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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 14th July 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 5 members of the public in attendance.

- 1. LA 1117 CHAIR ANNOUNCEMENTS** The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, went through the building fire procedure, asked that phones be turned off or put onto silent, informed everyone that the meeting was being recorded for internal use, and updated members on the public questions session and the 3-minutes standing orders rule.

The Chair commented on:-

- The recent heatwaves and wildfires and asked that the topic of climate change be part of the committee.
- The news of the death of a former politician, where the Chair reminded members of the dangers for those in public life, including social media, and reminded fellow Councillors not to publish personal information, including addresses. The Chair expressed not wanting photos of herself without her permission.

2. LA 1118 PUBLIC QUESTIONS.

The first questioner was the Secretary of the Community Garden, who spoke in reference to **LA 1128 COMMUNITY GARDEN EXPANSION**, and read out part of their 2023 Constitution, including that the garden exists to enable members to grow produce, share ideas, learn, and provide free fruit and vegetables. They expressed they were not looking for an expansion, but that part of the garden was overgrown, which the group was looking to recultivate. They commented that their request for the installation of a bench/table had been rejected by PTC, and pointed out that there were several benches in the Oval already that were subject to rubbish, and that the installation of one more bench in the garden would encourage people to sit and enjoy the garden and nature.

A second questioner commented positively about the Community Garden, and to their question about where the water came from, the Secretary of the Community Garden clarified there were 10 water butts.

The first questioner confirmed that supporting evidence for the Community Garden request could be obtained but had not known that it was needed.

3. LA 1119 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was an apology from Cllr Sharkey.

4. LA 1120 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There was a declaration of interest from:-

- Cllr Griffiths in relation to item LA 1128 COMMUNITY GARDEN EXPANSION
- Cllr Gallagher in relation to item LA 1124 TO NOTE ALLOTMENTS UPDATE

5. LA 1121 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 19TH MAY 2026

Several members raised that the minutes were not included in the papers.

It was proposed to approve the minutes of the L&A Committee meeting held on 19th May 2026.

Proposed by: Cllr Fabry

Seconded by: Cllr Gallagher

The resolution was **carried**.

1 member abstained.

The Chair brought the following item forward:-

12. LA 1128 COMMUNITY GARDEN EXPANSION

Cllr Griffiths raised two issues: the positioning of the bench, and concern of loss of biodiversity, and expressed that the garden had a licence which outlined they had to pass things through the Parks Officer. They commented that the licence was inadequate and should be reviewed, for instance it did not clarify the policies mentioned.

The Chair agreed with the points raised, commented they would be reluctant to refuse but that more work needed to be done to look into it more deeply before making a decision.

Cllr Hart raised having carried out some research, including the NDP, and that it was good use of land and a good location, could meet the needs of our community for food growth, and suggested considering the long-term objectives with the Parks Officer.

Cllr Griffiths expressed that a licence had been given recently to Develop Outdoors, and suggested being equitable with what's in both licences.

It was proposed to defer the decision to the next meeting, set up a TFG to look into it and review the licence.

Proposed by: Cllr Gallagher

Seconded by: Cllr Hart

All in **favour**.

TFG members were confirmed as Cllr Gallagher, Cllr Hart, and Cllr Griffiths.

6. LA 1122 TO NOTE THE BUDGET UPDATE

The Chair referred to two items in the minutes:-

- The allotments and its income and expenditure, and expressed gathering information prior to meeting with the RFO in September for next year's budget setting.
- The planters along the high street - the Chair expressed having thought that the money from advertising would be used for seasonal planter planting, and suggested this be looked into for the future.

The Parks Officer expressed that under item LA1124 on this agenda that the breakdown was provided for the allotments, and would be happy to have a meeting to explain everything.

The budget was **noted**.

7. LA 1123 TO NOTE ACTION PLAN UPDATE

The Parks Officer expressed that the Action Plan was shorter than at the last committee as all the completed items had been removed.

The Chair asked for an update on OVCA as to what the hold up was, and wanted the project completed before May 2027.

Cllr Griffiths provided reasons for the delay, including the lottery, there being lots of paperwork, and two part time OVCA staff members. The Parks Officer it could have been raised before this meeting with the Town Clerk, and the Chair confirmed she would raise it with the Town Clerk.

It was suggested that the Hub items be removed, as it was no longer under the committee.

Cllr Fabry raised that the accessibility audit of parks and open spaces would be brought to the next meeting, and Cllr Hart was interested to join the TFG.

It was suggested to remove the Purchase of the battery utility vehicle as that had been agreed at Full Council.

The action plan was **noted**.

8. LA 1124 TO NOTE ALLOTMENTS UPDATE

The Parks Officer briefly outlined the report.

The Chair raised that more work needed to be done, and that the Horticultural Society held an open session at the beginning of June where allotment holders talked about fencing with varying opinions.

The Parks Officer confirmed there had not been problems before, and that it had now stopped. Cllr Hart suggested reaching out to groups to positively involve youths.

The Chair raised that it was nice that the allotment were so open and part of the community, and was visible from Cornwall Avenue.

The update was **noted**.

9. LA 1125 TO NOTE THE COMPLAINTS LOG

The Chair expressed that the log was easy to read. In relation to item 699, Cllr Griffiths commented that the scheduled work was during the nesting season – The Parks Officer confirmed it had been checked and there were no birds.

10. LA 1126 TO AGREE TO SET UP A TFG TO REVIEW THE BUSINESS PLAN

The Chair read out the NDP's Vision, and reminded committee how the vision should be achieved, and that there were also designated community projects within the NDP. The Chair suggested the projects from the NDP be considered for the Business Plan.

It was proposed to set up a TFG to review the Business Plan

Proposed by: Cllr Hart Seconded by: Cllr Donovan

All in **favour**.

TFG members: The Chair, Cllr Studd and Cllr Hart.

11. LA 1127 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFG's)

I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES

As agreed earlier in the meeting, this would move forward.

II. HOWARD PARK PHASE 2

The TFG updated members that a landscape designer had provided some designs, but as there was no budget, funding had to be sought by the Meetings & Projects Officer; that a local company may be interested in supporting the project, and the TFG, the potential designer, the Parks Officer and the Meetings & Projects Officer would meet the interested business on site on 22nd July at 10am.

The Chair commented that the public consultation had only received around 39 responses, who were generally of the older generation, and hoped the installation would attract younger people to the park but remain a quiet location. Cllr Donovan commented there was nothing in Peacehaven to commemorate loved ones.

20:26 – 2 members of the public left the meeting

13. LA 1129 TO AGREE MERIDIAN MONUMENT RESTORATION PUBLIC CONSULTATION

It was clarified that the monument was the responsibility of Peacehaven Town Council, that it had been painted around 10 – 12 years ago, and cleaned recently. The Chair agreed that it did need restoration, and the Parks Officer raised the brass plaques did need renovating, the monument itself was sound, and the original globe had been replaced with a plastic one.

Cllr Donovan expressed the need for an improved monument for visitors to the town in relation to the new Meridian Meander.

Cllr Hart suggested including background information about the monument.

It was proposed to go forward with the consultation, with a brief history of the monument and picture – send to local schools and link it to the Meridian Meander.

Proposed by: Cllr Donovan Seconded by: Cllr Griffiths

All in **favour**.

Cllr Griffiths asked for a copy of the publication when available.

The Chair returned to item **LA 1126 TO AGREE TO SET UP A TFG TO REVIEW THE BUSINESS PLAN**, ran through the items on the report that the TFG would review, including making sure PTC policies all tie up together, and expressed that items overlapped with the E&S committee.

14. LA 1130 TO REVIEW THE CLIMATE VEHICLE AND EQUIPMENT PLAN AND TIME SCALE

The Parks Officer raised that the Environment and Sustainability Committee had agreed to achieve scope 1, updated committee briefly on what scopes 2 & 3 involved, and that amber and yellows represented coming up next year, ran through when some equipment was due, and that the big spend would come in 2030, and a discussion was needed at budget setting to work out how to build up the reserves.

Cllr Donovan expressed this should be put into the business plan.

The Chair queried whether anything else was required, whereby The Parks Officer confirmed it depended on de-volved land, and Morrisons and section 106 monies was briefly discussed.

15. LA 1131 TO CONFIRM DATE OF NEXT MEETING AS THE 8TH AUGUST 2026

The Parks Officer confirmed that the next meeting would be September, and not August.

The date of the next meeting was confirmed as 8th September.

There being no further business the meeting ended at 20:49.

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Committee:	Leisure and Amenities	Agenda Item:	LA 1137
Meeting date:	8 th September 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	

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

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	1,399	7,500	6,101		6,101	18.7%	
4203 Fuel	317	5,500	5,183		5,183	5.8%	
4204 Road Fund License	0	600	600		600	0.0%	
4206 Vehicle Reserve	0	10,000	10,000		10,000	0.0%	
4305 Uniform	141	1,000	859		859	14.1%	
Grounds Team General Exp :- Indirect Expenditure	1,857	26,600	24,743	0	24,743	7.0%	0
Net Expenditure	(1,857)	(26,600)	(24,743)				
310 Sports Park							
1025 Rent & Service	934	3,360	2,426			27.8%	
1026 Rent & Service Bowls	3,569	6,896	3,327			51.8%	
1041 S/P Telephone Masts	7,672	7,672	(0)			100.0%	
1043 S/P Football Pitches	950	3,000	2,050			31.7%	
1060 Water Usage	730	0	(730)			0.0%	
1061 S/P Court Hire	349	740	391			47.2%	
Sports Park :- Income	14,205	21,668	7,463			65.6%	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	50	700	650		650	7.1%	
4161 Cleaning Costs	6,862	12,500	5,638		5,638	54.9%	
4164 Trade Refuse	714	3,000	2,286		2,286	23.8%	
4171 Grounds Maintenance Costs	3,366	10,000	6,634		6,634	33.7%	1,750
Sports Park :- Indirect Expenditure	12,096	31,700	19,604	0	19,604	38.2%	1,750
Net Income over Expenditure	2,109	(10,032)	(12,141)				
6000 plus Transfer from EMR	1,750	0	(1,750)				
Movement to/(from) Gen Reserve	3,859	(10,032)	(13,891)				
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	468	5,000	4,532		4,532	9.4%	
4102 Maintenance of Buildings	121	500	379		379	24.2%	
4111 Electricity	285	1,000	715		715	28.5%	
4112 Gas	108	1,000	892		892	10.8%	
4121 Rents	7,340	15,500	8,160		8,160	47.4%	

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4131 Rates	0	6,052	6,052		6,052	0.0%	(6,052)
4164 Trade Refuse	798	0	(798)		(798)	0.0%	
4166 Skip Hire	315	1,000	685		685	31.5%	
4173 Fertilisers & Grass Seed	360	4,800	4,440		4,440	7.5%	360
4303 Machinery Mtce/Lease	0	4,000	4,000		4,000	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
Big Park :- Indirect Expenditure	9,794	40,852	31,058	0	31,058	24.0%	(5,692)
Net Income over Expenditure	(9,794)	(38,852)	(29,058)				
6000 plus Transfer from EMR	(5,692)	0	5,692				
Movement to/(from) Gen Reserve	(15,486)	(38,852)	(23,366)				
316 Gateway Cafe							
1025 Rent & Service	3,571	9,643	6,072			37.0%	
1111 Electricity	1,970	10,000	8,030			19.7%	
Gateway Cafe :- Income	5,541	19,643	14,102			28.2%	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	372	1,500	1,128		1,128	24.8%	
4326 Telephones	0	240	240		240	0.0%	
Gateway Cafe :- Indirect Expenditure	2,111	16,240	14,129	0	14,129	13.0%	0
Net Income over Expenditure	3,431	3,403	(28)				
325 Highways							
1022 Planter Advertising	267	1,100	833			24.2%	
1051 A1 Boards	0	1,100	1,100			0.0%	
Highways :- Income	267	2,200	1,933			12.1%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Highways :- Direct Expenditure	0	1,850	1,850	0	1,850	0.0%	0
4101 Repair/Alteration of Premises	1,214	2,500	1,286		1,286	48.6%	
4111 Electricity	251	1,932	1,681		1,681	13.0%	
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	22,688	25,774	3,086	0	3,086	88.0%	0
Net Income over Expenditure	(22,421)	(25,424)	(3,003)				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1025 Rent & Service	50	0	(50)			0.0%	
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	4,702	7,150	2,448			65.8%	0
4050 Allotment Costs	817	1,000	183		183	81.7%	
4104 Vandalism Repairs	3,777	1,500	(2,277)		(2,277)	251.8%	
4105 Tree Works	520	2,000	1,480		1,480	26.0%	
4106 Signage	4,587	5,000	413		413	91.7%	
Parks & Open Spaces :- Direct Expenditure	9,702	9,500	(202)	0	(202)	102.1%	0
4101 Repair/Alteration of Premises	1,498	5,000	3,503		3,503	29.9%	
4141 Water Services	2,243	7,000	4,757		4,757	32.0%	
4164 Trade Refuse	0	500	500		500	0.0%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
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	5,319	24,000	18,681	0	18,681	22.2%	0
Net Income over Expenditure	(10,318)	(26,350)	(16,032)				
355 The Hub							
1084 Sports Pavilion	8,987	18,548	9,561			48.5%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	50	160	110			31.3%	
1355 Wifi	70	210	140			33.3%	
The Hub :- Income	9,107	19,518	10,411			46.7%	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	153	2,500	2,347		2,347	6.1%	
4111 Electricity	531	3,000	2,469		2,469	17.7%	
4112 Gas	341	3,000	2,659		2,659	11.4%	
4177 Hub Reserve	17,025	5,000	(12,025)		(12,025)	340.5%	15,735
4355 Wifi	22	420	398		398	5.2%	
The Hub :- Indirect Expenditure	18,971	15,920	(3,051)	0	(3,051)	119.2%	16,635
Net Income over Expenditure	(9,864)	3,180	13,044				
6000 plus Transfer from EMR	16,635	0	(16,635)				
Movement to/(from) Gen Reserve	6,771	3,180	(3,591)				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

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	33,821	72,179	38,358			46.9%	
Expenditure	82,537	192,854	110,317	0	110,317	42.8%	
Net Income over Expenditure	(48,716)	(120,675)	(71,959)				
plus Transfer from EMR	12,693	0	(12,693)				
Movement to/(from) Gen Reserve	(36,023)	(120,675)	(84,652)				

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Committee:	Leisure and Amenities	Agenda Item:	LA 1138
Meeting date:	8 th September 2026	Authors:	Parks officer/ Finance officer
Subject:	Action plan		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

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

2. Options for Council

To note this report

3. Reason for recommendation

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

4. Expected benefits.

a. The community

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

b. The environment

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

5. Implications

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	

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	COMPLETION DATE
LA 618	OVCA entrance to the south downs N P project.		£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.		TBC	TBC	2026	Parks Officer TFG Members	Busineses Plan Item TFG members, Cllr Sharkey, Cllr Griffiths and Cllr Fabry to meet in June 2026	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	
LA798 30/05/2023	Signage project in Parks and around PTC land.	signage has been delivered and is sheduled for installation over the next month		L&A budget	2026	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	TBC	Lottery	2027	Projects officer		In progress	



Committee:	Leisure and Amenities	Agenda Item:	LA 1139
Meeting date:	8th September 2026	Authors:	Councillor Cathy Gallagher
Subject:	To consider Allotment Gardens		
Purpose:	Agree recommendations		

Recommendation(s):

1. To provide background and follow up from last Committee (14th July 2026)
2. To agree recommendations

1. Background

This report has been researched and written during a period of extreme Climate Change in that the UK has experienced the longest and hottest period of temperatures and drought since records began.

Cllr Cathy Gallagher has written this as Chair of Leisure and Amenities Committee and as an Allotment Liaison Councillor. For clarity this role is described in the notice posted at the entrance to the Allotment Gardens as:

ALLOTMENTS LIAISON ROLE

“To provide an Intermediary between PTC and Allotment plot tenants. To foster good relations providing a channel of open communication and reduce complaints”

There are circa 90 tenants on the Allotment including a plot used by Peacehaven Horticultural Society (PHS)

PHS is a registered Charity which is over 100 years old and amongst other services of Community benefit it stages an Annual Show.

There have been periods of tension and complaint concerning the Allotments, notably in 2022.

A number of changes were made following a review which included a re-written Terms and Conditions for Allotment tenancy and management and the creation of the Allotment Liaison Councillor Role in 2023.

In the summer of 2026, there has been an Open session arranged by PHS and because Cllrs Gallagher and Donovan as supporting this Charity, Allotment Tenants have been more open in their comments.

The time has come to review in depth the way the Allotments operate, especially with the impact of changing weather conditions and increased legislation.

The Allotments and Growing particularly food are a key essential in the Governments Planning Policy for Growth, Social Welfare and Public Health.

In the Aims of the Peacehaven and Telscombe Neighbourhood Plan 2022 – 2030, which has been “made” in May 2026 and is now a Legal Document which has weight in any Planning decisions.

It is written on page 15 of the plan

“Improvements to community facilities such as libraries, food growing spaces and meeting spaces, to enable more community interaction and knowledge sharing “

The comments from Tenants have included concerns about wildlife, the plastic and large structures appearing on individual plots, access to fresh drinking water, possibility of compost toilet, boundary brambles and maintenance of 2 Foot 60cm gap. Difficulties of dealing with overgrown plots and residential boundaries, tenants committees.

This list is not complete, but it shows a healthy wish to engage with PTC who hold the Freehold and are responsible for the management.

PTC is also responsible for the carrying out of Legislation which includes the Equal Opportunities Act 2010 and Health and Safety Act as well as a duty to ensure there is no bullying, intimidation or other divisive behaviours.

The Allotment Garden is one of the 16 Sites named in the Neighbourhood Development Plan for protection.

Pages 52 to 61. Policies PT14 , PT15,Pt16, PT17, PT18,

2. Options for Council

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.

3. Reason for recommendation

Cllr Gallagher has communicated with the Parks Officer and the Town Clerk and has made a number of recommendations.

Due to the intense heat and the holiday period of August it has not been possible to bring a comprehensive set of recommendations to this Committee Meeting, so the Committee is being asked to approve the Recommendations.

4. Expected benefits

5. Implications

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

6. Values & priorities alignment

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

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

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Community House,
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Committee:	Leisure and Amenities	Agenda Item:	LA 1140
Meeting date:	8 th September 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
693	09/06/2026	In Person	Non-PTC land	Grass verges	Verges and grass areas at the end of the roads off the south coast road, long and covered in fox tail the weed that gets stuck in dogs' paws. Should have been cut 2 weeks ago (26th May)	reported to customer first and highways 16.6 - highways missed the 26/5 cut. Next one will be the 23.6 and will take 5 days to complete Peacehaven cuts.
694	10/06/2026	Email	Non-PTC land	Grass verges	Grass verges have still not been cut. The previous cut was several months ago, and the latest cut should have been carried out on 26 May.	Emailed ESHW and sent resident the details of how to log via the ESHW portal and advised contacting ESCC Councillor if they would like to take it further.
697	22/06/2026	Email	Other Park	Overhanging foliage	a resident adjoining shepherds down park complained about ivy on their fence and an over hanging tree.	the Parks officer replied stating hedge cutting and tree pruning are not carried out until July due to nesting birds and that the grounds team would be onsite to carry out the works within a few weeks.
698	27/06/2026	Email	Non-PTC land	Grass verges	..it is now 26 June, and no grass verges have been cut in my area. Is anyone actually taking ownership and managing this?	Contact ESCC, and Cllr Pedro, and responded to resident
699	30/06/2026	Email	Other Park	Trees	a resident sent in pictures of a tree at heathy brow which is bending over the spinal path	the park officer had noticed this tree on the 22nd of June and has it scheduled in for works in July
703	01/07/2026	Email	The Oval	Antisocial behaviour	Sussex police reported anti-social behaviour in the Oval	parks officer liaising with the police, and noted an increase in discarded beer cans etc in the last few weeks in the Oval

704	05/07/2026	Raised by PTC	Centenary Park	Antisocial behaviour	Travellers have set up a camp on Centenary Park with 15 to 20 caravans	contacted ESCC traveller liaison officer for advice
705	08/07/2026	Raised by PTC	Non-PTC land	Overgrown paths	meridian park shrubs overhanging pathways along Greenwich way/ meridian way, dropped kerbs and blocking streetlights	parks officer contacted customer first at LDC
706	24/06/2026	Email	Misc/ Other	Road signs	What can be done to rectify the positioning of them?	ESCC County Cllr passed to ESCC, who responded, "While East Sussex County Council is responsible for maintaining boundary signs on 'A' and 'B' class roads, we do not provide funding for their relocation. However, this may be something that Peacehaven Town Council would wish to fund.". Resident advised raising this with the West Ward Cllrs.
707	22/07/2026	Email	Allotments	Antisocial behaviour	tenant from plot 47a pruning plum tree on plot 46a without consent.	parks officer attended the allotments and met with the tenant from plot 47a he admitted doing the pruning without permission and was quite aggressive in his mannerisms towards the parks officer. He was informed he is breaking the T&c's and could be evicted because of this incident. Parks officer and town clerk to meet to decide what needs to be done.

708	23/07/2026	Email	Allotments	Antisocial behaviour	tenant from plot 29 reported anti-social behaviour from the tenant of plot 47a towards her and another tenant accusing them of reporting him pruning trees on plot 47a after the parks officer left the allotments today	Parks officer to add this to the evidence to be presented to the Town Clerk	
709	24/07/2026	Email	Centenary Park	Health & Safety	resident reported the cable on the zip line at Centenary Park has been damaged causing it to split apart	groundstaff removed the seat from the trolley to make the zip line unusable and new parts to be ordered and fitted within 8 days	
715	03/08/2026	Email	Centenary Park	Misc/Other	zip, line at centenary park missing seat	parks officer replied advising the wire is damaged and will be replaced once spares are sourced.	information officer
718	12/08/2026	Email	Non-PTC land	Misc/Other	The Peacehaven sign on the A259 (towards Newhaven) is covering the obelisk.	Liaised with Town Clerk, and TTC, and advised Cllr Hart that in view of associated East Sussex, Highways costs, we will keep the sign in its current location and not progress with alterations	ZP
719	12/08/2026	Email	The Oval	Misc/Other	The 5-bar gate entrance is inaccessible for disabled people using a chair or buggy, at Community Garden. Green gate is also problematic.	Cllr Gallagher responded that L&A investigating.	ZP
721	12/08/2026	Email	Centenary Park	Antisocial behaviour	offensive graffiti sprayed in the playground at centenary park at 21.00 hrs	grounds team removed the offensive graffiti by 9.30am the following day	parks officer
722	18/08/2026	Email	Centenary Park	Antisocial behaviour	Cllr Hart emailed to say there was more graffiti in centenary park	grounds team attended and removed what they could and will continue tomorrow morning when it is less busy. Reported it to the police online	Parks officer



Committee:	Leisure and Amenities	Agenda Item:	LA 1141
Meeting date:	8 TH September 2026	Authors:	Parks Officer
Subject:	Task and finish groups		
Purpose:	To receive any verbal updates from the TFG's		

Recommendation(s):

The committee are asked to receive any verbal updates from the TFG's

1. Background

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

Current TFG's

- I. ACCESSIBILITY OF AMENITIES,
- II. HOWARD PARK PHASE 2
- III. COMMUNITY GARDEN (REPORT ON THIS AGENDA)
- IV. BUSINESS PLAN (REPORT ON THIS AGENDA)
- V. ALLOTMENTS (REPORT ON THIS AGENDA)

2. Options for Council

To receive any verbal updates on items without written reports on this agenda

3. Reason for recommendation

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	yes
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	yes
5.8 Crime & Disorder	
5.9 Health & Safety	

5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	yes

5. 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:	LA 1142
Meeting date:	8th September 2026	Authors:	Cllr Gallagher
Subject:			
Purpose:	To Agree the Community Garden TFG recommendations		

Recommendation(s):

1. To provide background and follow up from last Committee (14th July 2026) LA 1128) and Accessibility.
2. To agree recommendations a) area for clearance b) accessibility c) Licence.

1. Background

Peacehaven Community Garden is an area in The Oval Park which has been designated for the purpose of a Community Garden which is open for public benefit.

The Community Garden is overseen by a committee who have a constitution last revised 24th September 2023.

A licence setting out terms was drawn up by PTC but was never signed and so is not operational,

Using the Constitution as a base document the Peacehaven Community Garden “exists to enable members to GROW produce, share ideas, learn a range of garden-related skills and knowledge, Provide free fruit and vegetables for individuals, Use produce to fund the garden.

The Committee have constructed a number of raised beds within the existing area which has trees and bushes.

They have held several open family days and have created a welcoming ethos. Cllr Aimee Harman has used her artistic skills to teach and encourage children. Cllr Harman is the Outside Bodies Representative of PTC for the Community Garden.

Under item LA1128 a request was made to the Committee to allow reclamation of an overgrown area with the aim to place a permanent seating area and tended plants encouraging biodiversity

The Committee needed additional information as they would be overriding Officer’s decision to not permit.

A TFG was set up to review the Licence terms. The members of the TFG are Councillors Gallagher, Griffiths and Hart.

Enquiries revealed that the Licence had not been signed so was not in place and that the Town Clerk would need to take this element forward with the Committee of Peacehaven Community Garden.

Several members of the Committee have visited the Community Garden to look at the area for reclamation from brambles and to consider accessibility.

Coincidentally correspondence has been received from another Outside Body about access to the Community Garden.

Peacehaven and Telscombe Access Group, Secretary Cllr Laurence O'Connor has written to point out that the members of The Access Group do not consider that the gates provide adequate access to the Community Garden.

The Parks Officer has pointed out that access has been dealt with in the past by PTC but if there are now additional problems the Officers will reconsider and provide a report to next Committee meeting.

Accessibility to Parks and Open Spaces owned by PTC is an existing Business Plan project and there is an existing TFG to deal with this.

Members of that TFG include Councillors Fabry, Sharkey, Griffiths and Alexander.

The Committee is being asked to consider three elements relating to the Peacehaven Community Garden

1. The Licence
2. The Accessibility
3. The reclamation of a small overgrown area to allow for grass surface and installation of garden furniture.

2. Options for Council

1. To agree Licence be dealt with by Town Clerk and Officers and brought to Committee for approval before signature.
2. The Accessibility TFG to work with the Access Group and the Parks Officer to bring a proposal to next Committee
3. To agree to the reclamation of overgrown land with proposal for permanent outdoor furniture brought to next Committee with costs indications and proposals.

3. Reason for recommendation

Continued support of a local community group

4. Expected benefits

5. Implications

5.1 Legal	Equalities Act 2010, Health and Safety Act.
5.2 Risks	
5.3 Financial	None at this stage
5.4 Time scales	
5.5 Stakeholders & Social Value	Immeasurable as Individual projects will improve quality of life
5.6 Contracts	
5.7 Climate & Sustainability	All to be included in actual projects taken forward PTC has a made a declaration to achieve net zero carbon emissions by 2030.
5.8 Crime & Disorder	To be considered. This is an open area
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?



Committee:	Leisure and Amenities	Agenda Item:	LA1143
Meeting date:	8 th September 2026	Authors:	Cllr Gallagher
Subject:	To consider recommendations for 2027 Business Plan and decide next steps		
Purpose:	To set out possible projects for this Committee to go in an updated Business Plan		

Recommendation(s):

1. To agree next steps. I.e. to refer to Town Clerk for next stage.

1. Background

Peacehaven and Telscombe Town Councils have a Neighbourhood Development Plan 2026-2030 in place.

Within that plan there are a number of projects suggested for the Town Councils to take forward.

Peacehaven Town Council has a Community and Business Plan which is regularly reviewed.

This report sets out for the Committees consideration a number of items to go forward to the updated Community and Business Plan.

Every Councillor has a copy of the “Made “Peacehaven and Telscombe Neighbourhood Development Plan and a digital copy is available on the Council website. To understand the full context of the brief descriptions highlighted here, reference to the full document is advisable.

At the last Committee Meeting 14th July 2026, a TFG made up of the Chair and Vice- Chair of the Committee was set up to review and bring a report to this Committee, this is the report.

2. Options for Council

Peacehaven and Telscombe Neighbourhood Development Plan 2022-30

Extracted Council Projects in brief.

1. Pg 25 **Promoting Sustainability**

Creating a local eco annual conference and open house weekend. To demonstrate Passive Haus design principles.

Peacehaven Town Council has staged a Sustainability/ Eco event for the past two years in Centenary Park, before that it was held in Community House, this should continue.

Also, Lewes District Council holds an Annual Eco Open House Event arranged by OVESCO. Peacehaven Town Council should work to be part of this event.

RECOMMENDATION. To be included

2. Pg 57 The Development of Green Spaces Infrastructure

As part of the Neighbourhood Development Plan a Green Infrastructure Plan was produced.

One section is a spread Sheet with all the details of the Greenspaces. particularly parks identified.

The second section is a text narrative which should be updated to include steps taken to proceed to net-zero and improved air quality in our buildings and open spaces.

The Town Council will need to continue to cooperate with the SDNPA, ESCC and LDC to increase accessibility

RECOMMENDATION TO BE INCLUDED

Pg56 Sports – To provide local sports

With LDC consider Availability. Undertake Feasibility Study

As part of the Lewes District emerging Local Plan a feasibility review has been undertaken and the results

Will be published in due course. It has been noted that there have been recent improvements to sports facilities re Netball Pitch and upgrade Muga. The Football Club has a 3G pitch.

RECOMMENDATION – NOT TO BE INCLUDED

6 Pg61 To encourage Urban Greening

to work with partners to explore underused Green Spaces and roadside verges to increase biodiversity, wildlife habitats and space for local food production.

Pocket Parks and Community Gardens.

RECOMMENDATION TO BE INCLUDED

7. Pg 65 Renewable Energy

To work with partners to look at potential sites for battery storage Community charging facility. A study is already underway by BHESCO

RECOMMENDATION TO BE INCLUDED

ADDITIONAL PROJECTS

1. Additional parking for visitors to Centenary Park.

During the Stakeholder Workshops for expansion of The Hub there was a lot of dissatisfaction about the amount of parking including disabled parking at Centenary Park. There are a number of community organisations operating in the park and The Hub itself is due to undergo major work and then have capacity for a greater number of visitors.

Peacehaven Town Council already uses temporary parking areas for Football Club events using the entrance by the Skateboard Park. PTC makes a charge for this.

This should be an urgent project for the Business Plan with Officers asked to bring proposals to next Committee.

EXISTING PROJECTS.

There are four projects detailed on the existing Plan:

1. Accessibility to parks and open spaces owned by the Town Council - TO BE INCLUDED
2. The Hub - REMOVED FROM THIS COMMITTEE
3. Complete the Green Infrastructure Plan - BASE DOCUMENTS COMPLETED BUT LIVE DOCUMENTS (updating needed)
4. Consultation on Sports and Leisure facilities. - PUT ON HOLD FOR TIME BEING

These four projects came from the Neighbourhood Development Plan. The Hub, Green Infrastructure Plan and improvements to Sports and Leisure facilities have made significant progress but Accessibility to Parks and Open Spaces has not.

ANY OTHER PROJECTS FOR THIS COMMITTEE

1. Howard Park phase 2 project
2. Allotments improvements

OTHER PROJECTS POTENTIALLY FOR BUSINESS PLAN FOR INFORMATION

- P39 Housing Need

Work with LDC based on Housing Needs Assessment to explore if Neighbourhood Development Orders to meet needs identified. Particularly Old Motel Site.

Work with Community led groups, Housing Associations, Housing Trusts to supply affordable housing.

- Pg 48 Travel Planning

- a) Direct connection from all parts of Town to Meridian Centre and Doctors
- b) Frequent from N Peacehaven to SCR
- c) Update of shelters and Realtime
- d) Walking. Cycling work with ESCC, SDNP, LDC, WW AND CYCLING Trust to bring forward high-quality network.
- e) Quality of surfaces – better crossings- walking lanes using CIL

- Pg 76 A259 Feasibility Study

Quality of Public Realm and signage. Etc

3. Reason for recommendation

The Committee is being asked to consider the information contained in this report and decide which if any to propose to take forward to be included in a revised Community and Business Plan.

Some will be able to be achieved in stages (short and long term). There will also be budget implications, and the Town Council will need to set priorities as funds are limited.

1. To agree projects to go forward from this Committee to next stage.
2. A REPORT from Officers re additional Parking for Centenary Park is prepared for next L.A. Committee

4. Expected benefits

To give the town council a plan for the future.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	not at this time
5.4 Time scales	
5.5 Stakeholders & Social Value	Immeasurable as Individual projects will improve quality of life
5.6 Contracts	
5.7 Climate & Sustainability	PTC has a made a declaration to achieve net zero carbon emissions by 2030.
5.8 Crime & Disorder	To be considered
5.9 Health & Safety	To be considered
5.10 Biodiversity	To be considered
5.11 Privacy Impact	To be considered
5.12 Equality & Diversity	Equalities Act 2010

6. Values & priorities alignment

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

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

Leisure and Amenities

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Committee:	Leisure and Amenities	Agenda Item:	LA 1144
Meeting date:	8 th September 2026	Authors:	Parks officer
Subject:	Dell water play		
Purpose:	To note this report		

Recommendation(s):

To note this report

1. Background

The Dell playground has a water play item within the sand area this is fed from the mains water supply. due the current hosepipe ban and drought, this has been shut off to conserve water.

a review of how much water this saves will be made.

2. Options for Council

To not this report

3. Reason for recommendation

To keep committee members up to date on this.

4. Expected benefits

Saving water

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	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?



Committee:	Leisure & Amenities	Agenda Item:	LA 1145
Meeting date:	8 th September 2026	Authors:	Cllr Sue Griffiths & Cllr Amber Hart
Subject:	Offensive Graffiti		
Purpose:	To define what constitutes offensive graffiti and to consider practical measures to prevent, identify and remove offensive graffiti within PTC parks and buildings.		

Recommendation(s):

1. To agree that this committees' definition of Offensive Graffiti is recommended for approval to the Policy and Finance committee.
2. To agree that offensive graffiti identified within PTC parks and buildings should be removed as soon as reasonably practicable.
3. To agree to working with local youth organisations, schools and community groups to raise awareness and help prevent offensive graffiti.

1. Background

Centenary Park has been subjected to graffiti over a long time, but the graffiti is becoming increasingly more offensive. This was brought to the attention of the public when racist graffiti was seen in the Acorn within the play area at Centenary Park on local social media. This racist graffiti led to a child becoming very upset.

The parent of the child was happy with how quickly the grounds team responded.

The current PTC procedure is that the whole grounds team are trained in playground inspecting and this includes graffiti identifying so usually swear words, racism and personal bullying tags(names) are meant to be removed asap. Inspections are carried out every two weeks.

2. Options for Committee

1a To agree to the attached definition or agree an amended definition of offensive graffiti.

1b To not agree to a definition of offensive graffiti.

2a To remove all the offensive graffiti in PTC parks and buildings.

2b To not remove all the offensive graffiti in PTC parks and buildings.

3a To work with youth organisations to identify ways to prevent offensive graffiti.

3b To take no further action with youth organisations in relation to preventing offensive graffiti.

3. Reason for recommendation

To tackle racism and inequality, promote community safety and help create a welcoming and inclusive environment within PTC parks and buildings.

4. Expected benefits

- Improved community safety.
- Increased social cohesion.
- A more welcoming and inclusive park environment.
- Reduced exposure to racist, discriminatory or otherwise offensive material.
- Greater community and youth engagement in preventing offensive graffiti.

5. Implications

5.1 Legal	Consideration should be given to whether offensive graffiti constitutes a criminal offence or hate crime and whether it should be reported to the Police.
5.2 Risks	Reputational and community safety risks if racist, discriminatory or offensive graffiti is not identified and removed promptly.
5.3 Financial	Cost of removing graffiti
5.4 Time scales	
5.5 Stakeholders & Social Value	Engagement with residents, young people, youth organisations and community groups to promote respect for shared public spaces.
5.6 Contracts	
5.7 Climate & Sustainability	Consider environmentally responsible cleaning methods and products where practicable.
5.8 Crime & Disorder	Preventing ASB and hate crime within Peacehaven
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Supporting equality & diversity within Peacehaven

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?

EMPOWERING AND SUPPORTING THE COMMUNITY

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

7. Appendices

Definition of Offensive Graffiti

Offensive Graffiti is where words, phrases, symbols or images are likely to cause offence, alarm, distress, intimidation or humiliation to an individual or group.

This may include:

- 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.

Assessing Context

A decision should not be based solely on whether an individual person dislikes or disagrees with the wording. The ordinary meaning of words or symbols should be considered in the context in which they appear, who or what is being targeted, the location and likely audience, and whether a reasonable person would consider the material seriously offensive, threatening, abusive or discriminatory.

Where wording is ambiguous its context should be recorded and considered before classification.