



## **NOTICE**

### **PEACEHAVEN TOWN MEETING**

**ANZAC ROOM, COMMUNITY HOUSE, MERIDIAN CENTRE,  
MERIDIAN WAY, PEACEHAVEN  
Tuesday 26<sup>th</sup> April 2016 at 7:30pm**

- 1. OPENING REMARKS & REPORT BY TOWN MAYOR, Cllr. ROBBIE ROBERTSON**
- 2. TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> June 2015**
- 3. ANNUAL REPORT TO INCLUDE COMMITTEE CHAIR'S WRITTEN REPORTS:-**
  - 3.1 POLICY & FINANCE COMMITTEE – Cllr. J HARRISON-HICKS**
  - 3.2 LEISURE & AMENITIES COMMITTEE - Cllr. A LORAINE**
  - 3.3 PLANNING & HIGHWAYS COMMITTEE - Cllr. J HARRIS**
- 4. LOCAL ORGANISATIONS**
- 5. ANSWERS TO WRITTEN QUESTIONS**
- 6. QUESTION TIME – TOWN MATTERS ONLY**

**SIGNED:**

A handwritten signature in blue ink, appearing to read "R Robertson", is written over a horizontal line.

**TOWN MAYOR**

Written questions must reach the Town Manager, Council Offices, Community House Meridian Centre, Peacehaven BN10 8BB by Friday 22<sup>nd</sup> April 2016 to ensure that they are answered at the meeting. Verbal questions will be answered at the meeting unless research is necessary and in these instances a written reply will be forwarded after the meeting.

Minutes of the ANNUAL TOWN MEETING held in the ANZAC ROOM, Meridian Centre, Peacehaven on Tuesday 2<sup>nd</sup> June 2015 at 5.30pm.

<b>Councillors Present:-</b>	Robbie Robertson (Chair)	Jean Farmiloe (Vice Chair)
	Wayne Botting	Pat Haswell
	Andy Loraine	Jackie Harrison-Hicks
	Reg Farmiloe	Brian Gosling
	Amber Robertson	Lynda Hallett
	Job Harris	Ann Harrison
	Andy Smith	

**In Attendance**

Alan Sargent - Town Manager  
John Kocher - Corporate Services Manager & RFO  
Angela Read – Assistant Town Manager (Leisure & Amenities)

13 Councillors, 3 Council staff and 3 members of the public

**ATM1 OPENING REMARKS & REPORT BY TOWN MAYOR, Cllr. ROBBIE ROBERTSON**

Cllr R Robertson thanked the members of the public for coming and advised that copies of the Town Councils annual report and list of achievements during the year April 2014 to March 2015, however some reports were written by Councillors who were no longer serving. Council Officers were in attendance to answer any questions which may arise. His last mayoral year report was also available at the meeting.

**Matters Arising:-**

**ATM2 MINUTES OF THE LAST MEETING HELD ON 15<sup>th</sup> APRIL 2014 TO BE AGREED & SIGNED**

A member of the public from West Ward commented that the minutes of the last meeting were incomplete and appear to “end in mid air” on the last page at the point where it states “ A West Ward Resident asked if”

The Town Manager has checked this and can confirm that this is a typing error on the template.

Proposed – Not Proposed

Seconded – Not Seconded

**Matters Arising:-**

Minutes are to be corrected and re-submitted to the next Council meeting to be agreed and signed.

**ATM3 ANNUAL REPORT TO INCLUDE COMMITTEE CHAIR'S WRITTEN REPORTS**

The annual report for 2014-15 including the reports of the Town Mayor, and Chairs of the Councils three main service committees were available for members of the public at the meeting.

**ATM 3.1** Leisure & Amenities Committee Report - presented by Mrs A Read on behalf of Cllr. E Russell  
Cllr R Robertson (Chair) asked if anyone had any questions in relation to this report – No questions were raised.

**ATM 3.2** Planning & Highways Committee Report - presented by Cllr. J Harris on behalf of Cllr. R Coles  
Cllr R Robertson (Chair) asked if anyone had any questions in relation to this report – No questions were raised.

**ATM 3.3** Policy & Finance Committee Report - presented by Mr J Kocher on behalf of Cllr. J Livings  
Cllr R Robertson (Chair) asked if anyone had any questions in relation to this report.

**Matters Arising:-**

The Chairperson of Peacehaven & District Residents Association from North Ward asked:

Q - What makes you think we don't need land for schools? This was referring to the Policy and Finance Committee Report, the paragraph which starts “The sale of a small amount of land owned by the Town Council

in Arundel Road which formed part of the site previously designated by East Sussex County Council for a school and not now required"

A - Cllr R Robertson (Chair) and the Town Manager confirmed that they would consult with the County Councillors and provided a written response to the Residents Association.

#### **ATM4 ANSWERS TO WRITTEN QUESTIONS**

No written questions.

#### **ATM5 QUESTION TIME – TOWN MATTERS ONLY**

The Chairperson of Peacehaven & District Residents Association from North Ward advised that she had sent the Council a letter with questions as requested which should be answered at this meeting. The questions were received by letter dated 29 May 2015, however the letter did not specify that these were to be answered at the Annual Town Meeting. The questions raised were:

Q - What is happening with the Town Neighbourhood Plan and have Telscombe Town Council declined from the Neighbourhood Panel?

A – The Town Manager confirmed that the two councils are looking to work together on a Neighbourhood Plan.

Q – Why are you contacting Newhaven Town Council, when you have Action in Rural Sussex to contact for information and what sites were you looking at Outlook Avenue and Lower Hoddern Farm?

A – The Town Manager confirmed that Action in Rural Sussex needed to know the sites to provide a quote for any future services that they may provide to the Council. Any visits undertaken were done so free of charge.

Cllr R Robertson apologised to the Chairperson of the Residents Association for any mis-information which may have happened in relation to the receipt of the letter.

Q – The Town Manager had previously attended a meeting regarding East Sussex County Council (ESCC) kerb replacements. What are they doing about them, as some are a disgrace and any that were loose have been removed leaving gaps?

A – The Town Manager has requested for this item to be added to the Agenda of the next ESCC Strengthening Local Relationships (SLR) meeting which is due to be held on 25 June 2015.

The Chairperson of Peacehaven & District Residents Association from North Ward asked:

Q – The notice board at the Annex Stores has been removed why?

A – The notice board was in a poor state of repair and the locks were also broken. A replacement notice board will be installed in the near future.

Q – What can be done about the Phone Box at the corner of Pelham Rise and Roderick Avenue as it is like a rubbish tip?

A – The Town Manager confirmed that the Council do not maintain them, however would contact BT Open Reach for them to address the problem and this will be referred to the next Planning & Highways Committee meeting

A resident of North Ward asked:

Q - As a former Councillor do I receive a badge in recognition of my previous service?

A - Cllr R Robertson confirmed that she should receive a badge and this was presented to her at this meeting.

Q – Could something be done about the highway drains along Horsham Avenue North and Edith Avenue North, as they are all blocked?

A - The Town Manager has requested for this item to be added to the Agenda of the next ESCC Strengthening Local Relationships (SLR) meeting which is due to be held on 25 June 2015.

**THE MEETING ENDED AT 5.45pm**

**SIGNED:**

**DATED:**



# PEACEHAVEN TOWN COUNCIL



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**Policy & Finance Report**  
Cllr. Jackie Harrison-Hicks  
(Leader)

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Cllr. Andy Loraine &  
Cllr. Lynda Hallett

**Planning & Highways Report**  
Cllr. Job Harris &  
Cllr. Lynda Hallett

**Council Structure**

**Financial Accounts Summary**

# Annual Report 2016

Town Manager: Claire Lacey  
[clairelacey@peacehavencouncil.co.uk](mailto:clairelacey@peacehavencouncil.co.uk)  
Tel: 01273 585493 (option 6)

Council Offices  
Meridian Centre  
Peacehaven  
BN10 8BB

[www.peacehavencouncil.co.uk](http://www.peacehavencouncil.co.uk)







## **TOWN MAYOR'S REPORT – April 2016**

I was delighted to be elected in May 2015 by my fellow Councillors to serve for a further year as your Town Mayor. This year like many others has been very busy for me. I have endeavoured to attend all engagements throughout my term of office. My Deputy Cllr. Jean Farmiloe has also worked hard in attending functions if I was unavailable. I have collected for numerous charities which include Age UK, Rise UK, Brighton and Hove Housing Trust, Homelink, Cats Club, Royal British Legion to name a few. The collection bins will be available again later in the year.

In November the Royal British Legion held the remembrance service at the War Memorial site and PTC opened their doors to serve refreshments to all of the Town People.

The Christmas Market proved to be a great success, especially with Father Christmas, Mother Christmas, Santa's Elves and a Christmas Fairy making a visit.

I really enjoyed dropping boxes of biscuits off to various houses in the Town who had displayed Christmas decorations outside. It was so nice meeting so many residents who had made a huge effort to light up Peacehaven.

This year the Town celebrates 100 years. We have already arranged many extra events. The charity Burn's night in January was in aid of Brighton Housing Trust. The play Peacehaven on Special Offer was performed once again by "The Company" and was sponsored by the House Project.

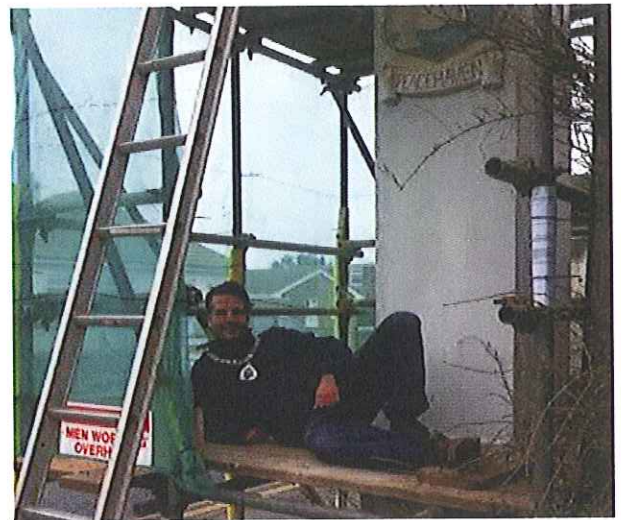
Since January I have been working on a project with Cllr. Rachael Coles. The new Dog Agility Park opened in Shepherds Down Park in April. The official opening of the Park will be Sunday 1st May. This is the first free running park in the country and so far has been a great success with dogs and their owners.





To mark the 100 years, I planted an oak tree at Centenary Park which was kindly donated by Paradise Park. I also planted a further 6 trees around the park.

We also commissioned a contractor to refurbish the pillars at each end of Peacehaven, however, the works were slightly delayed owing to the bad weather. We are really pleased with how lovely they look and our now due to refurbish the Obelisk on the Meridian Line.

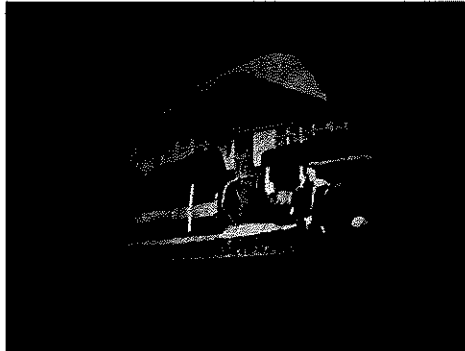


In April Peacehaven held it's first ever Easter Parade. We had a fantastic turnout, with Local Groups, Businesses, Charities, residents and Councillors. The parade was finished off with a free hot dog, refreshments and disco which was provided by Brisco Entertainments. Everyone that attended the day thoroughly enjoyed it.



I am pleased that the Community Café has provided a meeting point for everyone at Community House. It has also given me an opportunity to go along and have a cup of tea and chat with our residents.

In April, I was extremely pleased to welcome Mayor Arpad Bogya and his Deputy Frank Niemeier from Isernhagen Germany and Deputy Mayor Cllr. Edwards, from Withernsea, East Riding, to Peacehaven to especially join in our cliff face projection presentation evening. The fantastic projections were produced by local historian Julia Winckler.



On Saturday 7th May, we will be holding a Memorial Service to remember all of the animals that lost their lives during the war. All pets that attend the service will have the chance to take part in a special blessing. Weather permitting, we will be having refreshments after the service in Meridian Park.

Finally, I would like to say a very big thank you to my Civic Officer Deborah Donovan for supporting me throughout my term and organising my Civic events. It has been an extremely busy year for Deborah and she has been a massive help as always.

**Cllr. Robert Robertson**

**April 2016**



## **PEACEHAVEN TOWN REPORT OF LEADER Cllr. JACKIE HARRISON-HICKS MAY 2015 – MAY 2016.**

This has been a rather turbulent year in many ways.

We had the local elections and 11 new councillors and 1 previous Councillor Lynda Hallett were elected to Peacehaven Town Council out of 17. Some of those were dual hatters meaning they also sit on the council at Telscombe. Not long after the new administration was formed- we had a bye election and Rachel Coles re-joined us.

We had the departure of the town clerk Kevin Kingston. A Councillor stepped in, until a new town manager or clerk was found. We had many applications and these were whittled down until we found one in October, Claire Lacey, the present town manager. The Leisure and Amenities manager left and so her work was divided to the already busy staff. Hopefully we shall be getting a new part time Leisure manager soon. Money has been put aside for this purpose.

The big park was opened by His Grace, the Duke of Gloucester. What a good day, well attended. The park is still not completed or problems sorted, there appears much snagging to be done, and seems as if the response from LDC is very slow to finish off this project and hand the park over to us. Hopefully this will happen during the month of this May. There have been one or two events at the park which were successful and the café has proved to be a great success.

Limited work has been carried out within Community House, enlarging room space mainly using Councillors and staff who volunteered, new shutters for the kitchen, new boiler fitted in the sports hub. The new layout in the foyer has proved to be one liked by residents. Various other projects have been



completed such as repainting walls but there is much to be done. Unfortunately, there is not the money to do everything at once so it may seem as if we are dragging our heels, but we are not. One of our biggest assets is John Kocher, the RFO who keeps a tight rein of what we spend or try to spend. There is always something that is not catered for and when those occasions occur, we may then have to go over budget slightly. Generally speaking we have kept to budget within the policy and Finance committee. John is very reluctant to let us have a penny let alone a pound to spend.

Councillors have regular meetings with ESCC Highways divisions to discuss the state of the roads, potholes and grass verges being one of the most talked about problems. Due to our perseverance we do get things done, not as fast as you or I would like, but we get there in the end.

Santa's grotto was a success as was the Christmas Fayre. This was followed by the Easter Parade set up by the Mayor Robbie Robertson, again a success. Robbie has had some brilliant ideas during his term of office. He also thought about the Dog Agility Park at Shepherd's down. A piece of land which cost us residents money, but little used, now being used on a daily basis. He thought about the 100 years celebration of Peacehaven, and under his reign, has held many events to raise money for both his fund and for the town.

With cutbacks from LDC and Government, we are going to have to tighten our belts even more. We need to generate more income to be able to improve our town. Luckily we have very good office and ground-staff for Councillors to work with on behalf of the residents of Peacehaven. We also need your help. Residents can let us know if something is wrong in their area. Without you informing us, we cannot put it right and that costs you money.

I would like to thank all the office and ground-staff for their hard work, sometimes working over their call of duties to improve Peacehaven and their patience with Councillors at times (me included).

Also thanks to the Councillors who have supported each other in this first year of the new council which was difficult for some, but we made it, and will again next.



**PEACEHAVEN TOWN REPORT OF  
LEISURE & AMENITIES CHAIR & VICE CHAIR  
Cllrs. ANDY LORAIN & LYNDA HALLETT  
MAY 2015 – MAY 2016.**

The election of new Councillors in May 2015 resulted in a new Leisure & Amenities Committee being formed.

The highlight of the year was the visit of the Duke of Gloucester who visited the new Southern Water Waste Water Works and then formally opened Centenary Park (Big Park Project).

After a formal tender process and after much deliberation by the Committee a contract was awarded to Nicola Papanicolaou to run the new Gateway Café. It should be noted that the refitted building received the AJ Retrofit Award, Leisure Category 2015. So far the venture has been a great success.

The Committee has been vigilant throughout the year in maintaining the budget. This has been achieved by the Finance Officer producing detailed budgets and forecasts breaking the finances down into areas of control and responsibility. The updated forecast and expenditure is updated monthly and reviewed with the Chair and Vice Chair of the Committee.

At the year-end expenditure of the budget of £406,000 over income was 3.9% overspent which represents £16,584.

At Community House a major redecoration programme has been carried out. The Copper Room has now been opened up by the removal of the very large cupboard. The work was mainly carried out by volunteers, Councillors Robertson, Botting, Harris and the then Town Manager Alan Sargent.

The kitchen has also been redecorated and is now in use most days of the week in support of the new opening times for the café. The layout of the Foyer has been improved and what was the Caretakers room is now available for rent. The purpose is to generate more income from the existing facilities.

Because of the gradual handover of Centenary Park from Lewes District Council it has been necessary to increase the number of Ground Staff. With the phased completion of the new park and with all the other facilities within Peacehaven owned by the Council, the efficiency of the Ground Staff is essential in order to maintain quality and budget.

A point of improvement that has occurred around the town is the replacement of the red dog waste bins with the larger green combination bins. Dog waste is classified as none-hazardous waste and can be more easily disposed of when mixed with other waste.

In closing we must remind ourselves that with the continual budget cuts to Councils by Government which trickle down to Town and Parish, the future Committee must be mind-full of controlling future costs.

It is also government policy for County and District Councils to devolve down additional responsibility to Town and Parish with little financial support.

We would both like to thank all the Committee Members for their support and assistance during the year and the Town Manager and her staff for the support and advice throughout the term.

**Cllr. Andy Loraine (Chair)**

**Cllr. Lynda Hallett (Vice Chair)**





## **PEACEHAVEN TOWN REPORT OF PLANNING & HIGHWAYS COMMITTEE APRIL 2015 to MARCH 2016**

The Committee has had a very busy year having met 15 times in the last 12 months

83 Planning applications have been processed during this time, divided between the three wards as follows:-

39 in East Ward

32 in West Ward

And 12 in North Ward

Eight applications were refused by Peacehaven planning Committee, but 3 subsequently were passed by Lewes District Planning Committee

Please note the above figures are approximate as some of the applications are still being processed

There have been one or two controversial applications, in particular the developments at 1 and 2 South Coast Road - These 2 having been developed opposite each other.

The Committee have lobbied for a roundabout or traffic lights on this very busy part of the A259 South Coast Road. This has been refused by East Sussex County Council Highways.

The other potential proposed developments were the building on some of the car parks. After two exhibitions which were well attended by residents, the proposals have been deferred.

Residents should be aware that Peacehaven Planning Committee is only advisory with the final decision being made on All planning applications at Lewes District Planning Committee. However with devolution this may change with authority being devolved down to Parish and Town.

It should be noted that planning applications and support documents are now only available on the internet from Lewes District Council Planning Department.

Myself and the Vice Chair would like to thank the committee members for their support during the past year.

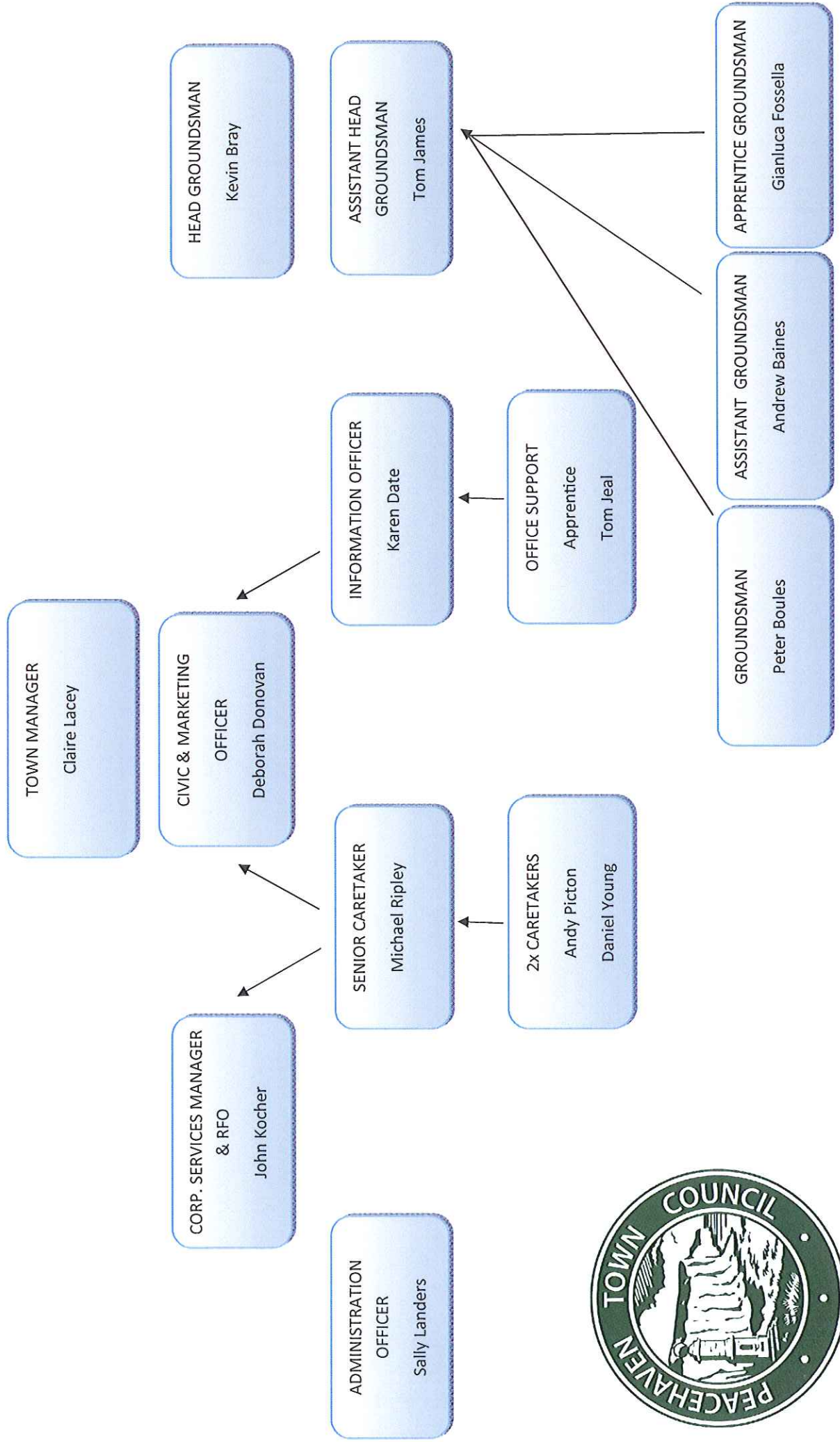
We should also like thank the Town Manager and her staff for their help and assistance, in particular Mrs Sally Landers as the Secretary of the Planning Committee.

**Councillor Job Harris**  
**Chair of Planning and Highways Committee**

**Councillor Lynda Hallett**  
**Vice - Chair of the Planning and Highways Committee**

# PEACEHAVEN TOWN COUNCIL

## STAFF STRUCTURE





The table below is a summary of the Council's accounts for the year ended 31 March 2016

<b>Income</b>	<b>£</b>
Precept	375,721
Grant	49,728
Community Centres	78,926
Sports & Amenities	140,293
Highways	875
Other Income	26,953
<b>Total Income</b>	<b>672,496</b>

<b>Expenditure</b>	<b>£</b>
Administration	229,822
Community Centres	199,735
Sports & Amenities	232,987
Highways	10,613
Decrease in balances	-661
<b>Total Expenditure</b>	<b>672,496</b>

The Town Council's 2015-16 budget and precept was agreed at the full Council meeting on 20 January 2015

Check out our  
Website:  
[www.peacehavencouncil.co.uk](http://www.peacehavencouncil.co.uk)

# E-NEWS

Peacehaven Town Council

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