



TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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 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.

