

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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, Cllr S Studd

27th March 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 2nd April 2024 at 7:30pm**

A handwritten signature in black ink, appearing to read "G Dyson".

George Dyson
Deputy Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 LA 894 CHAIRS ANNOUNCEMENT**
- 2 LA 895 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 896 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 897 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 898 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH FEBRUARY 2024**
- 6 LA 899 TO NOTE THE BUDGET UPDATE**
- 7 LA 900 TO NOTE ACTION PLAN**
- 8 LA 901 TO NOTE THE BUSINESS PLAN UPDATE**
- 9 LA 902 TO NOTE THE HUB LEGIONELLA REPORT**
- 10 LA 903 TO NOTE THE TREE PLANTING REPORT**
- 11 LA 904 TO NOTE THE ARCHEOLOGICAL DIG REPORT**
- 12 LA 905 TO NOTE THE OVAL AND EPINAY PARK SURVEYS TFG REPORT**
- 13 LA 906 TO DECIDE ON THE POP-UP SHOP REQUEST**

14 LA 907 TO NOTE THE ALLOTMENT UPDATE

15 LA 908 TO NOTE THE GREEN INFRASTRUCTURE PLAN UPDATE

16 LA 909 TO AGREE TO THE RECOMMENDATIONS IN THE PARKS SIGNAGE REPORT

17 LA 910 TO NOTE THE COMPLAINTS REPORT

18 LA 911 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH of JUNE 2024

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA899
Meeting date:	02/04/2024	Authors:	Parks officer
Subject:	Budget Update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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.

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

The end of year figures will not be available until after April 5th once the end of year has been completed.

2. Options for Council

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.

3. Reason for recommendation

The committee are expected to keep informed on the usage of the budget.

4. Expected benefits.

a. **The community**

b. **The environment**

c. **Other**

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Budget use
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Detailed Income & Expenditure by Budget Heading 21/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 <u>Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	6,692	6,600	(92)		(92)	101.4%	
4203 Fuel	4,930	6,050	1,120		1,120	81.5%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	687	900	213		213	76.3%	
Grounds Team General Exp :- Indirect Expenditure	12,284	14,150	1,866	0	1,866	86.8%	0
Net Expenditure	(12,284)	(14,150)	(1,866)				
310 <u>Sports Park</u>							
1025 Rent & Service Charge	19,286	13,845	(5,441)			139.3%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	6,678	3,000	(3,678)			222.6%	
1061 S/P Court Hire	7,486	2,500	(4,986)			299.4%	
Sports Park :- Income	39,832	25,110	(14,722)			158.6%	0
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	2,725	7,250	4,526		4,526	37.6%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	122	500	378		378	24.4%	
4161 Cleaning Costs	8,136	10,500	2,364		2,364	77.5%	
4164 Trade Refuse	3,299	4,500	1,201		1,201	73.3%	
4171 Grounds Maintenance Costs	7,294	10,000	2,706		2,706	72.9%	
Sports Park :- Indirect Expenditure	23,736	35,095	11,359	0	11,359	67.6%	0
Net Income over Expenditure	16,095	(9,985)	(26,080)				
315 <u>Big Park</u>							
4101 Repair/Alteration of Premises	49,538	5,000	(44,538)		(44,538)	990.8%	48,498
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	638	500	(138)		(138)	127.6%	
4112 Gas	386	500	114		114	77.2%	
4121 Rents	14,680	15,000	320		320	97.9%	
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	76,577	38,825	(37,752)	0	(37,752)	197.2%	48,659
Net Expenditure	(76,577)	(38,825)	37,752				
6000 plus Transfer from EMR	48,659						
Movement to/(from) Gen Reserve	(27,918)						

Detailed Income & Expenditure by Budget Heading 21/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	8,413	8,999	586			93.5%	
1111 Electricity	9,169	10,000	831			91.7%	
Gateway Cafe :- Income	17,582	18,999	1,417			92.5%	0
4101 Repair/Alteration of Premises	82	2,500	2,418		2,418	3.3%	
4111 Electricity	9,169	10,000	831		831	91.7%	
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	255	972	717		717	26.3%	
4355 Wifi	572	540	(32)		(32)	105.8%	
Gateway Cafe :- Indirect Expenditure	10,286	17,012	6,726	0	6,726	60.5%	0
Net Income over Expenditure	7,296	1,987	(5,309)				
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	2,371	2,500	129			94.8%	
Parks & Open Spaces :- Income	7,396	8,000	604			92.4%	0
4050 Allotment Costs	536	0	(536)		(536)	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	2,252	4,500	2,248	0	2,248	50.1%	1,400
4101 Repair/Alteration of Premises	1,941	5,000	3,059		3,059	38.8%	93
4141 Water Services	5,462	3,500	(1,962)		(1,962)	156.1%	
4164 Trade Refuse	742	2,000	1,258		1,258	37.1%	
4171 Grounds Maintenance Costs	1,673	4,000	2,327		2,327	41.8%	
4301 Purchase of Furniture/Equipmen	952	2,500	1,548		1,548	38.1%	
Parks & Open Spaces :- Indirect Expenditure	10,771	17,000	6,229	0	6,229	63.4%	93
Net Income over Expenditure	(5,627)	(13,500)	(7,873)				
6000 plus Transfer from EMR	1,493						
Movement to/(from) Gen Reserve	(4,134)						
355 The Hub							
1084 Sports Pavilion	21,552	16,979	(4,573)			126.9%	
1111 Electricity	0	270	270			0.0%	

Detailed Income & Expenditure by Budget Heading 21/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1112 Gas	405	270	(135)			150.0%	
1303 Water Charges	113	150	38			75.0%	
1355 Wifi	233	210	(23)			110.7%	
The Hub :- Income	22,302	17,879	(4,423)			124.7%	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	2,679	2,500	(179)		(179)	107.2%	2,470
4111 Electricity	2,676	3,000	324		324	89.2%	
4112 Gas	(238)	3,000	3,238		3,238	(7.9%)	
4171 Grounds Maintenance Costs	3,445	2,000	(1,445)		(1,445)	172.2%	2,500
4355 Wifi	357	420	63		63	85.1%	
The Hub :- Indirect Expenditure	8,919	10,920	2,001	0	2,001	81.7%	4,970
Net Income over Expenditure	12,900	6,459	(6,441)				
6000 plus Transfer from EMR	4,970						
Movement to/(from) Gen Reserve	17,870						
Grand Totals:- Income	87,111	69,988	(17,123)			124.5%	
Expenditure	145,308	138,002	(7,306)	0	(7,306)	105.3%	
Net Income over Expenditure	(58,197)	(68,014)	(9,817)				
plus Transfer from EMR	55,122						
Movement to/(from) Gen Reserve	(3,075)						

George Dyson
Town Clerk

(01273) 585493
TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 900
Meeting date:	02/04/2024	Authors:	
Subject:	Action Plan		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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

2. Options for Council

The committee are asked to note the completed projects.

- Concrete pathway entrance works at Centenary Park/ Chalker rise. LA868 02/01/24 (106)
- Build Concrete steps from Thakeham homes to centenary Park. LA868 02/01/24 (106)
- Re surfacing pathway to the north of the café in Centenary Park (CIL)
- TFG to review the information from the survey on The Oval, Epina Park and recommend how to progress the findings. LA793 30/05/2023 and LA584 20/07/2021

3. Reason for recommendation

The action plan enable the committee to monitor how projects are progressing.

4. Expected benefits.

a. The community

All projects are carried out to make changes to the amenity areas to improve the community's enjoyment of the areas.

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Yes use of both 106 and Cil monies
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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		Projects Officer	TBA	TBA	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park COMPLETE		Parks officer	£64,722	LDC CIL & PTC CIL	2023	22/03/2024
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 COMPLETE	Report on this agenda.	Parks officer/ councillors	TBA	TBA	2022	07/03/2024
Howard Park – Accessible picnic bench to be purchased. Howard Park – Resin bond the path LA542 23/03/2021	Quotes received for the pathway works and report went to full council.	Parks officer/ projects officer	CIL	LDC CIL Bid & PTC CIL	Not set	
DELL playground 106 money inclusive project LA 691	Paperwork signed and awaiting the go ahead from LDC.	Parks officer	£50,000	106 held by LDC	Summer 2023	
Green spaces infrastructure audit including an Inclusivity audit of green spaces. LA817 18/07/2023 LA530 09/02/2021	TFG group set up. Members are, Cllr Fabry, Cllr Smith, Cllr Ashby-Parkin, and Cllr Gallagher.	TFG	Not set	N/A	TBA	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
OVCA entrance to the south downs N P project. LA 618	Being led by SDNP Trees have been planted to complete the avenue of trees to the park	TC/ Parks O/ Finance O	£33,900 over three years	OVECA	TBA	
Signage project in Parks and around PTC land. LA798 30/05/2023	Report on this agenda.	Projects officer	£1000 for entrance sign at Centenary Park. £1000 for design costs	PTC budget and CIL	2023	
To resurface the overflow carpark at Centenary Park. LA868 09/01/24	To be carried out by the grounds team in early spring	Parks officer/ Finance officer	TBA	106 Chalker's Rise	Spring 2024	
Concrete pathway entrance works at Centenary Park/ Chalker rise. LA868 02/01/24 COMPLETE		Parks officer	Approximately £1000	106 Chalker's Rise	Spring 2024	29/02/2024
Build Concrete steps from Thakeham homes to centenary Park. LA868 02/01/24 COMPLETE		Parks Officer	£250	106 Chalker's Rise	Spring 2024	13/03/2024
Pump track project. LA888 20/02/2024	Site assessment has taken place with the cost using 106 money	Parks Officer	Initial £750	Big park 106		

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Pop up shop request LA869 02/01/24	Draft T&Cs approved at P&F committee.	Parks officer/ Town Clerk	TBA		Spring 2024	
Bowling green path and irrigation works. LA867 02/01/24	Pathway and irrigation contracts placed, and works are due to start in late March/ early April 2024	Parks officer	Path works £7995. Irrigation £1769+vat	PTC CIL PTC CIL/ bowls club 50/50	Spring 2024	

Key:
Green = on target
Blue = project partly completed
Red = project behind schedule
Highlighted text shows an environmentally beneficial project.

Completed projects in 2024.

1. Banner board relocation
2. Replacement gym equipment installation
3. OVCA tree planting gateway to the downs
4. Planting 50 trees donated by a resident used to fill in gaps from original planting in big park
5. Urban tree challenge fund planted 29 trees
6. Hub Building condition survey
7. Concrete pathway extension from Chalker's Rise estate to Centenary Park 106
8. Build Concrete steps from Thakeham homes to centenary Park. 106
9. review of the survey results fir the Oval and Epinay Parks.
10. Panted 30 small trees in Centenary Park applied for from the woodland trust.
11. Phase 2 of the pathway resurfacing paid for from CIL.

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 Firlie Road playground.
8. installed new self-closing gates in the outdoor gym.
9. Surveys of the Oval and Epinay parks carried out.
10. Changing places project
11. Centenary Park - Bridle Path Resurfacing (phase 1)
12. Allotment policy updating
13. New café lease
14. Hub roof temporary repair
15. Howard Park tree planting
16. Install replacement CCTV in Centenary Park
17. Water refill station at Centenary Park
18. Café lease renewal
19. New battery van leasing
20. Permaculture tree planting Scheme

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 901
Meeting date:	02/04/2024	Authors:	CLlr Sharkey, Parks officer
Subject:	Business plan		
Purpose:	To agree		

Recommendation(s):

To agree to forward the 5 recommended items listed to the Business plan TFG

1. Background

The business plan is set out to direct the council business and focus for the future years.

It has been suggested in the past that the L, A & E committee set out 5 items they feel should be the focus of this committee in the business plan.

2. Options for Council

The 5 items listed in the appendices are to be forwarded to the business plan TFG for approval.

3. Reason for recommendation

The committee agreed to the items and these have been compiled into the list.

4. Expected benefits.

a. The community

The business plan will help to focus spending in the future

b. The environment

The business plan will help the council to increase the bio diversity of the town when carrying out projects.

c. Other

5. Implications

5.1 Legal	To be considered
5.2 Risks	To be considered
5.3 Financial	To focus spending for the future
5.4 Time scales	
5.5 Stakeholders & Social Value	To be considered
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	To be considered
5.10 Biodiversity	To be considered
5.11 Privacy Impact	
5.12 Equality & Diversity	To be considered

6. Appendices

Leisure, Amenities, and Environment Committee

Project	Complete the Green Infrastructure Plan		
Description	To work towards our carbon-neutral target by safeguarding our green spaces.		
Target Completion	2030	Current Position	Action Plan & TFG in place.
Resource Allocation			
Measure of Success	Our Greenspaces are maintained		

Project	Improve Sports & Leisure facilities		
Description	Install 3G pitch for Football Club and carry out improvements to MUGA court.		
Target Completion	2025	Current Position	Plans Agreed
Resource Allocation	Football Club, CIL, budget allocation.		
Measure of Success	Pitch & Court in use.		



Leisure, Amenities, and Environment Committee

Project	To implement a better sign policy		
Description	To provide better amenity information including QR codes		
Target Completion	Ongoing	Current Position	First Sign agreed.
Resource Allocation	From LA&E budget		
Measure of Success	Residents and visitors find it easier to navigate our parks		

Project	To improve access to facilities with parks, cycleways, and electric bus		
Description	Improve pathways, improve safety for cyclists, look into electric bus provisions.		
Target Completion	2024	Current Position	Some paths, cycle route approved
Resource Allocation	CIL money, grants.		
Measure of Success	That all pathways are safe and well used.		



Leisure, Amenities, and Environment Committee

Project	Howard Peace Park		
Description	Improve inclusive access to park & develop it more as a memorial park		
Target Completion	2025	Current Position	New TFG needed.
Resource Allocation	CIL, budget allocation		
Measure of Success	Howard Park is an accessible and peaceful place for residents.		



George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 902
Meeting date:	02/04/2024	Authors:	Parks Officer
Subject:	The Hub Legionella report		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

The legionella risk assessment checks were carried out in February 2024 and the findings are in the report in the appendices. **No legionella was detected**, but there were several recommendations to have carried out.

2. Options for Council

The recommendations were.

- To have the calorifiers, water storage tanks and shower mixer valves professionally cleaned/ serviced (this has been booked in with a company recommended to us at a cost of £885 + vat)
- To have the staff trained to carry out cleaning, temperature checks and water testing in house in the future. (this is scheduled for the coming months)

3. Reason for recommendation

To maintain the Hub's water supply is safe to its users.

4. Expected benefits.

a. The community

To keep the Hub safe for all users

b. The environment

c. Other

5. Implications

5.1 Legal	yes
5.2 Risks	Risk to all users
5.3 Financial	£885.
5.4 Time scales	
5.5 Stakeholders & Social Value	Keeping the users safe
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Legionellosis Risk Assessment Audit



Customer:	Peacehaven Town Council
Site Name and Address:	The Hub, Piddington Avenue, Peacehaven, East Sussex BN10 8RJ
Site Contact:	Kevin Bray

Telephone Number:	
Date of Survey:	16th February 2024
Auditor:	Dee Thornton

Current Risk Rate



Description of Site

The Hub is a single storey building and is used by the public for activities including nursery, children’s activities and other events.

The kitchen is used by the event organisers. It has ladies and gents toilets, disabled toilet, a referees shower and two sets of showers. There are cold water tanks in the loft space. There is are two hot water calorifiers in the cupboard that provide the hot water.

The water mains meter is situated in the pathway at the back on the building.

Have there been any major changes to the building since the last Audit Risk Assessment

There have been no major changes to the building

Have there been any changes to the use of the building in which the water system was installed

There have been no changes to the building and its water system

Have there been any cases of Legionnaires disease/Legionellosis associated with the system?

There have been no known Legionnaires cases in the building.

Have any of the following names/contact numbers changed since the last Audit Risk

1. Duty Holder (someone who appoints a person to take day to day responsibility)
2. The Appointed Responsible person (a person with sufficient standing and authority with the organisation e.g. Manager or Director)
3. Any of the competent persons

This needs to be put onto the Risk Assessment.

1. Peacehaven Town Council – Duty Holder
2. Responsible person – George Dyson – Town Clerk
3. Deputy responsible person – Kevin Bray
4. Competent Person – Andy Picton

Where temperature is the main control method against Legionella bacteria growth, has the system been under control since the last Audit Risk Assessment (Hot within 1 min @ 50C Cold within 2 mins below 20C? Check records

The monthly monitoring is not compliance with the HSE requirements. None of the hot water temperatures are within the legal requirements.

Have any Legionella samples taken from site, returned positive since the last Audit Risk Assessment. If yes, please detail below when action was taken as a result.

Both legionella and tvc Total Viable Count temperatures have been taken – results are not through yet.

Has the log book been audited?

This is the first year the audit has been completed

Have any corrective measures been put into place and roles and responsibilities of all staff involved in the control regime clearly defined in writing?

No corrective measures have been in place. The deputy responsible person should be of corrective measures and needs to make sure responsible and monitoring staff are trained, managing outside contractors and collecting of recorded information to put into the water management log.

Are external contractors being used for any water management

Plumbing and maintenance can be completed by an outside contractor as annual tasks.

Calorifier Servicing (Hot Water Boilers)

See below

Paperwork

No paperwork is in place. The basic log books (monitoring sheets) have not been implemented and the staff are not aware of any of this. There is a risk assessment but work has not been completed from this.

Identification and Assessment of the Risk

Potential Hazard	Controls	Risks	Completed
There is a Risk Assessment but no actions have been completed from this.			
The mains water meter for the Hub is near the bowls building.	Everything within the water meter and the piping is the responsibility of the Council.		
There are two tanks in the attic space that are linked. They are both solid but do not comply to water regulations and have not been cleaned for a number of years. The lids of the cold water tanks have no vents which means the air is not circulating and it will sweat during the summer.	Install two vents into the lids of the cold water tanks. These are available from companies like b&q or wickes. Insulation is required surrounding the cold water tanks – on the lids but not covering the new vents and surrounding. This will, during the summer help to keep the temperature of the cold water to below 20°C.		
Both cold water tanks have sediment in the bases, algae and nutrients that are food for the bacteria's. It is a legal requirement to make sure coldwater tanks are cleaned and disinfected regularly.	Clean and disinfect both cold water tanks and draw down to the outlets. This can be completed with a specialist water treatment company as you will require a certificate to make sure you show evidence of compliance.		
The cold water temperature in the tanks is 14.6°C in tank 1 and 15.4°C in tank 2.	This is within the legal requirements. Be aware this is the winter.		
The schematic drawing from the previous risk assessment shows that the mains water is feeding the kitchen tap and also the referees shower.	The whb taps, the cold water is being provided by the tanks.		
The two Lochinvar calorifiers are providing the hot water to both the showers and also the hot water tap outlets.	Neither of the calorifiers have ever been cleaned internally. This is a legal requirement to internally clean where possible to remove all algae, limescale and nutrients. This should be done through a blow down and remove. Where this is not possible, the disinfectant coming through the cold water tank clean needs to be left for at least 1 hour in the system and the pipework. It is a legal requirement to clean internally annually when needed.		
The temperature of all stored water in calorifiers needs to be at 60°C.	The temperature of the stored water is only being stored at 40°C allowing		

	legionella to grow and multiply.		
There are two industrial thermostatic mixer valves in the showers. This provided mixed temperature water between 39°C and 43°C to stop scolding in the showers.	There are sieves inside the tmvs that get blocked up and require cleaning internally. This should only need to be done ones but temperature testing and fail safe checks are required legally annually and recorded.		
The showers legally need to be cleaned and disinfected quarterly and recorded	They have been cleaned once but not recorded on hse forms.		
Legionella samples have been taken from both cold water tanks and also a drinking water sample from the kitchen tap	Awaiting results.		
Legionella Awareness training is urgently required and a legal requirement as there is evidence of lack of knowledge.			
There is no paperwork or log books for monitoring under the HSE Guidelines.			
In the kitchen there is a pipe that is a potential dead leg.	This can harbour stagnant water and go back into the mains water system if the non return valves fail. Get this checked by a plumber. If it is connected, remove pipework to the flow of mains water.		
There is a schematic drawing available and attached to this document.			
The disabled toilet temperature from the tap should be between 39°C to 43°C.			

Pictures

			
<p>Cold water tank sediment</p>	<p>Cold water tank 2 sediment</p>	<p>Lid of tanks – no vent</p>	<p>Insulation inadequate</p>
			
<p>Lochinvar calorifier</p>	<p>Showers with tmv</p>	<p>Disabled toilets</p>	<p>Inadequate and non compliant paperwork</p>
			
<p>Potential dead leg</p>			

Information Disclaimer

The survey was carried out on only the parts that were accessible to the surveyor. Water systems that may be located in parts of the building which were not highlighted to the surveyor, are not included in this risk assessment and exclusion of these systems does not indicated absence.

Whilst everyone endeavours are made in order to ascertain the correct information regarding the site layout and system plant information, the surveyor must rely on site staff knowledge and any available system drawings. Lack of such knowledge or information may lead to assumptions on the part of the surveyor and will be stated as such in the risk assessment.

Water systems may contain hidden dead legs (e.g. above ceilings, behind walls and below floors) which may not be evident within the practical limitations of the site assessment. Total inspection of the system is not practical as it may require partial dismantling of the walls or floors or the fabric of the building. This assessment is based on the inspection of readily visible parts of water systems only, together with information of available system drawings and other documents.

Dee Thornton

Dee Thornton

Date: 19th February 2024

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 903
Meeting date:	02/04/2024	Authors:	Parks officer
Subject:	Tree planting report		
Purpose:	To note		

Recommendation(s):

To note the amount of tree's planted during the winter

1. Background

During the winter there have been over 100 trees planted in Centenary Park

2. Options for Council

There last year of the agreement with Brighton permaculture UTCF has planted a further 23 semi mature tree's which will be added to the schedule for watering as per the agreement.

We also received 19 trees to complete the avenue of trees to the South Downs NP.

We had a resident donate 50 small whip trees and finally, we were successful in obtaining a further 30 small whip trees from the woodland trust, these were planted to fill in any spaces within the various planted areas within the park.

3. Reason for recommendation

The report is so the committee can note the tree planting which has taken place at the park.

4. Expected benefits.

a. The community

Improved air quality, provide shade and improve the biodiversity of the area for the users of the park.

b. The environment

Improved air quality, help to offset CO2 emissions for the town council.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	£2500 for UTCF trees all others were free.
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Yes, over a lifetime of 100 years, one tree could absorb around a tonne of CO2.
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	Yes, the various trees provide food and shelter for birds and insects.
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 904
Meeting date:	02/04/2024	Authors:	Parks Officer
Subject:	Planned Archeologic dig		
Purpose:	To note		

Recommendation(s):

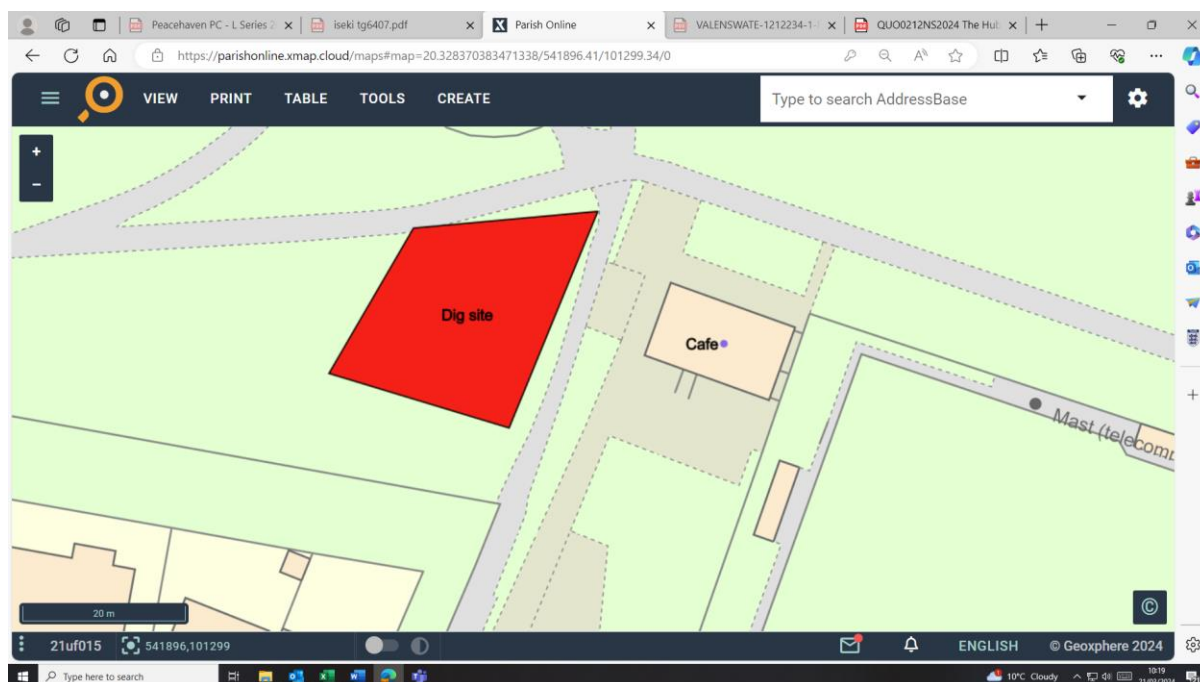
To note the planned archaeological dig planned to take place during September 2024

1. Background

During the creation of Centenary Park there was a budget set aside for engaging the community with the archaeology of the area, this was originally planned to use this to create some replica round houses, but this idea was scrapped.

The budget remained ringfenced for archeologic purposes and the team at LDC and ESCC have now booked in a dig to take place next to the gateway café in Centenary Park in September 2024. The event will be advertised so that residents can apply to help.

The plan is to involve the community and schools in the dig and to display any findings in the café.



2. Options for Council

To note this event taking place on Centenary Park.

3. Reason for recommendation

To help promote the event to the Councillors and Public

4. Expected benefits.

a. The community

Engaging the residents in the history of the area

b. The environment

All areas disturbed will be returned to the original condition.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	Risk assessment will be supplied
5.3 Financial	Use of 106 money
5.4 Time scales	1 week
5.5 Stakeholders & Social Value	Open to all residents
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Fencing the works area
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Eastbourne Borough Council & Lewes District Council

and

Peacehaven Town Council

This is an agreement between Eastbourne Borough Council, hereinafter called 'EBC', Lewes District Council, hereinafter called 'LDC', and Peacehaven Town Council hereinafter called 'PTC.



1. Introduction

This Memorandum of Understanding (MOU) between Eastbourne Borough Council ('EBC'), Lewes District Council ('LDC'), and Peacehaven Town Council ('PTC') outlines conditions relating to the 'Peacehaven Big Dig', part of Changing Chalk partnership funded by National Lottery Heritage Fund. The project will deliver:

- An excavation in the Big Park, Peacehaven in 2024. The excavation will be run by an external contractor but managed by EBC Heritage team. Site plan outlining area for excavation below. [TO BE ADDED]
- Excavation and site will be open to volunteers and members of the public and guided tours will be available throughout the excavation.
- 3 stand alone signs to be installed in the park detailing the history and archaeology of the area.
- Digital Outputs to be accessed through the signage that explore and engage with the archaeology in the area.
- A learning programme aimed at local schools
- Events alongside the excavation including historical crafts and demonstrations
- Eastbourne Borough Council's Heritage team will provide storage and archiving.
- The excavation will form part of the Big Dig project through the Changing Chalk Partnership

2. Conditions:

2.1 Standard Terms and Conditions

Role, Responsibility and Permissions

- EBC and LDC take full responsibility for project management and coordination of the project.
- EBC and LDC will take full responsibility for risk management, and will ensure management plans and risk assessments are in place for visitor management and safety. Plans and risk assessments should be shared with appropriate project partners for review and input.

Financial Management

- The budget for this project is £50,000
- The funding will only be spent on project activities

Evaluation

- Visitor and Volunteer data will be gathered throughout the excavation and data on access to the digital content will be collected periodically after the excavation
- EBC will share evaluation of the excavation and associated events with the Changing Chalk partnership including but not limited to, digital analytics, visitor numbers, participant / audience / visitor feedback etc. to include any raw data and final reports.

Funding acknowledgement

- EBC, LDC and PTC logos will feature alongside the Changing Chalk Partnership and National Lottery Heritage Fund logos in all print and online publicity and marketing, including press releases, leaflets, posters, websites, brochures and reports relating the the excavation. LDC and PTC logos will appear on signage.
- Press releases should be shared with the Changing Chalk partnership prior to publication or release, for review and final sign off before issuing.

Delivery timescales

- The Excavation will be take place in in September 2024, and the project will be completed by June 2025.

3. Authorisation

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

Partner Signatory #1 (EBC and LDC):

XXX signature: _____

XXX name (block capitals): _____

Date: _____

Partner Signatory #2 (PTC):

XXX signature: _____

XXX name (block capitals): _____

Date: _____



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 905
Meeting date:	02/04/2024	Authors:	Parks Officer
Subject:	Survey of the Oval and Epina Park TFG findings		
Purpose:	To note this report and agree to install 3 refurbished benches in the Oval		

Recommendation(s):

**To note this report and agree the TFG has completed its remit.
To agree to install three repurposed benches in the Oval.**

1. Background

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

The expected Cil money has not been forthcoming so any improvements would require funding from another source, the recommendation is to note the findings and use them as and when funding becomes available.

The findings/ recommendations to keep on file.

The Oval

- Increase the seating capacity with benches and picnic tables.
- Install two more bins at the east and west entrances.
- Look to redesign the kissing gates to be more accessible but still prevent motorcycle access.
- Continue to leave grass areas uncut with cut pathways for walkers to use
- Sow wild flowers
- Possibly look to have a deed of dedication on it.
- Information boards on the flora and fauna of the park

The majority of the comments were to leave the park as is "a green space in a concrete area"

Epina Park

- To Renew and upgrade the playground equipment.
- To fence in the playground area to stop dogs entering it.
- Signage on the roads to show where the park is located.
- Look to make the park entrances more accessible.
- To remove the shelter when it becomes beyond repair.
- Install a pathway from the south entrance to the northern entrance.

2. Options for Council

When the meridian centre closed the staff were able to take possession of three benches from the mall, these could be refurbished and installed in the Oval to replace one that have rotted away.

3. Reason for recommendation

- To note the report and disband the TFG
- To increase the seating capacity of the Oval

4. Expected benefits.

a. The community

More seating available to users of the Oval

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Nominal cost to paint and install the benches in the Oval
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 906
Meeting date:	02/04/2024	Authors:	Parks officer
Subject:	Pop-up shop request		
Purpose:	To decide		

Recommendation(s):

**To decide to support or not to support the pop-up shop.
To set out the criteria for the pop-up shop.**

1. Background

A local resident requested to open a pop-up shop selling natural dog treats in the town parks, the L&A committee asked for some terms and conditions to be compiled to cover this. The terms and conditions were discussed by the Policy and Finance committee with the comments below.

Cllr Campbell highlighted a discrepancy in one document referring just to the Dell, whereas another to the Dell and Centenary Park.

Concerns were raised over obstructing access to parks, it was suggested that the terms could include that a plot would be allocated by the Grounds Team to ensure this does not happen.

There was also a concern that terms 1 & 12 were conflicting with each other – the Clerk will look at these to ensure that they reflect the terms in condition 1.

It was proposed that the terms & condition be adopted, subject to the above amendments.

The accepted terms and conditions are in the appendices.

2. Options for Council

The committee are asked to decide if they want to support the pop-up shop, to grant permission to use our parks and to consider, if permission is granted, the following.

- a) What parks are to be used and where?
- b) How many times a month can this take place and how many hours per day.
- c) Do we have a trial period to begin with.
- d) Will this attract other small businesses and do we want this to expand.
- e) Impact on other users of the parks.

3. Reason for recommendation

The committee will need to consider if they want to support the pop-up shop idea.

4. Expected benefits.

a. The community

Possible benefit for dog owners

Supporting a small local business

b. The environment

To be considered.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	Risk assessment to be supplied
5.3 Financial	possible income
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	To be adhered to
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Draft conditions of hire for pop up shops on the Dell or Centenary Park

1. Site – The Hirer is responsible for any damage to the ground and should cancel the shop if wet weather has made the site unfit. The council also reserves the right to cancel due to weather. The plot shall be marked out and allocated by Peacehaven Town Council Grounds Team.
2. Application - The hirer must submit an application to the town council for approval, detailing their intended use of the space, duration of operation, and any proposed structures.
3. Compliance - The hirer must adhere to all relevant laws, regulations, and health and safety standards. This includes obtaining necessary permits and licenses, including food safety provisions where applicable.
4. Environmental - The shop must not create undue environmental impact. It should minimize waste and ensure the cleanliness of the park area.
5. Park Preservation - The pop-up shop must not interfere with the normal use of the park by other residents. This includes respecting designated areas and preserving the park's flora and fauna.

6. Insurance and Liability - The hirer must carry adequate liability insurance (at least £2m public liability) and provide a copy of this policy to the Town Council at least 14 days before the date of hire.
7. Clean-up - The hirer is responsible for leaving the area in its original condition after the agreed-upon duration.
8. Community Engagement - The shop should strive to engage with and benefit the local community, potentially through events, promotions, or contributions to local initiatives.
9. Duration – The duration of the hire agreed with the Town Council must be adhered to.
10. Single use plastics – The Town Council has resolved to not use single use plastics, hirers are encouraged to also follow this policy.
11. Fee – The fee for a 3m x 3m plot for a pop-up shop shall be £15 per hour. This does not grant exclusive use of the Park, and the Council reserves the right to hire plots to multiple vendors.
12. Cancellation – Cancellation of the hire within 2 weeks of the hire date shall incur the full booking fee, except in the application of condition 1.
13. There must be no sale of illegal or otherwise offensive items.
14. Health & Safety – the Hirer is solely responsible for conducting a suitable and sufficient Risk Assessment for all their activities and undertakings.

George Dyson
Town Clerk

(01273) 585493
TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 907
Meeting date:	02/04/2024	Authors:	Parks Officer
Subject:	Allotment update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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.

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 months including any correspondence received.

- We are still awaiting a few tenancy agreements to be signed and returned this is being chased up by the information officer and final warnings have been issued for them to pay and sign the tenancy agreement by April if this does not happen the plots will be reallocated.
- We have had another tenant give up their plot and this has been offered to the next resident on the waiting list.

2. Options for Council

To note that due to the extreme wet weather over the last few months the inspections of the plots will be delayed until May to allow time for the plots to be worked.

3. Reason for recommendation

To keep the committee informed of the progress with the allotments.

4. Expected benefits.

a. The community

Allotments are a great benefit to the community.

b. The environment

Allotments enable the production of food in a more environmental way.

5. Other

6. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Income received from tenants
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	Tenancy agreements to be signed
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

7. Appendices

LA 908 Green Infrastructure Plan

GREEN INFRASTRUCTURE

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

Benefits to Communities:

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

Valued green/open spaces may include:

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

Green Infrastructure

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

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

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

Other Designations

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

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

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

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

Questions you might consider include:

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

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

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

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

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

Description

	SITE NAME	SERIAL NUMBER	LOCATION	AREA (Ha)	GRID REF	LOCAL PLAN DESIGNATION	Other Designatio	Owner	summary of	Access including how close to the	Other public	Important additional features	Info
1	PARK	ESX 145121	BN10 8RJ	17.563	TQ419013	SDNPA	Biosphere	PTC	play and climbing walls, football pitches and skateboard	community	Public pathw	Gateway to SDNP	
3	THE DELL	ESX 83712	BN10 8JD	2.522	TQ407010	AND CLIFFTOP	Biosphere	PTC	open green space on the clifftop	?	coastal path and 2	Coastal trail	with children's play area (with disabled
2	JOFF FIELD		BN10 8BL		TQ 411016	CENTRE AND	Biosphere	ESCC	Mown open grass field mainly used for dog walking and informal play a	and within main town	Yes	centre facility	Town centre location
4	PARK	296811	BN10 8HW	2.401	TQ403011	SNCI	Biosphere	PTC	space with views out to sea. Seating some planting.	?	and housing	Greenwich n	space on the clifftop
5	EPINAY PARK	ESX 60704	BN10 8DW	0.499	TQ414025		Biosphere	PTC	basketball hoop	?	local housing estate	?	green open space with many mature
6	THE OVAL	ESX 28492	BN10 8SJ	1.843	TQ411025		Biosphere	PTC	there are no formal pathways or sport/play equipment. It	?	(N,S,W,E)		
7	DOWN/FIRLE	ESX 67202	BN10 8EQ	0.744	TQ410020		Biosphere	PTC	space with mowed grass and some mature trees and		housing access from	?	some mature trees and shrubs
8	N	ESX 291299	BN10 8EF	0.5	TQ 409020								Infant play area plus green open space
10	AVENUE		BN10 8SE	0.7	TQ 422009	LOTMENTS RE	Biosphere	PTC?	Allotments				
11	PARK AND	ESX 160687	BN10 8RB	1.159	TQ 417013		Biosphere	LDC	Formal play	small park with			War Memorial. Adult Gym
	PARKS												
12	FOXHILL/	ESX 46829	BN10 7SE		TQ 410022		Biosphere		regualr mowing, could be enhanced with some areas left				some mature trees, this was handed
13	CLOSE		BN10 7SD		TQ 411021		Biosphere						development of houses
14	DEAN/	ESX 111461	BN10 8JD		TQ417025		Biosphere						semi mature trees, handed to the
15	FURLONG				TQ417026		Biosphere						development
16	AVENUE	ESX 273853	BN10 8EX		FIND SITE		Biosphere						
17	FLINT WAY	ESX 381213	BN10 8GN		COULDN'T FIND SITE		Biosphere						
19	TOLLGATE/H				409020 - LINKED TO MICHELDEAN??		Biosphere						
	airpin croft		BN10 8ED										
	CLIFFTOP												
22	Esplanade East			4.982		SSSI, CLIFFTOP	biosphere						Cliff Top
23	The Promenade			0.194		SSSI, CLIFFTOP	biosphere						Cliff top
	E. SALTDEAN/ TELSCOMBE CLIFFTOP					SSSI, CLIFFTOP/ AND SOME IN SDNPA	biosphere						
24	DOWNLAND AVENUE			1.166			biosphere						Sunken Area LEWES DISTRICT COUNCIL. Wild area
25	Back of Down Land Avenue/Chichester Close				TQ 426012		biosphere	LDC	Former Basketball Court	Enclosed are	Rear of housing estate		Childrens play are owned by Lewes District Council
27	Ashington Road East Park						biosphere	LDC		Open Community Space			
28	Lake Drive Pond						biosphere	LDC	SUDS System	Embedded in lake drive estate			Water pond drainage system.
29	East Peacehaven Nature Reserve					LOCAL WILDLIFE SITE	biosphere						
	TELSCOMBE TOWN COUNCIL												
31	Chatsworth Park				TQ 405017	Open Space?	Biosphere	TTC	Open grassed areas. Formal garden sports field, formal pl	Recreation, open space	Accessibility good, embedded into local community	Pigs Hill	2 x childrens play space areas
32	The Copse				TQ403021	O ancient woodla	Biosphere	TTC	Wooded area	Wooded copse, no activity	Close to houses, footpath only		
33	Robert kingam						Biosphere	TTC	Formal Playspace				
34	Spine Path						Biosphere						

Description

	SITE NAME	SERIAL NUMBER	LOCATION	AREA (Ha)	GRID REF	LOCAL PLAN DESIGNATION	Other Designatio	Owner	summary of	Access including how close to the	Other public	Important additional features	Info
35	Telscombe Cliffs Playing fields					SDNPA	Biosphere	LDC					
	The Tye					SDNPA REGISTERED COMMON LAND/STEWARDSHIP AGREEMENT	Biosphere	TTC	Rural grazing land. Significant archaeology including crossdykes, Saxon funeral path and ancient scheduled monuments. Within the SDNPA	Acts as buffer between two settlements, both within the neighbourhood plan area.	Yes	Gateway to SDNPA	
	OPEN SPACE NOT INCLUDED												
	Top of ambleside						biosphere						
	Esplanade cliff tops						biosphere						
	Telscombe Tye					SDNPA	biosphere						
	Peacehaven Golf Course					SNCI/ SDNPA	biosphere						
	Plot 21 Valley Road						biosphere						
	Plot 35 Velly Road						biosphere						

Designation

	SITE NAME	FOOTPATHS	BRIDLEWAY	BEAUTY	HISTORY	TRANQUILITY	BIODIVERSITY	RECREATIONAL VALUE	DESIGNATE
1	PARK	PCV/8/1	PCV/7/1	YES /BORDERS SDNPA		HIGH - COUNTRYSIDE CHARA	AREAS SURROUNDED	AND INFORMAL SPACES/FACILITIES/SPORTS	Y
3	THE DELL	PCV/1/1		YES CLIFF TOP		YES CLIFF TOP LOCATION	MEDIUM	COMMUNITY	Y
2	JOFF FIELD	PCV/22/1		MEDIUM - SEMI RURAL		MEDIUM	NO	LOCAL FAIRS/MARKETS ETC.	Y
4	PARK (PEACE			HIGH - CLIFF TOP LOCATION		HIGH CLIFF TOP LOCATION	HIGH - SNCI	HIGH - PEACE GARDEN WITH LANSCAPING	Y
5	EPINAY PARK			MEDIUM - SEMI RURAL		MEDIUM	LANDSCAPED OPEN	WALKING, BASKETBALL HOOP, SEATING	Y
6	THE OVAL			MEDIUM - SEMI RURAL		HIGH - COUNTRYSIDE CHARA	OPEN AREAS WITH	HIGH - CONTAINS COMMUNITY GARDEN AND FC	Y
7	DOWN/FIRLE			MEDIUM - SEMI RURAL		SPACE TO HOUSING AREA	LANDSCAPED OPEN	AGILITY EQUIPMENT FOR WALKERS.	Y
8	N	PCV/21/1		MEDIUM - SEMI RURAL		SPACE TO HOUSING AREA	TREES, AND HEDGES	HIGH - CONTAINS PLAY PARK	Y
10	AVENUE			MEDIUM - SEMI RURAL		SPACE TO HOUSING AREA	HIVES/POLLENATORS	ALLOTMENT ASSOCIATION.	Y
11	PARK AND PARKS			HIGH - LANDSCAPED A	HIGH - WAR MEMOR	SPACE TO TOWN CETNRE	TREES AND HEDGES	GYM, LANDSCAPED AREAS	Y
12	FOXHILL/			MEDIUM - SEMI RURAL		SPACE TO HOUSING AREA	PREDOMINANLY	MEDIUM - PROVIDES AREA FOR WALKING	N
13	CLOSE								
14	DEAN/								
15	FURLONG								
16	AVENUE								
17	FLINT WAY								
	CLIFFTOP								
22	Esplanade East	PCV/1/1 & PCV/1/2		HIGH - CLIFF TOP LOCA	HIGH CLIFF TOP, MERIDIAN LINE	HIGH CLIFF TOP LOCATION	HIGH COASTAL CLIFF	HIGH - WALKING, CYCLING - NATIONAL COASTA	Y
23	The Promenade (Bramber Ave)	PCV/1/4		HIGH - CLIFF TOP LOCA	HIGH CLIFF TOP, MERIDIAN LINE	HIGH CLIFF TOP LOCATION	HIGH COASTAL CLIFF	HIGH - WALKING, CYCLING - NATIONAL COASTA	Y
24	DOWNLAND AVENUE								
25	Back of Down Land Avenue/Chich ester Close			HIGH - BORDERS SDNPA		CURRENTLY UNUSED, BUT WOULD PROVIDE TRANQUIL LOCATION	UNKNOWN	HIGH PROVIDED ENCLOSED BASKETBALL COUR	Y
27	Ashington Road East Park			MEDIUM - SEMI RURAL		MEDIUM - PROVIDES QUIET SPACE TO HOUSING AREA	LOW - PREDOMINANTLY REGULAR MOWN AREA	MEDIUM PROVIDES AREA FOR WALKING	N
28	Lake Drive Pond			HIGH - RURAL POND SETTING		HIGH - WATER AREA	HIGH - SUDS SYSTEM, WATER MANAGEMENT	HIGH PROVIDES COMMUNITY OPEN SPACE	Y
29	East Peacehaven Nature Reserve	RESTRICTED BYWAY NWV/18/2		HIGH - VIEWS OVER CLIFF TOP LOCATION TO SEA - SEMI RURAL		HIGH - CLIFF TOP LOCATION	HIGH - SCRUBLAND LOCAL WILDLIFE NATURE RESERVE	HIGH PROVIDES WALKING PATHWAYS - NATIONAL COASTAL PATH AND NATIONAL CYCLING ROUTE	Y
	TELSCOMBE TOWN COUNCIL								
31	Chatsworth Park	TEL/16/1		MEDIUM - SEMI RURAL		HIGH - QUIET SEATING AREAS DISTANT VIEWS OF SEA	HIGH - MATURE TREES HEDGES	HIGH - TWO PLAY SPACES, MEMORY GARDEN, INFORMAL SEATING AREAS	Y

Designation

	SITE NAME	FOOTPATHS	BRIDLEWAY	BEAUTY	HISTORY	TRANQUILITY	BIODIVERSITY	RECREATIONAL VALUE	DESIGNATE
32	The Copse			MEDIUM - SMALL WOODLAND		MEDIUM - WOODLAND	HIGH - SOME MATURE TREES PROTECTED WOODLAND	LOW - SMALL WALKING AREA- OVERGROWN.	N
33	Robert kingan			MEDIUM - SUBURBAN SETTING WITH LANDSCAPED AREAS		MEDIUM - ENCLOSED BY HIGH MATURE HEDGING	MEDIUM - MATURE TREES AND HEDGING	HIGH - CHILDRENS PLAY SPACE	Y
34	Spine Path								
35	Telscombe Cliffs Playing fields		TEL/8/1	HIGH - WITHIN SOUTH DOWNS NATIONAL PARK		HIGH - RURAL LOCATION, ENCLOSED BY MATURE TREES AND HEDGES	HIGH - MATURE TREES, SOME SCRUB LAND,	HIGH - SPORTS PITCHES, DOG WALKING, BASKETBALL	Y
	E.SALTDEAN CLIFF TOPS	TEL/11/2 & TEL/12/2		HIGH - CLIFF TOP LOCATION	HIGH-CLIFF TOP	HIGH CLIFF TOP LOCATION	HIGH COASTAL CLIFF TOP LOCATION	HIGH - NATIONAL COASTAL PATH - WITHIN SDNPA	Y
	OPEN SPACE NOT INCLUDED								
	Top of ambleside								
	Telscombe Tye	TEL/9/1 & TEL15/1 & RESTRICTED BYWAY TEL/9/2	TEL/5/1 & TEL/4/2	HIGH -SDNPA	HIGH - ANCIENT SCHEDULED MONUMENTS AND MILITARY LINKS	HIGH - RURAL AND CLIFF TOP	HIGH -RURAL AND CLIFF TOP, STEWARDSHIP PROGRAMME MANAGEMENT	HIGH - WALKING CYCLING	Y
	Peacehaven Golf Course	NWV/42/1		HIGH SDNPA - RURAL		HIGH RURAL SETTING SDNPA LOCATION	HIGH - MATURE TREES LANDSCAPING	HIGH - SPORTS - WALKING AREAS.	Y
	Plot 21 Valley Road								
	Plot 35 Vellely Road								

Playgrounds

	SITE NAME	UNDER 12'S	OVER 12'S	QUALITY	ACCESSIBILITY	INCLUSIVITY		
1	PARK	YES	YES	GOOD CONDITION	GOOD	DISABLED/WHE		
3	THE DELL	YES	NO	GOOD CONDITON	GOOD	DISABLED/WHE		
2	JOFF FIELD	NO	NO		GOOD	ARE FLAT		
4	PARK (PEACE	NO	NO			NO		
5	EPINAY PARK	YES	NO	AVERAGE CONDI	POOR	NO	GATES TOO NARROW	
6	THE OVAL	NO	NO		POOR	NO GROUND UNLEVEL		
7	DOWN/FIRLE	NO	NO		GOOD	NO	GATES TOO NARROW	
8	N	YES	NO	AVERAGE	GOOD	ALL INCLUSIVE		
10	AVENUE	NO	NO					
11	PARK AND	YES	YES ADULT GYM	GOOD	GOOD	ALL INCLUSIVE		
	PARKS							
12	FOXHILL/							
13	CLOSE							
14	DEAN/							
15	FURLONG							
16	AVENUE							
17	FLINT WAY							
	CLIFFTOP							
22	East							
	The Promenade							
22	(Bramber Ave)							
24	DOWNLAND AVENUE							
	Back of Down Land Avenue/Chichester Close							

Playgrounds

	SITE NAME	UNDER 12'S	OVER 12'S	QUALITY	ACCESSIBILITY	INCLUSIVITY		
27	Ashington Road East Park							
28	Lake Drive Pond							
29	East Peacehaven Nature Reserve							
	TELSCOMBE TOWN COUNCIL							
31	Chatsworth Park	YES	YES	GOOD	GOOD	YES BUT NO ALL INCLUSIVE EQUIPMENT		
32	The Copse							
33	Robert kingan	YES	NO	GOOD	GOOD	YES BUT NO ALL INCLUSIVE EQUIPMENT		
30	Spine Path							
35	Telscombe Cliffs Playing fields							
	OPEN SPACE NOT INCLUDED							
	Top of ambleside							
	Esplanade cliff tops							

Playgrounds

	SITE NAME	UNDER 12'S	OVER 12'S	QUALITY	ACCESSIBILITY	INCLUSIVITY		
	Telscombe Tye							
	Peacehaven Golf Course							
	Plot 21 Valley Road							
	Plot 35 Velley Road							

Sports

	SITE NAME	SPORT	PITCHES	COURTS	SURFACE	QUALITY
1	CENTENARY PARK	FOOTBALL, SKATE PARK,	FOOTBALL & FOOTBALL CLUB,		MAINLY GRASS	GOOD
3	THE DELL					
2	JOFF FIELD HOWARD					
4	PARK (PEACE					
5	EPINAY PARK					
6	THE OVAL					
7	DOWN/FIRLE	DOG AGILITY	NO		GRASS	GOOD
8	N					
10	AVENUE					
11	PARK AND PARKS					
12	FOXHILL/					
13	CLOSE					
14	DEAN/					
15	FURLONG					
16	AVENUE					
17	FLINT WAY					
	(Bramber Ave)					
24	DOWNLAND AVENUE					
25	Back of Down Land Avenue/Chichester Close					
27	Ashington Road East Park					

Sports

	SITE NAME	SPORT	PITCHES	COURTS	SURFACE	QUALITY
28	Lake Drive Pond					
29	East Peacehaven Nature Reserve					
	TELSCOMBE TOWN COUNCIL					
31	Chatsworth Park		FOOTBALL		GRASS	POOR
32	The Copse					
33	Robert kingam					
34	Spine Path					
35	Telscombe Cliffs Playing fields		FOOTBALL	BASKETBALL	GRASS	AVERAGE
	OPEN SPACE NOT INCLUDED					
	Top of ambleside					
	Esplanade cliff tops					
	Telscombe Tye					
	Peacehaven Golf Course					

Sports

	SITE NAME	SPORT	PITCHES	COURTS	SURFACE	QUALITY
	Plot 21 Valley Road					
	Plot 35 Velley Road					

Facilities

	SITE NAME	TREES	Biodiversity	HEDGES	SEATING	FOOD GROWING	ALLOTMENTS	PUBLIC TOILETS	CAFE	NOTICE BOARDS		
1	PARK	deciduous, Orchard	margins, with native species	Yes	Yes	Yes	No	Yes	Yes	yes	Not enough public toilets	
3	THE DELL	NO	habitats. The crater is a	Yes	Yes	No	NO	no	nearby	Yes		
2	JOFF FIELD	NO		No	No	No	No	Meridian Centre	No/ but one nearby	Yes		
4	PARK	No	large scrub areas which	Yes	Yes	No	No	No	No/ but one nearby	Yes		
5	EPINAY PARK	Yes - native deciduous	trees, some fruit bearing	Yes	Yes	No	NO	No	No	NO		
6	THE OVAL	TPO trees	areas, mature sycamores,	Yes	Yes	No	No	No	No	Yes	Lots of Wildlife	
7	DOWN/FIRLE	Yes TPO Horse Chestnut		Yes	No	No	No	No	No	Yes		
8	N	Yes - Native deciduous		Yes	Yes	No	No	No	NO	Yes		
10	AVENUE					Yes			No			
11	PARK AND PARKS	and Cherry		Yes	Yes	No	NO	Meridian Centre	No/but one nearby	No		
12	FOXHILL/											
13	CLOSE											
14	DEAN/											
15	FURLONG											
16	AVENUE											
17	FLINT WAY											
18	N											
19	TOLLGATE											
20	HAIRPIN CROFT											
	CLIFFTOP											
22	Esplanade East											
23	The Promenade											
	(Bramber Ave)											
24	DOWNLAND AVENUE											
25	Back of Down Land Avenue/Chichester Close											
27	Ashington Road East Park											
28	Lake Drive Pond		Natural water SUDS system for surface water. Creating established blue area supporting bird and mammal wildlife. Potential to support bat roosting									

Facilities

	SITE NAME	TREES	Biodiversity	HEDGES	SEATING	FOOD GROWING	ALLOTMENTS	PUBLIC TOILETS	CAFE	NOTICE BOARDS		
29	East Peacehaven Nature Reserve											
	TELSCOMBE TOWN COUNCIL											
31	Chatsworth Park	Yes Mature	Lots of mature trees and shrubbery to the margins of the park which supports both bird and mammals. Grass cut regularly, some areas could be left to encourage invertebrates and insects during summer.	Yes	Yes	NO	No	No	Temp Van	Yes		
32	The Copse	Yes TPO trees sycam	Woodland supporting native bird species.	Yes	No	No	No	NO	No	No		
33	Robert Kingam	Yes Cherry		Yes	Yes	No	No	No	No	Yes		
34	Spine Path											
35	Telscombe Cliffs Playing fields	Yes mature	Borders the SDNP, contains	Yes	No	No	No	No	NO	No		
	OPEN SPACE NOT INCLUDED											
	Top of ambleside											
	Esplanade cliff tops											
	Telscombe Tye											
	Peacehaven Golf Course											
	Plot 21 Valley Road											
	Plot 35 Velly Road											

Surfaces

	SITE NAME	TYPE	ACCESSIBILITY	STEPS	RAMPS	WALKING PATH	CYCLE PATHS
1	PARK	Pathways	Yes	No	Yes	Sandstone	yes
3	THE DELL	None	Limited	NO	No	No	NO
2	JOFF FIELD	Pathways	No	No	No	No	No
4	PARK (PEACE	Pathways	Limited	No	Yes	pebbles/concre	No
5	EPINAY PARK	Pathways	gates too	No	Yes	Tarmac	No
6	THE OVAL	None	Limited	No	No	Grass routes	No
7	DOWN/FIRLE	None	Limited	No	No	Grass routes	No
8	N	Pathways	Yes	No	Yes	Tarmac	No
10	AVENUE						
11	PARK AND	Pathways	Yes	No	No	Tarmac	No
	PARKS						
12	FOXHILL/						
13	CLOSE						
14	DEAN/						
15	FURLONG						
16	AVENUE						
17	FLINT WAY						
18	N						
19	TOLLGATE						
20	HAIRPIN CROFT						
	CLIFFTOP						
22	Esplanade East						
23	The Promenade						
	(Bramber Ave)						

Surfaces

	SITE NAME	TYPE	ACCESSIBILITY	STEPS	RAMPS	WALKING PA	CYCLE PATHS
24	DOWNLAND AVENUE						
25	Back of Down Land Avenue/Chichester Close						
27	Ashington Road East Park						
28	Lake Drive Pond						
29	East Peacehaven Nature Reserve						
	TELSCOMBE TOWN COUNCIL						
31	Chatsworth Park	Pathways	Yes	Yes	Yes	Tarmac	No
32	The Copse	Pathways	No	Yes	No	No	No
33	Robert kingam	Pathways	Yes	No	No	No	No
34	Spine Path						
35	Telscombe Cliffs Playing fields	None	Yes	No	No	No/Grassed area	No
	OPEN SPACE NOT INCLUDED						

Surfaces

	SITE NAME	TYPE	ACCESSIBILITY	STEPS	RAMPS	WALKING PA	CYCLE PATHS
	Top of ambleside						
	Esplanade cliff tops						
	Telscombe Tye						
	Peacehaven Golf Course						
	Plot 21 Valley Road						
	Plot 35 Velley Road						

Boundary & Fences

	SITE NAME	GATES	FENCES	ACCESSIBILTIY	LOCATION
1	PARK	Yes	Yes		
3	THE DELL	Yes	Yes		
2	JOFF FIELD	No	No		
4	PARK (PEACE	Yes	Yes		
5	EPINAY PARK	Yes	Yes		
6	THE OVAL	Yes	Yes		
7	DOWN/FIRLE	Yes	Yes		
8	N				
9	DOWN	Yes	Yes		
10	AVENUE	Yes	Yes		
11	PARK AND	No	NO		
	PARKS				
12	FOXHILL/				
13	CLOSE				
14	DEAN/				
15	FURLONG				
16	AVENUE				
17	FLINT WAY				
18	N				
19	TOLLGATE				
	HAIRPIN				
20	CROFT				
	CLIFFTOP				
22	Esplanade East				
23	The Promenade				
	(Bramber Ave)				

Boundary & Fences

	SITE NAME	GATES	FENCES	ACCESSIBILTIY	LOCATION
24	DOWNLAND AVENUE				
25	Back of Down Land Avenue/Chichester Close				
27	Ashington Road East Park				
28	Lake Drive Pond				
29	East Peacehaven Nature Reserve				
	TELSCOMBE TOWN COUNCIL				
31	Chatsworth Park	Yes	Yes		
32	The Copse	No	Yes		
33	Robert kingam	Yes	Yes		
34	Spine Path				
35	Telscombe Cliffs Playing fields	No	NO		
	OPEN SPACE NOT INCLUDED				

Boundary & Fences

	SITE NAME	GATES	FENCES	ACCESSIBILTIY	LOCATION
	Top of ambleside				
	Esplanade cliff tops				
	Telscombe Tye				
	Peacehaven Golf Course				
	Plot 21 Valley Road				
	Plot 35 Velley Road				

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 909
Meeting date:	2 nd April 2024	Authors:	Meetings & Projects Officer
Subject:	Parks Signage Update Report		
Purpose:			

Recommendation(s):

1. Discuss and agree to the text and logos for the Centenary Parks signage.
2. To agree whether the Meetings and Projects Officer should continue to obtain quotes to see if a cost within budget can be found.
3. To agree the TFG reconvenes to discuss the way forward.

1. Background

On 9th Jan 2024 at the Leisure, Amenities and Environment Committee the TFG brought an update report on the Parks Signage. They explained that a light-coloured recycled plastic ladder format sign (as per the image below) would be a good option.



At the meeting the Committee resolved to agree the following 4 recommendations in the report:-

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.

At the Policy and Finance Committee meeting on 30th January 2024 it was agreed that up to £1000 from CIL could be spent on signage. It should be noted that the forementioned £1000 is in the current year budget 2023/24, but nothing has been put in for the next financial year 2024/25.

2. Options for Council

In reference to the agreed recommendation item 1 - The Meetings and Projects Officer has met with Cllr. Griffiths to understand the exact words / logos required for the Centenary Parks Signage, which has been discussed as the below:-

Item number	Text	Logo
1	Park Name & Peacehaven Town Council	PTC logo
2	Emergency Phone Number <i>(The Parks Officer has agreed to this)</i>	Phone
3	Defibrillator	Defibrillator
4	Bowls Club	-
5	The Hub	-
6	Football Club	Football
7	Gateway Café	Cup
8	Gateway to the Downs	Ramblers
9	Play Area	Play equipment
10	Skatepark	Skateboard
11	Community Orchard	Tree
12	Changing Places	Changing Places logo
13	Toilets	Toilets
14	Cycle Group	-
15	Bridle Way	Bridle way
16	[Park Name] Information <i>(links to appropriate page on website)</i>	QR code <i>(located lower down for ease of access)</i>
17	Limited Parking	P symbol

In reference to the agreed recommendation item 2 - Two quotes have been received for 5-rung recycled plastic (please see Appendices A & B).

From the two quotes to date the total cost of the Centenary Park signage designed with the text and logos as outlined in the table above exceeds £1000.

3. Reason for recommendation

1. To reach a signage decision for Centenary Park, which other parks signage will follow, that falls within the budget.

4. Expected benefits

a. The community

i. Signs will display, and link to, useful information for the community.

b. The environment

i. Installing a recycled plastic sign keeps plastic in use and out of the environment.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Stays within budget
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

A & B - quotations

Appendix A

Zoe Polydorou
Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
East Sussex
BN10 8BB

ESTIMATE

Ref No. [REDACTED]
Dated 07/03/2024
Contact [REDACTED]
Tel [REDACTED]
Fax [REDACTED]

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

Re : 5 Slat Ladder Sign

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Ladder Sign with Five Slats Font: Times New Roman (no logos) Material: Recycled Plastic Finish: Cedar effect with single colour infill Supplied flat packed for client assembly	£700.00	£700.00
B	1	Unit(s)	Price per routed Icon or logo, paint infill - One artwork file* *Printed insert may be required depending on the complexity of the icon/logo	£36.00	£36.00
C	1	Units	Dedicated Delivery Charge - BN10 8BB	£205.00	£205.00
				Sub Total	£941.00
				VAT	£188.20
				TOTAL	£1,129.20

Payment: 30 days from date of invoice.

Payment can be made by cheque, BACs or credit card, payable to [REDACTED]

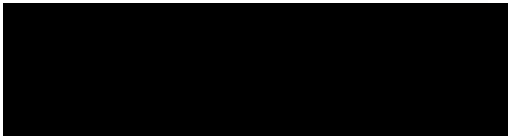
Cheques should be sent to the Head Office address below

Estimates are valid for 30 days and are subject to our standard terms and conditions

As natural materials, these timbers may show signs of cracking and shrinkage/ expansion that does not affect their structural suitability.

I look forward to hearing from you in due course,

Appendix B



Invoicing Address:

Peacehaven Town Council
Town Council Office, Community House
Meridian Centre, Meridian Way
Peacehaven, East Sussex G7 BN10 8BB
☎ 01273 585 493

Shipping Address:

Peacehaven Town Council
Town Council Office, Community House
Meridian Centre, Meridian Way
Peacehaven, East Sussex G7 BN10 8BB
☎ 01273 585 493

Quotation #

Your Reference:

Quote - Zoe | Centenary Park

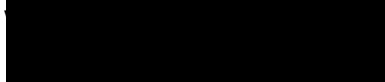
Quotation Date:

21/03/2024

Valid Until:

29/03/2024

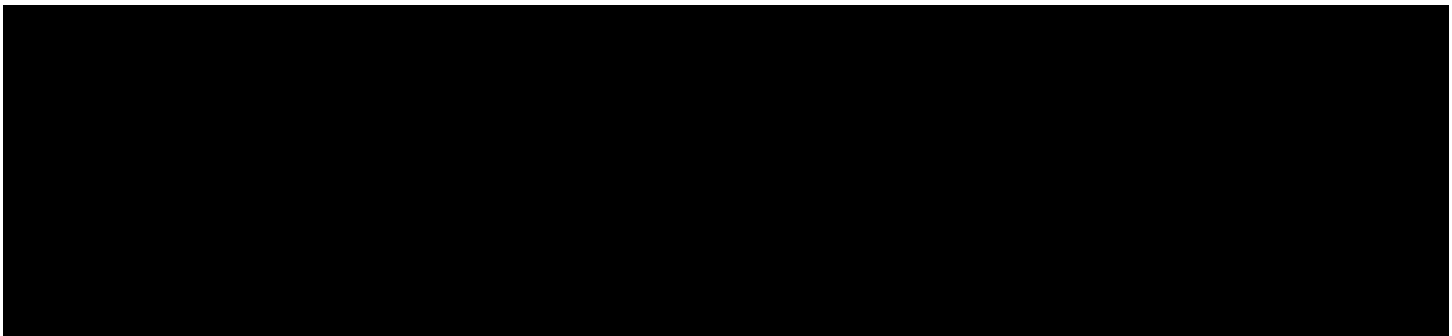
Salesperson:



Account Number:

#	Product Code	Description	Quantity	Unit Price	VAT	Amount
1	74003/black	SOUTHWOLD recycled plastic ladder sign (black) Posts 100x100mm x 2500mm 5 rung, 1000mm x 150mm Engraved text + 10qty plaques	1.000	1,278.80	ST11	£ 1,278.80
2	81002	Design	1.000	75.00	ST11	£ 75.00
3	CARRIAGE	Carriage	1.000	225.00	ST11	£ 225.00
Subtotal						£ 1,578.80
VAT						£ 315.76
Total						£ 1,894.56

Payment terms: 30 Days



George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 910
Meeting date:	02/04/2024	Authors:	Parks officer
Subject:	Complaints update report		
Purpose:	To note this report		

Recommendation(s):

To note

1. Background

All complaint received are logged on a spread sheet and allocated to its relevant committee.

Since the last L&A meeting we have received two complaints

- Vandalism of the toilets at the café in Centenary Park, the handyman attended and found the soap dispenser pull from the wall, this was repaired.
- A resident reported a dead fox next to Howard Park, this was forwarded onto LDC neighbourhood first team.

2. Options for Council

To keep councillors informed on any complaints received and how long it takes to rectify them.

3. Reason for recommendation

To note this report

4. Expected benefits.

a. The community

The spread sheet helps us to track any complaints to make sure they are rectified.

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	To aid in rectifying any complaints swiftly
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices