



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## PEACEHAVEN TOWN COUNCIL

**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 12<sup>th</sup> April 2022 at 7.30pm**

Present: Cllr Griffiths (Chair), Cllr Symonds (Vice Chair), Cllr Cheta, Cllr Seabrook, Cllr White, Cllr Gallagher, Cllr Paul, Cllr Simmons, Cllr Veck, Cllr Duhigg.

Officers: Kevin Kingston, Locum Clerk; Kevin Bray, Parks Officer; Vicky Onis, Admin Officer, Sue Moscatelli,

### **1 LA 659 CHAIRS ANNOUNCEMENTS**

The Chair introduced the Locum Town Clerk - Kevin Kingston and the new Events, Amenities and Projects Officer – Sue Moscatelli

Upcoming events:

- Bingo on 20 April between 2 – 4pm at Community House
- Next film is The Duke on 27 April at 8.30pm, Tickets £7

There is a charity football match between the coaches of Peacehaven & Telscombe FC and Seaford Town FC on 29 April . KO 7.30pm. Entry by donation in aid of the people of Ukraine.

The Community Summer Fair will be held on 9 July between 11am – 4pm at Centenary Park.

### **2 LA660 PUBLIC QUESTION TIME**

There were no members of the public in attendance

### **3 LA 661 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Harris and Cllr Duhigg substituted for Cllr Harris

### **4 LA 662 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul declared an interest in item 11 as her property adjoins Epina Park

Cllr Symonds declared an interest in item 15 as her job role is associated with safety and security

### **5 LA 663 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 22<sup>ND</sup> FEBRUARY 2022**

It was resolved to adopt the minutes as a true record

## **6. LA664 TO NOTE THE BUDGETARY UPDATE**

Cllr Seabrook expressed concern that the electricity costs are overspent . The Parks Officer responded stating that we are due a rebate which should reduce the overspend.

Cllr White if there was anything we could do operationally to reduce electricity use. The Parks officer informed the meeting that thermostats have been adjusted and time clocks changed and other measures investigated.

The report was noted.

## **7. LA665 TO NOTE THE ACTION PLAN**

Howard Park - Cllr Seabrook stated various issues with the path in Howard Park and access to the beach – it was agreed to proceed with the path

Centenary Park – it was agreed to add the overflow car park to the action plan

Centenary Park - the Parks Officer informed the meeting that he was expecting a quote from Sussex Driveways for the resin pathway at Centenary Park

Tree Warden Scheme - Cllr Gallagher asked whether the Tree Warden Scheme should remain on the action plan has there has been no progression on this action. The Parks Officer responded that this hasn't progressed due to staff vacancies and pressure of work however he would now revisit.

Allotments – The Parks Officer informed the meeting that signs have now been erected re no BBQ's, Cllr Hill is investigating further.

Green spaces infrastructure audit – Cllrs Seabrook and Gallagher with the support of Peter Seed are progressing the audit and information has been fed back to Nancy Astley.

The report was noted.

## **8. LA666 TO DECIDE ON THE RECOMMENDATION FOR A KIOSK AT GATEWAY CAFE**

There was a long discussion including the need for any kiosk to be 'in-keeping' with the Gateway Café in terms of design and finish, ownership , insurance, planning (no planning permission would be required) and as being separate from the Gateway Café building.

The Parks officer informed the meeting at Lewes District Council's Legal Services are preparing the lease which is was agreed should include the issues stated above including insurance, rent, ownership and design.

The recommendation for a kiosk was **AGREED** subject to the terms of the lease and the issues detailed above. It was agreed that the lease would be reported to the Policy & Finance for approval and decision. **Action: Parks Officer**

## **9. LA667 TO NOTE THE REPORT FOR THE PROPOSED 3G FOOTBALL PITCH**

The Parks Officer introduced the report and outlined discussions between him, Zoe Malone and Christopher Bibb at Lewes District Council.

Cllr White stated that there is a clear need for more sports facilities in the Town but at present there are no rugby, cricket or hockey played in the Town although wondered if there was a need for these sports. He felt that discussions should be held with schools to ascertain there needs for joint use. Cllr White also asked about the timescale for development if it were to go ahead



Cllr Cheta & Cllr Simmons stated that they wanted to ensure that all groups benefitted from our sports facilities.

Cllr Gallagher felt there was a need for a pros & cons document to be prepared for any final decision is made and felt that the implications for the Town should be clearly stated.

Cllr Seabrook stated that perhaps we should commission a survey of residents to ascertain what they would like.

The Locum Clerk felt that this was too good an opportunity to miss and would bring significant benefits to the Town and suggested that the Council contacted Ringmer Football Club to discuss how their 3G pitch was secured, its benefits to the community and the relationship with the Ringmer Academy School.

The Parks Officer informed the meeting that the FA in conjunction with Lewes District Council would like to carry out a presentation to the Council on the plans including the business plan that they will prepare where all the questions that are posed would hopefully be answered and addressed.

The report was noted and the Parks Officer to request a presentation to a future full Council meeting.

#### **10. LA668 TO DECIDE ON THE TREE WORKS REQUEST FOR THE OVAL**

The Parks Officer introduced the report.

It was **AGREED** that the tree works could commence providing the home owner paid for the work and TPO's were checked with Lewes District Council.

#### **11. LA669 TO DECIDE ON THE TREE WORKS REQUEST FOR EPINAY PARK**

The Parks Officer introduced the report referring to the Council Tree management policy which states :

*"requests from residents for tree management due to issues with overshadowing and falling debris/leaves and concerns about general tree size in proximity to property and overhanging will not usually be taken forward".*

With the Tree management policy in mind, and following discussion, the request was **REFUSED**.

#### **12. LA670 TO NOTE UPDATE AND AGREE RECOMMENDATIONS FOR GOODS PURCHASED FOR THE WELCOME BACK EVENT**

Cllr Gallagher introduced the report . Concerns were expressed about the location and placement of benches and planters and the need to try and deter anti-social behaviour and people stealing the quite lightweight planters. Cllr White suggested that if the planters were not robust perhaps they could be offered to charities or used as Mayors fund prizes.

The Councillor's then suggested a number of locations for the installation of benches and planters and it was agreed that all requests would be forwarded to Park officers who would carry out an audit of the locations suggested.

**13. LA671 TO INFORM THE COMMITTEE OF THE URBAN TREE CHALLENGE FUND**

Cllr Griffiths introduced the report and explained, with the support of the Parks Officer, the grant proposal. The Parks Officer went through the options available and costs.

After due consideration the recommendations were **AGREED**.

**14. LA672 TO DECIDE ON THE PROVISION OF A WATER FILL STATION - NORTH OF GATEWAY CAFÉ**

Cllr Griffiths introduced the report. The Parks Officer pointed out that getting a water supply there might be difficult but thought it shouldn't cost more than £500, the Parks Officer to investigate the water supply with SE Water.

Following discussions the proposal was **AGREED** in principle subject to a full costs proposal being presented to Policy & Finance Committee.

**15. LA673 TO DECIDE ON THE UPGRADE OF CCTV AT CENTENARY PARK**

Cllr Symonds introduced the report expressing the urgency to have system installed before Summer because of increased anti-social behaviour at the park. Cllr Symonds also explained the benefits of the partnership with Sussex Police who are also supportive of the proposal.

Cllr White questioned the use of our CIL monies and encouraged a bid for CIL monies from Lewes District Council however it was decided that due to impending deadline and decision making for LDC CIL bids that this would delay installation.

The proposal was **AGREED** and should be funded from Peacehaven CIL monies subject to approval at Policy & Finance Committee.

**16. LA674 TO REVIEW THE TERMS OF REFERENCE**

Cllr Griffiths introduced the report explaining that all Committee terms of reference should be reviewed annually. Cllr Gallagher raised a number of questions including why financial matters are included in terms of reference and shouldn't these be in Policy & Finance Committee terms of reference.

The Locum Clerk pointed out that the Council should have a scheme of terms of delegations to respective Committees and stated that it is impossible for Policy & Finance to decide on all financial and operational matters. However all significant matters of finance decided at other Committees should be reported to and decided upon by Policy & Finance Committee and endorsed at a Full Council meeting if appropriate.

The Locum Clerk also suggested that certain 'cross council policies' should be stated in all Committee Terms of Reference.

**17. LA675 TO NOTE UPDATE ON LDC CIL APPLICATIONS 2022**

The report was noted.

**18. LA676 TO NOTE THE UPDATE ON THE HUB ENERGY ASSESSMENT AND DECIDE ON NEXT STEPS**

The report was noted. Cllr Seabrook requested information on how figures were arrived at.

It was **AGREED** that a full report and costings would be presented to a future Policy & Finance Committee.

**19. LA677 TO NOTE THE CHANGING PLACES REPORT**

Sue Moscattelli introduced report and explained that the unit would be placed behind the Gateway Café and that a drain survey would be needed which would need to be funded from the Peacehaven CIL monies. The report and initiative was welcomed and it was **AGREED** that the report would be presented to Policy & Finance Committee for approval.

**20. THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 31<sup>ST</sup> MAY 2022**

*There being no further business, the meeting closed at 9.30pm*

