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# PEACEHAVEN TOWN COUNCIL

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

18<sup>th</sup> March 2020

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Main Hall, Community House, Meridian Centre, Peacehaven, on Tuesday 24<sup>th</sup> March 2020 at 7.30pm.

  
Tony Allen  
Town Clerk

## A G E N D A

### **GENERAL BUSINESS**

- 1 C574 MAYOR'S REPORT & ANNOUNCEMENTS
- 2 C575 PUBLIC QUESTION TIME
- 3 C576 CORONA VIRUS – LATEST POSITION AND ACTIONS REQUIRED (Pages 3-4)
- 4 C577 TO CONSIDER APOLOGIES FOR ABSENCE
- 5 C578 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS
- 6 C579 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 14<sup>th</sup> JANUARY 2020b (Pages 5-8)
- 7 C580 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES
  - 7.1 Policy & Finance Committee:-
    - 7.1.1 To note and receive the minutes of the 18<sup>th</sup> February & 10<sup>th</sup> March 2020 (Pages 9-12)
  - 7.2 Planning & Highways Committee:-
    - 7.2.1 To note and receive the minutes of the 4<sup>th</sup> February & 3<sup>rd</sup> March 2020 (Pages 13-24)
    - 7.2.2 Minutes of the ESCC SLR meeting held on the 24<sup>th</sup> January 2020 (Pages 25-26)
  - 7.3 Personnel Committee:-
    - 7.3.1 To note and receive the minutes of the 18<sup>th</sup> February & 17<sup>th</sup> March 2020 (Pages 27-30 & Pages 91-94)
  - 7.4 Leisure, Amenities & Environment Committee:-
    - 7.4.1 To note and receive the minutes of the 21<sup>st</sup> January (Pages 31-36) & 17<sup>th</sup> March 2020 (To follow)
  - 7.5 Civic & Events Committee:-
    - 7.5.1 To note and receive the minutes of the 25<sup>th</sup> February 2020 (Pages 36B-36E)
    - 7.5.2 Town Twinning update (Verbal report)
  - 7.6 Business Plan & E-Comm's Committee:-
    - 7.6.1 To note and receive the minutes of the 28<sup>th</sup> January & 10<sup>th</sup> March 2020 (Pages 37-44)
  - 7.7 Climate Change Working Party:-

**Agenda for the Meeting of Peacehaven Town Council – 24<sup>th</sup> March 2020**

- 7.7.1 WP/Action Plan update (Pages 45-48)
- 7.7.2 To agree the Terms-of-Reference for the Working Party (Page 49-50)
- 7.7.3 To agree the Single Use Plastic Policy (Pages 51-54)
- 7.8 **CIL Working Party**
- 8 **C581 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG):-**
  - 8.1 Notes from the public meeting held on the 24<sup>th</sup> February 2020 (Pages 55-68)
  - 8.2 NDP progress chart (Pages 69-70)
- 9 **C582 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS**
- 10 **C583 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES (Verbal reports)**
- 11 **C584 SUSSEX POLICE CCTV PARTNERSHIP – Report from Cllr Symonds (Pages 71-72)**
- 12 **C585 ANNUAL TOWN MEETING:- (Verbal reports)**
  - 12.1 Arrangements
  - 12.2 Mayor's awards
  - 12.3 Annual Town report
- 13 **C586 YOUNG MEN'S YOUTH PROVISION AT THE JOFF (Pages 73-90)**

**CONFIDENTIAL**

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

- 14 **C587 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE (Pages 91-102)**
- 15 **C588 SALES LEDGER (AGED DEBTS) WRITE-OFFS (Pages 103-106)**
- 16 **C589 DATE OF THE NEXT SCHEDULED MEETING – Tuesday 19<sup>th</sup> May 2020 – Annual Meeting of Council**

**Agenda Item:** C576  
**Committee:** Council  
**Date:** 24/03/2020  
**Title:** Coronavirus Action Plan  
**Report Authors:** Town Clerk  
**Purpose of Report:** To review the current position and agree further actions required

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#### Summary of recommended actions

1. To note the contents of this report.
2. To ratify actions taken to-date.
3. To agree authority for any additional actions required. What can/should the Council do to support its staff and the public and to allow urgent/necessary business to continue?
4. Establishing a clear emergency scheme of delegation to enable the Clerk, in conjunction with others where appropriate, to make the decisions which are needed in the short term.

#### Introduction

This is an emerging situation and the Council must remain flexible and react in-line with Government and NHS advice, plus legal advice from NALC/SALC. It really is an unprecedented time and all councils are adapting as advice changes.

#### Background

The Council, as the employer, has a duty of care to its staff and to the users of its facilities; their health & safety is paramount. The Coronavirus situation is an unprecedented event in most people's lifetimes and the Council will have to react in-line with Government & NHS advice as it emerges and develops.

With regard to meetings, the question is "is it necessary". Most council functions are going to cease over the next few months, so there will be limited decisions to consider.

Other councils are following the advice and staff are working from home where possible. PTC should adopt the same as soon as possible to protect everyone.

#### Analysis

The Council needs to resolve to introduce emergency powers which, when necessary, suspend Standing Orders, Financial Regulations, Committees etc. Terms-of-Reference, and give the Clerk delegated authority (in liaison with the Chairman of Council, Committee Chairmen and other Councillors and Officers as appropriate), particularly with regard to:-

1. Spending authority and levels.
2. Making recommendations on planning applications.
3. Holding Council and Committee meetings, or alternatively to deal with urgent related matters.
4. Staffing matters day-to-day.
5. Buildings/estates management.
6. Payments & other financial requirements.
7. Perhaps the biggest challenge for PTC will be with regard to cheque signing - without the ability to pay by BACS, the Council will need to agree a procedure for continuing to get cheques signed and sent out to contractors. Exceptionally, cheques could be signed in advance and their use authorised, monitored and recorded by email.

The Clerk to keep a clear record of these required actions and then submit them as an agenda item to the Council for approval and minuting when normality returns.

Following a team meeting on the 17<sup>th</sup> March 2020, and in-line with Government and NHS advice, the following has been agreed, for ratification by Council on the 24<sup>th</sup> March 2020:-

- The Summer Fair scheduled for the 11<sup>th</sup> July will be cancelled.
- The Mayor's reception scheduled for the 25<sup>th</sup> April will be postponed.
- The Annual Town Meeting scheduled for the 21<sup>st</sup> April will be postponed.
- All other Community House events, bookings and activities, including the café, will be cancelled from the 18<sup>th</sup> March 2020, until further notice.
- Office staff and Caretakers will continue to work from Community House for the time being, unless they need to protect a vulnerable partner/family member or need to look after children if/when the schools all close, or self-isolate.
- All football games and practice sessions have been cancelled.
- Refunds will be given for activities cancelled by the Council.
- We must reassure all staff that they will be looked after and paid, whatever the impact is on their job, or whatever personal measures they need to take to mitigate the impact of the virus.
- Those who can work, and have work, will work. Additional work can be found, e.g. deep cleaning of the Community House or working with the Grounds Team.
- The Clerk will further investigate emergency powers and whether the Council's insurance policy includes Business Interruption cover.
- We are setting up the technical facilities to allow all staff who can work from home to do so. Telephone calls to Community House can be redirected to staff mobile phones.
- Workwise, the Grounds Team can continue largely unaffected, compared with other staff, subject to wet weather constraints or staff having to self-isolate.
- We must bear in mind that meetings necessitate a close gathering of people, so our more vulnerable members should stay away.
- We should really consider which items on meeting Agendas are urgent and which, if any, can be postponed. If necessary, Council meetings can be used to reduce the number of Committee meetings.
- The current Mayor will continue in post until Council can hold its Annual meeting.

#### Implications

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

<u>Financial</u>	Unspecified loss of income due to cancellation of hiring of the Council's facilities.
<u>Legal</u>	To an extent, this emergency situation overrides legislative restrictions and we are hoping that the Government will soon relax the Laws governing the timings for the Annual Town meetings, Annual Council meetings, annual end-of-year audits, returns and governance requirements., etc. etc.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.



## PEACEHAVEN TOWN COUNCIL - Meeting Schedule 2020-21

(Version 24/02/2020)

January		2020	August		
TUESDAY	7	Planning & Highways	WEDNESDAY	4	No meeting
TUESDAY	14	COUNCIL	TUESDAY	11	Planning & Highways
TUESDAY	21	Leisure , Amenities & Environment	WEDNESDAY	18	COUNCIL
TUESDAY	28	Business Plan & E-Comm's	TUESDAY	25	Policy & Finance
February			September		
TUESDAY	4	Planning & Highways	TUESDAY	1	Leisure, Amenities & Environ
TUESDAY	11	No meeting	TUESDAY	8	Planning & Highways
TUESDAY	18	Personnel (6pm)	TUESDAY	15	No meeting
TUESDAY	18	Policy & Finance			
TUESDAY	25	Civic & Events	TUESDAY	22	Business Plan & E-Comm's
March			October		
TUESDAY	3	Business Plan/E-Comm's (6.30pm) Planning & Highways	TUESDAY	6	Planning & Highways
TUESDAY	10	Policy & Finance	TUESDAY	13	Policy & Finance
TUESDAY	17	Personnel (6pm) Leisure, Amenities & Environment	TUESDAY	20	Civic & Events
TUESDAY	24	COUNCIL	TUESDAY	27	COUNCIL
TUESDAY	31	Planning & Highways			
April			November		
TUESDAY	7	Grants Sub-Committee (6.30pm)	TUESDAY	3	Policy & Finance
TUESDAY	14	Business Plan & E-Comm's	TUESDAY	10	Planning & Highways
TUESDAY	21	ANNUAL TOWN MEETING 6PM	TUESDAY	17	Grants Sub-Committee (6.30pm)
TUESDAY	28	Planning & Highways	TUESDAY	24	COUNCIL
May			December		
TUESDAY	5	Leisure, Amenities & Environment	TUESDAY	1	Leisure, Amenities & Environ
TUESDAY	12	Policy & Finance	TUESDAY	8	Planning & Highways
TUESDAY	19	ANNUAL COUNCIL 7pm	TUESDAY	15	Business Plan & E-Comm's
TUESDAY	26	Planning & Highways	TUESDAY	22	No meeting
			TUESDAY	29	CLOSED
June			January		2021
TUESDAY	2	No meeting	TUESDAY	5	CLOSED
TUESDAY	9	Civic & Events	TUESDAY	12	Planning & Highways
TUESDAY	16	Policy & Finance	TUESDAY	19	COUNCIL
TUESDAY	23	Planning & Highways	TUESDAY	26	Leisure, Amenities & Environ
TUESDAY	30	COUNCIL			
July			February		
TUESDAY	7	Business Plan & E-Comm's	TUESDAY	2	Policy & Finance
TUESDAY	14	Leisure, Amenities & Environment	TUESDAY	9	Planning & Highways
TUESDAY	21	Planning & Highways	TUESDAY	16	Civic & Events
TUESDAY	28	Policy & Finance	TUESDAY	23	Council

**ALL MEETINGS TO COMMENCE AT 7:30PM UNLESS STATED**

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**Minutes of the meeting of Peacehaven Town Council, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 14<sup>th</sup> January 2020**

**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 Ron White.

**Officers**; Town Clerk, Tony Allen; Finance Officer, Andy Beams; Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis.

**Public**; Two members of the public were present.

## **1 C558 MAYOR'S REPORT & ANNOUNCEMENTS**

Cllr Cheta welcomed everyone to the meeting and read out the housekeeping and safety notices.

It was noted that the New Year's resolution fun-run produced £264 for the Mayor's charities. Cllr Cheta also highlighted forthcoming events at the Community Centre.

## **2 C559 YOUTH MAYOR REPORT**

No report; the Youth Mayor was unable to be present.

## **3 C560 MAYOR ELECTION FOR 2020/21**

It was resolved to postpone this item for discussion at the next meeting of Council.

## **4 C561 PUBLIC QUESTION TIME**

A member of the public referred to a letter that had been forwarded in advance of the meeting, regarding three HGV road sweeper vehicles being parked in Collingwood Close. Councillors were able to give an update on this matter and will assist with its resolution.

A member of the public questioned the use of ring-fenced Council reserve funds for Centenary Park being used for maintenance purposes, as they thought its purpose is for capital projects only. It was noted that this funding has been used for maintenance purposes in the past; Finance Officer to refer to the original terms for the use of this funding. It was noted that the draft budget included a drawdown of £10K from this reserve.

## **5 C562 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr Emilia Simmons,

## **6 C563 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

Cllr Duhigg with reference to her duties as a District Councillor.

## **7 C564 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 26<sup>th</sup> NOVEMBER 2019**

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

**8 C565 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES**

**8.1 Policy & Finance Committee:-**

**8.1.1 To note and receive the minutes of the 10<sup>th</sup> December 2019**

The minutes were noted and received.

**8.1.2 Employment of a Senior Projects Officer**

Cllr Seabrook presented his paper which was noted and discussed.

The impact and options of the proposed salary and related costs on the draft budget were discussed.

Cllr Seabrook and Cllr Gallagher outlined the need and benefits for employing a qualified person in planning and project management; including the need to support the Clerk, to drive the production of the Neighbourhood Plan, to maximize opportunities during the development of the Meridian Centre and to create additional income streams for the Council.

It was noted that there would be some crossover with Telscombe Town on some matters; Telscombe Town Council may wish to fund the employment of this person for an additional day.

It was resolved to employ a Senior Projects Officer.

**8.1.3 To agree the Budget and Precept requirement for 2020/21**

Cllr Collier presented the draft budget options, noting the need to bolster the Council's general reserves, that there would be no Council Tax Support Grant from LDC and that the Town Council is not 'capped' on the level of precept it requests from LDC..

The Clerk and the Finance Officer stated that Option A was the most practical budget to provide the best solutions for the Council in all areas. It was noted that this Option would mean an increase in the Town Council's precept of 18% over last year; £1.71 per household, per month, in monetary terms.

It was agreed that the Council must effectively communicate with its residents to justify the reasons behind such an increase.

It was resolved by majority to adopt Option A; i.e. a budget of £830,640 for 2020/21 and that the Clerk is authorised to request a Council Tax Requirement (Precept) of £644,160 from LDC.

*[All Councillors voted in favour, except for Cllr Mills who voted against]*

**8.1.4 To note & receive the CIL report**

The CIL report was received.

**8.1.5 To note & receive the Bank Reconciliation**

The Chairman signed the Bank Reconciliation.

*[Andy Beams left the meeting]*

**8.2 Planning & Highways Committee:-**

**8.2.1 To note and receive the minutes of the 3<sup>rd</sup> December 2019 & 7<sup>th</sup> January 2020**

The minutes were noted and received.

**8.3 Personnel Committee:-**

**8.3.1 Recruitment of a Grounds operative following the resignation of Mr A Baines**

It was resolved that Cllr Seabrook, the Senior Groundsman and the Clerk should proceed with the recruitment of a replacement Groundsman; to be progressed and monitored by the Personnel Committee.



**8.4 Leisure, Amenities & Environment Committee**

Noted that there had not been a meeting of the Committee since the last Council meeting.

**8.5 Civic & Events Committee:-**

**8.5.1 Town Twinning update**

The Civic Officer's report was noted.

A meeting with Lewes Town Council has been arranged for advice on this matter.

**8.6 Business Plan & E-Comm's Committee**

Cllr Milliner noted that the next meeting of this Committee will take place on the 28<sup>th</sup> January 2020.

**8.7 Climate Change Working Party:-**

**8.7.1 Action Plan update**

The Action Plan was noted and received.

Cllr Seabrook noted that the first meeting of this Working Party will take place on the 15<sup>th</sup> January 2020.

**8.7.2 To sign the Covenant of Mayors for Climate and Energy**

The Mayor signed the Covenant.

**8.8 CIL Working Party**

The Clerk noted that the first meeting of this Working Party is being arranged.

**9 C566 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP:-**

**9.1 Notes from the Workshop held on the 14<sup>th</sup> November 2019**

The notes were received.

**9.2 Notes of the Steering Group meeting held on the 16<sup>th</sup> December 2019**

The notes were received.

Cllr Gallagher gave an update on the progress of the Neighbourhood Development Plan and recent meetings.

It was noted that public participation and consultation is a key requirement for the Plan's development and must include all age groups.

Cllr Gallagher noted that grant funding for Technical Support and Master Planning had been secured.

**10 C567 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

Cllr Collier reported that there was no detailed news regarding the development of the Meridian Centre; all that is known is that the Co-Op estates group is seeking bids to buy its assets on this site and that an initial bid by Lewes District Council had been rejected. Cllr Collier explained that this lack of feedback was due to the commercial confidentiality required for such matters.

Councillors expressed some frustration at not being able to tell the public any details about what is happening regarding the development of the Meridian Centre, as this has a large impact on businesses and residents. It was resolved that the Clerk writes to the Co-Op to express the need for the Town Council to be fully engaged in this project as it develops and to be kept fully informed in order to keep residents fully in the picture.

**11 C568 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES**

Cllr Mills reported on the recent meeting of the JAG.

Cllr Hill reported on meetings and activities she had attended at Kempton House, noting that Age Concern will no longer be renting a room there.

Cllr Paul reported on CTLA matters.

Cllr Veck noted that there was a meeting on the 15<sup>th</sup> January 2020 of hirers of facilities at the PTC Community Centre, which she will be attending along with Cllr Mills and Cllr Griffiths

**12 C569 TO AUTHORISE THE CLERK & CIVIC OFFICER TO MAKE LOTTERY RETURNS TO LDC**

This was resolved.

**13 C570 TREE CHARTER – Council to resolve to support the Ten Principles & to be a Tree Charter Branch**

Cllr Griffiths introduced this item, noting that it formed part of the Climate Change Plan. It was resolved that Council would support these Principles.

**14 C571 TO AUTHORISE A CHANGE OF DESIGNATED PREMISES SUPERVISOR**

The Clerk related the background to this item. It was resolved that Cllr Veck be appointed as the new Designated Premises Supervisor.

*[Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis and the members 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:-*

**15 C572 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE**

Cllr Seabrook presented the Committee's current Action Plan, which was noted and received.

The Action Plan was discussed and the Clerk reported on matters in the following areas:-

- Appraisals.
- Training.
- Ongoing staffing matters.
- Procedural issues.
- Documentation of processes.

**16 C573 DATE OF THE NEXT MEETING – Tuesday 10<sup>th</sup> March 2020**

*There being no further business the meeting closed at 21:11 .*

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 18<sup>th</sup> February 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr C Gallagher, Town Clerk T Allen, Finance Officer A Beams, Finance Administrator Z Malone.  
A member of the public.

**PF453 CHAIRMAN'S ANNOUNCEMENTS**

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

**PF454 PUBLIC QUESTIONS**

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

**PF455 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr J Harris.

**PF456 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests made.

**PF457 TO ADOPT THE MINUTES OF 10<sup>th</sup> DECEMBER 2019**

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

**PF458 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The circulated financial reports and statements were received and discussed.

The Chairman noted a continuing overall improvement in the Council's financial position, with the possibility of a small contribution to general reserves by the end of the financial year.

The Chairman signed the Bank Reconciliation.

It was resolved to approve the list of payments. Finance Assistant to investigate the recording of a payment dated 07/10/2019, for Castle Water, in the amount of £1324.30.

**PF459 TO RECEIVE AND APPROVE THE INTERIM INTERNAL AUDIT REPORT FOR 2019/20**

The Finance Officer reported on this recent audit.

It was resolved that the 'Points Forward' report from the audit should be used as an action plan to enable the Committee to monitor progress on addressing the areas raised by the Auditor.

It was resolved to approve the Internal Audit Report for 2019/20.

**PF460 TO APPROVE THE ACQUISITION OF A TOWN COUNCIL CORPORATE CREDIT CARD**

The Finance Officer reported on the background to this item and highlighted the controls contained in the Council's Standing Orders and the VAT reclaim benefits.

It was resolved that a credit card should be acquired. Finance Assistant to report on current fees for this new account.

**PF461 TO REVIEW THE AGE UK GRANT AWARDED FOR 2019/20**

Cllr Griffiths related the background to this item, noting the recent change in circumstances relating to a withdrawn Age UK service at Kempton House and Age UK operations in the Town generally.

It was resolved that the grant allocated to Age UK for 2019/20 should not be paid and that a new request should be made for the 2020/21 grants round, if required.

**PF462 REVIEW OF CTLA GRANT AWARDED FOR 2019/20**

Cllr Griffiths related the background to this item, noting that additional funding from CIL monies had been intended to support a proposed car scheme, but this had not materialized.

It was noticed that this intention had not been reflected in the relevant meeting minutes, nor in correspondence between the previous Town Manager and CTLA. A recent email from CTLA stated that it was not aware of this either.

It was resolved to arrange a meeting with CTLA to discuss the matter further and the setting up of an SLA. Cllr Paul, being the Council's CTLA representative, to be included in this meeting.

## **Meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 18<sup>th</sup> February 2020**

### **PF463 UPGRADE OF THE BROADBAND SERVICE TO THE GATEWAY CAFÉ FOR CCTV**

Cllr Seabrook related the background to this item. It was noted that the upgrade would allow real-time CCTV monitoring which would help to improve the safety of the public and staff, as well as allowing improved monitoring and reporting of incidents to Sussex Police.

It was noted that S.106 monies could only be used for initial set-up/installation costs, not ongoing monthly payments.

It was noted that no specific budget had been allocated for this upgrade and that therefore the costs would effectively come from general reserves.

It was resolved by majority to go ahead with this upgrade.

### **PF464 TO APPROVE A NEW LEASE FOR PTFC & THE CATS CLUB**

The Clerk related the background to this item. It was noted that PTFC required a new/longer Lease to access funding, particularly to meet the requirements of the FA.

It was noted that the CATS Club operation could be subsumed into a new arrangement with PTFC as part of a new Lease. The Clerk reported that there was no evidence that the Council had ever produced a Lease for the CATS Club, although one had been promised.

Cllr Collier questioned the payment of the Solicitor's costs for producing the required new Lease(s), noting that the Council had no budget allocation for this expenditure.

It was resolved that the Committee required a more detailed report in order to progress this matter further, including full information concerning Council's income and expenditure for PTFC and the CATS Club. It was noted that ultimately any decision would have to be ratified by Council.

### **PF465 TO APPROVE THE REPAIR OF THE GATEWAY CAFÉ SHUTTERS**

Cllr Collier noted that there was no budgetary provision for these repair works. Cllr Griffiths stated that the cost could be met from the Big Park S.106 monies for maintenance; Finance Administrator to confirm this at a forthcoming meeting with Chris Bibb.

It was resolved to proceed with these repairs, subject to confirmation from Chris Bibb re. the use of S.106 monies.

It was noted that Council could be asked to vire funds from unused budget allocations to allow this work to proceed as soon as possible.

### **PF466 TO APPROVE FUNDING FOR THE COUNCIL'S TREE SURVEY**

Cllr Griffiths related the background to this item. It was resolved to proceed with the company recommended in the Parks Officer's report, with funding from the budget heading proposed.

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

### **PF467 AGED DEBT ANALYSIS**

The Finance Officer reported on an improving situation and measures being put in place to address this issue at source.

Finance Administrator to provide an analysis of risk for the Committee's next meeting.

### **PF468 DATE OF NEXT MEETING – TUESDAY 10<sup>th</sup> March 2020 at 7.30pm**

*There being no further business, the meeting closed at 20:41.*

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 10<sup>th</sup> March 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.  
Finance Officer A Beams, Finance Administrator Z Malone.  
One member of the public.

**PF465 CHAIRMAN'S ANNOUNCEMENTS**

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

**PF466 PUBLIC QUESTIONS**

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

**PF467 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllrs L Duhigg and A Milline and Town Clerk T.Allen

**PF468 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Collier declared an interest in agenda items PF471 as the Lewes District Council legal team fell within his portfolio as a District Councillor, and PF472 as a member of the East Sussex Pension Fund Board

**PF469 TO ADOPT THE MINUTES OF 18<sup>th</sup> FEBRUARY 2020**

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

**PF470 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The circulated financial reports and statements were received and discussed.

The Finance Officer alerted the committee to the receipt of invoices from LDC for elections costs. These totaled £17,050 for the 2019 election and a further £13,062.84 for two elections in 2018 which had not previously been invoiced for. The Finance Administrator had requested a full breakdown of the costs from LDC.

The Chairman noted that other than in respect of the election invoices, the improvement in the Council's financial position continued, and the election EMR would be used to pay part of the relevant outstanding invoices.

It was resolved for the Chairman to sign the bank reconciliation.

The CIL report and S.106 spreadsheets were noted. Cllr Gallagher questioned if there were any more recent developments missing from the S.106 report. The Finance Officer explained that more recent developments were likely to have attracted CIL rather than S.106, but the Finance Administrator was asked to contact Chris Bibb to ensure the list was accurate.

It was resolved to approve the list of payments totaling £51,544.58 for the period 31 January to 28 February 2020 inclusive.

**PF471 TO ARRANGE A NEW LEASE FOR PTFC AND THE CATS CLUB**

The circulated report was noted and discussed.

Cllr Gallagher raised concerns regarding previous agreements for the Cats Club signed by the Town Manager in 2016. Cllr Griffiths confirmed that the Cats Club were happy with the proposed arrangement of sub-leasing through the football club, as this had been discussed in full at a meeting with both parties, the Town Clerk, Parks Officer and Cllr Griffiths.

With regard to the legal fees, it was resolved that the Town Council should not pay the fees, although it would be happy to place the work through the LDC legal team on behalf of the football club at a reduced cost compared to a high street solicitor.

It was noted that the football club could appoint their own contractors to carry out pitch maintenance, subject to approval of the Parks Officer to ensure work standards are maintained.

It was resolved to proceed with a single lease through the football club, incorporating the Cats Club rental, and to increase the maintenance fee from 1<sup>st</sup> April 2020 as per the recommendation in the report.

**PF472 TO NOTE THE LGPS REQUIREMENTS AND AGREE DISCRETIONS**

The circulated report was noted and discussed.

It was resolved to agree the discretions as per the draft prepared by the Finance Officer.

## **Meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 10<sup>th</sup> March 2020**

### **PF473 TO APPROVE FUNDING FOR THE REPAIR OF THE GATEWAY CAFÉ SHUTTERS**

The circulated report was noted and discussed.

The committee agreed the importance of the work and resolved to proceed with payment subject to the budget virements as outlined in the report.

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

### **PF474 AGED DEBT ANALYSIS**

The Finance Administrator reported on an improving situation and measures being put in place with effect from 1<sup>st</sup> April for hire payments to be made in advance to prevent debts accruing.

The write-off list was reviewed. It was agreed that the final four items would be cleared through the income from the Christmas event, as these had been double counted.

It was resolved to recommend to Full Council to write off the amount of £1,876.43 as per financial regulation 1.13.

The Chairman thanked the Finance Administrator for the continued improvement in the management of the Council's finances.

### **PF475 DATE OF NEXT MEETING – TUESDAY 12<sup>th</sup> May 2020 at 7.30pm**

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



# PEACEHAVEN TOWN COUNCIL

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PEACEHAVEN  
EAST SUSSEX

Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 4th February 2020

Present – Cllr A Milliner (Vice-Chair), Cllr J Harris, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr C Gallagher, Cllr R White, Victoria Onis (Admin Officer)

## A G E N D A

### GENERAL BUSINESS

#### 1. PH754 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health & Safety announcement. Cllr Cathy Gallagher was invited to join the meeting.

#### 2. PH755 PUBLIC QUESTIONS

**Q 1** - A resident submitted the following question "Following the publication of the Sustainable Travel Pack by Pell Frischmann on behalf of Barratt's for Chalkers Rise, the Focus Group and residents have contacted them regarding the numerous errors and misleading information contained within in this document, with no response as yet, we would therefore like to request that this committee also adds it's voice to the complaints.

If this misleading information is used encourage people to purchase properties, then it should be accurate up to date and honest"

It was agreed that the content of the document is inaccurate, and it was proposed that Cllr Milliner would liaise with the Town Clerk and provide a written response to the Resident.

**Q 2** - A Resident sought advice on the recent approval of LW/19/0493 Nursery 29 Glynn Road Peacehaven. LDC have approved a commercial property in a Residential area which was objected to. The Resident wanted to know if they could appeal against this decision, just as applicants can appeal if they are refused. Cllr Paul noted that she did call LDC to register her interest in speaking at the Planning Meeting on the 28<sup>th</sup> January 2020 and was advised by LDC that she would not be able to speak as all places were filled, which she has since found out was incorrect advice.

It was proposed that Cllr Paul would liaise with the Town Clerk on the approval of LW/19/0493 Glynn Road and respond to the Resident.

**3. PH756 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Cllr Sharkey – other commitments  
Cllr Goble - Unwell

Apologies accepted

**4. PH757 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest

**5. PH771 TO APPROVE & SIGN THE NON-CONFIDENTIAL MINUTES OF TUESDAY 7<sup>th</sup> January 2020**

It was resolved to adopt the minutes as a true record

Proposed Cllr Griffiths  
Seconded Cllr Harris

All in Agreement

**6. PH772 TO RATIFY THE INFORMAL COMMENTS ON PLANNING APPLICATION LW/19/0862**

It was agreed to ratify the informal comments on the above planning application

Proposed Cllr Griffiths  
Seconded Cllr Seabrook

All in Agreement

**7. PH773 ROAD SAFETY WORKING PARTY UPDATE – Cllr Hill**

Cllr Hill reported that Speed Watch hasn't taken off despite efforts. The Working Party will now be a "Road Safety Group" which will be focusing on all Road Safety Concerns in the Town, e.g. potholes, anti-social & dangerous parking at Schools/Nurseries. The Group have had their first meeting and Cllr Hill has asked for volunteers to help this Group. Cllr Paul would like to attend the next meeting.

**8. PH774 UPDATE ON THE NOMINATION OF THE SOUTH COAST ROAD CAR PARKS IN RODERICK AVENUE SOUTH, STEYNING AVENUE AND PIDDINGHOE AVENUE AS ASSETS OF COMMUNITY VALUE**

Cllr Seabrook updated the Committee. 4 years ago Peacehaven Focus Group had a campaign to save the car parks and successfully got the Asset of Community Value order placed on these 3 car parks as they were under threat of being built on by LDC, this agreement only lasts for 5 years and expires this December 2020. We need to complete a new nomination in order to ensure the protection continues. The Town Clerk has got all the information for this nomination and will be putting the recommendation through; the Committee needs to monitor this and ensure that it happens. Cllr Gallagher added that the car parks are also on the Neighbourhood Plan to ensure them long term protection.



It was agreed that the Town Clerk completes the ACV Nomination form now and not leave this matter for the Neighbour Hood plan.

**Proposed** Cllr Seabrook

**Seconded** Cllr Harris

All In Agreement

**9. PH775 RESIDENT'S CORRESPONDENCE REGARDING BUS SERVICES/NEW BUILDS**

It was proposed that the Town Clerk respond to the resident's correspondence.

**Proposed** Cllr Griffiths

**Seconded** Cllr Hill

All in Agreement

**10. PH776 NEIGHBOURHOOD DEVELOPMENT PLAN PROGRESS REPORT**

Cllr Gallagher updated the Committee; The Plan is moving along well and an AECOM Consultant has been to Peacehaven to do master planning on how Peacehaven Residents would like the Town Centre/Meridian Centre to be. There will be lots of consultation/public participation. A meeting was also held with the MD of Brighton & Hove Buses – they will be sending a representative to Peacehaven to see for themselves the difficulties of travelling by bus and how improvements are required on number 14 buses (rather than 12's) and agreed to look at applying for CIL money to do with Chalkers Rise, to improve the 14 buses (not the 12).

There are 30 Planning Master's Degree Students from the University of Brighton working on various projects relating to Peacehaven which will feed in to the Neighbourhood Plan, the students reports will be completed in May 2020. Cllr Gallagher is hoping to have draft plan by end of this year for public consultations and inspections.

**11. PH777 ACTION PLAN – Review/Updates**

The Action plan was discussed and updated.

**12. PLANNING APPLICATIONS DECISIONS**

<b>PH778 LW/19/0893</b> 179 South Coast Road Case worker Chris Wright	Section 73a retrospective application for change of materials approved (Previously discharged under LW/18/0623/CD in relation to planning approval LW/18/0060
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PH778 LW/19/0893 Contd.	Peacehaven Town Council Recommend Approval Proposed Cllr Seabrook Seconded Cllr Griffiths All in Agreement
PH779 LW/19/0928 56 Slindon Ave Peacehaven Case worker Mr Martin Fagan	Proposed single storey rear extension
	Peacehaven Town Council Recommend Approval Proposed Cllr Paul Seconded Cllr Cheta All in Agreement  Comments – Objection viewed but irrelevant to this application as not in the current plans
PH780 LW/20/0009 Greggs 165b South Coast Road Case worker James Emery	Application ref num LW/13/0541 date of decision 03/12/2013 variation of conditions regarding openings and deliveries
	Peacehaven Town Council Recommend Approval Proposed Cllr Paul Seconded Cllr Cheta All in Agreement
PH781 LW/20/0026 13 Neville Road Peacehaven Case worker James Emery	Proposed front & rear extension with external remedial works
	Peacehaven Town Council Recommend Approval Proposed Cllr Seabrook Seconded Cllr Hill All in Agreement

**13. TO NOTE the following Planning Applications: -**

LW/19/0822 Case worker James Emery 8 Wendale Drive Peacehaven Case worker James Emery	LDC hereby certify that on 15 <sup>th</sup> Nov 2019 the <b>operations</b> described in the First Schedule to this Certificate in respect of the land specified in the Second Schedule to this Certificate and <b>DELINEATED</b> on the plan attached to this Certificate, is lawful within the meaning of section 192 of the Town and Country Planning Act 1990 (as amended)
PH768 LW/20/0008/CD 17 Cliff Avenue Peacehaven Case Worker Mr William De-haviland-Reid	Discharge of conditions 4 (renewable energy),5 (electric vehicle charging point) 6, (materials) and 7 (refuse and recycling)

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PH762 LW/19/0929/CD 138 South Coast Road Case worker Chris Wright	Discharge of condition 2 of application LW/18/0630 for details of all external materials
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The Committee noted the planning application above.

**14. TO NOTE the following planning application decisions: -**

LW/19/0494 29 Glynn Road Peacehaven Nursery	Lewes DC Grants permission Peacehaven's Planning & Highways Committee <b>Objected</b> to this application
LW/19/0493 29 Glynn Road Peacehaven Nursery	Lewes DC Grants permission Peacehaven's Planning & Highways Committee <b>Objected</b> to this application

The Committee noted the planning decisions above.

Next meeting of the Committee – 3rd March 2020

*There being no further business, the meeting closed at 20.45*





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Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 3<sup>rd</sup> March 2020

Present – Cllr I Sharkey (Chair), Cllr A Milliner (Vice-Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Victoria Onis (Admin Officer)

In Attendance - Cllr C Gallagher

3 members of the public.

## A G E N D A

### GENERAL BUSINESS

#### 1. PH763 CHAIR ANNOUNCEMENTS

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

#### 2. PH764 PUBLIC QUESTIONS

**Q 1** – A resident brought to the Committee's attention that, at the Junction of Arundel Road and Mayfield Avenue, a lamp post and telegraph pole were knocked down by a vehicle in January. The telegraph pole has been replaced, but the lamp post has not. This is a very dark junction and residents are concerned that it still has not been attended to.

**Comments** - Cllr Hill will be looking at this for the Resident and Admin Officer has already informed Highways.

**Q 2** – A Resident wished to make the Committee aware of the danger of serious speeding along the Promenade that is now occurring since Lewes District Council (LDC) surfaced the Promenade between Steyning and Mayfield Avenues. There is now a real danger to residents by speeding vehicles and to the many cliff top walkers, dog walkers, the elderly and mothers with young children that enjoy the facility of the cliff top.

The new road surface is only 3 metre wide, so basically single track. This has now made the Promenade a rat run and drivers are speeding along the track, where as previously most drove carefully to avoid damage to their vehicles, due to the massive potholes that existed.

The Promenade residents met with LDC representatives at the Trampoline Park when we were first informed about the proposed works. "We told the LDC representatives that as much as we appreciated the improvement to the surface, we all feared that cars would use it as a rat run and that

significant size speed bumps were required to stop cars speeding. Our fears have now come to fruition and our warnings have been ignored".

There are other problems with the surfacing to the Promenade made by LDC contractors. The corners are too sharp at the junction between the various avenues e.g. Bolney, Capel, and Keymer which means large vehicles i.e. LDC Refuse Collection, Recycling Vehicles, etc a) are breaking the corners of the road surface up, and b) making massive deep ruts in the soft verges where they do not have enough room to negotiate the corners. Also in general the surface has started to break up already.

The Committee is requested to look into these issues and co-ordinate with LDC, ESCC Highways and Sussex Police before a serious accident, or unnecessary death of a child, adult, or animal occurs

**Comments** – The Admin Officer has been in touch with LDC and a response has been emailed to the Resident from the Specialist Advisor in Planning.

**3. PH765 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Committee members were in attendance.

**4. PH766 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr White declared that he was a previous partner in Meridian Surgery and is a shareholder in the company that now owns it.

**5. PH767 TO APPROVE & SIGN THE NON-CONFIDENTIAL MINUTES OF TUESDAY 4<sup>th</sup> FEBRUARY 2020**

It was resolved to adopt the minutes as a true record

Proposed Cllr Milliner

Seconded Cllr Hill

All in Agreement

**6. PH768 PROPOSAL BY CLLR MILLINER THAT THE COMMITTEE ESTABLISHES A DEVELOPERS LIAISON WORKING PARTY**

It was agreed that a working party of 3 people would be more efficient in resolving issues, specifically to deal with Barretts. Will refer decision to Full Council.

Proposed Cllr Milliner

Seconded Cllr Seabrook

All in agreement

**7. PH769 NEIGHBOURHOOD DEVELOPMENT PLAN PROGRESS REPORT**

An update was made by the Chair of the Steering Group, Neighbourhood Development Plan.

The present focus is on the Meridian Centre area and updating and involving the public.

On the 29<sup>th</sup> January a Business 2 Business Event was held by PTC and the Neighbourhood Development Plan was highlighted.

Feedback forms from the attendees covering business needs were completed and collated results will be obtained soon.

A Public Presentation and workshop was held on 25<sup>th</sup> February with some 50 attendees. Cumulating in an exercise to discover SWOT analysis and preferred Buildings and services for a New Meridian Area. Collated results to be obtained soon.

A sample survey of students aged 13 and 14 was obtained from PCS. Collated results will be available soon.

More Public sessions to be planned throughout Spring and Summer on various topics and consulting various demographic and social groups.

**8. PH770 UPDATES ON THE BARRATTS AND THE HODDERN FARM DEVELOPMENT**

An Email response from Senior Planning Policy Officer at LDC, to the Town Clerk, concerning the Travel Pack for new Residents, was read and discussed.

**9. PH771 ACTION PLAN – Review/Updates**

The Action plan was discussed and updated.

**10. PLANNING APPLICATIONS DECISIONS**

<b>PH772 LW/19/0804</b> 25 Glynn Road Peacehaven Case worker	Revised site access off Glynn Road for the approved development (LW/18/0338) with associated alterations to the existing dwelling
	<b>Peacehaven Town Council Objected</b> <ul style="list-style-type: none"><li>• Increase of traffic &amp; congestion-is there an alternative.</li><li>• Exacerbate existing parking problems</li><li>• Parking &amp; Highway safety – turning space is applicable</li><li>• Absence of car parking facilities – provision for pedestrians, wheelchairs and prams</li><li>• Loss of privacy – over-looking, causing loss of privacy or light, too close.</li></ul> <b>Proposed Cllr Seabrook</b> <b>Seconded Cllr Griffiths</b> <b>All in Agreement</b>
<b>PH773 LW/19/0826</b> Anchor Healthcare Centre Meridian Way Peacehaven Case Worker Anna Clare	Proposed redevelopment of existing car park to provide additional parking provision, improved access and negotiation of parking bays. Proposed rationalization and improvement of pedestrian routes.
	<b>Peacehaven Town Council Recommends Approval</b> <b>Cllr White left the room</b>  Better walkways, service vehicles/emergency vehicle access. Prevents cars parking on the pavements.  <b>Proposed Cllr Seabrook</b> <b>Seconded Cllr Paul</b>

**Minutes of the Planning & Highways Committee Meeting 3<sup>rd</sup> March 2020**

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	All in Agreement
<b>PH774 LW/20/0030/CD</b> Nursery 29 Glynn Road Peacehaven Case Worker Chris Wright	Discharge of condition 3 relating to approval LW/19/0493
	Noted
<b>PH775 LW/20/0033/CD</b> 41 Victoria Avenue Peacehaven Case worker	Proposed Discharge of condition 2 (surfacing materials) relating to application (LW/19/0636)
	Noted
<b>PH776 LW/20/0066</b> 171 Roderick Avenue Peacehaven Case Worker Sarah Scannell	Demolition of existing conservatory and new single story rear extension
	<b>Peacehaven Town Council Recommend Approval</b>  Letter of concern from resident regarding being overlooked by windows. Discussed and Noted.  <b>Comments.</b> Both windows high level about 5ft off ground, so it's not going to be a viewing window as high off the ground.  <b>Proposed</b> Cllr Paul <b>Seconded</b> Cllr Seabrook All in Agreement
<b>PH777 LW/20/0072</b> 6 Downland Avenue Case worker Martin Fagan	<b>Peacehaven Town Council Recommend Approval</b>  <b>Proposed</b> Cllr Seabrook <b>Seconded</b> Cllr Hill All in Agreement

**11. TO NOTE the following Planning Applications: -**

<b>TW/20/0009/TPO</b> 32 Anzac Close Peacehaven Case worker Daniel Wynn	Works to reduce TPO (NO 59) Sycamore
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The Committee noted the planning application above.

**12. TO NOTE the following planning application decisions: -**



Minutes of the Planning & Highways Committee Meeting 3<sup>rd</sup> March 2020

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LW/19/0870 14 The Leas Peacehaven Case worker	Lewes DC Grants permission Peacehaven's Planning & Highways Committee <b>Recommended to approve</b> this application
LW/19/0242 The Sussex Coaster Case Worker	Lewes DC Refuses permission Peacehaven's Planning & Highways Committee <b>Objected to</b> this application

The Committee noted the planning decisions above.

Next meeting of the Committee – 31st March 2020

*There being no further business, the meeting closed at 8.15pm*



**Notes of the Peacehaven & Telscombe SLR Meeting held at 10:00 on the 24<sup>th</sup> January 2020 in the Charles Neville Room, Community House, Peacehaven**

**Present:-**

Councillor Andy Smith  
Councillor Nigel Enever  
Councillor Gloria Hill  
Councillor Lyn Mills  
Councillor Dawn Paul  
Councillor Alan Goble  
Councillor Dave Judd  
Councillor Christine Robinson  
Ian Johnson, ESCC Traffic & Safety Manager  
Sean Homewood, ESCC Highways Steward  
Bianca Buss, Amenities Officer, TTC  
Tony Allen, Clerk, PTC

**1. Apologies**

There were no apologies for absence received.

**2. Matters arising from minutes of previous meeting (not elsewhere on the Agenda)**

It was noted that, as agreed at the last SLR meeting, no members of the public would be invited to SLR meetings.

**3. Safety around Meridian School**

Councillor Paul highlighted the increasing concerns for children's safety, covering the following areas:-

- The need to extend the 20mph zones, at least at Glyn Road and the top of Pelham Rise, to create a whole School safety protection zone.
- The relatively unprotected area around Cripps Avenue, where children access the School at the back gate.
- Inconsiderate parking at and around the School, including Cripps Avenue and roads off of it and the resultant congestion.
- The impact on traffic and pedestrians from the Webbs Yard development.
- Possible use of additional solar powered 'School' signs, subject to funding.
- Additional double-yellow lines and other measures to prevent illegal parking.

Ian Johnson noted that parking enforcement issues and the provision of additional double-yellow lines should be brought up with the LDC Parking Team.

Ian Johnson to conduct a review of signage in the area of the School.

Regarding the extension of the double-yellow lines, Ian Johnson reported that this had been considered in the overall assessment of this area, requested following the last SLR meeting, but was not considered as a high priority by ESCC. PTC can pursue this through the Community Match Scheme, but ESCC will only fund up to 50% of the costs should the project be chosen. Speed data needs to be collected (cost £410) and a Feasibility Study carried out (£500), then ESCC can advise on solutions and costs.

#### **4. Road conditions of the 14 Bus Route**

Councillor Smith reported on the poor road conditions along and around the No. 14 bus route, covering the following points:-

- The impact on the roads from the weight and frequency of travel of the buses.
- The A259 is a priority road and is checked monthly, but the other roads on this route are not. The other roads are checked every 6 months.
- The website to report issues is 'Fix My Street'.
- There are hundreds of potholes on this route and a lot of road junctions are in poor condition. ESCC is expected to commit more money for pot-hole repairs, but mainly for priority roads.
- Poor kerbing repairs and missing kerb stones. Sean Homewood noted that a long-term re-kerbing programmes is in-hand.
- The effectiveness of the repair processes used; individual pot-hole repair vs. patching,
- The effectiveness of the contractor's (Costains) contract.
- Raise public awareness and encourage reporting to 'Mend My Street'.

It was agreed that ESCC is asked to prioritise patching along the No. 14 bus route.

#### **5. Any other business**

- a. Councillor Robinson referred to missing yellow lines from Broomfield Avenue to the Texaco Garage on the South Coast Road. Bianca Buss to find out whether these lines previously existed and have subsequently been covered by road works, or whether new lines need to be requested.
- b. Councillor Robinson reported that there was a crack in the A259 at the Broomfield bus pull-in, near the Magic Windows shop.
- c. Councillor Robinson referred to a parking issue at Telscombe Cliffs Way, where there is parking on the grass verges, despite bollards. Councillor Smith asked if there were Parking Orders and/or yellow lines in place in this area as well, in which case action can be taken. It was noted that the provision of additional bollards would be a big cost to TTC. Bianca Buss noted that reports are made to Operation Crackdown. It was agreed that the PCSO is asked to talk to the owners of the vehicles concerned and to be invited to the next SLR meeting,
- d. Councillor Mills referred to grass verge works in Dorothy Avenue, as raised at the last SLR meeting. Tony Allen stated that he had received an email from ESCC to say that these works had been completed. Councillor Mills stated that all that had happened was that the bent bollards had been removed. Councillor Mills to provide pictures of the problem areas so that the case can be resurrected with ESCC.
- e. Councillor Mills referred to Dorothy Avenue being blocked off, just above Sainsbury's, as raised at the last SLR meeting. Tony Allen stated that he was still awaiting an update on this matter from ESCC. Tony Allen to chase-up with ESCC.
- f. Councillor Enever asked that kerb stones are added to the next agenda for the Highway Steward to provide us with an update.

#### **6. Next meeting – date, time and location**

Friday 17<sup>th</sup> July at 10:00; TTC offices.

*There being no further business, the meeting closed at 11:05.*



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**Minutes of the meeting of the Personnel Committee held in the ANZAC ROOM, Community House, Meridian Centre at 6.00pm on Tuesday 18<sup>th</sup> February 2020**

**Present** – Cllr. David Seabrook (Chairman), Cllr C Cheta, Cllr. Cathy Gallagher, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr Lynda Duhigg, Cllr Gloria Hill.

Town Clerk Tony Allen. Civic & Marketing Officer, Deborah Donovan.

## **1 E087 PUBLIC QUESTION TIME**

No members of the public were present.

## **2 E088 CHAIRMAN'S ANNOUNCEMENTS**

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

## **3 E089 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr J Harris, Cllr W Veck and Cllr. Chris Collier.

## **4 E090 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests made.

## **5 E091 TO ADOPT THE MINUTES OF 19<sup>th</sup> NOVEMBER 2019 MEETING**

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

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

## **6 E092 RECRUITMENT OF A REPLACEMENT GROUNDS PERSON**

Cllr Seabrook reported that there had been a good response to the job advertisement and that four candidates had been selected for interview; interviews to be conducted on the 28<sup>th</sup> February 2020.

## **7 E093 RECRUITMENT OF A SENIOR PROJECTS OFFICER**

Cllr Seabrook stated that the next task is to finalise and publish the job advertisement. It was resolved that Cllr Seabrook, Cllr Duhigg and the Clerk should proceed with this.

## **8 E094 ANNUAL REVIEW OF STAFFING STRUCTURE & STAFF SALARIES/INCREMENTS**

Cllr Seabrook introduced this item and highlighted the proposed changes to the current structure.

The proposals were discussed in detail, including consideration of budget provision, training requirements, training costs and the requirement for some new job descriptions.

It was resolved to recommend the new structure to Council at its next meeting.

## **9 E095 FINANCE ADMINISTRATOR – INTERIM PROBATION REVIEW**

The probation review report was noted.

**10 E096 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS & ACTIONS REQUIRED**

Cllr Seabrook walked the meeting through the Action Plan. A number of points were covered in discussion, with actions agreed where necessary.

**11 E097 DATE OF THE NEXT MEETING**

To be arranged after the March 2020 meeting of Council.

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

**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held in the ANZAC ROOM, Community House, Meridian Centre at 6.00pm on Tuesday 17<sup>th</sup> March 2020**

**Present** – Cllr. David Seabrook (Chairman), Cllr. Chris Collier, Cllr. Cathy Gallagher, Cllr. Isobel Sharkey, Cllr. Lucy Symonds, Cllr Lynda Duhigg, Cllr Gloria Hill.

Town Clerk Tony Allen. Civic & Marketing Officer, Deborah Donovan.

**1 E098 PUBLIC QUESTION TIME**

No members of the public were present.

**2 E099 CHAIRMAN'S ANNOUNCEMENTS**

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

**3 E100 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr C Cheta, Cllr. A Milliner, Cllr J Harris and Cllr W Veck.

**4 E101 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

Cllr Hill as the step Niece of Mrs Donovan.

**5 E102 TO ADOPT THE MINUTES OF 18<sup>th</sup> FEBRUARY 2020 MEETING**

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

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

**6 E103 RECRUITMENT OF A REPLACEMENT GROUNDS PERSON**

Cllr Seabrook updated the Committee on the outcome of the recruitment process and informed the meeting that this position had been offered to a very well qualified candidate.

**7 E104 RECRUITMENT OF A SENIOR PROJECTS OFFICER**

Cllr Seabrook updated the Committee on the progress of the recruitment process, noting that the closing date is the 27<sup>th</sup> March 2020.

*[Mrs Donovan left the meeting for the following item].*

**8 E105 ANNUAL REVIEW OF STAFFING STRUCTURE & STAFF SALARIES/INCREMENTS**

The Clerk's paper was noted and discussed.

It was resolved that there was a need for a complete impersonal review of staffing structures.

It was resolved to form a Working Party to carry out this task.

It was resolved to make initial recommendations for Council's agreement.

**9 E106 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS & ACTIONS REQUIRED**

The Action Plan produced by the Clerk was noted and discussed.

Cllr Seabrook reported on ongoing issues and actions.

**10 E107 DATE OF THE NEXT MEETING – TO BE AGREED**

*There being no further business, the meeting closed at 19:59.*







# PEACEHAVEN TOWN COUNCIL

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## **Minutes of the meeting of the Leisure, Amenities & Environment Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 21<sup>st</sup> January 2020**

**Present** Cllr. Job Harris (Vice Chair of Council), Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice Chair), Cllr L Mills, Cllr D Seabrook, Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds,

**Officers** Kevin Bray Parks Officer, Victoria Onis Admin,

Four members of the public were present

### **1 LA 382 CHAIR ANNOUNCEMENT**

Cllr Griffiths read out the housekeeping and safety notices and updated the Committee and Public on upcoming events and gave an update on the SDNP and Greenhavens lottery bid

- 25<sup>th</sup> January table top sale in the main hall, this is a car boot type event where the public can bring in items to sell the cost is £6.00 for a table.
- 31<sup>st</sup> January is Quiz night at 7pm for a 7.30 start bring you own snacks and drink, call the information office to book in a team (max 8 people in a team)
- 8<sup>th</sup> Feb tree planting at the Orchard from 10am until 4pm - Tree planting was that we would be planting 1 more Sussex Apple, 2 damsons & 2 pear
- Update on SDNP and Greenhaven's lottery bid - On the 18th of December the Town clerk, Parks Officer and myself met with Emma Allen, the Statutory Funding Officer of the South Downs National Park Authority, to hear about the Ouse Valley and Lewes Climate Action bid to the National Lottery. Some of this bid, if successful will be going towards the reduction of Peacehaven's carbon footprint.

### **2 LA 383 PUBLIC QUESTION TIME**

A member of the public expressed support of the Wildflower CIL Bid & water fountain (item 10 on the Agenda) and pointed out that the dog fouling problem is worse than ever at the Big Park.

A member of the public spoke of concerns at the Skate Park, the lack of lighting is attracting antisocial behavior after dark, vandalism to the Skate Park & mopeds causing disturbance to residents and deterring residents walking through the park after dark, the lack of lighting in the winter months stops the Skate Park being used after school & early evening and leaves the young adults with no after school activities.

Cllr Gallagher responded to the Public Questions due to her work as Chair of the Neighbourhood Planning Steering Group, as she has been looking at Green spaces, dog fouling concern & the local Youth issues.

The low level lighting is something that can be looked at as Cllr Gallagher has been involved in improvements at Saltdeans MUGA recently and skate park, they were able to get lighting into it as the darkness prevented the facilities being used after dark & the lights go off at a certain time, so this is something that can be looked at.

Cllr Gallagher & Cllr Paul visited Peacehaven Community School today and spoke to the Head teacher to find out what facilities the students in the school would like in the Town & how the Council and Community & students can work together to get facilities that will help the young adults. Cllr Gallagher confirmed that PTC & TTC have an agreement to put in the funding for another day at the Joff with youth workers so can make a start on creating more activities for the local youth.

### **3 LA 384 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All members were present

### **4 LA 385 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests.

Cllr Gallagher asked whether the chairman had a conflict of interest regarding item 10. The Chairman stated that she was simply the author of the report and had no direct financial or others interests in this matter.

### **5 LA 386 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 5<sup>th</sup> NOVEMBER 2020**

Cllr Simmons noted that she attended the previous meeting but not showing as present. This has now been corrected.

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

### **6 LA 387 UPDATE ON THIS YEARS INCOME/EXPENDITURE REPORT**

The report was noted and discussed.

### **7 LA388 TO DISCUSS THE TREE SURVEY REPORT**

The Parks Officer informed Councillors that work wouldn't be carried out if there are nesting birds, unless the survey found out that the situation is dangerous to the public.

It was proposed that two more quotes for this work are obtained.

**LA 388 Cont.**

**Proposed** Cllr Gallagher

**Seconded** Cllr Hill

All in favour

**8 LA389 TO DISCUSS A NEW BANNER BOARD IN THE DELL REPORT**

It was agreed that the current banner board distracts from the beauty of The Dell and its surroundings.

It was suggested that an additional board would make this problem worse and could be a distraction for drivers at the roundabout. However, Councilors are aware that we need to advertise and bring in an income so it was resolved to leave the existing board where it is for now as bookings have been taken at least until the end of the year. It was resolved not to have a second board on The Dell but to look for other suitable locations.

**Proposed** Cllr Gallagher

**Seconded** Cllr Seabrook

All Councillors voted in favour

**9 LA390 TO DISCUSS THE DELL CIL BID REPORT**

It was agreed to extend the area already agreed to be seeded with wild flowers.

**Proposed** Cllr Sharkey

**Seconded** Cllr Simmons

Agreed by the majority, Cllr Gallagher against

It was agreed to have a volunteer wild flower planting scheme on the small bank between the path and the play area.

**Proposed** Cllr Gallagher

**Seconded** Cllr Symonds

All in Favour

It was agreed to obtain more quotes for the water station as part of a CIL bid and refer the matter to the Policy & Finance Committee.

**Proposed** Cllr Sharkey

**Cont LA 390**

**Seconded** Cllr Symonds

All in favour

It was proposed to install an interpretation board near the brown area at The Dell as part of a CIL Bid.

**Proposed** Cllr Mills

**Seconded** Cllr Hill

All in favour

The installation of a community notice board was also discussed and not progressed at this point. The potential for littering was also discussed.

**10 LA391 TO DISCUSS THE DELL HERITAGE BOARD REPORT**

It was agreed to include a Heritage Board in the CIL bid for The Dell; this will be reviewed by the signage working party

**Proposed** Cllr Symonds

**Seconded** Cllr Seabrook

All in favour

Cllr Seabrook pointed out that, as set out in Standing Orders, Councillors should only speak once on a motion unless it is to reply to a question and that if the original motion has been amended, they can make a personal reply or raise a point of order

**11 LA392 TO REVIEW ALLOTMENT BONFIRES REPORT**

It was agreed to continue to ban Bonfires on the Council allotments

**Proposed** Cllr Seabrook

**Seconded** Cllr Gallagher

All in favour

Alternatives to bonfire were discussed.

**12 LA393 TO NOTE SKATE PARK IMPROVEMENT SUGGESTIONS REPORT**

The report was discussed and noted. Unfortunately at this time there is no budget allocated for improvements at the skate park. The lack of light prevents the skate park being used after dark and could also encourage anti-social behaviour; ideas for improvements at the skate park were to have shelters and low level lighting which can be set to go off at programmed times or solar lighting.

**13 LA394 TO DISCUSS OPTIONS FOR MUGA COURTS REPORT**

Residents are being disturbed with youths breaking into the MUGA court and kicking balls into the neighbouring properties with intimidating behaviour. The Parks Officer updated that the Grounds team are regularly fixing the fence and repairing the netting but it quickly gets vandalised.

It is estimated that to replace the fencing will be at a cost of approx. 15-20k and it will need to be replaced in 2/3 years due to wear & tear. The Parks officer confirmed that the MUGA area is kept locked as it needs to be free for regular hiring and cannot be left open.

It was proposed to monitor the Situation and review in 6 months' time

**Proposed** Cllr Mills  
**Seconded** Cllr Hill

All in favour

**14 LA395 TO DISCUSS THE GATEWAY CAFÉ FORECOURT REPORT**

It was agreed to obtain 3 quotes and reconsider the options in the spring once the grass has dried out.

**Proposed** Cllr Mills  
**Seconded** Cllr Gallagher

All in favour

**15 LA396 TO DISCUSS BROADBAND AT THE GATEWAY CAFÉ & CCTV REPORT**

It was agreed to install a new faster fibre broadband service at the café solely for the CCTV. The total cost can be claimed back from 106 moneys for the Big Park.

**Proposed** Cllr Gallagher  
**Seconded** Cllr Hill

All in favour.

**16 LA397 CYCLE HUB REPORT**

Report noted

**17 LA398 TO NOTE GROUND STAFF UPDATE REPORT**

Report Noted

**18 LA399 TO NOTE PROJECT UPDATE REPORT**

It was decided to close the footpath at the entrance to the Big Park and allow the Parks Officer to purchase signs for each end to prevent people using it and to refer this matter to the CIL committee meeting.

Proposed Cllr Gallagher

Seconded Cllr Mills

All in favour

**CONFIDENTIAL**

**NOTE:** *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:-*

**19 LA400 TO NOTE & DISCUSS FOOTBALL AND CATS CLUB REPORT**

The briefing paper was noted and discussed and a way forward was agreed (Option 2 of the report)

Proposed Cllr Paul

Seconded Cllr Gallagher

All in favour

There being no further business the meeting closed at 9.55pm

TO CONFIRM DATE OF NEXT MEETING AS THE 17<sup>th</sup> March 2020



# **PEACEHAVEN TOWN COUNCIL**

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**Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 25<sup>th</sup> February 2020**

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

**In Attendance:** Cllr Seabrook

**In Attendance:** Deborah Donovan - Civic Communications Officer, Karen Bray - Information Officer, Victoria Onis - Admin & Support Officer

## **GENERAL BUSINESS**

### **1 CE12 CHAIR ANNOUNCEMENTS**

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

### **2 CE13 PUBLIC QUESTION TIME**

**Q.** A Resident spoke of benefits of the Mini Markets for the Community. As a user of the Market, he has seen a decline of the number of people using the Market and Café over the last couple of years. The resident has suggested the markets are not advertised well enough and possibly more could be done to attract interest. It was also mentioned that the Peacehaven Town Councils website has not been updated for some time.

**A.** The Civic Officer informed the Resident that the website is currently undergoing changes and the Marketing Assistant is working through the Town Council's website updating and refreshing the information A Working Group which will be focusing on advertising and drumming up interest for these kinds of Events.

**Q.** A Resident has historical information on Peacehaven and would like to bring the Committee's attention the phrasing for the '100<sup>th</sup> Anniversary of the first house in Peacehaven' Event in October. The resident pointed out that it is actually the '100<sup>th</sup> year since the first Housing Development' by Charles Neville, in Seaview Avenue. The first house was built in 1911 and the first housing development in 1920.

**A.** The Civic Officer thanked the Resident for this information and this will be looked at and amended.

### **3 CE14 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All members of the Committee were present.

### **4 CE15 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no such declarations

**5 CE16 TO APPROVE AND SIGN THE NON CONFIDENTIAL MINUTES OF THE 11<sup>th</sup> JUNE 2019**

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

**Proposed** Cllr Paul

**Seconded** Cllr Hill

**All in Favour**

**6 CE34 A VERBAL REPORT FROM CLLR. PAUL ON THE SUCCESFULL RESOLUTION RUN WHICH TOOK PLACE ON 5<sup>th</sup> JANUARY**

Cllr Paul reported on the success of the Resolution run that she had the pleasure of organising. The family fun run using the 5k parkrun course to the Big park was in aid of the Mayors charities.

The event was a success, with roughly 110 people taking part on the day from the tiniest tots upwards, raising the sum of £264.34.

**7 CE35 A VERBAL UP-DATE FROM CLLR. SYMONDS ON THE PROGRESS OF THE CHARITY FOOT-BALL MATCH**

Cllr Symonds updated the Committee on the proposed Charity Football Match. It has been decided that, due to all suggested dates in May for the Charity Match clashing with other local events, the Match will be postponed until next year.

**8 CE36 A REPORT REGARDING THE FORTHCOMING CIVIC EVENTS, INCLUDING THE EVENTS CALENDAR**

The Civic & Marketing Officer, Deborah Donovan, gave an update on the next Civic Event, the Celebration of the 75<sup>th</sup> Anniversary of V E Day on Friday 8<sup>th</sup> May, 3.00pm to 7.30pm.

The Civic Officer also requested help & support from the Committee to make the following Celebrations, events to remember.

- Summer Fair Saturday - 11<sup>th</sup> July 10-4pm
- 100<sup>th</sup> Year Celebrations of the first housing Development by Charles Neville in Seaview Ave.
- Remembrance Parade & Service - Sunday 10<sup>th</sup> November, 10.30am at the Joff car park
- Carol Concert Friday 11<sup>th</sup> December – Commencing 3.30-3.45
- Christmas Market Saturday 12<sup>th</sup> December

As well as the above Civic Events there are the following other Community Events, for which support is requirement.

**BINGO** 6<sup>th</sup> March, 17<sup>th</sup> April, 15<sup>th</sup> May, 19<sup>th</sup> June, 3<sup>rd</sup> July, 14<sup>th</sup> Aug, 18<sup>th</sup> Sept, 9<sup>th</sup> October, 20<sup>th</sup> Nov.

**QUIZ** 3<sup>rd</sup> April, 5<sup>th</sup> June, 17<sup>th</sup> July, 2<sup>nd</sup> Oct.

**WRESTLING** 14<sup>TH</sup> March, 24<sup>th</sup> Oct.



**9 CE37 A REPORT TO SUGGEST A COUNCILLOR/VOLUNTEERS FACILITIES EVENT WORKING PARTY WHO WILL ORGANISE FORTHCOMING FUNDRAISING EVENTS**

It was discussed and resolved to have a **Facilities Event Working Party** to support Peacehaven Town Council's Fundraising Events. The Lead Officer for this group will be Karen Bray. Councillors interested in supporting the Group are Cllr Paul, Cllr Symonds, Cllr Veck and Cllr Hill and the first meeting will be held on March 19<sup>th</sup> at 10-12

**Proposed** Cllr Symonds

**Seconded** Cllr Veck

**All in Favour**

**10 CE38 A REPORT TO UP-DATE THE REFORMATION OF OUR TWINNING TOWNS**

It was discussed and agreed to not reform the Twinning Association due to costs & time involved.

**Proposed** Cllr Duhigg

**Seconded** Cllr Mills

**It was Agreed by Majority**

**11 CE39 A REPORT REFERENCE THE COMMUNITY SUMMER EVENT**

The Civic & Marketing Officer updated the Committee on this year's Summer Fete, which will be held on Saturday 11<sup>th</sup> July from 11am-4pm at Centenary Park.

The Civic & Marketing Officer has received sponsorship so far from Barratt Homes & S E Water and is in contact with other possible sponsors and the Facilities Event Working Party will be actively researching further activities.

Cllr Seabrook also informed the Committee that plastic straws and stirrers will be illegal from April 2020 so would like this to be on the terms of conditions for stall holders.

Cllr Seabrook also noted that the last Summer Fete the clear up of the park was made worse by the amount of spray foam and glitter which was being sold on some of the stalls, this kind of product is not eco friendly and would like to see this excluded from stalls this year and a reduction of single use plastic.

Cllr Seabrook has agreed to report back to the Committee, with suggestions of how the Town Council can help towards making the Summer Fete Eco Friendly.

**12 CE40 A REPORT FROM THE YOUTH MAYOR – FORTH COMING ELECTIONS**

No report received

**13 CE41 DATE OF NEXT MEETING TUESDAY 9<sup>th</sup> JUNE 2020**

There being no further business, the meeting closed at 21.10





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**Minutes of the meeting of the Business Planning & E-communications Committee, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 28<sup>th</sup> January 2020**

**Present** – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr David Seabrook, Cllr Chris Collier, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner, Cllr Wendy Veck,

**Officers**; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Matt Gunn Marketing & Communications Assistant

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

**1 BPEC012 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr Lynda Duhigg has Resigned from the Committee

**2 BPEC013 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wendy Veck declared an interest as she hires the Kitchen to run Coffee Mornings.

**3 BPEC014 TO REVIEW THE NOTES OF THE MEETING HELD ON TUESDAY 17TH SEPTEMBER**

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

**4 BPEC015 PUBLIC QUESTION TIME**

There were no public questions.

**5 BPEC016 TO ELECT A VICE CHAIR OF THE BUSINESS PLANNING & E-COMMUNICATIONS COMMITTEE**

Cllr Sharkey proposed that Cllr Gallagher should be the Vice Chair of the Committee. Cllr Harris Seconded  
All Agreed

**6 BPEC017 TO DISCUSS THE COUNCILS PREVIOUS BUSINESS PLAN WHICH ENDED IN 2016**

After lengthy discussion Cllr Cheta proposed that an evaluation and internal review of the plan should take place, so we can have a clear idea of what had been achieved and what we still need to work towards.

Cllr Milliner confirmed that he would look through the plan and report his findings to the Marketing Assistant for the next committee meeting.

**7 BPEC018 TO SET OBJECTIVES & OUTLINE PRIORTIES TO GUIDE OUR WORK FOR 2020 (SHORT TERM)**

**8 BPEC019 TO CREATE A CLEAR STRUCTURE TO START THE PLAN**

*(Items 7 and 8 were taken together)*

Cllr Gallagher suggested that we should have a look at Telscombe Town Councils Business plan as they have a very clear and simple structure which we could replicate.

It was agreed that Cllr Milliner, Cllr Gallagher, Cllr Seabrook and the marketing assistant should meet before the next to define a clear structure for the plan.

Priorities discussed included:

- Public Transport
- Tourism Attractions
- Shopping
- Infrastructure
- Roads
- Employment
- Entertainment/ Recreation

The Involvement of stakeholders was discussed, to include:

- Public (all ages)
- Businesses
- Other authorities
- Voluntary and local organisations
- Climate change groups

The 'Vision' for the Business Plan was also discussed at length.

**9 BPEC020 TO DISCUSS THE FUTURE OF THE HUB BUILDING.**

Cllr Gallagher said that the council should look to the future as the town is growing and these facilities will be needed. She also confirmed that as part of the NDP AECOM have done a sustainability review of the Hub building and its potential plan and see no reason why the plans wouldn't gain planning permission.

Cllr Seabrook said that adding an additional floor would allow for a first class conference centre with views over the downs. He also confirmed that the Hub Working Party are having a meeting on the 5<sup>th</sup> February 2020 in the hub and Cllr's are welcome to attend.

**10 BPEC021 TO DISCUSS WAYS OF OPTIMISING THE USE OF THE KITCHEN & FOYER AT COMMUNITY HOUSE ON WEEKDAYS**

The Town Clerk confirmed that there will be a proposal at the next Civic and Events committee to set up a Community House facilities working party.

Cllr Seabrook Proposed to defer the Item until the next civic and events committee meeting on the 25<sup>th</sup> February.

All Agreed

**11 BPEC022 TO DISCUSS THE FUTURE OF THE E-NEWS AND PRINTED COMMUNICATIONS.**

Cllr Symonds asked if it would be possible to create a Councillors Column every month so the residents of Peacehaven could have a clear idea of what Councillors do and how they are working in the community.

Cllr Sharkey recommended that the Council should have printed copies in key locations around the town.

Cllr Collier suggested that we should check whether we have the money available in the current budget to afford the printing.

It was resolved that 40 A5 printed copies will be made available in Community House as a trial print for the month of February.

**12 BPEC023 TO CONSIDER THE ACCESSIBILITY OF THE PTC WEBSITE**

The Town Clerk, the Marketing Assistant and Cllr Seabrook will explore different options to the Browse Aloud plugin ahead of the next meeting.

Cllr Seabrook also confirmed that we will need to check what budget the expenditure will come from.

**13 BPEC024 DATE OF THE NEXT MEETING – TO BE AGREED**



The next Business Planning & E-communications Committee meeting will take place at 6.30pm on Tuesday 3<sup>rd</sup> March 2020

The meeting closed at 20:47



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Minutes of the meeting of the Business Planning & E-communications Committee, held in the Anzac Room, Community House, Meridian Centre, at 6.30pm on Tuesday 10<sup>th</sup> March 2020

**Present** —, Cllr Isobel Sharkey, Cllr David Seabrook, Cllr Chris Collier, Cllr Catherine Gallagher, Cllr Wendy Veck,

**Officers**; Civic & Marketing Officer, Deborah Donovan; Matt Gunn Marketing & Communications Assistant

## **1 BPEC025 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr Duhigg- Bad Back  
Cllr Harris- Unwell  
Cllr Milliner- Unwell  
Cllr Symonds- Work Commitments  
Town Clerk- Unwell

## **2 BPEC026 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

No declarations were made.

## **3 BPEC027 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 28<sup>th</sup> January 2020**

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

## **4 BPEC028 PUBLIC QUESTION TIME**

There were no public questions.

## **5 BPEC029 TO DECIDE ON OUR VISION & AIM FOR THE BUSINESS PLAN**

Cllr Gallagher felt the vision & aim provided in the paper lacked two important elements Environment & Sustainability. Cllr Gallagher then presented her examples to the committee;

- To achieve a sustainable future, protecting and enhancing the natural and historic environment
- Encouraging and supporting business to create local employment
- Supporting a healthy and happy community
- Maximising our assets and keeping costs to residents at a reasonable level.

Cllr Seabrook also said he has ten possible vision statements which he will share with the committee members via email after the meeting to review.

Cllr Veck stated how she would like to encourage more businesses to start up in the town to increase employment. Also she said it is important to bring some sustainable tourism to the town.

Cllr Sharkey proposed that we need to try to get people invested in the town so there are businesses, leisure and good education.

Cllr Collier stated that we need to focus on community wealth building as a priority.

It was agreed that all ideas should be sent to the marketing assistant to collate all of the ideas into one document.

## **6 BPEC030 TO DISCUSS/REVIEW THE INTERNAL REVIEW OF THE COUNCILS SERVICE DELIVERY PLAN FROM 2011/12**

Cllr Gallagher introduced the internal review to the committee and explained how herself, Cllr Milliner, Cllr Seabrook, The Town Clerk and The Marketing Assistant had looked through the document and removed everything that is no longer relevant and outlined what has been achieved.

## **7 BPEC031 TO DISCUSS THE LOCALITY BUSINESS PLAN TEMPLATE & GUIDE**

Cllr Seabrook confirmed that the Locality guide is a good guide to help us build our plan.

## **8 BPEC032 TO RECEIVE AN UPDATE FROM THE HUB BUILDING WORKING PARTY**

Cllr Seabrook confirmed that the short-term works planned in the Hub will take place hopefully in the Easter Holidays.

Cllr Seabrook also confirmed that the Hub working party will be asking stakeholders for their thoughts on how the hub could be improved further.

## **9 BPEC033 TO DISCUSS WAYS TO MAXIMISE REVENUE FROM CURRENT ASSETS**

Cllr Collier suggested that each committee could come up with suggestions of how we can increase revenue in each area.

Cllr Seabrook suggested that the eleven bus shelters should be used for advertising as well as the planters in the town.

Cllr Wendy Veck Suggested that we could use the lampposts for advertising, with 'flag advertising' similar to what they have on Brighton beach. Cllr Veck also suggested the back of community house could be used to advertise events.



#### **10 BPEC034 TO DISCUSS THE FUTURE OF THE E NEWS AND PRINTED COMMUNICATIONS.**

Cllr Gallagher outlined her concerns on the amount of time it takes the marketing assistant to produce and Edit the E-news on a monthly basis, she suggested that a quarterly publication may be more beneficial.

Cllr Wendy Veck outlined the importance of keeping the E-News as a monthly magazine as it is good to keep people up to date with what the council is doing and it she also stated that the E-news Sustains itself through advertisement so does not cost the council.

Cllr Collier Said that it is important that councillors allow the officers to have full control of the E-News with no interference.

The committee agreed for the marketing assistant to ask for samples of a high quality printed copy from Tansleys Printers.

#### **11 BPEC035 TO DISCUSS AND ADD ITEMS TO THE INTERNAL PLAN 2020/2021**

Cllr Collier proposed that each committee should feed their own ideas into the 2020/2021 plan and report back to the business plan committee.

#### **12 BPEC036 DATE OF THE NEXT MEETING –**

The next meeting will take place on Tuesday 14th April at 7.30pm.

*\*The Meeting Closed at 19:17\**





# PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
PEACEHAVEN  
BN10 8BB

## CLIMATE EMERGENCY ACTION PLAN

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

Action	Target Date	Notes	Date Completed
Council to agree to set up a Climate Emergency Working Group. Members of Climate Emergency Working Party to be agreed.	26/11/2019	Agreed by Council 26 <sup>th</sup> November 2019. Councillors Griffiths, Sharkey, White and Seabrook will make up the working Party. Two representatives from Peacehaven Community School to be invited.	26/11/2019
Terms of Reference to be agreed.	31/01/2020	Draft Terms of reference have been identified at the first meeting of the working group. To be circulated as a draft copy. To be ratified by Council.	19/02/2020
Budget to be agreed to fund the Carbon Footprint audit.	31/01/2020	A budget of £5000 has been included in the 2020/21 budget which was ratified by full council on 14 <sup>th</sup> January 2020.	14/01/2020
Town Clerk to investigate the Covenant of Mayors to track progress and link with other towns who are cutting emissions.	21/12/2019	Relevant documents identified and circulated to Council for meeting on 14 <sup>th</sup> January 2020.	07/01/2020
Mayor of Peacehaven Town Council to Sign the Covenant of Mayors.	31/01/2020	Covenant of Mayors for Climate and Energy has been signed by the Mayor and is on display in the foyer.	14/01/2020
Town Clerk to research the climate emergency plans of other Town and Parish Councils and report to Council.	19/02/2020	Vicky to investigate other local councils and identify their plans and progress. Cllr White to investigate Councils further afield. Report back at next Climate Change working party meeting.	19/02/2020
Tree Charter		It was agreed that the Council would follow the principles of the Tree Charter at the meeting on 14/01/2020  There is £2000 in the budget for tree planting in 2020/21  A copy of the Tree Chartered Principles should be put on display.	16/02/2020
All investment decisions made by Council must consider the impact on climate change and sustainability.	With immediate effect	This has been included in the reporting system for all council meetings.	Complete
To consider systematically the impact on climate change and sustainability, all	With immediate	This has been included in the reporting system. Additional training	Complete

Action	Target Date	Notes	Date Completed
reports to Council must include climate change impact and sustainability.	effect	may be required for officers.	
Climate emergency working group to organise events to raise awareness for climate change in the community.	30/11/2020	Eastbourne Zero Carbon event on 18 <sup>th</sup> January 2020 was attended. More practical information is needed.	18/01/2020
Town Clerk to advertise the setting up of the Citizen's Panel and recruit members of the public. Two councillors to be nominated to report back to Council.	31/03/2020	To be discussed further at next meeting. Terms of Reference needed. Format for panel to be decided. Feedback mechanism to be agreed. Visit to a Climate Café in Horsham has taken place – report back at next meeting.	
Climate Emergency Working Group to arrange an audit of the Peacehaven Town Council's activities that impact on its carbon footprint.	31/03/2020	All to investigate possible audits. Further discussion at next meeting on 19/02/2020 e.g. Centre for Alternative Technology and Carbon Footprint. Discuss option with LDC.	
Youth Mayor and Youth Deputy Mayor to set up the Youth Citizen's Panel that will report to the Climate Change Working Party.	31/03/2020	Vicky to advertise Citizens Panel on the Town Council website and Facebook pages. Consider several different poster designs. Youth panels to be organised at PCS.	
Climate Emergency Working Group to link with other agencies including LDC, ESCC, NHS and other Town Councils and other sectors including housing and health.	31/04/2019	Newhaven and Seaford councils have not responded so far. Email received from Polegate Town Council. Mathew Bird, Cabinet member for sustainability at LDC is willing to meet with us. Nigel Enever ESCC is willing to meet with us.	
Climate Emergency Working Group to investigate the investments of the Local Government Pension Plan in the Fossil Fuel Industry.	30/11/2020	£172,000,000 has been invested in fossil fuel industry by the local government pension scheme.  <a href="https://campaigns.gofossilfree.org/petitions/divest-east-sussex-pension-fund-from-fossil-fuels">https://campaigns.gofossilfree.org/petitions/divest-east-sussex-pension-fund-from-fossil-fuels</a>	
The Climate Emergency Working Group to make ongoing recommendations to Council to reduce the Council's impact on climate change such as changing to renewable energy, energy reduction, tree planting and waste reduction.		Draft a letter for Council to write to LGPS concerning fossil fuel investments.	
The Climate Emergency Working Group to report to council every six months.	31/05/2020 30/11/2020		
Training for Staff, Officers and Councillors on climate change			

Action	Target Date	Notes	Date Completed
Investigate the source of electricity and gas supplies.	25/03/2020	Cllr Seabrook to discuss with Zoe before the next meeting. Electric Bill identified that may not belong to PTC. Zoe is investigating.	
Replacement of vehicles.		The Parks Officer has supplied an inventory list of vehicles and other equipment that use fossil fuels together with replacement dates.	
Wildflower Planting water refill station in the Dell.		CIL bid to be submitted by Leisure Amenities and Environment Committee of agreed at meeting on 21/01/2020	
Cycle / Walking routes / Sustainable Transport		These are included in the Neighbourhood Plan.	
Solar Panels on roof of Community House.		These appear to be ineffective and may need cleaning. Being monitored on a regular basis.	
Community Garden	29/02/2020	To be relaunched 14th March 2020 Possibility of Social Prescribing by GP's has been discussed at the PPG meeting and is a possibility.	
Single Use Plastic Policy	11/02/2020	Cllr Seabrook to introduce this at the next Council meeting	
Green Procurement Policy		A green Procurement Policy needs to be written and implemented. Guidance needed from LDC.	
Recycling of waste by Peacehaven Town Council	18/02/2020	Vicky to investigate costs of recycling and waste disposal Consider possibility of composting / digesting food waste at the Gateway Cafe	
Make it clearer that food recycling bags are available at the Council offices.		Discuss with staff.	
Ideas for a Climate Event		Member to think of ideas for the next meeting. Summer event. Maybe use of the Hub.	



**PEACEHAVEN TOWN COUNCIL**  
**CLIMATE CHANGE WORKING PARTY**

**Terms of Reference**

1. To setup the Citizens' Panel and Youth Citizens panel on Climate Change.
2. To carry out a carbon baseline audit for Peacehaven Town Council.
3. To develop a detailed plan for Peacehaven Town Council to be Carbon Neutral by 2030.
4. To link with other Councils and Organisations involved in climate change.
5. To make ongoing recommendations to Council regarding climate change.
6. To organise Climate Change events in Peacehaven.
7. To report to Council every six months.

**Membership**

Elected at Annual Council

**Meetings**

bi-monthly as a minimum.





**Agenda Item:****Committee:** Policy and Finance**Date:** 23/01/2020**Title:** Proposed Policy for Single Use Plastic**Report Author:** Cllr David Seabrook**Purpose of Report:** To present to Council a Policy for Single Use Plastic

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**Summary of recommended actions:**

1. To approve the draft Single Use Plastic Policy and to implement said policy.

**Introduction:**

At the Climate Emergency Working Party it was agreed that the Single Use Plastic Policy should be presented to the Policy and Finance Committee. Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year. It is also a source of litter that is ubiquitous in Peacehaven despite work carried out by volunteer litter pickers.

**Analysis:**

Many outdoor events held in Peacehaven generate large amounts of plastic waste. Items such as "silly string" and plastic glitter were strewn across Centenary Park during the Summer Fair of 2019. This was almost impossible to collect and has now disappeared into the environment. Plastic water bottles and other single use drinks containers are discarded throughout the town. Fast food containers and single use plastic bags are a continuing source of litter.

Litter attracts more litter. We need to make a stand and lead by example, encouraging business and individuals to eliminate single use plastic wherever possible. Plastic is made from oil and this policy will help towards the Council's commitment to be Carbon Neutral by 2030.

**Implications:**

Without action, littering will continue to be a problem and a drain on resources despite the best attempts by dozens of community minded volunteers that turn out regularly to litter pick our beach, cliff top and green spaces.

<b><u>Financial</u></b>	There is the potential to save money by not using single use plastic which is instantly discarded.
<b><u>Legal</u></b>	New government legislation is being introduced that will eliminate a few sources of single use plastics i.e. plastic cutlery, cotton buds, straws and stirrers to be banned by 2021. Further legislation may be introduced regarding deposits on bottles and single use plastic bags.
<b><u>Environment and Sustainability</u></b>	Peacehaven Town Council has already declared a climate emergency and needs to reduce its carbon footprint. Single use plastics are a source of carbon that is used once and discarded often into the environment where it pollutes the land and sea for the next 1,000 years. This wasteful use of oil is not sustainable.
<b><u>Crime and Disorder</u></b>	Littering is a crime and this policy may help to reduce littering through leadership by example and publicity campaigns such as encouraging the use of water refill stations.
<b><u>Climate:</u></b>	This policy will help to reduce our carbon footprint.

# PEACEHAVEN TOWN COUNCIL

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## SINGLE USE PLASTICS POLICY

### INTRODUCTION

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

Surfers Against Sewage first created the 'Wasteland' campaign to create plastic free coastlines, Wasteland being a metaphor for the largest concentration of plastic in the ocean. Thanks to the success of like-minded people wanting to rid the oceans of plastic litter, they created the Plastic Free Communities campaign to take into account all of the inland communities that wanted to act.

There are five objectives that Surfers against Sewage qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved Peacehaven will be awarded the 'Plastic Free Status' which is similar to the Fair Trade model. Businesses and the town will then be awarded approved business stickers and certificates when the whole community is approved.

Peacehaven Town Council is committed to tackling the plastic waste problem by taking responsibility for its own impact on the environment and society, both within the local area and across the globe. The Town Council will work towards minimising use of single-use plastics across its own facilities and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the town.

### WHAT ARE SINGLE USE PLASTICS

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

### BECOMING A SINGLE USE PLASTICS FREE TOWN

To support Peacehaven becoming a single-use plastics free town, the Council commits to:

- Work with staff to ensure that single-use plastics are eliminated across our offices.
- Support the community in its efforts to make their buildings plastic-free zones.
- Communicate the importance of protecting our urban, rural and marine environments, and support and promote positive initiatives, town campaigns and actions for reducing plastic waste.

- Work with our event organisers to eliminate single-use plastics across all town events held on council land and share guidance for this more widely.
- Support communities and litter-pick initiatives to ensure our parks, beaches and open spaces are free from plastic litter.
- Use government legislation that regulates against the use of single-use plastics to support our efforts where we can.
- Require all our suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
- Where the use of plastics is unavoidable, the council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.
- Work with partners in joint ventures and innovative projects for reducing single-use plastic waste.
- Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the council's social media and communication channels.

This council will work to embed these commitments into its strategy objectives, policies and plans.

Adopted by Peacehaven Town Council March 2020

To be reviewed March 2023

# Peacehaven and Telscombe Neighbourhood Development Plan

Public meeting held on 24<sup>th</sup> February 2020



## Welcome and introduction

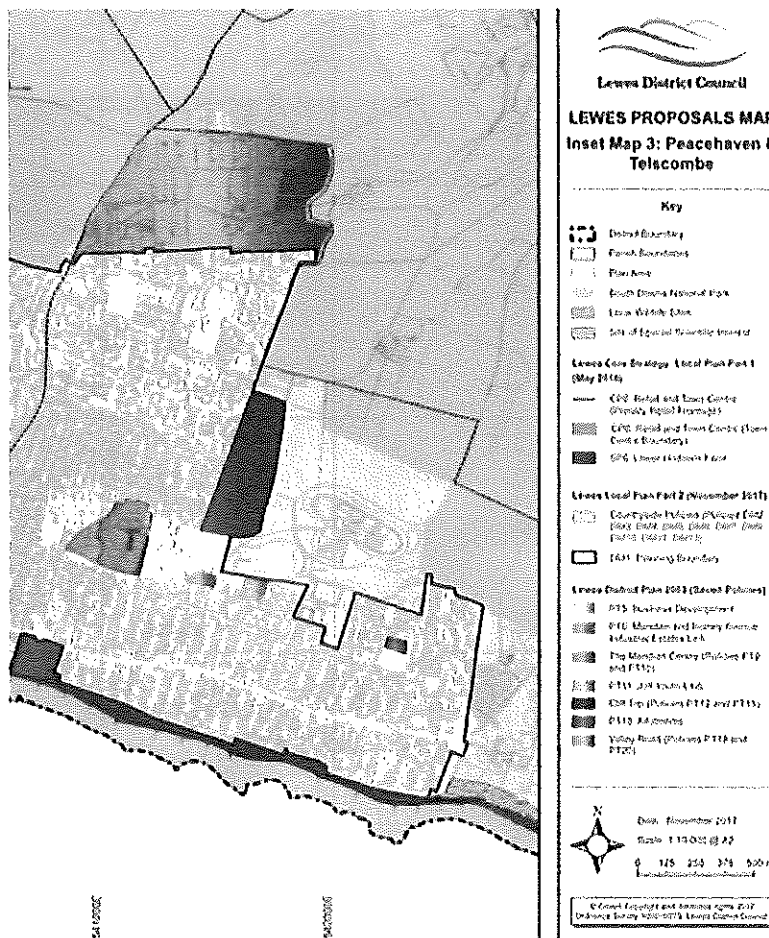
Cllr Cathy Gallagher welcomed everyone. She then presented on progress to date on the Neighbourhood Plan (NP), the work of the town councils and on local planning issues more generally. She started her presentation by reminding everyone of the draft vision for the NP:

**Peacehaven and Telscombe Towns aim to be sustainable, with clean air and an environment which provides a good quality of life for all it's inhabitants and encourages business.**

Also the draft objectives:

- To improve air quality and manage the risks of climate change
- Providing safe, away from traffic, footpaths and cycle paths to access all areas within the built up areas and the countryside.
- A refocused Town Centre on the Meridian area with retail, leisure and food and drink outlets, essential for sustainable living.
- New housing to be aimed at local needs, more retirement properties aimed at freeing up larger family properties for growing families.
- Shortage of larger 3 beds upwards properties.
- A range of properties is necessary to allow residents to stay in the area.

She then shared the current Lewes local Plan Policies Map (housing allocations) map for Peacehaven

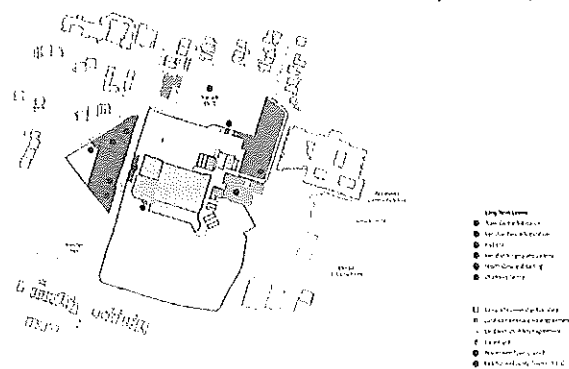


and Telscombe for the current plan to 2014-30 and the saved policies from the previous plan 2003 including Lower Hoddern Farm which has planning permission for 450 homes.

She then shared a plan of the Meridian Centre including the land ownership. The owners of the various landholdings will be invited along with representatives of the local community to attend an initial Masterplanning workshop in April (date to be confirmed).

## Meridian Centre

Meridian Centre Site, Peacehaven  
Summary of site ownership and leases



Cathy then shared the findings from the 'First Conversation' surveys with residents from 2018 including the preferred future scenario: Future 2: A middle term plan 15-20 years looking at locating new housing and redefining the meridian Centre and South Coast road business area. Then residents 'worries about further development in the area (Top 5): Increased traffic 15.3%, Oversubscribed medical facilities 14.9%, Overstretched amenities 12.6%, Increase in crime and ASB 11.2% and Loss of countryside and open space 10.1%. Next were the 'type of housing do you think is most needed'. Again here are the top five: Low cost housing 14.2%, 2-3 bed house 13.8%, 1-2 bed house 9.3%, Rented 8.2% and Residential care 8.2%. Also when 'thinking about the design of new housing, would be acceptable to see taller buildings (4-8 storeys) around the Meridian Centre and along the A259 that would allow for start units or retirement flats' where 73.36% were opposed and 21.19% were in favour. For new business, the most popular category was retail 30%, market stalls 14.3% and starter units 14%. There was overwhelming support (75.2%) for more retail along the A259 and for extending Longridge Avenue to provide more shops for East Saltdean. Respondents also wanted more land made available for 'walking routes' 14.8%, 'parks' 13.7% and 'green corridors' 13.7%. The following were identified as potential local heritage sites:

**10. Heritage is very important, from the Saxon church in Telscombe Village through to the Meridian Monument there are historical assets that the Neighbourhood Plan should seek to conserve as part of the areas identity. Are there any sites which you think are worth conserving as part of our heritage and if so where are they?**

Dewdrop Inn	Peacehaven Pillars
Central Club	Telscombe Village
Bells Club	Chatsworth Park
Meridian Monument	Peacehaven Oval
The Big Park	Telscombe Playing Fields
The Dell	Under Cliff Walk
Peace Park/Howard Park	Pinnorr Bungalow
Telscombe Tye	War Memorial
Shepherd's Cottage	Gracie Fields House
Saxon Church (St. Laurence)	Coast Guard Cottages.

## Local Green Spaces and Historic Landmarks

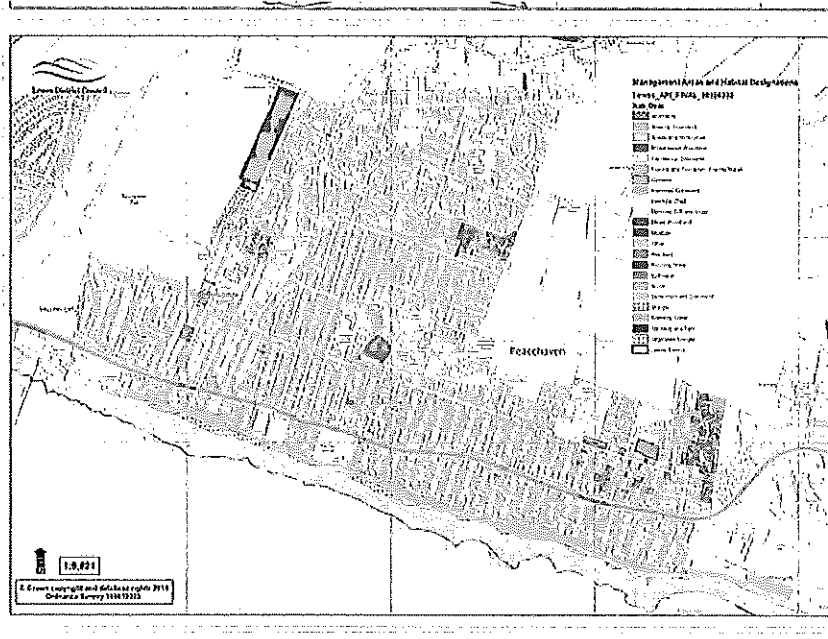
Dawn Paul then spoke passionately about the important local green spaces in Peacehaven and Telscombe. These were largely identified at the previous workshop and are currently being assessed by a working group to see if they meet the criteria to be designated for protection in the NP as Local Green Space (LGS). Local Green Space can be designated for protection in a NP or Local Plan – a similar level of protection to Metropolitan Green Belt – if it meets one of the following criteria:

- Beauty
- Tranquillity
- Wildlife
- Historical value
- Recreation

Also, that it isn't a large tract of land (more than 20 hectares or 50 acres).

## Overview and progress

Jim Boot, who has been appointed by the town councils to work with the NP steering group then gave a presentation on the NP in general, activities that have been completed and planned for the coming year. He shared a map showing the area that has been designated for the NP including designations such as the boundary of the South Downs National Park the Telscombe village Conservation Area and listed buildings, the Bollens Bush Sites of Nature Conservation Interest (SNCI) and the Brighton to Newhaven Cliffs Sites of Special Scientific Interest (SSSI).



He then gave an overview of what NPs can and can't do:

### NPs can ✓

- ✓ Can be as broad or as narrow in scope as residents like, but must be about the development and use of land
- ✓ Decide where and what type of development should happen in the neighbourhood
- ✓ Promote more development than is indicated in the local plan
- ✓ Seek to protect areas from harmful development
- ✓ Set design codes for new developments
- ✓ Protect local beauty spots and heritage sites

### NPs can't ✗

- ✗ Block development proposed in the Local Plan
- ✗ or propose less housing development than proposed in the Local Plan
- ✗ Bring in speed restrictions on minor roads or parking controls on the highway
- ✗ Designate listed buildings or conservation areas
- ✗ Be prepared by a local group if the parish council don't want to do it themselves
- ✗ Be a NIMY charter
- ✗ Change development that already has planning permission

The approach that the two councils are now following with the NP is to maximise resident involvement (inside experts) but also to employ professional or technical support (outside experts) where it is appropriate, cost effective and available. As qualifying bodies, the town councils are able to apply for free Technical Support from the government and a leading civil engineering and planning consultancy AECOM has been engaged to undertake a Site Options Assessment. This follows the call for sites that took place last year. The results of that work are commercially sensitive



and further work is required before it can be published. However, it would be fair to say that nearly all the sites that have been assessed are problematic and there would have to be substantial work, particularly for access and biodiversity, if they are to be included in the plan.

The two councils have also been able to access support from the University of Brighton with post-graduate students – nearly all of them practising planners – undertaking a series of studies relevant to the NP. These are:

- Transport and air quality
- Town Centre
- Plotlands and Downland Fringe
- Diversifying the economy
- Climate and coastal change

The students working in small groups will produce a series of reports that that critically analyse the planning context of the area or theme and recommends viable planning policy and design solutions that can be incorporated into future versions of the draft Neighbourhood Plan or associated guidance.

However, to ensure that residents's issues and ideas are always at the fore, the steering group have written a series of SWOT analyses of the study area to share with the students as they start to prepare their study reports. These will be shared with the NP steering group in May. Here is an example of the SWOT on Climate and Coastal Change:

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Air quality</li> <li>• Scenery</li> <li>• Open spaces</li> <li>• South Downs National Park</li> <li>• Telscombe Tye</li> <li>• Green spaces</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Drainage</li> <li>• Surface water</li> <li>• Disabled access due to rough terrain</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• To protect the cliffs and downland with extending the Undercliff from East Saltdean to Howards Park (cost £33m)</li> <li>• Increase tourism</li> <li>• A better deal for walkers, cyclists and dog walkers</li> <li>• Link up with Newhaven</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Toyota Garage (Ambleside Avenue)</li> <li>• 78 houses at risk of falling into sea</li> <li>• A259</li> <li>• Impact on clifftops from wetter / colder climate (cliff top collapse)</li> </ul>

There is also good written guidance available and Jim was able to highlight the Town and County Planning Association and Centre for Sustainable Energy's newly published guide 'Neighbourhood Planning in a climate emergency' particularly relevant as both town councils have recently declared a Climate Emergency.

Jim then highlighted the kind of policies that might be included in a NP to address emissions and other climate issues with an example from the 'made' Knightsbridge NP:

#### ASSESSING SIGNIFICANT TRANSPORT IMPACTS OF DEVELOPMENT PROPOSALS

Development proposals that are likely to generate significant transport movements should demonstrate no significant adverse impacts on the following:

a. air quality;

- b. road safety;
- c. the pedestrian environment and movement;
- d. cycling infrastructure;
- e. disabled access; and
- f. the street network.

Mitigation measures for any adverse impacts should be informed by the findings of a Transport Assessment or Transport Statement in accordance with Westminster City Council policy.

Knightsbridge Neighbourhood Plan, page 58

The two town councils have also successfully applied for further Technical Support including Masterplanning and Design (including Design Codes). Again on the basis of residents taking the lead, a further Character Assessment workshop is being planned at which the steering and working groups will be dividing up Peacehaven and Telscombe into a series of character areas and the undertaking initial assessments using Planning Aid's Character Assessment tool-kit (see illustration below).

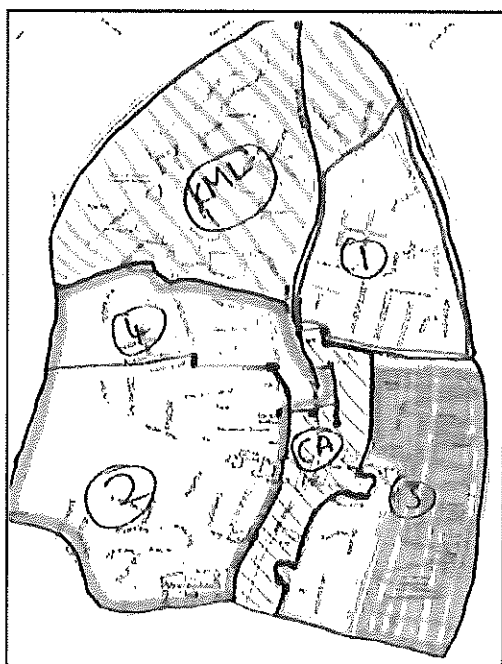


Figure 2: Draft hand drawn character areas map<sup>2</sup>

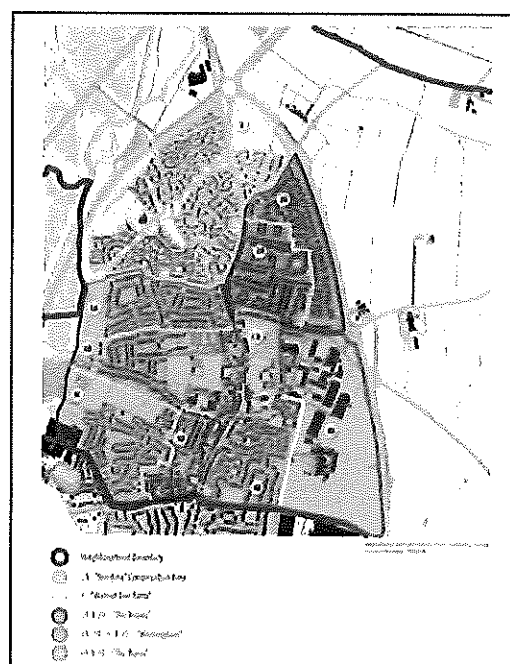


Figure 3: Formalised character areas map<sup>3</sup>

## Step 2: Walk-around your initial character areas and record the key characteristics using the character assessment pro forma

The character maps and subsequent assessments will be shared with AECOM's urban designers and landscape architects and used by them to develop 'bespoke' design guidance for future developments – everything from new estates to extensions in the NP area.

### Masterplanning Peacehaven town centre

This information, along with that provide by the University of Brighton post-graduate students will also be used to inform a Masterplan of the Peacehaven town-centre that has also been successfully applied for by the two town councils. The Masterplan will focus on the area of the Meridian Centre and nearby whose owners, primarily the Co-op, have indicated is beyond its 'shelf-life' and would like it to be redeveloped during the lifetime of the NP (initially to 2030). The following extract gives a description of what a Masterplan might include:

*Masterplanning provides a high level spatial plan for part of your area, setting out how you would like to see development or regeneration come forward. It provides an opportunity to look at part of your neighbourhood and proactively influence how it changes and which parts of it stay largely as they are. It allows you to map out the scale and nature of development that could occur in your area, whilst taking into consideration the needs and wishes of ht community. Masterplanning takes a bird's eye view of a neighbourhood to understand its*

Continuing with the resident 'inside experts' approach, residents present were then asked, in small groups, to undertake a SWOT analysis of the Peacehaven town centre. The results would be shared with the Masterplanning team at AECOM and be used to set the context for a one day workshop to which residents, local groups (youth service, GP practice, Children's Centre etc), landowners and their agents would be invited. It is also hoped that the University of Brighton students will also participate. This will take place in April. The date will be advertised in advance and invitations circulated. Here are the SWOTs from this 'table-top' session.

Table 1

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Community feel (depends in which circles you move)</li> <li>• Green spaces</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Centre like 'walking back in time'</li> <li>• Needs to connect with the coast road better</li> <li>• Youth activities 14-16 years</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Would like a bright, welcoming centre with a variety of shops. A centre that makes you want to visit and not avoid.</li> <li>• Engagement with the community – litter picking days etc.</li> <li>• New schools / extend current ones</li> <li>• Sensory garden by memorial</li> <li>• Quality shop like Marks &amp; Spencer food-hall</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Lack of input by Peacehaven residents</li> <li>• Coast road bypasses the shopping centre (no passing trade)</li> <li>• Lack of police presence</li> <li>• Vandalism</li> </ul>

Table 2

<b>Strengths</b> <ul style="list-style-type: none"> <li>• In the centre keeps the traffic away from the main road</li> <li>• In the countryside</li> <li>• The community wants to make it work</li> <li>• Peacehaven football club: something for children and Park Run</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• The road network – too narrow – should be made wider</li> <li>• Not pedestrian friendly</li> <li>• No variety of shops</li> <li>• Need another chemist</li> <li>• Only one road</li> <li>• Limited infrastructures</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Shopping centre available when needed</li> <li>• Entertainment</li> <li>• Lots of restaurants and pubs</li> <li>• Plenty of car parks</li> <li>• High-tech business[es] rather than warehouse[s]</li> <li>• Peacehaven TC and Telscombe TC to merge</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Too much urbanisation and disjointed thinking</li> <li>• Too many houses with minimum infrastructure</li> <li>• Overpopulation – because of lack of infrastructure</li> <li>• "Need the feel-good factor"</li> </ul>

<ul style="list-style-type: none"> <li>• Need a “Boys Brigade Club”: table tennis, snooker ...</li> </ul>	
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Table 3

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Community feel</li> <li>• Community cares</li> <li>• We have infrastructure – just needs to be developed</li> <li>• Bus service ‘12’</li> <li>• Beautiful green spaces</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Cliffs unprotected – Telscombe Cliffs P/H</li> <li>• Not many individual shops</li> <li>• Not proper centre – needs bakers etc</li> <li>• Nothing to leave for the future</li> <li>• No activities for the young people</li> <li>• Social events for all ages</li> <li>• No enough Doctors</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Affordable business premises</li> <li>• Reasonable rates</li> <li>• Proper town centre that local people can contribute to!</li> <li>• Love idea of a local regular markets with fresh produce</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Road closures on A259 – accidents etc</li> <li>• Need a relief road</li> <li>• <u>Becoming a concrete jungle</u></li> <li>• Losing business in the town drives people away – lose community</li> <li>• Rates too high</li> <li>• No safe alternative to car travel and business</li> <li>• More building with added traffic</li> </ul>

Table 4

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Some public transport links</li> <li>• Small local shops</li> <li>• Library</li> <li>• Community use of building – for <u>all</u> ages</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• High business rates / rents</li> <li>• No “heart” of the town</li> <li>• Cold: uninspiring</li> <li>• Insufficient transport</li> <li>• High consumer prices</li> <li>• Link of property maintenance</li> <li>• Too many empty units</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Heart of community: children’s activities</li> <li>• Join up outdoor spaces (Joff Field) to Meridian Centre</li> <li>• Community family / destination</li> <li>• Tram link? To local rail stations</li> <li>• Public art?</li> <li>• Adventurous play areas for allages</li> <li>• Could link to SCR</li> <li>• Small transport (public)</li> <li>• Community transport</li> <li>• Reopen path from school to Centenary Park</li> <li>• More shops – more competition</li> <li>• Small business units/ community (low cost) units</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Overdevelopment</li> <li>• Inappropriate housing</li> <li>• What is shared ownership</li> <li>• Co-op?</li> <li>• High rise flats</li> </ul>

Table 5:

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Community</li> <li>• Green spaces</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Poor shops</li> <li>• Medical facilities</li> <li>• Poor infrastructure</li> <li>• Poor roads / Meridian Centre</li> <li>• Lack of school places</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Aldi</li> <li>• Businesses</li> <li>• Good town centre at Meridian Centre</li> <li>• Better bus services</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• A259 traffic – rat run via Grassmere</li> <li>• Increase in population</li> <li>• (Pressure on infrastructure)</li> </ul>

Table 6:

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Community hub</li> <li>• Community facilities for all</li> <li>• Social events / cinema</li> <li>• Council offices</li> <li>• Library</li> <li>• Shops</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Poorly designed</li> <li>• A259</li> <li>• No 6<sup>th</sup> Form – college outdated</li> <li>• Lack of space to build light industry</li> <li>• Not enough retail areas</li> <li>• No defined town centre</li> <li>• No variety of shops</li> <li>• No choice of supermarkets</li> <li>• Lack of entertainment options</li> <li>• Not enough social eating places</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Better communication with public</li> <li>• To increase the design / development of town centre</li> <li>• Retail skills in the area</li> <li>• Better youth opportunities – swimming pool</li> <li>• Better business opportunities</li> <li>• Entertainment / education 6<sup>th</sup> form college</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Developers not communicating with community</li> <li>• Limited control of outcome of developers plans.</li> </ul>

## Meridian Centre Area Development survey


The steering group has also commissioned a short survey to inform the re-development of the town centre. Some of the options were included in a visual handed out at tables (see below) and this was backed up by a short survey (also below). The results of this survey which will be left at reception at the civic centre / town hall will be circulated separately.

### MERIDIAN CENTRE AREA DEVELOPMENT


## What would you like to see included?

Select any Ideas from A to I and list them in your priority order.  
You can select as many as you want, or none.


**A.**  
Childrens play area




**B.**  
Pedestrianised street




**C.**  
Public seating




**D.**  
Weekend markets




**E.**  
Covered shopping area




**F.**  
Cycle path & bike racks




**G.**  
Enterprise businesses units



**H.**  
Grass plantio area



**I.**  
Planted gardens



**MERIDIAN CENTRE  
AREA DEVELOPMENT**

What would you  
like to see included?

Select any Ideas from A to I and  
list them in your priority order.  
1st is your favourite. You can select  
as many as you want, or none.

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
7. _____	8. _____	9. _____

Other suggestions?

Your first name \_\_\_\_\_

Surname \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Postcode \_\_\_\_\_

**THANK YOU**

## Concluding comments and recommendations

Despite a relatively short lead in time, a reasonable number and cross-section of the community attended this event although, with a few exceptions, mainly an older demographic and a lot who appeared familiar with the town councils. To follow are recommendations and actions:

- A. The participants engaged well with the table top exercise and this is an approach that should be repeated at future events.
- B. The information from the SWOT exercises was very strong and worthy of further exploration and analysis. It will be shared with AECOM and University of Brighton students to assist in their preparation for the Masterplanning workshop in April.
- C. Comment was made at and after the event that it should have been better promoted / communicated. Having said that, the numbers that did attend were probably towards the upper limit for useful participation, rather than simply information sharing, for which an exhibition would probably be better.
- D. A communications plan should be put in place that allows for a range of interactions with the plan including regular meetings of the steering group, the forthcoming Masterplanning workshop, exhibitions, further workshops, stalls at community events and public meetings all of which have a place in engaging with the public and other stakeholders (people or organisations with a 'stake' in the area such as businesses, clubs and landowners).
- E. The communications plan should also utilise social media including Facebook, Twitter and Instagram and could also use more localised platforms such as Nextdoor.
- F. Following up on the work on steering group training on Local Green Spaces, the next steering group meeting should include a practical session on identifying character areas and this should be followed up by a reconnaissance trip to carry out assessments of the

main character areas identified. This should ideally take place before the Masterplanning workshop (see G).

- G. A date should be booked and diarised for the all day Masterplanning workshop proposed by AECOM in April.
- H. A forward calendar needs to be put together listing the dates, times and audiences for the upcoming workshops, steering group meetings and community events (including booking stalls) to engage with residents of both Peacehaven and Telscombe.
- I. In general clearer responsibility for different activities / work-streams need to be identified in the communications plan and more widely. Appointing a secretary (either paid or unpaid) to take on this role, including organising meetings, would be the best way to achieve this in both the short and longer term.
- J. As part of this process of engagement and transparency this report should be put on-line and made available to residents and other stakeholders.

**Jim Boot MSc, Community Planner, 3<sup>rd</sup> March 2020**





## Peacehaven and Telscombe Neighbourhood Development Plan

Public Meeting 24<sup>th</sup> February 2020 start 7pm

### AGENDA

1. **Welcome and introductions** -Chair  
Including, The Benefits of a NDP. Presentation to date.  
Questions limited to 3
2. **Overview and Progress** - Project Manager  
Including presentation , details of University of Brighton project . AECOM work re sites and MasterPlanning in outline terms  
Questions limited to 3
3. **Local Green Spaces and Historic landmarks** Dawn Paul and Chair  
Protecting and enhancing walkways/cycle paths. Access in SDNP and Town facilities without using A259  
Questions limited to 3
4. **TOWN UPDATES** - (Town Clerks)  
Telscombe Concerning the Tye, Chatsworth Park, Copse,Cliff Top and increased support of CTLA  
Peacehaven Concerning challenges faced by uncertainty and New Development, what is being done at Town level to mitigate impacts including doing a NDP  
Business Plan being prepared What is the Vision for Peacehaven Town?  
  
Questions . Chair as Facilitator.
5. **CONSULTATION EXERCISE** (Jim and Gaston)  
Meridian area now and in the future?  
A stage setting presentation by Gaston and Jim  
Interactive work including Wish List and SWOT  
Participation
6. **APPROX 8.30PM**  
Commence wrapping up session  
Further Questions  
Where do we go from here?  
Future involvement? – Does anyone wish to get involved in future,  
  
Final Thank you Chair



Task Name	Start Date	End Date	Duration	%Complete	Status	Assigned To	Comments
<b>Stage 1 - getting started</b>	05 2016	08 2018	27 months	99% In Progress			
Publicise intention, agreed with local stakeholders, Lewes S+DC, ES&C, SDNPA	05 2016	09 2016	4 months	100% Completed			
Set up Neighbourhood Forum Structure with Peacehaven and Telscombe Town Council	10 2016	03 2017	5 months	100% Completed			
Steering Group select consultant partners	05 2017	10 2017	5 months	100% Completed			
Apply for funding	10 2017	10 2017	1 month	100% Completed			
Set up Forum task groups	11 2017	11 2017	1 month	100% Completed			
Development of Futures 1, 2 & 3	11 2017	02 2018	3 months	100% Completed			
Engagement - building evidence base	11 2017	04 2018	5 months	100% Completed			
Public consultation of Futures	04 2017	04 2017	1 month	100% Completed			
Analysis of feedback from public	05 2017	08 2017	3 months	100% Completed			
Set up database of public contacts for continued communication	07 2018	07 2018	1 month	100% Completed			
Set up website	03 2018	03 2018	1 month	100% Completed			
Set up Twitter account	08 2018	08 2018	1 month	100% Completed			
Agree and action publicity strategy	01 2018	03 2018	3 months	100% Completed			
<b>Stage 2 - Preparing the Plan</b>	12 04 2017	12 04 2017	11 days	In progress			
Call for sites agreement by Town Councils	03 2018	03 2018	1 month	100% Completed			
Advertising call for sites	08 2018	10 2018	3 months	100% Completed			
Deadline for call for sites	11 2018	11 2018	3 months	100% Completed			
Review of site proposals	11 2018	02 2019	3 months	100% Completed			
Carry out SEA/SA scoping report	07 2018	09 2019	2 months	100% Completed			
Draft & agree policies	09 2019	05 2020	6 months	10% started			
Prepare a Strategic Land Use Map	11 2019	02 2020	3 months	10% started			
Map out future of Civic Buildings (Peacehaven)	11 2019	05 2020	6 months	20% started			
Prepare design guide	09 2019	05 2020	3 months	Not started			
Identify preferred sites for allocation	11 2019	05 2020	4 months	60% started			
Prepare local green spaces report	09 19	03 2020	6 months	60% started			
Complete Health Check (Regulation 15)	12 19	05 2020	5 months	10% Started			
Consult with the public	01 2020	01 2020		done			
PCS Young People				done			
Community Group Leaders				done			
Business				done			
General Public				done			
<b>Stage 3 - Implementing the Plan</b>							
Submission to local authority	10 2020			Not started			
Publicity of plan	12 2020		2 months	Not started			
Independent examination	early 2021		2 months	Not started			
Report by Independent examiner	Mid 2021		1 month	Not started			
Referendum	Mid 2021		1 month	Not started			
<b>Public Participation</b>							
Survey 2	To be updated						
Business	03 2019	08 2019	6 months	40% on-line/paper			
General							
Under 16							



# Report of Visit to Sussex Police Force Contact, Control and Command Department by Lucy Symonds

Thursday 6<sup>th</sup> February 2020

Attended: Cllr Lucy Symonds, Town Clerk; Tony Allan and Parks Officer; Kevin Bray

We attended a meeting with Claude Deaud, Sussex Police, at Sussex Police HQ in Lewes to hear about the Sussex CCTV Partnership between Sussex Police and local town councils.

On arrival, Claude took us on a tour of the Force Contact, Control and Command room where we were shown how the control room was split with 999 and 101 responses plus the CCTV system that was in place. The force is currently upgrading the CCTV systems to a high definition.

After the initial tour Claude presented to us details of the Sussex CCTV Partnership. Some of these areas included:

- New maintenance contract that has been implemented
- Contribution from MET Police on MIC 500 Bosch Cameras given to the partnerships which 24 cameras have already been deployed in Rother, Lewes, Brighton, Hastings, Chichester and Seaford
- An overview of the new video management system being rolled out in January 2020 which includes recordings in real time, intel development, better reporting capabilities, increased network security plus much more.

Other neighbouring local authorities that belong to the partnership are Newhaven (1996) and Seaford (1999).

Claude advised that we must have a purpose to put CCTV up which should cover:-

- Public Safety
- Crime detection
- Crime reduction
- Command and control of incidents

The costs involved are as follows:-

Cameras – LA buy and pay maintenance (£2-2.5k per camera)  
Transmission rental – shared costs  
Staffing – Sussex Police  
Control – Police and LA  
Installation - LA

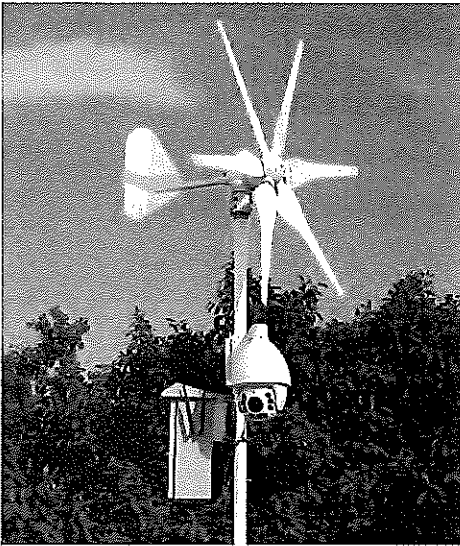
Maintenance is £225 pa which covers 2 services, faults, call out included (at time of meeting date)

We were also introduced to a revenue generation opportunity using 5G plus the opportunity to purchase cameras to reduce carbon footprint and costs. This product was through a Scottish company called Onmiflow, where they can produce sufficient power to power light, CCTV camera, sensors and other applications. It is cheaper to install as there is no power connection charge but cameras are costlier. These systems are compatible with the management system.

Kevin has kindly looked online and the cameras can cost anything up to £10,000 on their own, depending on the specification, plus post and installation. From the visit we were informed that the solar and wind powered light ones were approximately £10,000 each but did not have any cables if they were part of a 5G network and were a prototype. With some of these lights, we would be able to support some of the other requests in our town eg, lighting at the skate park which includes the security. Support could be gained from the community with fundraising as well as CIL money.

In addition, if cameras were placed on the A259 at the entrance into the town via Newhaven and at Telscombe Tye, this would support auto number plate recognition not only for any criminal offence but also for lorries not abiding with the weight restrictions thus protecting the declining roads. Revenue may be gained from fines?

I would welcome all Councillors to attend a scheduled meeting with Claude Deaud to hear how this partnership can support our town especially in areas of concern with an invitation to all Telscombe Town Councillors and District Councillors.



**Agenda Item:****Committee:** Council**Date:** 24<sup>th</sup> March 2020**Title:** Young Men's Youth Session Provision at the Joff**Report Author:** Town Clerk**Purpose of Report:** To seek Council's approval of the Terms of Agreement and funding for this project.

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**Summary of recommended actions**

1. To note and receive the contents of this report.
2. To approve the Terms of Agreement.
3. To commit the required funding.

**Introduction**

As part of a local drive to increase youth support and reduce anti-social behaviour, Cllr Collier has proposed a joint PTC & TTC by supporting an extra youth session at the JOFF (see attached document)

**Background**

This matter was initially discussed at the Council Meeting on 26<sup>th</sup> November 2019; as minuted:-

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

**Analysis**

Following a meeting on 22<sup>nd</sup> January 2020, ESCC has produced an eight-week plan, Boys Group feedback and an Agreement with PTC & TTC for the provision of an additional youth session at the JOFF, (copies of documents attached).

This Agreement will be recommended for approval at the TTC meeting on the 18<sup>th</sup> March

**Implications**

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

<b><u>Financial</u></b>	PTC will pay two-thirds of the costs = £3340.13  There is an earmarked reserve in the Council's accounts of £4,000.00 for 'Peacehaven Youth Task Group'.
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<u>Legal</u>	Covered by ESCC
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	Hopefully the additional session will have a positive impact in this area.
<u>Climate</u>	None.

#### Appendices/Background papers

1. Cllr Collier's briefing.
2. ESCC eight-week plan.
3. ESCC Boys Group feedback.
4. Agreement with PTC & TTC for the provision of an additional youth session at the JOFF.



**To:** Town Clerk

**Subject:** Re: POLICY & FINANCE COMMITTEE MEETING - TUESDAY 19th NOVEMBER

This is the item:

**Increased Youth Services Provision - Peacehaven / Telscombe Joint Project**

As part of a local drive to increase youth support and reduce anti-social behaviour, we propose to support extra youth provision at the Joff in Peacehaven. The proposal would add an extra session on a key night.

By approving the spend at Town Council level it means that funding cannot be removed by ESCC at part of any spending review.

The Joff has a proven track record locally for providing quality support for young people in the the community.

The proposal would include the provision of an extra session on top those already provide and includes the cost of two youth workers.

The total draft costings would be £5010.20 per year for the Weekly provision and £1156.20 for a once a week provision during the summer holidays.

Once approved by both councils a full costing could be provided for full council for budget approval for this years budget.

This would be a jointly funded provision between Peacehaven Town Council and Telscombe Town Council and the cost would be split with Peacehaven paying 2 thirds and Telscombe paying the other third.

Best,  
Chris

Cllr Chris Collier  
07946 446033  
Ward Councillor  
Peacehaven East  
Peacehaven Town Council



## TYS Eight Week Plan

This is guide to the 8 weeks young men's program which will be delivered in the JOFF. The feedback from the yp I got on Friday 7<sup>th</sup> of February is at the page at the bottom.

Our youth workers when employed will plan the sessions with the yp that attend, ensuring they have a sense of ownership over the group.

This will also make sure that it is individually tailored to the yp needs. This will be carried out by interviewing all of the yp at the very beginning of the program and carrying out referral forms.

The progress can be measured throughout the program by using evaluations, recording on Liquid Logic after every sessions and regular service user feedback.

The program will be reviewed after the 8 weeks with the yp and planning will take place as a group for the next 8 weeks and so on.

<b>Project</b>	Young men's group				
<b>Staff Names</b>	TBC				
<b>Week Commencing</b>	TBS				
<b>Date of Session</b>	<b>Activity</b>	<b>Aims</b>	<b>Success Criteria / Learning Outcomes</b>	<b>Methods</b>	<b>Resources</b>
<b>WEEK 1</b>	Health	1. Meet and greet		<ol style="list-style-type: none"> <li>1. Introductions of yp and workers</li> <li>2. Games</li> <li>3. Discussions and written rules</li> <li>4. Games set up in the hall to play together</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff and yp.</li> <li>2. Different ice breaker games set by workers</li> <li>3. Written rules</li> <li>4. Objects and sports equipment set up in hall</li> <li>5. Blind folds</li> </ol>
	Sport	2. Ice breakers			
	Art	3. Ground rules and expectations			
	Issues	4. Team building games			
	Food	5. <u>Exeant trip discussions</u>			
<b>WEEK 2</b>	Health	1. Peer pressure and friendship group influence.		<ol style="list-style-type: none"> <li>1. Discuss what is peer pressure</li> <li>2. What situations could be a pressured situation</li> <li>3. Play talk it out for half and hour</li> <li>4. Colour and paint mugs/stones</li> </ol>	<ol style="list-style-type: none"> <li>1. General discussion topic, flip chart paper so yp can fire words.</li> <li>2. Talk it out board game</li> <li>3. Mugs</li> <li>4. Stones</li> <li>5. Paints</li> <li>6. pens</li> </ol>
	Sport	2. Talk it out board game			
	Art	3. Decorate mugs/stones-art therapy			
	Issues	4. Choose cooking for next week.			
	Food				
<b>WEEK 3</b>	Health	1. Cooking in 4's		<ol style="list-style-type: none"> <li>1. 1 worker in kitchen with 4yp.</li> <li>2. Colour and paint t shirts</li> <li>3. Do a small test</li> </ol>	<ol style="list-style-type: none"> <li>1. Cooking ingredients</li> <li>2. Plain t shirts</li> <li>3. T shirt colours and paints</li> <li>4. Paper with discussion</li> </ol>
	Sport	2. T-shirt designing			
	Art	3. Discussions on perception difference			
	Issues	4. Substance misuse			
	Food				

	Other	and pressure to take.		paper and discuss the outcomes.	questions.
WEEK 4	<div>Health</div> <div>Sport</div> <div>Art</div> <div>Issues</div> <div>Food</div> <div>Other</div>	<div>1. Anger management</div> <div>2. Bullying</div> <div>3. Cooking</div> <div>4. Planning team building event</div>		<div>1. Work sheets What is anger How does it make you feel Signs? Ways of dealing with anger Who makes you angry? Why? How do you deal with it? How could you deal with it differently 2. What is bullying to them? What kind of bullying is there?</div> <div>3. 1 worker in the kitchen overseeing activity.</div> <div>4. Get into groups And discuss ideas for possible team building activities.</div>	<div>1. General discussion of topic(s) on flip chart Use boxing pads to release anger/practice mindfulness and breathing techniques/ Paints, canvases, paper, paint brushes, posters.</div> <div>3. Cooking ingredients.</div> <div>4. Ball in the sports halls, discussing activities</div>

Date of Session	Activity	Aims	Success Criteria / Learning Outcomes	Methods	Resources
WEEK 5	Health	1. Sexual health 2. Domestic violence 3. Sexploitation game 4. Personal safety- canvas and games/ scenarios		1. C cards 2. Chlamydia tests 3. Work sheets. 4. Scenarios- facts	Demonstrator/condoms/c- cards Short you tube clip Art material- paint, paint brushes
	Sport				
	Art				
	Issues				
	Food				
	Other				
WEEK 6	Health	1. Self esteem 2. Self imagery 3. Self confidence 4. Keying making		1. Cut out people from the magazine 1a. Stick onto large pieces of paper and write why you chose this person. 1b. Discuss with the others about their chosen people. 2. Large pieces of paper, draw around yourself 2a. write inside the outline how you think you look, how you feel about yourself 2b. allow others to write about you in your drawing and read out the comments and compliments you have received. 3. As above, discuss how could improve confidence.	1. Magazines 2. Large pieces of paper 3. Scissors 4. Glue 5. pens
	Sport				
	Art				
	Issues				
	Food				
	Other				
	Health				

Date of Session	Activity	Aims	Success Criteria / Learning Outcomes	Methods	Resources
WEEK 7	Health	1. Discuss and come up with an idea for a local community event-giving something back		1.To get into groups of 3. 2.To carry out discussions around what they want to improve in their community and why.  3.Talk about what activity they want to do within the community as a group.	1.Flip chart 2.Pens 3.Laptop/internet 4.comminity event info
	Sport				
	Art				
	Issues				
	Food				
	Other				
WEEK 8	Health Sport Other	1.Plan Trip with young people 2.Build confidence and self esteem 3.Increase social skills/problem solving activities 4.Celebrate their achievements		1.To get yp to discuss as a group on of what they want to do as an activity-celebrating their achievement's as a whole.  2.Come up with ideas  3.To agree on a team building activity.	1. Have workers to meet yp. 2. Risk access Exeant

### The Joff – Boys Group

**1. Timescale** – We would look to open in September and will do some preliminary work from April onwards including a summer offer to ensure that young people are aware of the offer.

**2. Anecdotal evidence:** We will complete a survey of young people from the current attendees – we already have some young men asking for a specific group.

Our workers have identified that this group would be beneficial in working with young men around a range of issues including:

Bullying / online and face to face.	Online safety.	Healthy relationships.
Body image.	Self Esteem.	Self Awareness
Respecting self / others / community.	Confidence.	Personal Safety (Incl weapons).

This session would provide a unique opportunity to work with young men and for the programme to be shaped by them addressing their issues and current concerns.

The young men have said that they would like to have a separate group.

### **3. Costings:**

2 x PT Yth worker (3 hrs each) = £29.30 (x2)

1 LinC (3.5 hrs) = £37.75

Session costs £96.35; a yearly cost would be £5010.20; as our support we would cover management costs i.e. supervision and staffing cover for Annual Leave / sickness and use of the building and resources. The session would be free to the young people.

### **4. Session.**

We have space to run the project on a separate evening from our other Youth Work provision.

### **5. Additional funding:**

House project - This could be the celebration at the end of the year or a residential.

**6. MP Lloyd and the Peacehaven Mayor support** – this is excellent as young mens group work is needed.

**7. Quarterly Reporting:** We will provide a quarterly report to include a breakdown of areas / ages of young people





Why do

Want a  
group?

Boys

What is  
your  
group's  
goal?

11  
11

Remember  
your group  
purpose!

LOS

What activities do you  
want to do in sessions?

No large  
LOS

boxing  
each other

PLAY  
SPORTS.  
COOKING.

COOKING

BOXING  
FOOTBALL

FOOTBALL  
GARDENING

FOOTBALL  
GYM  
TRIP!



## **TERMS OF AGREEMENT**

### **YOUNG MENS YOUTH SESSION PROVISION AT THE JOFF**

This agreement is made between East Sussex County Council (Children's Services Department), Targeted Youth Support and Peacehaven and Telscombe Town Councils and is effective from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

The first contact person in respect of this agreement is Simon Stanley.

### **SIGNED ON BEHALF OF TARGETED YOUTH SUPPORT**

[Part of ESCC Early Help Service]

Colin Edgley

DATE

SIGNED ON BEHALF OF Peacehaven Town Council

DATE

SIGNED ON BEHALF OF Telscombe Town Council

DATE

## INTRODUCTION

This agreement provides a framework in which to develop a session for young men at The Joff Youth Centre premises for the benefit of young men aged 11 – 19 years living in Peacehaven, Telscombe Cliffs , East Saltdean and the surrounding area.

It sets out what the Targeted Youth Support (Lewes & Wealden Area) (hereinafter referred to as TYS) and **Peacehaven and Telscombe Town Councils** (hereinafter referred to as **Peacehaven and Telscombe Youth Provision**) will provide in order to achieve this work.

### 1.0 Consultation and Development

- 1.1 TYS staff will undertake ongoing needs analysis in relation to work with young men within Peacehaven, Telscombe Cliffs , East Saltdean and the surrounding area and review the effectiveness of the service provided through the session.
- 1.2 TYS staff will ensure that consultation takes place with other relevant agencies and organisations on the provision of services to young men in the Peacehaven, Telscombe Cliffs , East Saltdean and the surrounding area in order to ensure that good practice is shared and resources fully utilised.

### 2.0 Strategy

- 2.1 TYS staff will deliver a weekly session and deliver a programme at the Joff for young men living in Peacehaven, Telscombe Cliffs, East Saltdean and the surrounding area. The Delivery Plan will reflect the Aims and Objectives of both parties and will be based on consultation with young men.
- 2.2 TYS staff will provide a broad and balanced curriculum that supports young men in their personal development and reflects the needs of local young people.

### 3.0 Staffing

- 3.1 Peacehaven and Telscombe Youth Provision will pay TYS a yearly amount of **£5010.20** to provide 3 youth work staff 3 hours each per week to be delivered from the Joff Youth Centre, to work face to face with young people. An additional 0.5 hours per week will be

available for the Leader in Charge staff member to undertake essential monitoring and recording of sessions as well as planning.

The day and time for the session will be negotiable within the parameters of availability of the Joff Youth Centre.

- 3.2 TYS expects all their staff deployed at the Joff Youth Centre to undergo continuous professional development – principally this would be identified by the Annual Performance Appraisal Process and they would need to complete the introduction to youth work course.
- 3.3 If future funding is unable to be provided by **Peacehaven and Telscombe Youth Provision** then ESCC will be responsible for any redeployment opportunities or redundancy payments to the Clued Up staff.
- 3.5 TYS will employ and manage the TYS staff. This will include professional supervision and annual performance management review.
- 3.6 TYS will advertise vacancies and appoint staff in accordance with the Policies and Procedures laid down by the County Council and ensure that staff are provided with a Contract of Employment and current job description.
- 3.7 TYS will be responsible for the conduct, discipline and grievance procedures for staff in consultation with Children's Services Personnel Department.
- 3.8 TYS will appoint staff who are appropriately qualified and/or experienced for the tasks required of them.
- 3.9 The TYS will provide an Area Youth Worker to attend appropriate meetings as necessary.
- 3.10 **Peacehaven and Telscombe Youth Provision** will provide a named contact to support the work - **Councillor Christine Robinson**



#### **4.0 Premises**

- 4.1 TYS will maintain and ensure the Joff Youth Centre building meets health and safety at work standards for the use of TYS staff in their work with young people.
- 4.2 The TYS will carry out risk analysis in respect of all buildings used by workers employed by TYS in their work with young people in Peacehaven, Telscombe Cliffs and the surrounding area.

#### **5.0 Statutory Duties**

- 5.1 The TYS Area Youth Worker will be responsible for ensuring the following policies and procedures are followed by staff.

These policies will include: Equal Opportunities, Health and Safety, Disability Discrimination Act/SENDA, Data Protection Act, Confidentiality, Information Sharing Protocol.

- 5.2 All staff employed and volunteering with the TYS will be subject to a DBS Check. Volunteers will be part of the TYS Volunteer Programme.

#### **6.0 Monitoring**

- 6.1 TYS Staff will ensure that comprehensive statistics are kept on the ESCC data base LIQUID LOGIC by which will inform activity and influence future service provision. These will form the basis of quarterly reporting to **Peacehaven and Telscombe Youth Provision**.
- 6.2 TYS Staff will provide **Peacehaven and Telscombe Youth Provision** with a quarterly report detailing the level of activity of youth work delivered.

- 6.3 TYS will be responsible for the financial management of the session; **Peacehaven and Telscombe Youth Provision** will be responsible for funding the session.

## **7.0 Termination of Agreement**

- 7.1 This agreement will terminate on 31 March 2021. Any future agreements between TYS and **Peacehaven and Telscombe Youth Provision** will need to be negotiated by the end of December 2020 to allow TYS staff to have 3 months notice of future arrangements.
- 7.2 During the term of this Agreement either party may terminate the Agreement by giving three months written notice to the other partner.

## **8.0 Disputes between the Parties**

- 8.1 If any disagreement arises between the parties concerned as a result of their respective obligations under this agreement, upon any matter which cannot be resolved through routine discussion and review, the matter shall be referred to the Operations Manager – Early Help Management Team and the Chair of **Peacehaven and Telscombe Youth Provision**.

## **9.0 Finance**

- 9.1 The yearly amount of £5010.20 to be invoiced separately  
Peacehaven Town Council 2/3rd of said amount £3,340.13  
Telscombe Town Council 1/3rd of said amount £1,670.07.
- 9.2 Both amounts to be paid in advance after receipt of invoice. However if the scheme is terminated for any reason by the TYS then both Town Councils will be refunded on a pro rata basis based on the funding finishing on 31st March 2021