



GEORGE DYSON
DEPUTY TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Dcco@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

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 3rd October 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Cheta,

Officers: George Dyson (Deputy Town Clerk)

3 members of the public were present.

1 LA819 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, and asked that phones be put onto silent.

2 LA820 PUBLIC QUESTION TIME

An allotment plot holder informed the Committee that she had sent in an email regarding the enforcement of the 2' gap around allotment plots, and to request support from the Council in moving a shed.

The Chair advised that in principle the council should be able to help but would need to be discussed with the Parks Officer on his return from leave.

Cllr Gallagher added that the 2023 Terms & Conditions allow for exceptions which Council can grant.

Another allotment plot holder raised a concern about the notices being placed in the notice board outside of the allotments, concerns over the impact the 2' gap will have on biodiversity, the arrangement with liaison Councillor visits to the allotments, and plots being unattended with weeds growing.

The Chair advised the member of the public that their comments would be taken into consideration when discussion the 2024 terms and conditions.

3 LA821 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

No apologies were received.

Cllr Fabry was initially noted as absent, however, arrived at 19:44.

4 LA822 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 LA823 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 18TH July 2023

Proposed By: Cllr Gallagher

Seconded By: Cllr Wood

The minutes of the meeting held on 18th July 2023 were **agreed and adopted**.

6 LA824 TO NOTE THE BUDGET UPDATE

The Chair informed the Committee that she had met with the Finance Officer to begin preliminary discussions about next years budget and advised that if Committee members had any comments on this to raise them with her or the Finance Officer.

The Deputy Clerk informed the Committee about a quote to repair the tractor which has been authorised to proceed today.

The Committee **noted** the budgetary update.

7 LA825 TO NOTE THE ACTION PLAN UPDATE

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

Cllr Fabry arrived at this point (19:44)

8 LA826 TO NOTE ALLOTMENTS UPDATE

The Chair introduced the item.

Cllr Wood raised a concern that the information being displayed on the noticeboard outside of the allotments was making the Council look like a dictatorship.

The Deputy Clerk confirmed that any documents displayed in the board are public documents and also available on the website.

Cllr Wood also raised concerns about the unworked plots not being served notices to quit and protected species being affected by the 2' gap rule.

The Chair advised Cllr Wood that the TFG would start looking at the next years Terms and Conditions soon, and that her input into this would be welcomed.

Cllr Gallagher added that it's early days with the implementation of the new allotment policies, and that the Parks Officer has the next round of inspections scheduled when he has returned from leave.

Cllr Cheta asked that non-councillor allotment plot holders are also included in the TFG looking at the next years terms and conditions.

The Committee **noted** the update.

9 LA827 TO NOTE COMPLAINTS LOG SUMMARY

Cllr Griffiths requested that when the complaint is about 'other park', could the actual park be specified.

The committee **noted** the complaints log.

10 LA828 TO NOTE THE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher summarised the report and explained the importance of ensuring that the Parks are given the correct designations for protection under the Neighbourhood Plan.

Cllr Seabrook asked for clarification about the inspection process for this and raised whether Peacehaven Town Council should be considering additional protection for its green spaces.

The Chair asked what the mechanism is for progressing the Green Infrastructure Plan.

Cllr Gallagher advised that a TFG is already in place that will look at this.

The Committee **noted** the report.

11 LA829 TO NOTE EMAIL RE INCLUSIVITY IN PLAYGROUNDS

Cllr Seabrook highlighted that the communication doesn't seem very specific to Peacehaven as we are already doing a lot to ensure inclusivity in playgrounds, but that we should engage with the organisation.

Several Councillors agreed with Cllr Seabrooks suggestion to engage with the organisation.

The Committee **noted** the email.

12 LA830 TO NOTE TREE WORKS REQUEST.

The Committee **noted** the report.

13 LA831 TO DISCUSS AND DECIDE RELOCATION OF BANNER BOARD

Cllr Gallagher suggested that this needs to come into the Public Realm TFG that is currently working at the recommendations in the Kaner Olette report.

Cllr Griffiths commented that there is space near the Yemeni Café that the board could be relocated to, and that it is our responsibility to do, not Kaner Olette.

There was a discussion about the need to relocate in time for January to preserve the income from the banner board.

It was proposed that the banner board is temporarily relocated near to the Yemeni Café garden by PTC Ground Staff and that we continue letting out the advertising space from January.

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook

The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

14 LA832 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs)

a. Allotment Policy and Terms and Conditions Implementation Review.

This was discussed earlier in the agenda.

b. Provide recommendations from the Epina Park & Oval Survey results.

This TFG has not yet met.

c. Signage

This TFG has not met yet, however, there was a brief discussion about the need to progress this. The Deputy Clerk will circulate the work that has already been completed, along with a copy of the approved Brand Guidelines to TFG members.

15 LA836 TO CONFIRM DATE OF NEXT MEETING AS THE 21ST NOVEMBER 2023

The date of next meeting was confirmed as 21st November 2023.

16 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING CONFIDENTIAL ITEMS

Proposed by: Cllr Griffiths

Seconded by: Cllr Norcott-Jones

The Committee **resolved** to **agree** to exclude press and public from the remaining items.

3 members of the public left at this point

CONFIDENTIAL

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 are excluded from the discussion of the following items:-

17 LA833 TO RECOMMEND CENTENARY PARK PATHWAY TENDERS

The Chair introduced the item and the Committee discussed whether the French Drain was necessary and whether the pathway would be bonded.

It was proposed that the Committee agree to recommend quote 3 at a cost of £53,861.26, with no French Drain (subject to the Parks Officer and Deputy Clerk looking at the engineers report again), and also subject to confirmation that the path is bonded.

Proposed by: Cllr Gallagher

Seconded by: Cllr Seabrook

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

18 LA834 TO RECOMMEND THE DELL PLAYGROUND PROPOSALS

The Chair introduced the item and the Committee discussed a need to consult with young people in the Town, as well as a need to consider the implications of the Bus Service Improvement Plan proposals, and any potential future move of the playground area.

It was proposed that Peacehaven Town Council ask Lewes District Council to hold a proper consultation with the young people that use the area, and await plans from the BSIP and discussions about moving the park first.

Proposed by: Cllr Griffiths

Seconded by: Cllr Wood

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

19 LA835 TO RECOMMEND THE PARK RUN CONTAINER LICENCE REQUEST

It was proposed that the Committee agree to allow recommendation 1 of the report, but not agree to recommendation 2.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 3rd October 2023

Proposed by: Cllr Ashby-Parkin

Seconded by: Cllr Seabrook

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

There being no further business, the meeting closed at 20:51.

Agenda Item: LA 842

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

Title: budget update

Report Authors: RFO / 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 14/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	5,214	6,600	1,386		1,386	79.0%	
4203 Fuel	4,178	6,050	1,872		1,872	69.1%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	371	900	529		529	41.3%	
Grounds Team General Exp :- Indirect Expenditure	9,739	14,150	4,411	0	4,411	68.8%	0
Net Expenditure	(9,739)	(14,150)	(4,411)				
310 Sports Park							
1025 Rent & Service Charge	12,420	13,845	1,425			89.7%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	3,632	3,000	(632)			121.1%	
1061 S/P Court Hire	959	2,500	1,541			38.4%	
Sports Park :- Income	23,394	25,110	1,716			93.2%	0
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	1,092	7,250	6,158		6,158	15.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	4,678	10,500	5,822		5,822	44.6%	
4164 Trade Refuse	2,718	4,500	1,782		1,782	60.4%	
4171 Grounds Maintenance Costs	7,679	10,000	2,321		2,321	76.8%	
Sports Park :- Indirect Expenditure	18,328	35,095	16,767	0	16,767	52.2%	0
Net Income over Expenditure	5,066	(9,985)	(15,051)				
315 Big Park							
4101 Repair/Alteration of Premises	2,062	5,000	2,938		2,938	41.2%	1,960
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	381	500	119		119	76.2%	
4112 Gas	154	500	346		346	30.7%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
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	3,892	4,000	108		108	97.3%	161
4355 Wifi	255	585	330		330	43.6%	
Big Park :- Indirect Expenditure	24,600	38,825	14,225	0	14,225	63.4%	2,121
Net Expenditure	(24,600)	(38,825)	(14,225)				
6000 plus Transfer from EMR	2,121						
Movement to/(from) Gen Reserve	(22,480)						

Detailed Income & Expenditure by Budget Heading 14/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	4,908	8,999	4,091			54.5%	
1092 Electricity Feed-in Tariff	173	0	(173)			0.0%	
1111 Electricity	6,111	10,000	3,889			61.1%	
Gateway Cafe :- Income	11,191	18,999	7,808			58.9%	0
4101 Repair/Alteration of Premises	51	2,500	2,449		2,449	2.0%	
4111 Electricity	6,111	10,000	3,889		3,889	61.1%	
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	142	972	830		830	14.6%	
4355 Wifi	318	540	222		222	58.8%	
Gateway Cafe :- Indirect Expenditure	6,830	17,012	10,182	0	10,182	40.1%	0
Net Income over Expenditure	4,361	1,987	(2,374)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	50	0	(50)			0.0%	
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	5,025	8,000	2,975			62.8%	0
4050 Allotment Costs	230	0	(230)		(230)	0.0%	
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	458	4,500	4,043	0	4,043	10.2%	0
4101 Repair/Alteration of Premises	176	5,000	4,824		4,824	3.5%	
4141 Water Services	4,163	3,500	(663)		(663)	118.9%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	1,209	4,000	2,791		2,791	30.2%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	5,782	17,000	11,218	0	11,218	34.0%	0
Net Income over Expenditure	(1,214)	(13,500)	(12,286)				
355 The Hub							
1084 Sports Pavilion	11,975	16,979	5,004			70.5%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	225	270	45			83.3%	
1303 Water Charges	63	150	88			41.7%	

Detailed Income & Expenditure by Budget Heading 14/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1355 Wifi	163	210	48			77.4%	
The Hub :- Income	<u>12,425</u>	<u>17,879</u>	<u>5,454</u>			<u>69.5%</u>	<u>0</u>
4175 Music Licence	483	500	17		17	96.6%	
The Hub :- Direct Expenditure	<u>483</u>	<u>500</u>	<u>17</u>	<u>0</u>	<u>17</u>	<u>96.6%</u>	<u>0</u>
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	1,730	3,000	1,270		1,270	57.7%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	179	2,000	1,821		1,821	8.9%	
4355 Wifi	199	420	222		222	47.3%	
The Hub :- Indirect Expenditure	<u>1,816</u>	<u>10,920</u>	<u>9,104</u>	<u>0</u>	<u>9,104</u>	<u>16.6%</u>	<u>0</u>
Net Income over Expenditure	<u>10,125</u>	<u>6,459</u>	<u>(3,666)</u>				
Grand Totals:- Income	52,034	69,988	17,954			74.3%	
Expenditure	68,036	138,002	69,966	0	69,966	49.3%	
Net Income over Expenditure	<u>(16,001)</u>	<u>(68,014)</u>	<u>(52,013)</u>				
plus Transfer from EMR	2,121						
Movement to/(from) Gen Reserve	<u>(13,881)</u>						

Agenda Item: LA 843

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

Title: Action plan update

Report Authors: Parks officer

Purpose of Report: To decide/ 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.

Items to note;

- The park run licence has now been signed.
- Work is due to start on the 20th November on phase 2 of the pathway at Centenary Park
- It has been suggested to move the Epinay park playground update to amalgamate it with the TFG set up to analysis the surveys for Epinay park and the Oval

Recommendations

The committee are asked to decide.

1. to amalgamate the Epinay park playground with the Epinay park and oval survey TFG to discuss as part of their remit.
2. 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 COMPLETE	Licence has been signed by the park run organisers	Park run/ Town Clerk	£1 a week rent	N/A	Dec 2021	October 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	Work to start on the 20 th of November	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. LA793 30/05/2023	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 Park / Playground LA584 20/07/2021	Funding stream not forthcoming from the new houses nearby Possibly amalgamate this into the tfg looking at the surveys	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. Financial regulations being followed to find contractors for the resin pathway part of the project.	Parks officer/Town Clerk	CIL	LDC CIL Bid & PTC CIL	Not set	
DELL playground 106 money inclusive project LA 691	Report on this agenda	Parks officer	£50,000	106 held by LDC	Summer 2023	
Banner board removal project C1005/ LA831	Relocation of the banner board to near Yemeni café Report on this agenda	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	TFG group set up. A report is on this agenda	Cllr Gallagher/ Committee members	Not set	N/A	Not set	
Ouse valley cares bid. LA 618	being led by SDNP	TC/ Parks O/ Finance O	£33,900 over three years			
Signage project in Parks and around PTC land. LA798 30/05/2023	TFG	Parks officer/ councillors communications	CIL		2023	
To resurface the overflow carpark at Centenary Park	Local company approached and awaiting costings.	Parks officer/ Finance officer	TBA	PTC CIL	TBA	
Carparking management at Centenary Park project LA744	Nearing completion.	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 Epina 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:	LA844
Committee:	Leisure, Amenities, and Environment
Date:	21st November 2023
Title:	To agree Committee priorities relating to the Community & Business plan
Report Authors:	Town Clerk/ Business plan TFG
Purpose of Report:	To discuss and agree

Introduction & Background

On 11th July 2023, Full Council formed a TFG to revise the community and business plan. The business plan is a working, strategic document that sets the direction of Peacehaven Town Council for the next 4 years.

It is important that the plan focuses on the strategic aims and not small projects or objectives towards those aims.

Careful consideration needs to be given to the resource allocation (which includes factors such as Councillor/ Officer time, financial implications, facilities/ infrastructure required) – the intention is that the plan should be realistically achievable within the 4 year period.

Analysis

The current Community and Business plan provides a good basis for creating the new one, although it requires a lot of refining. The TFG has therefore asked that each Committee considers the points on the current plan relevant to the Committees delegated areas of responsibility, priorities these, and ensures that they are aligned with the Councils core values.

The Council's core values set out in the plan are:

Growing the economy sustainably

Valuing the environment

Empowering and supporting the community

Supporting residents in need

Helping children and young people

Improve the quality of life for residents and visitors to Peacehaven

Items in the plan should align with one or more of these values wherever possible.

Conclusions

It is asked that if each Committee could aim to have around 5 priorities to put forward for inclusion in the community and business plan – these could be items from the current plan (in the attached table), amended items from the current plan, or new items that perhaps weren't priorities when the previous plan was created.

Recommendations

To discuss and agree around 5 priorities for the Community and Business plan relevant to the Committee's areas of responsibility to be reported back to the TFG.

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? 	Consideration for financial implications of priorities over the next 4 years.
--	---

<ul style="list-style-type: none"> • Reduced expenditure? • Increased income? • Budget provision? 	
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Any priorities need to be within the power of the Council to achieve – PTC currently has GPC so can generally do anything that an individual is normally permitted to do.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	When considering projects and resource allocation, H&S implications and completion of Risk Assessments will need to form part of action plans.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	Some items on the plan may require planning permission to be sought – consideration for resource allocation.
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Aligns with the core values as set out in the report.
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Aligns with the core values as set out in the report.
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Aligns with the core values as set out in the report.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Aligns with the core values as set out in the report.

Appendices/Background papers

Relevant Committee projects on current community and business plan.

RESPONSIBILITY Leisure & Amenities	PURPOSE	PROJECT	ACTIVITY REQUIRED	CURRENT POSITION
Environment & Climate Change: Green Town	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Complete the green infrastructure plan & work towards Peacehaven being carbon neutral for 2030	Audit of free spaces, incorporating LDC playing pitch strategy and green spaces	Action plans required
	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Support an environmental audit covering air quality, recycling, local effects i.e A259 Coast Road	Working party to continue with audits and action plan to be established	Work has already been undertaken. Recommendations to be followed through by Council staff
	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Develop a H&S policy for reporting risk assessments at open spaces, buildings and public spaces	Identify and improve policies already in place	Work is currently being undertaken and will be presented at P&F for approval.
	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Improve Sports and leisure facilities	Audit of requirements to be conducted. Agreement of 3G pitch in place. This should align with decisions made regarding The Hub	3G pitch in progress for installation in this financial year. Further actions to be carried forward by Council Staff
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Seek to implement better signposting and provide better amenity information for tourists to the town	To decide a signage plan based on brand guidelines	Ongoing - signage TFG to meet
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Implement QR codes to publicise our miles and miles of footpath and amenities	Action plan to be created	Action plan to be created
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Work with ESCC to keep footpaths passable and enjoyable	Action plan to be created	Action plan to be created
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Seek solutions to provide access to facilities i.e cycle routes, path ways and electric bus	Action plan to be created	Some projects underway and waiting for CL approval in July 23
	Housing & Planning: To monitor house build and planning applications	Provide greater protection for local green spaces and community assets	Action plan to be created	Action plan to be created
	Highways & Transport: To maintain the standard of our highways and provide a better service	Involve and work closely with the Public Safety Group	Action plan to be created	Action plan to be created
Community: To build an inclusive, healthy and vibrant community Young & Elderly: Decrease isolation by connecting the wards and local amenities Devolution: Local Town Council to take on certain LDC & ESCS functions	Place: To create a sustainable and visually attractive town	Complete a review of public areas, signage, benches & litter bins	Action plan to recommend maintenance, implementation and upgrades	Benches places from welcome back funding, along with planters. Signage party to commence.
	Place: To create a sustainable and visually attractive town	Identify cultural and accessibility project opportunities	To increase our artistic offer with open gardens and open house opportunities, work with artists and sculptures to include P'Haven in their offering	Action plan to be set up
	Community: To build an inclusive, healthy and vibrant community	Acquire more allotment spaces (compulsory purchase)	Feasibility study to be undertaken and proposal of possible locations	Action plan to be created
	Community: To build an inclusive, healthy and vibrant community	Deliver a wide range of inclusive and accessible play equipment and seating across Peacehaven Parks	Access reports to be commissioned and consideration for eco-friendly play areas	Action plan to be created
	Young & Elderly: Decrease isolation by connecting the wards and local amenities	Implement a community engagement scheme with young people ensuring outdoor spaces meet their requirements	Action plan to be created	Action plan to be created
	Devolution: Local Town Council to take on certain LDC & ESCS functions	Green Spaces	Action plan to be created	Action plan to be created

Agenda Item: LA 845

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

Title: The Hub

Report Authors: Parks officer

Purpose of Report: To recommend.

Introduction

At the extraordinary Full council meeting on the 2nd of October a report was presented to choose a preferred architects to carry out the Hub feasibility study as recommended by the Hub TFG the council decided not to proceed with this.

C1110 - Cllr Griffiths proposed that the feasibility study is not undertaken, and the Council move forward with replacing the roof and heating system as soon as possible. A budget should then be allocated to the Leisure, Amenities and Environment Committee for ongoing maintenance for the Hub, this proposal was seconded by Cllr Campbell.

This was a recorded vote. In favour were Cllrs Veck, Alexander, Campbell, Wood, Gordon-Garrett, Seabrook, Cheta, Griffiths, Ashby-Parkin, and Harman.

Cllrs Donovan, Davies, Norcott-Jones, Sharkey and Fabry abstained.

Motion Carried.

Background

The building now known as The Hub was built originally as a Sports Pavilion some 50 years ago.

As part of the Big Parks project in 2014 it was partially upgraded.

The original interior lay out has been amended over the years.

Following reports presented to and decisions made at Leisure, Amenities and Environment Committee (LA&E) and Policy and Finance covering renewable and sustainable energy provision. Several Task and Finish Groups have been set up since 2019.

The Hub has been assessed by AECOM as part of the Sustainability Report following Call for Sites as being "Suitable, Achievable and Available" for development up to a 3-story building.

At Council held on 23rd June 2022 a resolution was passed to set up a further Task and Finish Group (TFG) With the aid of Senior Officers the remit was:

TASKS

To survey the stakeholders /users of the building

To set up a specification for a feasibility study of the building to help ascertain the future use and needs and how to accommodate these in the hub. Either by upgrading and extending the current building and layout or a by a completely new building

To identify funding sources

FINISH

By report to Council with recommendations and information in December 2022.

Council resolved to commission a feasibility study to be paid from CIL for up to £30,000 and the report to full council on the 2nd oct 2023 was the conclusion of this TFG.

Analysis

The proposal by the full council to just replace the roof and heating system is a loose instruction as there are many options to be considered for both the roof and the heating system.

Possible roof options

- a) Replace like for like.
- b) Strengthen the current roof structure to take the weight of solar panels.
- c) Redesign the roof to take full advantage of having solar panels.

Possible heating options include:

- a) Replace like for like.
- b) Replace with heat recovery system.
- c) Ground source heat pumps.
- d) Air source heat pumps.

Conclusions

The works the hub requires need to be clarified so officers have a direction to follow, this could be in the form of setting up another TFG to analyse the works required or employing an architect firm to produce a report on the best way forward.

We do not want to spend money only to find it is not what is required, an example of this happening is the café pellet boiler which is not used for various reasons.

Recommendations

1. Either to set up a TFG group to analyse and set out what works the council require and to present the findings to the L&A and P&F committees

OR

2. To recommend to P&F to set a budget for a surveyors/ architect firm to produce a report on the current Hub building, similar to the one carried out on community house showing any recommended works required.

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
<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:

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

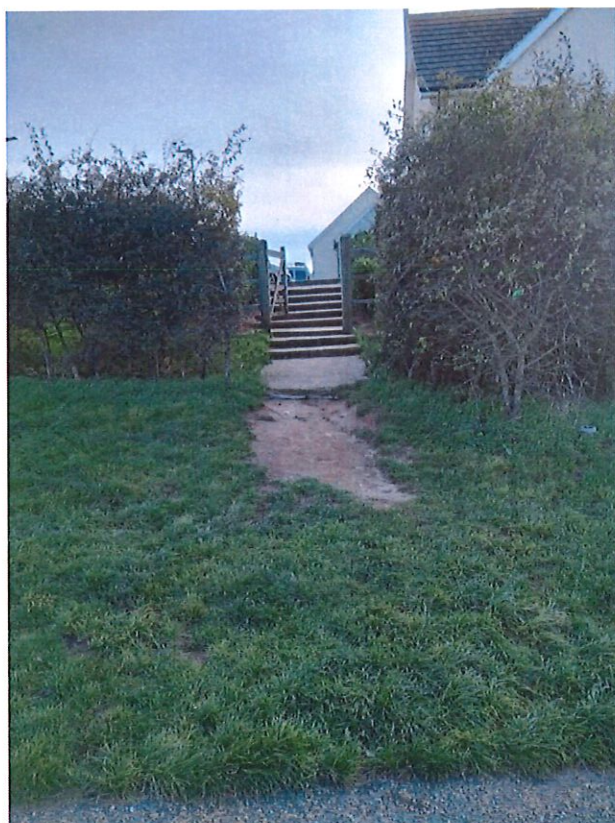
Title: Centenary Park Access Improvements

Report Authors: Cllr Ashby-Parkin / Cllr Seabrook

Purpose of Report: Recommendations to improve Centenary Park Access

Introduction

There are two access paths in Centenary Park that finish short with a muddy track; the concrete path that stops short of the Southern Water Access road and a stepped entrance and gate from the Keymer Avenue estate.



Background

The concrete path is now fully open and is a main access route from North Peacehaven and Chalkers Rise to Centenary Park for both cycling and walking. It is the intention of the Council to register the concrete path as a public right of way. This path is included in the Neighbourhood Development Plan as a walking and cycling route.

Where the steps from Keymer Avenue meet the park it is dangerous when wet.

Conclusions

Safer walking and cycling route to Centenary Park.

Safer access to Centenary park from Keymer Avenue estate and to avoid litigation.

Recommendations

1. To agree to extend the concrete path to the Southern Water Road, write a specification and obtain three quotes and refer to Policy & Finance for funding from NCIL or funding from Chalkers Rise money intended to compensate PTC for the additional use of the park from Chalkers Rise.



2. To agree extend the path from the steps near Keymer Avenue estate to the pathway in Centenary Park, to write a specification and obtain three quotes and refer to Policy & Finance for funding from NCIL.



Implications

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

<u>Financial</u>	This could be funded through Peacehaven Town Council Community Infrastructure Levy.
<u>Legal</u>	Health and Safety Act 1974 Peacehaven & Telscombe Neighbourhood Development Plan
<u>Health & Safety</u>	The concrete path is a safe cycling and walking route compared to alternatives using Pelham Rise, Roderick Avenue, Greenwich Way and Hoyle Road. The access from Keymer Avenue is dangerous. Slip Hazard.
<u>Planning</u>	The emerging Neighbourhood development plan policies PT11, PT38 The extensions are completely on Peacehaven Town Council land.
<u>Environmental and sustainability</u>	Encourage active travel. Access to green spaces.
<u>Crime and disorder</u>	Improves Public Safety and Road Safety
<u>Social value</u>	Provides safe access to Centenary Park
<u>Climate</u>	Will reduce soil erosion Reuse of excavated soil



From the Neighbourhood Development Plan



Agenda Item: LA 847
Committee: Leisure, Amenities and Environment Committee
Date: 21st November 2023
Title: Centenary Park Entrance Sign
Report Authors: Cllr. Sue Griffiths
Purpose of Report: To install an entrance sign

Introduction

Centenary Park which was opened in 2016 does not have any signposting beyond the large direction sign on the South Coast Road near Piddinghoe Avenue. Visitors are unaware of what facilities are available in the Park or who to contact with concerns.

Background

A sign board at the entrance to Centenary Park is needed to indicate the name and what is in the park. The TFG suggested that we use icons to denote activities. The CIL bid for the improvements to the bridleway included signage but all the money was needed for the bridleway. In 2022 the L,A&E committee agreed this and asked the Project Officer to bring back a design. The Project Officer could not find all the icons needed and then left the Council.

Analysis

The signage working party came up with a design with a PTC Green background and yellow lettering. These colours are very easy to see and were approved by the Peacehaven and Telscombe Access Group. In line with Council policy, the sign should be made of recycled plastic which effectively removes plastic from the waste stream. Fixings should be rust proof. The sign should also include the Town Councils Logo and emergency contact details. The sign should include Use of QR codes to link to further information which could be either seen or read using a screen reader and will link to the relevant page on the Council's website.

Conclusions

Final designs should comply with the Councils Brand Guidelines.

Recommendations

To agree to engage a company to design a standard sign that meets the Council's requirements which could be used in every park with varying information and sizes.

To agree to procure and install an initial sign at the entrance to Centenary Park using PTC CIL funds.

To source funding for signs in all other parks.

Implications

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

<u>Financial</u>	Use PTC CIL money to do designs and an initial sign in Centenary Park. To source funding for remaining signs for other parks.
<u>Legal</u>	It will allow the Town Council to “take ownership” and inform residents which Council is responsible for the park(s) with contact details.
<u>Health & Safety</u>	Signs will provide emergency contact details. QR codes will enable the signs to be more accessible. Choice of colours to make them easier to read for those with impaired eye sight.
<u>Planning</u>	To be confirmed.
<u>Environmental and sustainability</u>	Recycled plastic will remove plastic from the waste stream and last much longer than alternatives. Signage will include information about green spaces, walking and cycling.
<u>Crime and disorder</u>	Emergency details will be made available.
<u>Social value</u>	Providing residents with information and encourage activities for their wellbeing.
<u>Climate</u>	Recycled plastic will remove plastic from the waste stream and last much longer than alternatives.



Notes of the Signage Working Party held on Wednesday 28th April at 3pm

1. Welcome & introduction

Welcome: Sue Griffiths welcomed everyone to the meeting and thanked them for attending.

Present: Sue Griffiths, Gloria Hills, Dawn Paul, Lucy Symonds, David Seabrook

Apologies: Kevin Bray

2. Design

Background Colour – PTC Green

Text Colour – White or Yellow depending on requirements of people with a sight impairment. Michelle will advise on this.

Braille – Can we include braille on the signs? Where would it be positioned. Additional cost to consider. DP will look into this and will contact RNIB.

Materials – Recycled plastic as it is long lasting and uses the plastic from the waste stream and locally sourced. Does not rust.

Font – Sans Serif fonts e.g. Arial, Calibri, Tahoma or Verdana

Fixings – Rust proof fixings i.e. stainless steel. This will avoid rusty streaks. Plated screws will rust eventually. Ensures sustainability in accordance with Climate Change Policy.

Sponsorship to be considered.

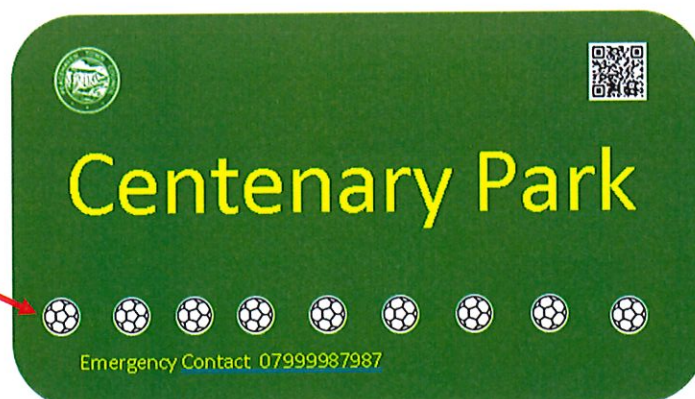
3. Layout of Signs

Position of Council Logo. Title of park, emergency contact details, etc.

Use of QR codes to link to further information which could be either seen or read using a screen reader.

Ratio of sign size 16 : 9

Different symbols for each facility in the park



4. Locations and Signs

Main entrance to Centenary Park sign to be included with the CIL funding for the accessible path in Centenary Park. Rusty Iron girder needs to be removed.

Sign on the new gate – is urgent. Wording "No access except for delivery, maintenance and emergency vehicles." together with logo and emergency contact number 07720 498316. Size approx. 18 inches wide and to fit slats on the gate.

The Oval has 4 entrances & 2 in the Community Garden which should have its own sign.

The Dell has 4 entrances

Epinay Park has 3 entrances

Howard Park has 3 entrances – include in accessibility CIL bid

Centenary Park has 4 or 5 main entrances

5. Sign required for the opening hours of toilets.

Recommendation is 8.30 am to 6pm to be agreed at the Leisure, Amenities and Environment Committee. It is not the Café's responsibility to open and close toilets. Is this in the cleaner's contract? Can e include it in the contract when it is next renewed.

6. Costs

To be obtained by officers for various sizes and options. DP to ask company that produced Angels Walk signs.

7. Date of next meeting

Wednesday 14th July 3pm

Agenda Item: LA 848

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

Title: Dell playground

Report Authors: Parks officer

Purpose of Report: To Decide

Introduction

LA834 It was proposed that Peacehaven Town Council ask Lewes District Council to hold a proper consultation with the young people that use the area and await plans from the BSIP and discussions about moving the park first.

Proposed by: Cllr Griffiths Seconded by: Cllr Wood

The Committee resolved to agree to this proposal.

Background

The Dell playground is a popular playground but last year the zip line failed an inspection and was taken apart on safety reasons, this has left a big space in the area. LDC have approximately £50,000 of 106 money earmarked for inclusive play equipment in the Dell.

Analysis

As instructed the parks officer contacted LDC about consulting young people, they indicated PTC need to do this and the plans were forwarded on to the youth TFG group.

LDC also indicated we should continue to have the playground equipment fitted as the Proposed bus lane improvement BSIP could take years to implement and the funding needs to be used.

Conclusions

Cllr Campbell has volunteered to try talking to the youths when at the park and showing them the plans to get some feedback on the designs the finding were.

The favoured options were HAGS and Playsafe as the preferred designs by those questioned.

The next L&A meeting is not until the 9th Jan 2024 so we need to find a way of moving on with this project.

Recommendations

The committee are asked to recommend the following:

1. To choose between the Hags and Playsafe designs
2. To agree to proceed with the recommended design as directed by LDC.

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?	Replacement of asset Use of 106 money Zero cost to PTC
<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

The Dell Play Area | Peacehaven Town Council

*Peacehaven Park, 10th June 2022
 *Peacehaven Park, 10th June 2022
 *Peacehaven Park, 10th June 2022



Crawling

Climbing

Spinning

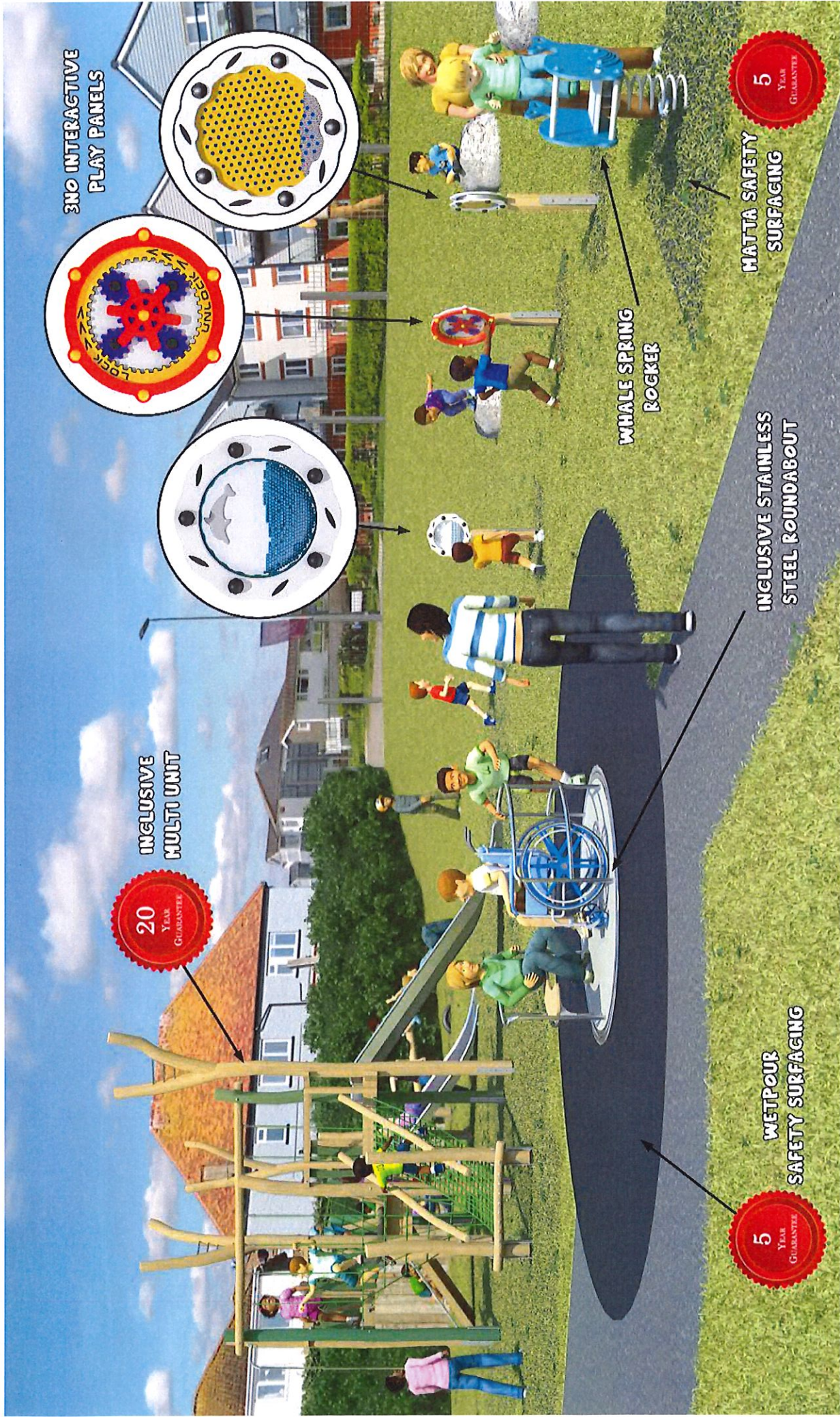
Traversing

Swinging

Exploring

Interacting

Imagining



PEACEHAVEN TC - THE DELL

QUOTATION REF: 22123

DATE: 21/08/23



PLAYSAFE

PLAYGROUNDS LTD

**INCLUSIVE
MULTI UNIT**



**MATTA
SAFETY SURFACING**



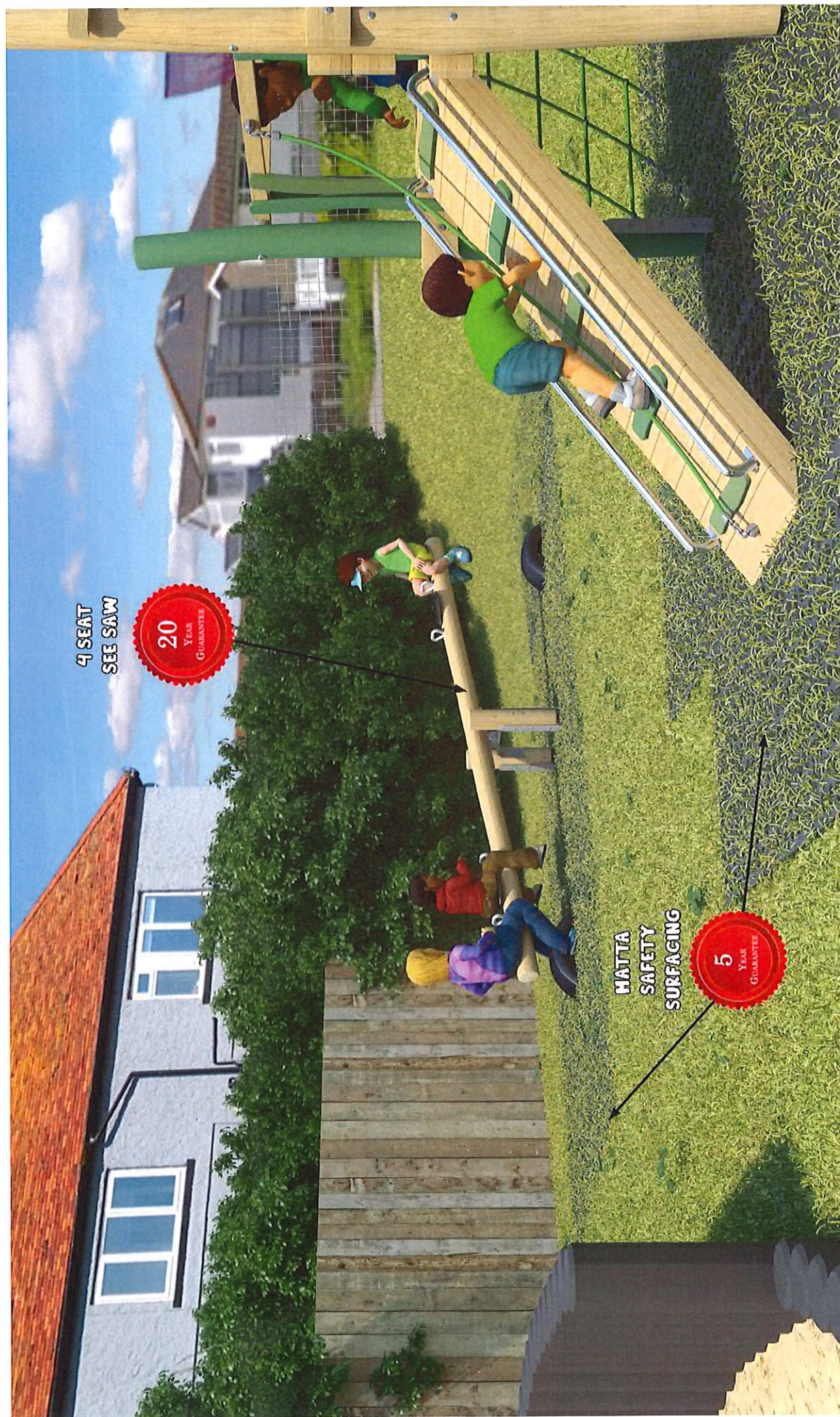
PEACEHAVEN TC - THE DELL

QUOTATION REF: 22123

DATE: 21/08/23



**PLAYSAFE
PLAYGROUNDS LTD**



PEACEHAVEN TC - THE DELL

QUOTATION REF: 22123

DATE: 21/08/23



PLAYSAFE

PLAYGROUNDS LTD

Agenda Item: LA 849

Committee: Leisure, Amenities and Environment

Date: 21st November 2021

Title: allotment update

Report Authors: Parks Officer

Purpose of Report: to discuss.

Introduction

The allotment terms and conditions are given to allotment holders when they pay their yearly subscription.

Background

The document gives the tenants rules they must abide by as well as give PTC a reference when required.

Analysis

The allotment TFG, parks officer and the town clerk have analysed the original document and simplified it. In the copy of the document appendices below the yellow highlighted sections are where the suggested changes are made, the section highlighted in blue is for discussion as it has been suggested this could be changed to read only plot backing onto residential houses need the 60cm gap?

There has also been the suggestion on charging an initial deposit of £50.

The deposit will be returned after 2 years satisfactory care and cultivation or when vacated and the plot is considered to be returned in a satisfactory condition by the Council.?

The thoughts on this is to cover any cost for making a plot usable when it has been vacated, having discussed this with the town clerk, he did suggest this would be an financial issue with the audit by keeping deposits for 2 years before returning them, and the tenants could then leave the plot in a mess anyway once they receive the deposit back.

Conclusions

Most of the changes are minimal and just how things are worded to make the clearer to all.

Recommendations

The committee are asked to discuss the allotment Terms and conditions and

1. Agree to the changes suggested.
2. Discuss the proposal on the 60 cm gap being just for plots backing onto resident's properties.
3. Discuss and decide on the suggestion of a deposit.

The terms and conditions need to be ready for January 2024 so decisions need to be done swiftly.

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

Allotment Terms & Conditions – Cornwall Avenue 2024

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

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

Peacehaven Town Council has adopted an Allotment Policy under which the Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely. A full copy of the policy is available on the Peacehaven Town Council website.

The charge for the allotments from 1st January 2024 is £38 per large plot and £27 per small plot.

Contents Page

Introduction, Background, Purpose, Equality and Diversity, Harassment Monitoring and Review, over-riding statement	
Section 1 Qualifications for Allotment Tenancies - Allocation	
Section 2 Allocations	
Section 3 Co-workers / Plot Partners	
Section 4 Rent	
Section 5 Use of Land	
Section 6 Cultivation	
Section 7 Use of Chemical Sprays and Fertilisers	
Section 8 Nuisance	
Section 9 Subletting of Allotments	
Section 10 Vehicles	
Section 11 Trees, Shrubs and Materials	
Section 12 Hedges, Fences, and Boundary Features	
Section 13 Erection of sheds, greenhouses, polytunnels and compost containers	
Section 13a Dimensions	
Section 13b Construction Materials	
Section 13c Compost Containers and Polytunnels	
Section 13d Siting	
Section 14 Water Holding	
Section 15 Restrictions on Cropping	
Section 16 Depositing Refuse / Disposal of Rubbish	
Section 17 Bonfires / Burning Rubbish	
Section 18 Children	
Section 19 Dogs	
Section 20 Livestock	
Section 21 Bee Keeping	
Section 22 Not to Display Advertisements	
Section 23 Inspection	
Section 24 Disputes	
Section 25 Termination of Tenancy	

Section 26 Service of Notices

Section 27 Change in circumstances

Section 28 Failure to comply

Section 29 Legal Obligations

Section 30 Special Conditions

Section 31 Enforcement

Section 32 Power of eviction

Section 33 Amendment of these Terms and Conditions

Introduction

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

Background

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

Purpose

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

The document will:

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

Equality, Diversity, and inclusion

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

Harassment

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

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

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

Monitoring and Review

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

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

Overriding Responsibility Statement

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

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

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

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

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

2. Allocation

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

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

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

3. Co-workers / Plot Partners

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

4. Rent

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

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

Approximate Allotment Plot Size:

Large Plot = 112 Metres square 133 Yards Square approx.

Small Plot = 56 Metres square 67 yards Square approx.

5. Use of Land

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

6. Cultivation

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

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

7. Use of Chemical Sprays and Fertilisers

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

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

8. Nuisance

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

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

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

9. Sub-letting of allotments

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

10. Vehicles

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

11. Trees, Shrubs and Materials

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

12. Hedges, Fences, and Boundary Features

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

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

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

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

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

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

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

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

All sheds and greenhouses must be kept in good order.

13a Dimensions

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

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

13b Construction Materials

For Sheds Greenhouses

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

13c Compost containers and poly tunnels

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

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

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

13d Siting

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

14. Water holding

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

15. Restrictions on Cropping

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

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

16. Depositing Refuse / Disposal of Rubbish

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

suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

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

17. Bonfires / Burning Rubbish

Bonfires and Barbecues are not allowed on the allotments.

18. Children

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

19. Dogs

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

20. Livestock

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

21. Bee Keeping

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

22. Not to Display Advertisements

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

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

23. Inspection

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

24. Disputes

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

25. Termination of Tenancy

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

26. Service of Notices

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

27. Change in circumstances

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

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

28. Failure to Comply

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

29. Legal Obligations

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

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

30. Special Conditions

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

31. Enforcement

The following enforcement procedure will apply:

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

32. Power of eviction

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

33. Amendment of these rules

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

Contact details and for further information or queries please contact:

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

Telephone 01273 585493

Agenda Item: LA 850

Committee: Leisure, Amenities and Environment

Date: 21 November 2023

Title: The banner board relocation in the Dell

Report Authors: Parks Officer

Purpose of Report: to Note and appoint Cllrs to decide on the exact location.

Introduction

At the last L&A meeting LA831 It was proposed that the banner board is temporarily relocated near to the Yemeni Café Garden by PTC Ground Staff and that we continue letting out the advertising space from January.

Proposed by: Cllr Griffiths Seconded by: Cllr Seabrook

The Committee resolved to agree to this proposal by majority with 1 abstention.

Background

At the full council meeting on 21st March 2023, it was decided to remove the advertising banner board from the Dell and the L&A committee were asked to find a new location if possible.

Analysis

The committee are asked to note that there will be a cost involved in relocating the banner board as the posts which are dug into the ground will probably replacing.

Conclusions

For the Groundstaff to relocate the banner board we need an exact location needs to be determined

Recommendations

1. The committee are asked to allocate two councillors to meet the parks officer on the Dell to decide on the exact location of the banner board.
2. To note the possible expenditure indicated in 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?	Possible use of budget.
<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 851

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

Title: memorial benches

Report Authors: Parsk officer

Purpose of Report: to decide.

Introduction

There are many memorial benches situated in many of our parks and we have a memorial bench policy covering this.

Background

Several years ago, it was agreed that the Dell and Howard Parks were full capacity for memorial benches and that we should recommend memorial benches should be located in Centenary Park.

Analysis

A resident has approached us for a memorial bench in the Dell and was informed we now recommend Centenary Park as a location. They were not happy with this, and they approached Cllr Alexander to ask why they could not have one in the Dell.

Cllr Alexander has challenged why officers are allowed make these decisions and that an analysis of the Dell and Howard Park memorial benches should be carried out.

Conclusions

The decision to halt putting anymore memorial benches in the Dell was taken because the park was in danger of becoming overwhelmed with benches and also as the park is hired out for fun-fairs and circuses we needed to maintain enough area for these to take place inc car parking etc during events.

Recommendations

The committee are asked to decide the following:

1. To either agree or disagree to carry out an analysis of the Dell and Howard Park bench capacity.
2. If an analysis is to be carried out, who do you recommend carrying this out? Officers or councillors.

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?	

<ul style="list-style-type: none"> • 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 852

Leisure Amenities and Environment

Date: 28th November 2023

Title: Update of the Green Infrastructure Plan

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To inform and consult Committee

INTRODUCTION

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

The Plan is a live document and will form a basis for both Towns to preserve and improve the protected green spaces going forward . The Plan can also be used as evidence for grant applications and for infrastructure planning.

BACKGROUND

The Neighbourhood Plan pages 43 to 67 covers a range of green environmental issues

The Green Spaces identified for protection from housing development in the NDP are :

West Peacehaven

Lake Drive Pond (LDC) Meridian Park (LDC) Howard/Peace Park(PTC) The Dell (LDC)

Central Peacehaven

Joff Field (ESCC)

North Peacehaven

The Oval (PTC) Epernay Park.(PTC)The Bricky /Cinque Foil (LDC) Shepherds Down (PTC)

East Peacehaven

Centenary Park. (PTC) Cornwall Avenue Allotments,(PTC) Ashington Gardens Park (LDC)

ANALYSIS AND CURRENT POSITION

In preparation for the Independent examination of the NDP. The green infrastructure plan needs to be brought up to date and the evidence sheets collated ,there are several Local Green Space assessment forms which need to be finalised. One for every Local Green Space identified.

The categories to be considered for each space are:

Beauty, Heritage, Recreation, Tranquillity, Wildlife and Local Community Space.

RECOMMENDATIONS

1. Committee to note report
2. The Green infrastructure Working Group /Active Travel group to continue it's work.
Members of the group are Cllrs Fabry. Norcott-Jones. Cllr Gallagher and Cllr Ashby-Parkin

Implications

<u>Financial</u>	
• Use of capital?	

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

Appendices/Background papers

Green Infrastructure Matrix for Peacehaven

Blank Local Green Space Assessment Tool.

Site Name and Reference	Local Green Space Criteria					
	Beauty	Heritage	Recreation	Tranquility	Wildlife	Local Community Space
3 Lake Drive Pond	X		X	X	X	
4 Meridian Park	X	X	X	X	X	X
5 Howard/Peace Park	X	X	X	X	X	X
6 The Dell	X	X	X	X	X	X
7 The Oval	X	?	X	X	X	X
8 Centenary Park	X	X	X	X	X	X
9 Cornwall Avenue Allotments	X		X	X	X	X
11 Epinay Park	X		X	X	X	X
13 Shepherds Down			X	X	X	X
14 Joff Field	X		X	X		X
15 The Bricky/Cinque Foil			X			X
16 Ashington Gardens			X			X

LOCAL GREEN SPACE ASSESSMENT TOOL

Date of assessment:

Assessors:

SITE DETAILS (complete this form for each site to be proposed for designation)	
Site Name and Address (location)	Grid Ref
Site owner (if known)	
Have they been informed / discussed? Yes/no/don't know	If yes date:
Description and purpose / current use	
Statutory designations (eg SSSI¹)	Other designations (eg LNR²)
Site allocations in Local Plan	
Yes / no (if yes give details)	
Planning permission	
Yes / no (if yes give details)	
Access & proximity including how close to the community it serves (in meters)	
List any public rights of way to or across the site	
Which of the following criteria does it meet?	Fully / Partially / Not (if F or P provide details)
• Beauty	
• Historic significance / heritage	
• Recreational value	
• Tranquility	
• Wildlife	

¹ Site of Special Scientific Interest

² Local Nature Reserve

Agenda Item: LA 854

Committee: Leisure, Amenities and Environment

Date: 21st November 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:

<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
113	10/13/2023	Epina Park	Misc/Other	wood poles thrown on to the top of the shelter in Epina park	removed by groundstaff	Closed
114	10/16/2023	Centenary Park	Vandalism	sons bike vandalised, so were asking for cctv footage	explained we cannot give out cctv footage due to GDPR but if the incident had been reported to the police, they would be able to look at the footage.	Closed

116	10/26/2023	The Dell	Health & Safety	council operative speeding in a vehicle on the Dell	telephoned the complainant and apologised. toolbox talk given by Parks officer to all the grounds team on how to drive within our parks	Closed
119	10/30/2023	The Dell	Health & Safety	manhole cover disturbed by recent rains	reported to fix my street as this is a highway drain inspection cover	Referred to ESCC
125	11/10/2023	Centenary Park	Misc/Other	roof leaks at the Hub over the kitchen area	Handyman will repaint sealant on the roof area when we have a dry day	Open

Agenda Item: LA 855

Committee: Leisure, Amenities and Environment

Date: 21st November 2023

Title: replacement slalom skier in the outdoor gym

Report Authors: Parks officer

Purpose of Report: to agree.

Introduction

The outdoor jubilee gym was installed in 2012 and has proved very popular, the groundstaff inspect the equipment regularly and repair where possible if broken.

Background

The slalom skier is a very popular item and as this has led to two failed bearings, and the removal of these has proved impossible for the handyman, the manufacturers have quoted £623.00 to attend site and carry out a repair, this would be paid for from the current budget.

Analysis

The cost of a new replacement slalom skier from a different manufacturer who we have used before is £877.00, this could be funded from PTC CIL funds.

Conclusions

The current slalom skier has surface rust and worn buffers and is 11 years old and is past its life expectancy.

Recommendations

The committee are asked to either.

1. Agree to carry out a repair to the current slalom skier at a cost of £623.00.

OR

2. Agree to recommend purchasing a new slalom skier at a cost of £877.00 using PTC CIL funds.

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?	Use of budget or CIL
<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

The current slalom skier



Example of the suggest new slalom skier

