**PEACEHAVEN TOWN COUNCIL**

**Minutes of the meeting of the LEISURE & AMENITIES COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 13th March 2018 at 7:30pm.**

**Committee Members** Councillors: Wayne Botting Ron Maskell

 Rachael Coles (Vice Chair) Dave Neave (Chair)

Job Harris Robbie Robertson

Jackie Harrison-Hicks Melvyn Simmons

Andy Loraine

 **Present** Councillors: Lynda Duhigg (sub) Robbie Robertson

 Brian Gosling (Chair of Council) Melvyn Simmons

Job Harris Andy Smith (sub)

Dave Neave (Chair)

**In Attendance:** Kevin Bray – Acting Leisure & Amenities Manager

 Sally Landers - Administration Officer

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| **GENERAL BUSINESS** |

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| **LA225 CHAIR ANNOUNCEMENTS** |

Good evening residents, thank you for coming to the Leisure and Amenities meeting this evening, the 13th March 2018.

Firstly may I remind you of the health and safety announcement, we are not expecting any evacuations, although if we do, the alarms will sound and you will be required to leave the building by the closest available route. We will meet on the grass area in the South Service Car Park. Please will all of you switch your phones onto silent and refrain from using them and only use tablets for the purpose of accessing the agenda for this meeting. We need to inform you that this meeting is being recorded and a copy of the legislation is available on request.

During February 2018 a number of calls were made to the Council and reported to the police, regarding motorcycles at Centenary Park. Not only is this incredibly dangerous, but is without authorisation. With quite serious and costly damage caused to the main football pitches, Council have decided to pursue the culprit and bring them to justice. Costs will be pursued from the individual and police will be talking to them shortly. If anyone has any knowledge of other motorcyclists using Centenary Park or any other amenity improperly, please report them to the police directly on 101 or Operation Crackdown on line.

We have some more photographsthis evening, this time of various fly tippers; these have been reported to the Lewes District Environmental team. A white van has been seen deliberately dropping off their rubbish again in Centenary Park. This was captured by CCTV and the individual is being written to by the District Council. There is a cost in Council and Officer time to report, clear up and to sift through and download the

CCTV, it has proven to show both the vehicle and the person, costs will be recovered from the suspect / offender.

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| **LA225 CHAIR ANNOUNCEMENTS continued** |

The new slitter is in use at Centenary Park and we are in receipt of photographs taken by a resident of the orchard during the recent cold spell. Thank you to Sue Griffiths for her unfaltering support at the Community Orchard, and thank you to Councillor Robertson and Officers for coordinating the loan of land at The Dell to some of the contractors at Churchill Homes, to help get their cars off the road at Rowe Avenue. I am pleased to report that the abandoned car has now been removed by the police.

Now for Council business, as some of you may be aware, there was an election held in Peacehaven West Ward last week, at which the electors voted for Lynda Duhigg as their representative. Councillor Lynda Duhigg has signed her Declaration of Office forms as of 9th March 2018 under the terms of the Local Government Act 1972, section 83(4) The Act states that each Councillor must make their declaration at or before the first meeting after he/she is elected. The Declaration must be made in the presence of the Proper Officer and delivered to the Council; Lynda’s Declaration will be retrospectively accepted at the next Full Council as per procedure. Lynda has not yet been selected for any committees as this is traditionally done in May, although as a fully signed up member of Peacehaven Town Council and reference Standing Orders 4D, this committee would like to welcome her on board and request that in the absence of some members this evening, invite her to sit on this Committee.

Lynda congratulations on being elected, as Chair of this Committee, may I welcome you to Leisure and Amenities, Lynda will substitute for Councillor Loraine this evening.

Now we shall move on to public questions

**Debate:-**

None

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| **LA226 PUBLIC QUESTION TIME** |

**Alan Sargent – West Ward (Chair of Residents Association)**

The resident read the following:-

**Agenda Item 12 – Written Response to Public Questions**

I refer to the minutes of meeting dated 5th September 2017 stated under LA181 ‘*Mr. Sargent continued at some length*’ which is being used as an excuse not to record the full text of the questions raised. Firstly the Chair (Cllr. David Neave) is in control of the meeting not the officers or Town Manager. It is the responsibility of the Chair to inform the member of the public who is asking questions that their three minutes is up or may allow it to be extended at the Chair’s discretion. At no time did the Chair warn Mr. Sargent his three minutes was up and allowed him to continue. If the Chair does not stop the member of the public then the full text must be minuted. Officers have no authority to omit questions and answers at their discretion, if this occurs they could be accused of suppressing information.

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| **LA226 PUBLIC QUESTION TIME continued** |

**Agenda Item 10 – Grounds Team Accommodation**

This could be excellent accommodation; however it will be termed by the Health & Safety Executive as permanent (not temporary as on a construction site), therefore the Workplace Health, Safety & Welfare Regulation come into play. These require adequate facilities to be provided such as toilets, shower rooms, changing room, mess room and other facilities. There is no evidence in the proposal as to what is included in the price other than a building shell. There are no fit-out costs shown or annual operating costs, have these been adequately costed and included within the 2018-19 budget as Council do not want another budget overrun?

*S Landers confirmed Mr. Sargent’s full question has been included as an appendix to the minutes of the meeting on 5th September 2017 as agreed at the following Committee meeting*

*K Bray informed the resident that the proposed accommodation for the Grounds Team has a toilet and kitchen facilities and the option for a mess room within the premises has been included in the cost. When construction has finished, the Churchill development on the South Coast Road may donate a hut, which could also be used within the building.*

**John Carden – East Ward**

The resident expressed his thanks on behalf of the Horticultural Society now that their hut is in situ on the allotment plot at Cornwall Avenue. The resident noted the complaint raised by another allotment tenant that their plot would be affected as a result however now the hut has been constructed it would appear there are no adverse effects

The resident raised a request for a rubbish bin to be installed at the bus shelter at Searle Avenue (Seaview Road bus stop), informing Councillors that he has raised this issue numerous times without success and has resorted to collecting the litter himself to alieve the situation

*K Bray informed the resident that the bus shelter in question is not owned by Council as all their bus shelters have litter bins installed*

*Cllr. D Neave suggested contacting Lewes District Council (LDC) and requested Cllr. A Smith takes this forward*

**Action: Contact Cllr. A Smith via LDC concerning installation of additional litter bin at Seaview Road bus shelter**

The resident informed Members that the Horticultural Society has distributed black boxes to each nursery and school class to grow potatoes. Lewes District Council have donated the black recycling boxes which have now been replaced with wheelie bins and Paradise Park the potato seeds, the class with the heaviest yield will win a commemorative shield

**Malcolm Cook – West Ward**

The resident queried why it is proposed that the scrub land at Howard Peace Park be cleared when it is a location for wildlife and could cost a significant amount to action

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| **LA226 PUBLIC QUESTION TIME continued** |

*K Bray informed the resident that there was a proposal to generate income from this area at Howard Peace Park by locating containers to house the Horticultural Society, surfers and the train enthusiast group however this proved not to be viable and the scrub land will remain in situ*

The resident noted that eighty trees which have been donated to Council

*K Bray informed the resident that they are to be planted at Howard Peace Park*

The resident requested further information with regards to CIL monies

*Cllr. D Neave informed the resident that CIL refers to Community Infrastructure Levy, LDC meet twice a year to allocate distribution*

*Cllr. J Harris informed Members that consideration must be given to what is planted at Howard Peace Park due to the cliff top location, weather conditions and rabbits*

**Alan Sargent – West Ward (Chair of Residents Association)**

The resident requested it be noted that J Carden exceeded the allocation of three minutes during ‘Public Questions’

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| **LA227 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS** |

Cllr. W Botting – noted (work commitments)

Cllr. R Coles – noted (bereavement)

Cllr. J Harrison-Hicks – noted

Cllr. A Loraine – noted (work commitments) Cllr. L Duhigg substituted

Cllr. R Maskell – noted (holiday) Cllr. A Smith substituted

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| **LA228 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS** |

Cllr. R Robertson declared an interest with regards to Agenda Item 7, Past Mayor’s Board, as he provided the contact for the quotation

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| **LA229 TO NOTE THE NON CONFIDENTIAL MINUTES OF 16th January 2018**  |

**Noted, minutes signed at Council on 6th March 2018**

**Debate:-**

None

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| **REPORTS** |

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| **LA230 PROJECT/ACTION UPDATE** |

**Noted**

**Debate:-**

Members requested an update with regards to the water leak at Centenary Park

*K Bray informed Members that work to complete the water main replacement is due to start on Monday however the location could be of archaeological interest. There is a water leak due to a tap not being fitted during the first stage of the water main replacement however this is being corrected at no cost to Peacehaven Town Council*

Cllr. D Neave recommended the Town Manager obtain additional insurance to cover archaeological interest prior to work commencing

**Action: Town Manager to obtain insurance to cover archaeological interest prior to water main replacement work commencing**

Members requested an update with regards to the roof at Community House and suggested the Co-Op should contribute financially

*K Bray informed Members that several companies have seen the roof and provided an opinion, the majority has requested a ‘test dig’ to provide further information however the options would either be to repair the roof in part or replace completely*

Members queried if the planned overnight closures of the A259 had been published on the Council website

*S Landers informed Members that the exact dates and details had yet to be confirmed*

Members agreed to raise the night closures of the A259 at the next SLR meeting

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|  **LA231 PAST MAYOR’S NAME BOARD** |

The Leisure & Amenities Committee **AGREE** to purchase a bespoke Past Mayors Board from Anthony

Meadows at a cost of £870.00

Cllr. M Simmons proposed

Cllr. J Harris seconded

**Majority Agreed**

Cllr.R Robertson abstained

**Debate:-** none

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| **LA232 HIRE CHARGES (China, Cutlery & Glasses)** |

The Leisure & Amenities Committee **DEFERRED** the decision to introduce a damage deposit of £50 and implement a 50p hire charge per place setting for the use of Council china, cutlery and glasses pending further information on the following:-

* How much business will this attract?
* Will this deter hirers?
* Are the charges competitive?
* The process should be less bureaucratic
* We should provide a more comprehensive place setting than is being offered

**Debate:-**

Members queried what the current hire charge included and questioned how much other organisations charged for this service

*S Landers informed Members that the current charges are for the room hire alone; Kitchen facilities are available if required for an additional fee*

Members noted that the place setting on offer excluded the provision of dessert bowls and questioned how many could be seated in the hall and if Council had enough china to accommodate maximum capacity

*Cllr. M Simmons informed Members that the report suggested purchasing dessert bowls by using the income generated by this initiative*

*S Landers noted the current financial position if considering further investment and informed Members that capacity was determined by the seating layout, the china available was enough to cover civic events*

Members queried if the proposed hire charge are competitive and how much potential new business would be achieved, noting that any plans to offer this service should be less bureaucratic

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| **LA233 HIRE CHARGES (Peacehaven & Telscombe FC)** |

The Leisure & Amenities Committee **AGREE** to increase the hire charges for Peacehaven & Telscombe FC youth

team by 50p for each training session and game as from 1st April 2018

Cllr. R Robertson proposed

Cllr. J Harris seconded

**Agreed**

**Debate:-**

K Bray informed Members that these are special rates for the football club which were omitted when other hire charges were agreed at Policy & Finance previously

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| **LA234 GROUNDS TEAM ACCOMMODATION** |

The Leisure & Amenities Committee **AGREE** to rent an industrial unit from Farrington Property Developments

on a 1 to 6 years lease with a 3 year break clause and rent review, with tenant or client break (legal costs split

50/50)

Cllr. B Gosling proposed

Cllr. J Harris seconded

**Majority Agreed**

Cllr. R Robertson against

Cllr. M Simmons against

**Debate:-**

K Bray informed Members that currently the Grounds Team are sited over three locations which is not beneficial to efficiency

Members debated the benefits and negatives of a 12 month lease as opposed to that of 1 to 6 years which would fix costs for three years and questioned if current rental costs had been reduced due to limited yard space being available due to the building works

*K Bray informed Members that, although the Grounds Team have been pushed to one side of the yard, there has been no change in the charges for this site*

Members questioned the possibility of an additional container at the football club to alleviate the situation and the option of Council building suitable accommodation

*K Bray informed Members that there is not enough space to site an additional container at this location and although there are plans to build accommodation, this is not viable at this present time*

*Cllr. A Smith informed Members that it is unlikely planning permission would be granted for the construction of new Grounds Team premises*

Members queried when the new accommodation would be available and if security would be sufficient

*K Bray informed Members that the unit would be available in two to three months and that security would be the responsibility of Council however the CCTV at Centenary Park may cover the location due to its proximity to the park*

Members questioned the possibility and impact of rent increases in future years

*K Bray informed Members that Council currently rent Grounds Team accommodation from the same provider and there has been no rent increase in the past four years*

Cllr. R Robertson proposed remaining at the current three locations which was seconded by Cllr. M Simmons this proposal received two votes (Cllr. R Robertson & Cllr. M Simmons)

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| **LA235 REVIEW OF WASTE & MINERALS CONSULTATION** |

The Leisure & Amenities Committee **AGREE** for the Town Manager to investigate the details of the consultation on the Review of Waste & Minerals and if Council input is required return proposal to Committee

Cllr. L Duhigg proposed

Cllr. M Simmons seconded

**Agreed**

**Debate:-**

Members requested information on the purpose of the consultation and specific details of the options under consideration

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| **LA236 WRITTEN RESPONSES TO PUBLIC QUESTIONS** |

**Noted**

**Debate:-**

Members discussed options to regulate the three minutes per resident during Public Questions

*Cllr. D Neave informed Members that residents are an important part of the meeting and he did not want to restrict their time during Public Questions hopeful business could be conducted in a relaxed atmosphere*

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| **LA237 INFORMATION TO NOTE** |

**Noted**

**Debate:-**

Members queried the location in which the oak tree, donated by The Royal Society of St. George to Peacehaven and Telscombe Cliffs, will be planted and suggested it be on the boundary between the two towns, the exact site to be determined by K Bray

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| **NEXT MEETING** |

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| **LA238 TO CONFIRM DATE OF NEXT MEETING – Tuesday 29th May 2018 at 7:30pm** |

**Noted**

**THE MEETING ENDED AT 8:50pm**