



ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 24th September 2024 at 8.26pm**

PRESENT: Councillors Lesley Boniface
Kim Bishop
Graham Amy
Krissy Taylor
Jan Woodling
Corina Watts
Lindsey Macleod

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer

EA13/24 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

EA14/24 **APOLOGIES FOR ABSENCE**

None.

EA15/24 **DECLARATIONS OF INTEREST – DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

There were none.

EA16/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON TUESDAY 28th May 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 28th May 2024 were considered for accuracy.

RESOLVED:

That these minutes be signed by the Chair as an accurate record of the proceedings.

EA17/24 **PETITIONS/PUBLIC QUESTION**

There were none.

EA18/24 **ECOLOGICAL SURVEYS OF MEECHING DOWN AND VALLEY PONDS – ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting that both surveys had been completed as commissioned and had hoped to have an initial summary of the findings for this meeting but had yet to receive them.

Both reports are anticipated to be received 15/16th November 2024.

EA19/24 **REED CLEARANCE AT VALLEY PONDS – GENERAL & CULVERTS – ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That Bonny's Wood had now started the 2nd cut of Reeds in general areas which should be followed by the second culvert clearance of the same.
- That he had received a quotation for next years (2025) general and culvert reed clearance from Bonny's Wood of Approximately £9K and would be formally reported to the next E&A Committee meeting for approval.
- Notwithstanding the above information, this quote may be modified in light of the potential results of the Valley Ponds Ecological Survey, and that a copy of this would be sent to Bonny's Wood for their information.

EA20/24 **SCHEDULED TREE WORKS - ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That historically, all the trees across the town that were in the ownership & responsibility of NTC were contained on a Database, each with a maintenance timeline and that each year the database was revisited to populate a schedule of works for the next year (2025).
- A quotation from Bonny's Wood for the aforementioned works was still awaited and would be formally reported to the next meeting of the E&A Committee.

EA21/24 **COPPICING AT NEWHAVEN CEMETERY – ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That the commissioned Coppicing Works (for the primary purpose of removing Ash Dieback) at the Bollens Bush boundary of the cemetery had been completed and that much of the cuttings/logs had been left in piles for the purposes of habitat provision into the future.
- Bonny's Wood (contractor) would be shortly supplying a new planting location and species list for the site and that this would be passed to the NTC Tree Wardens to complete.

EA22/24 **CEMETERY GATES AND MAIN FORECOURT - ORAL UPDATE BY THE TOWN CLERK.**

The Town Clerk informed the meeting;

- That he had recently commissioned local Architects (STAAC) to produce design plans for,
 - i) The widening of the cemetery entrance (with new gates of the same existing design),
 - ii) Reinstatement of the cemetery forecourt with a smooth semi highways specification (buff coloured) and new 'bullnose' provision, and
 - iii) Redesign of the cemetery toilets to make them DDA compliant, easier to maintain, replacement roof and with either direct mains electrical supply or alternatively Solar EV panels.

- A subsequent planning application(s) would be made to SDNPA on behalf of NTC.

EA23/24

DENTON REC – PLAYGROUND & MUGA – ORAL UPDATE BY THE TOWN CLERK.

The Town Clerk informed the meeting;

- That signage was in place informing all residents regarding the upcoming works. (MUGA works w/c 7th October for one week, and Denton Playground works w/c 14th October for 4-6 weeks)
- That the Playground installation timeline was subject to potential delay due to weather conditions, as the wet-pour surfacing required dry weather for installation, though reassured the committee that the subcontractor for the wet pour (Cosmo) would prioritise this to fit in with dry weather 'windows' wherever possible.

EA24/24

ALLOTMENT PROVISION – DISCUSSION

The Town Clerk appraised the meeting of the current status of its allotment provision and provided a legal summary of the current legislation surrounding the same for the committees' ongoing information.

Discussion then surrounded the current Tenancy granting process and inspection regime, and the Clerk showed the committee a number of draft signage designs for each set of allotments (and also Denton Playground) of which there was a consensus that these were 'fit for purpose'.

Members were also reminded of the Notice of Motion from Cllr. S. Boniface regarding the purchase of additional land for allotment provision which had been approved at the last Full Council meeting.

EA25/24

SOCIAL HALLS – DISCUSSION

Discussion took place regarding the ongoing expenditure of the current NTC Social Halls. Cllr Macleod stated that the council should focus upon advertising the social halls, revisiting utilities costings and other contracts going forward and staff working more efficiently.

The Town Clerk indicated that the majority of 'prime-time' slots were already utilised by a number of regular users and that the council was committed to a small number of contracts (e.g. Printer/MFD, Orbis and WorkNest) and that the RFO had already reviewed many of the councils Utilities Contracts and secured the best deals available.

He also stated that the number and condition of the Halls required rationalisation and improvement and that this would emanate from the recent Building & Estates Asset

Strategy which is to be ratified at an Additional Full Council meeting following the recent councillor workshop.

The Chair requested that the matter of current patronage levels and running costs be discussed further at the next Environment & Amenities Committee meeting.

EA26/24 BUDGET REPORTS TO 21st MAY 2024.

The Town Clerk provided a number of requested clarifications of certain budget expenditure lines and what they actually covered after which the report was noted.

There being no further business, the Meeting closed at 9:24pm.

Date: **Chairman**

DRAFT