



# **PEACEHAVEN TOWN COUNCIL**

Toni Lopes  
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TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

Dear Committee Member,

26<sup>th</sup> February 2019

You are summoned to a meeting of **Full Council** to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 5<sup>th</sup> March at 7:30pm**

Toni Lopes  
Acting Town Manager

## **A G E N D A**

### **GENERAL BUSINESS**

#### **1 C407 MAYOR ANNOUNCEMENTS**

#### **2 C408 PUBLIC QUESTIONS**

There will now be a 15 minute period whereby members of the public may ask questions. It would be preferred if these are submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council Office.

#### **3 C409 TO CONSIDER APOLOGIES FOR ABSENCE**

#### **4 C410 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

#### **5 C411 TO APPROVE & SIGN THE NON CONFIDENTIAL FULL COUNCIL MINUTES OF 29<sup>TH</sup> January 2019 enclosed (pages 1-6)**

#### **6 C412 TO RECEIVE THE FOLLOWING NON CONFIDENTIAL COMMITTEE MINUTES**

6.1 Planning & Highways 5<sup>th</sup> February 2019 (pages 7-16)

#### **7 Civic Reception**

## **REPORTS**

- 8 Reviewed Lewes Council Tax Base 2019/20 - TO NOTE (page 17)**
- 9 Report – urgent repairs of The Hub (page 18)**
- 10 External Auditor Report and Certificate 2017/18 - TO NOTE (page 19)**

Under ruling of Schedule 12a of the local Government Act 1974, the public shall be excluded from the following part of the meeting, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in the Part shall be taken to authorize or require the disclosure of the confidential information in breach of the obligation of confidence.

## **CONFIDENTIAL**

- 11 DECISION ON THE TREE WORKS – TO NOTE (page 20)**



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Minutes of the meeting of **FULL COUNCIL** held in the Anzac Room, Community House, Meridian Centre, Peacehaven on **Tuesday 29<sup>th</sup> January 2019 at 7.30pm**

**Councillors** – Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of the Council), Cllr Daryll Brindley, Cllr Wayne Botting, Cllr Ian Buchanan, Cllr Claude Cheta, Cllr Rachael Coles, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Ann Harrison, Cllr Andy Loraine, Cllr Ron Maskell, Cllr Alan Milliner, Cllr Dave Neave, Cllr Robbie Robertson, Cllr Melvyn Simmons, Cllr Andy Smith

**Present** – Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of the Council), Cllr Rachael Coles, Cllr Lynda Duhigg, Cllr Ann Harrison, Cllr Ron Maskell, Cllr Alan Milliner, Cllr Dave Neave, Cllr Robbie Robertson, Cllr Melvyn Simmons

**In attendance** – Toni Lopes (Acting Town Manager), Andy Beams (Locum RFO), Debbie Donovan (Civic and Marketing Manager), 4 members of the public

## **C389 MAYOR'S ANNOUNCEMENTS**

Cllr Harrison-Hicks confirmed that the announcements would be printed and circulated to councillors. Cllr Robertson requested a minute's silence in honour of Bill Parris, former councillor and Chairman of Peacehaven Town Council who passed away recently, which was duly observed.

## **C390 PUBLIC QUESTION TIME**

A member of the public reported continuing problems on the Chalkers Rise development, and asked if the Town Council could confirm whether the developers were in breach of the planning permission.

The Acting Town Manager confirmed that all planning matters were dealt with by Lewes District Council (LDC), as the town council were only consultees.

Cllr Maskell confirmed that he had spoken with LDC today, and a temporary access via Pelham Rise had been agreed for the developers.

Cllr Harrison stated that she believed the planning consent required improvements to the roundabout on the A259 to be done first. Cllr Neave thought it was prior to first occupation, but would check with LDC.

It was suggested that copies of the tapes for the relevant meetings were retained in the event of future queries regarding the content of the minutes.

Concerns were raised by councillors that questions raised by members of the public may not be responded to in a timely fashion.

#### **C396 ANNUAL PRECEPT 2019-20**

Cllr Coles reminded councillors that a meeting had been held to review the provisional budget and it had been further discussed and agreed at the Policy and Finance meeting held on 15<sup>th</sup> January 2019. The Acting Town Manager and Locum RFO were thanked for their work on preparing the figures.

It was proposed that the income and expenditure budget of £750,795 for 2019-20 was agreed, resulting in a precept demand of £543,216. Cllr Neave requested a recorded vote.

**Proposed** by Cllr Rachael Coles

**Seconded** by Cllr Lynda Duhigg

**For:** Cllrs Harrison-Hicks, Harris, Coles, Duhigg, Harrison, Maskell and Milliner (7)

**Against:** Cllrs Neave and Simmons (2)

**Abstained:** Cllr Robertson (1)

#### **C397 REPORT ON INCOME AND EXPENDITURE OF PEACEHAVEN CINEMA**

Councillors noted the report prepared by the Locum RFO showing the income and expenditure each month from April onwards.

Cllr Robertson raised concerns over the impact of SIA requirements for events attended by over 100 people, and officers agreed to investigate further.

#### **C398 TO AGREE REVISED SCHEDULE OF MEETINGS DURING ELECTION YEAR**

Councillors noted the revised schedule prepared by the Locum RFO moving the May AGM due to the election being held on 2<sup>nd</sup> May, and recommending setting future meeting schedules from May to May (the Council year), rather than by calendar year.

It was proposed the amended schedule was agreed and meeting setting schedules reflected the council year in future.

**Proposed** Cllr Robertson

**Seconded** Cllr Coles

**Agreed by all**

Cllr Harris reported that as Deputy Mayor he had attended two carol concerts, one by the Beavers and one at the Catholic Church in Seaford.

Cllr Neave reported he had attended the Neighbourhood Plan group, which was progressing well, and was due to attend the next SLR meeting in March.

Cllr Harrison-Hicks stated that she would provide a full report of her activities as Mayor to the next Full Council meeting.

#### **C403 GRANT APPLICATIONS**

Cllr Robertson reminded councillors of the recommendations of the Policy and Finance meeting held on 15<sup>th</sup> January.

It was proposed to accept the recommendations

**Proposed** Cllr Robertson

**Seconded** Cllr Coles

**Agreed by all**

#### **C404 ACTION PLAN REPORT**

Councillors noted the report prepared by the Acting Town Manager, which was requested following the Extra-ordinary Full Council meeting in December. This outlined the four recommendations of the Monitoring Officer and included a full breakdown of how the first three points would be addressed with a breakdown of costs, and the Acting Town Manager reminded councillors that it had already been agreed to implement the recommendations, and that an initial progress report needed to be sent to the Monitoring Officer by the end of February.

Councillors discussed the report and agreed that deferring the councillor training aspects until after the election was sensible, but accepted that point one and two should be addressed immediately.

It was proposed to begin work on points one and two and for the Locum RFO to carry out this work within the remits of the report.

**Proposed** Cllr Harrison

**Seconded** Cllr Neave

**Agreed by all**

#### **C405 DATE OF NEXT MEETING**

The next meeting date was confirmed as 5<sup>th</sup> March 2019 at 7.30pm

#### **CONFIDENTIAL MATTERS**





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## MINUTES OF THE MEETING OF THE PLANNING & HIGHWAYS COMMITTEE HELD ON TUESDAY 5<sup>TH</sup> FEBRUARY 2019 AT 7.30PM IN COMMUNITY HOUSE, ANZAC ROOM

### **Councillors of this Committee EX OFFICIO**

Cllr. Jackie Harrison-Hicks (Chair of Council)

Cllr. Job Harris (Vice Chair of Council)

Cllr Melvyn Simmons (Chair of Committee), Cllr Lynda Duhigg (Vice Chair)  
Cllr Daryll Brindley, Cllr Sue Griffiths, Cllr Alan Milliner, Cllr Claude Cheta

#### **In Attendance**

Matt Gunn Marketing Assistant  
Vicky Onis Admin Assistant

### **GENERAL BUSINESS**

#### **1. PH 556 CHAIR ANNOUNCEMENTS**

Good evening residents, thank you for coming to the Planning and Highways meeting this evening, Tuesday 5<sup>th</sup> February 2019.

Firstly, may I remind you of the health and safety announcement, we are not expecting any evacuations, although if we do, the alarms will sound and you will be required to leave the building by the closest available route. We will meet on the grass area in the South car park.

- Cllr Simmons advised that he will be absent for 6 weeks from March 4<sup>th</sup> 2019 for a knee replacement operation.
- The Wrestling is coming up on Saturday 16<sup>th</sup> February.
- Next Tuesday meeting Policy & Finance is now cancelled as there is nothing to report

#### **2. PH 557 PUBLIC QUESTIONS**

**Mike Gatti – North Ward** - With regard to previous public questions asked.

**23rd October 2018 PH 504**

I asked firstly a question regarding installing signage near schools asking drivers to "Cut their engines and cut pollution" as else were in the district Cllr Smith was to take this forward, which I believe he did, can the committee check on any progress please.

The second related to Lower Hodder Farm and the construction traffic using Pelham Rise. Cllr Simmons stated at the recent Full Council meeting that he cannot get an answer from LDC.  
Correct?



## **Planning Recommendations**

1. Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13.00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
2. Sympathetic materials to be used.
3. Require a waste Minimisation Plan
4. Vehicles belonging to construction staff should not block access for other residents and should not be parked on the grass verges or at junctions.
5. Any damage to the grass verges during construction must be repaired by the developer.
6. All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid "rush hour" on the A259 and ease congestion.
7. If parking at the front of the property required, recommend that the grass verge located between the two crossovers is removed and replaced by tarmac as adopted at other recent similar developments.

## **7. PH 562: LW/19/0042 – 239A South Coast Road (Pages 22-31) case officer Mr Matt Kitchener**

**Proposal :** Subdivision of existing 2 x 1 bedroom flats to 4 x studio flats

### **Comments**

Cllr Sue Griffiths Queried that Lewes District council do not seem to have a minimum space policy for flats, concerned that the 4 studio flats will be very small

### **Recommendation: To grant planning permission**

Abstain - Cllr Ann Harrison

Proposed - Cllr Sue Griffiths

Seconded - Cllr Lynda Duhigg

## **Planning Recommendations**

1. Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13.00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
2. Sympathetic materials to be used.
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6. All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid "rush hour" on the A259 and ease congestion.



3. Require a waste Minimisation Plan

4. Vehicles belonging to construction staff should not block access for other residents and should not be parked on the grass verges or at junctions.

5. Any damage to the grass verges during construction must be repaired by the developer.

6. All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid "rush hour" on the A259 and ease congestion.

7. If parking at the front of the property required, recommend that the grass verge located between the two crossovers is removed and replaced by tarmac as adopted at other recent similar developments.

**10. PH 565 LW/19/0061 - 47 Piddinghoe Avenue (Pages 47-50) case officer Mr Russell Pilfold**

**Proposal:** Variation of Planning Condition 1 (Plans) relating to Planning Approval Reference Number: LW/17/0696 the building having additional roof lights

**Recommendation – To grant planning permission**

Proposed Cllr. Ann Harrison

Seconded Cllr. Lynda Duhigg

All in agreement

**Planning Recommendations**

1. Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13.00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.

2. Sympathetic materials to be used.

3. Require a waste Minimisation Plan

4. Vehicles belonging to construction staff should not block access for other residents and should not be parked on the grass verges or at junctions.

5. Any damage to the grass verges during construction must be repaired by the developer.

6. All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid "rush hour" on the A259 and ease congestion.

7. If parking at the front of the property required, recommend that the grass verge located between the two crossovers is removed and replaced by tarmac as adopted at other recent similar developments.



**16. PH571 LW/18/1013 – Neville Lodge, 15 Rowe Avenue (Pages 108-117) case officer Mr Russell Pilfold**

**Proposal:** Discharge of conditions 8, 9, and 10 relating to approval LW/16/0841

**Recommendation – To grant planning permission**

Proposed Cllr Ann Harrison  
Seconded – Cllr Sue Griffiths  
All in Agreement

**Planning Recommendations**

1. Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13.00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
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6. All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid "rush hour" on the A259 and ease congestion.
7. If parking at the front of the property required, recommend that the grass verge located between the two crossovers is removed and replaced by tarmac as adopted at other recent similar developments.

**17. PH572 LW/19/0016 – 1A Lea Road (Pages 118-134) case officer Mr Piotr Kulik**

**Proposal:** Division of existing single dwelling to create 2 dwellings with off road parking, including the replacement of part of roof

**Recommendation to Grant Planning permission**

Proposed Cllr Lynda Duhigg  
Seconded Cllr Sue Griffiths  
All in agreement

**Planning Recommendations**

1. Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13.00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
2. Sympathetic materials to be used.
3. Require a waste Minimisation Plan



## Briefing Note from Lewes District Council - Council Tax Base 2019/20 (19<sup>th</sup> Feb 2019)

The Council Tax Base figures that were notified to Town and Parish Councils in late November have been reviewed and will require some minor corrections.

The Council Tax Base of 36,760.40 Band D properties that has been set for the district and notified to East Sussex CC, Police, and Fire is correct. However, the individual tax base figures that were notified to parishes omitted an adjustment to the number of additional properties, meaning that the tax bases notified to some parishes were very slightly overstated.

This means that the actual Band D Council taxes resulting from some parish precepts are generally slightly higher than parishes may have expected.

A comparison of the expected and actual parish Band D council tax for your parish is shown below:

Parish/Town	Tax Base		Parish Band D Comparison				
	Original	Actual	2019/20 Original	Expected Change	2019/20 Updated	Actual Change	
			£	£	£	£	£
Peacehaven	4,778.4	4,717.6	113.68	25.02	115.15	26.49	1.47

The correct parish tax base figures and council taxes will be reflected in the Council Tax Setting Resolutions to be approved by Full Council on 25<sup>th</sup> February

## Briefing Note from Lewes District Council - Parish Council Tax 2019/20 (25<sup>th</sup> Feb 2019)

I refer to my note to you of 19 February 2019 regarding the fact that the Council Tax Base figures that were notified to Town and Parish Councils in late November have been reviewed and will require some minor corrections.

Having reviewed the situation, the Council is now being recommended at this evening's Council meeting to set the parish taxes at the original Band D figure indicated by your precept. Lewes District Council will make the necessary arrangements to ensure that your parish is in a neutral financial position.

Would you please submit a revised precept demand to us showing the precept reduced by the amount of the additional grant shown below. This revised precept divided by the corrected tax base will produce the original Band D tax.

	Original	Revised	Change
	£	£	£
Precept	543,216	536,289	-6,927
Grant	23,249	30,176	6,927
Total	566,465	566,465	0

Council Tax Base	4778.4	4717.6
Band D	115.14	113.68

Homira Javadi  
Chief Finance Officer  
Lewes District Council and Eastbourne Borough Council



### Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Peacehaven Town Council ES0070

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

23/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))