George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 10th November 2026 at 7:30pm.

Present: Cllr Gallagher (Chair of Committee), Cllr Donovan, Cllr Hart, Cllr Griffiths, Cllr Hart, Cllr Sharkey, Cllr Alexander.
Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There was 4 members of the public in attendance.

1. **LA 1147 CHAIR ANNOUNCEMENTS** The Chair opened the meeting at 19:30, welcome everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone of the 3-minute rule, that the meeting was being recorded, and of the Public Question session.

   The Chair reminded everyone that this committee could not operate without being aware of outside and global influences, environmental and climate change and that COP31 was taking place in Turkey. They commented that the committee was also influenced by the Peacehaven & Telscombe Neighbourhood Development Plan, the Lewes Local Plan and the NPPF August 2026.

2. **LA 1148 PUBLIC QUESTIONS.**
   There were 3 public questioners.

   The first public questioner raised that there were numerous Peacehaven allotment plots sitting vacant, that there was a waiting list, and raised that this was a major problem. They commented that plots were given up mid-year, but were not relet, and became overgrown and neglected; they added that they knew of plots that would be given up due to neglected nearby plots. They requested a change of policy from not letting plots when they're given up, to being let, so that they were not sitting there not doing anything. They stated that it had been a problem for 8 years and needed addressing.

   The Parks Officer commented that there was a process, which was being reviewed; raised that the issue was due to current short staffing; mentioned that 6 plots were to be reallocated, but there was a lack of contact from those on the waiting list, which was not simple to manage.

   The second questioner spoke in reference to item **LA 1152**, and raised that permission was being sought for a delivery location for manure and wood shavings, and commented that they would look after the area and keep it tidy.

   The Chair thanked the questioners.

   The third questioner raised frustration as an allotment holder with a decision made at Full Council in relation to the allotments. They expressed that rules of the Council and of the allotment had been broken, that The Chair, as the allotment liaison councillor, had refused to talk to him, but had given the other allotment holder one hour to speak. They commented that a lot of people were very upset with the decision, people around the plot holder had left, tenants were getting no back up, and that he had spoken to a solicitor.

   The Chair commented that the one-hour conversation had been about something else, and that the matter had been in the hands of the Council management, would speak with the questioner, but not on matters that had

been closed, and that were in the hands of council. They added that they wanted everybody happy on the allotments.

The Chair commented that they would move the Action and Business Plan towards the end of the agenda, and queried whether there was an anything on the agenda about the Community Garden, whereby the Parks Officer confirmed there was not as there had not been a TFG meeting.

3. LA 1149 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from:-

- Cllr Fabry, with Cllr Alexander substituting.
- Cllr Studd.

4. LA 1150 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

The Chair expressed the Town Clerk had issued dispensations to herself, Cllr Hart and Cllr Donovan raised their hands to having dispensations too. Cllr Alexander queried whether they could vote, which the Chair confirmed they could.

5. LA 1151 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 8TH SEPTEMBER 2026

Proposed by: Cllr Griffiths **Seconded by**: Cllr Donovan
The resolution was **carried**.

6. LA 1152 TO NOTE THE ALLOTMENT REPORT AND AGREE TO HAVING A DELIVERY SPACE.

The Chair briefly provided an overview of the report. The Parks Officer confirmed that the delivery of manure was free, and Cllrs Sharkey and Donovan expressed it was a good idea.

The Allotment Report was **noted.**

It was proposed to agree to having a delivery space.
Proposed by: Cllr Donovan **Seconded by**: Cllr Sharkey
The resolution was **carried**.

In relation to the water fountain, item 3 on the report 'Officers to obtain costings for the installation of drinking water fountain and compost toilet', Cllr Alexander did not see the need for a minimum of around £500 for the facility and did not think it should progress. The Parks officer expressed that the allotment holders had looked into providing their own, and that split ownership could cause issues in the future.

Members raised questions around the longevity of the cheaper option, and the Parks Officer suggested that it could be around 10 years at the most before going rusty and unsuitable for drinking water. The Chair suggested having a drinking fountain located inside a shelter and protected from the weather. Cllr Griffiths raised the need to include the cost of the provision of water, alongside ongoing maintenance.

When discussing a toilet, the Chair and Cllr Sharkey thought there should be some sort of facility, and the Parks Officer commented that the Town Clerk had suggested the possibility of sewer connection. Cllr Alexander raised the option of a hire toilet, whereby The Chair raised that would not be cheap, and it would not be owned. Cllr Griffiths supported having a toilet, but not a compost one because of maintaining it, and raised using grey water as an option.

Members were keen for the Parks Officer to continue his research on a drinking fountain and toilet.

The Chair outlined item 2 of the report 'The Parks Officer be authorised to provide a plan to remove all excess debris from the Boundary areas and how to secure by fencing the boundaries not including Cornwall Avenue for short term problem areas and long term.', and commented that the grounds team were not in a position to take on more work, and that a contractor would be costly but the work would be carried out more quickly using machines than by the grounds team.

When discussing the north-side boundary, the Chair reminded committee that brambles needed to be cut back, and the boundary line found. The Parks Officer suggested he could meet Cllr Alexander on site to help assess the boundary, and raised that Cllr Griffiths' suggestion of hedging instead of fencing, which she suggested could be cheaper and involve volunteers, would mean reducing plot space, was not the biodiversity being sought, and that some brambles could perhaps be left for biodiversity. Members discussed whether new boundary fencing would reduce plot size create additional plots.

When discussing the southern boundary, the Chair suggested the work could be carried out next year and, along with Cllr Donovan, commented that it needed a timeline and to be planned. Members raised that plot holders along that section be consulted, and that information be provided to all plot holders, and the Parks Officer suggested that information could be included in January's mailout.

It was suggested that the Parks Officer continue with moving this allotment work forward.

7. LA 1153 TO NOTE ALLOTMENT REPORT AND AGREE THE TERMS AND CONDITIONS AMENDMENTS RECOMMENDED BY THE WORKING GROUP

The Allotment Report was **noted.**

Cllr Hart explained that the Terms and Conditions had been worked on to make them clearer, and that biodiversity had been considered. The Chair mentioned written agreement would be needed for various items; that the Terms and Conditions were still being reviewed by the Working Group, and would be brought to the January meeting; and reminded members of Cllr Griffiths suggestion of a buddy system.

Cllr Alexander asked who would approve the coworker in relation to section 9 – subletting of allotments - and whether there would there be some form of register. They also raised that, for section 32, 'should' be changed to 'shall', so that it read as: '…the council shall keep a record of inspections…'.

Cllr Donovan queried the fee increase, which the Parks Officer thought was around £2 for the year, and that plot holders would have been advised of that in January of the current year.

It was proposed to agree the Terms and Conditions amendments recommended by the Working Group, and to note the continued work.
Proposed by: Cllr Gallagher **Seconded by**: Cllr Sharkey
The resolution was **resolved**.

20:30 – 2 members of the public left the meeting

8. LA 1154 TO DISCUSS CAR PARKING REPORT

The Chair commented that the item was not about making decisions but to recognise that there was a problem, including health and safety, and there had been a few complaints. Cllr Sharkey raised not being in favour of charging for car parking, and the Parks Officer explained how the football club charged for car parking at their events, from which The Chair expressed that the car parking process in general needed to be more controlled.

20:33 – 2 members of the public left the meeting

Cllr Alexander expressed interest with option B if the car parking was to increase, but keeping the car park and the park's pathway separate by changing the route of the park path. The Chair was not keen on tarmac but was in favour of plastic grid spaces with grass and raised the importance of promoting the Piddinghoe carpark and at the Hub car park having a drop off area and disabled spaces.

It was proposed that Cllr Gallagher, Cllr Donovan and the Parks Officer meet with the football club, the bowls club and the Gateway Café to discuss this issue.
Proposed by: Cllr Gallagher **Seconded by**: Cllr Donovan
The resolution was **resolved**.

11. LA 1157 TO DISCUSS HOWARD PARK TFG REPORT

Cllr Griffiths raised wanting to support the 3 recommendations but making amendments at Stage 1 by changing 'tall' into 'have height' as it was not clear how tall 'tall' was, and raised for the project to fit in with the landscape without destroying any local biodiversity.

Members discussed whether it should be councillors or residents who were consulted on the final design, whether a public consultation could help determine the final design, and if the final design would receive payment. Cllrs Griffiths and Alexander were in support of residents deciding the final design, and Cllr Alexander queried whether the final decision would go to Full Council

It was proposed to the following recommendations from the report:-

1. Agree in principle to progress the Ammonite-themed Howard Peace Park Public Memorial Garden Art project.
2. Authorise officers to initiate an open invitation for design proposals
3. Agree that all eligible design submissions will be considered through a fair and transparent process, with the resulting proposals brought back to L&A Committee.

Proposed by: Cllr Donovan **Seconded by**: Cllr Sharkey
The resolution was **resolved**.

Members discussed what was meant by a Fair and Transparent process at stage 3, and The Chair raised there would be no payment for the final design, whereby Cllr Griffiths and Cllr Alexnder reminded committee that a TFG could not make financial decisions.

The Meetings & Projects Officer commented that they would look at the timeline and update committee.

12. LA 1158 TO AGREE TO PART FUNDING OF PATHWAY ACCESS IMPROVEMENT IN CHALKERS RISE FROM 106 FUND

The Parks Officer expressed that the contractor could liaise with the Access group, and would decide on the exact specification. The Chair thanked Cllr O'Connor for work on this.
It was proposed to part funding of the pathway access improvement in Chalkers Rise from 106 fund.
Proposed by: Cllr Hart **Seconded by**: Cllr Donovan
The resolution was **carried**.

13. LA 1159 TO AGREE THE GRAFFITI POLICY

Cllr Griffiths raised that this had been brought to P&F.
It was proposed to agree the Graffiti Policy.
Proposed by: Cllr Hart **Seconded by**: Cllr Griffiths
The resolution was **carried**.

14. LA 1160 TO DISCUSS VEHICLE AND EQUIPMENT REPORT

Members discussed the priorities, and the report was **noted.**

15. LA 1161 TO NOTE BUDGET UPDATE

The Parks Officer expressed that the £2,650 was the expected Allotments income based on last year's income, and the Chair commented that if the allotment was tidied up and vacant plots were filled more quickly the income would increase, and that there were 60 people on the waiting list which stood at a 6 year wait. The Parks Officer raised that the RFO had confirmed the income would remain at £2,650, as the plots remained at 86 plots.

Cllr Alexander suggested that the Chair was looking for an earmarked reserve of the allotment income, less the allotment expenditure, which the Chair suggested could be £2,000, if the income was counted as £3,000 minus £1,000 for water. The Chair confirmed wanting an earmarked reserve so that the allotments were not the poor relation.

Cllr Gallagher showed an example on the screen of an external report prepared for the Brighton and Hove allotments, including their finances, which showed their allotments as an asset. The Chair expressed that Peacehaven allotments were an asset and there were possibilities, with needed drastic action; and to think differently,

for instance using the plot to aid teaching and educating children and teaching; and advised that the Town Clerk was looking into digitalising the renewals process.

Members discussed the Hub income, and the Chair commented on the need, with its renovations, to look at its future potential.

The Budget Update was **noted.**

16. LA 1162 TO NOTE THE COMPLAINTS LOG

Item 735 was discussed and the Complaints Log was **noted.**

17. LA 1163 TO NOTE PLAYGROUND REPAIRS

The Chair raised that costs were increasing.
The Playground Repairs were **noted.**

18. LA 1164 TO NOTE THE FOOTBALL FOUNDATION PITCH REPORT

The Parks Officer wanted it noted that the dry summer had had an effect on the pitches, that it did not affect the funding the pitch had been downgraded from good to basic. The Chair raised the impact of climate change on pitches, and the Parks Officer commented that with cost increases, the budgeting fund from the Football Foundation provided did not align with the costs to maintain the pitch to the Foundation's standard.
The report was **noted.**

19. LA 1165 TO NOTE VERBAL UPDATE FROM ACCESSIBILITY TFG

The Chair commented on the difficulty with the TFG holding meetings, and that the Parks Officer had a tick list and that the grounds team may have some time to work on. The Chair expressed the TFG be disbanded and that another TFG could potentially be formed when the parks officer and the team had completed the work.

It was proposed to close the TFG and for the grounds team to complete the tick list
Proposed by: Cllr Gallagher **Seconded by**: Cllr Sharkey
All in **favour.**

9. LA 1155 TO NOTE THE ACTION PLAN UPDATE AND AGREE TO ADD PROJECTS LISTED

The Action Plan was run through.

- OVCA – The Parks Officer advised that the money had been provided, and potentially contact a second person in relation to design, but was not sure if Cllr Harman was aware.
- Cllr Griffiths advised that SDNP had been asked to design the entrance to the SDNP park sign, but that was not sure if there was sufficient funding now. The Parks Officer suggested that the Town Clerk was queried on this project.
- The Parks Officer confirmed that the Car park lights had been received were going to be installed.
- The Meetings & Projects officer updated committee on progress of the Meridian Monument funding application.
- The Chair commented that the allotments item was to cover the allotment terms and conditions, the improvement plan, the water fountain, the compost toilet, and that the Working Group was still going to be working on the procedures, the handovers and the inspections.
- Cllr Donovan mentioned that the Welcome To Peacehaven sign needed replacing, and that it was managed by ESCC.
- Cllr Griffiths raised that the Community Garden TFG had not yet met, and the Parks Officer confirmed having received the style of seat and material, that there were happy to sign the licence.
- The Chair and Cllr Alexander updated members on CIL funding, including that Epinay Park had been successful with part of its funding.

10. LA 1156 TO DISCUSS THE BUSINESS PLAN

It was proposed to add development of green spaces, infrastructure and renewable energy to the Business Plan and the Action Plan.
Proposed by: Cllr Gallagher **Seconded by**: Cllr Donovan

All in **favour.**

21. LA 1166 TO CONFIRM DATE OF NEXT MEETING AS THE 19TH of JANUARY 2026

The date of the next meeting was confirmed.

There being no further business the meeting ended at 21:54.