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Peacehaven,
East Sussex,
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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 9th January 2024 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Griffiths, Cllr Gallagher, Cllr Wood, Cllr Alexander, Cllr Fabry, Cllr Studd, Cllr Campbell (non-voting).

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

No members of the public were present.

1 LA859 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, and informed the Committee of the following:

- Next Bingo is 17th January 2024 – 2 – 4pm
- Cinema is 24th January 7.30pm showing the Great Escaper.

2 LA860 PUBLIC QUESTION TIME

Cllr Campbell raised 2 queries – one relating to item LA877, whether it is possible to move a bench located in the Dell. The other relating to item LA859 and the possible siting of the pop-up shop.

The Chair advised that the items would be discussed under the appropriate agenda items.

3 LA861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Ashby-Parkin and Cllr Seabrook.

These apologies were **noted**.

Cllr Alexander is substituting for Cllr Ashby-Parkin.

4 LA862 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest as an allotment tenant.

Cllr Alexander declared an interest due to prior involvement in the memorial benches item.

5 LA863 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 21ST NOVEMBER 2023

Proposed By: Cllr Wood **Seconded By:** Cllr Alexander

The minutes of the meeting held on 21st November 2023 were **agreed and adopted**.

6 LA864 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA865 TO NOTE THE ACTION PLAN UPDATE

The Parks Officer introduced the item and explained that the pathway works in Centrary Park are going well. The Committee **noted** the action plan update.

8 LA866 TO NOTE MUGA COURT PLAN

The Parks Officer introduced the item and gave the background on this – that it was agreed at Full Council and requested that it come back to this Committee for noting.

There was a brief discussion on the item, particularly around how it links into the Football Club 3G pitch works.

The Committee **noted** the plans.

9 LA867 TO AGREE BOWLING GREEN WORKS

The Parks Officer introduced and summarised the report. The Committee discussed possible funding sources for the works.

It was proposed that the Committee agree the recommendations in the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Fabry
The Committee **resolved** to **agree** to this proposal.

10 LA868 TO AGREE CENTENARY PARK PROJECTS

The Parks Officer introduced the report, which the Committee discussed.

It was proposed that the Committee agree the recommendations in the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Studd
The Committee **resolved** to **agree** to this proposal.

11 LA869 TO DISCUSS POP UP SHOP REQUEST

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

The Committee discussed possible locations the request might work and how it fits with PTC policy.

It was proposed that Officers develop some draft Terms & Conditions to come back to this Committee.

Proposed By: Cllr Studd **Seconded By:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

12 LA870 TO NOTE ALLOTMENT UPDATE

The Parks Officer summarised the report and the Committee commended the Grounds Team for their hard work on the clearing of rubbish from allotments.

The Committee **noted** the report.

13 LA871 TO DISCUSS MACHINERY UPDATING

The Parks Officer summarised the report and the Committee discussed options around leasing versus purchasing, and whether purchasing new or second-hand would be options.

The Parks Officer was thanked for his excellent report and thorough appraisal of the machinery.

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

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
The Committee **resolved** to **agree** to this proposal.

14 LA872 TO NOTE WORKS UPDATE

The Committee **noted** the update.

15 LA873 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs)

a. Allotment policy and Terms & Conditions implementation review.

This TFG can now be closed.

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

It was discussed that this TFG needs to meet urgently with a view to reporting back to the next Committee meeting.

c. Signage

Cllr Fabry introduced the report on signage on behalf of the TFG, emphasising the importance of them being recycled plastic and including QR codes. Cllr Fabry also shared some provision quotes she has obtained for ladder style signs.

It was discussed that there would be a need to consult with local disability groups, and reinforced that there are a number of different types of signs needed.

It was proposed that the Committee agree the 4 recommendations in the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Alexander
The Committee **resolved** to agree to this proposal.

It was proposed that the smaller required signage also comes back to the next Committee meeting.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
The Committee **resolved** to agree to this proposal.

16 LA874 TO DISCUSS BUSINESS PLAN

The Chair introduced the report, and the Clerk clarified the requirements for the business plan items.

It was proposed that the Committee agree to send the priorities identified in the report forward to the Business Plan TFG.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
The Committee **resolved** to agree to this proposal.

17 LA875 TO NOTE COMPLAINTS LOG

The Committee **noted** the complaints log.

18 LA876 TO NOTE LIFE EXPECTANCY OF PLAY EQUIPMENT

The Parks Officer introduced the report, which the Committee discussed.

It was highlighted that the Play equipment is maintained to a very high standard by our Grounds Team which is helping it to have a long life, but that it will get to the point that play equipment does need to be replaced or removed, as it would pose such a high liability to the Council to have unsafe play equipment.

The Committee **noted** the report.

19 LA877 TO AGREE MEMORIAL BENCH REPORT

The Parks Officer introduced the item which was discussed by the Committee.

It was proposed that the Committee agree to refer the revised policy to the Policy & Finance Committee for adoption, and to allow one more bench at the Dell, giving a total of 12.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Alexander

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

20 LA878 TO CONFIRM DATE OF NEXT MEETING AS THE 20TH FEBRUARY 2024

The next meeting of this Committee was **confirmed** for 20th February 2024.

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

Agenda Item: LA 884

Committee: Leisure, Amenities and Environment

Date: 20th February 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

	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>							
4202 Repairs/Maintenance of Vehicle	6,562	6,600	38		38	99.4%	
4203 Fuel	4,730	6,050	1,320		1,320	78.2%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	571	900	329		329	63.5%	
Grounds Team General Exp :- Indirect Expenditure	<u>11,839</u>	<u>14,150</u>	<u>2,311</u>	<u>0</u>	<u>2,311</u>	<u>83.7%</u>	<u>0</u>
Net Expenditure	<u>(11,839)</u>	<u>(14,150)</u>	<u>(2,311)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	17,229	13,845	(3,384)			124.4%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	5,738	3,000	(2,738)			191.3%	
1061 S/P Court Hire	4,996	2,500	(2,496)			199.8%	
Sports Park :- Income	<u>34,345</u>	<u>25,110</u>	<u>(9,235)</u>			<u>136.8%</u>	<u>0</u>
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	8,914	10,000	1,086		1,086	89.1%	
Sports Park :- Indirect Expenditure	<u>25,357</u>	<u>35,095</u>	<u>9,738</u>	<u>0</u>	<u>9,738</u>	<u>72.3%</u>	<u>0</u>
Net Income over Expenditure	<u>8,988</u>	<u>(9,985)</u>	<u>(18,973)</u>				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	48,930	5,000	(43,930)		(43,930)	978.6%	48,498
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	1,665	500	(1,165)		(1,165)	333.0%	
4112 Gas	317	500	183		183	63.4%	
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	<u>76,927</u>	<u>38,825</u>	<u>(38,102)</u>	<u>0</u>	<u>(38,102)</u>	<u>198.1%</u>	<u>48,659</u>
Net Expenditure	<u>(76,927)</u>	<u>(38,825)</u>	<u>38,102</u>				
6000 plus Transfer from EMR	<u>48,659</u>						
Movement to/(from) Gen Reserve	<u>(28,268)</u>						

Detailed Income & Expenditure by Budget Heading 08/02/2024

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	7,011	8,999	1,988			77.9%	
1111 Electricity	9,169	10,000	831			91.7%	
Gateway Cafe :- Income	16,180	18,999	2,819			85.2%	0
4101 Repair/Alteration of Premises	67	2,500	2,433		2,433	2.7%	
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	227	972	745		745	23.3%	
4355 Wifi	508	540	32		32	94.1%	
Gateway Cafe :- Indirect Expenditure	10,180	17,012	6,832	0	6,832	59.8%	0
Net Income over Expenditure	6,000	1,987	(4,013)				
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	864	2,500	1,636			34.6%	
Parks & Open Spaces :- Income	5,889	8,000	2,111			73.6%	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	868	5,000	4,132		4,132	17.4%	93
4141 Water Services	4,831	3,500	(1,331)		(1,331)	138.0%	
4164 Trade Refuse	312	2,000	1,688		1,688	15.6%	
4171 Grounds Maintenance Costs	1,340	4,000	2,660		2,660	33.5%	
4301 Purchase of Furniture/Equipmen	952	2,500	1,548		1,548	38.1%	
Parks & Open Spaces :- Indirect Expenditure	8,303	17,000	8,697	0	8,697	48.8%	93
Net Income over Expenditure	(4,360)	(13,500)	(9,140)				
6000 plus Transfer from EMR	1,493						
Movement to/(from) Gen Reserve	(2,866)						
355 The Hub							
1084 Sports Pavilion	18,204	16,979	(1,225)			107.2%	
1111 Electricity	0	270	270			0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1112 Gas	315	270	(45)			116.7%	
1303 Water Charges	88	150	63			58.3%	
1355 Wifi	198	210	13			94.0%	
The Hub :- Income	18,804	17,879	(925)			105.2%	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	1,583	3,000	1,417		1,417	52.8%	
4112 Gas	(238)	3,000	3,238		3,238	(7.9%)	
4171 Grounds Maintenance Costs	202	2,000	1,798		1,798	10.1%	
4355 Wifi	318	420	102		102	75.6%	
The Hub :- Indirect Expenditure	2,074	10,920	8,846	0	8,846	19.0%	0
Net Income over Expenditure	16,247	6,459	(9,788)				
Grand Totals:- Income	75,217	69,988	(5,229)			107.5%	
Expenditure	137,108	138,002	894	0	894	99.4%	
Net Income over Expenditure	(61,890)	(68,014)	(6,124)				
plus Transfer from EMR	50,152						
Movement to/(from) Gen Reserve	(11,739)						

Agenda Item: LA 885

Committee: Leisure, Amenities & Environment

Date: 20 February 2024

Title: EMR Considerations

Report Authors: Zoe Malone

Purpose of Report: To agree to recommended earmarked reserves.

Introduction

We are entering the final month of the year and the RFO is now looking at what expenditure we may need to carry over to the new financial year.

Recommendations

Leisure & Amenities		
Description	Ledger Code	Amount to earmark
Fuel	4203	1,435.00
Fertiliser & Grass Seed	4173	4,308.00
Signage	4106	1,000.00
Gas	4112	3,500.00
	TOTAL	10,242.00

The RFO recommends we earmark the above budgetary codes. We may need to consider vireing some of the unspent fuel budget to electricity for Unit 14 to cope with the additional use of charging the electric van. We have a grant from the Football Foundation which covers Fertiliser and grass seed, however the amount given reduces each year so we need to ensure we can cover the additional costs. The Gas usage for the Hub needs to be earmarked as the provider is very behind with their billing.

Please note these figures are correct at the time of writing the report. These could change if expenditure is made. The Committee should agree to earmarking the ledger codes and a final figure will be presented nearer to financial year end.

Implications

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

Financial <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Earmarking funds to not impact the following years budget but not compromising the general reserves.
Legal <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	
Health & Safety <ul style="list-style-type: none">• Accessibility?• Equalities?	
Planning	

<ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<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

Three quotes?

Location map?

Location pictures?

Supporting doc's?

Agenda Item: LA 886

Committee: Leisure, Amenities and Environment

Date: 20th February 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 phase 2 of the pathway works at Centenary Park final surfacing will take place on 25th March 2024
- The replacement slalom skier has been fitted in the jubilee gym.
- Tree planting in Centenary Park completed by Brighton permaculture as part of the Urban Tree Challenge Fund.
- Tree planting has taken place at Centenary Park as part of the trees for the downs project finishing the avenue of trees to the SDNP.
- Tree planting at Centenary Park with whips donated by a resident of Peacheaven.

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	Report on this agenda	Projects Officer	TBA	TBA	30/11/22	
Re surfacing pathway to the north of the café in Centenary Park	Top surface to be installed week beginning 25 th March 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	Projects officer has taken on this project	Parks officer/ projects officer	CIL	LDC CIL Bid & PTC CIL	Not set	
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	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Banner board removal project C1005/ LA831 COMPLETE	Relocated and in use	Parks officer	£200	L&A budget	Jan 2024	Jan 2024
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 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	Designs being sort. Projects officer has taken on this project	Parks officer/ 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 02/01/24	To be carried out by the grounds team in early spring	Parks officer/ Finance officer	TBA	106 Chalker's Rise	Spring 2024	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Concrete pathway entrance works at Centenary Park LA868 02/01/24	To be carried out by the grounds team Work starts from 20th February	Parks officer	TBA	106 Chalker's Rise	Spring 2024	
Replace slalom skier Gym equipment. LA855 21/11/23 COMPLETE	Installed by ground staff	Parks officer	£877.00 plus sundries	L&A Budget	Jan 2024	07/02/24
Pop up shop LA869 02/01/24	Draft T&C's to be drawn up by Town Clerk	Parks officer/ Town Clerk	TBA		Spring 2024	
Bowling green path and irrigation works. LA867 02/01/24	Pathway contract placed and works are due to start in March/ April. As requested, another quote received for irrigation works which was £1000 higher, so original company have been given the contract.	Parks officer	Path works £7995. Irrigation £1769+vat	PTC CIL PTC CIL/ bowls club 50/50	Spring 2024	
Building survey of the Hub LA 845 COMPLETE	Report on this agenda		£2470 + vat	PTC CIL	Jan 2024	Jan 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. OVECA 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

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 Epina parks carried out.
10. Changing places project
11. Centenary Park - Bridle Path Resurfacing (phase 1)
12. Allotment policy updating
13. New café lease
14. Hub roof temporary repair
15. Howard Park tree planting
16. Install replacement CCTV in Centenary Park
17. Water refill station at Centenary Park
18. Café lease renewal
19. New battery van leasing
20. Permaculture tree planting Scheme

Agenda Item: LA 887

Committee: Leisure, Amenities and Environment

Date: 20th February 2024

Title: Allotment update

Report Authors: Parks Officer

Purpose of Report: To decide and 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

1. All tenancy agreements and T&C's have been sent out to tenants, these are steadily being returned and fees paid. We have had a few tenants give up their plots for various reasons and have been able to re allocate another 4 plots this last month.
2. We have also received a request from the horticultural society asking permission to fit a video doorbell on to their shed at the allotments.

When ----- went up there last week she noticed that someone had tried to open the door on our compost shed (again) and had broken the lock. During our committee meeting yesterday we spoke about installing a ring doorbell to both the compost shed & the Hut. This will obviously just cover the doors. We would like to do this to give us piece of mind if someone were to break in.

Conclusions

The installation of a video doorbell system, even directed at the doors of the shed, would possibly overlook tenants' plots and this might not be favourable.

Recommendations

The committee are asked the following.

1. To note this report
2. To agree or disagree the request by the horticultural society to fit a video doorbell on to their shed in the allotments.

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

Appendices/Background papers

Agenda Item: LA 888

Committee: Leisure, Amenities and Environment

Date: 20th February 2024

Title: Pump Track proposal

Report Authors: Parks Officer

Purpose of Report: To note.

Introduction

Peacehaven has many facilities for sports at Centenary Park, in the past it has been suggested a pump track would be a great addition to the facilities.

A pump track is a purpose-built track for cycling. It has a circuit of rollers, banked turns and features designed to be ridden completely by riders "pumping"—generating momentum by up and down body movements, instead of pedalling or pushing. It was originally designed for the mountain bike and BMX scene, and now, due to concrete and/or asphalt constructions, is also used by skateboard, and accessible to wheelchairs. Pump tracks are relatively simple to use and cheap to construct and cater to a wide variety of rider skill levels.

Background

The new 3G pitch being installed at Peacehaven football club will produce 2500 cubic meters of topsoil to be removed from the site, this would have a huge financial cost (£77,000) as well environmental impact on the works.

The parks officer had a site meeting with the club and a representative from the contractor to discuss who we could help reduce this impact; it was proposed using the soil as a topdressing on the football pitches but this we decided not a viable option as the soil would need to be kiln dried to spread properly. The pump track idea we put out as a possible solution using the soil to create a bumpy track on the area between the skate park and the south pathway.

Analysis

We have contacted the company who installed a pump track in Newhaven and they had stated they would need to have the topsoil analysed to see if it was the correct structure for this type of use as they usually use a subsoil to do the construction and a site survey with drawing could be done for a fee of £750, we have asked LDC if this fee could be paid from 106 money set aside for the Muga court

Conclusions

The introduction of a new sport to Centenary would be a great benefit to the town's residents and if we can do this using the soil from the football club works this would greatly benefit not only the cost implications but also the environmental impact of both projects.

Funding would need to be sort to cover any costs an example being the Newhaven Pump track cost approximately £80,000, this maybe from 106 moneys if the Muga court works keep within budget.

Recommendations

The committee are asked.

1. To note this report.

Implications

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

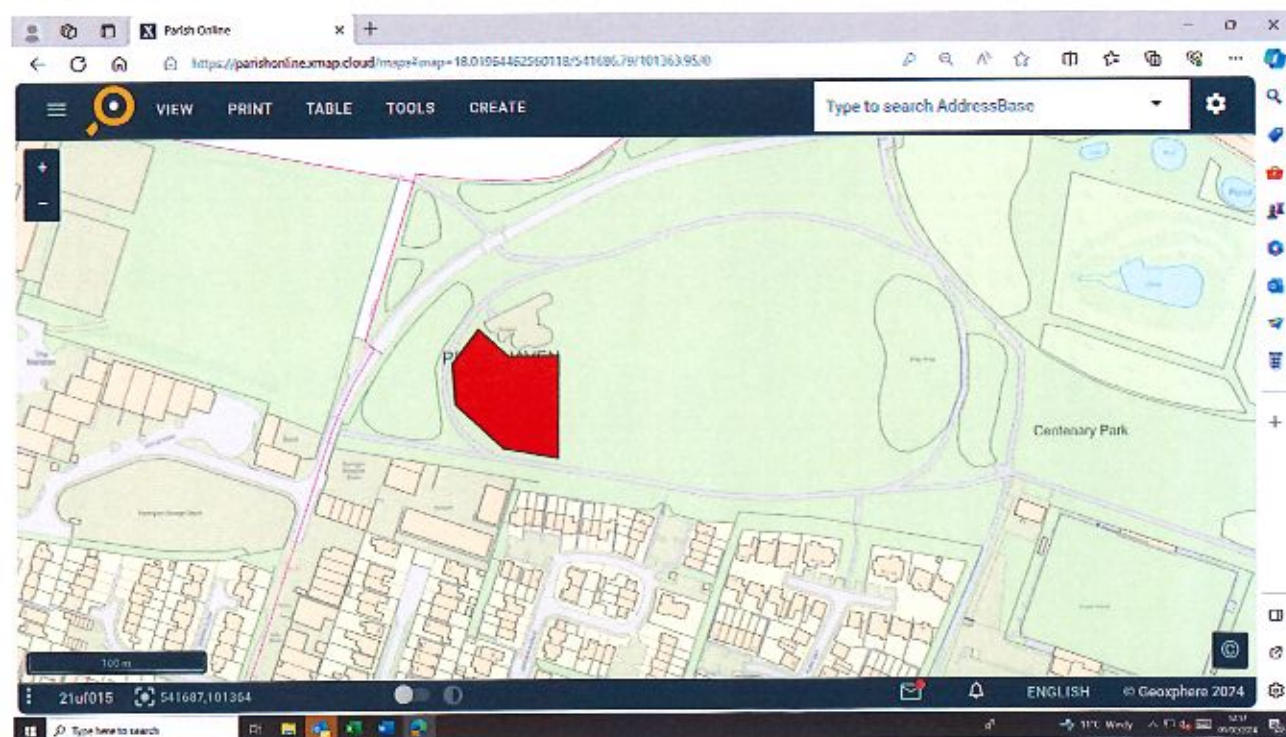
<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Possible Use of 106 money, possible use of PTC CIL,
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Equality Act 2010, Workplace (Health, Safety and Welfare) Regulations 1992.
<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?	Possibly?
<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?	The pump track would need to be fenced in to prevent accidents.
<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

Newhaven Pump Track



Map showing where the track could be located



Agenda Item: LA 889

Committee: Leisure, Amenities and Environment
Date: 20th February 2024
Title: Dog Fouling
Report Authors: Meetings and Projects Officer
Purpose of Report: An update on the situation with dog fouling

Introduction

Since the Dog Fouling report to LAE on 16/08/2022 there is still a build-up of dog faecal matter due to dog owners not clearing up after their dogs.

Background

The Committees and Assistant Projects Officer has since designed the below image, shared it on social media and had it displayed at various park locations.



The Meetings and Projects Officer has also:-

- Re-contacted LDC about the issue. LDC explained they no longer have a dog warden, so the process is for any issues to be reported to the LDC contact centre, either online at <https://www.lewes-eastbourne.gov.uk/report-dog-fouling> or by phone on 01273 471600 (choosing option 3).
- Asked LDC if they would be interested in having a stall at the Climate Fair.
- Contacted a Peacehaven based video producer & editor, with regards to producing a short film to educate on, highlight and help deter the issue. (The producer made one about Peacehaven: <https://youtu.be/W-bjQ1TxOr4?si=Sap0CsAfJ5vvsaD4>). Their response is detailed below:-
 - They would be happy to produce a video on the topic and would like the opportunity to help improve the area.
 - They already have an idea, would include high quality original photography and videography combined with copyright free classical orchestral music. They would aim to show the beauty of Peacehaven as well as the serious issue of dog fouling along with a humorous note that would promote sharing via social media.
 - In order to create a new high-quality piece, they would need to carry out multiple filming expeditions including early morning dawn and late dusk shoots.

- However, they suffer from chronic back pain and would struggle to return to use the previously used Newhaven facilities, so would need to obtain funding, which is about £200 a year, and therefore request that their predicament is considered in any request to make the film.

In addition LDC:-

- Has been putting up signage along Peacehaven promenade; they will send photos to a PTC Officer for records.
- Will put a dog fouling post on their social media, which they will send to PTC for re-sharing on social media.
- Has confirmed that if they have evidence via a video or photos and know the name and address of them then they can issue an FPN.
- Has confirmed they don't go into schools regarding this issue but sometimes hold Community Events which would cover all the issues they deal with such as dog fouling, fly tipping etc.

Analysis

There continues to be a build-up of dog faeces.

Conclusions

Officers can continue to highlight the issue by sharing dog-fouling related posts on social media, and displaying any further needed posters at parks, with the focus on particularly badly fouled areas. It would be useful for LDC attend the climate fair to highlight the issue with dog fouling.

Recommendations

Councillors are recommended to suggest any further solutions that may help in this matter.

Councillors are recommended to discuss the possibility of the dog fouling video.

Implications

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

Implications

<u>Financial</u> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	<p>Officer time to write and post social media posts.</p> <p>Groundsman time to display the posters.</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? 	A health risk of toxocara canis (an infection transmitted from animals to humans caused by the parasitic roundworms commonly found in the intestine of dogs).
<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? 	Potential health hazard
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? 	Not cleaning up after your dog is an offense.

<ul style="list-style-type: none"> • Public safety? • Road safety? 	There is the potential of verbal or physical abuse by a dog owner towards someone who asks them to clean up their dog faeces.
<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 890

Committee: Leisure, Amenities and Environment

Date: 20th February 2024

Title: hub building survey report

Report Authors: Parks officer

Purpose of Report: to note

Introduction

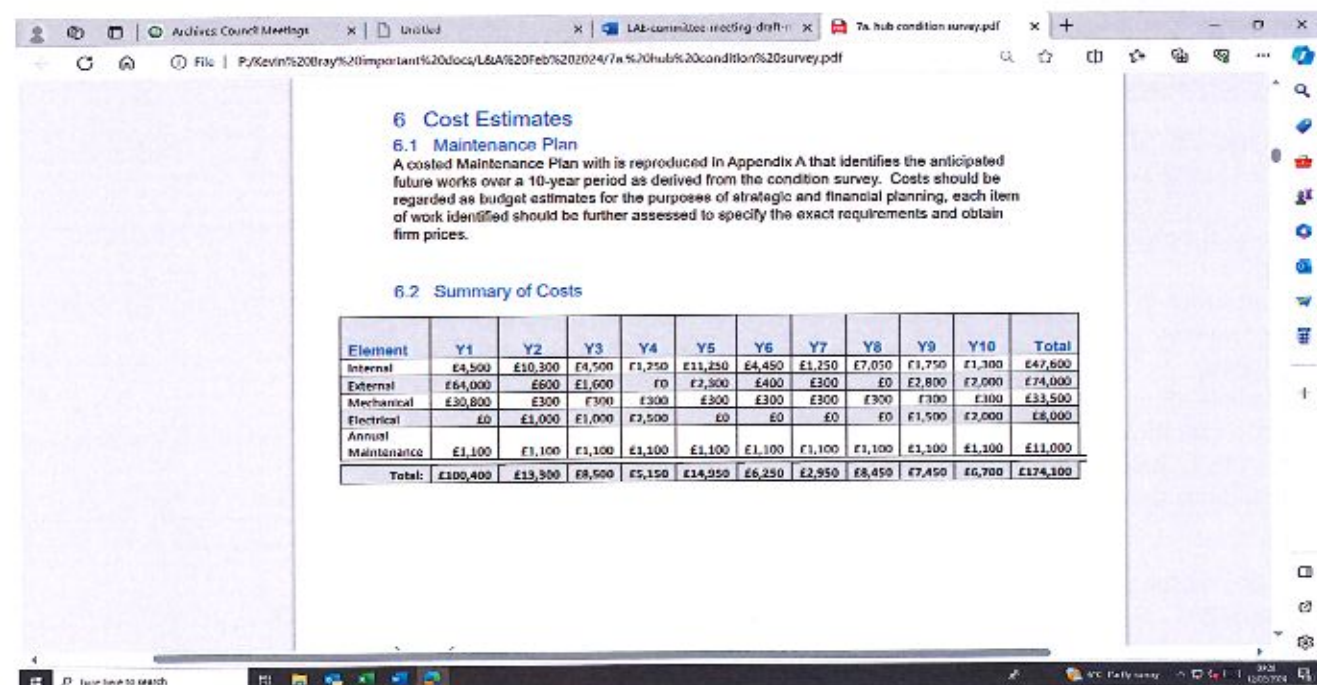
At the L&A meeting on the 21st of November 2023 it was agreed to have a building survey carried out on the hub (LA845) the survey was carried out in January and the report is attached to this report.

Background

The survey was carried out by Pyxis Property Consulting Ltd and looked at every aspect of the building internally and externally.

Analysis

The report is very thorough and details all the areas requiring attention, why they need replacing and an idea of costs over a ten-year period.



The screenshot shows a PDF document titled '7a hub condition survey.pdf'. The document is open in a web browser window. The content visible includes sections 6.1 and 6.2, and a table of costs.

6 Cost Estimates

6.1 Maintenance Plan

A costed Maintenance Plan with is reproduced in Appendix A that identifies the anticipated future works over a 10-year period as derived from the condition survey. Costs should be regarded as budget estimates for the purposes of strategic and financial planning, each item of work identified should be further assessed to specify the exact requirements and obtain firm prices.

6.2 Summary of Costs

Element	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
Internal	£4,500	£10,300	£4,500	£1,250	£11,250	£4,450	£1,250	£7,050	£1,750	£1,300	£47,800
External	£64,000	£600	£1,600	£0	£2,300	£400	£300	£0	£2,800	£2,000	£74,000
Mechanical	£30,800	£300	£300	£300	£300	£300	£300	£300	£300	£300	£33,500
Electrical	£0	£1,000	£1,000	£2,500	£0	£0	£0	£0	£1,500	£2,000	£8,000
Annual Maintenance	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£11,000
Total:	£100,400	£13,300	£8,500	£5,150	£14,950	£6,250	£2,950	£8,450	£7,450	£6,700	£174,100

Conclusions

The report states that

Overall, the building is in sound and serviceable condition although the original elements that date from when the building was constructed in the 1980's are dated. The roof is in need of attention and the main plant installations at the end of their service life.

Other elements will need attention over the coming years and a balanced repair and replacement programme will ensure that the issues and costs can be managed to ensure the building can continue to provide its service to the Town Council and wider community.

Recommendations

The committee are asked.

1. To note this report.

Implications

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

Implications

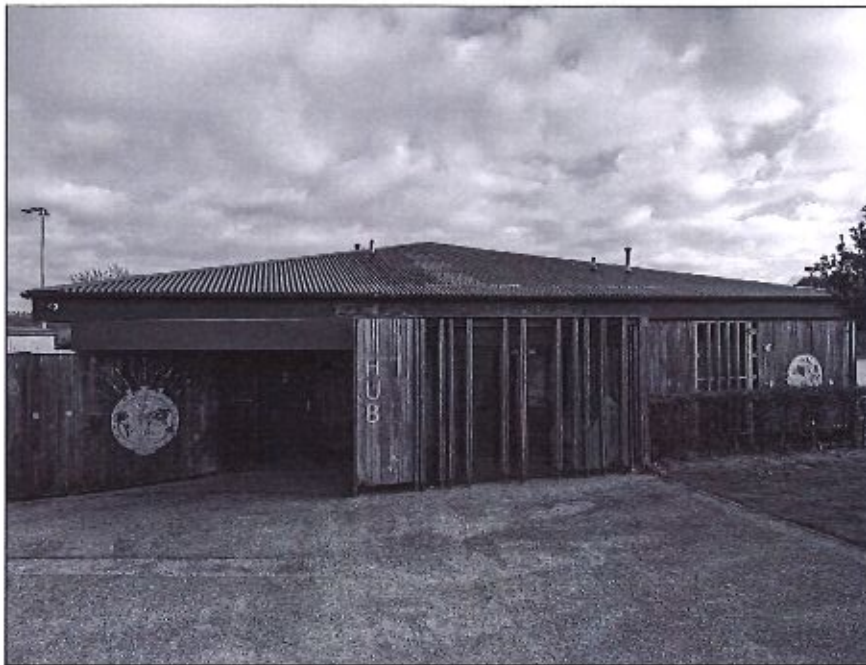
<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Use of capital, Budget provision, use of CIL funds
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Equality Act 2010, Workplace (Health, Safety and Welfare) Regulations 1992.
<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?	Possibly required if changing roof style or extending the building
<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

Property Condition Report

on

The Hub, Piddinghoe Ave, Peacehaven



For

Peacehaven Town Council



Date of Survey: 11th January 2024

Keith Delves

BSc (Hons) MRICS



Pyxis Property Consulting Ltd

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1 Executive Summary

The Hub was originally constructed in the mid 1980's as a sports pavilion that includes toilets, changing rooms and meeting room. Although there has been some changes and additions, much of the original features and installations remain and are therefore somewhat dated.

The roof is showing signs of failure and the boiler plant providing heating and hot water has reached the end of its service life. The estimated cost to address these two main issues is £95,000.

Over a ten-year period, it is estimated that £175,000 will be needed to keep and maintain the for its current use and configuration.

It is recommended that further investigations and surveys are carried out:

- to establish if asbestos is present;
- to review the fire risk assessment to ensure the safety of occupants;
- to fully establish the cause of the water leaks from the roof and provide repair and upgrade options; and
- to assess the potential to reduce carbon emission in support of the Council's net zero commitments.

2 Introduction

2.1 Purpose of the Survey

Peacehaven Town Council (PTC) have instructed Pyxis Property Consulting Ltd to undertake a building survey on The Hub to ascertain the condition and serviceability of all elements of the building fabric and undertake a visual appraisal of the building's services.

The survey provides an overall picture and record of the current state of the building and gives an indication of what is likely to be needed to maintain The Hub for the next ten-year period.

The maintenance plan is based on keeping the building and its services in repair in line with the existing configuration and use. It does not provide propose changes to reconfigure or improve the facilities or anticipate future requirements of users of the building.

The Council has a net zero carbon commitment so it would like to ensure that any work to the structure, fabric and services in the building support this commitment.

2.2 Methodology

The survey was undertaken on the 11th of January 2024 and all internal areas were accessed although the main storage cupboard was not emptied so a full assessment of that area was not possible.

This was a non-intrusive survey with internal access limited to floor level, the loft above the changing rooms was accessed via a step ladder.

Externally, the roof was assessed from a ladder to eaves level and from the flat roof over the entrance foyer. The rest of the external facades were inspected from ground level.

Building services were visually inspected and comment is made on their likely age and condition, but no testing of serviceability or function was undertaken.



3 Building Description

3.1 General Overview

The Hub was originally constructed in the mid 1980's, with newer entrance foyer and internal rearrangements carried out circa 2014. It serves to provide changing rooms for the adjacent sports fields and a community space for hire with the main hall able to accommodate approximately 50 people. It is used as a Nursery School for four days a week.

The main building is masonry cavity wall construction with a low-pitched pyramid hipped roof with profiled sheet covering. The roof structure is exposed internally and is formed of steel lattice trusses with steel purlins. There is a 50mm layer of rigid foam insulation underneath the steel roof sheets with a white PVC underside that forms the ceiling finish. Internally the walls are fairfaced blockwork with paint finish and the floors are solid with a vinyl sheet of tile finish.

The building has had some minor additions and refurbishments within the last 10 years, specifically a new entrance foyer and external cladding to the west elevation, internal rearrangement to form inner lobby, accessible WC and office and a refurbishment of the Referee's changing room.

The rest of the building is as it was constructed in the 80's with many of the original installations.

3.2 Building Layout & Photographic Schedule

The building is laid out over a single ground floor, with entrance foyer and corridor leading to the main hall, storage and toilet facilities. The changing rooms and referee's room are access via external doors. A floor plan that identifies the spaces and access points together with a photographic schedule of the whole building is reproduced in Appendix B. Floorspace is estimated at around 300m².

3.3 Building Services

All main utility services are connected and supplied to the building.

Heating to the building is provided by a gas fired boiler in the boiler room adjacent to the kitchen which supplies wall mounted radiators through steel pipework. Control is by programmable timer and room thermostat located in the corridor.

Hot water services are provided by gas fired water heaters located in the inner storage area close to the main changing room showers.

Cold water storage tanks are located in the loft above the changing rooms which are assumed to supply the showers and WCs.

The electrical intake for the building is in the entrance foyer in the meter cupboard and distribution around the building is supplied from a panel located adjacent to the accessible WC.

Localised extract ventilation is provided in the WCs, changing rooms and office.



Fire protection is provided by a multi zone alarm system with detectors, sounders and call points located throughout the building.

There is a security camera located near the main entrance which appears to be connected to an external aerial, assumed to be a remotely monitored device.

Surface water and foul water drainage is generally concealed within the building fabric above ground. Below ground the drainage is assumed to enter main sewers outside the building but the routes and connections were not established as part of this survey.

4 Condition Assessment

4.1 Structural Elements

There is no evidence of structural issues with the foundations showing above ground level, with the external walls being sound with little deterioration.

External walls are of facing brick laid in stretcher bond with cement mortar joints, openings in the external walls have concealed lintels behind the timber cladding that forms an upper band above the window line. There is no evidence of failure around the openings indicating the lintels are performing as intended. Internal walls show no evidence of structural issues.

The steel roof structure is largely visible within the various areas of the building and the lattice beams and purlins are in good condition with the paint coating intact with no evidence of corrosion. There is no evidence to suggest that reinforced autoclaved aerated concrete (RAAC) was used in construction and forms part of the structure.

Floors throughout the building are of solid construction assumed to be a ground bearing concrete slab. The floor structure is largely hidden below vinyl floor coverings, however there is no evidence of any failure of the floor structure.

4.2 Building Envelope

It is understood that the roof leaks from time to time and the sheet steel roof covering shows evidence of repairs to the joint laps between sheets and replacement of the fixing screws. Internally there is evidence of water dripping from the fixing screws and tracking down the steel purlins. It is unclear if the replacement of the screws has prevented this issue. It is possible that the staining on to the purlins is from condensation forming on the screws as they create a cold bridge to the outside.

The layer of 50mm rigid foam boards that provide thermal insulation and the ceiling finish, will have limited performance in preventing heat loss from the building and would not meet the current building regulations.

External walls are in sound condition with only minor deterioration to some of the mortar pointing below the DPC level. The upper part of the walls are clad with timber weatherboard which is in sound condition however there is some breakdown of the protective coatings.

Fascia boards are of stained plywood and some decay and delamination of the board was noted.

Rainwater drainage is via perimeter plastic guttering fixed to the fascia board discharging through rainwater pipes on each elevation discharging into gulleys at ground level. Some



damage noted to rainwater pipes and weed growth around gulleys, otherwise gutters appear to be working.

Windows are a mix of timber, uPVC and aluminium, some of the original timber windows to the changing rooms have been overboarded from the outside, however there are still broken glazing units accessible from inside. The uPVC and aluminium windows are presumed to be replacements to the original installations and are in sound condition.

External doors are a mix of steel, aluminium, uPVC and timber providing access and egress from the building. The main entrance doors to the lobby and into building are aluminium as are the folding doors from the main hall to the patio area. One of the patio doors has a broken glazing panel otherwise these are in good condition. Doors that provide emergency escape from the main hall are uPVC and are in sound and operational condition. Steel doors provide access to the inner lobby and referee's changing room. The changing room door has rust breaking through on the bottom of the door and the frame. Doors to the two main changing rooms are painted timber flush doors and are starting to deteriorate.

The perimeter of the building has bitumen and gravel finish to area outside main entrance, paving slabs to enclosed patio, outside changing rooms and under veranda to south elevation. The paving outside changing rooms has a high degree of cracking to the slabs but do appear stable.

4.3 Services and Utilities

Space heating is primarily supplied by a Potterton Kingfisher gas fired boiler, providing space heating throughout the building. It is likely to be at least 30 years old as part of the original installation and that it is at the end of its useful service life.

Steel radiators providing space heating within rooms with steel supply and distribution pipework, all appear in sound and serviceable condition, although there is no localised thermostatic controls on radiators.

Hot water is provided by a pair of Lochinvar gas fired water heaters, R/H unit appears decommissioned, L/H unit assumed to be working and providing hot water services to the facilities. These are likely to be 30 years old and the end of their service life.

Local thermostatic mixing valves supply the showers, 3 no. shower heads in each of the changing rooms, single shower in referee's room. Changing room showers in fair condition, assumed to be on working order.

Cold water storage tanks located in the loft above the changing rooms appear in good and serviceable condition and should be regularly checked as part of the water hygiene management regime.

Air extraction is provided by localised units in the WC facilities, changing rooms and office, these were not tested during survey.

The mains electrical intake and meter is located in the entrance foyer, with a distribution board located adjacent to Accessible WC. Main board appears relatively recent with inspection label indicating last inspection in 2022. The periodic inspection and the arising reports should provide details of where the installation needs work to comply with regulations.



Light fittings a mix of types and age, including ceiling grid mounted, bulkhead and emergency. The majority are fluorescent or compact fluorescent which are being phased out so replacement lamps and parts will not be available. Consideration needs to be given to a lighting replacement programme to update the lighting to energy efficient LED throughout the building.

Electrical socket and switch outlets are all standard metalclad surface mounted on walls with conduit wiring. Visually power circuits, switchgear and outlets appear serviceable but need to be assessed as part of periodic EICR.

There is a multi-zone fire alarm panel with associated detectors, sounders and call points located throughout the building. It appears to be a fairly recent installation and has a logbook recording the regular testing.

4.4 Finishes and Fittings

In the main areas, ceilings are formed at the underside of the insulation which sits immediately below the roofing sheets. This is a white vinyl pre-finished panel supported by the metal purlins. In some areas there are suspended ceiling with plasterboard or tiles and generally the ceilings are in sound condition with some wear and tear.

In the changing rooms there is a textured coating to the plasterboard ceiling which sometimes can contain asbestos so should be tested to establish for the presence of asbestos.

Internal walls are predominately fairfaced blockwork with paint finish, ceramic tiling is used in areas of the WCs and changing room showers. Generally, walls and finishes are in a sound condition, however there are some damaged areas of ceramic tiles.

There is a mix of floor finishes throughout the building, ceramic floor tiles to foyer and Referee's room, paint finish to male and female WCs, sheet vinyl and vinyl tiles to all other areas. Generally, the floors are in a fair condition, some wear and tear with specific areas of damage to some of the floor tiles in the main hall and to the paint finish in the WCs.

The kitchen is made up of standard domestic kitchen units and worktops with veneered board construction. The kitchen units are generally worn and with damage to the veneers.

The male and female WC facilities and the two changing rooms are dated but in functional condition.

4.5 Health and Safety

4.5.1 Asbestos

An asbestos survey report and management plan was not available for the building at the time of the survey. Several materials were identified as potentially asbestos containing materials, specifically, the external soffits at eaves level, the board on the back of the door to the water heaters, the floor tiles to the main hall and changing rooms and the textured coating to the changing room ceilings. The Control of Asbestos Regulations 2012 places a duty to manage on a building owner to protect anyone using or working in the premises.



4.5.2 Fire Safety

It is assumed that a fire risk assessment has been previously undertaken and the recommended actions implemented. This should be regularly reviewed to ensure the building continues to be safe to occupy.

Fire doors need regular checks and maintenance to ensure correct operation and the smoke seals and intumescent strips are not damaged. It was noted at the time of the survey that some fire doors were wedged open, staff and building users need to be made aware that fire doors should be kept shut.

The fire alarm installation should be tested weekly and serviced by a competent provider on a 6 monthly basis in line with BS 5839. Emergency lighting should be checked on a monthly basis for operation with a full discharge test on an annual basis in line with BS 5266. Fire extinguishers and sprinkler systems should be serviced on an annual basis in line with BS 5306. This should all be recorded in a fire safety logbook.

4.5.3 Gas safety

Annual gas safety checks should be undertaken in line with the Commercial Gas Safety (Installation and Use) Regulations on all appliances and appropriate records kept.

4.5.4 Electrical Safety

Periodic electrical condition inspections should be undertaken in line with BS 7671, typically on a five-year cycle. Any recommendations for remedial repairs should be undertaken.

4.5.5 Water hygiene

Legal requirements for the control of Legionella will apply to the water systems in the building and there should have been a risk assessment carried out and control measures put in place as per the guidance in Approved Code of Practice L8.

5 Recommendations

5.1 Asbestos

It is recommended that an asbestos survey is carried out and an asbestos management plan is developed to fulfil the Council's obligations under the CAR 2012.

5.2 Fire Safety

The current Fire Risk Assessment should be reviewed, and any arising actions and recommendations implemented.

5.3 Roof

Further investigation of the location and nature of the water ingress through the roof needs to be undertaken to ensure the most appropriate repair solution is initiated. Options could be a complete renewal of the roof covering or an application of a waterproof coating. An upgrade of the thermal insulation also needs to be considered as part of this and the wider net-zero objectives.

5.4 Heating and Hot Water

The age of the heating and hot water boilers suggest that these will be obsolete and inefficient compared to modern units. Replacement of these will provide efficiency gains in energy consumption.



5.5 Glazing

Glass that is broken or cracked needs to be replaced or otherwise made safe to prevent injury to users of the building.

5.6 Lighting

The interior lighting is largely fluorescent tubes of various types. These are now being phased out so it will not be possible to source replacement tubes and parts in the future. It is recommended that the lighting is upgraded to LED throughout the building.

5.7 Planned Maintenance Programme

It is recommended that an ongoing plan is implemented to ensure all statutory compliance and annual maintenance tasks are undertaken. This should identify and include any planned major repairs and replacement as well as cyclical redecoration to maintain the appearance of the building for use by the community.

5.8 Net Zero Carbon

Work to the mechanical plant and building fabric provides an opportunity to support the Council's net zero commitment. It is recommended that a Carbon Consultant is engaged to identify how any future work on the Community House can support this commitment.

6 Cost Estimates

6.1 Maintenance Plan

A costed Maintenance Plan with is reproduced in Appendix A that identifies the anticipated future works over a 10-year period as derived from the condition survey. Costs should be regarded as budget estimates for the purposes of strategic and financial planning, each item of work identified should be further assessed to specify the exact requirements and obtain firm prices.

6.2 Summary of Costs

Element	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
Internal	£4,500	£10,300	£4,500	£1,250	£11,250	£4,450	£1,250	£7,050	£1,750	£1,300	£47,600
External	£64,000	£600	£1,600	£0	£2,300	£400	£300	£0	£2,800	£2,000	£74,000
Mechanical	£30,800	£300	£300	£300	£300	£300	£300	£300	£300	£300	£33,500
Electrical	£0	£1,000	£1,000	£2,500	£0	£0	£0	£0	£1,500	£2,000	£8,000
Annual Maintenance	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£11,000
Total:	£100,400	£13,300	£8,500	£5,150	£14,950	£6,250	£2,950	£8,450	£7,450	£6,700	£174,100



7 Conclusion

Overall, the building is in sound and serviceable condition although the original elements that date from when the building was constructed in the 1980's are dated. The roof is in need of attention and the main plant installations at the end of their service life.

Other elements will need attention over the coming years and a balanced repair and replacement programme will ensure that the issues and costs can be managed to ensure the building can continue to provide its service to the Town Council and wider community.

8 Appendices

Appendix A – Maintenance Plan

Appendix B – Photographic Schedule



Limitations

This condition report provides a record of the condition of the accessible parts of the property. It is not intended to be a full structural survey and did not open up any parts of the building and therefore no comment is made upon the condition of those parts which are concealed from a visual inspection due to existing fixtures, fittings, finishes and similar.

No testing or sampling for deleterious materials has been carried out. No inspection has been undertaken of underground elements, including foundations or underground drainage. No manhole covers were lifted nor was there any specialist CCTV surveys of the drainage system undertaken.

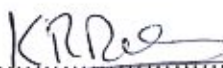
No testing of services was carried out as part of this the survey including mechanical, electrical, water, heating, cooling, or alarm services within the property. Any reference to the condition of building services is made from a limited visual inspection.

The maintenance plan provides estimated budget costings for the work identified. It should not be regarded as a developed schedule of work.

The report will be for the private and confidential use of the Peacehaven Town Council for whom it is undertaken. It should not be reproduced in whole or in part or relied upon by third parties for any purpose without the express written agreement of Pyxis Property Consulting Ltd.

Prepared by

Keith Delves BSc (Hons) MRICS

Signature 

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Appendix A
Maintenance Plan

on

The Hub, Piddinghoe Ave, Peacehaven

For

Peacehaven Town Council



Date of Survey: 11th January 2024

Keith Delves

BSc (Hons) MRICS



Pyxis Property Consulting Ltd

The Hub - Internal Elements

Location	Element	Sub Element	Photo No.	Description	Recommendation	Condition	Priority	Reason	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total	
All areas	Plaster	Ceilings	1, 2, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	Most rooms have ceilings formed in the underside of the insulation which is immediately below the roofing sheets. This is a white vinyl pre-finished panel supported by view master panels. In some areas there are suspended ceilings with plasterboard as tiles.	Remedy the ceilings with in sound conditions with a new seal and seal. In the changing rooms there is no more ceiling to be provided as ceiling will should be tested for asbestos content. Provision for periodic redecoration of painted surfaces and surface repairs.	3	P2	32	60	\$200	60	\$200	60	\$200	60	\$200	60	\$200	60	\$2,000.00
All areas	Plaster	Walls	11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	Internal walls generally finished with plasterboard with paint finish. Some rooms have vinyl or stone veneer.	Painted plasterboard generally in good condition, provision of allowance for plasterboard replacement program based on priority for each room or area. Areas of missing and damaged ceramic tile. Provision for patch repairs in RL.	3	P3	35	\$1,500	\$500	\$1,000	\$500	\$500	\$1,500	\$500	\$1,000	\$500	\$500	\$18,000.00	
All areas	Plaster	Floors	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	Most of floor coverings, in full condition, some wear and tear, and some specific areas without edge. Ceramic floor tiles to foyer and entrance room, some finish laminate and some with tile, stone vinyl and vinyl tiles to all other areas.	Very little need to be noted for extreme concern. Provision of allowance for plasterboard replacement program with changing rooms in RL and one in full RL.	3	P3	35	60	\$5,000	60	60	\$10,000	60	60	\$10,000	60	60	\$10,000.00	
All areas	Plaster	Internal Plasterboard & Mouldings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	Internal plasterboard, skirting, boards, doors, etc. in good condition. Internal doors of timber construction with pale or natural wood veneer finish. Some doors identified as fire rated doors providing a barrier and prevent fire spread. The door to the water heater cupboard is on the kitchen panel fixed to the back of it could be a concern (photo 70).	Provision of allowance for plasterboard replacement program based on priority for each room or area. The fire rated doors in the kitchen and bathroom are designed for rating to maintain heat. In the recommendation there is an allowance for repair and maintenance to ensure condition to ensure continuing operational performance. Some damage to doors in the changing rooms that require repair to ensure continuing operation. The panel to the door to the water heater cupboard is to be tested for asbestos, provision for test included in RL.	3	P3	35	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$10,000.00
Workshop	Plumbing, Electrical & Mechanical	Electric	60-64	The kitchen units are generally worn and have damage to some of the work tops and doors.	Provision for replacement kitchen units in RL.	2	P2	30	60	\$4,000	60	60	60	60	60	60	60	60	60	\$4,000.00
Male and Female WC facilities	Plumbing, Electrical & Mechanical	Sanitary Installations	39-41	Male and female WC facilities are situated in the functional condition. Some minor maintenance work required. Available for use in good condition.	Provision for minor ongoing cyclical maintenance work.	3	P3	35	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,000.00	
Access to WC facilities	Plumbing, Electrical & Mechanical	Sanitary Installations	11-13	Male and female WC facilities are situated in the functional condition. Some minor maintenance work required. Available for use in good condition.	Provision for general minor repairs in RL.	4	P4	35	60	60	60	60	60	60	60	60	60	60	60	\$600.00
Changing rooms 1 & 2	Plumbing, Electrical & Mechanical	Sanitary Installations	17, 18, 19, 20	The WC and showering facilities are situated in the functional condition. Some minor maintenance work required.	Provision for minor ongoing cyclical maintenance work.	3	P3	35	\$200	60	\$200	60	\$200	60	\$200	60	\$200	60	\$2,000.00	
Referee's Room	Plumbing, Electrical & Mechanical	Sanitary Installations	86, 88	Referee's room in good condition.	Provision for general minor repairs in RL.	4	P4	35	60	60	60	60	60	60	60	60	60	60	60	\$600.00
									\$5,800	\$10,000	\$5,800	\$1,200	\$1,200	\$4,000	\$1,200	\$1,200	\$1,200	\$1,200	\$40,000.00	

Conditions

- A - Good Performing as intended and operating efficiently
- B - Satisfactory Performing as intended but showing minor deterioration
- C - Poor Showing major defects and/or not operating as intended
- D - Bad Life expectant and/or risk of imminent failure

Priority Rating

- P1 - Urgent work that will prevent immediate closure of premises and/or remedy a serious breach of legislation and/or high risk to health & safety.
- P2 - Essential work is required within two years that will prevent serious deterioration of fabric or service and/or remedy a minor breach of legislation and/or minor risk to health & safety.
- P3 - Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and/or address a low risk minor breach of legislation and/or minor risk to health & safety.
- P4 - Planned work for replacement beyond the 5 year period.

Reason Codes

- R1 - Health and Safety Breach
- R2 - Breach of Legislation
- R3 - Deterioration of Fabric
- R4 - Security Implications
- R5 - Appearance/Aesthetic
- R6 - Obsolete/Obsolete/End of Service Life

The Hub - External Elements

[illegible]

Condition

- A—Good Performing as intended and operating efficiently
B—Satisfactory Performing as intended but showing minor deterioration
C—Poor Showing major defects and/or not operating as intended
D—Bad Life ended and/or serious risk of imminent failure

Priority review

- Legend:**
- P1 – Urgent work that will prevent immediate closure of premises and/or remedy a serious breach of legislation and/or high risk to health & safety.
 - P2 – Essential work required within two years that will prevent serious deterioration of fabric or service and/or remedy a minor breach of legislation and/or minor risk to health & safety.
 - P3 – Desirable work required within 3 to 5 years that will prevent deterioration of fabric or service and/or address a low risk minor breach of legislation and/or minor risk to health & safety.
 - P4 – Planned work for replacement beyond the 5 year period.

Reasoning

- R1 – Health and Safety Breach
R2 – Breach of Legislation
R3 – Determination of Faults
R4 – Security Implications
R5 – Appearance/Verdict
R6 – Character/Innocent/End of Session 13

The Hub - Mechanical Services

Location	Element	Sub Element	Photo	How	Description	Recommendation	Condition	Priority	Reason	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Canteen Room	Boiler Plant And Equipment	Gas Boilers	68		Photograph of gas boiler providing space heating to the canteen, likely over 10 years old and at the end of its service life.	Allowance for replacement gas boiler with high efficiency replacement. Advise that this is a replacement within the wider context of the Gasworks' various' projects.	C	P1	R1	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000.00
Storage Room	Boiler Plant And Equipment	Hot Water	23		Photograph of gas fired water heater. All units require decommissioning. Unit is minimal to be working. Likely to be 10 years old and the end of its service life.	Allowance for replacement of gas fired water heater with high efficiency replacement. Advise that this is a replacement within the wider context of the Gasworks' various' projects.	C	P1	R1	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000.00
Throughput	Space Heating/cooling	Radiators/Heat Pumps	3, 34, 35, 36		Photograph of gas fired space heating unit in room with 2000 supply and distribution pipework, appearing in good condition. The boiler does not have controls on radiators.	Allowance for replacement of gas fired space heating unit with high efficiency replacement. Advise that this is a replacement within the wider context of the Gasworks' various' projects.	C	P1	R1	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000.00
Shower Area	Hot Water Connection	Hot Water Valves & Meters	71, 72, 73		Photograph of hot water valves in shower room. It is a shower head in each of the changing rooms. Single shower in shower room.	Assume that function of showers are tested as part of the maintenance management provision for the working of the TVM's.	C	P1	R1	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,000.00
Verder	Verder	Verder	71, 72, 73, 74, 75		Photograph of hot water valves in shower room. It is a shower head in each of the changing rooms. Single shower in shower room.	Assume that function of showers are tested as part of the maintenance management provision for the working of the TVM's.	C	P1	R1	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,000.00
										£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000.00

Condition

- A - Good: Performing as intended and operating efficiently
- B - Satisfactory: Performing as intended but showing minor deterioration
- C - Poor: Showing major defects and/or not operating as intended
- D - Bad: Life expired and/or serious risk of imminent failure

Priority Rating

- P1 - Urgent work that will prevent immediate closure of premises and/or remedy a serious breach of legislation and/or high risk to health & safety
- P2 - Essential work is required within two years that will prevent serious deterioration of fabric or service and/or remedy a minor breach of legislation and/or minor risk to health & safety
- P3 - Desirable work is required within five years that will prevent deterioration of fabric or service and/or address a low risk minor breach of legislation and/or minor risk to health & safety
- P4 - Planned work for replacement beyond five year period

Reason Rating

- R1 - Health and Safety Breach
- R2 - Breach of Legislation
- R3 - Deterioration of Fabric
- R4 - Security Implications
- R5 - Appearance/Aesthetics
- R6 - Obsolete/Unrepairable End of Service Life

The Hub - Electrical Services

[illegible]

Condition

- A – Good Performing as intended and operating efficiently
B – Satisfactory Performing as intended but showing minor deterioration
C – Poor Showing major defects and/or not operating as intended
D – End life expired and/or serious risk of imminent failure

Priority calling

- P1 - Urgent work that will prevent immediate loss of premises and/or remedy a serious breach of legislation and/or high risks to health & safety.

Discussion

- R1 – Health and Safety Breach
R2 – Breach of Legislation
R3 – Detrimentation of Fabric
R4 – Security Implications
R5 – Appearance/Aesthetic
R6 – Obsolete/Incompatible with Current of London, UK

The Hub - Annual Maintenance

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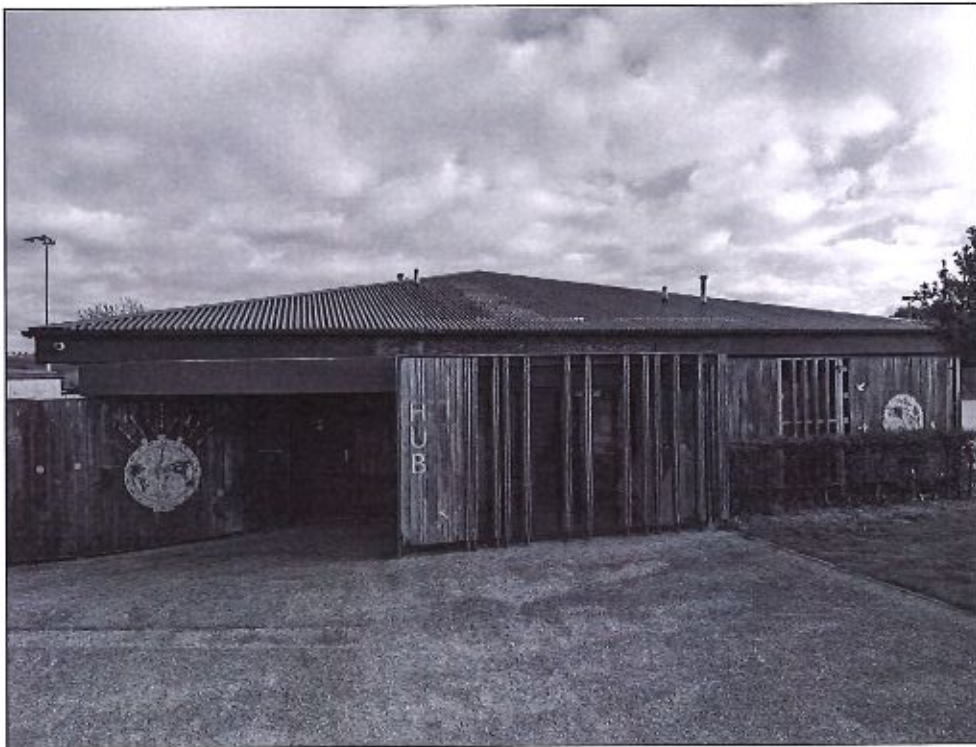
The Hub - Collection

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Internal	£4,500	£10,300	£4,500	£1,250	£11,250	£4,450	£1,250	£7,050	£1,750	£1,300	£47,600
External	£64,000	£600	£1,600	£0	£2,300	£400	£300	£0	£2,800	£2,000	£74,000
Mechanical	£30,800	£300	£300	£300	£300	£300	£300	£300	£300	£300	£33,500
Electrical	£0	£1,000	£1,000	£2,500	£0	£0	£0	£0	£1,500	£2,000	£8,000
Annual Maintenance	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£11,000
Total:	£100,400	£13,300	£8,500	£5,150	£14,950	£6,250	£2,950	£8,450	£7,450	£6,700	£174,100

Appendix B
Photographic Schedule

on

The Hub, Piddinghoe Ave, Peacehaven



For

Peacehaven Town Council



Date of Survey: 11th January 2024

Keith Delves

BSc (Hons) MRICS



Pyxis Property Consulting Ltd

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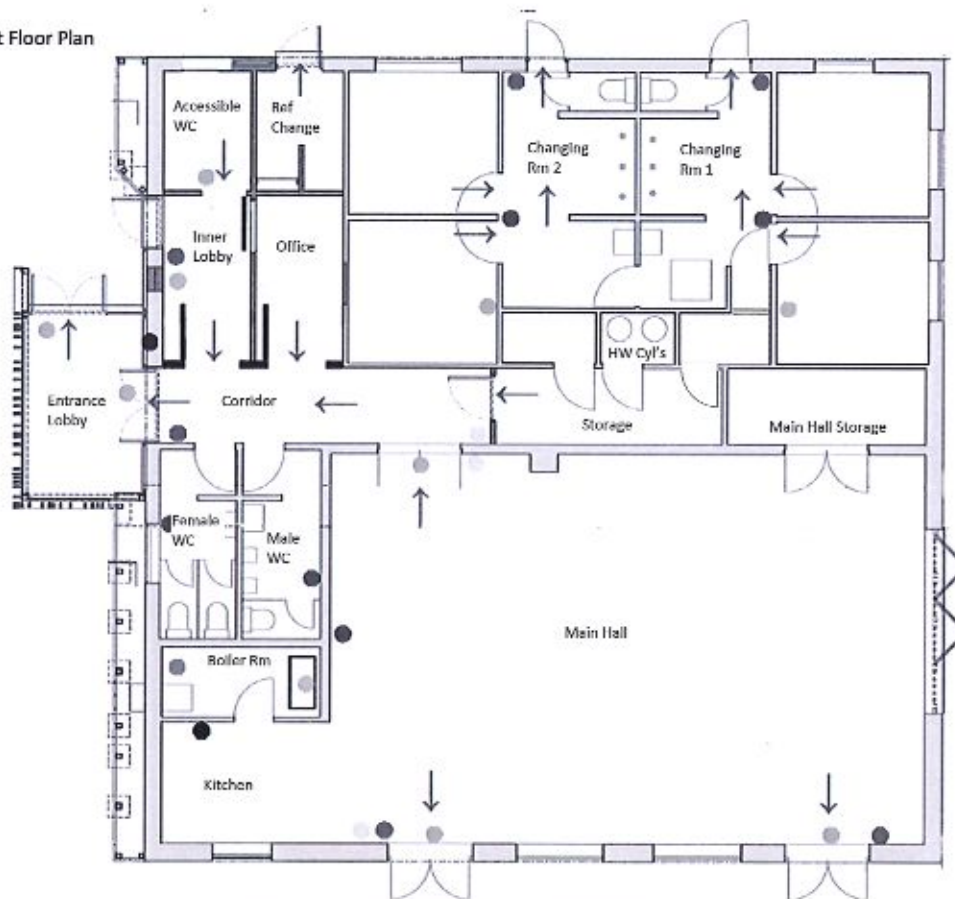
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1. Background

This photographic schedule has been prepared to provide a photographic record of the condition of the premises at the time of the Property Condition Survey.

The photographs are referenced in the Maintenance Plan contained in Appendix A of the Property Condition Report

2. Existing Layout Floor Plan



<p>The Hub Piddinghoe Ave Peacehaven East Sussex BN10 8RJ</p>	<p>general notes:</p> <p>← Fire Escape route</p>	<p>material key</p> <p>Existing Wall</p> <p>New Work</p> <p>Gas Mains</p>	<p>Fire Extinguisher CO2</p> <p>Emergency Light</p> <p>Fire Alarm Push Button</p> <p>Electrical Intake</p>	<p>Fire Extinguisher Alarm</p> <p>Fire Alarm Control</p> <p>Fire Alarm Sounder</p> <p>CO2H</p>	<p>Scale</p> <p>0 1 2 3 4 5 6 7 8 9 10</p>	<p>Project: Peacehaven Community Hall - Room 101 General Arrangement Date: 11/06/2020 Drawing No: 101/001/01</p>
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3. Entrance Lobby



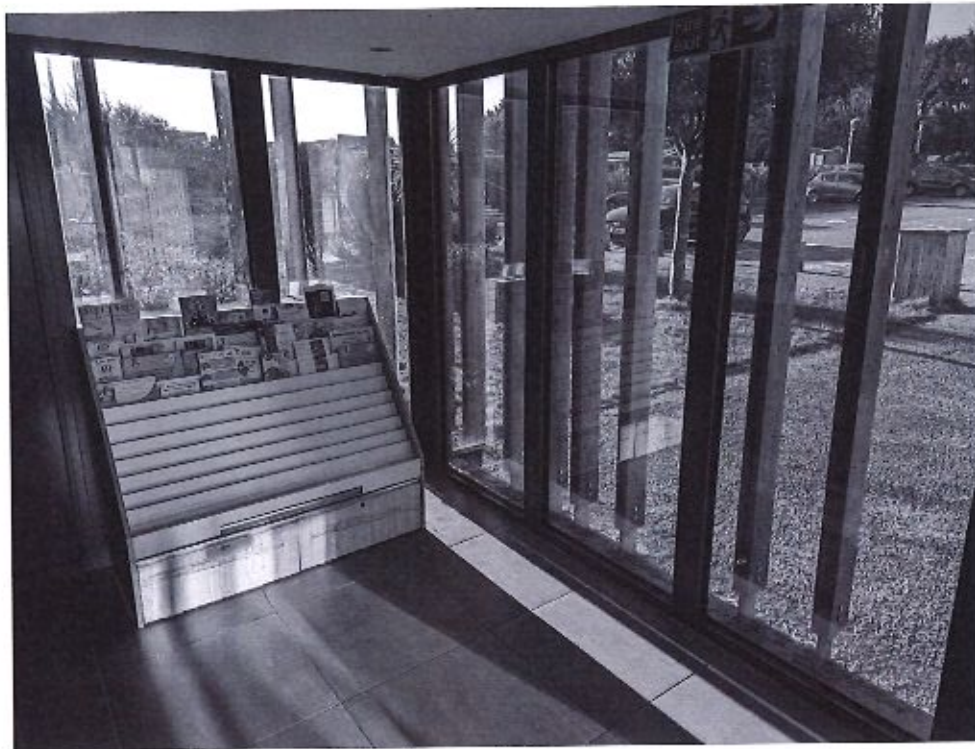
Photograph 1

Description:	Front Entrance doors
Defects:	



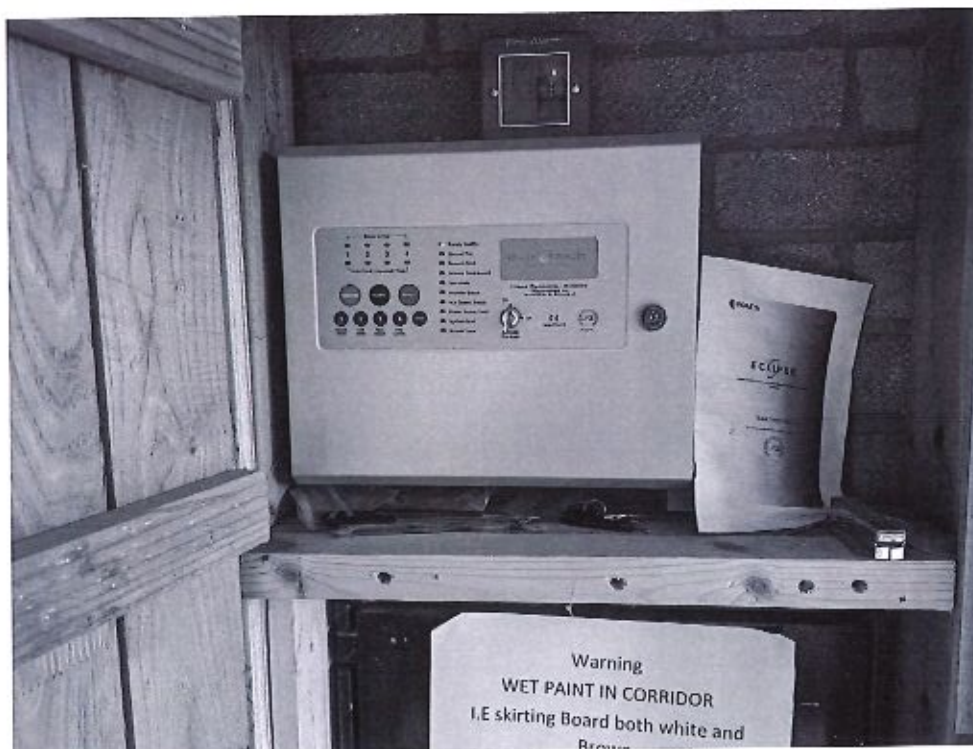
Photograph 2

Description:	Entrance Lobby and doors to main building
Defect:	



Photograph 3

Description:	Entrance Lobby and glazed screens
Defect:	



Photograph 4

Description:	Fire Alarm Panel
Defect:	



Photograph 5

Description:	Electricity Meter
Defect:	

4. Inner Lobby and Accessible WC



Photograph 6

Description:	Inner Lobby with main electrical distribution board
Defect:	



Photograph 7

Description:	External steel door to Inner Lobby
Defect:	



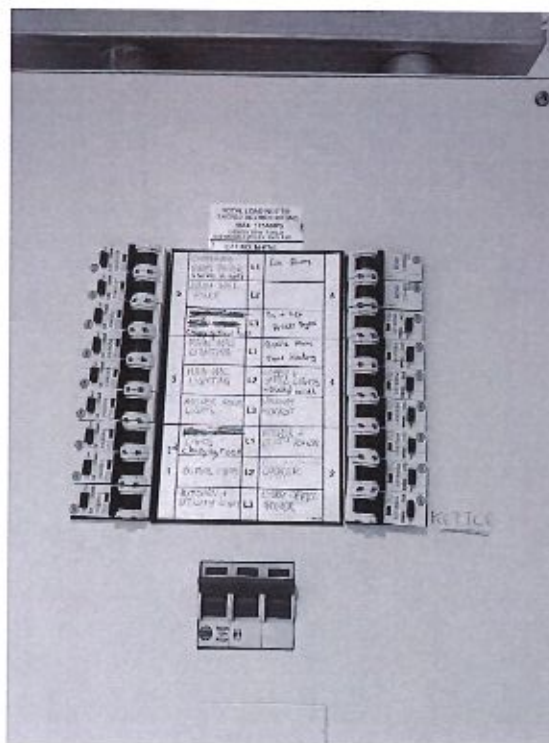
Photograph 8

Description:	Inner Lobby radiator
Defect:	



Photograph 9

Description:	Inner Lobby vinyl flooring
Defect:	



Photograph 10

Description:	Main distribution board – next inspection due 2027
Defect:	



Photograph 11

Description:	Accessible WC
Defect:	



Photograph 12

Description:	Accessible WC extract ventilation
Defect:	



Photograph 13

Photograph:	Accessible WC vinyl flooring
Defect:	



Photograph 14

Photograph:	Accessible WC doorway
Defect:	Door binding on floor, in need of easing or adjustment

5. Corridor



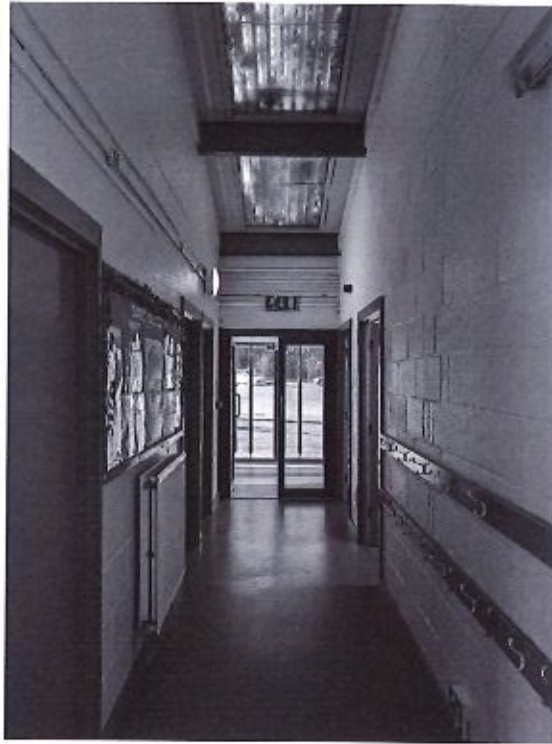
Photograph 15

Photograph:	Corridor general view into building
Defect:	



Photograph 16

Photograph:	Corridor rooflights
Defect:	Heavily discoloured



Photograph 17

Photograph:	Corridor general view to main entrance
Defect:	



Photograph 18

Photograph:	Door to store at end of corridor
Defect:	

6. Storage Room



Photograph 19

Photograph:	General view
Defect:	Inspection limited due to the amount of stored items



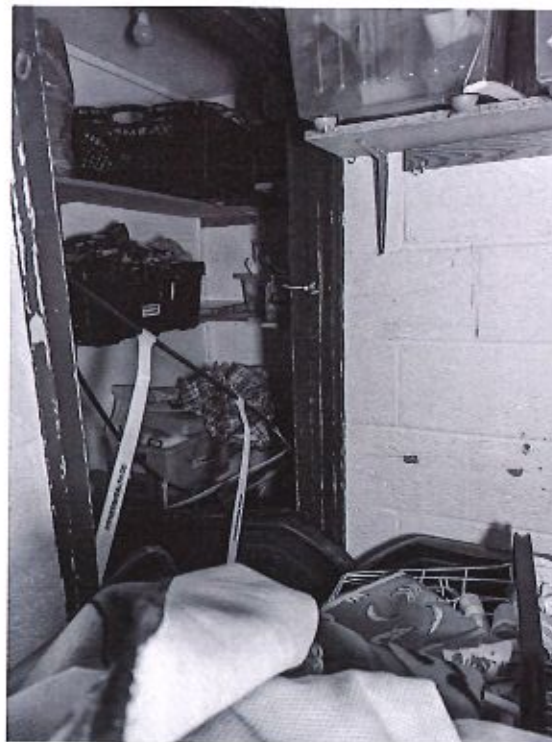
Photograph 20

Photograph:	Ceiling in Storage Room
Defect:	



Photograph 21

Photograph:	Inner storage area
Defect:	



Photograph 22

Photograph:	Inner storage area
Defect:	



Photograph 23

Photograph:	Gas fired water heaters accessed off storage room
Defect:	R/H heater appears disconnected, L/H assumed to be working



Photograph 24

Photograph:	Rear of door to water heater cupboard
Defect:	Door faced with insulation material possibly containing asbestos

7. Office



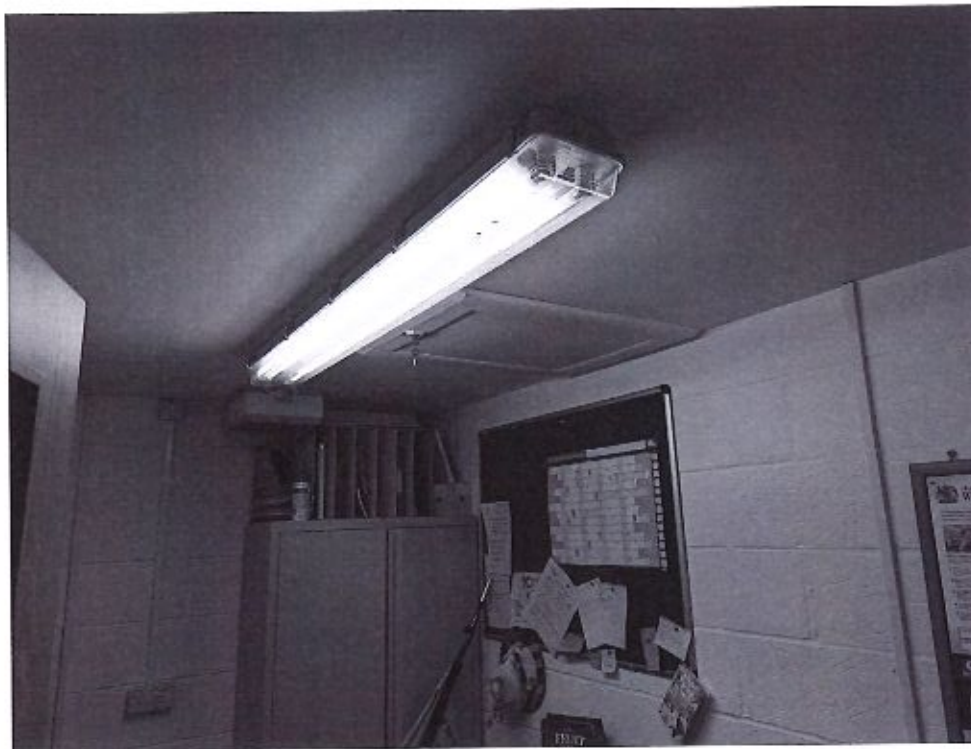
Photograph 25

Photograph:	General view
Defect:	



Photograph 26

Photograph:	Office extract fan
Defect:	



Photograph 27

Photograph:	Office ceiling and lighting
Defect:	



Photograph 28

Photograph:	Office flooring
Defect:	

8. Female WC



Photograph 29

Photograph:	Cubicle 1
Defect:	



Photograph 30

Photograph:	Cubicle 2
Defect:	



Photograph 31

Photograph:	Ceiling female WC
Defect:	



Photograph 32

Photograph:	Basin female WC
Defect:	



Photograph 33

Photograph:	Floor female WC
Defect:	Painted floor finish marked and damaged



Photograph 34

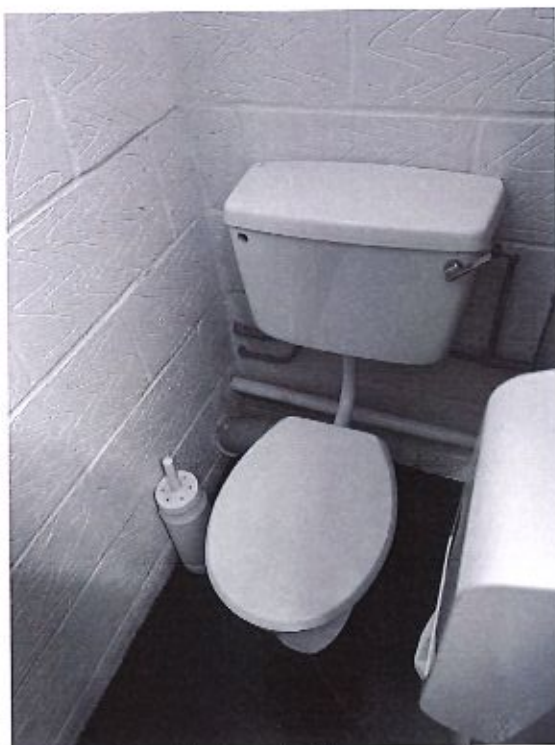
Photograph:	Radiator female WC
Defect:	

9. Male WC



Photograph 35

Photograph:	General view
Defect:	



Photograph 36

Photograph:	Male WC cubicle
Defect:	



Photograph 37

Photograph:	Urinals
Defect:	



Photograph 38

Photograph:	Basin
Defect:	



Photograph 39

Photograph:	Ceiling male WC
Defect:	



Photograph 40

Photograph:	Floor male WC
Defect:	



Photograph 41

Photograph:	Wall tiling under urinals
Defect:	Missing ceramic tiles

10. Main Hall



Photograph 42

Photograph:	General view
Defect:	



Photograph 43

Photograph:	General view
Defect:	



Photograph 44

Photograph:	General view
Defect:	



Photograph 45

Photograph:	General view
Defect:	



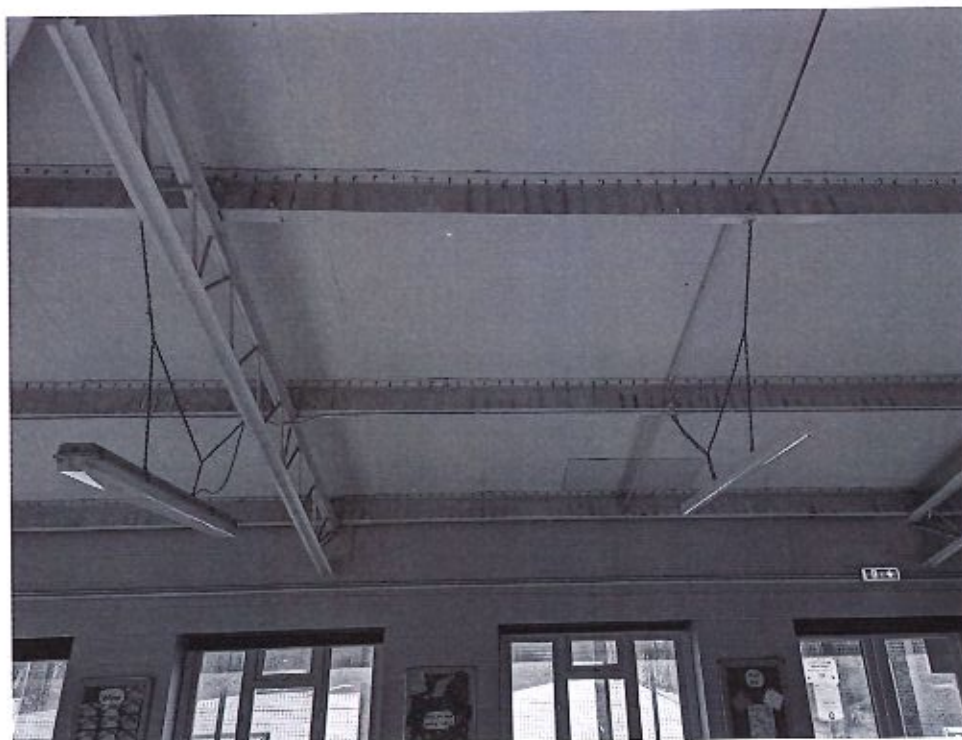
Photograph 46

Photograph:	Ceiling Main Hall
Defect:	



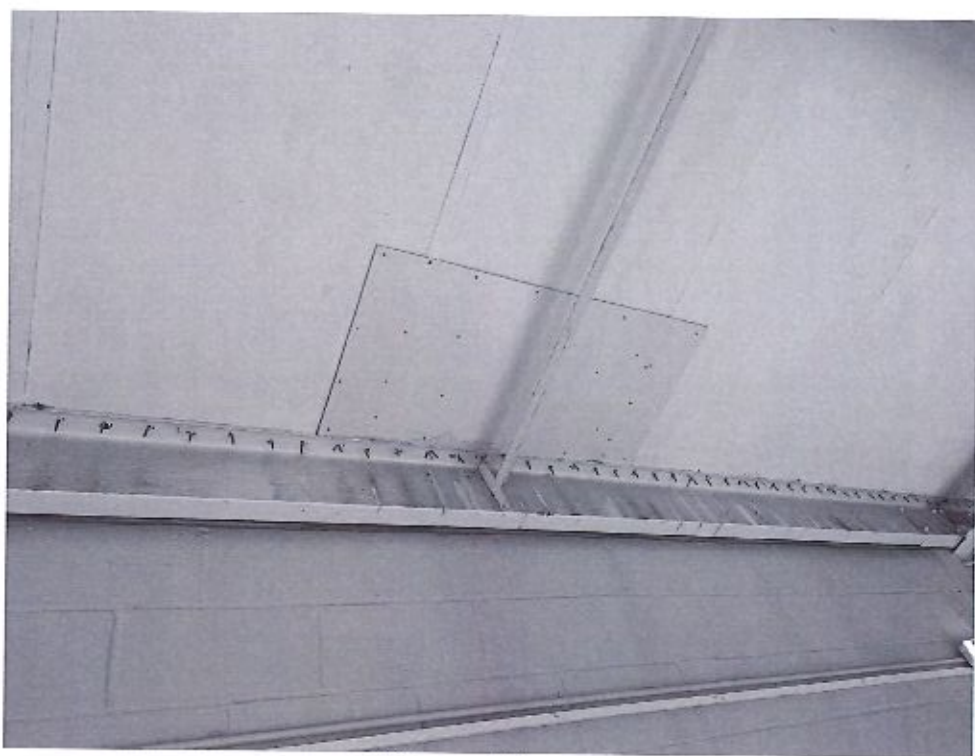
Photograph 47

Photograph:	Ceiling Main Hall
Defect:	



Photograph 48

Photograph:	Ceiling Main Hall
Defect:	Evidence of water ingress through sheet fixings



Photograph 49

Photograph:	Main Hall Ceiling
Defect:	Evidence of previous patch repair to ceiling



Photograph 50

Photograph:	Main Hall floor
Defect:	Vinyl tiles lifting and broken on fire escape door threshold



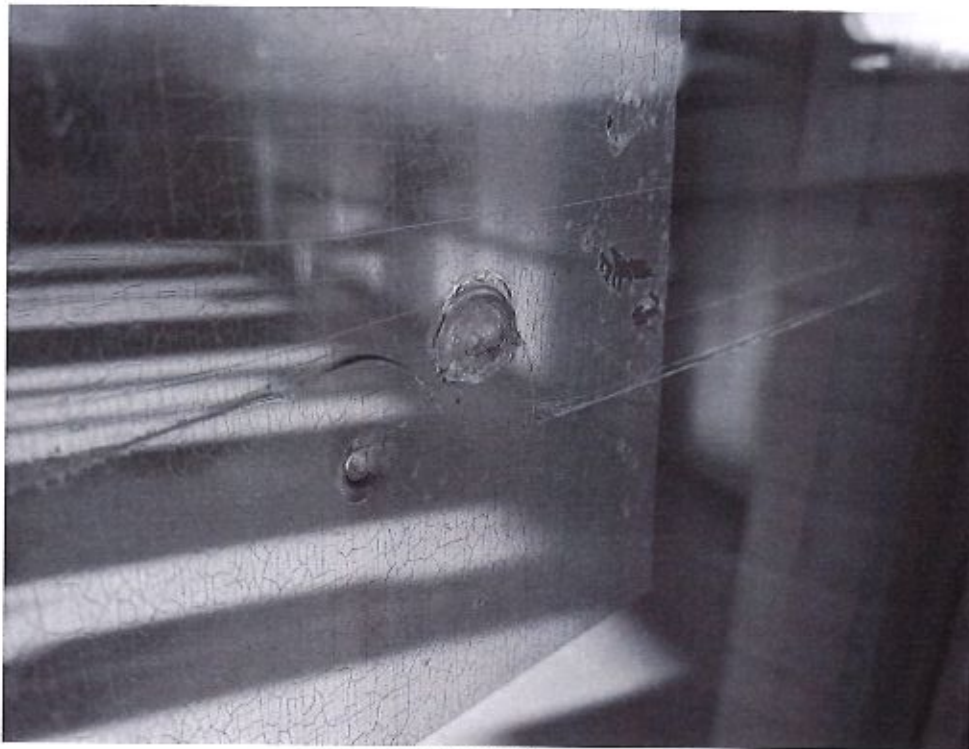
Photograph 51

Photograph:	Floor adjacent to main hall storage
Defect:	Crack running across tiles



Photograph 52

Photograph:	Folding doors to external area
Defect:	



Photograph 53

Photograph:	Glazing in folding doors to external area
Defect:	Glass broken and cracked



Photograph 54

Photograph:	Fire escape doors from main hall
Defect:	



Photograph 55

Photograph:	Entrance doors into main hall
Defect:	



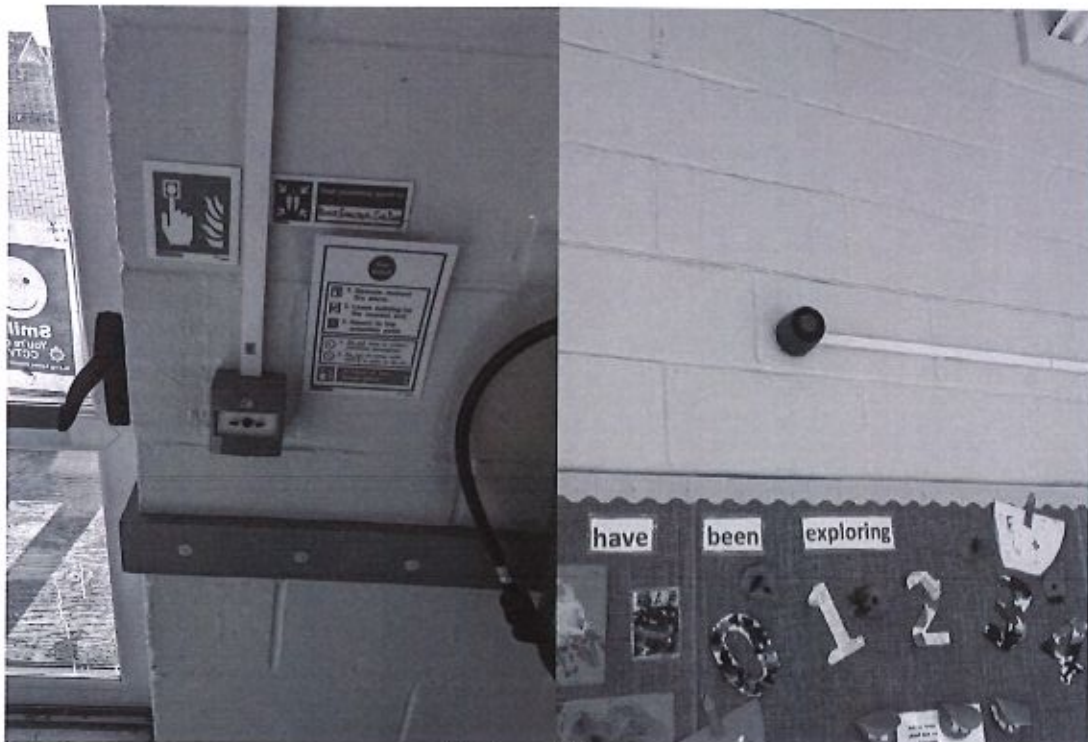
Photograph 56

Photograph:	Main Hall windows
Defect:	



Photograph 57

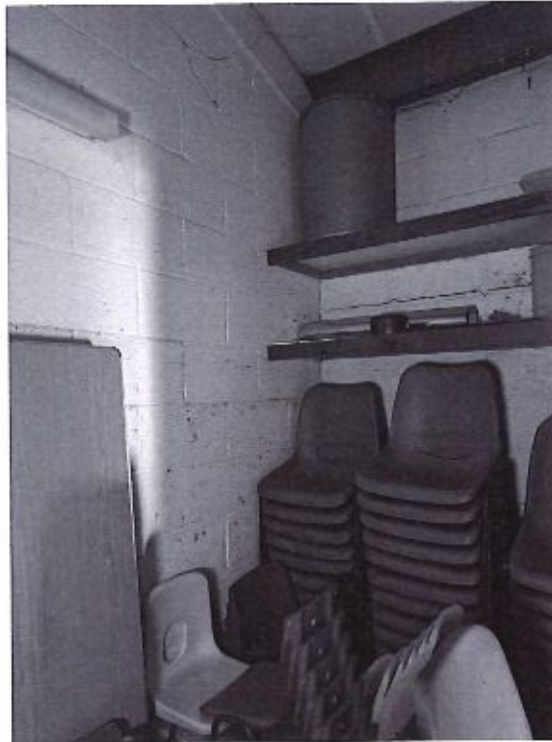
Photograph:	Wall mounted fire extinguishers
Defect:	



Photograph 58

Photograph:	Call points and sounders in main hall
Defect:	

11. Main Hall Storage



Photograph 59

Photograph:	General view
Defect:	



Photograph 60

Photograph:	General view
Defect:	

12. Kitchen



Photograph 61

Photograph:	General view
Defect:	



Photograph 62

Photograph:	Inset sink
Defect:	



Photograph 63

Photograph:	Kitchen drawer
Defect:	Generally worn



Photograph 64

Photograph:	Kitchen cabinet door
Defect:	Damage to door

13. Boiler Room



Photograph 65

Photograph:	Water tank above boiler
Defect:	



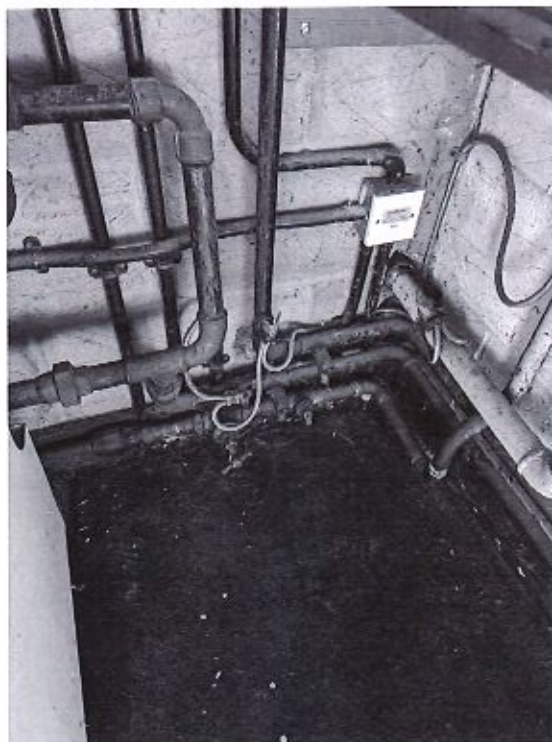
Photograph 66

Photograph:	Boiler
Defect:	



Photograph 67

Photograph:	Storage
Defect:	



Photograph 68

Photograph:	Water and gas pipework
Defect:	



Photograph 69

Photograph:	Boiler control timer
Defect:	



Photograph 70

Photograph:	Floor and drainage connections
Defect:	Evidence of leakage from pipework and damage to carpet

14. Changing Room 1



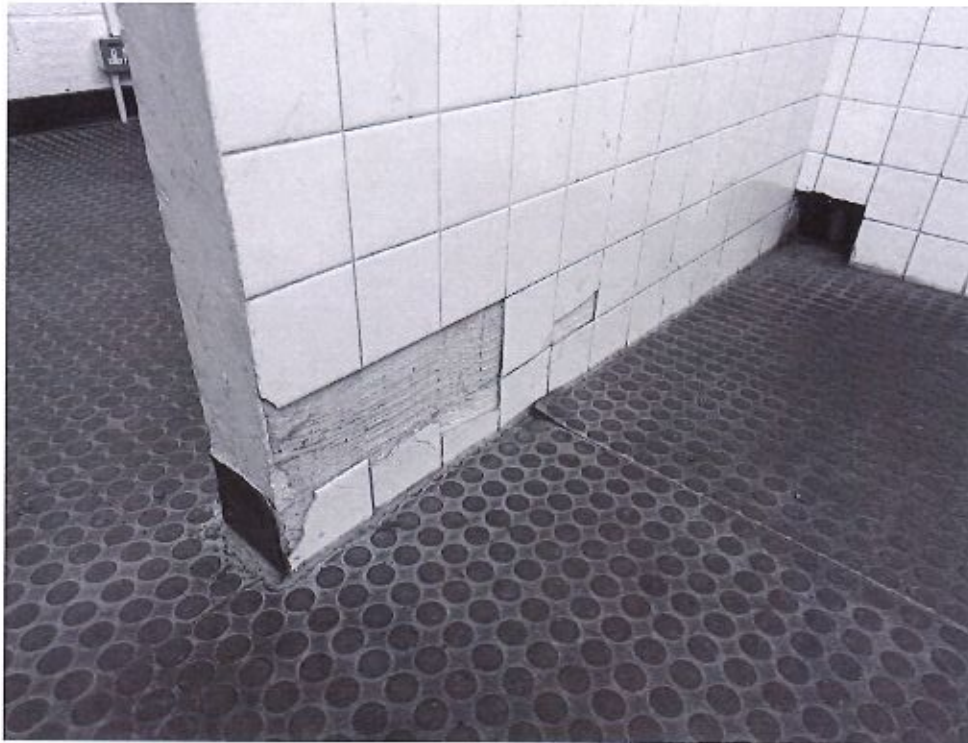
Photograph 71

Photograph:	Entrance door
Defect:	



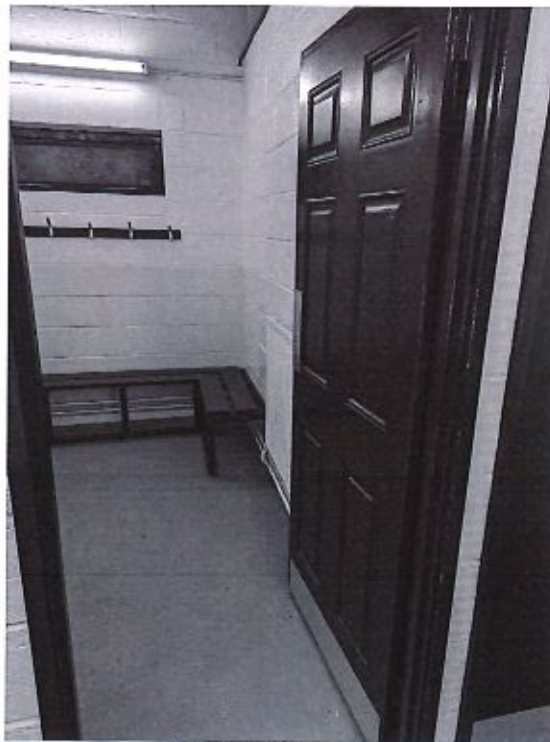
Photograph 72

Photograph:	Shower area
Defect:	



Photograph 73

Photograph:	Wall tiling in shower area
Defect:	Broken and missing tiles



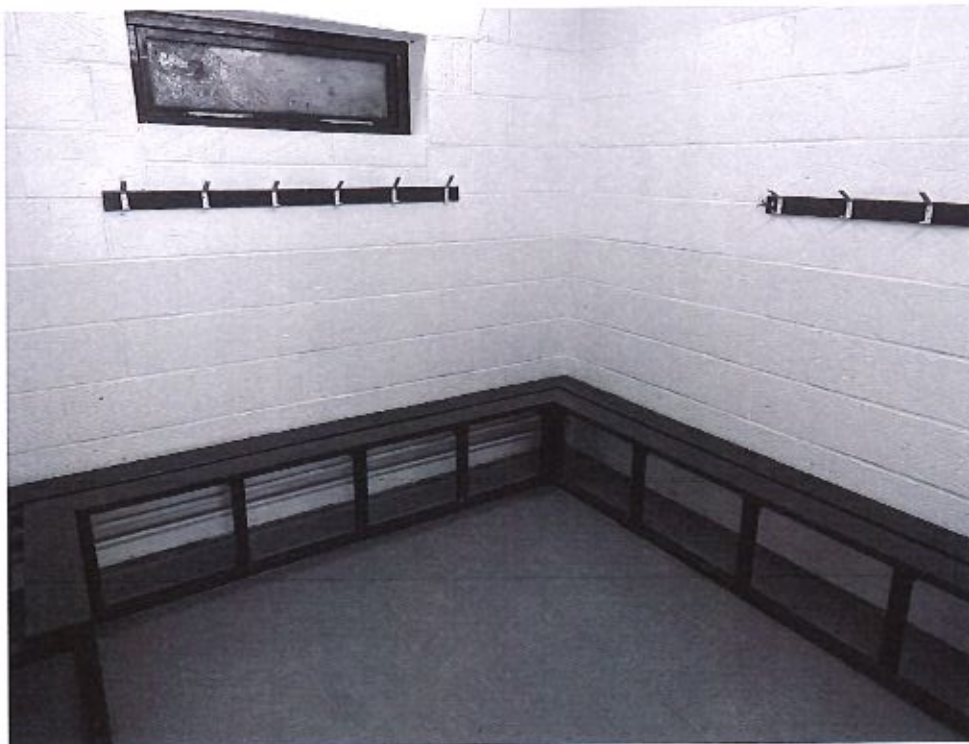
Photograph 74

Photograph:	Door to Changing area
Defect:	Door split and damaged



Photograph 75

Photograph:	Timber windows boarded over from outside
Defect:	Broken glass in most windows



Photograph 76

Photograph:	Changing area
Defect:	



Photograph 77

Photograph:	Changing room ceiling
Defect:	Some staining to ceiling



Photograph 78

Photograph:	WC cubicle
Defect:	Cubicle door frame needs re-fixing



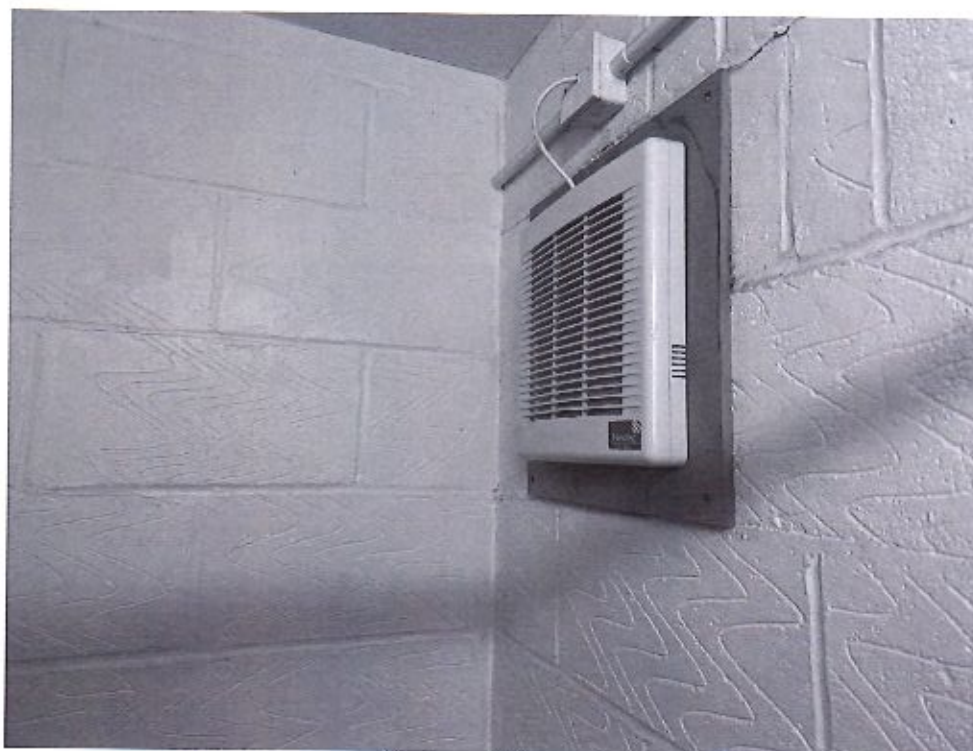
Photograph 79

Photograph:	Hand basin and communicating Door to changing Room 2
Defect:	



Photograph 80

Photograph:	Radiator
Defect:	



Photograph 81

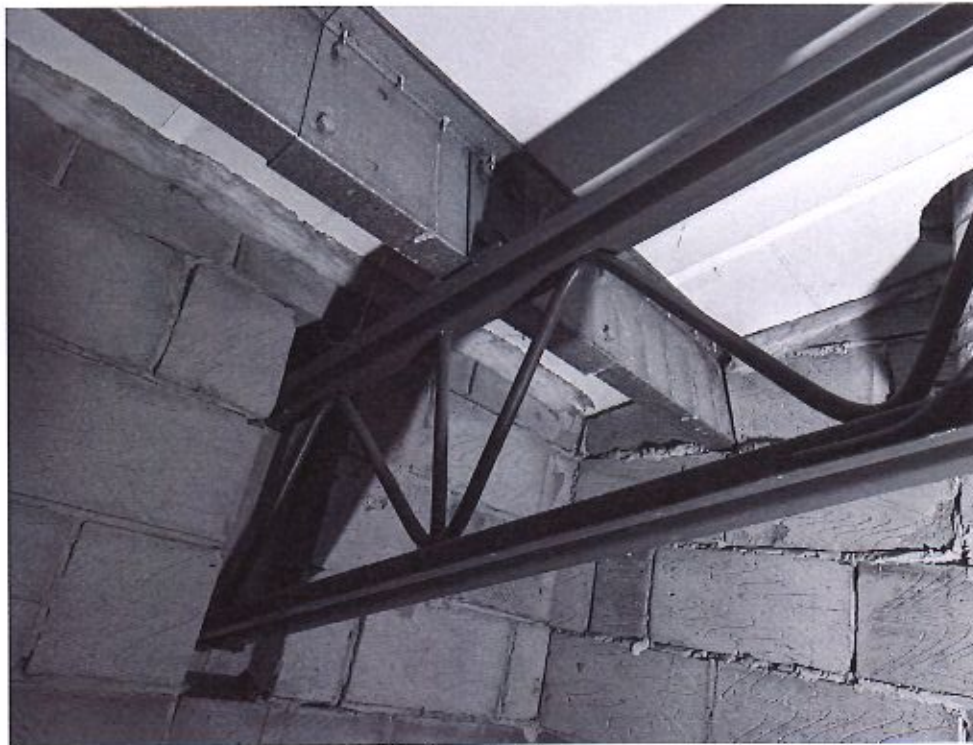
Photograph:	Extract ventilation from WC
Defect:	

15. Roof Void above Changing Rooms



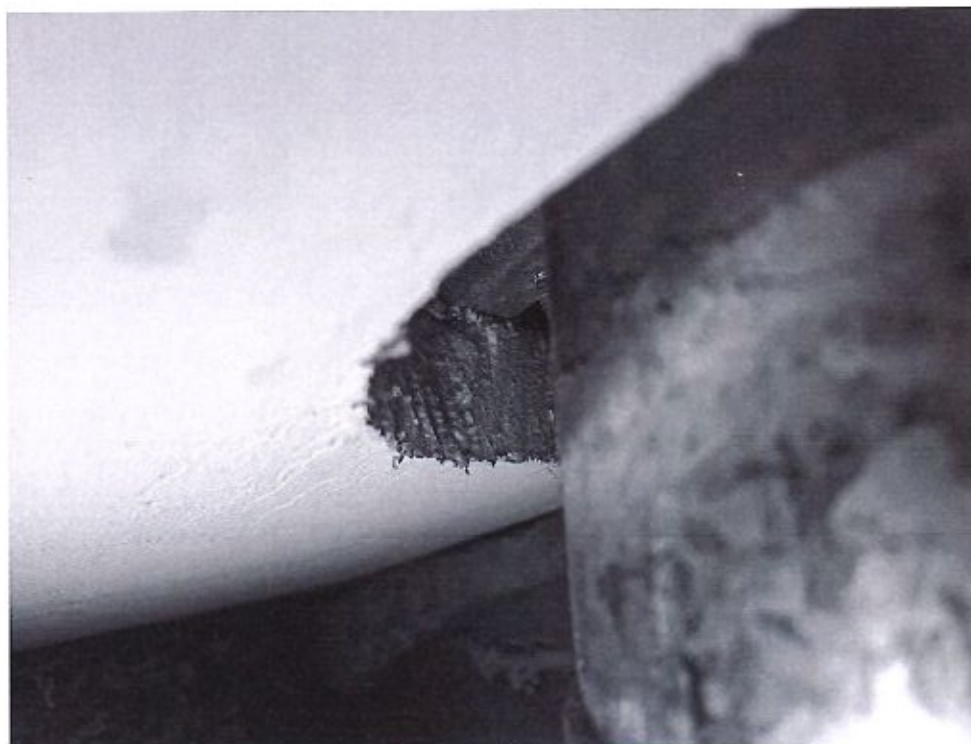
Photograph 82

Photograph:	Roof structure and ceiling
Defect:	



Photograph 83

Photograph:	Lattice beam and Z profile purlin
Defect:	



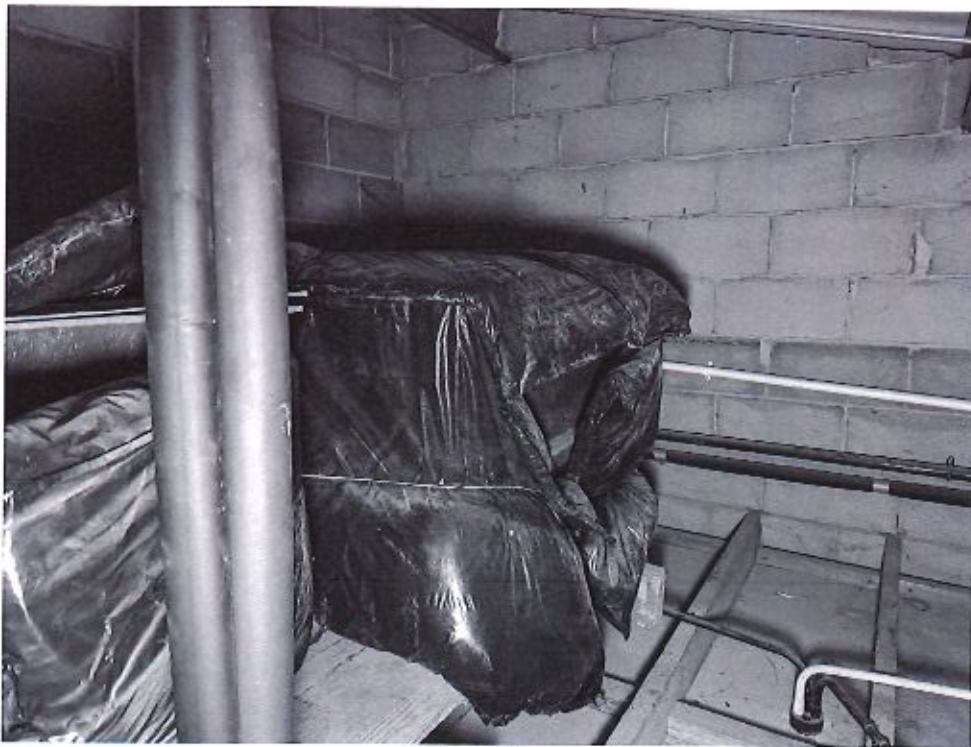
Photograph 84

Photograph:	Insulated ceiling panel under profiled steel roof sheet (approx. 50mm thick)
Defect:	



Photograph 85

Photograph:	Flues from water heaters
Defect:	



Photograph 86

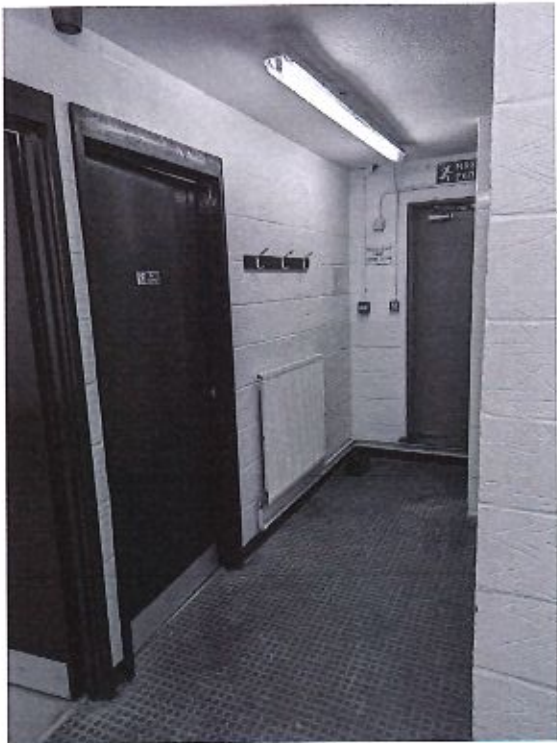
Photograph:	Cold water storage tanks
Defect:	

16. Changing Room 2



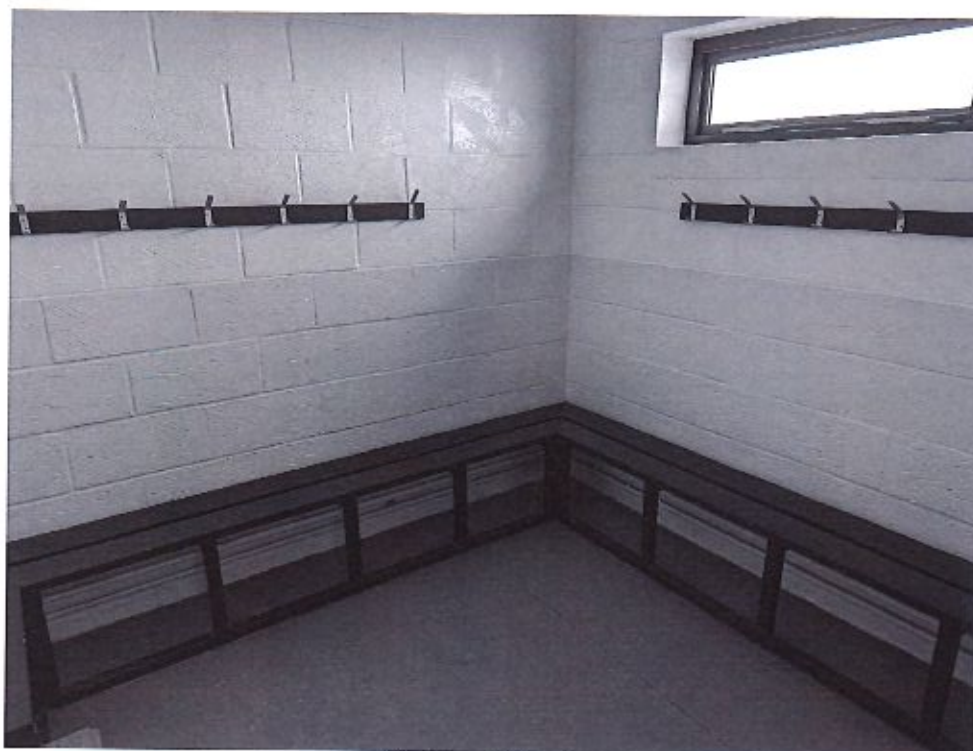
Photograph 87

Photograph:	Entrance door
Defect:	



Photograph 88

Photograph:	Doors to changing areas
Defect:	



Photograph 89

Photograph:	Changing area
Defect:	



Photograph 90

Photograph:	Changing area
Defect:	



Photograph 91

Photograph:	Hand basin and connecting door to Changing room 1
Defect:	Broken ceramic tiling to splashback



Photograph 92

Photograph:	Shower area
Defect:	Broken and damaged ceramic tiling



Photograph 93

Photograph:	Ceiling fan above changing area
Defect:	



Photograph 94

Photograph:	Textured ceiling finish
Defect:	This type of coating can contain asbestos

17. Referee's Changing Room



Photograph 95

Photograph:	General view
Defect:	



Photograph 96

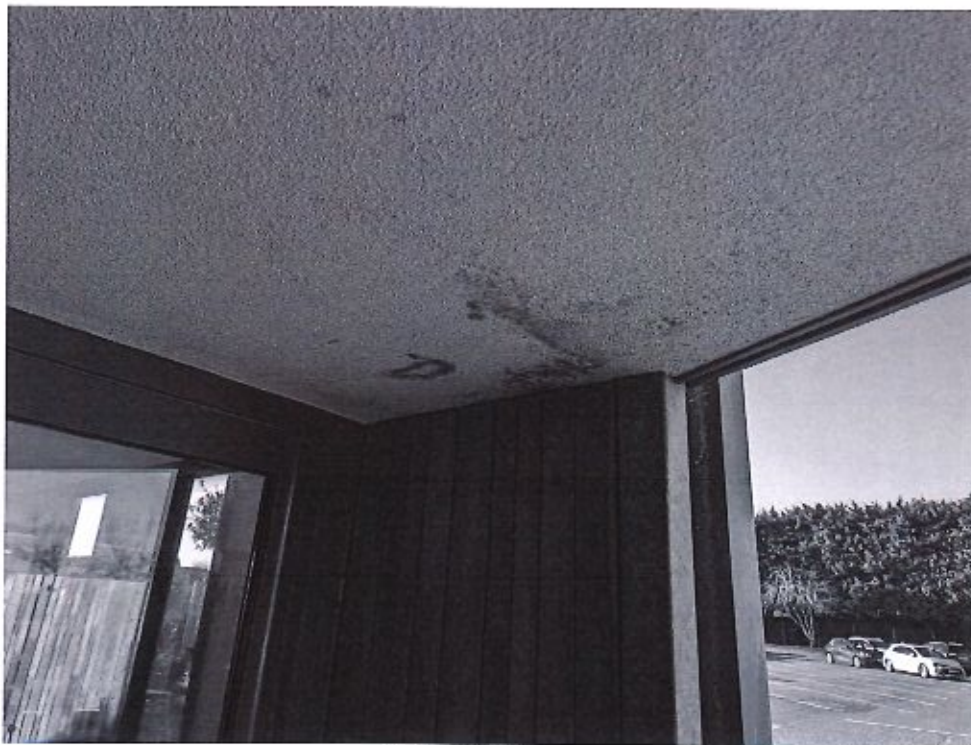
Photograph:	Door to Referee's room
Defect:	

18. External



Photograph 97

Photograph:	Entrance doors and canopy
Defect:	



Photograph 98

Photograph:	Soffit to entrance canopy
Defect:	Staining to soffit



Photograph 99

Photograph:	External door to accessible WC
Defect:	



Photograph 100

Photograph:	External view of Changing Rooms (north elevation)
Defect:	



Photograph 101

Photograph:	Steel door to Referee's room
Defect:	Corrosion to door



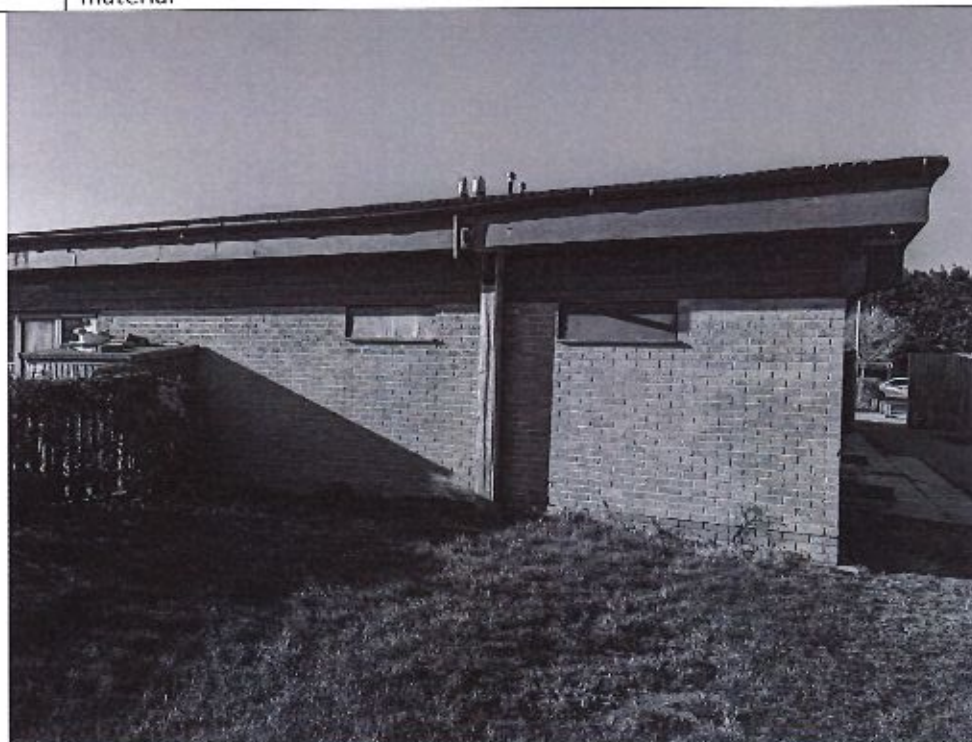
Photograph 102

Photograph:	Timber doors to Changing Rooms 1 & 2
Defect:	Some deterioration and decay to doors



Photograph 103

Photograph:	External woodwork cladding and boarded over windows
Defect:	In need of repairs and redecoration. Soffits potentially an asbestos containing material



Photograph 104

Photograph:	East elevation
Defect:	



Photograph 105

Photograph:	Fenced patio/play area
Defect:	



Photograph 106

Photograph:	Verandah to south elevation
Defect:	



Photograph 107

Photograph:	External view of uPVC windows and fire escape doors
Defect:	



Photograph 108

Photograph:	External view west elevation
Defect:	



Photograph 109

Photograph:	Roof over south elevation and verandah
Defect:	Discolouration and deterioration of translucent sheets



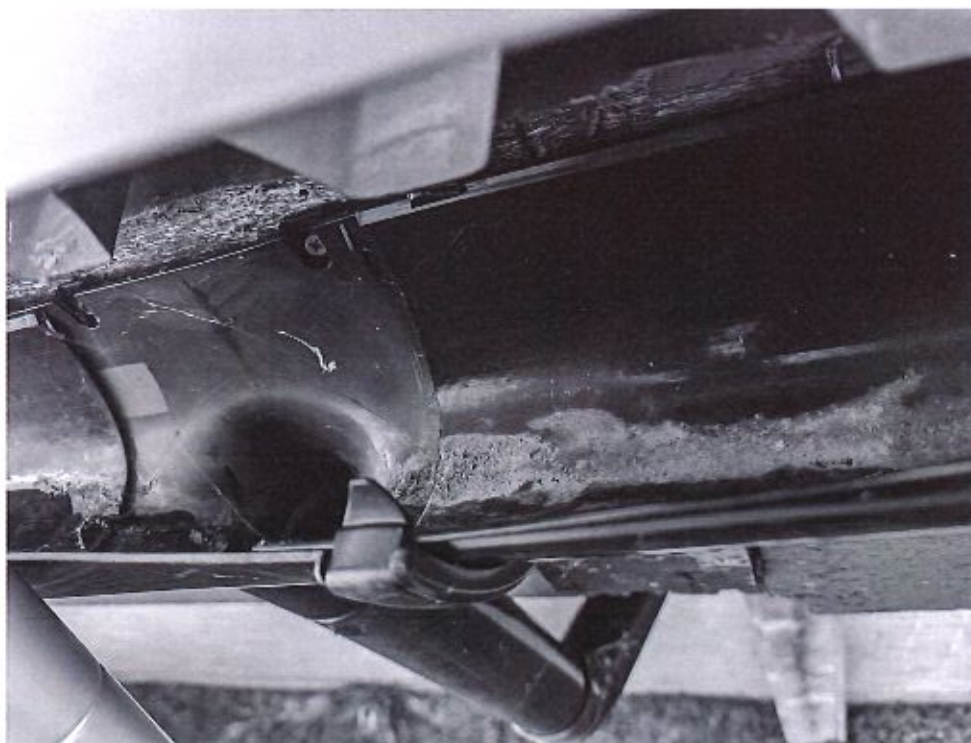
Photograph 110

Photograph:	Steel roof sheets
Defect:	Evidence of repairs to laps and fixings



Photograph 111

Photograph:	Single ply membrane flat roof over entrance foyer
Defect:	



Photograph 112

Photograph:	Plastic rainwater gutters and down pipes
Defect:	Some damage and deterioration to rainwater goods



Photograph 113

Photograph:	Boiler flue in external wall
Defect:	



Photograph 114

Photograph:	Steel and timber cladding to entrance foyer
Defect:	Some rusting to steelwork

Agenda Item: LA 891

Committee: Leisure, Amenities and Environment

Date: 20th February 2024

Title: Pop up shop T&C's

Report Authors: Town Clerk Parks Officer

Purpose of Report: To review the draft T&C's

Introduction

A proposal for a pop-up store to sell natural dog treats at either the Dell or Centenary Park was reported to the committee at the last meeting. LA869

Background

The proposal is to sell natural dog treats once a week from a gazebo type tent, the committee asked officers to produce some drafty T&C's for this, they are attached in the appendices.

Analysis

If the proposal is to be allowed to go ahead the council needs to be certain it is not giving any sole rights to the proprietor, so that any other events can still take place within the area proposed.

The council should carry out an impact assessment, as we need to consider the impact on current stake holders within our parks, local residents, possible traffic increases, noise, etc, before proceeding with any permission.

Conclusions

The draft T&C's are there for discussion and any changes can be made so a final draft can be agreed by the P&F committee.

Recommendations

The committee are asked to

1. Discuss the draft T&C's document and propose any changes required.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Use of Officer time to carry out an impact assessment
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Equality Act 2010, Workplace (Health, Safety and Welfare) Regulations 1992.
<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

Draft conditions of hire for pop up shops on the Dell

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.
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 guarantee exclusive use of the Dell, 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.
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.

