinctiveness
- Supporting healthy lifestyles (ie opportunities for physical activity outdoors) and mental wellbeing (ie providing access to nature)
- Community cohesion
- Food growing

Valued green/open spaces may include:

- Parks and gardens
- Playing fields and sports pitches/grounds
- Footpaths, bridleways and cycle routes
- Informal green spaces
- Allotments

Green Infrastructure

Green infrastructure is a term used to describe networks of green spaces (including natural and semi- natural green spaces as well as bodies of water and waterways). It delivers a wide range of environmental and quality of life benefits for local communities. It can improve water management, air quality and public health and wellbeing. It provides opportunities to protect and increase biodiversity, improve food and energy security, facilitate community development and build resilience to the effects of climate change.

Green infrastructure ensures that where possible, they can be seen and managed as a network of spaces rather than isolated pockets of green.

The NPPF does not define what qualifies as 'close proximity' or 'extensive tract of land'. However, using Natural England's Accessible Green Space Standards as a helpful guide, it is suggested that 'close proximity' be defined as within 2km (1.25miles) and an 'extensive tract of land' be defined as over 20 hectares (50 acres). Given the diverse nature of the area, it is acknowledged that this needs to be a guideline rather than a hard and fast rule.

Other Designations

Green/open spaces may have existing statutory designations such as:

- Site of Special Scientific Interest
- National Nature Reserve/Local Nature Reserve
- Public Rights of Way

Step 1	Establish the Baseline
Step 2	Local Green Spaces Audit
Step 3	Identify Opportunities for improvement
Step 4	Planning Policy Development
Step 5	Implementation

Following the auditing process, there is a good opportunity to look at the sites as an overall network and identify areas for improvement. Consider carrying out a SWOT Analysis (strengths, weaknesses, opportunities, threats).

Questions you might consider include:

- Going forward, what sorts of green spaces would we like to see in the area? Is there a demand from the community?
- Can existing sites be enhanced to make them more multi-functional (ie fulfilling several different functions)?
- Are the sites in good condition? If not, what improvements could be made? Who is responsible for the maintenance of the site?
- Are the sites safe and accessible to all: ie attractive and enjoyable to people of all ages? If not, how can sites be made safer and more accessible?
- Are the sites usable all year round? If not, what would make the usable in all seasons?
- Is the site engaging – are there things to look at and do?
- Does the site appear to have a sense of place? Is it a nice place to be?
- Is this a space that would improve peoples' health and physical and mental wellbeing?
- Are the sites well connected? If not, are there opportunities to improve linkages between sites (for people and for wildlife – ie wildlife corridors)?
- How are the edges of the space defined? Are there enough accesses in and do the boundaries encourage or discourage people and wildlife?
- Are there opportunities to improve the boundaries of the site and introduce space for nature?
- Are there opportunities to enhance the sites in terms of:
 - *Wellbeing* – how people access and use these sites, community cohesion, recreation and leisure opportunities
 - *Wildlife* – natural spaces, habitats and species and connectivity (ie wildlife corridors)
 - *Water* – can the site play a role in drainage and natural flood management in the area?

- o Are there any threats to these green spaces? (now and in the future in terms of maintenance, resilience to climate change, development etc)? If yes, how might we avoid or mitigate that?

Proposal	Lead	Possible Partners	Timescale	Comments
The Oval - create rewilding butterfly park? Space for people to enjoy rewilding/natural environment, tranquil area. Mental well-being and nature learning for young. Cafe/toilets option.		Greenhavens Sussex Wildlife Trust Biosphere funding	2 years	Similar scheme undertaken at Brighthelm Centre as part of Biosphere Programme.
Lake Drive Pond - investigate walking routes/signage/lighting - can this area become a sensory pathway potentially with public art link-up to the Meridian Park. Sensory planting, seats etc.		Potential to work with sensory gardens/landscapers, PCS to provide public art.	2 -3 Years	Examples in Brighton and Lewes District
Meridian Park - Needs to be used more efficiently and effectively. Adult gym needs to be start point with better lighting, layout, could be centre for outdoor health and well-being area - links to sensory garden pathways such as Lake Drive pond.		Wave leisure - Lewes DC. Sport in Mind	2-3 years	Good for doctors to encourage use.
Centenary Park - more activities eastwards to encourage greater use eastern end. Second Cafe/toilets? Bonded pathway around perimeter encourage circular route for bicycles, walkers, runners. Lighting. Formal court area/basketball/tennis? Designate Areas of re wilding, planting to attract more biodiversity and less formal cutting of grass. Potential to combine with SDNPA to create National Park walks.		Look at sports feasibility study, and potential for further services to be provided. Maureen Berg, Sussex Wildlife Trust.South Downs National Park	3-5 years	More efficient use of space.
Allotments - pollinators, extend site?				

Epina Park - encourage wider family use with community seating and play equipment, community garden beds. Better signage, lighting, planting.	Greenhavens, Biosphere project	2-3	Park is surrounded by housing and close to school - should be family friendly.
Foxhill - Development of pocket park, planting, seating, lighting?	Greenhavens. Biosphere project.	1-2	Area is surrounded by housing and should enable residents to gather, community cohesion.
East Saltdean - no land available, could explore feasibility of creating woodland trails and wooden climbs on west-side of Tye to encourage greater participation of young people.	South Downs National Park	2-3	Land restricted limited availability to provide playspace in E. Saltdean
Feasibility of creating Gateway to National Park with Cafe West Side (A259) with link to historical assets - like Gateway Cafe. Longer term Trampler project to enable all abilities to walk the Tye possible link to National Coastal Path and National Cycle Path. Promotion of walks/cycling, link to local areas such as Village and Centenary Park. Possibility of areas of rewilding, such as E piece and D Piece.	South Downs National Park	1-2 years 3-5 years	West side A259 provides opportunity for mobile cafe van/portacabin/lodge and outdoor seating, toilets?
Telscombe Cliffs Playing Fields - More formal sports pitch with changing rooms and cafe/bar room.	South Downs National Park, Lewes DC Wave Leisure	3-5 years	Refer to sports feasibility study to determine pitch type, lighting, etc
The Dell - areas of rewilding (cut grass less), capitalise on biodiversity, cliff-top location.	Maureen Berg/ Biosphere project	1-2 years	
Chatsworth Park - areas of rewilding, allow grass to grow to encourage invertebrates. Creation of more formal planting to Ambleside Avenue. Install better			refer to sports feasibility study to

lighting along Pigs Hill to encourage walkers in the evening. Potential for Tennis court/basketball Court/skate park - Kirby Drive Side? Cafe/toilets permanent feature. Look at pathways and surfaces to encourage more use from runners, cyclists.				determine pitch type/lighting etc.
Howards Park - areas of rewilding, let grass grow to encourage invertebrates.		Maureen Berg/biosphere project		
Mitcheldean - Community planting, seating, lighting, surfacing. Potential to improve community cohesion as surrounded by houses.		Greenhavens, Lewes DC		
Pocket Parks along A259 - Possibility of creating small pocket parks, by shopping areas to increase footfall and encourage inclusion and cohesion. Increase planting/food growing		Biosphere Project - CIL, Breenhavens		Use of the end of roads which were blocked off as per design guides.

Agenda Item: LA 748

Committee: Leisure, Amenities and Environment

Date: 13/12/22.

Title: Policy reviews

Report Authors: Kevin Bray

Purpose of Report: to Note

Introduction

Peacehaven Town Council has many policies these are review on a regular basis by officers

Background

The policies that have been reviewed are the memorial bench policy, the bee keeping policy and the tree works policy

Analysis

There were a few clerical corrections on the policies which were corrected

Conclusions

The bee keeping policy is not required at the moment as there are no bees kept on PTC land and to do so would require acceptance by the L&A committee.

Recommendations

The committee are asked 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

Memorial Benches Policy

All applications to erect a memorial bench must be approved by the Parks Officer or Town Clerk, or using their delegated powers, the Chair and Vice Chair of the Leisure, Amenities, and Environment Committee.

All applications must be in writing and signed by the applicant.

Written correspondence declaring confirmation of location is provided to the purchaser, by the Town Council, detailing map location and photograph in situ, within 28 days of installation.

Payment of asset will be due to the Council, within 28 days of invoice.

The style and location of the bench will be subject to consultation with the Parks Officer (or as above Town Clerk, Chair or Vice Chair of the Leisure, Amenities, and Environment Committee).

The owner of a memorial bench is responsible for the maintenance of their bench, providing a signed Maintenance Agreement to the Council, unless agreed otherwise by the Parks Officer or Town Clerk.

Memorial benches are installed by the Grounds staff where possible.

All benches installed are done so at the owner's risk. Replacement benches are subject to terms and conditions of the current Council Public Insurance Policy and are not guaranteed cover.

The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged.

The applicant should ensure that the Council is in possession of current contact details.

The Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age, subject to Maintenance Agreement Terms. The Council reserves the right to remove any bench that is in a considerable state of disrepair or in their view is a risk to health and safety.

In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement.

Adopted by Policy and Finance Committee: 22nd November 2016

Reviewed: 8th November 2022

Next Review Due: 7th November 2024

Beekeeping Policy

The purpose of this document is to provide guidance to prospective beekeepers who wish to place beehives within Peacehaven Town Land and Amenities. It sets out the process to follow and the actions that have to be taken prior to formal approval being given by the respective Council Officer.

Stage 1 – Initial consideration

Any person wishing to keep bees within the Town on land or amenities, which is the responsibility of the Town Council, should first speak to the Town Clerk. The Council Town Clerk will issue them with a copy of this document for initial consideration and guidance.

This document should be read in conjunction with the document LO15 produced by the British Beekeepers Association and provide evidence of Membership.

In order that the initial request for the positioning of a beehive can be progressed, the suitability of the site has to be determined and agreed by both the landowner / the Town Council in the first instance, before the process can continue.

Any person wishing to keep bees must undertake to abide by any rules stipulated and must satisfy the site manager/s of their competence or that they have arranged adequate supervision or will undertake appropriate training from the Beekeeping Association.

Stage 2 – Consultation and management requirements

Once the site suitability has been determined in principle, it will be necessary to satisfy the requirements detailed in stage 2 in order that the proposals can be formally approved by the Council at the Leisure, Amenities, and Environment Committee.

Consulting process

All stakeholders of the site must be consulted as to their views on siting a hive on the site. This should be carried out by representatives of the Council by asking plot holders to fill in a questionnaire (or simple tick sheet). At least 75% of stakeholders should be in agreement.

The Council must also inform/advise those neighbouring properties directly affected, in order to satisfy themselves that those properties have no objections to the siting of beehives on the site and to also take the opportunity to alleviate any concerns that they may have. Ideally, letters should be written providing the relevant details. If felt advantageous, a personal visit may be appropriate. Records should be kept of any replies received/concerns raised.

Provided the majority of consultees have no objections, hives can be placed on site subject to the requirements below being met. However, if any major concerns have been raised it must be considered as to how these will be addressed.

Government Allotment legislation is specific in that plot holders cannot trade on an allotment site for profit. (Small Holdings and Allotment Act 1908 Section 22), as the prime use is for an allotment holder to provide food for the immediate family. However, it makes provision for limited sale of surplus produce – provided that the allotment is mainly cultivated for consumption by the plot holder and their family there is no legal constraint on selling surplus produce, and any proceeds should be reinvested in running and developing the site.

Carry out a risk assessment

- Make sure all eventualities are covered.
- That any risks are identified
- There are actions identified to control any risks identified.
- Measures are in place to prevent bees swarming.

A person keeping bees must satisfy the site management that they have made adequate arrangements to ensure that any problems caused by their bees in their absence will be resolved, for example a nominated person that can step in the beekeeper's absence. Up to date contact details of a primary and secondary qualified and insured beekeeper should be made available on a site notice board in case of emergencies.

The Council will be responsible for ensuring the conditions are met on which bees are permitted.

The Council requires that a person wanting to keep bees will be a member of the local Beekeeping Association. Membership of a Beekeeping Association provides members with third party / public liability insurance through their affiliation to the British Beekeepers' Association. The BBKA also offers support and advice for beekeepers.

Beekeepers are advised to have a recognised qualification such as the BBKA Basic Assessment and be reasonably competent.

The hives must be registered and available for inspection by the Regional Bee Inspector.

The prospective beekeeper must ensure that they have insurance cover. It should be considered that all allotment sites have restricted public access and unforeseen incidents can happen. It is recommended that the level of cover is £10 million public liability, and that beekeepers must provide evidence of such on an annual basis. A record should be kept on file by the Allotment Association.

Stage 3 – Formal Approval

Once the requirements of Stage 1 and 2 have been met, the Council will confirm in writing that the plot holder/beekeeper has been granted permission to place beehives on site.

The beekeepers, if not already, should receive a tenancy agreement if on public space or Council owned property.

Prior to bringing any beehives onto the site, all required documentation such as insurance details, confirmation of membership to the BBK Association and evidence of required qualifications shall be given to the Council for their records.

Stage 4 – Operational requirements

Siting of beehives

Bees must be carefully placed to be away from footpaths and direct thoroughfares.

No more than 3 hives should be grouped together, with the exception of the land allocated at The Big Park / Centenary Park, which has been specifically created for such purpose.

Do not place hives in positions from which flight paths impinge on other site users or pathways.

Arrange for hives to be sited in a remote area away from other site users.

Limit the number of colonies in any area.

Ensure that bees are encouraged to rise in excess of 2 metres or 6 feet, on leaving the hive to ensure that the flight path is not directly over other plots. This can be achieved by the use of a fine mesh screen of a gauge of less than 10mm. In some locations, it could be appropriate to use hedging or wooden fencing.

The bees should be screened for two reasons, so not to draw attention to them and to create a barrier to ensure the bees fly upward quickly to their normal flight height.

Handling of bees

The beekeeper should as far as they are able ensure that the strain of bees used is gentle, for example by using a queen from a docile strain.

Do not handle bees when other people are gardening in the immediate vicinity.

Do not allow the strength of colonies to increase to swarming strength in an unmanaged way.

Handling bees should be done at times when the bees are very active.

Endeavour to ensure there is someone else on site in case of emergency when handling bees.

A source of water should be easily accessible to the bees and be in place before the bees are established. Otherwise bees may congregate around taps or any open water.

When opening hives every care should be taken to ensure that it is not a busy time (i.e. busy weekend afternoons.), and that the weather conditions are favourable (not raining, windy or thundery).

Signage notification, a "Beekeeper at work" sign placed prominently while the beekeeper is working and for around half an hour after will ensure that no one walks too near unless they want to.

All swarm precautions will be taken. It must be noted that swarms do happen sometimes and may also come from other sources.

Phone numbers in case of emergencies should be clearly displayed on a notice board. If beekeepers were happy to show any interested parties the hives, then additional sets of protective clothing could be made available.

Education

Consideration could be given to arranging an initial session/briefing for stakeholders to learn and be educated about the bees, how the beekeepers are planning to operate and advice on what to do in case of emergencies etc.

Once established, there could be further opportunities to extend the education process with the neighbouring schools, either by way of talks, site visits and honey tasting etc.

Complaint process

Initially, any complaints from plot holders or members of the public should be directed to the site Manager for consideration and hopefully resolution. If the site manager is unable to deal with the complaint then it should be referred to the Town Clerk and in turn the Chair of the Council.

Should it arise that several complaints are made then it may be necessary for a re-evaluation of the appropriateness of the siting of beehives on the particular site to be undertaken.

Adopted: 14th February 2017

Reviewed: 8th November 2022

Next Review Due by: 7th November 2024

TREE WORKS & INSPECTION POLICY

Hazards to be assessed

1.1 In order for a tree to pose a hazard there must be a likelihood of failure and the risk that having failed the tree will cause damage. To assess this, the following key areas must be addressed:

- The likelihood of failure
- The size of the piece most likely to fail (from a branch to a whole tree)
- The presence of a target (something that may be affected by the event of failure)

Compliance with statutory acts

2.1 The legal requirements to prevent any hazards, which may be caused by a tree failure, are covered by the Health and Safety at Work Act 1974 and civil law under the Occupiers' Liability Act 1984.

Council responsibilities

3.1 Trees are an intrinsic and key element of the natural landscape and for the wildlife they support.

3.2 The council has a duty to do all that is reasonably practical to ensure that the trees remain healthy and to ensure they do not pose a threat to the safety of the public and property.

3.3 To achieve this, the council will put in place the following inspection regime:

- A rolling three-year inspection of all trees on council owned and managed sites. The inspection will be carried out by a qualified tree consultant in conjunction with a qualified member of staff.
- An annual inspection of trees will be carried out by a member of staff, who has a LANTRA basic tree survey and inspection qualification
- Trees that are noted as requiring attention will be logged by tag number, species, size and age. The actions required and priority will also be noted. The location of the trees will be indicated on a map.
- Work will only be carried out on trees for reasons of safety or conservation management.
- Requests from residents for tree management due to issues with overshadowing and falling debris/leaves and concerns about general tree size in proximity to property and overhanging will not usually be taken forward.

Remedial works to trees

4.1 Where remedial works to trees are identified, action can be taken in two ways:

- If the tree poses an imminent threat to safety, the member of staff will take action to make the tree safe under delegated powers as permitted under the Local Government Act 1972 s.101. The matter will be reported to the next appropriate committee meeting.
- Where trees do not pose an immediate threat or need other work, these can be held until the next appropriate committee meeting.

Remedial works by in-house staff

5.1 In cases where the work is within the capabilities of in-house resources, the Grounds Operations Manager must ensure that all the work can be carried out safely, prior to the works commencing. All

staff must be issued with the appropriate safety equipment and be suitably qualified to carry out the task.

Outsourcing works

6.1 When in-house resources are not qualified to carry out the work or are unavailable, a specialist tree surgeon may be employed to undertake the work.

6.2 The contractor must be suitably qualified and have adequate insurance cover.

6.3 Prior to commencing the work, a method statement and risk assessment must be provided by the contractor. The council maintains a list of approved contractors that meet the criteria.

Tree preservation orders and conservation areas

7.1 Where any tree is subject to a tree preservation order or is located in a conservation area, the appropriate application must be made for the works to be undertaken.

Memorial trees

8.1 Any works carried out to memorial trees must be reported back to the appropriate committee either before or after the work is carried out, depending on the urgency.

(Review: Dec 2024)

