



PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 18th July 2023 at 7.30pm

Present: Cllr Ashby-Parkin (Vice Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Smith, Cllr Campbell (non-voting).

Officers: Kevin Bray (Parks Officer), George Dyson (Deputy Town Clerk)

2 members of the public were present.

1 LA806 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:35, welcomed everyone and went through the building fire procedures, and informed the Committee of the following:

- The Parks Officer has been successful in securing funding from the football foundation.
- The next Bingo is tomorrow, 2pm – 4pm in the Anzac Room.
- The next Cinema is tomorrow, tickets still available from the Information Office.

2 LA807 PUBLIC QUESTION TIME

A member of the public raised concerns about the allotment path not being accessible for all.

The Parks Officer responded that this is scheduled to be sorted within the coming weeks.

The member of the public also raised concerns that some allotment tenants are not keeping their plots to an acceptable standard.

The Parks Officer responded that that any issues with the plots are being handled in line with the Terms & Conditions, but that this is a private matter between the Tenant and Peacehaven Town Council.

3 LA808 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta and Cllr Sharkey.

It was also noted that Cllr Alexander has withdrawn from the Committee since the summons were issued.

4 LA809 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Norcott-Jones and Cllr Wood declared that they are allotment tenants.

5 LA810 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 30TH MAY 2023

Proposed By: Cllr Griffiths

Seconded By: Cllr Fabry

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th July 2023

The minutes of the meeting held on 30th May 2023 were **agreed and adopted**.

6 LA811 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budget update.

7 LA812 TO NOTE ACTION PLAN

Cllr Seabrook informed the Committee that the funding and plans are in place to proceed with the path at Howard Park, there was a brief discussion on where the path would go. The Parks Officer also advised that Planning Permission may need to be sought.

Cllr Griffiths advised that the Ouse Valley cares bid would get an update as part of the next Committee meeting.

Cllr Norcott-Jones asked why the License for the Park Run Container is still not resolved despite a planned completion date of December 2021. The Parks Officer advised that the matter is with Park Run, but that the Clerk has been chasing up the matter.

8 LA813 TO NOTE THE BUSINESS PLAN

The Deputy Clerk clarified that Council has now set up a TFG to revise the business plan, and that the information from the report on this item would feed into this TFG via the Committee Chair.

9 LA814 TO NOTE THE ALLOTMENT UPDATE

The Parks Officer briefly summarised the report.

The Committee **noted** the Parks Officers report.

10 LA815 TO NOTE MANAGEMENT/MAINTENANCE PLAN

The Parks Officer introduced the plan and explained the background to the item.

Cllr Seabrook thanked the Parks Officer for his good work on the plan.

Cllr Griffiths highlighted that an amendment is needed, that Foxhill and Abbey Close do not have playgrounds.

The Committee **noted** the management/maintenance plan.

11 LA816 TO NOTE CENTENARY PARK PHASE 2 PATHWAY

The Parks Officer gave an update on the progress of the matter, and informed the Committee that once the Tenders come back then there will need to be Councillors appointed to open them as per financial regulations.

The committee **noted** the report.

12 LA817 TO NOTE INTRODUCTION AND UPDATE ON THE GREEN INFRASTRUCTURE PLAN

Cllr Gallagher introduced the item and explained that this is something that has come out of the Neighbourhood Plan, and that it is intended to help protect the green spaces.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th July 2023

There was a discussion on the plan, and that it would be useful if the spreadsheet could show which land is owned by Peacehaven Town Council, and which ward it is in.

A Working Group will continue to develop the Green Infrastructure Plan, to be made up of Cllr Fabry, Cllr Smith, Cllr Norcott-Jones, Cllr Ashby-Parkin, and Cllr Gallagher.

13 LA818 TO CONFIRM DATE OF NEXT MEETING AS THE 3RD OCTOBER 2023

The next meeting of this Committee was **confirmed** for 3rd October 2023.

There being no further business, the meeting closed at 20:02.

Agenda Item: LA 824

Committee: Leisure, Amenities and Environment

Date: 3rd October 2023

Title: budget update

Report Authors: Zoe Malone/ Parks Officer

Purpose of Report: To note.

Introduction

Each year the L&A committee in conjunction with the finance officer and parks officer agree a budget for running the amenity areas owned by PTC, this includes a forecast on the income expected to be paid.

Analysis

The budget update shows income and expenditure to date against the budget set.

If you have any questions that need answering, could you please email them to the financeofficer@peacehaventowncouncil.gov.uk and she will endeavour to do so for you

Recommendations

To note this report

Detailed Income & Expenditure by Budget Heading 22/09/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300</u> <u>Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,245	6,600	5,355		5,355	18.9%	
4203 Fuel	3,896	6,050	2,154		2,154	64.4%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	302	900	598		598	33.6%	
Grounds Team General Exp :- Indirect Expenditure	<u>5,418</u>	<u>14,150</u>	<u>8,732</u>	<u>0</u>	<u>8,732</u>	<u>38.3%</u>	<u>0</u>
Net Expenditure	<u>(5,418)</u>	<u>(14,150)</u>	<u>(8,732)</u>				
<u>310</u> <u>Sports Park</u>							
1025 Rent & Service Charge	8,590	13,845	5,256			62.0%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	2,765	3,000	235			92.2%	
1061 S/P Court Hire	560	2,500	1,940			22.4%	
Sports Park :- Income	<u>18,297</u>	<u>25,110</u>	<u>6,813</u>			<u>72.9%</u>	<u>0</u>
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	672	7,250	6,578		6,578	9.3%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	3,814	10,500	6,687		6,687	36.3%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	6,129	10,000	3,871		3,871	61.3%	
Sports Park :- Indirect Expenditure	<u>14,894</u>	<u>35,095</u>	<u>20,201</u>	<u>0</u>	<u>20,201</u>	<u>42.4%</u>	<u>0</u>
Net Income over Expenditure	<u>3,403</u>	<u>(9,985)</u>	<u>(13,388)</u>				
<u>315</u> <u>Big Park</u>							
4101 Repair/Alteration of Premises	1,690	5,000	3,310		3,310	33.8%	1,600
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	322	500	178		178	64.3%	
4112 Gas	108	500	392		392	21.7%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	364	1,000	636		636	36.4%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	2,588	4,000	1,412		1,412	64.7%	161
4355 Wifi	204	585	381		381	34.9%	
Big Park :- Indirect Expenditure	<u>19,078</u>	<u>38,825</u>	<u>19,747</u>	<u>0</u>	<u>19,747</u>	<u>49.1%</u>	<u>1,761</u>
Net Expenditure	<u>(19,078)</u>	<u>(38,825)</u>	<u>(19,747)</u>				
6000 plus Transfer from EMR	1,761						
Movement to/(from) Gen Reserve	<u>(17,317)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	3,506	8,999	5,494			39.0%	
1111 Electricity	3,037	10,000	6,963			30.4%	
Gateway Cafe :- Income	6,543	18,999	12,456			34.4%	0
4101 Repair/Alteration of Premises	26	2,500	2,474		2,474	1.0%	
4111 Electricity	3,037	10,000	6,963		6,963	30.4%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	209	1,500	1,291		1,291	13.9%	
4326 Telephones	113	972	859		859	11.7%	
4355 Wifi	254	540	286		286	47.0%	
Gateway Cafe :- Indirect Expenditure	3,640	17,012	13,372	0	13,372	21.4%	0
Net Income over Expenditure	2,903	1,987	(916)				
330 Parks & Open Spaces							
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	4,975	8,000	3,025			62.2%	0
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
4105 Tree Works	0	2,000	2,000		2,000	0.0%	
4106 Signage	0	1,000	1,000		1,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	228	4,500	4,273	0	4,273	5.1%	0
4101 Repair/Alteration of Premises	176	5,000	4,824		4,824	3.5%	
4141 Water Services	3,730	3,500	(230)		(230)	106.6%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,187	4,000	2,813		2,813	29.7%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	5,248	17,000	11,752	0	11,752	30.9%	0
Net Income over Expenditure	(500)	(13,500)	(13,000)				
355 The Hub							
1084 Sports Pavilion	7,948	16,979	9,031			46.8%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	180	270	90			66.7%	
1303 Water Charges	50	150	100			33.3%	
1355 Wifi	70	210	140			33.3%	
The Hub :- Income	8,248	17,879	9,631			46.1%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	880	3,000	2,120		2,120	29.3%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	123	2,000	1,877		1,877	6.2%	
4355 Wifi	159	420	261		261	37.8%	
The Hub :- Indirect Expenditure	871	10,920	10,049	0	10,049	8.0%	0
Net Income over Expenditure	7,377	6,459	(918)				
Grand Totals:- Income	38,063	69,988	31,925			54.4%	
Expenditure	49,376	138,002	88,626	0	88,626	35.8%	
Net Income over Expenditure	(11,313)	(68,014)	(56,701)				
plus Transfer from EMR	1,761						
Movement to/(from) Gen Reserve	(9,553)						

Agenda Item: LA 825

Committee: Leisure, Amenities and Environment

Date: 3rd October 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

The action plan is updated for each meeting with the current position of each project. Some of the projects are influenced by outside sources which delays progress, officers do chase these up regularly.

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	Report to be on the 3rd of October agenda	Park run/ Town Clerk	£1 a week rent	N/A	Dec 2021	
Cycle hub licence/ lease COMPLETE	New licence received and agreed at full council.	Town clerk			2022	August 2023
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	Three Tenders received to be opened as per financial regulations. Report to be on 3rd October agenda	Parks officer	£64,722	CIL	2023	
Shepherds Down – Public Consultation LA530 09/02/2021	Yet to be started, being led by Councillors	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.	No meeting of the TFG has taken place. Full analysis of the surveys were sent to TFG members 12/06/2023	Parks officer/ councillors			2022	

Epina y Park / Playground LA584 20/07/2021	Funding stream not forthcoming from the new houses nearby	Parks Officer/ finance officer/ Committee members	TBC	TBA	Not set	
Howard Park – Accessible picnic bench to be purchased. Howard Park – Resin bond the path LA542 23/03/2021	Groundstaff to install the new inclusive entrance this winter. Tenders have been sort for the bonded resin pathway and we await replies.	Parks officer	CIL	LDC CIL Bid & PTC CIL	Not set	
DELL playground 106 money inclusive project LA 691	Plans agreed by LDC to be shown to councillors to choose their preferred design. Report to be on 3rd October agenda	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. Letters have been sent out to all past hirers to inform them it is no longer available to hire.	Parks officer				

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Green spaces infrastructure audit including an Inclusivity audit of green spaces	NHDP currently compiling the information which will aid PTC in completing this.	Cllr Gallagher/ Committee members	Not set	N/A	Not set	
Ouse valley cares bid. LA 618	No update, being led by SDNP	TC/ Parks O/ Finance O	£33,900 over three years			
Signage project in Parks and around PTC land.	TFG set up but yet to meet.	Parks officer/ councillors communications	CIL		2023	
To resurface the overflow carpark at Centenary Park	Parks officer has drawn up a specification and go out to tender for the works. Local companies to be approached to carry out the works	Parks officer/ Finance officer	TBA	PTC CIL	TBA	
Carparking management at Centenary Park project LA744	Completion is delayed due to staffing levels/ holidays/ sickness. Topsoil delivery 14/09/2023 for the bunding	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 2023

- 1. Grounds management plans
- 2. Cycle hub lease

Completed Projects in 2022

- 1. Tree Planting – Urban Tree Fund
- 2. Tree Planting – Trees for Downs
- 3. New football club lease
- 4. New extra toddler swing at Centenary Park
- 5. Install cycle racks in Howard Park
- 6. Purchasing battery powered equipment for the grounds team.
- 7. New roundabout installed at Firlie Road playground.
- 8. installed new self-closing gates in the outdoor gym.
- 9. Surveys of the Oval and Epinay parks carried out.
- 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 826

Committee: Leisure, Amenities and Environment

Date: 3rd October 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 any correspondence received.

Analysis

The grounds team have carried out works to level out the trackway to help with inclusive access.

We have received the following correspondence regarding the Allotments,

1. An enquiry about what was used to kill off the weeds around the horticultural hut on plot 4, the Parks officer contacted the horticultural society and they confirmed they had used a solution of white spirit vinegar, salt & washing up liquid in a spray container.
2. A complaint that the trackway had loose stone after the works to remove the built-up soil had taken place, a vibrating plate was hired and used to push firm up the surface and push the stones into the ground.

Cllr Gallagher and Sharkey have been carrying out duties as liaison councillors for the allotments they have reported.

We have listening to the plot holders and trying to anticipate issues and report back to Council prior to complaints arising.

As a start we have visited the Allotments monthly; July, August and September basing ourselves at the Horticultural Society Shed and we have spoken to many allotment holders as well as the members of the Horticultural Society. Through the next 6 months the Shed will not be routinely available we will need to consider a new contact method.

The Parks Officer with the Deputy Town Clerk and information officer have been following the procedure regarding abandoned plots and have reduced the number to approximately 2 which it is hoped will be reallocated by the end of 2023.

New tenants are taken from a waiting list with the longest on the list having first offer.

Conclusions

The 6 monthly checks on the allotments are due in October, when these have taken place, any plot found not adhering to the terms and conditions will be contacted.

The terms and conditions if being reviewed will need to be completed by Jan 2024.

Recommendations

The committee are asked the following.

1. To note this report
2. To discuss reviewing the allotment terms and conditions

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?	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
<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
<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 827

Committee: Leisure, Amenities and Environment

Date: 3rd October 2023

Title: Complaints log update

Report Authors: Parks officer

Purpose of Report: to note.

Introduction

We have a means to collate any complaints received by officers now, this is on a spread sheet.

Background

The complaints regarding the L&A committee are listed in the appendices section of this report.

Analysis

Most of the complaints were dealt with swiftly or referred to the correct council/ organisation.

Conclusions

No major complaints were received.

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?	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?	n/a
<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?	All relevant
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?	

<ul style="list-style-type: none">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?	
<u>Climate</u> <ul style="list-style-type: none">Carbon footprint?Materials?Recycling?	

Appendices/Background papers

Attached below.

Complaint No.	Date Received	Area	Category	Details of Complaint	Actions taken	Current Status
84	7/24/2023	Other Park	Overhanging foliage	tall trees behind property, can they be reduced in height	parks officer inspected tree and reported back to resident they are in a healthy safe condition	Closed
85	7/25/2023	Other Park	Overhanging foliage	tall trees behind property, can they be reduced in height	see above action, plus emailed a copy of the tree works policy to them	Closed

86	7/25/2023	Non-PTC land	Overhanging foliage	overgrown foliage from private property	contacted neighbourhood first	Referred to LDC
92	8/9/2023	Centenary Park	Misc/Other	noise from the football club at mid-week matches	forwarded on to the football club and replied to complainant to give them info on who to talk to.	Closed
93	8/10/2023	Non-PTC land	Overhanging foliage	flint way backs onto centenary park strips of bushes need to be cut back	reported to parks officer, this is part of the ongoing hedge cutting regime	Closed

94	8/10/2023	Non-PTC land	verges	Arundel road hasn't been cut	Referred to ESCC	Closed
95	8/14/2023	Centenary Park	Vandalism	MUGA goal posts damaged	new parts ordered	closed
96	8/16/2023	Centenary Park	Vandalism	fence damaged in car park	handyman to repair	Closed

97	8/18/2023	Allotments	Access	uneven path going through the centre of the allotments.	have emailed parks officer.	Closed
102	8/31/2023	Centenary Park	Misc/Other	blocked toilet	blockage removed by handyman	Closed
103	9/1/2023	Allotments	Misc/Other	a tenant asked what weed killer had been used by the horticultural society around their shed, as they were concerned, they were in breach of the terms and conditions	the Parks Officer contacted the horticultural society and is awaiting a reply. No weed killer used	Closed

105	9/11/2023	Centenary Park	Parking	cars parked over the bridle pathway no access for horses or disabilities	parks officer informed the resident we are in the process of installing a solution and also emailed the youth football club to ask them to contact parents and coaches to let them know the issues raised.	Open
106	9/11/2023	Non-PTC land	Overhanging foliage	overgrown brambles on an alleyway at Pelham Rise	referred to LDC	Referred to LDC

Agenda Item: LA 828

Leisure Amenities and Leisure

Date: 3rd October 2023

Title: Update of the Green Infrastructure Plan

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To inform and consult Committee

INTRODUCTION

The Peacehaven and Telscombe Neighbourhood Development Plan was accepted by Peacehaven Town Council on 19th September 2023 and by Telscombe Town Council on 20th September 2023 the plan is now in the hands of Lewes District Council who will take it through to Referendum perhaps by the end of the year.

As part of the evidence documents for the NDP a Green infrastructure Plan is being prepared for Peacehaven and Telscombe Towns. This was part of this committee’s papers on 18th July 2023.

The recommendation to re-establish the Green Infrastructure and Active Travel Working Group was accepted.

To be made up of Cllr Fabry, Cllr Smith. Cllr Norcott-Jones, Cllr Ashby-Parkin, and Cllr Gallagher.

BACKGROUND

The Neighbourhood Development In section 3 Area Wide Policies, pages 52 to 64 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, Epina Park.

Evidence forms have been prepared for each of these green spaces and the Working Group needs to complete them.

The Green Spaces overview has been presented as part of the NDP evidence documents it is included in this report to set out the objectives and subject matter to be followed through.

ANALYSIS AND CURRENT POSITION

Individual members of the Working Party have been informed of the task ahead and a call for further members from Telscombe Town Council and outside organisations will be made.

A meeting will be held imminently .

RECOMMENDATIONS

- 1. Committee to note report.

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

Agenda Item: LA 829

Committee: Leisure, Amenities and Environment

Date: 3rd October 2023

Title: inclusivity in Peacehaven's playgrounds

Report Authors: Parks Officer

Purpose of Report: To Note

Introduction

We have received an email from Cllr Christine Robinson regarding an email from a resident.

Dear Councillor Robinson,

My name is -----, I'm getting in touch with you as a resident of PEACEHAVEN, whose local authority is East Sussex County Council, to ask if you'll support disabled children's right to play in their local playground.

Every child has an equal right to play. Play feeds imagination and forms friendships. But local playgrounds haven't been designed with disabled children in mind.

All children learn through play

Scope launched their Let's Play Fair campaign last summer to promote the need for inclusive playgrounds. Scope has found that half of families with disabled children face accessibility problems at their local playground. And one in ten said their disabled child had hurt themselves due to inaccessible equipment. This caused families to be isolated and excluded from their local community.

Life is also more expensive for families with disabled children. Scope's [Disability Price Tag research](#) found the average disabled household needs an additional £975 a month to have the same standard of living as non-disabled households. Free local playgrounds help provide essential activities that all families can enjoy.

You can make a difference. Work with local families to make playgrounds in your area more inclusive to disabled children. Scope can support you to do it.

As your constituent, I'm asking you to champion inclusive playgrounds and meet with Scope to discuss how you can do this in PEACEHAVEN. Please get in touch with Scope's Public Affairs team, at publicaffairs@scope.org.uk. Scope are there to support you to make an important change.

Children and their families should feel a part of your local community. Inclusive, accessible playgrounds mean all children can play together in PEACEHAVEN. [Email Scope's Public Affairs team](#) to find out more.

Background

Peacehaven Town Council has not installed a new playground for many years but when we do install new items, we do look at inclusivity, any gates to playgrounds are inclusive in design to allow access. When we installed a new roundabout in the Firle Road playground, we changed this to an inclusive type of roundabout.

Analysis

There was a TFG set looking at Epinay park playground for possible renewal, but the funding expected from the new houses built nearby has not materialised.

We are also hoping to have some new equipment installed at the Dell and this will be inclusive as the 106 money set aside for this is ringfenced for inclusive play and is being overseen by LDC

Conclusions

We will make a note of the contacts at scope and if required will contact them I the future.

Recommendations

The committee are asked 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?	N/A at this time
<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
<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
<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

Agenda Item: LA 830

Committee: Leisure, Amenities and Environment

Date: 3rd October 2023

Title: tree works request

Report Authors: Parks Officer

Purpose of Report: To note.

Introduction

A local resident has contacted us regarding trees located behind his property in the Firle Road playground area, he is concerned about the height of the trees and would like them reduced in height.

Background

The Parks officer (who has a LANTRA basic tree survey and inspection qualification) has inspected the trees and they are in a healthy condition, and we have an independent inspection due in 2024

Analysis

Peacehaven TC have a tree works policy which states the following

- **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.**

Conclusions

The parks officer informed the resident that the trees had been inspected and found to be in a healthy condition and sent a copy of the tree works policy to him to help reassure him that PTC do carry out regular safety inspections.

Recommendations

The committee are asked 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?	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

Dear parks officer

Ref Park Trees and Hairpin Croft

Further to my telephone call of the 18th July 2023 to the information officer at Peacehaven Town Council and our telephone call today Friday 21 July 2023 concerning the height of the trees in the park adjacent to my property.

As discussed today my concern is that the trees in the park are now of such a height that if they should get blown down, they would easily come in contact with my property, my house in particular, and do considerable damage, and maybe loss of life.

It seems hard to believe the above, however, I have lived at my property during several gales and in particular the 1987 variety when the massive tree opposite the Annexe stores blew down into Roderick Avenue, fortunately missing the store as I recall.

I am conscious of the age of these trees as we have lived in this property since 1980 and conscious of the considerable increase in height during this time.

My wife and I are keen on trees and enjoy those in the park and our garden, however, I believe my concern is real.

We wouldn't like to lose the trees in the park; however, we would appreciate the height being reduced to a safe level so if they did fall, they would not contact my house, bearing in mind the usual autumn gales.

I look forward to hearing from you,

Please contact me if you would like to view the trees from my garden.

Kind Regards

Agenda Item: LA 831

Committee: Leisure, Amenities and Environment

Date: 3rd October 2023

Title: relocation of the banner board

Report Authors: Parks Officer

Purpose of Report: To discuss

Introduction

PTC have a banner board located on the dell, tis is used by local businesses as well as PTC to advertise on.

Background

At the full council meeting on the 21st of March 2023, it was decided to remove the banner board from the Dell to help improve the views

The banner board generates approximately £3000 a year so this income will be lost from the future budgets.

Analysis

The minutes for the meeting (C1005) show that the L&A committee are tasked with researching for a suitable place to have a banner board relocated.

Conclusions

The committee will have to take into consideration any future plans for the Dell if looking to relocate in this area.

Recommendations

1. The committee are asked to look at where a banner board may be located.

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?	Budget provision, loss of income
<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

Agenda Item: LA 832

Committee: Leisure, Amenities and Environment

Date: 3rd October 2023

Title: verbal updates from current TFG's

Report Authors: Parks Officer

Purpose of Report: to note.

Introduction

Currently the L&A committee have 3 Task and Finish groups running.

1. Allotment policy and Terms & Conditions implementation review. (Cllr Gallagher and Sharkey)
2. Provide recommendations from the Epina Park & Oval Survey results. (Cllr Griffiths, Cllr Seabrook, Cllr Harman, and Cllr Ashby-Parkin)
3. Signage, looking at the design, layouts, and wayfinding signage across all PTC parks. Cllr Griffiths, Cllr Norcott-Jones, and Cllr Fabry)

Background

TFG's are set up to enable discussion to take place outside of committee meetings and to make recommendations to the relevant committee on any findings or outcome of meetings.

Analysis

No reports have been forthcoming from these TFG's.

Conclusions

The members of the TFG's are asked to give a verbal update on any meetings that have taken place.

Recommendations

1. 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?	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