

**NON CONFIDENTIAL MINUTES OF A MEETING OF THE LEISURE & AMENITIES COMMITTEE
HELD ON TUESDAY 14 APRIL, 2015 at 6.30pm
AT COMMUNITY HOUSE, ANZAC ROOM**

Committee Members	Councillors:	Mrs E Russell (Chair) Ms. J. Harrison-Hicks Mrs. H. Livings Mrs. E. Merry J Harris	Mrs. R. Coles Ms. C. Terry A. Smith
Present	Councillors:	Mrs E Russell (Chair) Ms. J. Harrison-Hicks Mrs. H. Livings Mr. J. Livings Mrs. E. Merry	J Harris Ms. C. Terry

In Attendance: Alan Sargent – Town Manager
Angela Read - Assistant Town Clerk (Leisure and Amenities)

LA371 TO CONSIDER APOLOGIES FOR ABSENCE

The following apologies were **NOTED**

Cllr. Andy Smith was unable to attend

Cllr. Mrs Rachael Coles already had another engagement and Cllr John Livings is attending on her behalf.

LA372 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF THE MEETING OF 13 JANUARY 2015

The Non Confidential Minutes of the meeting held on **10 MARCH 2015** were **AGREED** and signed by the Chair as a true record.

Matters arising:

Cllrs confirmed that Cllr Mrs R.Coles had attended the meeting and therefore her name should be added to the list of present Councillors.

Cllr Mrs J Harrison-Hicks requested that the third paragraph of item LA357 be amended to read

"A representative of Peacehaven Residents Association asked on behalf of a resident of North Ward, why there were no, parking on verges and pavements signs, off Glynn Road, as other roads now have these in the area."

Cllr Mrs E Merry requested that the final paragraph of item LA357 be amended to read

"It was explained that the prices were aligned to those already charged at the other Café sites run by the same proprietor."

Cllr Mrs J Harrison-Hicks and Cllr Mrs E Merry requested that the date of the letter received from the Football Club that was referred to within the minutes, be documented as received on 10 March 2015, rather than using the word "today".

Cllr Mrs E Merry requested that the last paragraph of item LA336 be amended to read

"Cllr Mrs E Merry confirmed that Steve Keogh did approach the Crown Carvery, as they are situated next door to Howard Peace Park, but unfortunately they were not willing to support with this."

Cllr J Livings requested that the paragraph of item LA369 be amended to confirm that the date of the next Leisure and Amenities Committee meeting had been re-scheduled and an Agenda is in place for 14 April 2015. The paragraph now reads:

"It was confirmed that the next meeting of the Leisure & Amenities Committee would be on Tuesday, 28 APRIL 2015 at 6.30pm. The chair Cllr Mrs E Russell agreed to the last Leisure & Amenities Committee meeting prior to the election, will now be brought forward to Tuesday 14th April 2015 and an email was sent to all Committee members on 31 March 2015 at 16:26 by the Town Manager."

LA373 CHAIRMAN'S ANNOUNCEMENTS

Chair announced that on the 15th April 2015, His Royal Highness the Duke of Gloucester will be visiting the Southern Water Waste Water Pumping Station at Peacehaven, following which, he will be formally opening Centenary Park at Peacehaven, see the facilities and meet those involved in its creation.

The Town Manager confirmed that the official communication from the office of HM Lord Lieutenant of East Sussex advised that any Councillors who were nominated to stand in the elections on 7 May 2015 could not attend due to Purdah.

LA374 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest received.

LA375 CENTENARY PARK PROJECT UPDATE

The report was **NOTED**.

Cllr Mrs H Livings asked if there was an update in relation to the progress to complete the signing of the Café Lease.

The Assistant Town Clerk confirmed that the Solicitor acting on behalf of Sara Rogers had submitted a Lease Agreement Rider to our Solicitor with several amendments, which included:

- The Tenant's repairing and cleaning liability shall not extend to the Outside Toilets.
- The Council as Landlord shall not operate, nor allow anyone else to operate, any form of competitive business within Centenary Park Peacehaven including but not limited to, stands, stalls, pop-up outlets and vans used for the sale of tea, coffee and alcoholic beverages, ice creams and lollies, burgers, hot dogs, other hot food takeaways.
- The Council as Landlord shall not advertise any form of competitive business which offer any of the above

To reasonably consider any proposed changes to the Café Lease Agreement the Assistant Town Clerk has now reviewed the original Gateway Building Café Lease Information Package and Expression of Interest Form issued on 10 July 2014 to all prospective Leaseholders, who then returned their Expression of Interest Form with proposal.

In addition, copies of all Big Park Board meeting minutes and the Leaseholder Interview and Selection process support documents were also requested from Chris Bibb Project Manager at Lewes District Council, as these were not held on record by Peacehaven Town Council. This due diligence took place to ensure that the original Lease proposals were communicated in an open, transparent and reasonable manner. It was clear from this review that the original terms were communicated on 10 July 2014 in the appropriate way and therefore the Assistant Town Clerk would recommend that the requested amendments, that are quoted above all be rejected as unreasonable. The reason for this would be that the initial quote received from Wetton Cleaning Services Ltd of £363.63 plus VAT per month to clean the Outside Toilets would cause the Council a loss of £4,363.56 plus VAT in year one, due to the Café rent free period and then eliminate this amount from the Café Lease rent income which would only be £5,000.00 per annum.

All Cllrs present offered their support to reject these amendments and suggested that this item go to the Policy and Finance Committee for their decision.

Cllr Mrs H Livings asked if there was any update in relation to the progress to complete the required work on the Centenary Park football pitches.

The Assistant Town Clerk confirmed that she had emailed Jeremy Patterson at East Sussex County Council on 10 April 2015 to request copies of the Practical Completion Certificate, Operating and Maintenance Manual and all other documentary evidence, such as soil samples and ground tests that were performed by ESCC or provided by the Contractor for monitoring and adherence purposes to the SD106 Agreement at the time.

As she was concerned that these pitches had not been completed to the documented specification, as we have had two independent Contractors review the pitches and recommend significant remedial work. Copies of the two quotes were provided for his information and requested that he review them, as it seems a little inappropriate that any cost of this amount should fall to Peacehaven Town Council considering the pitches have only recently been created. We are awaiting his response.

Cllr Mrs E Merry was concerned that there were important documents missing from the files of Peacehaven Town Council and requested that a copy of all information held by Lewes District Council be sent to Peacehaven Town Council. A request will be made to Andy Frost and Chris Bibb at Lewes District Council by the Assistant Town Clerk for a copy of all information held by Lewes District Council on any projects involving land owned or leased by Peacehaven Town Council to be sent to us to complete our records.

Cllr J Livings offered to provide a copy of all Centenary (Big) Park Project documents which he may have at his home address, as he is a member of the project board. The Assistant Town Clerk confirmed this would be beneficial and thanked him for his support to complete the Council records.

Cllr Mrs J Harrison-Hicks asked why the Council ran a competition for local school children to submit their ideas for naming the now Centenary Park, when the Council then went ahead and chose the name themselves.

Cllr J Livings confirmed that there were ten names received as a result of the competition and Centenary Park was one of them.

LA376 BUDGET UPDATE

The report was **NOTED**.

Cllr J Livings asked if the bad debt provision of £1,740.00 was included in the report.

The Assistant Town Clerk confirmed it was.

Cllr J Harrison-Hicks asked what the initials TJ and TB referred to within the major variances report.

The Assistant Town Clerk confirmed that TJ was Tom James and the Town Manager confirmed TB was Tony Burrell.

LA377 TOWN ENHANCEMENT WORKING PARTY UPDATE

The report was **NOTED**.

Cllr H Livings asked whether the bench being donated from the Co-Op Funeral Services had to be black or did the Council have a choice of colours. Also did the bench have to be placed at Howard Peace Park, as it may be more appropriate near the War Memorial if black marble is the only option.

The Assistant Town Clerk confirmed that the bench colour of black was mandatory; however there was a choice of either beige or black for the slab hard standing on which it will be placed. The location and slab colour is yet to be determined and will be decided at the next Town Enhancement meeting which is to be held on 21 April 2015.

Cllr J Harris expressed concern that dogs are fouling within the Pentanque games area and could a No Dog Fouling sign be erected. The Assistant Town Clerk confirmed that this will be raised at the next Town Enhancement meeting which is to be held on 21 April 2015.

Cllr Mrs E Merry asked if the Petanque hirers were required to pay us for the use of the boules.

The Assistant Town Clerk confirmed that there was a deposit payable of £10.00.

Cllr Mrs H Livings asked if there was an update regarding new Information Signage for the Cliff Top walk.

The Assistant Town Clerk confirmed that she was sourcing styles of timber and contemporary style signs with integrated art work that would sustain the wind and salt conditions of these exposed locations and would present these at the next Town Enhancement meeting which is to be held on 21 April 2015.

LA378 EMPLOYMENT OF BUSINESS APPRENTICE

The report was **AGREED**

Cllr J Livings asked why this report was being brought before this Committee, as would be more appropriate for the Employment Sub Committee.

The Town Manager confirmed that he wanted to ensure that all committees were aware of this report and would be presenting a report to the Employment Sub Committee.

Cllr Mrs J Harrison-Hicks queried if the working weeks quoted for the Apprentice were consecutive, within point 5 on page 15/27.

The Town Manager confirmed they were, and the 73 working weeks matched the length of the NVQ Course that would be undertaken by the Apprentice.

Cllr E Merry queried point 4.1 as she had mentioned over 12 months ago, that Lewes District Council was undertaking an apprenticeship scheme.

Cllr H Livings asked why this report was being presented to this Committee and although Cllr agreed that this would be a good thing to do, she felt that this would not be the best time to undertake this recruitment. Staff would already be under pressure to support and train the new Councillors who will be joining in May 2015.

The Town Manager acknowledged that Cllr may be right, but confirmed that the Apprentice would not start with the Council until September 2015.

Chair confirmed that at the last Policy and Finance Committee meeting, Cllr J Livings and the Town Manager were asked to investigate further regarding the recruitment of an apprentice, so that this report was as a result of that request.

Cllr J Livings proposed
Cllr Mrs C Terry seconded
5 Cllrs agreed and Cllr Mrs H Livings abstained

LA379 PLAY AREA INSPECTION APPLICATION

The report was **RECOMMENDED**

Cllrs queried whether the quoted cost of £1,180.00 would need to be paid every year.

The Assistant Town Clerk clarified that the yearly software licenses would be £100.00 per site per year, therefore currently a total of £700.00.

Cllr J Harris said this would be an excellent idea, having attended a Play Inspection course

The Town Manager confirmed that now that we have Centenary Park, this has doubled the amount of our play equipment assets that require inspection. He also advised that the play equipment at this site does not meet British Standard, however the Play Area Contractor has advised that as the items have all been custom made these are permitted to be exempt.

The Assistant Town Clerk confirmed that RoSPA have undertaken a play area inspection on all of this equipment and only low risk recommendations have been documented.

Cllr Mrs E Merry asked why Peacehaven Town Council have accepted the play equipment if it does not meet British Standard and do we have any recourse.



The Town Manager confirmed that we haven't accepted it, as the project is owned by Lewes District Council and until it is handed over from Lewes District Council we do not know what the completion specifications are, or what risk assessments have been completed, or what maintenance or repair guarantees are applicable.

The Assistant Town Clerk will provide Zurich Insurance with a copy of the RoSPA inspection report which details all of the new bespoke play equipment for insurance purposes.

Cllr J Livings proposed
Cllr Mrs C Terry seconded
All Cllrs present agreed

LA380 COMMUNITY HOUSE MAIN KITCHEN DISHWASHER

The report was **RECOMMENDED**

All Cllrs present agreed

Cllr Mrs H Livings asked what would be happening to the old Steriliser that is currently located within the main kitchen.

The Town Manager confirmed that this would be sold.

LA381 PROJECT UPDATE

Cllr J Livings asked if his request to amendment project item 27 Groundsman Building and item 9 Café Centenary Park Fire Guard on page 24/27 to high priority had been actioned.

The Assistant Town Clerk confirmed that these items have been amended to high priority and clarified that there was a temporary fire guard in place at the Café until the permanent one was installed.

Cllr Mrs E Merry asked for an update regarding project item 15 Cliff Top Walk and Howard Peace Park Information Boards on page 22/27.

The Assistant Town Clerk confirmed that she was sourcing styles of timber and contemporary style signs with integrated art work that would sustain the wind and salt conditions of these exposed locations and would present these at the next Town Enhancement meeting which is to be held on 21 April 2015.

Cllr J Livings asked if there was an update regarding the Community House Main Kitchen Shutters.

The Town Manager advised that this was on the confidential agenda and would be discussed then.

Cllr Mrs H Livings asked for more details regarding project item 28 Community House Copper Room improvements on page 24/27.

The Town Manager confirmed that the meeting table could not be placed in the room correctly, as there is a stud wall that needs to be removed to create the space. The Senior Caretaker is obtaining quotes for this work.

LA382 TO CONFIRM THE DATE OF THE NEXT MEETING

It was confirmed that the next meeting of the Leisure & Amenities Committee would be on Tuesday, 23 JUNE 2015 at 6.30pm.

SIGNED BY THE CHAIR:



DATED

30.4.15

