



# PEACEHAVEN TOWN COUNCIL

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## Councillors on this Committee

### EX OFFICIO

Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council)

Cllr Dave Neave (Chair of Committee) Cllr Rachael Coles (Vice Chair of Committee), Cllr Lynda Duhigg, Cllr Daryll Brindley, Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Alan Milliner, Cllr Ron Maskell, Cllr Ian V Buchanan

Dear Committee Member,

You are summoned to a meeting of the **LEISURE AND AMENITIES** to be held on Tuesday 22nd January 2019 in the Anzac Room, Community House at 7.30pm.

Tony Lopes  
Acting Town Manager

### AGENDA

#### GENERAL BUSINESS

1. **LA 289** CHAIR ANNOUNCEMENTS
2. **LA 290** PUBLIC QUESTIONS TIME  
There will be 15-minute period when members of the public may ask questions on any relevant LEISURE AND AMENITIES MATTER. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.
3. **LA 291** TO CONSIDER APOLOGIES FOR ABSENCE
4. TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
5. **LA 292** APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE 6th NOVEMBER 2018

#### REPORTS

6. **LA 293** - Tree report October 2018 **page 9**
7. **LA 294** – Play area sand report, **page 10**

#### REPORTS TO NOTE

8. **LA 295**- Ban on the use of Glyphosate on Peacehaven Town Council land update **page 11**
9. **LA 296**- Project updates **see attached document**
10. **LA 297**- Allotment policy changes **page 12**
11. **LA 298**- Ground staff new shed- verbal update from Kevin bray

Under ruling of Schedule 12A of The Local Government Act 1974, the public shall be excluded from the following part of the meeting, in view of the nature of the business to be transacted or the nature of proceedings, that if members of the Public were present during that item, confidential information would be disclosed to them in breach of obligation of confidence and noting in this part shall be taken to authorize or require the disclosure of the confidential information in breach of the obligation of confidence.

**CONFIDENTIAL BUSSINESS**

**CONFIRM DATE OF NEXT MEETING FOR THE LEISURE AND AMENITIES 12<sup>th</sup> March 2019 AT 7.30PM.**

## **LA 292- APPROVE AND SIGN THE MINUTES OF THE MEETING 6<sup>TH</sup> NOV 2018**

**MINUTES of Leisure and Amenities held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 11<sup>th</sup> September at 7.30pm**

Councillors on this Committee-

Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council), Cllr Dave Neave (Chair of Committee), Cllr Rachael Coles (Vice Chair of Committee), Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Daryll Brindley, Cllr Claude Cheta, Cllr Alan Milliner, Cllr Ron Maskell

Attended-

Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council), Cllr Dave Neave (Chair of Committee), Cllr Rachael Coles (Vice Chair of Committee), Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Alan Milliner, Cllr Ian V Buchanan (Sub for Cllr Ron Maskell), Cllr Robbie Robertson (Sub for Cllr Claude Cheta).

Officers-

Heidi Cooper (Administration Officer), Kevin Bray (Head Groundsmen)

### **GENERAL BUSINESS**

#### **LA 280 CHAIR ANNOUNCEMENTS**

Thank you for attending the Leisure and Amenities meeting this evening 6<sup>th</sup> November 2018. We are not expecting any emergencies this evening although should the alarm sound, please leave the building by the closest exit route. The Health and Safety Instructions are on the sign sheet. The swing at The Dell has been completely re surfaced by the original contractors. So is now fit for purpose. Christmas market 9am-3pm on the 15<sup>th</sup> December. Everyone welcome, volunteers would be greatly appreciated also carol concert is on the 14<sup>th</sup> December tickets will be on sale on Friday the 30<sup>th</sup> of November. Hope all can come. This Sunday 10.45am meet at War Memorial for the remembrance service. All welcome and at 6.30pm there will be a gathering at the War Memorial for a cry of peace service.

Cllr Rachael Coles brought up why item 10 **LA 288** Running Club Storage Hut was on pink papers. Cllr Robbie Robertson purposed to bring it forward as not confidential.

Proposed Cllr Robbie Robertson

Seconded Cllr Lynda Duhigg

All Agreed

#### **LA 281 PUBLIC QUESTIONS**

There will be a 15 minute period when members of the public may ask questions on any relevant LEISURE AND AMENITIES MATTERS. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.

### **ALAN SARGENT, WEST WARD, CHAIR OF THE RESIDENTS ASSOCIATION**

LA 269 Public question time minute of meeting held on 11<sup>th</sup> September 2018. The Association has received no answer to questions asked (8 weeks). LA 284 Tree Report, is there any monies left over from the Bovis Homes Development? The Association recommends proposal 2, it is essential a competent qualified company employed, whilst I am sure the Ground Staff could carry this work out it is a major job and time consuming. LA 285 Use of Pesticides, the Council should stop using product containing glyphosate as recommended in item 1. LA 286 Review of Policies, there are five policies to be reviewed although the proposal states there are no changes. Tree works- no change but states adopted Nov 2016 to be reviewed Nov 2017 (12 months late) why on confidential paper. Memorial Benches, Adverse Weather, this is merely a written policy, not for approval, Volunteer Policy- Should have been reviewed April 2018. Allotment Policy- No review date shown but on previous review date December 2017. Under para 6 use of chemical sprays and fertilisers suggest this should include forbidding the use of glyphosate. Under the diary of dates reassured by The Town Manager last year the Telephone Policy, Book keeping Policy, Recording of Meeting should also be cancel out this month.

### **ROB CHALK, NORTH WARD, JUBILEE GREEN GYM**

I would like to bring to your attention on behalf of the members of the Green Gym. At last year's meetings a replacement for the leg and cycle machine (the bearings on the existing are beyond repair) this was promised in this year's budget, it has still not arrived. Early this year representatives from the Council inspected and made a report on the leg/cycle machine and rowing machine, suggesting both should be replaced as soon as possible (the rowing machine requires leg movements as the existing one does not). Last year it was suggested rubber crumb matting should be applied around the machines, also by the gate entrance as these hold a substantial amount of water. I understand that bark chippings would not be suitable. We noted that the lawn area had a light trim and now requires a closer cut suitable for the winter period. We try to keep the gym area free from rubbish and I have installed a small bin on the railings, which we empty on a regular basis. May we suggest the Council move the existing bin to this area or install a new one. Instruction training was promised for early 2018 has this happened no one has been advised? It has been suggested that the Gym is not used very much, I enclose a picture for your reference and it is used regularly throughout the year. We appreciate what has been done in the previous year and hope that the area can be brought up to a good standard of care to preserve the Gym. On behalf of our members.

### **MARTIN CROMBIE, PARK RUN**

The Park Run is very popular with the community and also has local GP'S working with us. Who come along and bring people to visit. 30 people are new to this event and 100-200 runners bring business to the Café. We already agreed to storage with the previous Leisure and Amenities Manager, we have done our own fund raising, so we would like to get going. It was put on hold and the Council did a U turn and we had to resubmit the application, the first wooden design was deemed to be a fire risk, so we are quite happy to build a structured building and make sure it blends in. We are not looking for labour or funding from the Council we are just asking to get things moving.

Cllr Sue Griffiths suggested sharing storage with the Junior Park Run. Martin Crombie confirmed they needed a more structured building for their equipment.

#### **LA 282 APOLOGISE FOR ABSENCE**

Cllr Daryll Brindley sent his apologies due to prior commitments- ACCEPTED

Cllr Ron Maskell sent his apologies due to prior commitments- ACCEPTED

Cllr Claude Cheta sent his apologies due to being on holiday- ACCEPTED

#### **4. TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Jackie Harrison-Hicks declared an interest in everything that goes on in Peacehaven.

Cllr Robbie Robertson and Cllr Rachael Coles declared an interest in the Park Run.

#### **LA 283 TO NOTE THE MINUTES OF THE LEISURE AND AMENITIES COMMITTEE 11<sup>TH</sup> OF SEPTEMBER 2018 AS RATIFIED AT FULL COUNCIL 16<sup>TH</sup> OCTOBER 2018.**

Cllr Rachael Coles thought the minutes had been asked to be differed. Cllr Dave Neave questioned why they had been signed in his absence. Cllr Jackie Harrison-Hicks proposed them and Cllr Sue Griffiths seconded them. Cllr Dave Neave signing minutes at Full Council is ok if there isn't a Meeting for a while and can't come back to the next meeting so amendments can be made. I did training in minute taking and the question I asked about is what we are talking about now, there is no going back once the minutes are signed. Cllr Rachael Coles asked who signed them. It was possible me stated Cllr Jackie Harrison-Hicks, she signed them at Full Council Cllr Robbie Robertson pointed out. Cllr Dave Neave made it clear he is not happy about these Minutes and somethings where said and weren't documented; also the Vice Chair had things to discuss. I would have liked to sat down and spoken before these where signed. Who is happy for me to take on the minutes?

Proposed Cllr Job Harris

Seconded Cllr Ian V Buchanan

Cllr Sue Griffiths pointed out that this legally can't be done. Cllr Dave Neave responded it has been brought back now. If they were signed at Full Council as a true record of you was there it is signed Cllr Rachael Coles. Cllr Ian V Buchanan thought these should be correct and Cllr Lynda Duhigg thought it was deferred. Cllr Rachael Coles replied with that was what was requested. Cllr Dave Neave made a point that he couldn't see what was on the Minutes for Full Council and asked if he could take them home and come back with any questions or things that need to be added. My point of order hasn't been recorded said Cllr Lynda Duhigg. Cllr Robbie Robertson commented on having a five minute break to look at these Minutes. Cllr Rachael Coles had emailed the Town Manager and the report from the working group was approved in July 2018 not January 2018. This cannot be brought back in six months. Cllr Dave Neave emailed he wasn't happy with the Minutes. You don't rip them up and put them in the bin. Now let's put this to bed.

## LA 284 TREE REPORT

Cllr Sue Griffiths recommendations- When trees are planted they have to be managed in respect of the purpose that they are planted for and their effect on the rest of the environment that they are in. The trees to the west of the bridle path have never been managed. They were planted by the former landowner when the land was still an open field. Council took responsibility for them after Bovis-Homes built on the site.

Regarding the options available:-

1. I do not believe this is an option as the condition of the trees will deteriorate and the bottom branches will lose their needles and become unsightly.
2. This is my preferred option as it takes a long term view and any individual trees that die can be replaced with reasonably sized native evergreens when needed. It is important that the branches overhanging the bridle way are cut back as they are starting to have a negative impact on the trees to the east of the path and when the needles drop they can cause a slip hazard for walkers.
3. Not only is this option more expensive but the residents would soon be complaining about the light pollution from the floodlights and the park would be more windswept. Evergreens would need to be used as a replacement as deciduous trees would let light through and cause problems with leaves on the bridle path. The report mentions planting whips and using volunteers which is totally impractical. Whips could take up to 20 years to be of value to the site. Peacehaven Task Force is no longer functioning and local volunteers are working at their capacity.

Nesting birds & bats

Birds are nesting earlier and earlier each year and the optimum time for working on the trees would be the winter period.

Myself and other residents have witnessed bats using the trees at dusk.

If the bridle path must be closed for any length of time I believe that Council would have to apply for a temporary diversion order from the County Council.

Cllr Dave Neave asked would Cllr Sue Griffiths like a short or long term option. Cllr Ian V Buchanan, main concern with this report is suggestion one you can't prune them back. Suggestion Two is the best. If the odd one dies would give us a chance to replant. Cllr Dave Neave has his views and rose these 18 months ago when doing the water leak these trees were always a problem. Light pollution might be an issue. I'm sure a light reflector could be put on the east. Properties can't sell because of these trees and we don't know if they are doing any damage. We need to speak to residents about what they want; this Council has more of a duty than just lopping them off. Cllr Rachael Coles knows the person who lives there and damage to the drains is a concern and you will be left with a stump if you just cut the top off. Take them down and put something nice there. Cllr Robbie Robertson, quiet right residents should be involved wouldn't take long to drop letters round. Cllr Dave Neave, these houses have only been here for five years these trees should still be under the responsibilities of the contractor. Putting a hedge row will cost more money for Council stated Cllr Robbie Robertson. Cllr Dave Neave questioned if NHBCB have any input. Cllr Melvyn Simmons pointed out all developers are aware of height and widths they grow to. Some companies have been taken to court for the state of ground. Cllr Ian V Buchanan brought up that they have very small root balls (about 6-7 foot) but tap roots go down deep. Purpose further information; speak to the residents, light pollution, birds nesting. Cllr Ian V Buchanan suggested using EH Treecare to do the work. Cllr Rachael Coles would like a report about a filter for light pollution. If the Town Manager would write a letter to the

residents and have a meeting about the problem with the trees Cllr Dave Neave. Cllr Rachael Coles suggested about having the meeting at the sports park. Cllr Melvyn Simmons would like Cllr Dave Neave to approve the letter.

Proposed Cllr Dave Neave

Seconded Cllr Ian V Buchanan

All Agreed apart from Cllr Sue Griffiths and Cllr Jackie Harrison-Hicks

#### **LA 285 CLLR SUE GRIFFITHS REPORT**

Cllr Rachael Coles asked Kevin Bray for his option. Kevin Bray replied with, we don't use a lot of weed killer, only on slabs and fence lines. If Glyphosate is banned, we would have to get a contractor in or find some weed killer that does not contain Glyphosate. Cllr Rachael Coles if we get rid of Glyphosate would we have to get a contractor to do any weed killing at a cost to the Council. Cllr Robbie Robertson agrees to option one, not to two and agrees to three. We need to investigate costs Cllr Rachael Coles stated. Cllr Ian V Buchanan agrees towards option number two and would like more information. Cllr Sue Griffiths wants it banned. Cllr Ian V Buchanan would like to enforce a ban, even with such a small amount to do I wouldn't like to use it. They all have traces including food etc. Cllr Rachael Coles if we ban it and we outsource it and a company is going to use the same products containing Glyphosate, we need a report. Cllr Dave Neave get Kevin to dig out the weeds, we might ban it, but a farmer up the road might be using it. Cllr Sue Griffiths can we have a time limit for a report? Bring back to next meeting with a report stated Cllr Dave Neave. Cllr Sue Griffiths would like the foam machine alternative to be demonstrated, we have a meeting in January, can we have the report and decide then. Cllr Melvyn Simmons there are three decisions that all need to be agreed/disagreed on, such a small Agenda it's taken so much time. Cllr Jackie Harrison-Hicks proposed to recommend option number one to ban the use of Glyphosate by Peacehaven Town Council, who agrees to one? Six Councillors agreed and two disagreed. Option Number two to ban the use of Glyphosate on Peacehaven town council land by clubs and contractors, six Councillors agreed and two disagreed. Option number three to Phase in a ban on using Glyphosate by Peacehaven Town Council, ten agreed with the amendments clear to the public that we make sure it's pesticide and herbicide free and bring back to committee in January with a report. Cllr Rachael Coles brought up that you can't vote on all three and that by agreeing to the first option that Glyphosate was already banned so option three a phased in ban is null and void and cannot be implemented now.

**LA 286- NOTED**

**LA 287- NOTED**

#### **LA 288 RUNNING CLUB STORAGE**

Councillors voted and all agreed that this item be moved from pink papers and will now be white papers. Cllr Robbie Robertson thinks it's good, but do we need planning permission? Cllr Dave Neave asked can an officer find that out and if fail we can ask for a temp building. Cllr Ian V Buchanan would it be worth doing research and looking into vandalism. Cllr Job Harris Cats Club is there a structure with everything built into it. Cllr Rachael Coles what ground rent would be charged? I don't

think we should be charging as it's a charity. Cllr Melvyn Simmons suggested charging a pound a year, Wonderful idea stated Cllr Robbie Robertson. Cllr Jackie Harrison-Hicks where will this shed be put. Next to the café Cllr Dave Neave. Cllr Rachael Coles thought Campbell McBryer had dealt with this? Kevin Bray replied Campbell was dealing with this himself and had not brought this to the Leisure and Amenities committee for ratification, which is why it has been put on the agenda for this meeting. Cllr Dave Neave suggested partnering up to help with grant application and felt we could still help.

Proposed Cllr Robbie Robertson

Seconded Cllr Ian V Buchanan

Councillors suggested having a temp building and work towards a permanent one depending on planning permission.

**Confirmed date of next meeting**

**Meeting ended at 9.13pm**



## LA 293 - Tree report October 2018

### Leylandii tree report

It was decided by the L&A committee on the 6<sup>th</sup> November that letters be sent to 35 houses in Flint way and Roundhouse Crescent giving the residents three options for works on the leylandii trees running between Centenary Park and the houses adjoining the park we had 16 replies.

We had 14 replies the results were

1. To leave the trees as they are **8 votes**
2. To reduce the height and width of the trees **3 votes**
3. To remove all the leylandii and replace with slow growing indigenous hedge **5 votes**

### Results

The results show that most residents who replied to our letter would like the trees to remain in place untouched, as they block both light pollution from the floodlights and act as a noise pollution barrier as well.

### Financial implications

Funding for the works will come from moneys Bovis homes gave Peacehaven Town Council for taking ownership of the amenity land within the new housing estates.

**The committee are asked to decide on what option they would like carried out to the trees at Flint way/ Roundhouse Crescent.**

**Option 1** Leave the trees as they are.

**Option 2** Reduce the height and width of the trees, this would need to be repeated on a regular basis.

**Option 3** Remove the trees completely and replant an indigenous hedge row.

Once a decision is made a specification will be drawn up and quotes sort for any works to be carried out, this to be done by early spring

## LA 294 – Play area sand report

The play areas at the big park are checked three times a week, twice when clearing litter, bin emptying, when the routine playground inspections are carried out and the play app is filled out once a week to record that a play area check has been carried out, this is within the guidelines to cover the council's liability in case of any incidents or accidents. During these checks it was noted that the play sand levels had dropped below the minimum level of 45cm deep and that we needed to top up the sand.

During the summer we have topped up the sand areas in the play areas of the big park with a significant amount of sand, we tried to do this with in-house manpower, this proved too big a task moving the sand by hand with wheel barrows, which also led to one member of staff damaging his knee resulting in a lengthy lay-off. It was decided to get hire in a digger and dumper truck to move the remaining 100 tonnes of sand, as no employees have tickets to use these vehicles we had pay for drivers as well, the cost for this was discussed with the Leisure Manager and agreed by the Town Manager.

**NOTE: Having investigated further we are now applying to recover the whole cost of the sand and digger hire from moneys left over from the Big Park Project Fund which is held by Lewes District Council and it has been indicated that will happen without any delays.**

In December the acting Town Manager Tony Lopes and senior groundsman Kevin Bray carried out a site assessment on the Centenary Park play areas to assess the sand usage and future costs, the result was as follows:

- To reduce the area of sand to the minimum required to cover the correct safely guidelines (the ground staff have already managed to recover approximately 20 tonnes of sand by getting the digger when on hire to remove the sand and replace it with soil and grass seeded in one area by the decking which was not needed as a safety surface)
- To replace some of the sand areas with a rubber safety surface, this would mean the sand being removed and relocated in the play area, crushed stone added and consolidated then a rubber safety surface spread over the area (as an example for just the rubber safety surface under the dell swing the cost was approximately £70 per meter, this is without removing the existing sand and replacing it with crushed stone).

It should be noted that even this type of safety surfacing has a shelf life and would need replacing eventually, it is also susceptible to being set on fire.

- To leave the sand and continue to top it up regularly to avoid the cost spiralling, as an example the Dell play area requires 10 tonnes of sand every year.

## **REPORT TO NOTE**

### **LA 295- Ban on the use of Glyphosate on Peacehaven Town Council land update**

The letter below has been sent out to the bowls and football clubs and the allotment conditions have been updated on the use of chemicals.

Dear Sir/ madam

The Leisure and Amenities committee have taken the decision to stop all use of Glyphosate chemicals on all its land including any lands leased by clubs and associations.

This ban means that any weed killer containing Glyphosate must not be used on Peacehaven Town Council land, which includes: Round-up, Path-clear, Weedol and Resolva contain Glyphosate.

Please also note that only a person with the relevant spraying certificates is allowed to use chemicals on Peacehaven Town Council land.

Many Thanks

Tony Lopes

Acting Town Manager

## REPORT TO NOTE

### LA 297- Allotment policy changes

The allotment policy has been reviewed and the only amendment was to section 6, please see this below:

#### 6. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council, if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.