



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 15th December 2020 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr R White, Cllr L Duhigg, Cllr A Milliner, Cllr J Harris, Cllr C Collier.

Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Michelle Edser (PTC SPO) Victoria Onis (Admin Officer)

1 LA 498 CHAIR ANNOUNCEMENTS

The Chairman made the following announcements:-

1. The two CIL bids made to LDC (Centenary Park and The Dell) had been approved.
2. Community House will be closed for 1p.m. on the 23rd December to the 4th January.

2 LA 499 PUBLIC QUESTION TIME

There were no members of the public present.

3 LA 500 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Paul, Cllr Hill and Cllr Symonds. It was resolved that the following Councillors, Cllr Milliner, Cllr Duhigg and Cllr White would substitute, respectively.

Cllr Collier was welcomed to the meeting.

4 LA 501 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Duhigg declared that she is a member of the CIL board at LDC.

5 LA 502 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 3RD NOVEMBER 2020

Re. Item LA 494 – Howard Park, the draft minutes stated that the utility company would be using Howard Park for 5 days, this should read 5 weeks.

It was resolved to adopt the minutes as amended.

6 LA 503 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The clerk gave the Committee an overview of the circulated Budgetary Report for the current year. It was noted that the latest version of the draft budget for 2021/22 will be circulated for Officers, Committee Chairs and other Councillors to comment before this is finalised in January, comments need to be with the Finance Officer by end of the month.

Cllr Mills queried the allotment income budget heading. It was confirmed by the Parks Officer that the allotments are billed annually, and the invoices are going out now.

Cllr White queried the fuel for the vehicles. The Parks Officer detailed what the fuel is used for, including strimmer's, hedge cutters, petrol for vehicles, mowers and a tractor. Cllr White asked if we had a breakdown of this information, The Clerk confirmed this would have to be a manual exercise and time consuming.

The Budgetary report was noted and received.

[District Councillor Nicola Papanicolaou joined the meeting. 19.40, standing orders were suspended to bring forward item 16.]

16 LA 513 TO DISCUSS AND SUPPORT THE GATEWAY CAFÉ TREE PLANTING SCHEME

Nicola Papanicolaou reported that The Gateway Café has been using an increased amount of bio-degradable, compostable takeaway materials, due to Covid. Because of this increased use of throw away items, the Cafe would like to partly offset their carbon footprint by planting trees in the Big Park. The Café would like to introduce an incentive for this, so one example is once a certain amount of coffee has been purchased, a tree will be planted.

It was noted that the Gateway Café also has a coffee grinds bin, which is used at the Orchard, and is looking at obtaining a food waste digester. The Café already has a recycling bin for compostable cups and cardboard.

Standing orders reinstated.19.48

It was resolved that the Committee supports the Gateway Café Tree Planting Scheme, as set out in the report.

Proposed Cllr Duhigg and Seconded Cllr Sharky

All in favour.

7 LA 504 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The SPO's Report was received and noted.

The SPO updated the Committee, noting that this item will now be on each Committee Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and ideas for the Action Plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings

Cllr Gallagher queried one action; the reporting of the Inspections and risk and health and safety assessment for parks and open spaces. The Parks Officer confirmed that usually just the independent annual report comes to the Committee, to note, which has come from an independent expert.

The Parks Officer confirmed the current criteria for Risk inspections on the play areas and open spaces.

* the Grounds team have an app which is filled out once a week for play areas.

* there is a quarterly in-house inspection which is also recorded on the app.

* The annual inspection is actioned by people employed by LDC – report brought to Committee

Cllr Gallagher requested regular updates on the inspections and would like these reported at Committee.

Cllr Seabrook queried if the inspections only relate to the Play Areas. The Parks Officer confirmed that all areas, excluding the play areas, are inspected annually and the reports for this are kept in the office.

8 LA 505 TO NOTE THE CENTENARY PARK SAND REPORT

The SPO has submitted this item to LDC for S.106 funding and still waiting for an outcome from Chris Bibb.

The Parks Officer reported that the park has over 950m² of play sand area and this is costing excessive amounts of money to replace the sand when it blows away in exposed areas.

The Clerk confirmed sand pits are becoming a thing of the past, accidents with glass and hidden objects and being used as animal litter trays, very unhygienic and being replaced all over the country. The rubber alternative is much safer for children.

Report received and noted.

9 LA 506 TO AGREE THE COSTS FOR THE CENTENARY PARK GATE AND BOLLARDS

The Parks Officer's report was received and noted.

The Parks Officer reported that at the last meeting it was agreed to purchase some bollards to place across from the cycle hub to stop vehicles entering the Park and causing damage to the football pitches and for safety for park users.

The urgency of this matter was noted. Funding will be from PTC CIL monies initially, with the intention of claiming S.106 funding in due course.

It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval.

Proposed Cllr Duhigg and seconded Cllr Seabrook

All in favour

10 LA 507 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE EPINAY PARK PLAYGROUND RETAINING WALL

The Parks Officer's report was received and noted.

The Parks Officer reported to the Committee that the Life span of the wooden retaining wall has come to an end. It is requested that the Committee decide on either replacing the wall with recycled plastic log or create a grass bank. The SPO noted that these repair works are really a wear and tear maintenance issue so more than likely, will have to be funded by the Town Council's CIL monies if there is no S106 funding for this work.

It was resolved to create a grass bank in place of the wall. This was proposed by Cllr White and seconded by Cllr Sharkey

It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval. The Parks Officer will obtain further detailed quotes for the grass bank works and allowing for the retention of spoil to build the banking and retention of the old wooden posts to be left to degrade locally.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in favour for both proposals

11 LA 508 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE DELL PLAYGROUND RETAINING WALL

The Parks Officer reported that it was decided at the last meeting to complete these works but that further quotes were requested.

It was resolved to investigate the quotes further and look to see if we can negotiate a discount by using the same company for both the works at The Dell and Epinay Park. The project will then be referred to the Policy & Finance Committee and then to Full Council.

Proposed by Cllr Sharkey and Seconded by Cllr Milliner

All in favour

12 509 TO DECIDE ON THE PURCHASE OF A SHREDDER

The circulated report was noted and discussed.

Cllr Seabrook noted that the staff time savings alone justified the purchase of this shredder, giving a payback period of around three years.

The Parks Officer reported that this was the only type of shredder available for the Grounds Team's purposes, others being too industrial or designed for home use.

It was resolved to purchase the shredder. The Clerk will refer this project to the Policy & Finance Committee for approval of funding.

Proposed Cllr Seabrook and Seconded Cllr Gallagher

All in favour

13 LA 510 TO CONFIRM THE WINTER 2020/21 TREE PLANTING SCHEME

Cllr Griffiths' report was noted and discussed.

It was resolved to go ahead with the planting scheme which will enhance Centenary Park and it was also proposed to plant some trees in Howard Park. The trees need to be planted this winter; forty trees in Centenary Park and approximately eight trees in Howard Park.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in Favour

14 LA 511 HOWARD PARK (Verbal report)

Cllr Seabrook reported that there was a site meeting recently at Howard Park, to have a look at what work needs to be actioned, in light of the consultation report and recommendations given.

Cllr Seabrook will be arranging a Howard park WP Zoom in January to get work moving. Cllr Seabrook reported that the Boules area will be removed as it is considered unhygienic due to animal waste and is no longer used.

15 LA 512 TO NOTE THE REPORT OF THE GATEWAY CAFÉ ZOOM MEETING

The report was noted

1) It was resolved that we employ a heating specialist to access the heating at the café and the hub, for the best heating solution.

Proposed Cllr Gallagher and Seconded Cllr Harris

2) It was resolved that the use of a food digester should be referred to the Climate WP and can invite Nicola Papanicolaou to discuss options.

Proposed Cllr Seabrook and Seconded Cllr Duhigg

All in favour for both proposals

16 LA 513 TO DISCUSS AND SUPPORT THE GATEWAY CAFÉ TREE PLANTING SCHEME

[See above].

17 LA 514 TO DISCUSS AND NOTE THE COMMUNITY INFRASTRUCTURE LEVY BIDS AND SECTION 106 MANAGEMENT

The SPO updated the Committee and her detailed report was noted and discussed.

The SPO stated that the reports gave a good overview of work in progress, requesting that all Officers and Councillors get involved in this process.

The Clerk praised the SPO, The Finance Officer and the Parks Officer for their hard work.

18 LA 515 TO DISCUSS AND DECIDE ON THE REQUEST TO ERECT A FENCE AT THE HUB

It was noted that these works will be at no cost to the Town Council.

It was resolved to grant permission and send a letter of confirmation to Rainbow Nursery.

Proposed Cllr Seabrook and Seconded Cllr Sharkey

All in favour

19 LA 516 PROJECT UPDATES

The report was discussed and noted.

The Parks Officer noted that the Gateway Café lighting repairs/replacements was now almost complete.

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The Clerk reported that the latest draft of the new PTFC Lease has been sent to the Club and its Solicitor.

20 LA 517 WORKS REPORT

The report was discussed and noted.

21 LA 518 TO CONFIRM DATE OF NEXT MEETING AS THE 9th FEBRUARY 2021

There being no further business, the meeting closed at 21:08