George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
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DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 23rd September 2025 at 7:30pm.

Present: Cllr Studd (Vice Chair), Cllr Harman, Cllr Gallagher, Cllr Wood, Cllr Griffiths, Cllr Campbell.

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

There was 1 member of the public in attendance.

1. **LA1038 CHAIR ANNOUNCEMENTS**

   The Chair opened the meeting at 19:32, welcome everyone, 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.

   Cllr Campbell was invited to sit at the table.

2. **LA1039 PUBLIC QUESTIONS.**
   There were no public questions.

3. **LA1040 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
   There were apologies from Cllr Sharkey, and Cllr Fabry.

4. **LA1041 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
   There were no declarations of interest.

5. **LA1042 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13th MAY 2025**
   The Chair updated committee that the agenda item should have stated minutes from the 15th July 2025 meeting, which were included in the papers.

   It was proposed to agree to adopt the Leisure, Amenities & Environment Committee meeting minutes from Tuesday 15th July 2025.
   Proposed by: Cllr Griffiths Seconded by: Cllr Wood
   All in **favour**.

6. **LA1043 TO NOTE BUDGET UPDATE**
   The budget was **noted**.

7. **LA 1044 TO NOTE ACTION PLAN**
   The Parks Officer updated committee that MUGA tenders were due in October; that there was around £100,000 available from LDC for a pump track; advised its future location, and expressed that schools would be consulted on the project.

   The action plan was **noted**.

8. **LA 1045 TO NOTE ALLOTMENTS UPDATE AND TO AGREE ALLOTMENT TERMS AND CONDITIONS FOR 2026 UPDATE**

The Parks Officer expressed the only complaint was about freeing up plots, and the updated terms had been agreed from discussions with the liaison councillors. It was expressed that the updated terms included: reducing the number of days from 30 days to 15, that the notice to quit must remain at the statutory 30 days, and that if an informal warning letter had previously been sent, only a formal warning letter would be sent next time.

Cllr Gallagher suggested any changes to be provided to the Parks Officer within the next couple of weeks, and the updated terms and conditions would go to either Policy & Finance Committee or Full Council for approval in January.

Cllr Wood suggested stipulating a maximum height for dwarf trees within the Restrictions on Cropping page 23, and Cllr Gallagher expressed it was difficult to see where the plot numbers were on site.

The Liaison Councillors expressed that the horticultural society were keen to meet with them, and commented they were looking to improve relations between plot owners and the society.

Cllr Wood expressed concern with how the Horticultural Society hut was managed, and it was commented that the Liaison Councillors would meet with the horticultural society as a first step.

The report was **noted.**

9. **LA 1046 TO NOTE THE COMPLAINTS LOG**

The Parks Officer updated committee on the progress of the complaints.

Cllr Campbell queried overhanging foliage at the Oval, and the Parks Officer commented that he had not been contacted.

The complaints log was **noted.**

10. **LA 1047 TO AGREE PLAYGROUND REPAIRS**

The Parks Officer outlined the report, and expressed minimal differences between the two gates despite the variation in cost.

It was proposed to purchase the replacement self-closing gate, as per quote 1 in the report, for the Dell playground.
Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour.**

11. **LA 1048 TO AGREE CIL BID FOR EPINAY PARK**

Cllr Campbell suggested requesting 90% from LDC funds, and gave background justifications, including the way in which CIL functioned. Cllr Gallagher suggested P&F consider contributing 40%.

Committee were reminded that this item was in relation to agreeing the amount rather than the funding percentages.

It was proposed to take the Epinay Park CIL bid forward to P&F Committee for up to £140,000.
Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour.**

12. **LA 1049 TO AGREE YOGA IN THE PARK**

Members expressed support of the proposal in terms of well-being, but raised concern with finances and noise.

The Parks Officer was supportive of the park being used if the organisation had finances in place, and reminded committee of the adopted Commercial-Health-Fitness-Activities-in-Parks licence that would cost the organisation £50 per year.

It was proposed to agree to yoga in the park in principal but at no cost, administrative involvement or liability to Peacehaven Town Council, and subject to the Commercial-Health-Fitness-Activities-in-Parks Licence, and it was suggested the organisation look into the PTC grant.
Proposed: Cllr Griffiths Seconded by: Cllr Harman
1 member abstained.
The motion was **carried**.

13. LA 1050 TO NOTE WATER COST UPDATE REPORT

The Parks Officer updated committee on the ways in which water usage had decreased, and that plans for phase 2 of the Hub included water harvesting from the roof.

Members discussed ways to decrease water usage, including the harvesting system at the orchard, and it was commented that the increased water cost was due to the unit cost increase.

The Parks Officer reminded committee of costs involved in water savings, and that natural water saving options would be looked at, for instance a change of grass seeds and wetting agents.

The report was **noted.**

14. LA 1051 TO AGREE WAR MEMORIAL RESURFACING

Discussion around different options and colours took place, and the Meetings and Projects Officer confirmed that the cost would be put forward at budget setting, which would mean the project may go ahead in the new financial year.

It was proposed to agree to resin, as per quote A, as the resurfacing material for the war memorial.
Proposed by: Cllr Gallagher Seconded by: Cllr Wood
All in **favour.**

15. LA 1052 TO NOTE THE HUB PHASE 2 SURVEY

The Parks Officer commented that the Meetings & Projects Officers report to take precedence.
Cllr Gallagher updated committee on the commented that the data was difficult to read in the report, suggested that the Public Consultation presentation in colour be emailed to members, and commented that the responses from the survey would be progressed.

The survey was **noted.**

16. LA 1053 TO AGREE TO PUBLICISE THE CONSULTATION FOR HOWARD PARK

Cllr Campbell requested to be removed from the TFG.
The Meetings and Projects Officer presented the digital version of the consultation on the screen, and members suggested that the drawn ammonite was replaced with an ammonite image.

It was proposed to agree to publicising the public consultation.
Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour.**

17. LA 1054 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. Business Plan Sports Survey

Cllr Gallagher expressed this TFG related to the business plan, that LDC were progressing areas related to sport, and suggested a PTC public consultation should not be carried out if there was no available money. The Parks Officer outlined the LDC survey that was being carried out.

It was proposed to close the TFG and recommend to Council that the related item be removed from the Business Plan.

Proposed by: Cllr Gallagher   Seconded by: Cllr Griffiths
All in **favour.**

II. Business Plan accessibility of amenities
No update was made.

III. Green Spaces Infrastructure
Cllr Gallagher expressed this was a planning document; that the 'green' related to low carbon and active travel; that it was a tool for the Parks Officer and the Council, for example, information on green eco equipment being used and green data; and was a useful document for the future data collection purposes.

It was proposed to close the TFG.
Proposed by: Cllr Gallagher   Seconded by: Cllr Wood
All in **favour.**

Cllr Campbell suggested adding an extra column on the spreadsheet to mark out the areas of biodiversity.

IV. Howard Park Phase 2
It was commented that an update had been made.

V. The Hub Consultation Survey Results
It was commented that an update had been made, and Cllr Gallagher commented that a stakeholder meeting was in the pipeline.

18. LA1055 TO CONFIRM DATE OF NEXT MEETING AS THE 2nd DECEMBER 2025
The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:53.

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Committee:	Leisure and Amenities	**Agenda Item:**	LA61
Meeting date:	2nd Dec 2025	**Authors:**	Finance officer/ parks officer
Subject:	To agree the 2026/27 draft budget and to note the update on this year		
Purpose:	To agree		

Recommendation(s):
To agree to the draft budget for the year 2026/27 and to note the update on this year

1. Background

The draft budget for next year 2026 has been discussed by the finance officer and the parks officer, then it was sent to the chair and vice chair of the L&A for them to check, no amendments were asked for.

Please note the draft budget has increased to include the highways which has shown an increase of 44.8% the actual increase on the L&A budget is 9.8% this includes extra funds of £10,000 for the vehicle reserve and £5000 to the hub reserve, if these are removed the budget has remained the same.

2. Options for Council

To discuss and make recommendations for the 2026/27 budget, this to include any proposed spending on projects for the next year. This needs to be as accurate as possible to avoid over or under spending.

3. Reason for recommendation

The budgets will help set next year's precept costs for the residents of Peacehaven

4. Expected benefits

Accurate budgeting helps to prevent unwanted surprises in expenditure

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Financial regulations
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	☐
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☐
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

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

LEISURE, AMENITIES & ENVIRONMENT

Code	Item	2025/26 Budget	Draft 2026/27 Budget	% Change
300	Grounds Team General Exp			
4202	Repairs/Maintenance of Vehicle	7,000	7,500	*7.1%*
4203	Fuel	5,500	5,500	*0.0%*
4204	Road Fund License	600	600	*0.0%*
	Vehicle Reserve	0	10,000	*#DIV/0!*
4305	Uniform	1,000	1,000	*0.0%*
	Grounds Team: Expenditure	14,100	24,600	*74.5%*
	Net Expenditure over Income	**14,100**	**24,600**	***74.5%***
310	Sports Park			
4111	Electricity	3,000	3,000	*0.0%*
4131	Rates	2,345	2,500	*6.6%*
4160	Changing Places	600	700	*16.7%*
4164	Trade Refuse	3,000	3,000	*0.0%*
4011	**Groundsteam Training**	2,000	2,000	*0.0%*
4171	Grounds Maintenance Costs	10,000	10,000	*0.0%*
	Sports Park: Expenditure	20,945	21,200	*1.2%*
1025	Rent & Service Charge - PTFC	3,645	3,360	*-7.8%*
	Rent & Service Charge - Bowls	0	6,896	*#DIV/0!*
1041	S/P Telephone Masts	6,383	7,672	*20.2%*
1043	S/P Football Pitches	3,000	3,000	*0.0%*
1061	S/P Court and MUGA Hire	740	740	*0.0%*
	Sports Park: Income	13,768	21,668	*57.4%*
	Net Expenditure over Income	**7,177**	**-468**	***-106.5%***
315	Big Park			

4101	Repair/Alteration	5,000	5,000	*0.0%*
4102	Maintenance of Unit 14	500	500	*0.0%*
4111	Electricity (unit 14)	1,000	1,000	*0.0%*
4112	Gas (unit 14)	1,000	1,000	*0.0%*
4355	Wifi (Unit 14)	585	0	*-100.0%*
4121	Rents	15,500	15,500	*0.0%*
4131	Rates	6,052	6,052	*0.0%*
4161	Cleaning Costs	11,500	12,500	*8.7%*
4166	Skip Hire	1,000	1,000	*0.0%*
4173	Fertilisers & Grass Seed	4,800	4,800	*0.0%*
4303	Machinery Mtce/Lease	4,000	4,000	*0.0%*
4329	Advertising Costs	2,000	2,000	*0.0%*
4169	Play Equipment Reserve	5,000	5,000	*0.0%*
	Big Park: Expenditure	57,937	58,352	*0.7%*
tbc	Transfer from Big Park EMR	10,000	10,000	*0.0%*
1329	Advertising Income	2,000	2,000	*0.0%*
	Big Park: Income	12,000	12,000	*0.0%*
	Net Expenditure over Income	**45,937**	**46,352**	***0.9%***
316	Gateway Café			
4101	Repair/Alteration of Premises	3,500	3,000	*-14.3%*
4111	Electricity	10,000	10,000	*0.0%*
4326	Telephones	972	240	*-75.3%*
4355	Wifi	540	0	*-100.0%*
4115	CCTV Maintenance	1,500	1,500	*0.0%*
4116	Servicing / Maintenance	1,500	1,500	*0.0%*
	Gateway Café: Expenditure	18,012	16,240	*-9.8%*
1111	Electricity	10,000	10,000	*0.0%*
1025	Rent & Service Charge	9,363	9,643	*3.0%*
	Gateway Café: Income	19,363	19,643	*1.4%*

	Net Expenditure over Income	**-1,351**	**-3,403**	***151.9%***	
330	Parks & Open Spaces				
4101	Repairs / Alterations	5,000	5,000	*0.0%*	
4104	Vandalism Repairs	1,500	1,500	*0.0%*	
4141	Water Services	5,000	7,000	*40.0%*	
4164	Trade Refuse	500	500	*0.0%*	
4171	Grounds Maintenance Costs	4,000	4,000	*0.0%*	
4301	Purchase of Furniture/Equipment	2,500	2,500	*0.0%*	
4105	Trees	3,500	2,000	*-42.9%*	Earmark 25/26 unspent
4106	Signage	5,000	5,000	*0.0%*	
4050	Allotment Costs	1,000	1,000	*0.0%*	
	Amenity Area: Expenditure	28,000	28,500	*1.8%*	
1044	Hire of the Dell	5,500	4,500	*-18.2%*	
1050	Allotment Rent	2,650	2,650	*0.0%*	
	Amenity Area: Income	8,150	7,150	*-12.3%*	
	Net Expenditure over Income	**19,850**	**21,350**	***7.6%***	
200	Highways				
4101	Repairs & Alterations	0	2,500	*#DIV/0!*	
4111	Streetlight Electricity	0	1,932	*#DIV/0!*	
4171	Grounds Maintenance Costs	0	500	*#DIV/0!*	
4850	Grass Cutting Contract	0	20,842	*#DIV/0!*	
4851	Noticeboards	0	650	*#DIV/0!*	
4852	Monument & War Memorial	0	600	*#DIV/0!*	
4853	Street Furniture	0	600	*#DIV/0!*	
	Highways: Expenditure	0	27,624		

	Net Expenditure over Income	**0**	**27,624**	***#DIV/0!***
355	The Hub			
4103	Annual Servicing Costs	2,500	2,500	*0.0%*
4111	Electricity	3,000	3,000	*0.0%*
4112	Gas	3,000	3,000	*0.0%*
4355	Wifi	420	420	*0.0%*
4101	Repairs / Alterations	2,000	2,000	*0.0%*
	Hub Reserve		5,000	*#DIV/0!*
4175	Music Licence	500	418	*-16.5%*
	The Hub: Expenditure	11,420	16,338	*43.1%*
1084	The Hub	18,185	18,548	*2.0%*
1303	Water	160	160	*0.0%*
1112	Gas	300	300	*0.0%*
1111	Electric	300	300	*0.0%*
1355	Wifi	210	210	*0.0%*
	The Hub: Income	19,155	19,518	*1.9%*
	Net Expenditure over Income	**-7,735**	**-3,181**	***-58.9%***
	LEISURE, AMENITIES & ENV: Total Expenditure	**150,414**	**192,854**	***28.2%***
	LEISURE, AMENITIES & ENV: Total Income	**72,436**	**79,979**	***10.4%***
	Net Expenditure over Income	**77,978**	**112,874**	***44.8%***

	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	143	2,000	1,857		1,857	7.2%	
4202 Repairs/Maintenance of Vehicle	3,775	7,000	3,225		3,225	53.9%	
4203 Fuel	2,287	5,500	3,213		3,213	41.6%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	477	1,000	523		523	47.7%	
Grounds Team General Exp :- Indirect Expenditure	**6,682**	**16,100**	**9,418**	**0**	**9,418**	**41.5%**	**0**
Net Expenditure	**(6,682)**	**(16,100)**	**(9,418)**				
310 Sports Park							
1025 Rent & Service Charge	8,222	3,645	(4,577)			225.6%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	2,551	3,000	449			85.0%	
1060 Water Usage	522	0	(522)			0.0%	
1061 S/P Court Hire	1,054	740	(314)			142.4%	
1111 Electricity	91	0	(91)			0.0%	
Sports Park :- Income	**20,112**	**13,768**	**(6,344)**			**146.1%**	**0**
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	13	3,000	2,987		2,987	0.4%	
4131 Rates	2,096	2,345	249		249	89.4%	
4141 Water Services	11	0	(11)		(11)	0.0%	
4160 Changing Places Costs	435	600	165		165	72.5%	
4161 Cleaning Costs	9,489	11,500	2,011		2,011	82.5%	
4164 Trade Refuse	2,017	3,000	983		983	67.2%	
4171 Grounds Maintenance Costs	4,510	10,000	5,490		5,490	45.1%	
Sports Park :- Indirect Expenditure	**18,605**	**30,445**	**11,840**	**0**	**11,840**	**61.1%**	**0**
Net Income over Expenditure	**1,507**	**(16,677)**	**(18,184)**				
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	8,752	5,000	(3,752)		(3,752)	175.0%	7,480
4102 Maintenance of Buildings	425	500	75		75	84.9%	
4111 Electricity	527	1,000	473		473	52.7%	
4112 Gas	947	1,000	53		53	94.7%	448
4121 Rents	11,010	15,500	4,490		4,490	71.0%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4166	Skip Hire	305	1,000	695		695	30.5%	
4173	Fertilisers & Grass Seed	3,864	4,800	936		936	80.5%	3,864
4303	Machinery Mtce/Lease	639	4,000	3,361		3,361	16.0%	
4326	Telephones	27	0	(27)		(27)	0.0%	
4329	Advertising	0	2,000	2,000		2,000	0.0%	
4355	Wifi	(40)	585	625		625	(6.9%)	
	Big Park :- Indirect Expenditure	**33,191**	**41,437**	**8,246**	**0**	**8,246**	**80.1%**	**11,792**
	Net Income over Expenditure	**(33,030)**	**(39,437)**	**(6,407)**				
6000	plus Transfer from EMR	11,792	0	(11,792)				
	Movement to/(from) Gen Reserve	**(21,239)**	**(39,437)**	**(18,198)**				
316	Gateway Cafe							
1025	Rent & Service Charge	5,614	9,363	3,749			60.0%	
1092	Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111	Electricity	4,513	10,000	5,487			45.1%	
	Gateway Cafe :- Income	**9,966**	**19,363**	**9,397**			**51.5%**	**0**
4101	Repair/Alteration of Premises	280	3,500	3,220		3,220	8.0%	
4111	Electricity	4,513	10,000	5,487		5,487	45.1%	
4115	CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116	Servicing / Maintenance	100	1,500	1,400		1,400	6.6%	
4326	Telephones	0	972	972		972	0.0%	
4355	Wifi	81	540	459		459	15.0%	
	Gateway Cafe :- Indirect Expenditure	**4,974**	**18,012**	**13,038**	**0**	**13,038**	**27.6%**	**0**
	Net Income over Expenditure	**4,992**	**1,351**	**(3,641)**				
330	Parks & Open Spaces							
1025	Rent & Service Charge	50	0	(50)			0.0%	
1044	Hire of the Dell	3,350	5,500	2,150			60.9%	
1050	Allotment Rent	149	2,650	2,501			5.6%	
1303	Water Charges	100	0	(100)			0.0%	
	Parks & Open Spaces :- Income	**3,649**	**8,150**	**4,501**			**44.8%**	**0**
4050	Allotment Costs	916	1,000	84		84	91.6%	
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	6,734	5,000	(1,734)		(1,734)	134.7%	1,734
	Parks & Open Spaces :- Direct Expenditure	**7,843**	**11,000**	**3,157**	**0**	**3,157**	**71.3%**	**1,734**
4101	Repair/Alteration of Premises	784	5,000	4,216		4,216	15.7%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141	Water Services	4,535	5,000	465		465	90.7%	
4164	Trade Refuse	156	500	344		344	31.2%	
4169	Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171	Grounds Maintenance Costs	2,568	4,000	1,432		1,432	64.2%	
4301	Purchase of Furniture/Equipmen	666	2,500	1,834		1,834	26.6%	
	Parks & Open Spaces :- Indirect Expenditure	**8,709**	**22,000**	**13,291**	**0**	**13,291**	**39.6%**	**0**
	Net Income over Expenditure	**(12,903)**	**(24,850)**	**(11,947)**				
6000	plus Transfer from EMR	1,734	0	(1,734)				
	Movement to/(from) Gen Reserve	**(11,170)**	**(24,850)**	**(13,680)**				
355	The Hub							
1084	Sports Pavilion	15,285	18,185	2,901			84.0%	
1111	Electricity	0	300	300			0.0%	
1112	Gas	45	300	255			15.0%	
1303	Water Charges	63	160	98			39.1%	
1355	Wifi	88	210	123			41.7%	
	The Hub :- Income	**15,480**	**19,155**	**3,676**			**80.8%**	**0**
4175	Music Licence	404	500	96		96	80.8%	
	The Hub :- Direct Expenditure	**404**	**500**	**96**	**0**	**96**	**80.8%**	**0**
4103	Annual Servicing Costs	694	2,500	1,806		1,806	27.8%	
4111	Electricity	1,159	3,000	1,841		1,841	38.6%	267
4112	Gas	302	3,000	2,698		2,698	10.1%	21
4171	Grounds Maintenance Costs	747	2,000	1,253		1,253	37.4%	
4355	Wifi	161	420	259		259	38.2%	
	The Hub :- Indirect Expenditure	**3,063**	**10,920**	**7,857**	**0**	**7,857**	**28.1%**	**288**
	Net Income over Expenditure	**12,012**	**7,735**	**(4,277)**				
6000	plus Transfer from EMR	288	0	(288)				
	Movement to/(from) Gen Reserve	**12,300**	**7,735**	**(4,565)**				
	Grand Totals:- Income	**49,368**	**62,436**	**13,068**			**79.1%**	
	Expenditure	**83,472**	**150,414**	**66,942**	**0**	**66,942**	**55.5%**	
	Net Income over Expenditure	**(34,104)**	**(87,978)**	**(53,874)**				
	plus Transfer from EMR	**13,813**	0	(13,813)				
	Movement to/(from) Gen Reserve	**(20,291)**	**(87,978)**	**(67,687)**				

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Committee:	Leisure and Amenities	**Agenda Item:**	LA 1062
Meeting date:	2nd December 2025	**Authors:**	Parks Officer
Subject:	**Action Plan**		
Purpose:	To note		

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

1. Background

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

Update from Cllr Gallagher

There has been considerable investment in outdoor sports in 2025 within the town
This has included the Peacehaven and Telscombe Football Club Official 3G Pitch funded with 106 money from the big park project, football foundation grant and funding from the club.
Enhanced MUGA with Basketball facility, Netball Pitch (currently in construction), and a proposed Pump Track all from S106 from Big Park Project.
The Joff is open offering a number of upgraded indoor facilities funded by ESCC and external grants.
The Hub phase 2 renovation will be Funded by PTC community infrastructure fund and a bid to LDC
Lewes District Council are currently undertaking a Sports Audit across the District this will be used to direct where future funding is required in East Sussex.

2. Options for Council

To note this report

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

- this is to be considered for every project
- net zero co2 target for 2030

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
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	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☒
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☒

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	The go ahead from solicitors has now been finalised.	TC/ Parks O/ Finance O	£13,000	National Lottery	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023	No new update Note 6 new playground signs were vandalised within a few weeks after installation	Projects officer		PTC budget and CIL	2026	
The Hub general improvement plan (phase 2) C1178	Stakeholder group to be set-up - more consultation happening in early December	Parks officer/ projects officer/ finance officer/ public relations officer	TBA	TBA	TBA	
MUGA court refurbishment C1156, LA866	Works started on the 17th of November and should be complete by the new year.	Parks officer/ LDC	£173,000	Centenary Park 106 money	2025	
Pump track	Tenders has been invited for the project; plans will then be put to public consultation in local schools	LDC Parks officer	£100,000	LDC	2026	
The Oval inclusive entrances LA 998	Fencing completed, surfacing to be completed by the end of November	Parks officer	£1000 from L&A budget	PTC budget	2025	
Epinay park playground renewal project LA1048	Agreed to apply for CIL funding in the next round of bidding, this is delayed until March 2026	Parks officer/ projects officer	£140,000 CIL bid	CIL	2027	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
War memorial wall surfacing project LA 1051 PF1159	P&F agree to fund the works in this financial year so Works to commence early December	Projects officer	£ 2894.00 +vat	PTC budget	2025	
The Hub roof replacement and heating project C1152 Business plan item	This project will come under full council control. On site meeting with surveyor from Remedy Consulting held in November.	Town Clerk, Parks Officer, Projects Officer, Finance officer	£350,000 £350,000	50/50 PTC CIL and LDC CIL.	2025	
To undertake an accessibility audit of parks and open spaces, to develop an action plan to make improvements. Business plan item	TFG members, Cllr Sharkey, Cllr Griffiths and Cllr Fabry	Parks Officers TFG members			2026	

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

Completed projects 2025

1. Sports consultation (business plan)
2. Green infrastructure audit (business plan)
3. New gate for the Dell playground
4. The Oval entrance improvements

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Committee:	Leisure and Amenities	**Agenda Item:**	LA 1063
Meeting date:	2nd December 2025	**Authors:**	Parks officer, Cllr Gallagher
Subject:	Allotment update		
Purpose:	To Note this report		

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 new tenancy agreements plus updated terms and conditions and accompanying letters will be sent out in January.

An inspection in November found 5 plots not being worked at all so informal warning letters have been sent out, and a full inspection will take place in Feb/ March, if these 5 plots have not improved by then a formal warning letter will be issued to them.

An update from Cllr Gallagher from the Horticultural society meeting

Peacehaven Horticultural Society Charity Number 1160608

Activities – Horticulture and Annual Show

OBJECTIVES

To promote, encourage and improve scientific and practical horticulture in Peacehaven and the Surrounding area.

Established over 100 years.

PHS Committee Meeting 23rd October 2025

Cllr Gallagher and The Mayor attended.

Suggestions made for closer and collaborative working through Peacehaven Town

The Committee were agreeable to working in partnership with the Grounds Team on the Boat and surrounds, the Conversation Garden planters in Centenary Park.

Also, within the allotment from 2026 will open the Hut up earlier in the year and working with Plot holders to help supply their needs.

The 3 Liaison Councillors, i.e. Cllrs Gallagher, Harmon and Sharkey have offered support and help.

AGM of PHS is in January 2026, a number of Committee/trustee positions will change.

2. Options for Council

To Note this report

3. **Reason for recommendation** no decision to be made.
4. **Expected benefits N/A**
5. **Implications**

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	YES
5.6 Contracts	
5.7 Climate & Sustainability	YES
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	YES
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	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☐
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☒

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

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Committee:	Leisure and Amenities	**Agenda Item:**	LA 1064
Meeting date:	2nd December 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	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☒
6.6 Valuing the environment	☐

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
636	08/10/2025	Email	Epinay Park	Fly Tipping	office chair dumped inside Epinay park	chair was removed by the groundstaff	Closed	0
637	08/10/2025	Email	Centenary Park	Parking	poor car parking during football games and training in and around the park	emailed the football club and asked to have a get together to see if we can ease the situation	0	2
640	24/10/2025	Raised by PTC	Epinay Park	Vandalism	one of the new playground safety signs has been removed from Epinay park, the sign is now missing.	searched for the sign	Closed	0
641	27/10/2025	Phone	Epinay Park	Vandalism	The shelter has been badly vandalised again, and the 2 new H&S/Rules signs have disappeared	Grounds team cleared away debris and pull out any nails. Looked for signs	Closed	1
642	27/10/2025	Phone	Centenary Park	Trees	Wanted to know when the trees behind the fence near Flint Way would be reduced in height, as happens each year, but hasn't this year.	Grounds team updated	Open	0

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Committee:	Leisure and Amenities	**Agenda Item:**	LA 1065
Meeting date:	2nd December 2025	**Authors:**	Parks officer
Subject:	Business plan review		
Purpose:	To review the business plan.		

Recommendation(s):
To review and update the business plan

1. Background

THE BUSINESS PLAN

Our vision: Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

Our mission: To ensure Peacehaven remains a thriving community and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail and cultural development that blends with our special and distinctive environment. To listen to our community and encourage residents to engage, educate and evaluate us.

Core Values Increasing pressures on finances mean that it is more important than ever that Peacehaven Town Council focuses on the things that matter most to Peacehaven. The following priorities aim to ensure that we gain the most use from our resources.

Empowering and supporting the community Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community.

Growing the economy sustainably Work with others to support sustainable growth and a strong community, ensure Peacehaven is a great place to invest in, live, work, and visit, and that Peacehaven Town Council is committed to being a responsible employer.

Helping children and young people Support and inspire children and young people to raise their aspirations and reach their full potential.

Improving the quality of life for residents and visitors to Peacehaven Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.
Supporting residents in need Provide support in times of need and improve quality of life.

Valuing the environment Promote sustainability and nature recovery, improve our infrastructure, safeguard our heritage and biodiversity.

2. Options for Council

To review the business plan

3. Reason for recommendation

To keep the business plan up to date and on target for completion

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	☐
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☐
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

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

Leisure, Amenities, and Environment Committee

Project	**Accessibility to parks and open spaces owned by the Town Council**		
Description	Undertake an accessibility audit of Parks and open spaces and develop an Action Plan to make improvements		
Target Completion	2026	**Current Position**	Some areas audited
Resource Allocation	Officer and Councillor time		
Measure of Success	Audit completed and Action Plan in place through the Committee		

Project	**The Hub**		
Description	Replace the roof, heating system, and other improvements		
Target Completion	2027	**Current Position**	Successful CIL bid
Resource Allocation	CIL money, Officer and Councillor time, other options for financing		
Measure of Success	The Hub is a sustainable, accessible, useful, safe and welcoming venue		

PEACEHAVEN TOWN COUNCIL

Leisure, Amenities, and Environment Committee

Project	**Complete the Green Infrastructure Plan**		
Description	Work towards our carbon-neutral target by safeguarding our green spaces		
Target Completion	2030	**Current Position**	Action Plan & TFG in place
Resource Allocation	The Neighbourhood Plan Steering Group budget		
Measure of Success	Completed plan		

Project	**Consultation on Sports & Leisure facilities**		
Description	Carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven		
Target Completion	2026	**Current Position**	Not started
Resource Allocation	Officer and Councillor time, printing		
Measure of Success	Feedback from consultation submitted to Full Council		

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Committee:	Leisure and Amenities	**Agenda Item:**	LA 1066
Meeting date:	2nd December 2025	**Authors:**	Parks Officer
Subject:	Repair of Playground equipment		
Purpose:	To agree		

Recommendation(s):
The committee are asked to agree to either replace the seesaw located in Firle Road playground, repair the seesaw or remove the seesaw.

1. Background

The seesaw in Firle Road playground junior section has been taken down as the bearings were seized.

The seesaw was reported as having a life expectancy of needing replacing between 2026 and 2031, with this in mind quote have been sort for repair and for replacing the item

To repair the seesaw is- £1481 + vat – possible life span of 6 years

To replace with new seesaw £6,486.76 + vat with a new life span of 15 – 20 years

The committee are asked if they want to repair an item which has a reduced life expectancy or to replace this item now?

A third option is to remove the item completely.

We have £4,216.00 in 330/ 4101 repair/ alteration and £1,834.00 in 330/ 4301 Purchase of Furniture/Equipment budget heading total £6050.00 and could go out for quote within this budget for a new seesaw.

2. Options for Council

The committee are asked to consider the options of either repair or replace the seesaw at the Firle Road playground and if not then to remove the item completely.

3. Reason for recommendation

The seesaw was estimated as having a life expectancy of needing to be replaced between 2026 and 2031, so the question is do we spend £1481 + vat on an item which is close to the end of its reasonable life? if not then we can look at a suitable replacement item within a budget set or remove the item completely.

4. **Expected benefits**

Improve the play spaces for young people

5. **Implications**

5.1 Legal	
5.2 Risks	
5.3 Financial	Yes
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	☐
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☒
6.4 Improving the quality of life for residents and visitors to Peacehaven	☐
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

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

Current seesaw

Proposed new seesaw example

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Committee:	Leisure and Amenities	**Agenda Item:**	LA 1067
Meeting date:	2nd Dec 2025	**Authors:**	Parks officer
Subject:	Repainting car park lines at Centenary Park		
Purpose:	To agree		

Recommendation(s):
To agree to repaint the car parking bays and new double yellow lines in centenary park car park and recommend to the Policy and finance committee this be paid for from Big Park 106/ CIL funds.

1. Background

We have received several complaints regarding poor car parking practices during the busier times at Centenary Park. The parks officer has, contacted the stake holders who use the park (football club, bowls club and park run) to discuss if a solution could be found. Inside the park it appears the main issue is cars parking on the driveway causing a hazard and potentially blocking emergency vehicles from entering the park.

a solution to this could be to paint double yellow lines down the driveway on both sides to give a visual warning to drivers not to park there and also this would support any club representatives if they approached car owners about parking there.

Quotes have been sort and it was suggested it would make sense to repaint the existing parking bays at the same time as they are faded

The quotes for all the lines were

a) £2500+ vat
b) £1750 + vat

The finance officer recommends this is paid for from the remaining big parks 106/ CIL fund

2. Options for Council

To agree to repaint the car parking bays and new double yellow lines in centenary park car park and recommend to the Policy and finance committee this be paid for from Big Park 106/ CIL funds.

To choose which quote to accept.

3. Reason for recommendation

To help reduce poor car parking at Centenary Park

To help prevent traffic preventing emergency vehicles entering the park

4. **Expected benefits**

To reduce the risk of car parking preventing emergency vehicles being able to enter the park

5. **Implications**

5.1 Legal	
5.2 Risks	yes
5.3 Financial	yes
5.4 Time scales	2 months
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. **Values & priorities alignment**

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

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

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Committee:	Leisure & Amenities	**Agenda Item:**	LA 1068
Meeting date:	2ND December 2025	**Authors:**	Parks Officer
Subject:	Replacement bench on A259		
Purpose:	To agree to replace a bench on the A259		

Recommendation(s):

1. The committee are asked to agree to replace the vandalised bench on the A259 outside the Peacehaven Evangelical Free Church from the P&H furniture cost code.
2. To agree to the style and colour of the new bench.

1. Background

PTC own several benches on the A259, which are used by residents when walking along the main road. The one outside the Peacehaven Evangelical Free Church was vandalised, this was repaired and then it was vandalised again and is broken beyond reasonable repair. The street furniture has now come under the umbrella of the L&A committee, but we can still use the budget set for the P&H committee.

2. Options for Council

The committee are asked to agree to replace the vandalised bench on the A259 outside the Peacehaven Evangelical Free Church from the P&H furniture cost code which has £600 in it.

In the past we have recycled plastic benches.

Available colours are, brown, black, green, grey, blue, or rainbow.

A suggestion has been made to investigate a war memorial bench; there is one available within the budget, the material is metal which will be prone to rusting and a reduced life span compared the plastic option.

3. Reason for recommendation

- The old bench has damage which is beyond reasonable repair
- The council has bought recycled plastic benches in the past, which are durable, vandal resistant and do not require much maintenance.

4. Expected benefits

- the new bench is required for residents to use
- longevity and no maintenance if made of recycled plastic

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	From budget
5.4 Time scales	2 months
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	yes
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	☐
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☒

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

Vandalised bench

New bench colour examples

WW2 memorial bench made of metal