**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 9th January 2024 at 7.30pm**

Present: Cllr Sharkey (Chair), Cllr Griffiths, Cllr Gallagher, Cllr Wood, Cllr Alexander, Cllr Fabry, Cllr Studd, Cllr Campbell (non-voting).

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

No members of the public were present.

1. **LA859 CHAIRS ANNOUNCEMENT**

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, and informed the Committee of the following:

• Next Bingo is 17th January 2024 – 2 – 4pm

• Cinema is 24th January 7.30pm showing the Great Escaper.

1. **LA860 PUBLIC QUESTION TIME**

Cllr Campbell raised 2 queries – one relating to item LA877, whether it is possible to move a bench located in the Dell. The other relating to item LA859 and the possible siting of the pop-up shop.

The Chair advised that the items would be discussed under the appropriate agenda items.

1. **LA861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Ashby-Parkin and Cllr Seabrook.

These apologies were **noted**.

Cllr Alexander is substituting for Cllr Ashby-Parkin.

1. **LA862 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood declared an interest as an allotment tenant.

Cllr Alexander declared an interest due to prior involvement in the memorial benches item.

1. **LA863 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON** **21ST NOVEMBER 2023**

**Proposed By:** Cllr Wood  **Seconded By:** Cllr Alexander

The minutes of the meeting held on 21st November 2023 were **agreed and adopted.**

1. **LA864 TO NOTE THE BUDGET UPDATE**

The Committee **noted** the budgetary update.

1. **LA865 TO NOTE THE ACTION PLAN UPDATE**

The Parks Officer introduced the item and explained that the pathway works in Centrary Park are going well. The Committee **noted** the action plan update.

1. **LA866 TO NOTE MUGA COURT PLAN**

The Parks Officer introduced the item and gave the background on this – that it was agreed at Full Council and requested that it come back to this Committee for noting.

There was a brief discussion on the item, particularly around how it links into the Football Club 3G pitch works.

The Committee **noted** the plans.

1. **LA867 TO AGREE BOWLING GREEN WORKS**

The Parks Officer introduced and summarised the report. The Committee discussed possible funding sources for the works.

It was proposed that the Committee agree the recommendations in the report.

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

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

1. **LA868 TO AGREE CENTENARY PARK PROJECTS**

The Parks Officer introduced the report, which the Committee discussed.

It was proposed that the Committee agree the recommendations in the report.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Studd

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

1. **LA869 TO DISCUSS POP UP SHOP REQUEST**

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

The Committee discussed possible locations the request might work and how it fits with PTC policy.

It was proposed that Officers develop some draft Terms & Conditions to come back to this Committee.

**Proposed By:** Cllr Studd  **Seconded By:** Cllr Gallagher

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

1. **LA870 TO NOTE ALLOTMENT UPDATE**

The Parks Officer summarised the report and the Committee commended the Grounds Team for their hard work on the clearing of rubbish from allotments.

The Committee **noted** the report.

1. **LA871 TO DISCUSS MACHINERY UPDATING**

The Parks Officer summarised the report and the Committee discussed options around leasing versus purchasing, and whether purchasing new or second-hand would be options.

The Parks Officer was thanked for his excellent report and thorough appraisal of the machinery.

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

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

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

1. **LA872 TO NOTE WORKS UPDATE**

The Committee **noted** the update.

1. **LA873 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs)**
2. **Allotment policy and Terms & Conditions implementation review.**

This TFG can now be closed.

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

It was discussed that this TFG needs to meet urgently with a view to reporting back to the next Committee meeting.

1. **Signage**

Cllr Fabry introduced the report on signage on behalf of the TFG, emphasising the importance of them being recycled plastic and including QR codes. Cllr Fabry also shared some provision quotes she has obtained for ladder style signs.

It was discussed that there would be a need to consult with local disability groups, and reinforced that there are a number of different types of signs needed.

It was proposed that the Committee agree the 4 recommendations in the report.

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

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

It was proposed that the smaller required signage also comes back to the next Committee meeting.

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

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

1. **LA874 TO DISCUSS BUSINESS PLAN**

The Chair introduced the report, and the Clerk clarified the requirements for the business plan items.

It was proposed that the Committee agree to send the priorities identified in the report forward to the Business Plan TFG.

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

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

1. **LA875 TO NOTE COMPLAINTS LOG**

The Committee **noted** the complaints log.

1. **LA876 TO NOTE LIFE EXPECTANCY OF PLAY EQUIPMENT**

The Parks Officer introduced the report, which the Committee discussed.

It was highlighted that the Play equipment is maintained to a very high standard by our Grounds Team which is helping it to have a long life, but that it will get to the point that play equipment does need to be replaced or removed, as it would pose such a high liability to the Council to have unsafe play equipment.

The Committee **noted** the report.

1. **LA877 TO AGREE MEMORIAL BENCH REPORT**

The Parks Officer introduced the item which was discussed by the Committee.

It was proposed that the Committee agree to refer the revised policy to the Policy & Finance Committee for adoption, and to allow one more bench at the Dell, giving a total of 12.

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

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

1. **LA878 TO CONFIRM DATE OF NEXT MEETING AS THE 20TH FEBRUARY 2024**

The next meeting of this Committee was **confirmed** for 20th February 2024.

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