



# PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE  
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PEACEHAVEN

## **Minutes of the meeting of Council held in the Anzac Room, Community House, Meridian Centre at 7.30pm on Tuesday 18<sup>th</sup> June 2019**

**Present** – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Betty Walters, Cllr Gloria Hill, Cllr Emilia Simmons, Cllr Isobel Sharkey, Cllr Patricia Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner.

A/Town Clerk, Tony Allen, Meetings & Administration Assistant, Vicky Onis

Two members of the public were also present.

### **1 C471 MAYOR'S REPORT & ANNOUNCEMENTS**

Cllr Cheta gave a presentation covering his first month in office, outlining his engagements, nominated charities and his views for Council's priorities, direction and vision for the Town. Cllr Cheta presented a 'Mayor's Certificate of Appreciation' to Mr Peter Seed, in recognition of Mr Seed's sterling work regarding rights-of-way and other walking related projects.

### **2 C472 PUBLIC QUESTION TIME**

A member of the public referred to Item 21 on the Agenda, 'letter from LIDLGB re. land at Cairo Avenue', stating that he hoped that Council will reject this matter out-of-hand.

A member of the public asked for the grass cutting schedules to be made available on the Council's web site; the Clerk stated that he would arrange for this to be done.

### **3 C473 TALK BY KAREN RIGBY-FAUX FROM GREEN HAVENS NETWORK ON WORKING TOGETHER**

Ms Rigby-Faux gave a presentation covering conservation, appeals, health & wellbeing, gardens, education, projects and working with Town Council's and other organisations.

### **4 C474 TO CONSIDER APOLOGIES FOR ABSENCE**

All Members were present.

### **5 C475 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

Cllr Griffiths re. Item 18, stating that she would leave the room when this Item was discussed.

### **6 C476 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS HELD ON THE 14<sup>th</sup> MAY & 29<sup>th</sup> MAY 2019**

It was resolved to adopt the minutes as a true record.

Re. Item 42, Cllr Sharkey noted that she had withdrawn from her appointment as a Bank Signatory for the Council.

*(Cllr Duhigg left the meeting)*

**7 C477 TO RECEIVE THE MINUTES, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES**

**7.1 Policy & Finance Committee**

The minutes of the Committee's meeting, held on the 28<sup>th</sup> May 2019 were received.

**7.1.1 GDPR training for Councillors & Staff**

The Clerk reported that Cllr Seabrook had identified on-line training that he considered suitable for a good overview of GDPR. It was resolved that Cllr Seabrook and the Clerk should progress this matter to arrange this training for all Councillors.

**7.1.2 To approve the 2018/19 Annual Governance Statement**

The Clerk related the background to this Item. It was resolved to approve this Statement.

**7.1.3 To approve the 2018/19 Annual Accounting Statements**

The Clerk related the background to this Item. It was resolved to approve these Statements.

**7.1.4 To consider a grant request from Wave Leisure**

Cllr Griffiths noted that Council had approved a 2019/20 grant of £750 at its meeting on the 29<sup>th</sup> January 2019.

Cllr Collier noted that this amount was significantly less than the £2,800 requested and would no doubt mean a reduction in the service offered.

It was resolved that the Clerk advises the applicant that a grant of £750 has already been paid for the current financial year and to apply after March next year for a grant in 2020/21.

**7.2 Planning & Highways Committee**

The minutes of the Committee's meeting, held on the 4<sup>th</sup> June 2019 were received. In reference to the question raised in the public session by Mr Gatti, regarding the LDC SHLAA report, the Clerk noted that a response is awaited from the LDC NDP Officer.

Re. Item PH637, Cllr Griffiths noted that Mr P Seed should also be a member of the Rights-of-Way Working Party and that 'Cllr Simmons' should read 'Cllr Symonds'. The Chairman noted that he had been shown as attending the last Committee meeting, when in fact he was not there.

Cllr Paul noted that the initial in her name should be 'D' (Dawn) as this is her preferred manner of address.

**7.2.1 Neighbourhood Development Planning report**

Cllr Gallagher noted that she is still the interim Chairman of the NDP Steering Group (NDP SG).

Cllr Gallagher reported on the Lewes District Council Local Plan, required housing needs & numbers, call for sites, focus of the NDP and recent events relating to an LDC Sustainability Appraisal.

Cllr Gallagher stated that the NDP Steering Group needed rebuilding, to include new members, both Councillors and public, and noted that she will be holding NDP drop-in sessions at the Meridian Centre on Thursdays (11:30-13:00).

**7.2.2 Items for inclusion on the Agenda for the SLR meeting to be held on the 19<sup>th</sup> July 2019**

Councillors to email items for inclusion on this Agenda to the Clerk by the end of the month.

**7.2.3 Issues with LDC Planning web site**

The Clerk reported on difficulties in using the LDC web site and in getting Council and public responses to planning applications put on this site.

Cllr Collier referred to discussions he'd had with the Head of LDC Planning on these matters and asked that any correspondence is copied to himself and Cllr Duhigg for them to raise issues at LDC and LDALC.

**7.3 Personnel Committee**

The minutes of the Committee's meeting, held on the 6<sup>th</sup> June 2019 were received.

**7.4 Leisure, Amenities & Environment Committee**

**7.4.1 Works required to The Hub**

The list of required works was noted and discussed. It was resolved to refer the matter to the Leisure, Amenities & Environment Committee to obtain detailed quotes and specifications and to refer back to Council when a decision is required.

**7.5 Civic & Events Committee**

The minutes of the Committee's meeting, held on the 11<sup>th</sup> June 2019 were received.

It was noted that reference to a discussion regarding the acquisition of a camera for the Civic & Marketing team had not been recorded in the minutes.

**8 C478 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

Cllr Collier noted that the first meeting of the LDC Cabinet was held last week and that the Government's response to the LDC Local Plan Part 2 is expected soon, following which LDC will issue a briefing notice.

**9 C479 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES**

Cllr Starkey reported that she had attended a CAB board meeting at the end of May 2019, noting that the pop-up CAB office in the Library at the Meridian Centre had 368 registered clients and 672 'drop-ins' during 2018/19; main issues being benefits claims and tax credits.

Cllr Mills reported on the recent JAG meeting, noting that antisocial behaviour was a main agenda item, such as incidents of people burying broken glass in play area sand pits. Cllr Mills noted that the Police are liaising pro-actively with schools in relation to abuse cases.

Cllr Seabrook noted that he had attended the recent Green Havens AGM.

**10 C480 TO DISCUSS THE REINSTATEMENT OF A YOUTH MAYOR & DEPUTY**

After discussion, it was resolved to fully reintroduce the roles of Youth Mayor and Deputy Youth Mayor.

Clerk to liaise with the ESCC Youth Involvement Team and re-present a previous Civic Officer's report to Council as a discussion document.

**11 C481 PROGRESSING TOWARDS PAPERLESS 'ELECTRONIC' WORKING**

The previous discussions and decisions of the Policy & Finance Committee and of Council on this matter were discussed. It was noted that any implementation of measures had not been expected until after the recent elections.

It was agreed that this process needs to be introduced in a way that suits all Councillors. It was resolved to set up a Working Party under the Policy & Finance Committee to take this matter forward, in liaison with the Business Plan Working Group.

In the interim, it was resolved that, with the exception of the Planning Committee, Councillors could request to receive paper copies of the Agendas, Minutes and meeting papers for Council and Committee meetings, to be collected from the Council's offices if possible.

## **Minutes of the Meeting of Peacehaven Town Council – 18<sup>th</sup> June 2019**

It was resolved that, for the Planning Committee, it was impractical for the planning application papers to be sent out and that only paper copies of Agendas and Minutes would be made available on request. Agendas will show the reason for the planning application request and Councillors were urged to conduct their own site visits. Copies of Notices received for planning applications and decision notices will be sent to all Councillors by email as they arrive. Councillors can look at the documents relating to planning applications and decision notices on the LDC web site and these documents will be displayed on the 'e-screen' at Committee meetings.

### **12 C482 FURTHER ALLOCATION OF COUNCILLORS TO COMMITTEES**

It was resolved to make the following additional allocations:-

Planning & Highways Committee – Cllr Milliner.

Leisure, Amenities & Environment Committee – Cllr Symonds.

Personnel Committee - Cllr Milliner.

Civic & Events Committee – Cllr Symonds & Cllr Milliner.

Policy & Finance Committee – Cllr Milliner.

### **13 C483 TO APPOINT COUNCIL REPRESENTATIVES FOR THE JOINT ACTION GROUP & AGE UK/KEMPTON HOUSE**

It was resolved that Cllr Mills & Cllr Milliner should be the Council's representatives on JAG and that Cllr Hill should be the Council's representative for Age UK.

### **14 C484 INTRODUCTION OF COUNCILLORS' SURGERIES**

It was resolved that these surgeries should be reinstated. Clerk to liaise with Councillors in setting them up. It was noted that an office recording form was previously used to record attendees/issues at these surgeries.

### **15 C485 EFFECTIVE PUBLIC COMMUNICATIONS & WEB SITE DEVELOPMENT**

Cllr Seabrook noted that the Council's web site will require significant development over the next two years in order to comply with legislation regarding accessibility.

It was resolved that this matter be progressed by the Business Plan Working Group.

The Clerk noted that he and the Marketing Assistant had attended an initial meeting on this matter with the Council's web site developers.

### **16 C486 FILLING OF CASUAL VACANCY FOLLOWING THE RESIGNATION OF CLLR BUCHANAN**

The Clerk reported that, to-date, there had been no requests received by LDC for a by-election to be held; with the cut-off date being the 18<sup>th</sup> June 2019, it is therefore expected that Council can fill this vacancy by co-option at its next meeting, pending LDC confirmation.

*(All members of the public left the meeting).*

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*(Items 17. and 19. Were taken together)*

### **17 C487 RECRUITMENT OF AN RFO & RETENTION OF CURRENT T/RFO**

### **19 C489 RECRUITMENT OF A TOWN CLERK & RETENTION OF CURRENT ATOWN CLERK**

The Clerk related the background to these items and referred to the meeting papers produced for Councillors.

It was noted that the quoted salary scale for the Clerk position, did not include any pension contributions to be made by the Council.

## **Minutes of the Meeting of Peacehaven Town Council – 18<sup>th</sup> June 2019**

The following resolutions were made:

- 1 Noted the content of this Clerk's reports.
- 2 Approved the Personnel Committee's decisions & recommendations in these matters.
- 3 Approved the SSALC advertisement, salary range and job description for the Town Clerk.
- 4 Appointed a recruitment/interview panel for both positions. Recruitment Panel to be formed from members of the Personnel Committee, to be convened by its Chairman, Cllr Seabrook. A SSALC representative to be invited onto the Panel for the Clerk position and Andy Beams for the Finance Assistant position.
- 5 Authorised the Recruitment Panel to liaise with SSALC in order to finalise outstanding details and bring about these two appointments.

It was noted that Council will have to ratify these appointments.

*(Cllr Griffiths left the room).*

### **18 C488 RESIGNATION OF CURRENT TOWN MANAGER AND ASSOCIATED MATTERS**

The Clerk related the background to this item and referred to the meeting paper produced for Councillors.

Cllr Seabrook led a discussion of the options available to the Council. It was noted that Option 2 was the only feasible choice as it was in line with the latest proposal.

It was resolved to proceed with Option 2 in settlement of this case. Clerk to progress with the Council's HR advisers.

*(Cllr Griffiths returned to the meeting)*

### **20 C490 UPDATE ON CURRENT STAFFING & EMPLOYMENT ISSUES**

It was noted that all other personnel matters were covered in the minutes of the Committee meeting held on the 6<sup>th</sup> June 2019.

### **21 C491 LETTER FROM LIDL GB LTD RE. LAND AT CAIRO AVENUE**

Cllr Griffiths noted that the land at Howard Park acquired from LDC was restricted to recreational use only.

Cllr Harris referred to historical ground works that would prevent building on this site.

Cllr Gallagher noted that this area forms part of the emerging Neighbourhood Development Plan.

It was resolved to respond to Lidl stating that, for the above reasons, Howard Park is an inappropriate site for the suggested development; however, the Council encourages Lidl to look for a more suitable site in the Town and is willing to engage with Lidl if it would be helpful.

### **22 C492 DATE OF THE NEXT MEETING – Tuesday 23<sup>rd</sup> July 2019**

*There being no further business, the meeting closed at 21:50.*