



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
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PEACEHAVEN

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 Rachel Coles (Vice Chair of Committee), Cllr Daryl Brindley, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Claude Cheta, Cllr Ron Maskell, Cllr Lynda Duhigg

Dear Committee Member,

4th March 2019

You are summoned to a **LEISURE AND AMENITIES COMMITTEE** meeting to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 12th March 2019 at 7:30pm**

Toni Lopes
Acting Town Manager

A G E N D A

GENERAL BUSINESS

- 1 LA 299 CHAIR ANNOUNCEMENTS
- 2 LA 300 PUBLIC QUESTION TIME

There will now be a 15 minute period whereby members of the public may ask questions, on any relevant **LEISURE AND AMENITIES** matters. It would be preferred if these are submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.

- 3 LA 301 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

- 4 LA 302 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 5 LA 303 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 22th JANUARY 2019

REPORTS

- 6 LA 304 THE SUMMER FAIR (pages 1-3)
- 7 LA 305 THE CHRISTMAS MARKET (page 4)
- 8 LA 306 SPONSORSHIP EVENTS PACKAGES (page 5)
- 9 LA 307 INFORMATION BOARDS (page 5)
- 10 LA 308 BOWLING CLUB GATES (page 6)
- 11 LA 309 PARK RUN CONTAINER – PARKS OFFICER TO GIVE A VERBAL UPDATE (page 6)
- 12 LA 310 BUS SHELTERS (page 6)
- 13 LA 311 CARERS' FREE TICKETS TO EVENTS (page 7)
- 14 LA312 THE DELL (page 7)
- 15 LA 313 PROJECT UPDATES (page 8 onwards)

Please note that in view of the confidential nature of the discussion of some items on this agenda, the press and public may be excluded under the Public Bodies (Admission to Meetings) Act 1960

CONFIRM DATE OF NEXT MEETING 21st MAY 2019

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the LEISURE & AMENITIES COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 22nd January 2019 at 7:30pm.

Councillors on this Committee

EX OFFICIO

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

Cllr Dave Neave (Chair of Committee) Cllr Rachael Coles (Deputy Chair of Committee), Cllr Lynda Duhigg, Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Alan Milliner, Cllr Ron Maskell,

Present: Cllr Job Harris (Deputy Chair of Council), Cllr Dave Neave (Chair of Committee), Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Alan Milliner, Cllr Ron Maskell,

IN ATTENDANCE Kevin Bray and Tony Lopes

GENERAL BUSINESS

LA 289 CHAIR ANNOUNCEMENTS

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 onto silent and refrain from using them during this meeting.

- The Christmas carol concert last month was a great success, with 160 guests attending with moneys raised going to the Salvation Army

The Christmas market was well supported and raised £1148 in profit plus a donation of £65 from Sussex pet rescue this went into the Mayor Funds, our thanks to all the Staff and volunteers for their efforts in running these events for the town.

- We have the wrestling spectacular happening in the main hall on the 16th February and tickets are available from the information office
- This month's film Bohemian Rhapsody has sold out for tomorrows showing and next month we have the Mary Poppins film showing ticket available from the information office.

LA 290 PUBLIC QUESTIONS

Mrs Helen Peters-East ward

I would like to complain about litter and dog excrement around the Big Park and surrounding streets, it is getting to be very bad, can something be done about this please? I have witnessed that there are peak times for professional dog walkers with multiple dogs, who fail to pick up after their animals, they are 8-9 am and 3-5 pm.

Cllr Neave asked if the Neighbourhood first team could help with this matter, maybe walk around spotting offenses? Also, we have a dog warden for the Lewes District his name is Thomas Branch, can Kevin Bray contact him for advice please?

Cllr Harris volunteered to visit the park to take pictures and investigate.

LA 291 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta – Prior commitment

Cllr Harrison-Hicks- Prior commitment

Cllr Simmons- Prior commitment

Cllr Coles- ill health

TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None

LA 292 TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING

Cllr Griffiths, LA 285, the minutes do not state what the recommendations were, it also calls them options, can this be amended?

Cllr Neave, I am not happy with these minutes, they should be re written, but this is not protocol, can a note be put on the minutes when signing them?

Tony Lopes suggested that the minutes be signed as although they are not 100% correct they are a representation of the meeting.

Cllr Griffiths, the minutes must be signed as no actions from them can be implemented if they are not signed. Could the minutes be signed with three recommendations to amend LA285 to state the three recommendations that were voted on and who proposed and agreed them?

Cllr Neave, this can then be ratified at full council.

The leisure and amenities committee **AGREE** to signing the minutes with corrections to LA285 and a footnote stating that all councillors were not happy with the minutes.

Proposed by **Cllr Harris**

seconded by **Cllr Griffiths**.

AGREED

LA 293 TREE REPORT

Cllr Griffiths, I support option 2 to reduce the height and width of the trees.

Cllr Neave asked for Kevin Brays opinion

Kevin Bray suggested that letters be sent to the residents informing them of the outcome might be a good idea and agreed that some works need to be carried out on the trees.

Cllr Maskell pointed out that the majority wanted option one, that nothing done to the trees, but he agreed to option two

Cllr Milliner replied if you look at the results of the survey eight replied wanting something done to the trees and eight replied wanting the trees left untouched so there was no majority.

The leisure and amenities committee **AGREE** to option 2 that the trees be reduced by 30% and a letter be written to the residents letting them know that works will take place shortly

Proposed **Cllr Duhigg**

Seconded **Cllr Griffiths**

AGREED

LA 294 PLAY SAND REPORT

NOTED

LA296 PROJECTS UPDATE

NOTED

LA 297 ALLOTMENT POLICY CHANGES

NOTED

LA 298 VERBAL REPORT ON THE NEW GROUNDSMAN ACCOMODATION

Kevin Bray the plan is that the building should be completed by the end of January and the grounds team will move in once it is completed.

NOTED

NO CONFIDENTIAL BUSSINESS

TO CONFIRM THE DATE OF THE NEXT MEETING TO BE 12TH MARCH 2019 AT 7.30 PM

THE MEETING ENDED AT 8.15 PM

REPORTS

6. LA 304 - SUMMER FAIR

Report - Civic and Marketing Officer

1. INTRODUCTION

1.1 This item was deferred from the Full Council meeting of 29th January 2019 to discuss the future direction of these events with this committee

2. BACKGROUND/INFORMATION/SUMMER FAIR

2.1 For the past three years this event has taken place at Centenary Park in July; previously organised at the Joff Field.

It was felt that Centenary Park (the Big Park) has sufficient space to enable PTC to create a Community Fair to include a skate festival, car boot sale and arena activities for our residents and visitors to enjoy.

Officers start organising the fair in in January covering bookings, marketing and advertising, to attract the relevant stalls holders before they book into other summer events.

2.2. A question raised at the Council meeting of 29th January 2019 was that Officers should apply for an SIA licence and those officers who attend or who are present at large functions/events should seek SIA training.

The locum finance officer has researched the implications and would advise members that this does not apply to local councils. Please see below further details regarding SIA Licencing and training.

3. EXCLUSIONS

3.1 Whereby an SIA licence **would not** be required:

In house employees when carrying out duties in connection with their employer's use of a certified sports ground or certified sports stand for purposes for which its safety certificate has effect. Employees of a visiting team to such premises are also exempt provided that the visiting team has a certified sports ground or stand.

Where an individual maintains order amongst a group of people and this is incidental to their role (and that role does not involve manned guarding activity) for example a school teacher accompanying children on an outing or managing the cinema.

Where individuals do not undertake licensable activity but are faced with a sudden or unexpected situation e.g. a fight or going to the assistance of a colleague who is being attacked by members of the crowd. This exclusion will not apply if there is an expectation that an individual will respond to such incidents by, for example, its inclusion in their job description.

Where an individual is only responsible for checking that individuals have paid for admission or have invitations to allow admission to an event.

3.2 Examples of licensable and non-licensable activity

The table below provides some examples of typical event staff roles and activities and whether an SIA licence is required. This list is by no means exhaustive and it should always be remembered that it is not the job title that is important; it is the work, or activity, that an individual does that determines whether they need a licence.

Licensable – Requiring an SIA Licence

Screening a person's suitability to enter the event or venue e.g. individuals under the influence of alcohol or drugs or demonstrating anti-social behaviour. This includes those who are searching bags to ensure that there is no unauthorised access or any damage to property or injury to others.

Searching of persons and/or property to prevent items that are unauthorised or illegal from entering the premises e.g. cameras, alcohol, drugs or weapons.¹

Responding to incidents within crowds, queues or the audience to control behaviour which is antisocial, undesirable or likely to result in harm to others.

Ejecting individuals from a venue or event or designated area e.g. concert pit or backstage areas.

Protecting a pitch, track or other identifiable area from spectators or others with the intention of preventing unauthorised access or damage.

Non Licensable – No SIA Licence required

Customer care duties including directing patrons to refreshments, toilet and first aid facilities

Directing spectators to seating areas by checking tickets

Providing safety advice and assistance to patrons as required

Ensuring gangways and exit/evacuation routes are kept clear for health & safety purposes

Providing assistance in the carrying out of evacuation procedures in the event of danger to patrons, including liaising with representatives of the emergency services

4. FINANCIAL IMPLICATIONS

4.1 The locum finance officer has compiled a 3 year analysis as follows:

Summer Fair

	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>Income</u>			
Stalls	£1,550	£2,300	£1,890
Sponsorship	£400	£2,200	£2,400
Car parking	£298	£304	£280
Donations	£40	£40	£103
Raffle	£90	£165	£237
Total income	£2,378	£5,009	£4,910
<u>Expenditure</u>			
Toilet hire	£655	£750	£586
Advertising	£311	£885	£577
Health & safety	£145	£232	£211
Licence	£21	£21	£21
Refreshments	£33	£100	£140
Other	£36	£50	£89
Total expenditure	£1,201	£2,038	£1,624
Gross Profit	£1,177	£2,971	£3,286
 Staff costs	 £1,355	 £2,310	 £1,749
Net profit	-£178	£661	£1,537

5. RECOMMENDATION

4.1 Members **AGREE/DISAGREE** to continue to deliver a COMMUNITY Summer Fair to organise, attend and manage

5 DECISION

6. LA 305 - CHRISTMAS MARKET
Report - Civic and Marketing Officer

6.1 The Christmas Market has been organised by officers for a number of years. This event takes place in Community House and the Meridian Mall (with the permission of the Managing Agents) Officers start organising the event in August covering, bookings, advertising and marketing.

6.2 The same information applies to SIA training/licence with this event

7. FINANCIAL IMPLICATIONS

7.1 The finance officer has compiled a 2 year analysis as follows:-

<u>Christmas Fair</u>		
	<u>2018</u>	<u>2017</u>
<u>Income</u>		
Stalls	£764	£705
Santa	£489	£470
Raffle	£120	£237
Donations	£65	£125
Total income	£1,438	£1,537
<u>Expenditure</u>		
Sweets	£225	£350
Total expenditure	£225	£350
Gross Profit	£1,213	£1,187
Staff costs	£688	£994
Net profit	£525	£193

8. RECOMMENDATION

8.1 Members **AGREE/DISAGREE** to continue to deliver a COMMUNITY Christmas Market to organise, attend and manage

9. DECISION

8. LA 306 SPONSORSHIP EVENT PACKAGE

Report - Civic and Marketing Officer

1 INTRODUCTION

To approach local and commercial businesses to offer a range of sponsorship opportunities for main events

2 BACKGROUND INFORMATION:

The five potential events open to sponsorship are:

1. Summer Fair
2. Christmas Market
3. Wrestling evenings
4. Bingo Nights
5. Quiz Nights

Please refer to the detailed document (Sponsorship Event Package) which explains the proposals

3 RECOMMENDATION

3.1 Members **AGREE/DISAGREE** the sponsorship package to enable the Civic and Marketing Officer to contact both local and commercial businesses to offer the opportunity to sponsor our main events

3.2 DECISION

9. LA 307 INFORMATION BOARD AT BASTION STEPS

1. HISTORY

1.1 Peacehaven Town Council have 3 information boards at Howard Park, the cliff top monument and Bastion steps, giving information on the history of the town and the local flora and fauna of the area.

1.2 The Bastion steps board has rusted beyond repair and the information board has broken off in the wind.

2. DECISION

2.1 Do the Committee want officers to investigate

1. Replacing just this board
2. Replacing all three board

or

3. Not replace the broken board at this moment in time.

3. FINANCIAL IMPLICATIONS

3.1 There is not a budget set for this

10. LA 308 PEACEHAVEN BOWLS CLUB GATES

1. REPORT TO NOTE

1.1 The past Leisure and Amenities officer agreed with Peacehaven Bowls Club to pay half of the cost towards new gates for the green, these have now been fitted at a total cost of £3,082.00 plus VAT (£1,541.00 To Peacehaven Town Council)

2. FINANCIAL IMPLICATIONS

2.1 According to the financial officer there was not a budget set for this.

11. LA 309 PARK RUN CONTAINER – Parks Officer to give verbal update

12. LA 310 BUS SHELTER AT SLINDON AVENUE

1. HISTORY

1.1 Peacehaven Town Council own several bus shelters around the town, these are checked weekly by the ground staff. During the last windy weather, a panel broke free from its fixings.

1.2 We had a report carried out by the manufacturer of the bus shelter at Slindon Avenue and they reported that it had deteriorated to the point of being unrepairable and that the shelter should be removed before it became dangerous.

1.3 The company quoted £1,000.00 to remove the shelter for us - we managed to do this with our ground staff at no extra cost.

1.4 The Committee are asked if they would like for the cost of a replacement shelter be investigated, this would be in the region of £3,000.00

2. DECISION

2.1 Investigate the cost of a replacement bus shelter

OR

2.2 Not to replace the bus shelter at this moment in time.

3. FINANCIAL IMPLICATIONS

3.1 There is not a budget set for bus shelter replacement

13. LA 311 CARERS FREE TICKETS TO EVENTS

Report - Civic and Marketing Officer

1. INTRODUCTION

1.1 Many visitor attractions and leisure facilities will offer unpaid carers free entry if you are supporting the person you care for.

If the person you care for has to have you with them to be able to use a service (for example, to go to a visitor attraction/event then they are covered by the [Equality Act 2010](#). (Gov.uk)

2. FINANCIAL IMPLICATIONS

2.1 The cost of one ticket

3. RECOMMENDATION

3.1 To offer the opportunity of a FREE ticket for carers who 'have' to accompany a disabled person to an event – applies only to carers who are unpaid.

3.2 Members **AGREE/DISAGREE** to apply a free event tickets to carers

4. DECISION

14. LA 312 THE DELL

1. INTRODUCTION

1.1 On the north east side of the Dell is a wild area which has remained untouched ever since the town took over the park. There have been a few incidences of rough sleepers living in the bushes leaving litter and debris strewn amongst the shrubs.

1.2 It has been proposed that we start a programme to reduce the bushes and shrubs to a height that is manageable, clear away the rubbish, cut down the scrub and try to encourage a wild flower meadow with hedging on the northern side to tidy up the area.

1.3 This may be funded from CIL contributions to fund any hire costs for chippers and flail mowers that might be required.

2. Proposal

2.1 Members **AGREE/ DISAGREE** to start a project to be carried out over the winter of 2019/20 to cut and clear up the area.

3. FINANCIAL IMPLICATIONS

1.4 Any expenditure to be taken from CIL contributions.

13. LA 313 CENTENARY PARK OVERFLOW CAR PARKING PROJECT

1. INTRODUCTION

- 1.1 Centenary Park has been a huge success in the town which has led to many days of the year when car parking spills out on to the surrounding roads causing upset to the neighbours.
- 1.2 It is proposed to increase the parking by sectioning off the area to the west of the café, this will give space for a further 20 cars. To do this we would have to cross over the bridle path, this will need permission to be sought from Principal Rights of Way Officer at ESCC, barriers to slow down horses when crossing the area being used by cars, gates to enter the rest of the park and a new bollard next to the café (plan will be on the display screen)



KEY

- Gate and drop post
- Cars crossing bridle path
- Horse barriers
- Extra car parking

CONFIRM THE DATE OF THE NEXT MEETING AS 21st MAY 2019

Leisure & Amenities Committee – Project updates

Month March 2019

Project	Date of agreement/ start date	Latest update on progress (monthly)	Key deadlines/ target completion dates	Date(s) of past reports and next report to Committee	Responsible lead officer and lead member for project	Costs and method of funding	Comments/ exceptions and delays and further information
Community Garden/ allotment toilet	Spring 2018	Put on hold due to funding issues and investigation of DDA compliance.	Not set		Previous Leisure manager	CIL contribu tions	No new information on this at present
Leylandii trees	November 2018	The contractor has been chosen to carry out the works at full council.	Spring 2019	16 th Jan 2019	Kevin Bray	Bovis homes Money	Awaiting completion by contractor.
Floodlights at Skatepark	June 2018	we are waiting for further information from Zero Degree Skate Park.			Previous Leisure manager	Outside funding	No new information on this at present
Centenary Park play areas	February 2019	Worn out climbing ropes and nets. Self-closing gates worn mechanism	April 2019		Parks Officer	LDC big park fund	Contacting Chris Bibb to see if funding available for replacement parts

Glyphosate Ban	6 th Nov 2018	Bought back to L&A committee for confirmation	Spring 2019	Kevin Bray	L and A budget	
Groundsman's new accommodation	Spring 2018	Mr Poplett has estimated the new shed will be ready soon	16 th Jan 2019	Kevin Bray	L and A budget	
Centenary Cycle Hub		PTC is working with Liddy Leeding at Highways in partnership with Sus Trans. Plans are being drawn up to supply a "prefab" structure at Centenary Park with the creation of a Club Room Style centre for cycle activity in Peacehaven.		Liddy Leeding	Outside funding	No new information on this at present

Lease agreements		Awaiting confirmation of payment restructuring		March 2019	Town manager/ solicitors	PTFC	
Park run storage container	Nov 2018	Container is in place	Jan 2019		Cllr Neave/ Kevin Bray	Park run to fund this	Complete
Park run lease	March 2019	Lease to be drawn up			Town Manager	Park run to fund this	
Howard park	Summer 2018	PTC staff have cut down the poles and the wood will be stacked in the wild area to naturally degrade. Rotten wood on boules area replaced and area raked.	March 2019		Kevin Bray	No extra cost	Complete
Over-flow parking at the Centenary park	2019	Plans to be drawn up to gain permissions to cross the bridle path and erect gateways	2019		Kevin Bray	Big park	Application to cross the bridle path will need to be sort, early indications are favourable on this.
Lease agreements		Awaiting confirmation of payment before proceeding		March 2019	Town manager/ solicitors	PTFC	
Dell hedging	Dec 2018	Cut back hedge from café	Feb 2019		Kevin Bray		Complete

		fence and remove tent and litter.						
Servicing equipment	Dec 2018	All equipment, except one, ride on mower serviced by the groundstaff			Kevin Bray		Complete	
Slindon Avenue bus shelter removal	Feb 2019	Assessed as beyond repair and removed for safety			Kevin Bray		Complete	
Annual playground inspections	Dec2018	LDC to include us in the annual inspections of their playgrounds by an independent company.	March 2019	May 2019	Kevin Bray	PTC	Inspections confirmed and due to take place in March	