



PEACEHAVEN TOWN COUNCIL

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23rd January 2019

MEMBERS OF PEACEHAVEN TOWN COUNCIL are summoned to the Council Precept meeting to be held in the ANZAC ROOM, MERIDIAN CENTRE, PEACEHAVEN on Tuesday 29th January at 7.30pm

A handwritten signature in black ink, appearing to read "Toni Lopes".

Toni Lopes

Acting Town Manager

GENERAL BUSINESS

1. MAYOR'S ANNOUNCEMENTS

2. PUBLIC QUESTION TIME

There will be 15-minute period when members of the public may ask questions on any relevant LEISURE AND AMENITIES MATTER. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.

3. TO CONSIDER APOLOGIES FOR ABSENCE

4. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

5. TO APPROVE AND SIGN THE NON CONFIDENTIAL COUNCIL MINUTES OF 16th October 2018 (Pages 1-5)

6. TO APPROVE AND SIGN THE NON CONFIDENTIAL EXTRA ORDINARY COUNCIL MINUTES OF 7th December 2018 (Pages 6-9)

7. TO RECEIVE THE FOLLOWING NON CONFIDENTIAL COMMITTEE MINUTES:- (Page 10)

7.1 Leisure & Amenities 6th November 2018 (Green Pages 11-16)

7.2 Planning & Highways 13th November (Blue Pages 17-20)

7.3 Planning & Highways 4th December (Blue Pages 21-26)

7.4 Planning & Highways 13th December (Blue Pages 27-28)

7.5 Policy & Finance 27th November (Lilac Pages 29- 32)

REPORTS

8. REPORT ON INCOME AND EXPENDITURE OF PEACEHAVEN CINEMA (Pages 33-34)

9. TO AGREE REVISED SCHEDULE OF MEETINGS DURING ELECTION YEAR (Pages 35-36)

10. TO DISCUSS FUTURE DIRECTION OF THE SUMMER FAIR AND CHRISTMAS MARKET

11. REPORT ON THE FUTURE OF THE YOUTH MAYOR (Page 37)

12. REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN (Page 38-40) TO NOTE

13. VERBAL REPORT FROM COUNCILLORS WHO ATTEND ASSOCIATIONS

**14. ACTION PLAN REPORT WITH IMPLEMENTATION ADVICE AND INDICATION OF COSTS
(Page 41)**

**15. ANNUAL PRECEPT 2019-2020 (REVISED ESTIMATES 2018-19 & BUDGET 2019-20)
(Pages 42-49)**

16. GRANT APPLICATIONS FOR APPROVAL (Page 50)

NEXT MEETING

TO CONFIRM DATE OF NEXT MEETING – TUESDAY 5TH MARCH 2019 AT 7:30PM

CONFIDENTIAL

In accordance with Standing Order No. 11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press may be excluded from the discussion on items:

17. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF 16TH OCTOBER 2018 (Pages 51-54)

Minutes of the MEETING OF FULL COUNCIL held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven, on Tuesday 16th October 2018 at 7.00pm

Councillors :

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

Attended :

Jackie Harrison-Hicks, Job Harris, Ron Maskell, Daryll Brindley, Lynda Duhigg, Robbie Robertson, Sue Griffiths, Ann Harrison, Ian V Buchanan, Melvyn Simmons, Claude Cheta, Alan Milliner

Also in attendance : Youth Mayor Fatma Bacha and Deputy Youth Mayor Harvey Browning

Officers in attendance :

Claire Lacey (Town Manager), Toni Lopes (RFO), Heidi Cooper (Admin)

Welcome and Health and Safety Instruction from the Chair of the Council, who introduced Cathy Gallagher, Chair of the Neighbourhood Plan Steering Group

THE MEETING WERE PRESENTED BY THE CHAIR OF THE NEIGHBOURHOOD PLAN STEERING GROUP

The NDP is a complex plan. The SG are run entirely by volunteers who have a passion for the area in which they live. The presentation gave a brief overview of the progress so far, with the intention of encouraging representatives of the Council to provide further support. The First conversation had provided 193 responses, to a lengthy survey, of which 42% preferred Future 2, to develop the Meridian Centre, redefining it as the town centre. The indicators of worries residents expressed were traffic and general unsupporting infrastructure. It was determined that Low cost housing was a priority, higher rise buildings were not and more shops on the South Coast Road were preferred. It was discussed that cycling and walkway improvements were required, as it was to protect the heritage assets and buildings. The new website would be up shortly. Call For sites were filtering through with a closing date of 31st October. The Coop Group have responded to the SG and the Meridian site was a huge opportunity for Peacehaven residents. The benefits of having the NDP would increase CIL contributions from developers, give Council greater control over developments, design and improve the quality of the built environment. More involvement from Councillors and residents is required, as PTC is the Qualifying Council, the financial commitment would need to be addressed. The SG requested additional support from a dedicated Officer of the Council, to support with marketing and general admin. Finance update was provided and a next step approach, including policy statements.

Cllr Ann Harrison requested ESCC respond to inform the SG about road improvements and will take this to the ESCC Stewards on 19th October

Cllr Melvyn Simmons stated that the A259 was the focal point in the three towns and requested a retail survey

Cllr Lynda Duhigg queried if 193 responses was positive (it was) and was conscious of resources, so recommended this be incorporated as part of the PTC Business Plan, yet to come to Council.

Cllr Ian V Buchanan queried previous finance allocations – the Town Manager informed Council of the Earmarked Reserves of £5,000. Other decisions would be made as part of Precept.

The Steering Group confirmed public information is available on the PTC, TTC and NDP websites

Cllr Robbie Robertson arrived at 7:30pm

The Chair of the Council thanked Mrs Gallagher for attending and invited Cllr Robbie Robertson to sit at the table

GENERAL BUSINESS – Meeting delayed start to 7:45pm

CHAIRS ANNOUNCEMENTS - Note for Councillors, Telscombe Council will be providing a training course entitled "Introduction to Planning" Training Session, to provide further knowledge on how to decide planning applications. A local trainer will deliver a 3 hour session to us on Wednesday 7th November from 6.30pm. Councillors may be interested in attending, especially those on the Committee for Planning. The Course will be delivered at the Telscombe Civic Centre. Please let the Town Manager know if you are interested in attending.

The Joff Youth Centre have sent their thanks to Peacehaven residents for supporting the Royal visit on 3rd October. This has brought significant public exposure to Peacehaven Town and encouraged support for mental health awareness within the community. With over 90 young people involved in the event, the Royals observed and participated in activities. The Prince told his own story about his mental health, which helped the young people open up about their own experience. He empathised with the young people's personal journey. The feedback from the Joff was that Young people getting their voices heard, is vital to the growth of services in the town. They felt this was empowering for all involved and the Duke and Duchess of Sussex ongoing support will be much appreciated in the future.

Please also read your Enews for November, which contain updates for the coming month events

Councillor Jackie Harrison Hicks handed out a list of her engagements as Mayor (Attached)

Councillor Robbie Robertson reiterated that the Royal visit was great news. He requested a letter be sent to the Lord Lieutenants office to request future visits included the Youth Mayor and Deputy.

Councillor Ian V Buchanan requested it be mandatory for all Planning Members to attend the training

The Youth Mayor and Deputy thanked Peacehaven for the opportunity to be involved in the Royal visit and updated Council on their 'rewarding and interesting experience'. They expressed surprise at not being invited to be in the Dignitaries line up, although understood this was for security reasons. They have been invited to the take over day at The Joff, to represent Council and expressed their thanks and gratitude.

PUBLIC QUESTIONS – There was a 15 minute period whereby members of the public could ask questions on any relevant Agenda item.

Residents Association (Mr Alan Sargent, West Ward) - Reference Agenda Item 5.2, Minutes of Meeting of The Full Council held on the 24th July 2018, page 8. States that the following Minutes are deferred until the next Full Council to be held on the 16th October 2018. These are- Full Council/Annual Return 19th June 2018, Planning and Highways 12th June 2018, Planning and Highways 10th July 2018 and Leisure and Amenities 3rd July 2018. However these are not included on this Agenda for approval and ratification which is a basic legal requirement under the Local Government Act 1972. Agenda Item 6, pages 36/37 Motion by Cllr Alan Milliner. The Residents Association fully supports the proposal to divert the 14C bus service via Arundel Road. The only downside is that it is currently only an hourly service. The Hodder Farm Development has now been approved and construction will commence shortly. Part of the Section 106 Agreement is to provide bus stops x 2 with shelters, kerbing, real time passenger information boards adjacent to the site access on Pelham Rise and approximately positioned crossing point with dropped kerbs and tactile paving. Also Community Infrastructure Levy (CIL) to provide additional bus services at peak hours to serve both the development and existing residents. We propose that part of this proposal should incorporate these two provisions and to pressurize both District and County Councils via our District and County Councillors to get these installed now and increase the 14C service to every 30 minutes. It is calculated that the first phase of 143 dwellings will generate 400 new resident's approx and the whole scheme of 450 dwellings 1,000 new residents. Leaving it until later the risk is that the monies allocated will disappear into another financial pot to make up some shortfall.

TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Andy Smith – PRIOR COMMITMENT – ACCEPTED

Cllr Wayne Botting WORK COMMITMENT – ACCEPTED

Cllr Andy Loraine PRIOR COMMITMENT – ACCEPTED

Cllr Dave Neave PRIOR COMMITMENT – ACCEPTED

Cllr Rachael Coles UNWELL - ACCEPTED

TO RECEIVE DECLARATIONS OF INTEREST

Cllr Robbie Robertson declared an interest due to his wife working for the NHS and his position as a Lewes District Councillor

TO APPROVE AND SIGN THE MINUTES OF THE FOLLOWING MEETINGS :

FULL COUNCIL / EXTRA ORDINARY MEETING 20th SEPT 2018

Proposed : Cllr Ian V Buchanan

Seconded : Cllr Melvyn Simmons

All Agreed

FULL COUNCIL 24TH JULY 2018

Proposed : Cllr Sue Griffiths

Seconded : Cllr Melvyn Simmons

All Agreed

POLICY AND FINANCE 18TH SEPT 2018

Proposed : Cllr Robbie Robertson

Seconded : Cllr Ian V Buchanan

All Agreed

Discussion : Cllr Ann Harrison reiterated that the original NDP was estimated to cost in the region of £30,000 although it was now considered complex and requested additional £15,000 to be included in the precept for 2019/20 to add to Earmarked Reserves (to discuss at Precept setting with Chairs in November)

LEISURE AND AMENITIES 11TH SEPT 2018

Proposed : Cllr Job Harris (Ex Officio)

Seconded : Cllr Claude Cheta

All who had attended Agreed

Discussion : In the absence of the Chair and Vice Chair of Leisure and Amenities, the minutes were presented by Members who had been in attendance. Cllr Sue Griffiths requested amending LA273 to read "Community Garden" and not "The Oval".

PLANNING AND HIGHWAYS 7TH AUGUST 2018

PLANNING AND HIGHWAYS 4TH SEPT 2018

PLANNING AND HIGHWAYS 2ND OCT 2018

Proposed : Cllr Melvyn Simmons

Seconded : Cllr Lunda Duhigg

All who had attended Agreed

Discussion : All Three meetings minutes were presented in bulk and to be ratified and accepted by Council. Cllr Sue Griffiths requested a spelling amendment (Ebony – Epinay Park) and clarified that the proposal at the 2nd October meeting was to write to the LDC about the inadequate information provided on applications. This was added to the minutes.

REPORTS

It was AGREED that Council write to ESCC to request road improvements to East Ward, namely Ashington Gardens, Cissbury and Downlands.

Proposed : Cllr Ian V Buchanan

Seconded : Cllr Ron Maskell

All AGREED

Debate : MOTION PRESENTED BY CLLR ALAN MILLINER (EAST WARD) TO WRITE TO ESCC REQUESTING URGENT UPDATES ON THE EAST WARD ROAD IMPROVEMENTS. Brighton and Hove Bus Company are looking ta opportunities to re route a service towards the East of Peacehaven. They will only be able to do this once the County Council Highways department authorise the road resurfacing. He felt that his residents had suffered enough without decent services and Downlands Ave was appalling. The Council discussed the bus company proposal, although this was redressed as the frequency of service could be debated another time.

Cllr Ian V Buchanan fully supported the motion, requesting the County Councilllor Enever take this forward form SLR. Previous experience had shown him that two years ago he had personally counted over 200 pot holes and the County should be brought to account. ESCC could provide their own survey and TRO if this was required. Cllr Sue Griffiths, Cllr Ann Harrison and Cllr Robbie Robertson reiterated their support for the motion.

It was NOTED that a THANK YOU LETTER had been received from MENCAP for their Grant earlier in the year

It was NOTED that a THANK YOU LETTER had been received from PEACEHAVEN TABLE TENNIS CLUB for their Grant earlier in the year

Under ruling of the Local Government Act 1972, section 12A, 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 obligation of confidence; and nothing in this part shall be taken to authorise or require the disclosure of confidential information breach of the obligation of confidence

Minutes of the EXTRA ORDINARY FULL COUNCIL MEETING held in the ANZAC ROOM,
Meridian Centre, Peacehaven,
Friday 7th December at 7:30pm.

<u>Members</u>	Councillors:	Wayne Botting	Jackie Harrison-Hicks (Chair)
		Daryll Brindley	Andy Loraine
		Rachael Coles	Ron Maskell
		Claude Cheta	Dave Neave
		Alan Milliner	Robbie Robertson
		Melvyn Simmons	Job Harris (Deputy Chair)
		Andy Smith	Ann Harrison
		Sue Griffiths	Ron Maskell
		Lynda Duhigg	

<u>Present:</u>	Councillors:		
		Jackie Harrison-Hicks (Chair)	Dave Neave
		Robbie Robertson	Sue Griffiths
		Melvyn Simmons	Job Harris
		Andy Smith	Claude Cheta
		Alan Milliner	

In Attendance

Tony Lopes – Acting Town Manager
Deborah Donovan – Civic & Marketing Officer

GENERAL BUSINESS

MAYOR'S ANNOUNCEMENTS

There were no Mayor's announcements

PUBLIC QUESTION TIME

Cathy Gallagher, Chair of the Neighbourhood Plan Steering Committee

I urge council to make a positive decision to move forward with the least cost to the tax payer

John Livings, North Ward

Advised that the recommendations don't make sense. Council will be in purdah in 3 months and in 6 months time there will be a new council. There has been a lack of training in place for councillors; this is a failure of SALC.

In response: **Cllr. Robertson** explained that the councillors involved did attend the relevant courses
Cllr. Harrison-Hicks said that this would be looked into

Action: The office would look into appropriate courses

Signature:

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Date:

Council Minutes 10/12/18

CONSIDER APOLOGIES FOR ABSENCE

Cllr. W Botting – noted (work commitments)
Cllr. D Brindley – noted (family commitments)
Cllr. A Harrison – noted (holiday)
Cllr. A Loraine – noted (work commitments)
Cllr. R. Maskell – noted (family commitments)
Cllr. L. Duhigg – noted (holiday)
Cllr. I Buchanan – noted (no reason)
Cllr. R Coles – noted (no reason)
Cllr. Neave questioned if there was an IT problem as some apologies were received but not from all

TO DISCUSS THE RESULTS OF THE INVESTIGATION REPORT RECEIVED FROM CATHERINE KNIGHT, ASSISTANT DIRECTOR LEGAL SERVICES

The recommendations were not available to the general public domain

Discussion:-

Cllr. Smith said that he had spoken with the Monitoring Officer Catherine Knight and stated that there was no finding of guilt on the part of any of those investigated. The monitoring officer decided to use 'other options' which in this case was to make four clear recommendations to the Council" listed in the report.

Toni Lopes responded saying that there are 4 areas that must be addressed and that it is imperative that members follow the correct procedures; the onus is on the members of the council

Cllr. Smith added that training would be necessary and to identify a clear format to take forward, he also asked would the training be of benefit to the current council and suggested that there would be no gain, he for one would not be standing for Peacehaven again!

Toni Lopes explained that all documents would need to be looked at with a professional body who could implement item 4 with the recommendation to be reviewed in February / March for both Members and Staff/Officers. Members should consider careful use of spending public money and asked who would benefit from the training especially when there is an expected local election in May 2019

Cllr. Robertson added that Councillors had training on May 2015 and there is a handbook available for Members and further training was arranged in April 2016 where all members were invited to attend but only a handful actually attended, so if training is arranged for this current council, would they all turn up?

Cllr. Griffiths proposed that she would be pleased to recommend suggestions 1 & 2 and stated that if point 4 was agreed then at least 2 others quotes would be required. She agreed that Members need further training

Toni Lopes explained that Council find themselves in unforeseen circumstances and suggested that the funds would be found where necessary

Cllr. Griffiths asked would this be taken out of general reserves?

Toni Lopes replied yes that is a possibility

Signature:

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Date:

Council Minutes 10/12/18

PROPOSAL

Cllr. Neave **PROPOSED** a recommendation to Members that all documents are revised by the Officers whatever the cost

Cllr Harrison-Hicks (Chair) asked for a vote:

Seconded Cllr. Andy Smith

In favour: Cllr's. Claude Cheta, Job Harris, Alan Milliner

Abstentions: Cllrs: Robert Robertson, Melvyn Simmons, Sue Griffiths

Cllr. Robertson asked the table, what happens if the Code of Conduct is broken, what is the punishment?

No response

It was **AGREED** that the proposed action plan is produced by the Acting Town Manager, Toni Lopes and would be presented to Council in January to **AGREE** to take forward

Cllr. Neave suggested that in the meantime a press release is issued

NEXT MEETING

TO CONFIRM DATE OF NEXT MEETING – Tuesday 29th January 2019 at 7:30pm PRECEPT – after on PINK PAPER to discuss the report prepared by the Acting Town Manager

Noted

THE MEETING ENDED AT 18.40

Signature:



Date:

Council Minutes 10/12/18

Cllr. Smith, said that all Members need to decide on an action plan for both Members and Staff/Officers. The recommendations suggested by the Acting Town Manager are sound and would need to be funded but what process do we adopt?

Toni Lopes, asked who actions the plan?

Cllr. Smith perhaps we should agree that the action plan is arranged by a committee, i.e. Policy & Finance or maybe set up a working group or should the Officers outline a plan of action?

Toni Lopes explained that the onus is up to Council Members to decide

Cllr. Smith stated that we agree principle the action plan but a report needs to be on the next agenda of FULL COUNCIL which identifies the funding costs

Cllr. Cheta emphasised that 2 quotes should be sourced for best value of money

Toni Lopes explained that 1 & 2 are the better value, solicitor's fees are far more expensive, point 3 can be looked at further but may not have time to carry out a review

Cllr. Neave asked if there was a Staff handbook in place and suggested that all documents should be revised

Cllr. Smith suggested members accept the proposed recommendation report from the Acting Town Manager

Cllr. Harrison-Hicks said that Trevor Leggo would be available to advise

Cllr. Smith again suggested to members that, **in principle we agree the action plan at an extraordinary FULL COUNCIL (after the budget meeting) which would cover all 4 points, which Officers will in the meantime put in place.**

Cllr. Robertson replied that PTC have policies in place already and that other Councils cannot dictate to PTC a way forward on this. Perhaps a declaration of interest should have been made at the start of the meeting! He added that he couldn't work under these circumstances as some councilors mentioned in the report had in fact broken the code of conduct.

Cllr. Smith asked Cllr. Robertson if he had read the report and suggested that he probably didn't understand the report

Cllr. Robertson said it clearly states that 3 Councillor's had broken the code of conduct

Cllr. Smith replied that no-one mentioned in the report has been to a standards board, therefore nobody is guilty the standards panel therefore, sent their recommendations to Peacehaven Town Council – Members need to decide a way forward and formulate an action plan

Cllr. Cheta suggested that a handbook would need to be refined; policy and procedures need to be implemented to identify what's wrong.

Signature:

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Date:

Council Minutes 10/12/18

7 TO RECEIVE THE FOLLOWING NON CONFIDENTAL COMMITTEE MINUTES:-

- 7.1 Leisure & Amenities 6th November 2018 (Green Pages 11-16)**
- 7.2 Planning & Highways 13th November (Blue Pages 17-20)**
- 7.3 Planning & Highways 4th December (Blue Pages 21-26)**
- 7.4 Planning & Highways 13th December (Blue Pages 27-28)**
- 7.5 Policy & Finance 27th November (Lilac Pages 29- 32)**

MINUTES of Leisure and Amenities held in the **ANZAC ROOM**, Community House, Meridian Centre, Peacehaven on **Tuesday 6th November at 7.30pm**

Councillors on this Committee-

Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council), Cllr Dave Neave (Chair of Committee), Cllr Rachael Coles (Vice Chair of Committee), Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Daryll Brindley, Cllr Claude Cheta, Cllr Alan Milliner, Cllr Ron Maskell

Attended-

Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council), Cllr Dave Neave (Chair of Committee), Cllr Rachael Coles (Vice Chair of Committee), Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Melvyn Simmons, Cllr Alan Milliner, Cllr Ian V Buchanan (Sub for Cllr Ron Maskell), Cllr Robbie Robertson (Sub for Cllr Claude Cheta).

Officers-

Heidi Cooper (Administration Officer), Kevin Bray (Head Groundsmen)

GENERAL BUSINESS

LA 280 CHAIR ANNOUNCEMENTS

Thank you for attending the Leisure and Amenities meeting this evening 6th November 2018. We are not expecting any emergencies this evening although should the alarm sound, please leave the building by the closest exit route. The Health and Safety Instructions are on the sign sheet. The swing at The Dell has been completely re surfaced by the original contractors. So is now fit for purpose. Christmas market 9am-3pm on the 15th December. Everyone welcome, volunteers would be greatly appreciated also carol concert is on the 14th December tickets will be on sale on Friday the 30th of November. Hope all can come. This Sunday 10.45am meet at War Memorial for the remembrance service. All welcome and at 6.30pm there will be a gathering at the War Memorial for a cry of peace service.

Cllr Rachael Coles brought up why item 10 **LA 288** Running Club Storage Hut was on pink papers. Cllr Robbie Robertson purposed to bring it forward as not confidential.

Proposed Cllr Robbie Robertson

Seconded Cllr Lynda Duhigg

All Agreed

LA 281 PUBLIC QUESTIONS

There will be a 15 minute period when members of the public may ask questions on any relevant LEISURE AND AMENITIES MATTERS. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.

ALAN SARGENT, WEST WARD, CHAIR OF THE RESIDENTS ASSOCIATION

LA 269 Public question time minute of meeting held on 11th September 2018. The Association has received no answer to questions asked (8 weeks). LA 284 Tree Report, is there any monies left over from the Bovis Homes Development? The Association recommends proposal 2. Essential a competent qualified company employed. Whilst I am saw the Ground Staff could carry this work out it is a major job and time consuming. LA 285 Use of Pesticides, The Council should stop using product containing glyphosate as recommended in item 1. LA 286 Review of Policies, There are five policies to be reviewed although the proposal states there are no changes. Tree works- no change but states adopted Nov 2016 to be reviewed Nov 2017 (12 months late) why on confidential paper. Memorial Benches- ?. Adverse Weather- This is nearly written policy, not approval. Volunteer Policy- Should have been reviewed April 2018. Allotment Policy- No review date shown but on previous review date December 2017. Under para 6 use of chemical sprays and fertilisers suggest this should include forbidding the use of glyphosate. Under the diary of dates reassured by The Town Manager last year the Telephone Policy, Book keeping Policy, Recording of Meeting should also be cancel out this month.

ROB CHALK, NORTH WARD, JUBLIEE GREEN GYM

I would like to bring to your attention on behalf of the members of the Green Gym. At last years meetings a replacement for the leg and cycle machine (the bearings on the existing are beyond repair) this was promised in this years budget, it has still not arrived. Early this year representatives from the Council inspected and made a report on the leg/cycle machine and rowing machine, suggesting both should be replaced as soon as possible (the rowing machine requires leg movements as the existing one does not). Last year it was suggested rubber crumb matting should be applied around the machines, also by the gate entrance as these hold a substantial amount of water. I understand that bark chippings would not be suitable. We noted that the lawn area had a light trim and now requires a closer cut suitable for the winter period. We try to keep the gym are free from rubbish and I have installed a small bin on the railings, which we empty on a regular basis. May we suggest the Council move the existing bin to this area or install a new one. Instruction training was promised for early 2018 has this happened no one has been advised? It has been suggested that the Gym is not used very much, I enclose a picture for your reference and it is used regularly throughout the year. We appreciate what has been done in the previous year and hope that the area can be bought up to a good standard of care to preserve the Gym. On behalf of out members.

MARTIN CROMBIE, PARK RUN

The Park Run is very popular with the community and also has local GP'S working with us. Who come along and bring people to visit. 30 people are new to this event and 100-200 runners bring business to the Café. We already agreed to storage with the previous Leisure and Amenities Manager. We done our own fund raising. So we would like to get going. It was on hold and done a U turn and had to resubmit the application. First wooden design was a fire risk so we are quite happy to build a structured building and make sure in blends in. We are not looking for labour or funding form The Council we are just asking to get things moving.

Cllr Sue Griffiths suggested sharing storage with the Junior Park Run. Martin Crombie confirmed they needed a more structured building for their equipment.

LA 282 APOLOGISE FOR ABSENCE

Cllr Daryll Brindley sent his apologies due to prior commitments- ACCEPTED

Cllr Ron Maskell sent his apologies due to prior commitments- ACCEPTED

Cllr Claude Cheta sent his apologies due to being on holiday- ACCEPTED

4. TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Jackie Harrison-Hicks declared an interest in everything that goes on in Peacehaven.

Cllr Robbie Robertson and Cllr Rachael Coles declared an interest in the Park Run.

LA 283 TO NOTE THE MINUTES OF THE LEISURE AND AMENITIES COMMITTEE 11TH OF SEPTEMBER 2018 AS RATIFIED AT FULL COUNCIL 16TH OCTOBER 2018.

Cllr Rachael Coles thought the minutes had been asked to be differed. Cllr Dave Neave questioned why they had been signed in his absence. Cllr Jackie Harrison-Hicks proposed them and Cllr Sue Griffiths seconded them. Cllr Dave Neave signing minutes at Full Council is ok if there isn't a Meeting for a while and can't come back to the next meeting so amendments can be made. I did training in minute taking and the question I asked about is what we are talking about now, there is no going back once the minutes are signed. Cllr Rachael Coles asked who signed them. It was possible me stated Cllr Jackie Harrison-Hicks, she signed them at Full Council Cllr Robbie Robertson pointed out. Cllr Dave Neave made it clear he is not happy about these Minutes and somethings where said and weren't documented; also the Vice Chair had things to discuss. I would have liked to sat down and spoken before these where signed. Who is happy for me to take on the minutes?

Proposed Cllr Job Harris

Seconded Cllr Ian V Buchanan

Cllr Sue Griffiths pointed out that this legally can't be done. Cllr Dave Neave responded it has been brought back now. If they were signed at Full Council as a true record of you was there it is signed Cllr Rachael Coles. Cllr Ian V Buchanan thought these should be correct and Cllr Lynda Duhigg thought it was deferred. Cllr Rachael Coles replied with that was what was requested. Cllr Dave Neave made a point that he couldn't see what was on the Minutes for Full Council and asked if he could take them home and come back with any questions or things that need to be added. My point of order hasn't been recorded said Cllr Lynda Duhigg. Cllr Robbie Robertson commented on having a five minute break to look at these Minutes. Cllr Rachael Coles had emailed the Town Manager and the report from the working group was approved in July 2018 not January 2018. This cannot be brought back in six months. Cllr Dave Neave emailed he wasn't happy with the Minutes. You don't rip them up and put them in the bin. Now let's put this to bed.

LA 284 TREE REPORT

Cllr Sue Griffiths recommendations- When trees are planted they have to be managed in respect of the purpose that they are planted for and their effect on the rest of the environment that they are in. The trees to the west of the bridle path have never been managed. They were planted by the former landowner when the land was still an open field. Council took responsibility for them after Bovis-Homes built on the site.

Regarding the options available:-

1. I do not believe this is an option as the condition of the trees will deteriorate and the bottom branches will lose their needles and become unsightly.
2. This is my preferred option as it takes a long term view and any individual trees that die can be replaced with reasonably sized native evergreens when needed. It is important that the branches overhanging the bridle way are cut back as they are starting to have a negative impact on the trees to the east of the path and when the needles drop they can cause a slip hazard for walkers.
3. Not only is this option more expensive but the residents would soon be complaining about the light pollution from the floodlights and the park would be more windswept. Evergreens would need to be used as a replacement as deciduous trees would let light through and cause problems with leaves on the bridle path. The report mentions planting whips and using volunteers which is totally impractical. Whips could take up to 20 years to be of value to the site. Peacehaven Task Force is no longer functioning and local volunteers are working at their capacity.

Nesting birds & bats

Birds are nesting earlier and earlier each year and the optimum time for working on the trees would be the winter period.

Myself and other residents have witnessed bats using the trees at dusk.

If the bridle path must be closed for any length of time I believe that Council would have to apply for a temporary diversion order from the County Council.

Cllr Dave Neave asked would Cllr Sue Griffiths like a short or long term option. Cllr Ian V Buchanan, main concern with this report is suggestion one you can't prune them back. Suggestion Two is the best. If the odd one dies would give us a chance to replant. Cllr Dave Neave has his views and rose these 18 months ago when doing the water leak these trees were always a problem. Light pollution might be an issue. I'm sure a light reflector could be put on the east. Properties can't sell because of these trees and we don't know if they are doing any damage. We need to speak to residents about what they want; this Council has more of a duty than just lopping them off. Cllr Rachael Coles knows the person who lives there and damage to the drains is a concern and you will be left with a stump if you just cut the top off. Take them down and put something nice there. Cllr Robbie Robertson, quiet right residents should be involved wouldn't take long to drop letters round. Cllr Dave Neave, these houses have only been here for five years these trees should still be under the responsibilities of the contractor. Putting a hedge row will cost more money for Council stated Cllr Robbie Robertson. Cllr Dave Neave questioned if NHBCB have any input. Cllr Melvyn Simmons pointed out all developers are aware of height and widths they grow to. Some companies have been taken to court for the state of ground. Cllr Ian V Buchanan brought up that they have very small root balls (about 6-7 foot) but tap roots go down deep. Purpose further information; speak to the residents, light pollution, birds nesting. Cllr Ian V Buchanan suggested using EH Treecare to do the work. Cllr Rachael Coles would like a report about a filter for light pollution. If the Town Manager would write a letter to the residents and have a meeting about the problem with the trees Cllr Dave Neave. Cllr Rachael Coles

suggested about having the meeting at the sports park. Cllr Melvyn Simmons would like Cllr Dave Neave to approve the letter.

Proposed Cllr Dave Neave

Seconded Cllr Ian V Buchanan

All Agreed apart from Cllr Sue Griffiths and Cllr Jackie Harrison-Hicks

LA 285 CLLR SUE GRIFFITHS REPORT

Cllr Rachael Coles asked Kevin Bray for his option. Kevin Bray replied with, we don't use a lot of weed killer, only on slabs and fence lines. If Glyphosate is banned, we would have to get a contractor in or find some weed killer that does not contain Glyphosate. Cllr Rachael Coles if we get rid of Glyphosate would we have to get a contractor to do any weed killing at a cost to the Council. Cllr Robbie Robertson agrees to option one, not to two and agrees to three. We need to investigate costs Cllr Rachael Coles stated. Cllr Ian V Buchanan agrees towards option number two and would like more information. Cllr Sue Griffiths wants it banned. Cllr Ian V Buchanan would like to enforce a ban, even with such a small amount to do I wouldn't like to use it. They all have traces including food etc. Cllr Rachael Coles if we ban it and we outsource it and a company is going to use the same products containing Glyphosate, we need a report. Cllr Dave Neave get Kevin to dig out the weeds, we might ban it, but a farmer up the road might be using it. Cllr Sue Griffiths can we have a time limit for a report? Bring back to next meeting with a report stated Cllr Dave Neave. Cllr Sue Griffiths would like the foam machine alternative to be demonstrated, we have a meeting in January, can we have the report and decide then. Cllr Melvyn Simmons there are three decisions that all need to be agreed/disagreed on, such a small Agenda it's taken so much time. Cllr Jackie Harrison-Hicks proposed to recommend option number one to ban the use of Glyphosate by Peacehaven Town Council, who agrees to one? Six Councillors agreed and two disagreed. Option Number two to ban the use of Glyphosate on Peacehaven town council land by clubs and contractors, six Councillors agreed and two disagreed. Option number three to Phase in a ban on using Glyphosate by Peacehaven Town Council, ten agreed with the amendments clear to the public that we make sure it's pesticide and herbicide free and bring back to committee in January with a report. Cllr Rachael Coles brought up that you can't vote on all three and that by agreeing to the first option that Glyphosate was already banned so option three a phased in ban is null and void and cannot be implemented now.

LA 286- NOTED

LA 287- NOTED

LA 288 RUNNING CLUB STORAGE

Councillors voted and all agreed that this item be moved from pink papers and will now be white papers. Cllr Robbie Robertson thinks it's good, but do we need planning permission? Cllr Dave Neave asked can an officer find that out and if fail we can ask for a temp building. Cllr Ian V Buchanan would it be worth doing research and looking into vandalism. Cllr Job Harris Cats Club is there a structure with everything built into it. Cllr Rachael Coles what ground rent would be charged? I don't think we should be charging as it's a charity. Cllr Melvyn Simmons suggested charging a pound a

year, Wonderful idea stated Cllr Robbie Robertson. Cllr Jackie Harrison-Hicks where will this shed be put. Next to the café Cllr Dave Neave. Cllr Rachael Coles thought Campbell McBryer had dealt with this? Kevin Bray replied Campbell was dealing with this himself and had not bought this to the Leisure and Amenities committee for ratification, which is why it has been put on the agenda for this meeting. Cllr Dave Neave suggested partnering up to help with grant application and felt we could still help.

Proposed Cllr Robbie Robertson

Seconded Cllr Ian V Buchanan

Councillors suggested having a temp building and work towards a permanent one depending on planning permission.

Confirmed date of next meeting

Meeting ended at 9.13pm

MINUTES of PLANNING AND HIGHWAYS COMMITTEE held in the **ANZAC ROOM**, Community House, Meridian Centre, Peacehaven on **Tuesday 13th November 2018 at 7.30pm**

Councillors on this Committee-

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 of Committee), Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Alan Milliner, Cllr Daryll Brindley.

Attended-

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 of Committee), Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Alan Milliner.

Officer-

Heidi Cooper (Administration Officer)

GENERAL BUSINESS

PH 516 CHAIR ANNOUNCEMENTS

Thank you for attending the Planning and Highways meeting this evening 13th November 2018. We are not expecting any emergencies this evening although should the alarm sound, please leave the building by the closest exit route. The Health and Safety Instructions are on the sign sheet.

Christmas market 9am-3pm on the 15th December. Everyone welcome, volunteers would be greatly appreciated also carol concert is on the 14th December tickets will be on sale on Friday the 30th of November. Hope all can come.

PH 517 PUBLIC QUESTIONS TIME

There will be 15 minute period when members of the public may ask questions on any relevant **PLANNING AND HIGHWAYS MATTER**. It would be preferable if question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.

ALAN SARGENT, WEST WARD, CHAIR OF THE RESIDENTS ASSOCIATION

I refer to PH 503 Chair Announcements page 3. Para 5 clearly states that the decision notice on Lower Hoddern Farm would be included in the minutes. It's not. The planning frame given by Lindsey first was excellent. However there were only two out of eight members of the Planning Committee in attendance. PH 504 Public Questions. Apart from grass cutting which in the subject of Agenda Item 6 pages 7,8 and 9 what action has been taken about questions from Sarah Caulfield, Mike Gatti, Lucy Symonds and Alan Sargent. PH 502 Grass Cuttings para 5 this should read ESCC new policy 2019/20 etc. Para 4 states that PTC are required to deal with customer queries (complaints). We understood we gave any compliments the contact numbers for the member of public to contact ESCC direct. The service achieved by the contractor last year was poor. The association from is to pass the responsibility back to ESCC. However this will not achieve the deserved affect of keeping Peacehaven tidy therefor the only option is to accept the grant and finance the remander as long as

it does not increase the precept. PH 521 LW/18/0804, 128 The Promenade. I have no objection other than contractor's vehicles do not access the site via Hodder Avenue and from right along the cliff top which would be contravene LDC policy of to heavy vehicles close to the cliff top. I have had the Planning Notice through my letter box where it states that the application can be viewed at PTC office my neighbours tied but not available. We understand there are up to six other applications passed to the Council according to LDC Planning. Where are they?

ACTION* Heidi Cooper will look into this and get a response before the next meeting.

NIGEL ENEVER, COUNTY COUNCIL

6 Grass cuttings last year reduce to 2. We managed to sort this. Its going to be a mess and hard work for a cutting when its 2 cuts. It's not going to cut costs as it will be more work. How you go forward I don't know. Get a quote for 6 and 2 cuts. We will look into it at Thursday's meeting. Taking evidence from countryman the contractors. I'm speaking as a resident and a county councillor.

JOHN CARDEN, EAST WARD

First thing ESCC are going to palm off. I and a lot of residents will give a lot of grief, on behalf of the residents etc. You should be taking the grief. Searle Avenue pot hole in the road are so bad. Waste bin by the bus stop at the bottom of Searle has been requested many of times. I am not cleaning anymore rubbish. You take it and sort it. Problem with drain outside pet shop and goes into Cornwall Avenue and goes in to the bus stop. Buses soak people. Councillors are doing nothing and County Council are doing nothing. Churchill Development is the same. Peacehaven is becoming the pits. Hoyle Road contractors where clearing soil. People walk dogs and people were being turned away. Needs to be signed post, the Farmer has stopped them using his entrance. Rushy Hill it's getting worse. I believe it needs sorting. As you will have to go all the way round to get to it. Also can I have minutes and agendas emailed to me like they used to be?

ACTION* Cllr Melvyn Simmons and Committee will look into this and email Mr Carden.

MIKE GATTI, PEACEHAVEN FOCUS GROUP

Following the recent cliff falls on our coastline, coastal erosion has become more of an issue, could the committee contact the relevant department at LDC and ask what has happened to the promised 'Residents Consultations' that were promised on coastal erosion at the presentation of the Coastal Management Implementation Plan (CMIP) by Tim Bartlett and Mott MacDonald to invite persons in June 2017. At the meeting we were shown several options as to what to expect and possible solutions. Has this been shelved by LDC.

ACTION* Cllr Melvyn Simmons and Committee will look into this

PH 518 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Daryll Brindley sent his apologies due to work commitments- ACCEPTED

TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Jackie Harrison-Hicks has an interest in all committee's as a sub for LDC.

PH 519 TO ACCEPT THE MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE 23RD OCTOBER 2018

Requested a sub but doesn't say Cllr Sue Griffiths would Chair. Cllr Lynda Duhigg was sick. On the Agendas it says Cllr Melvyn Simmons is Chair. Whoever is Vice Chair needs to be named on Agenda in future. I did ask Cllr Sue Griffiths could chair the meeting. I would like the amended too.

Proposed Cllr Sue Griffiths

Seconded Cllr Alan Milliner

All Agreed

REPORTS

PH 520 GRASS CUTTING SERVICE AND CONTRIBUTION

Cllr Lynda Duhigg I think I totally agree about the service and where I live and walk my dog the grass is appalling. When cut not been blown away properly and on the foot path. A metre plus to walk on. I believe County Council are doing a path for people to use, before long no foot path as it will all be grass. I'm not getting at Nigel Enever. We aren't the only area. I think the contractors are as bad as before. People with disabilities and people can't walk. This has been brought up and something needs to be done quickly. Cllr Sue Griffiths I would recommend PTC return back to ESCC. Getting edges aren't in the contract. We could sub for another cut. The Council would say how many cuts. Cllr Melvyn Simmons we all know financially we need restraints. It seems grass has been put to the side and makes PTC pay. My recommendation even though I'm not aloud. Hand it back to ESCC. Cllr Lynda Duhigg asked Nigel if it was legal for residents to cut and tidy there our grass outside their houses. As she would like to do hers. Nigel Enever replied I can ask but if it comes back to ESCC it will only be 2 cuts. Let ESCC deal with it Cllr Melvyn Simmons. Cllr Claude Cheta would like to see a clean, tidy, safe and quality town. What do we expect from ESCC and can we afford it? ESCC have restraints just like PTC. We aren't getting the service. Cllr Sue Griffiths proposed turn the contract to ESCC and pay for more from Policy and Finance Committee.

Proposed Cllr Sue Griffiths

Seconded Cllr Job Harris

ALL AGREED

PLANNING APPLICATIONS RECEIVED

PH 521 LW/18/0804 128 THE PROMENADE

Cllr Lynda Duhigg I have no objections bear in mind what has been said in public questions. It to go back to LDC. Cllr Job Harris it's a fantastic wind break. Planning Recommendations for this will be 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. Sympathetic materials to be used. Require a Waste Minimisation Plan. Vehicles belonging to construction staff should not block access for other residents and should not to be parked on

grass verges or at junctions. Any damage done to the grass verges during construction must be repaired by the developer. 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. If parking at the front of 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. An asbestos survey should be carried out prior to demolition. With large sites a vehicle wheel was system to be used to stop contamination of the public highway.

Proposed Cllr Lynda Duhigg

Seconded Cllr Claude Cheta

ALL AGREED

DECISION NOTICES

PH 522- NOTED

Cllr Lynda Duhigg would like to send her apologise for the next meeting as she will be on holiday.

TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of PLANNING AND HIGHWAYS COMMITTEE will be held on Tuesday 4th December 2018 at 7.30pm

END 8.10PM

MINUTES of PLANNING AND HIGHWAYS COMMITTEE held in the **ANZAC ROOM**, Community House, Meridian Centre, Peacehaven on **Tuesday 4th December 2018 at 7.30pm**

Councillors on this Committee-

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 of Committee), Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Alan Milliner, Cllr Daryll Brindley.

Attended-

Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council), Cllr Melvyn Simmons (Chair of Committee), Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Alan Milliner.

Officer-

Heidi Cooper (Administration Officer)

GENERAL BUSINESS

PH 523 CHAIR ANNOUNCEMENTS

Thank you for attending the Planning and Highways meeting this evening, 4th December 2018. We are not expecting any emergencies this evening, although should the alarm sound, please leave the building by the closest exit route. The Health and Safety Instructions are on the sign in sheet.

Christmas market 9am-3pm on the 15th December. Everyone welcome, volunteers would be greatly appreciated. Hope to see you all there.

Thank you to all Staff and Councillors for helping decorate the Centre and Community House.

PH 524 PUBLIC QUESTIONS TIME

There will be 15 minute period when members of the public may ask questions on any relevant PLANNING AND HIGHWAYS MATTER. It would be preferable if question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes.

ALAN SARGENT, WEST WARD, CHAIR OF THE RESIDENTS ASSOCIATION

We refer to Agenda Item 7, PH 528 LW/18/0778, 67 The Lookout. Unfortunately there appears to be a lack of detail. There is key information missing from this application which was submitted to this committee; although this may be available at LDC. For example- This is a retrospective application which is not stated. There is no location plan. Reference page 24 there appears to be a consulting company involved i.e. Lewis & Co Planning SE. Para 7 of page 24 talks about a Planning Statement although not included in this submission. The change of use criteria is changing the residential property to commercial use i.e. to make a profit. Taking an average of fees quoted and say 20 attendees this could realise a turnover of £10,000 approx. per session. There is no explanation of what change of use from residential property to mix of C2, C3 & D2 uses means. Would a member of this committee give a verbal explanation at this meeting? There is no frequency quoted or numbers of attendees or of camping units planned. The advert quotes the event includes two meals per day.

How will this be achieved? Other concerns come into play- 1. License for camping (provision of toilets/ablution facilities and messing). 2. Hygiene certificate for food preparation. 3. First Aid (Qualified First Aider). 4. Fire Precautions. 5. Noise affecting neighbours (Time limits). 6. Health and Safety Legislation. 7. Inadequate access. There are 12 letters of objection included with this submission. There may be others. However there are 15 letters supporting the application- 5 from residents of Peacehaven, 2 from residents of Telscombe outside the planning boundary, 8 from residents from outside the planning boundary such as Brighton, Ringmer and Seaford. The Residents Association recommends that this application is rejected due to lack of information submitted and attempting to establish a commercial facility within a residential area by bypassing planning regulations.

ACTION* Heidi Cooper will look into this and get back to Mr Sargent.

MIKE GATTI, PEACEHAVEN FOCUS GROUP

Construction traffic on Pelham Rise- I realise that the question of the traffic/parking on Pelham Rise has come before this committee previously, but the situation is getting much worse. If you look at the attached photographs, this was the scene on Monday (3/12/18) I spoke to a Barratts representative who apologised and said it was 'Only temporary' how temporary he would not comment on. This surely contravenes the planning application and decision notice in many ways. In the 'Officers Report under planning Considerations' 6.3 it states The construction traffic and plant will access the site via a secondary route at the south of the site off Hoyle Road (through the Meridian Industrial Estate) Note it says WILL. In the 'Notice of Planning' Section 5 there are many items that Barratts seem to have ignored i.e. arrangements for contractors parking on site. Facilities for unloading of vehicles. Traffic management plan for the site. Precautions to guard against the depositing of mud on the carriageway. I have been in contact with ESCC highways as have residents, but perhaps this is a planning application infringement as well as a highways problem. So could this committee take it forward to see what can be done?

ACTION* Heidi Cooper and Cllr Melvyn Simmons will look into this.

Cllr Jackie Harrison-Hicks mentioned there is an SLR meeting late January or beginning of February 2019.

JOHN LIVINGS, NORTH WARD

It says on this application LW/18/0778 that the final objections needed to be in by the 26th November 2018. Most of the supporting applications, the people don't even live in the area. I would like tonight's comments to be forwarded onto LDC as there must be an error as to why this application has been granted. Page 27 there is also an error; it says the building is on Rodrick Avenue North. This is not true; the building is at the end of a private track owned by residents. I would also like to know if National Park has been notified of this application. Some of the residents have not come tonight due to having cold feet. So I am here for them and we are not happy.

ACTION* Councillors will write a letter to LDC.

PH 525 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Lynda Duhigg sent her apologies due to being on holiday- ACCEPTED

Cllr Daryll Brindley did not send an apology but did not attend the meeting.

TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Jackie Harrison-Hicks has an interest in all applications due to being a sub for LDC.

PH 526 TO ACCEPT THE MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE 13TH NOVEMBER 2018

Cllr Sue Griffiths would like to amend PH 517 Public Question Time. Alan Sargent- first word third line should read Frost not First. PH 520 Grass Cutting and Contribution line six. I actually stated 'cutting edges' not getting edges. My proposal on this item was that the contract be returned to ESCC and that Policy and Finance should decide how many cuts because of the implications on the budget.

Proposed Cllr Alan Milliner

Seconded Cllr Claude Cheta

ALL AGREED

PLANNING APPLICATIONS RECEIVED

PH 527 LW/18/0762 36 STEYNING AVENUE

Cllr Jackie Harrison-Hicks sees no objection. Cllr Claude Cheta wanted to know why the boundary had been refused and what does it mean. Cllr Melvyn Simmons replied it is the times of the planning applications and suggested to accept this planning application.

Proposed Cllr Jackie Harrison-Hicks

Seconded Cllr Job Harris

ALL AGREED

PH 528 LW/18/0778 67 THE LOOKOUT

Cllr Sue Griffiths was disturbed at how long this application has taken to reach this committee and that a decision was made under delegated powers at LDC. It is my opinion that an application that could impact on the South Downs National Park and gives vehicle access via a private pathway should have received the attention of the Planning Committee rather than being delegated to one officer. In my opinion it appears that LDC is working against the best interest of our residents. Could the Chair inform us if we have had an answer to the letter this Committee asked for regarding the quality of information given to us by LDC. Cllr Melvyn Simmons replied we have not had an answer. Cllr Sue Griffiths suggested the Committee send a letter to LDC. Cllr Jackie Harrison-Hicks and Cllr Job Harris agreed to the letter. Cllr Melvyn Simmons suggested a vote on sending a letter to LDC. Cllr Job Harris would like all the Committee to sign this letter. Cllr Jackie Harrison-Hicks would like Mr Livings

to help with the letter. Committee would like a letter typed up and ready for Friday 7th December for all Committee to sign.

Proposed Cllr Claude Cheta

Seconded Cllr Job Harris

ALL AGREED

PH 529 LW/18/0686 20 SEAVIEW ROAD

Cllr Jackie Harrison-Hicks felt there was not enough information. Committee decided to reject application due to not enough information.

Proposed Cllr Alan Milliner

Seconded Cllr Claude Cheta

ALL AGREED

PH 530 LW/18/0891 12 BEE ROAD

Cllr Sue Griffiths asked if there were any objections. Heidi Cooper replied no there hasn't been. Cllr Melvyn Simmons felt there was not much use as already been done. Cllr Sue Griffiths was not happy with the information but could see the plans mirrored next door. Committee decided to accept planning application.

Proposed Cllr Sue Griffiths

Seconded Cllr Alan Milliner

ALL AGREED

PH 531 LW/18/0869 161 SOUTH COAST ROAD

Cllr Melvyn Simmons pointed out that the planning application was for a porch but wasn't sure if it was being made into a granny annex. Cllr Jackie Harrison-Hicks pointed out that it was in an awkward place. Cllr Job Harris noted it was only tiny and was perfectly acceptable. Committee decided to accept planning application.

Proposed Cllr Claude Cheta

Seconded Cllr Job Harris

ALL AGREED

PH 532 LW/18/0765 16 ASHMORE CLOSE

Cllr Job Harris had no problem with this application. Cllr Sue Griffiths asked if there were any objections. Heidi Cooper replied no there hasn't been. Cllr Melvyn Simmons doesn't see a problem with the application. Cllr Sue Griffiths asked where was the information on the driveway and where would the driveway be put. Cllr Melvyn Simmons replied from the road to the driveway. Cllr Jackie

Harrison-Hicks brought up there was no drop curb. Cllr Sue Griffiths mentioned the plan on page 82 and asked would this be created into another home? Cllr Melvyn Simmons pointed out there was 4 bedrooms, bathroom but where is the kitchen. Cllr Alan Milliner said the kitchen would be where the garage is. Cllr Melvyn Simmons felt there was not enough information. Committee decided to reject application due to not enough information.

Proposed Cllr Job Harris

Seconded Cllr Claude Cheta

ALL AGREED

DECISION NOTICES

PH 533 LW/18/0796- NOTED

PH 534 LW/18/0753- NOTED

PH 535 LW/18/0604- NOTED

PH 536 LW/18/0210- NOTED

REPORTS

PH 520 GRASS CUTTING SERVICE AND CONTRIBUTION

Cllr Sue Griffiths said I believe the decision of this committee to hand the contract back to ESCC has already been notified to them but that the request to the Policy and Finance Committee wasn't acted on so I would like to propose that this committee agrees to fund a further 4 cuts a year at a cost of around £10,140. Cllr Job Harris felt the first cut was rubbish but the second cut was good. Cllr Melvyn Simmons concern was funding and several others will run out of money and residents would not be happy and thought the decision had been made and was sent back to ESCC. Cllr Sue Griffiths said that Cllr Lynda Duhigg had seconded it. Cllr Melvyn Simmons asked what we are going to cut from the budget as it needs to be done now. Cllr Sue Griffiths pointed out that it is up to Policy and Finance. Cllr Jackie Harrison-Hicks questioned the date 30th November for a response. Cllr Sue Griffiths replied we need the other half of the decision as they are waiting on us on how many cuts we want. We had Cllr. Nigel Enever from ESCC at the last meeting. Cllr Melvyn Simmons said that ESCC should do it out of their own funding. Cllr Claude Cheta would like to assess how much this will cost. Cllr Melvyn Simmons remembers saying send it back to ESCC. Cllr Claude Cheta pointed out it was in the minutes. Cllr Sue Griffiths mentioned that residents won't be happy with just 2 cuts. Cllr Melvyn Simmons wants to send it back to ESCC and said we can't make that decision due to budgets. Cllr Sue Griffiths said this decision missed Policy and Finance meeting. Cllr Claude Cheta asked when the next Policy and Finance meeting is and would like to see a clean city and at whatever cost. Cllr Melvyn Simmons said it is up to Policy and Finance as they will need to find the money. Cllr Sue Griffiths said the money would be there and needs to be budgeted for next year. The committee decided to send the contract back to ESCC and request 4 extra cuts a year at the cost of around £10,140.

Proposed Cllr Sue Griffiths

Seconded Cllr Job Harris

Abstained Cllr Alan Milliner

PH 537 CIL RECEIPT FROM POLICY AND FINANCE PF 322- NOTED

TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of PLANNING AND HIGHWAYS COMMITTEE will be on Tuesday 8th January 2019 at 7.30pm.

ENDED 8.17PM

**MINUTES OF THE MEETING OF THE EMERGENCY PLANNING & HIGHWAYS COMMITTEE
HELD ON THURSDAY 13TH December 2018 AT 7:30PM
IN COMMUNITY HOUSE, ANZAC ROOM**

Committee Members **Councillors:** Melvyn Simmons (Chair)
Jackie Harrison-Hicks
Claude Cheta
Alan Milliner

Lynda Duhigg (Vice Chair)
Job Harris
Sue Griffiths
Daryll Brindley

Present

Councillors: Melvyn Simmons
Sue Griffiths

Job Harris
Alan Miliner

In Attendance

Matt Gunn – Business Admin Apprentice

GENERAL BUSINESS

PH538 CHAIR ANNOUNCEMENTS

Good evening residents, thank you for coming to the Emergency Planning and Highways meeting this evening, Thursday 13th December 2018.

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 Service Car Park.

I would Just like to Remind you of our Christmas market on Saturday the 15th of December 9am-3pm.
Also tomorrow night we have our annual Carol concert starting at 6pm.

PH539 PUBLIC QUESTIONS

Mr Erskine- East Ward

The Residnet raised the issue that LDC had not provided enough information regarding Planning application LW/18/0907 8 Capel Avenue. He raised his concerns that there may not be enough space for parking with a possible 6 extra cars being parked on Capel Avenue. The Resident also raised his concerns over a incorrect phone number for the developer, which meant him and his Neighbours could not find any information themselves about the proposed development. The Resident also asked what could be done to stop the development from happening.

Cllr. J Harris informed the resident that Peacehaven Town Council can only make recommendations about planning applications, and that Lewes District Council make the final Decision.

Cllr. M Simmons also informed the resident that he would get in contact with Matt Kitchener from LDC to find out the correct number for the developer.

PH540 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. L Duhigg – accepted (illness)

Cllr. J Harrison-Hicks – noted

Cllr. Claude Cheta- noted

Cllr. Daryll Brindley- noted

TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Any information included in this agenda or reports, is provided to Councillors as Members of Peacehaven Town Council. The comments and observations from all Peacehaven Town Councillors are preliminary ones, made prior to consideration at Lewes District Council and are based on the evidence and representations to the Town Council. It is expected that any decision they make for Peacehaven Town Council would be based on the information received, although if they are representatives on any other Council, they reserve the right to change their mind, subject to any further information

REPORTS

PH541 LW/18/0907- 8 CAPEL AVENUE

LW/18/0907 Case Officer: Matt Kitchener	8 Capel Avenue	Proposed to demolish one bungalow and build two 3 bedroom dwellings and one 4 bedroom dwelling.	EAST
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Cllr. M Simmons had been to look at the plot and said building 3 dwellings on this site would be terribly squashed, he also raised his concerns about the potential of 6 more cars having to park on the street due to insufficient space on the site. He also raised the concern that it seemed to be a money making scheme.

Cllr. S Griffiths asked if it would be possible to send a letter to LDC to request more information and complained about the omission of the plan.

Cllr. J Harris said he felt the sight would be over developed.

Cllr. A Milliner raised his concern that the developer wanted to use low energy bulbs rather than LED lights and wanted to know why this hadn't been picked up by LDC planning officers as low energy bulbs are no longer used.

Refusal Recommended due to:

- Lack of information provided about the development
- Concerns about parking
- overdevelopment of the site

Cllr. A Milliner proposed

Cllr. J Harris seconded

All Agreed

NEXT MEETING- 8th January 2018

NOTED

Meeting Ended 7:50

PEACEHAVEN TOWN COUNCIL

Minutes of **POLICY AND FINANCE COMMITTEE** held in the Anzac Room, Community House, Meridian Centre, Peacehaven on **Tuesday 27th November 2018 at 7.30pm**

Committee Members- Cllr Jackie Harrison-Hicks (Chair of Council), Cllr Job Harris (Vice Chair of Council), Cllr Robbie Robertson (Chair of Committee), Cllr Rachael Coles (Vice Chair of Committee), Cllr Ann Harrison, Cllr Lynda Duhigg, Cllr Dave Neave, Cllr Melvyn Simmons, Cllr Ian V Buchanan, Cllr Claude Cheta, Cllr Sue Griffiths

Present- Cllr Robbie Robertson (Chair of Committee), Cllr Rachael Coles (Vice Chair of Committee), Cllr Ann Harrison, Cllr Lynda Duhigg, Cllr Dave Neave, Cllr Melvyn Simmons, Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Alan Milliner (Sub for Cllr Ian V Buchanan)

In Attendance- Toni Lopes (Acting Town Manager), Andy Beams (RFO), Heidi Cooper (Administrator)

GENERAL BUSINESS

PF 312 Chair Announcements

Welcome to this evenings Policy and Finance Committee, Tuesday 27th November 2018. The Health and Safety Statement is on your seats. The Christmas Fair is on the 15th December. We hope to see you all there. I would also like to take a two minute silence.

PF 313 Public Questions

Alan Sargent, West Ward, Chair of Residents Association- On page 2 of the agenda are item 0 to 4 intended as confidential? We refer to the minutes of the meeting dated 18th September 2018. **PF 297** Are there any minutes appertaining to the meeting held with Barclays Bank held on the 20th September 2018? Today's agenda **PF 319 Income & Expenditure Report (pages 11 to 17)** Reviewing the 7 pages of the report there are 30 items recorded either over budget or under budgeted totalling £55,325.00. In addition Item 4101 & 4141 (page 16) show a cost of water leak usage repairs to a total cost of £80,004.00 not budgeted. This makes a total of £135,324.00 of unbudgeted items. With six months to go to the end of the financial year why are members of this committee not monitoring these overruns and imposing control on expenditure? There is no explanation in report. **PF 322 Cil Receipts (page 25)** It would be useful to know in the report the identity of the three developments. In addition what projects the monies have been allocated to.


ACTION* Cllr Robbie Robertson will write a response.

PF 314 Apologies- Cllr Ian V Buchanan sent his apologies due to being on holiday- **ACCEPTED**

Declarations of Interest- Councillors on this Committee had no interests to declare.

PF 315 To approve and sign minutes of 18th September 2018

Cllr Ann Harrison mentioned on page 3 the vote was recorded split but there was no vote from Cllr Ian V Buchanan or Cllr Robbie Robertson. Cllr Robbie Robertson replied that he abstained and didn't vote. Cllr Ann Harrison page 7 you voted. Cllr Robbie Robertson suggested looking at the video. Cllr Rachael Coles would like this checked. Cllr Melvyn Simmons would like to make a rule that



Councillors check with the Town Manager before meetings to save time. Cllr Ann Harrison always raises issues by email. Cllr Lynda Duhigg said like us we go on extra training. If the minutes are not being recorded or presented correctly. Then we could look at extra training for office staff. This was done at Employment Sub Meeting Cllr Rachael Coles. Cllr Lynda Duhigg added, Next year we need to look into what training is needed in all departments. Tony Lopes answered with, that is being addressed and it comes with practice. Not just staff but Councillors too mentioned Cllr Lynda Duhigg. Cllr Dave Neave suggested that if it was just a query why we don't just amend it before going on the website. Subject to it being addressed. Cllr Robbie Robertson signed all the pages apart from page 3.

Proposed Cllr Melvyn Simmons

Seconded Cllr Ann Harrison

All Agreed

REPORTS

PF 316 Recommendations from LDC to review Staff Policy and Reference Audit and Standards Committee

Cllr Rachael Coles concern was that the conflict is with the Town Manager and Councillors don't have a say on this matter and doesn't see what good this will be as we shouldn't be undermining the Town Manager. Cllr Sue Griffiths feels that this is not appropriate to discuss at committee. We accepted responsibilities as residents and for the town. We need to put right the seriousness of training and need a meeting to do an action plan. Cllr Griffiths proposed to call an Extraordinary Meeting and include what is on the agenda and action a plan. Cllr Dave Neave asked by recommendation does it mean staff can choose a Councillor or one to deal with all staff. Cllr Robbie Robertson said we have all seen the report from LDC. The extraordinary meeting will oversee this item.

PF 317 Policies to be reviewed & accepted

Proposed Cllr Dave Neave

Seconded Cllr Melvyn Simmons

ALL AGREED

PF 318 Bank Reconciliation as at 30th October 2018

Cllr Rachael Coles said we had a budget meeting but didn't have time to sign it yet. Tony Lopes clarified that it had been signed.

PF 319 Income and Expenditure/ Budgetary Control

Cllr Rachael Coles didn't have any questions on this item. Cllr Ann Harrison agrees with Alan Sargent. What makes it look worse is that it was not budgeted for. Cllr Rachael Coles asked if it had been put in the wrong place. Cllr Dave Neave asked if the water leak had been stopped as that cost a lot of money. Tony Lopes replied it has been stopped and sorted. The cost of waste water to Business Stream is being sorted and hoping for some money back. Cllr Dave Neave proposed that we go back

and ask what the cost of waste water was before the leak and ask to look at the next 12 months and maybe see if we can come to an average.

Cllr Lynda Duhigg asked about the detail on 19th November. Are there any outstanding income from any organisations and charities? Do we or don't we? Cllr Rachael Coles replied yes being dealt with. Page 21 on 4th October a cheque for the murder mystery had to be issued to pay a cancellation fee. Tony Lopes said it came out of the Mayors Appeal. Cllr Rachael Coles pointed out that the Mayors Appeal was now sort of £360. That was a waste of donation money. Cllr Claude Cheta asked if we have any measures in place. Cllr Robbie Robertson replied this will come through. Would be a good idea suggested Cllr Claude Cheta.

Tony Lopes mentioned that myself and Andy will be working closely and will try and get the best outcome for next year. Budgets were too low and will be looked at tomorrow. Cllr Dave Neave commented that when you book an event there is normally a cancellation fee. Cllr Dave Neave also has a query on page 21 about the hiring of a digger etc. and what it was used for. Tony Lopes replied it was used for the Big Park, another Councillor raised this. We need to insure Health and Safety are taken into account as well as insurance to use a digger. The sand could not be moved by a wheel barrow. Cllr Dave Neave pointed out that he could hire a digger for £40 a day and a dumper for £40 a day. Does the Big Park not have a budget or pot? Cllr Robbie Robertson clarified it will be taken from the Big Park pot.

Cllr Rachael Coles wanted to know how often the sand was checked and was concerned about it being a Health and Safety issue as we don't know what's in it. It could be checked in the morning then someone could put a glass bottle in it by lunchtime and wanted to know if we are liable for children if any where to get hurt. Cllr Ann Harrison made a comment about how much the digger cost and was concerned about animals going in the sand. Cllr Melvyn Simmons asked if the football club still owed money. Cllr Rachael Coles replied it is a confidential matter. Andy Beams explained that a questioned nominal code is to do with trade. It is a description of the site or amenity and nominal codes had been used inconsistently.

We are working on a clear system and more clear nominal codes. Cllr Ann Harrison pointed out that allotments owe £100 in rent but there was a bill for £200 for water. Cllr Rachael Coles answered this and said it comes in yearly. Cllr Robbie Robertson suggested bringing the sand report to the next Leisure and Amenities Committee. Cllr Ann Harrison mentioned this was brought up in 2015 and would like it brought back and no more sand to be bought. Cllr Sue Griffiths brought up that LDC might have some statement about the sand and it will cost a lot to replace. Tony Lopes suggested doing a Health and Safety report and getting more information on this matter. Cllr Robbie Robertson stated to bring this back to Leisure and Amenities Committee with a report.

Proposed Cllr Robbie Robertson

Seconded Cllr Rachael Coles

Cllr Dave Neave brought up the cost of a battery used in the community centre and why it was £403. Cllr Rachael Coles replied it is needed in case of a fire. Cllr Ann Harrison questioned why it keeps being updated. Cllr Rachael Coles replied that it was discussed at Committee and was agreed to. Tony Lopes commented it needed repairing. Do we have a fire company who come in asked Cllr



Dave Neave? Cllr Robbie Robertson suggested a five minute break to let Cllr Dave Neave Check information. Cllr Ann Harrison said it normally costs about £25 or is it because we are a Town Council they add another 0 on it. Cllr Robbie Robertson let Committee know that it was agreed at previous Leisure and Amenities meeting and was done by a company.

PF 320 To Review Salaries (Discussion)

Cllr Rachael Coles felt that there was nothing to discuss.

Cllr Dave Neave suggested crossing it off and moving on.

PF 321 Town Parish Council Election Costs 2019- NOTED

PF 322 Cil Receipt To Note

Cllr Dave Neave said the first Cil payment I didn't have a clue where it came from and he wanted to know if the Planning Officer could check the LW numbers and make a note of what road or site they are from. Cllr Rachael Coles mentioned that LDC grant these Planning Applications but the Cil money is hard to get and we have to fight for years after. Andy Beams said 2 payments a year are made and Parish Council gets them for play equipment. You have to request but can take 6 months for Cil money. Cllr Ann Harrison pointed out there was one in 2016 and 2017. Andy Beams explained that is the date the Planning Application went in to LDC. Cllr Dave Neave would like the road names to be added to the LW numbers and be brought to the next Planning and Highways Committee. **NOTED.**

PF 323 To Set Budgets For Each Committee

Cllr Robbie Robertson would like to cross this off tonight's agenda and bring it back to the next Policy and Finance Committee as they have a meeting in the morning.

PF 324 Mayors Report

The Mayor was not at the Meeting so therefore couldn't do her report. Cllr Sue Griffiths expressed her concerns about the two surgeries and feels we need a report. Cllr Rachael Coles requested Councillors have an email on this matter. Cllr Ann Harrison pointed out that £220 is in her budget. Cllr Rachael Coles brought up that the Mayor used to do engagements etc and would like a report brought to the Committee. Committee would like a report of all the Mayors engagements and events etc.

Proposed Cllr Robbie Robertson

Seconded Cllr Claude Cheta

Confirm the date of next meeting Tuesday 15th January 2019 at 7.30pm

PF 325 To Note Confidential Minutes of 18th September 2018- NOTED

ENDED 8.40PM

Analysis of the income and expenditure of Peacehaven Cinema

Background

The mobile cinema operates on a monthly basis (excluding August and December) in the Main Hall at Community House. The objective of the service is to provide an opportunity for residents to attend screenings of current films locally, rather than having to travel to Brighton, Lewes or other alternative cinemas.

The service is provided under contract by a company called Cinemobile to the Town Council. Tickets are predominately sold at the information desk of the Town Council, although it is possible to buy them online from Cinemobile's website.

The Town Council provide two staff members for the screenings to ensure all health and safety and fire marshalling issues are covered. These are the caretaker (who would be on duty anyway as there are other users in the building) and the information officer. The staff also sell refreshments such as tea, coffee and ice cream.

The level of attendance varies, depending on the popularity of the film. The January screening of Bohemian Rhapsody scheduled for 23rd January is already sold out (maximum seating capacity is 180).

Income

The main source of income from the cinema is through ticket sales. These are currently priced at £5 per ticket for all attendees. By comparison, Cineworld Brighton currently charge £11.70 for an adult, with concessions priced at £9.20.

Additional income is generated through the sale of refreshments. Tea and coffee are sold for 50p and ice creams for £1. Anecdotal evidence suggests that most attendees purchase at least one refreshment item per visit.

Expenditure

The main expenditure cost is the payment to Cinemobile. The contract price is £275 per film, or 75% of the takings where they exceed £275 (55 ticket sales). There is a £100 fee for cancelling a screening in the event ticket sales are too low to justify going ahead. The Council is invoiced in arrears once a year.

Other expenditure includes staff time, which is taken as time off in lieu. The equivalent cost of the additional staff member is £67.65 per screening.

Refreshments costs equate to 39p per ice cream and 5p per tea/coffee, although only the profit from these sales is reflected in the accounts.

Total cost analysis

Based on information provided from ticket sales and entries through the RBS accounting system, I have put together the analysis below:

Month	Tickets Sold	Income			Expenditure			Profit/Loss
		Ticket Sales	Refreshments	Total	Cinemobile	Staff	Total	
April *	81	£405.00	£38.50	£443.50	£303.75	£67.65	£371.40	£72.10
May	131	£655.00	£75.50	£730.50	£491.25	£67.65	£558.90	£171.60
June	92	£460.00	£59.00	£519.00	£345.00	£67.65	£412.65	£106.35
July	142	£710.00	£61.00	£771.00	£532.50	£67.65	£600.15	£170.85
September	151	£755.00	£49.50	£804.50	£566.25	£67.65	£633.90	£170.60
October	129	£645.00	£41.50	£686.50	£483.75	£67.65	£551.40	£135.10
November	84	£420.00	£36.50	£456.50	£315.00	£67.65	£382.65	£73.85
January	180	£900.00		£900.00	£675.00	£67.65	£742.65	£157.35
Year to date	990	£4,950.00	£361.50	£5,311.50	£3,712.50	£541.20	£4,253.70	£1,057.80

* April ticket sales from 1st April onwards only

Summary

Allowing for all of the costs of the service, the mobile cinema has made a profit every month so far this financial year, and has been used by just under a thousand residents, although many of these are likely to be repeat attendees.

I would recommend a similar analysis is conducted at least annually to review the financial viability of providing the service and/or to consider any future ticket price increases.

Andy Beams

Locum RFO, January 2018

Meeting schedule during election year

1.1 Current arrangements

Peacehaven Town Council has published a list of scheduled meetings covering the period January to December 2019.

An extract of this list covering the period before and after the election is shown below:

APRIL		
TUESDAY	23	Policy & Finance
TUESDAY	30	No meeting
MAY		
THURSDAY	2	TOWN ELECTIONS
TUESDAY	7	ANNUAL COUNCIL – Elect Mayor 7pm
TUESDAY	14	Planning & Highways- Elect Chair
TUESDAY	21	Leisure & Amenities – Elect Chair
TUESDAY	28	Policy & Finance – Elect Chair
JUNE		
TUESDAY	4	Planning & Highways

1.2 Legislative position

The main legislation concerning meetings is set out in Schedule 12 to the Local Government Act 1972. This includes the requirement for a parish (or town) council to hold an annual meeting, and at least three other meetings during the council year.

There is specific legislation relating to the scheduling of meetings following an election, as below:

- In a year which is the year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within 14 days after, the day on which the councillors elected at that election take office.
- The outgoing parish councillors shall retire together on the fourth day after the day of election, and the newly elected councillors shall come into office on the day on which their predecessors retire.
- A councillor can only act after he or she has made the declaration of acceptance of office.

1.3 2019 elections

- The day of the ordinary elections is **Thursday 2nd May 2019**.
- The fourth day after the date of the election is Monday 6th May, but as this is a bank holiday reverts to **Tuesday 7th May**, and the newly elected councillors take office on this date.
- A councillor can only act after he or she has made the declaration of acceptance of office.
- For the annual meeting to take place within 14 days, it must be held on or before **Tuesday 21st May**.
- For a meeting to be valid, at least three clear days' notice and summons must be given. You cannot give a summons to a councillor until they take office, which does not happen until 7th May.

- Therefore, the earliest date for the annual meeting (allowing for the three clear days' notice) is **Monday 13th May** and the latest is **Tuesday 21st May**.

1.4 Suggested amendments

To keep the changes to the schedule to a minimum, but still meet the legislative requirements for the meeting, I recommend making the changes as highlighted below:

APRIL		
TUESDAY	23	Policy & Finance
TUESDAY	30	Planning & Highways
MAY		
THURSDAY	2	TOWN ELECTIONS
TUESDAY	7	No meeting
TUESDAY	14	ANNUAL COUNCIL – Elect Mayor 7pm
TUESDAY	21	Leisure & Amenities – Elect Chair
TUESDAY	28	Policy & Finance – Elect Chair
JUNE		
TUESDAY	4	Planning & Highways – Elect Chair

The suggested changes will:

- Add an extra Planning & Highways meeting to the schedule on 30th April to ensure the deadline to comment on applications is not missed. The membership of this committee (as it is before the election) will be unchanged.
- Move the Annual Council Meeting back one week to 14th May, which will allow time for the newly elected councillors to take office and receive a summons in line with relevant legislation.
- The election of a chair for the Planning & Highways meeting will now take place on the existing scheduled meeting date of 4th June. (N.B. There cannot be a meeting of any committee prior to the Annual Council Meeting, as the committee membership is agreed at the Annual Meeting).

1.5 Additional recommendations

Normal practice is for a Council to schedule its meetings for the Council civic year (May to April) rather than the calendar year (January to December).

Within the most recent NALC Model Standing Orders (2018 version), SO 5 (j) states *“Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include: (xxi) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.”*

While Peacehaven Town Council has not yet adopted the most recent model version of Standing Orders, I would recommend changing the meeting schedule to incorporate the civic year in future. I would suggest initially extending the current schedule up to and including the Annual Council meeting in May 2020, and then agreeing annually thereafter.

Future of Youth Mayor

During the past few years the local secondary schools have organised and arranged the election process for both their Youth Presidents and Town Youth Mayor. This process would be totally prepared, organised and managed by each of the schools, with no cost implication to the council involved.

I have spoken to Newhaven and Seaford Civic offices and found that the same process is carried out at Seahaven Academy and Seaford Head, they also write to neighbouring schools to include any of their town's pupils too.

The town councils would then have an opportunity to see the candidates manifestos and listen to debates whilst campaigning.

The schools would collate the votes, count the votes and co-ordinate with the council concerned to publish the results.

By having a Youth Mayor for the town, is a valuable asset as Fatma has proved over the past year.

Politics' may have negative associations for young people but the research shows that this does not make them apathetic. Common issues of concern include crime, personal safety, education, facilities for young people, the environment and housing. Young people may feel disconnected from political debate and decision-making but they are interested in a wide range of political issues. There is genuine enthusiasm for playing a part in decision-making and for youth representation at town council level, the youth need a voice!

If council agree to work with a Youth Mayor again then perhaps there should be an agreement attached to the post.

- To be part of the Town Council (like other councils)
- To have a small budget (to cover cost to attend engagements)
- To have a place at the council table
- To be able to take part in council meetings
- To report back on their engagements

The cost of a town council to arrange the whole election process would be in the region of £2,000, but if arranged by the secondary school the cost would be nil.

I would urge members to strongly consider an election for a Youth Mayor of Peacehaven for the coming year.

Neighbourhood Plan Sub Group

Meeting held on the 24th October 2018 at 7.00pm
in the Charles Neville room, Meridian Centre.

1. Apologies: Sue Sayers, Laurence O'Connor, Linda Duig
2. Decisions to recommend to the NP Steering Group:
 - a LDC saved policies (See appendix for detail of policies)

PT6 Meridian and Bolney Avenue Industrial Estates Land allocated for Industrial warehouse units for B1 or B2 uses. Support in general subject to mitigation of the noise and odour impact.

PT9 Meridian Centre

There should be no significant adverse impact on the vitality and viability of the centre. Meridian Centre is the intended centre of Peacehaven.

Support this policy. Joff field protected by RE2

PT10 Access and permeability at the Meridian Centre

Support this policy and would like it improved.

PT11 Joff Youth club field

Protected by RE2.

Strip of land at side of field should be improved for cyclists and walkers.

Support this policy

PT12 Clifftop and foreshore

Coast and countryside, protected by RE2

Support the public amenity value of this land

PT13 Cliff top

Coast protection and access to beach.

Cliff top is an asset. Opportunity for less able people to access the foreshore. Support this policy

PT18 Allotments

Still shortfall of allotments.

Support this policy

PT19/20 Valley Road

Support [policy as it stands, no need to change.

- b Call for sites response so far
Valley Road – Mobwen
Meridian Centre – Co-op

- c SEA

Recommend SEA gets brought forward on sites brought forward. NP to be screened when call for sites expires.

3 Creation of list of important environmental spaces and heritage buildings

- a Telscombe TC:

Robert Kinham play area, Tye, Esplanade, playing fields, Chatsworth Park, Copse, Cliff Road to Marine Drive, undercliff and foreshore, green space in Findon Ave and Northwood Avenue green space adjacent to Stud Farm, , strip of land between main body of Tye and Telscombe Village along Bridleway 8, car parks

- b Peacehaven:

Cliff Top, beach, Meridian Park, Howard Park, Dell, Centenary Park, Epinay Park, Oval, Cinque Foil, Shepard down, Firle Road play area, Allotments, Joff field, Meridian play, the orchard, Golf Course, South of A2259 cliff top between Phyllis Ave and Malines Ave Ashington Gardens play area, spin path from Firle Road to Glynn Road, Collingwood Close, informal recreation Fox Hill land within NP including Gorham trust fields, open land at Peacehaven Heights and Blakley Heights, Valley Road, car parks

- c Buildings:

2 & 4 Ambleside (see photos) - 3 storey semi part of original estate, Coastguard cottages, Smugglers Rest, Telscombe village, Wicklands Ave cubist house, Bannings Barn – original farm house

Phyllis Ave south of SCR - property associated with Peacehaven Hotel, Kenya house, 2 houses north side of SCR at Friars Bay, Dew Drop, bottom of Edith Avenue Sankeys Hall, Fairlight Ave - cubist house, The Pantry

4 Public meeting to share expert knowledge on environmental issues

Sue to contact Julia re Duncan Baker Brown as guest speaker.

5 AOB

None

Date of next meeting to be arranged

Notes of the meeting of the Environment, Heritage and Design Sub Group held on the 29th November 2018.

Present Harley Bray, Peter Seed, Sue Griffiths

Apologies Liz Lee, Cathy Gallagher

Subject discussed Cycle/footpath links

North/South Links

Telscombe Road into Roderick Avenue North – left into Glynn Road – right into the spine path leading to Firle Road – right then left into Horsham Avenue leading down to the Meridian Centre site. Link through Meridian Centre site to Meridian Way/Roderick Avenue close to the Anchor Health Centre or Meridian Park and then south to the A259.

West/East links

Ashurst Avenue/southern gate to Telscombe Tye, Bridle Way 13, or Gorham Way gate to give access to Telscombe Tye.

Egress at Springfield Avenue/Grassmere Avenue across pigs hill and through Balcombe Road linking in to the North/South link at the Meridian Centre site and on to the Right of Way along the southern boundary of Centenary Park linking to footpath 8 Cornwall Avenue/Roundhay Avenue to footpath 12.

There may be a need for one way traffic in some roads depending on the engineering works deemed necessary.

We would also like to see the bridleways Telscombe 6 (Church Path) Peacehaven 6 (The Lookout) & Telscombe 8 from Telscombe Village to Telscombe Road, Peacehaven improved for better east west connections.

Action Plan report with implementation advice and indication of costs

Paragraph 6.17 of the report recommended an action plan

To implement the action plan and all 4 areas and aspects as set out by the report and recommendations made by the Monitoring Officer including:

1. Town Council's processes and procedures.
2. Pragmatic and rational Scheme of Delegation.
3. The training / mentoring of officers and councillors.
4. Training and guidance on conflict resolution with a view to improving working relations between elected members and Town Council officers.

Breakdown of action points 1 to 3

- Review and update Standing Orders to comply with the latest model version provided by NALC
- Review and update Financial Regulations ensuring, where relevant, they correspond with the Standing Orders
- Put together a staff handbook personalised for PTC containing all the relevant employment policies, including grievance, disciplinary, sickness and absence, performance management, recruitment, pay etc.
- Include in the handbook relevant templates for holiday requests, TOIL requests, appraisal meetings, etc.
- Review and update the committee terms of reference and scheme of delegation
- Provide a template for any future business plan
- Review any other existing policies and procedures to ensure they are compliant with current legislation and provide new policies where there are none in place
- Training / mentoring of officers and councillors to identify and rectify any weakness in their understanding of the Town Council's procedures and the Code.

Associated costs

In the region of £3000.00

Breakdown of action point 4

- Positive Relationships Workshop organised by external workshop

Associated costs

In the region of £3500.00

Note: Careful consideration needs to be given to the implementation of point 4 to ensure that it has the desired effect by addressing the fundamental issues. It is vital that council take into account that elections will take place soon and members of staff that need to be in work to benefit from any form of mediation.

Deadline

- Update to Monitoring Officer by no later than 28 Feb and 31 May 2019

COUNCIL

	2018/19 Budget	2019/20 Draft Budget	Change from 2018/19	
100 <u>General Administration</u>				
4001 Salaries	309,880	331,117	21,237	See separate staff salary spreadsheet
4002 ER's NIC	25,619	45,694	20,075	See separate staff salary spreadsheet
4003 ER's Supn	59,530	65,614	6,084	See separate staff salary spreadsheet
4004 Overtime	4,000	6,000	2,000	
4011 Training	3,000	3,000	0	
4212 Mileage Costs	1,000	1,000	0	
4301 Purchase of Furniture/Equipment	4,500	4,500	0	Reduced to reflect actual cost
4302 Purchase of Materials	4,500	3,500	-1,000	Reduced to reflect actual cost
4306 Printing	1,100	7,000	5,900	£1400 quarterly + consumables
4307 Stationery	1,000	2,000	1,000	Increase to cover existing expenditure
4311 Professional Fees - Legal	2,250	3,000	750	Increase to cover existing expenditure
4312 Professional Fees - HR	2,250	4,000	1,750	Increase to cover existing expenditure
4314 Audit Fees	2,000	3,000	1,000	Increase to cover existing expenditure
4315 Insurance	12,800	12,800	0	
4321 Bank Charges	0	100	100	Budget in place due to costs incurred
4322 BACS Charges	600	600	0	
4323 PDQ Charges	500	500	0	
4325 Postage	1,650	1,750	100	Increase to cover existing expenditure
4326 Telephone	5,000	4,500	-500	Reduced to reflect actual cost
4327 Computers	5,275	7,500	2,225	Plans in place for computer upgrade
4331 Mayor's Allowance	1,500	1,500	0	
4333 Members Allowance	4,250	4,250	0	
4334 Members Training	500	2,500	2,000	New councillors after election?
4341 Grants	21,020	21,020	0	
4342 Subscription	3,500	4,000	500	Increase to cover existing expenditure
4343 Contributions to Provisions	5,000	6,000	1,000	£1,500 quarter to CTLA
tbc Election Costs		9,050	9,050	£17,050 max cost - £8,000 in E/M Reserve
4900 Miscellaneous Expenses	1,000	0	-1,000	Remove

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General Administration: Expenditure		483,224	555,495	72,271
1001	Precept	428,340	543,216	114,876
1005	Grants - Lewes DC	44,559	23,249	-21,310
1013	Income from Photocopying	500	500	0
1016	Housing Benefit Claims LDC	3,000	3,000	0
1017	Foodliner Sales	1,500	1,500	0
1050	Allotment Rent	950	950	0
1094	Other Customer & Client Receipts	1,300	1,300	0
1100	Interest Received	0	250	250
1309	Other Income	300	300	0
General Administration: Income		480,449	574,265	93,816
Net Expenditure over Income		2,775	-18,770	-21,545
<u>110</u>	<u>Civic Events</u>			
4332	Mayor's Reception	1,200	1,200	0
	Youth Mayor		0	0
4335	Civic Expenses	1,700	1,700	0
Civic Expenses: Expenditure		2,900	2,900	0
Net Expenditure over Income		2,900	2,900	0
<u>120</u>	<u>Marketing</u>			
4328	Website	2,000	1,500	-500
4329	Advertising	1,000	1,000	0
4330	Newsletter	2,000	1,500	-500
Marketing: Expenditure		5,000	4,000	-1,000
1094	Other Customer & Client Receipts	250	0	-250
Marketing: Income		250	0	-250
Net Expenditure over Income		4,750	4,000	-750

Reflects interest received

Two receptions in election year
Based on Civic Mgr requests
Based on Civic Mgr requests

Based on Civic Mgr requests
Based on Civic Mgr requests

130	<u>Neighbourhood Plan</u>	0	5,000	5,000	£3,806 in EM Reserve
4337	Neighbourhood Plan	0	5,000	5,000	
	Neighbourhood Plan: Expenditure				
1200	Income from Recharges	0	0	0	
	Neighbourhood Plan: Income	0	0	0	
	Net Expenditure over Income	0	5,000	5,000	
200	<u>Planning & Highways</u>				
4101	Repair/Alteration of Premises	1,000	1,000	0	Increase to cover existing expenditure
4111	Electricity	500	1,000	500	
4171	Grounds Maintenance Costs	500	500	0	
	Grass Verge Cutting		10,140	10,140	New addition for 2019/20
4312	Professional Fees - Other	1,000	0	-1,000	Remove
	Planning & Highways: Expenditure	3,000	12,640	9,640	
	Net Expenditure over Income	3,000	12,640	9,640	
300	<u>Grounds Team General Exp</u>				
4202	Repairs/Maintenance of Vehicle	2,500	4,000	1,500	Based on Grounds Mgr recommendation
4203	Fuel	3,600	3,600	0	
4204	Road Fund License	540	540	0	
4205	Hire/Lease of Vehicles	1,200	600	-600	Reduced to reflect actual cost
4304	Catering	100	100	0	
	Grounds Team: Expenditure	7,940	8,840	900	
	Net Expenditure over Income	7,940	8,840	900	
310	<u>Sports Park</u>				
4101	Repair/Alteration of Premises	1,560	1,560	0	Increase to cover existing expenditure
4111	Electricity	1,580	2,000	420	

4141	Water Services	2,000	2,000	0	
4164	Trade Refuse	1,960	4,400	2,440	Increase - £1,083 per quarter
4171	Grounds Maintenance Costs	7,100	7,100	0	
4900	Miscellaneous Expenses	4,960	0	-4,960	Remove
	Sports Park: Expenditure	19,160	17,060	-2,100	
1025	Rent & Service Charge	15,000	15,000	0	
1039	S/P Cats	0	3,600	3,600	Increase based on existing income
1041	S/P Telephone Masts	4,300	4,300	0	
1043	S/P Football Pitches	2,000	2,000	0	
1061	S/P Court Hire	5,200	5,200	0	
1094	Other Customer & Client Receipts	6,250	6,250	0	
	Sports Park: Income	32,750	36,350	3,600	
	Net Expenditure over Income	-13,590	-19,290	-5,700	
315	Big Park				
4101	Repair/Alteration of Premises	1,000	1,000	0	
4121	Rents	15,000	12,000	-3,000	Reduced to reflect actual cost
4131	Rates	1,600	1,700	100	Increase to cover existing expenditure
4141	Water Services	500	500	0	
4151	Fixtures & Fittings	200	200	0	
4166	Skip Hire	770	1,000	230	Based on Grounds Mgr recommendation
4173	Fertilisers & Grass Seed	3,000	4,000	1,000	Based on Grounds Mgr recommendation
4203	Fuel	2,000	2,000	0	
4302	Purchase of Materials	500	500	0	
4303	Machinery Mtce/Lease	2,500	1,500	-1,000	Reduced to reflect actual cost
	Big Park: Expenditure	27,070	24,400	-2,670	
1005	Grants - Lewes DC	25,000	25,000	0	
1094	Other Customer & Client Receipts	2,000	2,000	0	
	Big Park: Income	27,000	27,000	0	

Net Expenditure over Income		70	-2,600	-2,670
316	Gateway Café			
4101	Repair/Alteration of Premises	850	850	0
4111	Electricity	900	900	0
4112	Gas	400	400	0
4161	Cleaning Costs	3,000	5,000	2,000
4302	Purchase of Materials	1,000	1,000	0
4312	Professional Fees - Other	150	0	-150
4326	Telephones	250	0	-250
	Gateway Café: Expenditure	6,550	8,150	1,600
1025	Rent & Service Charge	7,340	7,340	0
1200	Income from Recharges	1,140	1,140	0
	Gateway Café: Income	8,480	8,480	0
	Net Expenditure over Income	-1,930	-330	1,600
320	Play Areas			
4101	Repair/Alteration of Premises	1,000	1,000	0
4111	Electricity	500	500	0
4161	Cleaning Costs	1,000	1,000	0
4301	Purchase of Furniture/Equipment	600	600	0
	Play Areas: Expenditure	3,100	3,100	0
	Net Expenditure over Income	3,100	3,100	0
330	Amenity Area			
4101	Repair/Alteration of Premises	6,100	3,000	-3,100
4141	Water Services	1,600	1,600	0
4164	Trade Refuse	1,740	2,500	760
4171	Grounds Maintenance Costs	27,400	15,000	-12,400
4301	Purchase of Furniture/Equipment	3,000	3,000	0

Increase to cover existing expenditure

Not applicable

Charged as part of main cost to cost centre 100

Reduced based on Grounds Mgr recommendation

Increase to cover existing expenditure

Reduced as result of changing grass contract

4305	Uniform	250	250	0	Remove
4900	Miscellaneous Expenses	500	0	-500	
	Amenity Area: Expenditure	40,590	25,350	-15,240	
1020	Income fm Grass/Verge Cutting	18,000	0	-18,000	New policy decision by Council
1044	Hire of the Dell	5,000	5,000	0	
1050	Allotment Rent	1,000	1,000	0	
1094	Other Customer & Client Receipts	4,900	4,900	0	
	Amenity Area: Income	28,900	10,900	-18,000	
	Net Expenditure over Income	11,690	14,450	2,760	
355	<u>The Hub</u>				
4103	Annual Servicing Costs	875	1,500	625	Increase to cover existing expenditure
4111	Electricity	1,500	1,500	0	
4112	Gas	1,500	1,500	0	
4131	Rates	2,240	2,240	0	
4303	Machinery Mtce/lease	120	120	0	
4305	Uniform	300	300	0	
4343	Contributions to Provisions	240	0	-240	Remove
tbc	Maintenance		4,000		
4900	Miscellaneous Expenses	20	0	-20	Remove
	The Hub: Expenditure	6,795	11,160	365	
1084	Sports Pavilion	15,700	15,700	0	
	The Hub: Income	15,700	15,700	0	
	Net Expenditure over Income	-8,905	-4,540	365	
360	<u>Community House</u>				
4101	Repair/Alteration of Premises	10,000	5,000	-5,000	Reduce pending decision on building future
4111	Electricity	7,200	5,500	-1,700	Reduced - average bill approx £400 pm
4112	Gas	3,500	2,500	-1,000	Reduced based on actual costs

£15,455 in 2017/18. 2018/19 due plus 2019/20

4122	Service Charge	12,900	31,000	18,100	
4131	Rates	15,000	15,000	0	
4141	Water Services	7,200	7,200	0	
4151	Fixtures & Fittings	500	500	0	
4161	Cleaning Costs	1,000	1,000	0	
4162	Cleaning Materials	5,000	2,500	-2,500	Reduced based on actual costs
4163	Personal Hygiene	1,000	2,000	1,000	£480 quarterly
4305	Uniform	500	500	0	
4343	Contributions to Provisions	1,700	0	-1,700	Remove
4900	Miscellaneous Expenses	400	0	-400	Remove
	Community House: Expenditure	65,900	72,700	6,800	
1069	C/H Police Room	1,500	1,500	0	
1070	C/H Phoenix Room	5,800	5,800	0	
1072	C/H Copper Room	11,500	11,500	0	
1075	C/H Charles Neville	10,000	10,000	0	
1076	C/H Main Hall	23,800	23,800	0	
1077	C/H Anzac Room	8,500	8,500	0	
1078	C/H Main Kitchen	1,200	1,200	0	
1079	C/H Anzac Kitchen	600	600	0	
1080	C/H Foyer	200	200	0	
1081	C/H Equipment Hire	700	700	0	
1084	Sports Pavilion	8,600	0	-8,600	Already included in the Hub cost centre
1085	Caretaking Recharge	1,600	1,600	0	
1091	Cinema Income	2,500	2,500	0	
1092	Electricity Feed-In Tariff	8,200	8,200	0	
1200	Income from Recharges	2,000	2,000	0	
	Community House: Income	86,700	78,100	-8,600	
	Net Expenditure over Income	-20,800	-5,400	15,400	
430	Summer Fair				
4306	Printing	0	0	0	Based on Civic Mgr requests

4329	Advertising	0	0	0	Based on Civic Mgr requests Based on Civic Mgr requests
4900	Miscellaneous Expenses	0	0	0	
	Summer Fair: Expenditure	0	0	0	
1045	Event Sponsorship	0	0	0	
1046	Stall Income (Events)	0	0	0	
	Summer Fair: Income	0	0	0	
	Net Expenditure over Income	0	0	0	
	COUNCIL: Expenditure	671,229	750,795	75,566	
	COUNCIL: Income	680,229	750,795	70,566	
	Net Expenditure over Income	-9,000	0	5,000	
	Precept	£428,340	£543,216	£114,876	
	Tax Base	4,831.2	4,863.5	32.3	
	Band D	£88.66	£111.69	£23.03	25.98%

GRANT APPLICATIONS FOR APPROVAL

After discussion at the Policy and Finance meeting of 15th Jan 2019 , the following grants were recommended for approval:

Charity	Amount	Proposer	Seconded	Decision
Saltdean Community Association	£200	Cllr Coles	Cllr Neave	A recorded vote was requested. In favour (6) – Cllrs, Cheta, Coles, Harris, Millimer, Neave, Robertson Against (4) – Cllrs Duhigg, Griffiths, Harrison-Hicks, Simmons
INAA	£1,000	Cllr Coles	Cllr Simmons	All in favour
Wave Leisure Trust Ltd	£750	Cllr Harrison-Hicks	Cllr Coles	All in favour
Rotary Club Newhaven, Peacehaven, Telscombe	£250	Cllr Cheta	Cllr Harrison-Hicks	All in favour
Peacehaven & Telscombe Cliffs Scout Group	£300	Cllr Cheta	Cllr Simmons	All in favour

