George Dyson
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 8th September 2026 at 7:30pm.

Present: Cllr Gallagher (Chair of Committee), Cllr Studd (Vice Chair), Cllr Donovan, Cllr Fabry, Cllr Griffiths, Cllr Hart.
Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There were 2 members of the public in attendance.

1. **LA 1132 CHAIR ANNOUNCEMENTS** The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, reminded committee of the 3-minute rule, informed everyone that the meeting was being recorded and to speak up, and reminded members of the public questions protocol.

2. **LA 1133 PUBLIC QUESTIONS.**
   There were no public questions.

3. **LA 1134 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
   An apology was received from Cllr Sharkey.

4. **LA 1135 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
   There was a declaration of interest from Cllr Hart in relation to item **LA 1142.**
   Cllr Gallagher expressed that herself and Cllr Donovan had interests, which was subsequently withdrawn.

5. **LA 1136 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 14th JULY 2026**
   Proposed by: Cllr Griffiths Seconded by: Cllr Donovan
   All in **favour**

6. **LA 1137 TO NOTE THE BUDGET UPDATE**
   The Chair expressed they had a meeting the following day to discuss next year's budget, and that they were still keen for the allotment to have its own separate budget.

   Cllr Griffiths expressed raising the amount in the Vandalism Repairs budget in the new financial year.
   The budget was **noted**.

7. **LA 1138 TO NOTE ACTION PLAN UPDATE**
   It was raised that Cllr Hart been missed off as a member of accessibility for Parks and Open spaces and needed to be added.
   The action plan was **noted**.

8. **LA 1139 TO NOTE ALLOTMENTS UPDATE**
   The Chair ran through the report, commented on currently being the only available Allotment Liaison Cllr, due to Cllrs Harman and Sharkey's own personal reasons, and that now having access to the Horticultural hut should help provide more open communication with allotment holders. The Chair also suggested the Single Use Plastics policy be expanded to also cover the allotments, and that what was brought into the allotments was reviewed. They concluded their report with suggesting that a Working Group be set up for reviewing the Terms and Conditions.

The Parks Officer confirmed that the two foot gap rule had never been implemented, and that the excess debris should be cleared from the boundary in one go with machinery. The Chair expressed that the Parks Officer produce a plan for that, to help remove excess debris from the boundary areas.

It was proposed that:-

1. A Working Group is set up to consider the way forward to include review of Terms and Conditions for 2027, the Inspection regime and the recording of data and the reporting back to this Committee, and other matters if appropriate.
2. The Parks Officer be authorised to provide a plan to remove all excess debris from the Boundary areas and how to secure by fencing the boundaries not including Cornwall Avenue for short term problem areas and long term.
3. Officers obtain costings for the installation of drinking water fountain and compost toilet.

Proposed by: Cllr Donovan **Seconded by**: Cllr Fabry
All in **favour.**

The Working Group members were agreed as: Cllr Gallagher, Cllr Hart, and the Parks Officer.

The Chair raised that a lot of tenants were unhappy with the inspection routine, and proceeded to detail waiting list numbers and period of wait, along with numbers of formal and informal letters. They suggested that the reasons why tenants had not been able to progress with their plots be sent to the Allotment Liaison Councillors rather than the Parks Officer.

Cllr Griffiths suggested some of the plot holders may need buddies, and the Chair raised Cllr Hart's involvement with the Youth may be of help, that plots could potentially be used in different ways, or that allotments are prepared. Cllr Fabry suggested these items be added to the Action Plan.

The Chair brought item 11. LA 1142 forward.

20:06 – Cllr Hart left the meeting

11. LA 1142 TO AGREE COMMUNITY GARDEN TFG REPORT

The Chair raised that the currently unsigned licence needed to tie in with what the community garden as it-was. Cllr Griffiths expressed concern with there being no break clause in the licence, and raised that although the report was stated as being written by the TFG, the TFG had not met or been involved in the report.

The Parks Officer updated members that a latch would be delivered soon so that the entrance at Green Gate would be accessible. The Chair raised various accessibility issues would be reviewed by the Accessibility TFG.

The Accessibility TFG agreed they would work with the Access Group, and Cllr Griffiths explained the seating should have a comprehensive plan, and that its funding could be found from different places.

It was proposed that the licence be dealt with by Town Clerk and brought to the Community Garden TFG.
Proposed by: Cllr Donovan **Seconded by**: Cllr Fabry
All in **favour.**

20:22 - It was proposed to suspend Standing Orders
Proposed by: Cllr Gallagher Seconded by: Cllr Fabry
*All in **favour.***

A member of the public raised they were also Vice Chair of the Access group.

20:23 - Standing Orders were reinstated

The Parks Officer reminded members there was a current TFG set up to look into the clearing, seating and to review the license.

It was proposed to allow the Community Garden group to clear the overgrown land.

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

The new Community Garden TFG members were confirmed as: Cllr Hart, Cllr Griffiths, Cllr Harman, Nigel and Lynn.

20:24 - The two members of public left the meeting, and Cllr Hart rejoined the meeting.

9. LA 1140 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed that item 707 was still to be resolved, and as per the Terms and Conditions, would go to Full Council. The Chair suggested reviewing timings in the terms and conditions due to the length it was taking to resolve.

Cllr Hart raised that items 706 and 718 had been raised by a member of the public rather than herself, and the Meetings & Projects Officer expressed they had been mistakenly placed under this committee, but had correctly been updated to sit under Planning.

The Accessibility TFG agreed to review complaint item 719.

The Complaints Log was **noted**.

10. LA 1141 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. ACCESSIBILITY OF AMENITIES
Cllr Hart expressed progress was being made, considered the possibility of a professional audit and that a report would be brought to the next meeting. They raised that the Community Garden gate was not secure as it allowed children out, but did not allow wheelchair access. The Parks Officer raised there being no internal fence anyway, and that the issue was uneven ground in view of mobility scooters. Cllr Hart expressed having spoken with the access group, which had concluded the importance of not making decisions for people and using signage instead, whereby the Parks Officer expressed that signage was not a dismissal of obligation and suggested speaking to the Town Clerk.

II. HOWARD PARK PHASE 2
A brief background of the report was discussed by members, including the fact that professionals who had already given their time for free. The Chair expressed that the project needed to follow the Town Council financial regulations, and Cllr Studd expressed possible grant funding was being looked into. The Meetings & Projects Officer commented there were various funds available, whereby the Chair expressed the working group be expanded and a concept idea and project outline be put forward to Full Council as it was a major change to a community asset.

It was proposed that Cllr Gallagher and Cllr Hart join the Howard Peace Park TFG.
Proposed by: Cllr Gallagher **Seconded by**: Cllr Studd.
All in **favour.**

Members expressed needing guidance from the Town Clerk.

12. LA 1143 TO AGREE THE BUSINESS PLAN TFG REPORT

The Chair ran through their report, including there being projects in the NDP, and members discussed the itesm including which crossed over with other committees, what was suitable for the Business Plan, what the items were, and the need for the Town Clerk to categorise any agreed Business Plan item to the relevant committee.

21:09 – Cllr Fabry left the meeting
21:11 – Cllr Fabry rejoined the meeting

Cllr Fabry suggested that the Additional parking for visitors to Centenary Park be a separate item and a report brought to committee, rather than adding it to the Business Plan.

The Chair expressed noting that Housing Need, and Travel Planning and the A259 Quality of the Public Realm would not be for this committee.

The Meetings & Projects Officer reminded The Chair that Cllr Hart was also part of the TFG.

It was proposed that, on approval from the Town Clerk, the following items:-

1. Promoting Sustainability - be passed to the E&S committee
2. The Development of Green Spaces Infrastructure - remain on the Business Plan
3. Consultation on Sports and Leisure facilities – be removed from the Business Plan
4. To encourage Urban Greening – be passed to the E&S committee if the Town Clerk agreed
5. Renewable Energy – To be noted on the Business Plan as already being done
6. Accessibility to parks and open spaces owned by the Town Council – remain on the Business Plan
7. The Hub - be removed from the Business Plan for this Committee
8. Howard Park phase 2 project - be included on the Business Plan if project agreed to progresses
9. Allotment improvements - be included on the Business Plan.

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

It was proposed that additional parking for visitors to Centenary Park to be a separate item and a report brought to committee, rather than adding it to the Business Plan.
Proposed by: Cllr Fabry **Seconded by**: Cllr Hart
All in **favour.**

13. LA 1144 TO NOTE WATER EQUIPMENT IN THE DELL DISCONNECTED

The Chair expressed wanting the water play to continue but for the water to be limited in some way.
The report was **noted.**

14. LA 1145 TO AGREE THE GRAFFITI REPORT

Members suggested that a separate log be created for offensive graffiti, which would help identify graffiti hotspots, and for there to be a graffiti policy.

It was proposed that this committee agrees the definition of offensive graffiti and officers bring it forward to the Policy and Finance committee for approval, and to include reporting to the police and logging.
Proposed by: Cllr Fabry **Seconded by**: Cllr Donovan
All in **favour.**

15. LA 1146 TO CONFIRM DATE OF NEXT MEETING AS THE 10TH NOVEMBER 2026

The date of the next meeting was confirmed.

There being no further business the meeting ended at 21:40.

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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Parks officer
Subject:	Allotment update report		
Purpose:	To agree		

Recommendation(s):
To note this report and provide any feedback or direction on what the committee would like to do **and**
To agree or disagree to having a delivery slot on plot 24.

1. Background

allotment update – the parks officer has carried out his 6 month inspection and has found 12 plots in which have unsatisfactory finding and they will be sent warning letters - there are currently 6 plot vacant, this is due to the information officer being taken away from her duties to cover sickness in the office team, these will be allocated before the new year.

At the L&A meeting held on the 8/09/2026 it was agreed LA 1139 that: -

1. A Working Group is set up to consider the way forward to include review of Terms and Conditions for 2027, the Inspection regime and the recording of data and the reporting back to this Committee, and other matters if appropriate.

2. The Parks Officer be authorised to provide a plan to remove all excess debris from the Boundary areas and how to secure by fencing the boundaries not including Cornwall Avenue for short term problem areas and long term.

3. Officers obtain costings for the installation of drinking water fountain and compost toilet.

The attached report covers the subjects 2 AND 3

A request has also been put in by allotment holders for an area to be set aside for small deliveries including compost, hops, manure. This is located alongside the gate entrance on the front of plot 24. This plot is currently vacant awaiting allocation to the next resident on the waiting list and the area asked for is only 1 metre by 2 metres and will not affect the new tenant drastically.

The deliveries are for all tenants to use on a first come firsts served basis.

picture and map below.

Parish Online
https://parishonline.xmap.cloud/maps#map=17.49658842571640 7/542304.92/100948.1/0
PARISH ONLINE
VIEW
PRINT
TABLE
TOOLS
CREATE
HELP
Type to search
Delivery area
Search
ENG
13:16
12/10/2024



2. Options for Council

To note this report and provide any feedback or direction on what the committee would like to do in regard to the attached report.

and

To agree or disagree to having a delivery area the front of plot 24.

3. Reason for recommendation

Any costs for works need to be budgeted for before they can be approved.

The idea of a delivery area appear to be a good idea to help prevent other tenants being upset if their plots are disrupted by deliveries as has happened in the past.

4. Expected benefits

New fences will indicate the boundary clearly
Delivery area
Better cohesion with deliveries to the allotments
Reduced vehicle movements on the allotment trackway
Any deliveries are meant for all plot holders to use

5. Implications

5.1 Legal	
5.2 Risks	low
5.3 Financial	For new fences, budget to be agreed.
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, less vehicle movements on allotments
5.10 Biodiversity	Use of manure from local paddocks
5.11 Privacy Impact	New fences will improve security
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

ALLOTMENT IMPROVEMENT REPORT

At the Leisure and Amenities meeting held on the 8th of September 2026 the following items were agreed

1. A Working Group is set up to consider the way forward to include review of Terms and Conditions for 2027. The Inspection regime and the recording of data and the reporting back to this Committee, other matters if appropriate.

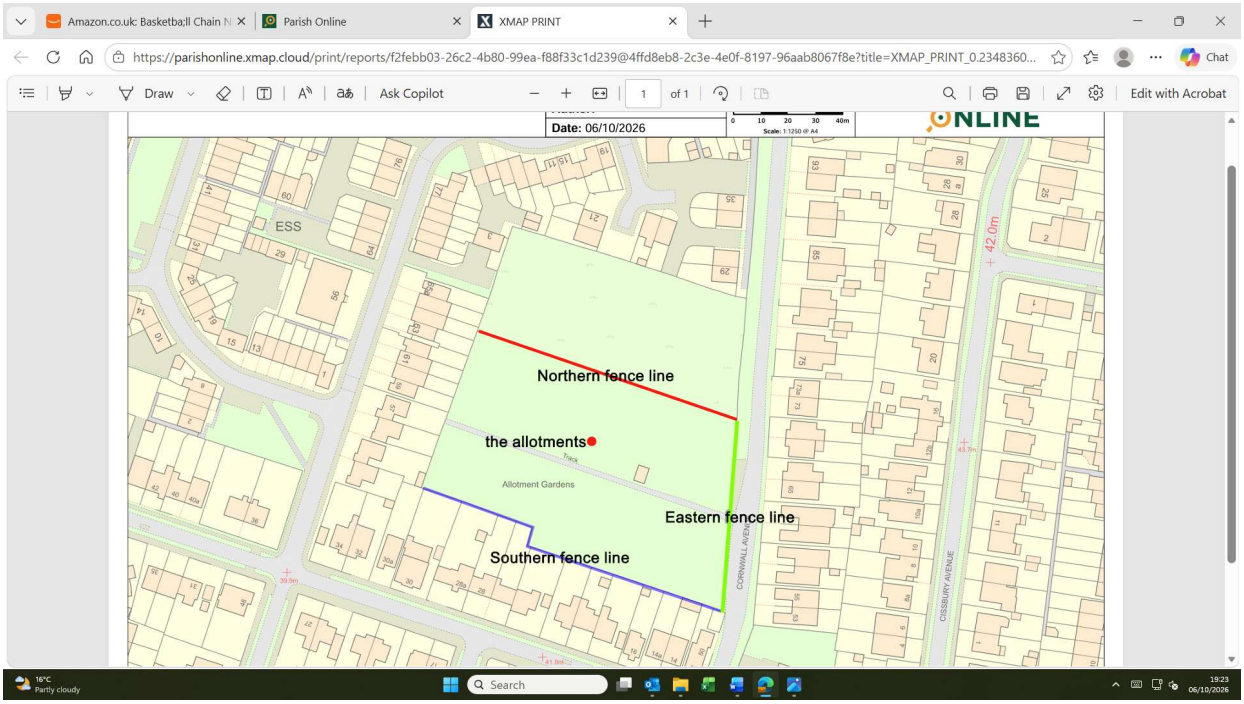
2. The Parks Officer be authorised to provide a plan to remove all excess debris from the Boundary areas and how to secure by fencing the boundaries not including Cornwall Avenue for short term problem areas and long term.

3. Officers to obtain costings for installation of drinking water fountain.

Item 1 is being dealt with by the working group.

BOUNDARY FENCES

The Cornwall Avenue allotments have boundary fencing on three sides that belong to PTC, and all of them need replacing within the next few years. Attempting to repair individual parts of a fence would mean extra costs in labour and waste disposal. Therefore, replacing each side completely over a phased period is the best option.



The northern boundary fence (approximately 100 metres long)

This is in the worst condition and is non-existent in places, it backs onto the waste area/ building plot next door, it has been priced at around £10,000 to replace as there would need to be extensive scrub and rubbish removal which has built up over the years with plot holders throwing green waste and soil onto the waste area.

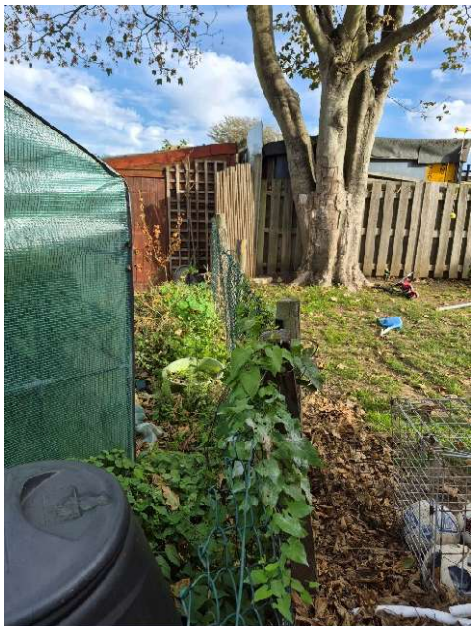
The t&c's states "A gap of 2 feet (60cm) grass boundary should be maintained and left clear of adjoining fence line". This is not possible with the fence in its current state and can only be achieved when the fence is replaced



The southern boundary fence (approximately 100 metres long) (approximately £6000)

This fence is currently a 4ft high chain-link fence type and is nearing the end of its lifespan with several areas damaged and repaired over the years.

The 60cm boundary, it would seem good practice to do this when the fence is replaced in the next few years, to do this now would be very labour intensive and costly only for the works to fit a new fence doing the same job a year or two down the line when the old fence is cleared away.





The eastern boundary fence (approximately £3000 excluding replacing the gate)

This fence is currently a 4ft high chain-link fence type with the gate in the middle and is nearing the end of its lifespan with some areas damaged and repaired over the years, several of the wooden posts are rotten. there is also some hedging and scrub running along the outside of this fence which will be cut back this winter.

The 60cm gap could be created by tenants without too much work, but again if replacing the fencing in a few years it would seem prudent to leave this until then.





DRINKING FOUNTAIN AT THE ALLOTMENTS

A request was made by some allotment holders to install a drinking fountain on the allotments it was decided that if this type of facility was to be installed it should be done by PTC to prevent any issues over ownership in the future.

While local councils in the UK have a statutory duty to provide allotments if there is demand, they are only expected to provide basic services like general water access (usually via shared standpipes) where possible**. There is no law mandating that this water be delivered via a dedicated drinking fountain**.

If the council are to progress this idea it is suggested a water bottle filling station would be the better option rather than a drinking fountain.

PTC do have two robust versions of this which are sold as vandal resistant made from marine grade stainless steel and cost in excess of £3500 to buy plus installation costs.



There are less robust versions available which may be suitable for the allotment as they are not open to the general public these start from £570 plus installation



Installation includes pipework and a soakaway to be dug plus any ground covering i.e. slabs, etc.

Routine maintenance for a water bottle filling station focuses on sanitation, filter replacement, and mechanical checks every 3 to 6 months

COMPOSTING TOILET AT THE ALLOTMENTS IN CORNWALL AVENUE

A composting toilet is not a simple device and would require full training in its upkeep to maintain its effectiveness and prevent contamination, it would also need a cleaning regimen set up with volunteers etc.

Key Considerations for Allotment Composting Toilets

• Planning Permission & Local Rules: You generally do not need full planning permission for a small waterless composting structure, but you must check with your local council or allotment association first, as rules vary by site.

• Accessibility: Under the Equality Act 2010, communal allotment sites often have an anticipatory duty to consider disabled access, including level paths, wide doors, and proper positioning if the toilet is for public or shared use.

• Urine Diversion: Keeping liquid and solid waste separate is essential to prevent anaerobic breakdown and foul odours. Urine can be diluted (typically 1:10 with water) and used as a nitrogen-rich liquid feed, while solids require a carbon cover material like sawdust, straw, or wood shavings.

• Curing & Safety: Solid waste must rest in a dedicated composting chamber or bin for at least 12 to 24 months to break down and eliminate pathogens. Finished compost should only be applied to fruit trees, shrubs, or ornamental plants, and never directly on edible root or leaf crops.

In the current climate at the allotments, it is my opinion that composting toilet is not a good option and if a toilet was required it might be better to look at whether there is sewage pipe to connect to nearby and have a plumbed in toilet.

note **a town or parish council does not have a statutory (legal) obligation to install toilet facilities in an allotment area**



£5400.00 (plus installation)

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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Cllr Gallagher and Cllr Hart
Subject:	Allotment Terms and Conditions 2027 and other procedures		
Purpose:	To agree Terms and Conditions and note continuing work		

Recommendation(s):
To Agree Terms and Conditions 2027
To note continuing work to improve implementation and reporting to this committee

1. Background

At the Last LA Committee Meeting 8th September 2026 under LA1139
There was significant discussion on reviewing the Allotment Terms and Conditions for 2027 by the Working Group made up of Cllr Gallagher and Cllr Harte and the Parks Officer.
This review has taken place and is reported here to Committee.

There is further work to be undertaken including the reporting of allotment matters to this Committee and the collection of data . An enhanced Inspection and monitoring system is to be agreed as well as an improved allocation and handover procedure to ensure all potential Allotment tenants have an equal opportunity to successfully develop a plot.
Increased data collection and reporting to this Committee will mean greater efficiency and income generation from the Allotment site.

The provision of Allotments is a Statutory duty, and growing produce is a high priority in the National Planning Policy Framework and Peacehaven and Telscombe Neighbourhood Development Plan.

The changes are minimal , mainly words have been changed to provide more clarity. There have been various comments and other feedback from plot tenants through the past year which have been taken into account in making changes.

Options for Council

Cllr Gallagher, Cllr Hart and the Parks Officer have reviewed the Terms and Conditions, and the Town Clerk has carried out a review to ensure that there are no breaches of legislation.

The 2027 version will be sent out in January 2027 when a new yearly contract with the Tenants is established and signed by February 2027

The further procedural changes will continue to be worked on with the expectation that they will be operational in 2027 as well.

Recommendation

1. To agree the Terms and Conditions 2027
2. To note continued work by the Working Group.

Expected benefits

These measures with the physical upgrades to be carried out by the Grounds Team should provide for significant improvements making Management more efficient and effective.

Implications

5.1 Legal	A number of Statutory laws including Equality Act 2010 apply
5.2 Risks	Further deterioration and loss of income
5.3 Financial	Capital investment needed plus additional Grounds Team labour
5.4 Time scales	Immediate and over 24 months
5.5 Stakeholders & Social Value	High Social Value. Key Stakeholders Allotment Tenants
5.6 Contracts	To be ascertained
5.7 Climate & Sustainability	High
5.8 Crime & Disorder	High potential anti- social behaviour
5.9 Health & Safety	Could be High Risk .
5.10 Biodiversity	High
5.11 Privacy Impact	Possibly
5.12 Equality & Diversity	Equality Act 2010 applies.

2. Values & priorities alignment

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

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

Statutory Duty of Town Council . High importance in National Planning Policy Framework and Peacehaven and Telscombe Neighbourhood Development Plan

Peacehaven Town Council

Allotment Terms & Conditions – Cornwall Avenue 2027

Peacehaven Town Council (PTC) owns and manages an Allotment Garden at Cornwall Avenue. Allotments can be rented by residents of Peacehaven on a first come, first served basis, subject to a written tenancy agreement and these contractual Terms and Conditions. PTC, as freeholder and manager, retains responsibility for the management of the Allotment Garden, subject to applicable law and Council policy.

Peacehaven Town Council has adopted an Allotment Policy under which the Town Council is committed to meeting its statutory requirements and to managing the allotments fairly, responsibly and safely, with full regard to all current legislation applicable to the Allotment Garden. A full copy of the policy is available on the Peacehaven Town Council website and is displayed on the public notice board at the Allotment Garden.

The charge for the allotments from 1st January 2027 is £42 per annum for a large plot and £32 per annum for a small plot.

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Introduction

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

Background

Peacehaven Town Council has an allotment site at Cornwall Avenue under its management. Nationally, there is a shortage of available allotments, with waiting lists for sites in Sussex.

Purpose of these Terms and Conditions

These Terms and Conditions establish the principles that guide the management of the allotment site and define the responsibilities of the Council and tenants. They are intended to support an improved site, encourage community commitment to allotments and provide a framework for the Council to manage the site cooperatively with users.

The document will:

- set standards for the provision of allotments.
- encourage the uptake of allotments.
- seek to improve the standard of service provision.
- evaluate the benefits derived from allotments.
- improve the fairness of allotment provision.
- support environmentally sustainable allotment gardening, biodiversity, responsible resource use and the Council's adopted environmental and carbon-reduction commitments.

Equality, Diversity and Inclusion

The allotment rules and their consistent enforcement will benefit residents, allotment tenants and visitors by supporting a safer environment, fair access to allotments and the associated health and well-being benefits.

Harassment and Intimidation

Any reported incidents of harassment or intimidation will be dealt with under Peacehaven Town Council’s complaints policy, and may result in an immediate notice to quit, in line with section 33 of these Terms & Conditions.

Monitoring and Review

Officers of the Council will monitor the operation of these Terms and Conditions, including the impact of any price changes and the consistency of inspections and enforcement.

These Terms and Conditions are intended to improve the management of the Council's existing allotments by setting clear standards for lettings, cultivation, site management and enforcement. They will be reviewed in line with the Council's review arrangements and when changes in legislation or operational requirements make a review necessary.

Overriding Responsibility Statement

Peacehaven Town Council has overriding responsibility for the management of the allotment gardens. **Any exception to these Terms and Conditions must be authorised by the Council or an appropriately delegated officer, recorded in writing and applied consistently and reasonably. Nothing in these Terms and Conditions overrides the Council's statutory obligations.**

Requests, Notifications and Written Approval

Where these Terms and Conditions require a tenant to notify the Council, seek consent, or obtain prior written approval, the tenant should use the Council's Allotment Request / Notification Form, available from the Council office and, where provided, online. The form may also be used to record temporary arrangements or other information relevant to the management of a plot. The Council's written response should be retained by both the Council and the tenant.

References in these Terms and Conditions to a decision, approval or consent by 'the Council' mean Peacehaven Town Council acting through the Town Clerk, an appropriately delegated Council officer, committee or Full Council in accordance with the Council's adopted Scheme of Delegation. Routine allotment administration should be dealt with by the designated officer where it falls within delegated authority; matters outside that authority should be referred appropriately.

Communications and Data

Tenants must keep their contact details up to date and may be asked to indicate whether they agree to receive routine allotment communications electronically. Personal information relating to allotment applications and tenancies will be handled in accordance with the Council's Data Protection Policy, applicable data protection legislation and the relevant Council Privacy Notice. Formal notices must be served in accordance with the tenancy agreement and applicable law.

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people aged 18 or over who live within the agreed eligibility area of Peacehaven. The allotment garden can only be held in one name at a time and joint tenancy agreements will not be allowed (but see Co-workers / Plot Partners below). Only one allotment can be allocated to each household.

When an allotment falls vacant following the death of a tenant, an immediate family member may apply to take over the allotment garden, provided they meet the eligibility criteria set out above. Any such transfer must be approved in writing by the Council and will not be automatic.

If a tenant permanently moves outside the agreed eligibility area of Peacehaven, the Council will review their eligibility to retain the tenancy in accordance with the adopted policy. Existing tenants who already live outside the agreed eligibility area will be reviewed annually.

2. Allocation

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

When a plot becomes vacant, it will be offered to the person at the top of the waiting list. If the person at the top of the list declines two suitable offers of a plot, they will be removed from the list. A new application may subsequently be submitted; however, the new application date will determine their position on the waiting list.

The Council reserves the right not to grant an allotment garden tenancy where there is documented evidence of previous plot misuse or previous enforcement action, including non-payment of rent or persistent cultivation issues. Any decision should be made consistently, on relevant evidence, and recorded by the Council.

3. Co-workers / Plot Partners

A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. Co-workers have no tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must remain regularly involved in maintaining the allotment garden. The tenant remains responsible for the condition of the plot and compliance with these Terms and Conditions even where a co-worker is nominated.

4. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without deduction, except as provided by law, and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt. Where payment remains outstanding, the Council may take enforcement action in accordance with the tenancy agreement and applicable law. This may result in 30 day's notice to quit being issued. Allotment garden rents will be reviewed annually.

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

Approximate Allotment Plot Size:

Large Plot = approximately 112 square metres (133 square yards).

Small Plot = approximately 56 square metres (67 square yards).

5. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts, the tenancy agreement and these Terms and Conditions. Business or commercial use is prohibited.

6. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation, fertility and good condition. For the purpose of routine inspection, a minimum of 75% of the plot area should be either in readiness for growing, well stocked with produce appropriate to the time of year, being made ready for crops, or being prepared for the following season. The remaining 25% of the allotment area must be kept tidy. Seasonal conditions and any temporary circumstances notified to and accepted by the Council should be taken into account when inspecting a plot. The tenant must take all reasonable steps to control persistent weeds such as thistles, ground elder, nettles, ragwort and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The tenant is also responsible for maintaining half the width of any path or track immediately adjacent to their allotment garden, unless the Council has specified otherwise. Pathways between plots and from the vehicle trackway to boundary fences must be kept clear and accessible.

Any agreed exception to the path or boundary requirements, including an arrangement between neighbouring plot holders to maximise the growing area, must have the Council's prior written approval so that access for inspection and maintenance is preserved. Requests for written approval should be made using the Council's Allotment Request / Notification Form.

7. Use of Chemical Sprays and Fertilisers

The use of chemical sprays on the allotments is prohibited unless prior written permission has been obtained from Peacehaven Town Council. Where permission is granted, chemicals may only be applied by a person holding any certification required by law and in suitable weather conditions, in accordance with the product instructions and applicable legislation. Glyphosate-based chemicals must not be used on Council-owned land, this is prohibited by Council policy.

The use of fertilisers is permitted, with a preference for organic-based products. Appropriate precautions must be taken to avoid adverse effects on neighbouring plots, people, wildlife or the wider environment.

8. Nuisance

The tenant must not cause or permit any nuisance, unreasonable annoyance or obstruction affecting another allotment tenant or the owners or occupiers of adjoining or neighbouring land. Tenants must not obstruct or encroach upon any path provided by the Council or used for access to adjoining or neighbouring property.

A 2-foot (60cm) grass or access strip must be maintained and kept clear where required along an adjoining fence line. The purpose of this requirement is to maintain safe access for inspection and maintenance. See Sections 12 and 13. [REVIEW POINT: identify precisely which boundaries require the 60cm clearance so that this can be inspected and enforced consistently.]

Where a tenant is convicted of an offence directly connected with the allotment site, or where the Council has substantiated evidence of threats, violence or intimidation connected with the allotment site, the matter may be treated as a serious breach and considered under the enforcement provisions below. Any action to terminate a tenancy must comply with the tenancy agreement and applicable law.

Peacehaven Town Council reserves the right to recover from a departing tenant the reasonable and evidenced costs of clearing or restoring a plot where those costs arise from a breach of the tenancy agreement or these Terms and Conditions. The tenant should be informed in writing of the basis and amount of any charge.

9. Sub-letting of allotments

The tenant may not sub-let the allotment or allow another person to occupy or cultivate it in place of the tenant. This does not prevent assistance from an approved co-worker in accordance with Section 3.

10. Vehicles

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

11. Trees, Shrubs and Materials

The tenant may not, without the prior written consent of the Council, cut or prune any Council-owned or boundary tree or take, sell or carry away any mineral, sand, earth or clay from the site. Please contact Peacehaven Town Council if any mature trees require attention. No ornamental or forest trees or shrubs should be planted on an allotment garden. Fruit trees or bushes may be planted only if they are of dwarf stock, are sited so that they will not create an obstacle or nuisance as they grow, and are kept to a maximum height of 2-3 metres. See Section 16 for further restrictions on cropping. Requests for written approval should be made using the Council's Allotment Request / Notification Form.

12. Hedges, Fences, and Boundary Features

The tenant will keep any hedge for which they are responsible on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1.5 metres and keep any drainage ditch for which they are responsible clear and maintained. No boundary fence should be interfered with, and any required 60cm access gap must be kept clear of debris. See Sections 8 and 13.
The tenant must not erect any fence subdividing an allotment garden without the prior written consent of the Council. Allotment plot boundaries are fixed features and tenants must not alter or move boundary fences. Rubbish or materials must not be piled against fences where this may cause damage or impede maintenance or inspection. Any boundary dispute should be referred to the Council for determination. Requests for written approval should be made using the Council's Allotment Request / Notification Form.
The tenant of an allotment garden must not use barbed wire or razor wire.

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

There is to be no construction, extension or alteration of any shed, greenhouse or polytunnel without prior written permission from Peacehaven Town Council. An application must include a plan showing the proposed position, dimensions and materials. Only one shed and either one greenhouse or one polytunnel will be permitted on each plot. Sheds should be used only for storing materials and equipment associated with the allotment garden.

A gap of 2 feet (60cm) must be kept clear between any permitted structure and residential property boundaries or fences where required for inspection and maintenance. See Sections 8 and 12.

The roof, sides and surrounding area of any structure must be kept clean, safe and tidy at all times.

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

The risk of break-in exists and tenants are advised not to store valuable items in sheds. All items are stored at the tenant's own risk.

All sheds and greenhouses must be kept in good order.

13a Dimensions

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

The maximum permitted dimensions for a shed or greenhouse are 7ft (2.1 metres) high at the apex, 8ft (2.44 metres) long and 6ft (1.83 metres) wide. See Section 13c for the separate maximum dimensions for polytunnels.

13b Construction Materials

For sheds and greenhouses:

i) Metal: approved manufactured design.

ii) Timber: approved manufactured design or self-constructed from clean sawn timber, with suitable cladding such as planed softwood, shiplap or weatherboarding.

iii) Greenhouse glazing must be glass or suitable horticultural glazing material. Thin polythene sheeting is not permitted for greenhouses. Damaged or brittle glazing material must be removed or replaced promptly where it presents a risk.

iv) Finish: sheds should be painted green or treated with a suitable wood preservative and maintained as necessary. Greenhouses may be painted white; aluminium paint may also be used where appropriate.

13c Compost containers and polytunnels

Compost containers: maximum permitted dimensions 4ft x 6ft x 2ft 6in (1.2m x 1.8m x 0.7m). Construction: suitable wood, mesh or manufactured design.

Polytunnels: maximum height 7ft (2.1 metres) at the apex; maximum length 6ft (1.8 metres); maximum width 6ft (1.8 metres).

Construction must be clean sawn timber, metal or an approved manufactured design. Any covering must be a durable, reusable horticultural material suitable for its intended purpose and must comply with Section 14. Single-use plastic coverings are not permitted.

Crop-protection and netting structures: maximum height 1 metre unless prior written approval has been obtained from the Council. Any request for an exception will be considered on a case-by-case basis and should be submitted using the Council's Allotment Request / Notification Form. Netting and mesh must be suitable for horticultural use, securely fixed, kept taut where appropriate, maintained in good condition and selected and installed so as to minimise the risk of birds or other wildlife becoming trapped or entangled.

13d Siting

Where possible, structures should be sited at the rear of the plot, subject to the Council's prior written approval and the access requirements in these Terms and Conditions.

14. Environment, Sustainability and Biodiversity

Peacehaven Town Council is committed to reducing its environmental impact, supporting biodiversity and working towards its adopted carbon-reduction commitments. Tenants are expected to manage their plots in a way that supports these objectives and complies with relevant Council environmental policies.

In accordance with Council policy, single-use plastics must not be brought onto or used on the allotment site. Tenants are encouraged to reuse and repurpose suitable materials wherever this can be done safely, recognising both the environmental benefits of reuse and the importance of keeping allotment gardening affordable and accessible.

Reusable plastic materials, including horticultural netting, mesh, sheeting and crop-protection materials, must be suitable for their intended purpose, securely fixed and maintained in good condition. Materials that become brittle, frayed, fragmented or degraded, or are likely to release plastic fragments or microplastics into the soil or wider environment, must be removed from the site and disposed of appropriately.

Netting and mesh must be installed, maintained and regularly checked so as to minimise the risk of birds and other wildlife becoming trapped, injured or entangled. Loose, damaged or unsafe netting must be repaired or removed promptly.

Tenants should, wherever reasonably practicable, conserve water, protect and improve soil health, reduce waste, compost suitable organic material, reuse appropriate materials and manage plots in ways that support pollinators and other wildlife. The Council may require the removal of any material that it reasonably considers presents an unacceptable risk to wildlife, the environment, neighbouring plots or the safe management of the allotment site.

15. Water Conservation and Water Holding

Tenants should use water responsibly and are encouraged to collect and use rainwater wherever reasonably practicable. Tenants who have a water butt or other permitted water-holding container are responsible for its safe maintenance. It must be securely positioned and, where a cover is required for safety, kept covered to reduce the risk of wildlife becoming trapped. Any overflow must be directed away from boundary fences and neighbouring plots. No new wells, ponds or submerged water-holding devices may be dug without the Council's prior written approval. Requests should be made using the Council's Allotment Request / Notification Form.

16. Restrictions on Cropping

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

No more than 30% of a plot holder's total plot area may be given over to fruit trees and bushes. Surrounding areas must be kept weed-free and neatly maintained.

17. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for removing and appropriately disposing of all rubbish from their allotment garden, including green waste and non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish elsewhere on the allotment site, except for manure and compost in reasonable quantities required for cultivation. Refuse or decaying matter must not be placed in hedges or ditches. Tenants must not add to any fly-tipped or illegally dumped waste. Old carpet must not be used as a weed suppressant. Cardboard or other suitable biodegradable material may be used temporarily. Reusable sheeting may be used only where it complies with Section 14 and is securely fixed, maintained in good condition and removed when no longer required.

Cooked food, meat, cheese and similar kitchen waste must not be brought onto the allotment garden or placed on an allotment compost heap because it may attract vermin.

18. Bonfires / Burning Rubbish

Bonfires and barbecues are not permitted on the allotment site.

19. Children

Children are welcome on the allotment site but must be appropriately supervised by a responsible adult at all times.

20. Dogs

The tenant must not permanently keep or kennel a dog on the land. Any dog temporarily brought onto the allotment by the tenant must be kept under effective control and on a lead. Dog owners must pick up dog waste and dispose of it appropriately off site, and must comply with any Dog Fouling By-Laws and applicable dog control requirements.

21. Livestock

Tenants are not permitted to keep, house or accommodate livestock or other animals on their allotment plot or elsewhere on the allotment site.

22. Bee Keeping

The Council has a separate Bee Keeping policy, which will apply to anyone wanting to keep Bees on an allotment plot.

23. Not to Display Advertisements

The tenant must not display or permit to be displayed on any part of the allotment garden any sign, notice, placard, advertisement or other writing, other than the authorised plot letter or number, without the Council's prior written permission.

A breach of these Terms and Conditions may lead to enforcement action in accordance with Section 32 and, where applicable, termination of the tenancy.

24. Inspection

The tenant must permit an authorised Council officer, Councillor acting on authorised Council business, or Council-appointed agent to enter the allotment garden at reasonable times for the purpose of inspecting its state and condition and compliance with these Terms and Conditions. Reasonable notice should be given where practicable, except where urgent access is reasonably required for safety, security or another lawful purpose. Access to any structure should be limited to what is reasonably necessary for the inspection.

25. Disputes

Disputes between tenants that cannot be resolved informally should be referred to the Council. The Council will consider relevant information from those involved and communicate its decision in writing. Any review or appeal process available under Council policy should also be stated or cross-referenced here.

26. Termination of Tenancy

The tenant must hand back vacant possession of the allotment garden to the Council when the tenancy ends, in a condition consistent with the tenant's obligations under the tenancy agreement and these Terms and Conditions, allowing for reasonable wear and seasonal conditions.

27. Service of Notices

Any formal notice must be served in accordance with the tenancy agreement and applicable law, including personally or by post to the tenant's last notified address where appropriate. Routine communications may be sent by email where the tenant has agreed to electronic communication.

Agreement to routine electronic communication does not of itself alter any statutory or contractual requirements governing service of formal notices.

28. Change in circumstances

It is the responsibility of all applicants to keep the Council informed of any change in their personal or contact details. The Council will write annually to those on the waiting list to confirm that their details remain correct and that they wish to remain on the list. Failure to respond within the stated period may result in the applicant being removed from the waiting list.

The Council must be kept informed of any change of address or other contact details. Communications sent to the tenant's last notified contact address will be treated in accordance with the tenancy agreement and applicable law. Tenants who are temporarily unable to work their plot because of illness, disability, caring responsibilities or another significant circumstance are encouraged to inform the Council as soon as reasonably practicable, using the Allotment Request / Notification Form where appropriate. The Council should take notified circumstances into account when assessing cultivation and should record any temporary arrangement or reasonable extension agreed. Failure to keep the Council informed may result in the plot appearing neglected and may lead to the enforcement process in Section 32.

29. Failure to Comply

Allotment garden sites and plots will be inspected by the Council on a regular and consistent basis. Inspections should use the standards set out in these Terms and Conditions and, where non-compliance is identified, the tenant should be told in writing what the issue is, what action is required and the time allowed to remedy it. Relevant photographs or inspection notes should be retained where appropriate. Failure to remedy a breach may result in escalation under Section 32 and, ultimately, termination in accordance with the tenancy agreement and applicable law.

30. Legal Obligations

The tenant of an allotment garden must at all times comply with applicable laws and regulations relevant to their use of the allotment. These Terms and Conditions shall be administered in accordance with all applicable legislation and statutory requirements, including the relevant provisions of the Small Holdings and Allotments Act 1908, the Allotments Act 1922 and the Allotments Act 1950. Where any provision of these Terms and Conditions conflicts with a statutory requirement, the statutory requirement shall prevail.

The Council is not responsible for loss of or damage to a tenant's tools, equipment or other property kept on the allotment site, except to the extent that liability cannot lawfully be excluded. Tenants are responsible for arranging any insurance they consider necessary.

31. Special Conditions

The tenant must observe any additional site-specific condition that the Council reasonably considers necessary for safety, proper management or the prevention of deterioration, provided that the condition is communicated in writing and is consistent with the tenancy agreement, these Terms and Conditions and applicable law.

32. Enforcement

The following enforcement procedure will normally apply. The Council should keep a written record of inspections, warnings, evidence considered, any agreed extension and the outcome. The procedure should be applied consistently, while allowing the Council to take account of relevant individual circumstances and the seriousness of the breach:

a) Informal Warning - Where a tenant fails to comply with the tenancy agreement or these Terms and Conditions, the Council will identify the issue and the action required to remedy it. Unless otherwise specified, the tenant will normally be given 15 days to address the matter, taking account of the nature of the breach, the season and any relevant circumstances notified to the Council.

b) Formal Warning - Where the tenant does not remedy the issue within the period specified in the informal warning, and no extension has been agreed, the Council may issue a formal written warning. The warning should state the outstanding breach, the action required, the deadline for compliance and the possible consequence of continued non-compliance. Unless otherwise specified, the tenant will normally be given a further 15 days to remedy the breach.

c) Notice to Quit - Where a tenant fails to remedy a breach following a formal warning, the Council may consider termination of the tenancy. Any Notice to Quit must state the grounds relied upon and comply with the tenancy agreement and all applicable statutory notice requirements.

33. Power of eviction

In the event of a serious breach of the tenancy agreement or these Terms and Conditions, the Council may consider proceeding without the informal and formal warning stages where it is lawful and proportionate to do so. A serious breach may include violence or credible threats of violence, deliberate serious damage, or conduct creating an immediate and significant safety risk. Any termination or re-entry must comply with the tenancy agreement and applicable law.

34. Amendment of these rules

Peacehaven Town Council reserves the right to amend these Terms and Conditions where reasonably necessary. Any amendment must be properly authorised and tenants must be given written notice of the change, the date on which it takes effect and any action they are required to take. Amendments remain subject to the tenancy agreement and applicable law.

For further information or queries, please contact:

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

Telephone 01273 585493

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:**	
Meeting date:	10th November 2026	**Authors:**	Parks officer
Subject:	Car parking at Centenary Park		
Purpose:	To note this report and agree to meet with stakeholders to discuss this issue		

Recommendation(s):
To note this report and agree to meet with stakeholders to discuss this issue

1. Background

At the last L&A meeting the parks officer was tasked with writing a report about the car parking at Centenary Park with possible solutions to the issues highlighted.

The attached report has 4 possible solutions to increase or improve car parking for discussion.

1. *Create more car parking spaces at Centenary Park.*
2. *Erect signage directing cars to the free car park on the south end of Piddinghoe Avenue (450 metres away approximately 45 spaces).*
3. *Charge for parking with a cctv monitored parking system which will include fines for poor parking practices within the park.*
4. *Pay for a car parking attendants/ traffic wardens to issue fines or control parking at busy times.*

2. Options for Council

To note this report and agree to set up a meeting with stakeholders to discuss this issue and possible solutions.

3. Reason for recommendation

The current car parking at Centenary Park is inadequate for the size of the park and its facilities, when the big park was created this was ignored by the project supervisors/ committee, it is now down to PTC to find solutions, if possible.

4. Expected benefits

- Enhanced experience to users and stakeholder

-

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	possibly
5.4 Time scales	
5.5 Stakeholders & Social Value	Currently the car park can fill up very quickly
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	To prevent poor parking blocking emergency vehicles
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

CAR PARKING AT CENTENARY PARK

Description Centenary Park has tarmacadam and stone surfaced car parking areas with a capacity of approximately 80 cars, this was not increased when the big park project expansion occurred, before this the parking was adequate apart from the occasional football matchday traffic.

The enlargement of the park created a significant increase in usage of the car park due to the installation of a skate park, walking/ running paths, orienteering course, café, more football pitches, two large playgrounds and recently a 3G all-weather pitch and pump track plus the planned Hub improvements.

During the annual 6-a-side tournament car parking is organised by the football club on the west side of the grass football pitches, this is marshalled and cars are charged with PTC charging a hire fee to the football club for use of the land. (It has to be considered that you will never have enough car parking spaces during very high usage times)

Analysis

Weekends and football/ bowls match days

Most weekends the carpark is overflowing and cars parked poorly, blocking entrances and emergency vehicle access from 8am on Saturdays due to parkrun/ youth football training on the grass and 3G pitches and 9am and football and bowls matches in the afternoon. Sundays for men's and youth football games all day on the grass and 3G pitches.

(NOTE – I attended the park on Saturday 12th September 2026 at about 2pm in the afternoon and there was only 10 carparking spaces free, and this was without there being any football games taking place!)

Weekdays

Weekdays during the daytime are quieter, except for school holidays, with occasional bowls club matches, Hub hirers, 3G Football club games, on top of dog walkers etc

Weekday 6pm till 10pm can be busy due to 3G football evening games.

Current Issues

- Not enough car parking spaces during busy times
- Poor/ illegal parking causing possible emergency vehicle access issues and blocking safe walking routes
- Poor parking causing accessibility issues for local residents and stake holders.
- Parking overflowing onto the surrounding residential roads

Possible Solutions

1. Create more car parking spaces at Centenary Park.
2. Erect signage directing cars to the free car park on the south end of Piddinghoe Avenue (450 metres away approximately 45 spaces).
3. Charge for parking with a cctv monitored parking system which will include fines for poor parking practices within the park.
4. Pay for a car parking attendants/ traffic wardens to issue fines or control parking at busy times.

1. Create more car parking spaces

(Approximate between £50-£80,000 depending on the surfacing)

Option A – land near to café – possible maximum 25 car spaces

It has been discussed in the past to have more parking near top the café beyond the wooden gate but talking to LDC this would not be supported by planning due to mixing car movements and pedestrians and possible damage to underground archaeology.

Pro's – close to existing carpark and facilities

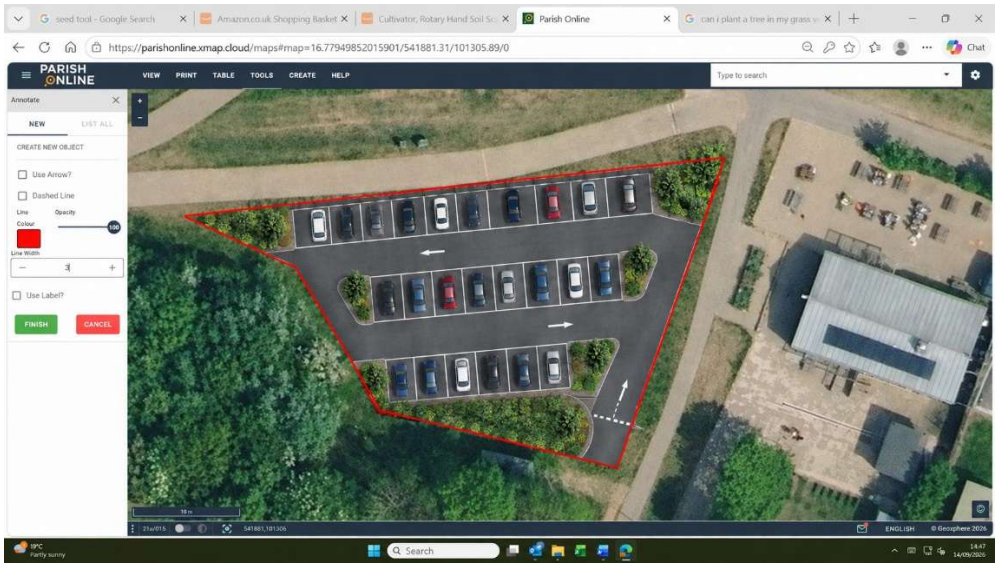
Con's – not supported by LDC,

-potential archaeology damage,

-too close to pedestrian movements and playgrounds

(AI image)

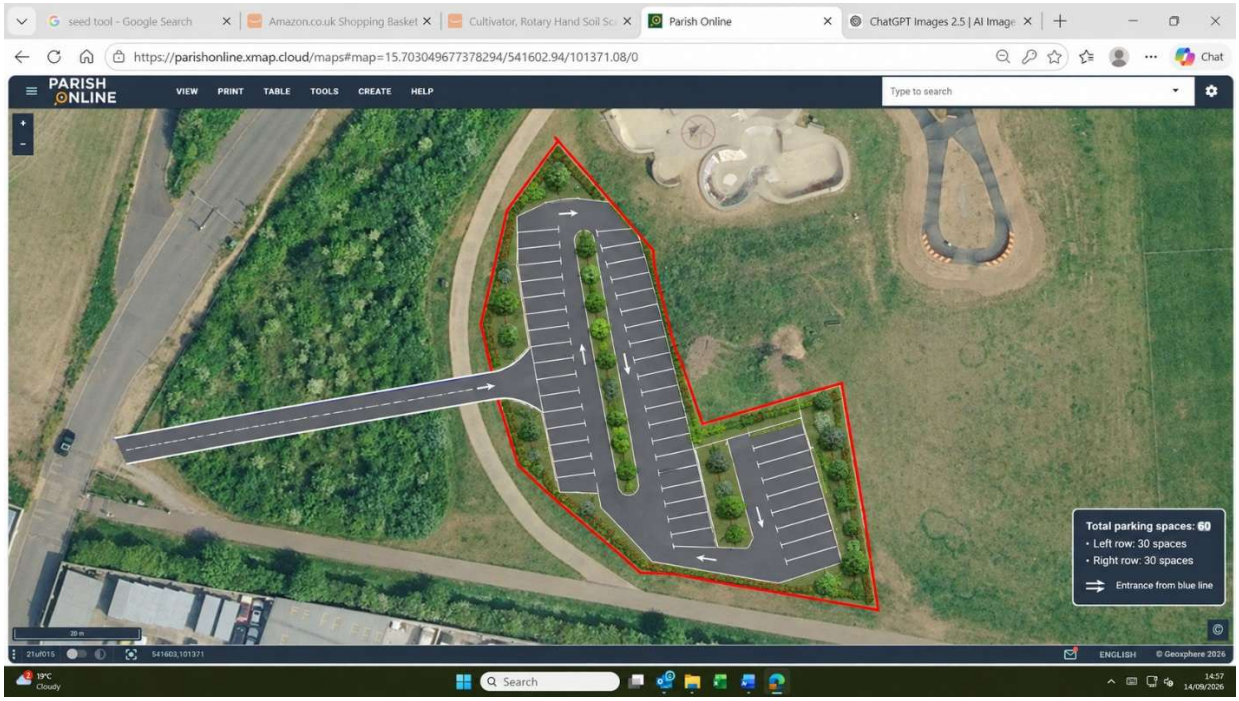
-image shows a tarmacadam type surfacing this could be grass tiles



Option B – Grass land next to the skate park - possible maximum 70 car spaces (Approximate costs £50-£100,000 depending on surface type)

This option would require a new road entrance from the southern water roadway, barriers across the pathway, surfacing and fencing with some scrub removal for roadway. no power on site (Ai image)

-image shows a tarmacadam type surfacing this could be grass tiles



Pro's

- Almost doubling the number of spaces available on the park.
- Use of an area not utilised for anything at the moment
- Good proximity to the skate park, pump track and parks pitches
- Area checked for archaeology during big parks project construction

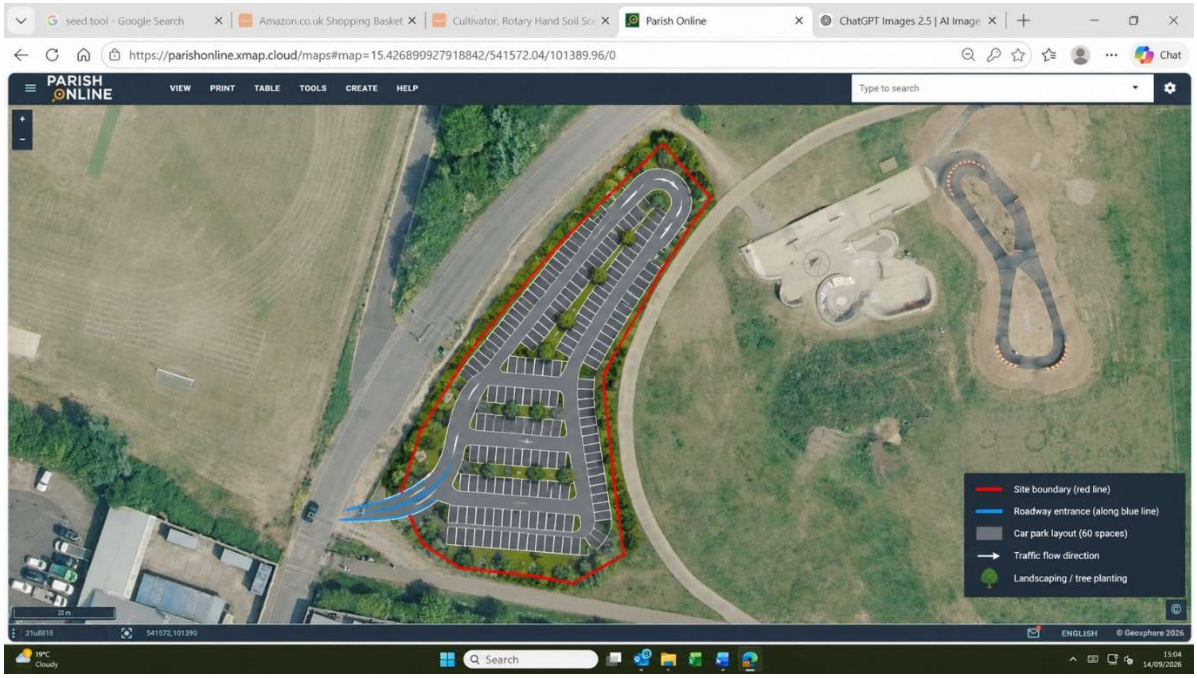
con's

- Mixes pedestrian and vehicle movements
- Use of wild grass area
- Possible archaeology in the area but this area was used as a stone covered storage yard during the park's construction so less likely

Option C - planted land on the west boundary of the park possible maximum 70 car spaces (Approximate costs £50-£100,000 depending on surface type)

This option would require removing a significant number of young trees and shrubs then a new road entrance from the southern water roadway, barriers across the pathway, surfacing and fencing, no power on site. (AI image)

-image shows a tarmacadam type surfacing this could be grass tiles



pro's

- Almost doubling the number of spaces available on the park.
- Good proximity to the skate park, pump track and parks pitches

Con's

- Destruction of planted area
- Possible archaeology in the area but this area was used as a stone covered storage yard during the park's construction so less likely
-

2. Signage

(cost design and fitting £1800)

Erecting signage directing cars to the free car park on the south end of Piddinghoe avenue (450 metres away approximately 45 spaces)

Pro's - Would be a quick option and may reduce the amount of cars parking poorly in busy times.

Con's – This is not a significant solution and does not increase parking spaces available.

3. Car park charging

(zero cost to PTC and potential income)

A few years ago, we were contacted by a company called Creative Car Park with a proposal that they fully fund installation of car parking monitoring cameras and an online charging system for the car park, this could be tailored to our specification with the company taking all fines and a percentage of the hourly charges at no running cost to PTC. Projected income was estimated at £15- £20,000 p/a.

Pro's -
- Zero cost to PTC
- A new income stream to help with ongoing costs for maintaining the park.
- Monitored car parking will fine cars parking outside of the spaces provided or over running time paid for, stopping poor parking.
- Stakeholder's car registration numbers can be added to a non-charging list
- Hourly charges and free periods time are decided by PTC to allow first hour or two free for dog walking or visiting the café.
- Poorly/ illegally parked vehicles will be issued with a fine

Cons - This does not increase the number of spaces available
- Charging for parking may not be popular with residents
- This may increase parking on the surrounding roads.

4. Pay for parking attendants during busy times (cost between £250 - £400 per weekend)

Pro's - when the car park it is at capacity Attendants would direct cars to the alternative coast road carpark
- Poor parking prevented

Cons - The cost, increase costs with no extra income to counter this
- May not be needed every weekend
- Possible volatility for the marshals with drivers unhappy at being asked to move on.

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 1138
Meeting date:	10th November 2026	**Authors:**	Parks officer/ Finance officer
Subject:	**Action plan**		
Purpose:	To agree to add projects to the action plan		

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.

it has been suggested that the following items are added to the action plan

LA 1114 Car parking at Centenary Park
LA 1137 vehicle and Equipment replacement plan
LA 1142 community garden licence and seating
LA1048 Epinay park playground renewal project

2. Options for Council

To note this report and agree to add the projects listed in 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

L&A ACTION PLAN

MEETING DATE/AGENDA ITEM	ITEM	ACTION	ESTIMATED COSTS	FUNDING SOURCE	TARGET DATE	PERSON RESPONSIBLE	NOTES (Including reason if there is a blocker)	STATUS	COMPLETED DATE
LA 618	OVCA entrance to the south downs N P project.	awaiting money transfer	£13,000.00	National Lottery	2025	TC/ Parks O/ Finance O	Funding is now available, officers to re calculate costing of the project to include , artwork, trees, bins	In progress	
C1255/ LA964	To undertake an accessibility audit of parks and open spaces, to develop an action plan to make improvements.	due to meet in August 2026	TBC	TBC	2026	Parks Officer TFG Members	Busineses Plan Item TFG members, Cllr Sharkey, Cllr Griffiths, Cllr Fabry and Cllr Hart to meet in June 2026 At LA1142 8th September the TFG agreed they would work with the Access Group.	In progress	
LA 967	Howard Park Phase 2 Installation	projects officer to seek if funding is available	£50- £70,000 +vat	TBC + local company	Spring 2027	Meetings & Projects Officer		In progress	
LA1114	Replace 3 car park lights with LED heads	Assessment to be carried out by Dan Tiller	£1,500	CIL bid	2026	Parks Officer / Projects Officer		In progress	
LA1114	Overflow car park lighting in Centenary Park	To be investigated	TBC	TBC	2026	Parks Officer		No progress made	
LA 1129	King George V memorial refurbisjhment project	public consutation to obtain evidence for Lottery funding taking place	TBC	Lottery	2027	Projects officer		In progress	
8th September 2026 / LA 1139	Allotments	To look into the suggestions	TBC	N/A	TBC	TBC	Cllr Griffiths suggested some of the plot holders may need buddies, and the Chair raised Cllr Hart's involvement with the Youth may be of help, that plots could potentially be used in different ways, or that allotments are pre-pared.	No progress made	
8th September 2026 / LA 1139	Allotments	A Working Group is set up to consider the way forward to include review of Terms and Conditions for 2027, the Inspection regime and the recording of data and the reporting back to this Committee, and other matters if appropriate	£0.00	N/A	Nov-26	Cllr Gallagher, Cllr Hart and parks officer		In progress	

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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Chair of Committee
Subject:	Business plan Future Planning for this Committee		
Purpose:	To note and agree recommendation.		

Recommendation(s):
To note and agree and carry actions forward on Business and Community Plan and this Committees Action Plan

1. Background

At this time of the year, it is customary for each Committee to be looking ahead to plan for the priorities for the short term, medium and long term.

At the last Committee meeting under LA1143 the Business Plan it was agreed that the following should be taken forward for this Committee's Business Plan.

1. The Development of Green Spaces Infrastructure
2. Renewable Energy
3. Accessibility to Parks and Open Space owned by the Town Council
4. Howard Park Phase 2
5. Allotment improvements

Additionally Extra Car Parking for Centenary Park should be added if the project is taken forward at this committee.

Options for Council

All of the projects need to be explored further to identify what needs to be done, timing/dates and costs.

These projects are represented in the Neighbourhood Development Plan.
The Town Clerk is leading on updating the Community and Business Plan.

The Action Plan for this Committee has been updated for review at this Committee ,
As we consider the budget both current and for the final year 2027/2028, areas of priority for investment and improvement need to be identified and quantified.

Recommendation

1. Committee to Note and Agree report , actions to be taken forward,

Expected benefits

Improved facilities for residents.

Greater clarity and efficiency for Councillors and Officers.

2. Implications

5.1 Legal	Legal Acts and guidance underpin this report
5.2 Risks	No immediate
5.3 Financial	To be ascertained
5.4 Time scales	1yr to 3 yrs
5.5 Stakeholders & Social Value	High
5.6 Contracts	N/A
5.7 Climate & Sustainability	High importance
5.8 Crime & Disorder	Good facilities equal lowers anti-social behaviour
5.9 Health & Safety	To be individually ascertained
5.10 Biodiversity	High
5.11 Privacy Impact	none
5.12 Equality & Diversity	Important Public facilities for all

3. Values & priorities alignment

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

6.7 Which business plan item(s) does the recommendation relate to?
All items relate to public well-being, growing produce and fresh air

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Committee:	L&A	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Howard Peace Park Phase 2 TFG
Subject:	**Proposal for the Development of a Public Memorial Garden Art Project at Howard Peace Park**		
Purpose:	To agree		

Recommendation(s):
The Task and Finish Group requests that Peacehaven Town Council review and adopt the following resolutions to progress the Howard Peace Park Memorial Garden project:

1. **Agrees in principle to progress the Ammonite-themed Howard Peace Park Public Memorial Garden Art project.**
2. **Authorises officers to initiate an open invitation for design proposals**
3. **Agrees that all eligible design submissions will be considered through a fair and transparent process, with the resulting proposals brought back to L&A Committee.**

1. Background

At L&A committee 18th June 2025, under item LA923, committee resolved to 'To set up a TFG to consider the options for further improvements to Howard Park as per the action plan and public consultation report and to identify funding sources.'.

Since then, a consultation has been carried out (as per results reported at L&A 19th May 2026, LA1112ii - an overview of the results can be found here: https://tinyurl.com/howardpeacepark) and funding was investigated; *however*, in order to apply for funding, quotes are needed as part of any submission.

The TFG have discussed, but have not decided on:-

- Who should submit designs (either both/or artists, landscapers)
- Whether the spec should be basic and follow the public consultation or include reference to a specific template design (whereby approval of using their IP is needed).
- Whether the winning design is to be paid, and if so, what amount?
- Who chooses the final designs (residents or Councillors)

There has been suggestion from the TFG that this project comprises a clear, three-stage approach to progressing the Memorial Garden project. The three stages are to provide a clear distinction between agreeing the project in principle (stage 1), selecting a design (stage 2), and ultimately approving its construction (stage 3).

Stage 1 – Agreement in Principle and Invitation for Designs

- Invite submissions of concept designs through an open and fair process, giving all interested parties an equal opportunity to participate. This would allow a range of ideas to be considered before the Council makes any decision regarding the preferred design.
- The spec is for the design to comprise of an ammonite design, to display memorial / positive messaged plaques, be tall, made of natural materials that could withstand the coastal exposure i.e. slate, stones, sustainable materials.

- If any reference to actual specifics is to be included IP approval is needed.

Stage 2 – Design Selection and Funding

- The preferred design is chosen and an Officer seeks ballpark quotes to source funding.

Stage 3 – Construction Tender, Final Budget and Approval to Proceed

- Funding secured
- Specification drawn up
- Construction tenders sought
- Request to Full Council to proceed.

Reasons for considering a Memorial Garden

There is not a Cemetery or Memorial Garden in Peacehaven, and Howard Park was passed to the Community and landscaped to be a Peace Park without play equipment, whereby work began several years ago to find a way to allow residents to place memorial plaques remembering loved ones. There has also been a local survey to assess support from Residents particularly those living near Howard/Peace Park.

The original Working Group formed by Peacehaven Town Council decided to incorporate a recognition of the Ammonites found on the shoreline in Peacehaven. Ammonites are pre-historic shelled extinct fossil which died out some 66 million years ago and are a tourist attraction.

With the creation of the King Charles 111 Coastal Path which covers the whole of England's Coastline passes over the southern boundary of the Park an opportunity has been presented to create a special, unique landmark in the Park.

The current Working Group have researched and exchanged ideas to bring together specifications for the installation/Memorial Garden project

The establishment of a dedicated Memorial Garden at Howard's Park (commonly known as Howard Peace Park) would provide the Peacehaven community with a vital, permanent space for reflection, remembrance, and shared local heritage.

Situated on the windswept clifftops overlooking the English Channel, Howard's Park is uniquely suited for a sanctuary of quiet contemplation, offering a natural and serene environment where residents can honour the memories of loved ones.
Central to the vision of this Memorial Garden is the integration of an ammonite structure. The ammonite is a symbol deeply rooted in Peacehaven's identity and deep geological history.

The chalk foreshore beneath the Peacehaven cliffs is globally recognized for containing extraordinary, giant Cretaceous fossils—specifically the genus Parapuzosia—which are frequently exposed by the sea at low tide. Incorporating this specific fossil form into the garden design directly connects the space to the physical fabric of the Sussex coastline.

The spiral geometry of the ammonite serves as a timeless, universal metaphor for continuity, the passage of time, and the enduring nature of memory. By using an ammonite structure as a focal point, the garden transitions from a traditional commemorative space into a meaningful landmark that weaves together Peacehaven's ancient natural landscape with the personal stories and history of its modern community.

It is suggested to make this a sustainable and substantial landmark for Peacehaven a final budget of approximately £55,000 financed by grants will be needed.

2. Options for Council

1. To agree or amend the recommendations
2. To agree who can submit designs.
3. To agree who chooses the final design (residents or Councillors)
4. To agree whether the spec should be basic and follow the public consultation or include reference to a specific template design (whereby approval of using their IP is needed)
5. To agree whether the winning design is to be paid, and if so, the amount.

3. Reason for recommendation

To progress the project

4. **Expected benefits**

A Memorial Garden at Howard's Park would fulfil a clear community need for a respectful, accessible public sanctuary. It would enhance the town's green spaces, safeguard its coastal heritage, and ensure that future generations have a beautiful, grounding place to reflect, remember, and find peace. It will be an attractive, flat, accessible walk with a focal point for memorial plaques. From a tourism and commercial perspective, it will attract walkers on the King Charles III England Coastal Path to visit the Park and the nearby hospitality businesses.

5. Implications

5.1 Legal	-
5.2 Risks	Ensuring that watertight T&Cs are provided to those who submit designs
5.3 Financial	To agree whether there will be budget
5.4 Time scales	Stage 1 to commence asap if agreed
5.5 Stakeholders & Social Value	Empowering the community
5.6 Contracts	T&Cs will be drawn up for design submissions
5.7 Climate & Sustainability	Will be a consideration at each stage
5.8 Crime & Disorder	-
5.9 Health & Safety	-
5.10 Biodiversity	A consideration at each stage
5.11 Privacy Impact	In line with GDPR
5.12 Equality & Diversity	Accessible to all

6. Values & priorities alignment

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

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

None

7. Appendices

None

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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	
Subject:	Chalker rise pathway		
Purpose:	To agree		

Recommendation(s):
To agree to pay half the cost to improve the west entrance to centenary park from Chalkers rise using section 106 money's

1. Background

The parks officer was contacted on email by a representative of the accessibility group about accessibility issues with a pathway from Chalkers rise development onto centenary park after one resident had complained to him on Facebook about it.

Investigation led to the Barratts agreeing to fund half of the £3000 estimated cost to connect the pathway from Chalkers rise to centenary park. PTC are receiving section 106 money from the development towards the extra footfall created by the estate and it id recommended that we use some of this to pay the other half of the cost.

2. Options for Council

To agree to pay half the cost to improve the west entrance to centenary park from Chalkers rise using section 106 money's provided from this development.

3. Reason for recommendation

This is a good use of the 106-money received from the Chalkers Rise development.

4. Expected benefits

Safer route onto the park for residents from the southern end of Chalkers rise.

5. Implications

5.1 Legal	
5.2 Risks	Reduced risk to residents
5.3 Financial	Use of 106
5.4 Time scales	2 months
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	yes

6. Values & priorities alignment

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

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

L&A



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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Parks officer, Cllr Griffiths, Cllr Hart
Subject:	Graffiti policy		
Purpose:	To agree		

Recommendation(s):
To agree to the new graffiti policy and report sheet

1. Background

At the L&A meeting held on the 08/09/2026 it was agreed to create a graffiti policy and a separate report log sheet to help identify hot spots.

2. Options for Council

To agree to the policy and log sheet in the appendices

3. Reason for recommendation

To help identify graffiti hot spots and to give a timeline for removal of graffiti

4. Expected benefits

5. Implications

5.1 Legal	Removal of offensive graffiti
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	Yes to be reported to police
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

Appendices

GRAFFITI POLICY

Background

Graffiti is defined as unauthorised writing, drawing or scratches that are scribed, painted, or engraved upon walls and other surfaces without the owner's express permission.

Graffiti can be generally placed into the following categories:

1. Offensive graffiti – whilst there is no specific legal definition of 'offensive' we determine offensive graffiti as words or images which target a person's protected characteristics.
2. General graffiti:
   'Tags' – the most prominent form of graffiti in most areas of the UK
   Artistic – drawings, poetry etc.
   Other non-offensive writing or drawings

Protected characteristics as defined in the Equality Act 2010 are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Recommended list from L&A

- Abusive, threatening or intimidating language
- Racist or discriminatory wording, including language targeting a person or group because of a protected or personal characteristic.
- Sexually explicit or highly obscene wording or imagery.
- Derogatory or dehumanising terms directed at an individual or group.
- Wording that encourages, celebrates or threatens violence or harm.
- Graffiti deliberately targeting an identifiable individual with abusive or humiliating language.
- Symbols, slogans or coded language that are offensive or threatening when their recognised meaning and context are considered.

Graffiti is an important environmental issue for the town because of the adverse effects it can have on areas. The presence of unauthorised graffiti is unsightly and may also contribute to the decline of an area. Graffiti is costly to remove, and it can increase the perception of fear of crime and can be detrimental to community safety and values.

This proposed policy attempts to provide residents & businesses with clarity as to responsibilities for graffiti clearance and deliver a graffiti removal service that is efficient and sustainable within the resources and budget allocation.

Proposed Policy

Graffiti Removal on Council Owned Property

Non-Offensive Under 2.5 metres in height *

Removed from council owned property, parks, play equipment and street furniture within **fourteen days** unless the graffiti is on a specialist surface or listed buildings where contractors or consents may be required to carry out the work.

Offensive Under 2.5 metres in height

Removed from council owned property, parks, play equipment and street furniture within **two working days** unless the graffiti is on a specialist surface or listed buildings where contractors or consents may be required to carry out the work.

*NOTE * The council's 'working at height' risk assessment determines that 2.5 metres is the highest they can work safely without using specialist equipment which may need to be hired.*

Graffiti on council owned property which is over two metres in height will be assessed by officers who will arrange for a contractor to attend to take the action required to remove the incident(s).

The council does not have a statutory duty to remove graffiti on privately owned property. The owner/tenant of the property will be required to arrange removal by either themselves or a third-party contractor.

Graffiti removed by the council will be photographed before removal so that the case can be referred to the Police

Example of the report log

REPORT NUMBER	LOCATION	DATE GRAFFITI REPORTED	DATE GRAFFITI ASSESSED	TYPE OF GRAFFITI	DATE REMOVED	REPORTED TO THE POLICE
1	**Centenary Park**	20/10/2026	20/10/2026	non offensive	20/10/2026	NO

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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November	**Authors:**	Parks officer
Subject:	Vehicles and equipment planning for the future		
Purpose:	To note this report		

Recommendation(s):
To note this report.

1. Background

Since Peacehaven town council agreed to set the target of net zero emission by 2030 officers have been working in the background moving away from fossil fuels for our \vehicles and equipment. This has been done using the L&A budget and 106 money where appropriate. Also, over the last few years the finance officer in conjunction with the chair of the L&A has been allocating money in the L&A budget each year to the vehicle reserve this currently stands at £13,300, with a further £15,000 being added to the reserve next year, this is for future vehicle purchases in line with the net zero target set by the council.

The report below lays out the future plans for the town councils grounds team vehicles and equipment to help achieve the emission targets set and the possible costs.

so far, the changes from fossil fuels have included

leasing an electric van
changing battery powered handheld equipment
purchase of an electric utv vehicle for use on Centenary Park
purchase of a battery powered ride on mower
Also
the purchase of a petrol chipper to recycle hedge cuttings into mulch (this reduces the emissions previously made driving to Ringmer 20 to 30 times a year to recycle green waste)
changing from having large plastic tubs of marking fluid for the football pitches to having recyclable bags of marking fluid

2. Options for Council

To note this report

3. **Reason for recommendation**

This report is to keep members informed of the possible future expenditure required to achieve the net zero target.

4. **Expected benefits**

to achieve the net zero target
better quality air for the town and its park

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Budget costs
5.4 Time scales	2030
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	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

Vehicles and equipment planning for the future

When PTC declared a climate emergency and made a declaration to be Carbon neutral by 2030 officers started to look at the process of how this could be achieved.

The ways that PTC can do this is

I. Upgrading buildings owned by PTC improving the heating, power sources and insulation, etc. this is being carried out under the full council
II. how the groundstaff can carry out their tasks producing very low emissions this can be done by, changing to battery power where possible in all the vehicles and equipment. this is being carried out under the L&A committee.

How do we finance these changes?

The buildings are suitable for internal and external funding from CIL, etc, the vehicles do not come under any outside funding at the moment, so officers have been looking at funding PTC have received as part of the big park and Chalkers rise 106 monies.

In consultation with LDC officers we have been checking that 106 funds are available for purchasing vehicles and equipment and using these funds to purchase battery powered equipment to replace our old petrol equipment and vehicles where possible. An exception to this was the purchase of a diesel tractor in 2024 as there was no suitable alternative at the time.

Using 106 we have changed all handheld equipment to battery powered where possible from strimmer's to hedge cutters, chainsaws and recently we replaced the UTV vehicle with a HiSun battery powered model

In 2023 the small diesel van became too expensive to repair, and the L&A committee took the decision to lease an electric van from Toyota and to pay for this through the budget and precept.

Pedestrian equipment

The Pros and Cons of battery power

We are in our fourth year of using battery equipment for hedge cutting and strimming etc and we are finding the equipment is inferior to petrol-powered equipment with many breakdowns through electrical faults as well as them not withstanding heavy handed users very well. This has led to many repairs being required compared to when using the petrol-powered equivalent, so the overall finding is that the petrol equipment is better. However, the battery equipment has been good at reducing vibrations, noise levels user comfort and can still do the same job but maybe not as quickly as petrol, and the savings in fuels cost have been significant.

Battery is more expensive to purchase, for a strimmer a petrol one costing £350 and battery plus batteries and a charger coming to £1000 +vat, and a professional petrol version from £650+vat

Life expectancy

When we first looked at battery as an option it was decided at the L&A to allow 5 years as a life span for them and the batteries before renewal, this was how long we found petrol equipment to be reliable for, warranty to cover the batteries is usually 1 – 3 years. The reality is for the smaller handheld equipment 3 or 4 years is a better option as the equipment does not seem to be as robust as the petrol equivalate, the batteries are still lasting well so far so could be phase replaced when they start to deteriorate.

Vehicles

Electric small van

The leasing of the Toyota Proace E-Van for the last 3 years has allowed us to study how it works for us and the consensus is it is a good option for us for this size van as we do very low mileage each year and with batteries now getting better, we could imagine a E-van having a lifespan well beyond the 5 year battery warranty but if there was an issue with the battery after the 5 years this would put PTC liable for any costs.

E-van option after the contract ends in 2028 would be

Leasing another E van from £260+vat p/m (*you do not own the vehicle*),
Hire purchase from £280p/m (*deposit required you own the vehicle at completion*),
Personal contract purchase £260+vat (*deposit required you do not own the vehicle*) or
Full purchase from £31,000+vat. (all prices approximated from a google search)

Tipper Truck

The truck is used to carry out a number of task from towing trailers to carrying hedge cuttings etc but he main one is doing the bin rounds twice a week and taking the binbags to Brighton once a week. The current diesel-powered tipper transit is ideal for this type of work and has a payload of up to 2500kg however we do still do low mileage only 4000 miles a year on average.

E truck options are improving monthly with many different options available now compared to two years ago, battery ranges increasing to over 250 miles per full charge which is plenty for our requirements, but payload capacity is lower at 1500-1700kg so this could mean we have to take two smaller loads to Brighton each week.

Petrol tippers are very rare and usually made by unknown European companies and imported, they also have a reduced load capacity.

Costs
To purchase (approximate cost from google searches)
Diesel truck from £28,000+vat
Electric from £47,000+vat
Leasing (approximate cost from google searches)
Diesel from £500p/m
Electric from £950 p/m

life span- battery warranties are usually 5 years but with the low mileage going well beyond this could be an option but if the battery fails the vehicle is useless. A diesel truck will go for as long as you want it too if kept serviced regularly, so this may be an option concidered.

The current tipper truck has been very reliable and with minimal costs would carry on for a number of years before the bodywork starts to deteriorate, the engine should be good for many years.

If the town council are looking to reach the carbon neutral target,

then do they have to change to electric regardless of the costs? is it better to have a diesel-powered truck for the extra payload capacity/ longevity and we look at Carbon offsetting as an option?

(Carbon offsetting is a mechanism where individuals or organizations fund projects that reduce or remove greenhouse gas emissions to balance out their own residual carbon footprint).

TYPE	MAKE/ MODEL	YEAR OF PURCHASE	life expectancy	FUEL TYPE	PURCHASE PRICE +VAT	Replacement cost 2026
Vehicle	toyota E proace	2023	2027	Battery	LEASE	£30,000.00
Handheld	Strimmers	2022	2027	Battery	£284.24	£300.00
other	8 x batteries	2022	2027	Electric	£164.25	£247.00
handheld	hedgecutter	2022	2028	Battery	£299.00	£450.00
Hand held	long handled hedge cutter	2022	2028	Battery	£374.24	£500.00
Hand held	pole saw	2022	2028	Battery	£449.25	£500.00
Handheld	blower	2022	2028	Battery	£299.25	£200.00
Handheld	blower	2022	2028	Battery	£299.25	£200.00
Hand held	Chainsaw	2022	2029	Battery	£336.75	£490.00
Hand held	Strimmers	2025	2029	Battery	£284.24	£300.00
Hand held	Strimmers	2025	2029	Battery	£284.24	£300.00
Vehicle	Ford transit	2016	2030	Diesel	£18,550.00	£50,000.00
Ride on Mower	Cramer optimus electric mower	2025	2030	Battery	£24,498.00	£27,000.00
Pedestrian Mower	allet C24 bowling green mower	2008	2030	Petrol	£6,000.00	£11,000.00
handheld	pedestrian rotary mower	2022	2030	Battery	£749.25	£700.00
other	8 x battery charger	2022	2030	Electric	£82.49	£85.00
Vehicle	HiSun utility vehicle	2026	2031	Battery	£12,999.00	£16,000.00
Other	pro eliet chipper	2026	2032	Petrol	£12,430.00	£11,000.00
other	billy goat vaccum	N/A	2032	Petrol	N/A	£1,800.00
Vehicle	Kubota tractor	2024	2034	Diesel	£32,981.00	£39,000.00

other	wessex tractor mounted mower	2024	2034	N/A	£6,885.00	£8,000.00
Other	generator 4kva	2017	2035	Petrol	£550.00	£750.00
Other	generator 7kva	2012	2035	Petrol	£500.00	£650.00
other	sisis tractor mounted slitter	2018	2035	N/A	£6,000.00	£8,000.00

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Committee:	Leisure and Amenities	**Agenda Item:**	LA
Meeting date:	10th November 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.

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	

Peacehaven Town Council

Detailed Income & Expenditure by Budget Heading 03/11/2026

Month No: 7 **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	0	2,000	2,000		2,000	0.0%	
4202	Repairs/Maintenance of Vehicle	1,729	7,500	5,771		5,771	23.1%	
4203	Fuel	2,429	5,500	3,071		3,071	44.2%	
4204	Road Fund License	0	600	600		600	0.0%	
4206	Vehicle Reserve	0	10,000	10,000		10,000	0.0%	
4305	Uniform	236	1,000	764		764	23.6%	
Grounds Team General Exp :- Indirect Expenditure		**4,394**	**26,600**	**22,206**	**0**	**22,206**	**16.5%**	**0**
	Net Expenditure	**(4,394)**	**(26,600)**	**(22,206)**				
310	Sports Park							
1025	Rent & Service	1,297	3,360	2,063			38.6%	
1026	Rent & Service Bowls	5,354	6,896	1,542			77.6%	
1041	S/P Telephone Masts	7,672	7,672	(0)			100.0%	
1043	S/P Football Pitches	2,783	3,000	217			92.8%	
1060	Water Usage	1,160	0	(1,160)			0.0%	
1061	S/P Court Hire	421	740	319			56.9%	
	Sports Park :- Income	**18,688**	**21,668**	**2,980**			**86.2%**	**0**
4101	Repair/Alteration of Premises	52	0	(52)		(52)	0.0%	
4111	Electricity	174	3,000	2,826		2,826	5.8%	
4131	Rates	931	2,500	1,569		1,569	37.2%	
4160	Changing Places Costs	70	700	630		630	10.0%	
4161	Cleaning Costs	9,122	12,500	3,378		3,378	73.0%	
4164	Trade Refuse	714	3,000	2,286		2,286	23.8%	
4171	Grounds Maintenance Costs	4,533	10,000	5,467		5,467	45.3%	1,750
	Sports Park :- Indirect Expenditure	**15,596**	**31,700**	**16,104**	**0**	**16,104**	**49.2%**	**1,750**
	Net Income over Expenditure	**3,092**	**(10,032)**	**(13,124)**				
6000	plus Transfer from EMR	1,750	0	(1,750)				
	Movement to/(from) Gen Reserve	**4,842**	**(10,032)**	**(14,874)**				
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	488	5,000	4,512		4,512	9.8%	
4102	Maintenance of Buildings	443	500	57		57	88.5%	
4111	Electricity	454	1,000	546		546	45.4%	
4112	Gas	128	1,000	872		872	12.8%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4121	Rents	11,010	15,500	4,490		4,490	71.0%	
4131	Rates	0	6,052	6,052		6,052	0.0%	(6,052)
4164	Trade Refuse	1,563	0	(1,563)		(1,563)	0.0%	
4166	Skip Hire	315	1,000	685		685	31.5%	
4173	Fertilisers & Grass Seed	3,982	4,800	818		818	83.0%	3,982
4303	Machinery Mtce/Lease	1,193	4,000	2,807		2,807	29.8%	1,193
4329	Advertising	0	2,000	2,000		2,000	0.0%	
	Big Park :- Indirect Expenditure	**19,576**	**40,852**	**21,276**	**0**	**21,276**	**47.9%**	**(877)**
	Net Income over Expenditure	**(19,576)**	**(38,852)**	**(19,276)**				
6000	plus Transfer from EMR	(877)	0	877				
	Movement to/(from) Gen Reserve	**(20,453)**	**(38,852)**	**(18,399)**				
316	Gateway Cafe							
1025	Rent & Service	5,000	9,643	4,643			51.8%	
1092	Electricity Feed-in Tariff	289	0	(289)			0.0%	
1111	Electricity	3,530	10,000	6,470			35.3%	
	Gateway Cafe :- Income	**8,818**	**19,643**	**10,825**			**44.9%**	**0**
4101	Repair/Alteration of Premises	114	3,000	2,886		2,886	3.8%	
4111	Electricity	1,625	10,000	8,375		8,375	16.3%	
4115	CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116	Servicing / Maintenance	302	1,500	1,198		1,198	20.1%	
4326	Telephones	0	240	240		240	0.0%	
	Gateway Cafe :- Indirect Expenditure	**2,041**	**16,240**	**14,199**	**0**	**14,199**	**12.6%**	**0**
	Net Income over Expenditure	**6,777**	**3,403**	**(3,374)**				
325	Highways							
1022	Planter Advertising	400	1,100	700			36.4%	
1051	A1 Boards	0	1,100	1,100			0.0%	
	Highways :- Income	**400**	**2,200**	**1,800**			**18.2%**	**0**
4851	Noticeboards	105	650	545		545	16.2%	
4852	Monument & War Memorial	0	600	600		600	0.0%	
4853	Street Furniture	0	600	600		600	0.0%	
	Highways :- Direct Expenditure	**105**	**1,850**	**1,745**	**0**	**1,745**	**5.7%**	**0**
4101	Repair/Alteration of Premises	1,214	2,500	1,286		1,286	48.6%	
4111	Electricity	427	1,932	1,505		1,505	22.1%	
4171	Grounds Maintenance Costs	381	500	119		119	76.2%	
4850	Grass Cutting Contract	20,842	20,842	(0)		(0)	100.0%	
	Highways :- Indirect Expenditure	**22,865**	**25,774**	**2,909**	**0**	**2,909**	**88.7%**	**0**
	Net Income over Expenditure	**(22,570)**	**(25,424)**	**(2,854)**				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330	Parks & Open Spaces							
1044	Hire of the Dell	4,810	4,500	(310)			106.9%	
1050	Allotment Rent	60	2,650	2,590			2.3%	
1303	Water Charges	(218)	0	218			0.0%	
	Parks & Open Spaces :- Income	**4,652**	**7,150**	**2,498**			**65.1%**	**0**
4050	Allotment Costs	1,339	1,000	(339)		(339)	133.9%	
4104	Vandalism Repairs	4,120	1,500	(2,620)		(2,620)	274.7%	
4105	Tree Works	520	2,000	1,480		1,480	26.0%	
4106	Signage	4,670	5,000	330		330	93.4%	
	Parks & Open Spaces :- Direct Expenditure	**10,649**	**9,500**	**(1,149)**	**0**	**(1,149)**	**112.1%**	**0**
4101	Repair/Alteration of Premises	2,088	5,000	2,912		2,912	41.8%	
4141	Water Services	4,340	7,000	2,660		2,660	62.0%	
4164	Trade Refuse	0	500	500		500	0.0%	
4169	Play Equipment Reserve	4,436	5,000	564		564	88.7%	
4171	Grounds Maintenance Costs	1,717	4,000	2,283		2,283	42.9%	
4301	Purchase of Furniture/Equipmen	(194)	2,500	2,694		2,694	(7.7%)	
4305	Uniform	55	0	(55)		(55)	0.0%	
	Parks & Open Spaces :- Indirect Expenditure	**12,442**	**24,000**	**11,558**	**0**	**11,558**	**51.8%**	**0**
	Net Income over Expenditure	**(18,439)**	**(26,350)**	**(7,911)**				
355	The Hub							
1084	Sports Pavilion	12,921	18,548	5,627			69.7%	
1111	Electricity	0	300	300			0.0%	
1112	Gas	45	300	255			15.0%	
1303	Water Charges	75	160	85			46.9%	
1355	Wifi	105	210	105			50.0%	
	The Hub :- Income	**13,146**	**19,518**	**6,372**			**67.4%**	**0**
4175	Music Licence	0	418	418		418	0.0%	
	The Hub :- Direct Expenditure	**0**	**418**	**418**	**0**	**418**	**0.0%**	**0**
4101	Repair/Alteration of Premises	900	2,000	1,100		1,100	45.0%	900
4103	Annual Servicing Costs	481	2,500	2,019		2,019	19.2%	
4111	Electricity	943	3,000	2,057		2,057	31.4%	
4112	Gas	472	3,000	2,528		2,528	15.7%	
4177	Hub Reserve	17,025	5,000	(12,025)		(12,025)	340.5%	15,735
4355	Wifi	78	420	342		342	18.5%	
	The Hub :- Indirect Expenditure	**19,899**	**15,920**	**(3,979)**	**0**	**(3,979)**	**125.0%**	**16,635**
	Net Income over Expenditure	**(6,753)**	**3,180**	**9,933**				
6000	plus Transfer from EMR	16,635	0	(16,635)				
	Movement to/(from) Gen Reserve	**9,883**	**3,180**	**(6,703)**				

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Peacehaven Town Council

Detailed Income & Expenditure by Budget Heading 03/11/2026

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**45,704**	**72,179**	**26,475**			**63.3%**	
Expenditure	**107,566**	**192,854**	**85,288**	**0**	**85,288**	**55.8%**	
Net Income over Expenditure	**(61,862)**	**(120,675)**	**(58,813)**				
plus Transfer from EMR	**17,508**	0	(17,508)				
Movement to/(from) Gen Reserve	**(44,354)**	**(120,675)**	**(76,321)**				

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Town Clerk

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

Committee:	Leisure and Amenities	**Agenda Item:**	LA
Meeting date:	10th November 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

No decision required.

4. Expected benefits

a. The community

Making sure complaints are dealt with effectively

b. The environment

c. Other

5. Implications

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

6. Values & priorities alignment

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

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

7. Appendices

	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
729	14/09/2026	Email	The Dell	Health & Safety	Cllr Campbell emailed to report a trip hazard in the Dell	groundstaff located the item, which was an old dog bin post, and it was removed by 2pm on the same day	Parks officer	Closed
731	21/09/2026	Raised by PTC	Centenary Park	Misc/Other	offensive graffiti sprayed on the skate park	Tom James prioritised its removal in the absence of the parks officer	Parks officer	Closed
732	22/09/2026	Email	Non-PTC land	Misc/Other	a resident reported the the bastion steps improvement works has left a hole big enough for a car to pass through	parks officer contacted LDC who replied the works were to be completed in the next week or so and the hole will be sorted out as part of this.	Parks officer	Referred to LDC
733	29/09/2026	Raised by PTC	Centenary Park	Antisocial behaviour	4 youths taking turns at driving an electric motorbike driving across centenary park at speed	parks officer reported this to Sussex police operation crackdown	Parks officer	Referred elsewhere
735	28/09/2026	Email	Centenary Park	Misc/Other	an email from the chair of the bowls club to complain about car parking at centenary park	After a meeting with Cllr Gallagher parks officer forwarded the email on to her as the email was directed at the chair of L&A carparking review currently taking place	information officer	Open

736	08/10/2026	Raised by PTC	Centenary Park	Antisocial behaviour	the Parks officer was on the skate park and youths on electric motor bikes used threatening behaviour by riding close stopping and using their rear wheel to try and fire dirt it him	called the police they contacted the parks officer directly and once they were happy, he was safe took details of the incident and said they would note it as assault, but no officers were in the area to attend. They were informed that the bikers are frequently on the park from midday until 3 pm if they wanted to attend the site in the future.	Steph/ Parks officer	Open
739	12/10/2026	Email	The Oval	Trees	A resident wrote in asking for trees to be reduced in height behind their property	parks officer attended the site to assess the trees and found them to be healthy so in keeping with the tree works policy informed the resident PTC had no plans to carry out works on these trees. It was also pointed out these trees have tree preservation orders on them and that if the resident wanted to pay for reducing the trees they would need to apply for planning permission before doing so.	parks officer	Referred to LDC

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Community House,
Meridian Way,
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BN10 8BB.

Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Parks officer
Subject:	Playground repairs		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

Peacehaven own 4 children's playgrounds across the Town.

It has been asked that we keep the committee up to date on any expenditure incurred for repairs to the play equipment.

The Dell– replace 8 rotten flooring and 1 post on the boat - £3,978.54 +vat (fitted by PTC staff) from L&A budget

The Dell – replace damaged and worn-out rubber mats under the swings - £400 (ongoing)

Centenary Park suspension bridge – to replace snapped rope and replace any damaged wood - £1,996.00 + VAT (fitting carried out by Playsafe ltd) use of 106 money

Centenary Park – climbing frame – to replace worn ropes and nets - £4,959.00 + VAT (fitting carried out by Playsafe ltd) use of 106 money

Centenary Park - replace worn rubber mats under bridge and reinstate ground levels £40

Pump track - reseed banks, seed provided by LDC (staff time)

2. Options for Council

To note this report

3. Reason for recommendation

Report to be keep the committee abreast of the ongoing costs

4. Expected benefits

Keeping the playgrounds safe to use

Extending the lifespan of the playground equipment.

5. Implications

5.1 Legal	BS EN 1177 and BS EN 1176
5.2 Risks	assessed
5.3 Financial	From budget and 106 monies
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

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Community House,
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Committee:	Leisure and Amenities	**Agenda Item:**	
Meeting date:	10th November 2026	**Authors:**	Parks officer
Subject:	Football foundation funding pitch report		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

in 2023 we were successful in being awarded £54,614 in funding towards the maintenance of the football pitches at Centenary Park from the football foundation pitch maintenance fund. As part of this we have to provide data for the foundation to assess the pitches each year. This year's report has shown the pitches to have deteriorated in quality due to the drought leading to all the pitches being downgraded from basic to poor.

Whilst this is not ideal it will help to highlight how hard it is to keep grass in the current climate we live in and hopefully will lead to future funding to help improve the pitches. In the meantime, the groundstaff will endeavour to do as much as we can within budgets to improve the pitches this year, we have already overseeded and fertilised with aeration booked in for later in the year, we now rely on the weather to help germinate the seed before winter sets in.

the report is available from the parks officer if required.

2. Options for Council

To note this report

3. Reason for recommendation

No action required

4. Expected benefits

improved grass pitches for the town.