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

Present: Cllr Sharkey (Chair), Cllr Seabrook (Vice Chair), Cllr Griffiths, Cllr Gallagher, Cllr White.

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

7 members of the public were present.

1 LA 767 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:32, welcomed everyone and went through the building fire procedures, and informed everyone that the next Bingo is 26th April, 2-4pm, and Cinema also 26th April, 7.30pm.

2 LA 768 PUBLIC QUESTION TIME

A member of the public informed the Committee that he was verbally abused at the Allotments on Sunday and now has a crime reference number for this after reporting it to the police.

The Parks Officer responded that we are aware of the incident but cannot comment at this time as it is an ongoing matter.

Another member of the public informed the Committee that he has received a letter from this Committee regarding a formal complaint; the member of the public summarised the incident that the complaint related to and expressed that he was disappointed that he had not been invited to the Committee to speak when the complaint was initially discussed.

A member of the public also commented that the main footpath in the allotments has some very deep ruts and could pose an accessibility problem for persons with disabilities.

3 LA 769 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Paul and Cllr Symonds.

These apologies were **noted**.

Cllr Veck and Cllr Cheta were also absent.

4 LA 770 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 771 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 28TH FEBRUARY 2023

Cllr Griffiths highlighted a spelling error on item LA729 – pervious should be previous.

Proposed By: Cllr Griffiths

Seconded By: Cllr Seabrook

The minutes of the meeting held on 8th November 2022 were **agreed and adopted** subject to the spelling correction.

6 LA 772 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA 773 TO NOTE THE ACTION PLAN UPDATE

Cllr Griffiths highlighted that under the license for the Park Run Container item, the current position update refers to a lease not a license.

Cllr Gallagher highlighted that whilst the action plan has now had the latest projects added to it, the plan would benefit from some more detailed information.

Cllr Griffiths reported that the Permaculture Tree Planting is showing on the Action Plan is complete, however this is incorrect as there are outstanding trees to be planted still.

Cllr Seabrook asked for an update on the status of the Howard Park item.

The Parks Officer responded that he has recently spoken with an Officer from Lewes District Council and that following this there is no further update.

The Committee **noted** the Action Plan update.

8 LA 774 TO AGREE THE ALLOTMENT TFG REPORT

The Parks Officer gave a brief summary to the Committee of the report from the Allotment TFG.

Cllr Griffiths asked who would be responsible for maintaining and mowing the grass in the 2' gap.

The Parks Officer responded that this would be the same as the grass walkways, that tenants would be responsible.

Cllr Seabrook asked about who would be levelling and seeding these gaps, and also whether help would be offered to people needing to move sheds.

The Parks Officer responded that we would endeavor to provide help where possible.

It was proposed that the Committee accept the recommendations in the report.

Proposed by: Cllr Gallagher

Seconded by: Cllr White

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

9 LA 775 TO NOTE THE ALLOTMENT UPDATE REPORT

The Parks Officer gave a brief summary of the report.

The Committee **noted** the allotment update.

10 LA 776 TO NOTE THE DELL BANNER BOARD REMOVAL

Cllr Gallagher highlighted that this report seems to be based on the Full Council meeting on 21st March, but minutes have not been made available from this meeting yet. There were many reasons why Council resolved to remove the Banner Board, and aesthetics was only a very small part of this, and that it's surprising to see that bookings are in place until Christmas.

The Parks Officer clarified the content of the minutes from Full Council meeting, and who the booking is for in December.

The Committee **noted** the Dell Banner Board Removal

11 LA 777 TO AGREE THE URBAN TREE CHALLENGE FUND REPORT

Cllr Griffiths gave some background and a summary of the report.

The Parks Officer highlighted the amount of staff time and resources needed to water these trees.

Cllr Griffiths responded that there is the option to go out for tender for the watering contract as this is paid for by the fund.

It was proposed to accept the recommendation in the report.

Proposed By: Cllr Griffiths

Seconded By: Cllr White

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

12 LA 778 TO INFORM COMMITTEE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher summarised the report.

The Committee **noted** the green infrastructure report.

13 LA 779 TO NOTE COMPLAINTS RECEIVED

The Parks Officer summarised the report of the complaints received.

Cllr Seabrook asked what can be done about dog poo in the green gym, the Committee briefly discussed this.

The Committee **noted** the complaints received.

14 LA 780 TO NOTE WORKS UPDATE

The Parks Officer summarised the report.

The Committee **noted** the works update.

15 LA 781 TO NOTE FOOTBALL FOUNDATION PITCHPOWER FUNDING UPDATE

The Parks Officer summarised the report.

The Committee **noted** the update.

16 LA 782 TO CONFIRM DATE OF NEXT MEETING AS THE 30TH MAY 2023

The next meeting of this Committee was **confirmed** for 30th May 2023.

There being no further business, the meeting closed at 20:10.

Agenda Item: LA 789

Committee: Leisure, Amenities and Environment

Date: 30th May 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.

The spending in this budget can be seasonal for example we purchase fertiliser and seed in the spring for the end of the football season works and this means the budget heading 315/4173 fertiliser/ grass seed shows 33% spent already, but we will not be purchasing anything else now until the Autumn so over the year this will equalise out..

Recommendations

To note this report

Detailed Income & Expenditure by Budget Heading 18/05/2023

Month No: 2

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	0	6,600	6,600		6,600	0.0%	
4203 Fuel	1,710	6,050	4,340		4,340	28.3%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<u>1,686</u>	<u>14,150</u>	<u>12,464</u>	<u>0</u>	<u>12,464</u>	<u>11.9%</u>	<u>0</u>
Net Expenditure	<u>(1,686)</u>	<u>(14,150)</u>	<u>(12,464)</u>				
310 Sports Park							
1025 Rent & Service Charge	2,752	13,845	11,093			19.9%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	1,626	3,000	1,374			54.2%	
1061 S/P Court Hire	449	2,500	2,052			17.9%	
Sports Park :- Income	<u>11,209</u>	<u>25,110</u>	<u>13,901</u>			<u>44.6%</u>	<u>0</u>
4111 Electricity	0	7,250	7,250		7,250	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	1,218	10,500	9,282		9,282	11.6%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	4,393	10,000	5,607		5,607	43.9%	
Sports Park :- Indirect Expenditure	<u>7,717</u>	<u>35,095</u>	<u>27,378</u>	<u>0</u>	<u>27,378</u>	<u>22.0%</u>	<u>0</u>
Net Income over Expenditure	<u>3,492</u>	<u>(9,985)</u>	<u>(13,477)</u>				
315 Big Park							
4101 Repair/Alteration of Premises	65	5,000	4,935		4,935	1.3%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	34	500	466		466	6.7%	
4112 Gas	27	500	473		473	5.4%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	290	1,000	710		710	29.0%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	1,113	4,000	2,887		2,887	27.8%	161
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	<u>11,660</u>	<u>38,825</u>	<u>27,165</u>	<u>0</u>	<u>27,165</u>	<u>30.0%</u>	<u>161</u>
Net Expenditure	<u>(11,660)</u>	<u>(38,825)</u>	<u>(27,165)</u>				
6000 plus Transfer from EMR	161						
Movement to/(from) Gen Reserve	<u>(11,499)</u>						

Detailed Income & Expenditure by Budget Heading 18/05/2023

Month No: 2

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	701	8,999	8,298			7.8%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	701	18,999	18,298			3.7%	0
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	92	972	880		880	9.5%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	92	17,012	16,920	0	16,920	0.5%	0
Net Income over Expenditure	609	1,987	1,378				
330 Parks & Open Spaces							
1044 Hire of the Dell	1,035	5,500	4,465			18.8%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	1,035	8,000	6,965			12.9%	0
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
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	0	4,500	4,500	0	4,500	0.0%	0
4101 Repair/Alteration of Premises	70	5,000	4,930		4,930	1.4%	
4141 Water Services	218	3,500	3,282		3,282	6.2%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	224	4,000	3,776		3,776	5.6%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	590	17,000	16,410	0	16,410	3.5%	0
Net Income over Expenditure	445	(13,500)	(13,945)				
355 The Hub							
1084 Sports Pavilion	2,201	16,979	14,778			13.0%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	90	270	180			33.3%	
1303 Water Charges	25	150	125			16.7%	
1355 Wifi	35	210	175			16.7%	
The Hub :- Income	2,351	17,879	15,528			13.1%	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	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4103 Annual Servicing Costs	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	420	420		420	0.0%	
The Hub :- Indirect Expenditure	<u>(500)</u>	<u>10,920</u>	<u>11,420</u>	<u>0</u>	<u>11,420</u>	<u>(4.6%)</u>	<u>0</u>
Net Income over Expenditure	<u><u>2,851</u></u>	<u><u>6,459</u></u>	<u><u>3,608</u></u>				
Grand Totals:- Income	15,296	69,988	54,692			21.9%	
Expenditure	21,246	138,002	116,756	0	116,756	15.4%	
Net Income over Expenditure	<u>(5,950)</u>	<u>(68,014)</u>	<u>(62,064)</u>				
plus Transfer from EMR	161						
Movement to/(from) Gen Reserve	<u>(5,789)</u>						

Agenda Item: LA 790

Committee: Leisure, Amenities and Environment

Date: 30th May 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	Draft licence has been sent for approval. Cladding of the container still to be done Town clerk chasing the this 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 is chasing this up	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 has been chased up for the final drawings April 21 st , 2023, and told they were busy but would try to get them to us presently.	Parks officer	£64,722 as quoted on the original CIL bid documents	CIL	2023	
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.	Survey results are now collated and ready for the TFG to process.	Parks officer			2022	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Epina Park / Playground LA584 20/07/2021	LDC have notified the finance officer that the boutique homes project won 100% relief on CIL contributions so zero CIL funds will be available to PTC.	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	Contacted LDC on 12/05/2023 for an update, they responded on 19/05/2023 to say they hope for an update next week.	Parks officer	CIL	LDC CIL Bid & PTC CIL	Not set	
DELL playground 106 money inclusive project LA 691	Had a site visit on 15/05/2023, LDC advised what areas to look at placing new inclusive equipment and are sending details to parks officer.	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. Current hiring is until Dec 2023 after which the board will be removed.	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 is progressing this	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. Town Clerk attended a seminar in April. Ouse valley to contact us when ready to proceed.	TC/ Parks O/ Finance O	£33,900 over three years			
Signage project in Parks and around PTC land.	Delayed until the new communications post is filled so they can liaise with the signage TFG	Parks officer/ communications	CIL		2023	
To resurface the overflow carpark at Centenary Park	Update is on this agenda	Parks officer/ Finance officer	TBA	CIL BID	TBA	
Carparking management at Centenary Park project LA744	Completion is delayed due to staffing levels	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 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 791

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: Business plan.

Report Authors: Parks Officer

Purpose of Report: to note

Introduction

The Business plan states.

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

Background

The business plan outlines what each committee should be aiming for within the plan.

Analysis

Councillors were sent a link when they were elected which included one to the Business Plan

Conclusions

Councillors are encouraged to be proactive on the business plan, so if there are any ideas or recommendations that they want considered please email them to the Town Clerk.

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?	
<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? 	All to be considered

Appendices/Background papers

Agenda Item: LA 792

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: Allotment update

Report Authors: Parks Officer

Purpose of Report: to note the report and set up a TFG

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 and any correspondence received.

Analysis

The Parks officer and the deputy TC carried out a site visit to do our 6 monthly inspections, from this 25 informal warning letters were sent out to plots not adhering to the T&C's

The L&A committee on the recommendation from the allotment TFG adopted the rewording of the terms and conditions last year, as part of this the committee changed the wording of the following terms.

From

A gap of at least 2' (60cm) should be left between any structure and the boundary fence of any private garden abutting the allotment garden.

To

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.

This change meant we have had to send out letters to all the plot holders adjoining a boundary fence asking for this gap to be produced.

In May 2023 we have received responses to letters sent to plot holders regarding their unworked plots most of these were a misunderstanding of the informal warning letter.

1 plot has been given up due to ill health, this is being reallocated by the information officer.

2 plot requested time to catch up after ill health, which has been granted.

3 emails to say other plots were worse than theirs, replies were sent informing them that 25 letter were sent out and not just a letter to them.

3 emails regarding the 60cm Gap (see appendix)

Conclusions

There are further reports on the allotments in the confidential section of this meeting regarding other matters.

Recommendations

The committee are asked the following.

1. To form a Task and finish group (TFG) to look at the complaints regarding warning letters and the 60cm boundary letters.
2. 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
<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

Copy of the letter sent out by the Parks Officer to all plot on a boundary fence.

Re: plot

Dear

We are writing to every allotment holder who has a plot which backs onto a boundary fence.

The terms and conditions which you signed when paying for your tenancy included a section stating, *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.*

The Leisure and Amenities committee met and decided on the following.

1. The 60cm gap between any plot and boundary fence should be a grass pathway unless there is already a suitable gap and surface in place.
2. All structures, sheds and greenhouses need to be 60 cm away from any boundary fence, this means any structures not adhering to this rule need to be moved.

The Leisure and Amenities committee decided to allow until October for these new rules to be in place and if there are any issues with complying to them, please contact the council so we can try to help find a solution.

The Council is also happy to offer grass seed to plot holders to help produce the gap pathway. Thank you for your cooperation. Please let me know if I can be of any assistance.

Kind regards

The Environment, Leisure, and Amenities committee.

Replies

Letter 1

Good morning

Can you forward this to the relevant person?

I'm writing in relation to your letter 5th May regarding maintaining a 60cm boundary along the fence line.

When I took on the allotment there was no 60cm boundary nor a fence (I back on to the area of scrub to the north of the allotments). There was, and is, a soil bank that I assume denotes the boundary of my plot.

You've said I should maintain a 60cm boundary. It sounds like you're actually asking me to create and maintain a 60cm boundary? If so, that's different to the terms I agreed to. It's also a very different proposition that needs more thought, agreement and planning. I'm sure I'm not the only plot holder that has concerns. Having said that, I'm happy to find a way to making it happen, but we're now in the middle of growing season and October is unrealistic. There are also a huge number of slow worms that live in these parts of the allotment so I'm concerned about the harm that could be caused in such changes without careful thought and advice to allotment holders.

Letter 2

I have just received the letter dated 5 May from the Environment, Leisure and Amenities Committee giving notification regarding the maintenance of a gap between the allotments and boundary fences.

While I can understand the need for this ruling for those who have allotments adjacent to the boundaries and abutting the fencing and land owned and maintained by the owners of nearby private dwellings, the allotment I lease, only abuts the boundary with the unmade road and in no way impinges on any of the surrounding properties, their fences or boundaries

Are you saying that this ruling also applies to those of us who only have a boundary with the unmade road? If it does not apply to us, the wording of your ruling really needs to clarify the situation, ie that it applies to those who share a boundary with a private dwelling.

I would appreciate your comments and clarification of whether this ruling applies to Plot X.

Thank You,

Letter 3

Dear sir or madam

I am writing regarding both letters I recently received from you re my plot number X . The first was an informal warning . Whilst I acknowledge that my plot hadn't been recently cultivated , I did actually write to you at the beginning of the year to explain my circumstances . I had already had a terrible year involving multiple illnesses & multiple deaths in my family . This understandably took precedence over my time . I had hoped that I would have been in a better position early this year , but my run of bad luck continued with the latest problem being my partner needing an urgent operation. He has improved now but was incapacitated for some time . Anyway I have now at last found some time to work my plot & I think you will be content when you next inspect it . This brings me on to your second letter.

I was surprised about the contents of this because it was completely contrary to the advice I was given when I took on this plot . I specifically asked if I could grow things on the fence & was told I could . I therefore planted a blackberry to tie in to the fence & asparagus in a bed below . I now understand that you want me to dig all this up ? I know a number of other plot holders are not happy about this too . If I really must remove this bed then I want to wait until the Autumn when at least I stand a chance of transplanting them safely .

I have already started removing my compost bins (although they are away from the fence anyway) & will replace them with plastic bins that I have amassed . My shed is collapsing & will have to be taken down & either repaired or replaced but once again it may not get done immediately because my partner is still recovering from surgery & is in no fit state to help at the moment . I hope that this is satisfactory & I anticipate that the majority of the work should be completed by your deadline .

BUT, given my recent track record of bad luck I would ask that you at least contact me if you have any concerns before issuing written warnings .

Agenda Item: LA 793

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: survey results for Epinay Park and the Oval

Report Authors: Parks officer

Purpose of Report: to note.

Introduction

Peacehaven Town Council (PTC) own several parks around the town, in the north we have Epinay Park and The Oval, it was proposed that any CIL money received by PTC from the boutique house site next to Epinay park be spent on the areas in the north of the town. It was decided to carry out a survey of the local users and residents to help decide what would need to be done in the parks.

Background

At the meeting on 5/6/2022 LA706 It was proposed that a task and finish group be set up with Councillors from North ward to analyse the information gathered from the reports and return to the committee with recommendations.

The Committee felt that the task and finish group should not be limited to Councillors from the North ward only, and that all Councillors should be given the opportunity to be included. The initial proposal was amended to this effect.

The TFG asked to the survey results to be fully collated these are available now.

Analysis

The finance officer has discovered that we will not receive any CIL funding from this site as this site is 100% Social Housing relief has been applied for and granted to the whole site, so there is no CIL due unless a disqualifying event occurs.

Conclusions

As the Possible CIL funding has not materialised, we need to decide how we progress any proposed improvements.

Recommendations

The committee are recommended to.

1. Reform the TFG to analyse the survey results and make recommendations for any improvements.

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?	Use of capital, replacement of an asset, use of PTC cil funds
<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: LA794

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: overflow carpark resurfacing project

Report Authors: Parks officer

Purpose of Report: to decide.

Introduction

When Centenary Park was created it had an area between the tarmac carpark and the café which was surfaced with grass and gravel, this was an architectural feature.

Background

Due to the popularity of the park it soon had to be utilised for overflow carparking and this has led to the surfacing becoming uneven and prone to puddling.

Analysis

Officers are progressing this project and outline costs for a tarmac type of surface to the overflow carpark are around coming in at around £120,000 or more. This would need to be part of bid to LDC CIL money with PTC CIL funds also being used the estimated breakdown being 40% PTC CIL and 60% LDC CIL.

A cheaper alternative option would be to have the surfacing as crushed stone, which is estimated to cost under £10,000. which could be paid for from PTC CIL money.

Note CIL (community infrastructure levy) is received from building projects of over 6 dwellings of this a town council gets 15% (this increases to 25% once a neighbourhood development plan is in place) bids can then be sent to LDC requesting further funding for projects from the district CIL pot.

Conclusions

A tarmac surface would allow for the painting of spaces which would make the parking more efficient but will be a significant use of CIL funds.

The stone option would require yearly topping up by the grounds team.

Recommendations

The committee are asked to decide the following.

1. To instruct officers continue to compile a CIL bid to LDC for the project with a tarmac type of surface.

OR

2. To instruct the officers to acquire tenders to resurface the area with crushed stone surfacing.

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?	Use of CIL money
<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?	The tarmac project may require planning permission
<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?	Public safety, road safety, possible damage to vehicles
<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

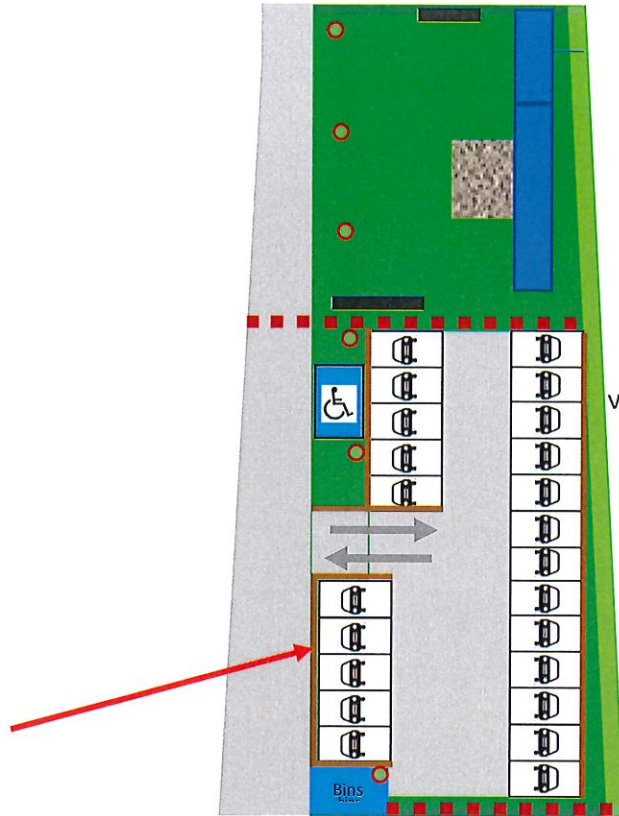
The overflow carpark area.



Possible Car Park Design idea

Author Cllr D Seabrook

23 parking spaces + 1 disabled space (6%) + 3 in the old original car park created by moving the cycle racks and motorcycle area. There is space for motorcycles opposite where they are now. This leaves the space required by the Bike Hub. The car park has only one way in and out which is just over 4metres wide. Large SUV's & Vans will not be able to pass each other at the entrance and will compromise other parking, they should park in the main car park. This could be widened by removing a parking space. There is also room for bin storage at the entrance. The drop posts in the roadway only need to be opened for access to the café. Pedestrians will exit the car park though the drop posts in the northern boundary avoiding conflict with cars arriving and leaving.



Scale 1:500

Agenda Item: LA 795

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: Multi use games area (MUGA) opening

Report Authors: Parks Officer

Purpose of Report: to decide.

Introduction

At Centenary Park we have a MUGA court which is mainly hired out for football training over the winter period with a netball team also hiring throughout the year.

Background

The courts have consistently suffered with vandalism when the gates are lock as the youths cut the fence to gain access, the committee took the decision to leave the courts unlocked to help prevent this type of damage.

Analysis

We have received a complaint from a resident living behind the courts regarding anti-social behaviour of the youths, late night activity on the courts and the ball being kicked into the gardens behind the courts.

Conclusions

The groundstaff re-fixed the ball fence to try and stop any ball entering the gardens.

Do we continue to allow easy access to the courts during the summer this year.

Recommendations

The committee are asked to decide on the following.

1. To continue to leave the MUGA courts unlocked to prevent damage to the fences.

OR

2. To lock the gates and repair the fences to stop youths using the courts.

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? 	ASB
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	All relevant nowhere else for the youths to play football on a hard standing area in the town.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	All to be considered

Appendices/Background papers



Agenda Item: LA976

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: Football Foundation Pitchpower funding

Report Authors: Parks officer

Purpose of Report: To decide.

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 from the pitchpower initiative.

Analysis

The funding is aimed at providing match funding to improve drainage and improve the grass football pitches. The Parks officer carried out the inspections of the parks pitches and this has been analysed by the pitchpower experts, they have recommended decompaction works, increased fertilising and heavier grass overseeding to improve the pitches.

We currently budget for fertilising, overseeding and hire of equipment where required. All of these practises are done to a minimal amount to maintain a reasonable surface, if we obtain funding the pitchpower initiative will allow us to improve the surfaces significantly over a 6-year period without having to increase our budget.

Conclusions

The estimated cost to cover all the recommendations are £80,212 and if we have a successful bid, the football foundation would input £54,614 over a 6-year period and PTC to input £25,600 (£4,266 P/A). Currently PTC spend nearly £5000 on fertiliser, seed and hire of equipment so it is recommended to set up a reserve fund and add £4666 p/a to this as our percentage of the projected cost if successful with a bid for funding.

The funding would mean we could improve our football pitches for the youth of the town without any increase in the budget.

Recommendations

The committee are asked to recommend the following.

1. To approve for officers to pursue the funding from the football foundation.
2. To approve setting up a reserve using the set budget for the amount recommended by the football foundation if the bid is successful.

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?	Use of budget, improvement of assets
<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 797

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: Complaints log update

Report Authors: Parks officer

Purpose of Report: to note.

Introduction

The deputy Clerk has created a logging system for complaints made to the office and officers.

Background

The spreadsheet below shows the total amount of complaints for May so far, how many are under the L&A committee (13). The tables on the left show, total amount, how contact was made and how swiftly complaints are dealt with.

Analysis

The majority of complaints relevant to the L&A committee are regarding the allotments.

Conclusions

All other L&A complaints have been dealt with swiftly by either contacting the relevant authority (i.e., police) or resolved by the grounds team (removal of graffiti).

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?	N/A
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	yes
<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?	yes
<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

Complaint No.	Date Received	Area	Category	Details of Complaint	Actions taken	Current Status
2	02/05/2023	Allotments	Personnel	complaining about her letter she has received	have taken details passed to parks officer and tony	Open
3	03/05/2023	Non PTC land	Animals	dead badger	call lewes district	Referred to LDC
4	03/05/2023	Allotments	Personnel	complaining about letter that has been pinned up at the allotments	have advice to put in writing	Open
5	03/05/2023	Allotments	Personnel	complaining about the letter that has been pinned up	have printed off photo	Open
9	04/05/2023	Centenary Park	Misc/Other	the muga area netting. UPDATE - netting has been put back up by grounds team	taken details and will report to parks officer	Closed
10	04/05/2023	Centenary Park	Antisocial behaviour	Complaint regarding lack of communication or resolution about complaint 9, and also that the MUGA	Parks Officer informed	Closed
11	05/05/2023	Allotments	Personnel	plot 15a not happy with the letter that was sent for not cultivating	a parks officer informed	Closed
12	05/05/2023	Misc/ Other	Bins (household)	bins not been picked up	passed on to lewes district	Referred to ESCC
14	05/05/2023	Misc/ Other	Bins (household)	bins not picked up	passed on to lewes district	Referred to LDC
17	10/05/2023	Misc/ Other	Animals	dead fox on the road by the tye	passed on to neighbourhood first	Closed
18	10/05/2023	Centenary Park	Antisocial behaviour	kids on the roof jumping around the hirer told them to get down police was called also sprayed cream all	passed onto the parks officer	Closed
19	12/05/2023	Epinay Park	Fly Tipping	dumped turf at the enterece of the park near the school	passed onto the parks officer	Closed
25	12/05/2023	Allotments	Personnel	complaining about her boundary letter	have adviced her to put her complaint in writing for the committee	Open
26	12/05/2023	Non PTC land	Fly Tipping	blakney avenue left hand side soil being put down on the side of the road and the bushes are being	reported to lewes district	Referred to LDC
27	15/05/2023	Allotments	Personnel	plot 29a complaining about the boundary letter	passed onto the parks officer	
28	15/05/2023	Allotments	Personnel	plot 48 complaining about the boundary letter	passed onto the parks officer	
29	15/05/2023	Misc/ Other	Fly Tipping	at 44 keymer avenue house being empties and the lady opposite says they have left matteres aand bits in	have passed onto lewes district	Referred to LDC
30	16/05/2023	Epinay Park	Antisocial behaviour	a contractor from the new estate near the park was seen to be injecting him self then throwing the	have contaced the police and the manager of the building contracrор and reported to	
32	17/05/2023	Centenary Park	Vandalism	offensive graffitti on park run container	graffitti removed by groundstaff	Closed
33	22/05/2023	Centenary Park	Vandalism	offensive graffitti on path path leading from flint way to big park also on benches and the	graffitti removed by groundstaff	closed

Agenda Item: LA 798

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: Signage TFG

Report Authors: Parks officer

Purpose of Report: To decide.

Introduction

LA 351 10th September 2019 It was proposed to create a working group to discuss the types and design of the signs and discuss future signs so that we have a consistency within the branding guidelines throughout the Town.

Background

A Task and Finish group (TFG) was set up and recommended.

Materials – Recycled plastic sign such as those provided in the Dell to minimise maintenance.

Colour - To comply with PTC Brand Guidelines

Content - Icons to represent activities in the park. Name of park and Council logo

Inclusion of QR code

As the staff who were liaising with the TFG left the council there was no progress.

Analysis

We need signage across the board including park name signs, safety signs, directional signs, information signs, and rules of use signs.

Conclusions

To avoid any further delays in getting signage produced within the branding guidelines the best option maybe to employ a design company to create signs for us rather than wait for new employees to take up their post.

Recommendations

The committee are asked to recommend.

1. To set up a new TFG to create a mood board of signage designs which could be shown to a designer so they can produce suitable signage designs for the approval of the committee.
2. To seek quotes from companies for designing signage for all the parks
3. To recommend using PTC CIL money to renew for any expenditure.


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 use of PTC CIL money
<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

Examples of signage required.

CUSTOMER NAME		<small>Customer Legal If Possible</small>
Welcomes you to:		
SITE NAME		
PLEASE RESPECT THE EQUIPMENT AND USERS AT ALL TIMES		
We hope you enjoy this play area which has been designed for children between the ages of X-XX . Adult supervision is recommended at all times.		
<ul style="list-style-type: none">• This facility must be used for its intended purpose only• All persons use this facility at their own risk• Please use the litter bins provided• No dogs, Except guide dogs		
In the case of an emergency call 999 or 112 providing the following location postcode : SITE POST CODE		
CUSTOMER NAME and its employees cannot accept responsibility or liability for any claims, loss or damage whatsoever which may arise resulting from the use of this facility, except as so far as provided by statute.		
In the event of an accident or damage occurring to the play area please contact CUSTOMER NAME :		
E: CONTACT EMAIL	 online playgrounds	T: CONTACT NUMBER
www.onlineplaygrounds.co.uk		





Agenda Item: LA 799

Committee: Leisure, Amenities and Environment

Date: 30th May 2023

Title: open gardens allotment visit

Report Authors: Parks officer

Purpose of Report: To decide.

Introduction

The horticultural society run an open garden event every year to raise monies for charity.

Background

The allotments are divided into plots which residents rent from PTC, they are used to produce vegetables and flowers.

Analysis

Any access to a plot has to be requested beforehand and it has been suggested that some plot holders are concerned regarding the potential transfer of pests and diseases from any visitors to the allotments.

Conclusions

The committee should be aware of all the tenants on the allotments when making their recommendations, and any access that may be allowed should be restricted to prevent possible transfer of pests and diseases.

Recommendations

The committee are asked to decide.

1. If access to the allotment is to be allowed by the open garden event for the public to visit the allotments.

and
2. Direct the event organisers on any restrictions on the access of the allotments.

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?	N/A at this stage

<ul style="list-style-type: none"> • Highways? 	
<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 information officer

Further to our conversation please can I add Peacehaven Allotments to the list of gardens open for Peacehaven Open Gardens which is taking place over the weekend 24/25th June 2023 from 1 - 5pm. This is a great charity event and all monies raised will be donated to Martlets Hospice, Hove.

The event is being sponsored by Paradise Park, Newhaven. I am happy to add them for one day if this is more amenable to the Council.

I know in previous years the visitors enjoy visiting the Allotments and I am more than happy to ask visitors to stay on the pathways (this will be included on the paperwork and in advertising on facebook etc).

Last year the event raised £1500.00.

I do hope you will allow us to include the Allotments.

Please can you inform me at your earliest convenience so I can go ahead with the relevant paperwork.

I look forward to hearing from you.

Kind regards

Peacehaven Open Gardens