

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Councillors on this Committee:

EX OFFICIO Cllr D Seabrook (Chair of Council), Cllr I Sharkey (Vice Chair of Council),
Cllr I Sharkey (Chair of Committee), Cllr Ashby-Parkin (Vice Chair), Cllr S Wood, Cllr C Gallagher,
Cllr Fabry, Cllr Griffiths, Cllr Cheta

3rd January 2024

Dear Committee Member,

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held
in the Anzac Room, Community House, Peacehaven on **Tuesday 9th January 2024 at 7:30pm**

George Dyson
Deputy Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 LA 859 CHAIRS ANNOUNCEMENT
- 2 LA 860 PUBLIC QUESTION TIME - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE, AMENITIES & ENVIRONMENT matter.*
- 3 LA 861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
- 4 LA 862 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 5 LA 863 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 21ST NOVEMBER 2024
- 6 LA 864 TO NOTE THE BUDGET UPDATE
- 7 LA 865 TO NOTE ACTION PLAN
- 8 LA 866 TO NOTE MUGA COURT PLAN
- 9 LA 867 TO AGREE BOWLING GREEN WORKS
- 10 LA 868 TO TO AGREE CENTENARY PARK PROJECTS
- 11 LA 869 TO DISCUSS POP UP SHOP REQUEST
- 12 LA 870 TO NOTE ALLOTMENT UPDATE

13 LA 871 TO DISCUSS MACHINERY UPDATING

14 LA 872 TO NOTE WORKS UPDATE

15 LA 873 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

- a. Allotment policy and Terms & Conditions implementation review
- b. Provide recommendations from the Epinay Park & Oval Survey results
- c. Signage

16 LA 874 TO DISCUSS BUSINESS PLAN

17 LA 875 TO NOTE COMPLAINTS LOG

18 LA 876 TO NOTE LIFE EXPECTANCY OF PLAY EQUIPMENT

19 LA 877 TO AGREE MEMORIAL BENCH REPORT

20 LA 878 TO CONFIRM DATE OF NEXT MEETING AS THE 20TH FEBRUARY 2024



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PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 21st November 2023 at 7.30pm

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

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

1 member of the public was present.

1 LA837 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the Community Carol Concert is this Friday at Community House.

2 LA838 PUBLIC QUESTION TIME

There were no public questions.

3 LA839 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta.

Cllr Alexander is substituting for Cllr Cheta.

4 LA840 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 LA841 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 3RD OCTOBER 2023.

Proposed By: Cllr Gallagher

Seconded By: Cllr Griffiths

The minutes of the meeting held on 3rd October 2023 were **agreed and adopted**.

6 LA842 TO NOTE THE BUDGET UPDATE

Cllr Gallagher informed the Committee that she has emailed some budgetary queries to the RFO but not yet had a response. The Parks Officer informed Cllr Gallagher that the RFO has been out of the office today and would reply on her return.

The Committee **noted** the budgetary update.

7 LA843 TO NOTE THE ACTION PLAN UPDATE

The Parks Officer informed the Committee that work on the Centenary Park pathway has now started. It was also suggested by the Parks Officer that the Epina Park playground item on the Action plan should be linked with the Epina and Oval Survey results TFG.

It was proposed that the Epinay Park Playground item be looked into by the Epinay and Oval Survey Task & Finish Group.

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook

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

Cllr Norcott-Jones asked for some clarification on what the action plan items relating to Shepherd Down and OVCA related to.

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

8 LA844 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE

The Chair introduced the item and the Clerk clarified some of the points in the report.

There was a discussion on how to best facilitate the gathering of Committee members priorities and it was asked that if all Committee members could submit their top 5 to the Clerk and Committee Chair, then they will be collated and reported back to the Business Plan TFG.

9 LA845 THE HUB

The Parks Officer introduced the item and summarised the report, emphasising the importance of sticking to the remit agreed by Full Council.

The Clerk informed the Committee that a quote has been received for a building condition survey of the Hub.

Cllr Griffiths highlighted to the Committee that the window for LDC CIL bids is closing soon and that if we want to get an expression of interest in for this then it will need to be agreed at the 19th December Full Council meeting.

There was a discussion around the benefits of getting a survey done and the scope of the report.

It was proposed that a TFG be formed to explore the technological possibilities of replacing the roof and heating system at the Hub, including discussions with OVESCO, and that the TFG report to Council on 19th December.

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook

The Committee **resolved** to **agree** to this proposal by majority with 4 abstentions.

It was proposed that Committee agree to carry out the building condition survey presented by the Clerk.

Proposed by: Cllr Ashby-Parkin

Seconded by: Cllr Griffiths

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

The TFG is to be formed of Cllrs Gallagher, Griffiths, Norcott-Jones, Seabrook, The Parks Officer, and a representative from OVESCO.

10 LA846 CENTENARY PARK RESURFACE ACCESS POINTS REPORT

Cllr Ashby-Parkin introduced the item and summarised the report.

It was proposed that Officers obtain quotes to do the works recommended in the report.

Proposed by: Cllr Ashby-Parkin **Seconded by:** Cllr Norcott-Jones
The Committee **resolved** to **agree** to this proposal.

11 LA847 CENTENARY ENTRANCE SIGN

Cllr Griffiths summarised the report and gave background information to this item.

Cllr Ashby-Parkin questioned whether the signage TFG could meet first before this item is decided on. The Committee further discussed the importance of getting the signage right to ensure longevity, accessibility, and appropriate design of any signage.

It was proposed that the signage TFG should meet and report back to the next meeting of this Committee in January.

Proposed by: Cllr Ashby-Parkin **Seconded by:** Cllr Norcott-Jones
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

12 LA848 DELL PLAYGROUND

The Parks Officer introduced the item and gave an update on the progress of the project since the last meeting.

The Committee briefly discussed whether suitable consultation has taken place, and the suitability of the parks for all ages.

It was proposed that the Committee proceed with the project with the design by HAGS.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

13 LA849 ALLOTMENT T&C's

The Chair introduced the item.

There was a discussion on the possibility of including a £50 refundable deposit for allotments, it was felt for a number of reasons that this should not happen.

IT was proposed that a fine should be issued to allotment tenants who return their plots in a poor state, and that this be included in the terms & conditions.

Proposed by: Cllr Fabry **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal.

There was then a discussion surrounding the enforcement of the 60cm gap around the allotment boundaries, and how this would be communicated to those who have not complied.

It was proposed that the Clerk and Parks Officer draft a new letter specifically for tenants not complying with the 60cm gap around the boundary, and agree the wording with the Chair and Vice-Chair of Committee.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal.

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Cllr Seabrook highlighted that clause 13b(iv) needed rewording to specify polycarbonate' rather than 'plastic'.

It was proposed, that subject to the above amendments, the Allotment T&C's be agreed for 2024.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Fabry

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

14 LA850 BANNER BOARD RELOCATION

The Parks Officer introduced the item and explained that there were essentially 2 options for the location – 'A' between the café garden and the hedge, or 'B' the other side of the hedge – a map was shown for clarity.

The Committee discussed alternative options for the banner board, the Clerk also reinforced that the decision to move it cannot be changed at this meeting as previous resolutions are within 6 months.

The Chair suspended Standing Orders to allow a member of the public to speak

The member of the public explained that he regularly advertises his business on the banner board and gave his perspective on the debate.

The Chair reinforced to the public and Committee the reasons why the decision was made to move it in the first place.

There were 2 proposals made about the location of the banner board:

To move it to location 'A'

Proposed by: Cllr Wood

Seconded by: Cllr Griffiths

To move it to location 'B'

Proposed by: Cllr Gallagher

Seconded by: Cllr Alexander

The Committee **resolved** to **agree** to move the banner board to location 'B' by a majority vote of 6.

15 LA851 BENCHES REPORT

The Parks Officer introduced the report and gave the background to this item.

IT was proposed that Officers complete an analysis of the amount of memorial benches that each park has capacity for, and to update the memorial benches policy accordingly, to report back to Committee.

Proposed by: Cllr Gallagher

Seconded by: Cllr Wood

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

16 LA852 TO NOTE THE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher introduced the item and summarised the report.

Cllr Wood queried some of the information in the report which Cllr Gallagher will meet to discuss with Cllr Wood in more detail.

The Committee **noted** the report.

17 LA853 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs)

a. Allotment Policy and Terms and Conditions Implementation Review.

This was discussed earlier in the agenda.

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

This TFG has not yet met – the Committee & Assistant Projects Officer will try to arrange a meeting date soon.

c. Signage

This was discussed earlier in the agenda.

18 LA854 TO NOTE COMPLAINTS LOG SUMMARY

The Committee **noted** the complaint log.

19 LA855 REPLACEMENT GYM EQUIPMENT

It was proposed to proceed with option 2 of the report recommendations and replace the piece of equipment.

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

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

20 LA856 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING CONFIDENTIAL ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry

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

1 member of the public left at this point (21:19)

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:-

21 LA857 ALLOTMENT LETTERS

The Parks Officer introduced the item and the Committee discussed the confidential report, considering whether the letters received warranted granting an exception to the allotment T&Cs.

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It was proposed that the Committee respond to letter 1 in the confidential report by allowing a 1 year exemption and then review.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal.

It was proposed that the Committee respond to letter 2 in the confidential report by allowing a 1 year exemption and then review.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal.

22 LA858 TO CONFIRM DATE OF NEXT MEETING AS THE 9TH JANUARY 2024

The next meeting was confirmed as 9th January 2024.

There being no further business, the meeting closed at 21:32.

Agenda Item: LA 864

Committee: Leisure, Amenities and Environment

Date: 9th December 2024

Title: budget update

Report Authors: RFO / Parks Officer

Purpose of Report: To note.

Introduction

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

Analysis

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

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

Recommendations

To note this report

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grounds Team General Exp</u>							
4161 Cleaning Costs	6	0	(6)		(6)	0.0%	
4202 Repairs/Maintenance of Vehicle	5,419	6,600	1,181		1,181	82.1%	
4203 Fuel	4,460	6,050	1,590		1,590	73.7%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	371	900	529		529	41.3%	
Grounds Team General Exp :- Indirect Expenditure	<u>10,232</u>	<u>14,150</u>	<u>3,918</u>	<u>0</u>	<u>3,918</u>	<u>72.3%</u>	<u>0</u>
Net Expenditure	<u>(10,232)</u>	<u>(14,150)</u>	<u>(3,918)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	13,448	13,845	397			97.1%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	4,470	3,000	(1,470)			149.0%	
1061 S/P Court Hire	3,410	2,500	(910)			136.4%	
Sports Park :- Income	<u>27,711</u>	<u>25,110</u>	<u>(2,601)</u>			<u>110.4%</u>	<u>0</u>
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	1,092	7,250	6,158		6,158	15.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	6,407	10,500	4,093		4,093	61.0%	
4164 Trade Refuse	3,299	4,500	1,201		1,201	73.3%	
4171 Grounds Maintenance Costs	8,805	10,000	1,195		1,195	88.0%	
Sports Park :- Indirect Expenditure	<u>21,764</u>	<u>35,095</u>	<u>13,331</u>	<u>0</u>	<u>13,331</u>	<u>62.0%</u>	<u>0</u>
Net Income over Expenditure	<u>5,947</u>	<u>(9,985)</u>	<u>(15,932)</u>				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	2,633	5,000	2,367		2,367	52.7%	2,281
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	505	500	(5)		(5)	101.1%	
4112 Gas	198	500	302		302	39.6%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	654	1,000	346		346	65.4%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	3,892	4,000	108		108	97.3%	161
4355 Wifi	306	585	279		279	52.3%	
Big Park :- Indirect Expenditure	<u>25,681</u>	<u>38,825</u>	<u>13,144</u>	<u>0</u>	<u>13,144</u>	<u>66.1%</u>	<u>2,442</u>
Net Expenditure	<u>(25,681)</u>	<u>(38,825)</u>	<u>(13,144)</u>				
6000 plus Transfer from EMR	2,442						
Movement to/(from) Gen Reserve	<u>(23,239)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	5,609	8,999	3,390			62.3%	
1111 Electricity	6,111	10,000	3,889			61.1%	
Gateway Cafe :- Income	11,719	18,999	7,280			61.7%	0
4101 Repair/Alteration of Premises	51	2,500	2,449		2,449	2.0%	
4111 Electricity	6,111	10,000	3,889		3,889	61.1%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	209	1,500	1,291		1,291	13.9%	
4326 Telephones	199	972	773		773	20.4%	
4355 Wifi	445	540	95		95	82.3%	
Gateway Cafe :- Indirect Expenditure	7,013	17,012	9,999	0	9,999	41.2%	0
Net Income over Expenditure	4,706	1,987	(2,719)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	5,025	8,000	2,975			62.8%	0
4050 Allotment Costs	230	0	(230)		(230)	0.0%	
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
4105 Tree Works	1,489	2,000	512		512	74.4%	1,400
4106 Signage	0	1,000	1,000		1,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	1,946	4,500	2,554	0	2,554	43.2%	1,400
4101 Repair/Alteration of Premises	571	5,000	4,429		4,429	11.4%	
4141 Water Services	4,163	3,500	(663)		(663)	118.9%	
4164 Trade Refuse	312	2,000	1,688		1,688	15.6%	
4171 Grounds Maintenance Costs	1,270	4,000	2,730		2,730	31.8%	
4301 Purchase of Furniture/Equipmen	952	2,500	1,548		1,548	38.1%	
Parks & Open Spaces :- Indirect Expenditure	7,269	17,000	9,731	0	9,731	42.8%	0
Net Income over Expenditure	(4,190)	(13,500)	(9,310)				
6000 plus Transfer from EMR	1,400						
Movement to/(from) Gen Reserve	(2,790)						
355 The Hub							
1084 Sports Pavilion	14,499	16,979	2,480			85.4%	
1111 Electricity	0	270	270			0.0%	

09:42 Detailed Income & Expenditure by Budget Heading 02/01/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1112 Gas	225	270	45			83.3%	
1303 Water Charges	63	150	88			41.7%	
1355 Wifi	163	210	48			77.4%	
The Hub :- Income	14,949	17,879	2,930			83.6%	0
4175 Music Licence	483	500	17		17	96.6%	
The Hub :- Direct Expenditure	483	500	17	0	17	96.6%	0
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	1,730	3,000	1,270		1,270	57.7%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	129	2,000	1,871		1,871	6.4%	
4355 Wifi	278	420	142		142	66.2%	
The Hub :- Indirect Expenditure	1,845	10,920	9,075	0	9,075	16.9%	0
Net Income over Expenditure	12,621	6,459	(6,162)				
Grand Totals:- Income	59,405	69,988	10,583			84.9%	
Expenditure	76,234	138,002	61,768	0	61,768	55.2%	
Net Income over Expenditure	(16,830)	(68,014)	(51,184)				
plus Transfer from EMR	3,842						
Movement to/(from) Gen Reserve	(12,988)						

Agenda Item: LA 865

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: Action plan update

Report Authors: Parks officer

Purpose of Report: To decide/ note.

Introduction

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

Analysis

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

Items to note.

- The car park management project has been completed by the grounds team.
- The phase 2 of the pathway works at Centenary Park has started and should complete very soon.
- The widening of the inclusive entrance at Howard Park has been completed by the grounds team.

Recommendations

1. 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
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Marketing campaign has been pushed back until a comms officer is appointed	Comms Officer	TBA	TBA	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park	Ongoing due to finish January 2024.	Parks officer	£64,722	LDC CIL & PTC CIL	2023	
Shepherds Down – Public Consultation LA530 09/02/2021	Yet to be started, being led by Councillors	LAE Committee	TBA	TBA	31/03/2022	
TFG to review the information from the survey on The Oval, Epinay Park and recommend how to progress the findings. LA793 30/05/2023 and LA584 20/07/2021	No meeting of the TFG has taken place. Full analysis of the surveys were sent to TFG members 12/06/2023	Parks officer/ councillors	TBA	TBA	2022	
Howard Park – Accessible picnic bench to be purchased. Howard Park – Resin bond the path LA542 23/03/2021	Groundstaff have installed the new inclusive entrance.	Parks officer/Town Clerk	CIL	LDC CIL Bid & PTC CIL	Not set	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
DELL playground 106 money inclusive project LA 691	Awaiting confirmation of the funding from LDC before ordering.	Parks officer	£50,000	106 held by LDC	Summer 2023	
Banner board removal project C1005/ LA831	Removed and to be relocated in early January 2024	Parks officer	£200	L&A budget		
Green spaces infrastructure audit including an Inclusivity audit of green spaces	TFG group set up.	Cllr Gallagher/ Committee members	Not set	N/A	TBA	
OVECA entrance to the south downs N P project. LA 618	being led by SDNP	TC/ Parks O/ Finance O	£33,900 over three years	OVECA	TBA	
Signage project in Parks and around PTC land. LA798 30/05/2023	TFG set-up	Parks officer/ councillors/ communications	TBA	PTC CIL	2023	
To resurface the overflow carpark at Centenary Park.	Report on this agenda	Parks officer/ Finance officer	TBA	106 Chalker's Rise	TBA	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Concrete pathway entrance works at Centenary Park LA846	Report on this agenda	Parks officer	TBA	106 Chalker's Rise	Spring 2024	
Replace slalom skier Gym equipment. LA855	New machine now in stock replacement to take place in January	Parks officer	£877.00 plus sundries	L&A Budget	Jan 2024	

Key:

Green = on target

Blue = project partly completed

Red = project behind schedule

Highlighted text shows an environmentally beneficial project

Completed Projects in 2023

1. Grounds management plans
2. Cycle hub lease
3. Carparking management at Centenary Park 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 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 866

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: MUGA court refurbishment project.

Report Authors: Parks Officer

Purpose of Report: To note

Introduction

The Multi use games court (MUGA) has been situated in the Centenary Park area since 1980 and has had many different uses in its time being used for tennis, hockey, netball, football training, and cycle training.

Background

The MUGA court refurbishment was agreed at full council on the 19th December 2023

As part of the big parks project there was £500,000 of 106 contributions set aside for the 3G project but when this it was decided that the facility would be on the football clubs pitch and not under our control, the council asked that £200,000 be set a side to be spent within Centenary Park including refurbishment of the MUGA area. When this was agreed it was also stated that other sports are to be supported not just football

Analysis

The current sand filled carpet has, at best, 2 years of life left in it before it requires replacing, the fencing is not fit for purpose and the floodlights lights are not energy efficient and can only all be on at the same time not individually, so you have to light the whole court even if only using a netball court.

LDC employed a company to do an analysis of the MUGA area and the condition report is in the Appendices/Background papers.

The proposal is to remove the carpet and fences, relay porous tarmac over the entire area. In one third of the court, nearest the houses, to create a fenced in dedicated netball court area for the local club to hire with LED floodlights (this could have tennis markings over the top at a later date if required).

Then to dedicate the remaining two thirds into a kickabout / basketball type facility free for all to use, with multiple basketball hoops around its perimeter and fixed vandal proof sports goals, this area to be painted in vibrant colours on the floor, maybe basketball court markings rather than football, with high fences behind goals etc to stop balls. The area could have LED lighting in the winter which is on a timer to go out by a set time so it can still be used after dark.

The hope is that this free to use areas will encourage youths of all ages to play sports and exercise and the dedicated netball court will allow the netball club to expand and host netball matches.

Conclusions

Peacehaven town council does not have a free to use kick about facility for the youths to play in and the current courts fences are only vandalised as they want somewhere to play, with a new free to use facility it is hoped the vandalism will subside.

The project is at zero cost to PTC but there will be minimal maintenance required and repainting the floor areas every so often to help maintain a stable on-slip tarmac surface, so it is recommended to set up a reserve fund for this.

The cost of the project is approximately £146,000 plus any floodlight upgrade cost, this could be retro fit onto our current poles to help save funds.

Any remaining 106 moneys are still ringfenced to be spent on sport within Centenary Park.

Recommendations

The committee are asked to agree the following.

1. To agree to the MUGA refurbishment works commencing once the 3G pitch is in service, with Officers to liaise with Councillors, stakeholders and LDC on the final layout.

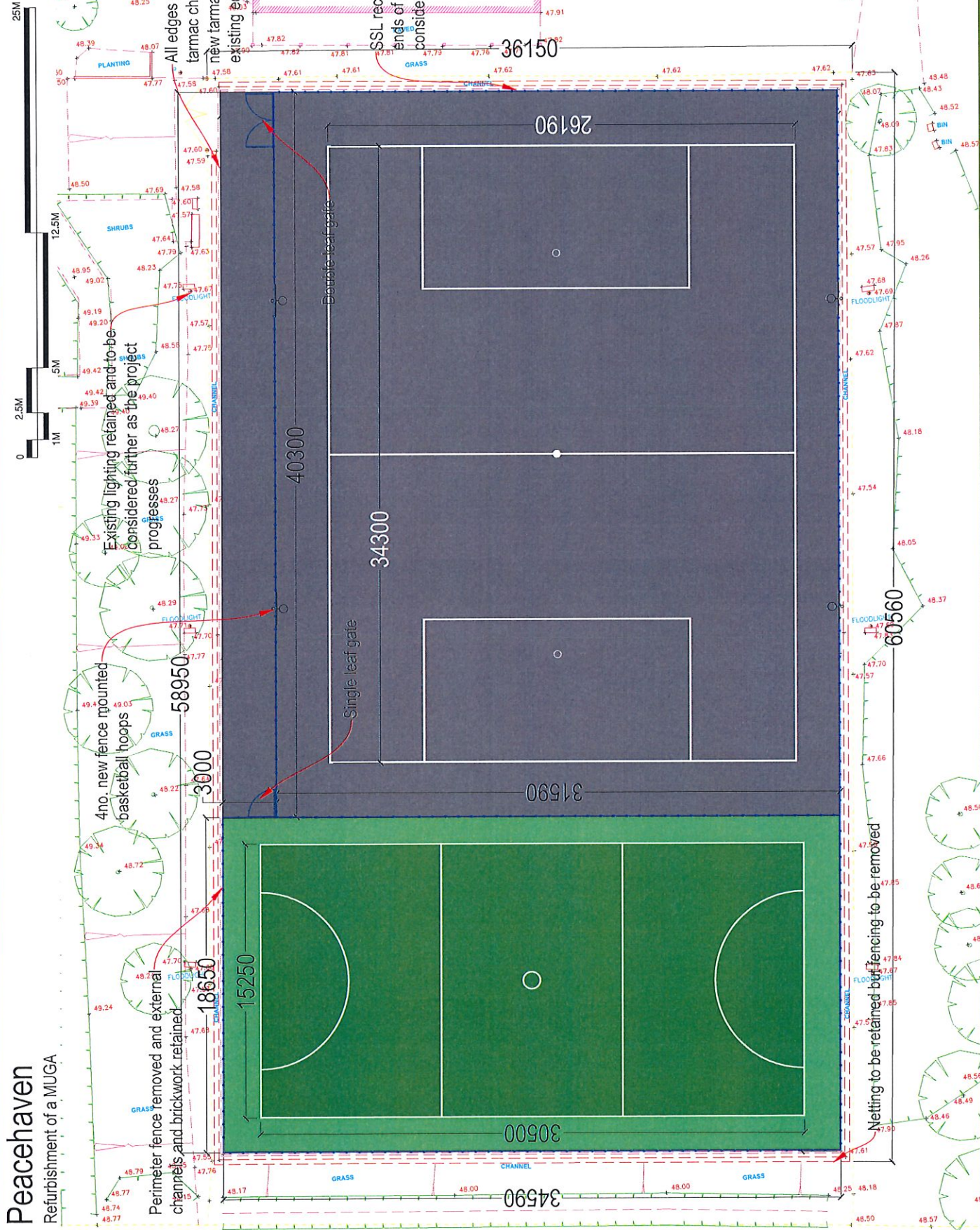
Implications

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? 	<p>Use of 106 money from the big parks project.</p> <p>Recommend setting up a reserve for future maintenance costs</p>
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	N/A
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	To be considered
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A at this stage
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	All relevant
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A at this stage
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	<p>Free exercise facility will help encourage residents to keep fit.</p> <p>Introduction of a different sport, basketball, to the Centenary Park</p> <p>Inclusive entrance to encourage all to use the facility.</p>
<u>Climate</u> <p>Carbon footprint?</p> <ul style="list-style-type: none"> • Materials? • Recycling? 	All to be considered

Peacehaven

Refurbishment of a MUGA



1. DESIGN AND CONSTRUCTION OF THE MUGA TO BE PROVIDED FOR THE PROJECT
2. THE MUGA TO BE PROVIDED FOR THE PROJECT
3. THE MUGA TO BE PROVIDED FOR THE PROJECT
4. THE MUGA TO BE PROVIDED FOR THE PROJECT

SSS
Surfacing Standards Limited
SPORTS PITCH CONSULTANTS

DATE	02/00
REVISION	02
PROJECT	Peacehaven Refurbishment of a MUGA Proposed Plan
SCALE	1:100
DATE	02/00

The Hub Peacehaven

Condition Survey Report

Client	Lewes and Eastbourne Councils		
Site Address	The Hub Peacehaven Piddinghoe Ave, Peacehaven BN10 8RJ		
Project	MUGA Refurbishment		
SSL project code	SSL3173		
Document title	Condition Survey Report		
Document control	Revision	By	Date
	First Issue	WB	22/11/23

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SSL project code	SSL3278	1
Client	The Hub Peacehaven	
Document Title	Condition Survey	

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2	Findings	4
3	Conclusions	8

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SSL project code	SSL3278	2
Client	The Hub Peacehaven	
Document Title	Condition Survey	

1. Introduction

- 1.1 Surfacing Standard Ltd (SSL) has been appointed to complete a condition survey and report on the existing 60.56m x 36.15m Multi-Use Games Area (MUGA) at The Hub Peacehaven.
- 1.2 The condition survey provides an assessment and appraisal of physical property conditions including photographs and illustrations to indicate existing features found during the survey.
- 1.3 This report aims to be beneficial in the decision-making process with respect to renovation, refurbishment or renewal of the existing sports facility.
- 1.4 This report does not represent the final design and should not be used for planning purposes. It is our initial interpretation of the project brief offered by our client and their associated partners.
- 1.5 This document should be used as an aid for fund raising and general progression of the project.
- 1.6 The client team has requested prices direct from South Wales Sports Grounds and requested that SSL gather prices of the required works from SWSG to supplement this work and take the project forward towards construction phases as a D&B exercise.
- 1.7 This report satisfies our commission scope as follows:

Task
A. Complete initial site inspection & condition survey report

- 1.8 The documents that support this document are:

SSL3278 01 - Topographical Survey
 SSL3278 02 - Proposed Plan

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SSL project code	SSL3278	3
Client	The Hub Peacehaven	
Document Title	Condition Survey	

2. Findings

2.1 Facility Size

The existing overall fenced area is sized 60.56m x 36.15m.



Figure 1 – site location

2.2 Age

The date of constructed is unknown but google earth imagery shows the facility has been in place from before 2004 where it was set as a block of 4no. tennis courts. The area had some works undertaken in 2013 to have a basketball area placed to the northern section of the MUGA. The area was refurbished into a sand filled needle punch surface in 2015.

2.3 Pitch Orientation

The existing area follows an approximate Northeast to Southwest orientation for football and a east to west for netball or tennis usage.

2.4 MUGA Surfacing

The surfacing is a sand filled needle punch carpet that is in poor condition with rips and tears with the yarn degraded to the beams of the backing becoming visible. The yarn is shredding creating and dispersing broken fibres from the facility to the surrounding areas.



Figure 2 – rips and tears to the surfacing

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2.5 Pitch Base

Intrusive trial holes through the base of the courts was not undertaken as part of the agreed scope of works.

It is likely that the original base construction was made up of a compacted type 1 aggregate material with the tarmac surfacing beneath being visible through the tears in the surfacing. The areas of exposed base were heavily silted with sand and dust and it was not possible to ascertain whether the surface was permeable or impermeable tarmac. The client team have stated that the area has historically never had issues with drainage. The levels over the area are flat which would suggest the base is permeable. However, the channel details to the surrounds would suggest the base is impermeable.

SSL have raised this as a risk item. If the underlying tarmac is impermeable, then it may cause issues with standing water on the areas in the future. To avoid full re-construction works of the area and save cost the discussion with the client team has been to retain the existing surrounding channels and retain the base construction. Any issues with standing water have been identified in recent years only and are believed to be from the contaminated surfacing.

2.6 Pitch Restraint

The surrounds have an odd perimeter and edging detail with a open grass Crete type concrete block detail that is believed to hold a drainage channel within it and brick blocks. The topographical survey passed on by the client is dated December 2010 and before the synthetic carpet was laid upon it and covering it. The topo survey shows the overall perimeter detail to be 0.5m wide. It would be prudent to reduce the size of the new area and retain this detail within the footprint.

This will reduce the above noted risk on drainage by continuing the already existing drainage channel and features. This would also allow for an outer mowing margin to reduce the current growth through the fencing and into the courts.



Figure 3 – concrete open block channel to the surrounds

2.7 Spectator Hard Standing Areas

There are no spectator hard standing areas within the fenced footprint.

2.8 Pitch Equipment

The MUGA currently contains damaged Netball posts and 5 a side football goals.

2.9 Site Furniture

There is no furniture present on the area.

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2.10 Perimeter Ball-Stop Fencing

The area has a 2m high mix of rolled weldmesh fence to three sides and a newer panel mesh fence system to the southern end closest to the residential properties. The area to the residential properties also has ball stop netting that is set back and can be seen within figure 5. The netting is sagging but generally is in reasonable condition and should be retained.

The fencing is in very poor condition and sits back from the overall footprint creating issues with vegetative growth through the fence line and encroaching onto the courts. The fencing will need to be replaced as part of the works.

It is understood that the client team would like to retain the heights of 2m to avoid any new planning permission. It might be prudent to extend fencing to the two ends of the football / kick about area to reduce balls entering the new netball facility and hitting the adjacent building. This will need further discussion with the client team prior to a decision being made and whether planning is required.



Figure 4 – rolled weldmesh and overgrowth within courts



Figure 5 – panel weldmesh fence

2.11 Floodlighting

The lighting system was not assessed as part of the survey works and did not form part of SSL remit. The client team would like to retain what already exists and it does not form part of the refurbishment works. If the netball courts need to meet a certain level and standard for lighting, then SSL would recommend that the courts are moved to the northern end as the lighting levels to meet these standards would be quite obtrusive to the adjacent residential properties. Any changes can be discussed further as the project progresses and would likely require planning permission.

2.12 Maintenance Equipment and Storage

No maintenance equipment or storage was evident on site.

2.13 MUGA Drainage

No drainage is clear or apparent over the area. As noted above there are obscure drainage channels to the edges and perimeter. Having reviewed general geology of the area the site falls within an area of chalk and is known to have high natural permeable rates through the underlying soils.

There is a risk that the existing base is impermeable and the works will involve puncturing drainage holes through to allow a drainage connection to the permeable natural soils beneath.

2.14 Pitch Markings

The area is marked with informal football markings and netball markings.

2.15 Surface Regularity

The surface regularity of the area is measured using a 3m straightedge and graduated wedge as described in EN 13036-7. The straightedge is pulled over the entire area longitudinally and transversally to the direction of play and any out of tolerance undulations recorded.

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Client	The Hub Peacehaven	
Document Title	Condition Survey	

There are multiple undulations over the area. Given that the undulations in areas exceed the depth of an overlay of macadam then ideally the area would have the undulations entirely removed through the reconstruction of the base and then an overlay of macadam.

It is not possible to quantify the overall area of patch works required so SSL would recommend progressing with a twin course macadam overlay with the first 40mm layer of tarmac being considered a sacrificial and varying layer to create a new smooth and consistently levelled base to then have the final 25mm performance layer.

2.16 Utilities / Local Services

Utilities and local services are present around the pitch perimeter, with electrical cabling and ducting believed to be on the external fence line. No formal assessment, scan or works has been completed and parties will need to take care and due diligence should be undertaken throughout the refurbishment works to ensure that no existing local services are affected and CAT scans prior to works starting would be required with any element of works that involves excavation or puncturing below finished surface levels.

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3 Conclusions

- 3.1 The condition of the surface is poor, showing signs of heavy contamination and areas of movement and undulations that require rectification. The facility condition is consistent with our expectations of a facility of this age.
- 3.2 It has been indicated that the future predominant use of the surface shall be tennis / netball with the new designated area for Basketball.
- 3.3 Future Pitch Arrangement

Total Playing Area (TPA), which is the total turfed area within the sports facility is sized 58.95m x 34.95m. This creates a total internal Artificial Turf area of 2891m² in total. The client has requested a layout option for the central dividing net to be removed and the area opened as shown within SSL3173 03 - Proposed Site Plan REV 1 that allows:

Activity	Pitch Size	No
Netball – white (considered dominant sport)	30.50m x 15.25m	1
Football area	34.30m x 26.19m	1
Informal basketball areas		4

3.4 Scope of Refurbishment Work

SSL would flag the abovementioned unknowns and risk on drainage and the potential for the base to be impermeable. If the base is impermeable and it is, then pierced for additional drainage into the underlying soils then it could cause become a concern for movement and settlement over time. However, all conversations SSL have had onsite and with the client team to date suggest that the area has no issues with drainage and that the base is likely to be permeable.

With the information known to date SSL would recommend the following scope of works:

- Remove the existing surfacing system from the site (recycled or removed in an appropriate and compliant manner).
- Remove existing fencing whilst carefully retain the netting system to the south of the site.
- Undertake powerwash and jetwash of the heavily contaminated underlying tarmac area.
- drill / pierce surface to improve drainage and backfill / compact with pea shingle.
- Chase back the first 400mm of the perimeter into the existing brick edging detail to allow new tarmac to chase in by 30mm below kerb level.
- Supply and install 40mm sacrificial layer of tarmac to correct undulations (note to skim at edges to allow final tie into existing edging detail).
- Supply and install new fencing system.
- Supply and install sockets and foundations for netball and basketball
- Supply and install final 25mm tarmac layer (note to chamfer into existing edging surrounds).
- Supply and install colour coated paint for netball and line markings
- Supply and install equipment.

3.5 Project cost estimate

Item	Construction Works Description	Cost
1	Contract Compliance - Item 1	£6,000
2	Testing - Item 2	£1,050
3	Site Establishment - Item 3	£10,000
4	Site Clearance, Excavations and Groundwork - Item 4	£25,050.00
5	Surfacing - Item 5	£60,000
6	Fencing – Item 6	£30,000
7	Sports Equipment - Item 7	£9,975.00
8	Reinstatement - Item 8	£4,150.00
	Sub Total (ex. VAT)	£146,225.00

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3.6 Extra Over Costs for further consideration:

Extra Over Costs	Cost
Entirely new LED lighting system	£26,000
Additional height to fencing or added netting to areas	£8,000

3.7 To arrive at the overall project costs; various fees, development costs (for example planning and statutory approvals) and forward professional fees should be added to the construction estimate.

End of document

Published by	Wesley Bugg - Consultant
Signature	<i>W. Bugg</i>
Issued	22/11/23

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SSL project code	SSL3278	9
Client	The Hub Peacehaven	
Document Title	Condition Survey	

Agenda Item: LA 867

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: Bowling green expenditure

Report Authors: Parks officer

Purpose of Report: To agree

Introduction

The bowling green is located in Centenary Park and has a resident bowls club with over 60 playing members and some non-playing members, this club is a great place for the older residents to meet up, exercise, and enjoy the sport of bowls.

Background

The bowling green was constructed in 1980 and has a vibrant bowls club founded in 1981 which has built a pavilion with bar and kitchen facilities as well as short mat indoor bowls for the winter period.

The original design of the green had two hose points located next to the green and the area was hand watered when required. This was upgraded by PTC in the mid 1990's to one with sprinkler heads around the green which operate automatically to irrigate overnight, the system originally had a metal water storage tank, but this failed quite quickly and was replaced with a plastic tank, this has now started to leak. There is also a faulty sprinkler head, and the timing controller has become unreliable.

There is a slab pathway surrounding the bowling green and this has become very uneven due to the slabs sinking, this has led to quite a few falls by players. After investigation it was discovered that underneath the slabs is a pea shingle layer which is washing away and causing the slabs to sink.

Analysis

We have received the following estimates for works.

Pathway.

To lift the slabs dug out the pea shingle and replace with compacted MOT type 1 stone and relay the slabs level, filling in any gaps with a suitable sand and cement mix.

Total cost £7000.00

This could be paid for by using PTC CIL money.

Irrigation system

To replace the plastic water tank £2,330.00

To replace the sprinkler head £777.22

To replace the timing controller £430.00

Total cost £3537.00

Conclusions

According to the lease the town council are responsible for the pathways within the bowling green area, however the irrigation system is not mentioned in the lease.

The Parks officer has contacted the club to see if they may be willing to contribute to the cost of the irrigation system and await their response after their AGM.

Recommendations

1. To agree to using CIL to pay for the pathway works.
2. To agree to negotiating with the bowls club for the irrigation works and to report to the P&F committee.

Implications

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

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

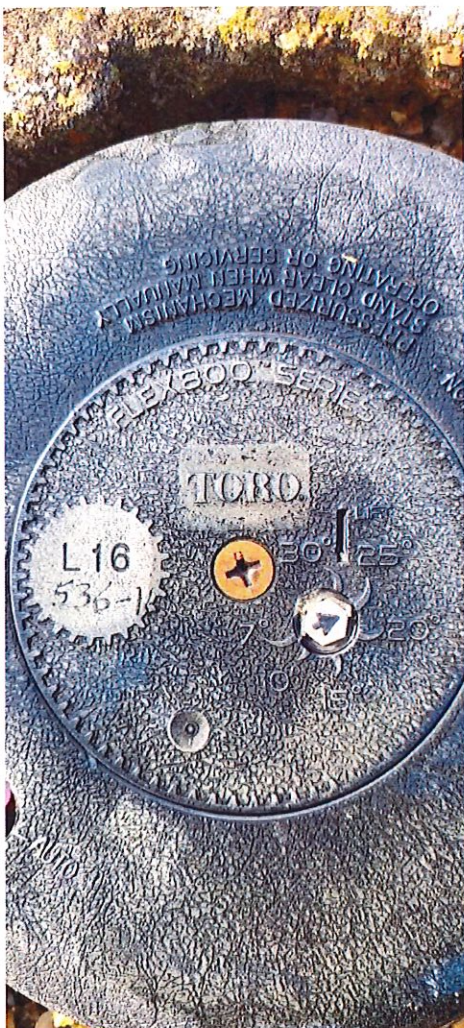
Appendices/Background papers

Irrigation system

Water tank



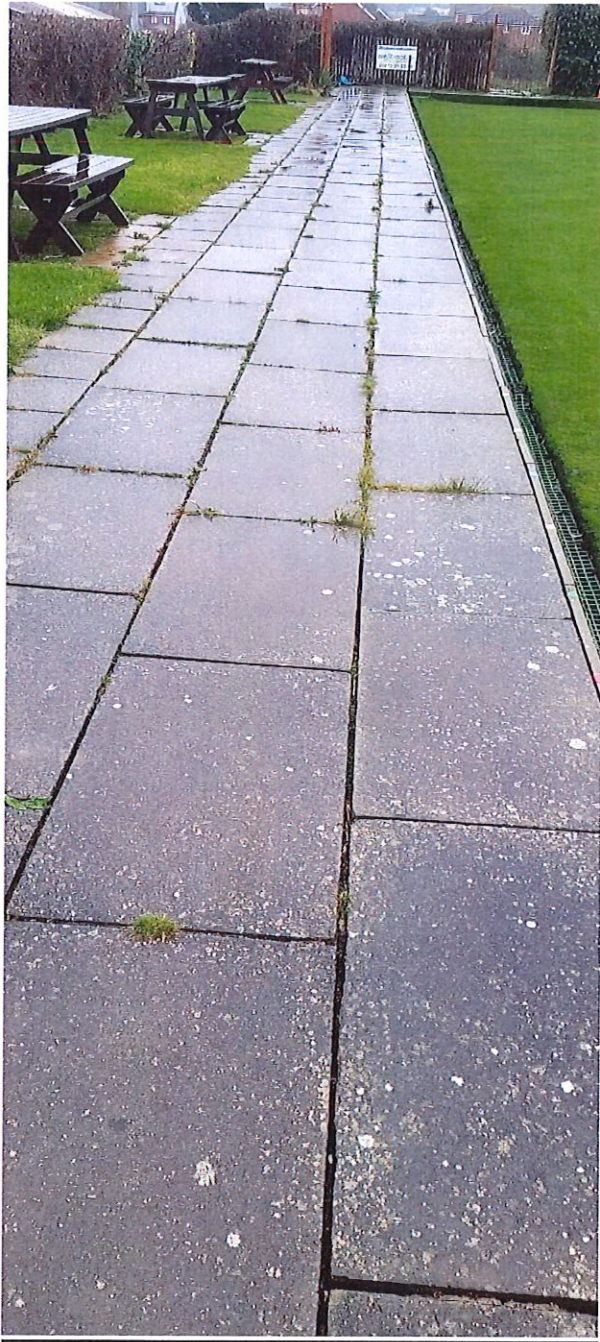
Sprinkler head



Controller/ timer



Pathway



Agenda Item: LA 868

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: Projects in Centenary Park

Report Authors: Parks officer

Purpose of Report: to recommend.

Introduction

At the L&A committee have requested costings for resurfacing the over flow car park, installing two concrete paths to connect Centenary Park to Chalker's rise and Keymer Avenue concrete pathways LA846. We have also found the decking in the playground has rotted away.

Background

The overflow car park: this area has become very muddy and it was decided to remove the grass area and replace it with a stone surface to match the rest of the area.

The pathways: There are two pathways entering Centenary Park from Keymer Avenue and Chalker's rise, these both finish on grass areas which are wearing away and becoming very muddy and slippery.

The decking: the timber decking has become rotten and needs replacing, composite or recycled plastic decking is the best option.

Analysis

The groundstaff are now at capacity and have the skills to carry out these works so the estimated cost for them to do it is under the supervision of the parks officer.

Chalker's rise entrance.

20 meters x 1.5 meters gradual slope

- Excavate to 150mm where required.
- Install Wooden shuttering along edges and steps.
- Backfill with MOT type 1 and Compact to 50mm
- Pour 100mm thick concrete slab mixed on site. 3 cubic meters
- Remove the shuttering.
- Make good the surrounds.

Estimate cost **£1551.00 + vat (use of 106 money approved by LDC)**

Keymer avenue entrance

6m x 1.4m wide to include two steps to prevent too steep a slope.

The works

- Excavate to 100mm where required.
- Compact ground where required, (MOT type 1 to be used if needed).
- Install Wooden shuttering along edges and steps.
- Pour 100mm thick concrete slab mixed on site. 0,8 cubic meters
- Remove the shuttering.
- Make good the surrounds.

Total estimated cost **£293 + vat. (use of 106 money approved by LDC)**

Overflow car park

To remove grass area, install curbing, back fill with compacted crushed stone to final levels across the area.

Total estimated cost **£6,170.00 (use of 106 money approved by LDC)**

Replace rotten timber decking with composite decking

To remove 26 meters of wooden decking boards and replace them with composite decking

Estimated cost **£4000 (use of 106 money approved by LDC)**

Conclusions

We have confirmed with LDC that 106 moneys from Chalker's rise held by LDC will pay for the works.

Recommendations

The committee are asked to agree the following.

1. To carry out the works as specified using the grounds team.
2. The cost of the works to be from Chalker's Rise 106 money.

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?	<u>Use of 106 money</u>
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	To be considered
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	All relevant

<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Bollards and fencing to help stop motorbikes
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	All relevant
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	All to be considered

Appendices/Background papers

Agenda Item: LA 869

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: commercial use of parks for selling goods

Report Authors: Parks Officer

Purpose of Report: To discuss and decide.

Introduction

A proposal for a pop-up store to sell natural dog treats at either the Dell or Centenary Park has been submitted

Background

The parks officer received a call from the proprietor of Avas treat box asking if permission could be given to open a pop-up shop on the dell once a week, this was followed up with an email.

Thank you for taking the time to talk with me, as discussed over the phone I would like to have the opportunity to have a pop up shop of my natural dog treats at the Dell possibly once a week on a weekend.

I would have a gazebo which I also use for the Markets at Seaford. I have public liability insurance also.

Analysis

It was discussed that Centenary Park might be another place that could be offered to them.

Currently they pay around £20-£25 for a pitch for 5 hours at the market in Seaford.

Conclusions

Footfall at Centenary Park is better but that also means there are issues at certain times with car parking.

Do the council want to encourage this enterprise on our parks?

Will this encourage more of this type of hires on our parks?

Recommendations

The committee are asked:

1. To agree or disagree to allowing this hire to take place for a 6-month trial period
2. To recommend to a fee for P&F to agree to.
3. To recommend if both the Dell and Centenary Park are the agreed sites.

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

Appendices/Background papers

Agenda Item: LA 870

Committee: Leisure, Amenities and Environment

Date: 9th of January 2024

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 2 months including any correspondence received.

Analysis

The grounds team have strimmed, cleared up any rubbish found on 3 plots which are being re allocated the picture below shows the rubbish found that had to be removed from the site.



This work took two people 4 hours to complete and part of the cost for a 6-yard skip to dispose of the rubbish.

We have re allocated 6 plots to new tenants.

Conclusions

The renewals are being sent out this month.

Recommendations

The committee are asked the following.

1. To note this report

Implications

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

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

Appendices/Background papers

Agenda Item: LA 871

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: machinery options

Report Authors: Parks officer

Purpose of Report: to discuss and agree.

Introduction

The grounds staff currently have equipment which is used for maintaining the football club pitch to a high standard, this pitch is to be removed and replaced with a 3G all-weather plastic pitch in 2024, the equipment we have needs to be reviewed as some of it will be redundant.

The equipment we have is old and therefore will not aid the Council in reaching its net zero carbon target by 2030.

Background

The football club has one of the best surfaces in the county, this required certain equipment to maintain it to this standard, the equipment was then used on all the football pitches as well. With the grass pitch being removed we can now look at our equipment and adjust it, as we do not need to have the expense of servicing specialist equipment to be used on the park's pitches, this will help reduce running costs and give us the opportunity to sell old, dated, inefficient, worn-out items and replace them with more suitable items.

Analysis

A review of the machines was carried out in 2020 and reported in LA485, this highlighted the machines that needed replacing and looked at a timescale when we should replace all the larger items. The recommended date for renewing the tractor and ride on cylinder mower are 2024.

The current vehicle reserve has £5000, we may be able to get some funding from Chalker's Rise 106 as the equipment will be used on Centenary Park the rest could be from Capital receipts.

Now is a good time to review all the larger equipment as it is all old and worn out, we have just paid out for repairs to the tractor and the cost of this was more than the tractor was worth.

This issue will continue if we do not look to update the equipment now.

Equipment list to trade in or sell.

Tractor Kubota L4200	2002	£3-4000 maximum
Ride on triple mower Ransomes 2130	2003	£1-2000
Ride on collector mower Kubota G18	1998	£800

We also have a large trailer which is not used anymore this can be sold. £1000

The recommendation is to replace all these items with:

New or used tractor	up to £28000.
New rotary mower attachment for the tractor	£9000

A newer diesel tractor could be run on HVO fuel which reduces CO2 emissions by up to 90% at an extra cost.

HVO stands for hydrotreated vegetable oil and is an eco-friendly biofuel that uses hydrogen as a catalyst to create a renewable energy source from, as the name suggests, vegetable oils. Because HVO is created using hydrogen instead of methanol as a catalyst, it is classed as a cleaner alternative to regular biodiesel. It also has a longer shelf life. But perhaps not surprisingly, these advantages impact the typical HVO fuel cost, you should expect HVO fuel generally to cost around 10 to 15% more on average than the price of traditional diesel.

Having investigated battery powered tractors these have such a small running time of 3-4 hours before requiring a re-charge, they are not a practical solution at this time.

Conclusions

The cost of the tractor repairs have made it clear that further moneys being spent on these old items is poor practice and we recommend that we should act now, we have used the equipment beyond its reasonable usage so have got our money's worth.

We have a vehicle reserve and can also look at using Chalker's Rise 106 money to fund these two purchases.

Note: If we look to lease any vehicles these are not classed as assets and therefore would need to be financed by the precept budget.

Recommendations

The committee are asked to recommend the following.

1. To agree to the purchase of a replacement tractor and rotary mower attachment if funding found.
2. To ask the Policy and finance committee to investigate the funding of these purchases.

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 vehicle reserve Use of 106
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Newer machinery will have better safety features
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	N/A at this stage
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	All relevant
<u>Crime and disorder</u>	

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

Appendices/Background papers

Machines we can sell or trade in.

- Kubota G18 collector mower year 1998 estimated value £1000.



- Ransomes 2130 ride on triple mower year 2003 estimated value £1000.



- Ifor Williams trailer estimated value £1000.



Tractor

We also have to consider the age of the tractor; we have had to spend **£4500** on repairs this year. The tractor still has many issues including.

- Broken windscreen wiper motor – parts not available anymore
- Two small Hydraulic oil leaks
- One small gear oil leak from the front wheel hub
- Faulty window gas strut.
- Tyres are cracked and worn.



I have had an estimated valuation, and it is only worth **£3-4000** as a trade in against a new model, do we want to be spending more money on this tractor if it breaks down?

We have investigated an electric tractor as an option, but at the moment they are twice the price and have a run time of only up to 4 hours before requiring charging which is not workable.

We could look at using HVO diesel fuel to reduce carbon emissions at an extra cost per litre with a newer tractor as they are more compatible.

A new similar sized diesel tractor ex demo model will cost approximately £33,000. We could get a smaller engine tractor for £24-£28,000 new (with a 5-year warranty)

The cost of a replacement could come from a number of different sources to spread the cost.

- Chalker rise 106, as the tractor is mainly used on Centenary Park
- PTC Vehicle purchase reserve
- PTC capital receipts.

Machine to purchase

- Trimix procut S5 or similar - £9000 to be used behind a tractor to cut all flat grass areas to replace the Ransomes 2130.



- Replacement tractor up to £27,000 (new with 5 year warranty)



Type	vehicles	year	life expectancy	fuel type	Recommended best practice renewal dates	Planned Replacement Year	Replacement new Cost
Ride on Mower	Ransomes 2130 triple mower	2003	2022	diesel	2013 10 years or 1000 hours	2024	£27,000.00
Vehicle	Kubota tractor	2002	2022	diesel	2012 10 years or 1000 hours	2024	£30,000.00
Ride on Mower	Kubota F3890 rotary mower	2016	2023	diesel	2021 5 years or 1000 hours	2026	£25,000.00
Mower	Allett C24 bowling green mower	2008	2018	petrol		2026	£7,000.00
Vehicle	Kawasaki mule	2016	2026	petrol	2021	2027	£10,000.00
Ride on Mower	Kubota G18 rotary collector mower.	1998	2022	diesel	2003 5 years or 1000 hours	2028	£17,000.00
Vehicle	Ford transit	2016	2031	diesel	2021 5 years	2030	£26,000.00

Key

BLUE

machines that can be traded in due to 3G

ORANGE

Recommended to be replaced in 2024

Agenda Item: LA 872

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: Works update

Report Authors: Parks Officer

Purpose of Report: To note

Introduction

The Ground staff including the handyman look after all the amenities owned by Peacehaven Town Council

Background

The in-house team have many varying skills and now they are at full strength they have been very busy catching up on works as well as carrying out the normal duties like bin emptying, football pitch preparations and repairs.

Analysis

The tasks that have been carried out over the last two months include,

Ground staff

- Last cut and strim of all the grass areas.
- Hedge cutting including reduction in height of overgrown hedges.
- Installing 14 new fence posts and repairs at the bowling green.
- Installing a larger inclusive entrance at Howard Park.
- Installing the car park control bunding and posts at Centenary Park.
- Mulching
- Tree planting
- Tree works

All this alongside normal duties of preparing the football pitches for games weekly, litter picking, bin emptying,

Handyman

- Repairs to the toilets in the Hub
- Repairs to the toilets at the café
- Replacement of worn door lock in the changing places toilet
- Installed new orienteering signage around Centenary Park
- Representing the staff at the stress TFG
- Repairs to the hub roof
- Updating the notice boards
- Installing a new IT cupboard in the office

- Being Santa at the children's Christmas party
- Planted the planters up with spring bulbs

Conclusions

It must also be noted that the planters next to the Oblisk's on the A259, which were installed and maintained by Angels walk charity, have now been handed back to the council to maintain.

Recommendations

To note this report

Implications

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

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

Appendices/Background papers

Agenda Item: LA 873

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: Report on discussions with Signage TFG

Report Authors: Cllr Fabry, Cllr Ashby-Parkin, Cllr Norcott-Jones

Purpose of Report: To report back the recommendations of the Signage TFG

Introduction and Background

The TFG was set up to consolidate previous work by the Signage TFG of the previous council.

It aims to bring together previous recommendations and relevant information from PTC Brand Guidelines and Parks Officer Information for LAE to consider.

We acknowledge the good work in previous TFG discussions and recognise the budgetary constraints however, this report aims to move to a strategy for park signage moving forward we can address as funds become available.

1. Purpose – To recommend consistent, informative signage for PTC parks, including Centenary Park, including accessibility info and QR codes to include info regarding nature/environment.

2. Methodology – To review costings, previous Signage TFG reports, Brand Guidelines and Officer info.

3. To make recommendations to LA & E.

4. Time frame – July – January 2024

Summary of Recommendations

At the TFG meeting December 2023 the group discussed:

- Consistency of Park signage across Peacehaven.
- QR codes to be included on the signs that would link directly to pages on PTC website (see below). We visited Chatsworth Park and took photos to understand the use of QR codes with the links to nature.
- Material and type of signage.

The parks we have are (Parks Officer report):

- **The Oval** has 4 entrances & 2 in the Community Garden which should have its own sign.
- **Firle road** 2 playgrounds
- **The Dell** has 4 entrances, plus a playground
- **Epinay Park** has 3 entrances, plus a playground
- **Howard Park** has 3 entrances – include in accessibility CIL bid
- **Centenary Park** has 4 main entrances, 3 entrances from housing estates and 1 from the concrete road, plus 2 playgrounds, a skatepark
- Plus many small areas which may need "maintained by PTC signs.

Park signage across Peacehaven:

The previous Signage TFG had considered the signage for Centenary Park and use of sustainable materials. We discussed the use of QR codes linking to the PTC website. This would enable us to post informative, up to date content on our green spaces.

We discussed the need for long-lasting designs that is future-proofed due to potential costs. We also discussed being ambitious linking Peacehaven green spaces alongside the NDP. We investigated the use of QR codes and Signage at Chatworth but felt that content specific to Peacehaven would be more appropriate. Using the PTC website, we can update regularly, and we can post additional content when the need arises.

We recommend the use of:

- Recycled plastic graffiti resistant.
- Ladder rung
- Use of Arial font and PTC logo.
- Clear logos for parking, disabled, access, café, health and safety (if appropriate), playgrounds, toilets, local walks, A design company should be able to source appropriate logos.

Ladder board design:

We discussed a ladder format as a good general sign option as it would allow us to have minimal 'rungs' for the parks that just need the entrance marked with their name. It would also allow us flexibility to add 'rungs' if we have lots of information and features to talk about, or if we need to add detail later.

We need to ensure that relevant information and also QR Codes on the ladder design which we feel are essential when updating our signage.

We felt that this design used sustainable materials but also would be practical, cost-effective due to flexibility and appropriate sizes of the signs and would also blend in well to the natural environment.

WE can add an engraved PTC logo and also a QR code.



[Ladder sign - recycled plastic - Fitzpatrick Woolmer \(fwdp.co.uk\)](http://fwdp.co.uk)

- Please note we prefer the **left hand sign** as lighter and easier to see at night.

Officers have suggested:



Vicky reports that it would be £544 for one sign but we could investigate whether it would be cheaper in bulk.

Links to PTC website:

Generating QR codes linking to webpages is fairly straightforward. Stella at Telscombe recommended:

<https://www.qrcode-monkey.com/>

QR codes are well used, particularly with young people and give us an opportunity to add additional content and information, add park competitions, relevant information and change and update information more regularly than the signs will be changed.

For each park we can include:

Name of Park

Facilities, Parking, Cycling

Accessibility

Content about nature and the surroundings (QR Code).

We could run competitions and involved the young people of Peacehaven is creating nature content.

We recommend that we set up a page on the PTC website 'Peacehaven Parks and Green Spaces' in the About Peacehaven section.

Brand Guidelines: The primary font to be used by Peacehaven Town Council on all internal and external documents is Arial – a clean, clear font that is easy to read. The standard font sizes to be used are Arial 11pt or 12pt. This includes text in emails. The colour for all email text should be black. If a softer colour is needed on a white background in print, you can reduce the black to 85%.

[Your Council](#) ▾[Community](#) ▾[Place](#) ▾[Environment](#) ▾[Business](#) ▾[What's Happening](#) ▾**About Peacehaven**[History of the Town](#)[Historical Monuments of Peacehaven](#)[Did You Know?](#)**Places To Visit - Days Out**[Brighton & Hove](#)[Eastbourne](#)[Lewes](#)**Places To Stay**[A-Z of Places To Stay](#)**Places To Eat**[A-Z of Places To Eat](#)**Getting Around**[Transport around Peacehaven](#)**Recommendations**

1. To agree to engage a company to design a ladder rung sign that meets the Council's requirements which could be used in every park with varying information and sizes (number of rungs)
2. To agree to procure and install an initial sign at the entrance to Centenary Park using PTC CIL funds.
3. To source funding for signs in all other parks.
4. To set up a PTC webpage on the council website in the 'About Peacehaven section for 'Peacehaven Parks and Green Spaces' that we begin populating with information about information, facilities and accessibility.

Parks Officer signage information:

PARKS AND PLAYGROUNDS	AMENITIES IN THE AREA	EXTRA SIGNAGE?
CENTENARY PARK	2 X PLAYGROUNDS, SKATEPARK	DIRECTION SIGNS, CLEAN UP DOGS MESS, VEHICLE MOVEMENT.
THE DELL	1 X PLAYGROUND	VEHICLE MOVEMENT, DIRECTION SIGNS, CLEAN UP DOGS MESS
HOWARD PARK (PEACE PARK)	PEACE AREA	DIRECTION SIGN, CLEAN UP DOGS MESS
EPINAY PARK	PLAYGROUND IN TWO AREAS	CLEAN UP DOGS MESS
THE OVAL		INTERPRETATION SIGN? CLEAN UP DOGS MESS
SHEPHERD'S DOWN/FIRLE ROAD (EAST)	DOG AGILITY AREA	CLEAN UP DOGS MESS
FIRLE ROAD WEST PLAYGROUNDS	2 X PLAYGROUNDS	
JUBILEE GYM	FITNESS AREA	
OPEN SPACES		
FOXHILL		CLEAN UP DOGS MESS
ABBAY CLOSE		CLEAN UP DOGS MESS

CROOKS DEAN/		CLEAN UP DOGS MESS
CONEY FURLONG		CLEAN UP DOGS MESS
Bovis site at KEYMER AVENUE		ENTRANCE TO CENTENARY PARK SIGN? CLEAN UP DOGS MESS
MITCHELDEAN/ TOLLGATE		CLEAN UP DOGS MESS
Bovis site at FLINT WAY		ENTRANCE TO CENTENARY PARK SIGN? CLEAN UP DOGS MESS
CORNWALL AVENUE ALLOTMENTS		PLOT NUMBER SIGNS

Implications

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

<u>Financial</u>	Use PTC CIL money to employ a sign company and renew signage across parks.
<u>Legal</u>	It will allow the Town Council to “take ownership” and inform residents which Council is responsible for the park(s) with contact details.
<u>Health & Safety</u>	Signs will provide emergency contact details. QR codes will enable the signs to be more accessible.
<u>Planning</u>	To be confirmed.
<u>Environmental and sustainability</u>	Recycled plastic will remove plastic from the waste stream and last much longer than alternatives. Signage will include information about green spaces, walking and cycling.
<u>Crime and disorder</u>	Emergency details will be made available.
<u>Social value</u>	Providing residents with information and encourage activities for their wellbeing.
<u>Climate</u>	Recycled plastic will remove plastic from the waste stream and last much longer than alternatives.

Agenda Item: LA 874

Committee: LAE

Date: January 2024

Title: Business Plan Update

Report Authors: Chair and Vice Chair of Committee

Purpose of Report: To agree priorities to go forward to The BP T&F Group

Introduction

All committee members were asked to provide their ideas for 5 priorities from the draft Business Plan that relate to this committee.

Background

It is recognised that the draft plan contains a lot of ideas and that we will need to prioritise objectives because of financial and time restraints. Any items not prioritised need not be lost but remain on hold and can be moved on to if and when other projects are successfully completed.

Analysis

We collated all of the priorities we received and attempted to match them up with the items on the plan. This was not always easy as there were 2 slightly different versions of the plan that people worked from, and some people used different columns when choosing their projects.

Conclusions

We have highlighted 6 projects from the attached document as some of them do overlap. We also added two which were not mentioned specifically – The Hub improvements and The Howard Park developments as these were mentioned by a number of committee members and are already underway.

Recommendations

That we put these forward to the Business Plan task and Finish Group who will be meeting again shortly once all committees have submitted their plans.

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?	Some items rely on CIL, either bids for the district pot or our own pot. Others may be covered by our budget.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	
<u>Health & Safety</u>	

<ul style="list-style-type: none"> • Accessibility? • Equalities? 	
Planning <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	The Hub and pathways items
Environmental and sustainability <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Many relate to green spaces and active travel
Crime and disorder <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
Social value <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Many, if not all, of these projects are all about improving the town for the community
Climate <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

See attached spreadsheet

Highways & Transport: To maintain the standard of our highways and provide a better service Highways & Transport: To maintain the standard of our highways and provide a better service	Involve and work closely with the Public Safety Group	Action plan to be created	Action plan to be created
Place: To create a sustainable and visually attractive town Place: To create a sustainable and visually attractive town	Complete a review of public areas, signage, benches & litter bins Complete a review of public areas, signage, benches & litter bins	Action plan to recommend maintenance, implementation and upgrades Action plan to recommend maintenance, implementation and upgrades	Benches places from welcome back funding along with planters. Signage party to commence Benches places from welcome back funding, along with planters. Signage party to commence
Place: To create a sustainable and visually attractive town Place: To create a sustainable and visually attractive town	Identify cultural and accessibility project opportunities	To increase our artistic offer with open gardens and open house opportunities, work with artists and sculptures to include P-Haven in their offering To increase our artistic offer with open gardens and open house opportunities, work with artists and sculptures to include P-Haven in their offering	Action plan to be set up
Community: To build an inclusive, healthy and vibrant community Community: To build an inclusive, healthy and vibrant community	Acquire more allotment spaces (compulsory purchase) Deliver a wide range of inclusive and accessible play equipment and seating across Peacehaven Parks Deliver a wide range of inclusive and accessible play equipment and seating across Peacehaven Parks	Feasibility study to be undertaken and proposal of possible locations Access reports to be commissioned and consideration for eco-friendly play areas Access reports to be commissioned and consideration for eco-friendly play areas	Action plan to be created
Young & Elderly: Decrease isolation by connecting the wards and local amenities Young & Elderly: Decrease isolation by connecting the wards and local amenities	Implement a community engagement scheme with young people ensuring outdoor spaces meet their requirements Implement a community engagement scheme with young people ensuring outdoor spaces meet their requirements	Action plan to be created	Action plan to be created
Devolution: Local Town Council to take on certain LDC & ESCS functions	Green Spaces	Action plan to be created	Action plan to be created
Environment and Community related projects not mentioned here but which are already underway			
Improvements to The Hub			
Howard Park Project			

RESPONSIBILITY Leisure & Amenities		PURPOSE	PROJECT	ACTIVITY REQUIRED	CURRENT POSITION
Leisure & Amenities	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town/Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Complete the green infrastructure plan & work towards Peacehaven being carbon neutral for 2030/Complete the green infrastructure plan & work towards Peacehaven being carbon neutral for 2030	Audit of free spaces, incorporating LDC playing pitch strategy and green spaces/Audit of free spaces, incorporating LDC playing pitch strategy and green spaces	Action plans required	
	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town/Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Support an environmental audit covering air quality, recycling, local effects i.e. A259 Coast Road/Support an environmental audit covering air quality, recycling, local effects i.e. A259 Coast Road	Working party to continue with audits and action plan to be established/Working party to continue with audits and action plan to be established	Work has already been undertaken. Recommendations to be followed through by Council staff/Work has already been undertaken. Recommendations to be followed through by Council staff	
	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town/Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Develop a H&S policy for reporting risk assessments at open spaces, buildings and public spaces/Develop a H&S policy for reporting risk assessments at open spaces, buildings and public spaces	Identify and improve policies already in place	Work is currently being undertaken and will be presented at P&F for approval.	
	Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town/Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Improve Sports and leisure facilities	Audit of requirements to be conducted, Agreement of 3G pitch in place. This should align with decisions made regarding The Hub	3G pitch in progress for installation in this financial year. Further actions to be carried forward by Council Staff	
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town/Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Seek to implement better signposting and provide better amenity information for tourists to the town/Seek to implement better signposting and provide better amenity information for tourists to the town	To decide a signage plan based on brand guidelines	Ongoing - signage TFG to meet	
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town/Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Implement QR codes to publicise our miles and miles of footpath and amenities/Implement QR codes to publicise our miles and miles of footpath and amenities	Action plan to be created	Action plan to be created	
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town/Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Work with ESCC to keep footpaths passable and enjoyable	Action plan to be created	Action plan to be created	
	Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town/Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Seek solutions to provide access to facilities i.e. cycle routes, path ways and electric bus/Seek solutions to provide access to facilities i.e. cycle routes, path ways and electric bus	Action plan to be created	Some projects underway and waiting for CIL approval in July 23/Some projects underway and waiting for CIL approval in July 23	
	Housing & Planning: To monitor house build and planning applications/Housing & Planning: To monitor house build and planning applications	Provide greater protection for local green spaces and community assets/Provide greater protection for local green spaces and community assets	Action plan to be created	Action plan to be created	

Agenda Item: LA 875

Committee: Leisure, Amenities and Environment

Date: 9th January 2024

Title: Complaints log update

Report Authors: Parks officer

Purpose of Report: to note.

Introduction

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

Background

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

Analysis

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

Conclusions

No major complaints were received.

Recommendations

To note this report.

Implications

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

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

<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Attached below.

Complaint No.	Date Received	Area	Category	Details of Complaint	Actions taken	Current Status
125	11/10/2023	Centenary Park	Misc/Other	roof leaks at the Hub over the kitchens area	Handyman will repaint sealant on the roof area when we have a dry day	Closed
126	11/14/2023	Centenary Park	Misc/Other	toilet door not operating correctly	handyman to assess the doors.	Closed
127	11/15/2023	Centenary Park	Misc/Other	toilets vandalised at cafe	handyman attended and repaired/ cleaned away human excrement from wall and floor	Closed
130	11/15/2023	Centenary Park	Health & Safety	someone got stuck in the changing places toilet on saturday 11th nov. managed to get out with help. grounds team have closed the toilets under fixed.	referred to grounds team, new door lock fitted	Closed
133	12/4/2023	Centenary Park	Misc/Other	resident asking for the car park lights at centenary park to be on in the mornings until 7am	parks officer checked the timer and re-adjusted as it was running slow	Closed
134	11/28/2023	Non PTC land	Grass verges	mount caburn crescent. not cut grass on corner roderick ave.	passed to the parks officer and fix my street	Referred to ESCC
136	12/6/2023	Centenary Park	Health & Safety	path at bottom of concrete path, very slippery with the mud.	parks officer advised, recommendation going to L&A in jan. G Staff spread mulch over the areas to make them safer	Open

Agenda Item: LA 876

Committee: Leisure, Amenities and Environment

Date: 9th January 2023

Title: Playground life expectancy report.

Report Authors: Parks officer

Purpose of Report: To Note

Introduction

When we had our annual playground inspections in 2021 it included a life expectancy on all the playground items

Background

PTC own several playgrounds around the town, these are maintained and inspected by the groundstaff, and we have an independent inspection done annually.

Analysis

The report shows that we will need to budget for replacing playground equipment in our parks from 2024 onwards, repairs can be done if spares are still available to help extend the life of some pieces of equipment.

Conclusions

It should be noted that the handyman has refurbished several pieces of equipment since the inspector was on site which will extend their life expectancy and removed the talk tubes as they were beyond repair.

This report is made to keep the committee aware of the need to start looking towards the future of our playgrounds and the possibility of needing to replace and renew several items of play equipment over the next 3 - 5 years.

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

Appendices/Background papers

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy	Life expectancy in years
28454	Centenary Park and Skate Area	Activity Equipment	Activity Trail	Activity Trail	Playsafe Playgrounds	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Activity Trail	Activity Trail	Playsafe Playgrounds	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Balance Beam	Balance Beam	Playsafe Playgrounds	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Climbing Frame	Climbing Frame	Playsafe Playgrounds	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Climbing Post	Climbing Post	Not Identified	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Log Climber	Log Climber	Playsafe Playgrounds	Bonded Rubber Mulch	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Log Walk	Log Walk	Playsafe Playgrounds	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Multi Play (Senior)	Multi Play (Senior)	Playsafe Playgrounds	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Playhouse	Playhouse	Playsafe Playgrounds	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Stools	Stools	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Toilets	Toilets	Playsafe Playgrounds	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Traverse Wall	Traverse Wall	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Bench	Bench	Not Identified	Grass	5		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Boulders	Boulders	Not Identified	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Entrance Feature	Entrance Feature	Not Applicable	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Litter Bin	Litter Bin	Not Identified	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Misc Item	Misc Item	Woodscape	Grass	7		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Sign	Sign	Playsafe Playgrounds	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Site General	Site General	Owner/Operator	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Willow Feature	Willow Feature	Owner/Operator	N/A	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Fencing - Timber	Fencing - Timber	Natural Feature	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Gate - Maintenance	Gate - Maintenance	Owner/Operator	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Gate - Self Closing	Gate - Self Closing	Not Identified	Gravel	4		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Cable Runway	Cable Runway	Not Identified	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Embankment Slide	Embankment Slide	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Free Standing Slide	Free Standing Slide	Playsafe Playgrounds	Bonded Rubber Mulch	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Misc Item	Misc Item	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Musical Instrument	Musical Instrument	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Sculpture	Sculpture	Natural Feature	Grass	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Tunnel Mound	Tunnel Mound	Not Identified	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	See Saw	See Saw	Not Identified	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Spinner Bowl	Spinner Bowl	Playsafe Playgrounds	Sand	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	1 Bay 2 Seat (Cradle)	1 Bay 2 Seat (Cradle)	Sutcliffe Play Limited	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	1 Bay 2 Seat (Flat)	1 Bay 2 Seat (Flat)	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	1 Bay 2 Seat (Flat)	1 Bay 2 Seat (Flat)	Playsafe Playgrounds	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Basket Swing - Type 1	Basket Swing - Type 1	Not Identified	Grass Matrix Tiles	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Cantilever Swing - Type 3	Cantilever Swing - Type 3	Not Identified	Bonded Rubber Mulch	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Chess Wedge	Chess Wedge	Playsafe Playgrounds	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Concrete Bowl	Concrete Bowl	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Curved Ledge	Curved Ledge	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Curved Transition Bank	Curved Transition Bank	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Curved Transition Bank	Curved Transition Bank	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Grind Box	Grind Box	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Grind Box	Grind Box	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Grind Box with Steps	Grind Box with Steps	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Grind Box / Ledge	Grind Box / Ledge	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Grind Rail	Grind Rail	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Jump Ramp	Jump Ramp	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Pole Jam	Pole Jam	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Ramped Wall	Ramped Wall	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Roll Ramp	Roll Ramp	Not Identified	Concrete	1		3 - 5 Years	2024-26
28454	Centenary Park and Skate Area	Activity Equipment	Activity Trail	Activity Trail	Sovereign Leisure	Grass Matrix Tiles	1		3 - 5 Years	2024-26
7553	Ephray Park Play Area	Activity Equipment								

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy	Life expectancy in years
7553	Epina Park Play Area		Activity Equipment	Multi Play (Junior)	Sovereign Leisure	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epina Park Play Area		Activity Equipment	Multi Play (Junior)	Playworld Systems (Europe) Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epina Park Play Area		Activity Equipment	Multi Play (Junior)	Kompan Ltd	Carpet System	1		5-10 Years	2026-31
7553	Epina Park Play Area		Ancillary Items	Bench	Not Identified	Grass	2			
7553	Epina Park Play Area		Ancillary Items	Litter Bin	Glason	Grass	1			
7553	Epina Park Play Area		Ancillary Items	Palisade Logs	Owner/Operator	Grass	1			
7553	Epina Park Play Area		Ancillary Items	Shelter	Sovereign Leisure	Grass	1			
7553	Epina Park Play Area		Ancillary Items	Sign	Owner/Operator	N/A	1			
7553	Epina Park Play Area		Ancillary Items	Site General	Owner/Operator	N/A	1			
7553	Epina Park Play Area		Multi Use Games Area	Goalmouth and Basketball Post	Kompan Ltd	Bitmac	1		>10 Years	2026-31
7553	Epina Park Play Area		Rocking Equipment	Stand up SeeSaw	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epina Park Play Area		Rocking Equipment	Three Way Springer	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epina Park Play Area		Rotor Play	Spinner Bowl	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epina Park Play Area		Rotor Play	Supernova	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epina Park Play Area		Swings	1 Bay 2 Seat (Cradle)	Playworld Systems (Europe) Ltd	Wet Pour	1		5-10 Years	2026-31
7553	Epina Park Play Area		Swings	1 Bay 2 Seat (Flat)	Lappset UK Ltd	Wet Pour	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Activity Equipment	Multi Play (Toddler)	Wicksteed Playgrounds	Bonded Rubber Mulch	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Activity Equipment	Spring Balance Beam	S M P (Playgrounds Ltd)	Wet Pour	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Ancillary Items	Bench	Not Identified	Grass	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Ancillary Items	Bench	Not Identified	Grass	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Ancillary Items	Litter Bin	Earth Anchors	Grass	2			
7554	Fire Road Play Areas		Ancillary Items	Sign	Owner/Operator	Grass	2			
7554	Fire Road Play Areas		Ancillary Items	Site General	Owner/Operator	N/A	1			
7554	Fire Road Play Areas		Fencing - Timber	Fencing - Timber	Owner/Operator	Grass	1			
7554	Fire Road Play Areas		Fences	Fencing - Timber	Owner/Operator	Grass	1			
7554	Fire Road Play Areas		Gates	Gate - Self Closing	Not Identified	Grass	2			
7554	Fire Road Play Areas		Gates	Gate - Self Closing	Not Identified	Grass	2			
7554	Fire Road Play Areas		Other	Free Standing Slide	Wicksteed Playgrounds	Grass	4			
7554	Fire Road Play Areas		Other	Free Standing Slide	Wicksteed Playgrounds	Wet Pour	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Rocking Equipment	Misc Springer	Wicksteed Playgrounds	Wet Pour	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Rocking Equipment	Spring Car	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1		>10 Years	2031
7554	Fire Road Play Areas		Rocking Equipment	Spring See-Saw	Prologic	Bonded Rubber Mulch	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Rocking Equipment	Stand up SeeSaw	Wicksteed Playgrounds	Wet Pour	1		>10 Years	2031
7554	Fire Road Play Areas		Rocking Equipment	Three Way Springer	Hags	Wet Pour	1		3-5 Years	2024-26
7554	Fire Road Play Areas		Rotor Play	Cone Climber	Sutcliffe Play Limited	Bonded Rubber Mulch	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Rotor Play	Roundabout	Tayplay Ltd	Bonded Rubber Mulch	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Rotor Play	Spinning Pole	wicksteed Playgrounds	Bonded Rubber Mulch	1		>10 Years	2031
7554	Fire Road Play Areas		Swings	1 Bay 2 Seat (Cradle)	Sutcliffe Play Limited	Wet Pour	1		5-10 Years	2026-31
7554	Fire Road Play Areas		Swings	2 Bay 4 Seat (Flat)	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1		>10 Years	2031
7554	Fire Road Play Areas		Swings	Basket Swing - Type 1	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1		>10 Years	2031
7554	Fire Road Play Areas		Ancillary Items	Bench	Not Identified	Bonded Rubber Mulch	1		3 - 5 Years	2024-26
7554	Fire Road Play Areas		Ancillary Items	Litter Bin	Owner/Operator	Grass	1			
7554	Fire Road Play Areas		Ancillary Items	Sign	Owner/Operator	N/A	1			
7554	Fire Road Play Areas		Ancillary Items	Site General	Owner/Operator	N/A	1			
7554	Fire Road Play Areas		Ancillary Items	Fence - Bow Top	Owner/Operator	N/A	1			
7554	Fire Road Play Areas		Fences	Gate - Self Closing	Steelway/Fencecure	Grass	1			
7554	Fire Road Play Areas		Fences	Gate - Self Closing	Steelway/Fencecure	Grass	1			
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Air Walker	S M P (Playgrounds Ltd)	Grass	2		3 - 5 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Chest Press	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Cross Trainer	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Cycle	The Great Outdoor Gym Company	Grass Matrix Tiles	1		5-10 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Lateral Pull Down	Fresh Air Fitness	Grass	1		5-10 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Lag Press	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Parallel Bars	The Great Outdoor Gym Company	Grass Matrix Tiles	1		3 - 5 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Pull Up Station	S M P (Playgrounds Ltd)	Grass	1		5-10 Years	2024-26
7554	Fire Road Play Areas		Outdoor Fitness Equipment	Rower	S M P (Playgrounds Ltd)	Grass	1		> 10 years	2031

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy	Life expectancy in years
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Skier	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Tai Chi Wheels	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Activity Equipment	Boat	Proludic	Sand	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Activity Equipment	Sand and Water Play Unit	Proludic	Sand	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Activity Equipment	Water Play	Proludic	Bitmac	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Ancillary Items	Litter Bin	Glasdon	Grass	3		3 - 5 Years	2024-26
7521	The Dell Play Area		Ancillary Items	Palisade Logs	Not Identified	Grass	1			
7521	The Dell Play Area		Ancillary Items	Picnic Table	Marmax Products Ltd	Compacted Stone	3			
7521	The Dell Play Area		Ancillary Items	Sign	Owner/Operator	N/A	1			
7521	The Dell Play Area		Ancillary Items	Site General	Owner/Operator	N/A	1			
7521	The Dell Play Area		Fences	Fence - Chainlink	Owner/Operator	Grass	1			
7521	The Dell Play Area		Fences	Fencing - Timber	Owner/Operator	Grass	1			
7521	The Dell Play Area		Gates	Gate	Not Identified	Grass	1			
7521	The Dell Play Area		Gates	Gate - Combination	Not Identified	Compacted Stone	1			
7521	The Dell Play Area		Other	Boulders	Not Identified	Grass	1		>10 Years	2031
7521	The Dell Play Area		Other	Bouncing Facility	Eurotramp	Grass	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Other	Cable Runway	Proludic	Grass	1		<12 Months removed	
7521	The Dell Play Area		Other	Play Panel	Proludic	Grass	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Other	Story Telling Area	Hand Made Places	Wet Pour	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Rotor Play	Cone Climber	Tayplay Ltd	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	1 Bay 2 Seat (Cradle)	Proludic	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	1 Bay 2 Seat (Flat)	Proludic	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	Basket Swing - Type 1	Proludic	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	Wheelchair Swing	GL Jones	Bonded Rubber Mulch	1		5 - 10 Years	2026-31

Agenda Item: LA 877

Committee: Leisure, Amenities and Environment

Date: 9th January 2023

Title: Park benches audit

Report Authors: Parks officer

Purpose of Report:

Introduction

The parks officer was asked to carry out an audit of the benches due to a request for a memorial bench being turned down in the Dell.

Background

Peacehaven Town Council own and maintain numerous areas around the town and on these we have a mix of memorial benches, benches, and picnic tables.

A previous council had decided we should not have any more benches on the Dell as it could ruin the aesthetics of the park and we needed to keep the showground area free of obstructions, this was the reason for denying the request for a new Memorial bench.

When the previous council took the decision to move memorial benches away from the Dell it was because we had a new plan for Howard Park which allowed for numerous benches and Centenary Park was just finishing and again had plenty of room for benches.

Analysis

AMENITY SPACE	BENCHES	PICNIC BENCHES	SPACES LEFT
Epinay park	5 x benches	2 x picnic bench	2
The Oval	4 x bench	2 x picnic bench	6
The Dell	11 x bench	5 x picnic bench	0
Howard Park	19 x bench		0
Centenary Park	16 x bench	3 x picnic bench	12
A259 Coast Road	17 x bench		0
Cliff top monument	2 x bench		0
Firle Road playgrounds	2 x bench		0

Conclusions

Howard Park is nearing being full once the inclusive picnic bench is installed as per the plan.

Centenary Park has plenty of space for more benches.

The Dell appears to have plenty of space, but we need to allow for funfairs, boot sales, etc, as well as the areas being left untouched to encourage flora and fauna, there could be space at the northern end, but this is next to the A259 coast road, most applicants want a cliff top sea view.

We have turned down previous applicants for a bench in the Dell and they have chosen another park as the alternative or gone to LDC for a cliff top bench, the last bench installed in the Dell was due to an old memorial bench deteriorating to the point of collapse, the owner was not traceable, so it was removed for safety reasons and the new one fitted on the spare concrete plinth.

If we allow this new bench application, what do we say to the next application?

Recommendations

The committee are asked to.

1. Review and adopt the memorial bench policy attached to this report.
2. To agree to the recommendations regarding how many spaces are left in each area.
3. To agree a response to the letter received regarding a memorial bench in The Dell.

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

<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	All to be considered
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Appendices

Memorial Benches Policy

All applications to install a memorial bench must be made in writing to the Parks Officer and signed by the applicant. Upon receipt of an application, the Parks Officer will consider the request and decide whether to grant approval. If a request is refused, then the reasons for refusal and details of how to appeal the decision will be given.

If an appeal is lodged following the refusal of a request, then the applicant shall write to the Town Clerk outlining their grounds for appeal. The Town Clerk shall acknowledge receipt of the appeal and refer the matter to the Leisure, Amenities, and Environment Committee for a decision to be made. The Town Clerk should outline the anticipated timescale to the applicant to ensure that expectations are managed.

Once an application for a memorial bench is approved, written correspondence declaring confirmation of location is provided to the purchaser, by the Town Council, detailing map location and photograph in situ, within 28 days of installation.

Payment of asset will be due to the Council, within 28 days of invoice.

The style and location of the bench will be subject to consultation with the Parks Officer and aligned to this policy. Appendix 1 of this policy outlines locations that memorial benches can be placed, and the capacity of those locations.

The owner of a memorial bench is responsible for the maintenance of their bench, providing a signed Maintenance Agreement to the Council, unless agreed otherwise by the Parks Officer or Town Clerk.

Memorial benches are installed by the Grounds staff where possible.

All benches installed are done so at the owner's risk. Replacement benches are subject to terms and conditions of the current Council Insurance Policy and are not guaranteed to be covered.

Memorial benches must be accessible for use as a place to sit and are not to be used as a location for tributes or memorial items to be left. Items or tributes left on the bench will be removed and disposed of.

The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged.

The applicant should ensure that the Council is in possession of current contact details.

The Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age, subject to Maintenance Agreement Terms. The Council reserves the right to remove any bench that is in a considerable state of disrepair or in their view is a risk to health and safety.

In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement.

Adopted by Policy and Finance Committee: 22nd November 2016

Reviewed: 8th November 2022

Next Review Due: 7th November 2024

Peacehaven

Author:

Date: 20/12/2023

Scale: 1:1250



TELSCOMBE ROAD

