**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 20th December 2022 at 7.30pm**

Present: Cllr Symonds (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Cheta, Cllr Duhigg.

Officers: Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk); Sue Moscatelli (Events, Amenities, & Projects Officer).

No members of the public were present.

*In the absence of Chair or Vice-Chair of the Committee the first business was to agree a Chair of the meeting.*

It was proposed that Cllr Gallagher Chair the meeting.

**Proposed by:** Cllr Duhigg **Seconded by:** Cllr Symonds

The Committee **resolved** to **agree** that Cllr Gallagher Chair the meeting.

1. **LA 737 CHAIRS ANNOUNCEMENT**

The Chair welcomed everyone and went through the building fire procedures.

1. **LA 738 PUBLIC QUESTION TIME**

There were no public questions.

1. **LA 739 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr White, Cllr Griffiths, Cllr Seabrook, and Cllr Sharkey.

These apologies were **noted**.

Cllr Duhigg is substituting for Cllr Seabrook.

Cllr Veck and Cllr Paul were also absent.

1. **LA 740 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **LA 741 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 8th NOVEMBER 2022**

**Proposed By:** Cllr Cheta  **Seconded By:** Cllr Duhigg

The minutes of the meeting held on 8th November 2022 were **agreed and adopted.**

1. **LA 742 TO NOTE THE BUDGET UPDATE**

The Committee **noted** the budgetary update.

1. **LA 743 TO NOTE THE ACTION PLAN UPDATE**

The Chair asked for an update on the next steps to progress the re-surfacing pathway to the north of the café in Centenary Park.

The Parks Officer reported that the next step is to receive the assessment and recommendations on the drainage.

The Chair asked whether the action plan item to resurface the overflow carpark at Centenary Park has progressed any further as it has been through this Committee and the Policy and Finance Committee.

The Parks Officer reported that he has been in discussion with the Finance Officer regarding moving this item forward and are hoping to put an expression of interest together for January to look at funding this item through an application to LDC CIL.

Cllr Cheta asked whether the Action Plan could be colour coded going forward to show short/ long term projects and for different years.

The Committee felt that Cllr Cheta’s suggestion would be useful.

The Parks Officer reported that the Tree Planting at Howard Park has now been completed.

Cllr Symonds reported that The Events, Amenities, and Projects Officer has organised a meeting with Sussex Police to finalise the CCTV SLA on 16th January 2022.

The Committee **noted** the Action Plan update.

1. **LA 744 TO DECIDE ON CAR PARKING MANAGEMENT AT CENTENARY PARK**

The Parks Officer gave a brief summary to the Committee of the current issues with car parking management at Centenary Park particularly in relation to the Bridle path entrance to the Park.

There was a discussion on the matter and possible solutions to which all Councillors felt that the best option was to create a grass bank with wildflowers, supplemented with some wooden bollards and solar boulders to provide some light particularly where there are dropped curbs to improve accessibility.

It was also felt that signage would be an important factor, including to highlight the additional parking at the other end of Piddinghoe Avenue.

It was proposed that the Parks Officer go ahead with the full costings of a grass bank with wildflowers, wooden bollards, and solar boulders to go to the Policy & Finance Committee.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

1. **LA 745 TO REVIEW CHANGES TO THE ALLOTMENT AGREEMENT DOCUMENT**

The Parks Officer introduced the item and gave some brief background to the item.

After a brief discussion, it was proposed that the Committee accept the allotment agreement document.

**Proposed by:** Cllr Symonds **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to the allotment agreement document.

1. **LA 746 ALLOTMENT PROCEDURES REPORT**

The Chair introduced the report and explained some of the background to this item.

There was a lengthy discussion on the report particularly surrounding what the current procedures are and why there is a need to change from the current procedures.

The implementation of the new allotment policy was discussed and how this could be done fairly.

The Chair highlighted that the new policy states multiple times that there can be deviation from the policy and that the final decision is the Councils, and that the Council cannot be held to ransom over a fear of complaints.

There was discussion about the inspection of the allotments, risk assessments, and setting up a system to maintain a transparent procedure, official inspections are currently undertaken by Officers.

Councillor Symonds highlighted that Standing Orders currently prevent Councillors from inspecting unless duly authorised by Council.

The Committee felt that the Standing Order in question (Standing Order 25) may need further clarification. Councillors felt that they should be able to access the allotments without needing specific authorisation.

Finally, the timescale of a possible TFG was discussed as the renewal Terms and Conditions 2023 with a covering letter will need to be ready for the first working week in January – the Committee felt that this letter could be prepared and circulated to TFG members by email for comment, with the Proper Officer giving the letter final approval.

It was proposed that the recommendations in the report be accepted to set up a Task and Finish Group to review, improve, and develop a procedure of implementation to carry out points 1-4 in the conclusions of the report.

**Proposed By:** Cllr Duhigg  **Seconded By:** Cllr Cheta

The Committee **resolved** to **agree** to this proposal.

The Task & Finish group will consist of Cllrs Duhigg, Gallagher, and Sharkey, with Officer involvement from the Events, Amenities, & Project Officer, and the Information & Booking Officer. The Deputy Clerk will also write to all Councillors to invite any other interested Councillors to participate in the group, with a deadline to respond by the end of the first week of January.

1. **LA 747 GREEN INFRASTRUCTURE PLAN**

The Chair gave a brief summary of the Green Infrastructure plan and the background to the plan.

The Committee discussed the importance of continuing work on the plan and who should do this.

It was proposed that the Events, Amenities, & Projects Officer and Parks Officer continue working on the plan, and that the item come back to the next meeting of this Committee to give other Councillors the opportunity to be involved with the Green Infrastructure Plan.

**Proposed By:** Cllr Cheta  **Seconded By:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

1. **LA 748 TO NOTE THE REVIEW OF THE BEEKEEPING, TREE WORKS, AND MEMORIAL BENCHES POLICY**

The Committee **noted** the reviewed policies.

1. **TO CONFIRM DATE OF NEXT MEETING AS THE 28TH FEBRUARY 2023**

The next meeting of this Committee was **confirmed** for 28th February 2023.

*There being no further business, the meeting closed at 21:16. .*