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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 20th December 2022 at 7.30pm

Present: Cllr Symonds (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Cheta, Cllr Duhigg.

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

No members of the public were present.

In the absence of Chair or Vice-Chair of the Committee the first business was to agree a Chair of the meeting.

It was proposed that Cllr Gallagher Chair the meeting.

Proposed by: Cllr Duhigg **Seconded by:** Cllr Symonds
The Committee **resolved** to **agree** that Cllr Gallagher Chair the meeting.

1 LA 737 CHAIRS ANNOUNCEMENT

The Chair welcomed everyone and went through the building fire procedures.

2 LA 738 PUBLIC QUESTION TIME

There were no public questions.

3 LA 739 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr White, Cllr Griffiths, Cllr Seabrook, and Cllr Sharkey.

These apologies were **noted**.

Cllr Duhigg is substituting for Cllr Seabrook.

Cllr Veck and Cllr Paul were also absent.

4 LA 740 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 741 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 8th NOVEMBER 2022

Proposed By: Cllr Cheta **Seconded By:** Cllr Duhigg

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

6 LA 742 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA 743 TO NOTE THE ACTION PLAN UPDATE

The Chair asked for an update on the next steps to progress the re-surfacing pathway to the north of the café in Centenary Park.

The Parks Officer reported that the next step is to receive the assessment and recommendations on the drainage.

The Chair asked whether the action plan item to resurface the overflow carpark at Centenary Park has progressed any further as it has been through this Committee and the Policy and Finance Committee.

The Parks Officer reported that he has been in discussion with the Finance Officer regarding moving this item forward and are hoping to put an expression of interest together for January to look at funding this item through an application to LDC CIL.

Cllr Cheta asked whether the Action Plan could be colour coded going forward to show short/ long term projects and for different years.

The Committee felt that Cllr Cheta's suggestion would be useful.

The Parks Officer reported that the Tree Planting at Howard Park has now been completed.

Cllr Symonds reported that The Events, Amenities, and Projects Officer has organised a meeting with Sussex Police to finalise the CCTV SLA on 16th January 2022.

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

8 LA 744 TO DECIDE ON CAR PARKING MANAGEMENT AT CENTENARY PARK

The Parks Officer gave a brief summary to the Committee of the current issues with car parking management at Centenary Park particularly in relation to the Bridle path entrance to the Park.

There was a discussion on the matter and possible solutions to which all Councillors felt that the best option was to create a grass bank with wildflowers, supplemented with some wooden bollards and solar boulders to provide some light particularly where there are dropped curbs to improve accessibility.

It was also felt that signage would be an important factor, including to highlight the additional parking at the other end of Piddinghoe Avenue.

It was proposed that the Parks Officer go ahead with the full costings of a grass bank with wildflowers, wooden bollards, and solar boulders to go to the Policy & Finance Committee.

Proposed by: Cllr Cheta

Seconded by: Cllr Duhigg

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

9 LA 745 TO REVIEW CHANGES TO THE ALLOTMENT AGREEMENT DOCUMENT

The Parks Officer introduced the item and gave some brief background to the item.

After a brief discussion, it was proposed that the Committee accept the allotment agreement document.

Proposed by: Cllr Symonds

Seconded by: Cllr Cheta

The Committee **resolved** to **agree** to the allotment agreement document.

10 LA 746 ALLOTMENT PROCEDURES REPORT

The Chair introduced the report and explained some of the background to this item.

There was a lengthy discussion on the report particularly surrounding what the current procedures are and why there is a need to change from the current procedures.

The implementation of the new allotment policy was discussed and how this could be done fairly.

The Chair highlighted that the new policy states multiple times that there can be deviation from the policy and that the final decision is the Councils, and that the Council cannot be held to ransom over a fear of complaints.

There was discussion about the inspection of the allotments, risk assessments, and setting up a system to maintain a transparent procedure, official inspections are currently undertaken by Officers.

Councillor Symonds highlighted that Standing Orders currently prevent Councillors from inspecting unless duly authorised by Council.

The Committee felt that the Standing Order in question (Standing Order 25) may need further clarification. Councillors felt that they should be able to access the allotments without needing specific authorisation.

Finally, the timescale of a possible TFG was discussed as the renewal Terms and Conditions 2023 with a covering letter will need to be ready for the first working week in January – the Committee felt that this letter could be prepared and circulated to TFG members by email for comment, with the Proper Officer giving the letter final approval.

It was proposed that the recommendations in the report be accepted to set up a Task and Finish Group to review, improve, and develop a procedure of implementation to carry out points 1-4 in the conclusions of the report.

Proposed By: Cllr Duhigg

Seconded By: Cllr Cheta

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

The Task & Finish group will consist of Cllrs Duhigg, Gallagher, and Sharkey, with Officer involvement from the Events, Amenities, & Project Officer, and the Information & Booking Officer. The Deputy Clerk will also write to all Councillors to invite any other interested Councillors to participate in the group, with a deadline to respond by the end of the first week of January.

11 LA 747 GREEN INFRASTRUCTURE PLAN

The Chair gave a brief summary of the Green Infrastructure plan and the background to the plan.

The Committee discussed the importance of continuing work on the plan and who should do this.

It was proposed that the Events, Amenities, & Projects Officer and Parks Officer continue working on the plan, and that the item come back to the next meeting of this Committee to give other Councillors the opportunity to be involved with the Green Infrastructure Plan.

Proposed By: Cllr Cheta

Seconded By: Cllr Duhigg

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 21st December 2022

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

12 LA 748 TO NOTE THE REVIEW OF THE BEEKEEPING, TREE WORKS, AND MEMORIAL BENCHES POLICY

The Committee **noted** the reviewed policies.

13 TO CONFIRM DATE OF NEXT MEETING AS THE 28TH FEBRUARY 2023

The next meeting of this Committee was **confirmed** for 28th February 2023.

There being no further business, the meeting closed at 21:16. .

Agenda Item: LA 754

Committee: Leisure, Amenities and Environment

Date: 28th February 2023

Title: budget update

Report Authors: Zoe Malone

Purpose of Report: To note

Introduction

The budget up show expenditure to date against the budget set

Analysis

Notes from the financial officer.

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

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

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

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

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

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

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

Hobart – Water fountain pipe - £2,020

Chroma – CCTV installation - £9,616.73

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

Wicksteed – Firle Road Roundabout - £10,451.46

AMP – Battery powered equipment - £4,674.05

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

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

Recommendations

To note this report

Detailed Income & Expenditure by Budget Heading 21/02/2023

Month No: 11

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	4,401	6,000	1,599		1,599	73.3%	
4203 Fuel	5,990	5,500	(490)		(490)	108.9%	
4204 Road Fund License	580	600	20		20	96.7%	
4305 Uniform	760	900	140		140	84.4%	
Grounds Team General Exp :- Indirect Expenditure	11,730	13,000	1,270	0	1,270	90.2%	0
Net Expenditure	(11,730)	(13,000)	(1,270)				
310 Sports Park							
1025 Rent & Service Charge	16,483	13,845	(2,638)			119.1%	
1041 S/P Telephone Masts	6,383	4,500	(1,883)			141.8%	
1043 S/P Football Pitches	4,397	3,000	(1,397)			146.6%	
1061 S/P Court Hire	5,416	5,406	(10)			100.2%	
Sports Park :- Income	32,679	26,751	(5,928)			122.2%	0
4101 Repair/Alteration of Premises	79,499	0	(79,499)		(79,499)	0.0%	79,435
4111 Electricity	2,135	5,000	2,865		2,865	42.7%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	494	0	(494)		(494)	0.0%	
4161 Cleaning Costs	6,090	8,000	1,910		1,910	76.1%	
4164 Trade Refuse	4,235	4,500	265		265	94.1%	
4171 Grounds Maintenance Costs	6,430	10,000	3,570		3,570	64.3%	
Sports Park :- Indirect Expenditure	101,229	29,845	(71,384)	0	(71,384)	339.2%	79,435
Net Income over Expenditure	(68,551)	(3,094)	65,457				
6000 plus Transfer from EMR	79,435						
Movement to/(from) Gen Reserve	10,884						
315 Big Park							
4101 Repair/Alteration of Premises	17,722	5,000	(12,722)		(12,722)	354.4%	16,332
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	638	500	(138)		(138)	127.6%	
4112 Gas	321	300	(21)		(21)	107.1%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	776	1,000	224		224	77.6%	
4173 Fertilisers & Grass Seed	5,168	6,000	832		832	86.1%	
4303 Machinery Mtce/Lease	2,194	3,500	1,306		1,306	62.7%	
Big Park :- Indirect Expenditure	46,739	36,516	(10,223)	0	(10,223)	128.0%	16,332
Net Expenditure	(46,739)	(36,516)	10,223				
6000 plus Transfer from EMR	16,332						
Movement to/(from) Gen Reserve	(30,407)						

Detailed Income & Expenditure by Budget Heading 21/02/2023

Month No: 11

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	7,572	8,823	1,251			85.8%	
1111 Electricity	6,179	6,000	(179)			103.0%	
Gateway Cafe :- Income	13,751	14,823	1,072			92.8%	0
4101 Repair/Alteration of Premises	398	3,000	2,602		2,602	13.3%	
4111 Electricity	6,179	6,000	(179)		(179)	103.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,614	1,500	(114)		(114)	107.6%	
4326 Telephones	891	972	81		81	91.7%	
Gateway Cafe :- Indirect Expenditure	9,398	12,972	3,574	0	3,574	72.4%	0
Net Income over Expenditure	4,353	1,851	(2,502)				
330 Parks & Open Spaces							
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	2,225	2,445	220			91.0%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	8,431	7,545	(886)			111.7%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
4105 Tree Works	2,290	2,000	(290)		(290)	114.5%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	4,095	2,500	(1,595)		(1,595)	163.8%	1,595
Parks & Open Spaces :- Direct Expenditure	6,951	7,500	549	0	549	92.7%	1,595
4101 Repair/Alteration of Premises	3,801	5,000	1,199		1,199	76.0%	2,900
4141 Water Services	4,546	5,000	454		454	90.9%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,621	4,000	1,379		1,379	65.5%	
4301 Purchase of Furniture/Equipmen	14,736	5,000	(9,736)		(9,736)	294.7%	15,126
Parks & Open Spaces :- Indirect Expenditure	25,938	21,000	(4,938)	0	(4,938)	123.5%	18,026
Net Income over Expenditure	(24,458)	(20,955)	3,503				
6000 plus Transfer from EMR	19,620						
Movement to/(from) Gen Reserve	(4,838)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	17,604	16,646	(958)			105.8%	
The Hub :- Income	17,594	16,646	(948)			105.7%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	<u>433</u>	<u>500</u>	<u>67</u>	<u>0</u>	<u>67</u>	<u>86.6%</u>	<u>0</u>
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,995	2,000	5		5	99.7%	
4112 Gas	145	2,000	1,855		1,855	7.3%	
4171 Grounds Maintenance Costs	4,299	2,000	(2,299)		(2,299)	215.0%	3,900
The Hub :- Indirect Expenditure	<u>9,105</u>	<u>8,000</u>	<u>(1,105)</u>	<u>0</u>	<u>(1,105)</u>	<u>113.8%</u>	<u>3,900</u>
Net Income over Expenditure	<u>8,056</u>	<u>8,146</u>	<u>90</u>				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	<u>11,956</u>						
Grand Totals:- Income	72,454	65,765	(6,689)			110.2%	
Expenditure	211,522	129,333	(82,189)	0	(82,189)	163.5%	
Net Income over Expenditure	<u>(139,068)</u>	<u>(63,568)</u>	<u>75,500</u>				
plus Transfer from EMR	119,287						
Movement to/(from) Gen Reserve	<u>(19,781)</u>						

Agenda Item: LA 755

Committee: Leisure, Amenities and Environment

Date: 28th Feb 2023

Title: Action plan

Report Authors: Parks Officer

Purpose of Report: To note.

Introduction

The action plan is produced to keep the committee updated on the progress of projects agreed by the L&A committee.

Background

The action plan is kept up to date by the Parks officer for each meeting.

Analysis

Completed projects, cctv installation, tree planting at Howard park, renewal of the café lease and the installation of the bottle filling station at Centenary Park.

Other notable items are.

- The cycle hub license is now progressing.
- A test of the soil is taking place at centenary park on the 6th of March to look at the drainage of the proposed pathway,

Conclusions

The action plan shows that there are some projects that are over running their proposed completion dates, these are partly due to staff shortages and some outside bodies delaying things.

Recommendations

To note this report.

Implications

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

<u>Financial</u>	
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Licence for Park Run Container 12/03/2021	Cladding- the club are obtaining quotes after being let down by the contractor. Town clerk chasing the lease up	Park run/ Town Clerk	£1 a week rent	N/A	Dec 2021	
Cycle hub licence/ lease	Liddy leading has been away on long-term sick leave, she is now back and is in discussions with her legal dept and has indicated it will be completed imminently.	Town clerk			2022	
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Marketing campaign has been pushed back to January 2023 due to resources since consultant left	Comms Officer	No budget set	No budget	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park	Architect draft drawings received; drainage investigation dig to take place on the 6 th March to look at filtration rates of the soil	Parks officer	TBA	CIL	2023	
New water refill station in Centenary Park LA 672 12/04/2022 COMPLETED	Awaiting installation after low temperatures delayed this.	Parks officer	£7000	CIL/ 106	Autumn 2022	completed 10/02/2023
New Café lease COMPLETED	Has been approved by full council	Town clerk			2022	Approved at full council

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Shepherds Down – Public Consultation LA530 09/02/2021	Yet to be started	LAE Committee	TBA	PTC CIL	31/03/2022	
TFG to review the information from the survey on The Oval, Epinay Park and recommend how to progress the findings.	This is still ongoing, and reports need finalising.	TBC			2022	
Epinay Park / Playground LA584 20/07/2021	Delayed until funding from Webb yard is available. TFG set up to look at the survey results.	Parks Officer/ Committee members		PTC CIL Webb's Yard	Not set	
Howard Park – Tree Planting LA510 15/12/2020 COMPLETED	Trees ordered Oct 2022 and planted in December 2022	Parks Officer	£65.00	Tree Planting Reserve	Jan 2023	Completed Dec 2022
Howard Park – Accessible picnic bench to be purchased. Howard Park – Resin bond the path LA542 23/03/2021	CIL bid approved – suggested to wait until pathway is completed before buying and fitting the seat. LDC were taking the lead on the pathway	Projects O & Parks officer	CIL	LDC CIL Bid & PTC CIL	Not set	
Permaculture tree planting Scheme LA 510 15 th Dec 2020	Planting started but 6 trees still to be planted.	Parks Officer		Budget	Jan 2023	
CCTV update and working with Sussex Police COMPLETED	Camera installation completed; this project now comes under the P&F committee	Cllr Symonds/ Town Clerk	CIL	PTC CIL	2022	COMPLETED CCTV INSTALLATION ON OCTOBER 2022

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Electric van leasing C952	Toyota have started the process/ searches ready for the order to be placed. Demo of the van has been carried out by the groundstaff. Delivery time approximately 6 months	Parks O/ TC/ FO	£4,296 p/a	Budget and reserves	2023	
Management Plans to be produced for PTC parks	Parks officer has started to produce a ground maintenance management of amenity areas document	LAE Committee/ Parks Officer			Not set	
Green spaces infrastructure audit including an Inclusivity audit of green spaces	NHDP currently compiling the information which will aid PTC in completing this.	Parks Officer/ Cllr Gallagher/ Committee members	Not set	N/A	Not set	
Ouse valley cares bid. LA 618	Funding granted. Mosaic designs to be presented to L&A when ready	DC/ Parks O/ Finance O	£33,900 over three years			
Signage project in Parks and around PTC land.	TFG to meet and recommend designs within the Brand Guidelines. First TFG in January	projects	CIL		2023	
To resurface the overflow carpark at Centenary Park	Expression of interest being compiled	Parks officer/ Finance officer	TBA	CIL BID	TBA	
Carparking management at Centenary Park project LA744	Work has started on this project	Parks officer	£2000	PTC CIL	Spring 2023	

Key: Green = on target

Blue = project partly completed

Red = project behind schedule

Highlighted text shows an environmentally beneficial project.

Completed Projects in 2022

1. Tree Planting – Urban Tree Fund
2. Tree Planting – Trees for Downs
3. New football club lease
4. New extra toddler swing at Centenary Park
5. Install cycle racks in Howard Park
6. Purchasing battery powered equipment for the grounds team.
7. New roundabout installed at 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

projects in 2021

1. Allotments – Review & Update Policy
2. Café Forecourt Area – paving
3. The Dell – Water Refill Fountain
4. The Dell Wildflower Planting
5. Dell log wall replacement
6. Epinay park bank reinstatement
7. Centenary Park playground removal of sand surfacing and replacing with rubber safety surface
8. Tree survey
9. Repairs to playgrounds reported by the annual inspection
10. Install bollards at Centenary Park in car parking
11. Install a grease trap at the gateway café
12. Replace Gateway café lights
13. Howard Park – Cycle Racks
14. Centenary Park / New swing
15. The Dell Heritage Board and Interpretation Board
16. Peacehaven & Telscombe Football Club Lease

Agenda Item: LA 756

Committee Leisure, Amenities and Environment

Date: 28th February 2023

Title: Update of Allotment Gardens Policy and Procedures

Report Authors: Parks Officer and Cllr Gallagher

Purpose of Report: To update and seek agreement from Committee.

INTRODUCTION

At the Leisure, Amenities and Environment (L.A& E) Committee meeting held on 20th December 2022 a Task and finish Group was set up to "review, improve, develop and implement the allotment procedures, ongoing administration and management." Members of the TFG are Parks Officer, Information, and bookings Officer and 2 other Officers also Cllrs Gallagher, Duhigg and Sharkey.

The three meetings of the TFG Group were held and there were clear deadlines for renewal letters to be sent out in January with the new administration year for Allotment Tenants starting in February 2023.

The review has been completed with clear process identified with an updated Policy, clear procedures, letters reviewed and Terms and Conditions adopted September 2022

The process using RBS is not as flexible and easy to use as some Microsoft and App facilities. Access to RBS is by Licence and costly.

New methods of compiling and retrieving information will be explored by Officers in the future.

This would make the progress more streamlined and less labour intensive and paper based in line with PTC Climate Pledge.

BACKGROUND

The need for this review was identified as a result of long-standing complaints received by Peacehaven Town Council in 2022 concerning the enforcement of existing Terms and Conditions and the evidence available of agreements with Tenants of the Allotments.

There are circa 90 tenants with the original 48 plots having been divided to try to meet demand.

The fee for 2023/24 is £35PA for full plot and £25PA half plot. The fee is set in accordance with a national guideline.

The new Terms and Conditions with a new Agreement Letter for signature and return were sent out in January 2022 with a request for return with annual fee.

ANALYSIS

At the TFG meeting on 13th February 2023.

Approx. 20 agreements were outstanding.

Three tenants have given up their plots these will be reallocated by the information officer.

Two have asked for exceptional extra time to comply with Terms & Conditions.

There have been two written complaints from two residents and one other (these are under confidential items on this agenda), with two further letters answered by the Parks Officer.

There has been one request to replace a shed like for like which was agreed by the Parks officer.

The PTC Complaints procedures are to be reviewed by a Task & Finish Group and Allotments complaints will be dealt with through a common process ultimately being reported to this committee if they cannot be resolved easily.

Inspections are carried out by Officers every 6 months i.e., March/April and September/ October.

A pro-forma check list is used and details input on RBS system.

Health and safety as well as general upkeep is part of the inspection.

Following the Inspections any problems observed are followed up with a letter.

Pro-forma of the letters to be used to deal with the process which may ultimately lead to a tenant losing their plot.

COMMUNICATION

1. The September 2023 Terms and Conditions sets out in no.8 and that "A 60cm/2ft boundary must be maintained between the allotment and any adjoining land and kept clear "and again in No.13 "there is to be a gap of 2feet or 60cm left clear between an allotment plot and residential properties."

This is a re wording of the original terms and conditions which stated, "*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*" so, officers and Plot Holders require some guidance and a timescale to bring the boundary areas into line.

- a) It is recommended that Clear in this context means "free from obstruction" so that it is possible to walk across the boundary area without having to move or avoid anything. Should this be added as an amendment to the 2023 terms and conditions?
 - b) What surfacing is approved to be in the 60cm gap? Membrane, stone, mulch, grass, soil and should not present a Health and Safety risk such as trip hazards. Should this be added as an amendment to the 2023 terms and conditions?
 - c) What timescale do allotment holder have to adhere to the new rule? 3 months or 6 months?
2. It is recommended that there should be an Agenda item at each L.A & E Committee meeting to provide an update particularly on the data relating to the Allotments e.g., Numbers of plots changing hands, Number on waiting lists, Number of Complaints etc.

At this there may at times be a "nothing to report" item.

3. To approve having a list of Frequently Asked Questions (in appendices below) that will be compiled as an aide memoire for all concerned.
4. The update to the website page has already occurred, should allotment information be in the E-News for reference each month?
5. It is recommended that one or two Councillors be authorised as liaison between the Allotment tenants and the Council to develop relationship to improve goodwill.

If agreed these are to adhere to standing orders which state,

RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall:

inspect any land and/or premises which the council has a right or duty to inspect; or issue any orders, instructions or directions.

If agreed who will be the councillor's representative?

CONCLUSION

The Allotments are a valued Community Asset of Peacehaven Town and are always oversubscribed.

To ensure transparency and equality every aspect of their management needs to be open to scrutiny.

Recommendations

Councillors are asked to note the contents of this report and to agree the following.

1. To agree the processes and procedures detailed in this report numbered 1a, 1b, 1c and 2, 3, 4 and 5.
2. To approve the new Allotment Policy in the appendices which covers all of the rights and responsibilities concerning the Allotments.
3. To approve the 3 enforcement letters in the appendices.

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>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	Allotments are a great social value to the town
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

Draft Allotment policy statement

1. Introduction

Peacehaven Town Council owns and manages an allotment garden site at Cornwall Avenue, Peacehaven.

The allotment gardens are managed in accordance with a set of Terms & Conditions which are updated annually.

Oversight of the allotment site is primarily delegated by Council to the Leisure, Amenities, and Environment Committee.

2. Policy Statement

Peacehaven Town Council recognises the positive impact that allotments have, not only for growing quality, low-cost produce, but also for the environment, the community, and on peoples mental and physical health.

The Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely.

3. Relevant legislation, guidance, and internal procedures

- Small Holdings and Allotments Act 1908
- Allotments Act 1922, 1925, 1960
- Health & Safety at Work Act 1974
- Managing Health and Safety at Work Act 1999
- NSALG: Growing in the Community
- Peacehaven Town Council Allotments Terms & Conditions

4. Peacehaven Town Council:

- ✓ Will enforce the Allotment Terms & Conditions
- ✓ Will undertake bi-annual inspections of the allotment site to ensure compliance with the terms and conditions.
- ✓ Retains the right to make exceptions to the Terms & Conditions at the discretion of Committee or Council
- ✓ Will otherwise respect the tenants right to quiet enjoyment of their plot.
- ✓ Maintains an up-to-date Risk Assessment for Officers, Councillors, and other Staff or Volunteers entering the allotment site.
- ✓ Seek to consult with allotment stakeholders about management decisions and promote partnership working.

5. Allotment tenants:

- ✓ Will, when requested, return a signed copy of the agreement to the terms & conditions.
- ✓ Will pay the annual rent due for the allotment plot.
- ✓ Will maintain their designated plot to a standard congruent with the terms & conditions.
- ✓ Must notify the Council as soon as practically able to of any considerations as to why the terms & conditions cannot be adhered to.

- ✓ Can raise any questions, problems, or concerns directly to the Leisure, Amenities, and Environment Committee during the public session.

6. Enforcement

The Leisure, Amenities, and Environment Committee shall oversee the implementation and enforcement of this policy.

Where tenants are not meeting the agreed Terms & Conditions, Officers will notify the tenant by the means of enforcement letters, for which agreed pro-forma letters are available.

Copy of the three Draft enforcement letters

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Informal warning.

Dear

Cornwall Avenue Allotments

During an inspection carried out by officers of Peacehaven Town Council on the -----, it was noted that your plot no ---- did not appear to have been recently/ satisfactorily cultivated. This is a breach of section 6 of the allotment terms and condition 2023.

There may be a legitimate reason for this, if so, would you please contact me at the earliest opportunity.

A further inspection will be carried out 30 days from the date of this letter and if no significant improvement has been made to the plot in that time a formal warning letter will be issued.

Uncultivated plots are a nuisance to neighbouring tenants and I am sure you will agree that the cooperation of all tenants is required to maintain an effective, properly cultivated allotment site.

Should you wish to terminate your tenancy in the meantime please remove any property belonging to you from the allotment and notify me accordingly and we will then re allocate the plot.

Parks Officer

Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven, East Sussex. BN10 8BB
Tel: 01273 585493

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council. The Councils' Privacy Policy sets out how we collect, use, and securely hold your data, and can be viewed on the Council website.

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TOWN CLERK
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MERIDIAN CENTRE
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Informal warning.

Dear

Cornwall Avenue Allotments

During an inspection carried out by officers of Peacehaven Town Council on the -----
-, it was noted that your plot no ---- did not appear to have been recently/ satisfactorily cultivated. This is a breach of section 6 of the allotment terms and condition 2023.

There may be a legitimate reason for this, if so, would you please contact me at the earliest opportunity.

A further inspection will be carried out 30 days from the date of this letter and if no significant improvement has been made to the plot in that time a formal warning letter will be issued.

Uncultivated plots are a nuisance to neighbouring tenants and I am sure you will agree that the cooperation of all tenants is required to maintain an effective, properly cultivated allotment site.

Should you wish to terminate your tenancy in the meantime please remove any property belonging to you from the allotment and notify me accordingly and we will then re allocate the plot.

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Formal warning letter.

Dear

On the ----- a letter was sent out as an informal warning to you that plot no --- did not appear to have been recently/ satisfactorily cultivated This is a breach of section 6 of the allotment terms and condition 2023. 30 days later Peacehaven Town Council officers re inspected the plot and there was not evidence of significant improvement.

There may be a legitimate reason for this, if so, would you please contact me at the earliest opportunity.

A further inspection will be carried out 30 days from the date of this letter and if no significant improvement has been made to the plot in that time a notice to quit will be issued to you in accordance to section 31 of the terms and conditions 2023.

Uncultivated plots are a nuisance to neighbouring tenants, and I am sure you will agree that the cooperation of all tenants is required to maintain an effective, properly cultivated allotment site.

Should you wish to terminate your tenancy in the meantime please remove any property belonging to you from the allotment and notify me accordingly and we will then re allocate the plot.

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Frequently asked questions

Q Where are the Allotments ?

A In Cornwall Avenue, East Peacehaven off Arundel Road

Q. Am I eligible for an Allotment?

A Yes if you are a Resident of Peacehaven and over 18years old. One allotment per household.

Q. How to I apply for an allotment.?

A Contact Peacehaven Town Council and you will be able to join a waiting list.

Q. How are the allotments allocated?

A on a first come first served basis.

Q What if I do not want the plot I am offered ?

A You will have the ability to say no once if you say no twice you will be removed from the waiting list and will have to join the list at the bottom should you apply again.

Q. How much do they cost?

A. An annual fee is charged of £35 for full plot and £25 for half plot.

Q. What is my legal status if I sign up for an allotment ?

A. You will be a tenant with a years commitment to abide by the Terms and Conditions and Allotment Policy.

Q. What can I do on my plot ?

A. Full details are in the Terms and Conditions. As a guide 75% of the plot to be cultivated or ready for cultivation ,remaining 25% to be kept tidy.

You are also responsible for the maintenance of half width of any paths you share with others.

Q What about the allotment boundaries , what do I need to do ?

A. A 2ft (60cm) clear area needs to be maintained between the allotment plot and residential properties or as directed by The Council.

Q. What do you mean by clear ?

A. Clear of obstructions Maintaining a walkway for Health and Safety for inspections and to ensure Council insurances and Householders property is not damaged or compromised.

Acceptable surfaces include low lying grass, firm soil , no weeds,
No trip hazards. The council will give individual advice as required.

Q. Can I have a shed and /or a Green House

A. Yes with prior permission and a plan.

Terms and Conditions no 13 covers Sheds, Greenhouses, Poly tunnels and Compost Containers

Temporary foundation not exceeding 9inches (0.229 metres high)

7ft high (2.1 m) at apex

8ft long (2.44m)

6ft Wide (1.8m)

Made of metal. timber, glass or pvc.

Compost container 4 x 6 x2.6 Feet and inches Maximum (1.2m x1.8m x 0.7m)

Poly Tunnel 7ft High at apex (2.1M) Length and width 6FT (1.8m)

Peacehaven Town Council Master Allotment Inspection Schedule

Site: Cornwall Avenue

Due Between 01/05/2022 and 20/02/2023

Date of Inspection:

21/02/2023

11/26

Plot Number	General Condition	Rubbish on Plot	Hazardous Objects	Percentage Worked	Structure(s) Condition	Walkway Condition	Comments
CA01	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 0 % <input type="checkbox"/> 25 % <input type="checkbox"/> 50 % <input type="checkbox"/> 75 % <input type="checkbox"/> 100 %	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	
Last Result	Very Good	No	No	100%			Inspected on 25/04/2022 Next Due 01/11/2022
CA02A	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 0 % <input type="checkbox"/> 25 % <input type="checkbox"/> 50 % <input type="checkbox"/> 75 % <input type="checkbox"/> 100 %	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	
Last Result	Good	No	No	100%			Inspected on 29/04/2022 Next Due 28/10/2022
CA03A	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 0 % <input type="checkbox"/> 25 % <input type="checkbox"/> 50 % <input type="checkbox"/> 75 % <input type="checkbox"/> 100 %	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	
Last Result	Very Good	No	No	100%			Inspected on 26/08/2021 Next Due 03/10/2022
CA04	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 0 % <input type="checkbox"/> 25 % <input type="checkbox"/> 50 % <input type="checkbox"/> 75 % <input type="checkbox"/> 100 %	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	<input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> N/A	
Last Result	Very Good	No	No	100%			Inspected on 26/08/2021 Next Due 03/10/2022

Continued on Page 2

Agenda Item: LA 757

Committee: Leisure, Amenities and Environment

Date:

Title: Displays on memorial benches

Report Authors: Parks Officer

Purpose of Report: To decide.

Introduction

In our amenity areas we have many memorial benches sited these are bought by the residents to remember their loved ones, benches are a vital part of parks as they give people a place to rest when walking, especially the less abled residents.

Background

We have a memorial bench in the Dell which has been adorned with pictures and flowers to the point the bench was not really usable to sit on. The resident who bought the bench was asked to remove the items, and they asked if they could keep the pots and flowers by the legs of the bench.

On top of that a resident took it upon themselves to remove the pots and flower and throw them in a nearby bin, fortunately these were recovered by the grounds team and returned to the owner, but this cause some distress to them.

Analysis

The memorial bench is meant to a place to reflect and remember a loved one but is also a seat for all residents to use to rest read a book and take in the views.

When the resident bought the bench, they did ask if they could put pots and a mosaic around the bench and were informed verbally that this was not to be done.

Unfortunately, the memorial bench policy does not include a section on displays and flowers as this had been removed many years ago when the policies were updated in 2016.

Conclusions

This is a very sensitive subject but needs to be addressed to give clear instructions on what is or is not allowed.

Things to consider are, health and safety for bench users (i.e., Trip hazards), the memorial bench owners, and their wellbeing, do displays make residents wary of using the benches.

Recommendations

The committee are asked to decide the following.

1. Are displays/ flowers to be allowed on the memorial benches.
2. To amend the memorial bench policy to show this decision.

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>	Health and safety laws
<u>Environmental and sustainability</u>	Wellbeing of residents and bench owners
<u>Crime and disorder</u>	
<u>Social value</u>	Benches are vital to the residents using the amenity areas
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

Pictured below is the original display on the bench



Pictured below is the bench with just the flowers and pots in place.



Agenda Item: LA 758

Committee: Leisure, Amenities and Environment

Date: 28th Feb 2023

Title: Agree terms and conditions relating to the Gateway Café mobile catering unit

Report Authors: Parks Officer

Purpose of Report: To decide

Introduction

The café were given permission to have a kiosk located outside of the café, the cafe took the decision to install a trailer unit instead and this was agreed temporarily by the town Clerk.

Background

The Council's LA&E Committee originally said that it was happy to give the go ahead for the Kiosk, subject to the following: -

1. Finish to be similar to the wood on the café.
2. Proof that the Café insurance would cover any potential damage from fire/ vandalism on the café building that fire/ vandalism in the kiosk might cause.
3. A fire break gap should be left between the kiosk and the café building (at least 1 meter would be advisable).
4. The kiosk will be subject to the relevant provisions of the existing (extended) Lease.
5. The kiosk will be subject to the provisions of the new Lease, when agreed and signed.

Analysis

The mobile catering unit has been agreed at full council, but the terms of the of the agreed unit need updating.

Conclusions

The amended terms and conditions to read as below.

1. Finish to be similar to the wood on the café.
2. Proof that the Café insurance would cover any potential damage from fire/ vandalism on the café building that fire/ vandalism in the mobile catering unit might cause.
3. A fire break gap must be left between the mobile catering unit and the café building (at least 1 meter would be advisable).
4. The mobile catering unit will be subject to the relevant provisions of the existing (extended) Lease.
5. The mobile catering unit will be subject to the provisions of the new Lease, when agreed and signed.

Recommendations

The committee are asked to agree to the changes to the wording from kiosk to mobile catering unit made in the conclusion's section above.

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>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

Agenda Item: LA 759

Committee: Leisure, Amenities and Environment

Date: 28th Feb 2023

Title: Offer to renew the skate park mural

Report Authors: Parks officer

Purpose of Report: To approve.

Introduction

The skate park was built in 2014 as part of the big parks project over seen by LDC and was devolved to PTC shortly afterwards. We inspect and repair this facility regularly to keep it in good condition.

Background

We have been approached by a local artist who would like to design and paint a new mural over the current faded artwork on the site.

Proposal for painting of mural at Peacehaven Skatepark.

I would like to paint a mural on the wall at Peacehaven Skatepark that already has artwork on it that was painted several years ago.

I have attached photographs of the walls present condition.

Over time, the artwork has faded and deteriorated unfortunately.

I would like to repaint this wall with a new design.

I could either paint the name of the Skatepark again [Zero Degrees] or a design based around the phrase "Peace and Unity", or something of a similar theme of positivity.

I am an artist who has a lot of experience in mural creation and could complete this work in a safe and professional manner.

I would be using spray paint for this project and could supply the paint and mural for no cost to the Council. I would do this as i live in Peacehaven, had noticed the condition of the wall and would like to do something positive for the area.

If this proposal is approved, i would supply finished plans of the design before painting, a full risk and COSHH assessment and method statement as required.

If you have any questions about my proposal, please do not hesitate to contact me.

Please see the attached photos of the present state of the wall.

Many thanks,

Analysis

The current artwork has faded and suffered with tagging which has been removed but this does cause the original pain to fade.

Conclusions

A new set of artwork on the skate park would help brighten up the area and make it a more inviting place for the users. As stated in the email from the artist he would *supply finished plans of the design* and would supply all his materials at no cost to PTC.

Recommendations

The committee are asked to approve the artist to supply his finished plans for the design to this committee to decide on.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	No cost to ptc
<u>Legal</u>	
<u>Environmental and sustainability</u>	The new artwork would help raise the profile of the skate park area
<u>Crime and disorder</u>	
<u>Social value</u>	The new artwork might encourage new users to the skate park
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

The current artwork





Examples of the artists previous works





Agenda Item: LA 760

Committee: Leisure, Amenities and Environment

Date: 28th Feb 2023

Title: Parks grounds maintenance management plan

Report Authors: Parks officer

Purpose of Report: To note.

Introduction

As part of the green infrastructure plan, we need to have a management plan showing what works we currently do within our parks and lands.

Background

PTC employ their own grounds team to maintain the amenity areas, carrying out all aspects of works, from mowing to playground repairs keeping the areas to a high standard.

Analysis

Each area is treated individually to make sure suitable works are carried out after considering the local environment. The management plan is a document showing what maintenance works are carried out through the year.

Conclusions

In the appendices section is an example of the management plan for the Dell, please let me know if there is anything to be added to this?

Recommendations

The committee are asked to make any recommendations and to note this report.

Implications

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

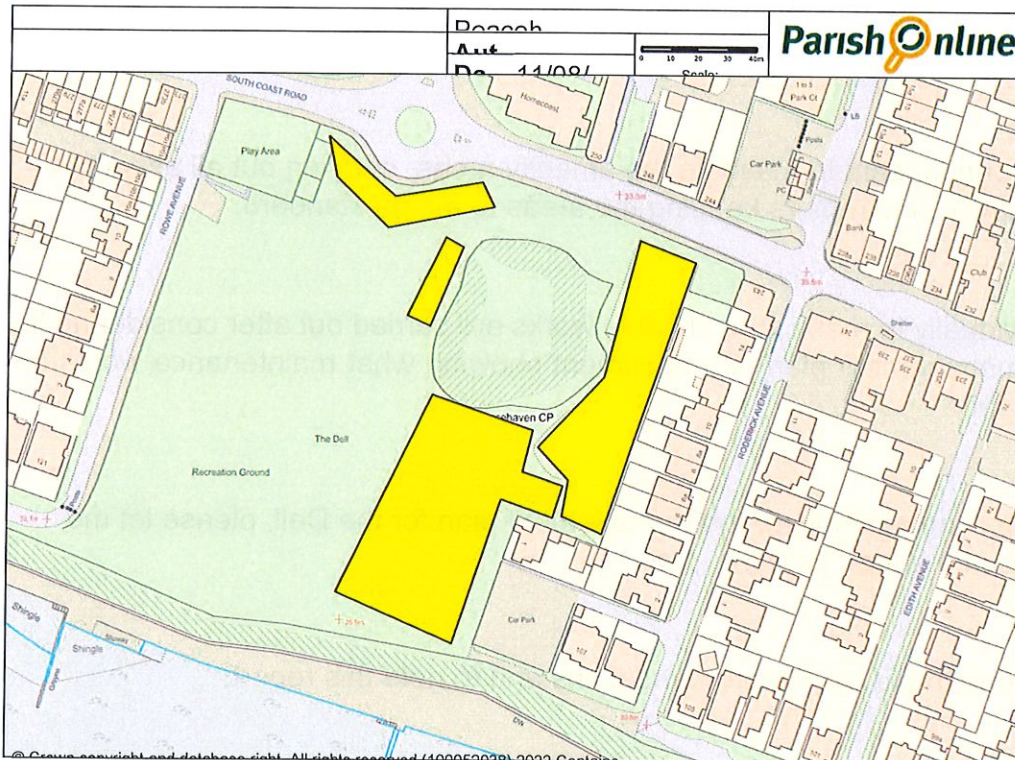
<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	N/A
<u>Legal</u>	
<u>Environmental and sustainability</u>	These are to be considered when managing an amenity area
<u>Crime and disorder</u>	
<u>Social value</u>	Amenity areas are vital to the resident health and wellbeing
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Amenity areas are green spaces amongst the urban sprawl

PEACEHAVEN TOWN COUNCIL GROUND MAINTENANCE MANAGEMENT PLAN

THE DELL

Grass cutting

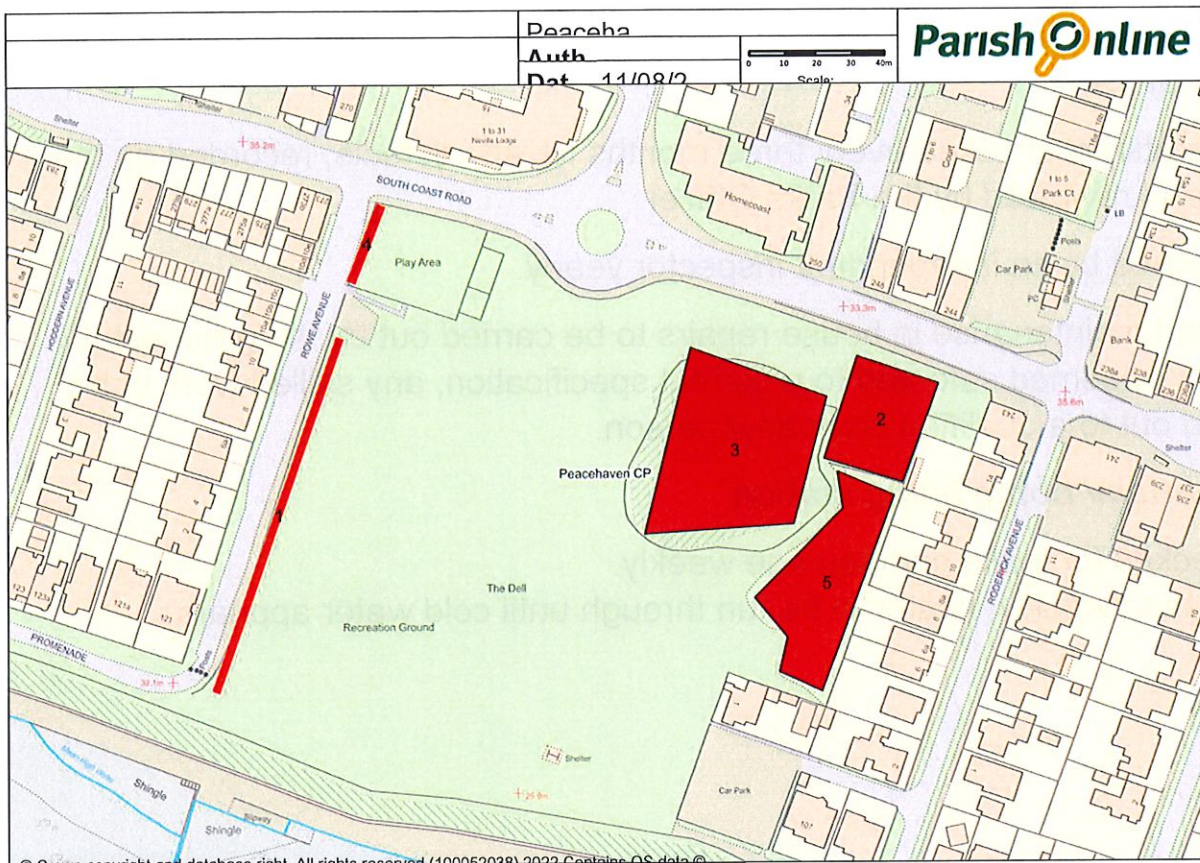
Areas planned to be left to rewild are marked in yellow below.



The rest of the grass areas to be cut up to 12 times a year as required to maintain the area for hiring etc, with a 5-meter boundary left untouched next to the cliff top fence.

Boundary fences and obstacles to be trimmed as required when mowing.

The Dell hedges and scrub areas



1. Rowe avenue – mixed hedge to be cut once a year in late summer/ autumn.
2. Northeast scrub area privet hedges – to be cut twice a year.
3. Scrub area in the crater – cut back once a year to halt ingress on to the grass area.
4. Playground – hedge cut as required to keep clear the sightline to the road and growth over the playground.
5. Wild scrub area – left untouched if possible.

Fences, Gates, and Pathways

To be checked twice a year for security and damage, in house repairs to be carried out by the groundstaff/ handyman if deemed safe and to a correct specification, any skilled work to be contracted out to a qualified company/ person.

Locks to be checked for operation and oiled or greased twice a year.

Playground

To be visually checked weekly all data input on to the play app and reviewed by the Parks Officer.

To be operational checked every three months for any defects, recorded on the play app and reviewed by the Parks Officer.

To be checked by an independent inspector yearly.

Repairs and maintenance in house repairs to be carried out by the groundstaff/ handyman if deemed safe and to a correct specification, any skilled work to be contracted out to a qualified company/ person.

Water fountain/ bottle filling station

To be checked for leaks and damage weekly.

To be cleaned weekly, (water to be run through until cold water appears).

Agenda Item: LA 761

Committee: Leisure, Amenities and Environment

Date: 28th Feb 2023

Title: Damaged trees removed

Report Authors: Parks officer

Purpose of Report: To note.

Introduction

Peacehaven Town Council has many trees on its parks and these are surveyed every year to check the health and if there is any damage.

Background

The tree survey schedule is carried out as follows.

Years 1+2 carried out by the Parks Officer

Years 3 an independent tree survey is carried out by a contractor.

Analysis

This year I found two trees in a dangerous condition one willow at Epinay Park and a Pine tree at Foxhill open spaces.

Conclusions

The Willow tree had a large split in the main trunk and had already had works carried out by the builders next door as a branch had snapped on to their land.

The pine tree was leaning over and had what turned out to be a large area of rot in the main trunk and when removed was found to be unstable.

As these were both deemed unsafe and local contractor EH treecare were asked to remove them asap, and they carried out the works within 2 days of the order being placed at a Total cost of £960 which came from the tree works budget heading.

Recommendations

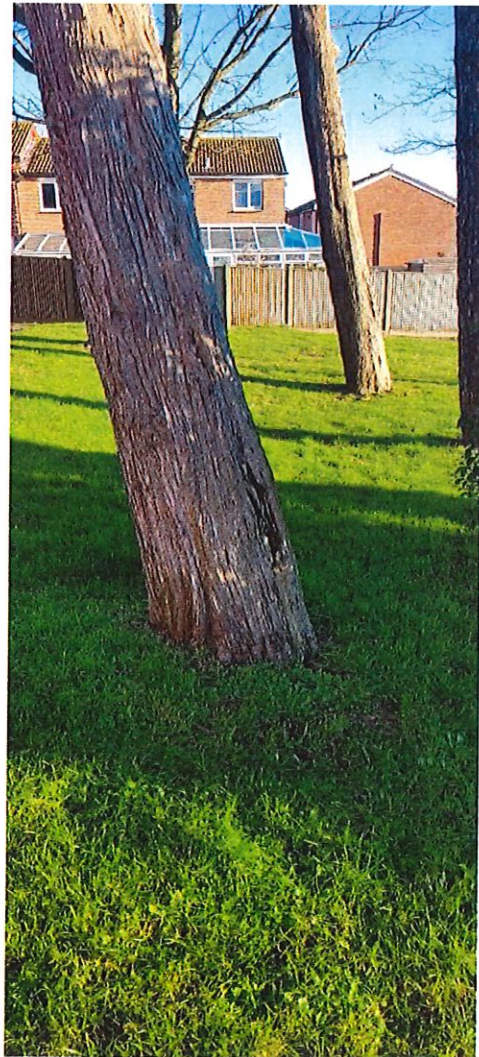
The committee are asked to note this report.

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?	Use of budget
<u>Legal</u>	Emergency safety works
<u>Environmental and sustainability</u>	Trees are vital to the environment.
<u>Crime and disorder</u>	
<u>Social value</u>	Trees are important both environmentally and provide shade on a sunny day.
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Trees absorb carbon

Appendices/Background papers



ANNUAL INHOUSE TREE SURVEY FINDINGS DECEMBER 2022

EPINAY PARK

- One willow tree in northeast corner split and damaged recommend immediate removal by a contractor **COMPLETE.**
- One goat willow tree in the southern end of the park split recommend removal by grounds team. **COMPLETE.**

FIRLE ROAD

- Ivy to be removed from trees where required by grounds team. **COMPLETE**
- Re pollard tree outside no 1 hairpin croft by grounds team. **COMPLETE**

FOXHILL/ ABBEY CLOSE

- 25% reduction and raise the canopy on evergreen oak in Abbey Close by grounds team **COMPLETE.**
- One pine tree in Foxhill with significant rot recommend immediate removal by a contractor **COMPLETE.**

SHEPHERDS DOWN

- Remove ivy from cherry trees by grounds team.
- Reduce by 25% cherry tree next to entrance gate by Grounds team after flowering in spring.

BOVIS EAST

- Fallen down young pine tree recommend removal by grounds team.

CENTENARY PARK

- Raise canopy in leylandii over pathway to allow horses to pass underneath by grounds team.
- Cut back and encourage sideways growth on trees around the football ground by grounds team.

Survey of all PTC amenity areas carried out by the Parks Officer.

Agenda Item: LA 762

Committee: Leisure, Amenities and Environment

Date: 28TH Feb 2023

Title: Groundstaff works update

Report Authors: Parks officer

Purpose of Report: To note.

Introduction

PTC employ a team of groundstaff to maintain the amenity areas.

Background

The team carry out the majority of servicing of the mowers and tractor every winter.

Analysis

This year the team were tasked to refurbish the Kubota tractor and Kubota collector mower.

This included a full service and repainting of the tractor and removal of all the bodywork, deep cleaning and a full service of the collector mower.

Conclusions

The works carried out should help the machines serviceable life increase.

Recommendations

To note

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?	Within budget
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

