**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 21st November 2023 at 7.30pm**

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Alexander.

Officers: George Dyson (Town Clerk), Kevin Bray (Parks Officer)

1 member of the public was present.

1. **LA837 CHAIRS ANNOUNCEMENT**

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the Community Carol Concert is this Friday at Community House.

1. **LA838 PUBLIC QUESTION TIME**

There were no public questions.

**3 LA839 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Cheta.

Cllr Alexander is substituting for Cllr Cheta.

1. **LA840 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood and Cllr Norcott-Jones declared that they are allotment tenants.

1. **LA841 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON** **3RD OCTOBER 2023.**

**Proposed By:** Cllr Gallagher  **Seconded By:** Cllr Griffiths

The minutes of the meeting held on 3rd October 2023 were **agreed and adopted.**

1. **LA842 TO NOTE THE BUDGET UPDATE**

Cllr Gallagher informed the Committee that she has emailed some budgetary queries to the RFO but not yet had a response. The Parks Officer informed Cllr Gallagher that the RFO has been out of the office today and would reply on her return.

The Committee **noted** the budgetary update.

1. **LA843 TO NOTE THE ACTION PLAN UPDATE**

The Parks Officer informed the Committee that work on the Centenary Park pathway has now started. It was also suggested by the Parks Officer that the Epinay Park playground item on the Action plan should be linked with the Epinay and Oval Survey results TFG.

It was proposed that the Epinay Park Playground item be looked into by the Epinay and Oval Survey Task & Finish Group.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Seabrook

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

Cllr Norcott-Jones asked for some clarification on what the action plan items relating to Shepherd Down and OVCA related to.

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

1. **LA844 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE**

The Chair introduced the item and the Clerk clarified some of the points in the report.

There was a discussion on how to best facilitate the gathering of Committee members priorities and it was asked that if all Committee members could submit their top 5 to the Clerk and Committee Chair, then they will be collated and reported back to the Business Plan TFG.

1. **LA845 THE HUB**

The Parks Officer introduced the item and summarised the report, emphasising the importance of sticking to the remit agreed by Full Council.

The Clerk informed the Committee that a quote has been received for a building condition survey of the Hub.

Cllr Griffiths highlighted to the Committee that the window for LDC CIL bids is closing soon and that if we want to get an expression of interest in for this then it will need to be agreed at the 19th December Full Council meeting.

There was a discussion around the benefits of getting a survey done and the scope of the report.

It was proposed that a TFG be formed to explore the technological possibilities of replacing the roof and heating system at the Hub, including discussions with OVESCO, and that the TFG report to Council on 19th December.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Seabrook

The Committee **resolved** to **agree** to this proposal by majority with 4 abstentions.

It was proposed that Committee agree to carry out the building condition survey presented by the Clerk.

**Proposed by:** Cllr Ashby-Parkin **Seconded by:** Cllr Griffiths

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

The TFG is to be formed of Cllrs Gallagher, Griffiths, Norcott-Jones, Seabrook, The Parks Officer, and a representative from OVESCO.

1. **LA846 CENTENARY PARK RESURFACE ACCESS POINTS REPORT**

Cllr Ashby-Parkin introduced the item and summarised the report.

It was proposed that Officers obtain quotes to do the works recommended in the report.

**Proposed by:** Cllr Ashby-Parkin **Seconded by:** Cllr Norcott-Jones

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

1. **LA847 CENTENARY ENTRANCE SIGN**

Cllr Griffiths summarised the report and gave background information to this item.

Cllr Ashby-Parkin questioned whether the signage TFG could meet first before this item is decided on. The Committee further discussed the importance of getting the signage right to ensure longevity, accessibility, and appropriate design of any signage.

It was proposed that the signage TFG should meet and report back to the next meeting of this Committee in January.

**Proposed by:** Cllr Ashby-Parkin **Seconded by:** Cllr Norcott-Jones

The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

1. **LA848 DELL PLAYGROUND**

The Parks Officer introduced the item and gave an update on the progress of the project since the last meeting.

The Committee briefly discussed whether suitable consultation has taken place, and the suitability of the parks for all ages.

It was proposed that the Committee proceed with the project with the design by HAGS.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Ashby-Parkin

The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

1. **LA849 ALLOTMENT T&C’s**

The Chair introduced the item.

There was a discussion on the possibility of including a £50 refundable deposit for allotments, it was felt for a number of reasons that this should not happen.

IT was proposed that a fine should be issued to allotment tenants who return their plots in a poor state, and that this be included in the terms & conditions.

**Proposed by:** Cllr Fabry **Seconded by:** Cllr Ashby-Parkin

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

There was then a discussion surrounding the enforcement of the 60cm gap around the allotment boundaries, and how this would be communicated to those who have not complied.

It was proposed that the Clerk and Parks Officer draft a new letter specifically for tenants not complying with the 60cm gap around the boundary, and agree the wording with the Chair and Vice-Chair of Committee.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Ashby-Parkin

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

Cllr Seabrook highlighted that clause 13b(iv) needed rewording to specify polycarbonate’ rather than ‘plastic’.

It was proposed, that subject to the above amendments, the Allotment T&C’s be agreed for 2024.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Fabry

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

1. **LA850 BANNER BOARD RELOCATION**

The Parks Officer introduced the item and explained that there were essentially 2 options for the location – ‘A’ between the café garden and the hedge, or ‘B’ the other side of the hedge – a map was shown for clarity.

The Committee discussed alternative options for the banner board, the Clerk also reinforced that the decision to move it cannot be changed at this meeting as previous resolutions are within 6 months.

*The Chair suspended Standing Orders to allow a member of the public to speak*

The member of the public explained that he regularly advertises his business on the banner board and gave his perspective on the debate.

The Chair reinforced to the public and Committee the reasons why the decision was made to move it in the first place.

There were 2 proposals made about the location of the banner board:

To move it to location ‘A’

**Proposed by:** Cllr Wood **Seconded by:** Cllr Griffiths

To move it to location ‘B’

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Alexander

The Committee **resolved** to **agree** to move the banner board to location ‘B’ by a majority vote of 6.

1. **LA851 BENCHES REPORT**

The Parks Officer introduced the report and gave the background to this item.

IT was proposed that Officers complete an analysis of the amount of memorial benches that each park has capacity for, and to update the memorial benches policy accordingly, to report back to Committee.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Wood

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

1. **LA852 TO NOTE THE GREEN INFRASTRUCTURE REPORT**

Cllr Gallagher introduced the item and summarised the report.

Cllr Wood queried some of the information in the report which Cllr Gallagher will meet to discuss with Cllr Wood in more detail.

The Committee **noted** the report.

1. **LA853 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs)**
2. **Allotment Policy and Terms and Conditions Implementation Review.**

This was discussed earlier in the agenda.

1. **Provide recommendations from the Epinay Park & Oval Survey results.**

This TFG has not yet met – the Committee & Assistant Projects Officer will try to arrange a meeting date soon.

1. **Signage**

This was discussed earlier in the agenda.

1. **LA854 TO NOTE COMPLAINTS LOG SUMMARY**

The Committee **noted** the complaint log.

1. **LA855 REPLACEMENT GYM EQUIPMENT**

It was proposed to proceed with option 2 of the report recommendations and replace the piece of equipment.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Griffiths

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

1. **LA856 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING CONFIDENTIAL ITEMS**

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Fabry

The Committee **resolved** to **agree** to exclude press and public from the remaining items.

*1 member of the public left at this point (21:19)*

**CONFIDENTIAL**

***In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-***

1. **LA857 ALLOTMENT LETTERS**

The Parks Officer introduced the item and the Committee discussed the confidential report, considering whether the letters received warranted granting an exception to the allotment T&Cs.

It was proposed that the Committee respond to letter 1 in the confidential report by allowing a 1 year exemption and then review.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Ashby-Parkin

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

It was proposed that the Committee respond to letter 2 in the confidential report by allowing a 1 year exemption and then review.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Ashby-Parkin

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

1. **LA858 TO CONFIRM DATE OF NEXT MEETING AS THE 9TH JANUARY 2024**

The next meeting was confirmed as 9th January 2024.

*There being no further business, the meeting closed at 21:32.*