

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 A Harman (Vice Chair of Council),
Cllr I Sharkey (Chair of Committee), Cllr C Gallagher, Cllr S Studd,
Cllr S Wood, Cllr N Fabry, Cllr Griffiths,

9th July 2025

Dear Committee Member,

You are summoned to the **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held in the Anzac Room, Community House, Peacehaven, on **Tuesday 15th July 2025 at 7:30pm**

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

George Dyson
Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 LA 1022 CHAIRS ANNOUNCEMENT**
- 2 LA 1023 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 1024 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 1025 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 1026 TO ELECT A VICE CHAIR OF THIS COMMITTEE**
- 6 LA 1027 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13TH MAY 2025**
- 7 LA 1028 TO NOTE BUDGET UPDATE**
- 8 LA 1029 TO NOTE ACTION PLAN**
- 9 LA 1030 TO NOTE ALLOTMENTS UPDATE**
- 10 LA 1031 TO NOTE THE COMPLAINTS LOG**
- 11 LA 1032 TO AGREE POTENTIAL CIL BID OPPORTUNITIES TO BE TAKEN FORWARD**
- 12 LA 1033 TO AGREE TO REPLACE RIDE-ON-MOWER AND PLAN FOR THE FUTURE**
- 13 LA 1034 TO AGREE THE NEW RESURFACING MATERIAL FOR THE WAR MEMORIAL SURFACE**
- 14 LA 1035 TO AGREE TO THE RECOMMENDATIONS REGARDING THE HUB CONSULTATION SURVEY RESULTS**
- 15 LA 1036 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFG's)**
 - I. Business plan sports survey,
 - II. Business plan accessibility of amenities,
 - III. Green Spaces Infrastructure,

- IV. Howard Park Phase 2,
- V. Car Parking Options at Centenary Park,
- VI. The Oval TFG,

16 LA 1037 TO CONFIRM DATE OF NEXT MEETING AS THE 23RD of SEPTEMBER 2025

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 13th May 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Studd, Cllr Fabry, Cllr Griffiths, and Cllr Bradley.

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

2 members of the public were in attendance, including Cllr Bradley.

LA1006 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:33, apologised for the delay in start time, and invited Cllr Bradley to the table, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded.

LA1007 PUBLIC QUESTIONS.

There were no public questions.

LA1008 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Wood and Cllr Donovan.

LA1009 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

LA1010 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18th MARCH 2025

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1011 TO AGREE OR REFUSE PRISTINE PAWS PROPOSAL

The Chair thanked the member of public for their pre-meeting presentation.

Cllr Studd thought it a good innovative idea but had concerns with the potential for vandalism, and suggested securing the unit in some way, for instance it having secure doors which the Gateway Café would open / close.

Members discussed the likelihood of affecting current local dog grooming businesses, but that this was a different and affordable offering.

The Parks Officer expressed that if approved at this stage, the item would be taken to P&F with regards to the financial and location details.

It was commented that the business may reduce travel to groomers outside of Peacehaven and could reduce the changing places facility being used.

19:44 – Standing orders were suspended.

The member of public clarified comments raised.

19:45 – Standing orders were reinstated.

It was proposed to take the proposal forward and for the details to be agreed at the next P&F Committee meeting.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd
Committee resolved to **support** the proposal.

19:47 - The member of public left the meeting.

LA1012 TO NOTE BUDGET UPDATE

The budget was **noted**.

LA1013 TO NOTE ACTION PLAN

Cllr Gallagher suggested the dog faeces item be removed, whereby the Parks Officer confirmed the action plan could be reviewed when the new committee members were agreed.

The action plan was **noted**.

LA1014 TO NOTE ALLOTMENTS UPDATE

Cllr Gallagher outlined the background to the report, and expressed that if the role guidelines were agreed they would be displayed on the noticeboards and Liaison Councillors would start their visits.

It was proposed that the role guidelines were satisfactory and for them to be taken to the next P&F committee meeting for approval.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd

All in **favour**.

The Parks Officer expressed that ten warning letters were going out and explained the notice to quit process. The allotments update was **noted**.

LA1015 ALLOTMENT SHED ROOF

The Parks Officer outlined the background of the situation and expressed that only the apex at the back was higher than allowed, that the plot holder was fairly new to the allotment and a complaint had been received.

Cllr Griffiths expressed that the front was the correct right height and that a green roof required a slope.

It was proposed to allow the shed to remain at that height as an exception.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

All in **favour**.

LA1016 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed there had been a spate of graffiti, which had been noted and the police updated.

The Chair queried the broken security tape on the bench, which the Parks Officer confirmed would be removed this week, and that the owner would remove the bench and repair it inside.

The Parks Officer expressed that the Town Clerk had agreed a bench from the Meridian Centre could be used as a replacement and installed with a plaque, and added that the police had attended and assessed that the vandalism was not in view of the CCTV because of the bushes.

The complaints log was **noted**.

The Chair explained that for the two items below, the item numbers on the papers were round the other way.

LA1017 BUSINESS PLAN: TO AGREE TO SET UP A TFG THE SCOPE FOR SPORTS AND LEISURE PUBLIC CONSULTATION SURVEY ON POSSIBLE IMPROVEMENTS IN PEACEHAVEN

It was proposed to set up a TFG with the members as Cllr Gallagher, Cllr Studd, and that others would be invited.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd.

All in **favour**.

LA1018 BUSINESS PLAN: TO AGREE TO SET UP A TFG TO AGREE THE CRITERIA FOR THE ACCESSIBILITY TO THE PARKS AND OPEN SPACES AUDIT

Cllr Gallagher raised that a similar survey had been carried out by Telscombe Town Council, and that it would be good to consider Equalities and Planning laws.

It was proposed to set up a TFG and the members as Cllr Sharkey, Cllr Griffiths and Cllr Fabry.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1019 REQUEST FOR METAL DETECTING ON PTC PARKS

The Parks Officer outlined the report, expressed there was evidence that detecting may have already taken place, and that trip hazards were a concern if the request was agreed.

It was proposed to not give permission for metal detecting on PTC land.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1020 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

a) Parks Signage

The Meetings & Projects Officer expressed that 4 ladder rung signs for Centenary Park were on order and likely to be installed in June, and that the H&S / Rules signs for each of the activity areas/playgrounds had been ordered too and were at the artwork amends stage.

b) Green Spaces Infrastructure

The Parks Officer expressed this was ongoing. Cllr Gallagher suggested the Meetings and Projects Officer help bring it up to date.

c) Howard Park Phase 2

No update was made.

d) Car Parking Options at Centenary Park

No update was made.

e) The Oval TFG

No update was made.

LA1021 TO CONFIRM DATE OF NEXT MEETING AS THE 15TH JULY 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:13.



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1028
Meeting date:	15 th July 2025	Authors:	Parks officer
Subject:	Budget Update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

Each year the L&A committee in conjunction with the finance officer and parks officer agree a budget for running the amenity areas owned by PTC, this includes a forecast on the income expected to be paid.

The budget update shows income and expenditure to date against the budget set and currently expenditure at this stage of the year should be around 24.9% and is at 21.6% so on target.

2. Options for Council

If you have any questions that need answering, could you please email them to the financeofficer@peacehaventowncouncil.gov.uk and she will endeavour to do so for you.

3. Reason for recommendation

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

4. Expected benefits.

a. The community

b. The environment

c. Other

5. Implications

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

6. Values & priorities alignment

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

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

7. Appendices

Detailed Income & Expenditure by Budget Heading 08/07/2025

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
300 Grounds Team General Exp							
4011 Training	32	2,000	1,968		1,968	1.6%	
4202 Repairs/Maintenance of Vehicle	1,220	7,000	5,780		5,780	17.4%	
4203 Fuel	1,644	5,500	3,856		3,856	29.9%	
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	2,897	16,100	13,203	0	13,203	18.0%	0
Net Expenditure	(2,897)	(16,100)	(13,203)				
310 Sports Park							
1025 Rent & Service Charge	4,061	3,645	(416)			111.4%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	1,585	3,000	1,415			52.8%	
1060 Water Usage	222	0	(222)			0.0%	
1061 S/P Court Hire	507	740	233			68.5%	
1111 Electricity	31	0	(31)			0.0%	
Sports Park :- Income	14,078	13,768	(310)			102.3%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
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	317	600	283		283	52.9%	
4161 Cleaning Costs	4,629	11,500	6,871		6,871	40.3%	
4164 Trade Refuse	640	3,000	2,360		2,360	21.3%	
4171 Grounds Maintenance Costs	2,183	10,000	7,817		7,817	21.8%	
Sports Park :- Indirect Expenditure	8,851	30,445	21,594	0	21,594	29.1%	0
Net Income over Expenditure	5,227	(16,677)	(21,904)				
315 Big Park							
1092 Electricity Feed-in Tariff	161	0	(161)			0.0%	
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	161	2,000	1,839			8.0%	0
4101 Repair/Alteration of Premises	59	5,000	4,941		4,941	1.2%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	147	1,000	853		853	14.7%	
4112 Gas	853	1,000	147		147	85.3%	448
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	305	1,000	695		695	30.5%	

Detailed Income & Expenditure by Budget Heading 08/07/2025

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
4173 Fertilisers & Grass Seed	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	83	4,000	3,917		3,917	2.1%	
4326 Telephones	27	0	(27)		(27)	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	14,837	41,437	26,600	0	26,600	35.8%	3,404
Net Income over Expenditure	(14,676)	(39,437)	(24,761)				
6000 plus Transfer from EMR	3,404	0	(3,404)				
Movement to/(from) Gen Reserve	(11,271)	(39,437)	(28,166)				
316 Gateway Cafe							
1025 Rent & Service Charge	1,428	9,363	7,935			15.3%	
1092 Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	1,267	19,363	18,096			6.5%	0
4101 Repair/Alteration of Premises	45	3,500	3,455		3,455	1.3%	
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	50	1,500	1,450		1,450	3.3%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	27	540	513		513	5.1%	
Gateway Cafe :- Indirect Expenditure	122	18,012	17,890	0	17,890	0.7%	0
Net Income over Expenditure	1,145	1,351	206				
330 Parks & Open Spaces							
1044 Hire of the Dell	3,080	5,500	2,420			56.0%	
1050 Allotment Rent	118	2,650	2,532			4.5%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,298	8,150	4,852			40.5%	0
4050 Allotment Costs	123	1,000	877		877	12.3%	
4104 Vandalism Repairs	193	1,500	1,307		1,307	12.9%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	1,564	5,000	3,436		3,436	31.3%	1,564
Parks & Open Spaces :- Direct Expenditure	1,880	11,000	9,120	0	9,120	17.1%	1,564
4101 Repair/Alteration of Premises	418	5,000	4,582		4,582	8.4%	
4141 Water Services	1,408	5,000	3,592		3,592	28.2%	
4164 Trade Refuse	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 08/07/2025

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
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,231	4,000	2,769		2,769	30.8%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	<u>3,057</u>	<u>22,000</u>	<u>18,943</u>	<u>0</u>	<u>18,943</u>	<u>13.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,639)</u>	<u>(24,850)</u>	<u>(23,211)</u>				
6000 plus Transfer from EMR	1,564	0	(1,564)				
Movement to/(from) Gen Reserve	<u>(75)</u>	<u>(24,850)</u>	<u>(24,775)</u>				
<u>355 The Hub</u>							
1084 Sports Pavilion	6,500	18,185	11,685			35.7%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	25	160	135			15.6%	
1355 Wifi	35	210	175			16.7%	
The Hub :- Income	<u>6,560</u>	<u>19,155</u>	<u>12,595</u>			<u>34.2%</u>	<u>0</u>
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4103 Annual Servicing Costs	282	2,500	2,218		2,218	11.3%	
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	55	420	365		365	13.1%	
The Hub :- Indirect Expenditure	<u>804</u>	<u>10,920</u>	<u>10,116</u>	<u>0</u>	<u>10,116</u>	<u>7.4%</u>	<u>0</u>
Net Income over Expenditure	<u>5,756</u>	<u>7,735</u>	<u>1,979</u>				
Grand Totals:- Income	<u>25,364</u>	<u>62,436</u>	<u>37,072</u>			<u>40.6%</u>	
Expenditure	<u>32,447</u>	<u>150,414</u>	<u>117,967</u>	<u>0</u>	<u>117,967</u>	<u>21.6%</u>	
Net Income over Expenditure	<u>(7,083)</u>	<u>(87,978)</u>	<u>(80,895)</u>				
plus Transfer from EMR	4,968	0	(4,968)				
Movement to/(from) Gen Reserve	<u>(2,115)</u>	<u>(87,978)</u>	<u>(85,863)</u>				



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1029
Meeting date:	15 th July 2025	Authors:	Parks Officer
Subject:	Action Plan		
Purpose:	To note		

Recommendation(s):

To note this report and agree to remove the Centenary Park - Tackling Dog Faeces LA577 20/07/2021 from the list.

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.

It is recommended that the item Centenary Park - Tackling Dog Faeces LA577 20/07/2021 be removed from the list as no progress or funding has happened with this.

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
OVCA entrance to the south downs N P project. LA 618	No update available	TC/ Parks O/ Finance O	£13,000	National Lottery	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023	Safety signage for playgrounds has been delivered and are scheduled for erecting by the handyman in the next weeks.	Projects officer		PTC budget and CIL	2023	
The Hub general improvement plan (phase 2) C1178	Public survey has been completed; results are being collated 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 No further update	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	
The Oval inclusive entrances LA 998	Timber has been ordered and construction to be carried out in July	Parks officer	£500 form L&A budget			

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	Tenders received and the consultant has recommended a preferred contractor.	Town Clerk, Parks Officer, Projects Officer, Finance officer	£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	TFG set up, Cllr Gallagher, Cllr Studd		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 Cllr Gallagher, Cllr Fabry	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	TFG set up, Cllr Sharkey, Cllr Griffiths and Cllr Fabry				2026	

Recommend to be removed from the plan

Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Projects Officer/ Media officer	TBA	TBA	TBA	
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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. Panted 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.



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1030
Meeting date:	15 th July 2025	Authors:	Parks officer
Subject:	Allotment update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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

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

The parks officer carried out the 6 monthly inspections in May and sent out 15 informal warning letters for plot not adhering to section 6 of the terms and conditions by not cultivating their plots to the correct levels. A second visit was made 30 days later, and it was found that 2 plots were still poor and formal warnings were sent to these (one tenant has since given up their plot), an informal warning was sent to one tenant who had let their plot over grow. A further inspection will take place 30 days after letters were issued and if there has not been significant improvements notice to quit letters will be sent to the two plots and a formal warning to the other plot.

2. Options for Council

To note this report

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.

3. 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	

4. Values & priorities alignment

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

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

5. Appendices

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1031
Meeting date:	15 th July 2025	Authors:	Parks Officer
Subject:	Complaints update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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

2. Options for Council

To note this report

3. Reason for recommendation

4. Expected benefits

a. The community

Making sure complaints are dealt with effectively

b. The environment

c. Other

5. Implications

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

6. Values & priorities alignment

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

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

7. Appendices

	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
599	02/06/2025	Raised by PTC	Centenary Park	Vandalism	offensive words graffitied on the acorn at centenary park playgrounds	offensive words removed same day other graffiti to be cleaned by groundstaff	Closed	1
600	02/06/2025	Raised by PTC	The Dell	Vandalism	fence broken over the weekend whilst funfair was on site	to be repaired by groundstaff, estimated cost to be under £200	Closed	1
601	04/06/2025	Raised by PTC	Non PTC land	Vandalism	pride flag cut down and stolen at the memorial	reported to police via online form.	Closed	1
602	09/06/2025	Phone	Allotments	Misc/Other	a resident complained about a shed in the allotment behind their property being too high and not conforming to rules	parks officer attended the site and measured the shed and found the shed conformed to the terms and conditions but the base was 4cm too high, when the resident was contacted, they implied the parks officer did not know what he was doing and that there was no point lowering the height by 4cm(2 inches) so don't bother they will raise the height of their fence.	0	1

609	27/06/2025	Raised by PTC	Other Park	Misc/Other	the pride flag has been stolen from the flag poles in Meridian Park, this time they have damaged the locking mechanism on the pole	removed broken items and reported to the police. A new part will be ordered	Closed	0
610	27/06/2025	Raised by PTC	Epina Park	Antisocial behaviour	vandalism of the wooden youth shelter and a wooden bench. The bench has been broken form the ground and will need replacing with a new one, the shelter will need some replacement slats fitted.	removed the broken bench and slats	Closed	0
609	30/06/2025	Email	Centenary Park	Misc/Other	email from a resident after the football club tournament weekend regarding the busy roads	forwarded this to the football club as they were the hirer and ran the event in question.	Closed	0
610	30/06/2025	Email	The Oval	Misc/Other	complaint regarding The Oval mowing schedule and that the whole park is not cut	email replied to informing the resident that the council had taken the decision to cut half of the oval fully and pathways in the other half. They were not happy and asked for this to be reconsidered.	Closed	0



Committee:	Leisure, Amenities & Environment	Agenda Item:	LA 1032
Meeting date:		Authors:	Responsible Financial Officer
Subject:	Potential CIL Bids		
Purpose:	To discuss potential CIL Bid opportunities		

Recommendation(s):

To discuss potential CIL Bid opportunities to take to full council for approval

1. Background

The next CIL bidding round is January 2026, and it would be proactive to understand what council would like to bid on so officers can obtain the relevant information required for the bidding process, including quotes, designs, costings & feasibility.

The below items have been proposed to be looked at which fall under this committee.

Location	Works
Centenary Park and others - near playgrounds, skate park and MUGA	Covered Picnic tables at Centenary Park
Centenary Park	Extend path from Chalkers Rise up slope to main pathway of park COMPLETED
Centenary park area	Improve car park lighting as previously discussed - £42,000 at least
The Hub	Internal building works for Hub building
The Hub	Equipment for kitchen and other areas incl. AV equipment
Centenary Park	Refurb toilets
Centenary Café	Refurb of heating/water heating system for pelleted wood system
Playgrounds	Refurb of play equipment
The Hub	Ground floor extension
The Oval	Access improvements to the Oval TO BE COMPLETED OUT IN JULY
Epinay Park	To replace equipment

2. Options for Council

- To discuss the above items and agree which proposals to take forward to prepare a CIL bid for January 2026

3. Reason for recommendation

Any funding will need as much information as possible in order to fairly assess our application. Once committee & council agree to which items they would like to bid for in January then the officers can get to work on the information required.

4. Expected benefits

Funding of any kind will be a huge benefit to the council and its residents. Opportunities to improve or maintain our assets which are heavily used by the community will be a great achievement.

5. Implications

5.1 Legal	
5.2 Risks	Could lose funding opportunity if council cannot agree on what to bid on.
5.3 Financial	Match funding or more
5.4 Time scales	Jan 2026
5.5 Stakeholders & Social Value	Amenity improvements
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 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?

N/A

7. Appendices



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1033
Meeting date:	15 th July 2025	Authors:	Parks officer
Subject:	Machinery		
Purpose:	To agree		

Recommendation(s):

The committee are asked to agree

1. To recommend to the policy and finance committee to fund replacing the Kubota F3890 mower this year.
2. To recommend an increase the reserves for vehicles purchasing next year and to note the extra costs involved in purchasing battery powered equipment to help meet the net zero carbon target set by this council
3. To recommend PTC set a 5-year lifespan on larger equipment and vehicles so renewal happens before the machine wears out and they still has trade-in value

1. Background

The grounds team have several items of equipment which are coming to the end of their practical lifespan.

Items are

In need of replacement immediately

- Kubota F3890 ride on rotary mower used within Centenary Park and on the amenity areas.

This machine is the most urgent item as it has cost £11,210.64 (£4,184.22 last year) in repairs and breakdowns in the last 6 years.

To be considered in the next 2 years

- Kawasaki mule 600 used on Centenary Park and to transport staff to site if required. (battery option £20,000 + vat, petrol £12,000 +vat)
- Eliet Prof 6 chipper used to shred and chip hedge and tree cuttings. (£8,500 +vat)
- Allet C24 bowling green mower and attachments. (£6,500 to £12,000+vat)
- To have Replacement of battery strimmer's every two years rolling (as they do not last very long after warranty runs out) (£320 each)
- Battery powered Sprayer £800 used on bowling green to spray fertilisers. (20 years old and the pump is worn out)
- Battery sprayer marking out machine £800 (for pitch marking)

To be considered to meet net zero target set

- Ford transit - fuel diesel (now 10 years old) battery replacement (£50,000)

When looking to replace these items we have to be aware of the net zero Co2 targets set by Peacehaven Town Council and therefore should consider alternative power like electric/ battery, but this does come at a cost which is approximately double the price of a diesel/ petrol version.

Example of the costs to replace the Kubota F3890

ZERO TURN MOWERS



Ferris diesel zero turn mower 60 inch cutting deck

Ferris- £19,510 ex VAT for a **DIESEL** zero turn mower (manufacturer estimated running cost approximately £5,60 per hour or £1680 p/a) (including a small trailer £1200, Road Lighting Kit – £1090, Solid Front Wheels – £480, Service Jack Kit – £270, Road Registration & Plate – £70)



Mean green battery zero turn mower 60 inch cutting deck, helpful video

<https://youtu.be/An3LzG0aoHY>

Mean Green- £37874 ex VAT for a **BATTERY** powered zero turn mower (manufacturer estimated running cost approximately £0.71 per hour or £213 p/a) (including a small trailer £1200, Road Lighting Kit – Add £1945, Solid Front Wheels – INCLUDED, Service Jack Kit – £299, Road Registration & Plate – £70)

The batteries are quoted as lasting 7 hours cutting time and a guarantee for a life span of 5 years has been quoted

LIKE FOR LIKE MOWER



Kubota F series diesel mower

Kubota £24,887.00 ex VAT for a diesel-powered standard ride on mower (this includes Full LED lighting kit, beacon, road reg.)

(Note A like for like can run safely on the roads, so no trailer is required).

Payment could be made monthly with a finance agreement, an example is below

Machine	Sale Price	60 monthly payments	Total cost
Ferris ISX2200	£16400	£334	£20,040
Mean Green Rival 60	£34360	£699	£41,940

(These monthly costs would be reduced with any deposit being paid.)

Current reserves

Currently the reserves are not keeping up with the projected cost of vehicle and machinery renewal.

Vehicle Reserve - £13,334.20

Big Park - £51,037.60 (new machine would be used on the big park area and the amenity areas so could be part funded from this budget.)

Operator comfort / Running costs

The battery powered machine we tested was extremely quiet when operating, with far less vibration felt when using it, no smelly exhaust fumes and did not require the operator coming into contact with any fuels/ oils. There is also fewer moving parts with the battery powered model, no belts or pto shafts as each mower blade has its own direct motor which reduces the health and safety risks, this led to the conclusion it was the better option when user comfort and safety is considered.

Estimates vary on the cost savings and a google search found the following independent view- the total cost of running a professional battery-powered range could be £108.80 in the second year, with the petrol/diesel model costing £1516.37 for fuel and servicing, resulting in significant savings. In the third year, the battery-powered mower could cost £147.90, while the petrol/ diesel model would cost £1598.92 (this could be a saving in running costs of approximately £7000 over a 5-year period)

A video can be seen on the benefits of battery verses diesel/petrol power

<https://youtu.be/An3LzG0aoHY>

Future costs

The Committee are asked to take the extra cost involved in using an alternative power unit (electric) to run our future equipment into consideration when budgeting in the future if net Zero targets are to be met.

It would also be good practice to have an extended warranty for a 5-year period and after that period the machine should be sold and renewed, this will help keep the maintenance costs lower in the future.

2. Options for Council

to agree

1. To recommend to P&F replacing the Kubota F3890 mower now using reserve funds available or HP with a budget of..... With the parks officer to recommend the best option of make and model within this set budget.
2. To increase the reserves for vehicles purchasing next year and in the future years to allow for reaching the net Zero target set by this council.

3. To recommend PTC have set a 5-year lifespan on larger equipment and vehicles so renewal happens before the machine wears out and it still has trade-in value against a replacement.

3. Reason for recommendation

The current mower has gone beyond its reasonable financial life span

Many items owned by PTC are nearing the end of their reasonable lives and could start costing a lot of money to keep them running.

To help PTC reach the net zero carbon target

To help future proof the council budget against sudden expenditure.

4. Expected benefits

A reduction in break downs form machines

Less maintenance required on newer machines

Better working environment for operators if battery power is recommended

5. Implications

5.1 Legal	
5.2 Risks	If not replaced current machine will breakdown and cost to repair has so far been £11k over the last 6 years.
5.3 Financial	Reserves to be used or h/p sort
5.4 Time scales	This year
5.5 Stakeholders & Social Value	Possible noise and pollution reduction if battery model is chosen
5.6 Contracts	
5.7 Climate & Sustainability	Possible battery powered model
5.8 Crime & Disorder	
5.9 Health & Safety	To be considered
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

6.7 Which business plan item(s) does the recommendation relate to? Policy and finance Net zero carbon resolution (if battery power is chosen)



Committee:	LA&E	Agenda Item:	LA 1034
Meeting date:	15 th July 2025	Authors:	Meetings & Projects Officer
Subject:	War Memorial Surface		
Purpose:	To agree the new resurfacing material for the War Memorial surface		

Recommendation(s):

To decide on the resurfacing material.

1. Background

The construction of the Peacehaven & Telscombe war memorial in 2012 was managed by a group of local volunteers and carried out by hard-landscaping Brighton college students, under the supervision of their lecturer.

A combination of wear and tear and poor design has resulted in the stones, which represent the beaches, loosening; this has trip hazard potential, as can be seen in the images below.

The War Memorials Trust cannot fund works to a war memorial that is younger than 30 years old, in which case the Meetings & Projects Officer is looking into other funding opportunities. As such, at this stage it would be useful to ascertain from Committee which type of surface should be laid for the purposes of funding applications, or for future budgeting.

The options are: resin-bound (as used to surface the new path at Howard Peace Park), real grass, artificial grass, and an outline of pros and cons are listed in the table below.

Surface	Pro	Con
Resin Bound	<ul style="list-style-type: none">• The possibility of implementing designs (this could involve discussion with RBL)• Available in a variety of colours• Low maintenance (wash off once a year)	<ul style="list-style-type: none">• Moss ingress and can become slippery (cleaning will help prevent this)• The initial cost is high• If not installed correctly, it can peel away from its sub-base.
Grass	<ul style="list-style-type: none">• Environmentally friendly• Visual colour contrast to the wall	High maintenance:- <ul style="list-style-type: none">• Regular maintenance required, including, weekly mowing during the growing season• Regular watering in hot, dry summers• The grass could spread seed onto the block paving area• slippery and soft when wet.
Artificial Grass	<ul style="list-style-type: none">• Visual colour contrast to the wall• easy maintenance (brushing a few times a year)	<ul style="list-style-type: none">• Not environmentally friendly• Can become slippery• Easy to set on fire/ vandalise• Can lose its colour in sunlight



Options for Council

To resurface with:-

- a) Resin-bound
- b) Grass
- c) Artificial grass
- d) Other

Reason for recommendation

To progress the project.

2. Expected benefits

An aesthetically improved surface and a safer surface.

3. Implications

5.1 Legal	Under the Localism Act 2011, PTC has the power to maintain, repair, protect and adapt war memorials
5.2 Risks	The potential as a trip hazard
5.3 Financial	Funding will be sought
5.4 Time scales	Dependent on available funding
5.5 Stakeholders & Social Value	Improved area and safety
5.6 Contracts	External contractor
5.7 Climate & Sustainability	Dependent on the chosen surface option
5.8 Crime & Disorder	An improved area may go towards deterring antisocial behaviour
5.9 Health & Safety	Risk assessments will be in place when works are carried out.
5.10 Biodiversity	N/A
5.11 Privacy Impact	N/A
5.12 Equality & Diversity	The War Memorial is accessible to all.

4. 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 checked="" type="checkbox"/>

<p>6.7 Which business plan item(s) does the recommendation relate to?</p> <p>None</p>
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5. Appendices

None



Committee:	Leisure, Amenities & Environment	Agenda Item:	LA 1035
Meeting date:	15 th July 2025	Authors:	Steph Georgalakis
Subject:	The Hub Consultation – Phase Two		
Purpose:	To discuss setting up a TFG for The Hub Phase 2 Consultation		

Recommendation(s):

To set up a TFG to move The Hub Phase Two Consultation forward.

1. Background

Councillors agreed to a public consultation surrounding The Hub Consultation Part 2, which included a questionnaire (online and paper copy) and 2 drop-ins.

The questionnaire was launched on the 1st May 2025 and ran until 27th June 2025.

We have received 70 responses; 18 of those, would like to be part of the ongoing consultation.

The next step is for the results to be analysed and a more focused consultation arranged with local stakeholders and with the residents who opted to be more involved.

Options for Council

To move the next step outlined above forward, the options are:-

- To set up a TFG, including the PR Officer as Supporting Officer.
- To not set up a TFG, and for the PR Officer to manage.

2. Reason for recommendation

For Councillors to review the raw data, which will enable them to get a 'real feel' for the responses and to provide a report back to LA&E.

Suggestions from some residents were very detailed, and for full transparency, all ideas should be obtainable to Councillors.

3. Expected benefits

If a TFG is established, Councillors will gain insights from raw data, leading to informed decision-making regarding any proposed changes.

Having a TFG will also ensure that the project remains on schedule, establishing a clear end date.

Implications

5.1 Legal	N/A
5.2 Risks	N/A
5.3 Financial	N/A
5.4 Time scales	Set by LA&E
5.5 Stakeholders & Social Value	Councillors will have first hand insight of all the data, ensuring informed decisions
5.6 Contracts	N/A
5.7 Climate & Sustainability	N/A
5.8 Crime & Disorder	N/A
5.9 Health & Safety	N/A
5.10 Biodiversity	N/A
5.11 Privacy Impact	N/A
5.12 Equality & Diversity	TFG mean that it is accessible to all.

4. Values & priorities alignment

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

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

5. Appendices



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1036
Meeting date:	15 th July 2025	Authors:	Parks Officer
Subject:	Verbal reports from Task and finish groups.		
Purpose:	To receive updates on any projects		

Recommendation(s):

To note this report and remove any TFG's which have completed their set tasks.

1. Background

Task and Finish groups (TFG's) are set up to carry out a specific task to its conclusion.

The current list is

- I. Business plan - sports survey,
- II. Business plan - accessibility of amenities,
- III. Green Spaces Infrastructure,
- IV. Howard Park Phase 2,
- V. Car Parking Options at Centenary Park,
- VI. The Oval TFG,

Councillors are asked if there are any of the TFG's which have concluded and therefore can be removed from the list.

2. Options for Council

To note this report and remove any TFG's which have completed their set tasks.

3. Reason for recommendation

To keep an up-to-date list of current TFG's so councillors and officers can try to progress these to a conclusion as swiftly as possible.

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	yes
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	

5. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input 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 checked="" type="checkbox"/>

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

6. Appendices