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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Minutes of the meeting of Council held in the Anzac Room, Community House, Meridian Centre at 6.30pm on Tuesday 20th August 2019

Present – Mayor Cllr Claude Cheta, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Betty Walters, Cllr Emilia Simmons, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Alan Milliner, Cllr Wendy Veck.

Officers; Town Clerk, Tony Allen, Finance Officer, Andy Beams.

The Clerk noted that the Chairman had been delayed in getting to the meeting. It was resolved that Cllr Seabrook should Chair the meeting in the interim.

1 C522 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from the Deputy Mayor Cllr Job Harris, Cllr Dawn Paul & Cllr Lucy Symonds.

2 C523 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interest.

3 C524 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS HELD ON THE 30th JULY 2019 & 6th AUGUST 2019

Cllr Simmons noted that she was not listed as being present at the meeting on the 6th August. The minutes, as amended, were proposed by Cllr Griffiths, seconded by Cllr Duhigg and agreed as a true record.

4 C525 TO APPOINT COUNCILLOR(S) TO THE PERSONNEL COMMITTEE

It was resolved to add Cllr Symonds to the Personnel Committee.

Cllr Cheta joined the meeting and took over the Chair.

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following item:-

5 C526 APPOINTMENT OF FINANCE ADMINISTRATOR – INTERVIEW PANEL REPORT & RECOMMENDATIONS

Cllr Seabrook presented to members on behalf of the interview panel. He explained the council priorities the panel had considered during the interview process and that they had interviewed two candidates, one of whom was considered to be fully suitable.

In addition to the panel's deliberations, Cllr Seabrook put an additional proposal to the council for consideration in relation to the existing arrangements for locum Finance Officer.

Andy Beams left the meeting.

Members discussed the two proposals in detail. An amalgamation of the two proposals was moved by Cllr Hill, seconded by Cllr Gallagher and resolved as follows:-

1. The approved candidate for the Financial Administrator post will be recruited, with a proposed starting date of the 1st October 2019.
Cllr Seabrook to inform them of the Council's decision. Cllr Seabrook was authorised to complete the recruitment process and to contact SSALC to arrange the necessary contract details, etc.
2. The services of the locum Finance Officer will be retained on a reduced basis for the period of 1st September 2019 to 31st January 2020, under the terms proposed. This is to provide for training for the Clerk and the new Finance Administrator, as well as assisting the Council through the financial review and budgeting process for 2020/21.
Cllr Seabrook and the Clerk were authorised to make the necessary arrangements.

Andy Beams returned to the meeting.

The Chairman summarised the discussion and resolutions.

6 C527 DATE OF THE NEXT MEETING – Tuesday 24th September 2019

There being no further business, the meeting closed at 19:11.



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Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 20th August 2019 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr J Harris, Cllr C Gallagher, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr B Walters, Cllr A Milliner.
Town Clerk T Allen, Finance Officer Andy Beams.
Two members of the public.

PF394 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF395 PUBLIC QUESTIONS

Both members of the public questioned the Town Clerk's practice of not sending out meeting papers by email to individual members of the public, noting that this was a change to Council policy which should be revisited.

A member of the public questioned whether there had been lost opportunities for the Council to acquire and/or spend CIL monies. Andy Beams explained that the receipt of CIL money is an automatic process via LDC and that CIL money has to be spent within five years of receipt, noting that the CIL scheme had not yet been in existence for five years.

PF396 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members of the Committee were present.

PF397 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests made.

PF398 TO ADOPT THE MINUTES OF 16th JULY 2019

Adoption of the minutes was proposed by Cllr Gallagher, seconded by Cllr Griffiths and agreed as a true record.

At the Chairman's invitation, Cllr Hill joined the meeting.

PF399 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE

The reports from the Finance Officer were noted and discussed.

The Chairman led a discussion of the Council's financial position at the end of month 4 of the financial year, particularly in relation to income and expenditure. A number of budget headings were reviewed individually and in detail. The following points were discussed:-

- The refund had been received from Business Stream.
- The E-News was now produced in-house thus representing an underspend in the related budget.
- Civic & Events Committee to review the advertising budget.

- Andy Beams to investigate the setting up of a separate income stream for hire fees in relation to the football pitches in the big park.
- The general administration budget expenditure was still of concern, but had not worsened since Month 3.
- There was a reduced exposure to debtors.
- Budgets that were underspent to be reviewed with a view to retaining monies to supplement the general reserves
- Andy Beams to investigate the setting up of a separate cost centre for staff costs in relation to the summer fair.
- Andy Beams to provide a list of sponsorship received for the next meeting of the Civic & Events Committee.
- A report on where the Mayor's charity funds are spent is required for the Committee's next meeting.

It was noted that currently the cost centres are not split around Committees. Andy beams advocated that, for the 2020/21 budget, each Committee takes responsibility for budgets within their remit, which are overseen and reviewed by the Policy & Finance Committee.

It was noted that the Interim Internal Audit will be carried out within the next couple of months.

PF400 TO ADOPT UPDATED FINANCIAL REGULATIONS

It was noted that the new NALC version of these Regulations was not significantly different from the Council's currently adopted version, except that, in some cases, there were differences between the Council's financial limit figures and those in the NALC draft

It was noted that Councils are free to set their own limits in these cases with figures that are appropriate to their size.

It was agreed to defer this item to the Committee's next meeting so that Andy Beams can recommend appropriate figures for PTC.

PF401 TO RECEIVE A REPORT FROM THE BUSINESS PLAN & E-COMMUNICATIONS WORKING PARTY

PF402 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR

PF403 TO APPROVE THE COUNCIL'S REGISTRATION FOR THE LOCAL COUNCIL AWARDS SCHEME (LCAS)

PF 405 TO APPROVE THE PRUCHASE OF A BROWSE ALOUD PLUG IN TO EFFECT COMPLIANCE WITH ACCESSIBILITY FOR THE PTC WEB SITE

Cllr Seabrook moved that, in view of the fact that the Committee's meeting was an interim financial review meeting, Items 401, 402, 403 & 405 be deferred to the Committee's next meeting. This was resolved.

PF404 TO APPROVE THE USE OF CIL FUNDS TO CREATE ADDITIONAL CAR PARKING SPACES AT THE BIG PARK FOR PEOPLE WITH DISABILITIES

The background to this matter was discussed. Cllr Seabrook suggested that the traffic flow could be reversed. It was resolved to recommend to Council that CIL money is used for this purpose; proposed by Cllr Griffiths, seconded by Cllr Sharkey.

Cllr Hill and the members of the public left the meeting.

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.

PF406 AGED DEBT ANALYSIS

The report from Andy Beams was noted and discussed, with an improving situation noted. It was noted that some payments were sporadic and that this is related to when invoices are sent out; when the new Financial Administrator is in post, invoices will be sent out on a more frequent and regular basis.

For some organisations, payment plans had been put in place to clear their arrears.

It was noted that a review of leases and hire fees will be carried out by the relevant Committees, which will report back to the Policy & Finance Committee.

In relation to the Budget/Precept setting round for 2020/21, Andy Beams stated that, at their next meeting, each Committee will be asked to propose their requirements to the Policy & Finance Committee, noting that he would be available to assist as required.

PF407 DATE OF NEXT MEETING – TUESDAY 17th September 2019 at 7.30pm

There being no further business, the meeting closed at 20:35.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 17th September 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. Town Clerk T Allen, Admin. Officer V Onis. One member of the public was also present.

PF408 CHAIRMAN'S ANNOUNCEMENTS

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

PF409 PUBLIC QUESTIONS

There were no questions from the public.

PF410 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were approved from Cllr Gallagher.

PF411 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF412 TO ADOPT THE MINUTES OF 20th AUGUST 2019

It was noted that Cllr Seabrook had been listed as 'A Seabrook' instead of 'D Seabrook'. It was resolved to adopt the minutes, as amended, as a true record.

PF413 TO NOTE THE EXTERNAL AUDITOR'S RETURN FOR FINANCIAL YEAR 2018/19

It was noted that the External Auditor's report had raised no issues for attention.

PF414 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE

The reports from the Finance Officer, at Month 5 in the financial year, were noted and discussed.

The Chairman led the meeting through a review of significant areas of over expenditure, highlighting the budget headings of salaries, legal fees and professional fees.

Areas of significant under expenditure were also discussed. It was noted that the grass contract cutting fee had not yet been paid. It was resolved to ask the Leisure, Amenities & Environment Committee to seek a reduction in this fee from LDC/ESCC for the poor service received this year.

The Chairman noted that the second precept payment had now been received from LDC.

PF415 TO ADOPT UPDATED FINANCIAL REGULATIONS

It was resolved to adopt these Financial Regulations, as updated by the Clerk and Financial Officer to set the various spending limits required.

PF416 TO RECEIVE A REPORT FROM THE BUSINESS PLAN & E-COMMUNICATIONS WORKING PARTY

- 1. To agree the Chairman, Vice-Chairman & members of the Working Party**
- 2. To discuss the Working Party's relationship to the NDP Steering Group**

The Chairman noted that the Working Party had met on the 17th September 2019 and that a report of activities will be made available for the Committee's next meeting.

PF417 TO APPROVE THE COUNCIL'S REGISTRATION FOR THE LOCAL COUNCIL AWARDS SCHEME (LCAS)

It was agreed that it would be worthwhile to pursue this accreditation at a later date. It was resolved to re-visit this item in a year's time.

MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING - Tuesday 17th September 2019

PF 418 TO APPROVE THE PURCHASE OF A BROWSE ALOUD PLUG IN TO EFFECT COMPLIANCE WITH ACCESSIBILITY FOR THE PTC WEB SITE

The Clerk's paper was noted and discussed. The Clerk demonstrated the Browse Aloud plug-in features. Cllr Seabrook noted that, in the first instance, an audit of the Council's existing web site features was a requirement, as it is a '.gov' site. It was resolved that the Clerk should ask the Council's current web site developers to quote for performing this audit.

It was noted that modern computer software and mobile phones provide a good level of accessibility support tools and that organisations such as RNIB are helping those who need special web site access.

PF419 GRANTS SUB-COMMITTEE:

1. Minutes of the meeting held on the 14th August 2019

2. Updated Grants Policy & application form for approval and recommendation to Council

Cllr Griffiths related the background to this item.

Cllr Seabrook noted that the Grants Policy and application form had been simplified and made more logical. These documents had also been updated to include BACS payments, elements of sustainability/environmental impacts, end of project reports and use of grant monies.

It was resolved to recommend the adoption of the Grants Policy and application form to Council.

PF420 COMMITTEE'S BUDGETARY REQUIREMENTS FOR 2020/21

The following areas of expenditure were identified as being proper to the Committee:-

- Grants
- E-Communications
- Business Plan Working Party.
- Community House items

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.

PF421 AGED DEBT ANALYSIS

The Chairman noted that the Council's exposure to debt had fallen again.

It was noted that this matter would become part of the work of the newly appointed Finance Administrator.

PF422 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR

The Clerk's paper was noted and discussed.

The quotes and specifications from the four companies were discussed in detail. Financing for this project and implementation timing were also discussed.

One company's quote was preferred and It was resolved to invite this company to give a presentation to Councillors and to discuss options for implementation.

PF423 TO APPROVE THE RENEWAL OF THE CONTRACT FOR THE COUNCIL'S OFFICE COMMUNICATIONS

The Clerk's paper was noted and discussed. The Clerk related the background to this item.

It was resolved to renew this contract.

Cllr Seabrook questioned the need for retaining a fax line and service. The Clerk to look into the recent use of this service offered to the public, with a view to ceasing it if it is no longer cost-effective.

PF424 DATE OF NEXT MEETING – TUESDAY 19th November 2019 at 7.30pm

There being no further business, the meeting closed at 20:33.

Agenda Item: 8-C518-8.1.2
Committee: Council
Date: 24th September 2019
Title: Big Car Park - Additional parking spaces for people with disabilities
Report Author: Tony Allen, Town Clerk
Purpose of Report: CREATING TWO EXTRA DISABLED SPACES IN THE BIG PARK CAR PARK

Summary of recommended actions

To invite Council to endorse the recommendation of the Policy & Finance Committee that Council approves CIL expenditure for this purpose.

Introduction

The Leisure & Amenities Committee agreed to authorise this new marking in the car park at the Big Park, but not where the funding would come from. The Policy & Finance Committee proposes that this could be funded from CIL monies already received by PTC

Analysis

Additional spaces for those motorists with disabilities was requested by the Bowls Club and there is general agreement that additional spaces of this type are needed.

We do need to have some repainting done on the carpark, directional arrows etc. so we can include the new disabled space painting as part of this work.

Cllr Seabrook has advised that there is cycle parking in the car park that isn't used, could we look into moving this space nearer the Café or maybe near the Hub itself and then add car parking there.

The costs are estimated as follows

1. Re reline 5 traffic calming humps.
2. Mark out the words "IN" and "OUT".
3. Reline 4 large directional arrows.
4. Mark out 5 disabled bays.

Price: £890.00 + £178.00 vat total Price: £1068.00

The Town Council has a duty to consider the following implications:

<u>Financial</u>	The current CIL budget for 2019/20 has £33924.00 remaining.
<u>Legal</u>	There is a requirement to demonstrate adequate provision for those with disabilities..
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.
<u>Climate</u>	There are no direct climatic impacts.

Town manager

From: Parks Officer
Sent: 12 August 2019 11:53
To: Town manager
Subject: for policy and finance?

Hi Tony

The L&A committee agreed to do marking in the carpark at the big park but not where the funding would come from, could this be an item on the next policy committee meeting on the 20th? It has been suggested this could be funded from CIL moneys already received by PTC

14 LA 328 CREATING TWO EXTRA DISABLED SPACES IN THE BIG PARK CAR PARK - requested by the bowls club

We do need to have some repainting done on the carpark, directional arrows etc. The re painting such a small job so just 1 cost so we can include the new disabled space painting as part of this quote.

Cllr Seabrook advised there is cycle parking in the car park that isn't even used, could we look into moving this space nearer the café or maybe near the hub itself and then add car parking there. Parks officer will check this with Chris Bibb.

Propose to create 2 extra disabled spaces

Proposed Cllr Seabrook

Seconder Cllr Simmons

All in Agreement

The cost was on a letter that came too late to be included on the minutes they were as follows

White lining

- 1. Re reline 5 traffic calming humps*
- 2. Mark out the words "IN" and "OUT".*

Reline 4 large directional arrows

Mark out 5 disabled bays.

Price: £890.00 + £178.00 vat total Price; £1068.00

Many thanks

Kevin Bray
Parks Officer
Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB



27 St. Lukes Road
Brighton BN2 9ZD
Tel: 01273 600666
www.sussexdriveways.co.uk
info@sussexdriveways.co.uk

Mr Kevin Bray
Parks Officer,
Peacehaven Town Council,
Community House,
The Meridian Centre,
Peacehaven
BN10 8BB

Tel no: 077204 98316

Thursday, 27 June 2019

Re site address: The Big Park sports Stadium, Piddinghoe Ave, Peacehaven
To reconstruct and widen existing footpath – 67 sq m

Excavations:

1. Remove existing tarmac, soil and vegetation and cart away.
2. Treat with weed killer.
3. Back fill with dot type 1.

Edging:

1. Set in 57 linear metres of path edging to exposed edges to retain tarmac.

Surfacing:

1. Lay a base course macadam 20mm DBM 40mm compacted thickness.
2. Surface in 6mm DBM wearing course macadam 25mm compacted thickness.

Colour: Black

Price: £ 5796.00

VAT @ 20% £ 1159.20

Total: £ 6955.20

NB: Please be aware that the footpath in areas will be less than 1200mm wide making it non DDA compliant

Additional Price: White lining

1. Re reline 5 traffic calming humps
2. Mark out the words "IN" and "OUT".
3. Reline 4 large directional arrows.



Sussex Driveways (Paving) Ltd, Registered Office, 27 St. Lukes Road, Brighton, BN2 9ZD Director V T Woodley. Registered in England No. 3206121



27 St. Lukes Road
Brighton BN2 9ZD
Tel: 01273 600666
www.sussexdriveways.co.uk
info@sussexdriveways.co.uk

4. Mark out 5 disabled bays.

Price: £890.00 + £178.00 vat total Price; £1068.00

I am the owner / authorised agent for the above property, and wish the described work to be carried out at the price specified herein.

Signature:

Date:

Payment is due on receipt of invoice.

We are happy to take debit card payment.

Sussex driveways only retains personal data for as long as necessary to fulfil the purposes for which it is being processed (including to comply with relevant legal or regulatory requirements)

Should you wish your data to be removed, please contact our office.



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GRANTS POLICY

1. INTRODUCTION

The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development of various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

2. TYPE OF GRANTS AVAILABLE

There are three types of grant available:

- a) Large Grants are for grants over £750
- b) Small Grants for grants up to £750
- c) Grants to cover room hire

3. ELIGIBILITY FOR GRANTS

To be eligible for a grant from Peacehaven Town Council, the applicant must be able to meet all of the following criteria:

- a) Be a voluntary / community group, registered charity, not for profit organisation or Community Interest Company (CIC) that can provide a prompt and tangible benefit for the benefit of the people of Peacehaven.
- b) Provide a completed grant application form signed by the person authorised to apply for the grant on behalf of the organisation. Application forms are available from the Town Council Office or from the website.
- c) Be able to demonstrate sound financial management. Ideally last year's audited set of accounts should be provided.
- d) Retrospective applications will not be considered.
- e) Where other funding is required, the grant is conditional on the other funding also being available.

4. CRITERIA FOR SELECTION

- a) Sustainability – Are the aims and objectives of the project clear? Projects must demonstrate sustainability and long term value for money.
- b) Management – Has the organisation obtained the correct permissions, have they nominated a responsible person to ensure that the project will be implemented, are they acting within current legislation? Only projects that are properly managed and compliant will be funded.
- c) Need – There should be clear evidence of the need for the project.
- d) Co-Funding – Projects where other funding has been obtained are more attractive. Have any other fund raising activities taken place?
- e) Self-help measures – Projects where self-help measures have been put in place are more attractive.

5. APPLYING FOR A GRANT

Grants are considered by the Grants Sub-Committee which is usually held twice a year in April and November. The dates of these meetings are advertised in advance on the Councils website and notice boards. They are also available from the Town Council offices.

The grant application form should be completed as fully as possible. In the case of an actual item being purchased, you should include full details of the item being purchased, supplier and full cost of the purchase.

Return the completed form to the Town Council 14 days prior to the next Grant Sub-Committee meeting.

If you need help completing the application form please contact the Town Clerk on 01273 585493.

6. IF YOU ARE SUCCESSFUL

If you are successful you will be notified by the Council in writing and payment will be made by BACS transfer to your bank account. Please ensure that the bank account details provided are correct.

Financial support from the Council should be acknowledged in any publicity relating to the project and in the organisation's annual report. Copies of this material should be sent to the Council. Where possible, items purchased with Council's support should be marked as such.

The funding may only be used for the purposes set out in the grant application.

If it transpires that funding cannot be utilised for the agreed purpose you must notify the Council at the earliest opportunity.

7. ON COMPLETION OF THE PROJECT

Confirmation in writing is to be given by the "Project End Date" that the project has been completed. The letter should verify that the funding has been used for the agreed purpose. A brief statement showing how the grant was spent and how successful it was will be required.

If for any reason the entire grant monies are not fully used then the surplus must be returned.

For large grants you may be asked to provide a presentation for the Annual Town Meeting on the use of the grant.

Adopted by Peacehaven Town Council September 2019

To be reviewed September 2022

Peacehaven Town Council

Meridian Centre, Meridian Way

Peacehaven, East Sussex, BN10 8BB

Tel: 01273 585493



GRANT APPLICATION FORM

The Town Council invites grant applications, which primarily support local organisations and which directly benefit residents of the Town.

1. NAME OF ORGANISATION:

If application granted, please provide bank account details. All grants will be paid by BACS transfer:

Account Name:

Sort Code:

Account Number:

2. ADDRESS:

Contact Name:

Email Address:

Telephone Number:

3. VAT REGISTERED: YES / NO

4. REGISTERED CHARITY: YES / NO

Charity Registration No:

5. DATE ORGANISATION ESTABLISHED:

6. DESCRIPTION OF ORGANISATION INCLUDING AIMS

7. MEMBERSHIP

Total Membership / Service Users:

Membership / Service Users resident in Peacehaven

8. REASON FOR GRANT REQUEST:

(eg. details of project together with numbers of those involved in the project, members and/or others, equipment, event, How many Peacehaven residents will benefit from this application?)

9. PROJECT END DATE:

10. AMOUNT OF GRANT REQUESTED

(See Peacehaven Town Council Grants Policy. If you are registered for VAT, it should not be included in the amount requested)

11. ENVIRONMENTAL IMPACT

(The council has declared a "Climate Emergency", how will your grant contribute to limiting the effects of climate change? Does your project have any negative effects on climate change and how will you mitigate this?)

12. WHO HAVE YOU APPLIED TO FOR OTHER GRANTS:

(e.g. organisations applied to and amount requested / amount received)

13. DETAILS OF PREVIOUS GRANT APPLICATIONS:

(if you received a grant last year please provide details of how it was used)

14. FINANCIAL INFORMATION:

(Please complete details below and either attach last year's audited accounts or audited summary of accounts for your organisation).

	NOW	ONE YEAR AGO
Current Assets		
Current Cash Balance		
Annual Income		
Annual Expenditure		

Signature

Date

(person authorised to apply for and on behalf of the organisation named in Item 1)

Notes:

The Town Council considers grant applications from local organisations each year and successful applications do not imply an automatic future success – each is considered on its merits and against availability of funds. Please see Peacehaven Town Council Grants Policy.

Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes.

Please return your completed form to Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB or email to townmanager@peacehaventowncouncil.gov.uk

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Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 6th August 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, Cllr L Duhigg
Victoria Onis (Admin) Deborah Donavan (Civic & Marketing Officer)

1 PH659 CHAIR ANNOUNCEMENTS

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

2 PH660 PUBLIC QUESTIONS

Due to a large public interest in a number of applications, the Chair allowed extra time.

The Public session was attended by approx. 50 residents. Concerns and objections were presented regarding

LW/19/0242 The Sussex Coaster
LW/19/0493 Nursery 29 Glynn Road
LW/19/0496 44 Lincoln Avenue
LW/19/0503 47 Piddinghoe Avenue

The Project Manager from Barrett Homes development, Craig McKenzie was in attendance. He spoke of how he wants to improve relations between Barretts and the Residents. He has given his contact details and spoke to individuals after the meeting.

3 PH661 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Walters; Holiday

4 PH662 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Duhigg advised that she is also on Lewes District Councils Planning Committee

5 PH663 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 9th July 2019,

It was resolved to adopt the minutes as a true record

Proposed Cllr Griffiths

Seconded Cllr Mills

All in favour

6 PH664 MONITORING THE PROGRESS OF THE LOWER HODDERN FARM DEVELOPMENT

Cllr Griffiths advised the Public Rights of Way working group will meet tomorrow; where the public access across the field at the big park will be discussed

PLANNING APPLICATIONS

PH665 LW/19/0242 The Sussex Coaster BN10 8SJ

Case Officer: Matt Kitchener/ Chris Wright

Councillors have noted all comments by members of the public.

All public comments/petition and presentation has been sent to Lewes DC again 7/8/19

Peacehaven Town Council recommends Refusal & will ask for this application to be called in by the District Councillor

Proposed Cllr Griffiths

Seconded Cllr Milliner

All in Favour

PLANNING OBJECTIONS – as per previous submission

- 1) Back garden development – building another property the confines of the existing one or large extension to property.
- 2) Out of keeping with street scene-impairment of the street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly
- 3) Blind or blocking corners-either with fence, bushes or trees causing hazard to drivers and pedestrians, health and safety
- 4) Loss of privacy-over-looking, causing loss of privacy or light, too close
- 5) Poor design-down to developer- does not fit in with local surroundings
- 6) Inadequate local infrastructure-including A259, surgeries, school
- 7) Effect on local character-surrounding area included
- 8) Density of layout & over development -too large for plot
- 9) Absence of car parking facilities-provision for pedestrians, wheelchairs and prams
- 10) Increase of traffic & congestion-is there an alternative
- 11) Exacerbate existing parking problems
- 12) Parking & Highway safety-turning space is applicable
- 13) Listed building or tree(s) with protection orders
- 14) Local drainage needs to be improved-not really for us, but sometimes there is a problem if the drain goes under the neighbours garden or path
- 15) Could prejudice further development-not really down to us, but would depend on how the developer acts.

PH669 LW/19/0349 12 Bramber Close BN10 8DH

Case Officer: Robin Hirschfeld

Peacehaven Town Council Recommend Approval

Proposed Cllr Seabrook

Seconded Cllr Paul

All in Favour

PH673 LW/19/0447 39 Victoria Avenue Peacehaven BN10 8HJ

Case Officer: Chris Wright

Peacehaven Town Council Recommend Approval

Proposed Cllr Duhigg

Seconded Cllr Harris

All in Favour

PH667 LW/19/0463 18 Valley Road Peacehaven BN10 8AE

Case Officer: Robin Hirschfeld

Councillors have noted all comments by members of the public.

All public comments have been sent to Lewes DC

Peacehaven Town Council recommends Refusal

Proposed Cllr Paul

Seconded Cllr Griffiths

All in Favour

PLANNING OBJECTIONS

- Out of keeping with street scene
- Effect on local character

PH666 LW/19/0487 2 Swanee Close, Peacehaven BN10 8EZ

Case Officer: April Parsons

Peacehaven Town Council Recommend Approval

Proposed Cllr Paul

Seconded Cllr Hill

All in Favour

PH668 LW/19/0487 10 Edith Avenue Peacehaven BN10 8PJ

Case Officer: Julie Cattell

Peacehaven Town Council Recommend Approval

Proposed Cllr Harris

Seconded Cllr Milliner

All in Favour

PH670 LW/19/0491 12 Sunview Avenue Peacehaven BN10 8PJ

Case Officer: Julie Cattell

Peacehaven Town Council Recommend Approval

Proposed Cllr Duhigg

Seconded Cllr Mills

All in Favour

PH671 LW/19/0493 Nursery 29 Glynn Road BN10 8AT

Case Officer: James Smith

Councillors have noted all comments by members of the public.

All public comments have been sent to Lewes DC.

Peacehaven Town Council recommends Refusal

Proposed Cllr Milliner

Seconded Cllr Harris

All in Favour

PLANNING OBJECTIONS

- Increase in traffic congestion
- Absence of car parking facilities
- Effect on local character
- Exacerbate existing parking problems
- Parking & Highway safety

PH672 LW/19/0494 Nursery 29 Glynn Road BN10 8AT

Case Officer: James Smith

Councillors have noted all comments by members of the public.

All public comments have been sent to Lewes DC.

Peacehaven Town Council recommends Refusal

Proposed Cllr Paul

Seconded Cllr Mills

All in Favour

PH674 LW/19/0496 44 Lincoln Avenue BN10 7JU

Case Officer: Danielle Durham

Councillors have noted all comments by members of the public.
All public comments have been sent to Lewes DC.

Peacehaven Town Council recommends Refusal & will ask for this application to be called in by the District Councillor

Proposed Cllr Griffiths

Seconded Cllr Seabrook

All in Favour

PLANNING OBJECTIONS

- Increase in traffic congestion
- Absence of car parking facilities
- Effect on local character
- Exacerbate existing parking problems
- Parking & Highway safety

PH675 LW/19/0503 47 Piddinghoe Avenue BN10 8RJ

Case Officer: April Parsons

Councillors have noted all comments by members of the public.
All public comments have been sent to Lewes DC

Peacehaven Town Council recommends Refusal

Proposed Cllr Seabrook

Seconded Cllr Griffiths

All in Favour

PLANNING OBJECTIONS

- Loss of privacy
- Density of layout & over development

- 8 **Tree work planning applications** TW/19/0048/TPO & TW/19/0046/TPO – Noted by Committee
- 9 **Planning application Decisions** - Noted by Committee
- 10 **PH653 Anchor Health Care Centre Car park Redevelopment; RESPONSE FROM Doctor Gurtler-**
Noted by Committee

Date of next meeting Tuesday 3rd September 2019 at 7.30pm

There being no further business, the meeting closed at 9pm

PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX

Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 3rd September 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, Cllr L Duhigg
Victoria Onis (Admin)

1 PH659 CHAIR ANNOUNCEMENTS

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

2 PH660 PUBLIC QUESTIONS

No questions

3 PH661 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

No apologies were received

4 PH662 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests

5 PH663 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 6TH AUGUST 2019,

It was resolved to adopt the minutes as a true record

Proposed Cllr Paul

Seconded Cllr Hill

All in favour

6 PH664 MONITORING THE PROGRESS OF THE LOWER HODDERN FARM DEVELOPMENT

No new updates since the last meeting of the Committee

7 PH689 LW/19/0407 330-336 SOUTH COAST ROAD – BUS SHELTER

The proposed bus shelter would be in Telscombe. It was agreed that Admin/Town Clerk will forward the correspondence to TTC.

8 PH690 STEYNING AVENUE CAR PARK

It is unclear what percentage of the parking space is being used for solely Park & Ride residents; the car park is also used by people who work at shops in the coast road. It was also agreed that if time restrictions were placed at the car park for those P&R residents or people that work in nearby shops, they would then use the side roads to park cars which would cause more congestion.

It was proposed that the resident's comments be forwarded to Lewes District Council for further investigation, with a suggestion that "Roderick avenue south" car park could be used as a P&R

Proposed Cllr Duhigg

Seconded Cllr Griffiths

9 PH691 PLANNING COMMITTEE'S BUDGETARY REQUIREMENTS

It was proposed by Cllr Griffiths that Andy Beams attend the next P&H meeting on 1st October to discuss budget roll out.

Proposed Cllr Griffiths

Seconded Cllr Duhigg

10 PH692 PUBLIC RIGHTS OF WAY WORKING GROUP REPORT

Cllr Griffiths updated Committee that The public rights of way working party had its first meeting and decided to prioritise the concrete path leading from Lower Hoddern Farm to Centenary Park. There needs to be an evidence gathering exercise to find out the extent of usage by residents prior to 2005. Help would be appreciated from other Councillors with filling in evidence forms.

Financial implications - Printing of evidence forms and the time of the Marketing Assistant to provide publicity on the Council Website and FB page.'

11 PLANNING APPLICATIONS

PH693 LW/19/0548/CD Lower Hoddern Farm	Discharge of condition 3 (street furniture) and condition 26 (details of acoustic glazing and means of mechanical ventilation) in relation to planning approval LW/17/0226
	<p style="color: red;">Peacehaven Town Council Recommend Approval</p> Proposed Cllr Griffiths Seconded Cllr Hill All in Favour
PH694 LW/19/0553 138 South Coast Road Peacehaven Case Officer: Chris Wright	Re-positioning 2 Rear columns in the undercroft (ground level)

Planning application LW/19/0553 (Contd)	Peacehaven Town Council Recommend Approval Proposed Cllr Milliner Seconded Cllr Seabrook All in Favour
PH695 LW/19/0554 4 Mayfield Avenue Peacehaven Case Officer: Chris Wright	Erection of new dwelling on land to side of existing dwelling
	Peacehaven Town Council Recommend Approval Proposed Cllr Milliner Seconded Cllr Paul All in Favour
PH696 LW/19/0562 12 Swanee Close Peacehaven BN10 8EZ Case officer: Robin Hirschfeld	Proposed single storey rear extension to provide a conservatory
	Peacehaven Town Council Recommend Approval Proposed Cllr Griffiths Seconded Cllr Hill All in Favour
PH697 LW/19/0582 51 Firle Road Peacehaven BN10 8DA Case Officer: James Smith	Single storey side extension
	Peacehaven Town Council Recommend Approval Proposed Cllr Griffiths Seconded Cllr Paul All in Favour

12 NOTIFICATION OF PLANNING APPLICATIONS

PH TW/19/0053/TPO 10 Stanley Road	T1 Oak - Remove dead branch over the driveway (Safety), T3 Horse Chestnut - remove large stem over the driveway back to trunk (General Maint.) T4 Oak - 1 long branch, remove back to trunk as growing too close the house.
PH LW/19/0585 Meridian school	Renewal of planning consent for a double mobile classroom at Meridian Community Primary School for a period of 4 years (July 2023)

The Committee noted the planning applications above.

13 NOTIFICATION OF PLANNING RESULTS

TW/19/0048/TPO 2 The Cedars Peacehaven BN10 7SZ	Lewes DC Consents to the specified tree works
LW/19/0443 58 Cairo Avenue Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application
LW/19/0349 12 Bramber Close Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application
LW/19/0463 Workshop 18a Valley Road Peacehaven	Lewes DC Refuses Permission Peacehaven's Planning & Highways Committee Objected to this application
LW/19/0487 2 Swanee Close Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported this application

The Committee noted the planning results above.

Date of next meeting Tuesday 1st October 2019 at 7.30pm

There being no further business, the meeting closed at 8.10pm



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PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Neighbourhood Development Plan (NDP) Steering Group (SG) held in the Anzac Room, Community House, Meridian Centre at 7.00pm on Tuesday 13th August 2019

Present – Cllr Cathy Gallagher (Chairman), Cllr Isobel Sharkey, Cllr Alan Milliner, Cllr Claude Cheta, Cllr Wendy Veck, Cllr Emilia Simmons, Cllr Dawn Paul.

Peacehaven Town Clerk, Tony Allen, Telscombe Town Clerk, Stella Newman.

Mrs Ann Harrison, Mr Laurence O'Connor, Mr Pat & Mrs Chris Bowman, Mr Neill Watts, Mr Peter Seed.

Guest Speakers; Mr Lloyd Russell-Moyle MP, Mr James Boot & Dr Mark Earthey.

Cllr Gallagher welcomed everyone to the meeting and gave a briefing on developments since the last SG meeting on the 11th March 2019.

Cllr Gallagher reported that she will be arranging site visits for Mr Shane Scollard, AECOM SEA Consultant, on the 14th August 2019 and a report will follow. Meetings regarding the A259 are also happening this week between ESCC & Brighton & Hove Officers, Councillors and campaigners.

Cllr Gallagher introduced a draft update of the SG Terms-of-Reference, which has been circulated for comment to regular SG meeting attendees. Following agreement of the new T-O-R's by the SG, they will have to go to both Council's for ratification.

It was suggested that the next meeting of the SG should be its Annual meeting, where the T-O-R's can be agreed, appointment of the SG Committee members made and volunteers wishing to join the wider SG body agreed. The Chair said that the SG Committee would meet to discuss best way forward as time tight before Full Council Meetings 17th and 24th Sept. The date of the next SG meeting is to be advised with working groups meeting during the day.

It was resolved that, in the interim, Cllr Gallagher would remain as SG Committee Chairman, Mr O'Connor as Vice-Chairman, Mrs Harrison as Treasurer/Finance Officer, and Mr & Mrs Bowman (post share), Mr Peter Seed and Neil Watts to be Committee members.

Cllr Gallagher introduced Dr Mark Earthey, who had kindly agreed to work with a task group to be formed from the SG, at no cost to the Councils, to develop a Community Energy Scheme (CES) as part of the NDP.

Dr Earthey gave a presentation on how the electricity supply market will develop in the near future and some of the options and advantages that can be incorporated into a CES as part of the NDP.

Chair will write out to potential Energy Working Party members. To be taken to Full Councils for Dr Earthey to gather information and move forward on behalf of both Councils.

Mr Lloyd Russell-Moyle MP spoke about housing requirements/demand over the next 10-15 years, the A259 and Government investment in major road networks and development opportunities in and around the Meridian Centre. Mr Russell-Moyle encouraged close working between the two Town Councils and with the Chamber of Commerce.

Minutes of the meeting of the Neighbourhood Development Plan Steering Group – 13th August 2019

Cllr Gallagher introduced Mr James Boot, who it is hoped can be the new NDP Consultant; a proposal will have to go to both Council's for ratification.

Mr Boot gave a presentation covering his NDP credentials and current involvement with various organisations and projects.

Mr Boot highlighted some of the main NDP building blocks, stages & outputs and the help that may be available to the project as it develops.

Cllr Gallagher noted that, once Mr Boot's appointment has been confirmed, he will hold workshops/meetings with SG members.

There being no further notice, the meeting closed at 21:05.

Peacehaven & Telscombe Neighbourhood Plan

Steering Group Committee Meeting Tuesday 27th August at 7.00pm

Peacehaven Civic Centre

Minutes

Attendees

Julia Edwards , NDP Officer LDC, Cathy Gallagher, Ann Harrison, Chris and Pat Bowman, Neil Watts, Peter Seed . Apologies Laurence O'Connor Holiday.

Welcome and Update by Chair of Steering Group Cathy Gallagher

CG confirmed with all present that they wished to continue as Committee and that they realised we now needed to do some more detailed work perhaps during the day.

All confirmed. AH was re-assure that the Town Clerks were responsible for recording and maintaining records of NDP finances, her role as Finance Officer for Steering Group was a back stop.

Approval of James (Jim) Boot as our main Consultant and the need to follow up on the Community Energy Scheme accepted.

The message from Lloyd our MP to get on with requirements at Peacehaven Civic Centre and the need to complete NDP ASAP as that gives us access to S106 and CIL.

UPDATED PROGRESS CHART INTRODUCED (Attached)

Lots of extra tasks need to be introduced in Stage 2 Preparing the Plan

More packages to be applied for from Locality.

A discussion with Julia Edwards contributing about drafting policies including new Climate change. Do we need a separate Strategic Environment Assessment or is it being included in AECOM report?

Masterplanning Package , does it include Strategic Land Use?

Regulation 16 Publishing the Plan

Locality offer a Health Check but it may need to be paid for?

PUBLIC PARTICIPATION

Committee agreed that Professional Service will need to be paid for.

All to be reviewed with Jim Boot when he comes on board.

Financial Update attached

PTC have earmarked £5K up to end of March 2020

TTC have earmarked £2.5K up to the end of March.

Total £7.5K based on 2/3rds and 1/3rds

As explained after the Councils contribution is notional and could be increased if allowed in overall Council annual budget

No funds used this financial year.

HOUSING ALLOCATION FIGURES. Update from Julia Edwards

TA at PTC had calculated additional housing in PTC

2016 to early 2019 net increase 660 including 450 Lower Hodderm Farm

Phase 1 equalling 150 homes in progress

Phase 2 and 3 300 . Outline permission only?

Therefore Net Number 210.

NDP Allocates set at 259.

Consideration given to L O'Connor question about Appleton's Call for Sites application for warehousing on farmland.

Julia needs to consult Natalie Shfelt that originally at LDC but SHEELA only covered housing not employment land.

Julia left the meeting

TERMS Of REFERENCE.

Chris and Pat Bowman had reviewed in detail text of TOR and put forward a number of minor changes to add meaning

In the Finance Section several clauses taken out.

(Changes done by TC Peacehaven and being sent electronically to Committee prior to going to Full Council. TTC 18th September and PTC 24th Sept.

Votes taken as follows. .

1. Is there a need for AGM to agree Committee and TOR.

Long discussion covering difficulties re timing because of holidays.

Who else would do Committee, those suggested have been there from start.

Meeting 13th August was really a full SG meeting.

No provision for AGM in TOR Committee can be reviewed in 6 months.

Proposed NW Seconded AH Unanimous

2. Changes to TOR.

Proposed CB Seconded NW Unanimous

3. Wider Steering Group can be regular attendees

No vote but can indicate sentiment

Proposed CG Seconded AH Unanimous.

Next Steering Group Meeting date to be considered for October ?

Peacehaven TC Meetings Tuesdays . Amenities & Civic Centre TTC Monday 23rd

Sept , CG to attend.

PEACEHAVEN & TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP - TERMS OF REFERENCE

1. Background

- 1.1 Peacehaven & Telscombe Town Councils have determined that they should produce a Neighbourhood Plan in pursuance of the Government's Localism Act 2011 and the Neighbourhood Plan (General) Regulations 2012. In order to produce this plan the two Town Councils have established a Neighbourhood Plan Steering Group to prepare a draft Neighbourhood Plan which will be submitted to Lewes District Council for independent inspection and finally put to a public referendum for adoption.
- 1.2 The Town Councils have advised Lewes District Council of the intent of the residents of Peacehaven & Telscombe in consultation with other stakeholders to produce a Neighbourhood Plan for submission.
- 1.3 The Town Councils have conveyed the drafting of the Neighbourhood Plan to the Steering Group; however major financial decisions and process decisions will continue to be overseen by the two Town Councils, via recommendations made by the Steering Group and taken forward by appointed Councillors to the Towns Full Council meetings for approval. The Steering Group will be involved in all aspects of the development of the Neighbourhood Plan.

2 Purpose/Objectives

- 2.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan in order that it will then progress to Independent Examination, a successful community referendum and ultimately be adopted by both Councils to become planning policy.
- 2.2 The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of both Towns. The Group will ensure high levels of community engagement throughout the plan-making process, in order to:-
 - a) identify all the important aspects of life in the Towns which are to be considered for planning purposes in the future;
 - b) bring forward proposals which will enhance the quality and wellbeing of life in the Towns in the years to come; and
 - c) provide a planning framework for future use and protection of land within the Town's area.

3 Principles

- 3.1 In establishing the Steering Group, it is deemed appropriate that the Group is provided with and accepts these terms of reference. In particular:-
- a) the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;
 - b) all decisions made shall be fully evidenced and supported through consultation with the local community.

4 Tasks and activities

- 4.1 The Steering Group will:
- a) promote the process of preparing the Neighbourhood Plan. Steering Group members and the public will be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;
 - b) arrange meetings and appoint working Groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
 - c) assess existing evidence about the need and aspirations of the Towns;
 - d) liaise with relevant organizations to secure their input in the process;
 - e) develop guiding principles and policies to guide the Neighbourhood Plan;
 - f) appoint professional planning and other relevant expertise that may be acquired during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination;
 - g) inform the Town Councils of progress on a regular basis;
 - h) support the Local Planning Authority and the Towns Council's during the referendum process.
- 4.2 The Town Councils will:
- a) support the preparation of the Peacehaven and Telscombe Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within

the budget allocated by the Councils. The costs will fall as two thirds Peacehaven Town Council and one third Telscombe Town Council;

b) facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process;

c) carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Lewes District Council during the referendum process of the plan for which the principle authority are responsible;

d) following the preparation of the draft plan and with the agreement of the Group and Town Councils, submit the plan to the Local Planning Authority for inspection and independent examination.

5 Roles and Responsibilities

5.1 The Steering Group will carry out the following roles:-

a) Be accountable for steering and providing strategic management of the Neighbourhood Plan.

b) Produce, monitor and update a project timetable.

c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.

d) Regularly report back to the Town Councils for endorsement of decisions taken.

e) To undertake analysis and evidence gathering to support the plan production process.

e) Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.

f) Identify sources of funding.

g) Liaise with relevant authorities and organisations to make the plan as effective as possible.

h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

i) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.

j) Agree, subject to ratification by the Town Councils, a final submission version of the Neighbourhood Development Plan.

6. Decision Making

- 6.1 The Steering Group has authority from the Town Councils to draft its plan making functions up to and including publication of the Consultation Draft Plan.
- 6.2 The Group will report monthly to the respective Councils setting out progress on its work.
- 6.3 The Councils will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- 6.4 The plan-making process remains the responsibility of the Town Councils as the joint qualifying body.
- 6.5 All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Councils with appropriate Councils' positions given in all communications associated with the project.

7. Conduct

- 7.1 It is expected that all Steering Group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the Steering Group will:-

a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the Steering Group.

b) Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

- 7.2 The Steering Group will achieve this through applying the following principles:-

- a) Be clear and open when their individual roles or interests are in conflict.
- b) Work together for the benefit of the communities established in the Towns.
- c) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

- 7.3 The Steering Group will actively promote equality of access and opportunity.
- 7.4 The Steering Group will ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all Groups in both Towns and to those wishing to undertake development or be involved in the plan making process.
- 7.5 Steering Group members will seek the Steering Group's agreement for meetings with businesses, landowners, stakeholders, etc. and will make reports of these meetings available as soon as possible.

8 Group Membership

- 8.1 The Steering Group may be formed from Town Councillors, Council Officers, residents and the local business, education and recreation communities of Peacehaven, Telscombe & Saltdean, together with relevant stakeholders. . Effort will be made to seek representation from under-represented sections of the community.
- 8.2 The Steering Group will elect six officers for the posts of Chair, Vice Chair, Secretary, Finance Officer and two other officers, to be known as the Steering Group Committee. The Committee will become the main decision making body for the Steering Group.
- 8.3 The Steering Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.
- 8.4 The local planning authority will assist through their neighbourhood plan officer, who will be invited to attend Steering Group meetings when necessary.
- 8.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other Officers shall chair the meeting.
- 8.6 Officers shall be elected for a period of twelve months, after which date a further vote will be undertaken, to reappoint/elect Officers.

9. Working Groups

- 9.1 The Steering Group may establish working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- 9.2 Each working Group should have a lead person from the Steering Group.

9.3 Members of the community will be encouraged to participate in the process at all stages.

10 Meetings & Voting

- 10.1 The Steering Group will aim to meet monthly, although it may need to meet more frequently. These monthly meetings are open for all to attend and anyone can be nominated to come forward as a Steering Group member. Nominations will need to be seconded by an existing Steering Group member and then voted by the Group.
- 10.2 Officers of the Steering Group are likely to meet more frequently to progress decision making in association with the neighbourhood plan. The officers' meetings will not be open meetings but all minutes and decisions will be reported back to the overall Steering Group.
- 10.3 All meetings shall be open and may be attended by residents, the local business community and other relevant stakeholders
- 10.4 The Steering Group and its sub Groups will keep minutes of meetings which will be open to public scrutiny. These will be published on the Peacehaven and Telscombe neighbourhood plan website.
- 10.5 Notices, agendas, minutes and associated papers will be emailed where possible to all Steering Group members, three days prior to the meeting.
- 10.6 The minutes of each Steering Group meeting will be taken back to each Town Council for review.
- 10.7 Voting will be by a show of hands by all members of the Committee. In the event of an equality of votes, the Chairman will have the casting vote.
- 10.8 Any decisions taken by the Steering Group, other than those delegated to appointed officers or consultants will be carried forward if the majority are in favour at any given meeting.
- 10.9 For the purposes of interpretation or any doubt, the Councils' Standing Orders in relation to meetings and voting shall prevail

11 Finance

- 11.1 Policy and Finance Committee at Peacehaven Town Council and Policy and Resources Committee at Telscombe Town Council to have delegated authority to authorise expenditure from £100 up to an amount of £500.

- 11.2 Expenditure of over £500 to be approved by both Full Councils
- 11.3 Monthly financial reports will be provided to the Steering Group by the RFOs.
- 11.4 All grants and funding will be applied for and held by the nominated Officers, who will ring-fence the funds for Neighbourhood Development Plan work.
- 11.5 The Steering Group will notify the Councils, of any planned expenditure before it is incurred.

12 Changes to the Terms of Reference

- 12.1 These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.
- 12.2 These Terms of Reference may be amended with the support of at least (two-thirds) of the current membership at a Steering Group meeting and with the approval of both Town Councils.

13 Dissolution of the Group

- 13.1 The Steering Group will be dissolved once its objectives have been attained and/or when at least (two- thirds) of its members and the Town Councils consider it's services are no longer required.
- 13.2 The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Peacehaven Town Council and Telscombe Town Council

Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House, Meridian Centre at 6.00pm on Tuesday 17th September 2019

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

1 E038 PUBLIC QUESTION TIME

No members of the public were present.

2 E039 CHAIRMAN'S ANNOUNCEMENTS

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

3 E040 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were approved from Cllr Gallagher.

4 E041 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

5 E042 TO ADOPT THE MINUTES OF 4th JULY 2019 & 6th SEPTEMBER 2019 MEETINGS

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

6 E043 TO ADOPT A LONE WORKING RISK ASSESSMENT & POLICY

The draft policy was discussed, with the following amendments agreed:-

- It should clearly state that the policy applies to all PTC staff who can be in a lone working situation.
- There should be easy ways to find emergency contact information and telephone numbers; e.g. on easily located cards and on mobile phones.
- The lone worker should be easily able to raise the alarm if required; panic buttons and/or use of the Meridian Centre's W-T radios to be explored.
- Safety of staff leaving the premises should also be considered; e.g. proper external lighting.

It was resolved to adopt the draft Policy, as amended.

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.

7 E044 TO APPROVE PROPOSED CHANGES FOLLOWING THE CONSULTATION ON CARE-TAKERS ROTAS & STAFFING STRUCTURE

The Clerk related the background to the consultation and the process followed under the guidance of the Council's HR advisers, noting the full open involvement of the Caretakers themselves.

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

Current working arrangements were discussed in relation to the proposed new rotas.

It was resolved to implement the rota as set out in Option 1 of the Clerk's paper, with effect from the 1st November 2019.

Cllr Seabrook reported that, following discussions with the Council's HR advisers, there was a need to regularise the employment situation regarding the Council's contracted services. It was resolved that Cllr Seabrook and the Clerk should look into this matter and report to the Committee at its next meeting; in the interim no changes to these services will be made.

8 E045 TO ADOPT A REVISED STAFFING STRUCTURE

The revised staffing structure, including some updated job titles and reporting arrangements, circulated by the Clerk was noted and discussed. It was noted that the contracted Finance Officer did not need to be included in this document.

The Clerk noted that up-to-date Job Descriptions and appraisals are being arranged for all staff and that, in future, this will happen every six months.

It was resolved to adopt the revised staffing structure, as amended.

9 E046 TO REVIEW THE TERMS OF ENGAGEMENT FOR THE COUNCIL'S HR ADVISERS

Cllr Seabrook related the background to this item.

The Clerk's paper was noted and discussed.

The delivery of remaining work from the HR advisers and the general need for this type of service was discussed.

It was resolved to retain these services under the engagement terms set out in Option 2 of the Clerk's paper, once the remaining work items had been delivered. In the interim, the Clerk to select the most cost-effective option for engagement.

10 E047 TO CONFIRM THE APPOINTMENT OF MS V ONIS

The Clerk's paper was noted and discussed.

It was resolved to confirm the appointment of Ms V Onis along with the proposed enhancement to her employment terms.

11 E048 UPDATE ON CURRENT STAFFING/EMPLOYMENT ISSUES & WORK IN PROGRESS

The Clerk's report was noted.

12 E049 COMMITTEE'S BUDGETARY REQUIREMENTS FOR 2020/21

The following areas of expenditure were identified as being proper to the Committee:-

- Salaries and related costs.
- Staff training.
- Employing an Apprentice for the Grounds Team.

The Clerk noted that a salary review was needed for all staff. Cllr Seabrook and the Clerk to discuss cost models with the Finance Officer.

13 E050 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

Cllr Symonds gave an update on the progress of the investigation into this matter, noting that it should be completed on the 19th September 2019, with a report for the Committee to follow shortly after that.

Responsibilities for the next stage of the procedure were agreed.

14 E051 DATE OF THE NEXT MEETING – TO BE AGREED

There being no further business, the meeting closed at 19:15.



Tony Allen
TOWN MANAGER
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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Leisure, Amenities & Environment Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 10th September 2019

Present: Cllr S Griffiths (Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Milliner, 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, Victoria Onis Admin, Andy Beams Finance Officer

GENERAL BUSINESS

1 LA 340 CHAIR ANNOUNCEMENTS

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

A minutes silence was held in memory of our Past Councillor and Town Manager Alan Sargent, who passed away peacefully on Saturday 7th September.

The following upcoming events were noted: -

- Grand Opening of the Community Garden at 11am on Fri 13th September
- **Bingo evening** in aid of the Mayor's charities at 7pm on the 13th September, 8 games for £4, Main Hall Community House.
- **Cinema** the film "Yesterday" at 7.30pm on the 18th September, tickets £5, Main Hall Community House.
- **Quiz night** at 7pm 4th October, £2 per person, Main Hall Community House.
- **Curry & Entertainment night** at 6pm on the 12th October 2019; in aid of the Mayor's charity fund, tickets £8, Main Hall Community House

- **Wrestling Spectacular** at 7.30pm on the 26th October - tickets on sale now at £10, Main Hall Community House

2 LA 341 PUBLIC QUESTION TIME

A resident advised that Dog fouling is on the increase again at the big park. It was resolved to involve Neighbourhood First as they did a very effective job last time monitoring this issue.

A resident asked when the trees at Centenary Park will be cut back. Cllr Griffiths confirmed that now the nesting season is over.

It was highlighted that the fences at Centenary Park have been broken for some time, this has been noted by Parks Officer who will go away and inspect the fences and come back with some costings.

3 LA342 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Milliner substituted Cllr Simmons

4 LA 343 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul informed committee that she is a friend of Mrs Phillips who runs the Cats Club (item 18)

5 LA 344 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 2nd July 2019

Cllr Gallagher queried the accuracy of minutes taken on item 12 LA 326. The Parks Officer agreed to listen back to the audio of the last L&A meeting to review this.

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

6 LA 345 TO DISCUSS THE NEXT FINANCIAL YEAR'S BUDGET

The Finance Officers report was noted and discussed. The Finance Officer advised the Committee of the process for setting the 2020/21 budget and the input required from the Committee.

7 LA 346 TO DISCUSS THE COMMITTEE'S FINANCIAL UPDATE

Discussed above

8 LA 347 TO DISCUSS REPAIRS REQUIRED TO THE BOUNDARY FENCE AT THE SPORTS PARK

Report was noted and discussed and it was proposed to get 2 further quotes on a new fence and take the cost from the CIL fund.

(Item 8 contd)

Proposed Cllr Sharkey and Seconded by Cllr Mills,
All in Favour

9 LA348 TO AGREE A LICENSING SCHEME & POLICY FOR COMMERCIAL HEALTH & FITNESS ACTIVITIES IN PTC PARKS

Report was noted and discussed. It was resolved to implement this proposal
Proposed by Cllr Seabrook and Seconded by Cllr Hill.
All in favour

10 LA 349 TO DISCUSS THE DEVELOPMENT OF HOWARD PEACE PARK - PUBLIC CONSULTATION

Cllr Seabrook requested volunteers to help with taking surveys at Howard Park and also discussed a date for a public consultation.

It was resolved that the Committee Members would email Cllr Seabrook with available dates and Volunteers names.

Proposed by Cllr Paul and Seconded by Cllr Mills.

All in favour

11 LA 350 TO DISCUSS A RESIDENT'S REQUEST FOR A FENCE REPLACEMENT

Report was noted and discussed. The ivy has been removed from the fence by PTC but the fence is not owned by Peacehaven Town Council.

It was proposed that PTC would not contribute to the replacement of the fence.

Proposed by Cllr Paul and Seconded by Cllr Mills

All in favour

12 LA 351 TO DISCUSS NEW SIGNAGE FOR THE CENTENARY PARK/BIG PARK

Report was noted and discussed.

It was proposed to create a working group to discuss the types and design of the signs and discuss future signs so we have a consistency throughout the Town to comprise of the following; Cllr Hill, Cllr Symonds, Cllr Paul and Cllr Griffiths.

Proposed by Cllr Mills and seconded by Cllr Harris

All in favour

13 LA 352 TO DISCUSS THE CYCLE HUB'S USE OF THE MULTI-GAMES COURTS

It was resolved to continue to allow the cycle hub to use the multi games courts free of charge

Proposed by Cllr Gallagher and seconded by Cllr Mills

All in favour

14 LA 353 TO NOTE THE REPORT OF THE RECENT GATEWAY CAFÉ MEETING

Report noted.

15 LA 354 TO NOTE A REPORT REGARDING CARAVANS SETTING UP AT THE BIG PARK & AGREE ACTIONS REQUIRED

It was noted that the Height barrier will now be down at 3pm each day at Centenary park for a trial period, to prevent camper vans etc staying overnight in the Park.

16 LA 355 TO REVIEW HIRE CHARGES RECOMMEND ANNUAL INCREASES

The Finance Officer will be submitting a report for the next Committee meeting and will look at surrounding councils charges for similar pitches.

17 LA 356 TO DISCUSS RESIDENTS' REQUESTS FOR TREE WORKS

The report was noted and discussed. **Cllr Griffiths suspended standing orders** for a resident to speak of his concerns with the Ash Tree. **Standing orders reinstated.**

Although it was resolved that the Committee will fund the Pollarding of the tree as a gesture of good will, the request will need to go to Policy & Finance on the 19th November, as currently there is no budget for this.

Proposed Cllr Gallagher and Seconded by Cllr Hill

All in Favour

18 LA 357 TO REVIEW THE FOOTBALL CLUB & CATS CLUB LEASES

Resolved to defer the review of the Leases until the next Leisure & Amenities meeting; on the 5th November, once the terms of the contracts have been decided.

Proposed by Cllr Paul and Seconded by Cllr Mills

All in favour

19 LA 358 TO DISCUSS ISSUES RELATING TO OVERNIGHT PARKING AT CENTENARY PARK / BIG PARK & AGREE ACTIONS REQUIRED

Discussed at item 15

20 LA 359 TO NOTE THE REPORT ON WORK UPDATES – GROUNDS TEAM

Report noted.

The Parks Officer updated Committee, noting that the bus shelter still not completed as he is waiting on some missing parts.

21 LA 360 CONFIRM DATE OF NEXT MEETING 5th November 2019

There being no further business, the meeting closed at 9.25pm

Town Clerk

Subject: Cllr Sue Griffiths - Report for Associations

Cllr Sue Griffiths

Report for Associations.

Community Network - 'Invisible' Mental Health Issues and Provision.

The meeting began with a chat with Alex Hooper a young singer/song writer who spoke about her experience of trying to access support for her own Mental Health needs. She also sang two of her own songs.

Following Alex there were speakers from:-

Health in Mind - An NHS organisation providing short term courses and other types of therapies that can help with stress, anxiety and low mood. The service is free and available to adults over the age of 18 living in the East Sussex area. They can be accessed through self referral.

I-Rock- A service open to young people aged 14 - 25 providing a chance to talk in confidence about any problems they may be having. No referral needed. Drop in at Newhaven Mondays, Wednesdays and Fridays 11am-6pm at Denton Island Community Centre.

Oasis Project - Help for women, children and families affected by drugs and alcohol.

India-Jayne Wardle a youth trustee at 3VA and a member of the East Sussex County Council Youth Cabinet. She spoke about the work and research that the Youth Cabinet are involved in around young peoples mental health.

The speaker from the **Well-Being Centre** was unable to attend.

The meeting then broke up into small groups to discuss the issues.

The results of these discussions should be available for the next Council meeting.

Peacehaven Community Orchard

Update 18th September 2019

Peacehaven Community Orchard, located on the North side of the Big Park and adjacent to the Barrett's development is a four acre site that is planted with almost one hundred apple trees, many of which are traditional Sussex varieties. The aim is to grow strong trees that can with stand attack in a natural environment. Pests and diseases will be present but the permaculture approach is to achieve a balance of pests and predators by creating a balanced ecology.

The first apple trees were planted in the winter of 2015/2016 and are now in the fourth growing season. Trees have been planted each winter since then and will continue in the coming winter which will bring the number of trees to just over 100.

The site is surrounded by a shelter belt and individual trees are surrounded by wind breaks to provide some protection from the wind. It is planned to plant further shelter belt trees to enhance the protection and to replace those trees which have died.

Voles are becoming a particular problem as they eat the roots of the young trees which subsequently die. We have lost several trees to voles and many more may be damaged. This level of damage is particularly high and perhaps a sign of the young changing eco system and the vole population has taken advantage of the new environment with insufficient predators around. Action is being taken to limit the damage. We need to provide suitable nesting boxes and perches for predators such as kestrels and peregrine falcons, both of which live in the area around the orchard. Barn owl boxes would also help. The problem is providing places high enough of the ground. Telegraph poles could be used.

The Peacehaven Orchard Community raises funds throughout the year through outside events such as fetes, selling apple juice (not from our trees yet) and through the Community Café in the Meridian centre. The Community Café is by far the most successful and raised £2873 last year which will be reinvested in trees, equipment and an additional storage unit which is about to be installed alongside the existing one. The two units will be covered with a "green roof". The group also purchased a Scythe this year and three members attended a training course at Stanmer Organics.

Volunteer days are held throughout the year and everyone is welcome to attend and look after our trees. Weeding, watering, pruning, planting, mulching and repairing the wind breaks are among the many activities on offer. Wild flower seeds are also being planted alongside the trees

The group recently held an AGM and elected officers to manage the group. Further funding is being sourced for the purchase of more trees. Additional signposting in the Big Park would help visitors to find the orchard and the group will be producing an information leaflet. This orchard may eventually become a heritage site protecting the gene pool of Sussex Apples Trees.

Volunteers are always needed so please contact Sue Griffiths or David Seabrook for further details.



EAST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

President – Lord Amptill

CEO – Trevor Leggo

TL/EL

24 August 2017

Dear Member,

East Sussex ALC Annual General Meeting & Autumn Conference 2019 – an invitation to your appointed members to the East Sussex ALC AGM

Please find enclosed the Agenda and draft programme for our AGM to be held at the Kings Centre, 27 Edison Road, Eastbourne, BN23 6PT commencing 10:00am.

Your council is welcome to book on as many Members and/or staff as they wish (first come first served and by return of booking form only) - *most importantly please can we remind you that for the AGM* section we require attendance from your representative(s) appointed to the East Sussex ALC AGM.* Any apologies for non-attendance must be sent in advance.

*please note that there is no charge for Members who attend the AGM only. The charge is for the conference that immediately follows the close of AGM business.

A draft programme for the East Sussex ALC Autumn Annual Conference is also enclosed. The cost per delegate is £60 +VAT which covers venue hire and refreshments. *The only way to secure places is by completing and returning the booking form using the link below, which has been emailed to all members and is also available on our website –*

http://www.ssalc.co.uk/AGM_and_Conferences_21260.aspx

If you have any questions, please send them to anna.beams@ssalc.co.uk

We look forward to seeing you there!

Trevor Leggo
CEO

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Tel: (01273) 830201

Email: paul.richards@ssalc.co.uk

Company No. 8500937 Registered in England

www.sussexalc.org.uk



EAST SUSSEX ALC LIMITED

2nd Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ
Company No. 8500914 Registered in England

Annual General Meeting of the East Sussex Association of Local Councils Limited

Agenda

The AGM will be held on Thursday 10th October 2019
At the Kings Centre, 27 Edison Road, Eastbourne, BN23 6PT
This AGM will commence at 1000
The Autumn Conference will follow

1. Elections

- a) Election of President - Lord Amptill will be proposed for re-election.
- b) Welcome by the President
- c) Election of Chairman – Cllr Keith Stevens will be proposed
- d) Election of Vice Chairman – Cllr Ruth O’Keeffe will be proposed

2. Apologies

3. Minutes of the Annual General Meeting held on 11th October 2018 to be approved and signed.

4. Report from the Chairman of East Sussex ALC Limited on the Annual Report for 2018/2019 (each member council will be posted a hard copy with further copies available on the SSALC Website)

5. To Adopt the Accounts for the Year Ended 31 March 2019

6. Appointment of the Directors - To consider and agree the current Directors nominated by the District Associations for election to the Board, namely:

Ruth O’Keeffe	Lewes District Association
Steven Catlin	Lewes District Association
Richard Turner	Lewes District Association
Hilary Pankhurst	Rother District Association
David Pankhurst	Rother District Association
John Barnes	Rother District Council
Mike Garner	Wealden District Association
Kay Moss	Wealden District Association
Keith Stevens	Wealden District Association
Mark Mulberry	Company Secretary
Roger Taylor	Company Solicitor

7. Election of Vice Presidents –Dr Alex MacGillivray, Mrs Marion Shepherd DL and Cllr David Young will be proposed for re-election.

8. Election of Representatives to the National Association 2018/2019 will be proposed as follows:

- (i) Cllr K Stevens as representative on the Council of NALC
- (ii) Cllr K Stevens, Mrs A Stevens & Mr T Leggo as voting representatives at the Annual General Meeting of NALC.

9. **Any other matters** - At the Chairman's discretion (Items for discussion to be notified to the CEO by the 21 September 2019 please).



Trevor Leggo
CEO



East Sussex Association of Local Councils

AGM & Conference Programme

Thursday 10th October 2019

Registration: 0930, AGM Start: 1000, Conference Start: 1030, Finish: 1545

Kings Conference Centre, 27 Edison Road, Eastbourne BN23 6PT

0930	<i>Registration, Networking & Refreshments</i>	
1000	East Sussex ALC AGM	<i>A separate agenda has been sent to all member parish and town councils</i>
1030	<i>Break, Networking & Refreshments</i>	
1045	Conference Welcome & Introduction	<i>Lord Amphill, President of East Sussex ALC Ltd.</i>
1100	How Local Parish Councils Can Assist the County Council During Challenging Times	<i>Becky Shaw, CEO, East Sussex County Council</i>
1200	ESCC	<i>Lee Redmond, Terry Hume & Cindy Nadesan, ESCC</i>
1230	<i>Lunch & Networking</i>	
1330	Changes to Community Policing	<i>ACC Julia Chapman, Sussex Police</i>
1430	<i>Break, Networking & Refreshments</i>	
1445	Improving Communications by Town & Parish Councils	<i>James MacCleary & Daniel Purchase, Breakthrough Communications & Strategies</i>
1530	Closing Remarks & Questions	<i>Trevor Leggo, CEO of SSALC</i>
1545	<i>Finish</i>	

SALC Reserve the right to make last minute changes to the programme should it become necessary. We hope to keep to the timings above, however timings may vary on the day of the event (the start time will remain the same).

