



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 15th September 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 D Paul, Cllr W Veck, Cllr Duhigg, Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

1 LA 456 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and made the following announcements:-

It is with great sadness that I must report the passing of Cllr Hill's husband and Ray Burnett who worked for PTC for about 10 years.

Lake Park Pond was visited by James Macleary, Deputy Leader of Lewes District Council and Julie Carr the Lead Member for Open Spaces, to discuss the future management of the area and how to consult with residents with the aim of starting a 'Friends of Lake Park Pond'

The Making it Happen Team from SCDA visited many of the Town's green spaces in the West Ward and North Ward to see if they would fit in with the criteria of their project.

Next Saturday 19th September Dr. Bike will be in Centenary park 10-12.15 for bike checks and advice.

2 LA 457 PUBLIC QUESTION TIME

There were no Public questions.

3 LA 458 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Duhigg substituted Cllr Hill
Cllr Veck substituted Cllr Symonds.

4 LA 459 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 LA 460 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 23rd JUNE 2020

It was resolved to adopt the minutes as a true record.

6 LA 461 FINANCIAL UPDATE

The Finance report was discussed. The Town Clerk advised that he and the Finance Officer will be approaching Committees soon and discussing the budget for next year.

Report Noted.

7 LA 462 TO DISCUSS AND EDIT THE TERMS OF REFERENCE

The Committee reviewed the circulated draft Terms of reference in detail and several changes were made. It was resolved to adopt the Terms of Reference as amended for ratification by Council and these are appended to these minutes.

8 LA 463 TO REVIEW THE INTERNAL BUSINESS PLAN

The two documents were received, accepted and noted by the Committee. It was agreed that the Committee needed time to digest the content of the Plans and to make recommendations at its next meeting .

Cllr Gallagher added that the next Business Development Committee, will be Tuesday 23rd September, where the documents will be looked at further. Any further comments are welcome and can be emailed to the Marketing Assistant.

Proposed Cllr Sharkey
Seconded Cllr Seabrook
All in agreement

9 LA 464 HOWARD PARK CONSULTATION

Cllr Seabrook noted that the report for Howard Park has only recently been circulated, so there is no rush to discuss at this Committee meeting. Cllr Seabrook requested that Committee members read the report so it can then be discussed at the next Committee Meeting.

10 LA465 TO NOTE PROGRESS ON THE NDP/OPEN SPACE AUDITS

Cllr Gallagher read through the latest report noting that the audit of green spaces is being carried out in conjunction with the development of the Neighbourhood Plan and that a full report and proposals will be available for the Committee's next meeting.

Report noted.

11 LA466 TO DECIDE ON GREEN WASTE DISPOSAL / SHREDDER

The report was discussed by the Committee

- Parks Officer confirmed that the Grounds Team would try the machinery before buying.
- Concerns with storing the green waste if hiring machinery in. With the storing of the hedge cuttings, there could be a fire hazard and piles of hedge cuttings would be tempting for tampering.

- There is a budget for this purchase now, which may not be there next year or could we use S.106 funds towards this.
- If we do not start making equipment changes now, we will not meet our aim to be carbon neutral by 2030
- Currently having to transport cuttings waste to Ringmer and pay to dispose of it. We are giving away a valuable resource, and effectively buying it back as mulch for our trees. It would be far better for us to shred our tree pruning's on site and use it to mulch our own trees. Cash savings, carbon dioxide savings in the future.
- About to do our budgets for next year, we can specifically include this in our budgets, if we want to.

The report was discussed and it was resolved that the Parks Officer will work with Committee members to submit a business case for costs and savings on this piece of equipment and to refer this to Policy & Finance. It was referred to Climate change working group to ask them to release the £5100 from their budget

Proposed Cllr Sharkey

Seconded Cllr Paul

It was agreed by Majority, Two abstained.

12 LA467 TO DECIDE ON THE LOCATION FOR AN ADDITIONAL BANNER BOARD

The Parks Officer confirmed that the fence leading to the big park belongs to the Town Council and not the Bowls Club.

Cllr Gallagher noted that, we have not yet had a discussion as a Council as to whether we want banner boards in the Town at all. In this digital age maybe we could expand our on-line advertising to avoid disturbing our green spaces with advertising boards. All part of the review to work towards a management plan for our green spaces.

Cllr Gallagher proposed that we defer this matter for consideration as part of the management plan of green spaces, which will report at the next Committee meeting.

Proposed Cllr Gallagher

Secunder Cllr Seabrook

Agreed by the majority, two abstained.

13 LA468 TO DECIDE ON THE OPTIONS FOR THE DELL PLAYGROUND

It was agreed to set up a working party for a one-off meeting to discuss the Dell Playground.

Cllr Griffiths, Cllr Gallagher, SPO Michelle Edser, Parks Officer and Sarah Baverstock a member of the public; have volunteered for this working party. It was noted that our SPO has also got experience of playgrounds for disabled children and she has shown interest in being involved.

Proposed Cllr Gallagher

Seconded Cllr Sharkey

All in Agreement

14 LA469 TO NOTE THE FIRE DAMAGE AT THE BIG PARK

The report was noted

15 LA470 TO NOTE AND COMMENT ON CORRESPONDANCE FROM THE BOWLS CLUB

The report and correspondence from the Bowls club was noted. It was agreed to maintain the Oak tree and monitor it.

16 LA471 TO NOTE THE MUGA COURT OPEN REPORT

The report was noted.

17 LA472 TO NOTE THE DELL PICNIC AREA UPDATE

It was requested that the Town Clerk sends to Committee, the letter of agreement between Peacehaven Town Council and Coffee Y.

The report was noted.

18 LA473 PROJECT UPDATE

The Parks Officer updated the Committee noting that the dog fence has now been delivered, to keep dogs out of play areas at Centenary Park.

CCTV at the gateway Café is now being repaired and upgraded.

Gateway Café sink being fitted tomorrow

Quotes for Sewage pumps replacement now received. These works can now go ahead.

19 LA474 WORKS UPDATE

The Parks Officer updated the Committee noting that the Council is now advertising for the Grounds Team member vacancy; the closing date is 30th Sept.

TO CONFIRM DATE OF NEXT MEETING AS THE 3RD NOVEMBER 2020

There being no further business, the meeting closed at 20:40.

APPENDIX

Leisure, Amenities & Environment Committee

TERMS OF REFERENCE

1. Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
2. Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment, and buildings (excluding Community House).
3. To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
4. Be responsible for the provision of recreational facilities.
5. Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
6. Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
7. Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
8. Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.
9. To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
10. To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
11. Be responsible for complying with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.
12. Monitor and report progress against the Council's Internal and Community Business Plans.

