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Town Clerk

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

DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 2nd December 2025 at 7:30pm.

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

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

There were no members of the public in attendance.

1. LA 1056 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcome everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be turned off or put onto silent, and informed everyone that the meeting was being recorded.

- Tickets still available for the Children's Christmas Party on 12th December
- Bingo on 17th December
- Resurfacing works soon to start at the War Memorial
- Four LDC funded bikes installed at The Dell
- New information board installed at the Meridian Monument.

2. LA 1057 PUBLIC QUESTIONS.

There were no public questions.

3. LA 1058 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllr Fabry and Cllr Sharkey.

4. LA 1059 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA 1060 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 23RD SEPTEMBER 2025

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

The resolution was **carried**.

6. LA 1061 TO NOTE THE BUDGET UPDATE AND AGREE TO THE BUDGET FOR 2026/27

The budget was **noted**.

7. LA 1062 TO NOTE ACTION PLAN

The Parks Officer updated members that the OVCA project had been approved by the solicitors and was now with the National Lottery in relation to the validity of OVCA having the grant.

Cllr Gallagher suggested several items needed to be updated on the action plan, including Parks Signage to 'phase 2', and The Hub to include dates, and was pleased that progress was being made in general.

The action plan was **noted**.

8. LA 1063 TO NOTE ALLOTMENTS UPDATE

The Parks Officer expressed that no comments had been received regrading the terms and conditions since the last meeting, and Cllr Gallagher updated committee that the Horticultural Society were keen to help and were planning to open the hut in February. The allotments update was **noted**.

9. LA 1064 TO NOTE THE COMPLAINTS LOG

The Parks Officer updated committee on the status of the shelter at Epinay Park, that it had been vandalised so had been stripped back to seating only and made safe, and expressed that if vandalism continued it would be removed. The Parks Officer also updated committee that 6 playground safety signs had been stolen. It was suggested that new ones be made more secure, and the possibility of a social media post asking for the lost signs. The complaints log was **noted**.

10. LA 1065 TO REVIEW AND UPDATE THE BUSINESS PLAN

Cllr Gallagher suggested that as much as possible had been carried out, and the Parks Officer reminded committee that two had been agreed to be removed and asked for ideas be sent to him.

Cllr Gallagher suggested that a consultation was carried out with regards to residents' priorities.

No updates were made.

11. LA 1066 TO AGREE PLAYGROUND REPAIRS

The Parks Officer summarised the report

It was proposed to repair the see-saw.

Proposed by: Cllr Harman

Seconded by: Cllr Gallagher

All in **favour**.

12. LA 1067 TO AGREE TO CAR PARK REPAINTING

Cllr Gallagher questioned timings in relation to The Hub Project, and raised the importance of promoting Piddinghoe carpark, adding concern with road safety crossing. The Parks Officer updated members that a Peacehaven car parks map had been provided to the football club, that a yellow lines request near to Centenary Park was being requested to ESCC via planning committee, and that the companies who had quoted were Sussex based.

It was proposed to repaint the car parking bays and new yellow lines in Centenary Park car park at the lower cost, and recommend to the Policy and Finance committee this be paid for from Big Park 106 CIL funds.

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths

All in **favour**.

The Parks Officer confirmed that it would take around 1 day, and would take place around January/February time.

13. LA 1068 TO AGREE TO REPLACE DAMAGED BENCH ON A259

The Parks Officer summarised the report, and commented that the old bench was deemed as belonging to Peacehaven Town Council.

It was proposed to agree to a green recycled plastic bench.

Proposed by: Cllr Gallagher

Seconded by: Cllr Harman

All in **favour**.

The Parks Officer agreed to contact LDC with regards to them painting the minion bin.

14. LA 1069 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFG's)

I. Business Plan Accessibility of Amenities

There were no updates.

II. Howard Park Phase 2

The Meetings & Projects Officer updated committee that the public consultation would be publicised in January.

III. The Hub Consultation Survey Results

Cllr Gallagher reminded committee that the meeting dates were 4th and 6th December.

15. LA 1070 TO CONFIRM DATE OF NEXT MEETING AS THE 13TH JANUARY 2025

Members raised that the year would be 2026, and the date was confirmed as 13th January 2026.

There being no further business the meeting ended at 20:09.



Committee:	Leisure and Amenities	Agenda Item:	LA 1076
Meeting date:	13 TH January 2026	Authors:	Parks officer
Subject:	Sunleaf sauna proposal for Centenary Park		
Purpose:	To decide		

Recommendation(s):

To decide to either support or deny the Sunleaf sauna proposal for Centenary Park

1. Background

We have been approached by a company called Sunleaf who are seeking permission to have a mobile sauna located on Centenary Park.

We are proposing to establish Sunleaf Sauna, a mobile community wellness space that honours traditional Lithuanian sauna culture while promoting health, connection, and land regeneration. Our trailer-mounted sauna offers the unique advantage of flexibility, allowing for a trial period before permanent placement. This document outlines our project vision, technical specifications, site requirements, and the benefits this facility will bring to the local area.

The parks Officer met with the directors on site to establish a possible suitable location.

2. Options for Council

The committee are asked if they want to support taking this idea forward so we can start to engage with the stakeholders within Centenary Park to study the impact it might have either positive or negative on them and the public.

3. Reason for recommendation

If the committee do support the idea of this project, officers can then progress the project and create licences etc these then to be agreed by Council.

4. Expected benefits

To create a community-centred wellness space that honours traditional Lithuanian sauna culture while promoting health, connection, and land regeneration. This sauna will serve as a gathering place for relaxation, therapeutic treatments, seasonal celebrations, and educational experiences that deepen our relationship with nature and each other.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Possible income to PTC
5.4 Time scales	Summer 2026
5.5 Stakeholders & Social Value	yes
5.6 Contracts	yes
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	To be considered
5.9 Health & Safety	To be considered
5.10 Biodiversity	To be considered
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 type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

Sunleaf Sauna

- Cleanse, re-vitalise - re-charge

*Supporting community and promoting awareness of natural cycles through
nature connection*

Community Project Proposal

Executive Summary

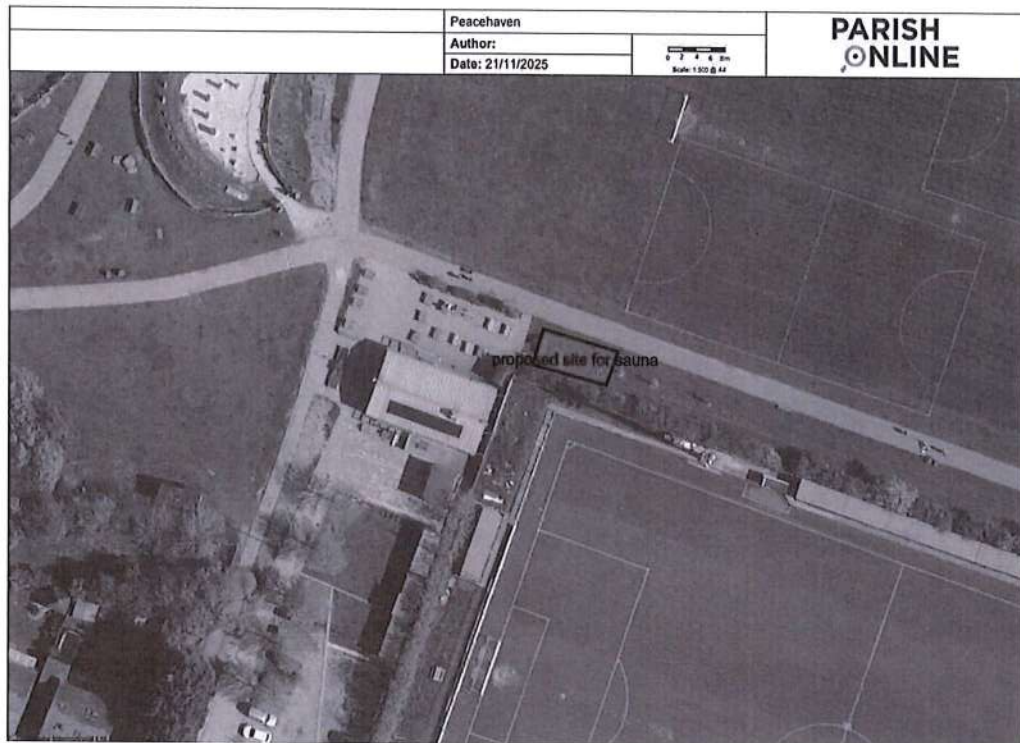
We are proposing to establish Sunleaf Sauna, a mobile community wellness space that honours traditional Lithuanian sauna culture while promoting health, connection, and land regeneration. Our trailer-mounted sauna offers the unique advantage of flexibility, allowing for a trial period before permanent placement. This document outlines our project vision, technical specifications, site requirements, and the benefits this facility will bring to the local area

Project Overview

Purpose

To create a community-centred wellness space that honours traditional Lithuanian sauna culture while promoting health, connection, and land regeneration. This sauna will serve as a gathering place for relaxation, therapeutic treatments, seasonal celebrations, and educational experiences that deepen our relationship with nature and each other.

Proposed Location



Operating Hours

Autumn/Winter Season (October–March):

Monday to Sunday, 9:00 AM – 4:00 PM

Spring/Summer Season (April–September):

Monday to Sunday, 9:00 AM – 7:00 PM

Operating hours are designed to align with seasonal daylight patterns and community needs. These schedules remain flexible and will be adjusted based on demand levels and coordination with surrounding businesses and local activity patterns. We are committed to operating hours that best serve the community while complementing the existing area usage.

Site Configuration & Privacy

To ensure a comfortable and respectful experience for both sauna users and the broader public, we will establish thoughtful spatial boundaries around the facility.

Privacy Screening:

Natural, removable screening structures will be installed to create designated zones around the sauna entrance and changing areas. This design approach serves dual purposes: providing appropriate privacy for guests as they enter and exit the sauna, while maintaining visual harmony with the natural environment and respecting the experience of other park or land users.

The use of removable, nature-inspired materials ensures the installation remains sympathetic to the landscape, can be adapted as needed, and leaves no permanent impact on the site. This flexible approach allows us to respond to feedback and seasonal changes while maintaining the integrity of the surrounding space.

Project Team

- **Project Lead:** Simon Ramsay, Marie Bertel
- **Contact:** ramsay@oakspringfarm.org , contact@studiomarie.co.uk
- **Additional Team Members**

Sauna Specifications

Design & Structure

- **Type:** A mobile Traditional wood-fired sauna
- **Heating:** Wood burner for authentic heat and atmosphere • **Interior:** Cedar wood construction providing an aromatic, therapeutic environment with stain glass windows
- **Mobility:** Trailer-mounted for easy relocation
- **Capacity:** 10 to 12
- **Dimensions:** 5m Length x 2.1m Width x 3.0 m Height including trailer • **Extra facilities:** a private changing area (gazebo style structure), reception desk and cold plunge bath, small gathering area inside the space - complete space 12m x 5m (LxW)

Advantages of Mobile Design

- **Flexibility:** Can be repositioned to optimise site layout and seasonal use
- **Trial Period:** Allows landowners and community to experience the sauna before committing to a permanent placement
- **Minimal Site Impact:** No permanent foundation required, reducing ground disturbance
- **Adaptability:** Can be moved if the site needs to change or to serve different community areas
- **Lower Planning Barriers:** Temporary mobile structure status may simplify permitting process

Key Features

- Changing areas with separate facilities for inclusive sessions
- Covered gazebo/deck for cooling and social gathering

- Wood storage area for traditional heating
- Outdoor cooling area and nature connection space
- Herb preparation and treatment area
- Front desk/greeting area

Sessions & Programming

Led by Marie, certified sauna master trained in Lithuanian sauna traditions, we will offer:

- **Relaxation Sessions**
- **Seasonal Ritual Sessions:** Aligned with the changing seasons we incorporate traditional practices, local herbs, and natural treatments. Each of the seasons has a specific recognition and honouring of the environmental effects and cycles taking place within them. We have specific herbs, stories (local folklore) and themes around local flora and wildlife, shared with our clients that is specific to the local environment
- **Women-Only Hours:** Dedicated time for female-identifying community members
- **Men-Only Hours:** Dedicated time for male-identifying community members
- **Family Sessions:** Welcoming sessions for all ages and families
- **Therapeutic Treatments:** Traditional venik (bundle) treatments using locally foraged and grown herbs
- **Specialised Sessions** (and rates) for local Groups/Teams/Good cause projects

Integrated Wellness Workshops

Combining sauna traditions with complementary practices:

- **Voice Workshops in Sauna:** Utilising the unique acoustic properties and warmth of the sauna space for sound healing, toning, and vocal exploration

- **Qi Gong & Sauna:** Integrating gentle movement and energy practices with heat therapy for holistic wellness
- **Seasonal Wellness:** Educational sessions on living in harmony with natural cycles
- **Herbal Medicine:** Teaching about medicinal plants used in treatments and their properties
- **Traditional Practices:** Sharing the cultural wisdom of Lithuanian sauna rituals

Site Requirements

Sunleaf Saunas are predominantly sustainable and self sufficient, not requiring electricity

We are seeking a location that meets the following criteria:

Essential Requirements

- **Land Area:** Minimum 7 square meters (relatively modest due to trailer footprint)
- **Access:** Level vehicular access for trailer positioning; adequate turning space
- **Water Access:** Essential - for sauna operations, cooling rituals, and hygiene facilities. We need access to a mains water supply to fill the plunge bath up to twice daily.
- **Drainage:** Suitable drainage for plunge bath wastewater (ex;tree edges)
- **Level Ground:** Stable, relatively level area for safe trailer positioning
- **Fire Safety:** Adequate clearance from buildings and vegetation for wood burner operation

Preferred Features

- **Natural Water Feature:** Proximity to lake, river, or pond for traditional cold plunge and cooling practices
- **Scenic Views:** Natural surroundings that enhance the meditative and wellness experience
- **Privacy:** Buffer from neighbouring properties to support workshop activities and rituals
- **Natural Acoustics:** Space that supports sound work and voice workshops
- **Sheltered Areas:** Natural windbreaks or opportunity to create sheltered outdoor spaces

- **Connection to Nature:** Wooded areas, meadows, or natural features that support the wellness experience

Land Regeneration & Stewardship

A core principle of this project is to give back more than we take. The sauna site will become a demonstration of regenerative land practices utilising a percentage of our profit plus donations towards the following -

Regenerative Initiatives

- **Tree Planting:** Establishment of native tree species to enhance local ecology and carbon sequestration
- **Medicinal Herb Gardens:** Cultivation of herbs used in traditional sauna treatments and seasonal rituals
- **Pollinator Habitats:** Creation of wildflower meadows and native plant areas to support bees, butterflies, and other pollinators
- **Rewilding Zones:** Designated areas for natural regeneration and wildlife habitat
- **Water Management:** Implementation of natural drainage systems and rain gardens
- **Soil Building:** Composting and regenerative practices to improve soil health We will work together with local land owners and the local community to facilitate these initiatives

Community Investment

We are committed to supporting broader regeneration efforts: We already have an established relationship with Nam Yang Brighton and Hove, a community based and run martial arts centre working predominantly with kids, locals, lesser privileged and lesser abled individuals as well as refugees. We offer certain days each month at reduced rates, including free sessions for the club. This service is open for other local CIC's, charities, and good cause projects

- **5% of all profit** will be allocated to land regeneration projects
- **5% of all profit** will support local community projects
- Partnership opportunities with local environmental and community organisations
- Educational programs sharing regenerative practices with the community This ensures the sauna becomes not just a wellness space, but an active contributor to ecological and community health and wellbeing

Proposal Approach: Trial Period Option

We understand that hosting a community sauna is a significant decision

Sunleaf Sauna's mobile design offers a unique advantage:

Trial Partnership

We propose beginning with a **trial period of 3-6 months** to allow:

- Landowners to assess the impact and benefits
- Community to experience and provide feedback on the facility
- Both parties to ensure the partnership is mutually beneficial
- Assessment of site suitability and any needed adjustments

Review & Long-Term Placement

Following the trial period, we will:

- Conduct a joint review of the experience and gather community feedback •
- Assess land regeneration progress
- Discuss potential for long-term placement or alternative arrangements •
- Make any necessary adjustments to operations or site layout This flexible approach minimises risk while maximising opportunity for creating a truly beneficial community resource

Regulatory Compliance

We are committed to meeting all local requirements:

- Building permits and regulations
- Planning permission where required
- Health and safety standards
- Environmental regulations
- Any specific local requirements

Insurance & Liability

- Insurance coverage for specific locations
- Safety measures - full health and safety plan, fire plan, tailored for each sauna location
- Liability considerations where applicable

Benefits

Community Benefits

- **Cultural Enrichment:** Sharing Lithuanian sauna traditions and seasonal wisdom with the local community
- **Inclusive Wellness:** Dedicated sessions ensuring all community members feel welcome and safe
- **Health & Wellbeing:** Access to traditional therapeutic practices and natural treatments and relaxation
- **Education:** Workshops on traditional wellness, seasonal living, and regenerative practices
- **Social Connection:** A gathering space that fosters community bonds and intergenerational exchange
- **Family Experiences:** Opportunities for families to connect with nature and each other

Environmental Benefits

- Active land regeneration and habitat creation
- Increase in local biodiversity through native plantings
- Carbon sequestration through tree planting
- Support for pollinator populations
- Demonstration site for regenerative land practices
- Educational resource for sustainable living

Economic Benefits

- Use of local contractors, materials, and suppliers
- Percentage of earnings reinvested in community and environmental projects •
- Creation of a unique local amenity
- Potential for skilled employment in sauna mastery and land stewardship •
- Support for local herb and plant growers

Timeline

- **Planning Phase:** 2-4 months •
- Site Selection:** Peacehaven Park
- **Permitting:**
- **Construction:** Specific mobile sauna being constructed for this location
- **Completion:** Sauna ready by February 2026

- **Placement** : Suggested opening date of April 2026

Next Steps

We would welcome the opportunity to:

1. Discuss potential sites that may be suitable: *Centenary Park Peacehaven*
2. Arrange site visits to assess viability: *Already made site visit to Centenary Park Peacehaven 'The Big Park'*
3. Address any questions or concerns:
4. Begin the formal application process:

Contact Information

Contact: Ramsay S James

Email: ramsay@oakspringfarm.org

Phone: 07769171767

Address: The Lodge, Wellgreen Lane, Kingston Lewes, BN7 3NS

Best times to reach us: standard office hours and evenings up to 9pm

Contact: Marie Bertel

Email: contact@studiomarie.co.uk

Phone: 07462437294

Address: 23 the lookout, bn108aa peacehaven

Best times to reach us: standard office hours and evenings up to 9pm

Appendices

- Site plans or sketches
- Technical drawings
- Reference images
- Letters of support
- Environmental impact assessment
- Additional documentation

We appreciate your consideration of this proposal and look forward to working together to find the ideal location for this project

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Community House,
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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 1077
Meeting date:	13 th December 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.

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. Appendices

Detailed Income & Expenditure by Budget Heading 06/01/2026

Month No: 9

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	4,519	7,000	2,481		2,481	64.6%	
4203 Fuel	2,438	5,500	3,062		3,062	44.3%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	472	1,000	528		528	47.2%	
Grounds Team General Exp :- Indirect Expenditure	7,571	16,100	8,529	0	8,529	47.0%	0
Net Expenditure	(7,571)	(16,100)	(8,529)				
310 Sports Park							
1025 Rent & Service Charge	8,579	3,645	(4,934)			235.4%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	3,434	3,000	(434)			114.5%	
1060 Water Usage	722	0	(722)			0.0%	
1061 S/P Court Hire	1,100	740	(360)			148.6%	
1111 Electricity	316	0	(316)			0.0%	
Sports Park :- Income	21,823	13,768	(8,055)			158.5%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	13	3,000	2,987		2,987	0.4%	
4131 Rates	2,096	2,345	249		249	89.4%	
4141 Water Services	11	0	(11)		(11)	0.0%	
4160 Changing Places Costs	452	600	148		148	75.4%	
4161 Cleaning Costs	10,646	11,500	854		854	92.6%	
4164 Trade Refuse	2,717	3,000	283		283	90.6%	
4171 Grounds Maintenance Costs	4,510	10,000	5,490		5,490	45.1%	
Sports Park :- Indirect Expenditure	20,479	30,445	9,966	0	9,966	67.3%	0
Net Income over Expenditure	1,343	(16,677)	(18,020)				
315 Big Park							
1092 Electricity Feed-in Tariff	161	0	(161)			0.0%	
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	161	2,000	1,839			8.0%	0
4101 Repair/Alteration of Premises	8,842	5,000	(3,842)		(3,842)	176.8%	7,480
4102 Maintenance of Buildings	425	500	75		75	84.9%	
4111 Electricity	606	1,000	394		394	60.6%	
4112 Gas	993	1,000	7		7	99.3%	448
4121 Rents	11,010	15,500	4,490		4,490	71.0%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	

Detailed Income & Expenditure by Budget Heading 06/01/2026

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4166 Skip Hire	610	1,000	390		390	61.0%	
4173 Fertilisers & Grass Seed	3,864	4,800	936		936	80.5%	3,864
4303 Machinery Mtce/Lease	1,537	4,000	2,463		2,463	38.4%	
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	34,609	41,437	6,828	0	6,828	83.5%	11,792
Net Income over Expenditure	(34,448)	(39,437)	(4,989)				
6000 plus Transfer from EMR	11,792	0	(11,792)				
Movement to/(from) Gen Reserve	(22,657)	(39,437)	(16,780)				
316 Gateway Cafe							
1025 Rent & Service Charge	6,328	9,363	3,035			67.6%	
1092 Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111 Electricity	4,513	10,000	5,487			45.1%	
Gateway Cafe :- Income	10,680	19,363	8,683			55.2%	0
4101 Repair/Alteration of Premises	526	3,500	2,974		2,974	15.0%	
4111 Electricity	4,513	10,000	5,487		5,487	45.1%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	150	1,500	1,350		1,350	10.0%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	81	540	459		459	15.0%	
Gateway Cafe :- Indirect Expenditure	5,270	18,012	12,742	0	12,742	29.3%	0
Net Income over Expenditure	5,410	1,351	(4,059)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	3,350	5,500	2,150			60.9%	
1050 Allotment Rent	149	2,650	2,501			5.6%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,649	8,150	4,501			44.8%	0
4050 Allotment Costs	1,416	1,000	(416)		(416)	141.6%	
4104 Vandalism Repairs	193	1,500	1,307		1,307	12.9%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	6,734	5,000	(1,734)		(1,734)	134.7%	1,734
Parks & Open Spaces :- Direct Expenditure	8,344	11,000	2,656	0	2,656	75.9%	1,734
4101 Repair/Alteration of Premises	2,184	5,000	2,816		2,816	43.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Water Services	5,291	5,000	(291)		(291)	105.8%	
4164 Trade Refuse	156	500	344		344	31.2%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,597	4,000	1,403		1,403	64.9%	
4301 Purchase of Furniture/Equipmen	666	2,500	1,834		1,834	26.6%	
Parks & Open Spaces :- Indirect Expenditure	10,894	22,000	11,106	0	11,106	49.5%	0
Net Income over Expenditure	(15,588)	(24,850)	(9,262)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	(13,855)	(24,850)	(10,995)				
355 The Hub							
1084 Sports Pavilion	18,692	18,185	(507)			102.8%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	90	300	210			30.0%	
1303 Water Charges	88	160	73			54.7%	
1355 Wifi	123	210	88			58.3%	
The Hub :- Income	18,992	19,155	164			99.1%	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	726	2,500	1,774		1,774	29.1%	
4111 Electricity	1,159	3,000	1,841		1,841	38.6%	267
4112 Gas	430	3,000	2,570		2,570	14.3%	21
4171 Grounds Maintenance Costs	1,005	2,000	995		995	50.3%	
4355 Wifi	187	420	233		233	44.4%	
The Hub :- Indirect Expenditure	3,508	10,920	7,412	0	7,412	32.1%	288
Net Income over Expenditure	15,079	7,735	(7,344)				
6000 plus Transfer from EMR	288	0	(288)				
Movement to/(from) Gen Reserve	15,367	7,735	(7,632)				
Grand Totals:- Income	55,304	62,436	7,132			88.6%	
Expenditure	91,079	150,414	59,335	0	59,335	60.6%	
Net Income over Expenditure	(35,775)	(87,978)	(52,203)				
plus Transfer from EMR	13,813	0	(13,813)				
Movement to/(from) Gen Reserve	(21,962)	(87,978)	(66,016)				



Committee:	Leisure and Amenities	Agenda Item:	LA 1078
Meeting date:	2 nd December 2025	Authors:	Parks Officer
Subject:	Action Plan		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

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

Please note the LDC public consultation on the proposed pump track to be located in Centenary Park is to take place on 19th January at the Joff between 6 and 8pm.

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	.	TC/ Parks O/ Finance O	£13,000	National Lottery	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023	Phase 2 plan is to renew all the parks name signs with ladder type signs	Projects officer		PTC budget and CIL	2026	
The Hub general improvement plan (phase 2) C1178	CIL bid to be submitted in spring 2026, Public consultation completed in December 2025. Collated data to come to committee when completed.	Parks officer/ projects officer/ finance officer/ public relations officer	TBA	CIL	2027	
Pump track proposal	Public consultation on the 19 th of January at the Joff 6-8pm	LDC Parks officer	£100,000	LDC	2026	
Epinay park playground renewal project LA1048	Agreed to apply for CIL funding in the next round of bidding, this is delayed until March 2026	Parks officer/ projects officer	£140,000 CIL bid	CIL	2027	
Repair the seesaw in Firle road playground. LA 1066	The order was placed on 4 th December 2025	Parks officer	£1,481.00	PTC budget	Spring 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	Parks officer	£1750.00	PTC CIL/ 106	Spring 2026	
To replace the bench on A259 with a green recycled plastic one LA 1068	The bench was ordered on 4 th December 2025 with a 6-week lead time.	Parks officer	£600	PTC budget	January 2026	
The Hub roof replacement and heating project C1152 Business plan item	This project will come under full council cross committee with surveyor from Remedy Consulting held in November.	Town Clerk, Parks Officer, Projects Officer, Finance Officer	£350,000 £350,000	50/50 PTC CIL and LDC CIL.	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	

Key:

Green = on target

Blue = project partly completed

Red = project behind schedule

Highlighted text shows an environmentally beneficial project.

Completed projects 2025/26

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

WE ARE SEEKING YOUR VIEWS ON THE DESIGN OF A NEW PUMP TRACK IN CENTENARY PARK, PEACEHAVEN

ON TRACK will be constructing a pump track in Centenary Park (The Big Park), Peacehaven in Spring 2026!

For your chance to view the design and help to shape the final outcome, please join us on...

Monday 19th January

6-8pm

The Joff Youth Hub
Roderick Avenue
Peacehaven
East Sussex
BN10 8BL

Follow the progress: @peacehavenpumptrack on Instagram

Just scan here...



ON TRACK.



Lewes District Council



Committee:	Leisure and Amenities	Agenda Item:	LA 1079
Meeting date:	13 th January 2026	Authors:	Parks officer, Cllr Gallagher
Subject:	Allotment update		
Purpose:	To Note this report		

Recommendation(s):

To Note this report

1. Background

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

This includes taking in the subscriptions, inspecting the allotments, maintaining the supply of water, and dealing with any issues arising. there are currently 76 small plots and 10 large plots.

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

2. Options for Council

To Note this report

3. **Reason for recommendation** no decision to be made.

4. **Expected benefits** N/A

5. Implications

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

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<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"/>

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

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure and Amenities	Agenda Item:	LA 1080
Meeting date:	13 th January 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	Days taken to close
652	12/12/2025	Raised by PTC	Centenary Park	Vandalism	two trees in the rows leading to the SDNP have been snapped in half	made the snap points clean by cutting them to allow the trees to shoot in the spring	Closed	
653	15/12/2025	Email	Centenary Park	Environmental Health	noise from contractor working on the Muga courts on Sunday 14th Jan at 8.30am using a petrol cutter. Also floodlights left on for 3 days	parks officer contacted the contractor who apologised explained they were working to get the courts finished by Xmas. Work should not have begun before 9am on the Sunday, said sorry and will contact the neighbouring houses to apologise in person. floodlights were a mistake contractor to re-imburse PTC for the electricity used.	Closed	1
654	15/12/2025	Phone	Centenary Park	Environmental Health	noise from contractor working on the Muga courts on Sunday 14th Jan at 8.30am using a petrol cutter. Also floodlights left on for 3 days	parks officer contacted the contractor who apologised explained they were working to get the courts finished by Xmas. Work should not have begun before 9am on the Sunday, said sorry and will contact the neighbouring houses to apologise in person. floodlights were a mistake contractor to re-imburse PTC for the electricity used.	Closed	1

	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
	12/12/2025	Raised by PTC	Centenary Park	Vandalism	two trees in the rows leading to the SDNP have been snapped in half	made the snap points clean by cutting them to allow the trees to shoot in the spring	Closed	
	15/12/2025	Email	Centenary Park	Environmental Health	noise from contractor working on the muga courts on Sunday 14th Jan at 8.30am using a petrol cutter. Also floodlights left on for 3 days	parks officer contacted the contractor who opologised explained they were working to get the courts finished by Xmas. Work should not have begun before 9am on the Sunday, said sorry and will contact the neighbouring houses to apologise in person. floodlights were a mistake contractor	Closed	1

	15/12/2025	Phone	Centenary Park	Environmental Health	noise from contractor working on the muga courts on Sunday 14th Jan at 8.30am using a petrol cutter. Also floodlights left on for 3 days	to re-emburse PTC for the electricity used.	parks officer contacted the contractor who opologised explained they were working to get the courts finished by Xmas. Work should not have begun before 9am on the Sunday, said sorry and will contact the neighbouring houses to opologise in person. floodlights were a mistake contractor to re-emburse PTC for the electricity used.	Closed	1
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Committee:	Leisure and Amenities	Agenda Item:	LA 1081
Meeting date:	13 th January 2025	Authors:	Parks officer
Subject:	Business plan review		
Purpose:	To review the business plan.		

Recommendation(s):

To review and update the business plan

1. Background

THE BUSINESS PLAN

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

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

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

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

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

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

Improving the quality of life for residents and visitors to Peacehaven Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.

Supporting residents in need Provide support in times of need and improve quality of life.

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

2. Options for Council

To review the business plan

3. Reason for recommendation

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

4. Expected benefits

5. Implications

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

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<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?

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Leisure and Amenities	Agenda Item:	LA 1082
Meeting date:	13 th January 2026	Authors:	Parks Officer
Subject:	Football foundation assessment results		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

In 2022 PTC were successful in getting £56,000 of grant funding from the football foundation to help improve the football pitch playing surfaces through increased aeration, seeding, fertilising, etc.

As part of this we have to survey the pitches twice a year and the football foundation compile a report on the condition of the pitches, last year showed an improvement across the board on all the pitches. Unfortunately, this year we have suffered with the drought and heat during the late summer which has meant the pitches have suffered and their condition has been downgraded from good to basic, we hope that we can reverse this in the next year if the weather is favourable.

The full report is available from the parks officer if required.

2. Options for Council

To note this report

3. Reason for recommendation

to keep the committee informed of the progress using the funding.

4. Expected benefits

a. The community

- improved pitch conditions will help all the youth and men's teams learn to play better football

b. The environment

-

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of budget
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	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 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



Committee:	Leisure & Amenities	Agenda Item:	LA 1085
Meeting date:	13 th Jan 2026	Authors:	Public Relations Officer
Subject:	The Hub Phase 2 Stakeholder Engagement		
Purpose:	To discuss and agree Hub improvements to inform a Hub Phase 2 CIL Funding application		
Recommendation(s):	To agree the 'Quick Wins' and/or 'Major Projects', and their details, for a CIL Expression of Interest Application		

1. Background

The Hub Phase 2 Stakeholder Engagement Report herein (Appendix A) presents the findings from a series of community consultations undertaken to inform Phase 2 of the Peacehaven Hub revitalisation.

2. Options for Council

A) To decide and agree which 'Quick Wins' and/or 'Major Projects' to progress, and their details, for a CIL Expression of Interest Application

OR

B) To agree another way forward

3. Reason for recommendation

With the next CIL Expression of Interest (EOI) funding application deadline specified as Spring 2026, an outline timeline for submitting an application has been produced (please see Appendix B); it is based on an early March deadline.

It can be seen from the timeline that a decision on which 'Quick Wins' and/or 'Major Projects' to progress, along with their specific details, needs to be agreed at this L&A meeting (13th January 2026) for there to be sufficient time for Officers to obtain ball-park quotes to put forward a figure for a CIL Expression of Interest Application.

4. Expected benefits

a) Financial benefits:

CIL funding for the improvements

Increased revenue from bookings

b) Benefits the community of Peacehaven

5. Implications

5.1 Legal	
5.2 Risks	Any delay in making a decision may impact the ability to apply for CIL funding in 2026
5.3 Financial	
5.4 Time scales	Needs to be agreed at this L&A meeting (13th January 2026) for there to be sufficient time a CIL Expression of Interest Application to be submitted in time
5.5 Stakeholders & Social Value	The Hub Phase 2 progress
5.6 Contracts	

5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	The need to be H&S compliant in a public building
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 checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

L&A Project: Consultation on Sports & Leisure facilities. Carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven

7. Appendices

Appendix A - The Hub Phase 2 Stakeholder Engagement Report

Appendix B – The Hub Phase 2 Expression of Interest Funding Timeline

The Hub Phase 2 CIL EOI Timeline

DATE	ACTION	OWNER
Friday 19 th December	Stakeholder Meeting Report received from Faustina and shared with Cllrs involved in the Hub Consultation	Officer
Tuesday 23 rd December	Consultation Agenda Item provided to L&A Officer (Parks Officer)	The Hub P2 cllrs
Friday 2 nd January 2026 (extended due to the Christmas period)	Consultation Report Paper provided to L&A Officer (Parks Officer)	The Hub P2 cllrs
Tuesday 13 th January 2026	L&A meeting (the way forward with the Hub Phase 2 is agreed)	L&A Cllrs
Wednesday 14 th January – Tuesday 27 th January	Architectural Design brief produced, along with spec and scope of work, for lateral expansion (if that had been agreed as the way forward)	The Hub P2 cllrs
Tuesday 20 th January	P&F Agenda item provided to Officer (Town Clerk)	Cllrs (item referred by L&A?)
Tuesday 27 th January	P&F paper (with architectural design brief, spec and scope) provided to P&F (Parks Officer)	Cllrs
Wednesday 28 th January	FC Agenda item provided to Officer (Town Clerk)	Cllrs
Tuesday 10 th February	P&F Meeting (the way forward with The Hub P2 agreed)	P&F Cllrs
Wednesday 11 th February (extended due to the P&F meeting being the previous day)	FC Paper provided to Officer (Town Clerk)	Cllrs
Tuesday 17 th February	FC meeting (final agreement of way forward with The Hub P2)	FC Cllrs
Wednesday 18 th February	Resolution moved forward (this may be to request the Quantity Surveyor and Architectural Report)	Officer
6 th March	Quantity Surveyor and Architectural Report Received	Received by officers
W/C 9 th March	EOI completed and submitted to LDC	Officer

Peacehaven Hub Securing a Vital Community Asset

Phase 2 Stakeholder Engagement Report

December 2025

Produced by FB Community Consultancy



www.fbcommunityconsultancy.com



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Peacehaven Hub Revitalisation – Phase 2 Consultation Report

1. Executive Summary

This report presents the findings from a series of community consultations undertaken to inform Phase 2 of the Peacehaven Hub revitalisation, focusing on internal layout, functionality, accessibility, and long-term sustainability. The consultation formed part of Peacehaven Town Council's wider two-phase investment programme, with Phase 1 addressing structural and energy upgrades and Phase 2 concentrating on internal reconfiguration driven by community need.

The consultation sessions were designed and led by Faustina Bayo of **FB Community Consultancy**, an independent consultancy specialising in community-led engagement, inclusive design processes, and place-based regeneration. The approach was deliberately structured to move from identifying problems to generating clear, testable solutions suitable for feasibility and funding stages.

Across two facilitated workshops, supported by survey data and earlier engagement activity, approximately **25 community participants** representing a broad cross-section of hub users explored priorities, tensions, and opportunities. The process reaffirmed the hub's role as the heart of the community while identifying clear deficits in space, accessibility, flexibility, and amenity.

A strong and consistent message emerged: **the hub should be improved through addition rather than subtraction**. Participants favoured lateral expansion, rebalanced internal layouts, improved accessibility and dignity, and more flexible spaces that support sport, community activity, and social use simultaneously.

The findings in this report provide a robust, evidence-led foundation for architectural feasibility testing, cost modelling, and the development of a Phase 2 CIL funding application, firmly grounded in community consensus and best-practice engagement principles.

Key stats

- 📅 **2 consultation sessions - ⌚ 2 hours per session**
- 👥 **~25 community participants** (excluding facilitators)
- 🗣️ **Wide cross-section of local groups represented**
- 🗑️ **Led by FB Community Consultancy (Faustina Bayo)**

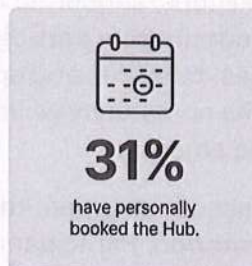
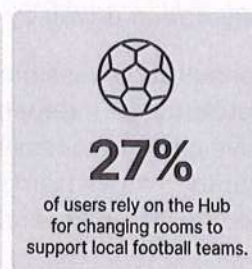


2. Introduction and Context

Peacehaven Town Council (PTC) is delivering a two-phase programme to upgrade and future-proof The Hub at Centenary Park. **Phase 1**, funded through the Community Infrastructure Levy (CIL), addresses critical structural, mechanical, and energy-efficiency issues, while **Phase 2** focuses entirely on internal reconfiguration and refurbishment, shaped by community needs identified through consultation.

A Well-Used Hub at the Heart of Community Life

Data from 70 survey responses shows the Hub supports a wide mix of private celebrations, sports activities, and community events, demonstrating its crucial role as a multifunctional asset.



NotebookLM

Current Challenges Identified by the Community

- Dated interiors and facilities
- Poor accessibility and dignity (toilets/showers)
- Limited storage
- Single large hall limits simultaneous use
- Kitchen not fit for purpose
- Confusing circulation and entrance
- Perception of being nursery-dominated

Pull-out phrase:

"The building feels tired and no longer works for today's needs."

The Hub was originally constructed in the mid-1980s as a sports pavilion and includes changing rooms and a meeting room. It currently operates as a community facility for hire, accommodating approximately 50 people, and functions as a nursery school four days a week. The total internal floorspace is estimated at approximately 300m².

HUB - Story

But after 40 years, the building is at a critical tipping point

Building Health Scorecard

Roof	POOR / FAILING	Evidence of water ingress, previous patch repairs failing, poor thermal performance.
Heating & Hot Water	BAD / END OF LIFE	Original 30-year-old gas boiler and water heaters are obsolete, inefficient, and at risk of imminent failure.
Insulation & Energy Efficiency	POOR	50mm insulation does not meet current standards, contributing to heat loss and high running costs.
Lighting	POOR / OBSOLETE	Predominantly fluorescent fittings which are being phased out; replacement parts will become unavailable.

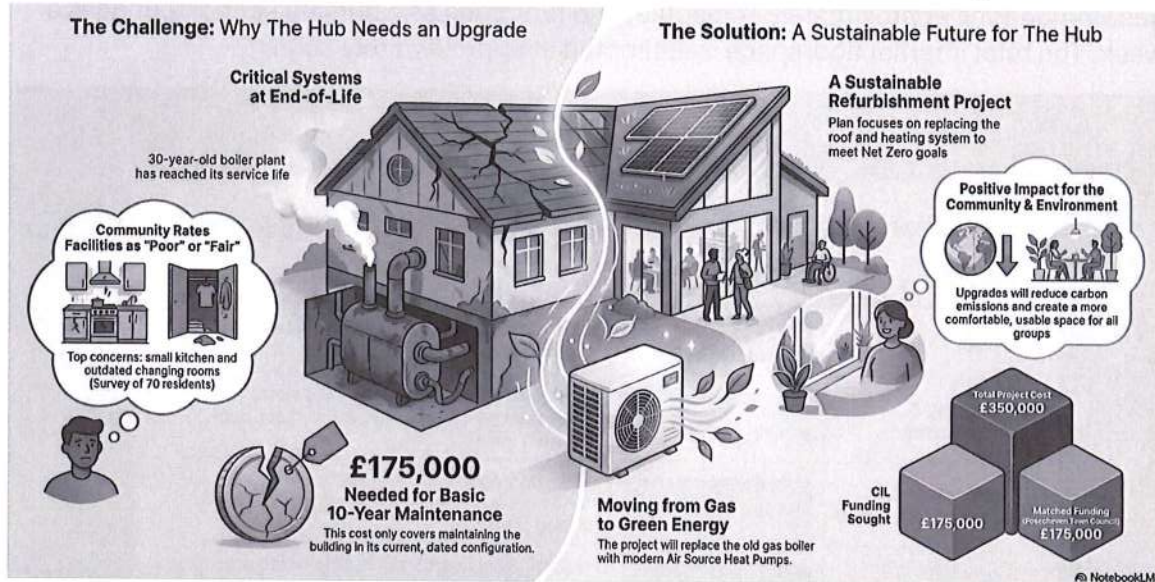
#9 NotebookLM

Phase 1 investment focuses on sustainability, safety, and the Council's net zero ambitions, including roof replacement and insulation, heating and hot water system upgrades, solar readiness, and a full transition to LED lighting. These works provide the essential foundation for Phase 2 improvements, ensuring that internal reconfiguration is built on a safe, energy-efficient, and resilient structure.

Phase 2 is therefore a strategic opportunity to rethink how internal space is configured, how different uses are balanced, and how the hub can support increased and more diverse community use in the future.



Revitalizing The Hub: A Plan for Our Community





3. Consultation Approach

The Phase 2 consultation was designed as a structured, facilitated process to move beyond identifying problems and toward generating practical, deliverable solutions. The sessions were designed and led by **Faustina Bayo of FB Community Consultancy**, drawing on best practice in community engagement and place-based design

The consultation was informed by: - An initial community survey (70 responses) - Raw qualitative survey data - Previous engagement activity including drop-ins and focus groups

Two in-person consultation workshops were held: - **Thursday evening, 4 December** - **Saturday morning, 6 December**

Each session lasted approximately two hours and followed the same structured format:

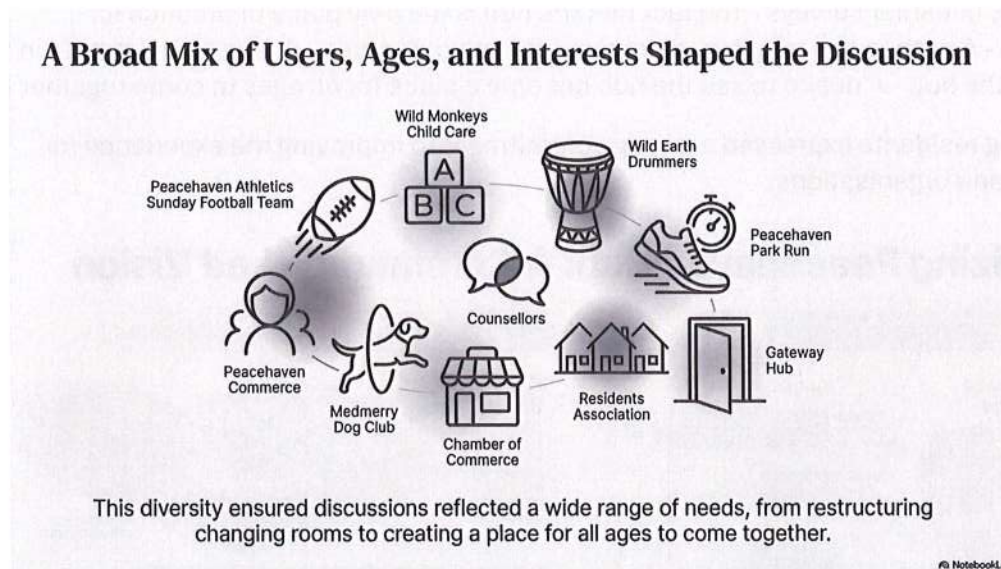
1. **Welcome and context setting**, including an overview of Phase 1 and Phase 2 objectives
2. **Presentation of consultation and survey findings**, highlighting priority areas for change
3. **A facilitated deep-dive workshop**, focusing on Kitchen & Catering, Changing Rooms & Sports, Space & Flexibility, and Accessibility & Atmosphere
4. **Tension and trade-off discussions**, enabling participants to balance non-negotiable needs against acceptable compromises
5. **Solution generation**, using table-based layout exercises and annotated floor plans
6. **Prioritisation and reality check**, identifying quick wins and major projects
7. **Future visioning**, shaping a shared 2–3 year ambition for the hub

This structured approach ensured that output was not only aspirational but also actionable and suitable for informing feasibility studies and a Phase 2 CIL funding application.



4. Participants and Representation

Attendees represented a broad cross-section of hub users, stakeholders, and local organisations, including:



This diversity ensured that the discussions reflected a wide range of needs, perspectives, and priorities across the Peacehaven community.

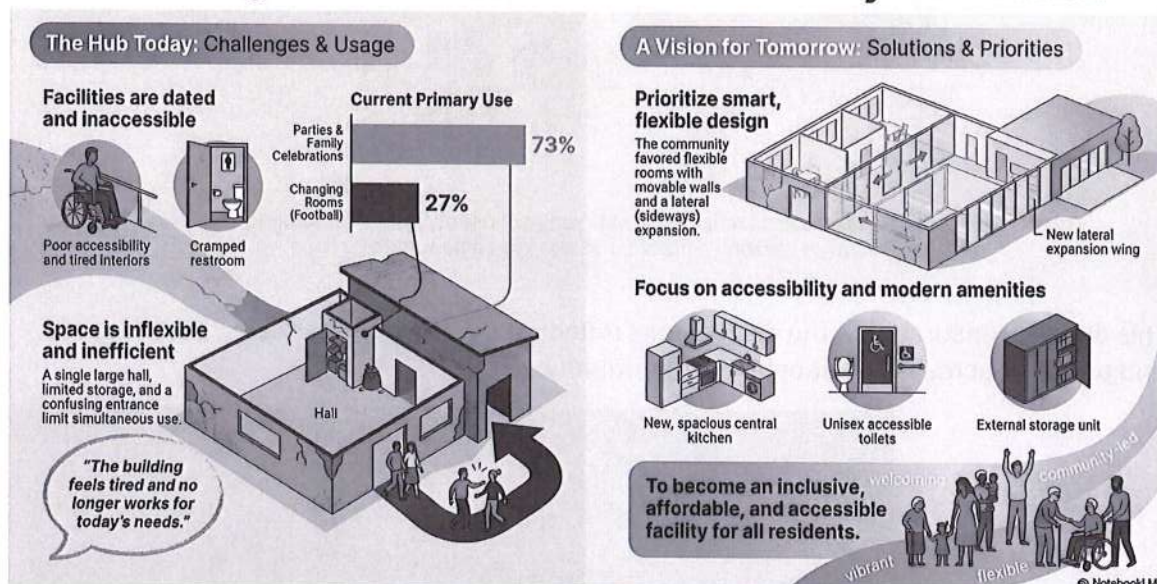


5. Motivations for Attendance

As part of an initial icebreaker, participants shared their reasons for attending. These included: - Interest in how changing rooms could be restructured - A desire to understand the outcomes of earlier surveys - The fact that the hub is the *only* place of practice for some groups - A wish to see tangible improvements and outcomes - A long-term interest in the future of the hub - A desire to see the hub become a place for all ages to come together

Long-standing residents expressed a strong commitment to improving the experience for local groups and organisations.

Revitalizing Peacehaven Hub: A Community-Led Vision



6. Key Findings from Surveys and Engagement

Survey findings are drawn from the Phase Two Hub Consultation survey, which received **70 responses**, with a strong level of completion across questions

Key findings include:

- **31%** of respondents had personally booked the hub, while **69%** had not
- Of those who had booked the hub, **73%** did so for parties and family celebrations, making this the most common reason for hire

- **27%** of respondents reported using the hub for changing rooms in support of local football teams
- **51%** of respondents had attended an event, class, or private gathering at the hub that they had not personally organised

The data demonstrates that the hub has a wide reach across the community and supports a diverse mix of uses, including private celebrations, sports activity, classes, and community events. These findings strongly reinforce the hub's importance as a multifunctional community asset.



7. Deep-Dive Workshops: Tensions, Trade-Offs, and Solutions

7.1 Clarifying Conflict and Trade-Offs

A 15-minute session explored key tension points between non-negotiable needs and acceptable compromises. Participants worked in small groups to discuss: - Nursery use versus wider community and sports use - Kitchen facilities for cooking versus party catering - Changing rooms for teams versus space for community use - Expansion options versus traffic and parking impact

A clear theme emerged: **improvements should focus on *enhancing and expanding* space rather than removing facilities that could negatively impact existing users.**

A Deliberate Process to Move from Problems to Solutions

The consultation, led by specialist consultancy FB Community Consultancy, was designed to facilitate a structured dialogue, ensuring outputs were not only aspirational but actionable and suitable for informing feasibility studies and funding applications.



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Balancing Needs: Trade-offs Explored

- Large internal changing rooms
→ **External / prefabricated changing rooms**
- One large hall
→ **Flexible rooms with movable walls**
- Kitchen on the edge
→ **Central shared kitchen**
- Narrow corridors
→ **Clear, accessible circulation**

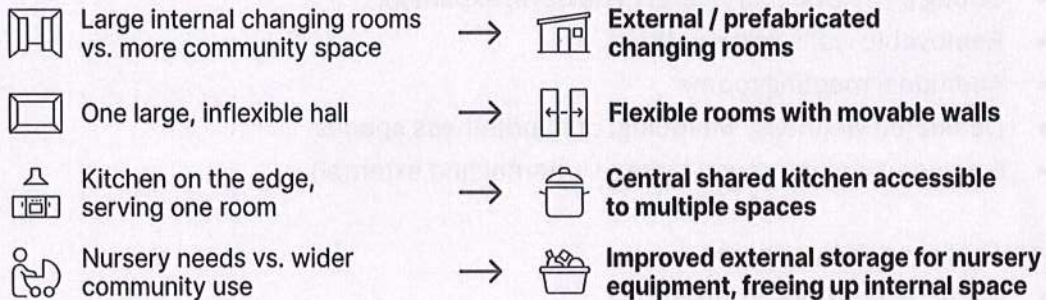
Key line:

The community favoured smart compromises, not removal of essential services.

From Tension to Consensus: Finding Common Ground

A key part of the process was exploring **trade-offs**. The community consistently favoured smart compromises that enhanced the space for everyone, rather than removing facilities that would negatively impact existing users.

The clear theme was to improve through addition, not subtraction.



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7.2 Solutions Workshop: Key Themes

A further 40-minute deep-dive solutions workshop focused on four core areas:

Kitchen and Catering

- Central location to serve multiple rooms
- Upgraded equipment
- Secure cupboards for high-risk users
- Potential restrictions on commercial use or a separate catering entrance
- Enlarged shared kitchen facilities

Changing Rooms and Sports

- Smaller, better-organised changing rooms
- Removal of internal walls for flexibility
- External or prefabricated changing rooms
- Relocation closer to adult pitches
- Reduced need for referee changing rooms
- Consideration of unisex or flexible changing provision

Additional Space and Flexibility

- Second storey deemed unfeasible due to structural frame limitations
- Strong preference for lateral (sideways) expansion
- Removable walls and dividers
- Additional meeting rooms
- Dedicated wellness, wellbeing, or mindfulness spaces
- Expanded and improved storage (internal and external)

Accessibility and Atmosphere

- Wider, accessible corridors
- Improved disabled toilet provision
- Better lighting
- Inclusive design throughout
- Clear, welcoming layout



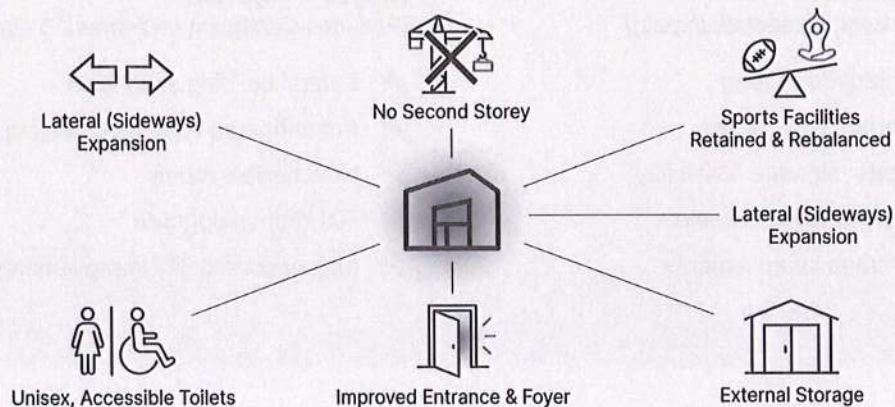
Preferred Community Direction – To Be Tested for Feasibility

- ↔ Lateral (sideways) expansion
- 🏠 No second storey
- 🚪 Improved entrance & foyer
- 🚻 Unisex, accessible toilets
- 📦 External storage
- ⚖️ Sports facilities retained, rebalanced

Important note - *Community-led preferred direction – not a final design.*

A Unified Direction Emerged from the Community

Across multiple exercises, participants consistently arrived at a shared vision for the Hub's physical evolution. This preferred direction provides a strong, evidence-led foundation for architectural feasibility testing.



Community-led preferred direction – not a final design. To be tested for feasibility.

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8. Additional Design Considerations

Further detailed suggestions included: - Unisex toilet cubicles, removal of urinals and central walls - Relocation of showers away from the entrance to improve dignity and accessibility - External storage solutions for nursery equipment - Electronic front doors - Improved, brighter, wider, and more welcoming entrance - Accessibility for wheelchair and trolley users - Viewing the hub holistically as an all-community facility, not primarily a nursery



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9. Priorities and Reality Check

Participants took part in a prioritisation exercise using coloured dots: - **Green dots:** quick wins - **Red dots:** major projects

Each attendee selected six priorities—three quick wins and three major projects. This exercise helped create a community-led, prioritised list distinguishing achievable short-term improvements from higher-cost, high-impact investments.

What Should Happen First? A Community-Led Roadmap

A prioritisation exercise identified both achievable short-term improvements ('Quick Wins') and higher-cost, high-impact investments ('Major Projects'), creating a phased approach to revitalisation.

Quick Wins

(Lower cost, immediate impact)

- ✓ Improved lighting
- ✓ Entrance upgrades
- ✓ Better signage & visibility
- ✓ Internal layout tweaks
- ✓ Storage improvements

Major Projects

(Requires significant investment & planning)

- ✚ Lateral building expansion
- ✚ Reconfigured toilets & changing rooms
- ✚ New flexible rooms
- ✚ Full kitchen upgrade
- ✚ Major accessibility improvements

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Community Priorities - What Should Happen First?

Quick Wins	Major Projects
<ul style="list-style-type: none">❖ Improved lighting❖ Entrance upgrades❖ Better signage & visibility❖ Internal layout tweaks❖ Storage improvements	<ul style="list-style-type: none">❖ Lateral building expansion❖ Reconfigured toilets & changing rooms❖ New flexible rooms❖ Kitchen upgrade❖ Accessibility improvements





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10. Future Vision (2–3 Years)



Participants were asked to complete the statement: *“In two to three years, the hub will be...”*

Key themes included: - Inclusive, warm, and welcoming - A space for everyone in the community - Flexible, with multiple rooms and uses - Sustainable, greener, and eco-friendly - A building the community is proud of - A thriving and vibrant hub

One group summarised this vision as:

“A flexible sport and leisure facility that is inclusive, affordable, and accessible, offering opportunities for all Peacehaven residents.”

Vision for Revitalising the Community Hub

In two to three years, the community hub will be a thriving, inclusive, and welcoming space at the heart of Peacehaven — a place where everyone feels they belong.

It will be a **flexible and adaptable facility**, offering multiple rooms and spaces that support sport, leisure, learning, creativity, and social connection for people of all ages and backgrounds. The hub will be **accessible and affordable**, removing barriers to participation and ensuring opportunities are open to all residents.

Designed with sustainability in mind, the building will be **greener and more environmentally responsible**, reflecting the community's commitment to a healthier future. More than just a building, the hub will be a place the community is **proud of** — vibrant, well-used, and alive with activity — supporting wellbeing, connection, and a strong sense of local identity.

At its heart, the hub will be a **flexible sport and leisure facility that brings people together**, strengthening community life and helping Peacehaven thrive.

Mission Statement

"Our mission is to provide inclusive, flexible spaces that support active lifestyles, community connection, and wellbeing, while operating sustainably and responsibly for the benefit of current and future generations."

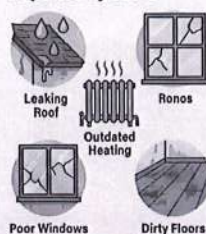
Reimagining The Hub: Key Findings from the Community Consultation

Community feedback reveals The Hub is an underperforming asset, considered dated and in poor condition. This infographic highlights current shortcomings and the most requested improvements for revitalization.

The Current State: A Facility in Need of Renovation



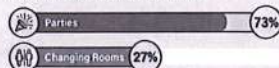
Major Building Faults Reported by Users



Core Amenities are Unfit for Purpose

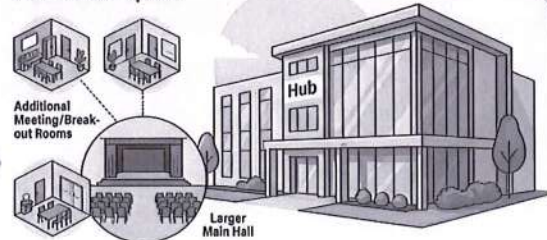


Current Reasons for Hire

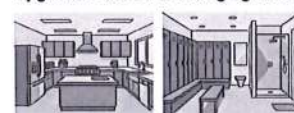


The Vision for the Future: What the Community Wants

More & Better Spaces



Upgraded Kitchen & Changing Rooms



Modern Features & Better Visibility



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Revitalizing Peacehaven Hub: A Community-Led Vision

The Hub Today: Challenges & Usage

Facilities are dated and inaccessible



Poor accessibility and tired interiors



Cramped restroom

Current Primary Use

Parties & Family Celebrations

73%

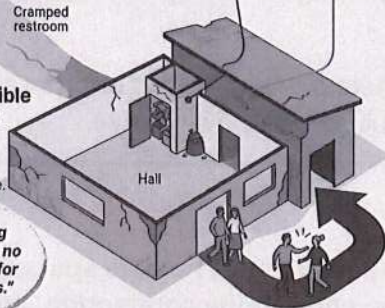
Changing Rooms (Football)

27%

Space is inflexible and inefficient

A single large hall, limited storage, and a confusing entrance limit simultaneous use.

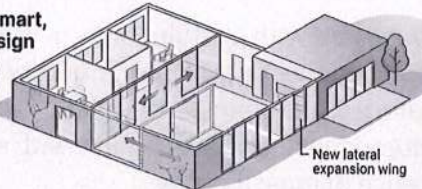
"The building feels tired and no longer works for today's needs."



A Vision for Tomorrow: Solutions & Priorities

Prioritize smart, flexible design

The community favored flexible rooms with movable walls and a lateral (sideways) expansion.



Focus on accessibility and modern amenities



New, spacious central kitchen



Unisex accessible toilets



External storage unit

To become an inclusive, affordable, and accessible facility for all residents.



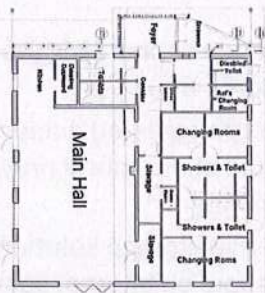
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11. Relationship to the Existing Floor Plan and Preferred Community Direction

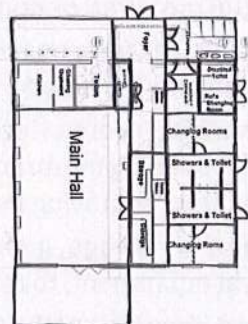
From Floor Plan to Future Plan: The Community's Vision Made Visible

Participants worked directly with existing floor plans. Multiple groups independently produced annotated layouts that showed a remarkable consistency, providing a clear mandate for the next stage.

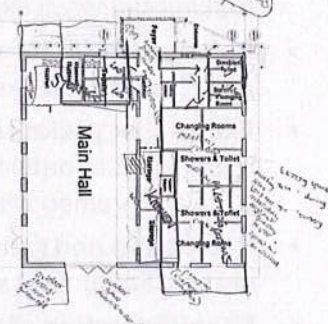
Existing Layout



Proposal A



Proposal B



The high level of alignment between independent group proposals provides strong confidence that this direction reflects genuine community consensus.

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Key Principles from Community-Led Spatial Planning

Analysis of the proposed layouts reveals several shared principles for creating a more functional, flexible, and welcoming facility.

- 1 Rebalance Internal Space**
Reduce the dominance of changing rooms to create more flexible community areas.
- 2 Externalise Changing Rooms**
Relocate sports facilities outside the main footprint (e.g., prefabricated units) to release significant internal space.
- 3 Rationalise Storage**
Implement external storage solutions, especially for nursery equipment, to declutter the interior.
- 4 Redesign for Dignity**
Reconfigure toilets and showers with unisex cubicles and move them away from the main entrance.
- 5 Create a Welcoming Arrival**
Widen the entrance and foyer, improve flow, and install electronic doors for accessibility.
- 6 Simplify Circulation**
Ensure clear, accessible corridors for wheelchairs, pushchairs, and trolleys.

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In addition to reviewing the existing floor plan, consultation participants worked directly with printed layouts to propose spatial changes. Multiple groups independently produced annotated plans that showed a clear and consistent *preferred direction* for how the hub could evolve. These proposals are not final designs but represent a strong community mandate to be tested through professional feasibility, design, and costing work.

Across the proposed layouts, several common themes emerged:

- **Lateral expansion of the building** was clearly indicated by more than one group, particularly extending outward from the main hall and along the existing footprint. This aligns with earlier discussions that a second storey is structurally unfeasible, making sideways expansion the preferred option.
- **Rebalancing of internal space** away from an over-dominance of changing rooms and shower facilities, freeing up internal area for flexible community use.
- **External or prefabricated changing rooms** were repeatedly suggested, including locating them outside the main building footprint. This would allow sports provision to be maintained while significantly improving internal flexibility.
- **Relocation and rationalisation of storage**, including external storage solutions for nursery equipment and general equipment, to reduce pressure on internal space.
- **Reconfiguration of toilets and showers**, with strong support for unisex cubicles, removal of urinals, improved dignity, and relocating showers away from entrance areas where they currently impact accessibility and privacy.
- **Improved entrance and foyer experience**, including widening access routes, improving flow, installing electronic doors, and creating a brighter, more welcoming arrival point.
- **Simplified circulation and accessibility**, with clearer corridors, fewer internal pinch points, and improved access for wheelchair users, pushchairs, and trolleys.
- **A more holistic layout**, reinforcing that the hub should function as an all-community facility rather than being perceived primarily as a nursery-led space.

The consistency between group proposals provides a high level of confidence that this direction reflects genuine community consensus rather than isolated suggestions. These preferred layouts should now be used as the basis for feasibility testing, architectural exploration, and funding discussions.



12. Key Themes and Strategic Recommendations

1. **Expand rather than reduce** existing provision
2. **Improve flexibility** through movable walls and multi-use rooms
3. **Enhance accessibility and dignity** throughout
4. **Centralise shared resources** such as the kitchen
5. **Increase and rationalise storage**
6. **Strengthen the hub's identity** as an inclusive, all-community facility

Strategic Recommendations

The community consultation provides a clear mandate. The following strategic recommendations should guide the next phase of design, costing, and funding.

-  **1. Expand, Don't Reduce**
Prioritise lateral expansion to add space and functionality rather than removing existing services.
-  **2. Design for Maximum Flexibility**
Utilise movable walls and multi-use room configurations to support simultaneous, diverse activities.
-  **3. Prioritise Accessibility & Dignity**
Ensure all redesigns, particularly toilets and entrances, meet the highest standards of inclusive design.
-  **4. Centralise Shared Resources**
Relocate and upgrade the kitchen to serve as a central hub for multiple rooms and user groups.
-  **5. Implement a Holistic Storage Strategy**
Combine internal and external storage to free up floor space and improve organisation.
-  **6. Strengthen the Hub's Identity**
Ensure the final design reinforces the Hub's role as an inclusive, all-community facility.

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13. Next Steps

- Translate findings into an architectural design brief
- Explore feasibility and costings for lateral expansion
- Identify quick wins for early delivery
- Use this report to support funding applications and stakeholder engagement

The Path Forward: Turning Consensus into Reality

This report provides a robust, evidence-led foundation for the next stage of the revitalisation programme. We recommend proceeding with the following actions.

1

Develop Architectural Brief

Translate the community-led findings and spatial principles from this report into a formal brief for architects.



2

Commission Feasibility & Costing

Undertake detailed feasibility studies and cost modelling for the preferred direction, focusing on lateral expansion and internal reconfiguration.



3

Secure Phase 2 Funding

Use the evidence of community consensus in this report to support a strong Phase 2 CIL funding application and engage other potential funding partners.

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Appendix A: Community Layout Proposals – Preferred Direction for Feasibility Testing

During the consultation sessions, participants were invited to work directly with printed copies of the existing floor plan to explore how the hub could be reconfigured to better meet community needs. Two separate groups produced annotated layout proposals. While developed independently, these proposals showed a high level of alignment and are therefore treated as a **preferred community direction** to be tested through professional feasibility, design, and costing work.

These proposals are not architectural drawings or final designs. Instead, they represent community priorities translated into spatial thinking and should be used as an evidence-based starting point for the next stage of development.

A.1 Shared Principles Across Group Proposals

Across both sets of annotated plans, the following shared principles were clearly evident:

- **Lateral expansion as the preferred growth option**
Both groups proposed expanding the building outward from the existing footprint, particularly adjacent to the Main Hall. This reflects earlier discussions confirming that a second storey is not structurally feasible and reinforces sideways expansion as the community's preferred option.
- **Rebalancing internal space**
The proposals consistently reduced the dominance of changing rooms and shower areas within the main building, creating opportunities for additional flexible community space.
- **Externalisation of changing rooms**
Both groups suggested relocating some or all changing room provision outside the main hub footprint, potentially using prefabricated structures. This would maintain sports functionality while releasing valuable internal space.
- **Improved storage strategy**
External storage solutions were proposed for nursery equipment and general storage, reducing pressure on internal areas and allowing more efficient use of space inside the building.
- **Inclusive toilet and shower redesign**
The groups supported unisex toilet cubicles, removal of urinals, and improved



dignity and privacy. Relocating showers away from entrance areas was also highlighted to improve accessibility and user experience.

- **Entrance, foyer, and circulation improvements**

Both proposals emphasised a more welcoming, accessible entrance, improved foyer flow, electronic front doors, and simplified internal circulation to support wheelchair users, pushchairs, and trolleys.

- **Holistic, all-community identity**

The layouts reinforced the importance of the hub being perceived and designed as an all-community facility, rather than one dominated by any single user group.



A.2 Use of the Proposals Going Forward

These community-generated layouts should now be used to:

- Inform an **architectural feasibility study**
- Test spatial options, constraints, and opportunities
- Support **cost modelling and funding applications**
- Provide confidence to stakeholders that proposals are grounded in community consensus

By translating consultation findings into spatial concepts, this appendix strengthens the link between engagement and delivery and provides a clear, community-endorsed direction for the next phase of the PSAVE Hub revitalisation.

End of Report



