**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 5th July 2022 at 7.30pm**

Present: Cllr Griffiths (Chair), Cllr Seabrook (Vice-Chair), Cllr Sharkey, Cllr White, Cllr Gallagher, Cllr Symonds, Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk); Sue Moscatelli (Events, Amenities & Projects Officer).

No members of the public were in attendance.

1. **LA 695 CHAIRS ANNOUNCEMENT**

The Chair informed the meeting of the following

* Kevin Kingston has had a stroke, a card is going around for Councilors and Officers to sign.
* Agenda item LA708 is being deferred until after the complaints panel finish the review that they are undertaking.
* The Peacehaven Community Summer Fair is being held this Saturday, 9th July, and Centenary Park, 11am – 4pm.
* The Mayor’s parade will be taking place to open the summer fair, leaving Community House at 10:15am, some additional marshals are still needed to support this.
* Next film is Operation Mincemeat on 20th July.
* Next Bingo in aid of the Mayors fund is on 27th July, 2 – 4pm.

1. **LA 696 PUBLIC QUESTION TIME**

There were no public questions.

1. **LA 697 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Cheta, Cllr Paul, and Cllr Veck.

These apologies were **noted**.

1. **LA 698 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **LA 699 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 31ST MAY 2022**

The minutes of the meeting held on 31st May were **agreed and adopted.**

1. **LA 700 BUDGET UPDATE**

The budget update report was **noted**.

The Parks Officer informed the Committee that the overspend on the purchase of furniture and equipment was due to paying for a roundabout and that money has been moved from reserves to pay for this.

1. **LA 701 TO NOTE THE ACTION PLAN UPDATE**

The Chair informed the Committee that tenders for the Centenary park bridle path resurfacing will be open in a week so that they will be ready for Policy and Finance Committee.

The Parks Officer informed the Committee that a quote for the water supply for the Centenary park water fountain is expected within the next 20 days.

The action plan update was **noted**.

1. **LA 702 TO AGREE PARK RUN SIGNAGE REQUEST**

The Committee felt that the request for the signage was lacking detail, particularly surrounding the location of the signs, the Health and Safety implications, maintenance, aesthetics, and permanence of the signage.

The Committee **agreed** to ask officers to request more information.

1. **LA 703 TO DECIDE ON THE MUGA COURT SUMMER OPENING TIMES**

The Committee **agreed** to leave the MUGA open during the six week summer period, to publicise recurring bookings, and to not charge recurring bookings during this period.

1. **LA 704 VERBAL UPDATE CHANGING PLACES TOILET PROJECT**

The Events, Amenities & Projects Officer informed the Committee that the finances for the changing places toilet has been agreed by the Policy and Finance Committee and that the toilet is planned for a September installation.

A maintenance programme will need to be put into place once the installation is complete, the toilet can then be registered, and will be subject to inspection.

A plan for the opening and marketing/promotion of the toilet is also in place.

The verbal report was **noted** by the Committee.

1. **LA 705 TO NOTE THE ALLOTMENT UPDATE**

This report was **noted** by the Committee.

1. **LA 706 TO DECIDE THE OVAL AND EPINAY PARK SURVEY REPORT**

The Committee discussed how best to use the information gathered from the park survey reports and how this will link in with the neighborhood plan and green infrastructure plan.

The Events, Amenities & Projects Officer informed the Committee that members of the public who fed into the survey have made contact to ask about the outcomes from it.

It was proposed that a task and finish group be set up with Councilors from North ward to analyse the information gathered from the reports and return to the committee with recommendations.

The Committee felt that the task and finish group should not be limited to Councilors from the North ward only, and that all Councilors should be given the opportunity to be included. The initial proposal was amended to this effect.

The Committee **agreed** to set up a task and finish group, open to all Councilors, to analyse the results of the Oval and Epinay park surveys, and return to the Committee with recommendations.

Cllr Gallagher volunteered to join existing members to form the new task and finish group. Sue Moscatelli will support the group.

1. **LA 707 TO NOTE THE GREEN INFRASTRUCTURE UPDATE REPORT**

Cllr Gallagher explained to the Committee that the green infrastructure report is a working document which will be updated continuously.

The report was **noted** by the Committee.

1. **LA 708 TO NOTE AND DECIDE ALLOTMENT POLICY**

This item has been **deferred**, as noted in agenda item LA695.

The next meeting of this Committee was confirmed for 16th August 2022.

*There being no further business, the meeting closed at 20:27.*