

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 N Evans, Cllr S Studd,  
Cllr S Wood, Cllr N Fabry, Cllr Seabrook, Cllr Griffiths,

**12<sup>th</sup> June 2024**

**Dear Committee Member,**

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held  
in the Anzac Room, Community House, Peacehaven on **Tuesday 18<sup>th</sup> June 2024 at 7:30pm**

**George Dyson**  
Deputy Town Clerk

**A G E N D A**

**GENERAL BUSINESS**

- 1 LA 912 CHAIRS ANNOUNCEMENT**
- 2 LA 913 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 914 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 915 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 916 TO ELECT A VICE CHAIR OF THIS COMMITTEE**
- 6 LA 917 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20<sup>TH</sup> FEBRUARY 2024 AND 2<sup>ND</sup> APRIL 2024**
- 7 LA 918 TO NOTE THE BUDGET UPDATE**
- 8 LA 919 TO NOTE ACTION PLAN**
- 9 LA 920 TO NOTE ALLOTMENT UPDATE**
- 10 LA 921 TO AGREE TO PROCEED WITH THE OUSE VALLEY CARES FUNDED PROJECT**
- 11 LA 922 TO AGREE WATER HARVESTING BID**
- 12 LA 923 TO AGREE TO SET UP A TFG FOR PHASE TWO OF THE HOWARD PARK PROJECT**

- 13 LA 924 TO AGREE TO SET UP A TFG TO DISCUSS CAR PARKING OPTIONS AT CENTENARY PARK
- 14 LA 925 TO AGREE TO THE RECOMMENDATIONS IN THE SIGNAGE TFG UPDATE
- 15 LA 926 TO NOTE THE COMPLAINTS LOG
- 16 LA 927 TO DECIDE ABOUT A FENCE REQUEST
- 17 LA 928 TO DECIDE ON THE DELL NOTICE BOARD RELOCATION
- 18 LA 929 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):
  - a. Green spaces infrastructure
- 19 LA 930 TO AGREE OVCA SIGNAGE REPORT
- 20 LA 931 TO REVIEW COMPLAINTS
- 21 LA 932 TO CONFIRM DATE OF NEXT MEETING AS THE 3<sup>RD</sup> SEPTEMBER 2024

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**DRAFT Minutes of the meeting of the Leisure, Amenities and Environment Committee meeting held in the Anzac Room, Community House on Tuesday 20<sup>th</sup> February 2024 at 7.30pm**

**Present:** Cllr Ashby-Parkin (Vice Chair), Cllr Cheta, Cllr Fabry, Cllr Gallagher, Cllr Griffiths, Cllr Studd, Cllr Wood, Cllr Seabrook, Cllr Campbell (non-voting).

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

1 member of the public was in attendance.

**LA 879 CHAIR ANNOUNCEMENTS**

The Vice Chair opened the meeting at 19:29, briefly went through the building fire procedures, and shared the following upcoming events:

- Tomorrow (21<sup>st</sup> February 2024) the local cinema will be screening One Life at 7:30pm
- The next Bingo event will be held on 13<sup>th</sup> March 2024

**LA 880 PUBLIC QUESTIONS**

There were questions from 1 member of the public.

The member of public raised concerns that the green council noticeboard is blocking the view driving eastwards of the recently located advertisement board at the Dell; who is the land owner in regards to the pop-up shop, and that LDC permission may need to be sought; with regards to item 5, that the location of the designated sites has not been specified and suggested designation to the corners rather than the middle, preferably in the south west corner where it is not so crowded by benches.

The Vice Chair noted the questions, and confirmed they would be discussed in the meeting.

The Parks Officer commented that the advertisement board was in a temporary location, so could be moved.

**LA 881 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology for absence from Cllr Sharkey (Chair of Committee).

**LA 882 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood is an allotment tenant.  
Cllr. Evans is a member of the bowls club.

**LA 883 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 9TH JANUARY 2024**

Proposed by: Cllr Studd                      Seconded by: Cllr Wood  
The Committee **resolved** to **adopt** the minutes of the 9<sup>th</sup> January 2024.



#### **LA 884 TO NOTE THE BUDGETARY UPDATE**

Cllr. Seabrook was under the impression all allotment rent had been paid.  
The Parks Officer Kevin explained that payments were on track.  
The budgetary update was **noted**.

#### **LA 885 TO AGREE EARMARKED RESERVES REPORT**

The Parks Officer summarised the report.  
It was proposed that the earmarked reserves report be agreed.  
Proposed by: Cllr Griffiths                      Seconded by: Cllr Fabry

The Committee **resolved** to **agree** the earmarked reserves report.

#### **LA 886 TO NOTE ACTION PLAN**

The Parks Officer summarised the report.  
Members discussed various items, including tree planting at the entrance to the South Down National Park; memorial bench spaces, where the Parks Officer confirmed to send the details; urban tree planting; the Meetings and Projects Officer taking over projects; the status of the section 106 money for the Dell.

The Council **noted** the action plan.

#### **LA 887 TO AGREE ALLOTMENT UPDATE**

##### **a.        8 new plot holders**

The Parks Officer updated Committee on the status of the plot reallocation.

##### **b.        request for ring doorbell**

Members discussed in-depth the suitability of a doorbell, including there being no available Wi-Fi connectivity; concerns around privacy; and the legal requirements of having, in effect, CCTV. Alternatives were suggested including padlocks and a more secure shed, and suggested for this to be passed on to the horticultural society.

Cllr. Gallagher commended and thanked Kevin and the grounds-team for their good work at maintaining the allotment well.

The committee proposed not to agree to the request of a doorbell  
Proposed by: Cllr Gallagher                      Seconded by: Cllr Fabry  
The Committee **resolved** to **not agree** to the request.

#### **LA 888 TO NOTE POSSIBLE PUMP TRACK IN CENTENARY PARK**

The Parks Officer introduced the report, and explained the spare soil situation, including the football club's cost should it be removed, and the cost to test its suitability for use as a pump track.  
Cllr. Seabrook raised concern over pump track noise issues to neighbours.  
Cllr. Gallagher expressed enthusiasm for the track, and suggested a track for young children be considered too, and that the location could perhaps instead be by the hub or the gateway café.  
The Parks Officer confirmed noise concerns, and allowances for different ages, would be considered as part of the project.  
Cllr. Ashby-Parkin raised concern with the track encouraging motorbikes. The Parks Officer explained low fencing would be installed to help mitigate this potential issue.

The Committee **noted** the report.

#### **LA 889 TO DISCUSS DOG FOULING REPORT**

The Meetings and Projects Officer ran through the report.



Members discussed various ideas to help alleviate the problem, including a volunteer scheme, whether there are enough dog bins, a dog bin map, education and direct engagement.

The Parks Officer explained the high risk of conflict with regards to the volunteer scheme, and that there were already a number of bins at the parks, including at every exit of Centenary park.

Cllr. Seabrook explained that Peacehaven Council land is being used for dog walking businesses, and suggested they should have a licence to use the park. In addition, that the Ouse Valley Climate Action Group have someone available to make videos, so it was suggested that the Meetings and Projects Offer follow this up.

#### **PH 890 TO NOTE PROPERTY CONDITION REPORT FOR THE HUB**

The Committee **noted** the report.

#### **LA 891 TO DISCUSS POP UP SHOP T&C'S**

The Parks Officer introduced the report to begin the T&Cs discussion.  
Members proposed suggestions from the Town Clerk

Proposed by: Cllr. Griffiths

Seconded by: Cllr Fabry

The Committee resolved to **agree** to suggestions from the Town Clerk to the Pop Up Shop T&Cs.

#### **LA 892 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

- a. Allotment policy and Terms & Conditions implementation review  
It was agreed that the TFG has finished for this year.
- b. Provide recommendations from the Epina Park & Oval Survey results  
The Parks Officer confirmed that invites had been sent, and will be reported on.
- c. Signage  
It was confirmed that there is a meeting this coming Thursday.

#### **LA 893 TO CONFIRM DATE OF NEXT MEETING AS THE 2ND APRIL 2024**

The next meeting was confirmed as 2<sup>nd</sup> April 2024.

*There being no further business the meeting ended at 20:23.*



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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 2<sup>nd</sup> April 2024 at 7.30pm**

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

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

No members of the public were in attendance.

**LA894 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:31, and briefly explained the building fire procedure. The announced the following:-

- 10<sup>th</sup> April Bingo 2:30pm
- 20<sup>th</sup> April Cinema Boys in a Boat

**LA895 PUBLIC QUESTIONS.**

Members of the public may ask questions on any relevant Leisure, Amenities & Environment matter.

There were no public questions.

**LA896 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology for absence from Cllr. Evans announced at the meeting.  
Another apology was received by email, from Cllr Cheta.

**LA897 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood declared an interest with the allotment.

**LA898 TO ADOPT THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH FEBRUARY 2024**

The Chair explained the minutes of 20<sup>th</sup> February had not been in the papers so could not be adopted and clarified they would form part of the next LA&E's meeting agenda.

**LA899 TO NOTE THE BUDGET UPDATE**

Cllr. Gallagher queried whether the allotment rents had been planned to help with their upkeep, which the Parks Officer agree would be double checked with the RFO.

The budget was **noted**.

**LA900 TO NOTE THE ACTION PLAN**



The Parks Officer briefly summarised the action plan.

Cllr. Gallagher queried whether the colour red could be changed to amber, since the projects have started. The Parks Officer agreed.

The Parks Officer expressed that any updates to the plan could be sent to him.

The action plan was **noted**.

#### **LA 901 TO NOTE THE BUSINESS PLAN UPDATE**

Cllr Sharkey requested Cllr Ashby-Parkin to have her name added for recognition of her input too, summarised the plan and explained it would go to the business plan TFG for discussion and ratification, and that any comments can be added.

Cllr Gallagher thanked the Chair for the plan.

The business plan was **noted**.

#### **LA902 TO NOTE THE HUB LEGIONELLA REPORT**

The Parks Officer summarised the report, and informed Committee that the flagged items are in the process of being carried out. Also that future staff training will allow this to be carried out in the future internally.

Cllr Gallagher queried the last time this was carried out, and the Parks Officer clarified, and expressed that PTC needs to, and will, monitor and manage this in house.

Cllr Gallagher queried the frequency of the checks, and that the Town Clerk will be queried on this.

The report was **noted**.

#### **LA903 TO NOTE THE TREE PLANTING REPORT**

The Parks Officer summarised the report, and expressed that tree planting is being carried out.

Cllr Gallagher queried whether a log is kept of the trees, which the Parks Officer clarified.

The report was **noted**.

#### **LA904 TO NOTE THE ARCHEOLOGICAL DIG REPORT**

The Parks Officer summarised the report.

Cllr Griffiths queried whether the café been informed, and the Parks Officer explained they will be.

Cllr Gallagher expressed that it would be a big event, with the Parks Officer confirming it would last one week.

There was general discussion related to the report.

The report was **noted**.

#### **LA 905 TO NOTE THE OVAL AND EPINAY PARK SURVEYS TFG REPORT**

The Parks Officer summarised the report, and explained items will be looked at as funding becomes available, but that the details will be kept on file.

Cllr Griffiths raised concern with it being kept on file rather than the action plan.

Cllr Sharkey agreed, that the action plan could be updated with the reports of this detail.

Cllr Gallagher suggested this report could feed through to the green infrastructure plan.

The Parks Officer suggested about reusing 3 benches.

Cllr Fabry suggested the idea of QR codes on posts.

It was proposed for the TFG to be disbanded.

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

The report was **noted**.

#### **LA 906 TO DECIDE ON THE POP-UP SHOP REQUEST**

The Parks Officer summarised the report.

Cllr Studd queried whether it was just for dog treats and just for one pitch. The Parks Officer agreed that is the case.  
Cllr Wood suggested a trial.  
Cllr Fabry suggested the T&Cs retain control and that a trial would be good.

Members generally discussed the T&Cs and the likely hours of the pop-up shop.

It was proposed to offer a trial run in whichever park they would like.

Proposed by: Cllr Wood                      Seconded by: Cllr Fabry  
The Council **resolved** to **agree** to this proposal.

#### **LA907 TO NOTE THE ALLOTMENT UPDATE**

The Parks Officer summarised the report.

The report was **noted**.

#### **LA 908 TO NOTE THE GREEN INFRASTRUCTURE PLAN UPDATE**

Cllr Gallagher explained that the meetings and projects officer is helping out with this, and went on to explain the plan. It was explained of the importance to continue with this plan, and to have it updated, which The Parks Officer and the Meetings & Projects Officer could work on, and that the spreadsheet should become the source document. It was further explained of the importance there is no overlap of projects between PTC, LDC and ESCC. Cllr. Griffiths queried the planning consultant cost, which Cllr Gallagher clarified.

The report was **noted**.

#### **LA 908 TO AGREE TO THE RECOMMENDATIONS IN THE PARKS SIGNAGE REPORT**

The Meetings & Projects Officer summarised the report.

It was proposed that a TFG would restart to investigate this further.

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

#### **LA 910 TO NOTE THE COMPLAINTS REPORT**

The Parks Officer summarised the report.

The report was **noted**.

#### **LA911 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 18TH of JUNE 2024**

The next meeting was confirmed as 18<sup>th</sup> June 2024 at 7:30pm.

*There being no further business the meeting ended at 8:17pm.*





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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 918
<b>Meeting date:</b>	18/06/2024	<b>Authors:</b>	Parks officer
<b>Subject:</b>	<b>Budget Update</b>		
<b>Purpose:</b>	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](mailto:financeofficer@peacehaventowncouncil.gov.uk) and she will endeavour to do so for you.

#### 3. Reason for recommendation

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

#### 4. Expected benefits.

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

## 5. Implications

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

## 6. Appendices

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	1,065	6,600	5,535		5,535	16.1%	
4203 Fuel	1,797	5,500	3,703		3,703	32.7%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	517	900	383		383	57.4%	
<b>Grounds Team General Exp :- Indirect Expenditure</b>	<b>3,379</b>	<b>13,600</b>	<b>10,221</b>	<b>0</b>	<b>10,221</b>	<b>24.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,379)</b>	<b>(13,600)</b>	<b>(10,221)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	2,931	3,645	714			80.4%	
1041 S/P Telephone Masts	0	6,383	6,383			0.0%	
1043 S/P Football Pitches	1,843	3,000	1,157			61.4%	
1060 Water Usage	100	0	(100)			0.0%	
1061 S/P Court Hire	403	2,500	2,097			16.1%	
<b>Sports Park :- Income</b>	<b>5,277</b>	<b>15,528</b>	<b>10,251</b>			<b>34.0%</b>	<b>0</b>
4111 Electricity	0	6,500	6,500		6,500	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	231	500	269		269	46.1%	
4161 Cleaning Costs	3,064	10,800	7,736		7,736	28.4%	
4164 Trade Refuse	356	3,000	2,645		2,645	11.8%	
4171 Grounds Maintenance Costs	6,442	10,000	3,558		3,558	64.4%	4,545
<b>Sports Park :- Indirect Expenditure</b>	<b>11,140</b>	<b>33,145</b>	<b>22,005</b>	<b>0</b>	<b>22,005</b>	<b>33.6%</b>	<b>4,545</b>
<b>Net Income over Expenditure</b>	<b>(5,863)</b>	<b>(17,617)</b>	<b>(11,754)</b>				
6000 plus Transfer from EMR	4,545						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,318)</b>						
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	370	4,000	3,630		3,630	9.2%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	14	500	486		486	2.7%	
4112 Gas	67	500	433		433	13.5%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	
4166 Skip Hire	290	1,000	710		710	29.0%	
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	593	3,500	2,907		2,907	16.9%	593
4355 Wifi	0	585	585		585	0.0%	
<b>Big Park :- Indirect Expenditure</b>	<b>13,351</b>	<b>35,625</b>	<b>22,274</b>	<b>0</b>	<b>22,274</b>	<b>37.5%</b>	<b>2,888</b>
<b>Net Expenditure</b>	<b>(13,351)</b>	<b>(35,625)</b>	<b>(22,274)</b>				
6000 plus Transfer from EMR	2,888						



## Detailed Income &amp; Expenditure by Budget Heading 07/06/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(10,462)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	1,402	9,179	7,777			15.3%	
1111 Electricity	0	10,000	10,000			0.0%	
<b>Gateway Cafe :- Income</b>	<b>1,402</b>	<b>19,179</b>	<b>17,777</b>			<b>7.3%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	50	972	922		922	5.1%	
4355 Wifi	0	540	540		540	0.0%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>50</b>	<b>17,012</b>	<b>16,962</b>	<b>0</b>	<b>16,962</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,352</b>	<b>2,167</b>	<b>815</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	3,720	5,500	1,780			67.6%	
1050 Allotment Rent	27	2,600	2,573			1.0%	
1303 Water Charges	100	0	(100)			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>3,847</b>	<b>8,100</b>	<b>4,253</b>			<b>47.5%</b>	<b>0</b>
4050 Allotment Costs	0	1,000	1,000		1,000	0.0%	
4104 Vandalism Repairs	147	1,500	1,353		1,353	9.8%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>147</b>	<b>6,000</b>	<b>5,853</b>	<b>0</b>	<b>5,853</b>	<b>2.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	24,264	5,000	(19,264)		(19,264)	485.3%	24,264
4141 Water Services	1,904	5,000	3,096		3,096	38.1%	
4164 Trade Refuse	78	500	422		422	15.6%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,197	4,000	2,803		2,803	29.9%	
4301 Purchase of Furniture/Equipmen	(79)	2,500	2,579		2,579	(3.2%)	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>27,363</b>	<b>22,000</b>	<b>(5,363)</b>	<b>0</b>	<b>(5,363)</b>	<b>124.4%</b>	<b>24,264</b>
<b>Net Income over Expenditure</b>	<b>(23,663)</b>	<b>(19,900)</b>	<b>3,763</b>				
6000 plus Transfer from EMR	24,264						
<b>Movement to/(from) Gen Reserve</b>	<b>601</b>						

## Detailed Income &amp; Expenditure by Budget Heading 07/06/2024

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	4,055	17,319	13,264			23.4%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	90	270	180			33.3%	
1303 Water Charges	25	150	125			16.7%	
1355 Wifi	18	210	193			8.3%	
<b>The Hub :- Income</b>	<b>4,187</b>	<b>18,219</b>	<b>14,032</b>			<b>23.0%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
<b>The Hub :- Direct Expenditure</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4103 Annual Servicing Costs	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	0	3,000	3,000		3,000	0.0%	
4171 Grounds Maintenance Costs	113	2,000	1,887		1,887	5.7%	
4326 Telephones	68	0	(68)		(68)	0.0%	
4355 Wifi	0	420	420		420	0.0%	
<b>The Hub :- Indirect Expenditure</b>	<b>181</b>	<b>10,920</b>	<b>10,739</b>	<b>0</b>	<b>10,739</b>	<b>1.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,006</b>	<b>6,799</b>	<b>2,793</b>				
<b>Grand Totals:- Income</b>	<b>14,713</b>	<b>61,026</b>	<b>46,313</b>			<b>24.1%</b>	
<b>Expenditure</b>	<b>55,611</b>	<b>138,802</b>	<b>83,191</b>	<b>0</b>	<b>83,191</b>	<b>40.1%</b>	
<b>Net Income over Expenditure</b>	<b>(40,897)</b>	<b>(77,776)</b>	<b>(36,879)</b>				
<b>plus Transfer from EMR</b>	<b>31,697</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,200)</b>						







<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 919
<b>Meeting date:</b>	18/06/2024	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	<b>Action Plan</b>		
<b>Purpose:</b>	To note		

**Recommendation(s):**  
**To note this report**

### 1. Background

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

### 2. Options for Council

The committee are asked to note the completed projects.

- LA542 Howard Park – Accessible picnic bench and Resin bond the path.
- Pop-up shop T&Cs (no reply from the original requester).
- The bowls green pathway works. (irrigation due to complete 13/06/2024)

**Note,** We also had the pump track company site visit; they reported that the spare topsoil from the football pitch works was too good for shaping so could not be used. Therefore, the rough cost to make a pump track would be over £150,000 as funds are not available it is recommended this is put on the backburner until future funding becomes available.

### 3. Reason for recommendation

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

### 4. Expected benefits.

#### a. The community

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

#### b. The environment

#### c. Other

## 5. Implications

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

## 6. Appendices

## Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Centenary Park - Tackling Dog Faeces LA577 20/07/2021		Projects Officer	TBA	TBA	30/11/22	
Howard Park – Accessible picnic bench to be purchased. Howard Park – Resin bond the path LA542 23/03/2021	<b>COMPLETE</b>	Parks officer/ projects officer	CIL	LDC CIL Bid & PTC CIL	Not set	
DELL playground 106 money inclusive project LA 691	The paperwork has been received and the order has now been placed with HAGS.	Parks officer	£50,000	106 held by LDC	Summer 2023	
Green spaces infrastructure audit including an Inclusivity audit of green spaces. LA817 18/07/2023 LA530 09/02/2021	TFG group meet to update the spreadsheet.	TFG	Not set	N/A	TBA	
OVCA entrance to the south downs N P project. LA 618	Trees planted, awaiting signage etc.	TC/ Parks O/ Finance O	£33,900 over three years	National Lottery	TBA	
Signage project in Parks and around PTC land. LA798 30/05/2023	TFG reformed to discuss the Centenary Park entrance sign.	Projects officer	£1000 for entrance sign at Centenary Park. £1000 for design costs	PTC budget and CIL	2023	



Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
To resurface the overflow carpark at Centenary Park. LA868 09/01/24	Delays due to staffing works have started on the bollards	Parks officer/ Finance officer	TBA	106 Chalker's Rise	Spring 2024	
Pump track project. LA888 20/02/2024	Site assessment has taken place with the cost using 106 money, soil cannot be reused and estimated cost would be £150,000 for a similar layout to Newhaven.	Parks Officer	Initial £750	Big park 106		
Pop up shop request LA869 02/01/24 <b>COMPLETE</b>	No reply from pop-up shop.	Parks officer/ Town Clerk	TBA		Spring 2024	03/04/2024
Bowling green path and irrigation works. LA867 02/01/24	Pathway and irrigation contracts placed, and works are due to start in late March/ early April 2024  Pathway <b>completed</b> in April	Parks officer	Path works £7995.  Irrigation £1769+vat	PTC CIL  PTC CIL/ bowls club 50/50	Spring 2024	

Key:

Green = on target

Blue = project partly completed

Red = project behind schedule

**Highlighted text shows an environmentally beneficial project.**



## Completed projects in 2024.

1. Banner board relocation
2. Replacement gym equipment installation
3. OVCA tree planting gateway to the downs
4. Planting 50 trees donated by a resident used to fill in gaps from original planting in big park
5. Urban tree challenge fund planted 29 trees.
6. Hub Building condition survey
7. Concrete pathway extension from Chalker's Rise estate to Centenary Park 106
8. Build Concrete steps from Thakeham homes to centenary Park. 106
9. review of the survey results fir the Oval and Epinay Parks.
10. 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
13. Pop-up shop request
14. Bowls green pathway re-laying.

## Completed Projects in 2023.

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



George Dyson  
Town Clerk

☎ (01273) 585493  
✉ [TownClerk@peacehaventowncouncil.gov.uk](mailto:TownClerk@peacehaventowncouncil.gov.uk)



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

<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 920
<b>Meeting date:</b>	18 <sup>th</sup> June 2024	<b>Authors:</b>	Parks officer
<b>Subject:</b>	<b>Allotment update</b>		
<b>Purpose:</b>	To note		

**Recommendation(s):**

To note this report.

**1. Background**

Inspections were carried out in May 2024 and 16 informal letters were sent out as a result due to unworked plots, rubbish on plots and potential hazards on plots, a re-inspection is due on the 17<sup>th</sup> of June to follow up, if no satisfactory improvements have taken place formal warning letters will be sent out.

Several new tenants have joined this year as previous tenants have vacated the plots for various reasons.

We also received letter of complaint regarding some anti-social behaviour on the allotments, the parks officer met with the parties involved and as far as we know the situation has been resolved with no further issues reported so far.

**2. Options for Council**

To note this report.

**3. Reason for recommendation**

This report is an update on how the allotments are running.

**4. Expected benefits.**

**a. The community**

Allotments are a great benefit to the community.

**b. The environment**

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

**5. Other**

**6. Implications**

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

**7. Appendices**



George Dyson  
Town Clerk

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

<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 921
<b>Meeting date:</b>		<b>Authors:</b>	
<b>Subject:</b>	<b>Ouse valley cars lottery bid</b>		
<b>Purpose:</b>	Agree to proceed with the Ouse valley cares funded project		

**Recommendation(s):**

**To agree to proceed with the OVCA funded project and the clerk to be instructed to fill out the required forms and provide any information as requested by the project.**

**1. Background**

Peacehaven Town Council has been committed to OVCA lottery bid project since 2018.

The town clerk has received the following email from the South Downs National Park regarding the successful OVCA lottery bid.

*I write further to previous correspondence in this matter. In order to proceed, the Lottery Fund's solicitor requires the following:*

*a) Certificate of Title for each parcel of land on which capital works are being undertaken. A certificate of title is a document provided by a conveyancing solicitor which confirms certain statements about a property. The certificate of title for the land owned by Peacehaven Town Council will need to be provided by a solicitor acting on behalf of Peacehaven Town Council. The solicitor giving the certificate will need to certify that they have fully investigated the title of the property and made all the usual and prudent searches and enquiries with regard thereto and certify that the information given in the certificate is correct.*

*Please instruct a solicitor to prepare the certificate of title (in the form attached) for the land owned by Peacehaven Town Council.*

*b) Tripartite Deed of Dedication – a tripartite agreement in the form shown attached to be made between Peacehaven Town Council (as the land owner), the grant recipient (South Downs National Park) and the Lottery Fund.*

*c) Signed Land Registry form RX1s (to allow a restriction to be entered on the title to each parcel of land) will be required from Peacehaven Town Council.*

*d) Plans showing the land within Peacehaven Town Council's ownership on which capital works are being undertaken.*

*e) Copies of the Land Registry title documents showing Peacehaven Town Council's ownership.*

The text below is the wording from the original bid form showing what was intended to be placed in Centenary Park as part of the gateway to the downs.

*This project involves planting native deciduous trees in an avenue leading walkers to the gateway (into the South Downs). Along with this, four themed mosaic sculptures will be used as way-marking posts to guide the local community onto the downland footpaths. A local mosaic artist will be commissioned to create this work and run workshops with the local community, specifically targeting local youths. The first post will be a totem pole with 3 fingers directing people to the paths. The last 3 will be animals or plants found on the Downs. A further interpretation panel about downland species and the network of footpaths will be installed at the gateway. A litter bin will be installed near the interpretation board at the entrance to the South Downs.*

## **2. Options for Council**

The clerk to be instructed to fill out the required forms and provide any information as requested by the project.

## **3. Reason for recommendation**

Peacehaven Town Council originally applied for funding for trees leading from Centenary Park to the entrance to the South Downs National Park at the east end of the park, but signposts and an Interpretation Board have been added to the bid.

The bid is fully funded by the lottery bid.

## **4. Expected benefits.**

### **a. The community**

The new signage and gateway to the downs will encourage residents to use the national park for walking and recreation.

### **b. The environment**

Trees have been planted to direct residents on to the national park

### **c. Other**

## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Lottery funded project
5.4 Time scales	
5.5 Stakeholders & Social Value	Yes
5.6 Contracts	
5.7 Climate & Sustainability	Tree planting
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	Disease resistant Elm trees planted
5.11 Privacy Impact	
5.12 Equality & Diversity	

## 6. Appendices





# HM Land Registry

## Application to enter a restriction

# RX1

**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at [www.gov.uk/land-registry](http://www.gov.uk/land-registry).

Conveyancer is a term used in this form. It is defined in rule 217A, Land Registration Rules 2003 and includes persons authorised under the Legal Services Act 2007 to provide reserved legal services relating to land registration and includes solicitors and licensed conveyancers.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

HM LAND REGISTRY USE ONLY  
Record of fees paid

Particulars of under/over payments

Reference number  
Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Place 'X' in the appropriate box.

Give a brief description of the part affected, for example 'edged red on the attached plan'.

Complete details of charge if appropriate.

To find out more about our fees visit [www.gov.uk/government/collections/fees-land-registry-guides](http://www.gov.uk/government/collections/fees-land-registry-guides)

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 7.

1 Local authority serving the property:

2 Title number(s) of the property:

3 Property:

The restriction applied for is to affect

- ☐ the whole of the registered estate  
☐ the part(s) of the registered estate as shown:

☐ the registered charge(s) dated \_\_\_\_\_ in  
favour of: \_\_\_\_\_

4 Application and fee

Application	Fee paid (£)
Entry of restriction	

Fee payment method

- ☐ cheque made payable to 'Land Registry'  
☐ direct debit, under an agreement with Land Registry

List the documents lodged with this form. If this application is accompanied by either Form AP1 or FR1 please only complete the corresponding panel on Form AP1 or DL (if used). Original documents are only required if your application is a first registration, when we will return the originals if a certified copy has been supplied. If your application is not a first registration then we only need certified copies of deeds or documents you send to us with HM Land Registry application forms. Once we have made a copy of the documents you send to us, they will be destroyed, this applies to both originals and certified copies.

Provide the full name(s) of the person(s) applying to enter the restriction. Where a conveyancer lodges the application, this must be the name(s) of the client(s), not the conveyancer.

This panel must always be completed.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

This is the address to which we will normally send requisitions. However if you insert an email address, we will use this whenever possible. Where an application is lodged by e-DRS all documents and correspondence will be dealt with electronically.

We will only issue warning of cancellation letters to conveyancers if an email address is inserted.

5	Documents lodged with this form:	
6	The applicant:	
7	This application is sent to Land Registry by	
	<div>Key number (if applicable):</div>	
	Name:	
	Address or UK DX box number:	
	Email address:	
	Reference:	
	Phone no:	Fax no:



You must place 'X' in only one box in this panel. See Practice Guide 19 if you are unsure which option you need to select.

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose evidence of the applicant's entitlement to be registered as proprietor with this application. HM Land Registry may destroy documents after scanning.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose the relevant consent with this application. HM Land Registry may destroy documents after scanning.

If you are a conveyancer the certificate is sufficient to comply with HM Land Registry's requirements. If no conveyancer is acting, you must enclose the relevant consent and evidence of entitlement to be registered as proprietor with this application. HM Land Registry may destroy documents after scanning.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

8 The applicant is entitled to apply for a restriction because

**(A) Applicant is the registered proprietor**

- ☐ The applicant is the registered proprietor of the estate/charge referred to in panel 3

**(B) Applicant is entitled to be registered as the proprietor**

- ☐ Evidence of that entitlement accompanies this application
- ☐ I am the applicant's conveyancer and certify that I am satisfied that the applicant is entitled to be registered as proprietor and that I hold the originals of the documents that contain evidence of the applicant's entitlement, or an application for registration of the applicant as proprietor is pending at Land Registry

**(C) Application made with the consent of the registered proprietor**

- ☐ The relevant consent accompanies this application
- ☐ I am the applicant's conveyancer and certify that I hold the relevant consent

**(D) Application made with the consent of person entitled to be registered as proprietor**

- ☐ The relevant consent and evidence of that entitlement accompany this application
- ☐ I am the applicant's conveyancer and I certify that the relevant consent accompanies this application.

I also certify that I am satisfied that the person consenting to this application is entitled to be registered as proprietor and that I hold the originals of the documents that contain evidence of that person's entitlement, or an application for registration of that person as proprietor is pending at Land Registry

- ☐ I am the applicant's conveyancer and I certify that I hold the relevant consent.

I also certify that I am satisfied that the person consenting to this application is entitled to be registered as proprietor and that I hold the originals of the documents that contain evidence of that person's entitlement, or an application for registration of that person as proprietor is pending at Land Registry

**(E) Other evidence in support of applicant's claim**

None of the above statements applies but the applicant has the following sufficient interest in the making of the entry of the restriction applied for in panel 9

- ☐ The applicant has made the statement in panel 12
- ☐ I am the applicant's conveyancer and I certify as to the applicant's interest in panel 13

Set out in full the wording of the restriction required. For standard form restrictions, also insert the reference letter(s) of the form. For non-standard form restrictions delete the words in square brackets. Standard forms of restriction are set out in Schedule 4 to the Land Registration Rules 2003. Further guidance is contained in Practice Guide 19.

You must set out the wording of the restriction in full, unless you are applying for a standard form of restriction that has no variable content.

You must include the address(es) for service where a standard form of restriction requires an address to be included or where any other restriction requires a consent or certificate to be provided, or notice to be served on the restrictioneer. Each restrictioneer may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

If the restriction refers to a registered company or limited liability partnership incorporated anywhere in the United Kingdom include the registered number (including any prefix) immediately after the name of the company. For an overseas company include the territory of incorporation and if its particulars are registered at Companies House, state the registered number in England and Wales.

If a conveyancer is acting for the applicant, that conveyancer must sign. If no conveyancer is acting, the applicant (and if more than one person then each of them) must sign.

The conveyancer must sign if they have given one of the certificates referred to in panel 8.

See panel 8.

9 The applicant applies to enter a restriction [in standard form ] against the estate/charge referred to in panel 3 in the following words:

10 Signature of applicant  
or their conveyancer: \_\_\_\_\_  
  
Date:

11 I/We consent to the entry of the restriction specified in panel 9 against the estate or charge referred to in panel 3.

Print full name

Signature

1.

1.

2.

2.

3.

3.

4.

4.



Only complete this panel if you have completed option (E) in panel 8. If a conveyancer is lodging the application, the conveyancer may either complete panel 13 and leave this panel blank, or may arrange for the applicant to complete this panel.

Set out the nature of the applicant's interest.

Set out details of the circumstances in which the interest arose.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

See the warnings at the end of this form.

Only complete this panel if you have completed option (E) in panel 8 and a conveyancer is lodging the application.

Set out the nature of the applicant's interest.

Set out details of the circumstances in which the interest arose.

List any supporting documents in panel 5 or on Form AP1 or DL (if used).

See the warnings at the end of this form.

12 The applicant states that the applicant has a sufficient interest in the restriction being entered in the register.

Nature of applicant's interest:

Details of how the applicant's interest arose:

Signature of applicant: .....

13 I certify that the applicant has a sufficient interest in the restriction being entered in the register.

Nature of applicant's interest:

Details of how the applicant's interest arose:

Signature of conveyancer: .....

The conveyancer's full name is:

#### WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

Section 77 of the Land Registration Act 2002 imposes a duty not to apply for the entry of a restriction without reasonable cause; anyone in breach of this duty may be liable to damages to anyone who suffers loss in consequence.



**CERTIFICATE OF TITLE**  
**ENGLAND & WALES**

Is the Grant Recipient the same as the Landowner?

Yes ☐

No ☐

Name of Landowner

Address of Property

Name of Grant Recipient

Project Name

URN

TRANSACTION: Legal Charge/ Deed of Dedication

Shown edged red on attached plan

Yes ☐

**SECTION 1 – GENERAL**

G1. Is the property concerned freehold or leasehold? Freehold ☐ Leasehold ☐  
(If leasehold, please also complete Section 2)

G2. Is the property registered at the Land Registry?

☐ Yes - The title to the property is registered at HM Land Registry under title No [                      ]  
with absolute title.

☐ No - The title to the property is unregistered and is not subject to first registration.

G3. Does the Landowner have a good and marketable title to the property free from:

**Yes      No**

- Any lease, charge, mortgage or lien;  
(if No, please disclose in the schedule)?

☐      ☐

- Easements, covenants or other matters which are onerous or unusual  
(if No, please disclose in the schedule)?

☐      ☐

G4. Does the Landowner hold the entire legal and beneficial interest

in the property? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
G5. Does the property have the benefit of all rights, easements and wayleaves (including right of access and support) necessary for the use and enjoyment of the property for its existing use and for the delivery of the project together with all usual services? (If <b>No</b> , please disclose in the schedule)	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>SECTION 2 – LEASEHOLD</b>		
L1. Please confirm the following lease terms:		
• The length of the lease	<input type="text"/>	
• The commencement date	<input type="text"/>	
• The annual rent	<input type="text"/>	
• Parties to the lease	<input type="text"/>	
	<b>Yes</b>	<b>No</b>
L2. Is the Leaseholder the same as the Grant Recipient? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
L3. Does the lease contain adequate provision for the management, maintenance And repair of common parts, common services and any amenity area? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
L4. Does the lease contain any provision for forfeiture on any ground other than non payment of rent or breach of covenant by the tenant? (if <b>Yes</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
L5. Is the right of the Leaseholder to assign, charge or underlet unfettered? (if <b>No</b> , please disclose in the schedule)	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
L6. Is the insurance of the property controlled by the Leaseholder?	<input type="checkbox"/>	<input type="checkbox"/>
If <b>No</b> , does the lessor's insurance cover the replacement value of the property	<input type="checkbox"/>	<input type="checkbox"/>



and is the lessor obliged to apply insurance monies to reinstatement?

L7. Are there any outstanding rents or other charges due under the lease?  
(if **Yes**, please disclose in the schedule)

☐☐

L8. Are any of the tenants covenants unusually onerous?  
(if **Yes**, please disclose in the schedule)

☐☐

L9. Does the lease contain any provision for the review of rent?  
(if **Yes**, please disclose in the schedule)

☐☐

L10. Does the lease contain any options to determine?  
(if **Yes**, please disclose in the schedule)

☐☐

L11. Have Section 24 to 28 of the Landlord and Tenant act 1954 been excluded  
in relation to the tenancy created by the lease?

☐☐

We confirm that we have fully investigated the title of the property and we have made all the usual and prudent searches and enquiries with regard thereto (save as disclosed in the Schedule) and certify that the information given is correct.

We [are solicitors holding professional indemnity insurance cover of £ [redacted] and we]\*  
acknowledge that the Big Lottery Fund is relying on this Certificate for the purposes of the Transaction in  
connection with the proposed grant of monies to [insert name of Grant Recipient] in connection with the  
Project and we certify that the matters referred to in the schedule do not disclose matters which in our/my  
opinion would prevent the Project being delivered in full and in accordance with the Fund's terms and  
conditions of grant.

Signed

Dated

Name of Practice

Address

\* This can be deleted by the in-house legal department of a statutory authority



## **DISCLOSURE SCHEDULE**

**If there are any matters to disclose in this Schedule, then those matters and any documents attached relating to such matters must be certified as showing no adverse entries or disclosing matters which would prevent the Project being delivered in full and in accordance with the Fund's terms and conditions of grant.**

## TRIPARTITE DEED OF DEDICATION

DATED the \_\_\_\_\_ day of \_\_\_\_\_ 2022

BETWEEN (1) [ ] ("the Landowner") , and  
(2) [ ] ("the Grant Recipient") , and  
(3) **THE BIG LOTTERY FUND (OPERATING AS THE NATIONAL LOTTERY COMMUNITY FUND)**, a body corporate established by the National Lottery Act 2006, of 1<sup>st</sup> Floor Peel Building, 2 Marsham Street, London SW1P 4DF ("the Fund")

### BACKGROUND

- (A) The Grant Recipient has made a successful application to the Fund for an award to fund the Project.
- (B) The Landowner has agreed to a Project being carried out on Land belonging to the Landowner, with the use of money to be provided by the Fund.
- (C) The Landowner and the Grant Recipient have agreed to enter into this Deed in recognition of the fact that the Project is to be funded in whole or in part by the Fund.
- (D) The Landowner has agreed to enter into an agreement with the Grant Recipient to manage and operate the Project. The Grant Recipient acknowledges that it will remain directly responsible to the Fund for all aspects of the Project and monitoring of the Project by the Fund, pursuant to the obligations contained in the Terms and Conditions of the grant.

### NOW THIS DEED WITNESSETH

#### 1 Definitions

- 1.1 In this Deed the following words and phrases shall have the following meanings save where the context otherwise requires

"Asset Liability Period" means the period from [ ] to [XX years from the Date of Practical Completion]

“Capital Grant”	means the grant awarded to the Grant Recipient by the Fund for the Project as set out in the Grant Offer Letter and subject to the Grant Conditions
“Date of Practical Completion”	has the same meaning as given in the Grant Conditions
“Grant Offer Letter”	means the grant offer letter made by the Fund to the Landowner dated [ ] which incorporated the Grant Conditions a copy of which is included at Appendix 1
“Grant Conditions”	means the terms and conditions attached to the Grant Offer Letter a copy of which is annexed to this Deed at Appendix 2 and as amended from time to time
“the Land”	means all that land [and buildings] at [state address] [as the same is registered at the Land Registry under title(s) number(s) ] [and as edged red on the Plan]
“the Plan”	means the plan attached hereto
“the Project”	means the project to be funded under URN:[ ] and subject to the Fund’s Standard Terms and Conditions of grant

1.2 Unless the contrary intention is expressed the defined terms in the standard conditions shall have the same meaning here.

1.3 Unless the contrary intention appears references in this deed to:

1.3.1 parties and other persons include their successors and assigns.

1.3.2 an obligation of the Landowner do something shall include an obligation to procure that it is done and an obligation not to do something shall include an obligation not to permit, suffer or allow it; and

- 1.3.3 a defined term shall include each and every part.
- 1.3.4 particular legislation (unless stated otherwise) include any reference to that legislation as amended, consolidated or re-enacted from time to time and to all subordinate legislation made under it from time to time.
- 1.4 Where the words "include(s)" or "including" are used they are deemed to have the words "without limitation" following them.
- 1.5 Except where a contrary intention appears, a reference to a clause is a reference to a clause of this Deed.
- 1.6 The appendices form part of this Deed and have effect as if set out in the body of this Deed. Any reference to this Deed includes the appendices.
- 1.7 Words importing:
- 1.7.1 the singular number also include the plural and vice versa;
- 1.7.2 any gender include every gender;
- 1.7.3 natural persons include firms companies and corporations and vice versa.
- 1.8 Where the expression "Landowner" and/or "Grant Recipient" refers to more than one person or company:
- 1.8.1 any reference in this Deed to "Landowner" and/or "Grant Recipient" is a reference to each and every party comprising the Landowner and/or Grant Recipient, as applicable.
- 1.8.2 any covenant required by this Deed to be given by the Landowner and/or the Grant Recipient is to be given jointly and severally by all persons or companies comprising the Landowner and/or the Grant Recipient.
- 1.8.3 the liability of the Landowner under this Deed is the joint and several liability of all persons or companies comprising the Landowner.
- 1.8.4 the liability of the Grant Recipient under this Deed is the joint and several liability of all persons or companies comprising the Grant Recipient.
- 1.9 A reference to writing or written excludes fax and e-mail.



- 1.10 A reference to **this Deed** or to any other agreement or document referred to in this Deed is a reference to this Deed or such other agreement or document as amended and restated varied or novated (in each case, other than in breach of the provisions of this Deed) from time to time.
- 1.11 Any reference to the consent or approval of the Fund being required is to a consent or approval in writing which must be obtained before the relevant act is taken or event occurs
- 2 In consideration of the Fund funding the Project by way of the Capital Grant the Landowner and Grant Recipient hereby covenant with the Fund that in respect of the Land the Landowner and Grant Recipient will:-
- 2.1 not without the prior written consent of the Fund, assign, transfer or charge the Land or grant any lease or licence, agree to grant any lease or licence or enter into or permit any parting with possession or sharing arrangements whatsoever in respect of the Land except to the Grant Recipient;
- 2.2 not, save with the prior written consent of the Fund, use the Land other than for the purpose of the Project; and
- 2.3 not damage or destroy the Project.
3. Where the Fund grants consent to any transfer, lease or other disposition of the Land (or any part or parts of the Land) pursuant to clause 2.1 the Landowner and/or Grant Recipient (as applicable) must first:
- 3.1 comply with the terms of any conditions attached to the Fund's consent to the Fund's satisfaction; and
- 3.2 procure that the person acquiring such interest (or if more than one person then such persons jointly and severally) covenants with the Fund in equivalent terms (*mutatis mutandis*) to this Deed and agrees to an equivalent restriction being placed on the title to the property transferred.
4. The Fund may assign the benefit of this Deed to such person as it thinks fit.
5. The Landowner represents that it has power to execute and deliver this Deed and the execution and performance of this Deed has been validly authorised and that this Deed will be valid legal and binding on the Landowner.

6. The Grant Recipient represents that it has power to execute and deliver this Deed and the execution and performance of this Deed has been validly authorised and that this Deed will be valid legal and binding on the Grant Recipient.
7. Without prejudice to any right or remedy of the Fund for breach of covenant occurring before the expiration of this Deed, this Deed shall expire at midnight on the last day of the Asset Liability Period.
- 8.1 The Landowner hereby consents to and applies on Form RX1 (or such other form as may be prescribed from time to time) to the Chief Land Registrar for the registration at H M Land Registry against the title to the Land or any part of the Land which is now or at any time during the ownership of the Landowner registered at H M Land Registry of a restriction in substantially the following terms:-

" Until [insert date] no disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the Big Lottery Fund of 1<sup>ST</sup> Floor Peel Building, 2 Marsham Street, London SW1P 4DF, or their conveyancer."
- 8.2 The Landowner shall at its own cost and as soon as reasonably possible register and maintain the registration of the restriction referred to in clause 8.1 against the title to the Land or any part of the Land which becomes at any time after the date of this Deed but during the ownership of the Landowner registered at HM Land Registry and shall deliver to the Fund an official copy of such title showing registration of the restriction.
9. The Landowner shall at its own cost and within 28 days of the date of this Deed register and maintain the registration of the restriction referred to in clause 8.1 against the title to the Land or any part of the Land which becomes at any time after the date of this Deed but during the ownership of the Landowner registered at HM Land Registry and shall deliver to the Fund an official copy of such title showing registration of the restriction.
10. A person who is not a party to this Deed is not intended to have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Deed.

11. The law of England and Wales governs the construction of this Deed and any dispute arising in connection with it. The courts of England and Wales have exclusive jurisdiction to settle any dispute in connection with this Deed.
12. This instrument was executed as a deed but not delivered until the date set out above.

Executed as a deed by affixing the seal )  
Of the **THE BIG LOTTERY FUND** )  
**(OPERATING AS THE NATIONAL LOTTERY** )  
**COMMUNITY FUND)** and authenticated by an )  
authorised officer:- )

.....  
Signature

.....  
Name of authorised officer

.....  
Title of authorised officer

Executed as a deed by

[Landowner]

By: XX

Position:

Executed as a deed by

[Grant Recipient]

By: XX

Position:

:

## **Appendix 1**

Grant Offer Letter



## **Appendix 2**

### Grant Conditions

## Appendix 3

### Plan





<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 922
<b>Meeting date:</b>	18 <sup>th</sup> June 2024	<b>Authors:</b>	Cllr David Seabrook
<b>Subject:</b>	<b>The Hub / Water Harvesting</b>		
<b>Purpose:</b>	To recommend to P&F committee applying for match funding		

**Recommendation(s):**

1. That officers investigate a water harvesting scheme that will be fed by the new roof at the hub and to apply for funding.
2. To recommend to policy and finance to match fund this bid if successful from PTC CIL funds.

**1. Background**

The Council uses a significant amount of drinking water that is used to flush toilets in the hub, watering of new trees in Centenary Park and watering of planters on the South Coast Road. This water could be obtained for free by harvesting rainfall from the new Hub roof.

The fund is also able to be used to replace old inefficient toilets with a more efficient type that uses less water, the hub needs new toilets and toilet systems as part of the upgrading works planned, so this could be included in any bid.

**2. Options for Council**

To recommend applying to Southern water for a grant of up to £40,000 which is **match funded by PTC CIL funds**.

**3. Reason for recommendation**

A water harvesting scheme will save money and preserve limited drinking water resources, theoretically any harvested water could be used to water trees etc if the storage tanks were large enough.

**4. Expected benefits.**

**a. The community**

Cost savings that will have a slight impact on the precept.  
New water efficient toilets in the hub

**b. The environment**

Limited drinking water resources will be protected.

**c. Other**

Demonstrates to residents that value of water harvesting.



## 5. Implications

5.1 Legal	None
5.2 Risks	Tanks will need cleaning annually to prevent Legionella build up.
5.3 Financial	Savings on water bill
5.4 Time scales	Deadline for applications is 30 <sup>th</sup> June 2024
5.5 Stakeholders & Social Value	Demonstrates to residents that value of water harvesting. Reduces water usage.
5.6 Contracts	
5.7 Climate & Sustainability	Fully sustainable and makes use of the new hub roof.
5.8 Crime & Disorder	System will need to be protected from vandalism. i.e. emptying of tanks.
5.9 Health & Safety	Tanks must not be open the air.
5.10 Biodiversity	Watering of trees and plants that may die otherwise.
5.11 Privacy Impact	None
5.12 Equality & Diversity	None

## 6. Appendices

### Funding contribution towards water reduction projects



Southern Water's Business Partnership Fund is still open for applications from businesses who have new and innovative ideas to help reduce water use but not the funds to make it happen.

If you have an idea for a project – whether it's harvesting rain or shower water, fitting flow restrictors on taps, harnessing new technology to save water, education or behavioural change programmes – Southern Water want to hear from you.

They will contribute or match fund projects that they select and that meet their criteria. The total amount of funding applied for must not exceed £40,000 per project.

The deadline for applications is Thursday 30 June 2024.

For more information visit here [www.southernwater.co.uk/save-a-little-water/business-partnership-fund/](http://www.southernwater.co.uk/save-a-little-water/business-partnership-fund/).

More information can be found water harvesting on this web site from <https://rainharvesting.co.uk/types-of-rainwater-harvesting-systems/>

More information on water efficient toilet systems can be found on this web page.

<https://www.water2business.co.uk/about-us/blog/water-saving-toilets#:~:text=Water%2Defficient%20toilets%20such%20as,local%20water%20and%20sewerage%20charges.>



<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 923
<b>Meeting date:</b>	18 <sup>th</sup> June 2024	<b>Authors:</b>	Cllr David Seabrook
<b>Subject:</b>	Howard Park		
<b>Purpose:</b>	To agree recommendation		

**Recommendation(s):**

1. To set up a TFG to consider the options for further improvements to Howard Park as per the action plan and public consultation report and to identify funding sources. The TFG to report back to Leisure and Amenities Committee on 29<sup>th</sup> October 2024.

**2. Background**

A public consultation was held between 2019 and 2020 to identify improvements to Howard Park and a report was produced in September 2020 which was considered by Council. Since then, the first Phase which was to improve accessibility has been completed. These improvements included widening the access gateway from the South Coast Road to allow mobility and wheelchair users to access the park, the resurfacing of the path around the pebbled area including dropped kerbs, installation of an accessible picnic bench and the resetting of the kerbs along the access road to improve safety. These improvements have been well received by residents but there is more to do in particular the creation of a memorial that is accessible by all.







**3. Options for Council**

1. Setup a TFG as per the recommendation
2. Do nothing

**4. Reason for recommendation**

The public consultation identified improvements to the park.

**5. Expected benefits**

**a. The community**

To be identified by the TFG depending on what options are taken forward

**b. The environment**

To be identified by the TFG depending on what options are taken forward

**c. Other**

## 6. Implications

5.1 Legal	To be considered by the TFG in making its recommendations
5.2 Risks	To be considered by the TFG in making its recommendations
5.3 Financial	Officer time to assist the TFG
5.4 Time scales	October 2024
5.5 Stakeholders & Social Value	To be considered by the TFG in making its recommendations
5.6 Contracts	None at this stage
5.7 Climate & Sustainability	To be considered by the TFG in making its recommendations
5.8 Crime & Disorder	To be considered by the TFG in making its recommendations
5.9 Health & Safety	To be considered by the TFG in making its recommendations
5.10 Biodiversity	To be considered by the TFG in making its recommendations
5.11 Privacy Impact	To be considered by the TFG in making its recommendations
5.12 Equality & Diversity	To be considered by the TFG in making its recommendations

## 7. Appendices

Howard Park Consultation Report  
Howard Park Action Plan





## Howard Park Action Plan - Accessibility

CASE No	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
A1	Provide wheelchair / mobility scooter access from South Coast Road.	LDC CIL Bid successful	Recommendation to LA&E committee 23/3/21.	DJS	Completed May 2024
A2	Fix loose kerbs and provide ramps at strategic places onto the grass areas.	This is a Health & Safety Issue.	Loose kerb stones to be removed and stacked in a discrete location. Further discussion about future of kerbs required onsite.		Completed May 2024
A3	Provide a handrail down to the beach.	LDC CIL Bid required LDC permission required	Recommendation to LA&E committee 23/3/21.		Outside of PTC owned lands. Access to the ramp is being improved by LDC.
A4	Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road.	LDC CIL Bid Successful	Recommendation to LA&E committee 23/3/21.		Completed May 2024
A5	Provide parking for two cars for people with disabilities.	Not realistic on this site as there is not enough space without compromising emergency access.	No further action as not reasonably practical.		No further action
A6	Create a sensory garden around the path around the pebbles, colour, sound, touch and smell, maybe taste (edible berries?) Some plants will need to be 2 feet high so wheelchair users can access them.	Agreed this is a good idea but most plants will not survive this environment. Lavender and Rosemary grow well.	Further discussions on site required to determine a suitable location. Discuss further with the Access Group.		Phase 2
A7	Provide secure cycle parking.	Not considered a priority. Could come from PTC CIL pot. See how the racks at Bastion steps are used before making a final decision.			Complete



## Howard Park Action Plan - Enhancement of Memorials

CASE No	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
B1	Commission and install an Ammonite Memorial with individual plaques.	<p>The memorial could be something else. Park named after Tony Howard. Different shapes of plaques may be possible e.g. dogs, cars etc.</p> <p>Tiles could be angled to prevent them being walked on.</p> <p>Can be any memory. Could be funded with CIL money. Coop Funeral Care are willing to contribute. Other organisations may sponsor.</p>	Contact Brighton University Art Department to see if they would collaborate on this project.		Phase 2
B2	Allow a few more benches around the memorial area	<p>There are 2 or 3 people waiting to hear about additional benches. Should more benches be permitted? How many?</p>	To be discussed at LA&E committee. It was agreed that the park had sufficient memorial benches.		Completed 11/05/2024
B3	Bury a time capsule, perhaps in one of the mounds that resemble Tumuli	<p>This could be items, letters, poems and articles that relate to the covid years and would be opened in 25- 50 years' time.</p> <p>Consideration needs to be given as to whether vandals might dig it up in the park.</p> <p>Would a time capsule be better if incorporated into the new Meridian Centre?</p>	<p>Further discussion required.</p> <p>Refer to Civic &amp; Events committee.</p>		



## Howard Park Action Plan - Improving Biodiversity

CASE NUMBER	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
C1	Plant up the raised borders with native edible nut / fruiting bushes. This will provide a windbreak for the centre of the memorial area and encourage more wildlife.	Agreed. Ongoing support will be needed for these bushes. Watering, mulching etc for about 3 years.	Choose suitable varieties		Phase 2
C2	Provide a wildflower meadow in the triangle at the western edge using species suitable for poor chalky soils and a windy cliff top site. This is in the original plan but never completed.	This area has been left unmown since Summer of 2020; however, the rabbits are doing an excellent job keeping the grass and wildflowers short. It is unlikely that any wildflower sowing / planting here will be successful and that we should just leave this area unmown and allow the native low growing varieties of wildflowers to develop naturally. There are at least 12 native species in situ.	Leave area unmown. Include in Howard Park Management Plan.	Parks Officer	<b>Complete.</b> Included in the management plan but is not very effective due to rabbits.
C3	Plant more trees and a hedge to screen the park from the road and block out some of the traffic noise and pollution. Scots Pines	It was agreed at the last LA&E meeting to plant up to 8 trees in the shrub area.	Trees to be purchased and planted this year. <ul style="list-style-type: none"> <li>Italian Alder</li> <li>Swedish Whitebeam</li> <li>Small Leaved Lime</li> </ul>	Parks Officer	<b>Completed</b> Eight trees have been planted along the northern edge of the grass area.
C4	Use of steam, flame weeding or remove by hand as appropriate to control the pernicious weeds in the hard-landscaped areas. Chemical weed killers such as	Agreed that weeds should be removed by hand as they are mostly growing on top of the landscaping much.	Hand weeding of weeds. Include in Howard Park Management Plan.	Parks Officer	

	Glyphosate are banned by Peacehaven Town Council.					
<b>C5</b>	Extent of wild areas to the West and North to be controlled to prevent creeping vegetation.	Vegetation creep needs to be controlled round north and west edges.	Include in Howard Park Management Plan.	Parks Officer	See management plan	
<b>C6</b>	Remove some of the large coastal lilies that overpower the central hard landscaped area. These self-seed and are not a native species	Some of the Coastal Lilies (New Zealand Flax) need to be removed to make sufficient space in the middle for the memorial.	To be carried out prior to installation of the memorial.  The leaves can be used for weaving or as plant ties.	Parks Officer		



## Howard Park Action Plan - General Maintenance

CASE NUMBER	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
D1	Remove the pétanque court and maybe relocates to Centenary Park	Agreed to remove pétanque court, wood to be put into shrub area and ground to be re-seeded	Recommendation to LA & E Committee		Completed.
D2	Move one of the litter bins or install a new one near the entrance	Agreed to install an additional mixed bin at the north end of the park using out CIL pot.	Recommendation to LA & E Committee		
D3	Repair and upgrade the notice boards in line with the new Council branding	Agreed to remove information board at north end which has badly deteriorated and is of no use.	Signage TFG set up to look at all park signage.		Information boards have completely gone. Board at north end has been removed.
D4	New signage in line with Council branding. A separate working party will make proposals for signs and notice boards	Information / interpretation boards to be referred to the signage working party.	Refer to signage working party		
D5	To create a five-year management plan for this park. Any improvements need to be sustainable within the resources of Peacehaven Town Council	Agreed	Recommendation to LA & E Committee to create a five-year management plan for Howard Park.	Parks Officer	

## Howard Park Action Plan - Enhancing the use of the park

CASE No	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
E1	Use the park for events such as a Summer Solstice celebration or May Day celebration, Picnic in the Park. Educational uses, yoga, meditation, celebrations of historical importance etc. As this park lacks any car parking, events should be aimed at local people.	Agreed to hold a Peace Event on international Peace Day 21 <sup>st</sup> September 2021 or in 2022.	Recommendation to Civic & Events Committee.  Approach the Quakers to see if they would be interested in helping to organise this event.		Successful Peace Day event held in Meridian Park in September 2023.  Should this continue?
E2	Setup a Friends of Howard Park group to help with the maintenance and organising of events together with regular litter picks and a Facebook page	Agreed this is a good idea if there are sufficient numbers of residents are interested. 34% of replies to the consultation said they would be interested.	To be discussed further, maybe start with a Facebook group		
E3	Provide a few picnic tables	It was agreed that it would be desirable to include two picnic benches in the park. These would be made from recycled plastic and be accessible. Placed adjacent to the gravel path in the memorial garden.	Costs to be obtained To be discussed further onsite.		An accessible picnic table has been installed. 11/05/2024







<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 924
<b>Meeting date:</b>		<b>Authors:</b>	
<b>Subject:</b>	<b>Car parking options at Centenary Park including ev charging points.</b>		
<b>Purpose:</b>	To set up a TFG to make recommendations on the future of car parking at Centenary Park		

**Recommendation(s):**

**To set up a TFG to discuss the future car parking options at Centenary Park.**

## 1. Background

Centenary Park has one carpark with approximately 90 spaces we have been approached by a company offering to install ev charging stations, and this raised the subject of the future of car parking in the park and the possibility of paid parking charges, all at no cost to PTC. There has also been suggestions that more car parking is required this could possibly be made available at the western end of the park to ease the congestion when the park is busy, all these options need to be analysed and options put forward to the council.

Centenary Park has received significant funding from 106 monies since its opening, this has been used for maintenance and replacement of machinery. These funds are quickly running out and the Town Council need to look at increasing its revenue from the park users to bridge this gap in funding or the precept will need increasing significantly in the future to cover the costs.

The car park lighting also needs addressing with solar and wind powered street lighting as a future option to help reduce Co2 and costs.

## 2. Options for Council

To set up a TFG to look at the options and make recommendations how to move forward and possibly increase income revenues. This could include a survey of residents, stakeholders, and users of the park on the subject and analyse any data received.

## 3. Reason for recommendation

To future proof Centenary Park as a great asset to the town and its residents.

## 4. Expected benefits.

### a. The community

Future proofing the park.

**b. The environment**

Possible ev charging points, solar and wind powered street lighting.

**c. Other**

Increasing revenue to make the park self-sufficient rather than relying on taxpayer funding.

**5. Implications**

5.1 Legal	
5.2 Risks	
5.3 Financial	Future funding bids, use of CIL, outside bodies to fund ev points installations etc.
5.4 Time scales	5 years
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	Solar and wind power use
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

**6. Appendices**

From: [REDACTED] <[REDACTED]>  
Sent: Sunday, February 4, 2024 2:00 PM  
Subject: Electric Vehicle Charging in the Town/Parish

Hello,

I was wondering if you would consider allowing public electric vehicle chargers to be installed in your Parish or Town car park land? This would be at no cost to you and you would receive a rental income for each installed charger.

To give you some context, I currently work for a large county council deploying Electric Vehicle (EV) chargers for them and on behalf of other Local Authorities including Town and Parish Councils. I have been negotiating EV contracts for 7 years so I fully understand the opportunity and indeed specific challenges that Town and Parish Councils face. To have a wider impact my wife and I set up a small business matching EV chargepoint operators who are looking for land, with smaller landowners.

We work on your behalf to make sure you get a rental payment at market value from the chargepoint operator who pays to install, maintain and operate the chargers for the contract term. The Council wouldn't be required to pay for anything and we only work with reliable, ethically minded chargepoint operators. We usually look for at least two car parking bays on land with vehicle access, ideally close to village halls or other amenities.

Our website provides more information and I have attached a FAQ sheet here and a few slides about us.  
Website: [www.ruralEVcharging.co.uk](http://www.ruralEVcharging.co.uk)

Please do let me know if this is of interest. I would be happy to chat this through to answer any questions you might have or can give a short presentation to councillors to talk it through.

Many thanks indeed,

Tim

Tim Middleton

 Rural  
EV Charging  
w: [www.ruralEVcharging.co.uk](http://www.ruralEVcharging.co.uk)

e: [REDACTED]







<b>Committee:</b>	LA&E	<b>Agenda Item:</b>	LA 925
<b>Meeting date:</b>	Tuesday 18 <sup>th</sup> June	<b>Authors:</b>	Meetings & Projects Officer
<b>Subject:</b>	<b>Centenary Park Signs Update</b>		
<b>Purpose:</b>	To update Committee on the status of the signage and agree the way forward		

**Recommendation(s):** To agree to the Meetings & Projects Officer continuing research for suitable signage for the location.

## 1. Background

Following agenda item LA 909 the TFG met and came up with the following revised logos / words for the signage:-

Item number	Text	Logo
1 (Centenary Park)	Park Name	PTC logo
2 (emer. #)	Emergency Phone Number (The Parks Officer has agreed to this)	Phone
3 (Defib)	Defibrillator	Defibrillator
4 (Bowls)	-	Bowls
5 (The Hub)	-	Hub logo (stretched house)
6 (Football club)	-	Football
7 (Gateway café)	-	Café
8 (Downs)*	Gateway to the Downs	Ramblers
9 (Play area)	-	Play equipment
10 (Skatepark)	-	Skateboard
11 (Community orchard)	-	Apple
12 (Changing places)	-	Changing Places logo
13 (Toilets)	-	Toilets
14 (Bike group)	-	Bike logo
16 (Centenary park online info)	-	QR code (located lower down for ease of access)

\*South Downs National Park have provided brand guidelines for the use of their logo, which could take up to 3 of the rungs, similar to the image below. There is the possibility they could contribute towards the production of the sign as we will be including the logo/shared identity.



The location of the first of the Parks Signage is shown in the images below.



## 2. Options for Council

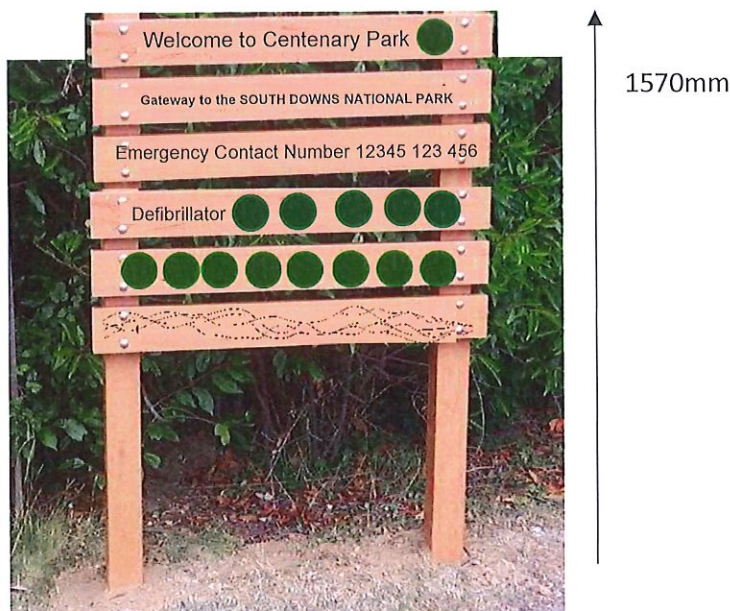
### Option 1

The company who supplied the signage in The Dell have explained that the maximum number of slats they supply for a recycled plastic ladder style sign are 6, otherwise the posts would need to be stainless steel.

Item	Dimension in mm
Height of each slat	109mm
Length of each slat	1000mm
Depth of each slat	40mm
Diameter of each logo	750mm,
Total height of the sign	1570mm

With 6 slats, using the logos and wording from the TFG, the format of the sign would look something like the below image (please note the image is a rudimentary mock up and does not represent the actual sign):-





The total cost for this option has been quoted to be £1,410.00 (ex VAT).

### Option 2

There are alternative companies that supply light coloured recycled plastic ladder signs, which the Meetings & Projects Officer could research. Currently the Meetings & Projects Officer has found one company (albeit with darker coloured recycled plastic) who supplies slats that are larger in height and with larger logos, for instance:-

- Slats: 150mm height (x 30mmd x 1000mmw)
- Logos: 120mm

### Option 3

Locate a sign that displays a simple 'Welcome to Centenary Park' nearer to the entrance of the park, with way-finding markers within the park itself.

## **3. Reason for recommendation**

With regards to option 1, the dimensions seem small considering the restriction of each slat height, the logos each only be 7.5cm, and the overall sign limited to 6 slats (if the whole item is to be recycled plastic).

Option 2 provides the possibility of providing a more suitable sign for the location, which serves people in cars as well as pedestrians.

Option 3 would be a way to provide consistent signage to the entrance of each park more cost effectively. And the way-finding signage within the parks could then form Phase 2 of the project.





George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 926
<b>Meeting date:</b>	18/05/2024	<b>Authors:</b>	
<b>Subject:</b>	<b>Complaints update</b>		
<b>Purpose:</b>	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
- b. The environment
- c. Other

**5. Implications**

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

**6. Appendices**



<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 927
<b>Meeting date:</b>	18 June 2024	<b>Authors:</b>	Parks officer
<b>Subject:</b>	Fence request		
<b>Purpose:</b>	To discuss		

**Recommendation(s):**

**The committee are asked to discuss the request for a wire fence to protect the wooden fence.**

## 1. Background

There has been a request from a resident for a wire fence to be erected to stop ball hitting their wooden fence they have a property backing onto the old sports park area of Centenary Park. The resident originally sent an email to the councillors on the L&A committee in 2018 and were informed by councillors that they did not feel PTC would pay for the extra fence, but there was some confusion on the resident's side, but this was never addressed in 2018.

### History

On the eastern side of the playing field opposite their property there does remain a wire fence, this is the original boundary to the park and was not erected by Bovis, when developers built that side, they put up wooden fences on the exterior and left the old wire fence in place. The western side has no wire fence as PTC sold part of the field to developers, so the original wire boundary fence was removed to make room to build the houses.

We have several parks with properties backing onto them and do not get involved in any repairs as the fence belongs to the properties and not to PTC. In the past any requests for PTC to fix private fences have been turned down by officers.

When the houses backing onto the MUGA courts complained about balls entering their gardens PTC did put up a 10-meter-high net system to help prevent this, but this was because it was a regular occurrence 7 days a week.

This request is for a wire fence in front of a wooden fence to stop balls hitting it.

## 2. Options for Council

- I. To decline the request.
- II. To agree to installing 40 metres of 2.5-meter-high wire fence at an estimated cost of up to £3000.00 to match the original wire fence.
- III. Research erecting signs asking to avoid hitting the fence with balls.

## 3. Reason for recommendation

As the original email in 2018 was sent to the L&A committee members, officers thought this should be discussed by the current L&A committee so a decision could be made.



#### 4. Expected benefits.

**a. The community**

n/a

**b. The environment**

n/a

**c. Other**

n/a

#### 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	No budget for a new fence
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

#### 6. Appendices

Picture showing the wooden fence.





Picture showing the original wire fencing



#### THE FULL EMAIL TRAIL FROM 2018 TO 2024

*This original email was sent to councillors on the L&A committee on 27<sup>th</sup> sept 2018,*

*We are writing to enquire as to the possibility of PTC installing an extra boundary fence between the houses in the new(er) part of Gladys Avenue and the adjoining playing fields.*

*We moved into our house in March 2016 and over time have experienced increasing damage to our fence from footballs being kicked against it. It is only a matter of time before we will be required to replace some or even all the panels once the damage becomes too great to ignore.*

*We are aware that the houses adjoining the fields that are situated in Westview Close and Arundel Road have an extra mesh wire fence about 30cm further out from their property's own fence which protects it and acts as a "rebound" barrier in the instances of balls being kicked against them.*

*When Bovis built our development, they did not install any extra fencing, simply putting in the gravel boards and wooden panels that we have at present.*

*We are aware that this is all that they were required to do under their planning application and as we are over two years past them leaving the development there is little to no chance of them doing so now.*

*From what we overhear the coaches from the football club are great at stopping the children from using our fence as a goal but most of the instances occur when they are not being directly supervised or by spectators not actively involved in the training sessions or matches.*



*It also occurs with other members of the public outside of the club sessions so isn't an issue solely related to the football club.*

*We have attached a number of photos for information. The first shows the location of our house circled on Google Maps. The next two are examples of the fences that back onto the Westview Close and Arundel Road houses and the next five are examples of the damage already caused (taken from both inside our property and from the playing field.*

*We are aware that there is always a risk when it comes to buying a house next to existing playing fields but don't feel that this means we should also expect to incur significant replacement costs when the time comes.*

*We are keen to stress that that we have no problem whatsoever with the football club. We have not felt the need to involve them in this and appreciate that they are not responsible in any way.*

*We hope that might consider our request and if you would like to discuss this further, please do not hesitate to get in touch.*

#### **THE REPLY FROM A COUNCILLOR WAS.**

I am in receipt of your email of yesterday's date 27th September 2018 for which I thank you, together with the photographs which are very useful when dealing with an issue as yours.

I am not sure that PTC would be able to help you with an extra fence. It could be well out of our remit, However, that does not mean to say we will look into it for you.

The senior groundsman is away on leave this week and due to return on Tuesday, I will ask him to look at the area and see if there is anything we might be able to help you with. But I will not promise.

It is very annoying for the fence to be continually hit by ball not just from the noise it causes, but the cost of having to replace the fence at some time, the panels are not cheap.

Please allow 7 clear working days for a further reply from Monday 1st October 2018. That gives the groundstaff time to view the problem and possibly suggest a solution.

#### **WITH A FURTHER FOLLOW UP EMAIL**

I have received a reply from the senior groundsman who informed me he had already been notified to the problem you are experiencing, and he explained about the land being sold to Bovis.

It would appear, there is little we can do and you would need to erect another fence which would be costly. I would like to suggest perhaps you could apply for a grant from the football club to either pay for a fence or something towards it.

I will still look to see if there is any way we can help at town level, but it does not look promising. I will be in touch if I hear anything. In the meantime, I propose you speak with the football club and they may have some suggestion.

#### **THE RESIDENT REPLIED**

Thank you for the reply.

However, your email has left us a little confused - are you saying that the playing fields are in fact owned by Bovis? If so, this is a little surprising as we would have thought that as the pitches are maintained by PTC then they are the owner.

We would appreciate some clarity on this please - if we were to erect a fence ourselves in the position we described and requested in our initial e-mail then we would no doubt require the permission of the landowner. If the landowner is in fact PTC then we are back to square one again.

We also don't see how discussing the issue with the football club would help. They are not responsible for the actions of anyone outside of their club officials, coaches and players and we have already stated that we are happy that they do not encourage the use of our fence as a goal. We struggle to see what solution could be reached with them short of them having officials patrolling the fence during all training sessions and matches which you'll no doubt agree is an extreme and slightly absurd course of action to take.

We have no problem at all with the club and don't want to be in the position where we come across as the angry neighbours in dispute with a popular local community group.

Would you please be able to share the senior groundsman's reply with us so we could get a better understanding of the situation? We have never had any communication on this with anyone before our initial e-mail so are not sure who else notified him unless it was another one of our neighbours.

We have also copied this response to the town manager as we feel it would be worthwhile checking the council's asset register to clarify the ownership situation and have copied and pasted our original request to the bottom of this reply as it has been left off your response.

#### **NO FURTHER RESPONSE WAS GIVEN BY THE COUNCILLOR OR TOWN MANAGER IN 2018**

---

#### **THE NEW EMAIL FROM THE RESIDENT SENT ON MAY 8TH 2024.**

*Good afternoon,*

*In relation to the email trail below, we are writing to enquire whether it may be possible to revisit the issue of PTC possibly installing a wire mesh fence on their playing fields that adjoin the 2016 housing development on Gladys Avenue.*

*As you can see from the conversation below, we never got a reply to our follow up questions that we sent on 3 October 2018 in response to Councillor Harrison-Hicks email to us earlier that day.*

*Due to other concerns at the time, we didn't press the matter anymore and during 2019 we replaced 9 fence panels ourselves at considerable cost, however we are now starting to see the continued effect of footballs being kicked against them on these newer panels.*

*I have attached some photos taken today that show the latest damage that has occurred and also the existing extra fencing that the houses on Westview Close and Arundel Road that border the playing fields have.*





George Dyson  
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 928
<b>Meeting date:</b>	18/05/2024	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	<b>Dell notice board relocation</b>		
<b>Purpose:</b>	To decide		

**Recommendation(s):**

1. To decide on where to move the notice board being removed from the Dell northeastern entrance.

## 1. Background

At full council it was agreed to remove one of the Dell notice boards (located at the northeastern entrance to the park) as it is blocking the view to the banner board.

The Dell has two notice boards so we could look to relocate the notice board to another part of Peacehaven where there is a lack of notice boards.

There are several locations that could be considered.

- a) Next to the jubilee gym in meridian park (this is used as a cut through by many residents).
- b) At the entrance to Howard Park.
- c) On Centenary Park at the western entrance from Hoyle Road.

## 2. Options for Council

- I. Relocate the notice board somewhere in the Dell.
- II. Choose a different location for the notice board.

## 3. Reason for recommendation

The locations suggested will not need any licences from other councils.

## 4. Expected benefits.

- a. **The community**
  - Notice boards Keep residents up to date on meetings and events.
  - New locations will reach more residents.
- b. **The environment**
- c. **Other**

## 5. Implications

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

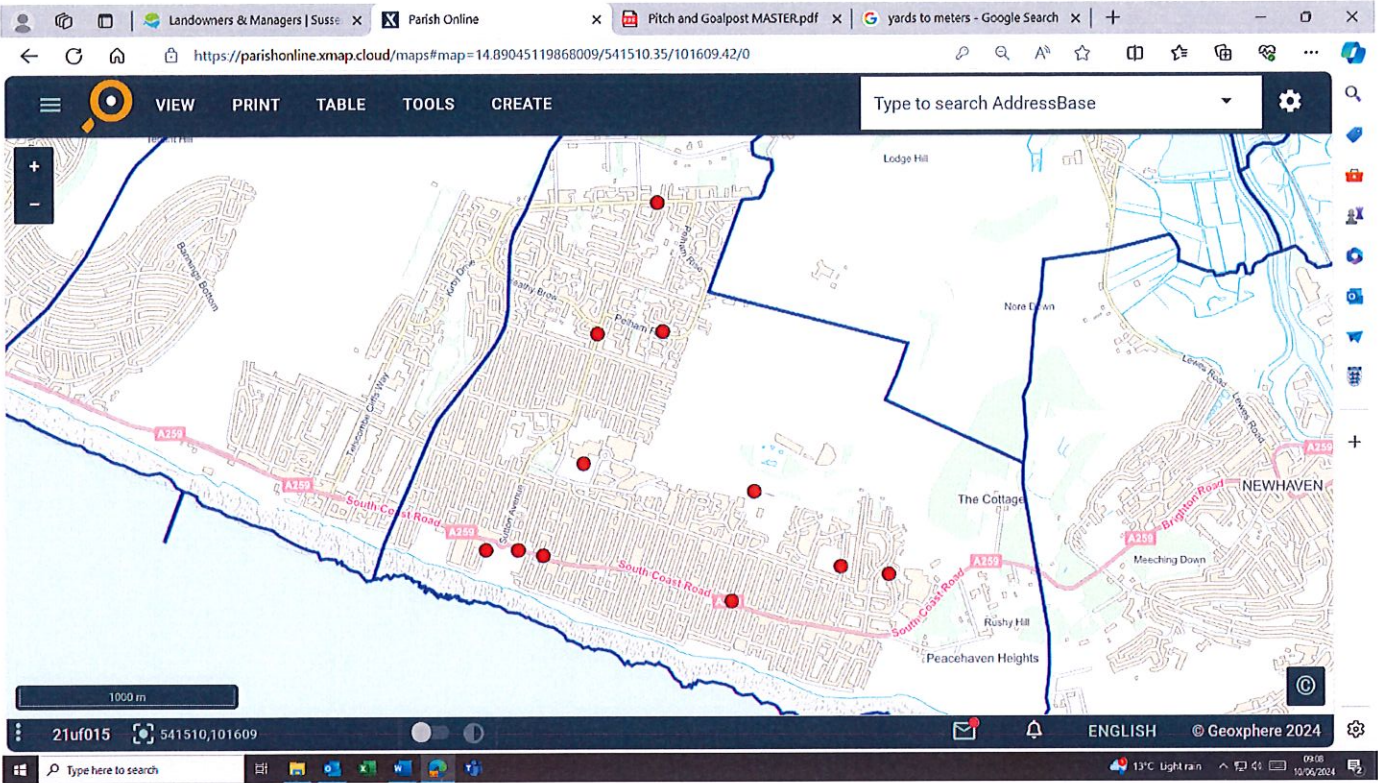
## 6. Appendices

The notice board.

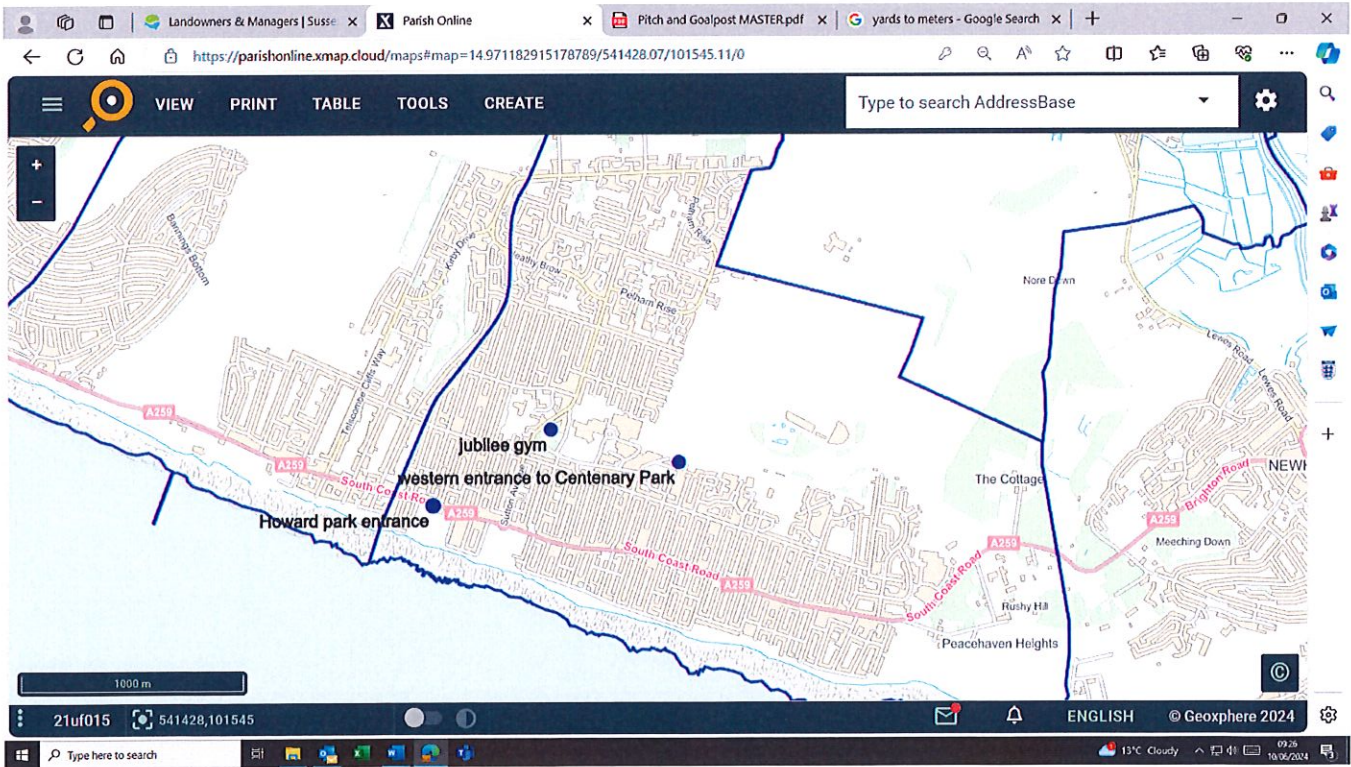




Map showing the location of all the notice boards.



Possible new locations to consider.









<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 930
<b>Meeting date:</b>	18 <sup>th</sup> June 2024	<b>Authors:</b>	Cllr. Sue Griffiths & Cllr. Aimee Harman, Cllr. David Seabrook
<b>Subject:</b>	Designs for signage / art installations in Centenary Park re. OVCA funding		
<b>Purpose:</b>	To reach agreement		

**Recommendation(s):**

To agree the designs for the signage/art installations in Centenary Park contained in the OVCA funding bid.

**1. Background**

In 2021 this Council put in a bid to the Ouse Valley Cares fund for a project in Centenary Park called "Gateway to the Downs." The project outline said:

*"The project involves planting native deciduous trees in an avenue leading walkers to the gate way (into the South Downs). Along with this, four themed mosaic sculptures will be used as way-marking posts to guide the local community onto the downland footpaths. A local mosaic artist will be commissioned to create this work and run workshops with the local community, specifically targeting local youths. The first post will be a totem pole with three fingers directing people to the paths. The last three will be animals or plants found on the Downs. A further interpretation panel about downland species and the network of footpaths will be installed at the gateway. A litter bin will be installed near the interpretation board at the entrance to the South Downs"*  
*The Leisure, Amenities and Environment Committee asked to approve the designs before they were actioned. This is the second stage of the project as the trees have already been planted."*

Minutes of L,A&E 19<sup>th</sup> October 2021 state:

**LA618 GATEWAY TO THE DOWNS**

*"Cllr, Griffiths reported that a meeting took place this morning. It has been agreed that detailed plans will come back to committee if funding is received from the Ouse Valley Cares Lottery Bid.*

- *Local artist Aimee Harman spoke and shared her ideas for signage in Centenary Park leading to the entrance of the South Downs National Park,*
- *Mosaic signs with a wildlife and nature theme.*
- *Involvement from local Residents/Children/Schools.*

*The signage can also be stretched to other areas around the Town including the Meridian Line walking route which the History WP are working on."*

Since 2021 the project has changed from Ouse Valley Cares to Ouse Valley Climate Action, but the funding is still there although the value has depreciated. The attached sketch has taken the financial constraints into consideration and there will only be three signs/art installations instead of four.

## 2. Options for Council

- a. To agree the design.
- b. To agree to amendments to the design.

## 3. Reason for recommendation

Agreement on the design will give access to the funding and allow the project to go ahead

## 4. Expected benefits

### a. The community

The project will meet directional needs and provide interest especially for children. It will encourage access to the South Downs, and the interpretation board will educate residents about the wildlife to be found on the South Downs.

Those involved in the creation of the sign posts will learn about creating art, health and safety, working together and communication skills . The project will engage with the young people of Peacehaven

The project will improve the quality and diversity of tourist facilities & attractions.

*Page 66 Peacehaven & Telscombe Neighbourhood Development Plan*

### b. The environment

Education is the first step towards the preservation of the natural environment of the Downs.

### c. Other

"The neighbourhood plan area is a gateway to the South Down National Park and its protected flora and fauna and range of nature." This project provides a Gateway to the South Downs.

*Page 69 Peacehaven & Telscombe Neighbourhood Development Plan*

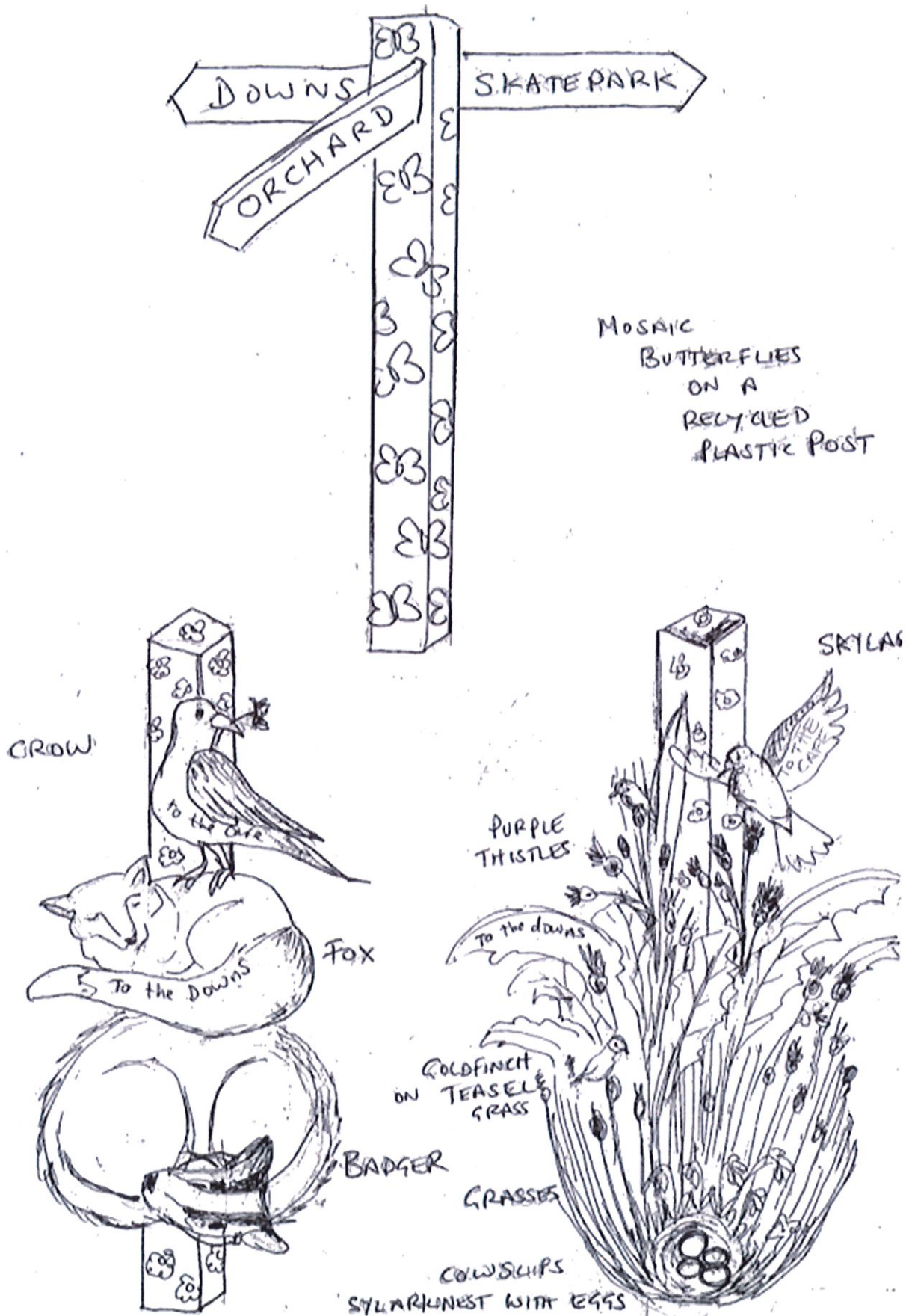
**PT14 d** Provision of appropriately designed and located signs and notices that improve the legibility of routes for users.

**PT15 e** Enhance the quality of the public realm and the streetscape within the built-up area, including new tree planting, landscaping, sustainable urban drainage, pocket parks and public art.

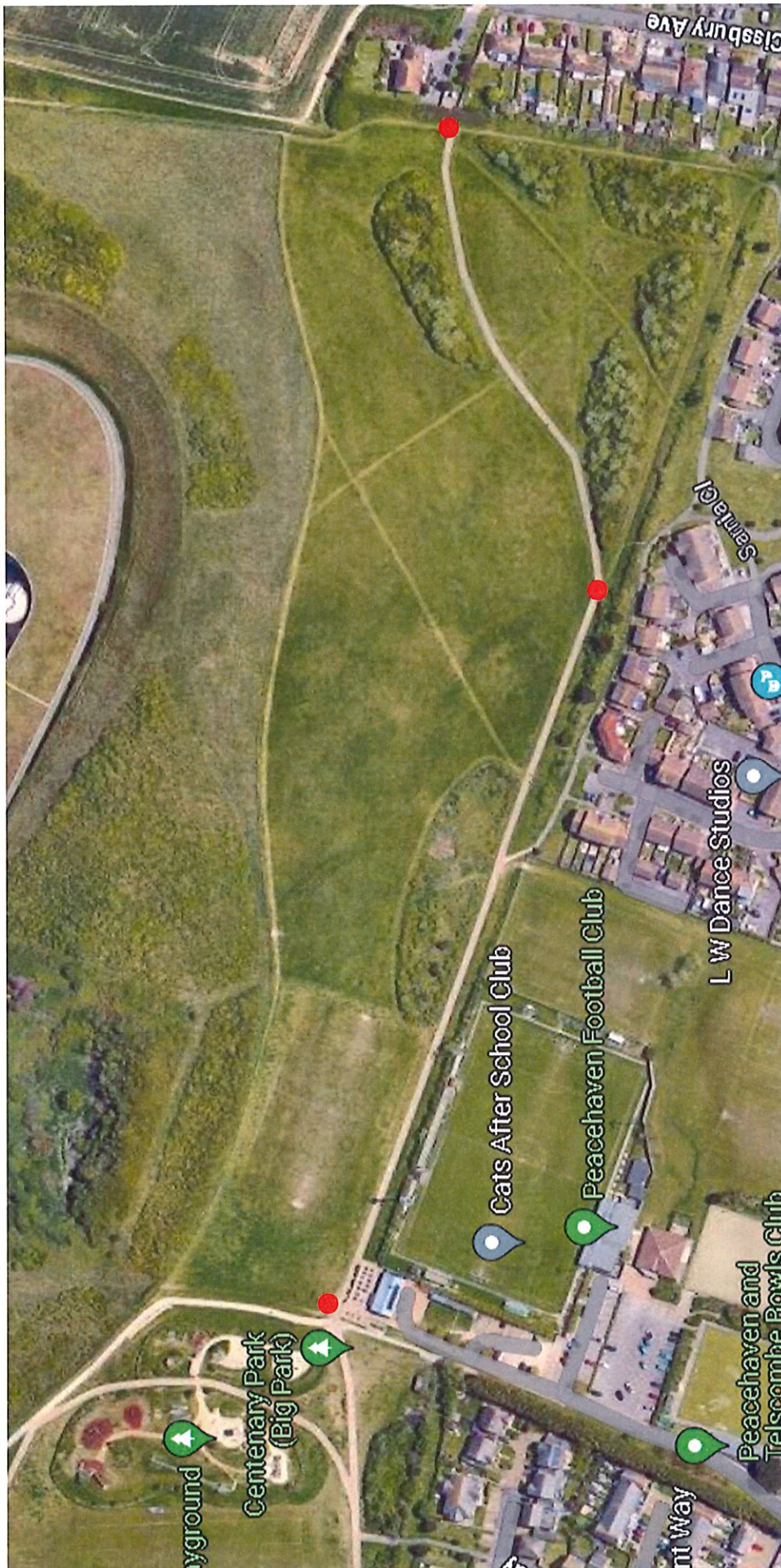
## Implications

5.1 Legal	Health and Safety at Work Act 1974 Safeguarding Children Guidance 2018 Equalities Act 2011 Data Protection Act 2018
5.2 Risks	The artist will have public liability insurance.
5.3 Financial	Funded by OVCA National Lottery Community fund.
5.4 Time scales	Workshop dates to be confirmed. Project end date is October 2025.
5.5 Stakeholders & Social Value	The project will encourage access to the South Downs by providing colourful way markers and an interpretation board showing wildlife on the Downs. Peacehaven & Telscombe Neighbourhood Development Plan.
5.6 Contracts	Contract with Artist to be put in place Agreement with OVCA.
5.7 Climate & Sustainability	Posts are recycled plastic.
5.8 Crime & Disorder	Potential for vandalism but as they will be made by children they may be respected.
5.9 Health & Safety	Risk assessment to be completed by the artist.
5.10 Biodiversity	No direct implications, however, education is the first step towards protecting the natural environment of the Downs.
5.11 Privacy Impact	Data Protection Act 2018 Photographs will only be taken with permission.
5.12 Equality & Diversity	Children working on the project will reflect the diversity of Peacehaven.













Complaint No.	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
154	02/04/2024	Email	Non PTC land	Fly Tipping	a sofa chair fly tipped on the grass verge	Reported to LDC	Referred to LDC	
158	08/04/2024	Phone	Centenary Park	Misc/Other	stiff door on the changing places unit	passed to the handyman	Closed	3
159	08/04/2024	In Person	Centenary Park	Misc/Other	toilet paper keeps running out at centenary park.	parks officer has contacted the contractor to confirm they have started the summer time cleaning rota which has an extra clean and check during the day.	Closed	1
160	08/04/2024	In Person	Centenary Park	Vandalism	graffiti in the playground	groundstaff scheduled to attend and clean the area in question.	Closed	2
161	09/04/2024	In Person	Allotments	Fencing	resident has complained about the scrubland not being maintained	investigated further and found the complaint was about the fence backing on to Montreal Close, so informed brickfast.	Closed	

Committee:	Leisure, Amenities, & Environment
Start Date:	25/03/2024
End Date:	12/06/2024
Status:	All

162	09/04/2024	In Person	Centenary Park	Misc/Other	cafe sliding shutter doors very stiff	we are investigating a solution to this issue	Open	
165	03/04/2024	Phone	Misc/ Other	Bins (non-household)	reports of dog poo bins knocked over everywhere	referred to ldc	Referred to LDC	
167	17/04/2024	Raised by PTC	The Dell	Fencing	central wooden post at the junction of the Dell and Rowe Avenue/Promenade has broken off at ground level	post has been replaced	Closed	14
168	16/04/2024	Letter	Allotments	Antisocial behaviour	new plot holder shouting at other plot holders	parks officer met with the person and explained their behavior was not going to be tolerated	Closed	2
177	09/05/2024	email	Misc/ Other	Health & Safety	wet floor in the hub after playgroup cleaning	parks officer contacted wild monkeys and asked them not to mop the floor unless cleaning a specific spillage	Closed	
178	09/05/2024	Phone	Centenary Park	Misc/Other	person stuck in the toilets at the cafe	groundstaff attended and freed the person within 5 minutes of being called and the handyman repaired the lock the next morning.	Closed	

185	08/05/2024	Email	Centenary Park	Fencing	footballs damaging fence backing onto Centenary Park youth pitch area	report to committee	Open	
188	20/05/2024	Phone	Non PTC land	Overgrown paths	overgrown pathway at the rear of pelham close behind 17/18/19/20 this happens every year	reported on fix my street	Referred to LDC	
199	04/06/2024	Email	The Oval	Overgrown paths	reports of the grass at the oval being 3ft high away from the cut path.	referred to parks officer for response.	Closed	
200	06/06/2024	In Person	Misc/ Other	Overgrown paths	pathway between sheepfold and roderick (near annex) overgrown. needs cutting.	will spk to parks officer	Closed	



201	06/06/2024	In Person	Misc/ Other	Vandalism	bus stop roderick ave (near annex) our notice board face defaced so resident unable to view posters.	will spk to parks officer	Closed	
202	06/06/2024	Phone	Misc/ Other	Grass verges	grass verges are discusting very high	advised to call escc	Referred	
203	07/06/2024	Phone	Misc/ Other	Grass verges	overgrown grass verge	advised to call escc	Closed	
204	07/06/2024	In Person	Misc/ Other	Animals	person has moved out of his home and left his homing pigeons with no home they are resting on top of the neighbours roof and making a lot of mess	advised enviromental health and justin king bird man for advice as well	Closed	

205	07/06/2024	Phone	Misc/ Other	Grass verges	grass verges over grown	advice to call escc	Closed	
206	07/06/2024	Email	Misc/ Other	Dog Bins	poo bin in roderick avenue north it needs a new post all parts of bin are still there	fix my street ldc	Closed	
207	07/06/2024	Email	Misc/ Other	Pavement/verge obstruction	weeds on cripps avenue near bus stop wheel chaired struggled to stay on the pavement	escc	Closed	
208	10/06/2024	Phone	Misc/ Other	Grass verges	path between 17/18/19 pelham close over grown tree and hedge	reported to fix my street	Referred to LDC	
209	10/06/2024	Raised by PTC	The Dell	Vandalism	damaged fence around the crater in the Dell	reported to police, fence to be repaired when time.	Open	

210	10/06/2024	Email	The Oval	Overhanging foliage	complaint via messenger. Oval grass too long, lots of dog mess and overgrown.	advised resident that a survey /leaflet drop was carried out in June 22 and it was requested by the majority of residents that the park be left as a wildlife area. The pathways are still cut and the rest is cut once per year. also advised of the next L&A committee meeting.	Closed	
211	11/06/2024	Email	Misc/ Other	OVER HANGING	WEEDS GROWING ALONG THE FENCE ON THE NEW HOUSING NORTH PART OF PELHAM RISE	ADVISED ESCC		