

Minutes of the **ANNUAL COUNCIL** meeting held in the **ANZAC ROOM**, Meridian Centre, Peacehaven, on **Tuesday 16<sup>th</sup> May 2017 at 7:30pm.**

**Members**

**Councillors:** Wayne Botting Jackie Harrison-Hicks  
Daryll Brindley Andy Loraine  
Rachael Coles Ron Maskell  
Jean Farmiloe Dave Neave  
Reg Farmiloe (Vice Chair) Amber Robertson  
Brian Gosling (Chair) Robbie Robertson  
Lynda Hallett Melvyn Simmons  
Job Harris Andy Smith  
Ann Harrison

**Present:**

**Councillors:** Wayne Botting Ann Harrison  
Daryll Brindley Andy Loraine  
Rachael Coles Ron Maskell  
Jean Farmiloe Dave Neave  
Reg Farmiloe (Vice Chair) Robbie Robertson (7:10pm - end)  
Brian Gosling (Chair) Melvyn Simmons (7:30pm - end)  
Lynda Hallett Andy Smith  
Job Harris

**ESCC Cllr's:**

**In Attendance**

Claire Lacey – Town Manager (7:00pm - 7:10pm)  
Campbell McBryer – Leisure & Amenities Manager  
Sally Thompson – RFO  
Deborah Donovan – Civic & Marketing Officer  
Sally Landers – Administration Officer

**GENERAL BUSINESS**

**C206 MAYOR'S ANNOUNCEMENTS**

Cllr. J Farmiloe opened the meeting at 7:35pm and re-instated Standing Orders.

C Lacey was not in attendance during the public session

**Health & Safety**

We are not expecting any emergency evacuations from the building, however in the event of an emergency, please leave the building by the safest route possible and meet on the grassed area on the opposite side of the car park. Do not re-enter the building until you are informed by a member of staff that it is safe to do so.

Please also switch your mobile phones onto silent and refrain from using during this meeting.

Out of Courtesy this evening we have to remind you that this meeting is being audio recorded. The right to record, film and to broadcast meetings of the Council, committees and subcommittees was established following the Local Government Audit and Accountability Act 2014. A copy of the legal definition of this

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## C206 MAYOR'S ANNOUNCEMENTS continued

PROTOCOL ON THE FILMING, PHOTOGRAPHING AND RECORDING OF COUNCIL, COMMITTEE AND SUB-COMMITTEE MEETINGS is on your seat.

Cllr. J Farmiloe read the following:-

I would like to thank Councillors, volunteers, staff and residents who have supported me this year.

The year has been eventful and very busy and I have learnt a lot.

As I am famous for my short speeches and tonight is no different, all I have left to say is to wish the new Mayor all best wishes in the year ahead and to give my support.

## C207 ELECTION OF MAYOR FOR 2017-18

Cllr. L Hallett proposed Cllr. B Gosling as Mayor for 2017-18

Cllr. M Simmons seconded

**Agreed**

D Donovan presented flowers to Cllr. J Farmiloe

Cllr. B Gosling thanked Members and stated he was looking forward to his year in office

The Mayor, Cllr. B Gosling signed the following:-

- Declaration of Acceptance
- Health & Safety Policy
- Mayoral Administration Arrangements
- Bank Mandate
- Corporate Risk Assessment 2017-18

## C208 APPOINTMENT OF DEPUTY MAYOR FOR 2017-18

Cllr. B Gosling appointed Cllr. R Farmiloe as Deputy Mayor

The Deputy Mayor signed the following:-

- Declaration of Acceptance

Cllr. M Simmons challenged the appointment

C McBryer confirmed the elected Mayor has the right to appoint the Deputy Mayor

Cllr. A Smith proposed Members support the Mayors decision

**Agreed**

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## C209 NOTIFICATION OF COUNCILLOR NAMED AS LEADER & DEPUTY LEADER OF THE MAJORITY GROUP

Cllr. A Loraine was named as leader of the majority group

Cllr. J Harrison-Hicks was named as the deputy leader of the majority group

## C210 PUBLIC QUESTION TIME

The following written questions have been received:-

### John Livings

Am I right that the full agenda for the Annual Council meeting has not been published and if not, why not?

The Full Council meeting and its complete agenda is open to the public (Standing Orders Meetings 3d), unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from PART or all of the meeting SHALL BE BY A RESOLUTION which shall give reasons for the public's exclusion. This exclusion is by proposal from, and seconded by, Councillors themselves at the meeting and NOT a restriction placed on the meeting by the Town Manager.

The Town Manager provided the following written response:-

*Thank you for your email requesting information about this evening's agenda.*

*You have received a written response with the items of business for the confidential session, which is to sign off the minutes of confidential meetings. We appreciate your input and are happy to confirm that this has been conducted in accordance with the Local Government Act 1972. See References below.*

*Any further agendas you require are available from the Information office at a cost of 10p per printed A4 sheet (ref p58, 7.6 LGA Meetings and Procedures of a Local Council)*

**Arnold-Baker On Local Council Administration Tenth Edition - P.57, 7.6 CONFIDENCE AND ADMISSION OF STRANGERS / meeting of the council must be open to the public and the press.... They can be excluded only by resolution if publicity would prejudice the public interest by reason of the confidential nature of the business. As a rule it is desirable to treat the discussion of the following types of business as confidential:-**

- (a) *Engagement, terms of service, conduct and dismissal of employees;*
- (b) *Terms of tenders, and proposals and counter-proposals in negotiations for contracts;*
- (c) *Preparation of cases in legal proceedings; and*
- (d) *The early stages of any dispute.*

*Public Bodies (Admissions to Meetings) Act 1960  
Local Government Act 1972, ss 100 and 102.*

*Peacehaven Town Council Standing Orders 2013 Item 11. - Handling confidential or sensitive information*

- (a) *The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.*
- (b) *Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.*

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*I trust that answers your query.*

The resident confirmed he had received a response to his questions via email.

The response sent was as follows:-

*The above agenda was published on our website on Thursday 11<sup>th</sup> May and I attach the link below:-*

<http://www.peacehavencouncil.co.uk/wp-content/uploads/Council-Agenda-16-05-17-Website.pdf>

*We also have the agendas displayed in the notice boards around the town, if required the public can request a copy of the reports from the Council office.*

*Due to the confidential content I am unable to forward the full agenda document however the only confidential aspect of this meeting is to sign/receive minutes.*

**Alan Sargent**

Agenda Item 21 & 22 – Annual Implementation of Standing Orders and Financial Regulations

Why is there no agenda page identifying change or confirming that there are none?

Standing Orders should now include that all meetings are audio recorded following the Government Audit and Accountability Act 2014 as stated at the commencement of each meeting which I understand the Council has adopted.

Agenda item 9.5, page 51/130 – David Williams, Vice Chair of the Peacehaven & District Residents Association asked why cheques up to £500 were not being identified to show who the money was being paid to.

Cllr R Coles stated that under the Transparency Code for a Council with a precept the size of Peacehaven cheques under £500 do not have to be annotated. If this is the case this should be included in the Financial Regulations.

Therefore both Standing Orders and Financial Regulations should be updated before Full Council Approval.

I suggest that this none identification of where the cheque of less than £500 is being assigned does not conform to the Council's open and transparency policy.

At the Policy and Finance meeting held on 25<sup>th</sup> April 2017, page 14/65, cheque No: 119068 dated 11<sup>th</sup> January 2017 shows the sum of £2,394.00 with no identification to whom it has been paid which does not conform to the ruling.

**The Town Manager provided the following written response:-**

*The Internal Interim Audit Report of Peacehaven Town Council as undertaken by Mark Mulberry on 4<sup>th</sup> May 2017 was included in the minutes of the Policy and Finance Meeting of 25<sup>th</sup> April 2017 (page 27-35), stating that the Auditors role is to assist Council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for prevention and detection of fraud, error or mistakes.*

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*All Audit work is reported to Council, addressed to the Council and is treated as a document open to view by local taxpayers. This is on our website. Should you wish to receive an additional copy, please request one from the Information office which will be charged at 10p per A4 page.*

*The legislation which sets out how local Councils should behave when accounting for the public funds they manage are THE AUDIT COMMISSION ACT 1998 and THE ACCOUNTS AND AUDIT REGULATIONS issued from time to time under the Act and includes the following:-*

***Minutes of the P&F meeting 25<sup>th</sup> April P30/65***

***Review of Financial Regulations and Standing Orders***

***Review of Risk Assessments***

***Review of Budgeting Process***

***Proper Bookkeeping – review of the use of the accounting package***

*The auditor's report states that "The clerk is very experienced and ensures the council follows best practice regulations and has adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the council takes policies and procedures very seriously and I was pleased to report that overall systems and procedures in place were entirely fit for purpose." His advice was that the current Financial Regulations and financial system is entirely fit for purpose for a council of this size and there was no recommendation for change at this stage.*

*In Page 32/65 of the report the Auditor noted that the Council has older Standing Orders in place, although they are out of date. He advised that Council address this before the year end.*

*Standing Orders and Financial Regulations are on the agenda this evening to be IMPLEMENTED, not adopted. This must happen annually although the 19<sup>th</sup> April 2016 was the last time they went before Council. At that time, no amendments were made as they were not deemed necessary. Therefore the "IMPLEMENTATION" of both papers this evening is simply that, for Council to acknowledge that they exist and abide by the rules and regulations, until such time as they are amended. This will be by resolution of Council which will occur during the coming year, if deemed appropriate.*

*Local audit is an essential tool for providing assurance that local bodies are spending public money appropriately. The reforms contained in the Local Audit and Accountability Bill complement the government's existing initiatives to strengthen local accountability by increasing transparency (for example asking all local councils and fire and rescue authorities in England to publish spending information over £500 online) and enabling the scrutiny of public bodies by local people. The Council has to abide by this; we have not "Adopted" it. As such it is not necessary to add to Standing Orders per se. That will be a Council direction at a future Policy and Finance meeting.*

*The payment of £2,394.00 was omitted by admin error in previous minutes, for which we apologies – the payment was made to ARUN PUMPS who provide our Grounds team with service engineers and pumps at the Sports Park.*

*I hope that information is sufficient*

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## C210 PUBLIC QUESTION TIME continued

### Helen Peters

The resident queried the excessive use of weed killer in the Towns parks and gardens

*C McBryer acknowledged this had been raised by residents previously and stated the Council were moving towards organic methods and informed the resident that some areas in Peacehaven had been left untreated in order to grow wild and unusual flowers*

The resident raised concerns with regards to motor bikes damaging Centenary Park

*C McBryer confirmed the Council has been working with Sussex Police to resolve this issue and the culprit has been identified and an invoice to repair the damage will be sent to the perpetrator*

### John Carden

The resident raised concerns that fencing at Centenary Park, which had been reported some time ago, was still down, highlighting that there is barbed wire on the fencing which should be removed and repaired.

With regards to dealing with weeds, the resident noted that in the past rape seed had been grown on the land that is currently Centenary Park and if this was not dealt with it would create a greater problem in the future

*C McBryer confirmed the transfer of land from Bovis to Peacehaven Town Council which would allow the Council to landscape the area adjacent to Centenary Park*

### Sandra Gosling

The resident and wife of the newly elected Mayor presented a petition concerning Mayor's Race Night to change the name of 'The Mayor's Handicap' to 'The Mayor's Nag'

### Lynda Duhigg

The residents raised concerns with regards to the lack of signage on The Promenade making cyclists aware that this is a shared facility with pedestrians and dog walkers.

*C McBryer confirmed Council were working on a project which would include a cycling base at Centenary Park and that this would incorporate signage*

*Members noted that signage is required to inform cyclists of the cycle paths in the area*

## C211 CONSIDER APOLOGIES FOR ABSENCE

Cllr. J Harrison-Hicks – accepted (unwell)  
Cllr. A Robertson – noted (prior commitment)  
ESCC Cllr. N Enever – noted (prior commitment)

## C212 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

None

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**C213 TO APPROVE AND SIGN THE FOLLOWING NON CONFIDENTIAL COUNCIL MINUTES**

**Council 7<sup>th</sup> March 2017**

Cllr. L Hallett proposed  
Cllr. J Farmiloe seconded

**Approved**

**Debate:-**

Cllr. D Neave queried page 7/130 with regards to the purchase of a truck coming in on budget

*C McBryer confirmed the purchase came in on budget*

**Extra Ordinary Council 19<sup>th</sup> April 2017**

Cllr. L Hallett proposed  
Cllr. R Robertson seconded

**Approved**

**Debate:-**

Cllr. R Robertson requested an update with regards to the Lower Hoddern Farm development

*C McBryer informed Members that there was no further information available*

**C214 TO RECEIVE THE FOLLOWING NON CONFIDENTIAL COMMITTEE MINUTES**

**Planning & Highways 14<sup>th</sup> March 2017**

**Planning & Highways 4<sup>th</sup> April 2017**

**Planning & Highways 2<sup>nd</sup> May 2017**

The **CHAIR** asked that the Minutes of the above meetings be **ACCEPTED** and the recommendations contained therein be adopted.

Cllr. J Farmiloe proposed  
Cllr. A Harrison seconded

**Accepted**

**Policy & Finance 25<sup>th</sup> April 2017**

Members of the Policy & Finance Committee **DEFERRED** presenting the above minutes

**Debate:-**

Members raised concerns with regards to the Employer Duty of Care Regulations (page 55/130) and the subsequent resolution.

Signature: 

**C214 TO RECEIVE THE FOLLOWING NON CONFIDENTIAL COMMITTEE MINUTES continued**

*C McBryer confirmed these were Government Regulations which came under the 'duty of care' remit*

Members questioned if Lewes District and East Sussex Council Members had to arrange business car insurance cover however it was noted that Members were required to do this

Members discussed if any additional cost would be covered by expenses.

Members of Policy & Finance had previously agreed that any additional cost would be covered via expenses.

**Leisure & Amenities 21<sup>st</sup> March 2017**

The **CHAIR** asked that the Minutes of the above meetings be **ACCEPTED** and the recommendations contained therein be adopted.

Cllr. R Coles proposed

Cllr. M Simmons seconded

**Accepted**

**REPORTS**

**C215 TO ADOPT MAYOR'S CHARITIES FOR 2017-18**

The Council **AGREES** to adopt the Mayor's Charities for 2017-18

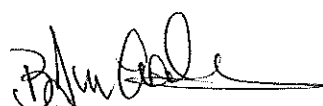
- The Rotary Club
- Chestnut Treehouse
- NSPCC – Angels Walk
- Sussex Pet Rescue

Cllr. A Loraine proposed

Cllr. R Farmiloe seconded

**Agreed**

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## C216 TO APPOINT MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

The following ELEVEN COUNCILLORS have been appointed to serve on the Policy & Finance Committee:-

- Cllr Rachael Coles
- Cllr Jean Farmiloe
- Cllr Reg Farmiloe
- Cllr Brian Gosling
- Cllr Lynda Hallett
- Cllr Ann Harrison
- Cllr Jackie Harrison Hicks
- Cllr Andy Lorraine
- Cllr Dave Neave
- Cllr Robert Robertson
- Cllr Melvyn Simmons

Cllr. R Robertson proposed

Cllr. M Simmons seconded

**Agreed**

## C217 TO APPOINT MEMBERS TO SERVE ON THE LEISURE & AMENITIES COMMITTEE

The following NINE COUNCILLORS & ONE SUB have been appointed to serve on the Leisure & Amenities Committee:-

- Cllr Wayne Botting
- Cllr Rachael Coles
- Cllr Lynda Hallett (Sub)
- Cllr Job Harris
- Cllr Jackie Harrison Hicks
- Cllr Andy Lorraine
- Cllr Ron Maskell
- Cllr Dave Neave
- Cllr Robbie Robertson
- Cllr Melvyn Simmons

Cllr. W Botting proposed

Cllr. R Robertson seconded

**Agreed**

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## C218 TO APPOINT MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

The following **EIGHT COUNCILLORS & ONE SUB** have been appointed to serve on the Planning & Highways Committee:-

- Cllr Daryl Brindley
- Cllr Jean Farmiloe
- Cllr Reg Farmiloe
- Cllr Lynda Hallett
- Cllr Job Harris
- Cllr Ann Harrison
- Cllr Jackie Harrison Hicks
- Cllr Dave Neave (Sub)
- Cllr Melvyn Simmons

Cllr. R Farmiloe proposed  
Cllr. M Simmons seconded

**Agreed**

## C219 TO APPOINT MEMBERS TO SERVE ON EMPLOYMENT SUB COMMITTEE

The following **SIX COUNCILLORS** have been appointed to serve on the Employment Sub Committee:-

- Cllr Jean Farmiloe
- Cllr Brian Gosling
- Cllr Jackie Harrison Hicks
- Cllr Andy Lorraine
- Cllr Dave Neave
- Cllr Robert Robertson

Cllr. R Robertson proposed  
Cllr. R Farmiloe seconded

**Agreed**

## C220 TO APPOINT MEMBERS TO SERVE ON AUDIT SUB COMMITTEE

Council **DEFERRED** to the Policy & Finance Committee the appointment of Members to serve on the Audit Sub Committee

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## C221 TO APPOINT MEMBERS TO SERVE ON NEIGHBOURHOOD PLANNING GROUP

The following Councillors have been appointed to serve on the Neighbourhood Planning Group:-

- Cllr Ann Harrison
- Cllr Dave Neave

Cllr. M Simmons proposed

Cllr. R Farmiloe seconded

**Agreed**

**Debate:-**

Cllr. D Neave requested the name of the group be changed to 'Neighbourhood Steering Group'

## C222 TO APPOINT MEMBERS TO SERVE ON SLR

The following Councillors have been appointed to serve on the SLR Group:-

- Cllr Ann Harrison
- Cllr Jackie Harrison Hicks
- Cllr Dave Neave

Cllr. M Simmons proposed

Cllr. R Farmiloe seconded

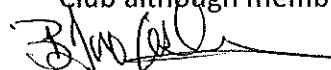
**Agreed**

## C223 TO APPOINT MEMBERS TO SERVE ON ASSOCIATIONS

The following Councillors have been appointed to serve on Associations as listed:-

- Age UK – Cllr. Job Harris & Cllr. Reg Farmiloe
- Crime Stoppers – Cllr. Job Harris
- Peacehaven Telscombe Housing Association – Cllr. Melvyn Simmons
- House Project – Cllr Jean Farmiloe, Cllr. Reg Farmiloe
- Royal British Legion – Cllr. Jean Farmiloe, Cllr. Reg Farmiloe
- Town Forum – Cllr. Ann Harrison
- Lewes Association of Local Councils – Cllr. Jackie Harrison Hicks (& Town Manager)
- Friends of Downlands Court – Cllr. Reg Farmiloe, Cllr. Jean Farmiloe
- Beekeeping Group – Cllr. Melvyn Simmons
- Citizens Advice Bureau – Cllr. Brian Gosling
- CTLA – Cllr. Brian Gosling
- Big Park (to become trustees) – Cllr. Jackie Harrison Hicks, Cllr. Lynda Hallett, Cllr. Job Harris (Including Chair of L&A, Town Manager and L&A Manager)
- Wave Leisure – Cllr. Andy Lorraine
- Peacehaven and Telscombe Football Club – Cllr. Daryl Brindley
- Peacehaven Residents Association – Cllr. Melvyn Simmons
- Mature Citizens Forum – Cllr. Jean Farmiloe, Cllr. Reg Farmiloe
- Chamber of Commerce – Any Councillor may attend their breakfast club at Peacehaven Golf Club although membership is paid, any meals or costs for functions are not funded by PTC.

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## C223 TO APPOINT MEMBERS TO SERVE ON ASSOCIATIONS continued

The following Associations and Community Groups do not have representation at the time of publication:-

- Community Orchard
- Know Dementia
- Care for the Carers
- Local Action Team

Cllr. L Hallett proposed

Cllr. R Farmiloe seconded

**Agreed**

**Debate:-**

Cllr. R Coles requested that she be a Trustee for Centenary Park

*C McBryer confirmed he was writing a report with regards to Centenary Park Trustees and will include Cllr. R Coles*

## C224 TO NOTE DEEDS AND TRUST INVESTMENTS

To note deeds and trust investments as listed:-

ESX	320481	Cliff top land re: George V Memorial
ESX	83712	Cavell Avenue within the Dell
ESX	69246	The Dell
ESX	60704	Epinay Park
ESX	67202 & ESX 291299	Firle Road West Play Area & associated areas
ESX	67202	Land either side of footpath between Firle Road & Hairpin Croft
ESX	46829	Amenity land at Foxhill & Abbey Close
ESX	160687	Land in Greenwich Way
ESX	296811	Howard Peace Park
ESX	111461	Amenity Lane at Morestead & Coney Furlong
ESX	28492	The Oval
ESX	145121 & ESX 32253	Sports Park
ESX	12893	Shepherd Down
ESX	263030	Community House
ESX	361750	Centenary Park
ESX	273853	Keymer Avenue/strip adjoining Centenary Park

**Noted**

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## C224 TO NOTE ANNUAL SUBSCRIPTIONS

To note annual subscriptions as listed:-

- Sussex Association of Local Councils
- National Association of Local Councils
- Peacehaven Chamber of Commerce
- Parish on Line - Mapping
- Action in Rural Sussex – Employment handbook
- Local Council review magazine
- Copyright Licence
- Town Crier
- Data Protection
- Society of Local Clerks & Councils
- Lewes Association of Local Councils
- Joint Action Group
- National Association of Civic Officers

**Noted**

Members requested that the individual costs be listed with the subscriptions in the future and requested an update on events attended by The Town Crier in the past year

**Action: Provide update on events attended by The Town Crier in the past year**

## C225 ANNUAL IMPLEMENTATION OF STANDING ORDERS

The Council **AGREES TO IMPLEMENT** Financial Regulations

Cllr. D Neave proposed  
Cllr. R Farmiloe seconded

**Agreed**

**Debate:-**

Members were informed that there were no amendments to be agreed however it is an audit requirement that implementation is recorded annually

## C226 ANNUAL IMPLEMENTATION OF FINANCIAL REGULATIONS

The Council **AGREES TO IMPLEMENT** Standing Orders

Cllr. D Neave proposed  
Cllr. L Hallett seconded

**Agreed**

**Debate:-**

Members were informed that there were no amendments to be agreed however it is an audit requirement that implementation is recorded annually

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## C227 MAYOR'S CONSORT

The Council **AGREES** to reinstate the Mayor's Consort

Cllr. W Botting proposed  
Cllr. A Harrison seconded

**Agreed**

**Debate:-**

Members noted that there was no specific Code of Conduct for the Mayor's Consort and agreed to reinstate the position under the terms of the current Mayor's Handbook.

Members requested a Code of Conduct be written for the Mayor's Consort

**Action: Write Code of Conduct for the Mayor's Consort**

## C228 NEIGHBOURHOOD PLANNING UPDATE

Cllr. A Harrison read the following:-

*The Neighbourhood Planning Officer attended our last meeting, along with representatives from Action in Rural Sussex, who gave us a presentation to explain the service consultants like them, can provide.*

*They have helped Newhaven Town Council who is now at the referendum stage.*

*It was decided to invite at least two other organisations to our next meeting so we can compare their levels of expertise and costs before deciding who to engage.*

*The Neighbourhood Plan Group also needs to set up a web site and we were grateful to receive a donation from The House Project towards the cost.*

*Grants from both Towns will also be available in the future.*

## C229 WRITTEN RESPONSES TO PUBLIC QUESTIONS

**Council 07/03/17 - The resident queried page 37/118 paragraph 6 and requested clarification of the response from Mr. McBryer (as below)**

*Mr McBryer acknowledged that there are strict health and safety directives in relation to the placing and spacing of play equipment. This was being taken into account in the construction of the park and drawings and plans attached to the quotation were for illustrative purposes only and that detailed plans would be completed before the work was completed.*

The following response was forwarded to the resident by Mr. McBryer:-

*I believe your question from 7<sup>th</sup> March was in relation to plans for The Dell.*

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**C229 WRITTEN RESPONSES TO PUBLIC QUESTIONS continued**

*I can confirm with you that I have had sight of the plans for the Dell. Work at The Dell started today and I am satisfied that the equipment, the installation and the site are all compliant with the required health and safety legislation.*

**Noted**

Members were informed that this was the complete response, which was sent via email to the resident

**C230 INFORMATION TO NOTE**

**Noted**

**NEXT MEETING**

**C231 TO CONFIRM DATE OF NEXT MEETING – Annual Return 6<sup>th</sup> June 2017 at 7:30pm**

**Noted**

**THE MEETING ENDED AT 8:50pm**

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