

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 C Gallagher, Cllr S Studd,  
Cllr S Wood, Cllr N Fabry, Cllr Griffiths,

**7<sup>th</sup> May 2025**

**Dear Committee Member,**

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held in the Anzac Room, Community House, Peacehaven on **Tuesday 13<sup>th</sup> May 2025 at 7:30pm**

**George Dyson**  
Town Clerk

**A G E N D A**

**GENERAL BUSINESS**

- 1 LA 1006 CHAIRS ANNOUNCEMENT**
- 2 LA 1007 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 1008 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 1009 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 1010 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18<sup>TH</sup> MARCH 2025**
- 6 LA 1011 TO AGREE OR REFUSE PRISTINE PAWS PROPOSAL**
- 7 LA 1012 TO NOTE BUDGET UPDATE**
- 8 LA 1013 TO NOTE ACTION PLAN**
- 9 LA 1014 TO NOTE ALLOTMENTS UPDATE**
- 10 LA 1015 ALLOTMENT SHED ROOF**
- 11 LA 1016 TO NOTE THE COMPLAINTS LOG**
- 12 LA 1017 BUSINESS PLAN: TO AGREE TO SET UP A TFG THE SCOPE FOR SPORTS AND LEISURE PUBLIC CONSULTATION SURVEY ON POSSIBLE IMPROVEMENTS IN PEACEHAVEN**
- 13 LA 1018 BUSINESS PLAN: TO AGREE TO SET UP A TFG TO AGREE THE CRITERIA FOR THE ACCESSIBILITY TO THE PARKS AND OPEN SPACES AUDIT**
- 14 LA 1019 REQUEST FOR METAL DETECTING ON PTC PARKS**
- 15 LA 1020 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFG's)**
- 16 LA 1021 TO CONFIRM DATE OF NEXT MEETING AS THE 15<sup>TH</sup> JULY 2025**



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Minutes of the meeting of the Leisure, Amenities, & Environment Committee meeting held in the Anzac Room, Community House on Tuesday 18<sup>th</sup> March 2025 at 7:30pm.

**Present:** Cllr Sharkey (Chair), Cllr Gallagher, Cllr Wood, Cllr Fabry, Cllr Griffiths, Cllr Harman.

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

No members of the public were in attendance.

**1 LA 988 CHAIRS ANNOUNCEMENT**

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

**2 LA 989 PUBLIC QUESTION TIME** - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE, AMENITIES & ENVIRONMENT matter.*

There were no public questions.

**3 LA 990 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Studd and Cllr Ashby-Parkin. Cllr Harman was substituting for Cllr Studd.

**4 LA 991 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood declared an interest as an allotment plot holder.

**5 LA 992 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 21<sup>ST</sup> JANUARY 2025**

**Proposed by:** Cllr Gallagher      **Seconded by:** Cllr Griffiths  
The minutes of 21<sup>st</sup> January 2025 were **agreed** and **adopted**.

**6 LA 993 TO NOTE BUDGET UPDATE**

Cllr Griffiths asked about how much is left in the vandalism budget following the graffiti at Centenary Park this week. The Parks Officer confirmed that there was still money left in the vandalism budget.

Cllr Gallagher asked for some explanations regarding the CIL report.

The Committee **noted** the budgetary update.



#### **7 LA 994 TO NOTE ACTION PLAN**

The Parks Officer advised that the Pump Track has gone back onto the action plan following an update from Lewes District Council, otherwise there are no significant changes to the Action Plan.

The Committee **noted** the Action Plan.

#### **8 LA 995 TO NOTE ALLOTMENTS UPDATE**

The Parks Officer summarised the report. Cllr Wood asked about whether the Council could consider reducing the size of some allotments for tenants who would prefer a smaller, more manageable plot.

Cllr Gallagher asked whether the tenants who have not yet returned their tenancy agreements are still tending to their plots. The Parks Officer advised that he is planning on inspecting this week. Cllr Gallagher also requested that the Allotment Liaison Councillors meet with the Parks Officer in the coming week.

#### **9 LA 996 TO NOTE COMPLAINTS LOG**

The Committee **noted** the complaints log, also highlighting that the reported issues with Crows seems to have improved.

#### **10 LA 997 TO NOTE BUSINESS PLAN**

The Chair informed the Committee that she is meeting with the Clerk tomorrow to discuss the business plan.

Committee **noted** the business plan.

#### **11 LA 998 TO AGREE THE OVAL TFG REPORT**

The Parks Officer summarised the recommendations from the TFG in the report, particularly relating to accessibility to the park and the grass cutting schedules.

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

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

#### **12 LA 999 TO NOTE THE FA FOOTBALL PITCH REPORT**

The Parks Officer summarised the report, highlighting the improvements to the pitches.

The Committee **noted** the report.

#### **13 LA 1000 TO NOTE PLAYGROUND CONDITION OF EQUIPMENT REPORT**

The Parks Officer introduced the report and gave some additional background information to the playgrounds, and informed Committee that he is also working on a project looking at a 10-year plan for the parks.

The Chair asked about whether a list of play equipment works needed could be put into some sort of priority order, the Parks Officer expanded on how this could be done.

Cllr Gallagher asked about the possibility of putting some natural play equipment in, the Committee discussed how inclusive some of this sort of equipment is.

Committee **noted** the report.



#### **14 LA 1001 TO NOTE MUGA COURT UPDATE**

The Parks Officer summarised the report to the Committee.

Cllr Gallagher asked that the plans be sent around to Committee members again, the Parks Officer advised that we are awaiting an updated plan from Lewes District Council, and will circulate it once available.

Committee **noted** the report.

#### **15 LA 1002 TO NOTE PUMP TRACK UPDATE**

The Parks Officer explained that a pump track in Centenary Park appears to have become a possibility again, but that it's in the very early stages of discussion.

Cllr Gallagher highlighted that the matter would need to come back to Council for discussion to see if it's still a priority and a sensible use of CIL money. The Parks Officer advised that he would keep Committee updated with any progress.

#### **16 LA 1003 TO AGREE CAR LIGHTING REPORT**

The Parks Officer gave an overview of the report and the recommendations from the TFG, the Committee briefly discussed the provision of lighting in the car parks.

Cllr Gallagher suggested that the project should be put on hold until we know what is happening with the Hub refurbishment.

It was proposed that Committee note the report and request that the Policy & Finance Committee investigate how the project could be funded to install solar lighting, and that any broken lights look to be replaced.

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

#### **17 LA 1004 TO AGREE SIGNAGE REPORT**

The Parks Officer informed the Committee of the recommendation from the Meetings & Projects Officer.

It was proposed that Committee agree to proceed with the aluminium signs, quoted at £2927.33.

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

Committee asked for a slight reword from "Over/ Under 12s" to "Most Suitable for Under/ Over 12s" and from "Strong language" to "Offensive language".

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

The Committee asked to put on record their thanks to the Meetings & Projects Officer for her work on this project.

#### **18 LA 1005 TO CONFIRM DATE OF NEXT MEETING AS THE 13<sup>TH</sup> MAY 2025**

The next meeting was confirmed as 13<sup>th</sup> May 2025.

*There being no further business, the meeting closed at 20:21.*



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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1011
<b>Meeting date:</b>	May 13 <sup>th</sup> 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Dog wash station proposal		
<b>Purpose:</b>	To decide		

**Recommendation(s):**

The committee are asked to consider a proposal for a dog washing station at centenary park and to either agree to taking it forward or decline the request.

**1. Background**

The Parks Officer was approached by a company asking to install a dog washing facility in Centenary Park.

As this is a potential new income stream, the company were invited to do a presentation before tonight's meeting so the committee could decide if it should be supported.

The proposal is for a zero outlay from PTC and a monthly rental income of £100 with 10% from any sales also coming to PTC, plus all utilities used paid for, on an initial 1 year contract.

**2. Options for Council**

The committee are asked to consider a proposal for a dog washing station at centenary park and to either agree to taking it forward or decline the request.

**3. Reason for recommendation**

The council has been investigating new income streams to help cover the costs of running the town, this could potentially bring in £1-2000 per year.

**4. Expected benefits**

New amenity for the residents

New income for the council

Possibly increased use of the park.



## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Potential income
5.4 Time scales	2026
5.5 Stakeholders & Social Value	A new amenity for the town
5.6 Contracts	yes
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Values & priorities alignment

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

<b>6.7 Which business plan item(s) does the recommendation relate to?</b> Improved amenities in Peacehaven.
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## 7. Appendices

Proposal for siting of units within Centenary Park, Peacehaven



# PRISTINE PAWS



**DIY Dog Wash'n'Dry**

May 2025

# Executive Summary

This proposal outlines a strategic partnership between **Pristine Paws (PP)** and **Peacehaven Town Council (PTC)** aimed at supporting the local community, enhancing the visitor experience to the area, while simultaneously driving increased traffic and providing an additional revenue stream for PTC.

By leveraging PP's expertise in pet services and PTC's extensive support for the local community, the partnership seeks to create a pet-friendly environment that will attract more visitors, particularly pet owners.

#### **Benefits of the Partnership:**

- **Enhanced Visitor Experience:** Offering pet-friendly options will attract more visitors and enhance the overall appeal of **Centenary Park**.
- **Increased Foot Traffic:** Pet owners are a growing demographic, and the partnership will draw them to the PTC site, leading to higher visitor numbers.
- **New Revenue Streams:** PTC can generate additional income through the introduction of a new paid pet service while also benefitting from increased spend at the cafe as pet owners visit more frequently.
- **Brand Alignment:** Both organizations will align themselves with positive community-focused and pet-friendly initiatives, improving public perception and loyalty.

**This partnership presents a unique opportunity to create a mutually beneficial relationship that supports both community engagement and business growth.**





## How it Works

A unique self-service **dog wash station** that offers an easy, convenient and enjoyable experience for pet owners, enhancing the bond between them and their pets. The service is designed to eliminate the hassle of traditional pet grooming, offering a fully automated, contactless wash experience in a safe, clean, and user-friendly environment.

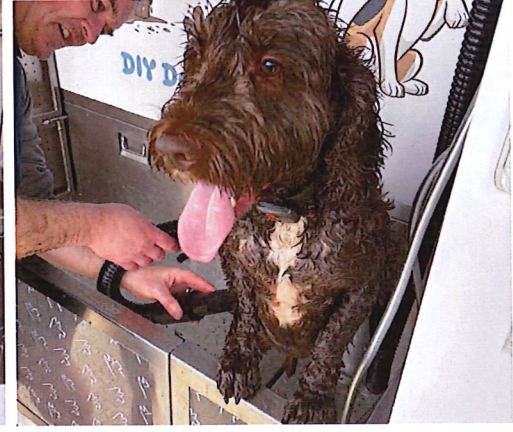
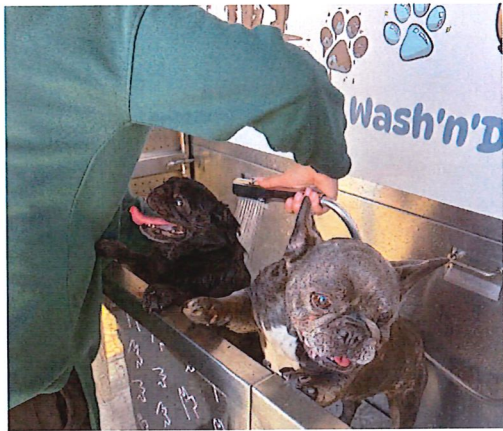
### How It Works:

1. **No Appointment Needed:** Pet owners can simply walk up to the station at their convenience, with no need for reservations.
2. **Simple Setup:** After entering the station, owners can either place their dog in or allow their pet to jump in, where the dog will be secured comfortably for the wash.
3. **Contactless Payment:** Using a contactless tap system, customers select the wash cycle (10-minute standard or extended for more "fluffy" or "mucky" dogs) via an easy-to-use digital screen.
4. **Wash & Dry:** Pet owners then select the appropriate warm rinse, shampoo, conditioner, and blow-dry cycle, all designed for comfort and efficiency:
  1. **Shampoo & Conditioner:** With optional herbal and leave-in treatments.
  2. **Water Temperature:** Warm water ensures comfort for pets year-round.
  3. **Blow-dry Options:** Two settings (low & high) for a comfortable drying experience.

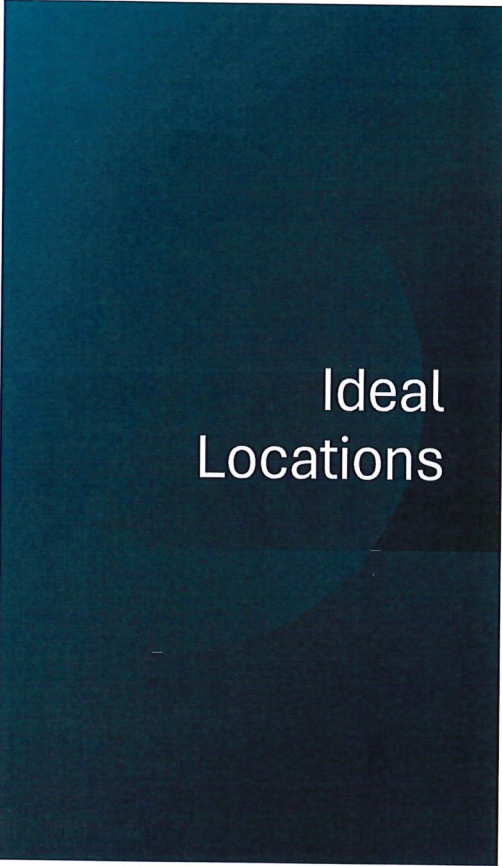
This service offers a **hassle-free, affordable, and time-saving** solution for pet owners who wish to give their dogs a thorough wash without the stress (and much higher cost) of traditional pet grooming. It also eliminates the mess of washing dogs at home or cleaning out the car.











## Ideal Locations

With a strategically located station, we aim to provide convenient, high-quality pet care in one of the best areas in Peacehaven.

Our **ideal locations** are:

- **Proximity to Popular Dog-Walking Areas:** Near parks, beaches, public gardens, and other popular dog-friendly venues where dog owners frequently visit.
- **Convenient Access:** Ideally situated close to **car parks** and other essential amenities (such as pubs, cafes, or local shops) to ensure maximum foot traffic and ease of use for pet owners.
- These locations not only enhance the **convenience** for customers but also align with the **local community's needs**—offering an accessible and seamless experience for dog owners who are already enjoying the outdoors with their pets. We understand that many dog owners are already visiting these areas for walks and socializing, so placing our dog wash stations in these high-traffic, easily accessible spots will drive the highest level of success.

By combining **convenience**, **accessibility**, and a **strong local presence**, this service is positioned to be a highly successful addition to our area, benefiting both pet owners and local businesses.

## Specific Location

In collaboration with PTC, we are eager to discuss and identify the most strategic location for our dog wash stations, prioritizing **access, footfall, and proximity to amenities**. Based on our experience and knowledge of local areas, we have identified **Centenary Park**, alongside the Gateway Café as a particularly strong candidate for the service:

We are committed to working closely with PTC to identify the best possible venues in terms of **accessibility, visibility, and supporting local infrastructure**. By placing our dog wash stations in this carefully selected spot, we aim to meet the needs of local dog owners while enhancing the experience for visitors and increasing footfall to nearby businesses.







- Area around the Changing Places facility offers easiest way to facilitate installation with power, water supply and drainage in close proximity





- Alternative locations include where the 'bike rest' is situated (more difficult for drainage/power) or in the car park areas (would need to use football club amenities)

# What PP Manage - The Self-Service Dog Wash

PP manage every aspect of the **self-service dog wash stations** to ensure they operate seamlessly, offering a hassle-free experience for pet owners and a smooth operation for local partners. Our responsibilities encompass everything from installation to ongoing maintenance, ensuring that stations are always clean, well-stocked, and fully functional, to include:

## 1. Installation (Guide provided in Appendix)

- **Station Setup:** We oversee the complete installation of each dog wash station, ensuring it meets all safety, operational, and aesthetic standards.
- **Surrounding structure:** To protect the station and users from the elements.
- **Infrastructure:** We handle the installation of the necessary plumbing, electrical systems, and digital payment systems to ensure stations are ready for use from day one.

## 2. Ongoing Maintenance

**Regular Cleaning & Servicing:** Our team conducts frequent visits to clean, inspect, and maintain each station. This includes:

- **Cleaning Filters:** Ensuring all filters are cleaned and replaced as needed to maintain optimal performance.
- **Equipment Check-ups:** Checking hoses, dryers, and digital screens for functionality.
- **Station Disinfection:** Regular sanitation of each station, ensuring a clean, hygienic environment for both pets and their owners.
- **Shampoo & Conditioner:** We ensure the station is stocked with high-quality, pet-safe shampoos, conditioners, and optional herbal treatments; replenishing supplies as necessary.

**3. Public Liability Insurance** to cover any potential risks associated with the operation of the self-service dog wash stations, ensuring peace of mind for both customers and local councils.

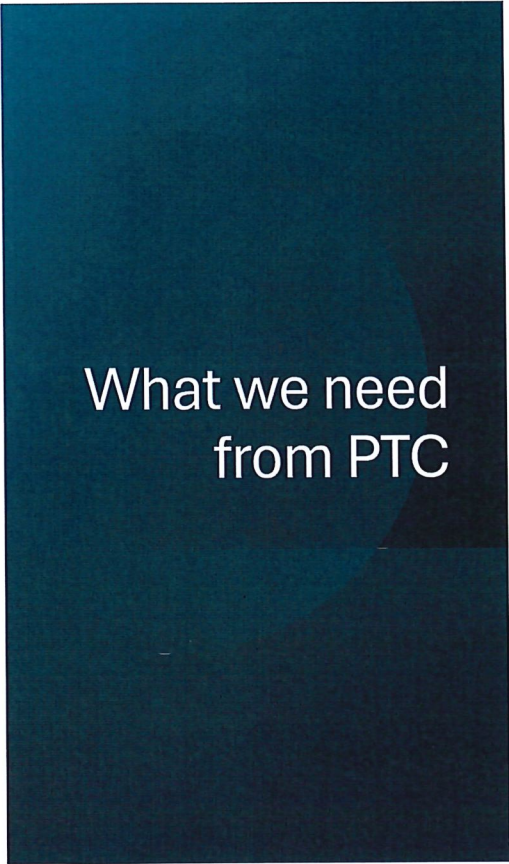
## 4. Payments and Associated Costs

- **Cashless Transactions:** We manage all payment systems, ensuring that customers can pay via **contactless methods**. **No cash is held in the units**, eliminating any security risks.
- **Revenue Monitoring:** We track payments, monitor usage patterns, and ensure accurate revenue collection.

**Everything to Keep Things Running Smoothly:** We handle every operational aspect of the self-service dog wash, ensuring the service is always available, functional, and efficient. This includes:

- **System Updates & Troubleshooting:** Ensuring digital interfaces and automated systems are always up-to-date and operational.
- **Customer Support:** Offering assistance through helplines or digital channels if users encounter any issues.
- **Site Management:** Making sure the dog wash stations remain easily accessible, safe, and welcoming for all customers.





## What we need from PTC

To ensure the successful installation and operation of the self-service dog wash stations, we require the following from **PTC**:

### 1. A Suitable Space

- **Prime Location:** We need a designated area that is easily accessible to the public, ideally close to high footfall locations such as parks, beaches, cafés, or other pet-friendly venues.
- **Clearance:** Sufficient space around the station to allow for safe operation, user access, and maintenance. This includes space for the station itself, the necessary utilities, and any additional equipment (e.g., bins, signage).

### 2. Cold Water Feed

- **Water Supply:** We require an **insulated cold-water feed** to the dog wash unit. This will be used for the washing and rinsing process, ensuring a comfortable experience for pets. The station will have an internal heating system to manage water temperature.

### 3. Ability to Pipe into Waste

- **Waste Disposal:** The station will need to be connected to the **wastewater pipe system** to ensure that the water used during the wash cycles is properly drained and disposed of. This is a critical requirement to maintain cleanliness and prevent water buildup at the station.

### 4. 32amp Power Supply

- **Electricity Supply:** The station requires a **32amp power supply** to operate the various components, including the wash cycle, drying functions and digital payment system. This ensures the station runs efficiently and reliably at all times.

### 5. Hardstanding Surface

- **Solid Ground:** The dog wash units weigh approximately **150kg**, so we need a **stable, level, and durable surface** for installation. We suggest a hardstanding base such as **concrete, tarmac, or MOT** (crushed stone) to support the weight and ensure safe, long-term use.
- **Foundations:** If necessary, we are happy to work with PTC to plan and build a suitable base using the recommended materials, ensuring the station is secure and able to withstand environmental wear and tear.



# Revenue Model – Proposal for Partnership

In order to structure a mutually beneficial partnership between **PP and PTC**, we propose 2 **revenue model options** to discuss and refine. These models can be adapted based on the needs and preferences of PTC, ensuring that both parties can achieve a fair and sustainable arrangement.

Here are the key models we would like to explore:

## 1. Monthly Ground Rent + Agreed Cost of Utilities Per Wash

- **Ground Rent:** PP would pay a fixed **monthly ground rent** to PTC for the use of the space where the unit is installed. This provides PTC with a consistent and predictable income stream.
- **Utilities:** In addition to ground rent, PP would cover the **cost of utilities** ie water and electricity based on the number of washes conducted each month. The cost could be agreed upon upfront and adjusted as needed to reflect actual usage.

## 2. Revenue Share – % Split on All Revenue

- **Revenue Split:** A more flexible approach where **PP and PTC share the revenue generated** from the self-service dog wash stations. This would include:
  - **Revenue from Wash Fees:** A percentage split of the income from customers using the wash stations.
  - **Additional Income:** Any additional income streams, such as upsells (e.g., herbal shampoos or extra drying time) or potential future advertising revenue, would also be included in the split.
- This model allows PTC to benefit from the overall success of the station, with **no upfront costs** for utilities, as these would be covered by PP through the split.



# Proposed Agreement

## Initial One-Year Agreement with Option to Extend for 3-5 Years

- **Trial Period:** We propose an **initial one-year agreement** as a trial period, during which the performance of the stations can be assessed, and adjustments can be made to optimize the partnership.
- **Extension Option:** After the initial year, the partnership could be extended for a longer term, such as **3-5 years**, based on mutual satisfaction and the success of the service.

## Easy Relocation of Units

- **Flexibility:** If, for any reason, the partnership is not successful or the location becomes unsuitable, the self-service dog wash units can be **easily removed or relocated** to a more appropriate location. This flexibility ensures that both parties are not locked into a long-term commitment at an unsatisfactory site, allowing for quick adaptation and optimization of the service.

# Marketing and Awareness

**Local Marketing Collaboration:** Driving awareness is key to the success of the dog wash stations, and we are eager to work with PTC to promote the service. Some ideas for marketing include:

- **Joint Promotion:** Co-branded campaigns, local press, social media promotion, and community events to raise awareness of the new pet-friendly amenities in the area.
- **Incentives:** Offering special promotions or discounts to encourage the first few users at each station.
- **Targeted Outreach:** Engaging local dog-walking groups, pet stores, cafes, and businesses to spread the word and attract potential customers.
- **Building Community Engagement:** We believe that the partnership can have broader community benefits, so integrating the dog wash station into the local fabric is important. We would like to explore opportunities for:
- Cross-promotion with nearby dog-friendly businesses (cafes, pubs, pet shops, etc.).
- Community events where pet owners can interact, perhaps offering special deals or freebies at certain locations.

**We look forward to discussing ideas with PTC on the best ways to build awareness and drive foot traffic to the stations. This could include leveraging PTC's local marketing channels as well as PP's social media presence**



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## Proposed Next Steps



**Location Finalization:** Work together to select the **highest-priority, viable location** for the initial installation, with a focus on accessibility, footfall, and community engagement.



**Revenue Model Discussion:** Agree on a **final revenue model** and specific terms, including a **1-year trial period** and options for future extensions.



**Marketing Strategy:** Develop a collaborative **local marketing plan** to build awareness, drive usage, and support local businesses.



**Partnership Agreement:** Formalize the agreement, incorporating all of the above details, with an initial focus on the first trial location.



## Summary

We are excited about the potential of this partnership and believe that together we can create a valuable, community-focused service for local pet owners and businesses. We look forward to hearing PTC's thoughts on these suggestions and discussing the next steps in greater detail.

Please let us know if there are any additional aspects you would like to explore or adjust before moving forward!

## Contact

Dave Smith

Director

Pristine Paws Limited

[dave@pristinepaws.uk](mailto:dave@pristinepaws.uk)

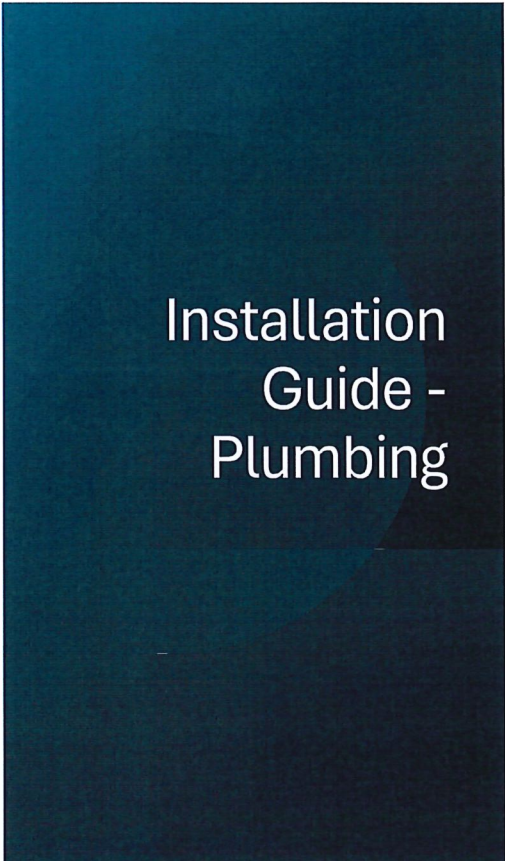
07931 349009

THANK YOU!





# Appendix



## Installation Guide - Plumbing

- The machine requires only a single cold feed inlet as it has its own in-built heater, located at the bottom right of the side panel. The machine will run efficiently off of the cold mains pressure usually supplied by the water supplier at **2 - 4 bar (30 - 60 PSI)**.
- For installation, a cold feed to the machine from the nearest or best available source of mains cold water on the property will need to be run. This feed will need to be taken from **within the property boundary** as per the **Water supply (Water Fittings) Regulations 1999**. A suitable route for the pipework will be determined by our installation team upon site visit and will be approved by yourself before undertaking any works.
- The machine also has one waste feed, located in the centre underneath the machine. The feed will be run using **1.5inch (43mm) plastic waste pipe** and will need to be run to the **nearest foul water drain** on the property.
- As the wastewater from the machine will be contaminated from animal contact (WRAS category 5 waste), it **must not be run into storm waste** drains (E.G guttering downpipe terminals) it **must be solely run into foul waste (sewage) drains**. Once again, the installation team will determine the best route for the waste pipework and then confirm with yourself before commencing works.

# Power & Electricity

240v single phase 32amp supply. LIVE, neutral & earth.

32amp supply with a local means of isolation via a rotary isolator.

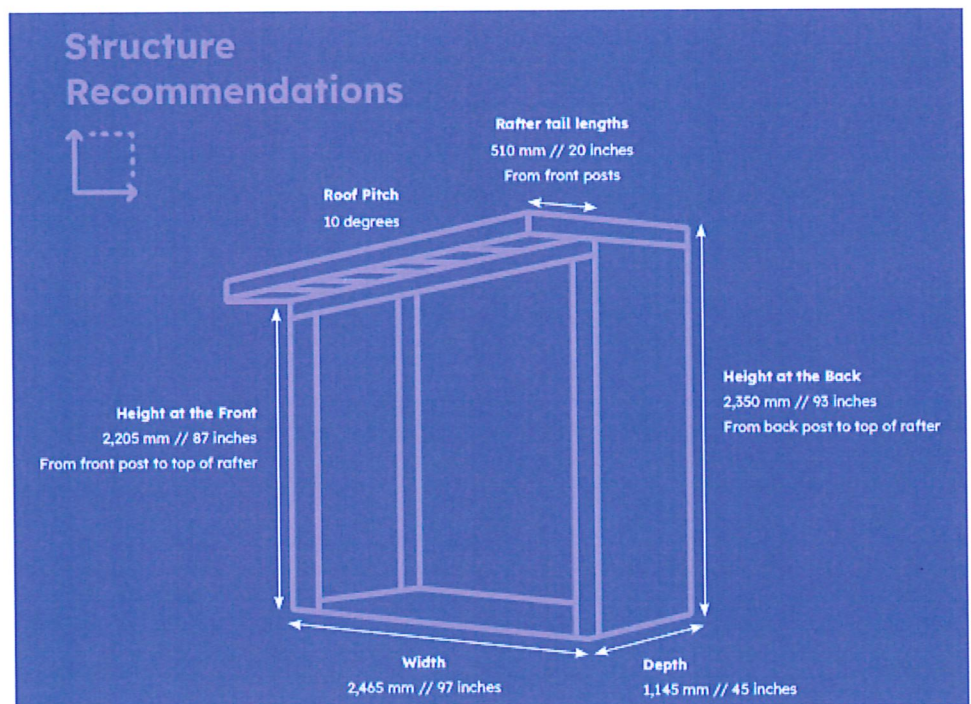
Recommended cable size:

6mm 3 core swa





## Structure Recommendations





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Town Clerk

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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1012
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<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. Values & priorities alignment

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

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

## 7. Appendices

## Detailed Income &amp; Expenditure by Budget Heading 06/05/2025

Month No: 1

## Cost Centre Report

	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>							
4011 Training	0	2,000	2,000		2,000	0.0%	
4202 Repairs/Maintenance of Vehicle	0	7,000	7,000		7,000	0.0%	
4203 Fuel	120	5,500	5,380		5,380	2.2%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<b>120</b>	<b>16,100</b>	<b>15,980</b>	<b>0</b>	<b>15,980</b>	<b>0.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(120)</b>	<b>(16,100)</b>	<b>(15,980)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	0	3,645	3,645			0.0%	
1041 S/P Telephone Masts	0	6,383	6,383			0.0%	
1043 S/P Football Pitches	0	3,000	3,000			0.0%	
1061 S/P Court Hire	0	740	740			0.0%	
1111 Electricity	31	0	(31)			0.0%	
Sports Park :- Income	<b>31</b>	<b>13,768</b>	<b>13,737</b>			<b>0.2%</b>	<b>0</b>
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	600	600		600	0.0%	
4161 Cleaning Costs	2,314	11,500	9,186		9,186	20.1%	
4164 Trade Refuse	640	3,000	2,360		2,360	21.3%	
4171 Grounds Maintenance Costs	531	1,000	469		469	53.1%	
Sports Park :- Indirect Expenditure	<b>4,533</b>	<b>21,445</b>	<b>16,912</b>	<b>0</b>	<b>16,912</b>	<b>21.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,502)</b>	<b>(7,677)</b>	<b>(3,175)</b>				
<b>315 Big Park</b>							
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	<b>0</b>	<b>2,000</b>	<b>2,000</b>			<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	81	1,000	919		919	8.1%	
4112 Gas	0	1,000	1,000		1,000	0.0%	
4121 Rents	3,670	15,500	11,830		11,830	23.7%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	0	4,000	4,000		4,000	0.0%	
4326 Telephones	27	0	(27)		(27)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 06/05/2025

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	13,472	41,437	27,965	0	27,965	32.5%	2,957
<b>Net Income over Expenditure</b>	<b>(13,472)</b>	<b>(39,437)</b>	<b>(25,965)</b>				
6000 plus Transfer from EMR	2,957	0	(2,957)				
<b>Movement to/(from) Gen Reserve</b>	<b>(10,515)</b>	<b>(39,437)</b>	<b>(28,922)</b>				
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	0	9,363	9,363			0.0%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	0	19,363	19,363			0.0%	0
4101 Repair/Alteration of Premises	0	3,500	3,500		3,500	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	0	972	972		972	0.0%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	0	18,012	18,012	0	18,012	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,351</b>	<b>1,351</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	0	5,500	5,500			0.0%	
1050 Allotment Rent	87	2,650	2,563			3.3%	
Parks & Open Spaces :- Income	87	8,150	8,063			1.1%	0
4050 Allotment Costs	123	1,000	877		877	12.3%	
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	0	5,000	5,000		5,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	123	11,000	10,877	0	10,877	1.1%	0
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4141 Water Services	399	5,000	4,601		4,601	8.0%	
4164 Trade Refuse	0	500	500		500	0.0%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	161	4,000	3,840		3,840	4.0%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	560	22,000	21,440	0	21,440	2.5%	0
<b>Net Income over Expenditure</b>	<b>(596)</b>	<b>(24,850)</b>	<b>(24,254)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 06/05/2025

Month No: 1

## 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	132	18,185	18,053			0.7%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	0	160	160			0.0%	
1355 Wifi	0	210	210			0.0%	
<b>The Hub :- Income</b>	<b>132</b>	<b>19,155</b>	<b>19,023</b>			<b>0.7%</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	250	2,500	2,250		2,250	10.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(140)	3,000	3,140		3,140	(4.7%)	
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	27	420	393		393	6.5%	
<b>The Hub :- Indirect Expenditure</b>	<b>744</b>	<b>10,920</b>	<b>10,176</b>	<b>0</b>	<b>10,176</b>	<b>6.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(612)</b>	<b>7,735</b>	<b>8,347</b>				
<b>Grand Totals:- Income</b>	<b>250</b>	<b>62,436</b>	<b>62,186</b>			<b>0.4%</b>	
<b>Expenditure</b>	<b>19,552</b>	<b>141,414</b>	<b>121,862</b>	<b>0</b>	<b>121,862</b>	<b>13.8%</b>	
<b>Net Income over Expenditure</b>	<b>(19,302)</b>	<b>(78,978)</b>	<b>(59,676)</b>				
<b>plus Transfer from EMR</b>	<b>2,957</b>	<b>0</b>	<b>(2,957)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(16,345)</b>	<b>(78,978)</b>	<b>(62,633)</b>				



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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1013
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<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 current projects, larger projects like the hub roof and heating are under full council.

## 3. Reason for recommendation

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

## 4. Expected benefits.

### a. The community

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

### b. The environment

### c. Other



## 5. Implications

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

## 6. Values & priorities alignment

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

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

## 7. Appendices

## Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Centenary Park - Tackling Dog Faeces LA577 20/07/2021		Projects Officer/ Media officer	TBA	TBA	TBA	
OVCA entrance to the south downs N P project. LA 618	Papers all signed and forwarded on to the relevant persons.	TC/ Parks O/ Finance O	£13,000	National Lottery	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023		Projects officer		PTC budget and CIL	2023	
The Hub general improvement plan C1178	public survey is being compiled by the media officer	Parks officer/ projects officer/ finance officer/ Media officer	TBA	TBA	TBA	
Car park improvements at Centenary Park. LA924	Ovesco are looking at solar lighting options under P&F	Parks officer	TBA	TBA	TBA	
MUGA court refurbishment C1156, LA866	LDC have commissioned SSL to carry out a fresh analysis of the costs	Parks officer/ LDC	£150,000	Centenary Park 106 money	2025	
Pump track	No update from LDC	LDC Parks officer	£95,000	LDC and CIL	2026	

06/05/2025

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



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

## Completed projects in 2024.

1. Banner board relocation
2. Replacement gym equipment installation
3. OVCA tree planting gateway to the downs
4. Planting 50 trees donated by a resident used to fill in gaps from original planting in big park.
5. Urban tree challenge fund planted 29 trees.
6. Hub Building condition survey
7. Concrete pathway extension from Chalker's Rise estate to Centenary Park 106
8. Build Concrete steps from Thakeham homes to centenary Park. 106
9. Review of the survey results for the Oval and Epinay Parks.
10. Planted 30 small trees in Centenary Park applied for from the woodland trust.
11. Phase 2 of the pathway resurfacing paid for from CIL.
12. Howard Park – Resin bond the path and Accessible picnic bench installed
13. Pop-up shop request policy produced
14. Bowls green pathway re-laying and irrigation tank renewal
15. Overflow car park resurfacing project.
16. Dell playground new equipment using 106 money.



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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1014
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<b>Authors:</b>	Parks officer
<b>Subject:</b>	Allotment update		
<b>Purpose:</b>	To note		

**Recommendation(s):**

To note this report and agree the updated liaison role terms

## 1. Background

PTC took over the ownership and management of the allotments from LDC.

This includes taking in the subscriptions, inspecting the allotments, maintaining the supply of water, and dealing with any issues arising. there are currently 86 small plots and 10 large plots.

Tenancy agreements and yearly subscriptions were sent out in January, we had to issue 4 warning letters for lack of payment, these came in and paid immediately.

The committee are asked to agree to the updated liaison Councillor role guidelines in the appendices section.

## 2. Options for Council

To note this report and agree the updated liaison role terms.

## 3. Reason for recommendation

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

## 4. Expected benefits

### a. The community

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

### b. The environment

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

### c. Other



## Implications

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

## 5. Values & priorities alignment

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

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

## 6. Appendices

### ALLOTMENTS COUNCILLOR LIAISON ROLE - GUIDELINES

#### Do.

1. Make a regular visit to the Allotment Gardens as advertised on Notice Board  
The 4<sup>th</sup> Friday of the month between 2pm and 4pm (weather permitting).
2. Make ad hoc visits to the allotment gardens to provide contact to those unable to attend on 4<sup>th</sup> Friday at prescribed times.
3. Have knowledge of Allotment Terms and Conditions and Policy.
4. Complete and adhere to a Risk Assessment Form record date and purpose of visit.
5. Report to relevant Officer any observations or information considered to need follow up.
6. Put into practice the Civility and Respect pledge in all interactions with Allotment Tenants.
7. Approach all interactions with respect and professionalism, fostering a positive environment for discussion.
8. Adhere to all ethical guidelines, conflict of interest policies, and the Code of Conduct for Councillors whilst carrying out Council responsibilities.

9. Document meetings, communications, and agreements with stakeholders for accountability and future reference.
10. Act only as authorised by Peacehaven Town Council.
11. Remain open to feedback and dialogue.
12. Regularly report back to the council on liaison activities and stakeholder feedback to ensure accountability and transparency.

### **Don't**

1. Become involved in Complaints, these are dealt with by the Town Council in accordance with Complaints Policy
2. Inspect or interfere with any allotment plots.
3. Enter any plot without express permission of tenant, this includes the 60cm gap next to the boundary fences as this is part of the plot maintained by the tenant.
4. Involve themselves in enforcing Terms and Conditions.
5. Engage in resolving disputes or complaints of Allotment tenants.
6. Make decisions on behalf of Peacehaven Town Council.
7. Engage in Political canvassing on Allotment Gardens.
8. Interfere with a tenant or their allotment plot, ensuring their right to quiet enjoyment is protected.





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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1015
<b>Meeting date:</b>	May 13 <sup>th</sup> 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Allotment shed request		
<b>Purpose:</b>	To decide		

**Recommendation(s):**

The committee are asked to decide on whether to allow the shed on plot 47a to stay at 7ft 4 inches in height.

**1. Background**

Allotment holder on plot 47a asked for permission to erect a shed on their plot, permission was granted by the parks Officer with the proviso it adhered to the Terms and Conditions.

The plot holder agreed to this and erected his shed, which is self-built, we received a complaint that the shed did not adhere to the t&c's. The Parks Officer attended the plot and measured the height of the shed and found it to be 4 inches over the maximum 7ft height for a shed.

The plot holder explained this was due to him having a green roof fitted and he did not allow for the extra roof height this caused.

**2. Options for Council**

To agree to the shed remaining at the height it is

Or

Request that the shed height is lowered to within the sizes set out in the terms and conditions

**3. Reason for recommendation**

As the shed size is set out in the terms and conditions only the committee has the right to agree for a waiver of the T&c's

**4. Expected benefits**

## 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	

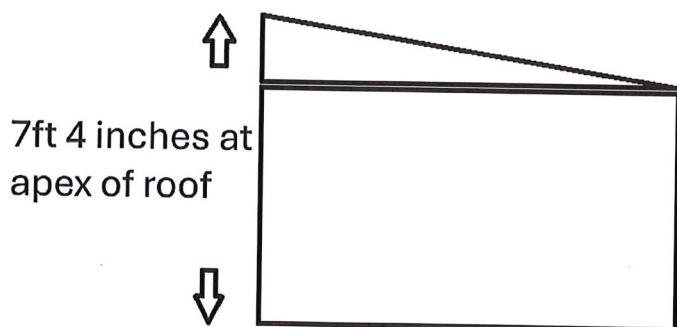
## 6. Values & priorities alignment

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

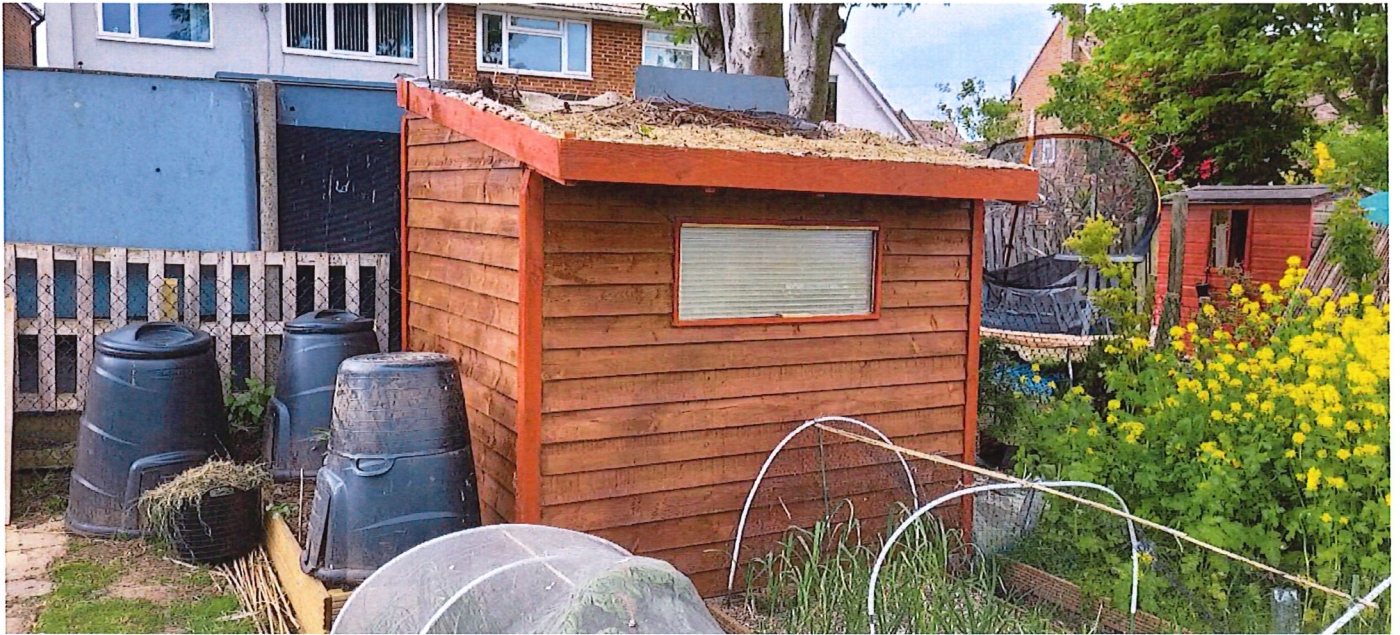
6.7 Which business plan item(s) does the recommendation relate to?

## 7. Appendices

Shed size











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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1016
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<b>Authors:</b>	Parks Officer
<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

Making sure complaints are dealt with effectively

##### b. The environment

##### c. Other

## 5. Implications

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

## 6. Values & priorities alignment

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

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

## 7. Appendices



	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status
579	04/03/2025	Email	Centenary Park	Health & Safety	exposed screw on play equipment in Centenary Park	attended site and repaired within 1 hour of receiving the complaint.	Closed
580	04/03/2025	Phone	Playgrounds	Fencing	fence ownership query at Firle Road playground	attended site verified it was the homeowner's fence, contacted them and they accepted this outcome.	Closed
583	10/03/2025	Phone	Epinay Park	Animals	at 3.50pm resident reported that Epinay park playground was covered in dog faeces	the site was attended by the handyman who found two lots of dog faeces near the playground, this was removed by 9am on the 11/03/2025	Closed
584	17/03/2025	Email	Non PTC land	Misc/Other	Needles reported in Roderick Road Toilets	Referred to Andy Strickland LDC Neighbourhood First	Closed
585	20/03/2025	Email	Non PTC land	Vandalism	broken playground equipment in "the bricky"	not PTC owned, forwarded on to LDC via the web site.	Referred to LDC
586	24/03/2025	Raised by PTC	Centenary Park	Vandalism	willow tunnels in playgrounds vandalised, broken sections	broken sections removed	Closed
	29/04/2025	In Person	Centenary Park	Antisocial behaviour	motor cyclist riding over the park and verbally abusing the grounds team	reported to police via online form.	Closed

	02/05/2025	Raised by PTC	Centenary Park	Vandalism	memorial bench vandalised	cleared away broken wood and tae off the bench, had contact with the owners and awaiting their instruction. They have reported it to the police.	Closed
	06/05/2025	Raised by PTC	Centenary Park	Vandalism	graffiti on wooden play equipment in centenary park	cleaned off by groundstaff	

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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1017
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Business Plan; accessibility to the parks and open spaces audit		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree to set up a tfg to agree the criteria for the to agree to set up a tfg to agree the criteria for the accessibility to the parks and open spaces audit.

**1. Background**

It was agreed as part of the business plan that an accessibility audit should be carried out on all the open spaces under PTC control and this should be completed by 2026.

To complete this survey an audit form needs to be created to enable staff or councillors to carry out an assessment of each area, the results can then be collated and presented to the committee.

**2. Options for Council**

To agree to either set up a TFG to decide the contents of the audit form

Or

To agree the parks officers list in the appendices is satisfactory and this can then be made into a form ready for the audit.

**3. Reason for recommendation**

To enable the audit to be carried out.

**4. Expected benefits**

To give PTC a list of access improvements for each area to make the areas accessible to all residents in the future.



## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	Audit completed and collated by end of 2026
5.5 Stakeholders & Social Value	To increase accessibility to the town's open spaces
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	yes

## 6. Values & priorities alignment

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

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

Accessibility to parks and open spaces audit. L, A&E committee.

## 7. Appendices

### • Routes and Pathways:

- **Surface Types:** Assess the suitability of surfaces for different abilities, considering factors like stability, grip, and ease of movement for wheelchair users.
- **Width and Clearances:** Ensure sufficient width for wheelchair users and other users with mobility aids, as well as adequate clearances for head and arm movements.
- **Gradient and Slopes:** Limit gradients and slopes to manageable levels, providing level areas for rest and transitions.
- **Stairs and Ramps:** If stairs are unavoidable, ensure they have adequate handrails, consistent tread depth, and risers, and provide ramps as alternatives.
- **Dropped Kerbs and Crossings:** Ensure dropped kerbs are well-designed and marked with tactile paving, and that raised crossings are wide enough and level with the footway.

- **Wayfinding and Signage:** Provide clear and accessible signage, including tactile and braille characters, and audio guides where appropriate.
- **Facilities:**
  - **Seating and Resting Points:** Provide accessible seating and resting points throughout the space, with appropriate dimensions and surface types.
  - **Toilets:** Ensure accessible toilets are available, with sufficient space for wheelchair users and other users with mobility needs.
  - **Drinking Fountains:** Ensure drinking fountains are accessible, with a low outlet and sufficient space for wheelchair users.
  - **Parking:** Provide accessible parking spaces, with sufficient width and clear access to pathways.
- **Environmental Considerations:**
  - **Lighting:** Ensure adequate lighting, particularly in areas with low visibility, and avoid glare.
  - **Noise:** Minimize noise pollution, especially in areas where people with sensory impairments may be present.
  - **Vegetation:** Manage vegetation to ensure clear pathways and avoid obstructions.
- **Emergency Evacuation:**
  - **Emergency Routes:** Identify and ensure the accessibility of emergency routes and evacuation procedure





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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 1018
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<b>Authors:</b>	Parks officer
<b>Subject:</b>	Business Plan, Public consultation on possible improvements to sports and leisure facilities in Peacehaven		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree to set up a tfg to decide the scope for sports and leisure public consultation survey on possible improvements in Peacehaven.

**1. Background**

It was agreed as part of the business plan that a public consultation on possible improvements to sports and leisure facilities in Peacehaven to be completed by the end of 2026. The Parks officer has researched and compiled a list of the current sports and facilities this can be amended if required.

To carry out a public consultation a criteria needs to be compiled, and the relevant papers/ surveys created from this discussion.

**2. Options for Council**

To agree to set up a tfg to decide the scope for sports and leisure public consultation survey on possible improvements in Peacehaven.

**3. Reason for recommendation**

To consult the public on what sports and leisure facilities are available and how this can be improved in the future.

**4. Expected benefits**

To help sport and leisure facilities for the town to what the public would like in the future

## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	By the end of 2026
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

## 6. Values & priorities alignment

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

**6.7 Which business plan item(s) does the recommendation relate to?**  
Consultation on sports and leisure facilities L, A&E committee

## 7. Appendices

Spread sheet of current facilities on next page.

## INDOOR SPORTS/ FACILITIES

- . Boxing
- . Badminton
- . Badminton
- . Table tennis
- . Gymnasium
- . Keep fit classes
- . Indoor fitness cycling
- . Basketball court
- . football court
- . Keep fit classes
- . Trampoline facility
- . Marshal arts
- . Swimming pool
- . Pool table
- . Sports hall, pool table

## OUTDOOR SPORTS/ FACILITIES

- . Football pitches (grass)
- . Football pitch 3G
- . Muga court inc Netball and Football
- . Bowls green
- . Outdoor gym
- . Skate Park
- . Park run
- . Cycling
- . Horse riding
- . 9-hole Golf course

## LEISURE FACILITIES

## OWNED OR RUN BY

- Independent gym (forest boxing)
- PTC Hall for hire
- wave, hall hire
- Wave, hall hire
- Wave/ boxing gym, golf club
- Wave
- Chateau Velo
- Wave, hall hire
- Wave, hall hire
- independent in PTC buildings and on PTC land.
- Wave
- PTC hall hire
- private house
- Central club
- Joff centre ESCC
- PTC
- PTFC
- PTC
- PTC
- PTC
- PTC
- Independent on PTC land
- Cycle hub/ ESCC
- Independent
- Peacehaven golf club



• Community House	Meeting rooms, main hall, kitchen	PTC
• The hub	meeting room, changing rooms, kitchenette	PTC
• Gateway café	cafe, toilets, changing places	PTC/ independent
• The cycle hub	club room, storage	ESCC/ PTC
• Peacehaven FC	club house, changing rooms, 3G all weather pitch	PTFC
• Wave leisure centre	sports large hall, gym	Wave leisure
• Sky high	trampoline hall, café	Wave leisure
• The Joff	Sports hall, clubhouse	ESCC

#### PLAYGROUNDS

• Centenary Park	infant and junior play	PTC
• The Dell	infant and junior play, disabled swing, water play	PTC
• Epinay Park	infant and junior play	PTC
• Firle road	infant and junior play	PTC
• The bricky	junior play and kickabout area	LDC
• Downland ave	infant and junior play	LDC

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<b>Committee:</b>	Leisure & Amenities	<b>Agenda Item:</b>	LA 1019
<b>Meeting date:</b>	13 <sup>th</sup> May 2025	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Metal detecting on PTC land		
<b>Purpose:</b>	To decide		

**Recommendation(s):**

To decide whether to allow permissions for Metal Detecting on PTC land.

## 1. Background

PTC has been approached about granting permission to metal detect on some of our parks, anyone wanting to metal detect requires permission from the landowner. Officer recommendation is that PTC adopts a position that we do not allow metal detecting on PTC land for the following reasons:

- Disruption to park users, including the possibility of damage to the ground caused by digging holes.
- Statutory implications if there are any significant finds.
- Administration needed to complete search agreement forms and ensure suitable insurance etc in place.
- The Dell and Howard Park are in close proximity to (and even slightly encroached on by) a SSSI, which are illegal to detect on.
- Other PTC land (including Centenary Park, Epina Park, and The Oval) are inside of Archaeological Notification Areas.

If PTC were to grant permissions for metal detecting on any land, a policy would need to be developed for this, including consideration on how many permissions we would be willing to grant at any given time and how this is administered.

There are some benefits to allowing metal detecting; primarily the possibility of significant finds and establishing any unknown history of the area.

## 2. Options for Council

- a. To not allow metal detecting on PTC land.
- b. To consider the possibility of allowing metal detecting on PTC land, and request that Officers develop a policy and relevant procedures to facilitate this, for Council to consider.

## 3. Reason for recommendation

Following an enquiry about metal detecting permissions, and for the reasons outlined in the Background section of the report.

#### 4. Expected benefits

Protecting PTC spaces for general public/ recreational use, to also ensure compliance with statutory regulations.

#### 5. Implications

5.1 Legal	Treasure Act 1996 Occupiers Liability Act 1957 & 1984 Code of Practice for Responsible Metal Detecting 2017 Wildlife and Countryside Act 1981 Countryside and Rights of Way Act 2000
5.2 Risks	Damage to parks, disruption to users.
5.3 Financial	Admin time, possibility of charging a fee for permissions.
5.4 Time scales	
5.5 Stakeholders & Social Value	Possibility of finds providing social/ historic value.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Assessment would be required, insurance would need to be in place.
5.10 Biodiversity	Disturbing of fauna.
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

#### 6. Values & priorities alignment

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

6.7 Which business plan item(s) does the recommendation relate to?
Efficiency and sustainability of Town Council resources
Assets of nature, biodiversity, and built environment

#### 7. Appendices