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**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 2<sup>nd</sup> April 2024 at 7.30pm**

**Present:** Cllr Sharkey (Chair of Committee), Cllr Ashby-Parkin (Vice Chair), Cllr Fabry, Cllr Gallagher, Cllr Griffiths, Cllr Studd, Cllr Wood.

**Officers:** Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer)

No members of the public were in attendance.

**LA894 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:31, and briefly explained the building fire procedure. The announced the following:-

- 10<sup>th</sup> April Bingo 2:30pm
- 20<sup>th</sup> April Cinema Boys in a Boat

**LA895 PUBLIC QUESTIONS.**

**Members of the public may ask questions on any relevant Leisure, Amenities & Environment matter.**

There were no public questions.

**LA896 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology for absence from Cllr. Evans announced at the meeting. Another apology was received by email, from Cllr Cheta.

**LA897 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood declared an interest with the allotment.

**LA898 TO ADOPT THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH FEBRUARY 2024**

The Chair explained the minutes of 20<sup>th</sup> February had not been in the papers so could not be adopted and clarified they would form part of the next LA&E's meeting agenda.

**LA899 TO NOTE THE BUDGET UPDATE**

Cllr. Gallagher queried whether the allotment rents had been planned to help with their upkeep, which the Parks Officer agree would be double checked with the RFO.

The budget was **noted**.

**LA900 TO NOTE THE ACTION PLAN**

The Parks Officer briefly summarised the action plan.

Cllr. Gallagher queried whether the colour red could be changed to amber, since the projects have started. The Parks Officer agreed.

The Parks Officer expressed that any updates to the plan could be sent to him.

The action plan was **noted**.

#### **LA 901 TO NOTE THE BUSINESS PLAN UPDATE**

Cllr Sharkey requested Cllr Ashby-Parkin to have her name added for recognition of her input too, summarised the plan and explained it would go to the business plan TFG for discussion and ratification, and that any comments can be added.

Cllr Gallagher thanked the Chair for the plan.

The business plan was **noted**.

#### **LA902 TO NOTE THE HUB LEGIONELLA REPORT**

The Parks Officer summarised the report, and informed Committee that the flagged items are in the process of being carried out. Also that future staff training will allow this to be carried out in the future internally.

Cllr Gallagher queried the last time this was carried out, and the Parks Officer clarified, and expressed that PTC needs to, and will, monitor and manage this in house.

Cllr Gallagher queried the frequency of the checks, and that the Town Clerk will be queried on this.

The report was **noted**.

#### **LA903 TO NOTE THE TREE PLANTING REPORT**

The Parks Officer summarised the report, and expressed that tree planting is being carried out.

Cllr Gallagher queried whether a log is kept of the trees, which the Parks Officer clarified.

The report was **noted**.

#### **LA904 TO NOTE THE ARCHEOLOGICAL DIG REPORT**

The Parks Officer summarised the report.

Cllr Griffiths queried whether the café been informed, and the Parks Officer explained they will be.

Cllr Gallagher expressed that it would be a big event, with the Parks Officer confirming it would last one week.

There was general discussion related to the report.

The report was **noted**.

#### **LA 905 TO NOTE THE OVAL AND EPINAY PARK SURVEYS TFG REPORT**

The Parks Officer summarised the report, and explained items will be looked at as funding becomes available, but that the details will be kept on file.

Cllr Griffiths raised concern with it being kept on file rather than the action plan.

Cllr Sharkey agreed, that the action plan could be updated with the reports of this detail.

Cllr Gallagher suggested this report could feed through to the green infrastructure plan.

The Parks Officer suggested about reusing 3 benches.

Cllr Fabry suggested the idea of QR codes on posts.

It was proposed for the TFG to be disbanded.

Proposed by: Cllr Griffiths                      Seconded by: Cllr Ashby-Parkin  
The Council **resolved** to **agree** to this proposal.

The report was **noted**.

#### **LA 906 TO DECIDE ON THE POP-UP SHOP REQUEST**

The Parks Officer summarised the report.

Cllr Studd queried whether it was just for dog treats and just for one pitch. The Parks Officer agreed that is the case. Cllr Wood suggested a trial.

Cllr Fabry suggested the T&Cs retain control and that a trial would be good.

Members generally discussed the T&Cs and the likely hours of the pop-up shop.

It was proposed to offer a trial run in whichever park they would like.

Proposed by: Cllr Wood                      Seconded by: Cllr Fabry  
The Council **resolved** to **agree** to this proposal.

#### **LA907 TO NOTE THE ALLOTMENT UPDATE**

The Parks Officer summarised the report.

The report was **noted**.

#### **LA 908 TO NOTE THE GREEN INFRASTRUCTURE PLAN UPDATE**

Cllr Gallagher explained that the meetings and projects officer is helping out with this, and went on to explain the plan. It was explained of the importance to continue with this plan, and to have it updated, which The Parks Officer and the Meetings & Projects Officer could work on, and that the spreadsheet should become the source document. It was further explained of the importance there is no overlap of projects between PTC, LDC and ESCC. Cllr. Griffiths queried the planning consultant cost, which Cllr Gallagher clarified.

The report was **noted**.

#### **LA 908 TO AGREE TO THE RECOMMENDATIONS IN THE PARKS SIGNAGE REPORT**

The Meetings & Projects Officer summarised the report.

It was proposed that a TFG would restart to investigate this further.

Proposed by: Cllr Ashby-Parkin                      Seconded by: Cllr Griffiths  
The Council **resolved** to **agree** to this proposal.

#### **LA 910 TO NOTE THE COMPLAINTS REPORT**

The Parks Officer summarised the report.

The report was **noted**.

#### **LA911 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 18TH of JUNE 2024**

The next meeting was confirmed as 18<sup>th</sup> June 2024 at 7:30pm.

*There being no further business the meeting ended at 8:17pm.*