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PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of Peacehaven Town Council, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 26th November 2019

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

Officers; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis.

Youth Mayor, Katie Lane.

Deputy Youth Mayor, James Baines.

Guest speaker; Craig McKenzie from Barratt Homes.

Standing for co-option; Ms C Fox, Mr M Simmons, Mr J Carden, Mr R white.

Public; Three members of the public were also present.

1. C526 MAYOR'S REPORT & ANNOUNCEMENTS

Cllr Cheta read out the housekeeping and safety notices.

Cllr Cheta reported on his recent engagements as Mayor, the 'Happy To Share' initiative and forthcoming events.

Cllr Cheta noted the sad news of the death of former Mayor, Pauline Howard.

Cllr Harris reported on his recent engagements as Deputy Mayor.

2. C527 BRIEFING FROM MR CRAIG McKENZIE, PROJECT MANAGER, BARRATT HOMES

Mr McKenzie reported on progress at the Chalkers Rise site, complying with planning Conditions, improving working hours & practices, access arrangements and working with local groups and organisations.

3. C528 YOUTH MAYOR'S REPORT

Ms Lane and Mr Baines thanked the Council for the opportunity they have been given and for the help and support they have received.

Ms Lane and Mr Baines reported on their recent engagements and forthcoming events, noting that their chosen charity was 'Help for Heroes'.

Mr Baines reported on the results of a School survey regarding improvements for the Town.

4. C529 PUBLIC QUESTION TIME

1. Public questions

A member of the public asked about the development of the Meridian Centre and the Co-Op's plans. Cllr Collier stated that he will arrange for a written response to be provided on this.

2. Statements from those standing for co-option

The four candidates addressed the meeting, outlining their backgrounds and reasons for wishing to become a Councillor.

5. C530 TO CONSIDER APOLOGIES FOR ABSENCE

All Members were present.

6. C531 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Cheta as an acquaintance of Mr White, Mr Simmons & Mr Carden.

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Cllr Griffiths as an acquaintance of all the candidates for co-option and re. Item 15. as an organizer of coffee mornings.

Cllr Harris as an acquaintance of Mr Simmons & Mr Carden.

Cllr Collier as an acquaintance of Mr White, Mr Simmons & Mr Carden.

Cllr Veck re. Item 15. as an organizer of coffee mornings.

Cllr Duhigg as an acquaintance of Mr Simmons & Mr Carden and as the Council's LDC representative.

Cllr Mills as an acquaintance of Mr Simmons & Mr Carden and re. Item 15. as an organizer of coffee mornings.

Cllr Gallagher as an acquaintance of Mr Carden.

Cllr Hill as an acquaintance of Mr Simmons & Mr Carden.

Cllr Milliner as an acquaintance of Mr Simmons & Mr Carden.

Cllr Sharkey as an acquaintance of Mr Carden.

Cllr Paul as an acquaintance of Mr White & Mr Carden and re. Item 15. as an organizer of coffee mornings.

Cllr Seabrook as an acquaintance of Mr Simmons, Ms Fox & Mr Carden.

7. C532 TO CO-OPT A COUNCILLOR TO FILL THE VACANCY IN WEST WARD CREATED BY THE RESIGNATION OF CLLR WALTERS

It was resolved by an overall majority that Mr Ronald White be co-opted to fill this vacancy. Mr White signed the Declaration of Acceptance of Office form and joined the meeting. The Chairman welcomed Mr White to the Council.

(Mr McKenzie left the meeting).

8. C533 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 24th SEPTEMBER 2019

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

9. C534 TO RECEIVE THE MINUTES, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES

1. Policy & Finance Committee:-

1. To note and receive the minutes of the 19th November 2019

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

2. To endorse the Committee's recommendation for grant allocations for 2019/20

It was resolved approve the recommended 2019/20 grants allocation.

3. To approve the issue of the new Employee Handbook.

It was resolved to approve the Employee Handbook for issuing to staff.

4. To approve the introduction of the new employee Contract of Employment.

It was resolved to approve the Contract of Employment for issuing to staff.

5. To note and discuss the Draft Budget for 2020/21

The Clerk reported that the draft budget was work in progress; to be finalised at an additional meeting of the Policy & Finance Committee on the 10th December 2019.

Cllr Collier's report on a proposal for a joint project between PTC & TTC for increased youth provision at The Joff was noted and discussed; PTC's contribution would be two-thirds of the costs, which were estimated in the paper. It was resolved to support this project in principle, subject to the sight of a more detailed proposal and costings.

The involvement of the Youth Mayor was considered a key part of this initiative.

2. Planning & Highways Committee:-

- 1. To note and receive the minutes of the 1st October, 22nd October & 12th November 2019**

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

3. Personnel Committee: -

- 1. To note and receive the minutes of the 14th October 2019, 22nd October 2019, 5th November 2019 & 19th November 2019**

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

4. Leisure, Amenities & Environment Committee:-

- 1. To note and receive the minutes of the 5th November 2019**

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

5. Civic & Events Committee:-

- 1. To note and receive the minutes of the 8th October 2019**

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

- 2. Re-establishing Town twinning relationships and activities**

Mrs Donovan's paper was noted and discussed. It was resolved, by majority, to reform the twinning towns arrangements and that PTC would host the first event. It was noted that PTC would not be able to fund the costs for visitors, or for PTC visits abroad.

6. Business Plan & E-Comm's Committee:-

- 1. To appoint a Chairman for the Committee and agree its Terms-of-Reference.**

It was resolved that Cllr Milliner be the Chairman of the Committee and to adopt the proposed Terms-of-Reference, amended to show a clarification in Item 1a. that Community House is part of the Meridian Centre.

10. C535 TO RECEIVE REPORTS FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

- 1. To approve the Letter of Engagement for Mr J Boot, NDP Consultant.**

It was resolved to approve this letter.

- 2. To approve the Letter of Authorisation for Dr M Earthey, Energy Consultant.**

It was resolved to approve this letter.

- 3. NDP Steering Group & project updates** – Cllr Gallagher's report was noted and discussed. Cllr Gallagher noted that the project is moving apace, that the new Planning Consultant was proving very effective and that the NDP website and social media presence will be enhanced in the New Year.

11. C536 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

Cllr Collier & Cllr Duhigg noted that LDC is in purdah and that therefore there were no reports.

12. C537 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES

Cllr Simmons reported on the recent meeting of the Town Forum.

Cllr Gallagher noted that, at the next Chamber of Commerce meeting, she will be doing a presentation on the NDP

Cllr Hill reported on meetings and activities she had attended at PCS and Kempton House.

Cllr Sharkey reported on the recent CAB AGM.

Cllr Seabrook noted that there is a Greenhavens Network meeting on the 4th December 2019 and an exercise at The Orchard on the 21st December 2019 to plant trees.

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Cllr Paul reported that there is a CTLA social event on the 29th November 2019.

13. C538 TO ADOPT THE LDC REVISED MEMBERS CODE OF CONDUCT

It was resolved to adopt this revised Code.

14. C539 APPOINTMENT OF ADDITIONAL COUNCILLORS TO COMMITTEES & OUTSIDE BODIES

It was resolved to appoint Cllr White to the Planning & Highways Committee; Cllr Hill & Cllr Duhigg to the Personnel Committee; and Cllr White, Cllr Symonds & Cllr Seabrook to the Grants Sub-Committee.

Cllr Duhigg noted that she was withdrawing from the ESCC SLR group.

15. C540 TO DISCUSS WAYS OF OPTIMISING THE USE OF THE KITCHEN & FOYER AT COMMUNITY HOUSE ON WEEKDAYS

The circulated papers were noted and discussed.

The Clerk flagged this as an urgent matter in view of the fact that a major hirer was leaving at the end of the year.

It was noted that the hirers' user group would be meeting again on the 30th January 2020.

It was agreed that there was a need to maintain this facility as it provided an important service to the community and was a factor in combatting loneliness and isolation in the Town.

Options for the continuation of this service were discussed.

It was resolved that this matter should be taken forward by the Business Plan Committee.

16. C541 TO SET UP A CLIMATE CHANGE EMERGENCY WORKING GROUP:-

1. To discuss Terms-of-Reference for the Working Party

It was noted that the Terms-of-Reference will be drafted at the WP's first meeting.

2. To appoint Members to the Working Party

It was resolved that the WP members should be Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Sharkey, plus Youth Mayor & Deputy Youth Mayor to be invited to participate via an approach to PCS.

3. To agree a budget to fund the Carbon Footprint audit

It was resolved that a budget of £5,000 be set aside in the 2020/21 budget,

4. To approve the Action Plan

It was resolved by majority to adopt the circulated Action Plan.

17. C542 TO NOTE AND DISCUSS CORRESPONDENCE RECEIVED:-

1. Peacehaven Focus Group re. policing and CCTV in the Town.

The letter from PFG was noted and discussed. It was resolved that Cllr Symonds will take this matter forward in liaison with other Councillors and the Clerk as appropriate.

2. Peacehaven Focus Group re. the protection of Town car parks.

The letter from PFG was noted and discussed. It was resolved that Cllr Gallagher will take this matter forward in combination with the developing NDP.

3. Peacehaven Focus Group re. breach of Barratts Conditions of working at Chalkers Rise

The email from PFG was noted and discussed. It was resolved that the Clerk will take this matter up directly with the Head of Planning at LDC.

(All remaining members of the public left the meeting. Mrs Donovan & Ms Onis also left the meeting).

CONFIDENTIAL

(In accordance with Standing Order 3(d) 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 were excluded from the discussion of the following items).

18. C543 CONFIDENTIAL REPORT & MATTERS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE

The circulated Action Plan/report was received noted and It was resolved to adopt the confidential minutes of the 22nd October 2019, 5th November 2019 & 19th November 2019 as a true record.

19. C544 CONFIDENTIAL REPORT & MATTERS TO RECEIVE & RATIFY FROM THE POLICY & FINANCE COMMITTEE

It was resolved to appoint the recommended preferred supplier for the Council's IT upgrade and ongoing support.

It was resolved to retain the Council's existing cleaning and finance contractors for a further period, i.e. until the end of April 2019.

20. C545 DEVELOPMENT OF THE MERIDIAN CENTRE UPDATE

The Clerk reported that, as actioned at the previous full council meeting, he had contacted the Chief Executive of Lewes District Council on this matter, which remains subject to a very high level of commercial confidence.

It was resolved that further discussions should be held with LDC. Cllr Collier will assist the Clerk with this.

21. C546 DATE OF THE NEXT MEETING – Tuesday 14th January 2020

There being no further business the meeting closed at 22:07.

