

George Dyson
Town Clerk

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

Councillors on this Committee:

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

16th March 2026

Dear Committee Member,

You are summoned to **LEISURE & AMENITIES COMMITTEE** meeting to be held in the Anzac Room, Community House, Peacehaven on **Tuesday 24th March 2026 at 7:30pm**

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

George Dyson
Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 LA 1087 CHAIRS ANNOUNCEMENT**
- 2 LA 1088 PUBLIC QUESTION TIME** - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE & AMENITIES matter.*
- 3 LA 1089 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 1090 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 1091 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE & AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13TH JANUARY 2026**
- 6 LA 1092 TO NOTE BUDGET UPDATE**
- 7 LA 1093 TO NOTE ACTION PLAN UPDATE**
- 8 LA 1094 TO NOTE ALLOTMENTS UPDATE INCLUDE UPDATING THE ALLOTMENT POLICY**
- 9 LA 1095 TO NOTE THE COMPLAINTS LOG**
- 10 LA 1096 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFG's)**
 - I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES**
 - II. HOWARD PARK PHASE 2**
 - III. THE HUB CONSULTATION SURVEY RESULTS**
- 11 LA 1097 TO NOTE PUMP TRACK PROJECT**
- 12 LA 1098 TO DECIDE ON THE SHREDDER REPAIR OR PURCHASE**
- 13 LA 1099 TO AGREE TO THE EPINAY PARK CIL BID WORDING**
- 14 LA 1100 TO CONFIRM DATE OF NEXT MEETING AS THE 19TH MAY 2026**

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DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 13th January 2026 at 7:30pm.

Present: Cllr Griffiths (Chair), Cllr Campbell, Cllr Gallagher, Cllr Fabry, Cllr Harman, Cllr Donovan.
Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There were no members of the public in attendance.

The Meetings and Projects Officer opened the meeting at 20:08 and in the absence of a Chair, asked for a proposal for a member to Chair the meeting.

Two proposals were made, and the initial proposal moved first.

It was proposed that Cllr Griffiths took the Chair.

Proposed by: Cllr Harman **Seconded by:** Cllr Campbell
3 members were in favour.

It was proposed that Cllr Donovan took the Chair

Proposed by: Cllr Gallagher **Seconded by:** Cllr Fabry
3 members were in favour.

With equal voting numbers, the proposals were voted upon again, with the same results.

The decision was made with a coin toss, which resulted in Cllr Griffiths as Chair.

1. LA 1071 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, informed everyone that the meeting was being recorded and reminded members of the process of a confidential item.

The Meetings and Projects Officer updated committee that the Howard Peace Park Phase 2 Consultation was live until 31st March 2026.

2. LA 1072 PUBLIC QUESTIONS.

There were no public questions.

3. LA 1073 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from:-

- Cllr Sharkey
- Cllr Studd, and Cllr Campbell substituted

4. LA 1074 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA 1075 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 2nd DECEMBER 2025

Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher
The resolution was **carried**.

6. LA 1076 TO DECIDE ON SUNLEAF SAUNA IN CENTENARY PARK PROPOSAL

Members discussed reasons for and against the sauna, including support through an increase in foot-fall, providing an income stream, and that it was easily moveable. Reasons against included concern over its security; the need to have sight of market research and a business plan; Centenary Park as an unsuitable location; the increase of parking and congestion; and the logistics of the water supplied by the café.

It was suggested that that the extra unit should be charged, other parks could be more suitable, and raised that there should be no liability to the Council.

The Parks Officer expressed a business plan was unnecessary to make a decision, and that the income could be around £100 per month.

It was proposed to support Sunleaf to take the idea forward so they can start their research and allow officers to progress the project with cost effective licences to be agreed by Council.

Proposed by: Cllr Harman **Seconded by:** Cllr Campbell
All in **favour**.

7. LA 1077 TO NOTE BUDGET UPDATE

The budget was **noted**.

8. LA 1078 TO NOTE ACTION PLAN

The Parks Officer expressed the OVCA item would be updated, and Cllr Gallagher suggested the action plan include an agenda item if the item was on the agenda.

The Meetings & Projects Officer updated committee that funding was being sought for outdoor gym equipment for Epinay Park.

The action plan was **noted**.

9. LA 1079 TO NOTE ALLOTMENTS UPDATE

The allotments update was **noted**.

10. LA 1080 TO NOTE THE COMPLAINTS LOG

The Parks Officer updated committee on the Sunday noise complaint.

The log was **noted**.

11. LA 1081 TO DISCUSS AND UPDATE THE BUSINESS PLAN

The Parks Officer reminded committee that there was space for 2 items.

12. LA 1082 TO NOTE THE FOOTBALL PITCH ASSESSMENT REPORT

The report was **noted**.

13. LA 1083 TO NOTE UPDATES FROM TASK AND FINISH GROUPS

It was agreed to take this and item LA1084 together.

14. LA 1084 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. BUSINESS PLAN ACCESSIBILITY OF AMENITIES

It was expressed that the group had not yet met.

II. HOWARD PARK PHASE 2

It was proposed that Cllr Donovan join the TFG

Proposed by: Cllr Donovan **Seconded by:** Cllr Gallagher

All in **favour**.

The Meetings & Projects officer agreed paper copies would be made available for Cllr Campbell to letter-drop, and also for the library.

III. THE HUB CONSULTATION SURVEY RESULTS

It was agreed to take this item and LA 1085 together.

15. LA 1085 TO DISCUSS AND AGREE HUB IMPROVEMENTS TO INFORM A HUB PHASE 2 CIL FUNDING APPLICATION

Cllr Gallagher requested it be noted they were very impressed with the consultant who carried out the stakeholder engagement, and suggested they were asked to come in to feedback, and for a copy of the presentation and video. Cllr Donovan agreed it was an immersive consultation.

The Meetings and Projects officer expressed the importance of moving forward with the timeline, and outlined what was required for the CIL Expression of Interest application.

Members discussed progressing this item through the Community Buildings Working Group. Cllr Campbell clarified that the now-permanent Community Buildings Working Group had been formed on a temporary basis, and there being no opportunity for others to join. Several members expressed this phase was separate to phase 1 of the Hub project, the Parks Officer briefly clarified the current status of The Hub Phase 1, and Cllr Fabry requested focus returned to the agenda item.

It was proposed to take this report as Phase 2 to the Community Buildings Working Group, with the results taken to Council.

Proposed by: Cllr Gallagher

Seconded by: Cllr Fabry

All in favour.

16. LA 1086 TO CONFIRM DATE OF NEXT MEETING AS THE 24TH MARCH 2026

The date of the next meeting was confirmed.

There being no further business the meeting ended at 21:27

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Committee:	Leisure and Amenities	Agenda Item:	LA 1092
Meeting date:	24 th March 2026	Authors:	Parks officer/ Finance 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.

End of year

to note, the planned items to transfer any surplus to reserves are, tree works (for next year's full tree survey), staff training, playground equipment purchases, grass seed and fertiliser (as part of our 6 year commitment to the football foundation funding).

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. 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	

Detailed Income & Expenditure by Budget Heading 17/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4011 Training	143	2,000	1,857		1,857	7.2%	
4202 Repairs/Maintenance of Vehicle	5,252	7,000	1,748		1,748	75.0%	
4203 Fuel	4,620	5,500	880		880	84.0%	796
4204 Road Fund License	345	600	255		255	57.5%	
4305 Uniform	550	1,000	450		450	55.0%	
Grounds Team General Exp :- Indirect Expenditure	10,909	16,100	5,191	0	5,191	67.8%	796
Net Expenditure	(10,909)	(16,100)	(5,191)				
6000 plus Transfer from EMR	796	0	(796)				
Movement to/(from) Gen Reserve	(10,113)	(16,100)	(5,987)				
310 Sports Park							
1025 Rent & Service Football	8,936	3,645	(5,291)			245.1%	
1026 Rent & Service Bowls	1,724	0	(1,724)			0.0%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	4,595	3,000	(1,595)			153.2%	
1060 Water Usage	922	0	(922)			0.0%	
1061 S/P Court Hire	1,261	740	(521)			170.4%	
1111 Electricity	367	0	(367)			0.0%	
Sports Park :- Income	25,476	13,768	(11,708)			185.0%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	393	3,000	2,607		2,607	13.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4141 Water Services	11	0	(11)		(11)	0.0%	
4160 Changing Places Costs	714	600	(114)		(114)	119.0%	
4161 Cleaning Costs	14,118	11,500	(2,618)		(2,618)	122.8%	
4164 Trade Refuse	2,717	3,000	283		283	90.6%	
4171 Grounds Maintenance Costs	5,958	10,000	4,042		4,042	59.6%	
Sports Park :- Indirect Expenditure	26,041	30,445	4,404	0	4,404	85.5%	0
Net Income over Expenditure	(565)	(16,677)	(16,112)				
315 Big Park							
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	0	2,000	2,000			0.0%	0
4101 Repair/Alteration of Premises	8,917	5,000	(3,917)		(3,917)	178.3%	7,480
4102 Maintenance of Buildings	425	500	75		75	84.9%	
4111 Electricity	877	1,000	123		123	87.7%	

Detailed Income & Expenditure by Budget Heading 17/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4112 Gas	1,057	1,000	(57)		(57)	105.7%	448
4121 Rents	14,680	15,500	820		820	94.7%	
4131 Rates	13,810	6,052	(7,758)		(7,758)	228.2%	
4166 Skip Hire	610	1,000	390		390	61.0%	
4173 Fertilisers & Grass Seed	6,052	4,800	(1,252)		(1,252)	126.1%	6,052
4303 Machinery Mtce/Lease	1,796	4,000	2,204		2,204	44.9%	(556)
4326 Telephones	27	0	(27)		(27)	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	(40)	585	625		625	(6.9%)	
Big Park :- Indirect Expenditure	48,211	41,437	(6,774)	0	(6,774)	116.3%	13,424
Net Income over Expenditure	(48,211)	(39,437)	8,774				
6000 plus Transfer from EMR	13,424	0	(13,424)				
Movement to/(from) Gen Reserve	(34,787)	(39,437)	(4,650)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Football	8,338	9,363	1,025			89.1%	
1111 Electricity	6,761	10,000	3,239			67.6%	
Gateway Cafe :- Income	15,099	19,363	4,264			78.0%	0
4101 Repair/Alteration of Premises	859	3,500	2,641		2,641	24.6%	
4111 Electricity	6,761	10,000	3,239		3,239	67.6%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	199	1,500	1,301		1,301	13.3%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	81	540	459		459	15.0%	
Gateway Cafe :- Indirect Expenditure	7,901	18,012	10,111	0	10,111	43.9%	0
Net Income over Expenditure	7,199	1,351	(5,848)				
<u>330 Parks & Open Spaces</u>							
1025 Rent & Service Football	100	0	(100)			0.0%	
1044 Hire of the Dell	3,350	5,500	2,150			60.9%	
1050 Allotment Rent	2,829	2,650	(179)			106.8%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	6,379	8,150	1,771			78.3%	0
4050 Allotment Costs	1,448	1,000	(448)		(448)	144.8%	
4104 Vandalism Repairs	453	1,500	1,047		1,047	30.2%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	6,953	5,000	(1,953)		(1,953)	139.1%	1,734
Parks & Open Spaces :- Direct Expenditure	8,854	11,000	2,146	0	2,146	80.5%	1,734

Detailed Income & Expenditure by Budget Heading 17/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	2,458	5,000	2,542		2,542	49.2%	
4141 Water Services	6,272	5,000	(1,272)		(1,272)	125.4%	
4164 Trade Refuse	234	500	266		266	46.8%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,688	4,000	1,312		1,312	67.2%	
4301 Purchase of Furniture/Equipmen	726	2,500	1,774		1,774	29.0%	
Parks & Open Spaces :- Indirect Expenditure	12,378	22,000	9,622	0	9,622	56.3%	0
Net Income over Expenditure	(14,853)	(24,850)	(9,997)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	(13,119)	(24,850)	(11,731)				
355 The Hub							
1084 Sports Pavilion	24,947	18,185	(6,762)			137.2%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	135	300	165			45.0%	
1303 Water Charges	138	160	23			85.9%	
1355 Wifi	158	210	53			75.0%	
The Hub :- Income	25,377	19,155	(6,222)			132.5%	0
4175 Music Licence	404	500	96		96	80.8%	
The Hub :- Direct Expenditure	404	500	96	0	96	80.8%	0
4103 Annual Servicing Costs	759	2,500	1,741		1,741	30.4%	
4111 Electricity	1,690	3,000	1,310		1,310	56.3%	267
4112 Gas	569	3,000	2,431		2,431	19.0%	21
4171 Grounds Maintenance Costs	1,005	2,000	995		995	50.3%	
4355 Wifi	265	420	155		155	63.0%	
The Hub :- Indirect Expenditure	4,289	10,920	6,631	0	6,631	39.3%	288
Net Income over Expenditure	20,684	7,735	(12,949)				
6000 plus Transfer from EMR	288	0	(288)				
Movement to/(from) Gen Reserve	20,971	7,735	(13,236)				
Grand Totals:- Income	72,331	62,436	(9,895)			115.8%	
Expenditure	118,987	150,414	31,427	0	31,427	79.1%	
Net Income over Expenditure	(46,656)	(87,978)	(41,322)				
plus Transfer from EMR	16,241	0	(16,241)				
Movement to/(from) Gen Reserve	(30,414)	(87,978)	(57,564)				

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Committee:	Leisure and Amenities	Agenda Item:	LA 1093
Meeting date:	24 th March 2026	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

To note this report

3. Reason for recommendation

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

4. Expected benefits.

a. The community

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

b. The environment

- This is to be considered for every project
- Net zero co2 target for 2030

5. Implications

6.

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	

7. 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?

8. 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	TC/ Parks O/ Finance O	£13,000	National Lottery	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023	Some of the vandalised playground rules signs have been found and will be erected again.	Projects officer		PTC budget and CIL	2026	
The Hub general improvement plan (phase 2) C1178	CIL expression of interest to be in by the end of April 2026 this now comes under P&F Committee	Parks officer/ finance officer/	TBA	CIL	2027	
Pump track proposal by LDC	Report on this agenda Works to start on the 18 th of March 2026	LDC Parks officer	£100,000	LDC	2026	
Epinay park playground renewal project LA1048	<i>Item on this agenda</i>	Parks officer/ projects officer	£140,000 CIL bid	CIL	2027	
Repair the seesaw in Firle road playground. LA 1066	Due to be completed on 2 nd April 2026	Parks officer	£1,481.00	PTC budget	Spring 2026	
Sauna proposal LA 1076	P&F assessing the financial proposal	Parks Officer	Potential income to PTC	Self-funded	2026	

18/03/2026

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
To paint double yellow lines at centenary park LA 1067	Order has been placed 17/12/2025 waiting for better weather	Parks officer	£1750.00	PTC CIL/ 106	Spring 2026	
Howard Park Phase 2	Survey currently available online	Projects Officer	TBA	TBA		
To replace the bench on A259 with a green recycled plastic one LA 1068	COMPLETED	Parks officer	£600	PTC budget	January 2026	25/02/2026
COMPLETE						
The Hub roof replacement and heating project C1152 Business plan item	This project will come under full council cross meeting with surveyor from Remedy Consulting held in November.	Tommy O'Leary, Parks Officer, Projects Officer, Finance Officer	£350,000 £350,000	50/50 PTC CIL and LDC CIL.	2026	
To undertake an accessibility audit of parks and open spaces, to develop an action plan to make improvements. Business plan item	TFG members, Cllr Sharkey, Cllr Griffiths and Cllr Fabry	Parks Officers TFG members			2026	

Completed projects 2025/26

- Sports consultation (business plan) 2. Green infrastructure audit (business plan) 3. New gate for the Dell playground 4. The Oval entrance improvements
- Muga court refurbishment (final paint to be completed in March 2026) 6. Memorial wall resurfacing 7. Replacement bench fitted on A259

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Committee:	Leisure and Amenities	Agenda Item:	LA 1094
Meeting date:	24 th March 2026	Authors:	Parks officer
Subject:	Allotment update		
Purpose:	To Note this report		

Recommendation(s):

- I. To Note this report
- II. To agree to the updating of the allotment policy

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 76 small plots and 10 large plots.

New plot numbers have been made and installed by the handyman.

Payment

The new tenancy agreements plus updated terms and conditions and accompanying letters were sent out in January, with payment and return of the signed documents due within 30 days.

We had 4 tenants relinquish their plots and have replaced these with 4 new tenants

On the 4th of March 2026 eleven warning letters were sent out for non-payment of the rent this gave the tenants 15 days to pay or be evicted, a verbal update on this will be given on this.

There were also ten warning letters sent regarding not returning the signed T&c's to us a verbal update on this will be given on this.

Inspection

An inspection was carried out by the Parks Officer and Tom James (assistant) at the beginning of March, once on the site it was clear the weather had been so bad we could not have expected the plots to be worked during the start of the year, so we have rescheduled this for April.

Update from the liaison Cllrs

Together with Peacehaven Horticulture Society Trustees the Hut is being opened in March and a base for Liaison Councillors established at The Hut.

The aim is to have greater mutually beneficial interaction between PTC, Liaison Councillors and PHS. A further plan for 2026 will be agreed and communicated shortly.”

Allotment Policy update

The committee are asked to review and agree to the allotment policy which is in the appendices

2. Options for Council

To Note this report and agree to the updating of the allotment policy

3. Reason for recommendation

No decisions required

4. Implications

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

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 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 checked="" type="checkbox"/>



Peacehaven Town Council

Allotment policy statement

1. Introduction

Peacehaven Town Council owns and manages an allotment garden site at Cornwall Avenue, Peacehaven.

The allotment gardens are managed in accordance with a set of Terms & Conditions which are updated annually.

Oversight of the allotment site is primarily delegated by Council to the Leisure, Amenities, and Environment Committee.

2. Policy Statement

Peacehaven Town Council recognises the positive impact that allotments have, not only for growing quality, low-cost produce, but also for the environment, the community, and on peoples mental and physical health.

The Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely.

3. Relevant legislation, guidance, and internal procedures

- Small Holdings and Allotments Act 1908
- Allotments Act 1922, 1925, 1960
- Health & Safety at Work Act 1974

- Managing Health and Safety at Work Act 1999
- NSALG: Growing in the Community
- Peacehaven Town Council Allotments Terms & Conditions

4. Peacehaven Town Council:

- Will enforce the Allotment Terms & Conditions
- Will undertake bi-annual inspections of the allotment site to ensure compliance with the terms and conditions
- Retains the right to make exceptions to the Terms & Conditions at the discretion of Committee or Council
- Will otherwise respect the tenants right to quiet enjoyment of their plot
- Maintains an up-to-date Risk Assessment for Officers, Councillors, and other Staff or Volunteers entering the allotment site.
- Seek to consult with allotment stakeholders about management decisions and promote partnership working.

5. Allotment tenants:

- Will, when requested, return a signed copy of the agreement to the terms & conditions Will pay the annual rent due for the allotment plot
- Will maintain their designated plot to a standard congruent with the terms & conditions
- Must notify the Council as soon as practically able to of any considerations as to why the terms & conditions cannot be adhered to.
- Can raise any questions, problems, or concerns directly to the Leisure, Amenities, and Environment Committee during the public session.

6. Enforcement

The Leisure, Amenities, and Environment Committee shall oversee the implementation and enforcement of this policy.

Where tenants are not meeting the agreed Terms & Conditions, Officers will notify the tenant by the means of enforcement letters, for which agreed pro-forma letters are available.

Policy adopted: 28th February 2023

Policy review date: 27th February 2026

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Town Clerk

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Community House,
Meridian Way,
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Committee:	Leisure and Amenities	Agenda Item:	LA 1095
Meeting date:	24 th March 2026	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
666	18/02/2026	Email	The Dell	Overhanging foliage	Complaint regarding Peacehaven Dell hedge reduction works being carried out by the grounds team, no thought for nesting birds, no protection from circus and fairs for Rowe Avenue residents, it is an eyesore	parks officer emailed an explanation of why the works are being carried out being to allow for the safe cutting of the hedge in the future as the height and width had made this a hazardous operation for the team.	Closed
667	20/02/2026	Email	The Dell	Overhanging foliage	comment on Peacehaven gossip forwarded on by Cllr Alexander regarding the hedge cutting	Parks officer emailed an explanation of why the works are being carried out being to allow for the safe cutting of the hedge in the future as the height and width had made this a hazardous operation for the team so Cllr Alexander could put it as an answer.	Closed
668	05/03/2026	Email	Allotments	Fly Tipping	A report of some items had been put next to the horticultural hut without permission	the parks officer to investigate disposal and has offered to erect signs asking for this practice to stop.	Closed
669	04/03/2026	Phone	The Oval	Overhanging foliage	overhanging tree next to 1 Oval close	carried out a site visit and confirmed the works needed doing, scheduled in a tree surgeon to carry out the works as it involved tree climbing.	Closed

670	04/03/2026	In Person	Other Park	Overhanging foliage	Resident in Glynn Road complained about trees blocking light and some overgrown ivy from a neighbour	carried out a site visit, the trees are healthy and not within ten metres of the boundary fence, so no work required. The ivy can be cut back by the Grounds team to the boundary fence works to be carried out the following week.	Closed
671	11/03/2026	Letter	Allotments	Overhanging foliage	plot holder complained about the size of a tree on another plot	The Parks officer had already spotted this, and a letter sent to the tenant	Closed
672	12/03/2026	Phone	Allotments	Vandalism	offensive graffiti sprayed onto a polytunnel and green house.	police attended the site, tenant happy to clean off graffiti themselves	Closed

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Committee:	Leisure and Amenities	Agenda Item:	LA 1096
Meeting date:	24th March 2026	Authors:	Parks Officer
Subject:	Task and finish groups		
Purpose:	To agree		

Recommendation(s):

The committee are asked to agree to remove the hub consultation survey results task and finish group from the list and receive any verbal updates

1. Background

Task and finish groups are set up to help enable a task to be completed and once this has been successful, they are ended. verbal updates on any progress can be given at this point of the meeting current TFG's

- I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES,
- II. HOWARD PARK PHASE 2,
- III. THE HUB CONSULTATION SURVEY RESULTS

The hub consultation survey results TFG has completed its task so it is recommended to remove them from the list now, the survey results will be part of the process for progressing the Phase 2 plan.

2. Options for Council

To agree to this TFG to be disbanded and receive any verbal updates

3. Reason for recommendation

Task completed

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Committee:	Leisure and Amenities	Agenda Item:	LA 1097
Meeting date:	24 th March 2026	Authors:	Parks Officer
Subject:	Pump track update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

Lewes District Council are funding a pump track to be installed alongside the skate park in Centenary Park, the proposed designs were part of an open discussion at the Joff, and the agreed final design is below, installation begins on the 18th of March 2026.

Once completed the liability for pump track will pass to PTC and be added to the insurance with PTC taking on maintenance for the track once any warranty period has concluded.

2. Options for Council

To note this report

3. Expected benefits

- Increased usage at Centenary Park which could benefit local clubs and businesses.
- Better facilities for the youth of the town.

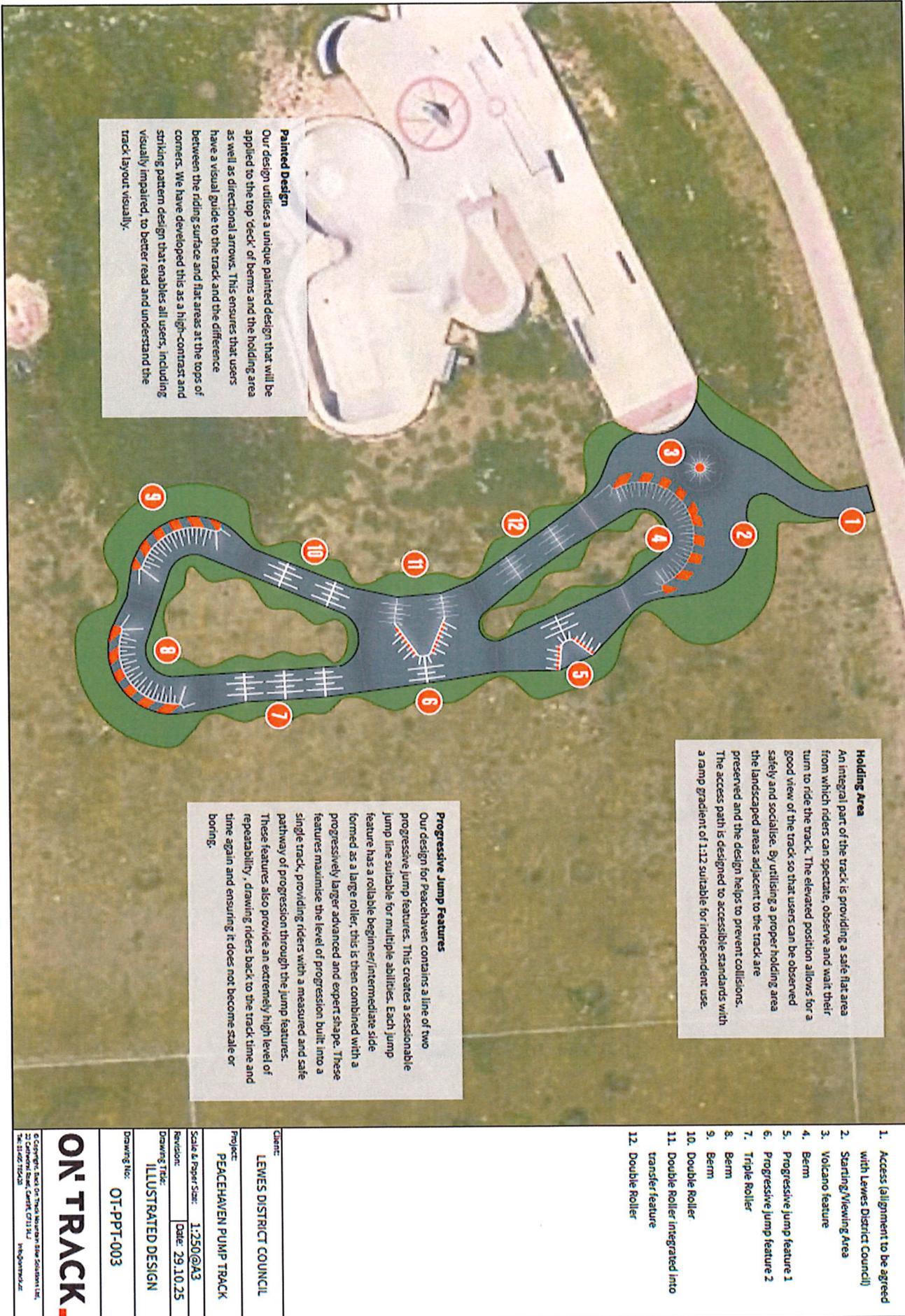
4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Future costs for repairs to the pump track
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Regular checks will be carried out.
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 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?



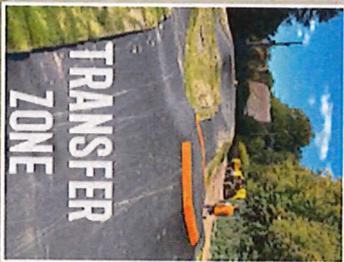
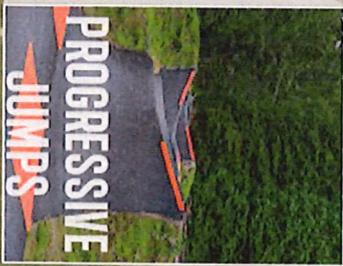
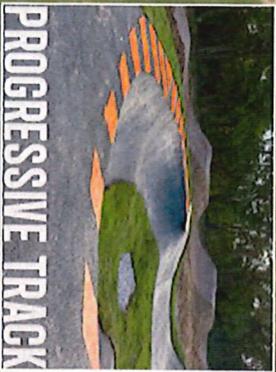
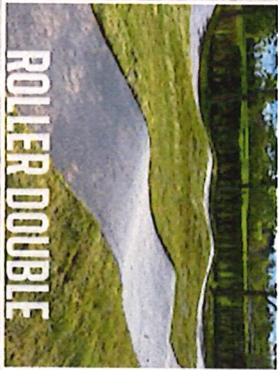
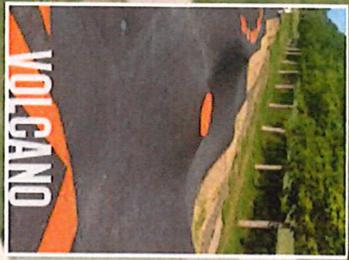
Painted Design
 Our design utilises a unique painted design that will be applied to the top 'deck' of berms and the holding area as well as directional arrows. This ensures that users have a visual guide to the track and the difference between the riding surface and flat areas at the tops of corners. We have developed this as a high-contrast and striking pattern design that enables all users, including visually impaired, to better read and understand the track layout visually.

Holding Area
 An integral part of the track is providing a safe flat area from which riders can spectate, observe and wait their turn to ride the track. The elevated position allows for a good view of the track so that users can be observed safely and socialise. By utilising a proper holding area the landscaped areas adjacent to the track are preserved and the design helps to prevent collisions. The access path is designed to accessible standards with a ramp gradient of 1:12 suitable for independent use.

Progressive Jump Features
 Our design for Peacehaven contains a line of two progressive jump features. This creates a sessionable jump line suitable for multiple abilities. Each jump feature has a rollable beginner/intermediate side formed as a large roller, this is then combined with a progressively larger advanced and expert shape. These features maximise the level of progression built into a single track, providing riders with a measured and safe pathway of progression through the jump features. These features also provide an extremely high level of repeatability, drawing riders back to the track time and time again and ensuring it does not become stale or boring.

1. Access (alignment to be agreed with Lewes District Council)
2. Startling/Viewing Area
3. Volcano feature
4. Berm
5. Progressive jump feature 1
6. Progressive jump feature 2
7. Triple Roller
8. Berm
9. Berm
10. Double Roller
11. Double Roller integrated into transfer feature
12. Double Roller

Client:	LEWES DISTRICT COUNCIL	
Project:	PEACEHAVEN PUMP TRACK	
Scale & Paper Size:	1:250@A3	
Revision:	Date:	29.10.25
Drawing Title:	ILLUSTRATED DESIGN	
Drawing No.:	01-PPT-003	
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Client:	LEWES DISTRICT COUNCIL
Project:	PEACEHAVEN PUMP TRACK
Scale & Paper Size:	1:250@A3
Revision:	Date: 29.10.25
Drawing Title:	PRECEDENT IMAGES
Drawing No.:	01-PPT-004
<small>© Copyright, Mark On Track Mountain Bike Solutions Ltd. 22 Chancel Oak, Crowthorne, RG11 9JL, Berkshire, UK Tel: 01296 790281</small>	

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Committee:	Leisure and Amenities	Agenda Item:	LA 1098
Meeting date:	24 th March 2026	Authors:	Parks Officer
Subject:	Shredder/ chipper report		
Purpose:	To agree		

Recommendation(s):

To agree to either repair or replace the Prof 6 chipper machine

1. Background

In 2021 it was agreed to purchase a self-propelled chipper/ shredder for use by the groundstaff when cutting hedges and trees in the town. This decision was based on saving time, money, use of vehicles, etc taking the green waste to Ringmer on the flatbed truck and also significantly reducing the CO2 produced during the hedge cutting season.

The Machine has been a great success and no vehicle movements away from the town to dispose of green waste has occurred since its purchase. When the committee discussed the machine, it was agreed it was a high wear item and should be replaced every 5 years to avoid spending too much time and money on breakdowns and repairs etc as the machine got older.

There was an accident in February which resulted in the machine tipping onto its side whilst being transported, no member of staff was injured, but the machine's engine was damaged beyond reasonable repair as well as some other parts bent or broken, the total cost to replace the engine and repair the 4 ½ -year-old machine is £1588.50 inc vat.

The chipper will be 5 years old in September 2026, so the cost of a new chipper has to be considered as an option rather than replacing the engine on a machine that is to be replaced in the next 12 months. This is quoted at £9166.67+ vat

2. Options for Council

- a. To repair the machine as quoted and look to trade-in in 2027, you may get the money spent on the repair back when doing so.

OR

- b. To look at buying a new machine as quoted (this cost includes a 20% discount but not the £400 trade-in offered on the broken machine) this would have a 1-year warranty

3. Reason for recommendation

As the machine is due for planned replacement in 2026/27 it seemed good practice to ask the committee if spending the money repairing was deemed a good idea or to cut our losses and buy a new machine now, we could repair the machine, and it could suffer other issues due to its age and high wear usage.

Budget

The finance officer states.

We have enough in the repair servicing budget in the current year to carry out the repair.

If we are looking to buy a replacement machine this could be funded from part big park 106, reserves and or the current budget for 2025/26.

4. Expected benefits

The continue recycling the hedge cuttings into mulch for use around the town and reducing the CO2 output of the grounds team.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Budget, 106 moneys
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	yes
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 checked="" type="checkbox"/>

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

Prof 6 chipper



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Committee:	Leisure and Amenities	Agenda Item:	LA 1099
Meeting date:	24 TH March 2026	Authors:	Parks Officer
Subject:	Epinay Park Community infrastructure bid wording		
Purpose:			

Recommendation(s):

To agree to the wording for the Epinay Park CIL bid

1. Background

The expression of interest form to start our CIL bid for Epinay Park is being compiled and there is a question which needs to be answered” **How has development resulted in the need for this infrastructure?”** we have worded it as follows and wanted to make sure Councillors were happy with this.

Peacehaven has had several large building projects in recent years, with the latest development of 40 homes was at 86 Pelham Rise which backs on to Epinay Park. In recent years, Meridian Community Primary School, which also backs onto Epinay Park has expanded their capacity, and regularly use the play park for ad hoc school events.

With the 40 new homes and the school having direct access to the park, this has increased the footfall significantly, which has meant the park is used more for play but also dog walking, this has impacted the playground area as with the lack of fencing this has meant the playground does not feel like a safe place for small children to play.

The current playground within Epinay Park is over 20 years old and does not have any fencing nor accessible play items with the equipment being at the end of its useable life. Peacehaven TC has had several different designs drawn up to show how the playground could be renewed to include accessible items with safety surfacing to cope with the increased usage as well as fencing to stop animal access to the playground.

2. Options for Council

To agree to or edit this answer

3. Reason for recommendation

To make sure we have the best possible chance of getting the CIL funding

4. Expected benefits

To have a new playground installed at Epina park to replace the old worn out one.

To use CIL funds from developments which have taken place in Peacehaven

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of PTC Cil and bid for match funding from LDC CIL
5.4 Time scales	1 year
5.5 Stakeholders & Social Value	Yes
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	
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 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?
