



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 28th February 2023 at 7.30pm

Present: Cllr L Symonds (Chair of Council), Cllr D Seabrook (Vice Chair of Council & Committee), Cllr I Sharkey (Chair of Committee), Cllr S Griffiths, Cllr C Gallagher, Cllr C Cheta Cllr R White.

Officers: Kevin Bray (Parks Officer); Tony Allen (Town Clerk).

LA 749 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and related the housekeeping information.

LA 750 PUBLIC QUESTION TIME

A member of the public spoke to the Committee on the following matters:-

- Unauthorised/uninvited access on to his allotment and related problems.
- Allotments security and the need for a new lockable gate.
- Use of public monies to repair the fencing of two properties adjacent to the allotments.

Another member of the public spoke to the Committee on the following matters:-

- Keeping allotment holders in-check regarding the correct cultivation of their plots; previous complaint had not been actioned.
- Need for more swings and facilities for the under-4's in the Big Park.

Another member of the public referring to their recent letter to the Committee, spoke on the following matters:-

- The introduction of the 'two-foot rule' and the consequent reduction in growing space.
- Use of public monies to repair the fencing of two private individuals' properties adjacent to the allotments.
- His rejection of the 'two-foot rule'.

Another member of the public spoke to the Committee on the following matters:-

- Allotments security and the need for a new lockable gate.

Another member of the public referring to his recent letter to the Committee, spoke on the following matters:-

- The painting of a new mural on the rear wall of the skate park and proposed approach.

The Parks Officer read out a letter from another member of the public, relating to adornments on memorial benches.

LA 751 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr D Paul.

Cllr W Veck was also absent.

LA 752 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 753 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH DECEMBER 2022

It was resolved to adopt these minutes as a true record.

LA 754 TO NOTE THE BUDGET UPDATE

The Finance Officer's report was received and noted.

The Parks Officer reported on expected payment for tree planting.

Clerk to speak to the Finance Officer regarding the outstanding funding for the new changing places facility.

LA 755 TO NOTE ACTION PLAN

The Parks Officer's report was received and noted.

Format, content and presentation of the action plan was discussed.

The Clerk reported on the progress of the CCTV project and will chase Insp. Jo Atkinson for a progress report.

LA 756 TO NOTE AND AGREE ALLOTMENT GARDENS POLICY AND PROCEDURES

The TFG report from Cllr Gallagher and the Parks Officer was received and discussed in detail.

Regarding Item 1 of the TFG report, it was resolved that the TFG should revisit these points and provide the Committee with firm recommendations as well as reviewing the content of the FAQ's trial document.

The Parks Officer noted that his team needs clarification on these items in order to be able to enforce the Terms & Conditions.

Cllr Gallagher stated that clarification of such items can be captured in the FAQ's document, for consideration further at the annual review of the allotment policies, Terms & Conditions, etc.

The Committee resolved the following points:-

1. That there should be an Agenda item at each L.A & E Committee meeting to provide an update relating to the Allotments.
2. To have a list of Frequently Asked Questions that will be compiled by the TFG as an aide memoire for all concerned.
3. Allotment information to be in each edition of the E-News for reference.
4. Two Councillors be authorised as liaison between the Allotment tenants and the Council to develop relationship to improve goodwill.

These Councillors will be the Chairman of the LA&E Committee and one Ward Councillor.

It was resolved to approve the new Allotment Policy and appendices which cover all of the rights and responsibilities concerning the Allotments.

It was resolved to approve the enforcement letters in the appendices.

LA 757 TO DECIDE DISPLAYS ON BENCHES

The Parks Officer's report was received and discussed in detail.

The Parks Officer related the background to this item.

It was resolved that standardized flower & vase adornments would be permitted on memorial benches on the following conditions:-

- They do not obstruct the proper function of the bench.
- No plastic or fake flowers to be used; real flowers only.
- Bench owner must maintain the adornments properly.
- The PTC Parks Team has the right to remove dead flowers and unsightly adornments.
- Vases used to be plain and of a size specified by the Parks Officer.

The PTC Memorial Bench Policy to be updated as above.

LA 758 TO AGREE TERMS AND CONDITIONS RELATING TO THE GATEWAY CAFÉ MOBILE CATERING UNIT

It was resolved to agree to these T&C's and to change the wording from 'kiosk' to 'mobile catering unit'.

It was noted that the tow hitch on the existing trailer kiosk could be made more visible or covered for the visually impaired.

LA 759 TO APPROVE SKATE PARK ARTWORK

The Parks Officer's report was received and discussed.

It was resolved to have a full proposal prepared for Council for this proposed artwork, on the understanding that the project is fully inclusive and that there is youth input.

LA 760 TO NOTE AMENITY AREAS MANAGEMENT PLAN REPORT

The Parks Officer's report was received and discussed.

All to email comments to the Parks Officer.

Cllr Gallagher noted that elements from the recent Kaner Olette report should be considered for the Management Plans.

Cllr Gallagher noted that she will be proposing the removal of the banner board at the Dell, at the next Council meeting.

LA 761 TO NOTE TREE WORKS UPDATE

The Parks Officer's report was noted.

LA 762 TO NOTE GROUNDSTAFF UPDATE

The Parks Officer's report was noted.

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following items:-

LA 763 TO NOTE ALLOTMENT FENCE REPAIR REPORT

The Deputy Clerk's report was received and discussed in detail.

Cllr Gallagher related the background to the fencing repairs, outstanding items raised by the complainants and the low standard work by one of the contractors used.

The Parks Officer gave a detailed report of the works carried out by both contractors.

The Committee noted the Deputy Clerk's report and resolved that it was satisfied that the works to repair the damage to fences, as actioned by Council following the report of the allotments complaints panel, was now fully completed.

LA 764 TO AGREE ALLOTMENT RESIDENT VISIT REPORT

The Deputy Clerk's report was received and discussed.

It was resolved that allotment visits would be on a pre-arranged basis, to be facilitated by Officers and provided that sufficient notice is given.

It was noted that facilitating these visits will require the significant time of Officers which will include liaising with the allotment plot holder(s).

LA 765 TO DECIDE ALLOTMENT COMPLAINT LETTERS REPORT

Complaint 1.

The Parks Officer's report was received and discussed in detail.

The formal complaints from two people, regarding abusive and intimidating behaviour from an allotment plot holder, were noted and discussed. Applicable allotment Terms & Conditions were highlighted.

Minutes of the Leisure, Amenities & Environment Committee meeting - 28th February 2023

The Parks Officer reported that the incident had been witnessed by him and the Deputy Clerk and that, at the time, they had verbally reprimanded the said plot holder regarding the unacceptable behaviour.

It was resolved that the Clerk and the Parks Officer will draft a warning letter to the plot holder concerned, to be agreed and sent by the Committee Chairman.

Complaint 2.

The Parks Officer's report was received and discussed in detail.

The complaint from one person, regarding the introduction of the 'two-foot rule' and the consequent reduction in growing space, and the use of public monies to repair the fencing of two private individuals' properties adjacent to the allotments, was noted and discussed.

It was noted that complaint related to Council policies and procedures that had been agreed by the Committee and Council.

It was resolved that the Clerk and the Parks Officer will draft a general letter of reply to the complainant, to be agreed and sent by the Committee Chairman.

It was noted that the 'two-foot rule' came into force when that allotment holder signed their Terms & Conditions.

The Chairman of Council stated that she had not had any private meetings with any residents regarding these matters.

LA 766 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH APRIL 2023

There being no further business, the meeting closed at 21:31.

Agenda Item: LA 772

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

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

This is the final budget for the financial year and shows the movement to general reserves of £19,788, this shows we have managed to maintain spending within the set budget despite the increases in costs.

Recommendations

To note this report

Detailed Income & Expenditure by Budget Heading 05/04/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	5,459	6,000	541		541	91.0%	
4203 Fuel	6,313	5,500	(813)		(813)	114.8%	
4204 Road Fund License	580	600	20		20	96.7%	
4305 Uniform	800	900	100		100	88.8%	
Grounds Team General Exp :- Indirect Expenditure	13,151	13,000	(151)	0	(151)	101.2%	0
Net Expenditure	(13,151)	(13,000)	151				
310 Sports Park							
1025 Rent & Service Charge	19,236	13,845	(5,391)			138.9%	
1041 S/P Telephone Masts	6,383	4,500	(1,883)			141.8%	
1043 S/P Football Pitches	5,438	3,000	(2,438)			181.3%	
1061 S/P Court Hire	6,846	5,406	(1,440)			126.6%	
Sports Park :- Income	37,902	26,751	(11,151)			141.7%	0
4101 Repair/Alteration of Premises	49,499	0	(49,499)		(49,499)	0.0%	49,435
4111 Electricity	2,135	5,000	2,865		2,865	42.7%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	494	0	(494)		(494)	0.0%	
4161 Cleaning Costs	6,699	8,000	1,301		1,301	83.7%	
4164 Trade Refuse	4,235	4,500	265		265	94.1%	
4171 Grounds Maintenance Costs	7,614	10,000	2,386		2,386	76.1%	108
Sports Park :- Indirect Expenditure	73,022	29,845	(43,177)	0	(43,177)	244.7%	49,542
Net Income over Expenditure	(35,120)	(3,094)	32,026				
6000 plus Transfer from EMR	49,542						
Movement to/(from) Gen Reserve	14,422						
315 Big Park							
4101 Repair/Alteration of Premises	19,151	5,000	(14,151)		(14,151)	383.0%	17,066
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	715	500	(215)		(215)	143.1%	
4112 Gas	408	300	(108)		(108)	136.1%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	776	1,000	224		224	77.6%	
4173 Fertilisers & Grass Seed	5,963	6,000	37		37	99.4%	
4303 Machinery Mtce/Lease	2,233	3,500	1,267		1,267	63.8%	
Big Park :- Indirect Expenditure	49,166	36,516	(12,650)	0	(12,650)	134.6%	17,066
Net Expenditure	(49,166)	(36,516)	12,650				
6000 plus Transfer from EMR	17,066						
Movement to/(from) Gen Reserve	(32,101)						

Detailed Income & Expenditure by Budget Heading 05/04/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	8,260	8,823	563			93.6%	
1111 Electricity	6,179	6,000	(179)			103.0%	
Gateway Cafe :- Income	14,439	14,823	384			97.4%	0
4101 Repair/Alteration of Premises	414	3,000	2,586		2,586	13.8%	
4111 Electricity	6,179	6,000	(179)		(179)	103.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,614	1,500	(114)		(114)	107.6%	
4326 Telephones	1,146	972	(174)		(174)	117.9%	
Gateway Cafe :- Indirect Expenditure	9,668	12,972	3,304	0	3,304	74.5%	0
Net Income over Expenditure	4,771	1,851	(2,920)				
330 Parks & Open Spaces							
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	2,295	2,445	150			93.9%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	8,501	7,545	(956)			112.7%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
4105 Tree Works	2,290	2,000	(290)		(290)	114.5%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	4,095	2,500	(1,595)		(1,595)	163.8%	1,595
Parks & Open Spaces :- Direct Expenditure	6,951	7,500	549	0	549	92.7%	1,595
4101 Repair/Alteration of Premises	3,844	5,000	1,156		1,156	76.9%	2,900
4141 Water Services	5,822	5,000	(822)		(822)	116.4%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,633	4,000	1,367		1,367	65.8%	
4301 Purchase of Furniture/Equipmen	15,248	5,000	(10,248)		(10,248)	305.0%	15,637
Parks & Open Spaces :- Indirect Expenditure	27,781	21,000	(6,781)	0	(6,781)	132.3%	18,537
Net Income over Expenditure	(26,231)	(20,955)	5,276				
6000 plus Transfer from EMR	20,132						
Movement to/(from) Gen Reserve	(6,098)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	18,366	16,646	(1,720)			110.3%	
1112 Gas	270	0	(270)			0.0%	

Detailed Income & Expenditure by Budget Heading 05/04/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1303 Water Charges	75	0	(75)			0.0%	
1355 Wifi	105	0	(105)			0.0%	
The Hub :- Income	18,806	16,646	(2,160)			113.0%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	0
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,995	2,000	5		5	99.7%	
4112 Gas	945	2,000	1,055		1,055	47.2%	
4171 Grounds Maintenance Costs	4,299	2,000	(2,299)		(2,299)	215.0%	3,900
The Hub :- Indirect Expenditure	9,904	8,000	(1,904)	0	(1,904)	123.8%	3,900
Net Income over Expenditure	8,469	8,146	(323)				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	12,369						
Grand Totals:- Income	79,648	65,765	(13,883)			121.1%	
Expenditure	190,077	129,333	(60,744)	0	(60,744)	147.0%	
Net Income over Expenditure	(110,428)	(63,568)	46,860				
plus Transfer from EMR	90,640						
Movement to/(from) Gen Reserve	(19,788)						

Agenda Item: LA 773

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: Action plan update

Report Authors: Parks officer

Purpose of Report: To note

Introduction

The action plan was created to allow Councillors and the public to keep up to date on the current projects under the E,L&A committee.

Analysis

Completed projects- permaculture tree planting.

New projects- Dell banner board removal

Recommendations

To note this report

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	Reply from park run; Following us being scammed for £1k and the investigation by the bank. We were unable to recover the monies. I have contacted a local builder and together we will clad the container. We are just waiting for completion of his current project, which should coincide with the weather improving. Town clerk chasing the lease up	Park run/ Town Clerk	£1 a week rent	N/A	Dec 2021	
Cycle hub licence/ lease	Liddy leading has been away on long-term sick leave, she is now back and is in discussions with her legal dept and has indicated it will be completed imminently.	Town clerk			2022	
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Marketing campaign has been pushed back until a comms officer is appointed	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; drainage investigation dig took place on the 6 th March to look at filtration rates of the soil, results pending	Parks officer	TBA	CIL	2023	
Shepherds Down – Public Consultation LA530 09/02/2021	Yet to be started	LAE Committee	TBA	PTC CIL	31/03/2022	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
TFG to review the information from the survey on The Oval, Epinay Park and recommend how to progress the findings.	Officers are compiling the data to allow analysis to take place.	Parks officer			2022	
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/ finance officer/ Committee members		PTC CIL Webb's Yard	Not set	
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 were taking the lead on the pathway	Parks officer	CIL	LDC CIL Bid & PTC CIL	Not set	
Permaculture tree planting Scheme LA 510 15 th Dec 2020 COMPLETE		Parks Officer		Budget	Jan 2023	Jan 2023
DELL playground 106 money inclusive project LA 691	LDC advising on this,	Parks officer	£50,000	106 held by LDC	Summer 2023	
Banner board removal project C1005	Full council approved removing the banner board from the existing location and to research alternative locations.	Parks officer				

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
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	DC/ Parks O/ Finance 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	Parks officer/ communications	CIL		2023	
To resurface the overflow carpark at Centenary Park	Costing are being looked at by officers and a report will be at the next L&A meeting.	Parks officer/ Finance officer	TBA	CIL BID	TBA	
Carparking management at Centenary Park project LA744	Work has started on this project	Parks officer	£2000	PTC CIL	Spring 2023	

Key: Green = on target

Blue = project partly completed

Red = project behind schedule

Highlighted text shows an environmentally beneficial project.

Completed Projects in 2022

1. Tree Planting – Urban Tree Fund
2. Tree Planting – Trees for Downs
3. New football club lease
4. New extra toddler swing at Centenary Park
5. Install cycle racks in Howard Park
6. Purchasing battery powered equipment for the grounds team.
7. New roundabout installed at Firle Road playground.
8. installed new self-closing gates in the outdoor gym.
9. Surveys of the Oval and Epinay parks carried out.
10. Changing places project
11. Centenary Park - Bridle Path Resurfacing (phase 1)
12. Allotment policy updating
13. New café lease
14. Hub roof temporary repair
15. Howard Park tree planting
16. Install replacement CCTV in Centenary Park
17. Water refill station at Centenary Park
18. Café lease renewal
19. New battery van leasing
20. Permaculture tree planting Scheme

Agenda Item: LA 774

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: Allotment TFG report

Report Authors: Parks officer

Purpose of Report: To agree.

Introduction

The allotment TFG was asked to meet and finalise the way forward regarding implementing the Allotment terms and conditions.

Background

The terms and conditions have been updated and there was a need to clarify two items raised by the parks officer.

Analysis

The two items were.

- a) What surfacing is approved to be in the 60cm gap? Membrane, stone, mulch, grass, soil and should not present a Health and Safety risk such as trip hazards. Should this be added as an amendment to the 2023 terms and conditions?
- b) What timescale do allotment holder have to adhere to the new rule? 3 months or 6 months?

Conclusions

The TFG group met and concluded that the preferred surfacing for the 60cm gap should be grass but if there is an existing gap with another type of surface this can remain in place, and that the 60cm gap including sheds and structures should be in place within 6 months from April 2023. The parks officer to offer to meet plot holders to discuss moving of sheds etc to see if we can help facilitate this.

Recommendations

The committee are asked to **agree** the following.

- a) The preferred gap surfacing should be grass (but if there is an existing gap with another type of surface this can remain in place)
- b) The 60cm gap needs to be in place within 6 months (October 2023)

Agenda Item: LA 775

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: Allotment update

Report Authors: Parks officer

Purpose of Report: To note.

Introduction

PTC took over the ownership and management of the allotments from LDC.

This includes taking in the subscriptions, inspecting the allotments, maintaining the supply of water and dealing with any issues arising.

Background

There are currently 82 plots mostly reduced to a quarter of the size of an original allotment plot, this is due to the excessive demand for allotments in the area.

This document is an update on the allotments over the last month including the renewal figures.

Analysis

We had 4 quarter plots vacated this year; these have been re allocated to 4 new tenants

One letter of complaint regarding car parking on the access track, letter sent to plot holder reminding them the track is only for drop off and collection and should not be used for parking.

One replacement of an existing shed with a slightly larger one but within the guidelines set in the T&C's

Conclusions

The allotments are fully allocated, and the inspections are booked in for the 19th April to be carried out by the Parks officer and the Deputy town clerk.

Recommendations

To note the report.

Agenda Item: LA 776

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: Dell Banner board removal

Report Authors: Parks Officer

Purpose of Report: To note

Introduction

PTC have had the banner board in the Dell for many years advertising local businesses and events.

Background

A report was put to the full Council meeting on the 21st March 2023 to have the Banner board removed for aesthetic reasons, It was resolved that no more bookings should be taken for advertising, beyond the current last booking, and that the banner board is removed as soon as possible after the last booking has finished.

It was resolved that separately the LA&E Committee should investigate suitable alternative locations for advertising boards in the Town.

Analysis

The last booking already booked in before the full council meeting is on the week beginning the 4th December 2023 so the board will be removed as soon as possible after this final booking.

Conclusions

Different locations for the banner boards have been investigated before, with no suitable land found that belongs to PTC.

Recommendations

The Committee are asked to note this report and forward any suggestions of different locations for a banner board to the Parks officer to investigate and report back to the committee on.

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?	<ul style="list-style-type: none">• No budget set for the cost of removing nor relocating the banner board, also to note the £3000 P/A loss in earnings means the budget will be down approximately £1250 this year.
<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 777

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: Tree Planting

Report Authors: Cllr Sue Griffiths, Cllr David Seabrook

Purpose of Report: To Agree

Introduction

Over the last four years we have put aside £10,000 for tree planting within our parks. This has been match funded by the Urban Tree Challenge Fund.

Background

The Urban Tree Challenge Fund is a government initiative in the United Kingdom launched in May 2019. The aim of the fund is to support the planting of trees in urban areas to help mitigate the effects of climate change, enhance biodiversity, and improve the health and wellbeing of local communities. The fund provides grants to local authorities, charities, and other organisations to help them plant trees in urban areas across England. The trees planted under this initiative must be at least 1.8 meters in height and should be planted in areas where they can provide the most benefits to communities and the environment. The fund was launched with an initial £10 million and has since been expanded to £40 million over the course of four years.

Analysis

We have £1,405.24 remaining in this budget.

Conclusions

The remaining funds would be made available to Brighton Permaculture trust to complete the second row of trees in Centenary Park which will complete the project.

Recommendations

1. To agree to complete the project with Brighton Permaculture Trust and the Urban Tree Challenge Fund using remaining budget.

Implications

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

<u>Financial</u>	In budget for tree planting. This includes watering of trees.
<u>Legal</u>	An agreement has already been signed.
<u>Health & Safety</u>	Planting will take into account all H&S considerations
<u>Planning</u>	Not applicable
<u>Environmental and sustainability</u>	Tree planting will increase biodiversity
<u>Crime and disorder</u>	none
<u>Social value</u>	Will provide additional shade for residents
<u>Climate</u>	Trees will absorb Carbon Dioxide from the air and help to offset our carbon emissions over the next 100 years.

Agenda Item: LA 778

Leisure Amenities and Leisure

Date: 18th April 2023

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 was prepared for Peacehaven and Telscombe Towns.

An 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 Plan is a live document and will form a basis of both Towns. preservation and improvements going forward and can be used as evidence in grant application and for infrastructure planning.

The Neighbourhood Development Plan Schedule 16 Consultation by Lewes District Council has been completed and a Independent Examiner is in the process of being appointed.

There were no significant changes identified, policies unchanged but some re-writing of narrative is taking place.

The Lewes District Core Policy Documents and the Neighbourhood Plan all need to be in line with National Planning Policy Framework (NPPF)

BACKGROUND

The Business and Community Plan is being prepared by this Council and has come to this Committee, many of the items appear to be covered in the Green Infrastructure Plan . The Officer working on the Green Infrastructure Plan and the Business and Community Plan with Cllr Gallagher, Nancy Astley and others has now left the Council and Elections are due on 4th May when a new Council administration will be formed.

The existing evidence document of The Green Infrastructure Plan and all the supporting papers compiled by The Neighbourhood Plan Steering group will be retained for continuing use.

The Neighbourhood Plan pages 43 to 67 covers the 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, Epernay Park.

There are several other green spaces important to the Community which the Council needs to protect ready for further updates of the Neighbourhood Plan. No green space is truly protected unless it is included in the Neighbourhood Plan or Lewes District Plan.

ANALYSIS AND CURRENT POSITION

Since the last report concerning the Green Infrastructure Plan to this Committee the following have happened

1. The Neighbourhood Plan Steering Group now reports regularly to Planning and Highways Committee and have been exploring ways to turn the Plan into positive actions for Peacehaven Town Council.
2. A Government body Active Travel England have announced a £200 Million Fund for Local Authorities for improvements to enable people to save money and stay healthy by choosing active travel.

The grants can be used:

To create more paths

Develop safer routes for walking to schools.

Improved junctions for people walking.

This fits into Peacehaven Town Council's Green Infrastructure Plan

Sustrans are fully involved with Active Travel England and have helped The Council with the routes involving Centenary Park and are keen to work with us further.

A meeting took place with representatives of South Downs National Park, Sustrans and Council representatives at the Gateway Café and all confirmed to wish to continue to work together for the benefit of Peacehaven and a Steering Group set up including other local organisations.

3. Kaner Olette architects who were commissioned by the Council to undertake a project to renovate the Coast Road retail and leisure offer to encourage visitors and residents to stay within Peacehaven for their shopping and leisure which would boost the local economy have presented their report to PTC.

The project was paid for by the Government by a grant from the Communities and Levelling up Fund.

The report highlighted 3 areas where improvements could start including the area around The Dell Park i

At Planning and Highways Committee on the 23rd February 2023 the Committee resolved to take forward the Kaner Olette report in stages with the opportunities around the Dell and the Lewes District owned carpark and Public Toilets as a first stage.

This Committee is responsible for decisions regarding The Dell. The Planning and Highways do not have the power to make decisions about the pavements, verges and the roads and street scene, but can make recommendations to ESCC and LDC.

The Kaner Olette report makes suggestions as to how the Dell can be improved to make it stand out as the best sea view in Peacehaven.

The removal of the banner board was agreed at by Council 21st March 2023.

4. The Planning and Highways Committee has agreed to a Task and Finish group to be set up to take forward Kaner Olette report in stages ie immediate, in the near future and long term.

The street scenes including planters and bins is a possible quick fix.

5. The Hub Task and Finish Group have agreed a specification for the feasibility study on The Hub. Tenders for this project are to be dealt with shortly.
6. Renewable Energy for the PTC owned buildings is still being pursued and will be part of the renovations of The Hub and Community House with support from Ovesco and Dr Earthy.

RECOMMENDATIONS

1. Committee to note report.
2. To confirm the co-operative working with SDNP and Sustrans and other local groups

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

Agenda Item: LA 779

Committee: Leisure, Amenities and Environment

Date: 18th March 2023

Title: Complaints March 2023

Report Authors: Parks officer

Purpose of Report: to note.

Introduction

The committee has asked for updates on any complaints received in the office regarding the amenity areas of the town.

Analysis

A resident has reported Dogs mess in green gym at the meridian park on several occasions, reports seem to indicate it is being used to allow a dog to be off the lead in the enclosed area. There are clear signs on the fences saying no dogs allowed, as signage is already in place there is not much we can do unless the person is caught in the gym by staff.

A resident complained about some bird feeders in the bushes by Centenary Park as "fat balls" if consumed by dogs can be harmful. The parks officer contacted the resident who put the bird feeders out and they have now been removed from the bushes on to the front garden of their property.

Recommendations

To Note this report

Agenda Item: LA 780

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: works update.

Report Authors: Parks Officer

Purpose of Report: to note

Introduction

This is an update on any extra works carried out by the groundstaff.

Background

Four concrete fence posts were found to be unsafe leading to the wall around the football club to become unstable.

Analysis

A concrete breaker was purchased (as the weekly hire rate was as expensive as buy one) and the ground staff removed all the damaged posts and replaced them.

Conclusions

The concrete fence around the football ground belongs to PTC and is showing signs of decay and will be monitored by the parks officer monthly looking for further degradation.

Recommendations

To note this report

Implications

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

Implications

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Within budget
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	PTC are responsible for the concrete fences upkeep.
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Falling heavy fence panels could cause severe injury.
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?	

<ul style="list-style-type: none"> • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

One of the damaged posts



Agenda Item: LA 781

Committee: Leisure, Amenities and Environment

Date: 18th April 2023

Title: football foundation Pitchpower seminar

Report Authors: Parks Officer

Purpose of Report: To note

Introduction

The football foundation are funded by the premier league to help provide financial support to amateur football clubs, the aim is to have less game postponed or cancelled due to poor surfaces or drainage issues. The web site [Football Foundation | PitchPower](#) has more information.

Background

The pitchpower initiative was set up to provide support for the improvement of football pitches, initially this was only accessible by the amateur clubs and not councils or landlords. This has now been extended to include local councils, who are now able to apply for funding form the pitchpower initiative.

Analysis

The parks officer attended an online seminar on how funding can be sort,

- Firstly you have to register your football pitches and fill out an online report on each pitch.
- This is then analysed by the pitchpower experts, and your pitches are given a rating, this rating determines how much funding you may be able to receive.

Funding can be for consumables like fertiliser and grass seed, aeration/ drainage works, and even purchasing equipment.

Conclusions

The parks officer is currently going through the registration and analysis of the pitches at Centenary park and will look for the appropriate funding once this is completed.

We will be looking at fertiliser/grass seed and aeration as a priority and any financial help we can receive will benefit the local clubs and residents

Recommendations

Implications

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

Implications

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Outside funding could help reduce the costs to PTC
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	

<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers