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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
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PEACEHAVEN
EAST SUSSEX
BN10 8BB

20th November 2019

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Tuesday 26th November 2019 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 C526 MAYOR'S REPORT & ANNOUNCEMENTS
- 2 C527 BRIEFING FROM MR CRAIG MCKENZIE, PROJECT MANAGER, BARRATT HOMES
- 3 C528 YOUTH MAYOR'S REPORT
- 4 C529 PUBLIC QUESTION TIME
 - 4.1 Public questions
 - 4.2 Statements from those standing for co-option
- 5 C530 TO CONSIDER APOLOGIES FOR ABSENCE
- 6 C531 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS
- 7 C532 TO CO-OPT A COUNCILLOR TO FILL THE VACANCY IN WEST WARD CREATED BY THE RESIGNATION OF CLLR WALTERS (pages 181-203)
- 8 C533 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 24th SEPTEMBER 2019 (pages 5-12)
- 9 C534 TO RECEIVE THE MINUTES, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES
 - 9.1 Policy & Finance Committee:-
 - 9.1.1 To note and receive the minutes of the 19th November 2019 (pages 13-18)
 - 9.1.2 To endorse the Committee's recommendation for grant allocations for 2019/20 (pages 19-26)
 - 9.1.3 To approve the issue of the new Employee Handbook.
 - 9.1.4 To approve the introduction of the new employee Contract of Employment.
 - 9.1.5 To note and discuss the Draft Budget for 2020/21
 - 9.2 Planning & Highways Committee:-
 - 9.2.1 To note and receive the minutes of the 1st October, 22nd October & 12th November 2019 (pages 27-54)
 - 9.3 Personnel Committee:-
 - 9.3.1 To note and receive the minutes of the 14th October, 22nd October, 5th November 2019 & 19th November (pages 55-68)
 - 9.4 Leisure, Amenities & Environment Committee:-
 - 9.4.1 To note and receive the minutes of the 5th November 2019 (pages 69-78)
 - 9.5 Civic & Events Committee:-
 - 9.5.1 To note and receive the minutes of the 8th October 2019 (pages 79-86)
 - 9.5.2 Reestablishing Town twinning relationships and activities (page 87)

Agenda for the Meeting of Peacehaven Town Council – 26th November 2019

9.6 Business Plan & E-Comm's Committee:-

- 9.6.1 To appoint a Chairman for the Committee and agree its Terms-of-Reference. (page 89-91)**

10 C535 TO RECEIVE REPORTS FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (pages 93-111)

- 10.1 To approve the Letter of Engagement for Mr J Boot, NDP Consultant.**
10.2 To approve the Letter of Authorisation for Dr M Earthey, Energy Consultant.
10.3 NDP Steering Group & project updates.

11 C536 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

12 C537 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES (page 113)

13 C538 TO ADOPT THE LDC REVISED MEMBERS CODE OF CONDUCT (pages 117-155)

14 C539 APPOINTMENT OF ADDITIONAL COUNCILLORS TO COMMITTEES & OUTSIDE BODIES (pages 157-159)

15 C540 TO DISCUSS WAYS OF OPTIMISING THE USE OF THE KITCHEN & FOYER AT COMMUNITY HOUSE ON WEEKDAYS (pages 161-165)

16 C541 TO SET UP A CLIMATE CHANGE EMERGENCY WORKING GROUP:- (page 167)

- 16.1 To discuss Terms-of-Reference for the Working Party**
16.2 To appoint Members to the Working Party
16.3 To agree a budget to fund the Carbon Footprint audit
16.4 To approve the Action Plan

17 C542 TO NOTE AND DISCUSS CORRESPONDENCE RECEIVED:-

- 17.1 Peacehaven Focus Group re. policing and CCTV in the Town. (page 171-173)**
17.2 Peacehaven Focus Group re. the protection of Town car parks. Page 175-177)
17.3 Peacehaven Focus Group re. breach of Barratts Conditions of working at Chalkers Rise (page 179)

NOTE: 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 are excluded from the discussion of the following items:-

18 C543 CONFIDENTIAL REPORT & MATTERS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE (page 204-227)

19 C543 CONFIDENTIAL REPORT & MATTERS TO RECEIVE & RATIFY FROM THE POLICY & FINANCE COMMITTEE (pages 228-231)

20 C544 DEVELOPMENT OF THE MERIDIAN CENTRE UPDATE

21 C545 DATE OF THE NEXT MEETING – Tuesday 14th January 2020



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Minutes of the meeting of Council, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 24th September 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.

Officers; Town Clerk, Tony Allen; Civic & Marketing Manager, Deborah Donovan;

Guest speakers; Colin Richardson & James Turner from Neighbourhood First.

Public; One member of the public was present.

1. C511 MAYOR'S REPORT & ANNOUNCEMENTS

One minute's silence was held in memory of Mr Alan Sargent, former Councillor & Town Manager.

The Chairman welcomed everyone to the meeting and reported on funds raised from events to-date and upcoming events.

2 C512 PRESENTATION BY NEIGHBOURHOOD FIRST

Colin Richardson and James Turner gave a talk on Neighbourhood First's responsibilities, activities, projects, recent incidents and public engagements. It was noted that there could be more Council involvement and support for its operations.

[Colin Richardson & James Turner left the meeting]

3 C513 PUBLIC QUESTION TIME

A member of the public spoke in relation to the Chalkers Rise development, noting that certain S.106 obligations, that should have been carried out by the developer prior to first occupation, had not yet been met.

The Chairman stated that a written reply would be provided.

4 C514 TO CONSIDER APOLOGIES FOR ABSENCE

An apology from Miss V Onis, Administration Officer, was accepted.

[CLERK'S NOTE: An apology from DCllr Miller had been received by email].

5 C515 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interests made.

[It was agreed to bring Item 8.5 forward to this part of the Agenda].

8.5 Civic & Amenities Committee

Mrs Donovan reported on recent discussions with the Head Teacher at PCS regarding the appointment of a Youth Mayor & Deputy.

It was resolved that the currently elected Student President & Deputy should be invited to fill these positions.

[Mrs Donovan left the meeting].

6 C516 UPDATE ON FILLING THE VACANCY IN WEST WARD CREATED BY THE RESIGNATION OF CLLR WALTERS

The Clerk reported that he had been advised by LDC that this vacancy can be filled by co-option.

It was resolved that the Clerk should proceed with arrangements for co-opting a replacement Councillor.

7 C517 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20th AUGUST 2019

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

8 C518 TO RECEIVE THE MINUTES, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES

8.1 Policy & Finance Committee:-

8.1.1 To note and receive the minutes of the 20th August & 17th September 2019

It was resolved to adopt these minutes.

8.1.2 To endorse the Committee's recommendation for CIL funds to be used to create additional DDA car parking spaces at the Big Park.

It was resolved to authorise the use of Council's CIL funding for this work.

8.1.3 To consider upgrading the Business Plan Working Party to full Committee status

It was resolved that this Working Party be given full Committee status.

8.1.4 To adopt the recommended revised grants policy and application form

It was resolved to adopt this policy and related documents.

8.2 Planning & Highways Committee:-

8.2.1 To note and receive the minutes of the 6th August & 3rd September 2019

It was resolved to adopt these minutes.

8.2.2 Neighbourhood Development Planning report:-

The Steering Group Committee asks Council to note and receive the following meeting minutes:-

1. 13th August 2019

2. 27th August 2019

The meeting minutes were noted and received.

The Steering Group Committee endorses and recommends to full Council the approval of the following:-

1. Updated Steering Group Terms of Reference

It was noted that the Terms-of-Reference had been approved by Telscombe Town Council.

A number of suggested amendments and areas for clarification were noted.

It was resolved by majority to adopt the updated Terms-of-Reference as drafted, with proposed amendments notified to the Clerk to produce an updated version for agreement by both Councils.

2. The appointment of Mr James Boot as Consultant for the NDP (in place of O'Neil Homer)

Cllr Gallagher outlined the work that Mr Boot will undertake, the related costs and sources of funding.
It was resolved by majority that this appointment should be made, subject to the contract being agreed by Council.

3. The authorisation of Dr Mark Earthey (of Maitland Energy Consulting Ltd) to carry out research on behalf of Peacehaven and/or Telscombe Town Council(s) and to state the Councils' concerns to various electricity industry working groups with a view to starting a collaborative community energy scheme

It was noted that no financial commitment is envisaged for the fact finding exercise

It was resolved by majority for this research to be carried out.

8.3 Personnel Committee:-

8.3.1 To note and receive the minutes of the 17th September 2019

It was resolved to adopt these minutes.

8.4 Leisure, Amenities & Environment Committee:-

8.4.1 To note and receive the minutes of the 10th September 2019

It was resolved to adopt these minutes.

8.5 Civic & Events Committee

[See above].

9 C519 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

Cllr Duhigg reported that she had been appointed as a member of the LDC CIL Board and encouraged the Town Council to bid for LDC CIL funding where possible.

Cllr Collier gave the following reports:-

- LDC funding and staffing for its climate change activities.
- Repair of the bridge to Newhaven Fort.
- Seaford Health Hub to be debated at the next LDC meeting.

10 C520 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES

Cllr Paul reported on the recent CTLA AGM and an event at the Community Garden.

Cllr Seabrook reported on the Community Garden including the need to establish a Committee, to raise fund and recruit volunteers, ready for a relaunch in the Spring of 2020.

Cllr Duhigg reported that the Access Group will be holding its AGM on the 1st October 2019.

Cllr Hill reported on a recent meeting with the Peacehaven & Telscombe Housing Association and discussions with tenants.

Written reports by Cllr Griffiths relating to the Community Network and the Community Orchard were noted.

11 C521 TO APPOINT EAST SUSSEX ALC REPRESENTATIVES & ATTENDEES FOR ITS AGM/CONFERENCE ON THE 10th OCTOBER 2019

It was resolved to appoint Cllr Hill and Cllr Symonds as the Council's SSALC/ESALC representatives.

It was noted that all Councillors are welcome to attend the AGM and conference.

12 C522 TO DISCUSS THE SENDING OF MINUTES & AGENDAS TO THE PUBLIC

The Clerk related the background to this item.

It was noted that the Council's web site facility was in-line with that of other councils.

Cllr Seabrook noted the need to comply with accessibility requirements for people with disabilities.

After discussion it was resolved that there is a need for providing email and paper copies of meeting documents, which must be requested in advance: paper copies to be collected from the Council's offices and the use of this facility to be monitored.

13 C523 TO RATIFY THE FOLLOWING RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE:-

13.1 The implementation of a new working rota following the consultation on Caretakers staffing structure & rotas

The Clerk's paper was noted and discussed in detail.

Cllr Seabrook outlined the proposed changes and the reasoning behind them, noting that these are part of a phased implementation of the consultation's outcomes.

It was resolved by majority that the new working rota and related changes, as listed, should be implemented.

13.2 To implement a revised staffing structure

The Clerk's paper was noted and discussed.

Cllr Seabrook outlined the proposed changes and the reasoning behind them.

It was noted that staff job descriptions will be updated where required.

It was resolved to adopt the new staffing structure.

13.3 To confirm the appointment of Ms V Onis

The Clerk's paper was noted and discussed.

It was resolved that Miss Onis' appointment should be confirmed under the terms proposed.

14 C524 UPDATE ON THE DEVELOPMENT OF THE MERIDIAN CENTRE

The Clerk's paper was noted and discussed in detail.

The provisions of the LDC Local Plan and the Town Council's Neighbourhood Development Plan were noted.

It was resolved that the Clerk should work with the Chief Executive of LDC on this matter.

15 C525 DATE OF THE NEXT MEETING – Tuesday 26th November 2019

There being no further business the meeting closed at 21:44.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 19th November 2019 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr C Gallagher. Town Clerk T Allen, Finance Administrator Z Malone.
One member of the public was also present.

PF425 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the safety and housekeeping notices.

PF426 PUBLIC QUESTIONS

One member of the public was present to observe the meeting.

PF427 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apology received from Mr Andy Beams.

PF428 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF429 TO ADOPT THE MINUTES OF 17th SEPTEMBER 2019

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

PF430 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE

The reports produced for the meeting were noted and reviewed.

The Chairman reported on the Council's financial performance at Month 7, noting outline income, expenditure and outturn projections for the full year.

Cllr Seabrook noted that these figures are affected by projected income that may/will not be received.

PF431 TO NOTE REQUIRED OVER-EXPENDITURE FOR COMMUNITY HOUSE MAINTENANCE

It was resolved to ratify the expenditure authorized by the Clerk, under his emergency powers, relating to boiler and emergency lighting repairs at Community House.

PF432 GRANTS SUB-COMMITTEE:

1. Minutes of the meeting held on the 13th NOVEMBER 2019

These draft minutes were received, subject to their adoption by the Sub-Committee at its next meeting.

2. Approval of grants for Round 1 2019/20 for recommendation to Council

Cllr Seabrook presented his spreadsheet, detailing the Sub-Committee's recommendations for grants in the current financial year. It was resolved to approve these grants, as proposed, for recommendation to Council.

PF433 COMMUNITY INFRASTRUCTURE LEVY (CIL) – Proposal by Cllr Gallagher for the formation of a Working Party

Cllr Gallagher outlined her proposal. It was noted that this relates to the CIL monies held by Lewes District Council; not those held by PTC.

It was noted that support and training is available from LDC.

It was resolved that a CIL Working Party should be created; membership comprising of Cllr Gallagher, Cllr Sharkey, Cllr Harris, Cllr Cheta, the Clerk, the Finance Administrator and the Head Groundsman.

PF434 TO CONSIDER A PEACEHAVEN/TELSCOMBE JOINT PROJECT FOR INCREASED YOUTH SERVICES PROVISION

Cllr Collier's briefing paper was noted and discussed. Cllr Collier briefed the meeting about this joint proposal for an additional youth session at The Joff, which would include the cost of two youth workers, starting in the next financial year. Estimated costs for inclusion in the draft budget were noted.

Cllr Griffiths noted that ring-fenced JAG youth funding of £4,000 is held by PTC

It was resolved to support this project and recommend it to Council.

PF435 TO APPROVE TERMS OF REFERENCE FOR THE BUSINESS PLAN & E-COMMS COMMITTEE FOR SUBMISSION TO COUNCIL

The draft Terms-of-Reference were noted and discussed.

It was noted that 'Redeveloping The Hub' would be progressed by the Working Party set up by the Leisure, Amenities & Environment Committee, which would then feed into the Business Plan Committee.

It was resolved to approve the draft Terms-of-Reference, with the addition of text to clarify that all Committees will feed into the Business Plan Committee, whose objective is to produce an overarching Business Plan and strategy for Council.

PF436 TO AGREE THE PURCHASE OF A REPLACEMENT RIDE-ON MOWER

The briefing papers from the Head Groundsman were noted and discussed in detail, including the various options and costs for acquiring a replacement mower.

The impact on the Council's finances and draft budget were considered.

It was resolved by majority to retain the current mower and make provision in the draft budget to have it fully serviced, plus an allowance for any parts required during the year and provision for hiring a replacement in case of breakdowns.

PF437 TO APPROVE TREE POLLARDING WORKS

The briefing paper from the Head Groundsman was noted and discussed in detail.

It was noted that the Leisure, Amenities & Environment Committee had approved this work, but had referred the matter as there is no budget for this.

It was resolved not to fund these works from an alternative budget.

PF438 TO APPROVE A 2% INCREASE IN HIRE CHARGES FOR COMMUNITY HOUSE & SPORTS PARK FACILITIES IN 2020/21

It was resolved to approve this 2% increase in hire charges, from April 2020, and that the 'Coffee mornings' pricing structure should be brought into line with the other hire categories and allow for the same level of differentiation between 'Voluntary/Charity groups', 'Private' and 'Commercial' hirers.

PF439 COUNCIL'S & COMMITTEES' BUDGETARY REQUIREMENTS FOR 2020/21 – PASS 1

The Chairman stated that he and the Clerk will populate the Committee's section of the draft budget.

It was resolved that an additional meeting of the Committee would be held on the 6th December 2019 to finalise the 2020/21 draft budget, precept requirement and reserves level, for presentation to Council at its meeting in January 2020.

In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

PF440 AGED DEBT ANALYSIS

The Finance Administrator's report was noted and discussed.

MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING - Tuesday 19th November 2019

It was noted that outstanding balances had slightly increased in the last two reported months and that a number of debts continuously in the over three months category were not proving easy to recover. The Finance Administrator and the Information Officer were commended for their hard work in this matter. It was noted that invoicing improvements are in-hand.

PF441 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR

Cllr Collier related the background to this item, noting that the dealings with the preferred supplier during the bidding process had been very professional and that this company had come highly recommended by a neighbouring Council.

It was noted that the proposed financial package was the best fit with the Council's financial position.

It was resolved to appoint the preferred supplier as the Council's provider of IT equipment and support, as per the tender specification dated 14th October 2019, for an initial contractual period of five-years.

PF442 TO APPROVE THE NEW EMPLOYEE HANDBOOK FOR SUBMISSION TO COUNCIL

Cllr Seabrook related the background to this item.

It was resolved to recommend adoption by Council.

PF443 TO APPROVE THE NEW EMPLOYEE CONTRACT OF EMPLOYMENT FOR SUBMISSION TO COUNCIL

Cllr Collier related the background to this item.

It was resolved to recommend adoption by Council.

PF444 TO CONSIDER THE RETENTION OF THE COUNCIL'S FINANCE & CLEANING CONTRACTORS

This matter was discussed in detail.

It was resolved to retain the Council's Locum Finance Officer for an additional three months, i.e. until the end of April 2020, under current terms.

Clerk to produce a timeline plan for the work required, to include the following: -

- Finalising the 2020/21 budget/precept requirements.
- Remaining training for the Finance Administrator.
- RBS and related training for the Clerk.
- End-of year requirements, submissions, reports, etc.

It was resolved to retain the Council's Cleaning Contractor for an additional three months, i.e. until the end of April 2020, under current terms.

PF445 DATE OF NEXT MEETING

Friday 6th December 2019 at 6.30pm to finalise the 2020/21 draft budget, precept requirement and reserves level, for presentation to Council.

There being no further business, the meeting closed at 21:10



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Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Wednesday 13th November 2019 at 6.30 p.m.

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr C Cheta, Cllr J Harris, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr David Seabrook. Town Clerk, Tony Allen, Admin Officer, Ms V Onis.

The Chairman welcomed everyone to the meeting and read out the safety, housekeeping and events notices.

It was resolved to take an additional standard Agenda item at this point:-

- It was resolved to adopt the minutes of the meeting held on the 14th August 2019 as a true record.

1 GSC009 PUBLIC QUESTION TIME

Two members of the public were in attendance to observe the meeting.

2 GSC010 TO CONSIDER APOLOGIES FOR ABSENCE

An apology was accepted from Cllr. Duhigg, who was unwell. It was resolved that Cllr Seabrook could substitute for Cllr Duhigg.

3 GSC011 ELECTION OF A VICE-CHAIRMAN

It was resolved to postpone this item until the next meeting.

4 GSC012 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Seabrook as a member of Greenhavens and the Horticultural Society.

Cllr Griffiths as a member of Greenhavens and the Meridian Coast & Downs Mature Citizens.

Cllr Harris as a member of the Horticultural Society.

Cllr Cheta as CTLA and Kempton House are two of his Mayor's nominated charities.

5 GSC013 TO REVIEW GRANT APPLICATIONS FOR ROUND 1 2019/20 AND MAKE RECOMMENDATIONS TO THE POLICY & FINANCE COMMITTEE

The grant applications received were discussed in detail and recommendations for each one were resolved, as set out in the Appendix to these minutes.

It was resolved that, for cases where room hire forms the grant, this will be accounted for by a one-off transfer from the grants budget to the Community House income budget; requiring one invoice only.

It was resolved that for 2020/21, Service Level Agreements will be established with CAB and CTLA and both accounted for under separate budget headings.

6 GSC014 TO DISCUSS AND AGREE ARRANGEMENTS FOR GRANT APPLICATIONS FOR ROUND 2 2019/20

It was resolved that there would be only one round of grant allocations for the current financial year, but that in 2020/21 there would be two; the first in April/May 2020 and the second in October/November 2020.

Cllr Cheta noted that the House Project still has funding available in the current year. Clerk to arrange for this to be advertised.

Meeting of Peacehaven Town Council Grants Sub-Committee 13th November 2019

7 GSC015 TO DISCUSS AND AGREE 2020/21 BUDGETARY REQUIREMENT FOR GRANTS

It was resolved that the following amounts would be put forward for the draft budget for 2020/21:-

- CTLA £6,000
- CAB £11,500
- All other grants £10,000

8 GSC016 DATE OF THE NEXT MEETING

To be held in April/May 2020.

There being no further business, the meeting closed at 19:33.

Meeting of Peacehaven Town Council Grants Sub-Committee 13th November 2019

APPENDIX

ORGANISATION	2018/19 Amount Paid	2019/20 Amount Requested	Summary of reasons for grant request	Approved Yes / No	Amount Agreed	Comments on Decision
Citizens Advice Lewes District		£ 11,500.00	Core grant £8,500 + top-up grant £3,000	Yes	£ 11,500.00	Requires service level agreement next year and funded separately in the budget.
Wave Leisure	£ 750.00	£ 2,000.00	To run a programme with partners to offer a diverse and engaging range of activities and sessions for the children and young people from the Town.	No	£ -	
Association of carers		£ 1,300.00	Towards a pilot scheme to provide a "carers café" in peacehaven for Carers and their clients to use for various activities, eg crafts and exercise.	Yes	£ 400.00	Suggest use of community house venue & kitchen
Home start East Sussex		£ 1,200.00	Towards promotion, intake, delivery and evaluation for a 6 week domestic abuse recovery program.	Yes	£ 1,200.00	
Age Concern Peacehaven		£ 1,000.00	Towards the up grade of Kempton House - new chairs.	No	£ -	
Revitalize	£ 700.00	£ 750.00	To provide essential respite breaks for disabled people and their carers.	Yes	£ 750.00	
Peacehaven Players	Room Hire	£ 750.00	Towards the costs of lighting & sound specialists.	Yes	£ 750.00	
Peacehaven Youth Theatre		£ 750.00	Towards hall hire, leaflets, advertising, Bluetooth speaker, insurance & photocopying.	Yes	£ 500.00	
ABC Fund		£ 750.00	To cover the cost of 20 luxury food hampers for local disadvantaged children & families.	Yes	£ 750.00	
The open air Jubilee Gym		£ 672.00	To purchase a arm & pedal machine which was promised in 2017	No	£ -	Funded from budget as previously approved
Chichester Diocesan Association for Family Support Work		£ 600.00	To support the set up of a Kinship Carers support group for families living in Peacehaven	Yes	£ 600.00	
Peacehaven Fibromyalgia, ME & CFS Support Groups	Room Hire	£ 501.00	To cover the costs of hiring the Anzac Room & the kitchen; to release funds to support activities.	Yes	£ 501.00	Room Hire - Internal Transfer
Peacehaven 3rd Guides		£ 500.00	To purchase 4 x 6 man tents	No	£ -	Please apply again next year
Peacehaven Horticultural Society		£ 500.00	To cover the costs of hiring the meeting room for the Horticultural society	Yes	£ 500.00	Room Hire - Internal Transfer
CATS Club		£ 310.00	Towards a wooden shed for storage for childrens indoor & outdoor equipment.	No	£ -	Suggest apply to House Project
Telcombe Village Club		£ 300.00	Towards the up keep of the Hall	No	£ -	
Kempton House Day Centre		£ 300.00	Towards the cost of replacing a fence,	Yes	£ 300.00	
Peacehaven Rangers (older Girl Guides)		£ 300.00	Towards running costs/May used for parades.	Yes	£ 300.00	
CTLA		£ 300.00	Towards funding to carry out a 6 month trial in partnership with Town Council, to enable more residents to use the facilities	Yes	£ 300.00	
Greenhewens Network		£ 250.00	To help fund a mini bus and lunch for Greenhaven members to visit the Gardens in Peacehaven	Yes	£ 250.00	
Peacehaven Art Club		£ 150.00	To cover the costs of visiting demonstrators.	Yes	£ 150.00	
Friends of Downbirds		£ 300.00	Various activities including exercise and creative arts	Yes	£ 300.00	
Maidan Coast & Downs Mature Citizens		£ 250.00	To maintain cost of Christmas Lunch	Yes	£ 250.00	
Age UK		£ 750.00	New Activities Programme	Yes	£ 750.00	
CTLA			Community Transport	No	£ -	CL grant if proceeding
TOTALS	£ 1,450.00	£ 20,881.00			£ 20,151.00	

ORGANISATION	2016/17 Amount Paid	2019/20 Amount Requested	Summary of reasons for grant request		Voluntary / Community	Completed grant form	Sound Financial Management	Retrospective?	Peacehaven Residents?	Other Funding?	Sustainable	Management	Need	Impact on Environment?	Co-Funding	Self Help Measures	Approved Yes / No	Amount Awarded	Comments on Decision
Christmas Advice Lewes District		£ 11,500.00	Core grant £5,500 + top-up grant £5,000		Large												Yes	£ 11,500.00	Requires service level agreement next year and funded separately in the budget.
Wave Leisure	£ 750.00	£ 2,800.00	To run a programme with partners to offer a diverse and engaging range of activities and sessions for the children and young people from the town.	Large	Yes	No	Yes	Yes	Yes		Yes	Yes	Yes	?	Yes	Yes	No	£ -	
Association of carers		£ 1,300.00	Towards a pilot scheme to provide a "carers safe" in Peacehaven for Carers and their clients to use for various activities, eg crafts and exercise.	Large	Yes	Yes	Yes	No	20	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	Yes	£ 400.00	Suggest time of community house venue & kitchen
Home start East Sussex		£ 1,295.00	Towards promotion, linkages, delivery and evaluation for a 6 week domestic abuse recovery program.	Large	Yes	Yes	Yes	No	30	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	Yes	£ 1,300.00	
Age Concern Peacehaven		£ 4,000.00	Towards the upgrade of Kompton House - new chairs.	Large	Yes	Yes	Yes	?	70	Yes	Yes	Yes	Yes	Positive	Yes	Yes	No	£ -	
Redcliffe	£ 750.00	£ 750.00	To provide essential respite breaks for disabled people and their carers.	Small	Yes	Yes	Yes	No	2	Yes	Yes	Yes	Yes	Negative	Yes	Yes	Yes	£ 750.00	
Peacehaven Players	Room Hire	£ 750.00	Towards the costs of lighting & sound specialists.	Small	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	?	Yes	Yes	Yes	£ 750.00	
Peacehaven Youth Theatre		£ 750.00	Towards hall hire, insurance, advertising, bluetooth speaker, insurance & photocopying.	Small	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	?	Yes	Yes	Yes	£ 500.00	
ABC Fund		£ 750.00	To cover the cost of 20 luxury food hampers for local disadvantaged children & families	Small	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	Yes	£ 750.00	Funded from budget as previously approved
The open air Jubilee Gym		£ 672.00	To purchase a arm & pedal machine which was promised in 2017	Already Aged													No	£ -	
Chichester Diocesan Association for Family Support Work		£ 600.00	To support the set up of a Kinship Carers support group for families living in Peacehaven	Small	Yes	Yes	Yes	No	30	Yes	No	Yes	Yes	Neutral	Yes	Yes	Yes	£ 600.00	Room Hire - Internet Transfer
Shanavan Fibronyglie, WIE & CFS Support Groups	Room Hire	£ 501.00	To cover the costs of hiring the Armar Room & the Kitchen to release funds to support activities.	Room Hire	Yes	Yes	Yes	No	53	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	Yes	£ 501.00	Please apply again next year
Peacehaven 3rd Guides		£ 500.00	To purchase 4 x B mat tents.	Small	Yes	Yes	Yes	?	14	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	No	£ -	Room Hire - Internet Transfer
Peacehaven Horticultural Society		£ 500.00	To cover the costs of hiring the meeting room for the horticultural society	Small	Yes	Yes	Yes	No	85	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	Yes	£ 500.00	Suggest apply to House Project
CAT'S Club		£ 310.00	Towards a wooden stand for storage for childrens indoor & outdoor equipment.	Small	Yes	Yes	Yes	No	500	No	No	Yes	Yes	Neutral	No	No	No	£ -	
Toiscombe Village Club		£ 300.00	Towards the up keep of the Hall	Small	Yes	Yes	Yes	No	2	Yes	?	?	No	Neutral	Yes	Yes	No	£ -	
Kompton House Day Centre		£ 300.00	Towards the cost of replacing a lamp.	Small	Yes	Yes	Yes	No	70	Yes	Yes	Yes	Yes	Neutral	Yes	Yes	Yes	£ 300.00	
Peacehaven Rangers (older Girl Guides)		£ 300.00	Towards running cossing used for parties.	Small	Yes	Yes	Yes	No	28	No	Yes	Yes	Yes	Neutral	No	Yes	Yes	£ 300.00	
CTLA		£ 300.00	Towards funding to carry out a 6 month trial in partnership with Town Council, to enable more residents to use the facilities	Small	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Positive	Yes	Yes	Yes	£ 300.00	
Greenhovens Network		£ 250.00	To help fund a mini bus and lunch for Greenhovens members to visit the Gardens in Peacehaven	Small	Yes	Yes	Yes	No	Yes	No	Yes	?	?	Positive	Yes	?	Yes	£ 250.00	
Peacehaven Art Club		£ 150.00	To cover the costs of visiting demonstrations.	Small	Yes	Yes	Yes	?	30	No	Yes	?	?	?	No	Yes	Yes	£ 150.00	
Friends of Downlands		£ 300.00	Various activities including exercise and creative arts	Small	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Positive	Yes	Yes	Yes	£ 300.00	
Meridian Coast & Downs Nature Citizens		£ 250.00	To maintain cost of Christmas Lunch	Small	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Positive	Yes	Yes	Yes	£ 250.00	
Age UK		£ 750.00	New Activities Programme	Small													Yes	£ 750.00	
CTLA			Community Transport														No	£ -	Old grant if proceeding
TOTALS	£ 1,450.00	£ 25,891.00																£ 20,151.00	

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Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 1st October 2019

Present Cllr I Sharkey (Chairman), Cllr J Harris, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr G Hill, Cllr L Mills, Cllr A Goble, Cllr A Milliner,

Officers Victoria Onis (Admin)

Public Three members of the public were present

1 PH700 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health and Safety announcement.

The Chair expressed the thanks of the Committee to Councillor Duhigg who has stepped down from the Peacehaven Planning Committee, because of potentially conflicting positions as she is a member of the Planning Committee at Lewes District Council.

2 PH701 PUBLIC QUESTIONS

Residents' concerns following the approval of planning permission by LDC for the Webbs site at 16 - 28 Cripps Avenue Peacehaven (LW/19/0398) would it be possible for this committee to seek an assurance from the Planning Enforcement department at Lewes (Jennifer Baxter) that this development will be properly monitored as it progresses.

Residents have witnessed the many problems that the Barratt development at Chalkers Rise has caused, and although this is not on the same scale, we feel that due to it being on the same stretch of road, which narrows at this point, is close to a bend, on a bus route, adjacent to a busy school entrance, and with no proper pedestrian crossing on this road.

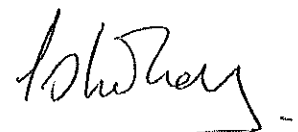
There is a distinct possibility of safety and traffic issues regarding delivery lorries, site and other traffic, the parking of workers vehicles etc.

We feel that it should be actively overseen, and strictly monitored by LDC, as they must bear some responsibility to Peacehaven residents having readily approved it

ACTION — Cllr Paul will be watching this situation very carefully. Cllr Paul was at the Lewes Planning Meeting for the Webbs site; it was advised that there will be restrictions at busy school times which will need to be monitored, as the same restrictions in place at Barrett's site are not adhered to.

3 PH702 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

An apology from Cllr Cheta was accepted



4 PH703 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests

5 PH704 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 3rd September 2019,

It was resolved to adopt the minutes as a true record

Proposed Cllr Griffiths

Seconded Cllr Hill

All in favour

6 PH705 REPAIRS TO BENCHES CAVELL/HORSHAM AVE

Cllr Seabrook gave an update on the benches. The Bench in Horsham Avenue has now been fixed to the ground and is not moveable. The bench in Cavell Avenue will have the slats removed and replaced with wooden slats which are on order.

7 PH706 COMMUNITY SPEEDWATCH PRESENTATION ON TUESDAY 15TH OCTOBER AT 6.30PM - Noted

8 PH707 CORRESPONDENCE EMAIL FROM MEMBER OF PUBLIC RISING FROM CHALKERS RISE DEVELOPMENT

ACTION Cllr Sharkey to contact CC Nigel Enever to highlight concerns and to ensure we do not get the same ongoing problems and that Planning Enforcement are monitoring and taking Residents' concerns seriously

9 PLANNING APPLICATIONS

PH708 LW/19/0520 246 South Coast Road	Addition of a second floor to accommodate 2 new flats
	Peacehaven Town Council recommends Refusal - <u>OBJECTION</u> Resident has expressed concerns with access to the building. They use a mobility scooter and the entrance is already tight. PTC objects, due to lack of information with access during and after building works, which may stop the resident leaving their home. Proposed Cllr Harris Seconded Cllr Paul All in agreement

J. Harris

PH709 LW/19/0526 37 Hodder Avenue Peacehaven BN10 7PH	Notice of prior approval for a proposed larger home extension
	Noted
PH710 LW/19/0608 White Gables The Esplanade Telscombe Cliffs BN10 7HG	Balcony to front elevation
	Peacehaven Town Council Recommends Approval Proposed Cllr Paul Seconded Cllr Harris All in favour
PH711 LW/19/0621 17 Cliff Avenue BN10 8QG	Construction of 2 detached three bedroom bungalows and 2 semi-detached four bedroom houses following demolition of an existing dwelling
	Peacehaven Town Council recommends Refusal – <u>OBJECTION</u> – Objections received. <ul style="list-style-type: none"> • too big for site • over developed, • land suitable for only 2 properties not 4, tiny gardens as crowded. • 4 parking spaces but most families have 2 cars, so will exacerbate existing parking problems. • Loss of privacy – overlooking, causing loss of privacy or light, too close. • Out of keeping with street scene Proposed Cllr Harris Seconded Cllr Milliner All in agreement
PH712 LW/19/0636 41 Victoria Avenue Peacehaven	Proposed hardstanding and replacement path in front garden
	Peacehaven Town Council Recommends Approval but commented that the proposed hardstanding & replacement path should be permeable or at least semi permeable Proposed Cllr Griffiths Seconded Cllr Mills All in favour

Handwritten signature

PH713 LW/19/0646 36 The Brickyard Peacehaven BN10 8SA	Erection of a single storey rear extension, front porch and replacement of a 1 metre high front boundary wooden fence with a 1 metre with a front boundary brick wall
	Peacehaven Town Council Recommends Approval Proposed Cllr Griffiths Seconded Cllr Harris All in favour
PH714 LW/19/0650 36 Seaview Ave, Peacehaven, BN10 8SA	Proposed two storey rear extension
	Peacehaven Town Council Recommends Approval Proposed Cllr Paul Seconded Cllr Seabrook All in favour
PH715 LW/19/0669 87 Malines Avenue Peacehaven	Flat roof dormer to the rear elevation & two new Velux windows to the front elevation
	Peacehaven Town Council Recommends Approval Proposed Cllr Paul Seconded Cllr Seabrook All in favour

10 NOTIFICATION OF PLANNING APPLICATIONS

LW/19/0672/CD Sunset 16 South Coast Road	Sunset 16 South Coast Road Discharge of conditions 11 (parking and turning area)s and 12 (cycle parking area) in relation to planning approval LW/09/1093
TW/19/0069/TCA 3 Wendale Drive, Peacehaven	T1, T2, T3 (Ash) crown thinning up to 30%, crown lifting up to 6ft above ground level. To prevent pavement obstruction in Telscombe Road and prevent excessive shading to Wendale Drive and Telscombe Close

The Committee noted the planning applications above

11 NOTIFICATION OF PLANNING RESULTS

LW/19/0491 12 Sunview Avenue Peacehaven BN10 8PJ	Lewes DC Grants Permission Peacehaven's Planning and Highways Committee Supported this application
LW/19/0489 10 Edith Avenue Peacehaven BN10 8LJ	Lewes DC Grants Permission Peacehaven's Planning and Highways Committee Supported this application

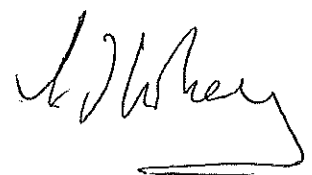
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Minutes of the Planning & Highways Committee Meeting 1st October 2019
Page 5

The Committee noted the planning results above.

Date of next Planning meeting – Tuesday 22nd October 2019 at 7.30pm

There being no further business, the meeting closed at 8pm

A handwritten signature in black ink, appearing to read 'A. J. Wherry', with a horizontal line underneath.

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Minutes of the meeting of the Planning & Highways Committee held in Community House,
Meridian Centre at 7.30pm on Tuesday 22nd October 2019

Present – Cllr I Sharkey (Chairman), Cllr J Harris, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr G Hill, Cllr L Mills, Cllr A Goble, Cllr A Milliner,

Victoria Onis (Admin)
6 members of the public

1 PH716 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health and Safety announcement.

2 PH717 PUBLIC QUESTIONS

- 1) A member of the public noted that at the Full Council meeting on the 24th September, on behalf of Peacehaven Focus Group, asked a question regarding the Barrett's development at Chalkers Rise, and their possible failure to comply with obligations as set out in the planning application. This was referred to the Planning and Highways meeting on the 1st of October. It was decided at that meeting that this question should be addressed by LDC, and would therefore be sent to them to be answered. Can we be assured that this has been done, and if so what, if any response been received from LDC?"

Action – Cllr Sharkey advised she would look into and check the previous minutes.

- 2) Comments also received regarding the parking situation for the Bells Club application LW/19/0683.

Action – comments noted.

- 3) Residents concern for the road "improvements" which have been submitted for the Dell Roundabout. The application proposal will widen the road to two lanes which will increase traffic flow & increase speed in an already dangerous area. Adding to this, there is a lack of safe crossings along the Coast Road, particularly from the Telscombe traffics lights to the Dell roundabout. Many elderly and visually impaired residents have been seen struggling to cross the road and concerns that we have to wait for a fatality before anything is done to improve the situation.

Action – PTC will try and locate the plans for the Churchill Retirement Development to see if part of the proposal was to include a safe crossing at the Dell. Was also mentioned that the CC Nigel Enever has asked ESCC Highways to come and view in person the traffic at the Dell but as yet we don't believe this has happened.

3 PH718 VANESSA ROWLANDS FROM CUCKMERE VALLEY PARISH COUNCIL REGARDING THE SETTING UP A REGULAR DIALOGUE BETWEEN PTC & SDNPA

Cllr Rowlands is a Parish Councillor on Cuckmere Valley Parish council and was elected onto the South Downs National Park Authority in June this year. Peacehaven Town Council received updates on the flood at Cuckmere valley, which has been completely flooded. The Environment Agency that look after the river, hasn't been and managing the shingle for last 2.5 years. It has now been resolved that the Water Level Management Board that looks after the rest of the water within the catchment area are now going to pay for it to be cleared and South Downs National Park have made a contribution as well.

Cllr Rowlands expressed that if there are any issues regarding National Park; please feel free to make contact.

4 PH719 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta -Mayoral event

Apologies accepted.

5 PH720 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests

6 PH721 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 1ST OCTOBER 2019

It was resolved to adopt the minutes as a true record

Proposed Cllr Griffiths

Seconded Cllr Mills

All in Agreement

7 PH722 BUDGET REQUIREMENTS FOR 2020

- Bus shelter provision & Maintenance
- Notice boards & maintenance, including Obelisk & Monuments
- Street furniture – Seats & litter bins
- Climate change

Comments – to check the bulbs in the 2/3 of the lamp posts at Valley Road; the bill for electricity for these lamps are averaging at £90 per month.

Proposed Cllr Griffiths

Seconded Cllr Seabrook

All in Agreement

8 PH723 REFURBISHMENT OF OBELISK AND MONUMENT

Discussed in Item 7 PH722.

9 PH724 TO CONSIDER THE URBAN VERGE CUTTING 2020

It was resolved to select **Option 2 – Extra cuts:** Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost Peacehaven Town Council a total of £8,669 for the year.


Proposed Cllr Seabrook
Seconded Cllr Paul
All in Agreement

10 TO SETUP A SPEED WATCH WORKING GROUP

Cllr Hills welcomed support from residents over the last week and would be grateful for some Councillors to also volunteer.

Cllr Harris, Cllr Seabrook & Ms Onis have volunteered to help with the Speedwatch working group

11 PLANNING APPLICATIONS

PH725 LW/19/0617 118 Roderick Avenue Peacehaven Case worker – Robin Hirschfeld	Raise ridge for roof extension
	Peacehaven Town Council Recommend Approval Proposed Cllr Griffiths Seconded Cllr Seabrook All in Agreement
PH726 LW/19/0695 1a Lea Road Peacehaven Case worker – Chris Wright	Subdivide existing dwelling to create two dwellings (internal & external works)
	Peacehaven Town Council Recommend Approval Proposed Cllr Paul Seconded Cllr Hill All in Agreement

PH727 LW/19/0683 The Bells Club 8 Phyllis Avenue Peacehaven BN107HY Case worker - James Smith	Change of use application from a licensed premises (private members club class use A4) to a community worship centre (class D2)
	<p>Resident Objections online and Objections from public attending the Planning meeting.</p> <p>Serious concerns and Objections due the lack of satisfactory parking for users coming from all areas along the Coast from Brighton to Newhaven. When the premises were previously used as a social club the customers could use the Stonehouse (Carvary) carpark opposite. Recently this has changed and to use the carpark, without using the Stonehouse facilities means you will incur a fine. The only place to park now would be on residential streets and double yellow lines along the Coast Road. The lack of parking is a concern for disturbance reasons between the hours of 5am -10pm, which actually would be from approx 4.30am until after 10pm to enable users to get to and from car.</p> <p>Peacehaven Town Council Recommend Approval Subject to proof of satisfactory parking arrangements Proposed Cllr Griffiths Seconded Cllr Hill All in agreement</p>
PH728 LW/18/0726 211 South Coast Road Peacehaven Case worker - April parsons	Section 73a retrospective application for change of use to formal A5 to allow hot food takeaway and delivery
	<p>Peacehaven Town Council Recommend Approval Proposed Cllr Seabrook Seconded Cllr Mills All in agreement</p>

12 TO NOTE the following Planning Applications:-

PH727 LW/19/0703/CD 12 Sunview Avenue Peacehaven	Discharge of conditions 4, 5 and 6 relating to planning approval LW/19/0491
---------------------------------------------------------------	-----------------------------------------------------------------------------

The Committee noted the planning applications above.

13 TO NOTE the following planning application decisions:-

LW/19/0554 4 Mayfield Avenue Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application
LW/19/0582 51 Firle Road Peacehaven East Sussex BN10 8DA	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application

The Committee noted the planning results above.

Date of next meeting Tuesday 12th November 2019 at 7.30pm

There being no further business, the meeting closed at 8.25pm

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Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 12th November 2019

Present – Cllr A Milliner (Chairman), Cllr J Harris, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr A Goble, Cllr C Gallagher, Cllr C Cheta.

Victoria Onis (Admin Officer)

1 PH730 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health & Safety announcement.

2 PH731 PUBLIC QUESTIONS

A member of the public raised the following point at the Full Council meeting on the 24th September, on behalf of Peacehaven Focus Group I asked a question regarding Barratts/Chalkers Rise (C513 in the minutes) this was in turn referred to the Planning & Highways committee of 1st October who agreed to request LDC to respond. I brought this up again at the Planning & Highways meeting on the 22nd of October, as still no response had been received. Cllr Sharkey advised that she would look into it. May we have an update please?

Councillor response

Councillors gave apologies and will urgently refer to Town Clerk to investigate and respond to the Resident as a matter of Urgency.

Public Q - Last year PTC received £300,000 from Lewes district council for repairs and to improve junctions and A259 in the PH area. A resident would like some updates on this as seen no improvements at all in the Peacehaven Area.

Councillor response

Cllr Seabrook advised that the Highway works are funded by Section 106 money (and there will not be a CIL application). CIL money is administered by LDC and we will not get £300,000. We will only get 15% of that. Cllr Gallagher also spoke to the resident about the Neighbour hood Plan Development.

Public Q - Resident has concerns about pot holes, grass cutting budgets and where money is being spent.

Cllr Gallagher advised Resident that it would be beneficial for these questions to be addressed in Policy & Finance and Full Council.

Public Q – Toilets still not open at Roderick Avenue since the beginning of summer. It was noted that this is the responsibility of LDC. Health hazard as smells due to blockage in drains?

Action – will be passed to Town Clerk to follow up

3 PH732 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Gallagher substituted Cllr Sharkey – other commitments

Cllr Hill – Hospital Appointment

Apologies Accepted

4 PH733 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No declarations

5 PH734 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF TUESDAY 22nd October 2019

It was resolved to adopt the minutes as a true record

Proposed Cllr Griffiths

Seconded Cllr Harris

All in Agreement

6 PH735 BUDGET REQUIREMENTS for 20/21 – Reports

Reports Noted.

Cllr Griffiths noted that planters & flower displays have been missed off and suggested a budget of £500 and to get confirmed with Parks Officer and also maybe a budget for vandalism.

7 PH736 ACTION PLAN – Review/Updates

Action plan noted and updated.

8 PLANNING APPLICATIONS DECISIONS

PH737 LW/19/0707 48 Rowe Ave Peacehaven Case Worker April Parsons	Single storey side and rear extension
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PH737 LW/19/0707 Contd.	<p>Peacehaven Town Council Recommend Approval</p> <p>Proposed Cllr Harris Seconded Cllr Seabrook All in Agreement</p>
PH738 LW/19/0765 Land adjacent to 8 Gold Lane Peacehaven Case Worker Julie Cattell	Removal of mobile home and erection of one detached dwelling
	<p>Peacehaven Town Council Recommend Approval subject to an Environmental survey</p> <p>Proposed Cllr Griffiths Seconded Cllr Harris All in Agreement</p>
PH739 LW/19/0752 244 South Coast Road Peacehaven Case Worker April Parsons	Proposed new signage to replace that of existing
LW/19/0752 Cont.	<p>Peacehaven Town Council Recommend Approval</p> <p>Proposed Cllr Paul Seconded Cllr Mills All in Agreement</p>
PH740 LW/19/0761 122 Arundel Road Peacehaven Case Worker Chris Wright	Conversion of single property into two dwellings with additional works.
	<p>Peacehaven Town Council Recommend Approval</p> <p>Proposed Cllr Cheta Seconded Cllr Seabrook All in Agreement</p>
PH741 LW/19/0768 22 Glynn Road Peacehaven Case Worker Robin Hirschfeld	Proposed single storey front extension
50	<p>Peacehaven Town Council Recommend Approval</p> <p>Proposed Cllr Paul Seconded Cllr Harris All in Agreement</p>

Minutes of the Planning & Highways Committee Meeting 12th November 2019

Page 4

PH742 LW/19/0774 22 Roderick Avenue Peacehaven Case Worker James Emery	Single storey rear extension, new front addition and external facing materials change
	Peacehaven Town Council Recommend Approval Proposed Cllr Seabrook Seconded Cllr Gallagher All in Agreement

9 TO NOTE the following Planning Applications:-

PH743 LW/19/0703/CD 12 Sunview Avenue Peacehaven	Discharge of conditions 4, 5 and 6 relating to planning approval LW/19/0491
PH744 TW/19/0090/TPO 10 Stanley Road	T1 Oak – To remove one low branch over the driveway of no 8

The Committee noted the planning application above.

10 TO NOTE the following planning application decisions:-

LW/19/0554 4 Mayfield Avenue Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application
LW/19/0520 246 South Coast Road Peacehaven (Pages 153-159)	Lewes DC Refuses Permission Peacehaven's Planning & Highways Committee Objected to this application
LW/19/0650 36 Seaview Avenue Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application
LW/19/0608 At White Gables The Esplanade	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application
LW/19/0636 41 Victoria Avenue Peacehaven BN10 8HJ	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application – but commented that the proposed hard standing & replacement path should be permeable or at least semi permeable.

The Committee noted the planning decisions above.

Next meeting of the Committee – 3rd December 2019

There being no further business, the meeting closed at 8.30pm



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Minutes of the meeting of the Personnel Committee held in the Charles Neville Room, Community House, Meridian Centre at 6.30pm on Monday 14th October 2019

Present – Cllr David Seabrook (Chairman), Cllr Job Harris, Cllr Chris Collier, Cllr Isobel Sharkey, Cllr Alan Milliner, Cllr Lucy Symonds, Cllr W Veck, Cllr Cathy Gallagher, Town Clerk, Tony Allen.

- 1 **E052 PUBLIC QUESTION TIME** - No members of the public were present.
- 2 **E053 CHAIRMAN'S ANNOUNCEMENTS** - The Chairman welcomed everyone to the meeting and read out the housekeeping notices.
- 3 **E054 TO CONSIDER APOLOGIES FOR ABSENCE** - All Committee Members were present.
- 4 **E055 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS** - There were no declarations of interests.
- 5 **E056 TO ADOPT THE MINUTES OF 17th SEPTEMBER 2019 MEETING** - It was resolved to adopt these minutes as a true record of the meeting.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded.

6 E057 DISCIPLINARY PROCEDURE – REPORT AND ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30th AUGUST 2019 INVOLVING TWO MEMBERS OF STAFF AND A MEMBER OF THE PUBLIC

The two Councillors appointed to investigate this incident gave a detailed report of their findings, related considerations, methods employed and the facts obtained.

The Committee discussed the outcomes of the investigation in detail, agreed the further action required in relation to the disciplinary process and drew up a plan to address the other outcomes that were also resolved as needing attention.

7 E058 REPORT ON THE IMPLEMENTATION OF THE REVISED CARETAKERS' ROTA AND RELATED CONSULTATION OUTCOMES

The documents circulated by the Clerk were noted and discussed.

The Clerk reported on progress within the team for the implementation of the consultation outcomes as agreed by the Committee and Council, noting the formal implementation date of 4th November 2019.

8 E059 DATE OF THE NEXT MEETING

The Clerk highlighted a new disciplinary matter that would need to be considered by the Committee. It was resolved to hold the next meeting on Tuesday 22nd October at 6.30pm.

There being no further business, the meeting closed at 20:07.

**Minutes of the meeting of the Personnel Committee held in the ANZAC ROOM, Community House,
Meridian Centre at 6.30pm on Tuesday 22nd October 2019**

Present – Cllr. David Seabrook (Chairman), Cllr. Job Harris, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr. W. Veck, Civic & Marketing Officer Deborah Donovan

1 E060 PUBLIC QUESTION TIME

No members of the public were present

2 E061 CHAIRMANS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the housekeeping notices. He mentioned that on Saturday 26th October a Wrestling event would take place at Community House in aid of the Mayor's charities

3 E062 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. Cathy Gallagher – Other Commitments

Cllr. Claude Cheta – Mayoral Duties

4 E063 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest

5 E064 TO ADOPT THE MINUTES OF 14th OCTOBER 2019

It was resolved to adopt these minutes as a true record of the meeting

Proposed: Cllr. Chris Collier

Seconded: Cllr Isobel Sharkey

All in favour

6 E065 TO AGREE BUDGETARY REQUIREMENTS FOR THE 2020/21 FINANCIAL YEAR

Comments

- Why has the National Insurance & Superannuation figure gone down, verification is required
- Can Support Services be re-named Consultant Services?

Proposed: Cllr. Lucy Symonds

Seconded: Cllr Chris Collier

All in Favour

CLLR JOB HARRIS JOINED THE MEETING AT 7.10PM

7 E066 DISCIPLINARY PROCEDURE – REPORT AND ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 11TH OCTOBER 2019

Members AGREED to defer until after 11th November

8 E067 DISCIPLINARY PROCEDURE – FURTHER ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30TH AUGUST 2019

A disciplinary meeting was **AGREED** and will go ahead on 11th November, three Councillors were appointed to form the panel

A letter would be sent to the member of staff concerned

Although not an agenda item a proposed **ACTION PLAN** produced by the Town Clerk was touched upon and Members **AGREED** to discuss this document in greater detail at the next personnel meeting.

However, ALL MEMBERS **AGREED** to implement item 1 on the action plan

Members decided that if a further disciplinary was brought to the committee then two different Councillors had agreed to form a panel

9 E068 DATE OF NEXT MEETING – Tuesday 5th November at 6pm

The meeting closed at 7.25pm



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Minutes of the meeting of the Personnel Committee held in the ANZAC ROOM, Community House, Meridian Centre at 6.00pm on Tuesday 5th November 2019

Present – Cllr. David Seabrook (Chairman), Cllr. Job Harris, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr. W. Veck, Town Clerk Tony Allen

1 E069 PUBLIC QUESTION TIME

No members of the public were present.

2 E070 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

3 E071 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies from Cllr Cheta and Cllr Harris were accepted.

4 E072 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

5 E073 TO ADOPT THE MINUTES OF 22nd OCTOBER 2019 MEETING

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

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the discussion of the following items.

6 E074 REVIEW OF PROGRESS RELATING TO THE FOLLOWING:-

6.1 DISCIPLINARY CASES

6.2 COMMITTEE'S ACTION PLAN

7 E075 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS NOT COVERED IN ITEM 6. ABOVE

It was resolved to take Items 6. & 7. 'en bloc'.

The paper and action plan produced by the Clerk was noted and the following matters were discussed in detail:-

- The introduction of the new rota and other related measures arising from the recent Caretakers' consultation.
- The draft Employee Handbook and the final version to be presented to members of staff at team meetings.
- Updated Job descriptions will be issued with the updated contract of employment.

Meeting of Peacehaven Town Council Personnel Committee – 5th November 2019

- Training requirements were discussed. The Clerk stated that suitable courses and costings are being investigated.
- Staff appraisements were discussed.
- The Lone Working Risk Assessment and policy will be implemented in due course.

8 E076 DATE OF THE NEXT MEETING

19th November 2019 at 6pm.

There being no further business, the meeting closed at 18:42.



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Minutes of the meeting of the Personnel Committee held in the ANZAC ROOM, Community House, Meridian Centre at 6.00pm on Tuesday 19th November 2019

Present – Cllr. David Seabrook (Chairman), Cllr J Harris, Cllr. Cathy Gallagher, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. L. Symonds, Town Clerk Tony Allen

1 E077 PUBLIC QUESTION TIME

No members of the public were present.

2 E078 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the safety, housekeeping and other notices.

3 E079 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Veck.

4 E080 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

5 E081 TO ADOPT THE MINUTES OF 5th NOVEMBER 2019 MEETING

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

In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the discussion of the following items.

6 E082 TO APPROVE THE NEW EMPLOYEE HANDBOOK FOR SUBMISSION TO THE POLICY & FINANCE COMMITTEE

This was resolved.

7 E083 TO APPROVE THE NEW EMPLOYEE CONTRACT OF EMPLOYMENT FOR SUBMISSION TO THE POLICY & FINANCE COMMITTEE

This was resolved.

8 E084 REVIEW OF PROGRESS & AGREEING ACTIONS RELATING TO THE FOLLOWING:-

8.1 DISCIPLINARY CASES

8.2 COMMITTEE'S ACTION PLAN

It was resolved to take Items 8.1 & 8.2 together.

Matters relating to the Caretakers' rota, Job descriptions, Disciplinary Cases, appraisals and other related matters were discussed in detail and actions resolved.

8.3 CIRCULATING MISINFORMATION REGARDING CONFIDENTIAL MATTERS

The report circulated with the meeting papers, and action taken to-date, were noted and discussed.
It was resolved that no further action was required.

9 E085 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS NOT COVERED IN ITEM 8. ABOVE

No additional items were raised.

10 E086 DATE OF THE NEXT MEETING – TO BE AGREED

There being no further business, the meeting closed at 19:00.



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Leisure, Amenities & Environment Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 5th November 2019

Present: Cllr S Griffiths (Chair of Committee), Cllr C Cheta, Cllr L Mills, Cllr D Seabrook, Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds,

In Attendance: Kevin Bray Parks Officer, Andy Beams RFO, Victoria Onis Admin,

GENERAL BUSINESS

1 LA 361 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and read the Health and Safety announcement.

- Sunday 10th November the Remembrance Parade and Service will take place. The Parade will start at the Joff at 10.40 and the service at 11am.
- There is a volunteer litter pick scheduled for the 24th November at the Big Park starting at 10.30am.
- 25th November Peacehaven Community Orchard Tree Planting.
- Bingo is on Friday 8th November and starts at 7pm
- Cinema this month is on 13th November the film is "Mrs Lowery" ticket available from the office.
- Tree pruning will take place at the Big Park from 26th-28th November.
- The Cycle Hub will be having a container delivered on 19th November.

2 LA 362 PUBLIC QUESTION TIME

Not submitted in writing

A resident queried some minutes where it mentions CIL money being used to repair fences at The Big Park. Thought there was money in the kitty from the big park fund still there and that's where it should be used.

Cont LA 362 It was confirmed by Committee that money from the big park project can only be used on the big park area not the sports area where the broken fences are and the Parks Officer confirmed the fences will be looked at over the winter.

A member of the public spoke to councillors about the funding for the cost of a new lease for PTFC and related matters.

3 LA 363 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Harris

Apologies accepted.

4 LA 364 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No declarations

5 LA 365 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 10th September 2019

Adoption of the minutes were proposed by Cllr Sharkey, seconded by Cllr Hill and agreed as a true record.

All in Favour

6 LA 366 2020/21 BUDGET – Verbal report from Andy Beams

The Finance Officer spoke about the Budget report and answered questions, it was agreed to accept the proposed budget.

Proposed Cllr Symonds

Seconded Cllr Seabrook

Agreed by majority

7 LA 367 PRICES/CHARGES REVIEW - Verbal report from Andy Beams

Charges/prices have not been increased for a couple of years & in order to ensure a reasonable return for the effort given to maintain the facilities whilst still encouraging people to use them.

It was agreed to increase charges by 2% in line with inflation

Proposed Cllr Symonds

Seconded Cllr Seabrook

All in Favour

8 LA 368 TO REVIEW THE ONGOING ACTION PLAN FOR LEISURE, AMENITIES & ENVIRONMENT – Report

Discussed and updated

9 LA 369 TO DISCUSS THE LEASES FOR THE FOOTBALL CLUB/CATS CLUB

It was highlighted that action 3 should be removed "to seek the required funding from the Finance Committee/Council"

Report noted and it was agreed that a letter would go to the clubs from Town Clerk regarding solicitor's costs.

Proposed Cllr Simmonds

Seconded Cllr Sharkey

All in Favour

10 LA 370 TO DISCUSS THE FUTURE OF THE HUB

It was proposed that a working party will be set up to review the Hub and report back.

Proposed Cllr Seabrook

Seconded Cllr Simmons

Cllr Griffiths, Cllr Seabrook, Cllr Paul, Cllr Simmons, Cllr Symonds volunteered for the Hub Working Party.

Agreed by Majority

11 LA 371 HOWARD PARK UPDATE – Verbal

Cllr Seabrook reported that he has 20 responses so far, all good ideas and positive, progressing this will need to probably now wait until better weather.

12 LA 372 UPDATE ON THE CYCLE HUB

Report noted.

There will be a Meeting on Thursday 7th November

13 LA 373 TO DISCUSS THE PLAYGROUND GATES AT FIRLE ROAD PLAY AREA

It was agreed to replace the gates, so they conform to standards expected.

Cont LA 373

To be financed from 320 code 4161 cleaning costs and 330 code 4171 Amenity grounds maintenance.

Proposed Cllr Gallagher

Seconded Cllr Mills

All in Agreement

14 LA 374 TO DECIDE ON THE PURCHASE/LEASE/RENT OF A NEW MOWER

It was decided that the Parks officer will look into options in more detail and to include second hand options to take to Policy & Finance

Proposed Cllr Sharkey

Seconded Cllr Symonds

Agreed by majority

15 LA 375 TO DISCUSS EMPLOYING A SURVEYOR TO ASSESS PATHWAYS AT THE SPORTS PARK & COSTS INVOLVED

It was agreed to employ a surveyor at a cost of £350 with the cost coming from PTC CIL reserve

Proposed Cllr Gallagher

Seconded Cllr Cheta

All in Agreement

16 LA 376 TO CONSIDER THE OPTIONS FOR THE CCTV SYSTEM AT THE BIG PARK

It was agreed that installing a second new line would be a huge expense and wouldn't make any difference to the speed and we really need to do is upgrade the existing line to Fibre. We are now waiting for a quote.

It was agreed to employ Sats4u on a 1 year contract to check and service the CCTV at a cost of £240.00 and to pass quotes of the upgrade/servicing for CCTV to the Policy & Finance Committee

Proposed Cllr Seabrook

Seconded Cllr Paul

All in Agreement

17 LA 377 TO DECIDE THE FUTURE OF THE OAK TREE AT GATEWAY CAFÉ

It was agreed to move the tree

Proposed Cllr Hill

Seconded Cllr Cheta

All In Agreement

18 LA 378 TO SELECT A CONTRACTOR TO CARRY OUT WORKS ON SPORTS PARK FENCE

It was agreed to use R J Meaker to carry out works on Sports Park fence/local company/slightly cheaper.

Proposed Cllr Symonds

Seconded Cllr Hill

All in Agreement

19 LA 379 PROJECT UPDATE - Report from Grounds Team

Report Noted

20 LA 380 WORKS UPDATE - Report from Grounds Team

Report noted

21 LA 381 TO CONFIRM DATE OF NEXT MEETING AS THE 21st January 2020

There being no further business, the meeting closed at 9.30pm



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 8th October 2019

Present: Cllr Hill (Vice Chair), Cllr Paul, Cllr Goble, Cllr Mills, Cllr Simmons, Cllr Milliner, Cllr Symonds, Cllr Veck, Cllr Cheta, Cllr Harris,

In Attendance: Deborah Donovan - Civic Communications Officer, Matt Gunn - Marketing & Communications Assistant, Victoria Onis Admin & Support Officer

2 members of the public

GENERAL BUSINESS

1 CE12 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health and Safety announcement

The Chair introduced the Peacehaven Deputy Youth Mayor James Baines to the Members of the Committee; The Deputy Youth Mayor spoke of how his role as Deputy Youth Mayor is to represent the young people who live in Peacehaven and their ideas and to help effect change that would benefit not just young people but everyone in Peacehaven.

Cllr Paul joined the meeting

The Deputy Youth Mayor left the meeting

To note that there will be a celebration of the life of Ex Town Manager & Ex Member of the Royal British legion Alan Sargent. This will take place on Sunday 13th October, 124 The Promenade at 11am. Lynda Hallett (Alan's partner) invites all who knew Alan to attend.

2 CE13 PUBLIC QUESTION TIME

There were no public questions

3 CE14 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received from Cllr Duhigg (Ill Health) Apologies accepted

4 CE15 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations

26

5 CE16 TO APPROVE AND SIGN THE NON CONFIDENTIAL MINUTES OF THE 11th JUNE 2019

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

6 CE17 TO REPORT THE INCOME AND EXPENDITURE FOR THE SUMMER FAIR

Report Noted.

Cllr Cheta expressed that the benefit has been more than money, the Fair added value to town. It brought people together & to see the energy of Council staff and Councillors was rewarding, the benefits are far beyond the money.

7 CE18 TO REPORT THE FORTHCOMING MAYORS FUND RAISING EVENTS

- a) **Foods from around the World** Saturday 12th October at 6pm - the theme is 'Curry Night' (with the option of Shepherd's Pie). There will be an African themed Night on 22nd February 2020.

Tickets are £8 which includes the meal and full entertainment provided by 'The Pop-Ups' (a local volunteer group)

Actions To consider other similar food events in the day time, so those elderly & vulnerable members of community who would rather not come out in the evening can be included. Maybe involve the CTLA to help with transport for those residents, who would like to join in with PTC Events.

- b) **Wrestling Spectacular** Saturday 26th October at 7.30pm Main Hall Community House, tickets Adults £10 Child/Oap £9 Family £36
- c) **Bingo sessions;** 18th October and 8th November – Volunteers are still needed for these sessions, from 6.30pm – 9.00pm
- d) **Christmas Market** – Saturday 14th December from 9.00am – 3.00pm – volunteers are needed to cover staff breaks. £3 per child to visit Father Christmas. **All stalls now sold out**
- Cllr Paul will be using the front area of the Father Christmas Grotto to raise funds for the charity NSPCC. Cllr Paul requested all money raised for her Charity will go to NSPCC. **All Agreed.**
 - Cllr Veck volunteered to help decorate Grotto and to cover breaks on the day for staff

8 CE19 TO NOTE THE FORTHCOMING CIVIC EVENTS

- a) **Remembrance Parade and Service** Sunday 10th November; 10.30am at the Joff car park – The Civic Officer will be meeting with the British Legion on Friday to confirm arrangements. After the Parade, Community House will be open for residents to gather for refreshments.

- b) **Carol Concert** Friday 13th December; will now be held in the afternoon this year so that we can include those elderly and vulnerable residents who cannot attend in the evening. Commencing 3.30-3.45pm.
- c) **VE Day 75th Anniversary weekend** The Government has changed Bank Holiday Monday next year and it will now be on the Friday to coincide with the anniversary of VE day.

The Civic Officer would like to arrange a Party at the Big Park on Friday 8th May for the Community to celebrate this anniversary and a short service will be held at the War Memorial on Sunday 18th May. All in agreement

9 CE20 CHARITY FOOTBALL MATCH –VERBAL PROGRESS REPORT – Cllr Lucy Symonds

The Mayor has shown an interest in arranging a football tournament for the town. Possible dates so far 2nd 3rd May. Cllr Symonds has many excellent ideas for this event & is happy to organise and would like permission for this to go ahead

Proposed Cllr Harris
Seconded Cllr Cheta
All in Agreement

10 CE21 CHARITY MINI MARATHON –VERBAL PROGRESS REPORT – Cllr Dawn Paul

Cllr Paul would like to organize a Resolution on the 5th January 2020. This will be a family fun run on our existing 5km or 2km routes we have.

There will be no costs involved apart from "if" we would like to give a small medal for each person taking part in the run. Costs £200 max for the medal. (£1 each) and will be donation buckets for the Mayors Charities.

Proposed Cllr Mills
Seconded Cllr Symonds
All in Agreement for a small budget for medals

11 CE22 TO DISCUSS THE FOODS FROM AROUND THE WORLD EVENT

Noted

12 CE23 TO NOTE THE ROAD CLOSURES FOR REMEMBRANCE PARADE AND RISK ASSESSMENT

Noted Cllr Symonds and Cllr Paul happy to wear high Vis and help with road closures.

13 CE24 CTLA SUPPORT TO EVENTS – VERBAL REPORT – Cllr Dawn Paul

Cllr Paul has set up a meeting with the General Manager of CTLA AGM. This will be to discuss loneliness and segregation in the community and ways we can provide transport for elderly or vulnerable residents so they can attend our events.

14 CE25 REPORT TO CONSIDER A BUDGET FOR THIS COMMITTEE 2020/2021

The Civic Officer had a pre meeting with the Chair and Vice Chair and discussed the budget for this Committee. It was proposed to request a budget of 9k for this year.

Proposed Cllr Simmons

Seconded Cllr Paul

It was resolved by majority to propose 9k for the Civic Budget to be taken to the Policy & Finance meeting.

15 CE26 REPORT TO CONSIDER REFORMING FRIENDSHIPS WITH OUR TWINNING TOWNS, ISERNHAGAN AND EPINAY-SOUS-SENART

Report noted. This report will be passed to Full Council to make a decision on reforming the Twinning Association

Proposed Cllr Simmons

Seconded Cllr Harris

It was resolved by majority to send to Full Council

16 CE27 DATE OF NEXT MEETING TUESDAY 25th FEBRUARY AT 7.30PM

AGENDA ITEM: CE25

COMMITTEE: CIVIC AND EVENTS

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: TWINNING

History of Twinning

The twinning of cities has its origin in the period after World War II when it was introduced as part of the reparation programme to build friendship and support cultural exchange across Europe. The aim was to pair towns and cities with similar geographical, political and historical backgrounds.

Peacehaven is twinned with Isernhagen a town in Germany, and a town in France, Epinay-sous-Senart.

Peacehaven Town Council decided that it was too expensive to host the council members from both towns and so severed the friendships in November 2008. However, the Mayor, at the time, Cllr. Helen Livings insisted on attending the twinning weekend in Isernhagen in August 2009. Thereafter, Peacehaven Town Council was not involved in any further visits and did not host our twinning towns thereon.

Although, in 2017, Cllr Robert Robertson (Mayor at the time) invited both towns to Peacehaven to join our 100th year celebrations. The Mayor of Isernhagen accepted and tried to persuade council to participate in exchanges once again.

Unfortunately, council didn't pursue the reformation of friendships, which was a real shame! However, the Twinning Association continued their visits for a further number of years.

RECOMMENDATION

Peacehaven Town Council to contact the councils in Epinay-sous-Senart and Isernhagen to reform the twinning friendships.

If the friendships were to re-form then all costs would be down to each individual if travelling to either France or Germany (flights, accommodation, food & drinks).

If Peacehaven initiates the rekindling of the three towns then the RECOMMENDATION would be that PEACEHAVEN TOWN COUNCIL host the first gathering.

1. To AGREE/DISAGREE the reforming of the twinning towns
2. To AGREE/DISAGREE for Peacehaven Town Council to host the first event

PEACEHAVEN TOWN COUNCIL

BUSINESS DEVELOPMENT (& E-COMMS) COMMITTEE TERMS OF REFERENCE

GENERAL

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

BUSINESS DEVELOPMENT (& E-COMMS) COMMITTEE TERMS OF REFERENCE

The Business Development (& E-Comm's) Committee shall operate within the general guidance provided within these terms of reference, and shall in particular be responsible for:-

1. The strategic development of the Council and the supervision of projects aimed at the enhancement of the Town, excluding work on the Neighbourhood Plan up to adoption (which will be by full Council).
2. The investigation and development of projects to enhance the Town:-
 - a. The future of the Meridian Centre
 - b. Redeveloping the Hub
3. Searching out new business opportunities:-
 - c. Considering the employment of a Business Development Officer
4. Investigating and developing projects to improve the image of the Town
5. Applying for external funding towards projects to enhance the Town
6. Investigating the acquisition of land for environmental and amenity uses
7. Investigating the provision of new built facilities for the local community
8. Producing and monitoring the implementation of the Council's Business Plan and make recommendations to full Council for revisions as required
9. Recommending projects to full Council that funded projects are delegated to another committee as appropriate

Membership

Elected at Annual Council

Meetings

Quarterly as a minimum.

Version 2

11/11/2019 09:29:16



PEACEHAVEN TOWN COUNCIL

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LETTER OF ENGAGEMENT

Peacehaven Town Council agrees to engage Mr James Boot as Project and Community Planning Consultant to support Peacehaven and Telscombe Town Councils in producing a Neighbourhood Development Plan.

This Engagement is as per the programme of work, activities, timing and estimated charges as set out in the "Community Planning and Project Management proposal 18th July 2019 " and "Peacehaven and Telscombe Project Plan dated 22nd October 2019"

Hourly rate is £37.50 per hour.

Mileage will be paid at 45p per mile from Northiam, East Sussex.

Invoices to be submitted Monthly.

The Town Councils will be responsible for venue hire, publicity & marketing materials and student(s) travel & subsistence expenses.

This engagement is to be reviewed on a six-monthly and can be terminated by either party with 14 days' notice.

Signed on behalf of Peacehaven Town Council

Name _____ Signature _____

Date _____

Signed on behalf of Telscombe Town Council

Name _____ Signature _____

Date _____

Signed by Mr James Boot

Name _____ Signature _____

Date _____

Peacehaven and Telscombe Neighbourhood Plan
Community planning and project management proposal
18th July 2019

Jim Boot, MSc, Freelance Community Planner and Project Manager
Associate with Action for Communities in Rural Kent (ACRK)
Planning for Real® Consultant
Big Local Rep to Devonshire West (Eastbourne), Eastern Sheppey, North East Hastings, Slade Green
(Bexley) and Sompting (West Sussex)
Based on the Kent / Sussex border
M: 07732 393780 E: jimbootcp@gmail.com

Introduction

1. Following a meeting with Cllr Cathy Gallagher and Cllr Laurence O'Connor on Friday 5th July, this proposal sets out the potential work areas and an estimate of fees to support Peacehaven and Telscombe (P&T) to complete the development of a Neighbourhood Plan (NP). Based on previous experience this is suitable as the basis for a grant application to Locality.
2. At present, I am working with a range of coastal communities on both NPs; with Dover and Cliffe and Cliffe Woods (on the north Kent coast), and for a programme funded by the Big Lottery called Big Local; in Eastbourne, Hastings and the Isle of Sheppey. I have also worked with Jaywick on Sea near Clacton to develop a vision and area action plan, Broadstairs on their NP and Thurrock Borough Council, Essex to develop their Local Plan.
3. I have an MSc in Landscape Ecology, Design and Management from Imperial College, am a PRINCE II qualified project manager and have a post-graduate Executive Diploma in Management (Public Administration) from the Open University. I am a visiting lecturer at the University of Brighton's Planning Masters, recently giving lectures on community engagement and Neighbourhood Planning. It is hoped that students from the course, all practising planners, will be able to assist with aspects of P&T's NP.
4. Should I be appointed, one of my first steps will be to meet with the NP Steering group or its representatives to discuss and agree a programme of work to bring the NP to the point where it is ready to submit to Lewes District Council for its Regulation 15 consultation. After that point my role would be nearly done and there is likely to be only limited or ad hoc support required. The following section sets out the key steps to that point and will be followed by a summary of the activities in a table with estimates for time and fees also set out. Normally this would be finalised after the Project Initiation Meeting referred to above.

Programme of work and activities

5. DESK-TOP REVIEW – A day well spent reviewing documents produced by the steering group including minutes, the questionnaire results and the Site Options and Assessments by AECOM as well as Lewes District Council's Local Plan, supporting documents and evidence base.
6. PROJECT INITIATION MEETING – This important first step is the opportunity to discuss in more detail the likely work programme and activities required to deliver the NP. This can either be a conventional round table discussion with a few leading representatives and / or the whole steering group and representatives of the two councils or as a workshop with a larger group. The key output from this meeting will be a shared approach to moving forward with the NP through a detailed Project Plan.

Peacehaven and Telscombe Neighbourhood Plan
Community planning and project management proposal
18th July 2019

7. **PROJECT PLAN** – a programme showing the key activities and work areas with agreed timescales. This to include when to bring in additional support including via Locality / AECOM and how to brief and manage their teams to get the best possible product for the local community. These might include:
 - a. **STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)** – sometimes called Sustainability Appraisal, it is a requirement for NPs allocating sites or in environmentally sensitive areas such as in or near National Parks and Sites of Special Scientific Interest (SSSI).
 - b. **EVIDENCE BASE AND POLICY DEVELOPMENT** – policies are at the heart of NPs – ultimately they will be used to decide which developments get planning permission or when it is refused. They need to be carefully worded to ensure that they aren't ambiguous or open to misinterpretation and need to be supported by a robust evidence base. This package might include training for the steering group and councillors on how to craft strong policies themselves.
 - c. **MASTERPLANNING** – a high level spatial plan for part of your neighbourhood area, setting out how you would like to see development or regeneration come forward. This is a package I am using in Dover, Horsmonden and Chatham and enables a focussed approach to the most challenging areas. This could be used successfully in the area of the Meridian Centre including Medical and Youth Centres, Community School, Leisure Centre and adjoining Industrial units. AECOM would employ a small urban and landscape design team to work with you on this.
 - d. **DESIGN INCLUDING DESIGN CODES** – the government is very keen to see higher quality design in new developments that will make the inevitable change more acceptable to local communities. NPs are able to develop design guidance (policies and codes) to ensure better design in new developments of all sorts, but particularly housing. Depending on resources this could start with a bottom up approach with residents of P&T (possibly working alongside students from University of Brighton) to undertake a character assessment followed up by AECOM reviewing their work and developing design policies and codes based on the existing character of the area. Optionally could include complementary work such as undertaking a **LANDSCAPE CHARACTER ASSESSMENT**.
 - e. **PLAN HEALTH CHECK REVIEW PRIOR TO EXAMINATION** – this is an essential and highly regarded package (possibly delivered by Bristol based Intelligent Plans and Examinations (IPE) Ltd. This will be undertaken on your draft plan and evidence base prior to submission (Regulation 15) to the local planning authority (LPA) Lewes District Council.
8. **FORMING (OR REFORMING) AND BRIEFING WORKING GROUPS** – this approach has been developed successfully with Benenden, Horsmonden, Lamberhurst and Dover NPs. Most recently in Tenterden (similar population to Peacehaven) we held a two-hour evening pre-launch event for people who had expressed an interest in the NP and by the end had 80 people seated in and signed up to join working groups. There followed a series of briefing sessions for each of the working groups providing them with work programmes and tool-kits to undertake Local Green Space (LGS) assessments, landscape and urban character area assessments, bio-diversity surveys, and public right of way and movement studies.
9. **MEETING WITH THE STEERING GROUP** – although I tend to take an arms-length approach to project management, at a minimum, I would expect to attend the majority of steering group

Peacehaven and Telscombe Neighbourhood Plan
Community planning and project management proposal
18th July 2019

meetings which should take monthly throughout the NP, up until submission to the LPA when they might start to occur as required.

10. MEETINGS WITH THE PLANNING POLICY TEAM AT LEWES DISTRICT COUNCIL – while it is doubtful that you will agree with the LPA on everything in your NP, it is essential that you meet with them regularly during the NP process. With all the NPs I have had to 'rescue', a breakdown in communication with the LPA has been the primary cause. They are there to be your 'critical friend' and to offer support and avoid duplication – both in terms of effort and information. Your NP will ultimately have to be in general conformity with the strategic policies in their Local Plan and meeting with them regularly (every 8-12 weeks) will ensure that there are no unfortunate surprises down the line. A welcome by-product should be an improved relationship and understanding on both sides.
11. REVIEWING VISION AND OBJECTIVES – my understanding is that you have already undertaken substantial work following your questionnaires to develop a vision or visions and set of objectives for your plan. Given the further work that we will have undertaken by the time we get to completing your draft plan, it would be good to review the vision and objectives to ensure that they are still relevant. Similar to the Project Initiation Meeting this could be done as a roundtable discussion or a workshop for a larger group.
12. ISSUES AND OPTIONS WORKSHOPS – This is a useful way to continue to involve the wider public and stakeholders; such as community groups, the borough council and businesses, in the development of the NP. It can be used to check that the right issues have been identified and a range of options, or 'reasonable alternatives' that might be used to address them, have been considered. Examiners like to see that Neighbourhood Plans have identified a range of options to address the local issues, rather than having fixed ideas from the start. These are essential for the preparation of the Strategic Environmental Assessment (SEA). This might be combined with 9 (above).
13. CONSULTATION AND COMMUNITY ENGAGEMENT – a key area for all NPs and at all stages in the process. I can assist with designing and facilitating consultation events and exhibitions or further surveys. Keeping a good record of any consultation from surveys to community events, exhibitions and workshops will ensure that writing the Consultation Statement that accompanies your NP to its Examination will be much easier. Essential is keeping a record of how your plan changed as a result of people's responses or representations – or equally important, the reasons that it wasn't changed. Part of my role will be to ensure that the consultation record is maintained and optionally to write your Consultation Statements. Two will be required – following your pre-submission or Regulation 14 consultation to accompany your submission draft NP, and following the Regulation 15 to accompany your plan to Examination (although the latter can be done by the district council who will be receiving the responses at this stage on your behalf).

Conclusion

14. I have tried to set out, based on my previous experience of NPs and on the information made available to me so far, the key steps you will need to undertake to develop your NP. It may be, once I have started, that some additional steps are required, but equally that some may be dispensed with. Generally, this would be dealt with at or immediately after the Project Initiation Meeting although we have to be prepared for the unexpected as well. If additional work is

Peacehaven and Telscombe Neighbourhood Plan
Community planning and project management proposal
18th July 2019

Identified, it will only be undertaken by written agreement on both sides. This might be simply by an exchange of e-mails with the chair of the steering group and a representative of the qualifying bodies (town councils) and would normally be an estimate of time at my hourly rate. For a more substantial piece of work a written estimate or an amendment to this fee proposal would need to be agreed by both sides. Overleaf is a table summarising these steps with an estimate of time and cost.

Activities	Description & Resource	Fee
Desk-top review	Reviewing key documents produced by the steering group, consultants and Lewes District Council (1 day @ £300 per day)	£300
Project initiation meeting (PID)	A round-table discussion or workshop to present and agree the best way forward resulting in a work programme of activities (½ day)	£150
Project plan	To develop a shared approach to moving forward with the NP through a detailed Project Plan with timescales and milestones (½ day)	£150
Briefing and meeting with AECOM	Estimated at a half-day per support package x 4 (potentially 2 days): <ul style="list-style-type: none"> • Strategic Environmental Assessment (SEA) • Evidence base and policy development • Masterplanning • Design including design codes • (Health-check – no or minimal briefing required) 	£600
Forming and briefing working groups	To prepare and facilitate a re-launch event (1 day). To undertake five working group briefings including preparing a work programme for each group, meeting and briefing and any follow up one day each (5 days) for: <ul style="list-style-type: none"> • Transport / traffic • Community, health and care • Environment (including Local Green Space) • Housing • Design and character 	£1,800

Peacehaven and Telscombe Neighbourhood Plan
Community planning and project management proposal
18th July 2019

Activities	Description & Resource	Fee
Meeting with the steering group	Essential to maintain the work programme, anticipate challenges or delays – 2 hours per month for twelve months (24 hrs @ £37.50 per hour)	£900
Meetings with LPA	To prepare for and attend <u>four</u> meetings with the Local Planning Authority (LPA) Lewes District Council – half day each (2 days)	£600
Reviewing vision and objectives	A round-table discussion or workshop to review and finalise the vision and objectives ready for the draft NP (½ day)	£150
Issues and options workshops	To prepare and facilitate a round-table meeting / workshop and write a report on each of the following - one day for each theme (5 days): <ul style="list-style-type: none"> • Transport / traffic • Community, health and care • Environment (including Local Green Space) • Housing • Design and character 	£1,500
Consultation and community engagement	Designing and facilitating consultation events and exhibitions or further surveys. Keeping a good record and writing the Consultation Statement (5 days)	£1,500
Total	<i>Any additional work to be agreed by both parties in advance and charged at £37.50 per hour or £300 per day.</i>	£7,650.00

- MILEAGE will be charged at 45p per mile from Northiam, East Sussex.
- EXCLUSIONS are for venue hire, publicity and marketing materials. Also, student expenses (travel and subsistence).
- INSURED Professional Indemnity and Public Liability Insurance to £1 million.
- REFERENCES available on request.



PEACEHAVEN TOWN COUNCIL

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LETTER OF AUTHORISATION

Peacehaven Town Council authorises Dr Mark Earthey to undertake research and gather information as necessary on its behalf to enable a feasibility assessment in the setting up of a Community Energy Scheme.

This research is related to the emerging Neighbourhood Development Plan and will be monitored and progressed by the Steering Group and Council.

Dr Earthey will work as part of a Task Group to be formed from the Steering Group and Council; this will be at no cost to the Council.

Signed on behalf of Peacehaven Town Council

Name _____ Signature _____

Date _____

Signed on behalf of Telscombe Town Council

Name _____ Signature _____

Date _____

Signed by Dr Mark Earthey

Name _____ Signature _____

Date _____

P& T NDP Summary Notes from Meetings 14th November 2019

3pm Meeting Telescombe Civic Centre

Attendees. Jim Boot, Stella Newman, Tony Allen , Cathy Gallagher

To be completed by

1. Application for Master Planning 95% completed SN
CG supplied missing info on 15/11/19.

Design Codes package to be applied for separately.
2. Engagement letter for James Boot 90% agreed. SN/TA
To go on one letter from both Councils.
3. Complete authority for Dr Earthey SN/TA
4. Terms of Reference V4 has been agreed by both Full Councils. SN/TA
Further minor amendments were requested. TA has made the amendments to go back to Full Council at Peacehaven and Telscombe
5. Chair of SG to do an updated report to Full Councils . Item to be SN/TA
put on Agenda each meeting.
Chair of SG to updated Planning Committee . Item to be put
on Agenda each meeting
6. Support from TTC and PTC. Minutes , Arranging Meetings
Agendas, IT support re Presentations, Charts etc
Photocopying, Maps.
Event organisation

SN and TA agreed. Support from TTC Karen/Diana

PTC Vicky/Matt/Debbie

7. Discussed Steering Group website revamp, publicity, marketing. CG
Gaston Mallia produced website and links to social media.
CG recommends that SG use him again to relaunch .
Cost £35 PH initially up to £350
To be approved by SG.
Possibly work with Matt (PTC)

Meeting 5pm to 7pm

Workshop and Update

Attendees Jim Boot, Cathy Gallagher, Nancy Astley, Peter Seed, David Judd, Anne Harrison, Laurence O'Connor, Dave Neave, Dawn Paul, Neil Watts, Pat and Christine Bowman, David Seabrook.

Chair of Steering Group.

Welcomed everyone and gave apologies from Cllrs Sharkey, Collier and Clarkson, Veck, Lucy –Jo.

1. AECOM Assessment finalised on time for 31st October but last minute observations and adjustments came from LDC Planning Policy at the last minute which will be incorporated in final draft which is being prepared.

255 properties to be found , circa 162 identified.

Windfall between 2016 to early 2019 about 200 (Peacehaven)

? Telscombe.

Housing Group Nancy, David J, Peter, Laurence, Cathy.

Laurence will be setting up meeting Tondra Thom, Head of Planning Policy at LDC. To discuss housing numbers and other planning related matters.

Thea Petts Davis has returned from maternity leave and is our NDP Officer again.

James Boot then delivered topics as per Agenda 14th November 2019.

Local Green Spaces Exercise.

As a group we thought of over 20 spaces and Parks which are valuable to the Community.

Survey Sheets to be completed for Telscombe and Peacehaven.

Student Topics . Meeting 1pm at Gateway Café 12.12.20

Exercise . Strengths, Weaknesses, Opportunities and Threats.

Event in New Year, Visioning, Guests from different sectors of the Community.

7pm Meeting

Attendees Emilia and Gloria Hill.

All other Town Councillors, Lewes District Councillors and East Sussex County Councillors were invited.

Emilia and Gloria where given a run through of the progress to date and what needs to be done in the future.

Jim Boot spent time with them explaining parts of the plan.

They both thanked us and commented how exciting it is.

Further Meetings

2 or more people required to work together at ad hoc times

Steering Group to be arranged in December.

CG to check room availability and participants availability.

Prepared by CG.

R eport from Councillor Emilia Simmons{Peacehaven NorthWard] to the Peacehaven Town Council

On the 15/11/19 I attended The Town Forum:

Peter Seed reported that sometime the ESCC sits too long on the rights of way problems.

To enquire about a particular right of way you can apply to The Planning Inspectorate, ESCC will give evidence on its merit, he also reported that Hill Rd[which is before you get to Rushey Hill caravan park is been blocked by a truck .

Anne Bickmore[ABC fund], they look after family with low income, she reported that they have applied for a grant to Peacehaven Town Council, they are waiting to see if they have been successful.

On the 23rd of November Coop are doing Community Payout so she is hoping for some funding she has also applied to the National Lottery, for her part she will sell raffle tickets in Eastbourne at the Beacon, she usually does quite well.

She has asked for wolounteers to help wrap up Christmas Presents for the Children, this year again they will take some children to the Pantomine[Jack and the Beanstalk.

Morrison very kindly has sponsored fifty Christmas Selection Boxes, the majority of these will go to The Peacehaven children.

4/11/2019

Town manager

From: Anna Beams <Anna.Beams@ssalc.co.uk>
Sent: 29 October 2019 10:05
Cc: Trevor Leggo
Subject: Revised Code of Conduct - Lewes District Council
Attachments: Appendix 3 - Code of conduct as amended (LDC).docx

Importance: High

Lewes District Council (LDC) has formally adopted a revised Code of Conduct for Members, this was decided at its full council meeting on 25th September and implements a number of best practice recommendations issued by the Committee on Standards in Public Life.


The revised code is attached with the amendments shown as tracked changes, scroll to the very end to see the non-exhaustive examples of behaviour amounting to bullying or harassment.

It is for each local council to decide whether to adopt the same revisions but LDC would recommend they do so as to achieve consistency across the area, this is especially helpful for councillors who are members of a town/parish council **and** LDC and/or ESCC.

Anna Beams
Office, Training & Events Manager, SSALC Ltd
Direct Dial: 01273 830204



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PART 5

CODES AND PROTOCOLS

	Page
Code of Conduct of Members of the Council (including Guidance for Members on the Code of Conduct and its interpretation)	L1
Register of Interests of Members and Co-opted Members of the Council	M1
Officers' Code of Conduct	N1
Protocol on Member/Officer Relations	O1
Protocol on Key Decisions	P1

Part 5

On their election or co-option to the Lewes District Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

The Code of Conduct, adopted by the authority on 19 July 2012 is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

PART 1

GENERAL PROVISIONS

1 Introduction and Interpretation

- (1) The Code applies to you as a member of the authority, when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out in Appendix 1. You should have regard to these principles, they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the authority's monitoring officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the authority's monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have a disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly provide false or misleading information to the authority's monitoring officer.
- (5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding –
 - (a) whether to take action in relation to you, and
 - (b) what action to take.
- (6) Councillors must comply with any reasonable request by the Monitoring Officer, the Deputy Monitoring Officer or an investigating officer appointed by them, regarding the provision of information in relation to a complaint that alleges a breach of the

Code of Conduct, and must comply with any formal standards investigation.

(7) Councillors must not misuse the standards process by, for example, making trivial or malicious allegations against another councillor.

(68) In this Code –

“authority” means Lewes District Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who –

- (a) is a member of any committee or sub-committee of the authority; or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority.

and who is entitled to vote on any question that falls to be decided at any meetings of that committee or sub-committee.

“meeting” means any meeting of

- (a) the authority;
- (b) the executive of the authority;
- (c) any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees, or area committees.

“member” includes a co-opted member.

“register of members’ interests” means the authority’s register of members’ pecuniary and other interests established and maintained by the authority’s monitoring officer under section 29 of the Localism Act 2011.

2 Scope

- (1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you –
 - (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

- (b) act, claim to act or give the impression you are acting as a representative of your authority.

and references to your official capacity are construed accordingly.

- (2) this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) Where you act as a representative of your authority –
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3 General Obligations

- (1) You must treat others with respect.
- (2) You must not –
 - (a) do anything which may cause your authority to breach any of its equality duties (in particular set out in the Equality Act 2010);

- (b) bully or harass any person;

(Bullying means offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment means unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

For examples of conduct that constitute bullying or harassment, see Appendix 2.)

- (c) intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be –
 - (i) a complainant;
 - (ii) a witness; or

- (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4 You must not –

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of the person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6 You –

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) must, when using or authorising the use by others of the resources of your authority –
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7**
- (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by –
 - (a) your authority's chief finance officer; or
 - (b) your authority's' monitoring officer;where that officer is acting pursuant to his or her statutory duties.
 - (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2

INTERESTS

8 Personal Interests

- (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.
- (2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests –
 - (a) the authority may deal with the matter as mentioned in paragraph 1(5) and
 - (b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).
- (3) You have a personal interest in any business of your authority where either –
 - (a) it relates to or is likely to affect –
 - (i) any body of which you are a member or in the position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body –
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
of which you are a member or are in a position of general control or management;
 - (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; or
 - (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of

authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

- (4) In sub-paragraph (3)(b), a relevant person is –
- (a) a member of your family or a close associate; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).
- (5) Subject to sub-paragraph (6), you have a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) has any interest within the following descriptions:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner, or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee of management of an industrial and provident society;

"land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

"M" means the person M referred to in section 30 of the Localism Act 2011;

"member" includes a co-opted member;

"relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Localism Act 2011;

"relevant person" means M or any other person referred to in section 30(3)(b) of the Localism Act 2011;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

- (6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.

9 Disclosure of Personal Interests (See also Part 3)

- (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (3) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.
- (4) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (5) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

10 Prejudicial Interest Generally

- (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either –
 - (a) the interest is a disclosable pecuniary interest as described in paragraph 8(5); or
 - (b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

- (2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business –
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of –
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

11 Interests Arising in Relation to Overview and Scrutiny Committees

You also have a personal interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where –

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

12 Effect of Prejudicial Interests on Participation

- (1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority –

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held –

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority's monitoring officer or standards committee;

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

- (2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

- (3) Where you can have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3

REGISTRATION OF INTERESTS

13 Registration of members' interests

- (1) Subject to paragraph 14, you must, within 28 days of –
 - (a) this Code being adopted by the authority; or
 - (b) your election or appointment to office (where that is later), register in the register of members' interests details of –
 - (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
 - (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your authority's monitoring officer.
- (2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

14 Sensitive Information

- (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in the register of members' interests.
- (3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

15 Dispensations

- (1) The Audit and Standards committee, or any sub-committee of the Audit and Standards committee, or the monitoring officer may, on a written request made to the monitoring officer of the authority by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Audit and Standards committee, its sub-committee, or the monitoring officer -
 - (a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
 - (c) considers that granting the dispensation is in the interests of persons living in the authority's area;
 - (d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority's executive; or
 - (e) considers that it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Note from Monitoring Officer: Councillors are reminded that quite apart from the Code of Conduct, section 106 of the Local Government Finance Act 1992 restricts the rights of Councillors who are two months or more in arrears with their council tax payments. Any such member must disclose the fact and must not vote at any meeting on decisions being taken which might affect the level of the council tax or the arrangements for administering it. Failure to comply is a criminal offence.

CODE OF CONDUCT OF MEMBERS

As a member or co-opted member of Lewes District Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Seven Principles of Public Life

Selflessness

- 1 Members should act solely in terms of the public interest.

Integrity

- 2 Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

- 3 Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

- 4 Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

- 5 Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

- 6 Members should be truthful.

Leadership

- 7 Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2

Non-exhaustive Examples of Bullying and Harassment

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone's personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone
- any of the behaviours listed above, occurring on a single, repeated or habitual basis

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites
- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance

- any of the behaviours listed above, occurring on a single, repeated or habitual basis



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TOWN COUNCIL OFFICE
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BN10 8BB

MEMBERSHIP OF COMMITTEES & OTHER BODIES

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

Cllr Sharkey (Chairman), Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr Hill, Cllr Mills, Cllr Milliner (Vice-Chairman).

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

Cllr Collier (Chairman), Cllr Duhigg (Vice-Chairman), Cllr Gallagher, Cllr Sharkey, Cllr Goble, Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

MEMBERS TO SERVE ON THE BUSINESS PLAN & E-COMMUNICATIONS COMMITTEE

Cllr Collier, Cllr Duhigg, Cllr Gallagher, Cllr Sharkey, Cllr Symonds, Cllr Milliner, Cllr Veck, Cllr Seabrook, Matt Gunn, Marketing & Communications Assistant.

MEMBERS TO SERVE ON THE CIL WORKING PARTY

Cllr Gallagher, Cllr Sharkey, Cllr Harris, Cllr Cheta, the Clerk, the Finance Administrator and the Head Groundsman.

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

Cllr Griffiths (Chairman), Cllr Collier, Cllr Duhigg, Cllr Sharkey.

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

Cllr Griffiths (Chairman), Cllr Simmons (Vice-Chairman), Cllr Mills, Cllr Seabrook, Cllr Hill, Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Symonds.

MEMBERS TO SERVE ON THE HUB WORKING PARTY

Cllr Griffiths, Cllr Seabrook, Cllr Paul, Cllr Simmons, Cllr Symonds.

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

Cllr Seabrook (Chairman), Cllr Collier (Vice-Chairman), Cllr Gallagher, Cllr Sharkey, Cllr Milliner, Cllr Veck, Cllr Symonds.

MEMBERS TO SERVE ON THE CIVIC & EVENTS COMMITTEE

Cllr Duhigg (Chairman), Cllr Paul, Cllr Goble, Cllr Hill (Vice-Chairman), Cllr Mills, Cllr Simmons, Cllr Milliner, Cllr Symonds, Cllr Veck.

MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Sharkey & Cllr Paul.

MEMBERS TO SERVE ON THE ESCC SLR FORUM

Cllr Goble, Cllr Paul, Cllr Mills & Cllr Duhigg.

NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS

- Citizens Advice Bureau – Cllr Sharkey.
- Community Transport Lewes Association – Cllr Paul.
- Crime Stoppers – Cllr Harris.
- Lewes District Association of Local Councils – Cllr Collier.
- Peacehaven & Telscombe Housing Association – Cllr Hill.
- Peacehaven & Telscombe Access Group – Cllr Duhigg.
- Royal British Legion – Cllr Harris.
- The House Project – Cllr Mills.
- Town Forum – Cllr Simmons.
- Community Orchard – Cllr Seabrook.
- Community Garden – Cllr Paul.
- National Park Authority – Cllr Gallagher.
- Peacehaven & District Residents Association – Cllr Hill.
- Green Havens Network – Cllr Seabrook.
- Lewes & Havens Community Network – Cllr Griffiths.
- Downlands Court – Cllr Gallagher.
- Joint Action Group – Cllr Mills, Cllr Milliner.
- Age UK/Kempton House – Cllr Hill.
- ESALC/SSALC – Cllr Hill, Cllr Symonds.

V12 – 21st November 2019

Agenda Item:

Committee: Council

Date: 26/11/19

Title: TO CONSIDER THE FUTURE OF THE COMMUNITY CAFÉ

Report Author: Matt Gunn

Summary of recommended actions

What do we do going forward?

Do we open up the café to non-community groups?

Introduction

The community café runs Monday - Friday 8.30am – 12 by volunteers who are raising funds for their chosen charity and or organisation. They serve small breakfasts and refreshments for the public from the community house kitchen.

Background

The community café has been struggling for a number of years as the Meridian centre its self has become much quieter particularly due to the bank closure in the centre and a number of other units closing also. This therefore has meant that the footfall through the centre has majorly decreased having an adverse effect on the community café.

For the year 2020 Karen is experiencing great difficulty in booking people to run these coffee mornings, particularly on the Monday and Wednesday mornings.

Karen has tried a number of different things to increase the popularity of the community café and make it a more attractive proposition including sending letters and holding a meeting with café hirers, but unfortunately we still do not have the bookings.

The Market manager who hirers the hall does not actively advertise the market therefore decreasing footfall through community house, therefore having a detrimental effect on the café.

I have attached the minutes of the coffee shop development meeting on Wednesday the 21st August 2019 for reference.

Recommendations

1. Cancel Coffee Mornings for 2020
2. PTC Councillors to run the café to make money for a local project or charity
3. Tendering to lease the kitchen on a full time basis
4. Offer the kitchen to charities free of charge(with a significant loss of earnings)



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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

16th August 2019

Café & Foyer Working Party Meeting Wednesday 21st August 10 am

Agenda

Karen Bray

The running of the Kitchen/Café in the mornings

1. Do we open on just Tuesday's, Thursday's, Friday's and Saturday like before and close on Monday's and Wednesday's
2. Do we look for a full time person to run the kitchen for the whole week
3. Do we open Thursday's, Friday's and Saturdays for the charities and not open Monday, Tuesday, Wednesday, or fill in with outsiders if needed i.e business or individuals making profit.
4. Any other suggestions on how the café should be managed
5. To discuss ideas on how to Promote the café

Improving the foyer

6. To discuss the foyer new colour (warmer inviting)
7. To discuss the chairs (different colours)
8. To discuss New table cloths
9. To discuss New colour slats for blinds
10. Any other ideas on how the foyer could be improved
11. Confirm the date of the next meeting



PEACEHAVEN TOWN COUNCIL

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Minutes of the coffee shop development meeting on Wednesday the 21st of August 2019

Present- Cllr Emilia Simmons, Cllr Sue Griffiths, Cllr Wendy Veck, Cllr Lynda Duhigg,

Officers; Debbie Donovan & Karen Bray

1. The running of the Kitchen/Café in the mornings Tuesday Thursday Fridays and Saturdays

It was agreed that the kitchen will remain open on these days for the charities to hire and sell their bric a brac.

The coffee morning and mini market letters have now gone out to the regular hirers we have at the moment, it was advised we would look at this once everyone has replied to see if another plan needs to be put in place.

Monday and Wednesday will be open if we can get people to run the café for community games events or repair café or community matters.

It was also suggested a vending machine and a photocopier be placed in the foyer prices will be obtained.

The café will continue to be run by charities rather than looking for tenders from businesses.

Suggestions for promoting the Café, There was a general discussion about this matter and what came out most was ADVERTISING more from Facebook Twitter posters and letters to all charities. A weekly list on the table to notify what is going on in the building .To find out if we can get local groups hiring the foyer i.e. Stamp Clubs Games Club Book Club.

The time for the café to be open was noted at 8-12.30

Terms and conditions and price structure was mentioned and needs to be looked at

2. Improving the Foyer Suggestions

Painting the foyer a warm colour . Painting the chairs different colours and new table cloths and local artists paintings to go in the foyer which has been sorted

It was recommended that a cork board put up for members of the public to put up their posters and cards.

Karen Bray to source a chalk board for the Mall to highlight the market and kitchen
Advertise more with what's going on with the plastic holders on the tables

It was suggested that an questionnaire be put out for the general public to voice their opinions on what they would like in the foyer.



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CLIMATE EMERGENCY ACTION PLAN Nov 2019 – Nov 2020

The Climate Emergency Motion that was adopted by Peacehaven Town Council on 23rd July 2019 calls for an action plan on Climate Change to be presented to Council within six months in time for the 2020/2021 budget setting cycle.

1.	Council to agree to set up a Climate Emergency Working Group. Terms of Reference to be agreed. Members of Climate Emergency Working Party to be agreed. Budget to be agreed to fund the Carbon Footprint audit.	26/11/2019
2.	Town Clerk to investigate the Covenant of Mayors to track progress and link with other towns who are cutting emissions.	21/12/2019
3.	Mayor of Peacehaven Town Council to Sign the Covenant of Mayors.	31/01/2020
4.	Town Clerk to research the climate emergency plans of other Town and Parish Councils and report to Council.	31/01/2020
5.	Town Clerk to advertise the setting up of the Citizen's Panel and recruit members of the public. Two councillors to be nominated to report back to Council.	31/01/2020
6.	Climate Emergency Working Group to arrange an audit of the Peacehaven Town Council's activities that impact on its carbon footprint.	31/03/2020
7.	Youth Mayor and Youth Deputy Mayor to set up the Youth Citizen's Panel that will report to the Climate Change Working Party.	31/03/2020
8.	Climate Emergency Working Group to link with other agencies including LDC, ESCC, NHS and other Town Councils and other sectors including housing and health.	31/04/2019
9.	Audit to be completed, report and recommendations to be presented to Council. (In time for 2021/2022 budget planning)	30/09/2020
10.	All investment decisions made by Council must consider the impact on climate change and sustainability.	With immediate effect
11.	To consider systematically the impact on climate change and sustainability, all reports to Council must include climate change impact and sustainability.	With immediate effect
12.	Climate Emergency Working Group to investigate the investments of the Local Government Pension Plan in the Fossil Fuel Industry.	30/11/2020
13.	The Climate Emergency Working Group to make ongoing recommendations to Council to reduce the Council's impact on climate change such as changing to renewable energy, energy reduction, tree planting and waste reduction.	
14.	The Climate Emergency Working Group to report to council every six months.	31/05/2020 30/11/2020
15.	Climate emergency working group to organise events to raise awareness for climate change in the community.	30/11/2020

**46 Malines Avenue
Peacehaven
East Sussex
BN10 7PS**

**Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
East Sussex
BN10 8BB**

Attention: Tony Allen – Town Clerk

Date: 4th November 2019

Dear Tony

We would be grateful if you can make Policing and CCTV an Agenda Item for discussion at the next Peacehaven Town Council Full Council Meeting in November 2019. We detail below some background information to clarify our request.

About 3 years ago due to this group's persistent enquiries to Peacehaven Town Council (PTC) reference policing and crime in our town, I was invited on behalf of Peacehaven Focus Group by the then Town Manager with Councillors to a tour of the Communications Centre at Sussex Police Headquarters in Lewes. Whilst there we attended a presentation on linked CCTV, which was very informative and interesting and I was impressed. We were told that PTC could apply for grants for the CCTV systems/cameras and they could be available from Sussex Police as second hand.

About 2.1/2 years ago, with the increase in crime in the town particularly anti-social behaviour, Peacehaven Focus Group asked the Town Manager if PTC were considering installing CCTV linked to Sussex Police on the South Coast Road and Big Park Area in Peacehaven.

PTC Councillors at Full Council after reviewing various priced options of CCTV Systems voted that CCTV Systems linked to Sussex Police were too expensive and not necessary, but would just have a couple of historic data cameras located in the Big Park Area. PTC said they would co-operate with the Co-op with regard to their CCTV System, which is also not linked to Sussex Police.

Even Polegate with a population of about 8000 people has cameras in their High Street linked to Sussex Police. Peacehaven is the only major town in the Lewes District that does not have linked cameras. Newhaven, Seaford and Lewes all have CCTV Systems linked to Sussex Police.

Although, crime in Peacehaven is not so publicised as 2.5 years ago burglaries such at The Angling Shop and at various other shops on the South Coast Road have been happening in the last 6 months and reported in the Argus.

We understand that linked systems are only one of the tools to combat crime, but as the Council Tax Contribution to the Police in Peacehaven, Telscombe and East Saltdean is over £1.5 million and the town's population ever increasing, our members believe this matter should seriously considered by the Council and is long overdue.

Yours Sincerely

Vivian Carrick
Secretary
Peacehaven Focus Group



**46 Malines Avenue
Peacehaven
East Sussex
BN10 7PS**

**Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
East Sussex
BN10 8BB**

Attention: Tony Allen – Town Clerk

Date: 4th November 2019

Dear Tony

Save Peacehaven Car Parks the embryo of Peacehaven Focus Group registered Piddinghoe Avenue, Steyning Avenue and Roderick South Car Parks, as Assets of Community Value (ACV) on 21st December 2015 with Lewes District Council (LDC) and they are included on their register (See attached letter from LDC dated 22-12-15).

This information was given to the Chairman of the Environment Group of the Peacehaven & Telscombe Neighbourhood Plan Steering Group in 2017/18. However, it is not clear from public records that these Peacehaven Car Parks are protected in the Neighbourhood Plan.

We attach the full submission for ACVs given by Save Peacehaven Car Parks to LDC in 2015, which fully details the reasons why these car parks are so important to the economic and social well being of our town, and should be protected from housing development. We trust that your councillors shall carefully read these documents.

It should be noted, that as a precedent Seaford Town Council registered all their public car parks as ACVs with Lewes District Council in 2015.

We would be grateful if you can make the following request an Agenda Item for discussion at the next Peacehaven Town Council Full Council Meeting in November 2019.

1) Please can Peacehaven Town Council pass a motion to include Piddinghoe Avenue, Steyning Avenue and Roderick South Car Parks as protected areas in the Peacehaven & Telscombe Neighbourhood Plan, as this shall safeguard them in Planning Law under the Localism Act 2011.

2) Please can Peacehaven Town Council also re-register Piddinghoe Avenue, Steyning Avenue & Roderick Avenue South Car Parks as Assets of Community Value with LDC, when the current registration expires on 20-12-2020. ACVs are also in accordance with the Localism Act 2011.

Please acknowledge receipt of this letter and attachments.

Yours Sincerely

Vivian Carrick

Secretary

Peacehaven Focus Group



Town Clerk

From: Admin
Sent: 13 November 2019 17:58
To: Town Clerk
Subject: FW: Public question Planning & Highways meeting 12th November

From: ~~Mike Gatti <mike.gatti@peacehavenfocusgroup.com>~~
Sent: 11 November 2019 09:40
To: Admin
Subject: Public question Planning & Highways meeting 12th November

Hi Vicki,

May I submit the following question for the above meeting please:

At the Full Council meeting on the 24th September, on behalf of Peacehaven Focus Group I asked a question regarding Barratts/Chalkers Rise (C513 in the minutes) this was in turn referred to the Planning & Highways committee of 1st October who agreed to request LDC to respond. I brought this up again at the Planning & Highways meeting on the 22nd of October, as still no response had been received. Cllr Sharkey advised that she would look into it. May we have an update please?

Kind Regards

Mike Gatti

Peacehaven Focus Group