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DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 19th May 2026 at 7:30pm.

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

There was 1 member of the public in attendance.

1. **LA 1101 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 that the meeting was being recorded.

2. **LA 1102 PUBLIC QUESTIONS.**
There was 1 public question about vandalism at the allotments; that it had been reported to the police and what the council was doing about it.

The Parks Officer expressed the Council had no powers with regards to trespassing as it was a police matter, but that new secure fencing and gates was being investigated. Cllr Studd queried what the public questioner would like actioned, by which the response was to find out who the perpetrators were and speak to them – they added that it usually happened between around 5pm – 10pm, and that it was a Civil matter, unless criminal damage took place. The Parks Officer expressed it would be investigated who had the power to deal with the Civil matter of trespassing, and of the importance of reporting every single incident to the police.

The Chair commented that they would be in touch with the questioner and would try to get the police involved.

The questioner further raised the issue of the lack of a main supermarket, whereby members advised of the up-coming Annual Town Meeting.

19:42 – the member of public left the meeting.

3. **LA 1103 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
There were no apologies.

4. **LA 1104 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
The Chair declared an interest under item LA 1110.

5. **LA 1105 TO ELECT A VICE CHAIR OF THIS COMMITTEE**
It was proposed that Cllr Studd be elected vice chair of this committee.
Proposed by: Cllr Griffiths **Seconded by**: Cllr Donovan
All in **favour.**

6. **LA 1106 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 24TH MARCH 2026**
Proposed by: Cllr Studd **Seconded by**: Cllr Griffiths
All in **favour.**

7. **LA 1107 TO NOTE THE BUDGET UPDATE**
The Chair expressed interest in the financial agreement for the planter income, with the suggestion that it be reinvested in planter flowers; the Parks Officer reminded members that planter flowers had their own budget. The Meetings & Projects Officer commented that planter plaque costs were taken from the income.

The Chair raised that the access group may have some money to restore the planter in the big park, whereby Cllr Griffiths commented the group no longer wanted to be involved in looking after it, to which the Chair expressed this would be followed up with Cllr O'Connor on 20th May.

The Chair commented that the allotment income should be ring fenced for the allotment, and the Parks Officer raised that the water bill accounted for a large amount of it, but that a proposal could be put forward at the next meeting.

The Chair updated committee that Cllrs had been invited to an LDC meeting with regards to the new grass verge cutting contractors.

The Budget was **noted**.

8. **LA 1108 TO NOTE ACTION PLAN UPDATE**
The Meetings & Events Officer expressed that the Town Clerk had requested Action Plan uniformity across the Council papers; would consider the reintroduction of colour coding; and was happy to receive other feedback.

The Parks Officer updated committee on the progress with OVCA; that the pump track was complete, where the possibility of a photo opportunity was discussed.

The Action Plan was **noted**.

9. **LA 1109 TO NOTE ALLOTMENTS UPDATE**
The Parks Officer updated members that only one formal warning letter had been sent out, and that the Information Officer was trying to fill the two vacant plots as quickly as possible. With regards to the permitter fencing the Parks Officer updated committee that a quote had been received for a 6ft security fence, and that a report would be brought to committee.
The Allotments Update was **noted**.

10. **LA 1110 TO NOTE THE COMPLAINTS LOG**
The Chair raised that the issues at the allotment were unsettling for nearby residents; that there were issues with items being left around the perimeter of the horticultural hut and items being removed; and commended the Parks Officer on the idea of display signage about fly tipping along with the allotment T&Cs including in the noticeboards. The Chair suggested that the Parks Officer send this information to the Peacehaven Horticultural Society (PHS) and ask for their permission.

Cllr Harman suggested a similar scheme to Neighbourhood Watch, something along the lines of Allotment Watch. The Chair raised that PHS had agreed to install a covered noticeboard at the Horticultural hut, were considering installing a veranda, and were trying to reach out to allotment holders with a coffee and cake event in June and a revamped Annual Show programme. The possibility of a wildlife camera being installed was also discussed, whereby the Parks Officer raised concern with it being like CCTV and where it would be placed.

The Chair declared being a trustee of the PHS, as the treasurer.

The Complaints Log was **noted**.

11. **LA 1111 TO NOTE UPDATES FROM THE BUSINESS PLAN**
The Chair updated committee that the Neighbourhood Plan was complete, and its green spaces needed to be reviewed and brought into the business plan. The Chair suggested they and the Vice Chair of Committee meet to discuss and bring their update back to committee.
The Business Plan was **noted**.

9 LA 1112 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFG's)

i. **BUSINESS PLAN - ACCESSIBILITY OF AMENITIES**

Cllr Sharkey expressed that no progress had been made but that the group would reconvene.

ii. **HOWARD PARK PHASE 2 (REPORT ON THIS AGENDA)**

The Meetings & Projects Officer outlined the report and the options, and raised that, despite the consultation available for 3 months, response numbers were low.

Cllr Donovan suggested there should be a memorial in the town similar to the one in Chatsworth Park and updated committee that she had spoken with a Peacehaven & District Chamber of Commerce member who had come up with some ideas, and shared the designs with members. The Parks Officer reminded members that CIL finance was not an option, and that funding an issue.

The Chair expressed that the project could increase park footfall, and as an art and health project, may provide grant opportunities.

Cllr Griffiths agreed that funding was a problem, raised whether funding could be sought through an artist, and reminded members that the consultation was not always seen online.

Cllr Donovan suggested the Stonehouse next to the park could be approached for funding, or the local funeral company.

It was agreed that Cllr Studd would join the TFG, and a meeting be arranged.

10 LA 1113 TO AGREE TO PARK SIGNAGE

The Meetings & Projects Officer outlined the report, clarified questions raised, and commented on the possibility of a contribution by a King Charles III England Coast Path Officer to the Howard Peace Park sign, which would cover a £200 cost increase for the Howard Peace Park artwork.

Cllr Donovan provided information on the background of the Howard Peace Park name.

It was agreed to purchase the signs, and agree the name Howard Peace Park.
Proposed by: Cllr Studd **Seconded by:** Cllr Griffiths
All in **favour.**

11 LA 1114 TO AGREE CENTENARY PARK CAR PARK LIGHTING

The Parks Officer provided the background to the report.

It was proposed to agree to replace the 3 car park lights with LED heads at Centenary Park, and to instruct the Parks Officer to investigate 3 solar lights and poles for the overflow carpark at Centenary Park.
Proposed by: Cllr Griffiths **Seconded by**: Cllr Donovan
All in **favour.**

12 LA 1115 TO RECOMMEND THE PURCHASE OF NEW ELECTRIC MULE

The Parks Officer provided the background to the report, and Cllr Donovan queried the vehicle budget, which the Parks Officer confirmed was about £9,000.
Members and the Parks Officer discussed the type of mule options, and Cllr Studd asked whether the current mule could be fixed; commented on various recent expenses; and asked whether there could be any other large expenditures in the next 12 months, to which the Parks Officer said there should not.

At the request of the Chair, the Parks Officer agreed that the equipment spreadsheet could be updated and items reorganised in a way to see what had been replaced and what was coming up.

Cllr Griffiths queried which would be the most suitable for the job, and the Parks Officer expressed it could be the one with 2 seats, the cheapest one at £13,000, but would be getting demonstrations.

It was proposed to replace the Kawasaki mule with an electric option with the Parks officer to purchase, to set its budget to a maximum of £20,000, and to sell the old Kawasaki mule 600 by either trade in or private sale.
Proposed by: Cllr Harman **Seconded by:** Cllr Griffiths
All in **favour.**

13 LA 1116 TO NOTE SAUNA UPDATE

The Parks Officer updated members on the sauna status, including the electricity and water feeds and clarified questions from the Chair and Cllr Donovan, including that the 2 saunas were positioned on trucks, the size of the agreed area, its location and the projected income.

The report was **noted.**

14 LA 1117 TO CONFIRM DATE OF NEXT MEETING AS THE 14TH JULY 2026

The date was confirmed.

There being no further business the meeting ended at 20:56.

14/7/26