**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 30th May 2023 at 7.30pm**

Present: Cllr Sharkey (Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Alexander, Cllr Fabry, Cllr Cheta, Cllr Harman, Cllr Campbell.

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

1 member of the public was present.

1. **LA783 CHAIRS ANNOUNCEMENT**

The Chair opened the meeting at 19:31, welcomed everyone and went through the building fire procedures, asked that phones be put onto silent, and informed the Committee of the following:

• Next Bingo is 21st June 2023 – 2 – 4pm

• Cinema is also 21st June 7.30pm should The Unlikely Pilgrimage of Harold Fry

• Summer Fair is 8th July 11 – 4pm – all Cllrs asked to attend please.

• Deadline for content submissions for July eNews is COP 23rd July 2023.

• Peacehaven & Telscombe FC have just won the RUR Cup.

1. **LA784 PUBLIC QUESTION TIME**

A member of the public advised the Committee that the main path in the allotments has ruts and holes that are getting very deep in places and starting to cause access issues.

The Parks Officer advised that he will look into the path.

1. **LA785 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Ashby-Parkin & Smith.

These apologies were **noted**.

Cllr Harman is substituting for Cllr Ashby-Parkin, and Cllr Campbell is substituting for Cllr Smith.

1. **LA786 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

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

1. **LA787 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

Cllr Seabrook proposed Cllr Ashby-Parkin as Vice Chair, Seconded by Cllr Wood. Cllr Seabrook read out a statement from Cllr Ashby Parkin about why she would like to be vice chair.

Cllr Alexander proposed Cllr Cheta as Vice Chair, Seconded by Cllr Fabry. Cllr Cheta gave a statement as to why he would like to be vice chair.

6 voted in favour of Cllr Ashby Parkin as Vice Chair, 4 in favour of Cllr Cheta.

Cllr Ashby-Parkin was elected Vice-Chair of Committee.

1. **LA788 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON** **18TH APRIL 2023**

**Proposed By:** Cllr Gallagher  **Seconded By:** Cllr Seabrook

The minutes of the meeting held on 18th April 2023 were **agreed and adopted.**

1. **LA789 TO NOTE THE BUDGET UPDATE**

There was a brief discussion on the Committees budget generally, and that CIL funds are also available for projects.

The Committee **noted** the budgetary update.

1. **LA790 TO NOTE THE ACTION PLAN UPDATE**

The Parks Officer introduced the item.

Cllr Seabrook updated the Committee about action plan item 8 (Howard Park), that although the District Council have lost the expected funding for the access path, we should still go ahead with the resin bonding of the path and accessible picnic bench.

Cllr Gallagher gave a brief update on item 12 (Green Spaces Audit), that a lot of this was done as part of the Neighbourhood Development Plan, continued evidence gathering is required.

Cllr Gallagher also asked for an update on item 4 (Big Park pathway). The Parks Officer informed that we are still awaiting contractors drawings to come back to us.

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

1. **LA791 TO PROGRESS BUSINESS PLAN ELEMENTS**

The Chair gave an overview of this item.

It was proposed that Councillors pick their 5 top priorities from the business plan elements relevant to this Committee and email the Town Clerk with their choices, which the Town Clerk will collate and a Task & Finish Group be set up to look at.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Seabrook

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

The Task and Finish Group to consist of Cllrs Gallagher, Sharkey, and Norcott-Jones.

1. **LA792 TO NOTE ALLOTMENT UPDATE**

The Parks Officer gave a summary of the report, in particular that the warning letter sent to allotment tenants whose plots needed improvement was poorly received.

It was proposed that the Committee set up a Task & Finish Group to look at the allotment policy and terms & conditions, and how it is working in practice.

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

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

The Task and Finish Group to consist of Cllrs Gallagher and Sharkey, supported by the Parks Officer.

1. **LA793 TO NOTE EPINAY AND OVAL SURVEY**

It was proposed that the Task and Finish Group be reformed to look at the results of the survey now that the analysed results are available.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Cheta

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

The Task and Finish Group to consist of Cllrs Griffiths, Seabrook, and Harman, supported by the Committees and Assistant Projects Officer.

1. **LA794 TO DECIDE RESURFACING CARPARK**

The Parks Officer summarised the report.

There was a discussion on the item, the suitability of the proposed surface, including consideration for parent & child and disabled parking provision.

It was proposed that the Parks Officer proceed with getting quotes for a crushed stone surface, with consideration for parent & child, and disabled spaced.

**Proposed By:** Cllr Gallagher  **Seconded By:** Cllr Seabrook

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

1. **LA795 TO DECIDE MUGA COURT OPENING ISSUE**

There was a discussion on the issue, with points including that it is a public amenity, damage to fence/courts, anti-social behaviour, paying hirers, alternative fencing options, and neighbours all being discussed.

It was proposed that the MUGA be left open.

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

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

1. **LA796 TO DECIDE FOOTBALL FOUNDATION FUNDING**

The Parks Officer summarised the report.

It was proposed that the Committee approve the recommendations in the Officers report.

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

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

1. **LA797 COMPLAINTS MAY 2023**

The Committee discussed the complaints that have been logged since the last meeting, highlighting that most of the complaints PTC has responsibility for were in relation to the allotments.

The Committee **noted** the report.

1. **LA798 TO REVIEW THE STATUS AND REQUIREMENT FOR THE SIGNAGE TFG**

The Committee discussed the previous signage TFG and the need to standardise town signs in line with the brand guidelines.

It was proposed to reform the Signage Task and Finish Group.

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

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

The Task and Finish Group to consist of Cllrs Griffiths, Norcott-Jones, and Fabry, with support from the Committees and Assistant Projects Officer, and Cllrs Smith and Ashby-Parkin who are not present at the meeting to be asked if they would like to participate.

1. **LA799 OPEN GARDENS REQUEST BY HORTICULTURAL SOCIETY**

There was a lengthy discussion on the matter.

It was proposed that the Horticultural Society be allowed to include the allotments in the Open Gardens event, subject to limits on the times it is advertised as open, suitable Risk Assessments being provided, and that the allotments must be stewarded throughout the period it is open for the event.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Gallagher

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

*1 member of the public left at this point – 20:36*

**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. **LA800 TO APPROVE THE TOILET CLEANING CONTRACTOR**

There was a discussion about the terms and conditions of the cleaning contract.

It was proposed that the Committee approve the new cleaning contract.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to this proposal by majority, with 2 abstentions.

1. **LA801 TO REQUEST FOR A WARNING LETTER TO BE RESCINDED BY AN ALLOTMENT HOLDER**

The Chair introduced the item and gave some background information.

The Committee discussed the confidential report.

It was proposed that the Committee not rescind the letter, but given that no further complaints against the plot holder in question have been made in the past 3 months, that the Committee agree to strike the letter from the record, and that the Committee Chair be authorised to write to the plot holder to this effect.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Seabrook

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

1. **LA802 ALLOTMENT COMPLAINT LETTERS RE HARRASMENT**

The Parks Officer gave a summary of the confidential report and background to the items.

It was proposed that a warning letter be written to the plot holder referenced in the report, citing the Allotment terms and conditions relating to nuisance and harassment, and to include a request that if any mitigating circumstances, or viewpoints that may not have been considered by Committee are applicable, that the plot holder inform us of this.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to this proposal by majority with 2 abstentions.

1. **LA803 COMPLAINT REGARDING SITE VISITS TO THE ALLOTMENTS**

The Parks Officer summarised the confidential report and gave some background to the item.

The Committee discussed that monthly visits seemed excessive and unnecessarily onerous on Officer time, however, it was highlighted that we can’t change the inspection schedule, just reinforce that any visits are only permitted when accompanied by Officers.

It was proposed that Officers meet with the plot holder to discuss the matter.

It was proposed that the Committee approve the recommendations in the Officers report.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Gallagher

The Committee **resolved** to **agree** to this proposal by majority with 2 abstentions.

1. **LA804 COMPLAINT RE PLOT X**

The Committee **noted** the confidential report.

1. **LA805 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH JULY 2023**

The next meeting of this Committee was **confirmed** for 18th July 2023.

*There being no further business, the meeting closed at 21:22.*