

PEACEHAVEN TOWN COUNCIL

CLAIRE LACEY TOWN MANAGER

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TOWN MAYOR - COUNCILLOR BRIAN GOSLING

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MEMBERS OF PEACEHAVEN TOWN COUNCIL ARE SUMMONED TO THE ANNUAL COUNCIL MEETING, TO BE HELD IN THE ANZAC MEETING ROOM, COMMUNITY HOUSE, MERIDIAN CENTRE, PEACEHAVEN, ON TUESDAY 15TH MAY 2018 AT 7:00PM

Claire Lacey Town Manager

10th May 2018

AGENDA

GENERAL BUSINESS

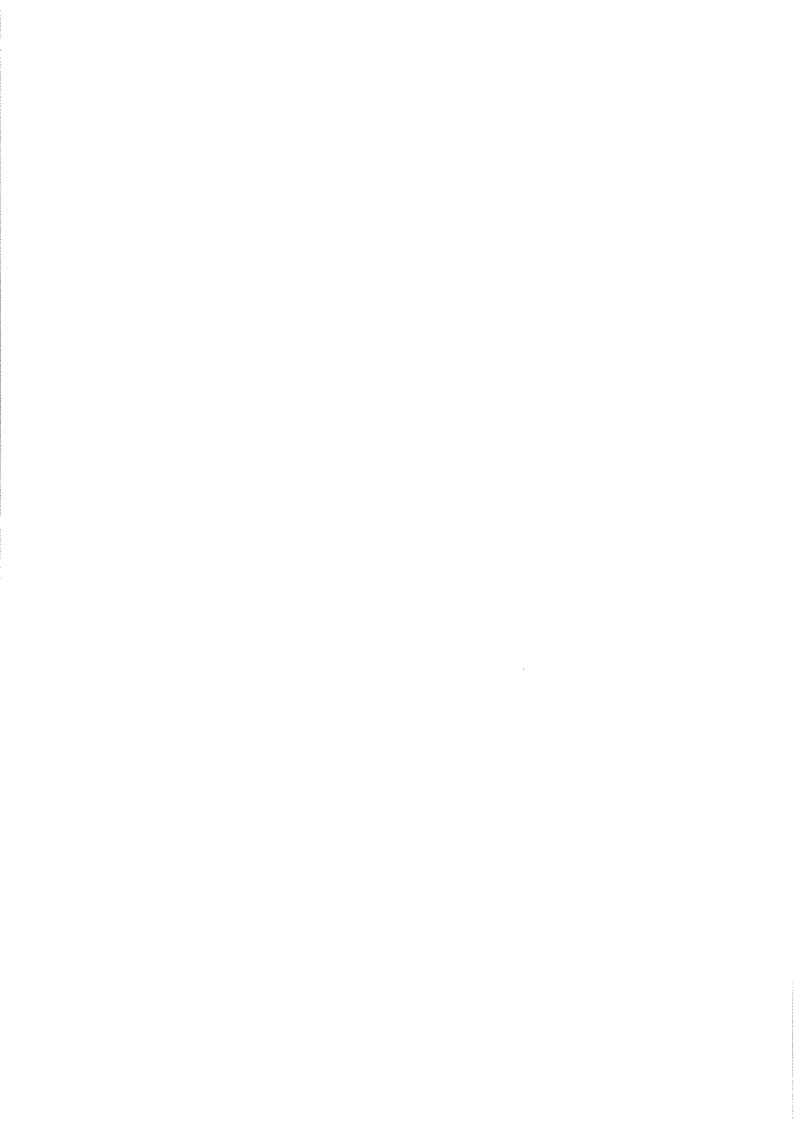
- 1. MAYOR'S ANNOUNCEMENTS
- 2. ELECTION OF MAYOR FOR 2018 2019
- 3. PRESENTATION OF PAST MAYORS BADGE
- 4. APPOINTMENT OF DEPUTY MAYOR FOR 2018 2019
- 5. COUNCIL TO AGREE MAYORS CONSORT
- 6. PUBLIC QUESTION TIME

There will be a 15 minute period when members of the public may ask questions, which have been submitted in writing and received by 12 noon on the day of the meeting, on any matters that affect the Town

- 7. TO CONSIDER APOLOGIES FOR ABSENCE (page 3)
- 8. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

REPORTS

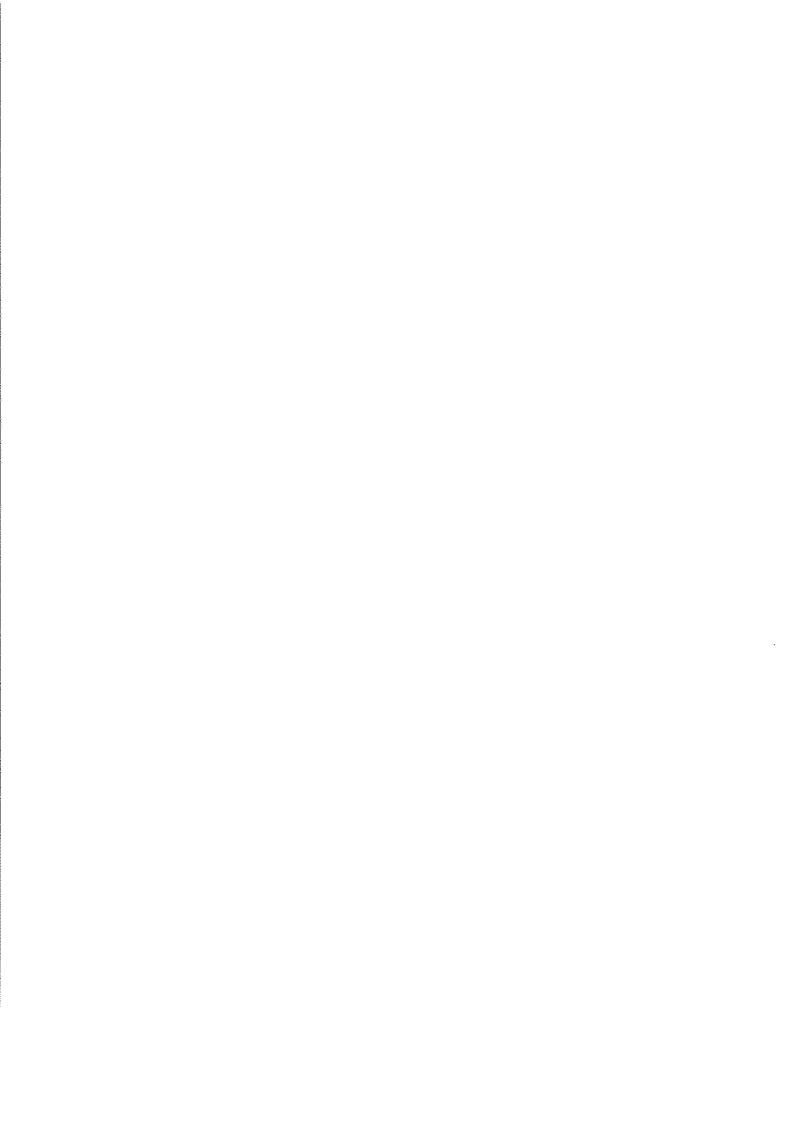
- 9. ANNUAL IMPLEMENTATION OF STANDING ORDERS 2017 (page 3)
- 10. ANNUAL IMPLEMENTATION OF FINANCIAL REGULATIONS 2015 (page 3)



- 11. TO NOTE LTN 1 / 2007 'COUNCILS' POWERS TO DISCHARGE THEIR FUNCTIONS' (Appendix 1 page 8 16)
- 12. ANNUAL IMPLEMENTATION OF COMMITTEE TERMS OF REFERENCE 2011 (Appendix 2 page 17 22)
- 13. TO NOTE THE COUNCIL CODE OF CONDUCT FOR MEMBERS MAY 2015 (Appendix 3 page 23 36)
- 14. TO ADOPT THE MAYORS CHARITIES FOR 2018-19 (verbal report by the Mayor)
- 15. TO APPOINT MEMBERS TO SERVE ON THE POLICY AND FINANCE COMMITTEE (page 4)
- 16. TO APPOINT MEMBERS TO SERVE ON THE LEISURE AND AMENITIES COMMITTEE (page 4)
- 17. TO APPOINT MEMBERS TO SERVE ON THE PLANNING AND HIGHWAYS COMMITTEE (page 4)
- 18. TO APPOINT MEMBERS TO SERVE ON THE EMPLOYMENT SUB COMMITTEE (page 4)
- 19. TO APPOINT MEMBERS TO SERVE ON THE AUDIT SUB COMMITTEE (page 5)
- 20. TO APPOINT MEMBERS TO SERVE ON THE BUSINESS PLANNING COMMITTEE (page 5)
- 21. RECEIPT OF REPORTS FROM MEMBERS OF THE NEIGHBOURHOOD PLANNING GROUP (Verbal Reports)
- 22. TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP (page 5)
- 23. TO APPOINT MEMBERS TO SERVE ON SLR / ESCC HIGHWAYS (page 5)
- 24. RECEIPT OF REPORTS FROM PREVIOUS REPRESENTATIVES ON OUTSIDE BODIES AND ASSOCIATIONS (Verbal reports)
- 25. TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ASSOCIATIONS (page 5)
- 26. CHECKING OF THE INVENTORY AND ASSET REGISTER OF COUNCIL PROPERTY (DEEDS AND TRUST INVESTMENTS) (page 6)
- 27. TO NOTE ANNUAL SUBSCRIPTIONS (page 6 7)
- 28. CONSIDERATION OF CHAIRS ALLOWANCE (page 7)
- 29. FIXING DATES OF COUNCIL MEETINGS FOR 2018 19 (Appendix 4 page 37)
- 30. TO ACCEPT THE CORPORATE RISK ASSESSMENT (Appendix 5 page 38 41)

NEXT MEETING

31. TO CONFIRM DATE OF NEXT MEETING



ANNUAL COUNCIL MEETING, HELD IN THE ANZAC MEETING ROOM, COMMUNITY HOUSE, MERIDIAN CENTRE, PEACEHAVEN, ON TUESDAY 15TH MAY 2018 AT 7:00PM

TOWN MAYOR - COUNCILLOR BRIAN GOSLING

Council Members: Brian Gosling, Jean Farmiloe, Reg Farmiloe, Jackie Harrison Hicks, Lynda Duhigg, Dave Neave, Rachael Coles, Wayne Botting, Andy Loraine, Andy Smith, Ron Maskell, Job Harris, Daryl Brindley, Ann Harrison, Melvyn Simmons, Amber Robertson

Attended:

Brian Gosling, Jean Farmiloe, Jackie Harrison Hicks, Lynda Duhigg, Dave Neave, Rachael Coles, Wayne Botting, Andy Smith, Ron Maskell, Job Harris, Daryl Brindley, Ann Harrison, Melvyn Simmons, Amber Robertson

Officers:

Claire Lacey (Town Manager), Campbell McBryer (Leisure and Amenities Manager), Tony Lopes (RFO), Debbie Donovan (Civic and Marketing Officer), Matt Gunn (Apprentice)

GENERAL BUSINESS

C331 MAYOR'S ANNOUNCEMENTS

Chairs Announcements May 15th 2018

Welcome to Peacehaven Town Council Annual Council this evening where our primary focus will be to Elect a new Chair of the Council.

The Admin arrangements under General Governance Procedures are detailed in your agendas. We hope it will go according to plan this evening.

Being my last meeting as Chair I wanted to thank everyone who has supported me during this year and to wish the new incoming Mayor every success in their term.

First some basic housekeeping and then the new Chair will provide you with some updates on Council business.

We are not expecting any fire alarms or evacuations this evening, although should the alarm sound, please leave the building by the closest fire door and meet in the South Service Car Park.

This meeting is being recorded for administrative purposes. The procedure on recording meetings is available from the Main Council Office.

This evenings priority announcements are -

Councillor Melvyn Simmons has resigned from the Conservative Party with immediate effect, although he will stay on as an Independent Member to represent his North Ward residents.

Welcome to the meeting and the first item on this agenda is to Elect a new Mayor and Chair for the Council for the term May 2018 to May 2019.

May I take nominations from my fellow Members for the position of Chair of Peacehaven Town Council?

New Mayor - Councillor Harrison-Hicks

Thank you all this evening for attending and fellow Members for voting for me to be the new Mayor and Chair of Peacehaven Town Council.

As First Citizen in the Town it is my intention to raise the public profile by charity fundraising and supporting the Officers and Councillors as well as residents.

As Chair one of about 10,300 parishes and towns in the country, I am privileged to be able to hold this position.

On with Council business – it is my first duty to sign the following forms – The Declaration of Acceptance, The Health and Safety Policy, The Mayors Admin Arrangements and the Corporate Risk Assessment. The Bank Mandate Form has to be completed electronically and as such will be completed in the office on Thursday morning.

My second Duty as Chair of the Council is to thank the Outgoing Mayor Councillor Brian Gosling for his services to the town over the past year.

Brian it is with great thanks that we at Peacehaven Council would like to present you with a Past Mayors Badge, for services to the residents of Peacehaven. Your name has been added to the Council Mayors Board for future generations.

Brian will you come and accept your badge. This can be worn at any Civic Event in Peacehaven, at any Council Meeting, or when requested to do so by the Chair of the Council and Civic Officers.

My next Duty as Chair of the Council is to appoint a Deputy Mayor. I would like that to be Councillor Harris

Councillor Harrison-Hicks would you please come and join me at the top table and sign the Declaration of Acceptance form for your year as Deputy Mayor and Deputy Chair of Peacehaven Town Council.

We will now agree to a Mayors Consort. For this coming year I would like to Appoint Brendon Rossiter as my Consort, to help me in my public duties.

Thank you

On with Chair Announcements for this evening -

The Neighbourhood Development Plan is in full force with First Conversation Consultations being held with the residents of three towns this month.

Council are reminded that as Members your views are very relevant and we hope you will take time-

this evening to complete the Questionnaire after reviewing the boards which explain the opportunity to develop the towns for future generations.

Update on Lower Hoddern Farm – Officers would like to apologise for the minutes of the Planning meeting held on May 1^{st} being delayed. This is due to Officer sickness and they will be presented to the next Planning meeting of next Tuesday 22^{nd} May. The intention is that a date will be confirmed, for the whole Council to discuss and debate whether an official line of objection should be made to the District Council and if so, how to pursue this.

There have been reports made to the Council on activity at the Lower Hoddern Farm site, with Contractors possibly disturbing nesting birds and not following Ecological Expert advice. Should this be the case, Natural England have advised the reports should be made directly to Sussex Police Wildlife Crime Officer, by calling 101 or by making an online report to police.

We have been informed that the Peacehaven Telscombe Speedwatch Group may fold if they cannot find any more volunteers to help coordinate with the police. Please speak to the Town Manager if you would be able to volunteer any additional time.

The next Joint Action Group will be held at Saxon House in Newhaven on Thursday 7th June at 2pm. For any Members wishing to attend, please contact the Town Manager.

Seven and a half tonne Lorry weight restrictions and proposed signage on the A259 have been delayed by the County Council. This is now scheduled for the end of June.

The new Mayors first charity Fundraising event will be on Friday 22nd June here at Community House at 7pm. Tickets are on sale now in the Information Office at £6 which includes a free drink. We hope to see many of you there.

And finally, the Peacehaven Council Annual Summer Fair will be held at the Big Park on Saturday July 14th between 11am and 4pm. Stalls are selling quickly. We hope you will all ensure the date is in your diary and we look forward to seeing you there.

And now we will have a 15 minute period whereby residents can pose public questions, which we will endeavour to answer this evening.

C332 ELECTION OF MAYOR FOR 2018 – 2019

Three Councillors were proposed for Mayor. These were

Cllr Jackie Harrison-Hicks Cllr Wayne Botting Cllr Melvyn Simmons

A secret ballot was taken and the results were

Cllr Jackie Harrison Hicks 7 votes

Cllr Botting

5 votes

Cllr Simmons

3 votes

Cllr Jackie Harrison-Hicks was elected the new Mayor for 2018-19

C333 PRESENTATION OF PAST MAYORS BADGE

Presented to Cllr Brian Gosling

C334 APPOINTMENT OF DEPUTY MAYOR FOR 2018 - 2019

Cllr Job Harris was appointed as the Deputy Mayor.

C335 COUNCIL TO AGREE MAYORS CONSORT

Mayors Consort agreed as Brendon Rossiter.

C336 PUBLIC QUESTION THYLE

Mr. Alan Sargeant - West Ward

Alm Sargant Wast Ward, Practice of the Romal Bythist Lagran, Pencehan of the Romal Bythist Lagran, Pencehan of the County Committee

Para 25 page 5\$6 Appoint Members to Serve on Outside
Bodies & Associations.

Reform a para & page 6.

The Sharch already has Clim Mint Mint Falmilae appointed and Clim Gasting and Dukings as mandais therefore the Council in well represented on the Council of well represented on the Council of well represented of the Rosinson would be excasive and not acceptable by the Sparch.

Cllr Coles replied "I am disgusted that Robbie is not included. He is a Veteran; He fought for this Country and should be included.

Sue Griffiths - North Ward

Why haven't independent Councilors put themselves forward for seats on any committees for the next year? Don't they realise that this is denying residents proper representation?

Cllr Coles answered saying that he majority group had denied the independent Councillors access to the Committees.

Cllr Neave stated that none of the independent Councillors had been approached and he felt that they had been denied access to membership of the Committees.

Cllr Farmiloe said that the Town Manager should have managed the nominations.

Claire Lacey said that she had not received any nominations.

Peter Seed - East Ward

There seems to be mention of "the annex" on the register. Mt Seed stated that this was listed as no longer being an asset of Council.

Claire Lacey replied confirming that this is no longer an asset and had been listed in error.

Mr. Seed continued, asking about Keymer Avenue, Flint Way and Seaview Avenue. He asked what arrangements had been made for the maintenance of these areas.,

Claire lacey confirmed that an amount of £181,000 had been received by Council to deal with maintenance of these areas.

Cathy Gallagher - Saltdean resident's Association

Have the Councillors present completed the feedback form indicating their preference as to Future 1,2 or 3 for the direction of the Neighborhood Plan.

The Peacehaven and Telscombe neighborhood Development Plan is long overdue; the absence of such a plan has meant that there is no overall vision or strategy for our area. Now at last the plan is underway. The first public consultation will end 31st May and then the Steering Group will be evaluating the feedback and working with the consultants; O'Neill Homer using the most popular public preferences.

Please have your say.

Cllr Dave Neave said that he had completed his feedback form. Council agreed that it was important that this be completed.

C337 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Reg Farmiloe and Cllr Loraine due to sickness. These were accepted.

C338 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

No declaration of interest.

REPORTS

C339 ANNUAL IMPLEMENTATION OF STANDING ORDERS 2017

Points 9 -13 taken together.

Proposed Cllr Simmons

Seconded Cllr Coles

Council agreed points 9-13.

C340 ANNUAL IMPLEMENTATION OF FINANCIAL REGULATIONS 2015

C341 TO NOTE LTN 1 / 2007 'COUNCILS' POWERS TO DISCHARGE THEIR FUNCTIONS' (Appendix 1 page 8 - 16)

C342 ANNUAL IMPLEMENTATION OF COMMITTEE TERMS OF REFERENCE 2011 (Appendix 2 page 17 - 22)

C343 TO NOTE THE COUNCIL CODE OF CONDUCT FOR MEMBERS MAY 2015 (Appendix 3 page 23 - 36)

C344 TO ADOPT THE MAYORS CHARITIES FOR 2018-19 (verbal report by the Mayor)

This was deferred to the next meeting.

Cllr Simmons expressed his concern that these were not ready for discussion by Council.

C345 TO APPOINT MEMBERS TO SERVE ON THE POLICY AND FINANCE COMMITTEE

Cllr Ann Harrison

Cllr Job Harris

Cllr Jean Farmiloe

Cllr Brian Gosling

Cllr Lynda Duhigg

Cllr Rachel Coles

Cllr Robert Robertson

Cllr Jackie Harrison-Hicks

C346 TO APPOINT MEMBERS TO SERVE ON THE LEISURE AND AMENITIES COMMITTEE

Cllr Ron Maskell

Cllr Job Harris

Cllr Jean Farmiloe

Cllr Brian Gosling

Cllr Lynda Duhigg

Cllr Reg Farmiloé

Cllr Daryl Brindley

Cllr Melvyn Simmor

C347 TO APPOINT MEMBERS TO SERVE ON THE PLANNING AND HIGHWAYS COMMITTEE

Cllr Job Harris

Cllr Jean Farmiloe

Cllr Brian Gosling

Cllr Lynda Duhigg

Cllr Reg Farmiloe

Cllr Daryl Brindley

Cllr Melvyn Simmons

C348 TO APPOINT MEMBERS TO SERVE ON THE EMPLOYMENT SUB COMMITTEE

Cllr Ann Harrison

Cllr Job Harris

Cllr Jean Farmiloe

Cllr Brian Gosling

Cllr Lynda Duhigg

Cllr Rachel Coles

Cllr Robert Robertson

Cllr Jackie Harrison-Hicks

C349 TO APPOINT MEMBERS TO SERVE ON THE AUDIT SUB COMMITTEE

Cllr Ann Harrison

Cllr Job Harris

Cllr Jean Farmiloe

Cllr Brian Gosling

Cllr Lynda Duhigg

Cllr Rachel Coles

Cllr Robert Robertson

Cllr Jackie Harrison-Hicks

C350 TO APPOINT MEMBERS TO SERVE ON THE BUSINESS PLANNING COMMITTEE

Cllr Job Harris

Cllr Lynda Duhigg

Cllr Rachel Coles

Cllr Jackie Harrison-Hicks.

Cllr Lynda Duhigg explained the importance of this Committee.

Council AGREE points 15-20

Proposed - Cllr Coles

Seconded - Cllr Robertson

C351 RECEIPT OF REPORTS FROM MEMBERS OF THE NEIGHBOURHOOD PLANNING GROUP and

Outside Groups + Verbal updates

Cllr Jean Farmild

REPORT TO PEACEHAVEN TOWN COUNCIL

15TH May 2018

Outside Bodies

House Project Centre

Trustees meeting 11th May the report was that the two Shops at Peacehaven and Saltdean have been very successful in raising enough funds to support 79 Grants to local charities, schools and associations in the last financial year to 31st March 2018, totalling over one hundred and sixteen thousand pounds.

The area covered for Grants is from Woodingdean to Denton Island.

With the continued support of the volunteers are looking to increase that figure next year.

RBL Peacehaven and Telscombe Branch.

Although quite a small branch, are being represented for the Great Pilgrimage 90 by the laying of a wreath and having a Standard Bearer to attend the trip to Belgium in August 2018.

Meetings are the second Thursday in every month.

Cllr Ann Harrisd

Neighbourhood Plan,

The Steering Group have been hard at work since the beginning of the year. Having appointed O'Neil Homer as consultants, we have been able to put together three future scenarios, to look at possible ways to shape our local environment over the short, medium and long term.

A series of consultation events with residents was undertaken during April and events were held in East Saltdean, Telscombe and Peacehaven and so far, we have received around 200 responses. The Steering Group are extending the consultations through May and are hoping to have an event at Telscombe Village and PCS school. All the documents are online at our website, and so are online surveys that can be completed within a matter of a few minutes.

Otherwise I believe Claire has some paper forms available at the office which can be completed if you prefer the pen and paper option.

Once the consultation finishes in May, and all the responses have been analysed, we will start putting together draft policies on key topics such as housing, businesses, heritage etc. This will of course need to involve more consultation events with residents, but also businesses that are located within the towns, so that local knowledge can be gained.

In addition to the policies, the Steering Group are also undertaking a "call for sites". This is to allow local residents the opportunity to identify land that they believe may be available, and suitable for development. This will hopefully identify potential land that has not come forward before, so that it can be assessed for its viability, and hopefully included within our Neighbourhood Plan.

If you would like further information or updates, then there is a neighbourhood plan Facebook page as well as a website, and both Peacehaven and Telscombe will be featuring articles within their local newsletters over the coming months.

www. tpnparea.co

Please do get involved.

(Just in case someone asks – website is www.tpnparea.co.uk)

It has been a pleasure to represent PTC at the Towns Forein, since 2015.

Sadly the formeler or Chair Helen hivings passed away, leaving the forum facing an uncertain future.

Rynn Enever, the excellent Seerelary has folexisted to step down as well.

However Sue Ciriffiths has come forward and hopefully will continue Helen's good work.

Cllr Dave Neave

Update thanking everyone for their help with the House Project which he reported was running very well.

C352 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

Councillors appointed were

Cllr Ann Harrison Cllr Job Harris Cllr Dave Neave Cllr Lynda Duhigg

C353 TO APPOINT MEMBERS TO SERVE ON SLR / ESCC HIGHWAYS

Councillors appointed were

Cllr Andy Smith Cllr Dave Neave Cllr Job Harris Cllr Ann Harrison Cllr Lynda Duhigg

C354 RECEIPT OF REPORTS FROM PREVIOUS REPRESENTATIVES ON OUTSIDE BODIES AND ASSOCIATIONS

As above

C355 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ASSOCIATIONS

During the year 2018-19 the following Members requested they represent Peacehaven Town Council on Associations and Community Groups

House Project - Jean Farmiloe, Reg Farmiloe

Royal British Legion - Jean

Farmiloe, Reg Farmiloe

Friends of Downlands Court - Reg Farmiloe, Jean Farmiloe

Mature Citizens Forum – Jean Farmiloe, Reg Farmiloe

Age UK – Job Harris & Reg Farmiloe

Crime Stoppers – Job Harris

Peacehaven Telscombe Housing Association - Melvyn Simmons

Peacehaven Residents Association – Melvyn Simmons

Beekeeping Group - Melvyn Simmons

Town Forum – Ann Harrison

Lewes Association of Local Councils – Jackie Harrison Hicks

Citizens Advice Bureau - Brian Gosling

CTLA - Brian Gosling

Wave Leisure – Andy

Lorraine

Telscombe Football Club – Daryl Brindley

Peacehaven and

Chamber of Commerce – Any Councillor may attend their breakfast club

It is recommended for continuity that those Members allocated remain for the term until May 2019, with the exception of -

Councillor Lynda Duhigg has requested she sit as the Council representative for the Peacehaven Access Group

Councillor Robbie Robertson has requested he sit as the Council representative for the Royal British Legion and the Peacehaven and Telscombe Football Club

Council AGREE points 22-25 above and AGREE Members appointed to each Committee Associations and Outside Bodies as Council representatives for the year May 2018 – May 2019

Proposed – Cllr Coles Seconded – Cllr Robertson

C356 CHECKING OF THE INVENTORY AND ASSET REGISTER OF COUNCIL PROPERTY (DEEDS AND TRUST INVESTMENTS)

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	1. Firle Road West Play Area & associated areas
ESX	291299	2. Firle Road West Play Area & associated areas
ESX	67202	Land either side of footpath / 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	Piddinghoe Ave Sports Park
ESX	12893	Shepherd Down
ESX	263030	Community House
ESX	361750	Centenary Park
ESX	273853	Keymer Avenue Cent Park
ESX	381213	Flint Way
ESX	381210	Seaview Avenue

C357 TO NOTE ANNUAL SUBSCRIPTIONS (page 6 - 7)

The organisations and associations that Council pay subscriptions for are:-

SUSSEX ASSOCIATION OF LOCAL COUNCILS - £ 1650
NATIONAL ASSOCIATION OF LOCAL COUNCILS - £772.16
PEACEHAVEN CHAMBER OF COMMERCE - £42
PARISH ONLINE – MAPPING - £206
PERFORMING RIGHTS - £1138 (CH) £228 (Sports Park)
PREMISES LICENSE - £180
PPL - £152
COPYWRIGHT LICENSE - £199

TOWN CRIER - £35

DATA PROTECTION / ICO - £35

SOCIETY OF LOCAL CLERKS AND COUNCILS - £294

LEWES ASSOCIATION OF LOCAL COUNCILS - £50

JOINT ACTION GROUP – NO MEMBERSHIP FEE

NATIONAL ASSOCIATION OF CIVIC OFFICERS - £250

50

Council to Note the approved annual budget for the payment of subscriptions and publications which covers all of the above

C358 CONSIDERATION OF CHAIRS ALLOWANCE

The Chair of the Council currently receives an Allowance of £1500. There is no surplus budget nor recommendation to amend this for the year 2018 - 2019.

Council to Note the Mayoral Allowance of £1500 for the year May 2018 – May 2019

C359 FIXING DATES OF COUNCIL MEETINGS FOR 2018 - 2019

Appendix 4 page 37

Council does not agree to the Dates of Council meetings for the year May 2018 - May 2019.

Amendments to be made report to be returned to Council.

C360 TO NOTE ACCEPT THE CORPORATE RISK ASSESSMENT (Appendix 5 page 38 - 41)

Noted and accepted.

C361 TO CONFIRM DATE OF NEXT MEETING

The next Full Council meeting will be Tuesday 19th June 2018 to discuss the Annual/Return