

George Dyson
Town Clerk

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

Councillors on this Committee:

EX OFFICIO Cllr D Donovan (Chair of Council), Cllr W Veck (Vice Chair of Council),
Cllr I Sharkey (Chair of Committee), Cllr Ashby-Parkin, Cllr C Gallagher, Cllr S Studd, Cllr S Wood,
Cllr N Fabry, Cllr Griffiths,

12th March 2025

Dear Committee Member,

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held
in the Anzac Room, Community House, Peacehaven on **Tuesday 18th March 2025 at 7:30pm**

A handwritten signature in black ink, appearing to be "G Dyson", written over a horizontal line.

George Dyson
Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 LA 988 CHAIRS ANNOUNCEMENT**
- 2 LA 989 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 990 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 991 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 992 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 21ST JANUARY 2025**
- 6 LA 993 TO NOTE BUDGET UPDATE**
- 7 LA 994 TO NOTE ACTION PLAN**
- 8 LA 995 TO NOTE ALLOTMENTS UPDATE**
- 9 LA 996 TO NOTE COMPLAINTS LOG**
- 10 LA 997 TO NOTE BUSINESS PLAN**
- 11 LA 998 TO AGREE THE OVAL TFG REPORT**
- 12 LA 999 TO NOTE THE FA FOOTBALL PITCH REPORT**

- 13 LA 1000 TO NOTE PLAYGROUND CONDITION OF EQUIPMENT REPORT
- 14 LA 1001 TO NOTE MUGA COURT UPDATE
- 15 LA 1002 TO NOTE PUMP TRACK UPDATE
- 16 LA 1003 TO AGREE CAR LIGHTING REPORT
- 17 LA 1004 TO AGREE SIGNAGE REPORT
- 18 LA 1005 TO CONFIRM DATE OF NEXT MEETING AS THE 13TH MAY 2025

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 21st January 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice Chair), Cllr Gallagher, Cllr Studd, Cllr Wood, Cllr Fabry, Cllr Griffiths, Cllr Veck.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

2 members of the public were in attendance.

LA970 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting is being recorded, and of the public question process. The Chair then informed the Council of the following:

- Bingo on 22nd Jan and request for extra help.

LA971 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant L&A matter.

There were 0 public questions.

LA972 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were 2 apologies for absence from Cllr Donovan and Cllr Evans.

LA973 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared that she had an interest in the allotment.

LA 974 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 29TH OCTOBER 2024

Proposed by: Cllr Gallagher Seconded by: Cllr Wood

All in favour.

LA 983 TO AGREE THE COMMUNITY GARDEN LICENCE

Standing Orders were suspended.

The Parks Officer updated committee that the licence had been signed and was being brought to committee to be ratified, and various questions were raised with the members of the public, including risk assessments, insurance, commercial activities, safeguarding policy.

Cllr Griffiths raised several amendments, including concern with the map, inclusion of elements from policies including single use plastic, and pesticides.

The need for a licence was discussed as being for grant applications, and that it provided security for the tenant and the Town Council.

It was proposed to agree to the licence.

Proposed by: Cllr Ashby-Parkin Seconded by: Cllr Wood
Committee resolved to agree to the proposal.

Standing orders were reinstated.

The 2 members of public left the meeting.

LA 975 TO NOTE BUDGET UPDATE

Cllr Gallagher expressed she would contact the RFO with questions.
The budget was **noted**.

LA 976 TO NOTE ACTION PLAN

The action plan was **noted**.

LA 977 TO NOTE ALLOTMENTS UPDATE (TWO VACATED)

The Parks Officer provided a general update to committee.
The allotments update was **noted**.

LA 978 TO NOTE THE COMPLAINTS LOG

Cllr Griffiths mentioned a formatting issue with part of the table.
The complaints log was **noted**.

LA 979 TO NOTE BUSINESS PLAN

Cllr Gallagher suggested a Chairs of Committee meeting should be arranged to discuss the Business Plan.
The Business Plan was **noted**.

LA 980 TO NOTE TFG UPDATES

The Parks Officer updated committee that the Car Parking Options at Centenary Park TFG were waiting for an estimate of what is needed in the car park to adhere to British standards.
Cllr Gallagher updated committee that the Green Infrastructure Plan would be revived shortly.
The TFG updates was **noted**.

LA 981 TO NOTE MACHINERY UPDATING REPORT

The Parks Officer updated committee on concern of the financial upkeep of old machinery.
The report was **noted**.

LA 982 TO NOTE INFO BOARDS FROM ARCHAEOLOGICAL DIG

The Parks Officer updated committee on the report, and that PTC should hear back at the end of February.
Cllr Griffiths suggested lower sign for accessibility, and to ensure all future sign locations to be considered together.
Cllr Sharkey suggested a sign location map would be helpful for the next meeting.
The report was **noted**.

LA 984 TO AGREE CROWS IN CENTENARY PARK

The Parks Officer updated committee that there had been several complaints; and mentioned possible solutions such as hawking, and discouraging feeding.
Members discussed the sign wording, and Cllr Wood raised doubt over the success of signage, but expressed the importance of education.
The Chair suggested the signs be backed up with further information on social media.
Cllr Griffiths explained the background to the crow, and expressed in March the issue would improve; whereby the Parks Officer suggested it was not just a winter issue, and also that the signs would help Officers to speak with the public.
Cllr Ashby-Parkin suggested both crow signs, and wildlife signs should be located in suitable areas.

It was proposed to agree to the sign as per the report.

Proposed by: Cllr Ashby Parkin Seconded by: Cllr Sharkey

Committee **resolved** to **agree** to the proposal.

1 member abstained.

LA 985 TO AGREE PARKS SIGNAGE

The Meetings & Projects Officer explained the report.

The Chair queried why Sarnia Close was not included, and the Parks Officer raised that it was likely mainly used by residents who would know the park.

It was proposed to agree to the 2-rung ladder signs, and the locations.

Proposed by: Cllr Griffiths Seconded by: Cllr Studd

All in **favour**.

It was proposed to agree the company to use for the playground rules signage, and to omit the Shepherd Down Dog Park location.

Proposed by: Cllr Gallagher Seconded by: Cllr Ashby-Parkin.

All in **favour**.

LA 986 TO AGREE HOWARD PEACE PARK PHASE 2

It was proposed to go with option 2.

Proposed by: Cllr Griffiths Seconded by: Cllr Fabry

All in **favour**.

LA 987 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH MARCH 2025

There being no further business the meeting ended at 20:21.

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 993
Meeting date:	18 th March 2025	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.

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. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	7,892	6,600	(1,292)		(1,292)	119.6%	
4203 Fuel	5,399	5,500	101		101	98.2%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	1,100	900	(200)		(200)	122.2%	
Grounds Team General Exp :- Indirect Expenditure	14,441	13,600	(841)	0	(841)	106.2%	0
Net Expenditure	(14,441)	(13,600)	841				
310 Sports Park							
1025 Rent & Service Charge	9,782	3,645	(6,137)			268.4%	
1039 S/P Cats	300	0	(300)			0.0%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	7,322	3,000	(4,322)			244.1%	
1060 Water Usage	907	0	(907)			0.0%	
1061 S/P Court Hire	5,556	2,500	(3,056)			222.2%	
1111 Electricity	(51)	0	51			0.0%	
Sports Park :- Income	30,199	15,528	(14,671)			194.5%	0
4111 Electricity	2,266	6,500	4,234		4,234	34.9%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	496	500	4		4	99.2%	
4161 Cleaning Costs	11,862	10,800	(1,062)		(1,062)	109.8%	
4164 Trade Refuse	2,310	3,000	690		690	77.0%	
4171 Grounds Maintenance Costs	12,986	10,000	(2,986)		(2,986)	129.9%	6,512
Sports Park :- Indirect Expenditure	32,016	33,145	1,129	0	1,129	96.6%	6,512
Net Income over Expenditure	(1,817)	(17,617)	(15,800)				
6000 plus Transfer from EMR	6,512	0	(6,512)				
Movement to/(from) Gen Reserve	4,695	(17,617)	(22,312)				
315 Big Park							
1103 Big Park Repairs	0	0	0			0.0%	32,564
Big Park :- Income	0	0	0				32,564
4101 Repair/Alteration of Premises	3,824	4,000	176		176	95.6%	3,092
4102 Maintenance of Buildings	944	500	(444)		(444)	188.8%	
4111 Electricity	894	500	(394)		(394)	178.7%	
4112 Gas	137	500	363		363	27.3%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	

Detailed Income & Expenditure by Budget Heading 11/03/2025

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
4166 Skip Hire	870	1,000	130		130	87.0%	
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	2,342	3,500	1,158		1,158	66.9%	593
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	32,037	35,625	3,588	0	3,588	89.9%	5,981
Net Income over Expenditure	(32,037)	(35,625)	(3,588)				
6000 plus Transfer from EMR	5,981	0	(5,981)				
6001 less Transfer to EMR	32,564	0	(32,564)				
Movement to/(from) Gen Reserve	(58,620)	(35,625)	22,995				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	7,011	9,179	2,168			76.4%	
1092 Electricity Feed-in Tariff	25	0	(25)			0.0%	
1111 Electricity	4,334	10,000	5,666			43.3%	
Gateway Cafe :- Income	11,370	19,179	7,809			59.3%	0
4101 Repair/Alteration of Premises	6,125	2,500	(3,625)		(3,625)	245.0%	4,951
4111 Electricity	4,271	10,000	5,729		5,729	42.7%	
4115 CCTV Maintenance	270	1,500	1,230		1,230	18.0%	
4116 Servicing / Maintenance	898	1,500	602		602	59.8%	
4326 Telephones	304	972	668		668	31.2%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	11,867	17,012	5,145	0	5,145	69.8%	4,951
Net Income over Expenditure	(497)	2,167	2,664				
6000 plus Transfer from EMR	4,951	0	(4,951)				
Movement to/(from) Gen Reserve	4,454	2,167	(2,287)				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	4,015	5,500	1,485			73.0%	
1050 Allotment Rent	2,243	2,600	357			86.3%	
1104 Open Spaces Improvements	18,694	0	(18,694)			0.0%	18,694
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	25,052	8,100	(16,952)			309.3%	18,694
4050 Allotment Costs	545	1,000	455		455	54.5%	
4104 Vandalism Repairs	159	1,500	1,341		1,341	10.6%	
4105 Tree Works	870	3,500	2,630		2,630	24.9%	
4106 Signage	(500)	0	500		500	0.0%	
Parks & Open Spaces :- Direct Expenditure	1,075	6,000	4,925	0	4,925	17.9%	0

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
4101 Repair/Alteration of Premises	24,406	5,000	(19,406)		(19,406)	488.1%	24,264
4141 Water Services	4,821	5,000	179		179	96.4%	
4164 Trade Refuse	312	500	188		188	62.4%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	3,215	4,000	785		785	80.4%	
4301 Purchase of Furniture/Equipmen	356	2,500	2,144		2,144	14.2%	
Parks & Open Spaces :- Indirect Expenditure	33,110	22,000	(11,110)	0	(11,110)	150.5%	24,264
Net Income over Expenditure	(9,132)	(19,900)	(10,768)				
6000 plus Transfer from EMR	24,264	0	(24,264)				
6001 less Transfer to EMR	18,694	0	(18,694)				
Movement to/(from) Gen Reserve	(3,562)	(19,900)	(16,338)				
355 The Hub							
1084 Sports Pavilion	21,439	17,319	(4,120)			123.8%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	405	270	(135)			150.0%	
1303 Water Charges	113	150	38			75.0%	
1355 Wifi	140	210	70			66.7%	
The Hub :- Income	22,096	18,219	(3,877)			121.3%	0
4175 Music Licence	514	500	(14)		(14)	102.8%	
The Hub :- Direct Expenditure	514	500	(14)	0	(14)	102.8%	0
4103 Annual Servicing Costs	323	2,500	2,177		2,177	12.9%	
4111 Electricity	1,453	3,000	1,547		1,547	48.4%	
4112 Gas	3,046	3,000	(46)		(46)	101.5%	2,532
4171 Grounds Maintenance Costs	1,864	2,000	136		136	93.2%	
4326 Telephones	93	0	(93)		(93)	0.0%	
4355 Wifi	228	420	192		192	54.4%	
The Hub :- Indirect Expenditure	7,007	10,920	3,913	0	3,913	64.2%	2,532
Net Income over Expenditure	14,575	6,799	(7,776)				
6000 plus Transfer from EMR	2,532	0	(2,532)				
Movement to/(from) Gen Reserve	17,107	6,799	(10,308)				
Grand Totals:- Income	88,718	61,026	(27,692)			145.4%	
Expenditure	132,067	138,802	6,735	0	6,735	95.1%	
Net Income over Expenditure	(43,349)	(77,776)	(34,427)				
plus Transfer from EMR	44,239	0	(44,239)				
less Transfer to EMR	51,258	0	(51,258)				
Movement to/(from) Gen Reserve	(50,368)	(77,776)	(27,408)				

Zoe Malone
Responsible Financial Officer

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Committee:	Leisure, Amenities & Environment	Agenda Item:	LA 993
Meeting date:	18 March 2025	Authors:	Responsible Financial Officer
Subject:	Spent Earmarked Reserves		
Purpose:	To note expenditure		

Recommendation(s):

To note expenditure from earmarked reserves spent in 24/25

See below;

Account	Opening Balance	Net Transfers	Closing Balance	RFO Comment
Vehicle Reserve	13,334.20		13,334.20	Building reserve to help fund future vehicles
Tree Works	5.24		5.24	
Signage	1,000.00		1,000.00	to be spent on Big Park sign – awaiting invoice
Football Foundation Fund	7,738.00	-4,388.25	3,349.75	Monies being set aside to help cover the grant funding shortfalls in years 3-6
Fuel	1,016.42		1,016.42	To help mitigate extra electricity costs for charging the electric van
Gas for Hub	3,000.00	-2,531.94	468.06	finally received the back bills from 2023
CIL	411,151.42	58,894.25	470,045.67	For use across all committees
Big Park	59,080.45	-8,042.85	51,037.60	Includes metal fence installation & tracks for sliding doors at café
Hub Improvements	3,100.00		3,100.00	

1. Reason for recommendation

To note earmarked reserves expenditure / movement.

2. Expected benefits

- a. The community
- b. The environment
- c. Other

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	To build reserves to help fund future equipment / maintenance of our assets
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	

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 994
Meeting date:	18 th March 2025	Authors:	Parks Officer
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 current projects, larger projects like the hub roof and heating are under full council.

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	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. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. 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/ Media officer	TBA	TBA	TBA	
OVCA entrance to the south downs N P project. LA 618	Papers all signed and forwarded on to the relevant persons.	TC/ Parks O/ Finance O	£13,000	National Lottery	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023	New entrance sign fitted at Centenary Park. Report on this agenda re further signage	Projects officer		PTC budget and CIL	2023	
The Hub general improvement plan C1178	Open house and public survey has been carried out	Parks officer/ projects officer/ finance officer	TBA	TBA	TBA	
Car park improvements at Centenary Park. LA924	Report on this agenda	Parks officer	TBA	TBA	TBA	
MUGA court refurbishment C1156, LA866	Report on this agenda	Parks officer/ LDC	£150,000	Centenary Park 106 money	2025	
Pump track	LDC to fund and manage this with PTC input	LDC Parks officer	£95,000	LDC and CIL	2026	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Hub roof replacement and heating project C1152 Business plan item	This project will come under full council from now on Pre-tender document sent out	Tommy Clark, Parks Officer, Projects Officer, Finance Officer	£350,000 £350,000	50/50 PTC 50/50 PTC CIL and LDC CIL	2025	
To carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven Business plan item	Yet to be discussed		Budget to be set		2026	
Green spaces infrastructure audit including an Inclusivity audit of green spaces. LA817 18/07/2023 LA530 09/02/2021 Business plan item	TFG group to meet and officers to update the spreadsheet when directed.	TFG	Not set	N/A	2030	
To undertake an accessibility audit of parks and open spaces, to develop an action plan to make improvements. Business plan item	Yet to be discussed				2026	

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 for the Oval and Epinay Parks.
10. Planted 30 small trees in Centenary Park applied for from the woodland trust.
11. Phase 2 of the pathway resurfacing paid for from CIL.
12. Howard Park – Resin bond the path and Accessible picnic bench installed
13. Pop-up shop request policy produced
14. Bowls green pathway re-laying and irrigation tank renewal
15. Overflow car park resurfacing project.
16. Dell playground new equipment using 106 money.

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 995
Meeting date:	18 th March 2025	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 86 small plots and 10 large plots.

Tenancy agreements and yearly subscriptions were sent out in January, we still have 12 which have not replied, and the information officer is chasing them up, we have had 4 plots vacated and reallocated to residents on the waiting list as per the terms and conditions. The waiting list still has ----- on it.

The Parks officer will be carrying out the 6 monthly inspections to check the progress of the plots to make sure they are adhering to the T&C's presently.

2. Options for Council

To note this report

3. Reason for recommendation

The parks officer carries out inspections and follows the conditions set out in the terms and conditions and then reports this to the committee.

4. Expected benefits

a. The community

Allotments are at the heart of most towns and are a benefit to all those who use them

b. The environment

All allotments adhere to the terms and conditions regarding ban on use of chemicals etc.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Tenants pay a yearly rental fee
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	Terms and conditions are issued yearly to the tenants
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

George Dyson
Town Clerk

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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 996
Meeting date:	18 th March 2025	Authors:	Parks Officer
Subject:	Complaints update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

All complaints are logged onto the server so we can make sure they are dealt with efficiently.

2. Options for Council

To note this report

3. Reason for recommendation

4. Expected benefits

a. The community

Making sure complaints are dealt with effectively

b. The environment

c. Other

5. Implications

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

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
564	17/01/2025	Phone	Centenary Park	Animals	crows attaching residents' dog	report due to L&A on 21/01/2025	Closed	5
565	18/01/2025	Phone	Centenary Park	Animals	crows attaching residents' dog not going to use park anymore	report due to L&A on 21/01/2026	Closed	4
567	18/01/2025	Email	Non-PTC land	Litter	a resident complained about an area in Westview close which had litter on it	parks officer identified the land as not being under PTC and advised the resident to contact the management agency.	Closed	1
569	24/01/2025	In Person	Centenary Park	Animals	crows intimidating users of the park	signs to be erected asking not to feed the crows	Closed	1

572	04/02/2025	Phone	Centenary Park	Animals	complaint that the signs are not visible enough, need more.	signs still to be erected.	Closed	2
575	13/02/2025	In Person	Playgrounds	Fencing	LDC had a report of a fence fallen down in Firle Road playground with exposed nails	grounds team attended the site identified the fence as belonging to a property backing on the playground. Stood the fence back up and secured against the remaining fence to stabilise it.	Closed	
576	07/02/2025	Raised by PTC	Centenary Park	Health & Safety	Openreach inspection cover loosened by lorries during the 3G pitch construction works.	reported to Openreach who attended the site and barriered it off until they return to fix it.	Referred	
579	04/03/2025	Email	Centenary Park	Health & Safety	exposed screw on play equipment in Centenary Park	attended site and repaired within 1 hour of receiving the complaint.	Closed	
580	04/03/2025	Phone	Playgrounds	Fencing	fence ownership query at Firle Road playground	attended site verified it was the homeowner's fence, contacted them and they accepted this outcome.	Closed	
583	10/03/2025	Phone	Epinay Park	Animals	at 3.50pm resident reported that Epinay park playground was covered in dog faeces	the site was attended by the handyman who found two lots of dog faeces near the playground, this was removed by 9am on the 11/03/2025	Closed	

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Community House,
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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 997
Meeting date:	18 th March 2025	Authors:	Parks Officer
Subject:	Business plan		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

The business plan has been adopted by council.

The Leisure and Amenities 4 projects are.

- To audit the accessibility of the parks and open spaces owned by the council and develop an action plan. Completion Target **2026**
- To replace the roof and heating system and other improvements in the Hub building. Completion Target **2027**. *The pre-tender contract has been agreed at full council and is progressing well with a target date of summer 2025 still set as the target.*
- To complete the green infrastructure plan. Completion Target **2030**
- To carry out a public consultation on possible improvements to the sports and leisure facilities in Peacehaven. Completion Target **2026**

2. Options for Council

To note this report

3. Reason for recommendation

The committee are asked to note this report, note the dates set for completion of the projects and to look at how to move the projects forward, involving stakeholders and experts where required, with a timescale set on when reports/ costings are due to committee etc. This may include setting up TFG's involving Councillors, officers and representatives from outside bodies who may be able to give advice.

4. Expected benefits

a. The community

Continued improving of the amenities owned and managed by PTC

b. The environment

To implement improvements and fulfil the carbon net zero target of 2030

c. Other

5. Implications

5.1 Legal	
5.2 Risks	Having a future plan reduces the risk of sudden large expenditures
5.3 Financial	Planning for the future expenditure within budgets.
5.4 Time scales	Within targets set.
5.5 Stakeholders & Social Value	Improve the environment of the town's amenities.
5.6 Contracts	
5.7 Climate & Sustainability	To reach targets.
5.8 Crime & Disorder	
5.9 Health & Safety	To be considered.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 998
Meeting date:	18th March 2025	Authors:	Parks officer
Subject:	Oval tfg report		
Purpose:	To agree		

Recommendation(s):

To agree the following

- To remove the kissing gates and create S type entrances at two gates at Greengate and Tor Road east to enable easier access for mobility scooters etc, these to have a stone surface to prevent mud building up in them. (the groundstaff to assess the best way to do this within the L&A budget)
- It was identified as having the east half of the Oval cut regularly to give an accessible area for users of the park and have pathways cut through the rest of the park leaving some areas uncut for flora and fauna to flourish.

1. Background

A TFG was set-up to look at how we could make the Oval a more accessible park, a meeting took place and discussed the suitability of the park for access of mobility scooters etc. during the TFG meeting the topography of the area was considered, type of entrances currently in place and how they could be improved, grass cutting schedule and wild areas what's best for the site to make it more accessible.

Recommendations were.

- To remove the kissing gates and create chicane type entrances, made from the rustic fencing in place now, at two gates at Greengate and Tor Road east to enable easier access for mobility scooters etc, these to have a stone surface to prevent mud building up in them. (the groundstaff to assess the best way to do this within the L&A budget)
- It was identified as having the east half of the Oval cut regularly to give an accessible area for users of the park and have pathways cut through the rest of the park leaving some areas uncut for flora and fauna to flourish.
- Refurbished Benches to be installed in the east area of the Oval (already agreed by L&A)
- Possible future purchase of a picnic bench with wheelchair accessibility.

2. Options for Council

To agree to the TFG's recommendations

3. Reason for recommendation

To make the park a more accessible area.

Increase usage of the park

Encourage diverse use of the park,

4. Expected benefits

Access for all

Increased usage of the park

5. Implications

5.1 Legal	
5.2 Risks	To be assessed
5.3 Financial	From L&A budget
5.4 Time scales	2025
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	yes
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	To be considered when installing benches
5.12 Equality & Diversity	yes

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Accessibility audit – L&A
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7. Appendices

Greengate entrance



Tor road east entrance



chicane type entrance





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Community House,
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BN10 8BB.

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 999
Meeting date:	18 th March 2025	Authors:	Parks officer
Subject:	Football pitch power funding report		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

In 2023 the parks officer secured funding for the football pitches improvement plan from the football foundation for the sum of £54,612, with the town council setting aside £4200 each year over a six-year period, to help fund aeration, seeding and fertilising of the towns football pitches

As part of this it is required to carry out assessment son the pitches twice a year which are sent to the football foundation to create a report on the condition and monitor any improvements or issues. At the start of the process the majority of pitches were classed as poor to basic, this year we have been upgraded to good / advanced on the pitches, showing an improvement due to the extra works the funding has allowed the grounds team to carry out on the pitches.

2. Options for Council

To note this report

3. Reason for recommendation

The report is to show the committee that the funding is working and helping to improve the football pitches for the towns clubs to play on.

4. Expected benefits

- Better playing surfaces
- Less games called off for waterlogging etc
- Less likelihood of injuries
- Possibility of Increased usage

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	£4200 per year until 6-year period ends
5.4 Time scales	6 years
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

The full report is with the parks officer if a copy is wanted.

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Community House,
Meridian Way,
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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1000
Meeting date:	18 th March 2025	Authors:	Parks officer
Subject:	Condition and Life expectancy of playground equipment		
Purpose:	To note		

Recommendation(s):

The committee are asked to note this report

1. Background

Peacehaven Town Council own and maintain several playgrounds and an outdoor gym area within the town. The council has a duty of care to ensure the play equipment is safe and the groundstaff carry out regular checks to identify issues before they fail.

The equipment within these parks has an expected life span and a report was compiled in 2021 by an independent playground inspection company to ascertain the life expectancy of the equipment installed.

The spread sheet attached to this report shows there are several items which are in the bracket of 2024-2026 as ending there expected lifespan, this does not necessarily mean they need to be removed but is an indication they are more likely to fail and require replacing or significant overhauling in the near future.

The other issue is the availability of spare parts, they get harder to find the older the equipment becomes, the handyman do as much to keep the equipment in a safe condition by painting and repairing when required.

2. Options for Council

The committee are asked to note this report

3. Reason for recommendation

The purpose of this report is to make the committee aware that a large amount of the equipment in our parks are getting close to requiring replacement.

As an example, it was planned to replace all the playground equipment in Epina Park using CIL money from the nearby housing estate, but the money was not forthcoming as the site did not require making CIL contributions as it was all social housing. This parks equipment is still in need of replacement, so needs to be considered in the near future.

It has been suggested that the parks officer and finance officer compile a ten year plan of what possible expenditure there could be on the parks, this to include furniture, fencing, as well as playgrounds etc, which will come to the committee for approval when completed.

4. Expected benefits

- Keeping playgrounds in a safe condition
- Reducing the chances of litigation should incidents occur
- Planning for future cost rather than reacting to an issue (fire stopping).

5. Implications

5.1 Legal	To comply with regulations
5.2 Risks	To reduce the risk of incidents and accidents
5.3 Financial	To plan for future spending
5.4 Time scales	10-year plan?
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	yes

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Audit of parks – L&A

7. Appendices

Site List - Lewes District Council

Report Date: 27 September 2021



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

Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy	Life expectancy in years
7553	Epinaay Park Play Area	Activity Equipment	Activity Equipment	Multi Play (Junior)	Sovereign Leisure	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Activity Equipment		Multi Play (Junior)	Playworld Systems (Europe) Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Activity Equipment		Multi Play (Junior)	Kompan Ltd	Carpet System	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Ancillary Items		Bench	Not Identified	Grass	2			
7553	Epinaay Park Play Area	Ancillary Items		Litter Bin	Glasdon	Grass	1			
7553	Epinaay Park Play Area	Ancillary Items		Palisade Logs	Owner/Operator	Grass	1			
7553	Epinaay Park Play Area	Ancillary Items		Shelter	Sovereign Leisure	Grass	1			
7553	Epinaay Park Play Area	Ancillary Items		Sign	Sovereign Leisure	Grass	1			
7553	Epinaay Park Play Area	Ancillary Items		Site General	Owner/Operator	N/A	1			
7553	Epinaay Park Play Area	Ancillary Items		Goalmouth and Basketball Post	Owner/Operator	N/A	1			
7553	Epinaay Park Play Area	Multi Use Games Area	Rocking Equipment	Stand up SeeSaw	Kompan Ltd	Bitmac	1		>10 Years	2026-31
7553	Epinaay Park Play Area	Rocking Equipment		Three Way Springer	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Rocking Equipment		Spinner Bowl	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Rotor Play		Supernova	Kompan Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Swings		1 Bay 2 Seat (Cradle)	Playworld Systems (Europe) Ltd	Wet Pour	1		5-10 Years	2026-31
7553	Epinaay Park Play Area	Swings		1 Bay 2 Seat (Flat)	Lappaset UK Ltd	Grass Matrix Tiles	1		5-10 Years	2026-31
7554	Fire Road Play Areas	Activity Equipment		Multi Play (Toddler)	Wicksteed Playgrounds	Wet Pour	1		5-10 Years	2026-31
7554	Fire Road Play Areas	Activity Equipment		Spring Balance Beam	S M P (Playgrounds Ltd)	Bonded Rubber Mulch	1		5-10 Years	2026-31
7554	Fire Road Play Areas	Ancillary Items		Bench	Not Identified	Grass	1		5-10 Years	2026-31
7554	Fire Road Play Areas	Ancillary Items		Litter Bin	Not Identified	Grass	1		5-10 Years	2026-31
7554	Fire Road Play Areas	Ancillary Items	Sign	Earth Anchors	Grass	2				
7554	Fire Road Play Areas	Ancillary Items	Site General	Owner/Operator	Grass	1				
7554	Fire Road Play Areas	Ancillary Items	Fencing - Timber	Owner/Operator	N/A	1				
7554	Fire Road Play Areas	Fences	Fencing - Timber	Owner/Operator	Grass	1				
7554	Fire Road Play Areas	Fences	Gate - Maintenance	Not Identified	Grass	1				
7554	Fire Road Play Areas	Gates	Gate - Self Closing	Not Identified	Grass	2				
7554	Fire Road Play Areas	Other	Free Standing Slide	Wicksteed Playgrounds	Grass	4				
7554	Fire Road Play Areas	Other	Free Standing Slide	Wicksteed Playgrounds	Wet Pour	1	5-10 Years	2026-31		
7554	Fire Road Play Areas	Rocking Equipment	Misc Springer	Wicksteed Playgrounds	Wet Pour	1	5-10 Years	2026-31		
7554	Fire Road Play Areas	Rocking Equipment	Spring Car	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1	>10 Years	2031		
7554	Fire Road Play Areas	Rocking Equipment	Spring See-Saw	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1	>10 Years	2031		
7554	Fire Road Play Areas	Rocking Equipment	Stand up SeeSaw	Proludic	Bonded Rubber Mulch	1	>10 Years	2031		
7554	Fire Road Play Areas	Rocking Equipment	Three Way Springer	Wicksteed Playgrounds	Wet Pour	1	3-5 Years	2024-26		
7554	Fire Road Play Areas	Rotor Play	Cone Climber	Sutcliffe Play Limited	Bonded Rubber Mulch	1	5-10 Years	2026-31		
7554	Fire Road Play Areas	Rotor Play	Roundabout	wicksteed Playgrounds	Bonded Rubber Mulch	1	5-10 Years	2026-31		
7554	Fire Road Play Areas	Rotor Play	Spinning Pole	Sutcliffe Play Limited	Wet Pour	1	>10 years	2031		
7554	Fire Road Play Areas	Swings	1 Bay 2 Seat (Cradle)	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1	>10 Years	2031		
7554	Fire Road Play Areas	Swings	2 Bay 4 Seat (Flat)	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1	>10 Years	2031		
7554	Fire Road Play Areas	Swings	Basket Swing - Type 1	Not Identified	Bonded Rubber Mulch	1	>10 Years	2031		
7554	Fire Road Play Areas	Swings	Bench	Not Identified	Bonded Rubber Mulch	1	>10 Years	2031		
13287	Meridian Park Outdoor Gym	Ancillary Items	Ancillary Items	Litter Bin	Not Identified	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Ancillary Items		Sign	Owner/Operator	N/A	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Ancillary Items		Site General	Owner/Operator	N/A	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Fences		Fence - Bow Top	Owner/Operator	N/A	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Fences		Gate - Self Closing	Steelway/Fensecure	Grass	2		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Gates		Air Walker	Steelway/Fensecure	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment		Chest Press	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment		Cross Trainer	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment		Cycle	The Great Outdoor Gym Company	Grass Matrix Tiles	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment		Lateral Pull Down	Fresh Air Fitness	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment	Leg Press	S M P (Playgrounds Ltd)	Grass	1	3 - 5 Years	2024-26		
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment	Parallel Bars	The Great Outdoor Gym Company	Grass Matrix Tiles	1	3 - 5 Years	2024-26		
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment	Pull Up Station	The Great Outdoor Gym Company	Grass Matrix Tiles	1	3 - 5 Years	2024-26		
13287	Meridian Park Outdoor Gym	Outdoor Fitness Equipment	Rowler	S M P (Playgrounds Ltd)	Grass	1	> 10 years	2031		

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy	Life expectancy in years
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Skiier	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Tai Chi Wheels	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Activity Equipment	Boat	Proludic	Sand	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Activity Equipment	Sand and Water Play Unit	Proludic	Sand	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Activity Equipment	Water Play	Proludic	Bitmac	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Ancillary Items	Litter Bin	Glasdon	Grass	3		3 - 5 Years	2024-26
7521	The Dell Play Area		Ancillary Items	Picnic Table	Not Identified	Grass	1			
7521	The Dell Play Area		Ancillary Items	Sign	Marmax Products Ltd	Compacted Stone	3			
7521	The Dell Play Area		Ancillary Items	Site General	Owner/Operator	N/A	1			
7521	The Dell Play Area		Fences	Fence - Chainlink	Owner/Operator	N/A	1			
7521	The Dell Play Area		Fences	Fencing - Timber	Owner/Operator	Grass	1			
7521	The Dell Play Area		Gates	Gate	Not Identified	Grass	1			
7521	The Dell Play Area		Other	Gate - Combination	Not Identified	Compacted Stone	1		>10 Years	2031
7521	The Dell Play Area		Other	Boulders	Not Identified	Grass	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Other	Bouncing Facility	Eurotramp	Grass	1		3 - 5 Years	2024-26
7521	The Dell Play Area		Other	Cable Runway	Proludic	Grass Matrix Tiles	1			
7521	The Dell Play Area		Other	Play Panel	Proludic	Grass	1			
7521	The Dell Play Area		Other	Story Telling Area	Hand Made Places	Wet Pour	1			
7521	The Dell Play Area		Rotor Play	Cone Climber	Tayplay Ltd	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	1 Bay 2 Seat (Cradle)	Proludic	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	1 Bay 2 Seat (Flat)	Proludic	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	Basket Swing - Type 1	Proludic	Grass Matrix Tiles	1		5 - 10 Years	2026-31
7521	The Dell Play Area		Swings	Wheelchair Swing	GL Jones	Bonded Rubber Mulch	1		10 years +	2034 - 37
7521	The Dell Play Area		rotor play	Inclusive roundabout	Hags	wet pour	1		10 years +	2034 - 37
7521	The Dell Play Area		play panel	play panel	Hags	Bonded Rubber Mulch	1		10 years +	2034 - 37
7521	The Dell Play Area		Rocking Equipment	spring sea saw	Hags	matta	1		10 years +	2034 - 37
7521	The Dell Play Area		Activity Equipment	combination activity item	Hags	mixed	1		10 years +	2034 - 37

Site Name	Site Address
Centenary Park Play Area	Piddinghoe Avenue, Peacehaven, BN10 8RJ
Centenary Park Wheeled Sports Area	BN10 8RJ
Epinaay Park Play Area	off Mount Caburn Crescent, Peacehaven, BN10 8DW
Firle Play Area	Firle Playing Fields
Meridian Park Outdoor Gym	off Greenwich Way, East Sussex, BN10 8NF
The Dell Play Area	Off South Coast Road, Peacehaven, East Sussex, BN10 7JE

Current Playground broken or end of life equipment list

Firle road

Seesaw – worn/ broken bearings beyond repair – equipment £2500



Small spinner – surfacing beyond repair and equipment old -



Seesaw infant - surface beyond repair –



Fencing – rotting away



Epinay Park

Adventure trail – rotted beyond repair



Multi-unit – corroded not economical to repair



Shelter – rotting roof



Swings – rotting beam



General site – safety matting silted up and does not conform to requirements



The Dell

Disabled swing – not used, rusting, weed ingress, new harness required.



Boat – several wooden panels need replacing as they have worn edges and rot.



Service entrance gate – coming to end of life



Single wooden gate - not compliant as not self-closing



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 1001
Meeting date:	18 th March 2025	Authors:	Parks officer
Subject:	MUGA court refurbishment.		
Purpose:	To note		

Recommendation(s):

To note this report.

1. Background

The MUGA court is located in Centenary Park and has been used for football training during the winter and for the netball club year-round. With the football club now having a 3G all weather pitch installed the MUGA court will lose the football hirings.

Part of the funding from the big parks project was set aside for sports and a 3G pitch this has £200,000 left and It was agreed to refurbish the courts to create a free to use games court to include, football, basketball and any other sports that can use a hard court, with a dedicated netball court on the southern end to house the netball club.

LDC is overseeing this works and are progressing the project, meeting with stakeholders and liaising with designers with the aim to have the project carried out this year, PTC will have a say on the final design.

2. Options for Council

To note this report

3. Reason for recommendation

The project is on course to be completed in 2025.

4. Expected benefits

Free to use facilities for residents to use

New sports incorporated (basketball)

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of 106 money
5.4 Time scales	2025
5.5 Stakeholders & Social Value	Free to use facility
5.6 Contracts	
5.7 Climate & Sustainability	To be considered, led lighting, recycling old materials
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Improving sports facilities within the town – L&A committee

7. Appendices

George Dyson
Town Clerk

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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1002
Meeting date:	18 th March 2025	Authors:	Parks officer
Subject:	Pump track		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

Peacehaven has many facilities for sports at Centenary Park which we would like to expand to include new sports to the town, in the past it has been suggested a pump track would be a great addition to the facilities, this was supported by the L&A committee in feb 2024 LA 888 with LDC paying to have the site assessed as well as checking the soil from the 3G for suitability (the soil was not suitable).

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.

In discussions with Lewes District Council officers, they have indicated they have approximately £43k for the Pump track project from LDCs Parks Improvements budget for a pump track in Centenary with a possible CIL bid to top up the fund to meet the estimated £95K they assess a simple, pump track would cost.

2. Options for Council

To note this report

3. Reason for recommendation

The pump track idea was supported as a project when it was presented to the L&A committee in Feb 2024 as a possibility.

To be located next to the skate park in Centenary Park.

4. Expected benefits

- Improved facilities for Peacehaven
- The nearest pump track is in Newhaven so residents of Peacehaven do not currently have access to a purpose-built track within the town.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	funded by cil bid and LDC improvement fund
5.4 Time scales	2026
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?
L&A committee – improving sports facilities.

7. Appendices

George Dyson
Town Clerk

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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1003
Meeting date:	18 th March 2025	Authors:	Parks officer
Subject:	Centenary Park lighting		
Purpose:	To agree		

Recommendation(s):

The committee are asked to note this report and to decide if they think taking solar lighting in the Centenary Park car park forward as a project to the policy and finance committee to investigate how it could be funded.

1. Background

A TFG was set up to look at various options for improving the car parking at Centenary Park, one of the options discussed was increasing the lighting towards the café end of the car park area. The current lighting has two lamps failed which will require hire of a cherry picker to fix and use inefficient bulbs which are costly to run and hard to find when needing replacement.

A supplier was contacted and asked to look at the whole car park in relation to fitting solar powered lighting across the whole area. This would stop the use of power and possibly free up enough for future electric vehicle charging points to be installed.

The supplier carried out an off-site survey using maps to ascertain how many lights it would require lighting up the whole car park using solar to the current regulations and a total of 18 lights would be required. There are various options which can be considered

- To fit 18 new poles and solar lights in the whole car park estimated at £42,000.
- To fit 7 lights to cover the overflow car park area not lit at the moment approximately £15,600.
- Delay this project until other larger projects are completed and replace the current failed lamps under at under £1000. (hire of cherry picker and bulbs)
- Do not do any improvement

Use of current lighting poles to be considered if they are to current standards if not they should be recycled.

2. Options for Council

To decide if they think taking solar lighting in the Centenary Park car park forward as a project at this time to the policy and finance committee to investigate the various options and how it could be funded.

3. Reason for recommendation

PTC has declared a climate emergency and set targets for reducing CO₂ emissions by the council, this would reduce the usage of mains electricity.

4. Expected benefits

lighting for the overflow car park area and driveway down to the café.

5. Implications

5.1 Legal	Legislation for how much light is required.
5.2 Risks	
5.3 Financial	Yes but outside funding may be available
5.4 Time scales	2026
5.5 Stakeholders & Social Value	Extra lighting on overflow car park
5.6 Contracts	
5.7 Climate & Sustainability	Decreasing the use of mains electricity
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices



Committee:	LA&E	Agenda Item:	LA 1004
Meeting date:	18 th March 2025	Authors:	Meetings & Projects Officer
Subject:	Parks Signage (Playground panel signs)		
Purpose:	To agree to the details of the playground panel signage and the budgets to be used.		

Recommendation(s):

- To agree to the aluminium signage, and for the cost to be taken from the budgets as listed under the 'Finance' heading in this report.
- To agree the draft content for the panel signs for each playground/activity area entrance.

1. Background

The unveiling of the **Centenary Park flagship sign** on Piddinghoe Avenue took place on Friday 7th February, where there was a good turnout of Councillors, organisations and Officers.



The rest of the ladder rung signs at several entrances within Centenary Park will be ordered to align with the new financial year's signage budget (2025/26) of £5,000.

Panel Signs and Posts for Playground H&S and Rules

Since the last LA&E meeting, the Meetings & Projects Officer was concerned with the difference in cost for each of the quotes, which ranged from £1,540 to just over £8,000, and has since looked into this further. It turns out that the main reason is based upon the material used: **aluminium composite vs aluminium**, as outlined below: -

Aluminium composite has a very thin layer of aluminium on either face, with compressed material (pvc) inside it, which makes it lightweight. However, it is not possible to rivet channel to the rear of it and any channel fitted will be fixed using double sided adhesive tape, which has possibility of the adhesive tape failing and sign panels falling off the posts, especially in public areas. It also has no scrap value at all and ends up in landfill, whereas aluminium is 100% recyclable, and can be reused very easily too, whilst being extremely robust.

Of the quotes received, one company has suggested the **length of the posts** should be 2.5m (as opposed to 2m), as their concern is that 2m posts when installed at the correct and recommended depth would only give 1500mm out

of the ground, and with a 700mm high panel, the bottom edge would only be 800mm from the ground, which is the height of a young child. From a health and safety point of view this could create a safety issue if children run underneath the sign systems and misjudge the height of the panel.

Finances

The aluminium vs aluminium composite quotes received to-date can be seen in the table below (as per appendix A).

Aluminium Composite	£1,540 (Brighton based) (420 x 594mm panels with 2m posts)	Just over £2,244.00 (Peacehaven based) (420 x 594mm panels with 2m posts)	
Aluminium	£2,927.33 (West Sussex & Brighton based) (500 x 700mm panels with 2.5m posts)	£6,155 (Cheshire based) (A2 size panel with 2m posts)	£8,010.00 (Kent based). (A2 size panel with 2m posts)

The RFO has confirmed the cost could be taken from this financial year's Purchase of Furniture and Equipment budget (as of 11.03.25 this stood at £1,836), and the Signage budget (where £1,113 will remain after the Centenary Park Ladder Rungs are purchased).

If either of the two higher costs quotes are agreed, Committee would need to agree whether the extra needed could come from CIL monies.

The Lectern Content

The content will be art worked by a contracted designer, where the content will be a mixture of text and logos. The draft content can be found at Appendix B, and will cover the signs for the below locations: -

Location	Number of signs	Sign Details
Centenary Park	4	x2 under 12s x2 over 12s
Skatepark	1	no post installed onto skatepark wall
Epinay Park	2	x2 no age restrictions
Firle Road (Wimpy) Park	4	x2 under 12s x2 over 12s
The Dell	2	x2 no age restrictions
Jubilee Gym	2	X2
TOTAL	15	

2. Options for Council

1. To agree to one of the aluminium or aluminium composite signage quotes.
2. To agree to different panel signage.
3. To decide whether the panel signage cost is to come from the budgets under the 'Finance' heading in this report.
4. To discuss and agree the draft content for the panel signs for each playground/activity area entrance.

Reason for recommendation

To progress the project.

3. Expected benefits

H&S / Rules signs at each of the parks is useful for park users and will contribute to the improved signage at parks in Peacehaven.

4. Implications

5.1 Legal	
5.2 Risks	Risk assessments will be adhered to
5.3 Financial	Budget to be agreed
5.4 Time scales	Completed
5.5 Stakeholders & Social Value	Improved signage
5.6 Contracts	Signage company contract
5.7 Climate & Sustainability	Aluminium signage
5.8 Crime & Disorder	Enhancing the areas which may go towards reducing antisocial behaviour in playgrounds
5.9 Health & Safety	Risk assessments will be adhered to
5.10 Biodiversity	-
5.11 Privacy Impact	-
5.12 Equality & Diversity	

5. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

6. Appendices

Appendix A – E - Quotes received

Appendix F - Panel Signs Draft Copy

Quote

[65603] Playground Signs

Peacehaven Town Council
Zoe Polydorou

ISSUED ON

7 Jan, 2025

Design 600.00

Brief -

To design x6 safety signs for a local park. All messaging, logos and specs to be supplied and confirmed prior to work commencing.

1. Under 12's sign (x4 A2 signs)
2. Over 12's sign (x4 A2 signs)
3. No age restriction sign (x4 A2 signs)
4. Shepherds Down dog park sign (x1 A2 sign)
5. Jubilee gym sign (x2 A2 signs)
6. Skatepark sign (x1 A2 sign)

Deliverables -

x 6 designs for the above messages, using copy supplied by client
Pdf to be shared with the client for feedback

N.B This cost considers the above only.

Design Development - Amends 200.00

In line with client feedback, we are to make any amends needed across the x6 signs.

Deliverables -

x6 amended sign designs
Pdf to be sent to client for final proofing ahead of print.

N.B This stage considers two sets of collated amends.

Project Management 175.00

Throughout the duration of this project, you will have your own dedicated project and account management. This cost considers time spent for all day to day contact, internal briefings, meetings and ensuring the project is on track.

Printing 565.00

Printing

565.00

Cost for [REDACTED] to source print 16 x A2 signs as follows:

1. Under 12's sign (x4 A2 signs)
2. Over 12's sign (x4 A2 signs)
3. No age restriction sign (x4 A2 signs)
4. Shepherds Down dog park sign (x1 A2 sign)
5. Jubilee gym sign (x2 A2 signs)
6. Skatepark sign (x1 A2 sign)

These are to be matt laminated digital print applied to 3mm aluminium composite, supplied with 76mm posts, clips, rail and panels. This cost also includes delivery to site.

If further prints are required, these will be charged for in addition. We can also provide installation at an additional cost.

TOTAL (GBP)

1,540.00

ACCEPT THIS QUOTE

☐ I agree to, and accept, this quote

NAME

SIGNATURE

DATE

ADDITIONAL COMMENTS

The above items are subject to VAT where applicable. This estimate is valid for 30 days and subject to final sight of requirements. Print prices are subject to paper prices at time of order. If you have any questions about these costs, please contact us immediately. Should the project go ahead, design, artwork, website build, development, hosting, reproduction services and print would be invoiced in stages with final payment upon completion. Retention of title until goods are paid for in full. However, if the project is cancelled for whatever reason then an invoice will be raised on a quantum meruit basis. Payment: 30 days nett.

Re: Playground Rules/Safety Signage

From 

Date Tue 07-Jan-25 12:31

To Zoe Polydorou <ZoePolydorou@peacehaventowncouncil.gov.uk>

Hi Zoe

To confirm the prices are as follows:

15 x A2 sign panel mounted with a channel onto 2600 x 76mm aluminium post @ £375 each - £5625

1 x A2 sign panel for wall mounting - £195

Design of artwork for all signs - £200

Delivery - £135

Plus VAT @ 20%

Lead time for production is 4 weeks from approved artwork.

If you are happy to proceed please confirm and I will create the artwork for your approval before production.

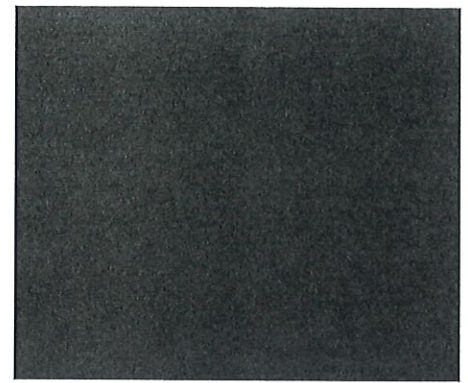
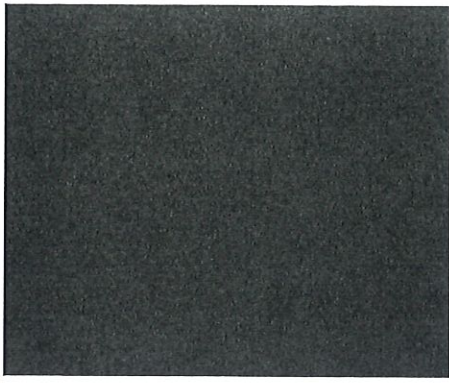
Kind regards



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Technical data sheet:

Product - 3mm thick solid aluminium sign panel made with high abrasion and scratch resistant coating

- Full colour
- UV resistant
- Weather resistant
- Aluminium base material is extremely durable
- Cost effective alternative to vitreous enamel
- Can be cleaned using water, white spirits, alcohol or acetone
- Fire resistant
- Moisture resistant
- Fully recyclable
- Outstanding print quality
- 10 year warranty

Conforms to the following accreditations and test criteria:

- Meets **S1085: Issue A4: 2016** for Fire Safety Performance of Materials in Rail Stations and Tunnels Infrastructure.
- Reaction to Fire **BS EN 13501-2 :2007 + A1:2009** - complies with the requirements **Classes B, dO**, Passes **BS 476-6 + A1:1999, (Class O)** and **BS 476-7 :1997 (Class 1)** for Surface Spread of Flame and Fire Propagation
- Conforms to **BS EN 45545 -1:2013** for the protection of passengers and staff in railway vehicles in the event of a fire on passenger carrying trains
- Passes Test 4RS efficacy test for Graffiti Removal and Graffiti Resistance on Train Rolling Stock
- **EN ISO 4618:2014** Paints & Varnishes - 10 Year Warranty
- **EN ISO 2810:2004** for Weathering Resistance
- **ASTM G154** 500 Hrs. QUVB Accelerated Ageing for Gloss Retention & Colour Fastness
- Passes the Test Methods of **BS 3900-0:2010** for Durability, Scratch & Impact Resistance
- Service Temperature -40°C - +90°C UV & Frost Resistant
- Excellent Exterior Performance
- Resistant to acids, alkalis & salt spray
- Anti-Graffiti resisting both Aerosol Paints, Acrylic Paints, Permanent Markers & Dyes
- 100% Recyclable



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

ESTIMATE

Ref No. DY24848/1
Dated 06/01/2025
Contact Zoe Polydorou
Tel 01273 585493
Fax

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

Re : DY24848 - Parks Signage Project - Phase 2

Item	Qty	Pack	Description	Unit Price	Total
A	14	Unit(s)	Studio time to typeset/layout design in hours	£78.00	£1,092.00
B	16	Unit(s)	PDF Proof	£10.00	£160.00
C	16	Units	n-viro graphic panel with rail channel Size: A2 - 594mm x 420mm with radius corners Material: 3mm Aluminium with Aluminium rail to reverse Graphics: Full colour print onto coloured base stock with DuoGuard anti-graffiti coating *Client to supply ready to print digital artwork Aluminium Post Size: 76mm x 2250mm Material: Aluminium with Black Plastic Cap Finish: Powdercoat RAL 9005 Black (other colours available on request)	£410.00	£6,560.00
D	1	Units	Standard Delivery Charge - BN10 8BB	£198.00	£198.00
				Sub Total	£8,010.00
				VAT	£1,602.00
				TOTAL	£9,612.00

Payment: 30 days from date of invoice.

QUOTE

Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB

Date
10 Jan 2025

Expiry
9 Feb 2025

Quote Number
QU-0481

Reference
Zoe Polydorou

Description	Quantity	Unit Price	Amount GBP
To supply; A2 size Aluminium Composite signs (inc. 5mm radius corners) with full-colour printed matte or gloss-laminated self-adhesive vinyl graphics as per spec. each fixed to 1 off 2 m long 76 mm diameter Aluminium post with Stainless Steel clips, bolts, nuts and washers, VHB double-sided tape, plastic post cap; powder-coated in black as per spec.	15.00	145.00	2,175.00
To supply; A2 size Aluminium Composite sign (inc. 5mm radius corners) with full-colour printed matte or gloss-laminated self-adhesive vinyl graphics as per spec. (no post or clips etc.)	1.00	69.00	69.00
Subtotal			2,244.00
TOTAL NO VAT			0.00
TOTAL GBP			2,244.00

Terms

QUOTE VALID FOR 30 DAYS - All prices are based on ordering the quantities quoted.

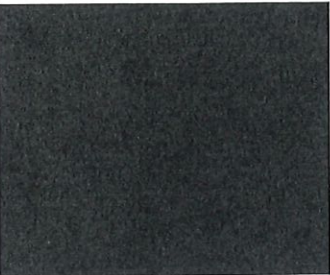


Quote

Client details

Company name: Peacehaven Town Council
Address: Community House, Greenwich Way,
Peacehaven, BN10 8BB

Contact name: Zoe Polydorou



Project Name	Quote No.	Date
Playground Signs	2025-PTC02	07-02-2025

Summary

Subtotal

Design 15x playground signs, one over all design, with minor content changes to the name, location & specific rules. Use simple symbols for the main repeating rules (eg. No Smoking). Includes 2two rounds of amends. 2 x No age restrictions (Epinay Park) 2 x No age restrictions (The Dell) 4 x Over 12s 4 x Under 12s 2 x Jubilee Park 1 x Skatepark Size: Approx. A2 – 420mm x 600mm (width x height). Provide artwork in a suitable format ready for printing. Deadline: TBC	£200
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Quote valid for 30 days  is not a VAT registered company.

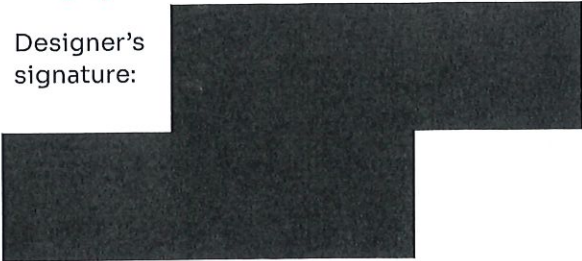
Thank you for your enquiry

Total

£200

Approval

Designer's
signature:



Client's
signature:



Terms & Conditions (January 2025)

The following Terms & Conditions of Service apply to all design work and services provided by [REDACTED] unless agreed by both parties.

1 Project Process

1.1 Project Acceptance

[REDACTED] will provide the Client with an estimate, quote or proposal. By accepting the estimate, quote or proposal, the Client is also accepts the Terms & Conditions.

1.2 Project Scope

The Client agrees to hire [REDACTED] to provide design services as set out in the estimate, quote or proposal.

1.3 Out of Scope Charges

Any additional services or revisions over and above the scope of work agreed, will incur additional costs charged at £50 per hour or £300 per day, payable on project completion. Notice of these charges will be given in advance. Major changes to the brief or scope may require a new quote to be agreed before work continues.

1.4 Design Project Duration

Any indication given by [REDACTED] of a design project's duration is to be considered by the Client to be an estimation. [REDACTED] cannot be held responsible for any project over-runs, whatever the cause. Estimated project duration should be deemed to be from the date that cleared funds of the deposit are received by [REDACTED].

1.5 Design Project Completion

[REDACTED] considers the design project complete upon receipt of the Client's sign off or approval.

2 Payment

All deposits paid are non-refundable.

The Client will be asked to provide artwork sign off, followed by an invoice, before final artwork is released. At this time the fees due will become payable. Payment to be made within 14 days of the invoice date.

[REDACTED] reserves the right to charge for late payments in accordance with The Late Payments of Commercial Debts (Interest) Act 1998, and subsequent legislation.

Payments may be made by BACS, cash, or cheque. There is a £5 admin fee for cheques. Returned cheques will incur an additional fee of £50 per returned cheque.

3 Ownership & Rights

3.1 Transfer of Rights

Upon full payment the Client shall be the exclusive owner of all intellectual property rights, including but not limited to copyrights and trademarks, in and to the work produced by [REDACTED] in connection with the agreed scope of work.

If multiple design concepts are submitted, only one concept is deemed to be given by [REDACTED] as fulfilling the contract. All concepts, ideas, sketches, designs, illustrations or copy created during this project, which are not used by the Client, will remain the property of [REDACTED]

3.2 Trademark Infringements

All design work where there is a risk that another party may make a claim, should be registered by the Client with the appropriate authorities prior to publishing or first use or searches and legal advice sought as to its use. [REDACTED] shall not be held responsible for any costs or legal liabilities arising from trademark infringements or other intellectual property issues related to the design materials after full payment has been made. Any claim against [REDACTED] shall be limited to the relevant fee(s) paid by the Client.

3.3 Portfolio Usage

[REDACTED] is granted the right to use the completed design materials for portfolio and self-promotion purposes unless agreed otherwise.

4 Client Relations

4.1 Revisions & Feedback

The Client agrees to provide timely feedback and request revisions, if necessary, within 5 working days of receiving deliverables. The number of revisions are set out in the estimate, quote or proposal. In the event that further revisions become necessary beyond what was initially agreed upon, each additional round of revisions will incur an additional fee as set out in point 1.3.

4.2 Copyright & Trademarks

By supplying images, text, or any other data to [REDACTED] for inclusion in the Client's project, the Client declares that it holds the appropriate copyright and/or trademark permissions. The ownership of such materials will remain with the Client, or rightful copyright or trademark owner.

The Client grants [REDACTED] permission to use this material freely in the pursuit of the design and to utilise these designs in its portfolio unless agreed otherwise.

The Client agrees to fully indemnify and hold [REDACTED] free from harm in any and all claims resulting from the Client in not having obtained all the required copyright, and/or any other necessary permissions.

4.3 Data Formats

The Client agrees to [REDACTED] definition of acceptable means of supplying data to the company.

Text is to be supplied to [REDACTED] in a digital format as standard text (.txt), MS Word (.doc) via data transfer or via e-mail.

Images which are supplied in an electronic format, are to be provided in a format as prescribed by [REDACTED] via data transfer or e-mail. Images must be of a quality suitable for use without any subsequent image processing, and [REDACTED] will not be held responsible for the image quality which the Client later deems to be unacceptable. [REDACTED] cannot be held responsible for the quality of any images which the Client wishes to be scanned from printed materials.

Additional expenses may be incurred for any necessary action, including, but not limited to, photography and art direction, photography searches, media conversion, digital image processing, or data entry services.

4.4 Rights of Refusal

[REDACTED] will not include in its designs, any text, images or other data which it deems to be immoral, offensive, obscene or illegal. All advertising material must conform to all standards laid down by all relevant advertising standards authorities.

[REDACTED] also reserves the right to refuse to include submitted material without giving reason. Any images and/or data that RhinoBytes does include in all good faith, and then finds out that it contravenes these Terms & Conditions, the Client is obliged to allow RhinoBytes to remove the contravention without hindrance, or penalty. [REDACTED] is to be held in no way responsible for any such data being included.

5 Confidentiality

Client and [REDACTED] agree to maintain the confidentiality of any proprietary or sensitive information shared during the project.

6 Cancellation

Cancellation of orders may be made in writing, by e-mail or by phone by either party. The Client will then be invoiced for all work completed over and above any non-refundable deposits paid. The balance of monies due must be paid within 14 days.

9.1 Non-communication

Should there be a period of non-communication (30 days), the project will be deemed cancelled. The Client and [REDACTED] may discuss the terms and conditions for resuming the project at a later date.

7 Third-party

Whilst we take reasonable steps to investigate the materials & suppliers we recommend, we accept no responsibility for the performance or quality of materials/ services or any consequential loss arising from their failure. The Client agrees not to hold [REDACTED] responsible for any such loss or damage.

[REDACTED] reserves the right to use the services of sub-contractors, agents and suppliers and any work, content, services and usage is bound by their Terms & Conditions. [REDACTED] will not knowingly perform any actions to contravene these and the Client also agrees to be so bound.

8 Unforeseen Circumstances

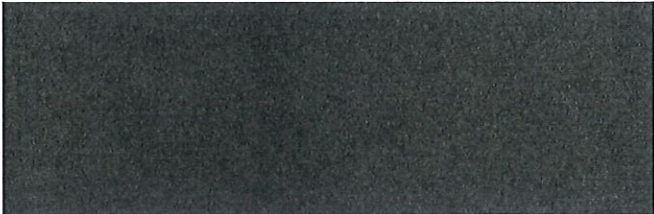
In the event that [REDACTED] becomes incapacitated or unable to continue the project due to unexpected and uncontrollable circumstances (e.g. acts of nature, illness, or other emergencies), a portion of the total project budget may be reimbursed. If the work completed thus far can be utilized by another designer to continue the project, a refund percentage will be determined based on the work completed. Alternatively, any reasonable suggestions for handling the situation will be taken into consideration.

9 Amendment

These Terms & Conditions supersede all prior agreements made outside of a formal contract and may be amended or modified only by written agreement signed by both parties.

ESTIMATE

REVISED

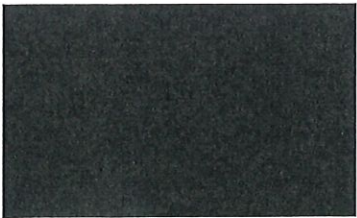


Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
BN10 8BB
FAO Zoe Polydorou

NUMBER | Q032501v2
DATE | 11/03/2025
VALID | 10/04/2025

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
PARKS SIGNAGE - supply only			
14	2.5mm aluminium sign blanks, 500 x 700mm portrait. Complete with digitally printed designs (2 x No age restriction Epinay Park; 2 x No age restriction The Dell; 4 x Over 12s; 4 x Under 12s; 2 x Jubilee Park). Complete with Anti-graffiti laminate. 10mm radius corners, and complete with 2 runs of small clip extrusion along 500mm.		
14	76mm dia aluminium grey sign posts @ 2500mm long including planting depth.		
14	76mm round internal sign post caps AS16 grey.		
28	76mm stainless steel clips, bolts, nuts and washers.		
1	2.5mm aluminium sign blank, 500 x 700mm portrait. Complete with digitally printed design - Skatepark Complete with Anti-graffiti laminate. 10mm radius corners. No channel, for wall fitting. No fixing holes.		
1	Delivery to one address - please confirm.		
Total for all above		£2,727.33	£2,727.33
			£2,727.33
			TOTAL

Thank you for your enquiry. We have pleasure in submitting our quotation for your requirements as above.
Please do not hesitate to contact us should you require further information
E&OE



04/03/2025 amended 11/03/2025
DATE



(2 signs at Centenary Park, 2 signs at Firle Road Park)

PTC logo + Welcome to XXXX

The 'what-three-words' location is XXXXXX

Please enjoy your visit

PARK RULES

All persons use the park at their own risk

This playground is to be used by children under 12 only, who should be accompanied by an adult and supervised at all times

Place litter in the bins provided (logo),

No alcohol (logo),

No smoking (logo),

No illegal substances (logo),

No cycles (logo),

No dogs (logo),

No glass (logo)

Please respect others and the neighbours and refrain from excessive noise, or strong language

This park is regularly patrolled

The Town Council will support any action taken to prosecute those who break these rules

The equipment is inspected for safety on a regular basis

To report any damage or accidents please telephone

Peacehaven Town Council on 01273 585 493, or in an emergency 999.

The nearest A&E is Royal Sussex County Hospital, Brighton BN2 5BE.

Owned and maintained by PTC Council

QR Code

x4 Over 12s Playground

(2 signs at Centenary Park, 2 signs at Firle Road Park)

PTC logo + Welcome to XXXX

The 'what-three-words' location is XXXXXX

Please enjoy your visit

PARK RULES

All persons use the park at their own risk

This playground is to be used by children over 12 only

Place litter in the bins provided (logo),

No alcohol (logo),

No smoking (logo),

No illegal substances (logo),

No cycles (logo),

No dogs (logo),

No glass (logo)

Please respect others and the neighbours and refrain from
excessive noise, or strong language

This park is regularly patrolled

The Town Council will support any action taken to prosecute
those who break these rules

The equipment is inspected for safety on a regular basis

To report any damage or accidents please telephone

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emergency 999.

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5BE.

Owned and maintained by PTC Council

QR Code

x1 Skatepark

(To be attached to a wall)

PTC logo + Welcome to XXXX

The 'what-three-words' location is XXXXXX

Please enjoy your visit

SKATEPARK RULES

Solely for bikes, skates, skateboards and scooters

Appropriate protective clothing must be worn at all times

Children under 13 must be accompanied by an adult and supervised at all times.

All persons use the facility at their own risk

This facility must be used for its intended purpose only

Place litter in the bins provided (logo),

No alcohol (logo),

No smoking (logo),

No illegal substances (logo),

No cycles (logo),

No dogs (logo),

No glass (logo)

Please respect others and refrain from excessive noise, or strong language.

This park is regularly patrolled

The Town Council will support any action taken to prosecute those who break these rules

The equipment is inspected for safety on a regular basis

To report any damage or accidents please telephone Peacehaven

Town Council on 01273 585 493, or in an emergency 999.

The nearest A&E is Royal Sussex County Hospital, Brighton BN2 5BE.

Owned and maintained by PTC Council

QR Code

x2 No Age Restrictions Playground

(2 signs at Epinay Park)

PTC logo + Welcome to Epinay Park

The 'what-three-words' location is XXXXXX

Please enjoy your visit

PARK RULES

All persons use the park at their own risk

Place litter in the bins provided (logo),

No alcohol (logo),

No smoking (logo),

No illegal substances (logo),

No cycles (logo),

No dogs (logo),

No glass (logo)

Please respect others and the neighbours and refrain from excessive noise, or strong language

This park is regularly patrolled

The Town Council will support any action taken to prosecute those who break these rules

The equipment is inspected for safety on a regular basis

To report any damage or accidents please telephone

Peacehaven Town Council on 01273 585 493, or in an emergency 999.

The nearest A&E is Royal Sussex County Hospital, Brighton BN2 5BE.

Owned and maintained by PTC Council

QR Code

x2 No Age Restrictions Playground

(2 signs at The Dell Park)

PTC logo + Welcome to The Dell

The 'what-three-words' location is XXXXXX

Please enjoy your visit to this inclusive park

PARK RULES

All persons use the park at their own risk

Place litter in the bins provided (logo),

No alcohol (logo),

No smoking (logo),

No illegal substances (logo),

No cycles (logo),

No dogs (logo),

No glass (logo)

Please respect others and the neighbours and refrain from
excessive noise, or strong language

This park is regularly patrolled

The Town Council will support any action taken to prosecute
those who break these rules

The equipment is inspected for safety on a regular basis

To report any damage or accidents please telephone

Peacehaven Town Council on 01273 585 493, or in an
emergency 999.

The nearest A&E is Royal Sussex County Hospital, Brighton BN2
5BE.

Owned and maintained by PTC Council

QR Code

x2 Jubilee Gym

(2 signs at the Jubilee Gym)

PTC logo + Welcome to XXXX

The 'what-three-words' location is XXXXXX

Please enjoy your visit

GYM RULES

All persons use the Gym at their own risk

Children under 13 must be accompanied by an adult and supervised at all times.

Place litter in the bins provided (logo),

No alcohol (logo),

No illegal substances (logo),

No cycles (logo),

No dogs (logo),

No glass (logo)

Please respect others and refrain from excessive noise, or strong language.

This park is regularly patrolled

The Town Council will support any action taken to prosecute those who break these rules

The equipment is inspected for safety on a regular basis

To report any damage or accidents please telephone Peacehaven

Town Council on 01273 585 493, or in an emergency 999.

The nearest A&E is Royal Sussex County Hospital, Brighton BN2 5BE.

Owned and maintained by PTC Council

QR Code

Recognition (opened on Friday 25 May 2012 by Town Mayor Cllr

Mrs E Russell & Kerry Mayo of Brighton & Hove Albion FC)