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# PEACEHAVEN TOWN COUNCIL

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## **Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 24<sup>th</sup> November 2020**

**Present** – Mayor Cllr Claude Cheta, Cllr Lynda Duhigg, Cllr Sue Griffiths, 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 Emilia Simmons, Cllr Ron White, Cllr Alan Milliner, Cllr Wendy Veck.

**Officers**; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Senior Projects Officer, Michelle Edser.

**Public**; One member of the public was present.

### **C676 Mayor's/Chairman's announcements.**

The Chairman welcomed everyone to the meeting.

The Chairman reported on the following matters:-

- The very successful Christmas Appeal for children's presents.
- The urgent need to support the food bank.
- Meeting with the Police & Crime Commissioner's office and SSALC with the Clerk.
- SSALC Chairmen's briefing event.
- Remembrance events.

### **C677 Public session.**

There were no questions from members of the public.

### **C678 To approve apologies for absence.**

It was resolved to accept apologies from Cllr Hill.

### **C679 To receive declarations of interests.**

Cllr Duhigg as a District Councillor with planning and CIL responsibilities.

Cllr Paul as an employee of the Gateway Café.

Cllr White as a shareholder in the Meridian Health Centre.

### **C680 To adopt the minutes of the previous Council meeting held on the 27<sup>th</sup> October 2020.**

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

### **C681 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.**

#### **a. Policy & Finance Committee:-**

##### **i. To receive the Committee's financial report.**

It was resolved to receive this report, including the signing of the Bank Reconciliations and approval of payments, as set out in the draft meeting minutes of the 17<sup>th</sup> November 2020.

##### **ii. To receive the meeting minutes of the 21<sup>st</sup> October 2020.**

It was resolved to receive these minutes.

##### **iii. To note the draft meeting minutes of the 17<sup>th</sup> November 2020.**

These minutes were noted.

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- iv. **To receive the 2020/21 Interim Internal Audit Report**  
Noted that this was a very good audit report, but that the Council's level of reserves still needs significantly building op.  
It was resolved to receive this report.
- v. **To note the progress for drafting the 2021/22 budget & precept.**  
Cllr Collier reported that the Finance Officer has been meeting with Councillors and Officers to build up the draft budget, which will be finalised for presentation to the Finance Committee and Council in January.
- vi. **To approve grants allocations for Round 2 2020/21.**  
It was resolved to make grants payments amounting to £3930.00, as set out in the spreadsheet contained in the meeting papers.
- vii. **To authorise the payments for L&N Consulting until the meeting of Council in January 2021.**  
It was resolved to authorise these payments and that this matter will be reviewed again at the January 2021 Council meeting.

### **b. Planning & Highways Committee:-**

- i. **To receive the meeting minutes of the 6<sup>th</sup> October 2020.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 10<sup>th</sup> November 2020.**  
These minutes were noted.

### **c. Personnel Committee:-**

- i. **To receive the public meeting minutes of the 1<sup>st</sup> September 2020.**  
It was resolved to receive these minutes.
- ii. **To note the draft public meeting minutes of the 19<sup>th</sup> November 2020.**  
These minutes were noted.

### **d. Leisure, Amenities & Environment Committee:-**

- i. **To receive the meeting minutes of the 15<sup>th</sup> September 2020.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 3<sup>rd</sup> November 2020.**  
These minutes were noted.
- iii. **To approve funding for the repair/replacement of lights in the Gateway Café.**  
It was resolved that this work should proceed immediately.  
It was resolved, by majority, that no budgetary virement would take place; with costs being reflected in their actual budget headings.

### **e. Civic & Community Events Committee**

Cllr Duhigg reported that the Council had been approached by the NHS for the use of Community House as a vaccination centre for the Covid-19 programme. Mrs Donovan reported on the known details and a discussion followed on what other aspects needed to be finalised.

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Mrs Donovan noted that a NHS team will be visiting Community House on the 25<sup>th</sup> November 2020 to progress this matter.

It was resolved that this was an essential project for the Council to support and facilitate and that the Clerk and Officers should engage with the NHS full.

### **f. Business Development & E-Comm's Committee**

Cllr Milliner noted that the Committee next meets on the 1<sup>st</sup> December 2020.

### **g. Climate Change Working Party:-**

#### **i. To receive the meeting notes of the 23<sup>rd</sup> September 2020.**

It was resolved to receive these notes.

#### **ii. To note the draft meeting notes of the 4<sup>th</sup> November 2020.**

Cllr Sharkey stated that she had not attended an environmental forum as reported in these notes. The draft meeting notes were noted as amended.

### **C682 To receive a report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher reported on the following matters:-

- The Masterplan leaflet is in the final stages of preparation and will be delivered to all homes in Peacehaven and Telscombe.
- The Strategic Environmental Assessment (SEA) has been received and will now be sent to the NDP Statutory Consultees.
- The Housing Needs Assessment has just been received from LDC.
- The Design Guides and Character Assessments are continuing to be developed.
- Environmental matters are being finalised for input into the Draft NDP.
- After the last NDP Steering Group meeting, held on the 10<sup>th</sup> November 2020, a couple of volunteers have come forward to join the SG.
- The next meeting of the NDP SG is on the 10<sup>th</sup> December 2020.

### **C683 To receive a report from the PTC Havens Health liaison group meeting, held on the 17<sup>th</sup> November 2020.**

It was resolved to receive the circulated meeting report.

### **C684 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions.**

The Clerk gave an update on the current working situation, noting that staff were managing and adapting to the changing environment very well.

It was noted that all equipment identified for those staff working from home had been approved and ordered.

Arrangements for the Christmas appeals were discussed.

### **C685 Report by Cllr Symonds on CCTV partnership working with Sussex Police.**

Cllr Symonds gave an update on a presentation given by Sussex Police on the 16<sup>th</sup> November 2020 regarding CCTV partnership working.

Cllr Symonds stated that she is compiling an in-depth report for Council on this matter.

[The member of the public left the meeting]

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

**C686 To receive a report on the redevelopment of the Meridian Centre/ Community House.**

The Senior Projects Officer's report was noted and discussed in detail.

The SPO recommended the strong engagement of Councillors and staff in the development of the emerging NDP and that Pegasus/HDD are now invited to make their presentations so that the Council's engagement with them and all other parties involved in the redevelopment of the Meridian Centre can actively continue.

Cllr Collier referred to a meeting held with Simon Russian; a Planning Solicitor provided by LDC to support the Town Council in its negotiating process. Cllr Collier stated that it was essential to have Mr Russian's advice, in advance of any meaningful engagement in this project with other parties.

The need for effective public consultation was discussed and it was noted that the NDP Masterplan consultation is in the final stages of preparation and will be carried out in December and January.

It was resolved that PTC should now fully engage with Pegasus/HDD and all other parties involved in the redevelopment of the Meridian Centre, led by the Clerk and SPO.

[The SPO left the meeting]

**C687 Personnel Committee:-**

- a. **To discuss current confidential staffing matters and to ratify the Committee's actions.**
  - i. **To receive the confidential meeting minutes of the 1<sup>st</sup> September 2020.**

It was resolved to receive these minutes.

Current staffing issues, appointments and related matters were discussed and actions agreed.

- ii. **To note the draft confidential meeting minutes of the 19<sup>th</sup> November 2020.**

These minutes were noted.  
Cllr Seabrook reported that the Committee's requirements for the draft budget were being finalised.

**C688 Date of next meeting – Tuesday 26<sup>th</sup> January 2021 at 7.30pm.**

The Chairman thanked all Councillors and Officers for their hard work and resilience during the year.

*There being no further business, the meeting closed at 21:12.*