



1029DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 15th July 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Studd, Cllr Wood, Cllr Fabry, Cllr Griffiths, Cllr Campbell.

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

There were no members of the public in attendance.

LA1022 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcome everyone to the meeting, 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.

The Chair then announced the following events:-

- A tree would be planted and a time capsule buried in Centenary Park on 15th August for VJ Day 80.
- A call out for postcards or letters to loved ones during the 2nd World War to display as part of the VJ Day 80 commemoration.

LA1023 PUBLIC QUESTIONS.

There were no public questions.

LA1024 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

Cllr Campbell was invited to join the table.

LA1025 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest in item **LA1030**.

LA1026 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Studd as Vice Chair of this Committee.

Proposed by: Cllr Griffiths Seconded by: Cllr Fabry

All in **favour**.

LA1027 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13th MAY 2025

Proposed by: Cllr Wood Seconded by: Cllr Gallagher

All in **favour**.

LA1028 TO NOTE BUDGET UPDATE

The budget was **noted**.

The Chair brought forward item LA1035

LA1035 TO AGREE TO THE RECOMMENDATIONS REGARDING THE HUB CONSULTATION SURVEY RESULTS

The PR Officer confirmed that during analysis of the survey data private information would be withheld, and only content would be identified.

It was proposed to set up a TFG with the Supporting Officer taking the lead.

The TFG members were agreed as: Cllr Gallagher, Cllr Campbell and Cllr Griffiths, and that invites would be extended to Cllr Donovan, Cllr Alexander and Cllr Davies.

Members discussed that the meetings would go ahead even if not all members were in attendance.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

All in **favour**.

LA1029 TO NOTE ACTION PLAN

It was proposed the Tackling Dog Faeces item be removed from the action plan.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood

The proposal was **carried** by majority.

1 member abstained.

Members discussed whether to remove the pump track from the action plan, and the Parks Officer expressed that it had been proposed by LDC. It was agreed to remain on the action plan.

The action plan was **noted**.

LA1030 TO NOTE ALLOTMENTS UPDATE

The Parks Officer updated committee on the allotments to-date.

The Parks Officer confirmed there were 25 Peacehaven residents on the waiting list.

Cllr Gallagher commented that the enforcement time periods within the terms be revised, whereby the the Parks Officer commented that the terms would be reviewed in October.

The update was **noted**.

LA1031 TO NOTE THE COMPLAINTS LOG

The complaints log was **noted**.

LA1032 TO AGREE POTENTIAL CIL BID OPPORTUNITIES TO BE TAKEN FORWARD

Discussion took place on the priority of CIL bids for the playgrounds; the Parks Officer confirmed that the Centenary Café heating system would be a replacement rather than a refurbishment; and members agreed that the CIL bid list within the report be ordered into a RAG (red, amber, green) colour code system to categorise priority, with red being high, amber intermediate and green being a low category.

Members ran through the CIL bid list within the report, and agreed on the following RAG system for each item:-

Location	Works	RAG Colour
Centenary Park and others – near playgrounds, skatepark and MUGA	Covered Picnic tables at Centenary Park	Green
Centenary Park area	Improve car park lighting as previously discussed - £42,000 at least	Amber (it was commented that this may be funded separately by OVESCO)
The Hub	Internal building works for Hub building, and Equipment for kitchen and other areas incl. AV equipment	Red
Centenary Park	Refurb toilets	Amber
Centenary Café	Refurb of heating/water heating system for pelleted wood system	Amber (it was commented that grants may be available)
Playgrounds	Refurb of play equipment	Green
The Hub	Ground floor extension	Red
Epinay Park	To replace equipment	Red

Cllr Griffiths raised concern with rain ingress underneath the doors of the Centenary Park toilets, and the Parks Officer commented this could be resolved by the grounds team.

It was proposed to go ahead with the list as prioritised above in the RAG system

Proposed by: Cllr Fabry Seconded by: Cllr Wood

All in favour.

LA1033 TO AGREE TO REPLACE RIDE-ON-MOWER AND PLAN FOR THE FUTURE

Cllr Wood queried the charge time and the battery run-time, the Parks Officer confirmed 5 hours to charge and 7 hours of usage each time. The Parks Officer then outlined the report, reminded committee of PTC's carbon commitment to carbon net zero target, and the environment aspect of the committee.

The Parks Officer reminded committee there was not currently available budget and that only a percentage of the Chalkers Rise CIL could be used on the mower, and commented that the current mower's trade-in value was approximately £4,000-£5,000, and recommended that if the battery powered mower was agreed after it's warranty expiration it be traded in before its general deterioration.

It was proposed to recommend to the policy and finance committee to fund replacing the Kubota F3890 mower this year with the Mean Green- £37874 ex VAT battery powered zero turn mower.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in favour.

It was proposed to increase the reserves for vehicle purchases next budget and to note the extra costs involved in purchasing battery powered equipment to help meet the net zero carbon target set by the council.

Proposed by: Cllr Fabry Seconded by: Cllr Gallagher

All in favour.

It was proposed to recommend PTC set a 5-year lifespan on larger equipment and vehicles so renewal happens before the machine wears out and they still have trade-in value, and that every year a plan is brought to an LA&E committee meeting.

Proposed by: Cllr Wood Seconded by: Cllr Fabry

All in favour.

LA1034 TO AGREE THE NEW RESURFACING MATERIAL FOR THE WARM MEMORIAL SURFACE

Members discussed the types of material. Cllr Campbell raised that artificial grass should not be installed, and queried why flag stones or suchlike had not been considered. The Parks Officer responded they could have been, but would require additional work which would likely result in higher costs.

Cllr Gallagher and Cllr Campbell expressed their preference for grass.

The Meetings & Projects Officer commented that a range of quotes had been obtained for resin bond, from around £3,000 up to £9,000. Cllr Wood suggested a natural green resin.

It was proposed to bring resin bond quotes back to the next committee.

Proposed by: Cllr Wood Seconded by: Cllr Griffiths

All in favour.

LA1036 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. Business Plan Sports Survey

Cllr Gallagher expressed work had been carried out.

II. Business Plan accessibility of amenities

It was expressed that the TFG would bring a report to the next meeting.

III. Green Spaces Infrastructure

Cllr Gallagher expressed this item would be progressed after August with Officers.

IV. Howard Park Phase 2

The Meetings & Projects updated committee that the public consultation questions were with the TFG for review and feedback before going live.

V. Car Parking Options at Centenary Park

The Parks Officer commented that OVESCO were investigating whether they could progress this.

It was proposed to close the TFG

Proposed by: Cllr Fabry Seconded by: Cllr Gallagher

All in favour.

VI. The Oval TFG

The Parks Officer updated committee that the task agreed was near finalised, and suggested the closure of the TFG.

It was proposed to close the TFG.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood

All in favour.

LA1037 TO CONFIRM DATE OF NEXT MEETING AS THE 23rd SEPTEMBER 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:39.



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1043
Meeting date:	23 rd September 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

	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	2,780	7,000	4,220		4,220	39.7%	
4203 Fuel	1,926	5,500	3,574		3,574	35.0%	
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	4,738	16,100	11,362	0	11,362	29.4%	0
Net Expenditure	(4,738)	(16,100)	(11,362)				
310 Sports Park							
1025 Rent & Service Charge	5,964	3,645	(2,319)			163.6%	
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	948	740	(208)			128.1%	
1111 Electricity	61	0	(61)			0.0%	
Sports Park :- Income	16,452	13,768	(2,684)			119.5%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	379	3,000	2,621		2,621	12.6%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	416	600	184		184	69.3%	
4161 Cleaning Costs	7,175	11,500	4,325		4,325	62.4%	
4164 Trade Refuse	1,339	3,000	1,661		1,661	44.6%	
4171 Grounds Maintenance Costs	3,539	10,000	6,461		6,461	35.4%	
Sports Park :- Indirect Expenditure	13,929	30,445	16,516	0	16,516	45.8%	0
Net Income over Expenditure	2,522	(16,677)	(19,199)				
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	3,608	5,000	1,392		1,392	72.2%	2,350
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	300	1,000	700		700	30.0%	
4112 Gas	890	1,000	110		110	89.0%	448
4121 Rents	7,340	15,500	8,160		8,160	47.4%	
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 16/09/2025

Month No: 6

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	22,247	41,437	19,190	0	19,190	53.7%	5,754
Net Income over Expenditure	(22,086)	(39,437)	(17,351)				
6000 plus Transfer from EMR	5,754	0	(5,754)				
Movement to/(from) Gen Reserve	(16,332)	(39,437)	(23,105)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,856	9,363	6,507			30.5%	
1092 Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111 Electricity	2,315	10,000	7,685			23.2%	
Gateway Cafe :- Income	5,011	19,363	14,352			25.9%	0
4101 Repair/Alteration of Premises	45	3,500	3,455		3,455	1.3%	
4111 Electricity	2,315	10,000	7,685		7,685	23.2%	
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	2,641	18,012	15,471	0	15,471	14.1%	0
Net Income over Expenditure	2,470	1,351	(1,119)				
<u>330 Parks & Open Spaces</u>							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dill	3,240	5,500	2,260			58.9%	
1050 Allotment Rent	149	2,650	2,501			5.6%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,539	8,150	4,611			43.4%	0
4050 Allotment Costs	138	1,000	862		862	13.8%	
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	7,066	11,000	3,934	0	3,934	64.2%	1,734
4101 Repair/Alteration of Premises	522	5,000	4,478		4,478	10.4%	
4141 Water Services	3,752	5,000	1,248		1,248	75.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Trade Refuse	78	500	422		422	15.6%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,527	4,000	1,473		1,473	63.2%	
4301 Purchase of Furniture/Equipmen	666	2,500	1,834		1,834	26.6%	
Parks & Open Spaces :- Indirect Expenditure	7,545	22,000	14,455	0	14,455	34.3%	0
Net Income over Expenditure	(11,072)	(24,850)	(13,778)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	(9,338)	(24,850)	(15,512)				
355 The Hub							
1084 Sports Pavilion	10,073	18,185	8,113			55.4%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	45	300	255			15.0%	
1303 Water Charges	38	160	123			23.4%	
1355 Wifi	53	210	158			25.0%	
The Hub :- Income	10,208	19,155	8,948			53.3%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	429	2,500	2,071		2,071	17.2%	
4111 Electricity	465	3,000	2,535		2,535	15.5%	
4112 Gas	222	3,000	2,778		2,778	7.4%	21
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	109	420	312		312	25.6%	
The Hub :- Indirect Expenditure	1,831	10,920	9,089	0	9,089	16.8%	21
Net Income over Expenditure	8,376	7,735	(641)				
6000 plus Transfer from EMR	21	0	(21)				
Movement to/(from) Gen Reserve	8,397	7,735	(662)				
Grand Totals:- Income	35,370	62,436	27,066			56.6%	
Expenditure	59,899	150,414	90,515	0	90,515	39.8%	
Net Income over Expenditure	(24,529)	(87,978)	(63,449)				
plus Transfer from EMR	7,509	0	(7,509)				
Movement to/(from) Gen Reserve	(17,020)	(87,978)	(70,958)				



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1044
Meeting date:	23 rd September 2025	Authors:	Parks Officer
Subject:	Action Plan		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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

2. Options for Council

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	
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	Signs have been installed at Centenary Park and safety signs at all the playgrounds.	Projects officer		PTC budget and CIL	2026	
The Hub general improvement plan (phase 2) C1178	Report on this agenda. Results are being looked at by officers and councillors to report back to the L&A committee.	Parks officer/ projects officer/ finance officer/ public relations officer	TBA	TBA	TBA	
MUGA court refurbishment C1156, LA866	No further update – but the project is believed to be on track	Parks officer/ LDC	£150,000	Centenary Park 106 money	2025	
Pump track	Parks officer to have a teams meeting to discuss this with LDC	LDC Parks officer	£95,000	LDC and CIL	2026	
The Oval inclusive entrances LA 998	Completion of the new entrances has been hindered by staff sickness and holidays but are to be completed in the autumn.	Parks officer	£500 form L&A budget		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 Ongoing	Town Clerk, Parks Officer, Projects Officer, Finance Officer	£350,000 £350,000	50/50 PTC 50/50 PTC CIL and LDC CIL	2025	
To carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven Business plan item	Report in this agenda TFG members Cllr Gallagher, Cllr Studd	Parks officer	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 members 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	

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.



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1045
Meeting date:	15 th July 2025	Authors:	Parks officer
Subject:	Allotment update		
Purpose:	To note and agree to the changes to the terms and conditions for 2026		

Recommendation(s):

To note this update and agree to the suggested changes to the warning letters for 2026 terms and conditions.

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.

Since the last meeting we have had one tenancy terminated voluntarily

Terms and conditions update for 2026

Annually the committee review the terms and conditions

We have received complaints from tenants about the time it takes for removal of tenants who do not adhere to the terms and conditions. The current terms state

31. Enforcement

The following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.*
- b) Formal Warning – Tenants who fail to respond to an informal warning within 30 days will be issued with a formal written warning.*
- c) Notice to Quit – Tenants who fail to respond to a formal warning within 30 days will be given notice to quit with 30 days to vacate the plot.*

This has been discussed with the Town Clerk, and we have the following option to change

- To decrease the length of time to **15** days for the informal and formal warning letters with the notice to quit letter still giving 30 days.
- it is also suggested that the formal warning letter states any further breaches in the next 24 month will lead to a straight formal warning letter being issued.

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

Allotment Terms & Conditions – Cornwall Avenue 2025

Peacehaven Town Council owns and manages an Allotment Garden at Cornwall Avenue. Allotments can be rented by residents of Peacehaven on a first come first served basis and with written agreement to a contract and Rules. PTC as freeholder and manager retains the right to have the final word on all aspects of Allotment Garden.

Peacehaven Town Council has adopted an Allotment Policy under which the Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely. A full copy of the policy is available on the Peacehaven Town Council website.

The charge for the allotments from 1st January 2025 is £39 per large plot and £29 per small plot.

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Introduction, Background, Purpose, Equality and Diversity, Harassment Monitoring and Review, over-riding statement

Section 1 Qualifications for Allotment Tenancies - Allocation

Section 2 Allocations

Section 3 Co-workers / Plot Partners

Section 4 Rent

Section 5 Use of Land

Section 6 Cultivation

Section 7 Use of Chemical Sprays and Fertilisers

Section 8 Nuisance

Section 9 Subletting of Allotments

Section 10 Vehicles

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Introduction

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables, and flowers, which can have a positive impact on your well-being.

Background

Peacehaven has an allotment site at Cornwall Avenue under their management. Nationally there is a shortage of available allotments with waiting lists for sites in Sussex. Most sites are managed by Town and Parish Councils or allotment societies.

Purpose

To establish the principles which will guide the establishment and management of the allotment site. It will define the responsibilities of each party. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

The document will:

- set standards for the provision of allotments.
- encourage the uptake of allotments.
- seek to improve the standard of service provision.
- evaluate the benefits derived from allotments.
- Improve the fairness of provision of the allotments.

Equality, Diversity, and inclusion

The Rules of the allotments and their enforcement across Peacehaven will benefit all residents, workers, and visitors by providing a safer environment, fairer access to allotments and increased health benefits.

Harassment

Peacehaven Town Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment tenants.

All tenants are expected to comply with the Council's policies in respect of harassment and discrimination.

Harassment or non-verbal conduct may be of a specific racial, sexual or religious nature, but is generally accepted to be any unwelcome physical, verbal or non-verbal conduct.

Complaints about harassment are to be referred to the Council. The Council will endeavour to protect tenants against victimisation for making or being involved in a complaint. Wherever possible, Tenants should tell the person who is causing the problem that the conduct in question is unwarranted and/or offensive and must stop.

Monitoring and Review

Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.

These Terms and Conditions are intended to improve the management of the Council's existing stock of allotments by controlling lettings and operations and will be reviewed in line with corporate guidelines.

Overriding Responsibility Statement

Peacehaven Town Council has overriding responsibility for the management of the allotment gardens. There may be exceptions to these rules, the Council retains the right to make decisions contrary to or in addition to those detailed in this document.

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Peacehaven and who are a minimum of age 18 years old. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below). Only one allotment can be allocated to each household.

When an allotment falls vacant due to death of the tenant, the tenant's immediate family can take over the allotment garden if they fit the criteria set out above.

Once a tenant permanently moves out of the Peacehaven boundary, they will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden to be reviewed annually.

2. Allocation

Allotments will be offered on a "first come, first served" basis and where required a waiting list will be held by the Council. Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline two offers of a plot they will be removed from the list. A new application can be submitted however, it will be the new application date which will determine their position on the list i.e., at the end of the list.

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

3. Co-workers / Plot Partners

A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if they choose to nominate a co-worker.

4. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed annually.

Allotment garden rents will be based on the area of the allotment.

Approximate Allotment Plot Size:

Large Plot = 112 Metres square 133 Yards Square approx.

Small Plot = 56 Metres square 67 yards Square approx.

5. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this Terms and Conditions document. Any business use is strictly prohibited.

6. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate persistent weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden. There are pathways leading from the vehicle trackway to the boundary fences in between each plot. there is also a

pathway between plots across the site these should unless agreement between two plot holders has been made to allow growing in the maximum area of each of the neighbouring plots.

7. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council. If permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Council's policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

8. Nuisance

The tenant must not cause or permit any nuisance, annoyance or cause any offence to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property. A gap of 2 feet (60cm) grass boundary should be maintained and left clear of adjoining fence line. This includes keeping clear of compost heaps, sheds, greenhouses, water butts, benches, tools and debris. This list is not exhaustive. This rule is to ensure access for inspections and health and safety requirements. See No 12 and No 13. Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

Peacehaven Town Council retain the right to issue a penalty charge to any tenant upon leaving a plot, either by surrender or eviction, to cover any costs incurred when preparing the plot for the new tenant.

9. Sub-letting of allotments

The tenant may not sub-let, or part share the allotment.

10. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer, or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

11. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell, or carry away any mineral, sand, earth, or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. See restrictions on Cropping below for advice on fruit growing.

12. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained. No boundary fence should be interfered with and the 60cm gap kept clear of debris, See no 8 and no13.

The tenant must not erect any fence sub-dividing any allotment garden without the written consent of the Council. Allotment plots are permanent fixed features; tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine.

The tenant of an allotment garden must not use barbed wire or razor wire.

13. Erection of sheds, greenhouses, polytunnels and compost containers

There is to be no construction, extension or changes to existing sheds, greenhouses, polytunnels without written prior permission from Peacehaven Town Council. A plan is to be submitted with drawings and sizes. Only a single shed and either a greenhouse or polytunnel will be permitted. Sheds should be used only for storing materials for use on the allotment garden.

There is to be a gap of 2 feet or 60cm left clear between an allotment plot and residential properties and fences, see No 8 and No 12.

The roof sides and surrounding area must be kept clean and tidy at all times.

Tenants are entirely responsible for the security of sheds and contents and for providing their own insurance cover. The risk of break in is high and it is not advisable to store any valuable items in sheds. All items are stored at the tenant's own risk.

All sheds and greenhouses must be kept in good order.

13a Dimensions

No permanent foundations are to be laid, the shed, greenhouse or polytunnel may be supported on a temporary foundation not exceeding 9 inches 0.229 metres in height and laid dry

The maximum size of a shed, greenhouse or polytunnel permitted is 7ft height (2.1 metres) at the apex, length 8ft (2.44 metres) x width 6ft (1.83 metres).

13b Construction Materials

For Sheds Greenhouses

i) Metal approved manufactured design.

ii) Timber approved manufactured design or self-constructed of clean sawn woods. Cladding planed soft wood, shiplap, or weather boarding.

iii) Glazing in greenhouse must be with glass or horticultural PVC materials. Thin polythene sheeting is not permitted. Any damaged polycarbonate sheeting should be removed immediately as it becomes brittle.

iv) Finish – to be painted green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

13c Compost containers and poly tunnels

Compost Containers Maximum permitted 4ft x 6ft x 2ft 6in (1.2m x 1.8m x 0.7m), construction: approved wood, mesh, or manufactured design

Poly tunnels Maximum height 7ft (2.1metres) at apex Maximum Length 6ft (1.8metres) Maximum Width 6ft (1.8Metres)

Construction clean sawn timber, metal or approved manufactured design. Covering clean heavy gauge polythene sheeting or mesh.

13d Siting

Where possible at the rear of the plot as per prior written permission from Peacehaven Town Council.

14. Water holding

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. any water overflow from the water butt must be directed away from any boundary fences. No new wells or submerged water holding devices may be dug at all.

15. Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs, or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

16. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for disposing all of their rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be

reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

17. Bonfires / Burning Rubbish

Bonfires and Barbecues are not allowed on the allotments.

18. Children

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

19. Dogs

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

20. Livestock

The tenant must not, keep any animals of any kind on the land.

21. Bee Keeping

Although the keeping of honeybees cannot be granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Applications must be made in writing to Peacehaven Town Council, and we will then carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

22. Not to Display Advertisements

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

Breach of rules could lead to termination of the tenancy agreement.

23. Inspection

The tenant will permit any officer or member of the Council, or other Council appointed agent or the police, to enter on to the allotment garden or any structure on it at any time to inspect its state and condition.

24. Disputes

Disputes between tenants which cannot be resolved on site should be referred to the Council. The written decision of the Council will be binding on all tenants involved in the dispute.

25. Termination of Tenancy

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

26. Service of Notices

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

27. Change in circumstances

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will write annually to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other

reason for a long absence are advised to keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit with immediate effect.

28. Failure to Comply

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with this lettings policy will be contacted and requested to address any issues raised with them. Failure to comply with any such notice may result in further warnings and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant.

29. Legal Obligations

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

30. Special Conditions

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

31. Enforcement

The following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.
- b) Formal Warning – Tenants who fail to respond to an informal warning within 30 days will be issued with a formal written warning.
- c) Notice to Quit – Tenants who fail to respond to a formal warning within 30 days will be given notice to quit.

32. Power of eviction

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

33. Amendment of these rules

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, Community House, Meridian Centre, Greenwich Way, Peacehaven, BN10 8BB
Telephone 01273 585493

Raw Data Appendices P16-17

8. What facilities do you believe are required to make The Hub a more usable space?

Better toilets. Outside lighting
Better awareness
Who owns it? How do you hire it? Can anyone access it?
Outside area
A more usable kitchen could be helpful for users
Updated toilets and kitchen. Changing rooms in a separate portacabin to allow larger internal space with better storage. Table tennis table(s), table football, pinball machine. Portacabin to have lockers for clothes storage.
Just an upgrade of the interior furnishings and finishes, possibly a larger kitchen area
Continue with changing facilities and toilets. A desirable hall to rent for parties, with access to a garden that you can utilise when renting
Bigger kitchen more spaces for hire storage for other community groups not just nursery to store equipment. This will encourage others to make long term bookings.
Small stage area
I believe the size of the is adequate
A roof that doesn't leak. Needs to be more user friendly. The council could help advertise events
Better outside space
Maybe include some of the field in it.
Dog friendly and for children with special needs
That would depend on varying factors. Having only used it as a space for hire of a child's party it works.
Having to get them keys from meridian centre non-9 office hours if difficult for working parents hosting a weekend party - a carstaker service would be very useful
Facilities for young people to gather
Advertisement with photos or videos
Official meeting spaces/games
More accessible facilities
A better garden area and kitchen
WiFi, screen and projector.
Sound system in the hall would be amazing
Bigger changing rooms for the football teams that use the centenary park pitches every week
Better changing rooms
Keep the changing rooms
Toilets especially as there are loads of young children parents and players using the pitches some of which have conditions like crotch
Excellent changing rooms. Lots of sports and footballs teams play in the fields are require the rooms.
Changing rooms
Changing rooms for football
To improve the changing rooms
Changing rooms. As the football teams use them often
I don't enter the changing rooms for his football
I would flatten the entire thing and include the Muga next to it to build a bigger better suited space to accommodate as much of the community as you could.
Have a smaller better outdoor MUGA which could still host the netball, basketball, tennis as where else can you do this in Peacehaves?
the football club have the 3G and fields football can be played on there
more rooms for different events
Total update
It's a shame the nursery's pictures are always on the notice boards. A nicer garden area too would be good for summer events.
Changing rooms
Changing rooms
Showers
Some outdoor space with tables and chairs for events with catering (especially in the summer). Also more storage space for those tables/chairs etc.
As bus services are on the forefront, better larger parking for visitors

Clay pigeon shooting
More phone charging sockets, water tap to top up water bottles, free wifi, Outside seating, Communal fridge to share food not needed.
Recycling point
Extra parking
Additional Meeting Rooms
Drinks/Snacks area
Better use of the space, not a good flow of spaces
The whole building needs to be cleared and reconfigured.
A working kitchen accessible to more flexible spaces.
The back area should be available including a patio garden area.
Rooms to be of a size and flexibility to accommodate indoor sport and dance as well as social gatherings and drop in social sessions.
A community space for East Peasehaven accessible and welcoming for all ages.
Consider providing a mix of recreational, social and educational facilities that cater to their diverse interests and needs.
The kitchen needs replacing, it is not fit for purpose the same goes for the toilets which are outdated and awful.
An air conditioner, a regular cleaner, advertising community events.
The Hub should not be expanded upwards or in such a way as to encourage more cars at weekends.

Raw Data Appendices P18-19

9. In order of priority, what activities would you like to see available at The Hub in the future?
Coffee mornings, craft fairs, kids activities
Exercise classes, perhaps a local stall/market
more indoors sports, a youth drop in centre for kids to pop into on an afternoon after school or weekends perhaps. Some board games, darts board, pool table or table football? Something to keep the youths occupied and busy would be hugely beneficial I think and could reduce anti social behaviour
Try and keep nursery there, limited provision elsewhere in the East of Peasehaven; keep other evening users.
Market other available times to local users
I think it serves it purpose well already for small groups to exercise etc.
Dance fit
Swimming world
Gym
Rental facilities
Community events
the same as what is going on at the moment at the Hub
More kids clubs
Music venue and events
Pilates
Adult courses
Community groups
Youth centre
Don't know
Youth club
Party venue
Barbecue space
Animal training area
Clesters
Sports ground
A Play Cafe where there is indoor children's play equipment, and an affordable simple menu for both parents and children, a similar example is https://www.facebook.com/thefamilycafeseaford/?locale=en_GB
Not sure
If the hall is big enough it would be nice to see dance classes, art displays, a weekly market, card making classes, wakes etc
well
Youth groups for older children like cheerleading
Meeting space for local businesses and support groups
Hired out for private functions
Maybe some exercise/fitness classes.
No
N/A
Football
N/A
Football, changing rooms, kicking ball, somewhere to change after kicking ball
To improve the changing rooms
Yoga
Peasehaven needs activities it needs a community drive of both old and young
fitness classes, community events
Family events
a repair cafe, craft fairs, arts and craft classes.

Changing rooms
Changing rooms
Sporting events
I think lots of community groups would use the Hub if they knew it was available - so better marketing of the facilities on offer would encourage those groups to use it - then have a programme of activities taking place there like you have in Community House.
I don't know
more events in main hall, other sports facilities indoor and outdoor
Social activities, something for teenagers, music events, cooking events, arts activities. Bike fixing, fishing club meetings activities teaching fishing. Local information meet ups such as cycling, fishing, sailing, music DJ lessons, business lessons-business inspiration talks to inspire and advise people how to start a business give experience answer questions. Advice days about drugs, county lines, knives. Career advice -info about apprenticeships, college, university. Job fair. Events with music and where people can bring food and share it and take it away with allotments, fairs and other growing food community organisations. Cultural meet-ups for minorities with everyone welcome. Single parents meet up, single mums meet up. Amaze meet up a charity for special needs, Youth work info -meet youth workers talk about what is available.
Facilities for elderly meet ups
Wellness/Exercise -Rooms
Social Events
Music, Art, Drama, Meetings, Community groups, indoor exercise. So many uses possible. Create more space and the building with fill up.
1. indoors tennis. (currently discussing with Max Resser, who organised Newhaven tennis club), I understand you have the outdoor space but english weather make some outdoor sports not suitable specially for young children's. This activity will bring lots of interest of young children's around peacehaven.
2. Basketball indoors, volleyball indoors, there is so many sports can be arranged to be indoors. It's about a good timetable and fixed days to facilitate this. I have know many parents who don't drive including me which travelling is an issue and will benefit having something to do in peacehaven with young children's.
3. Bowling or bingo days/nights, fixed days it's another activity which children's and adults can have together instead of traveling to Marina or other places.
4. Dancing, singing, gymnastics activities can be amazing as most of the time people have to go to Seaford, Newhaven, Woodingdean, Brighton or Eastbourne to achieve this. Im sure there is plenty people out there willing to bring this to the hub.
5. Skating great fun for families and children's, have a look in Eastbourne is indoors activities where you can hire skates and one or twice a week this is book for anyone to join. Leisure centre it's too small and quite expensive for short period and nothing compares to Eastbourne.
6. Arts and craft sessions. Currently some church's and libraries provide this but it's not something fixed.
7. Look into a place called Kiddicity in Eastbourne. Great place for children's and families. works like a nursery but parents are allowed to be with their kids bringing lots of different activities, great fun, not expensive and you can book parties at the same time in the place. it's brilliant for baby showers or small children's parties. The owner was looking into open another site but will be great in peacehaven. check the website.
8. Sky high trampoline in peacehaven is the only activity for children's which is very dangerous as lots of young kids had fractures jumping there. not worth the money to go there. (in case you're looking into what peacehaven has).
9. I understand swimming pool is off budget for peacehaven, but considering this for the future where you can include disable people will be great. you get your money invested back if you charge correctly and getting people to pay the parking area for their cars.
(see how much you spent in rebuild the ground to play football).
Local clubs - small parties - art events - community use such as Councillor meet and greet. Same with the Police and Neighbourhood First. As there is a lot of anti social behavior in Cannery Park adjacent to the hub regular activities accessible for all ages
Community Events
Smaller rooms for eg scrabble clubs, book clubs and other activities that need indoor space for up to, say, 15 people at once. The trampoline building is under-used and should be repurposed to include eg rock climbing (using its height to provide for a second sport) and perhaps other indoor sports that are not already available (badminton court?)

Raw Data Appendices P20

16. If you were to book The Hub in the future, what are you likely to use it for?

Events
birthday party
arties
ids party
Family party, exhibitions, meetings with residents or other Civic events. Emergency shelter for incidents that displace tenants from their homes
party or meeting
Overflow for football club events, parties for the younger groups
Party or youth
Family party
N/A
Birthday, Gigs
Kids party
Child birthday party (primary school age)
Family event
Breakwork classes
Family gathering
Meetings / badminton
Not sure, what is it currently used for?
childrens party
A birthday party or youth class
Possibly a business meeting but we would need good internet access
Party/ Family gatherings
The football club that I am secretary of use the changing rooms every week.
Changing rooms
Events
N/A
Changing rooms
To improve the changing rooms
Football changing rooms and yoga
meeting /training parties/
birthday parties, community events and activities
Maybe
A private party
Changing rooms
changing rooms
football
private functions, small meetings
The nursery is there most days, so you would have to find a group to fit around it
meetings and community events
Community meet up event
Exercise Class
I wouldn't book it in it's current state, I would feel embarrassed offering the facilities to my companions
For all the above, it's a big community and many young children's don't have anything to do around the area, apart from big park which become boring
As above
An open market
Childrens Party

My funeral celebrations - Wake? It is not suitable for weddings because these are at weekends when the traffic is already too great.

Raw Data Appendices P21

11 How do you feel The Hub could better serve the needs of different age groups within the community?
Better advertising
its closed whenever I go by
is open for a start. The place is always closed. Looks shabby and is poorly light at night.
could do with a general upgrade and better outside lighting. Its not somewhere I would go after dark. Advertise local events outside to engage people
it currently serves a nursery most of the week and it could be helpful if another room was added so that small community groups, food banks, advice services could use the premises to meet and help local residents.
The building needs to be more welcoming - the entrance is tucked around the side, the colour scheme is very bland and dated, nursery pictures are the closest it comes to decor.
it needs to have a more inclusive element, possibly automatic doors, better lighting inside and outside for the winter months.
Easier to book, clean and desirable, not to be taken over by businesses as current
Having groups work within the community to help develop opportunities for our communities
N/A
Bring the hiring prices down so it is accessible to more groups
Hand out survey
Ghost events aimed at teens, early evenings maybe
Don't know
A bar space, Play area
Classes for all age groups bring all those age groups to the venues
Games community
Introducing activities as mentioned in questions 5
Groups and clubs for all ages
The Joff is better suited and equipped for youth groups (once it's finished)
More comfortable seats in the hub
By making the changing rooms bigger to accommodate adult football teams.
N/A
Yes if it has a youth club that would be amazing
N/A
By keeping changing rooms
To improve the changing rooms
Yes
having a program of activities run by people that care and what to make a difference
have a range of activities/ events available
Open more
Evening events for different age groups.
Upgrade the changing room for better use and more people to book them
Youth club?
rather changing rooms
re activities for the different demographics - youth, the elderly, charity events, markets etc. How about a Farmers Market?
Don't know
refer to question 4, better access for disabled and elderly
Clay pigeon shooting
More advertising. A place for people to meet up eat drink socialise share information.
Different rooms to hire
See previous answers. Plus more natural light and veranda /outside areas . Further floor making maximum benefit of floor space and views.
Offering a wide range of activities and programs that appeal to different age groups from children's to seniors.
Organising events which will appeal to all age groups.
Yes. The Hub has no provision for smaller groups especially of older people. These currently have the Martlets building (behind the shop), but if this were to cease to be available, it would hit older people in East Ward very

Raw Data Appendices P22-23

12. Do you have any further comments on The Hub that you wish to make?

The lighting outside is poor. Not advertised enough. Its never open most people just pass by and dont notice it.

Fix the leaking roof and make it available to everyone

The name is wrong, it's a sports facility without any sports, changing facilities without any dignity. The interior space needs redesigning, changing rooms and showers could be in a separate portacabin-type building allowing better use of the building.

It serves the town well as a small space to hire for kids party's etc.

I hope it receives this funding.

Advertise the fact that it may be hired out

put the Peacehaven logo on the building

Great space for classes - my daughter attends kung fu

No thank you

Signage encouraging people to see piddinghoe car park would be good as walking down the road towards the car park is a nightmare sometimes due to all the cars trying to get in and out. An electric charging point would be good.

No

Next time I go to the park for coffee I'll try and pop in to see the Venue

Currently under utilised.

The Hub is a great building that we're lucky to have, lovely to see that it's getting some money spent on it, but think the layout is fine as is.

As secretary of Peacehaven Athletic FC we have been using the changing room facilities for the last 5 years and it is important for us to offer our players these facilities as without these local players will leave for clubs with better facilities. I believe it's massively important that we can provide our players and opposition players with dry and warm changing rooms to get ready before training and games and also be able to shower and get changed after sessions. Also having accessible toilets is a must for a club.

If the changing rooms could just be worked on slightly.

Changing rooms keep please

Please build more toilets

The changing rooms need improvements and a redo.

Keep the changing rooms

To improve the changing rooms

NA

I think the work now needs to be done for the long-term future and if it requires more time to secure additional funding then take the time now to find it rather than build something that in 5 years may not be as useful as planned.

no

Make the changing room better, refurbish them and make them more modern

We would hope to use the hub for the scout group when we rebuild the hut. This space would be perfect for our groups

no

No

No

I really don't know what goes on there I have lived here for a while and there is no info easy to find. It always is closed and advertising is out of date outside the hub. It should have a web page social media etc maybe a digital information screen outside.

Please give residents a community space they can be proud of

I just hope something will change in this community, it's really sad what peacehaven has become. bring the community together and start looking into this people who will love to start running all this new possible things to everyone. stop making this town a ghost town. stop driving and start walking and see with your own eyes what's going on.

people stopped commenting and approaching the council as we know nothing will change for better.

NA

No

1. Any extra parking for Centenary Park should be just outside the Industrial Estate entrance at the south west corner. This would mean less traffic on Piddinghoe Avenue and Arundel Road. 2. Peacehaven TC needs to prepare a plan for sports infrastructure. Football, bowls and trampolining are very strong. But why is there no athletics track? Why no tennis courts? These two sports can be done by individuals or families in ones or twos - no need to get together with a big team. Indoor sports should be concentrated in the Meridian area buildings.

Raw Data Appendices P24-25

13. Age Group	14. Your Postcode
45 to 54	Bn10 8pq
55 to 64	Bn10 8qj
35 to 44	Bn10 8qb
35 to 44	Bn10 8qg
35 to 44	Bn10 8RY
35 to 44	Bn10 7LN
65 or over	Bn10 7ub
55 to 64	bn25
55 to 64	Bn10 7QY
Under 18	Bn10 8du
45 to 54	Bn9
35 to 44	Bn10
65 or over	Bn10 8HR
55 to 64	Bn10 8NA
35 to 44	bn10 8
35 to 44	Bn10 8tr
35 to 44	Bn10 8lp
55 to 64	Bn10 7LF
45 to 54	Bn108ng
35 to 44	Bn10 7LS
45 to 54	Bn10 8GL
55 to 64	Bn10 8ez
45 to 54	Bn10 8DB
35 to 44	Bn10 8JE
35 to 44	Bn108
45 to 54	Bn10
19 to 24	Bn108GN
45 to 54	bn2
65 or over	Bn10 8DQ
35 to 44	
Under 18	Bn10 8CA
55 to 64	Bn10 8DU
35 to 44	Bn10 8NH
35 to 54	Bn107rg
35 to 54	
35 to 54	Bn10 7SQ
19 to 18	Bn1 7JR
19 to 24	Bn1 7hl
25 to 34	Bn9 8ey
25 to 34	BN25
19 to 24	BN25 2PT
25 to 34	
19 to 24	Rn15 0XG
25 to 34	Bn10 8TJ
19 to 24	Bn10 1DU
45 to 54	BN25 1DU
45 to 54	bn108ns

25 to 34	BN1089
55 to 64	BN10 89n
55 to 64	BN10 89E
25 to 34	BN10 89W
19 to 24	BN10 7eg
55 to 64	BN10 7eg
25 to 34	BN10 7eg
65 or over	BN10 89Y
65 or over	BN10 7LB
65 or over	BN10 7NB
65 or over	BN10 7op
45 to 54	BN10 70J
45 to 54	BN10 8TJ
45 to 54	BN10 7LN
65 or over	BN10 7S1
65 or over	BN10 8AY
65 or over	BN10 8PD
35 to 44	BN10 8PF
65 or over	BN10 8R2
45 to 54	BN10 8RN
55 to 64	BN10 8PF
65 or over	



Committee:	L&A	Agenda Item:	LA1053
Meeting date:	23 rd September 2025	Authors:	Meetings & Projects Officer
Subject:	Howard Peace Park Consultation		
Purpose:	To agree to publicise the consultation		

Recommendation(s):
To agree to publicise the consultation

1. Background

At the last committee under item LA967 it was agreed to proceed with a public consultation, and that the initial consultation be done in-house, at no cost to PTC other than Officer and Councillor time and printing.

The Meetings & Projects Officer has produced a digital consultation, which is also available in a printed format (as per Appendix A).

If it is agreed for this public consultation to go live, results will be brought back to this committee.

Options for Council

To approve the public consultation

To suggest amends to the public consultation prior to publicising

Reason for recommendation

To progress the project.

2. Expected benefits

To gather data as to the next step of this project

3. Implications

5.1 Legal	-
5.2 Risks	Not going ahead with the public consultation will risk not knowing public opinion on the project
5.3 Financial	No financial implication, apart from officer time and printing costs
5.4 Time scales	A suitable go-live time will be scheduled, dependent on other current consultations
5.5 Stakeholders & Social Value	A consultation provides a space for the public to express their views
5.6 Contracts	-
5.7 Climate & Sustainability	-
5.8 Crime & Disorder	A public consultation encourages community cohesion
5.9 Health & Safety	-
5.10 Biodiversity	-

5.11 Privacy Impact	Adhere to PTC's 2025 Data Protection Policy
5.12 Equality & Diversity	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"/>

6.7 Which business plan item(s) does the recommendation relate to? None

5. Appendices

Appendix A - Ammonite-Shape Plaque Area Consultation



Ammonite-Shape Plaque Area, Howard Peace Park, BN10. Consultation - Peacehaven Town Council

Peacehaven Town Council is considering an ammonite-shaped plaque installation in Howard Peace Park, available for positive and reflective messages. It would sit north of the site, on the pebbled area within the meandering path. Third-party funding would be sought for this project.

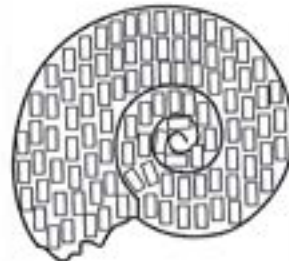
The ammonite concept reflects the fact that large ammonites can be found on the beach at Peacehaven <https://www.peacehaventowncouncil.gov.uk/peacehaven-fossils/>, and the vision is based on a similar idea to that at Splash Point in Seaford www.seafordtowncouncil.gov.uk/the-shoal

Shoreland Bay is situated between the cliff top and the A250, adjacent to a beach and afforests to the

Section 1: General Awareness & Sentiment

1

How supportive are you of the idea of a plaque-based area in the park? The image shown is to help you visualise what the installation could look like. It is not an agreed-upon design.



- ☐ Very supportive
- ☐ Somewhat supportive
- ☐ Neutral
- ☐ Somewhat opposed
- ☐ Strongly opposed

2

What is your overall opinion on adding this type of feature to public parks?

3

Would be interested in purchasing a plaque on the ammonite for a loved one?

- ☐ Yes
- ☐ No
- ☐ Maybe
- ☐ Other

Section 2: Purpose and Theme

4

What should be the primary purpose of the plaque area? (Select all that apply)

- ☐ Honouring local historical events
- ☐ Commemorating individuals (e.g., veterans, community leaders)
- ☐ Promoting cultural awareness
- ☐ Celebrating local achievements
- ☐ Providing a space for local residents to reflect or remember
- ☐ Other

5

Are there specific individuals, groups, or events you believe should be recognised in this space?

Section 3: Location and Design

6

What are your thoughts on the proposed location for the area within the park?



7

Please outline your suggestions regarding the design, layout, or materials to be used

8

How important is it that the area blends in with the park's existing natural or recreational elements?

- ☐ Very important
- ☐ Somewhat important
- ☐ Not important
- ☐ Other

Section 4: Accessibility and Use

9

How often do you visit Howard Peace Park

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Rarely
- ☐ Never
- ☐ Other

10

Would you personally visit or use the plaque area if it were installed?

- ☐ Yes
- ☐ No
- ☐ Unsure
- ☐ Other

11

What features would make the space more inviting or meaningful to you? (Rank in order or priority, with the top item being the highest priority)

Shade

Educational signage

QR codes for more info

Audio guide or spoken history

Other

12

Please elaborate if you answered 'Other' about features that would make the space more inviting or meaningful

Section 5: Final Thoughts

13

What are your thoughts about the impact of this initiative on the park?

14

How should the community be involved in maintaining or updating the area over time?

15

Would you be interested in being involved voluntarily in maintaining the area?

- ☐ Yes
- ☐ No
- ☐ Maybe
- ☐ Other

16

Do you have any additional suggestions, questions, or concerns about the proposed plaque area?

Section 6: Demographics (Optional)

17

What is your age group?

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+

18

How long have you lived in the local area?

- ☐ Less than 1 year
- ☐ 1-5 years
- ☐ 6-10 years
- ☐ 11-20 years
- ☐ More than 20 years
- ☐ Other

19

Do you identify with any cultural, historical, or community groups that you feel should be represented in this initiative?



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA1054
Meeting date:	23 rd September 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. The hub consultation survey results

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



Venue Name	Host/Partner Information			
	Organisation Name	Contact Name	Contact Number	Email Address

Questions	Y/N	Comments
Has funding been approved? (£2,000 Y1, £1,500 Y2)?		
If yes, how many years have been approved?		
Has land permission been granted?		
Is the venue have insurance to host events?		
Has a venue risk assessment been completed?		
Have you identified and recruited a yoga instructor? If yes, please provide contact details in the comments box.		
Do you have permission from your organisation to facilitate Park Yoga?		
Does the proposed venue meet the following requirements?		
Area of deprivation?		
Not within 15/20-minute drive of existing venue?		
Maintained, grassed flat area?		
Minimal risk of waterlogging?		
Site allows participation growth to c.200)?		
Good 3G/4G/5G/Wi-Fi signal?		
Venue available for all 20 sessions from 4 th May at 9.30am - 10.30am?		
Accessibility (public transport links)?		
Parking (ideally free)? Fee to be confirmed in comments box.		
Toilets?		
Please provide overview video of the proposed venue.		
Please let us know, using the space below, why the proposed venue would benefit from Park Yoga.		



Committee:	Leisure & Amenities	Agenda Item:	LA1050
Meeting date:	23 September 2025	Authors:	RFO
Subject:	Increased water costs		
Purpose:	To note increased water costs		

Recommendation(s):

To note

1. Background

Water costs have increased across the country from April this year and as such we are seeing a huge hike in our water billing, particularly for the Parks & Outdoor spaces (4141/330)

Unit cost has gone up by 0.53p per unit.

We do recover water costs back from our stakeholders and tree watering is claimed back from permaculture in March each year. This is covered under the income sections on the sport park budget within rent & service charge and water usage for the football club.

The Parks Officer provides a meter reading once a month and stakeholders have been made aware of the increased costs and that this will be passed to them.

It was predicted that water would go up 36% in the next five years and this will be taken into account when budgeting.

2. Options for Council

To note

3. Reason for recommendation

To keep council / committee appraised of budgetary implications.

4. Expected benefits

None

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? N/A	

7. Appendices



Committee:	L&A	Agenda Item:	LA1051
Meeting date:	23 rd September 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

At the last committee under item LA10344 committee discussed the pros and cons for the various resurfacing options, along with the suggestion of a natural green resin bond, and it was agreed to bring resin bond quotes back to the next committee.

3 quotes have been received, they range from £2894.00 to over £10,000, as per quotes A-C shown in Appendix A.

The Meetings & Projects Officer has also since been advised by a resin installer '...don't do a green stone anymore as the colour fades quickly and they now only do blends that use natural colours...'. Based on this, instead of resin, the business as per quote C can install recycled green glass, which is smooth to touch no sharp edges.

In contrast to these quotes, a ballpark cost to install grass is £2,500, with on-going maintenance costs for mowing and regular watering in hot, dry summers.

Options for Council

To resurface with:-

- a) Resin-bound
- b) Grass
- c) 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"/>

6.7 Which business plan item(s) does the recommendation relate to? None

5. Appendices

Appendix A - Three Quotes A - C

Quote A

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

Date: Wednesday 18th June 2025
Tel no: 01273 934 995 or 07566 766 794

Re war memorial

To resurface area around the headstones in resin bound gravel approx. 24 sq m

Works:

1. Cover the headstones to protect.
2. Remove the pebble dash from the concrete and create as smooth a finish as possible.
3. Replace the existing access cover.
4. Surface in resin bound gravel – choice of colour.

Price:	£ 2894.00
VAT @ 20%	£ 578.80
Total:	£ 3472.80

NB: Should it prove impossible to separate the render from the concrete and it requires excavation, this would add approximately £1,000.00 + vat , subject to evaluation at the time.

Any design work would need to be assessed by our resin contractors

I am the owner / authorised agent for the above property, and wish the described work to be carried out at the price specified herein.

Signature:Date:

A deposit would be required, and balance of payment is due on receipt of invoice, on completion of work.

We are happy to take debit card payment.

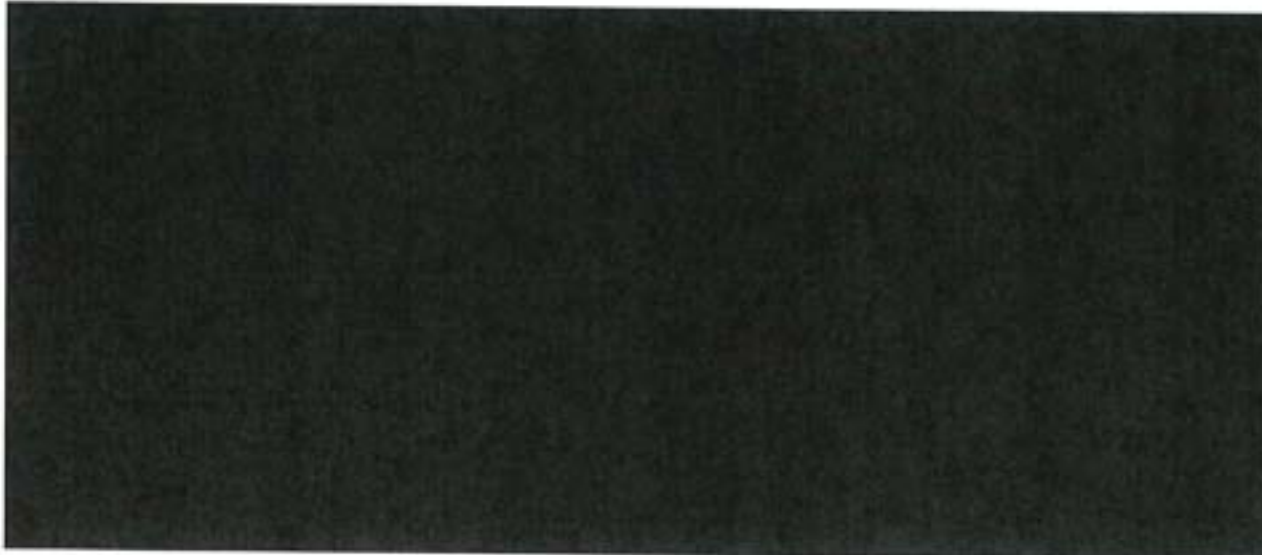
only retains personal data for as long as necessary to fulfil the purposes for which it is being processed (including to comply with relevant legal or regulatory requirements)
Should you wish your data to be removed, please contact our office.



VISA



Quote B



Vicki Onis
Peacehaven Town Council
Community House
Meridian Way
BN10 8BB

Quotation no. 2931

11th June 2025

We thank you for your enquiry for which we submit the following quote:

Resin Bound Gravel Supply and Install:

- Excavate an area 15m x 1.6m = 24 sq. m to a depth of 200mm and cart away spoils.
- Lay in a 'terram' membrane to reinforce structure and reduce contamination.
- Back fill with dot type 1, of 120mm thickness.
- Edging not required, block pavers already in place.
- Lay a 14mm open textured base course macadam 60mm compacted thickness.
- Surface in resin bound gravel 20mm compacted thickness.
- New surface to meet exact level of current edging.
- To leave site clean and tidy

Total Cost £5122.00

+VAT @20% £1024.40

Total Cost Inc. VAT £6146.40



Approved by Trading Standards



All work to be carried out using sufficient foundations and materials.

Approved by Trading Standards



Quote C

Sent: 17 July 2025 15:03

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

Subject: RE: Memorial Ground

Hi Zoe,

Thank you for your time on the phone this morning, with regards to the specification I would suggest removing the sand and shingle surface regulate any damaged concrete surfacing and then regulate with 6mm surface course and then the resin glass.

As the scheme potentially going ahead in your next financial year I have had to have a bit of a guess and it would range between £9,887.29 - £10,336.72 taking inflation in to account and material raises.

Kind regards



In addition, the above business emailed the following on 17th July 2025:-

I would suggest removing the sand and shingle surface regulate any damaged concrete surfacing and then regulate with 6mm surface course and then the resin glass.

As the scheme potentially going ahead in your next financial year I have had to have a bit of a guess and it would range between £9,887.29 - £10,336.72 taking inflation in to account and material raises.



Committee:	L&A	Agenda Item:	LA1052
Meeting date:	23 rd September 2025	Authors:	Meetings & Projects Officer
Subject:	The Hub Phase 2 Consultation		
Purpose:	To note		

Recommendation(s):

To note

1. Background

At the last committee under item LA1035 on 15th July a TFG was set up with the purpose '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'.

The TFG have since met where the raw data from the public consultation was provided (this can be found at Appendix A), along with an on-screen visual PowerPoint summary (with graphs, pie charts, word trees) taken from the raw data.

Discussions included potential quick wins that could initially be implemented relatively cost effectively, for instance increased advertising, the reintroduction of a community noticeboard, improving the garden, and a general 'make-over'. Focus was given to the need to improve / change the kitchen and the changing rooms; improving the front area and landscaping the garden and removing puddles; for the building to have a more flexible use; architect involvement; the possibility of a ground floor extension; that accessibility and storage were requirements; and that future staff costs to maintain the future building be considered in the projected finances.

Agreed Next Steps:

A stakeholder group be set up to include the 14 interested parties from the public consultation, run by an impartial facilitator, and the TFG to decide whether Cllrs would participate in the meeting, and a further TFG meeting also set up.

Options for Council

To note the report

Reason for recommendation

To progress the project.

2. Expected benefits

Changes to the Hub will be guided by the consultation and stakeholders.

3. Appendices

Appendix A – Raw Data



Committee:	Leisure, Amenities and Environment	Agenda Item:	
Meeting date:	23 rd September 2025	Authors:	Parks Officer and the public relations officer
Subject:	The Hub Phase 2 Survey results		
Purpose:			

Recommendation(s):

To Note this report.

1. Background

The hub building was built in the early 1980's and since then has not really changed much from the original specifications set out. The Hub has been part of a successful bit to renew the roof and heating system with the installation of solar panels on the new roof.

As part of the planned improvements to the Hub a survey was carried out both online and with open days at the hub. The results have been collated and are presented in the document in the appendices, these results will be discussed by the working group and reported back to this committee. the working group members are Cllrs Campbell, Gallagher, Griffiths, with Cllrs Donavan, Davis and Alexander being invited to be on this group as they had shown an interest in this.

2. Options for Council

To note this report.

3. Reason for recommendation

The working group will meet up to discuss the survey results and recommend the way forward to the council so that any pricing of any works can be sort so that funding can be obtained.

4. Expected benefits

To mark the Hub a sustainable facility within the town for the next 30 years.

5. Implications

5.1 Legal	Inclusivity and diversity laws
5.2 Risks	
5.3 Financial	Potential CIL bid
5.4 Time scales	
5.5 Stakeholders & Social Value	Survey carried out
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	To be considered
5.10 Biodiversity	
5.11 Privacy Impact	To be considered
5.12 Equality & Diversity	To be considered

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?

7. Appendices

The brief provided by the parks officer

Epinay Park playground project 2025/26. BN10 8 DW

The Epinay park playground was created in the 1990's it is located within a housing estate, used by local residents and the nearby school. It consists of the usual climbing frame, swings, slide, rotor play, springer and seesaw type equipment.

Peacehaven Town Council (PTC) are looking to apply for funding from the community infrastructure levy funds (CIL) to replace this playground with an inclusive based, enclosed playground to serve the local community for the next 20 years.

PTC are committed to having inclusive playgrounds for all to use and enjoy so any proposal should show that disabilities including sensory, visual, as well as physical have been considered in the proposed design.

A budget has not been set, so the aim is to have ideas to put forward so we can have a realistic budget for the park and the proposal to the CIL funds in January 2026, and if successful construction autumn/ winter 2026.

PTC are also committed to net zero CO2 targets by 2030 and as part of this the use of recycled materials plus delivery/ installation emissions will all need to be considered.

The planned area for the playground is flat, approximately 360m² with a slope down to the area, we are looking to have this enclosed by a fence and appropriate inclusive gates to prevent animal access to the playground. There are currently two benches and a waste bin within the proposed area these can be replaced as part of the project.

The park service entrance from Mount Caburn entrance will need to be replaced to allow for a combined service and inclusive sized entrance gateway.

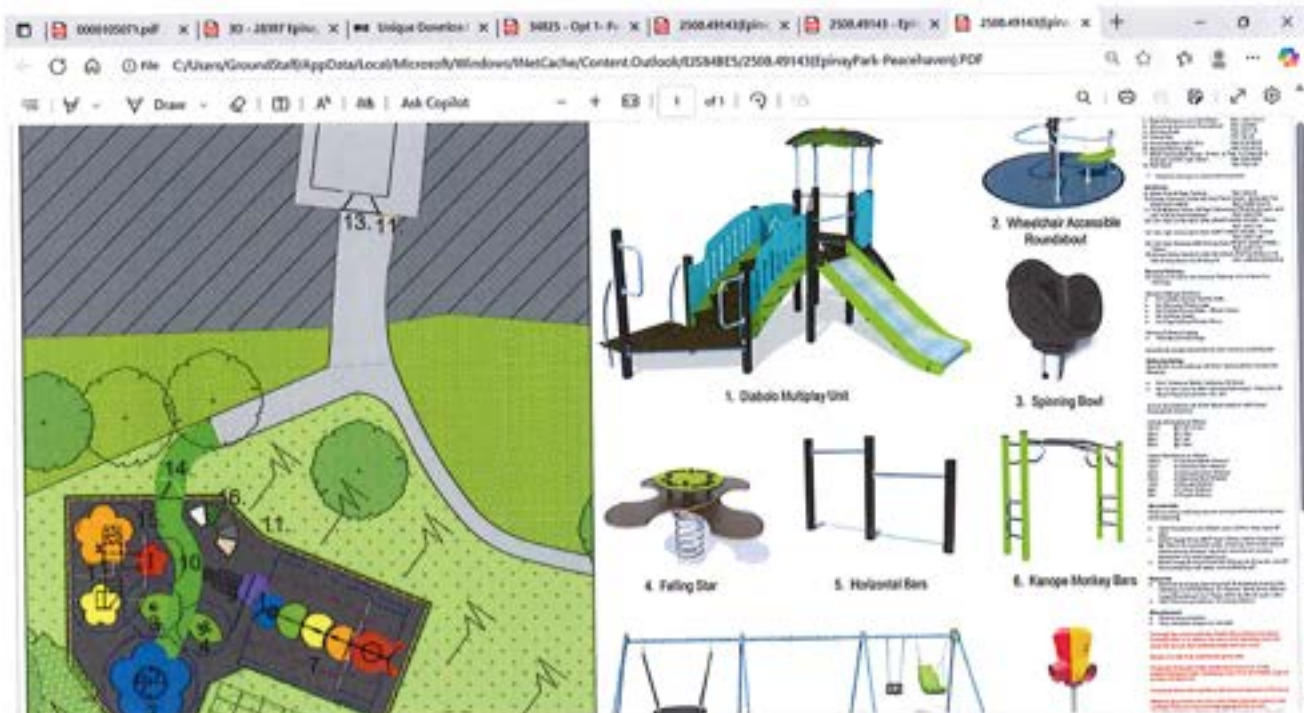
Items to be removed including all safety surfacing

- Two sets of swings
- climbing frame

- slide
- springer
- spinning bowl
- Rotor play
- seesaw
- Two benches
- One litter bin

Examples of proposed layouts









The Hub Consultation: Phase Two Results



1.

Please see pages 8-9 of the Raw Data Appendices

Have you ever booked The Hub?

Raw Data:
70/70 Responded
No 47
Yes 22

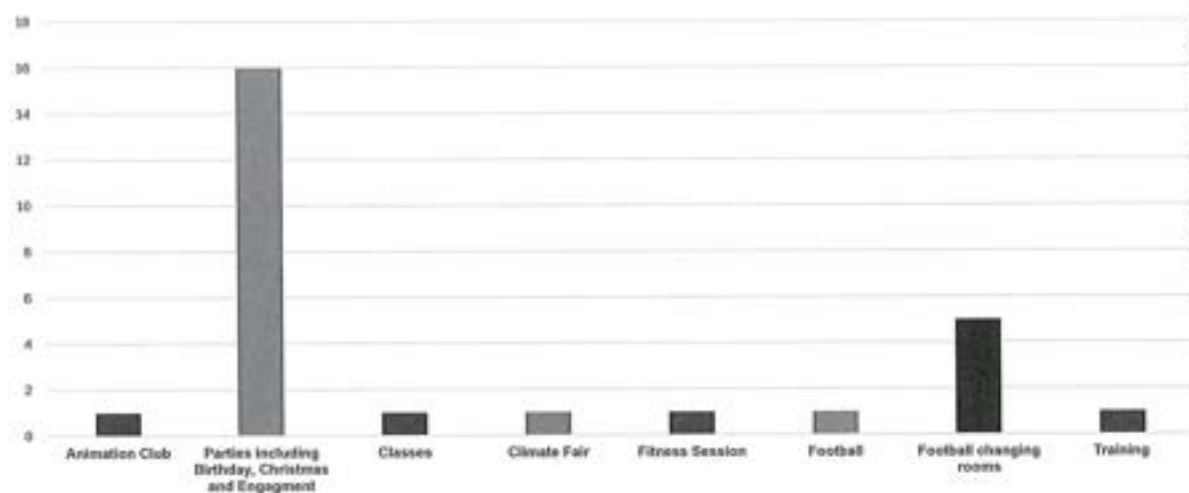
70 responses submitted

69%
No

31%
Yes



2. If yes, what was it for?



Raw Data:

22/70 Responded

- Animation Club 1
- Parties 16
- Classes 1
- Climate Fair 1
- Fitness 1
- Football 1
- Changing Rooms 5
- Training 1

Parties (of all sorts) being the most popular reason to hire The Hub at 73%, followed by using the changing rooms at 27%

Please see pages 8-9 of the Raw Data Appendices



70 responses submitted

3. Have you attended an event, class or private gathering at The Hub, that wasn't one you organised or ran?

51%
Yes

49%
No

Raw Data:
70/70 Responded
No 34
Yes 36

Please see pages 10-11 of the Raw Data Appendices



4.

If yes, how often?

70 responses submitted

Raw Data

36/70 Responded

Weekly	10
Rarely	8
Very rarely	8
Yearly	6
Monthly	2
Daily	1



Please see pages 10-11 of the Raw Data Appendices



5.

70 responses submitted

How would you rate the current premises and facilities at The Hub?



Raw Data

33/70 Responded

Excellent 1

Very good 2

Good 10

Fair 13

Poor 9

Very Poor 1

Please see pages 12-13 of the Raw Data Appendices



6. Please could you explain your answer to question 5? (Q5 How would you rate the current premises and facilities at The Hub?)

Raw Data
33/70
Responded

nursery-pictures
disabled-toilets
toilets bland ugly
refurbishment roof cold rundown clean
neglected refresh up-dating size storage
windows shabby
dated dirty garden changing-rooms
extending-internal kitchen parking
space limited-hire heating

Please see pages 1-3 of
the Appendices –
Breakdown to Q6 and 7
and pages 12-13 of the
Raw Data Appendices



7. Are there any specific amenities or features that you believe The Hub, in its current form, lacks?

Kitchen
Changing Rooms
Rooms
Outside Area
Toilets
2nd Floor
Storage
Windows
Cost
Screen
Wifi
Sounds System
Aircon
Access
Locks
Walls
Café

Raw Data
48/70 Responded

Please see pages 4-7 of the
Appendices – Breakdown to Q6
and 7 and pages 14-15 of the
Raw Data Appendices



8. What facilities do you believe are required to make The Hub a more usable space?

Raw Data
52/70
Responded

tennis meeting-spaces young-people
accessible-facilities upgrade-interior
more-user pinball-machine small-stage
netball better-toilets games table-football
usable-kitchen outside-lighting friendly bike
wifi portacabin better-awareness
outside-area lockers dog-friendly
table rooms more-spaces
showers table-tennis adequate roof basketball
screen-projector advertise-events advertisement
sound-system special-needs care-faker-service

Please see pages
16-17 of the
appendices



9.

In order of priority, what activities would you like to see available at The Hub in the future?



Raw Data:
47/70 Responded

Please see pages 18-19 of the appendices



10.

If you were to book The Hub in the future, what are you likely to use it for?

A word cloud visualization of responses to the question 'If you were to book The Hub in the future, what are you likely to use it for?'. The words are arranged in a circular pattern around a central, larger word. The central word is 'party'. Other prominent words include 'events and activities', 'meetings with residents', 'party or meeting', 'Party or youth', 'childrens party', 'Civic events', 'Family party', 'Kids party', 'meetings', 'Events', 'private party', 'Birthday party', 'football club', 'classes', 'changing rooms', 'club events', 'community events', and 'Family event'.

party

events and activities meetings with residents
party or meeting Party or youth childrens party
Civic events Family party
Kids party meetings Events private party
Birthday party
football club classes changing rooms
Family event community events club events

Please see page 20 of the appendices

Raw Data:
48/70 Responded



11.

70 responses submitted

How do you feel The Hub could better serve the needs of different age groups within the community?

Better advertising age groups different accessible to more groups
better access outside community groups
older people events room Better youth groups
groups from children light activities people smaller groups
Groups and clubs use and more people better lighting

Please see page 21 of the appendices

Raw Data:
45/70 Responded



12.

70 responses submitted

Do you have any further comments on The Hub that you wish to make?

opposition players room facilities use no need Hub better facilities
Great space people
car park building rooms space community space
rooms and showers park Peacehaven better town
sports facility facility without any sports

Raw Data:
35/70 Responded

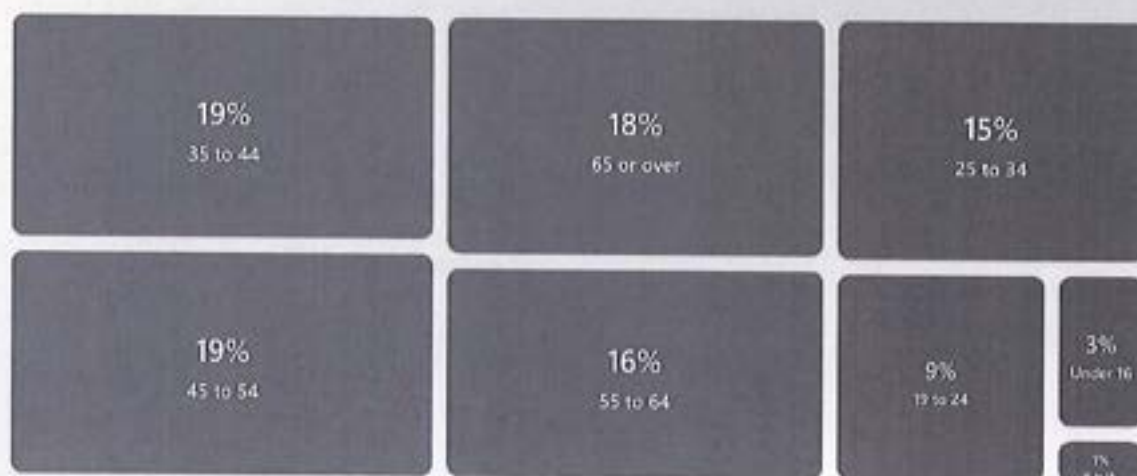
Please see pages
22-23 of the
appendices



13.

70 responses submitted

Age Group



Raw Data:
68/70 Responded

Please see pages 24-25 of the appendices



Moving Forward...

- 15 respondents would like to be involved in further discussions
- Stakeholders Discussion – Find facilitator & set date
- Review Quick Wins: e.g Noticeboards, PTC logo on the outside, Advertising



Appendices – Break down to Q6 and 7

6. Please could you explain your answer to question 5? (Q5 How would you rate the current premises and facilities at The Hub?)

• Very Poor

The whole building exterior and interior is dated and neglected.

• Poor

Looks shabby.

Was cold.

Kitchen too small and lack of equipment.

Toilets need a makeover, showers like my school ones - but I left school over 50yrs ago! They aren't fit for purpose in today's environment.

Bland decor, exterior needs a refresh.

Garden looks shabby.

Cannot gain internal access to disabled toilets or changing rooms.

The Hub as become a sad looking building needs up dating inside and out.

Leaking roof.

Looks rundown.

Windows don't all open.

The roof was leaking badly the night we rented it.

The floor was really dirty.

The kitchen really badly equipped and too small.

I don't like the way it feels like a preschool all the time.

The doors don't close properly.

Roof makes a terrible noise.

Appendices – Break down to Q6 and 7

The changing rooms are very helpful to have, especially in the colder parts of the year. They could do with a touch up though as they are slightly worn down.

Very basic - definitely needs refurbishment!

Need lots of repairs, the site itself is just a mess. totally a waste when is not maintenance related.

• **Fair**

Basic and cold.

Under advertised.

Disabled facilities are poor.

The building is essentially a hall for the community to use for parties or small community led groups as far as I know and therefore in my opinion is fit for purpose for the current demographic.

Just needs modernising, perhaps extending the internal space so more than one group can use at a time.
Replace all windows and doors.

The interior is in need of a refurbishment.

The new wooden cover hides the front part of the building, but the rest of the exterior is dated and ugly.
It is a well-cared for building but it only has one room available with limited hire opportunities.

It's cold in winter, extremely hot in summer as lack of openings windows.
Roof leaks.

I don't go there enough to judge. I've not visited for over a year.

Kitchen and toilets could be improved.

The garden space is only suitable for toddlers or very young children.

It is a hall that has a small kitchen and toilets perfect for parties' small groups.

It's fairly basic and dated, though the main hall is a fair size.

Appendices – Break down to Q6 and 7

The roof leaks.
Heating system is 40 years old.
The roof is awful and noisy.
The facilities are very basic. But is clean.
Has convenient parking etc. on weekdays (parking too full at weekends).
No storage.
Nursery pictures should be able to be screened for other events.

• **Good**

I feel the outside area could be utilised more.

Heating didn't work.

For the purpose of a child's party the hall is a decent sized space with kitchenette at a reasonable price of hire.

My daughter attended a small nursery there - small and perfect for her.
We have (over the last 10yrs) hired the hall or attended many kids' parties - as the hirer and attendee the facilities are just right - space for 30ish children + their grown-ups for disco/play and food

Decent space.
Good facilities for a kid's party or exercise class.

Nice space, loads of purpose.

Decent size and multipurpose space.

Haven't been for a while but was always good.

• **Very good**

We need the changing rooms to kick ball.

Has everything needed and seemed to be in good condition.

• **Excellent**

Appendices – Break down to Q6 and 7

Q7 Are there any specific amenities or features that you believe The Hub, in its current form, lacks?

Kitchen

- Kitchen is not equipped
- It would be better if it had a better kitchen space. Or scope for communal cooking
- For parties it could do with a bigger fridge and possibly a mobile bar or something similar
- The kitchen is not big enough to host a community cooking class
- An improved kitchen with utensils available
- Is the kitchen accessible? It's worth thinking about what equipment in the kitchen is accessible, kettles, cutlery etc
- You can get kitchen sides that raise up and down which makes it more use able for those in a wheelchair
- Better kitchen
- Better kitchen
- A bigger kitchen area
- Non-operational kitchen
- Reduce ants in the summer in the kitchen. Fill holes to sort this.

Changing Rooms

- Changing rooms big enough for a squad of 16 players for the teams who use the centenary park football pitch and good showers with hot water
- Changing room for our football team
- Changing rooms need to be improved
- We need to keep or add more toilets and changing rooms as there is loads of football games and there is not enough toilets so any new development will need to add more toilets
- The changing rooms need to be kept and updated
- High quality changing rooms. It has some, but in their current form are poor
- Need extra changing rooms, cos otherwise we defo can't kick ball
- Better changing rooms. Update the toilet and shower areas
- Going off of the map alone, there should be some accessible changing rooms and showers in addition to the pre-existing disabled toilet

Appendices – Break down to Q6 and 7

- Changing rooms
- Changing rooms with showers and toilets

Outside Area

- It looks like a shed from the outside. Uninviting and I never see it used
- Outside area
- I am not sure how regularly used the changing rooms are but as the football club should have their own facilities it would make sense to reduce this area by half to allow groups to use the space on a more frequent basis
- The garden area could be bigger and much nicer
- Lacks a decent outside space
- A larger enclosed outdoor area would be good

Storage

- Very limited storage for multiple user's equipment
- No storage for other regular users as taken up with one booking

Toilets

- Disabled toilets
- Would be good to be able to access the toilet when the hub is closed
- Poor toilet and washing facilities

Cost

- Too expensive to hire for what it is

Windows

- Blinds would be good as in the animation club we could watch videos etc
- Better windows as the one inside is broken.

Appendices – Break down to Q6 and 7

Rooms/Space

- One or 2 small 'break out' rooms may also be useful in general but also for those neurodivergent to take some time out.
- Smaller (meeting) rooms would enable it to be better utilised.
- Larger main hall, to hold bigger events
- They should also have a community room
- Additional meeting rooms
- There are not enough rental rooms
- There is just one hall space which is unappealing
- A second smaller room for eg scrabble/chess clubs etc. The Martletts House project currently provides facilities that are fully booked (at least they were last time I checked) and Peacehaven residents should not be dependent on these facilities - they could be closed down at any time
- North Peacehaven and East Peacehaven should each have a community hall big enough for a nursery/children's/adults parties etc. (i.e. the Hub main room)
- Low ceilings
- Youth Space
- Main hall
-

2nd Floor

- If this is going to be made sustainable for years to come you need to have more space to hire so either a second floor or knock it down and build a larger bigger centre
- It depends on what you are trying to achieve. If you are trying to build a community hub that accommodates for more than one booking at a time, it needs a second floor or additional rooms.
- I would be looking at an extra storey so it could offer more opportunity

Appendices – Break down to Q6 and 7

Additional small additions and other comments

- It could do with a screen and WiFi so that it could be used for meetings or rented out for things like the Chambers of Commerce events. It could also be used for support group meetings.
- Sound system in main hall for someone like me a self-employed yoga teacher to come and hire the hall and teach yoga to our community.
- Airconditioning in the main hall to reduce odours.
- Touch up the walls and locks.
- Access to main doors from main hall - they need to be locked or manned which is difficult for latecomers or those who need to leave early
- Nice cafe
- It is a fab location but could be modernised a lot
- Not sure everything is there it's just not in the correct order
- No, just improvements to what is there
- Could be a good community space but currently does not have enough facilities
- All need to be looked at
- Indoor sports that need a lot of space should be in the Leisure Centre/trampoline hall at Meridian Centre where there is parking (and if Morrisons goes ahead should be parking in abundance).
- Access to the Hub is through residential streets and there should be no more building that encourages weekend traffic that overflows the car park or more traffic at scale at all
- Happy to further discuss and provide examples

No Suggestions

- No was not aware that there was a hub there
- Nothing particularly comes to mind
- No
- No
- No
- It appears to have everything it needs

Raw Data Appendices P8-9

1. Have you ever booked The Hub?	2. If yes, what was it for?
No	
No	
No	
No	
Yes	Children's parties
No	
No	
No	
Yes	Dinner for 30 people
Yes	Birthday party
Yes	Party and fitness session
No	
Yes	Children's Parties 35 years ago
No	
Yes	Parties and Classes
Yes	Birthday party
Yes	Animation club, climate fair
No	
Yes	Party
Yes	Kids parties
Yes	Children's birthday parties
No	
No	
No	
No	
Yes	Children's party
No	
No	
No	
No	
No	
Yes	Party
Yes	Football changing rooms for our Sunday league club
No	
No	
No	
No	
No	
No	
No	
No	
No	
Yes	Changing rooms for football
No	
No	

Yes	parties training
Yes	Children's birthday party
No	
No	
No	
Yes	Changing rooms
No	
Yes	Football
Yes	Christmas party
No	
No	
No	
No	
No	
Yes	Football changing rooms
No	
No	
No	
No	
No	
Yes	Engagement Party (2005) & party

Raw Data Appendices P10-11

3. Have you attended an event, class or private gathering at The Hub, that wasn't one you organised or ran?	4. If yes, how often?
Yes	Yearly
Yes	Very rarely
Yes	Very rarely
No	
Yes	Weekly
Yes	Rarely
Yes	Very rarely
Yes	Yearly
Yes	Weekly
Yes	Weekly
Yes	Weekly
No	
No	
Yes	Daily
Yes	Yearly
No	
Yes	Weekly
No	
Yes	Rarely
Yes	Rarely
Yes	Yearly
No	
No	
No	
No	
No	
No	
No	
Yes	Very rarely
Yes	Yearly
Yes	Rarely
No	
No	
Yes	Monthly
No	
No	
Yes	Weekly
No	
Yes	Weekly
No	
Yes	Monthly
No	
Yes	Very rarely
Yes	Rarely
Yes	Weekly

Yes	Yearly
No	
Yes	Rarely
No	
No	
Yes	Very rarely
No	
Yes	Weekly
Yes	Yearly
Yes	Very rarely
No	
No	
No	
No	
No	
No	
No	
Yes	Rarely
Yes	Very rarely
No	
Yes	Weekly
No	
Yes	Rarely

Raw Data Appendices P12-13

5. How would you rate the current premises and facilities at The Hub?	6. Please could you explain your answer to question 5?
Fair	Basic and cold. Under advertised
Fair	Disabled facilities are poor
Poor	Looks shabby. Was cold
Good	I feel the outside area could be utilised more
Fair	The building is essentially a hall for the community to use for parties or small community led groups as far as I know and therefore in my opinion is fit for purpose for the current demographic. Just needs modernising, perhaps extending the internal space so more than one group can use at a time and replace all windows and doors.
Poor	Kitchen too small and lack of equipment. Toilets need a makeover, showers like my school ones - but I left school over 50yrs ago! They aren't fit for purpose in today's environment. Stair decor, exterior needs a refresh.
Fair	The interior is in need of a refurbishment, the new wooden cover hides the front part of the building but the rest of the exterior is dated and ugly.
Poor	Garden looks shabby, cannot gain internal access to disabled toilets or changing rooms
Good	Heating didn't work
Fair	It is a well cared for building but it only has one room available with limited hire opportunities.
Poor	the Hub as become a sad looking building needs up dating inside and out.
Poor	Leaking roof, looks rundown, windows don't all open
Fair	It's cold in winter Extremely hot in summer as lack of opening windows And roof leaks
Poor	The roof was leaking badly the night we rented it. The floor was really dirty and the kitchen really badly equipped and too small. I don't like the way it feels like a preschool all the time. The doors don't close properly and the roof makes a terrible noise.
Good	For the purpose of a child's party the hall is a decent sized space with kitchenette at a reasonable price of hire.
Good	My daughter attended a small nursery there - small and perfect for her We have (over the last 10yrs) hired the hall or attended many kids parties - as the hire and attendee the facilities are just right - space for 20ish children + their grown-ups for display and food
Fair	I don't go there enough to judge, I've not visited for over a year.
Fair	Kitchen and toilets could be improved. Also, the garden space is only suitable for toddlers or very young children.
Good	Decent space, good facilities for a kids party or exercise class
Poor	The changing rooms are very helpful to have, especially in the colder parts of the year. They could do with a touch up though as they are slightly worn down.
Good	
Very good	We need the changing rooms to kick ball
Excellent	
Good	Nice space, loads of purpose
Fair	
Fair	It is a hall that has a small kitchen and toilets perfect for parties small groups
Very good	Has everything needed and seemed to be in good condition
Fair	It's fairly basic and dated, though the main hall is a fair size.
Good	Decent size and multi purpose space
Poor	Very basic - definitely needs refurbishment!
Fair	The roof leaks and the heating system is 40 years old
Good	Haven't been for a while but was always good
Very Poor	The whole building exterior and interior is dated and neglected
Poor	Need lots of repairs, the site itself is just a mess. totally a waste when is not maintenance related.

Good	
Fair	The roof is awful and noisy. The facilities are very basic. But it is clean and has convenient parking etc. on weekdays (parking too full at weekends). No storage. Nursery pictures should be able to be screened for other events

Raw Data Appendices P14-15

7. Are there any specific amenities or features that you believe The Hub, in its current form, lacks?

It looks like a shed from the outside. Uninviting and I never see it used
Outside area
I am not sure how regularly used the changing rooms are but as the football club should have their own facilities it would make sense to reduce this area by half to allow groups to use the space on a more frequent basis.
Very limited storage for multiple user's equipment.
no
If this is going to be made sustainable for years to come you need to have more space to hire so either a second floor or knock it down and build a larger bigger centre
Sound system in main hall for someone like me a self employed yoga teacher to come and hire the hall and teach yoga to our community.
All need to be looked at.
Kitchen is not equipped. Could be a good community space but currently does not have enough facilities. too expensive to hire for what it is
Bleeds would be good as in the animation club we could watch videos etc
Nice cafe
It would be better if it had a better kitchen space. Or scope for communal cooking. The garden area could be bigger and much nicer. For parties it could do with a bigger fridge and possibly a mobile bar or something similar.
It is a fab location but could be modernised a lot. I would be looking at an extra storey so it could offer more opportunity.
Access to main doors from main hall - they need to be locked or manned which is difficult for latecomers or those who need to leave early
Youth Space
No was not aware that there was a hub there
Nothing particularly comes to mind
An improved kitchen with utensils available.
Going off of the map alone, there should be some accessible changing rooms and showers in addition to the pre existing disabled toilet.
One or 2 small 'break out' rooms may also be useful in general but also for those neurodivergent to take some time out.
Is the kitchen accessible? It's worth thinking about what equipment in the kitchen is accessible, kettles, cutlery etc. You can get kitchen sides that raise up and down which makes it more use able for those in a wheelchair.
Happy to further discuss and provide examples.
Would be good to be able to access the toilet when the hub is closed
reduce ants in the summer in the kitchen. fill holes to sort this.
Lacks a decent outside space
It could do with a screen and Wifi so that it could be used for meetings or rented out for things like the Chambers of Commerce events. It could also be used for support group meetings.
A larger enclosed outdoor area would be good.
Changing rooms big enough for a squad of 95 players for the teams who use the centenary park football pitch and good showers with hot water.
Changing room for our football team
Changing rooms need to be improved
We need to keep or add more toilets and changing rooms as there is loads of football games and there is not enough toilets so any new development will need to add more toilets
The changing rooms need to be kept and updated
High quality changing rooms. It has some, but in their current form are poor.
Need extra changing rooms, cos otherwise we defo can't kick ball
Better changing rooms. Update the toilet and shower areas. Better windows as the one inside is broken. Touch up the walls and locks
it depends on what you are trying to achieve. If you are trying to build a community hub that accommodates for more than one booking at a time, it needs a second floor or additional rooms. the kitchen is not big enough to host a community cooking class, low ceilings no storage for other regular users as taken up with one booking
no
Main hall
A bigger kitchen area
Changing rooms
No, just improvements to what is there
Disabled toilets, better kitchen. Smaller (meeting) rooms would enable it to be better utilised.
Better kitchen

larger main hall, to hold bigger events
Changing rooms with showers and toilets
no
Additional meeting rooms
it appears to have everything it needs
There are not enough rental rooms.
There is just one hall space which is unappealing with a non operational kitchen
Poor toilet and washing facilities.
Not sure, everything is there it's just not in the correct order.
Airconditioning in the main hall to reduce odours.
A second smaller room for eg scrabble/chess clubs etc. The Martlets House project currently provides facilities that are fully booked (at least they were last time I checked) and Peacehaven residents should not be dependent on these facilities - they could be closed down at any time. (North Peacehaven and East Peacehaven should each have a community hall big enough for a nursery/children's/adults parties etc. (ie the Hub main room) They should also have a Community room. Indoor sports that need a lot of space should be in the Leisure Centre/trampoline hall at Meridian Centre where there is parking (and if Morrisons goes ahead should be parking in abundance). Access to the Hub is through residential streets and there should be no more building that encourages weekend traffic that overflows the car park or more traffic at scale at all.)



Peacehaven Town Council

Allotment Terms & Conditions – Cornwall Avenue 2025

Peacehaven Town Council owns and manages an Allotment Garden at Cornwall Avenue. Allotments can be rented by residents of Peacehaven on a first come first served basis and with written agreement to a contract and Rules. PTC as freeholder and manager retains the right to have the final word on all aspects of Allotment Garden.

Peacehaven Town Council has adopted an Allotment Policy under which the Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely. A full copy of the policy is available on the Peacehaven Town Council website.

The charge for the allotments from 1st January 2025 is £39 per large plot and £29 per small plot.

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Introduction, Background, Purpose, Equality and Diversity, Harassment Monitoring and Review, over-riding statement

Section 1 Qualifications for Allotment Tenancies - Allocation

Section 2 Allocations

Section 3 Co-workers / Plot Partners

Section 4 Rent

Section 5 Use of Land

Section 6 Cultivation

Section 7 Use of Chemical Sprays and Fertilisers

Section 8 Nuisance

Section 9 Subletting of Allotments

Section 10 Vehicles

Section 11 Trees, Shrubs and Materials

Section 12 Hedges, Fences, and Boundary Features

Section 13 Erection of sheds, greenhouses, polytunnels and compost containers

Section 13a Dimensions

Section 13b Construction Materials

Section 13c Compost Containers and Polytunnels

Section 13d Siting

Section 14 Water Holding

Section 15 Restrictions on Cropping

Section 16 Depositing Refuse / Disposal of Rubbish

Section 17 Bonfires / Burning Rubbish

Section 18 Children

Section 19 Dogs

Section 20 Livestock

Section 21 Bee Keeping

Section 22 Not to Display Advertisements

Section 23 Inspection

Section 24 Disputes

Section 25 Termination of Tenancy

Section 26 Service of Notices

Section 27 Change in circumstances

Section 28 Failure to comply

Section 29 Legal Obligations

Section 30 Special Conditions

Section 31 Enforcement

Section 32 Power of eviction

Section 33 Amendment of these Terms and Conditions

DRAFT

Introduction

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables, and flowers, which can have a positive impact on your well-being.

Background

Peacehaven has an allotment site at Cornwall Avenue under their management. Nationally there is a shortage of available allotments with waiting lists for sites in Sussex. Most sites are managed by Town and Parish Councils or allotment societies.

Purpose

To establish the principles which will guide the establishment and management of the allotment site. It will define the responsibilities of each party. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

The document will:

- set standards for the provision of allotments.
- encourage the uptake of allotments.
- seek to improve the standard of service provision.
- evaluate the benefits derived from allotments.
- Improve the fairness of provision of the allotments.

Equality, Diversity, and inclusion

The Rules of the allotments and their enforcement across Peacehaven will benefit all residents, workers, and visitors by providing a safer environment, fairer access to allotments and increased health benefits.

Harassment

Peacehaven Town Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment tenants.

All tenants are expected to comply with the Council's policies in respect of harassment and discrimination. Harassment or non-verbal conduct may be of a specific racial, sexual or religious nature, but is generally accepted to be any unwelcome physical, verbal or non-verbal conduct.

Complaints about harassment are to be referred to the Council. The Council will endeavour to protect tenants against victimisation for making or being involved in a complaint. Wherever possible, Tenants should tell the person who is causing the problem that the conduct in question is unwarranted and/or offensive and must stop.

Monitoring and Review

Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.

These Terms and Conditions are intended to improve the management of the Council's existing stock of allotments by controlling lettings and operations and will be reviewed in line with corporate guidelines.

Overriding Responsibility Statement

Peacehaven Town Council has overriding responsibility for the management of the allotment gardens. **There may be exceptions to these rules, the Council retains the right to make decisions contrary to or in addition to those detailed in this document.**

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Peacehaven and who are a minimum of age 18 years old. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below). Only one allotment can be allocated to each household.

When an allotment falls vacant due to death of the tenant, the tenant's immediate family can take over the allotment garden if they fit the criteria set out above.

Once a tenant permanently moves out of the Peacehaven boundary, they will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden to be reviewed annually.

2. Allocation

Allotments will be offered on a "first come, first served" basis and where required a waiting list will be held by the Council. Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline two offers of a plot they will be removed from the list. A new application can be submitted however, it will be the new application date which will determines their position on the list i.e., at the end of the list.

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

3. Co-workers / Plot Partners

A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if they choose to nominate a co-worker.

4. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed annually.

Allotment garden rents will be based on the area of the allotment.

Approximate Allotment Plot Size:

Large Plot = 112 Metres square 133 Yards Square approx.

Small Plot = 56 Metres square 67 yards Square approx.

5. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this Terms and Conditions document. Any business use is strictly prohibited.

6. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate persistent weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden. There are pathways leading from the vehicle trackway to the boundary fences in between each plot. there is also a pathway between plots across the site these should unless agreement between two plot holders has been made to allow growing in the maximum area of each of the neighbouring plots.

7. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

8. Nuisance

The tenant must not cause or permit any nuisance, annoyance or cause any offence to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property.

A gap of 2 feet (60cm) grass boundary should be maintained and left clear of adjoining fence line. This includes keeping clear of compost heaps, sheds, greenhouses, water butts, benches, tools and debris. This list is not exhaustive. This rule is to ensure access for inspections and health and safety requirements. See No 12 and No 13.

Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

Peacehaven Town Council retain the right to issue a penalty charge to any tenant upon leaving a plot, either by surrender or eviction, to cover any costs incurred when preparing the plot for the new tenant.

9. Sub-letting of allotments

The tenant may not sub-let, or part share the allotment.

10. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer, or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

11. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell, or carry away any mineral, sand, earth, or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. See restrictions on Cropping below for advice on fruit growing.

12. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained. No boundary fence should be interfered with and the 60cm gap kept clear of debris, See no 8 and no13.

The tenant must not erect any fence sub-dividing any allotment garden **without the written consent of the Council**. Allotment plots are permanent fixed features, tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine.

The tenant of an allotment garden must not use barbed wire or razor wire.

13. Erection of sheds, greenhouses, polytunnels and compost containers

There is to be no construction, extension or changes to existing sheds, greenhouses, polytunnels without written prior permission from Peacehaven Town Council. A plan is to be submitted with drawings and sizes. Only a single shed and either a greenhouse or polytunnel will be permitted. Sheds should be used only for storing materials for use on the allotment garden.

There is to be a gap of 2 feet or 60cm left clear between an allotment plot and residential properties and fences, see No 8 and No 12.

The roof sides and surrounding area must be kept clean and tidy at all times.

Tenants are entirely responsible for the security of sheds and contents and for providing their own insurance cover.

The risk of break in is high and it is not advisable to store any valuable items in sheds. All items are stored at the tenant's own risk.

All sheds and greenhouses must be kept in good order.

13a Dimensions

No permanent foundations are to be laid, the shed, greenhouse or polytunnel may be supported on a temporary foundation not exceeding 9 inches 0.229 metres in height and laid dry

The maximum size of a shed, greenhouse or polytunnel permitted is 7ft height (2.1 metres) at the apex, length 8ft (2.44 metres) x width 6ft (1.83 metres).

13b Construction Materials

For Sheds Greenhouses

- i) Metal approved manufactured design.
- ii) Timber approved manufactured design or self-constructed of clean sawn woods. Cladding planed soft wood, shiplap, or weather boarding.
- iii) Glazing in greenhouse must be with glass or horticultural PVC materials. Thin polythene sheeting is not permitted. Any damaged polycarbonate sheeting should be removed immediately as it becomes brittle.
- iv) Finish – to be painted green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

13c Compost containers and poly tunnels

Compost Containers Maximum permitted 4ft x 6ft x 2ft 6in (1.2m x 1.8m x 0.7m), construction: approved wood, mesh, or manufactured design

Poly tunnels Maximum height 7ft (2.1metres) at apex Maximum Length 6ft (1.8metres)
Maximum Width 6ft (1.8Metres)

Construction clean sawn timber, metal or approved manufactured design. Covering clean heavy gauge polythene sheeting or mesh.

13d Siting

Where possible at the rear of the plot as per prior written permission from Peacehaven Town Council.

14. Water holding

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. any water overflow from the water butt must be directed away from any boundary fences. No new wells or submerged water holding devices may be dug at all.

15. Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs, or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

16. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for disposing all of their rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

17. Bonfires / Burning Rubbish

Bonfires and Barbecues are not allowed on the allotments.

18. Children

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

19. Dogs

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

20. Livestock

The tenant must not, keep any animals of any kind on the land.

21. Bee Keeping

Although the keeping of honeybees cannot be granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Applications must be made in writing to Peacehaven Town Council, and we will then carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

22. Not to Display Advertisements

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

Breach of rules could lead to termination of the tenancy agreement.

23. Inspection

The tenant will permit any officer or member of the Council, or other Council appointed agent or the police, to enter on to the allotment garden or any structure on it at any time to inspect its state and condition.

24. Disputes

Disputes between tenants which cannot be resolved on site should be referred to the Council. The written decision of the Council will be binding on all tenants involved in the dispute.

25. Termination of Tenancy

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

26. Service of Notices

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

27. Change in circumstances

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will write annually to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other reason for a long absence are advised to keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit with immediate effect.

28. Failure to Comply

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with this lettings policy will be contacted and requested to address any issues raised with them. Failure to comply with any such notice may result in further warnings and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant.

29. Legal Obligations

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

30. Special Conditions

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

31. Enforcement

The following enforcement procedure will apply:

- a) **Informal Warning** – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.
- b) **Formal Warning** – Tenants who fail to respond to an informal warning within 15 days will be issued with a formal written warning.
- c) **Notice to Quit** – Tenants who fail to respond to a formal warning within 15 days will be given notice to quit with 30 days to vacate the plot.

32. Power of eviction

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

33. Amendment of these rules

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, Community House, Meridian Centre, Greenwich Way,
Peacehaven, BN10 8BB

Telephone 01273 585493



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1046
Meeting date:	23 rd September 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
612	07/07/2025	Phone	Non-PTC land	Litter	Report of broken glass in memorial park. Location given was very vague. Advised caller that LDC land but we will get our grounds team to investigate.	grounds team checked all benches and paths in the memorial park straight away and couldn't find the glass. Suspect it has been cleaned up.	Closed
614	18/07/2025	Raised by PTC	Centenary Park	Vandalism	One of the Muga court lines had been pulled up and stretched	this was glued back down by the grounds team	Closed
616	23/07/2025	Email	Centenary Park	Misc/Other	Singing and banging drums at 10pm in the park	Cllr Wood informed the resident it was a football game.	Closed
618	06/08/2025	Email	Epina Park	Vandalism	the youth shelter has been damaged again	groundstaff attended the site and removed debris.	Closed
623	21/08/2025	Email	The Dell	Animals	resident complaining about dogs in the Dell playground and the lack of clear signage	signage was already ordered and to be installed over the following weeks. Explained PTC cannot issue fines ignoring the signs.	Closed
628	01/09/2025	Phone	Other Park	Vandalism	vandalism to the fence entrance at tor road into Oval park also on Telscombe road entrance	reported to parks officer for repair	closed
629	09/09/2025	Email	Other Park	Overhanging foliage	resident complained about trees and shrubs pushing on their fence	parks officer asked for the address of the property in question so this can be investigated. to meet with resident when carrying out hedge cutting.	Open

630	09/09/2025	Email	Non PTC land	Misc/Other	broken bench by the church on the A259	Handyman investigating this	Open
632	15/09/2025	Email	Non-PTC	misc	Resident from Sarnia close asking if there were rules for the open space within the housing estate? As kids playing and making noise over the weekend	parks officer replied saying no rules but if antisocial behaviour is occurring this needs to be reported to the police.	Closed
633	15/09/2025	Email	Centenary Park	Vandalism	Matting ripped up from beneath the zip line	Company contacted to quote for repair	Open



Committee:	Leisure, Amenities and Environment	Agenda Item:	LA1047
Meeting date:	23 rd September 2025	Authors:	Parks Officer
Subject:	Playground repairs		
Purpose:	To decide		

Recommendation(s):

The committee are asked to decide the following

- I. To agree to purchase a replacement self-closing gate for the Dell playground

1. Background

PTC own and maintain several playgrounds within the town, the ages of the equipment within these parks is varied and repairs or replacements are required now and then.

A resident has complained about dogs entering the playground, the new signage fitted makes it clear that no dogs are allowed in the playground, so the only other thing to help prevent dogs entering the playground would be to replace one gate which is not a self-closing type which is recommended for playgrounds to help prevent dogs entering the area. (it was hoped this would be replaced during the last improvement works but the funding did not stretch to include the gate).

We have received two quotes to supply a suitable type of gate with the grounds team fitting it, both gates comply with inclusivity and will be fitted on the exterior of the playground fence.

Quote 1

Premier Safe hydraulic self-closing gate 1.0m high x 1.2m wide clear opening with 12mm infill bars and 70 x 70 box section posts.

Galvanized and polyester powder coated finish. Total width including posts 1545mm (outside of posts).

£730.00 + VAT

Carriage £175.00 + VAT

Total £905.00 + VAT

Quote 2 (these gates are fitted at Firle Road playground)

Mono Hinge Gates Single 1m high by -1.5m wide £1620 +vat

Delivery £450 +vat

Total £2070 + vat

2. Options for Council

To agree to purchase a replacement self-closing gate for the Dell playground from the L&A Budget heading 4169 play equipment reserve.

3. Reason for recommendation

- a new self-closing gate would help, prevent unattended dogs entering the playground
- to comply with ROSPA recommendations
- to replace the old wooden gate

4. Expected benefits

- continued improvement of the playground
- safer space for children to play.

5. Implications

5.1 Legal	
5.2 Risks	To prevent potential dog issues within the playground
5.3 Financial	From play equipment reserve 4169
5.4 Time scales	As soon as possible
5.5 Stakeholders & Social Value	Improved safety of the park
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	Considered with the size of entrance.

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 checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

L&A accessibility to parks and open spaces.

7. Appendices

Current gate at The Dell



Premier Safe hydraulic self-closing gate



Mono hinge self-closing gate





Committee:	Leisure, Amenities and Environment	Agenda Item:	LA1048
Meeting date:	23 rd September 2025	Authors:	Parks officer
Subject:	Community infrastructure Levie bid for Epinay Park		
Purpose:	To agree to take this CIL bid forward to the P&F committee		

Recommendation(s):

To agree to take this CIL bid forward to the P&F committee and to recommend a sum to apply for.

1. Background

Epinay Park is located in the north of Peacehaven and has a play area which was targeted for renewal from any funds that became available to the town from the housing built next to the park, this funding never happened as the housing was all classed as tax exempt.

This committee agreed, LA1032, Epinay park should be part of a CIL bid for January 2026 so the parks officer has asked a few companies to visit the site and give an idea of what they would install in the park. a very loose brief was given (copied appendices) to the companies so they could understand the councils aims for the area being inclusive, fenced to stop dogs entering the play area and self-closing gates.

At this stage we are only interested in the potential costs for the new playground and not about which is the best option, the quotes to remove the old equipment and surfacing, replace with new equipment and fencing came in at, £108,000, £110,000, £120,000, £140,000 with one company providing a second quote which was a more elaborate plan at £170,000 all plus VAT. It was made aware to all the companies that any works would be at least a year away from happening, so the prices have allowed for this.

2. Options for Council

The committee are asked to recommend to P&F a sum of money they feel the council should apply for from the CIL pot so the application form can be filled out

3. Reason for recommendation

To progress the CIL bid

4. Expected benefits

improved facilities for the residents
inclusive items for all
enclosed play area for safety

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of PTC CIL monies
5.4 Time scales	1 year
5.5 Stakeholders & Social Value	Improved facilities for all
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	included

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 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 checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Improving leisure facilities within the town L&A

7. Appendices

The brief provided by the parks officer

Epinay Park playground project 2025/26. BN10 8 DW

The Epinay park playground was created in the 1990's it is located within a housing estate, used by local residents and the nearby school. It consists of the usual climbing frame, swings, slide, rotor play, springer and seesaw type equipment.

Peacehaven Town Council (PTC) are looking to apply for funding from the community infrastructure levy funds (CIL) to replace this playground with an inclusive based, enclosed playground to serve the local community for the next 20 years.

PTC are committed to having inclusive playgrounds for all to use and enjoy so any proposal should show that disabilities including sensory, visual, as well as physical have been considered in the proposed design.

A budget has not been set, so the aim is to have ideas to put forward so we can have a realistic budget for the park and the proposal to the CIL funds in January 2026, and if successful construction autumn/ winter 2026.

PTC are also committed to net zero CO2 targets by 2030 and as part of this the use of recycled materials plus delivery/ installation emissions will all need to be considered.

The planned area for the playground is flat, approximately 360m² with a slope down to the area, we are looking to have this enclosed by a fence and appropriate inclusive gates to prevent animal access to the playground. There are currently two benches and a waste bin within the proposed area these can be replaced as part of the project.

The park service entrance from Mount Caburn entrance will need to be replaced to allow for a combined service and inclusive sized entrance gateway.

Items to be removed including all safety surfacing

- Two sets of swings
- climbing frame

- slide
- springer
- spinning bowl
- Rotor play
- seesaw
- Two benches
- One litter bin

Examples of proposed layouts







Committee:	Leisure, Amenities and Environment	Agenda Item:	LA1049
Meeting date:	23 rd September 2025	Authors:	Parks Officer
Subject:	Yoga in the park		
Purpose:	To agree		

Recommendation(s):

To agree to having free park yoga in Peacehaven

1. Background

We have received a request to start a free park yoga sessions in Peacehaven by Board and balance

I would love for Peacehaven to be able to apply for Park Yoga for the next season. It is similar to Park Run in that it is free for participants. It would encourage so many people to try yoga and also bring people to the area to be able to use the beautiful park.

I am attaching the venue application forms I have been sent.

There is money to be raised, grants to be applied for but first, an interest from the council itself.

If this could be taken to Leisure & Amenities committee and discussed that would be great.

About Park Yoga

Park Yoga is a charity that provides free community yoga sessions around the UK.

Our mission is to improve the health and wellbeing of the public by providing free yoga sessions in an open space for the public benefit.

The beneficiaries will extend to those living throughout the UK regardless of age, disability, gender or ethnicity.

Seasons run for 20 weeks from the beginning of May to mid-September on Sunday mornings from 9.30am – 10.30am.

Things to consider

- The clash with youth football on a Sunday morning but this would only be for a few weeks in September but would mean car parking troubles.
- This would also clash with Youth Park run which takes place on Sunday mornings throughout the year.

2. Options for Council

To agree to support the start-up of Park Yoga in Peacehaven with support from officers in completing the application process.

3. Reason for recommendation

free session for residents

encouraging health and activity in the town

increased use of the town's parks

4. Expected benefits

Social gatherings

Encouraging health and exercise for the residents

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	Free yoga for residents
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 checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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



VENUE INFORMATION

WWW.PARKYOGA.CO



PARK YOGA
WHO WE ARE, WHAT WE DO

WWW.PARKYOGA.CO

SEASON 2025

2025 SEASON

OUR
MOTTO

WWW.PARKYOGA.CO

OUR MOTTO

PARK YOGA IS FOR EVERYONE



2025 SEASON

ABOUT PARK YOGA

WWW.PARKYOGA.CO

WHO WE ARE

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Seasons run for 20 weeks from the beginning of May to mid September on Sunday mornings from 9.30am - 10.30am.

2025 SEASON

OUR FOUNDER MEET SIBYL KING

Sibyl King, our Founder, made it her mission to bring positive benefits for health, wellbeing and community to the UK through free, outdoor yoga sessions after experiencing an outdoor yoga session in Pittsburgh.

Sibyl proudly supports this wonderful initiative and believes in the healing power of nature, the benefits of exercise and the soul satisfying feeling of being in the natural environment. "I love Park Yoga because it is good for everyone! It's totally inclusive, healthy and great fun on a Sunday morning."

WWW.PARKYOGA.CO

WHO WE ARE



2025 SEASON

VENUES

WHAT WE DO

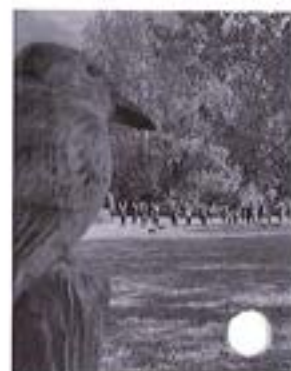
Since starting in two parks in 2017, Park Yoga has expanded to deliver at 48 sites, with 18 new venues in 2024.

Most venues are in the South West, but continued expansion has seen new venues in the South East, West Midlands and North West joining since 2023.

Venue growth will be restricted to 12 new venues this season whilst we work to ensure the charity is financially secure and has a sustainable funding model.

WWW.PARKYOGA.CO

WHAT WE DO





2025 SEASON

WHAT WE DO



PARTICIPANTS

WHAT WE DO

60,043 attendances were recorded over the 2024 season, an average of 1,250 per venue.

*60% of venues had an average attendance of over 50 participants per week with some venues seeing over 100 participants per week.

*45% of participants had never taken part in Park Yoga before 2024 season.

*Prior to taking part, 30% of participants had never/infrequently tried yoga before and 29% had never/infrequently visited the park before.

*Data taken from the Park Yoga 2024 evaluation survey.

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THE BENEFITS

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2025 SEASON

2025 SEASON

INCLUSIVE

Park Yoga is inclusive and accessible to a range of people with mixed abilities. The introductory level means people with little experience can take part, and the accessible nature means it attracts a range of age groups and abilities.

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THE BENEFITS



2025 SEASON



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THE BENEFITS

HEALTH & WELLBEING

Park Yoga has significant health and wellbeing benefits, particularly for people experiencing stress, depression or mobility issues. It is also encourages relatively inactive people to increase their activity levels.



2025 SEASON

NATURE CONNECTION

Park Yoga introduces new audiences to yoga and local parks. As a result of Park Yoga, more people are using their local parks and many are joining yoga classes in their local communities. The majority are keen to continue in the following year.



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THE BENEFITS



COST OF DELIVERY & FUNDING

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PARK YOGA

2025 SEASON

COST OF DELIVERY

Yoga Instructor fee - £1,500: 20 weeks @ £75.

Equipment - £500: Wireless PA system, headset, branded flag, t-shirt & umbrella.

Park Yoga admin support - £1,000: Onboarding venue and Yoga Instructor, YI induction and training. Marketing, end of season evaluation, postage.

Total: £3,000

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COST OF DELIVERY



2025 SEASON



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FUNDING

FUNDING

The Park Yoga Trustees have approved a 3 year funding model (2025/2026/2027).

We are asking venue hosts to fund £2,000 in Y1 to cover the Yoga Instructor fee and Equipment and from Y2 onwards to fund £1,500, to cover the Yoga Instructor fee.

Park Yoga will contribute £1000 worth of administration support services free of charge to all venues.

VENUE REQUIREMENTS



2025 SEASON

- Area of deprivation
(<https://data.cdn.ac.uk/dataset/index-multiple-deprivation.html>)
- Not within 15/20 min drive of an existing venue
- Maintained, grassed, flat area
- Minimal risk of waterlogging
- Size (allows participation growth to c.200)
- Good 3G/4G/5G/Wi-Fi signal
- Venue available for all 20 sessions from 4th May at 9.30am - 10.30am?
- Accessibility (public transport links)
- Parking (ideally free)
- Toilets

2025 SEASON

FAQS

FAQS



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WHO ARRANGES SITE PERMISSION?

The venue host will need to gain permission to use the site for the Park Yoga sessions. Permission is usually granted by the land owner.

DO WE NEED TO DO RISK ASSESSMENTS?

Once the site and yoga instructor are both confirmed a risk assessment needs to be carried out.

It is important that the venue host is happy that the site is safe for both the yoga instructor and the participants.

Templates can be provided.

HOW DO WE FIND A YOGA INSTRUCTOR?

Park Yoga can support the venue host to find an appropriate yoga instructor. Once a venue has been agreed in principle, Park Yoga can provide a yoga instructor person specification and minimum qualification requirements.

WHO PAYS / CONTRACTS THE YOGA INSTRUCTOR?

The yoga instructor should be paid monthly, or as agreed by the venue host. Your venue host should have a contract / SLA with the yoga instructor for delivery of Park Yoga.

WHAT EQUIPMENT IS NEEDED?

Park Yoga will arrange for all equipment to be shipped to the venue host directly, ahead of the season start date.


WHAT IS THE DEADLINE FOR VENUE APPLICATIONS?

Applications need to be submitted to Park Yoga by the end of February, allowing enough time to onboard the venue and yoga instructor.

NEXT STEPS

IF YOU WOULD LIKE TO PROCEED PLEASE
COMPLETE THE NEW VENUE APPLICATION FORM
AND EMAIL IT TO HELLO@PARKYOGA.CO.





THANK YOU

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HELLO@PARKYOGA.CO

2025 SEASON