



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@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 30<sup>th</sup> May 2023 at 7.30pm**

Present: Cllr Sharkey (Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Alexander, Cllr Fabry, Cllr Cheta, Cllr Harman, Cllr Campbell.

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

1 member of the public was present.

### **1 LA783 CHAIRS ANNOUNCEMENT**

The Chair opened the meeting at 19:31, welcomed everyone and went through the building fire procedures, asked that phones be put onto silent, and informed the Committee of the following:

- Next Bingo is 21st June 2023 – 2 – 4pm
- Cinema is also 21st June 7.30pm should The Unlikely Pilgrimage of Harold Fry
- Summer Fair is 8th July 11 – 4pm – all Cllrs asked to attend please.
- Deadline for content submissions for July eNews is COP 23rd July 2023.
- Peacehaven & Telscombe FC have just won the RUR Cup.

### **2 LA784 PUBLIC QUESTION TIME**

A member of the public advised the Committee that the main path in the allotments has ruts and holes that are getting very deep in places and starting to cause access issues.

The Parks Officer advised that he will look into the path.

### **3 LA785 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Ashby-Parkin & Smith.

These apologies were **noted**.

Cllr Harman is substituting for Cllr Ashby-Parkin, and Cllr Campbell is substituting for Cllr Smith.

### **4 LA786 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

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

### **5 LA787 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

Cllr Seabrook proposed Cllr Ashby-Parkin as Vice Chair, Seconded by Cllr Wood. Cllr Seabrook read out a statement from Cllr Ashby Parkin about why she would like to be vice chair.

Cllr Alexander proposed Cllr Cheta as Vice Chair, Seconded by Cllr Fabry. Cllr Cheta gave a statement as to why he would like to be vice chair.

6 voted in favour of Cllr Ashby Parkin as Vice Chair, 4 in favour of Cllr Cheta.

Cllr Ashby-Parkin was elected Vice-Chair of Committee.

**6 LA788 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 18<sup>TH</sup> APRIL 2023**

**Proposed By:** Cllr Gallagher

**Seconded By:** Cllr Seabrook

The minutes of the meeting held on 18<sup>th</sup> April 2023 were **agreed and adopted**.

**7 LA789 TO NOTE THE BUDGET UPDATE**

There was a brief discussion on the Committees budget generally, and that CIL funds are also available for projects.

The Committee **noted** the budgetary update.

**8 LA790 TO NOTE THE ACTION PLAN UPDATE**

The Parks Officer introduced the item.

Cllr Seabrook updated the Committee about action plan item 8 (Howard Park), that although the District Council have lost the expected funding for the access path, we should still go ahead with the resin bonding of the path and accessible picnic bench.

Cllr Gallagher gave a brief update on item 12 (Green Spaces Audit), that a lot of this was done as part of the Neighbourhood Development Plan, continued evidence gathering is required.

Cllr Gallagher also asked for an update on item 4 (Big Park pathway). The Parks Officer informed that we are still awaiting contractors drawings to come back to us.

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

**9 LA791 TO PROGRESS BUSINESS PLAN ELEMENTS**

The Chair gave an overview of this item.

It was proposed that Councillors pick their 5 top priorities from the business plan elements relevant to this Committee and email the Town Clerk with their choices, which the Town Clerk will collate and a Task & Finish Group be set up to look at.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Seabrook

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

The Task and Finish Group to consist of Cllrs Gallagher, Sharkey, and Norcott-Jones.

**10 LA792 TO NOTE ALLOTMENT UPDATE**

The Parks Officer gave a summary of the report, in particular that the warning letter sent to allotment tenants whose plots needed improvement was poorly received.

It was proposed that the Committee set up a Task & Finish Group to look at the allotment policy and terms & conditions, and how it is working in practice.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Fabry

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

The Task and Finish Group to consist of Cllrs Gallagher and Sharkey, supported by the Parks Officer.

#### **11 LA793 TO NOTE EPINAY AND OVAL SURVEY**

It was proposed that the Task and Finish Group be reformed to look at the results of the survey now that the analysed results are available.

**Proposed by:** Cllr Griffiths

**Seconded by:** Cllr Cheta

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

The Task and Finish Group to consist of Cllrs Griffiths, Seabrook, and Harman, supported by the Committees and Assistant Projects Officer.

#### **12 LA794 TO DECIDE RESURFACING CARPARK**

The Parks Officer summarised the report.

There was a discussion on the item, the suitability of the proposed surface, including consideration for parent & child and disabled parking provision.

It was proposed that the Parks Officer proceed with getting quotes for a crushed stone surface, with consideration for parent & child, and disabled spaced.

**Proposed By:** Cllr Gallagher

**Seconded By:** Cllr Seabrook

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

#### **13 LA795 TO DECIDE MUGA COURT OPENING ISSUE**

There was a discussion on the issue, with points including that it is a public amenity, damage to fence/courts, anti-social behaviour, paying hirers, alternative fencing options, and neighbours all being discussed.

It was proposed that the MUGA be left open.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Fabry

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

#### **14 LA796 TO DECIDE FOOTBALL FOUNDATION FUNDING**

The Parks Officer summarised the report.

It was proposed that the Committee approve the recommendations in the Officers report.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Fabry

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

#### **15 LA797 COMPLAINTS MAY 2023**

The Committee discussed the complaints that have been logged since the last meeting, highlighting that most of the complaints PTC has responsibility for were in relation to the allotments.

The Committee **noted** the report.



**16 LA798 TO REVIEW THE STATUS AND REQUIREMENT FOR THE SIGNAGE TFG**

The Committee discussed the previous signage TFG and the need to standardise town signs in line with the brand guidelines.

It was proposed to reform the Signage Task and Finish Group.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Seabrook

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

The Task and Finish Group to consist of Cllrs Griffiths, Norcott-Jones, and Fabry, with support from the Committees and Assistant Projects Officer, and Cllrs Smith and Ashby-Parkin who are not present at the meeting to be asked if they would like to participate.

**17 LA799 OPEN GARDENS REQUEST BY HORTICULTURAL SOCIETY**

There was a lengthy discussion on the matter.

It was proposed that the Horticultural Society be allowed to include the allotments in the Open Gardens event, subject to limits on the times it is advertised as open, suitable Risk Assessments being provided, and that the allotments must be stewarded throughout the period it is open for the event.

**Proposed by:** Cllr Cheta                      **Seconded by:** Cllr Gallagher

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

*1 member of the public left at this point – 20:36*

**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:-*

**18 LA800 TO APPROVE THE TOILET CLEANING CONTRACTOR**

There was a discussion about the terms and conditions of the cleaning contract.

It was proposed that the Committee approve the new cleaning contract.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to this proposal by majority, with 2 abstentions.

**19 LA801 TO REQUEST FOR A WARNING LETTER TO BE RESCINDED BY AN ALLOTMENT HOLDER**

The Chair introduced the item and gave some background information.

The Committee discussed the confidential report.



It was proposed that the Committee not rescind the letter, but given that no further complaints against the plot holder in question have been made in the past 3 months, that the Committee agree to strike the letter from the record, and that the Committee Chair be authorised to write to the plot holder to this effect.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Seabrook

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

## **20 LA802 ALLOTMENT COMPLAINT LETTERS RE HARRASMENT**

The Parks Officer gave a summary of the confidential report and background to the items.

It was proposed that a warning letter be written to the plot holder referenced in the report, citing the Allotment terms and conditions relating to nuisance and harassment, and to include a request that if any mitigating circumstances, or viewpoints that may not have been considered by Committee are applicable, that the plot holder inform us of this.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to this proposal by majority with 2 abstentions.

## **21 LA803 COMPLAINT REGARDING SITE VISITS TO THE ALLOTMENTS**

The Parks Officer summarised the confidential report and gave some background to the item.

The Committee discussed that monthly visits seemed excessive and unnecessarily onerous on Officer time, however, it was highlighted that we can't change the inspection schedule, just reinforce that any visits are only permitted when accompanied by Officers.

It was proposed that Officers meet with the plot holder to discuss the matter.

It was proposed that the Committee approve the recommendations in the Officers report.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Gallagher

The Committee **resolved** to **agree** to this proposal by majority with 2 abstentions.

## **22 LA804 COMPLAINT RE PLOT X**

The Committee **noted** the confidential report.

## **23 LA805 TO CONFIRM DATE OF NEXT MEETING AS THE 18<sup>TH</sup> JULY 2023**

The next meeting of this Committee was **confirmed** for 18<sup>th</sup> July 2023.

*There being no further business, the meeting closed at 21:22.*



**Agenda Item:** LA 811  
**Committee:** Leisure, Amenities and Environment  
**Date:** 18<sup>th</sup> July 2023  
**Title:** budget update  
**Report Authors:** Zoe Malone/ Parks Officer  
**Purpose of Report:** To note.

---

### **Introduction**

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

### **Analysis**

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

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

### **Recommendations**

To note this report





## Detailed Income &amp; Expenditure by Budget Heading 10/07/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	404	6,600	6,196		6,196	6.1%	
4203 Fuel	1,878	6,050	4,172		4,172	31.0%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<b>2,258</b>	<b>14,150</b>	<b>11,892</b>	<b>0</b>	<b>11,892</b>	<b>16.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,258)</b>	<b>(14,150)</b>	<b>(11,892)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	4,809	13,845	9,036			34.7%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	1,696	3,000	1,304			56.5%	
1061 S/P Court Hire	449	2,500	2,052			17.9%	
Sports Park :- Income	<b>13,336</b>	<b>25,110</b>	<b>11,774</b>			<b>53.1%</b>	<b>0</b>
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	0	7,250	7,250		7,250	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	1,827	10,500	8,673		8,673	17.4%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	4,731	10,000	5,269		5,269	47.3%	
Sports Park :- Indirect Expenditure	<b>9,788</b>	<b>35,095</b>	<b>25,307</b>	<b>0</b>	<b>25,307</b>	<b>27.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,548</b>	<b>(9,985)</b>	<b>(13,533)</b>				
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	1,665	5,000	3,335		3,335	33.3%	1,600
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	171	500	329		329	34.2%	
4112 Gas	68	500	432		432	13.7%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	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	1,828	4,000	2,172		2,172	45.7%	161
4355 Wifi	102	585	483		483	17.4%	
Big Park :- Indirect Expenditure	<b>14,331</b>	<b>38,825</b>	<b>24,494</b>	<b>0</b>	<b>24,494</b>	<b>36.9%</b>	<b>1,761</b>
<b>Net Expenditure</b>	<b>(14,331)</b>	<b>(38,825)</b>	<b>(24,494)</b>				
6000 plus Transfer from EMR	1,761						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,570)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 10/07/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	2,103	8,999	6,896			23.4%	
1111 Electricity	3,037	10,000	6,963			30.4%	
<b>Gateway Cafe :- Income</b>	<b>5,141</b>	<b>18,999</b>	<b>13,858</b>			<b>27.1%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	57	972	915		915	5.8%	
4355 Wifi	127	540	413		413	23.5%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>184</b>	<b>17,012</b>	<b>16,828</b>	<b>0</b>	<b>16,828</b>	<b>1.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,957</b>	<b>1,987</b>	<b>(2,970)</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>4,975</b>	<b>8,000</b>	<b>3,025</b>			<b>62.2%</b>	<b>0</b>
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	2,000	2,000		2,000	0.0%	
4106 Signage	0	1,000	1,000		1,000	0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	70	5,000	4,930		4,930	1.4%	
4141 Water Services	447	3,500	3,053		3,053	12.8%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,187	4,000	2,813		2,813	29.7%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>1,860</b>	<b>17,000</b>	<b>15,140</b>	<b>0</b>	<b>15,140</b>	<b>10.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,115</b>	<b>(13,500)</b>	<b>(16,615)</b>				
<b>355 The Hub</b>							
1084 Sports Pavilion	4,569	16,979	12,410			26.9%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	135	270	135			50.0%	
1303 Water Charges	38	150	113			25.0%	
1355 Wifi	53	210	158			25.0%	
<b>The Hub :- Income</b>	<b>4,794</b>	<b>17,879</b>	<b>13,085</b>			<b>26.8%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 10/07/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	0	2,000	2,000		2,000	0.0%	
4355 Wifi	79	420	341		341	18.9%	
The Hub :- Indirect Expenditure	(421)	10,920	11,341	0	11,341	(3.9%)	0
<b>Net Income over Expenditure</b>	<b>5,215</b>	<b>6,459</b>	<b>1,244</b>				
Grand Totals:- Income	28,246	69,988	41,742			40.4%	
Expenditure	28,000	138,002	110,002	0	110,002	20.3%	
<b>Net Income over Expenditure</b>	<b>246</b>	<b>(68,014)</b>	<b>(68,260)</b>				
plus Transfer from EMR	1,761						
<b>Movement to/(from) Gen Reserve</b>	<b>2,007</b>						



**Agenda Item: LA 812**

**Committee: Leisure, Amenities and Environment**

**Date: 18<sup>th</sup> July 2023**

**Title: Action plan update**

**Report Authors: Parks officer**

**Purpose of Report: To note**

---

### **Introduction**

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

### **Analysis**

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

### **Recommendations**

To note this report

### **Appendices/Background papers**





## Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Licence for Park Run Container 12/03/2021	Draft licence has been sent for approval. Cladding of the container still to be done Town clerk chasing the this up	Park run/ Town Clerk	£1 a week rent	N/A	Dec 2021	
Cycle hub licence/ lease	ESCC have rejected the proposed lease and are working on their own version.	Town clerk			2022	
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Marketing campaign has been pushed back until a comms officer is appointed	Comms Officer	No budget set	No budget	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park	Report on this agenda.	Parks officer	£64,722 as quoted on the original the original CIL bid documents	CIL	2023	
Shepherds Down – Public Consultation LA530 09/02/2021	Yet to be started	LAE Committee	TBA	PTC CIL	31/03/2022	
TFG to review the information from the survey on The Oval, Epinay Park and recommend how to progress the findings.	TFG has been formed to look at the survey results.	Parks officer			2022	

Epina Park / Playground LA584 20/07/2021	TFG reviewing the survey results	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	LDC are investigating funding sources for the access issues and kerbing as the original funding has fallen through.  PTC to proceed with the internal pathway and bench installation.	Parks officer	CIL	LDC CIL Bid & PTC CIL	Not set	
DELL playground 106 money inclusive project LA 691	LDC are advising directly to playground companies to finalise drawings for the committee to look at.	Parks officer	£50,000	106 held by LDC	Summer 2023	
Banner board removal project C1005	Full council approved removing the banner board from the existing location and to research alternative locations.  Current hiring is until Dec 2023 after which the board will be removed.	Parks officer				
Management Plans to be produced for PTC parks.		LAE Committee/ Parks Officer			Not set	



Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Management Plans to be produced for PTC parks. <b>COMPLETE</b>	Report on this agenda	LAE Committee/ Parks Officer			Not set	July 2023
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	Update on this agenda	TC/ Parks O/ Finance O	£33,900 over three years			
Signage project in Parks and around PTC land.	The signage TFG has been set up	Parks officer/ communications	CIL		2023	
To resurface the overflow carpark at Centenary Park	Parks officer obtaining quotes for a loose stone surface.	Parks officer/ Finance officer	TBA	PTC CIL	TBA	
Carparking management at Centenary Park project LA744	Completion is delayed due to staffing levels	Parks officer	£2000	PTC CIL	Spring 2023	

**Key:** Green = on target

Blue = project partly completed

Red = project behind schedule

Highlighted text shows an environmentally beneficial project.

## Completed Projects in 2023

1. Grounds management plans

## Completed Projects in 2022

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

Agenda Item: LA 813

Committee: Leisure, Amenities and Environment

Date: 18<sup>th</sup> July 2023

Title: Business plan

Report Authors: Parks Officer

Purpose of Report: To note.

---

## Introduction

The Business plan states.

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

## Background

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

## Analysis

The committee were asked to submit their priority list for discussion for the committee to aim to complete.

I have received one list from this committee.

1. Complete and use The Green Infrastructure Plan - Audit of Green Spaces
2. Increase sports and Leisure facilities- Working with LDC and incorporating all greenspaces and leisure buildings.
3. Increase accessibility for all leisure and sports amenities- Parks with 10 to 15 mins walk.
4. Improve signage and connectivity of green spaces.
5. Bring renewable/green energy to buildings in Centenary Park.

## Conclusions

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

## Recommendations

The committee are asked to note this report.

## Implications

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

## Implications

<b>Financial</b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	N/A
<b>Legal</b>	



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

## **Appendices/Background papers**

**Agenda Item: LA 814**

**Committee: Leisure, Amenities and Environment**

**Date: 18<sup>th</sup> July 2023**

**Title: Allotment update**

**Report Authors: Parks Officer**

**Purpose of Report: To note**

---

## **Introduction**

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

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

## **Background**

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

This document is an update on the allotments over the last month including the renewal figures and any correspondence received.

## **Analysis**

We have received two complaints regarding the Allotments,

1. Was a complaint about a tenant filming into a resident's house, the resident was advised to contact the police to report this.
2. Was a complaint from a tenant about the overgrown plots near to her allotment- the tenant was advised that we are in the process of dealing with these but that it takes time to adhere to the terms and conditions rules.

We also received emails recommending changes to how the allotments are run these are to be looked at by the Allotment TFG and any recommendation reported to the committee.

## **Conclusions**

## **Recommendations**

The committee are asked the following.

1. To note this report

## **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	N/A
--	-----



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

## Appendices/Background papers

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

Re: plot

Dear

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

The terms and conditions which you signed when paying for your tenancy included a section stating, *A 60cm (2 feet) boundary must be maintained between the allotment and any adjoining boundary fence line and kept clear of debris, and not used for produce growing or storage.*

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

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

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

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

Kind regards

The Environment, Leisure, and Amenities committee.

## **Replies**

### **Letter 1**

*Good morning*

*Can you forward this to the relevant person?*

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

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

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



## **Letter 2**

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

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

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

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

*Thank You,*

## **Letter 3**

*Dear sir or madam*

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

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

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

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

**Agenda Item: LA 815**

**Committee: Leisure, Amenities and Environment**

**Date: 18<sup>th</sup> July 2023**

**Title: Management/ maintenance 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 the completed management/ maintenance plan, this can be added to or amended whenever required.

### **Recommendations**

The committee are asked to note this report.

### **Implications**

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

### **Implications**

<b>Financial</b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	N/A
<b>Legal</b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b>Health &amp; Safety</b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	To be considered
<b>Planning</b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b>	



<ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	All relevant
<b>Crime and disorder</b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b>Social value</b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	All relevant
<b>Climate</b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	All to be considered

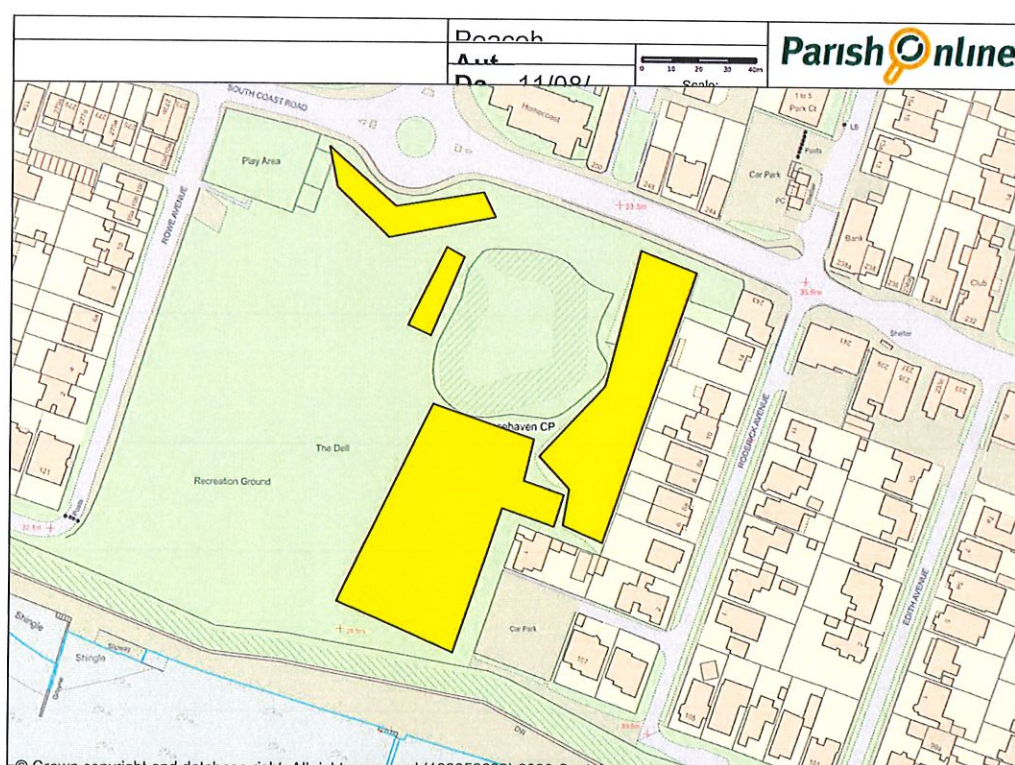
## Appendices/Background papers

### PEACEHAVEN TOWN COUNCIL GROUND MAINTENCE MANAGEMENT PLAN

## THE DELL

### *Grass cutting*

Areas marked in yellow on the map below are planned to be left to be managed wild meadows and scrubland, these will be maintained as and when required to keep them tidy and to prevent them becoming an eyesore.

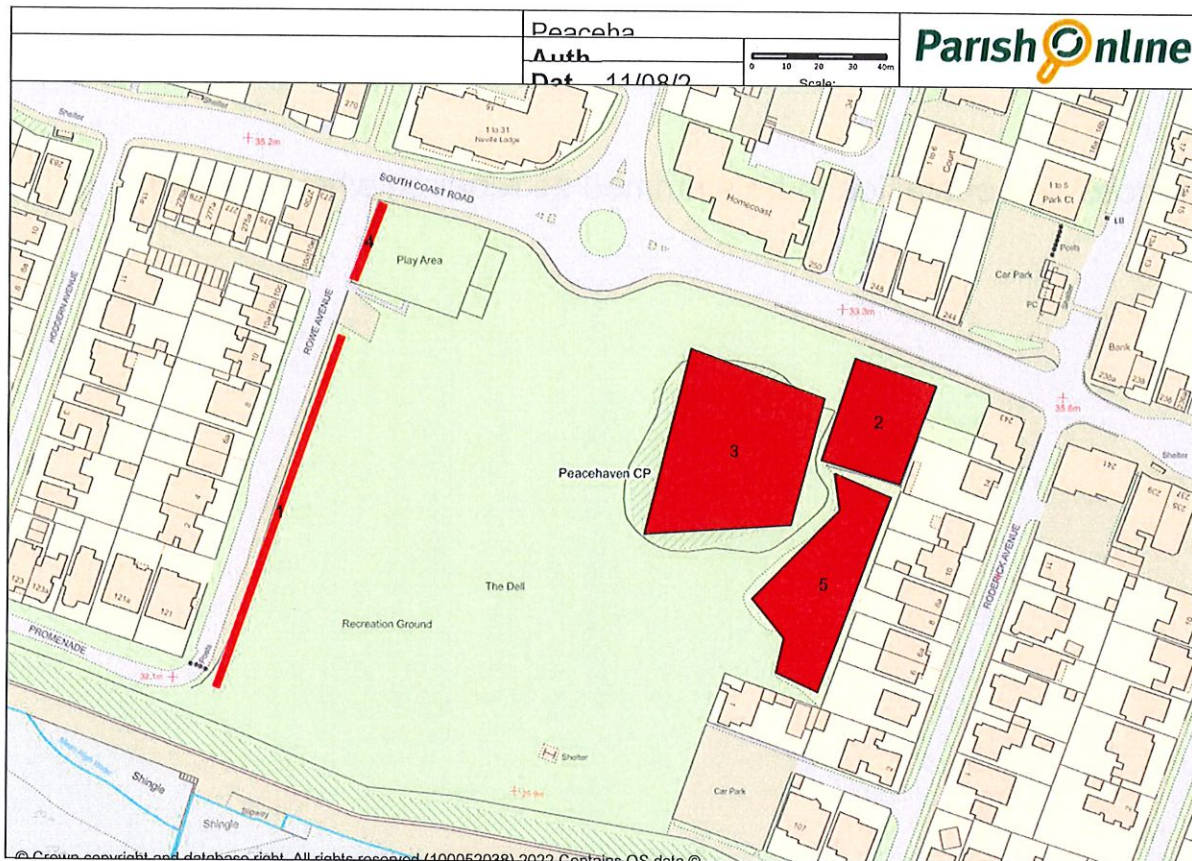




The rest of the grass areas to be cut up to 12 times a year as required to maintain the area for hiring etc, with a 5-meter boundary left untouched next to the cliff top fence.

Boundary fences and obstacles to be strimmed 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).

## ***Litter picking and dual waste bin emptying.***

Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.

## ***Benches***

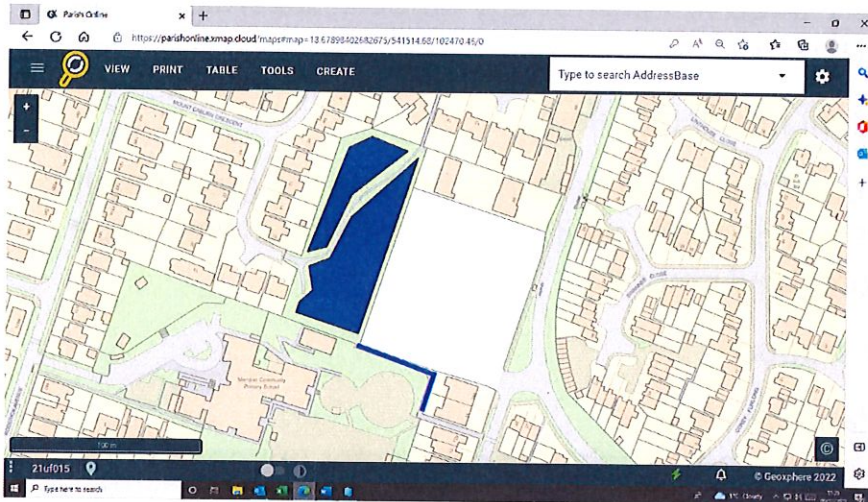
Memorial benches are maintained by the owners all other benches are maintained by the Handyman.



## EPINAY PARK

### *Grass cutting*

The grass (marked in blue on the map) is cut and strimmed up to 12 times 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.

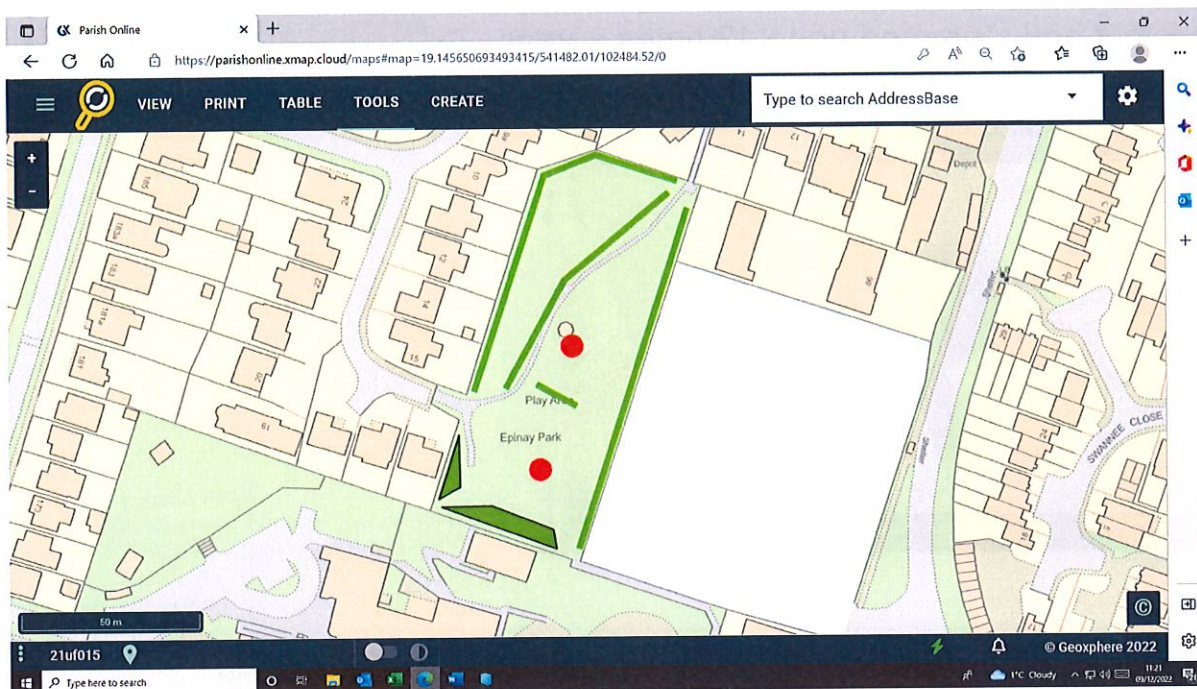
Repairs and maintenance in house repairs to be carried out by the groundstaff/ handyman if deemed safe and to a correct specification, any skilled work to be contracted out to a qualified company/ person.

### *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.

## ***Epinay Park hedges and scrub areas.***



The trees and shrubs, marked in dark green in the map above, are cut back once a year.

A tree survey is carried out annually in house and every 3 years by an independent arborist.

Leaf clearing is carried out when required.

### ***Litter picking and dual waste bin emptying.***

Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.

### ***Benches***

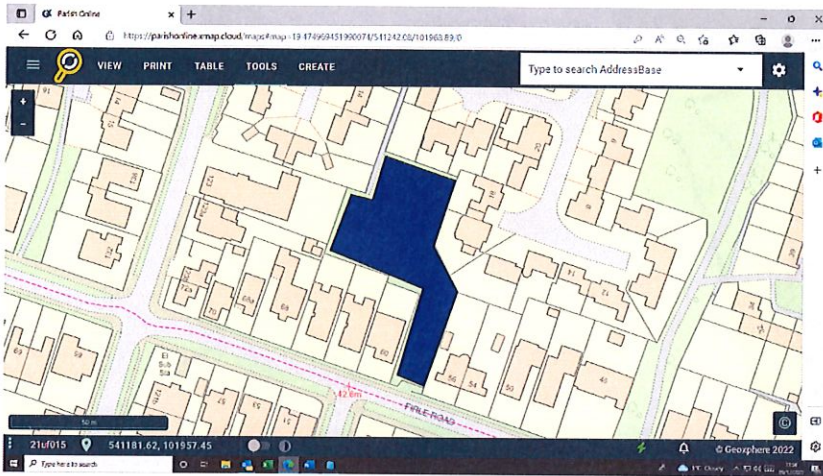
Memorial benches are maintained by the owners all other benches are maintained by the Handyman.



## **SHEPHERDS DOWN**

### ***Grass cutting***

The grass is cut and strimmed up to 12 times a year.



### ***Tree's***

A tree survey is carried out annually in house and every 3 years by an independent arborist, and any damage is rectified either in house or by a contractor.

Leaf clearing is carried out when required.

### ***Hedges***

The formal hedging is trimmed three times a year.

### ***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.

### ***Dog Agility course***

Checked for safety and security on a regular basis.

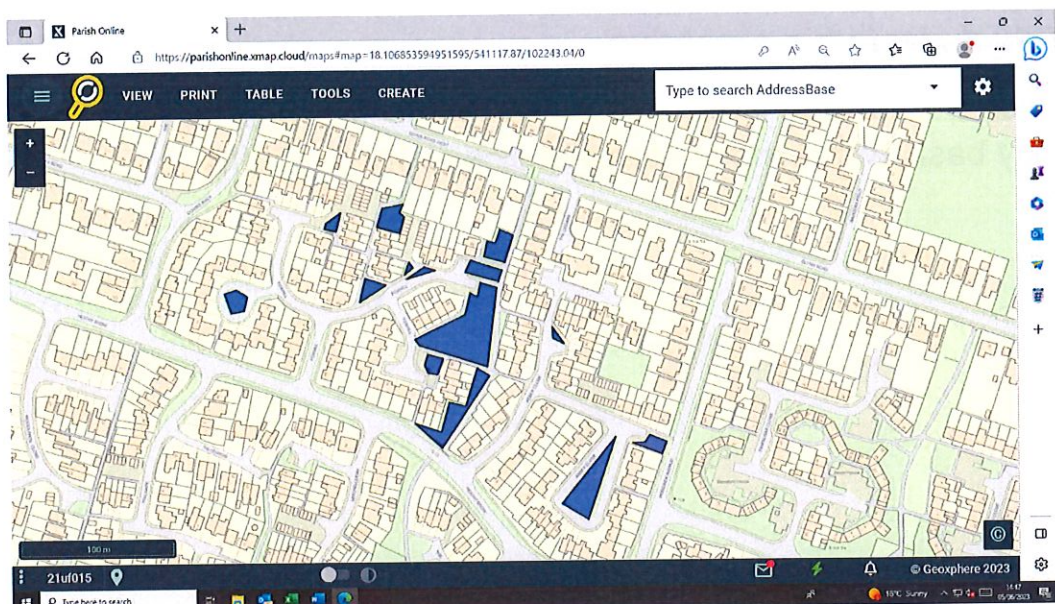
### ***Litter picking and dual waste bin emptying.***

Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.

## **FOXHILL/ ABBEY CLOSE OPEN SPACES**

### ***Grass cutting***

The grass is cut and strimmed up to 12 times a year.



## ***Tree's***

A tree survey is carried out annually in house and every 3 years by an independent arborist, and any damage is rectified either in house or by a contractor.

Leaf clearing is carried out when required.

## ***Hedges***

The formal hedging is trimmed three times a year.

## ***Playgrounds***

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.

## ***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.

***Litter picking and dual waste bin emptying.***

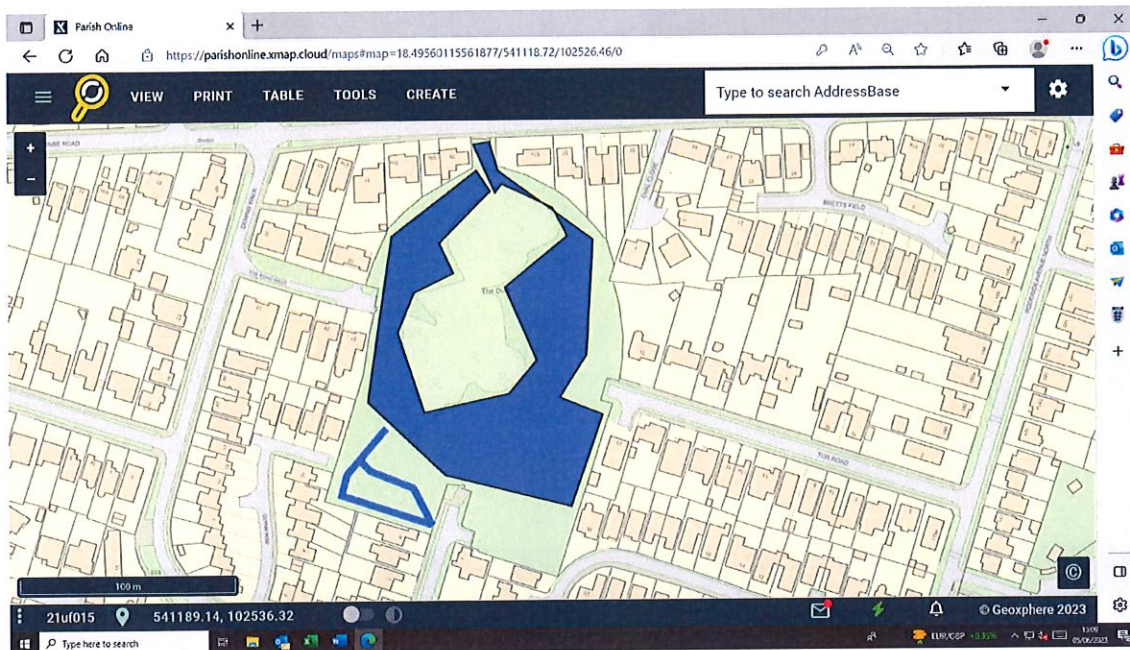
Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.



## THE OVAL

### ***Grass cutting***

Grass cutting has been reduced to cutting out just pathways 6 times a year and one flail mower type cut across the whole site once a year.



### ***Tree's***

A tree survey is carried out annually in house and every 3 years by an independent arborist, and any damage is rectified either in house or by a contractor.

Leaf clearing is carried out when required.

### ***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.

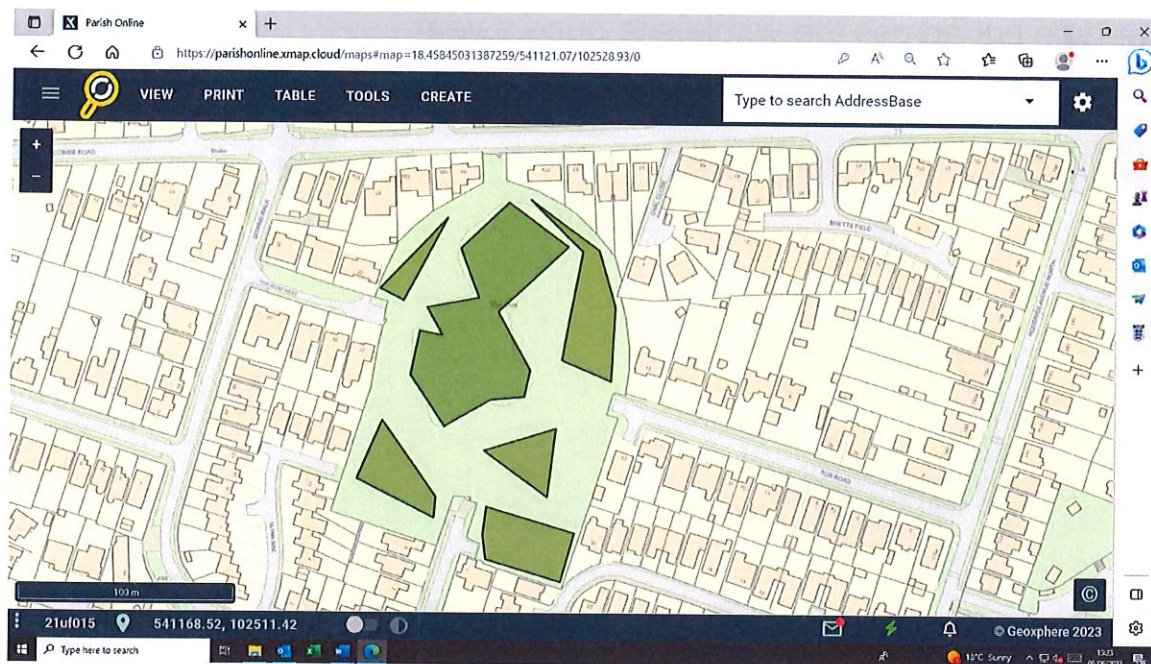
### ***Litter picking and dual waste bin emptying.***

Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.



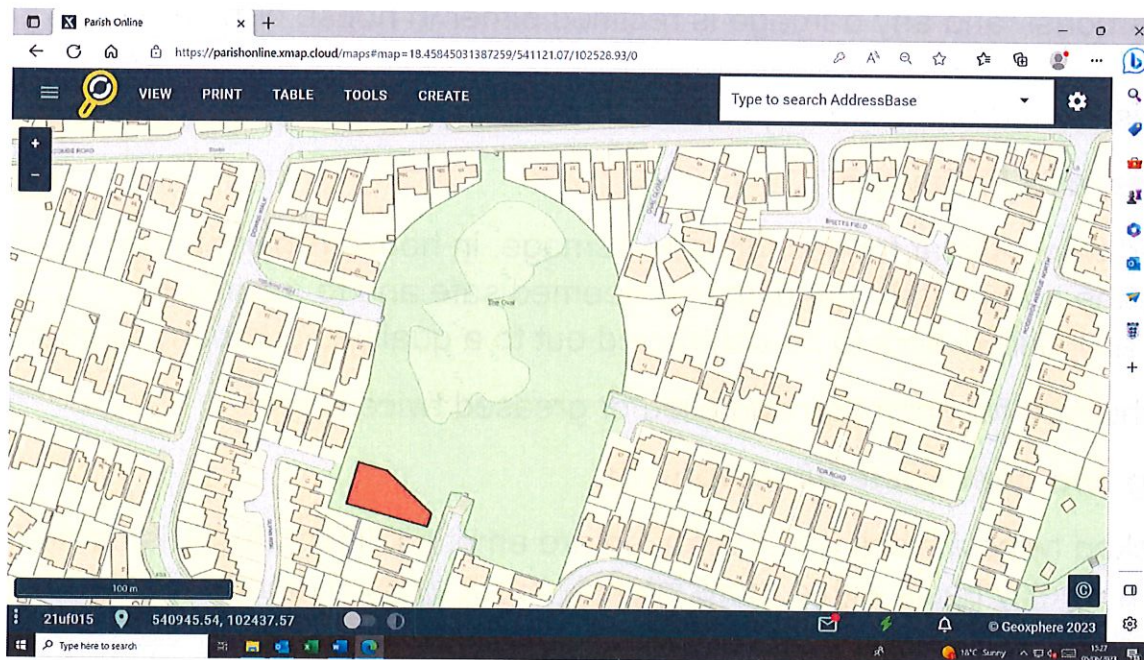
## Wild areas

These areas are left as much as possible, with occasional cutting back from fence lines and adjoining properties as and when required.



## Community Garden area

The community garden is located in the southeast corner of the Oval and is maintained by volunteers on a regular basis.





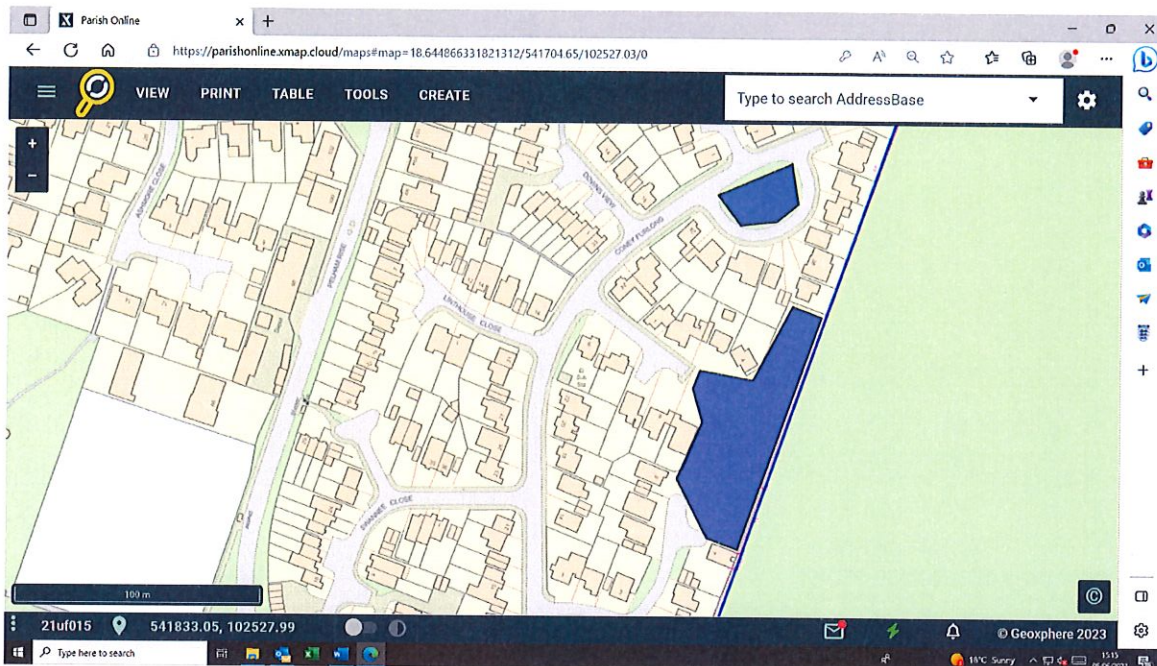
## ***Benches***

Memorial benches are maintained by the owners all other benches are maintained by the Handyman.

## CROOKS DEAN/ CONEY FURLONG

### ***Grass cutting***

The grass is cut and strimmed up to 12 times a year.



### ***Tree's***

A tree survey is carried out annually in house and every 3 years by an independent arborist, and any damage is rectified either in house or by a contractor.

Leaf clearing is carried out when required.

### ***Litter picking and dual waste bin emptying.***

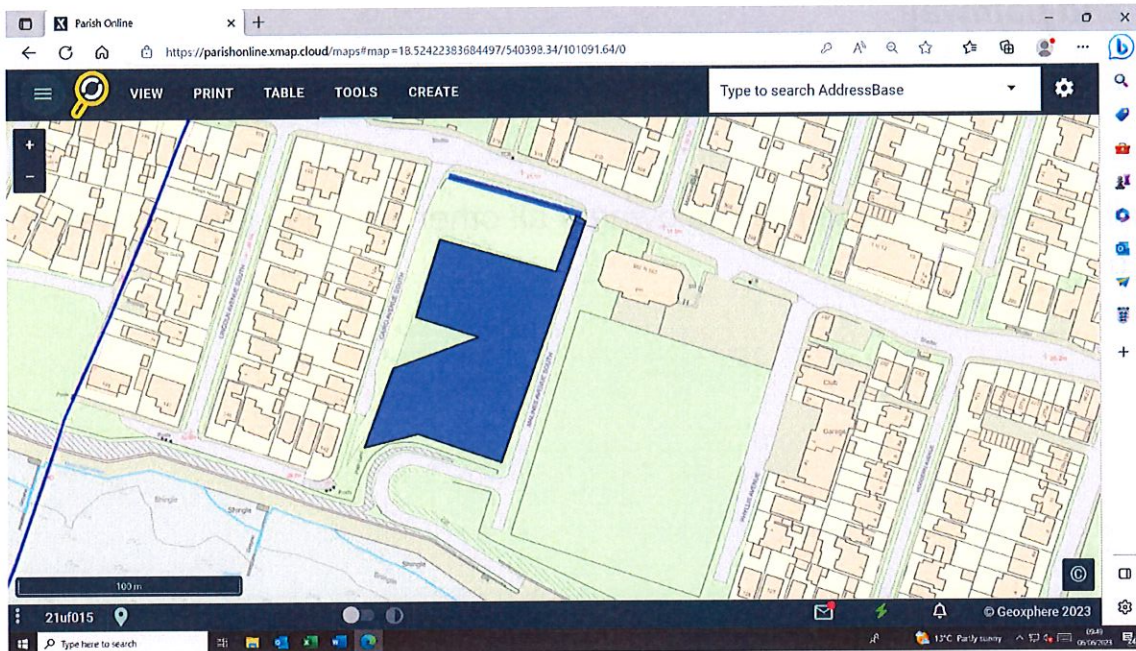
litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.



## HOWARD PARK (PEACE PARK)

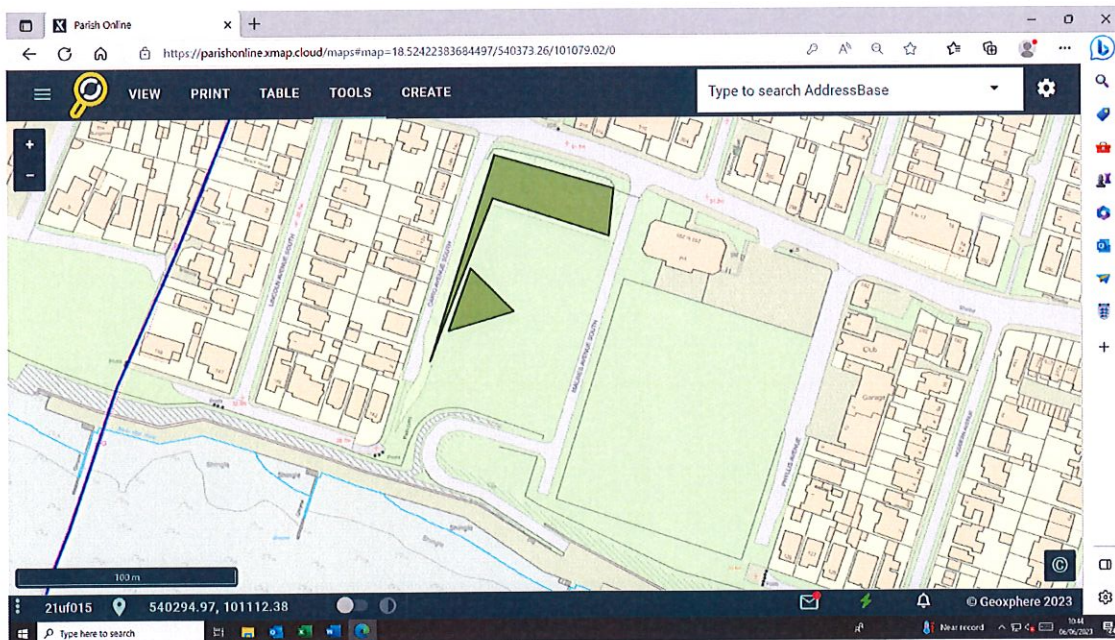
### *Grass cutting*

The grass is cut and strimmed up to 12 times a year.



### *Wildflower area and scrub area*

There is a patch of grass being left to encourage local flora and fauna, the scrub area by the A259 road is left entirely alone as a wild area.



### ***Litter picking and dual waste bin emptying.***

Litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months, bins are checked twice a week and emptied when required.

### ***Planted area and pathway.***

This area is checked regularly weed when required.

### ***Benches***

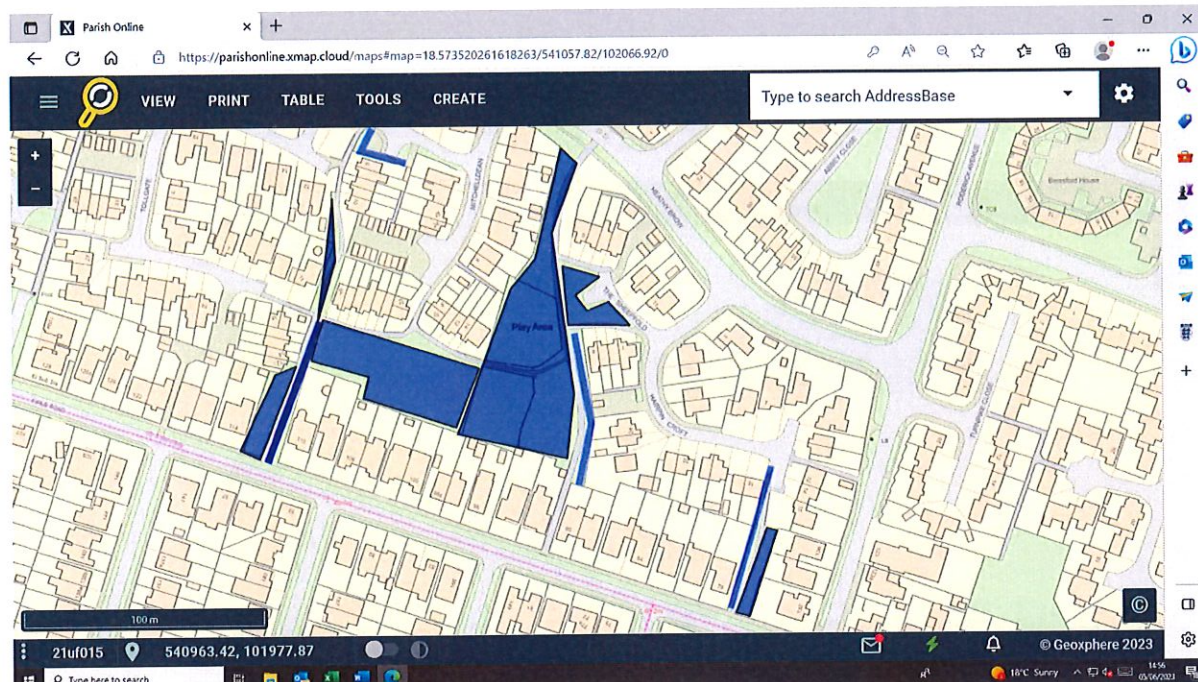
Memorial benches are maintained by the owners all other benches are maintained by the Handyman.



## FIRLE ROAD, MITCHELDEAN AND TOLLGATE

### ***Grass cutting***

The grass is cut and strimmed up to 12 times a year.



### ***Tree's***

A tree survey is carried out annually in house and every 3 years by an independent arborist, and any damage is rectified either in house or by a contractor.

Leaf clearing is carried out when required.

### ***Hedges***

The formal hedging is trimmed three times a year, informal hedges once a year.

### ***Litter picking and dual waste bin emptying.***

Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.

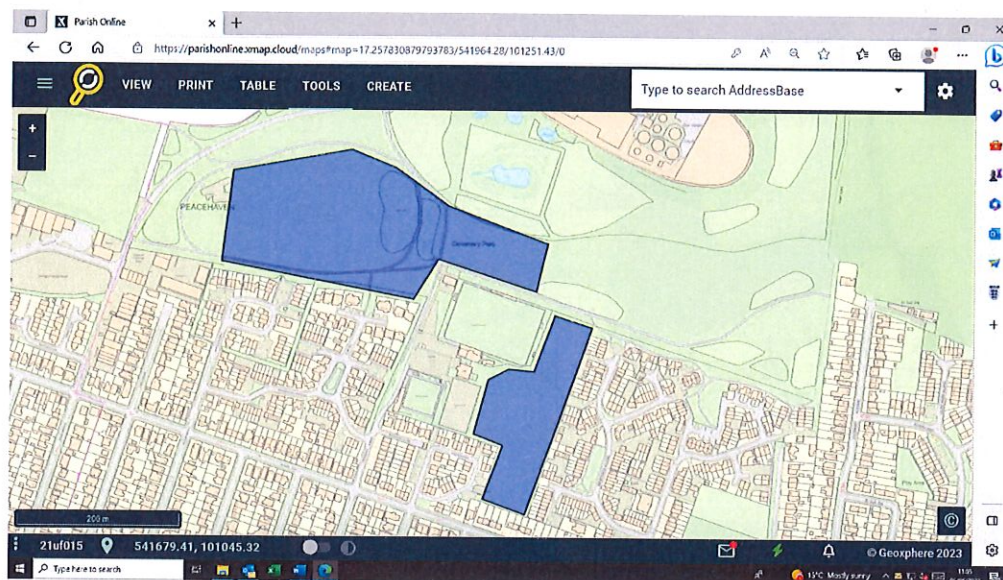


# CENTENARY PARK

## *Grass cutting*

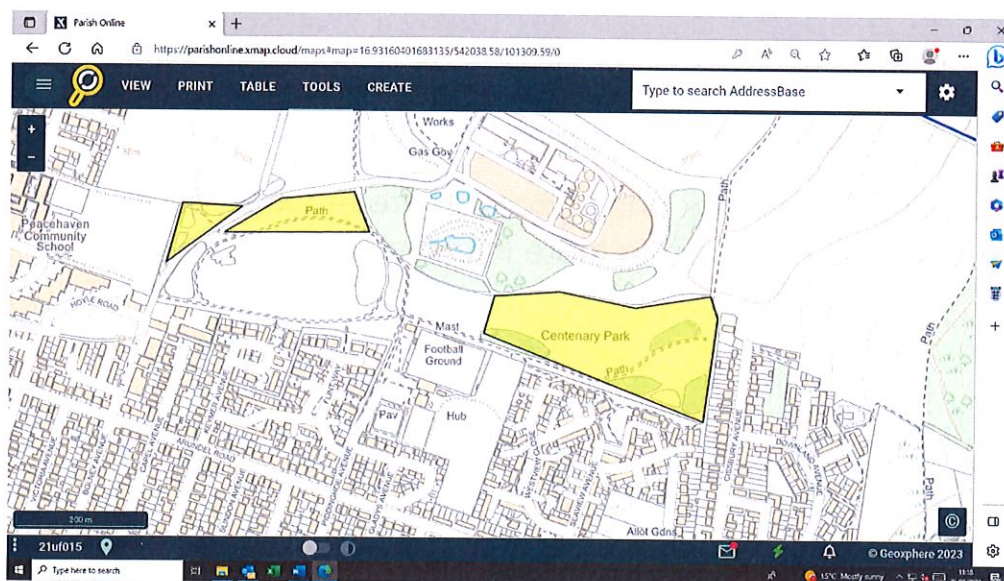
(Note: Sports pitches are maintained on a separate schedule to the grass cutting schedule)

The grass is cut and strimmed up to 12 times a year.



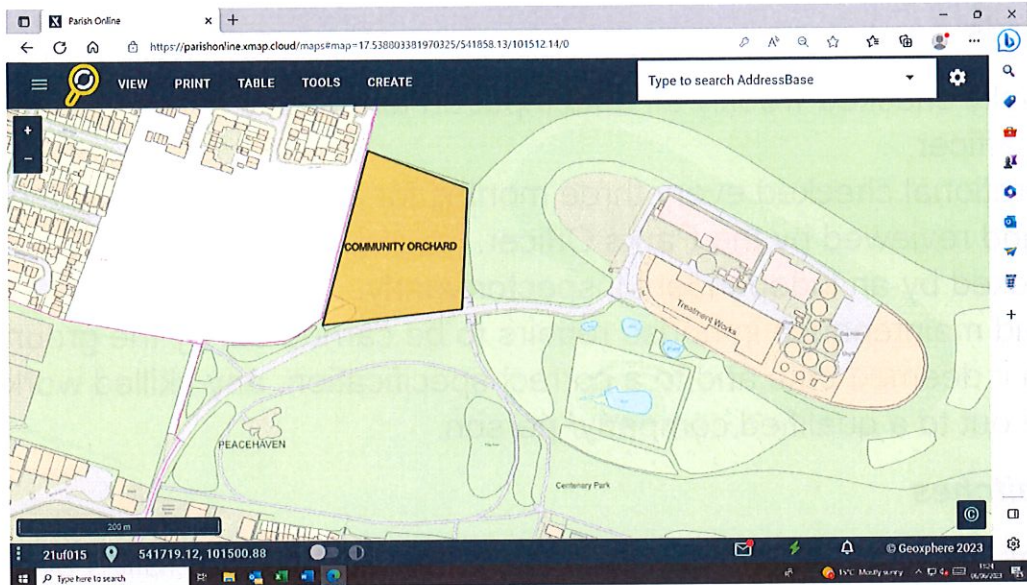
## *Wild meadow areas*

There are extensive wild grass meadow areas within the park these were part of the original layout of the big parks project to encourage wildlife and local flora and fauna. These are cut down once a year and the cuttings removed two weeks later this allows time for the seeds to drop off, then the cuttings are collected to prevent excessive nutrient entering the soil as this would encourage lush growth.



## *The community orchard*

The community orchard is run by volunteers, but we do cut the grass once a year when doing the rest of the wild meadows.



### ***Tree and scrub areas***

There are various planted areas containing trees and shrubs, these are left undisturbed unless the growth needs trimming back from pathways etc.

We have trees planted along the roadway to the sewage works these are currently being watered 14 times a year under a contract for permaculture as part of a funding agreement.

### ***Litter picking and dual waste bin emptying.***

Bins are checked twice a week and if required are emptied, litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months.



### ***Playgrounds***

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.

### ***Football pitches***

The football pitches are used mainly in the winter and are cut/ rolled and marked out weekly for the hirers.

### ***Bowls green***

The bowls green is maintained as required and there is a separate specification for this.

**Agenda Item: LA 816**

**Committee: Leisure, Amenities and Environment**

**Date: 18<sup>th</sup> July 2023**

**Title: phase two pathway upgrade project at Centenary Park**

**Report Authors: Parks Officer**

**Purpose of Report: To Note**

---

## **Introduction**

PTC were successful with a CIL bid to make further improvements to the pathways at Centenary Park, this is the section from the café north towards the southern water road which is constructed from Bredon sand which has washed away.

## **Background**

As part of a successful CIL bid to LDC for £40,000, with PTC CIL inputting £20,000. PTC employed GTA civils to carry out surveys and provide drawings for the section of path from piddinghoe avenue down to the café.

## **Analysis**

The Parks officer wrote a specification document to go out to tender, this was passed by the P&F committee with a slight amendment. This was sent out to the 4 companies who quoted for phase one of the project, with a deadline of July 29<sup>th</sup> 2023.

## **Conclusions**

Once the tenders are submitted, they will be opened by councillors as per the financial regulations.

## **Recommendations**

The committee are asked to note this report.

## **Implications**

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

## **Implications**

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	N/A
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	To be considered
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A at this stage

<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	All relevant
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A at this stage
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	All relevant
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	All to be considered

## **Appendices/Background papers**



**Agenda Item: LA 817**

**Leisure Amenities and Leisure**

**Date: 18<sup>th</sup> July 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.

An audit of facilities has been carried out and entered into a Spreadsheet.

This will be a main document to support Local Green Spaces, Active Travel and Air Quality to mention a few items.

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

## **BACKGROUND**

The Neighbourhood Plan pages 43 to 67 covers the following topics:

Movement, Walking, cycling and Horse Riding. Public transport, OpenSpace and Amenity, Sports ,Biodiversity , Coastal Protection & Flooding, Drainage Management , Air Quality Management.

The Green Spaces identified for protection in the NDP for Peacehaven are:

Lake Drive Pond, Meridian Park, Howards Peace Park, The Dell, The Oval, Centenary Park. Cornwall Avenue Allotments, Epernay Park.

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

## **ANALYSIS AND CURRENT POSITION**

1. A Government body called Active Travel England have announced a Government Funds in the millions in aid Local Authorities for improvements to enable people to save money and stay healthy by choosing active travel.

The grants can be used:

To create more paths

Develop safer routes for walking to schools.

Improved junctions for people walking.

This fits into Peacehaven Town Councils Green Infrastructure Plan

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

A meeting took place with representatives of South Downs National Park, Sustrans and Council representatives at the Gateway Café and all confirmed to wish to continue to work together for the benefit of Peacehaven.

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

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

The report highlighted 3 areas with the area around The Dell included.

At Planning and Highways Committee on the 23<sup>rd</sup> February 20223 the Committee resolved to take forward the Kaner Olette report in stages with the opportunities around the Dell and the Lewes District owned carpark and Public Toilets as a first stage.

This Committee is responsible for decisions regarding The Dell and Planning and Highways the pavements, verges and to some extent the roads and street scene.

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

All helping to make improve Active Travel .

3. ESCC have announced a successful bid £180,443. To do a Peacehaven Loop Feasibility Study which had been identified in the ESCC Infrastructure Plan

## **RECOMMENDATIONS**

1. Committee to note report and spread sheet
2. To consider the way forward and re-establish the Green infrastructure Working Group and the Active Travel Working Group

## **Implications**

<b><u>Financial</u></b> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	N/A
<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	To be considered
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A at this stage
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	All relevant

<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A at this stage
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	All relevant
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	All to be considered

### **Appendices/Background papers**

Green Infrastructure Narrative and spreadsheet  
Matrix





## **GREEN INFRASTRUCTURE**

The purpose is to assess the quality of the green spaces in the area and how best to protect and enhance those sites both individually and as a network of assets.

### **Benefits to Communities:**

- Recreational value – both informal (ie dog walking) and formal (ie organised sports)
- Wildlife habitats
- Climate change mitigation and adaptation – ie sustainable drainage features (SuDs)
- Aesthetic value, local character and distinctiveness
- Supporting healthy lifestyles (ie opportunities for physical activity outdoors) and mental wellbeing (ie providing access to nature)
- Community cohesion
- Food growing

### **Valued green/open spaces may include:**

- Parks and gardens
- Playing fields and sports pitches/grounds
- Footpaths, bridleways and cycle routes
- Informal green spaces
- Allotments

### **Green Infrastructure**

Green infrastructure is a term used to describe networks of green spaces (including natural and semi- natural green spaces as well as bodies of water and waterways). It delivers a wide range of environmental and quality of life benefits for local communities. It can improve water management, air quality and public health and wellbeing. It provides opportunities to protect and increase biodiversity, improve food and energy security, facilitate community development and build resilience to the effects of climate change.

Green infrastructure ensures that where possible, they can be seen and managed as a network of spaces rather than isolated pockets of green.

The NPPF does not define what qualifies as 'close proximity' or 'extensive tract of land'. However, using Natural England's Accessible Green Space Standards as a helpful guide, it is suggested that 'close proximity' be defined as within 2km (1.25miles) and an 'extensive tract of land' be defined as over 20 hectares (50 acres). Given the diverse nature of the area, it is acknowledged that this needs to be a guideline rather than a hard and fast rule.

### **Other Designations**

Green/open spaces may have existing statutory designations such as:

- Site of Special Scientific Interest
- National Nature Reserve/Local Nature Reserve
- Public Rights of Way

<b>Step 1</b>	<b>Establish the Baseline</b>
<b>Step 2</b>	<b>Local Green Spaces Audit</b>
<b>Step 3</b>	<b>Identify Opportunities for improvement</b>
<b>Step 4</b>	<b>Planning Policy Development</b>
<b>Step 5</b>	<b>Implementation</b>

Following the auditing process, there is a good opportunity to look at the sites as an overall network and identify areas for improvement. Consider carrying out a SWOT Analysis (strengths, weaknesses, opportunities, threats).

#### Questions you might consider include:

- Going forward, what sorts of green spaces would we like to see in the area? Is there a demand from the community?
- Can existing sites be enhanced to make them more multi-functional (ie fulfilling several different functions)?
- Are the sites in good condition? If not, what improvements could be made? Who is responsible for the maintenance of the site?
- Are the sites safe and accessible to all: ie attractive and enjoyable to people of all ages? If not, how can sites be made safer and more accessible?
- Are the sites usable all year round? If not, what would make the usable in all seasons?
- Is the site engaging – are there things to look at and do?
- Does the site appear to have a sense of place? Is it a nice place to be?
- Is this a space that would improve peoples' health and physical and mental wellbeing?
- Are the sites well connected? If not, are there opportunities to improve linkages between sites (for people and for wildlife – ie wildlife corridors)?
- How are the edges of the space defined? Are there enough accesses in and do the boundaries encourage or discourage people and wildlife?
- Are there opportunities to improve the boundaries of the site and introduce space for nature?
- Are there opportunities to enhance the sites in terms of:
  - *Wellbeing* – how people access and use these sites, community cohesion, recreation and leisure opportunities
  - *Wildlife* – natural spaces, habitats and species and connectivity (ie wildlife corridors)
  - *Water* – can the site play a role in drainage and natural flood management in the area?



- Are there any threats to these green spaces? (now and in the future in terms of maintenance, resilience to climate change, development etc)? If yes, how might we avoid or mitigate that?

Proposal	Lead	Possible Partners	Timescale	Comments
The Oval - create rewilding butterfly park? Space for people to enjoy rewilding/natural environment, tranquil area. Mental well-being and nature learning for young. Cafe/toilets option.		Greenhavens Sussex Wildlife Trust Biosphere funding	2 years	Similar scheme undertaken at Brighthelm Centre as part of Biosphere Programme.
Lake Drive Pond - investigate walking routes/signage/lighting - can this area become a sensory pathway potentially with public art link-up to the Meridian Park. Sensory planting, seats etc.		Potential to work with sensory gardens/landscapers, PCS to provide public art.	2 -3 Years	Examples in Brighton and Lewes District
Meridian Park - Needs to be used more efficiently and effectively. Adult gym needs to be start point with better lighting, layout, could be centre for outdoor health and well-being area - links to sensory garden pathways such as Lake Drive pond.		Wave leisure - Lewes DC. Sport in Mind	2-3 years	Good for doctors to encourage use.
Centenary Park - more activities eastwards to encourage greater use eastern end. Second Cafe/toilets? Bonded pathway around perimeter encourage circular route for bicycles, walkers, runners. Lighting. Formal court area/basketball/tennis? Designate Areas of re wilding, planting to attract more biodiversity and less formal cutting of grass. Potential to combine with SDNPA to create National Park walks.		Look at sports feasibility study, and potential for further services to be provided.  Maureen Berg, Sussex Wildlife Trust.South Downs National Park	3-5 years	More efficient use of space.
Allotments - pollinators, extend site?				

Epina Park - encourage wider family use with community seating and play equipment, community garden beds. Better signage, lighting, planting.		Greenhaves, Biosphere project	2-3	Park is surrounded by housing and close to school - should be family friendly.
Foxhill - Development of pocket park, planting, seating, lighting?		Greenhaves. Biosphere project.	1-2	Area is surrounded by housing and should enable residents to gather, community cohesion.
East Saltdean - no land available, could explore feasibility of creating woodland trails and wooden climbs on west-side of Tye to encourage greater participation of young people.		South Downs National Park	2-3	Land restricted limited availability to provide playspace in E. Saltdean
Feasibility of creating Gateway to National Park with Cafe West Side (A259) with link to historical assets - like Gateway Cafe. Longer term Tramper project to enable all abilities to walk the Tye possible link to National Coastal Path and National Cycle Path. Promotion of walks/cycling, link to local areas such as Village and Centenary Park. Possibility of areas of rewilding, such as E piece and D Piece.		South Downs National Park	1-2 years 3-5 years	West side A259 provides opportunity for mobile cafe van/portacabin/lodge and outdoor seating, toilets?
Telscombe Cliffs Playing Fields - More formal sports pitch with changing rooms and cafe/bar room.		South Downs National Park, Lewes DC Wave Leisure	3-5 years	Refer to sports feasibility study to determine pitch type, lighting, etc
The Dell - areas of rewilding (cut grass less), capitalise on biodiversity, clifftop location.		Maureen Berg/ Biosphere project	1-2 years	
Chatsworth Park - areas of rewilding, allow grass to grow to encourage invertebrates. Creation of more formal planting to Ambleside Avenue. Install better				refer to sports feasibility study to



lighting along Pigs Hill to encourage walkers in the evening. Potential for Tennis court/basketball Court/skate park - Kirby Drive Side? Cafe/toilets permanent feature. Look at pathways and surfaces to encourage more use from runners, cyclists.				determine pitch type/lighting etc.
Howards Park - areas of rewilding, let grass grow to encourage invertebrates.		Maureen Berg/biosphere project		
Mitcheldean - Community planting, seating, lighting, surfacing. Potential to improve community cohesion as surrounded by houses.		Greenhavens, Lewes DC		
Pocket Parks along A259 - Possibility of creating small pocket parks, by shopping areas to increase footfall and encourage inclusion and cohesion. Increase planting/food growing		Biosphere Project - CIL, Breenhavens		Use of the end of roads which were blocked off as per design guides.





Site Name and Reference		Local Green Space Criteria					Local Community Space
		Beauty	History	Recreation	Tranquility	Wildlife	
1	Epinay Park Peacehaven			X		X	X
2	The Oval	X	X	X	X	X	X
3	Shepherds Down			X		X	X
4	The Sports Park	X		X		X	
5	Millenium Park	X		X		X	X
6	Meridian Park		X	X	X	X	X
7	The Joff			X			X
8	The Dell	X		X	X	X	X
9	Howard Peace Park	X		X	X	X	X
10	Cornwall Avenue Allotments			X		X	X
11	Ashington Road East Park			X		X	X
12	Cliff Tops - Peacehaven	X				X	
13	Plot 21 Valley Road	X?				X	
14	Plot 35 Valley Road	X				X	
15	Recreational East Peacehaven				X	X	
16	Fox Hill			X		X	X
17	Mitchell Dean			X		X	X
18	Peacehaven Golf	X		X		X	
19							
20	Chatsworth Park Telscombe Cliffs			X	X	X	
21	The Copse				X	X	X
22	Robert Kingan			X			X
23	Telscombe Playing Fields	X		X	X	X	
24	Telscombe Tye	X	X	X		X	
25	Esplanade - West Clifftop	X	X		X	X	
26	Esplanade - Clifftops	X	X		X	X	
27							
28							
29							
30							
31							





**Agenda Item: LA 818**

**Committee: Leisure, Amenities and Environment**

**Date: 18/07/2023**

**Title: complaints log June/ July**

**Report Authors: Parks officer**

**Purpose of Report: To note**

---

### **Introduction**

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

### **Background**

The spreadsheet below shows the total amount of complaints for May so far, how many are under the L&A committee (9).

### **Recommendations**

The committee are asked to note this report.

### **Appendices/Background papers**

Category	Details of Complaint	Actions taken	Current Status
Misc/Other	customer was turned away from the cafe disabled for using the toilets and didn't have a disabled key to use the new changing places the ladies couldn't use the normal ones as she can't get her chair in them	passed to parks officer who then spoke to Nicola, café claim they would never turn anyone away from using the toilet inside the café.	Closed
Vandalism	offensive graffiti on Collingwood bus shelter	groundstaff removed it	Closed
Vandalism	offensive graffiti in skate park	groundstaff removed it	closed
Access	access to cafe not possible for blue badge holders, cant park anywhere near cafe. the grass area now when it rains is a mud bath.	will forward to senior grounds team officer	Open

Access	pathway between children's parks, is all rubbly and impossible to walk round with a walking frame. why is it not smooth like the rest of the path.	will forward to senior grounds team officer	Open
Access	sheepfold Roderick. pathway needs cutting	reported to parks officer hedge cut back 4 days later	Closed
Misc/Other	Complainant has paid for a banner on the Dell banner board but is unhappy that the banner is at the bottom of the board, obstructed by the fence and barely visible.	Information & Community Facilities Officer to follow up.	Open
Park Enhancements	3 people asked for the goals on the MUGA court to be upraded	parks officer replied explaining the football club 3G project included upgrading the MUGA courts	Closed
Antisocial behaviour	report of an allotment holder filming into a residents house	recommended the resident report this to the police.	Closed