

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the LEISURE & AMENITIES COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 7th November 2017 at 7:30pm.

Committee Members Councillors: Wayne Botting Andy Loraine
 Rachael Coles (Vice Chair) Ron Maskell
 Lynda Hallett (Sub) Dave Neave (Chair)
 Job Harris Robbie Robertson
 Jackie Harrison-Hicks Melvyn Simmons

Present Councillors: Wayne Botting Robbie Robertson
 Rachael Coles (Vice Chair) Melvyn Simmons
 Dave Neave (Chair)

In Attendance: Campbell McBryer – Leisure and Amenities Manager
 Sally Landers – Administration Officer

GENERAL BUSINESS

LA199 CHAIR ANNOUNCEMENTS

Cllr. D Neave and ESCC Cllr. N Enever presented the ABC Fund with 20 Peacehaven Players Pantomime tickets

Health & Safety

Thank you for attending this evening. We are not expecting any emergency evacuations from the building, however In the event of an emergency, please leave the building by the safest route possible and meet on the grassed area on the opposite side of the car park. Do not re-enter the building until you are informed by a member of staff that it is safe to do so.

Please also switch your mobile phones to silent and refrain from using during this meeting.

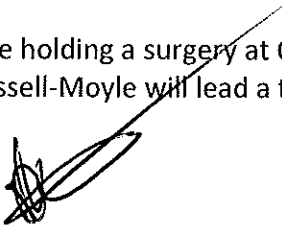
Out of Courtesy this evening we have to remind you that this meeting is being audio recorded. The right to record, film and to broadcast meetings of the Council, committees and subcommittees was established following the Local Government Audit and Accountability Act 2014. A copy of the legal definition of this **PROTOCOL ON THE FILMING, PHOTOGRAPHING AND RECORDING OF COUNCIL and COMMITTEE AND SUB-COMMITTEE MEETINGS** is available on request.

Remembrance Day Service and Parade

The Royal British Legion have organised a short service on Armistice Day, Saturday 11th November at 11am at the War Memorial.

The MP will be holding a surgery at Community House on Saturday 11th November from 10am to 12pm, during this, Lloyd Russell-Moyle will lead a two minute silence at 11am in The Foyer.

Signed:



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LA199 CHAIR ANNOUNCEMENTS continued

The Council have organised a Remembrance Day Service on Sunday 12th November. The parade will start at The Joff car park at 10:30am leading to the War Memorial at 10:45am. There will be refreshments served at Community House following the service along with a film, Charlie's Letters.

Butterfly Nursery

A request has been received from Butterfly Nursery for a Father Christmas to give out Christmas presents to their children during the up and coming festivities in Greenwich House this month – any Councillor willing to support them please speak with the Town Manager before the end of the week.

Debate:-

None

LA200 PUBLIC QUESTION TIME

Lynda Duhigg – East Ward

The resident read the following:-

The Peacehaven Community Café is a little gem providing a place where friends and residents can meet each other. The variety of home cooked foods, snacks and drinks to choose at reasonable cost are provided by local Charities and Organisations with community friendly service. In return the Peacehaven Community Café customers are supporting local Charities and organisations with much needed fundraising that are enriching the lives of others. The Peacehaven Community Café is also where some residents can feel less alone and with the regular Peacehaven residents and visitors meeting up most mornings to enjoy each other's company for a chat and sometimes a good gossip.

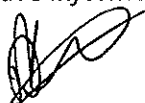
As Peacehaven Town is growing with many families etc. choosing Peacehaven to live in, the café area in The Foyer must seek to grow with a new ambiance to be a more inviting. I believe with Councillors monitory injection allowing Peacehaven Town Council Officers along with consultation with local Charities, Organisations and Community Café customers to have joint input to redecorate and enhance the café area in The Foyer for a homely futuristic family friendly atmosphere. Peacehaven Town Council Leisure and Amenities Committee have the power to provide and to enrich a very special and unique atmosphere that will serve for the current and future residents.

I would suggest cushions for the two sofas already tastefully sited in the foyer. I would anticipate funding of approximately £200 – 500 for the enhancement.

I therefore ask you to consider in a positive debate and conclusion, to agree funding for what could be a unique opportunity for the enhancement of the Peacehaven Town Council Community Café interior. Equally important for you as locally elected members of this Council is to agree to fund this for the benefit, not only for yourselves as fellow local residents, but also equally for your Constituents.

Cllr. D Neave informed the resident that this request would be investigated

Signed:



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Cllr. R Coles suggested residents be involved with the enhancement of The Foyer

L Duhigg requested she be included in the discussions to enhance The Foyer

Action: C McBryer to arrange a meeting, to include residents, to discuss enhancing The Foyer

Sue Griffiths – North Ward

Minutes of 5th September 2017

In the minutes of the last meeting it states that Cllr. Neave would respond at Policy & Finance regarding the Town Council Calendar but this did not happen. Is there going to be a response at this meeting?

Cllr. W Botting informed the resident that he had contacted local businesses however as there was no benefit to them in supporting this project and as they had contributed to various requests from Peacehaven Town Council and Telscombe Town Council previously, they were not able to fund the calendar

Cllr. D Neave suggested that if a town calendar for 2018 was to progress a request to fund the calendar should be submitted to Policy & Finance

Agenda item 11 – Town Motto

Is this Council trying to create a history that it never had? Do you really believe that a Town Motto is of any relevance or benefit to the residents who fund the Council?

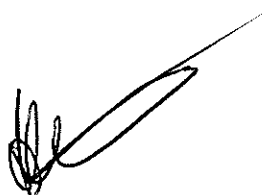
Agenda item 12.4 – Pigs in the Orchard

Why was Officer time wasted on this report when the Community Orchard is managed and funded to the tune of £2,000 a year by the community? At the concept stage the whole orchard was designed and is a work in progress. There is no space for such a project. To say that it would be environmentally friendly is untrue as it would destroy the ecological balance that is being established in the orchard. It seems to me that whoever suggested this has no understanding of the Community Orchard but would be welcome to come along to help the volunteers and learn about the philosophy and structure of the site.

Agenda item 12.6 - Bonfires

Are Councillors aware that much of the Council's green waste is repurposed as mulch in the Community Orchard? Where Council is falling down is not providing recycling facilities for users of Community House and Centenary Park.

Signed:



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Alan Sargent – West Ward (Chair of Residents Association)

The resident read the following:-

Agenda Item 10 – Eco Toilet

I refer to the minutes dated 5th September 2017 attached to your agenda, pages 1 and 2 under the title vandalism and then refer to Agenda Item 10 – Eco Toilet.

Why is the Council proposing to spend between £750 and £1,295 on a single cubicle toilet manufactured from timber and installed in an isolated location such as The Oval?

The minutes of the 5th September report the seriousness of vandalism that is prevailing within Peacehaven and yet the Council is offering an ideal target. Within the proposal tabled there is no risk assessment or evidence that the Environmental or Planning Officers have been consulted.

If you decide to proceed at least purchase a metal one and paint it to blend in to the surrounding area.

C McBryer informed the resident that a risk assessment had been completed with regards to the eco toilet and that the Council is working with Sussex Police to reduce vandalism

LA181 Public Questions (page 4)

I refer to the comment “Mr Sargent continued at some length on this matter”, at the time I did not exceed the three minutes allocated and this comment as a minute is totally invalid. What has not been included is the statement I read out which the Clerk had a copy of explaining clearly the reasons for the limit of confidential business.

By law minutes of Council and Committee meetings are required to be accurate and factual, as a legal document it can be used in evidence and they are required to be kept archived forever. I strongly request that the statement that was omitted in included in the minutes of this meeting otherwise the public might interpret that the Council is suppressing information. I also request that the Council verifies the statement in writing with Ian Davison at Hedleys Solicitors LLP who carries out Council legal training and provides advice.

In addition I do not recall Mr. McBryer making the detailed statement in the last paragraph of the subject in the minutes but I could be wrong. Would the Chair kindly verify this by reviewing the recording now being made of each meeting?

C McBryer informed the resident that at the meeting on 5th September he had exceeded the three minutes allocated to each resident and that the Council are abiding by legal requirements

Cllr. D Neave agreed to include the full statement provided by the resident during Public Questions at the meeting on 5th September as an appendix to the minutes

Action: Include statement provided by Mr. Sargent during Public Questions on 5th September as an appendix to minutes

Signed:



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LA200 PUBLIC QUESTION TIME continued

At 7:45pm Cllr. R Robertson requested The Chair extend the time allocated to Public Questions

Cllr. D Neave agreed

Rob Chalk – Friend of Jubilee Gym

The resident informed Members that he appreciates the new equipment that has been installed at the outdoor gym and requested any future new equipment was of good quality and hard wearing. The resident had previously informed Council of the damage to the cross trainer which is now beyond repair and has been out of action for some time. The peddle bike also requires attention as does the matting on the ground as this is a problem when the ground is very wet.

The resident informed Members that a personal trainer (as proposed on Agenda Item 9) is not necessary until early spring 2018.

C McBryer agreed some of the equipment in the outdoor gym is of poor quality however it is checked regularly and confirmed the new equipment meets Health and Safety regulations. C McBryer confirmed it was not viable to repair the cross trainer and there would be a cost issue replacing the matting however it is not unsafe and bark could be used to improve the ground

Cllr. D Neave requested the feasibility of replacing peddle bike be investigated

Cllr. R Coles questioned the excessive cost of installing new gym equipment

C McBryer confirmed the installation cost was the standard rate and that Council had been fortunate previously when equipment had been installed free of charge however this had taken some time to be actioned

Action: Investigate replacing the peddle bike at the outdoor gym

Peter Seed – West Ward

The resident questioned the proposed hire charges for Centenary Park highlighting the hirer would not have exclusivity as the park would remain open to the public.

LA201 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr. J Harris – noted (prior commitment)
Cllr. J Harrison-Hicks – noted (prior commitment)
Cllr. A Loraine – noted (prior commitment)
Cllr. R Maskell – noted (prior commitment)

LA202 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None

Signed: 

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LA203 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 5th September 2017

Cllr. M Simmons proposed
Cllr. R Robertson seconded

Approved

Debate:-

Cllr. M Simmons requested an update on the charge received by Angels Walk from Lewes District Council (LDC) for a cliff top charitable event

Cllr. R Robertson confirmed that LDC have informed him that they pay to have the cliffs checked twice a year and the charges are in place to cover the cost of this

Cllr. D Neave confirmed that LDC have informed him that charities receive a discount when hiring the cliff top however as they often need to use a third party to arrange such events they do not receive the discount

Cllr. M Simmons requested an update with regards to the poor repair of the paving in Meridian Park

Cllr. R Robertson confirmed that LDC have informed him that the repair will remain as is

Cllr. M Simmons requested an update with regards to the Peacehaven flag

Cllr. R Robertson confirmed money had been set aside for this project and was going out to public consultation

Cllr. D Neave enquired if Cllr. R Farmiloe had spoken to Co Op Funeral Care with regards to sponsorship of a Peacehaven flag

C McBryer noted he had not been made aware if Co Op Funeral Care had been contacted

Cllr. R Coles wished it noted that she had received the invitation to the unveiling of the new plaque at the War Memorial too late to attend

REPORTS

LA204 PROJECT/ACTION UPDATE

Noted

Debate:-

Cllr. D Neave requested an update with regards to the provision of disabled parking at The Dell

C McBryer informed Members that the adjacent road to The Dell is privately owned and therefore there have been issues establishing disabled parking at this location

Signed:



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LA204 PROJECT/ACTION UPDATE continued

Cllr. **W** Botting informed Members that he and Cllr. R Robertson had attended an awards ceremony on behalf of the Council as Peacehaven Town Council was runner up in the Local Council Outstanding Project of the Year Award for the creation of an inclusive play area at The Dell.

Cllr. **D** Neave requested an update on the installation of a boot wash at Centenary Park

C McBryer informed Members that Emcor will be installing the boot wash soon

Cllr. **R** Robertson queried why Councillors are not involved with the Remembrance Day service on Saturday 11th November at the War Memorial and questioned why this is not a Council event

C McBryer informed Members that the service on Saturday 11th November is not a Council event as this has been organised by the Royal British Legion and that they have requested Council arrange the ceremony on Sunday 12th November

LA205 HORTICULTURAL SOCIETY PREMISES

The Leisure & Amenities Committee **AGREE** to rent Allotment Plot 4 at Cornwall Avenue to the Horticultural Society at the current rental rate.

Cllr. **W** Botting proposed
Cllr. **M** Simmons seconded

Agreed

The Leisure & Amenities Committee **AGREE** the Horticultural Society can erect a shed of no more than 4 metres by 6 metres, on Allotment Plot 4 and that planning permission is not required

Cllr. **W** Botting proposed
Cllr. **R** Coles seconded

Agreed

The Leisure & Amenities Committee **AGREE** to grant the Horticultural Society **£1,000** towards construction/ set up costs to be funded from the transition monies available in the Big Park Project budget

The Leisure & Amenities Committee **AGREE** to grant the Horticultural Society an **additional £1,000** if feasible, to be funded from the transition monies available in the Big Park Project budget

Cllr. **W** Botting proposed
Cllr. **M** Simmons seconded

Agreed

Signed:



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LA205 HORTICULTURAL SOCIETY PREMISES continued

Debate:-

Members noted how long the Horticultural Society had waited to find a new permanent base and discussed the length of the waiting list for allotments along with sourcing Council funds to contribute to the proposal

C McBryer confirmed funds are available and that the waiting list is being managed, siting that there are approximately three allotments that could be reallocated

Members questioned access to the allotments via an un-adopted road in a poor state of repair

C McBryer informed Members that in order to establish a base for the Horticultural Society this is the most viable option

Cllr. D Neave suspended Standing Orders in order to receive information from members of the Horticultural Society

J Carden from the Horticultural Society informed Members that they were looking at improving the access road to the allotments and the surrounding area

Cllr. R Robertson questioned if it is legal for the Horticultural Society to sell items from the proposed base at the allotments

C McBryer confirmed it is legal

Cllr. D Neave re-instated Standing Orders

LA206 CENTENARY PARK HIRE CHARGES

The Leisure & Amenities Committee **AGREE** to charge for the use/hire of Centenary Park

Cllr. M Simmons proposed

Cllr. W Botting seconded

Agreed

Signed:



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LA206 CENTENARY PARK HIRE CHARGES continued

The Leisure & Amenities Committee **AGREE** to the following:-

- The charges as detailed below for the hire of Centenary Park
- Peacehaven charities will receive a 20% discount on the Charitable Rate
- Officers of the Council have flexibility with regards to the charitable rate

Description	Commercial Rates		Community Groups/ Charitable Events	
	Hourly Rate	Day Rate	Hourly Rate	Day Rate
Whole Park	£100	£500	£50	£250
Skate Park	£50	£250	£10	£50*
Pitches (inc. changing rooms)	Current rate £38.45 per hour		Current rate £38.45 per hour	
Junior Pitches	Current rate £14.60 per hour		Current rate £14.60 per hour	
MUGA Pitch	Current rate £28.50 per hour		Current rate £20.00 per hour	
Eastern Area by Gateway Cafe	£50	£250	£10	£50
Central Quadrant	£50	£250	£10	£50
Car Park/Grass Matted Area	£50	£250	£10	£50

*Use and hire will be free to recognised local skate groups

Cllr. W Botting proposed
Cllr. M Simmons seconded

Majority Agreed (The Chair had the casting vote)

Cllr. R Coles against due to hire fees being charged to charities
Cllr. R Robertson abstained

Debate:-

Members discussed the viability of hiring an open space and if and how members of the public would be excluded if privately hired

C McBryer informed Members that charging to hire The Dell had not raised any queries with regards to public access and previous film/photo shoots at Centenary Park along with the Council's Summer Fair, had also restricted access however this had not been an issue

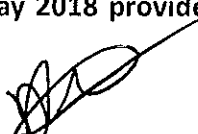
Members questioned the charitable charges and noted that charities may not be able to afford the rates

C McBryer informed Members that he had investigated fees charged by Lewes District Council to establish a guideline for hire rates and that the fees proposed were a starting point

Members agreed additional income would support maintenance costs for Centenary Park and requested information is brought back to Committee in six months to assess how the fees are being received

Action: In May 2018 provide information on income received and feedback on charging to hire Centenary Park

Signed:



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LA207 OUTDOOR GYM EQUIPMENT

The Leisure & Amenities Committee **AGREE** to the purchase of a replacement Cross Trainer, supplied by **The Great Outdoor Gym Company** to include delivery and installation at a **total cost of £2,418**

Cllr. R Coles proposed
Cllr. W Botting seconded

Agreed

The Leisure & Amenities Committee **AGREE** to the hiring of a personal trainer for the Outdoor Gym for one hour per week at a cost of £35 per hour for a **six month trial commencing March 2018** which will be publicised on all platforms by Peacehaven Town Council and recommend Officers investigate external funding to cover cost

Cllr. M Simmons proposed
Cllr. W Botting seconded

Majority Agreed (The Chair had the casting vote)

Cllr. R Coles against
Cllr. R Robertson against

Debate:-

Members questioned if a personal trainer is value for money and would more participants take part if sessions were held in the evening or at weekends and suggested a six month trial

C McBryer informed Members that he would investigate these options and publicise the equipment available at the outdoor gym along with the benefit of a personal trainer to attract participants

Cllr. D Neave suspended Standing Orders in order to receive information from users of the Jubilee Gym

Rob Chalk – Friend of Jubilee Gym, requested publicity to inform residents when the personal training sessions will start and noted WAVE Leisure had previously offered this service free of charge

Members agreed the sessions should be publicised on the fence around the outdoor gym, bus shelters and all Council media platforms and suggested investigating the possibility of two sessions a week

Cllr. D Neave re-instated Standing Orders

Members questioned if the outdoor gym could be hired out and a fee charged

C McBryer informed Members that this may be possible

Signed:



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LA208 ECO TOILET

The Leisure & Amenities Committee **AGREE** to purchase an Eco Toilet for the Community Garden

Cllr. M Simmons proposed
Cllr. R Coles seconded

Agreed

The Leisure & Amenities Committee **AGREE** to purchase an eco-toilet and for the Leisure and Amenities Manager to research funding options. These include the toilets from Wee Hooses at a cost of £750 and from toiletsforsale.com at a cost of £1,295, dependent upon funding.

Cllr. M Simmons proposed
Cllr. W Botting seconded

Agreed

Debate:-

Members agreed the Community Garden is well used and had reduced vandalism in this location, however it was noted that the quotations differed by £500

C McBryer informed Members that he had received two emails from residents in favour of this proposal and that the cheapest option is the smallest of the three, noting the Task Force would maintain the eco-toilet

Members noted the suggestion to establish a Forest School at this location and that if this is viable then there may be potential to apply for a grant which would then fund the cost of the eco-toilet

LA209 TOWN MOTTO

The Leisure & Amenities Committee **AGREE** to consult with residents, local schools and organisations to see if there is any desire to establish a Peacehaven Town Motto

Cllr. W Botting proposed
Cllr. R Coles seconded

Agreed

Debate:-

Members noted that a Town Motto had been requested by residents during a public meeting and suggested consultation with schools, organisations and residents to gauge public interest

Action: C McBryer to arrange consultation to gauge public interest in establishing a Town Motto

Signed:



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LA210 INFORMATION TO NOTE

Noted

Cllr. R Coles wished it noted that Councillors had not been given enough notice to attend the unveiling ceremony at the War Memorial on 18th October

Members agreed the Community Orchard was not a suitable location for pigs and questioned why there are restrictions on holding boot fairs

Cllr. D Neave confirmed planning restrictions came into effect when The Dell was devolved to Peacehaven Town Council from Lewes District Council

Cllr. D Neave informed Members that Telscombe Residents Association is holding a Race Night on 18th November 2017

Cllr. R Coles informed Members that the CATS Club is hosting an event at Tyedean Hall on 18th November 2017

NEXT MEETING

LA211 TO CONFIRM DATE OF NEXT MEETING – Tuesday 16th January 2018 at 7:30pm

Noted

CONFIDENTIAL REPORTS

Minutes of the meeting of the LEISURE & AMENITIES COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 7th November 2017 at 7:30pm.

In accordance with Standing Order No. 11 and the Public Bodies (admission to Meetings) Act 1960, Section 1 and in view of the confidential nature of the business to be transacted the public and press were excluded from the discussion of the following items

LA212 TO APPROVE & SIGN THE CONFIDENTIAL MINUTES OF 5th September 2017

Cllr. M Simmons proposed
Cllr. R Robertson seconded

Approved

Debate:-

None

THE MEETING ENDED AT 9:25pm

Signed:



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