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 8th September 2026 at 7:30pm.

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

There were 2 members of the public in attendance.

1. **LA 1132 CHAIR ANNOUNCEMENTS** The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, reminded committee of the 3-minute rule, informed everyone that the meeting was being recorded and to speak up, and reminded members of the public questions protocol.

2. **LA 1133 PUBLIC QUESTIONS.**
   There were no public questions.

3. **LA 1134 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
   An apology was received from Cllr Sharkey.

4. **LA 1135 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
   There was a declaration of interest from Cllr Hart in relation to item **LA 1142.**
   Cllr Gallagher expressed that herself and Cllr Donovan had interests, which was subsequently withdrawn.

5. **LA 1136 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 14th JULY 2026**
   Proposed by: Cllr Griffiths   Seconded by: Cllr Donovan
   All in **favour**

6. **LA 1137 TO NOTE THE BUDGET UPDATE**
   The Chair expressed they had a meeting the following day to discuss next year's budget, and that they were still keen for the allotment to have its own separate budget.

   Cllr Griffiths expressed raising the amount in the Vandalism Repairs budget in the new financial year.
   The budget was **noted**.

7. **LA 1138 TO NOTE ACTION PLAN UPDATE**
   It was raised that Cllr Hart been missed off as a member of accessibility for Parks and Open spaces and needed to be added.
   The action plan was **noted**.

8. **LA 1139 TO NOTE ALLOTMENTS UPDATE**
   The Chair ran through the report, commented on currently being the only available Allotment Liaison Cllr, due to Cllrs Harman and Sharkey's own personal reasons, and that now having access to the Horticultural hut should help provide more open communication with allotment holders. The Chair also suggested the Single Use Plastics policy be expanded to also cover the allotments, and that what was brought into the allotments was reviewed. They concluded their report with suggesting that a Working Group be set up for reviewing the Terms and Conditions.

The Parks Officer confirmed that the two foot gap rule had never been implemented, and that the excess debris should be cleared from the boundary in one go with machinery. The Chair expressed that the Parks Officer produce a plan for that, to help remove excess debris from the boundary areas.

It was proposed that:-

1. A Working Group is set up to consider the way forward to include review of Terms and Conditions for 2027, the Inspection regime and the recording of data and the reporting back to this Committee, and other matters if appropriate.
2. 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.
3. Officers obtain costings for the installation of drinking water fountain and compost toilet.

Proposed by: Cllr Donovan **Seconded by**: Cllr Fabry
All in **favour.**

The Working Group members were agreed as: Cllr Gallagher, Cllr Hart, and the Parks Officer.

The Chair raised that a lot of tenants were unhappy with the inspection routine, and proceeded to detail waiting list numbers and period of wait, along with numbers of formal and informal letters. They suggested that the reasons why tenants had not been able to progress with their plots be sent to the Allotment Liaison Councillors rather than the Parks Officer.

Cllr Griffiths suggested some of the plot holders may need buddies, and the Chair raised Cllr Hart's involvement with the Youth may be of help, that plots could potentially be used in different ways, or that allotments are prepared. Cllr Fabry suggested these items be added to the Action Plan.

The Chair brought item 11. LA 1142 forward.

20:06 – Cllr Hart left the meeting

11. LA 1142 TO AGREE COMMUNITY GARDEN TFG REPORT

The Chair raised that the currently unsigned licence needed to tie in with what the community garden as it-was. Cllr Griffiths expressed concern with there being no break clause in the licence, and raised that although the report was stated as being written by the TFG, the TFG had not met or been involved in the report.

The Parks Officer updated members that a latch would be delivered soon so that the entrance at Green Gate would be accessible. The Chair raised various accessibility issues would be reviewed by the Accessibility TFG.

The Accessibility TFG agreed they would work with the Access Group, and Cllr Griffiths explained the seating should have a comprehensive plan, and that its funding could be found from different places.

It was proposed that the licence be dealt with by Town Clerk and brought to the Community Garden TFG.
Proposed by: Cllr Donovan **Seconded by**: Cllr Fabry
All in **favour.**

20:22 - It was proposed to suspend Standing Orders
Proposed by: Cllr Gallagher Seconded by: Cllr Fabry
*All in **favour.***

A member of the public raised they were also Vice Chair of the Access group.

20:23 - Standing Orders were reinstated

The Parks Officer reminded members there was a current TFG set up to look into the clearing, seating and to review the license.

It was proposed to allow the Community Garden group to clear the overgrown land.

Proposed by: Cllr Gallagher **Seconded by**: Cllr Donovan
All in **favour.**

The new Community Garden TFG members were confirmed as: Cllr Hart, Cllr Griffiths, Cllr Harman, Nigel and Lynn.

20:24 - The two members of public left the meeting, and Cllr Hart rejoined the meeting.

9. LA 1140 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed that item 707 was still to be resolved, and as per the Terms and Conditions, would go to Full Council. The Chair suggested reviewing timings in the terms and conditions due to the length it was taking to resolve.

Cllr Hart raised that items 706 and 718 had been raised by a member of the public rather than herself, and the Meetings & Projects Officer expressed they had been mistakenly placed under this committee, but had correctly been updated to sit under Planning.

The Accessibility TFG agreed to review complaint item 719.

The Complaints Log was **noted**.

10. LA 1141 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. ACCESSIBILITY OF AMENITIES
Cllr Hart expressed progress was being made, considered the possibility of a professional audit and that a report would be brought to the next meeting. They raised that the Community Garden gate was not secure as it allowed children out, but did not allow wheelchair access. The Parks Officer raised there being no internal fence anyway, and that the issue was uneven ground in view of mobility scooters. Cllr Hart expressed having spoken with the access group, which had concluded the importance of not making decisions for people and using signage instead, whereby the Parks Officer expressed that signage was not a dismissal of obligation and suggested speaking to the Town Clerk.

II. HOWARD PARK PHASE 2
A brief background of the report was discussed by members, including the fact that professionals who had already given their time for free. The Chair expressed that the project needed to follow the Town Council financial regulations, and Cllr Studd expressed possible grant funding was being looked into. The Meetings & Projects Officer commented there were various funds available, whereby the Chair expressed the working group be expanded and a concept idea and project outline be put forward to Full Council as it was a major change to a community asset.

It was proposed that Cllr Gallagher and Cllr Hart join the Howard Peace Park TFG.
Proposed by: Cllr Gallagher **Seconded by**: Cllr Studd.
All in **favour.**

Members expressed needing guidance from the Town Clerk.

12. LA 1143 TO AGREE THE BUSINESS PLAN TFG REPORT

The Chair ran through their report, including there being projects in the NDP, and members discussed the itesm including which crossed over with other committees, what was suitable for the Business Plan, what the items were, and the need for the Town Clerk to categorise any agreed Business Plan item to the relevant committee.

21:09 – Cllr Fabry left the meeting
21:11 – Cllr Fabry rejoined the meeting

Cllr Fabry suggested that the Additional parking for visitors to Centenary Park be a separate item and a report brought to committee, rather than adding it to the Business Plan.

The Chair expressed noting that Housing Need, and Travel Planning and the A259 Quality of the Public Realm would not be for this committee.

The Meetings & Projects Officer reminded The Chair that Cllr Hart was also part of the TFG.

It was proposed that, on approval from the Town Clerk, the following items:-

1. Promoting Sustainability - be passed to the E&S committee
2. The Development of Green Spaces Infrastructure - remain on the Business Plan
3. Consultation on Sports and Leisure facilities – be removed from the Business Plan
4. To encourage Urban Greening – be passed to the E&S committee if the Town Clerk agreed
5. Renewable Energy – To be noted on the Business Plan as already being done
6. Accessibility to parks and open spaces owned by the Town Council – remain on the Business Plan
7. The Hub - be removed from the Business Plan for this Committee
8. Howard Park phase 2 project - be included on the Business Plan if project agreed to progresses
9. Allotment improvements - be included on the Business Plan.

Proposed by: Cllr Hart **Seconded by**: Cllr Gallagher
All in **favour.**

It was proposed that additional parking for visitors to Centenary Park to be a separate item and a report brought to committee, rather than adding it to the Business Plan.
Proposed by: Cllr Fabry **Seconded by**: Cllr Hart
All in **favour.**

13. LA 1144 TO NOTE WATER EQUIPMENT IN THE DELL DISCONNECTED
The Chair expressed wanting the water play to continue but for the water to be limited in some way.
The report was **noted.**

14. LA 1145 TO AGREE THE GRAFFITI REPORT
Members suggested that a separate log be created for offensive graffiti, which would help identify graffiti hotspots, and for there to be a graffiti policy.

It was proposed that this committee agrees the definition of offensive graffiti and officers bring it forward to the Policy and Finance committee for approval, and to include reporting to the police and logging.
Proposed by: Cllr Fabry **Seconded by**: Cllr Donovan
All in **favour.**

15. LA 1146 TO CONFIRM DATE OF NEXT MEETING AS THE 10TH NOVEMBER 2026
The date of the next meeting was confirmed.

There being no further business the meeting ended at 21:40.