



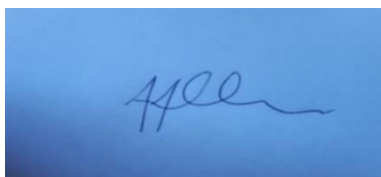
TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

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

21<sup>st</sup> October 2020

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 27<sup>th</sup> October 2020 at 7.30pm.



Tony Allen  
Town Clerk

## A G E N D A

**ZOOM ACCESS CODE FOR THIS MEETING CAN BE OBTAINED BY EMAILING THE TOWN CLERK**

**C660 Mayor's/Chairman's announcements.**

**C661 Public session.** *There will be a 15-minute period whereby members of the public may ask questions on any relevant **Council** matter.*

**Please email the Town Clerk for access to this on-line meeting**

**C662 To approve apologies for absence.**

**C663 To receive declarations of interests.**

**C664 To adopt the minutes of the previous Council meeting held on the 29<sup>th</sup> September 2020**

**C665 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.**

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

- i. To receive the Committee's financial report.
- ii. To receive the meeting minutes of the 22<sup>nd</sup> September 2020.
- iii. To note the draft meeting minutes of the 21<sup>st</sup> October 2020.
- iv. To approve CIL funding for the new Flint Way pathway.
- v. To note arrangements for drafting the 2021/22 budget & precept.

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

- i. To receive the meeting minutes of the 8<sup>th</sup> September 2020.
- ii. To note the draft meeting minutes of the 6<sup>th</sup> October 2020.

**c. Personnel Committee**

**d. Leisure, Amenities & Environment Committee**

- e. **Civic & Community Events Committee:-**
  - i. To receive the meeting minutes of the 18<sup>th</sup> August 2020.
  - ii. To note the draft meeting minutes of the 20<sup>th</sup> October 2020.
- f. **Business Development & E-Comm's Committee:-**
  - i. To note the draft meeting minutes of the 22<sup>nd</sup> September 2020.
- g. **Climate Change Working Party**
  - i. To note the draft meeting notes of the 23<sup>rd</sup> September 2020.

C666 To receive a presentation and report from the Neighbourhood Development Plan Steering Group.

C667 To receive a report from the PTC Havens Health liaison group.

C668 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions.

C669 To approve the Council's response to the consultation on the Government's 'Planning for the Future' White Paper.

C670 To appoint Council's representatives for the ESALC AGM on the 4<sup>th</sup> November 2020.

C671 To approve the Council's response to the LDC review of Polling Districts and Places.

C672 Motion from Cllr Goble "This council calls upon East Sussex County Council Libraries Service to actively engage with local councils and community groups as it looks to the future.

**CONFIDENTIAL**

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

C673 To receive reports from the PTC liaison team and the NDP Steering Group on the redevelopment of the Meridian Centre/ Community House.

C674 Personnel Committee:-

- a. To discuss current confidential staffing matters and to ratify the Committee's actions.
- b. To approve the appointment of a Grounds Person to fill the current vacancy.

C675 Date of next meeting – Tuesday 24<sup>th</sup> November 2020 at 7.30pm.



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TOWN CLERK  
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## **DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 29<sup>th</sup> September 2020**

**Present** – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Emilia Simmons, Cllr Ron White, Cllr Alan Milliner.

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

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

### **C644 Mayor's/Chairman's announcements.**

The Chairman welcomed everyone to the meeting.

The Chairman thanked everyone for supporting his August 2020 Mayor's fundraising challenge, which had been a great success, noting that he is looking forward to devising the next event.

### **C645 Public session.**

There were no questions from members of the public.

### **C646 To approve apologies for absence.**

It was resolved to accept apologies from Cllr Hill and Cllr Veck.

### **C647 To receive declarations of interests.**

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

Cllr White as a shareholder in the Meridian Health Centre.

### **C648 To adopt the minutes of the previous Council meeting held on the 28<sup>th</sup> July 2020**

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

### **C649 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.**

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

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

The Committee's report was received, including the signing of the Bank Reconciliations and approval of payments, as set out in the draft meeting minutes of the 22<sup>nd</sup> September 2020.

The conclusion of the 2019/20 audit was noted. The Clerk stated that no issues had been raised by the External Auditor.

Cllr Collier related interim reprofiling projections looking at potential end of year funding gaps, noting that early estimates show that the Council is close to breakeven point.

Cllr Collier stated that he will be working with the Finance Officer to more accurately profile income/expenditure for the rest of the year.

## **Minutes of the virtual Meeting of Peacehaven Town Council – 29<sup>th</sup> September 2020**

In relation to Covid-19 support, Cllr Collier stated that no funding from Government or other sources was expected.

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

It was resolved to receive these minutes.

**iii. To note the draft meeting minutes of the 22<sup>nd</sup> September 2020.**

These minutes were noted.

**iv. To approve CIL formal bids to LDC.**

It was resolved to put the two formal CIL bids to LDC and to commit the PTC CIL matched funding as listed, should one or both of the bids be successful.

The Senior Projects Officer was commended for her hard work in getting these bids prepared within a short timescale.

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

**i. To receive the meeting minutes of the 7<sup>th</sup> July 2020.**

It was resolved to receive these minutes.

**ii. To receive the meeting minutes of the 11<sup>th</sup> August 2020.**

It was resolved to receive these minutes.

**iii. To note the draft meeting minutes of the 8<sup>th</sup> September 2020.**

These minutes were noted.

**c. Personnel Committee:-**

**i. To note the draft public meeting minutes of the 1<sup>st</sup> September 2020.**

These minutes were noted.

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

**i. To receive the meeting minutes of the 23<sup>rd</sup> June 2020.**

It was resolved to receive these minutes.

**ii. To note the draft meeting minutes of the 15<sup>th</sup> September 2020.**

These minutes were noted.

**e. Civic & Community Events Committee**

**i. To receive the meeting minutes of the 14<sup>th</sup> July 2020.**

It was resolved to receive these minutes.

**ii. To note the draft meeting minutes of the 18<sup>th</sup> August 2020.**

These minutes were noted.

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

**i. To receive the meeting minutes of the 16<sup>th</sup> July 2020.**

It was resolved to receive these minutes.

**ii. To note the draft meeting minutes of the 22<sup>nd</sup> September 2020.**

These minutes were noted.

**g. Climate Change Working Party**

**i. To receive the meeting notes of the 22<sup>nd</sup> July 2020.**

It was resolved to receive these minutes.

**ii. To note the draft meeting notes of the 23<sup>rd</sup> September 2020.**

These minutes were noted.

**C650 To receive a report from the Neighbourhood Development Plan Steering Group.**

The NDP reports were noted and received.

Cllr Gallagher reported that Nancy Astley continued to support the development of the Plan, the many elements of which are now coming together nicely, with the master planning consultation lasting until the end of December 2020.

**C651 To receive a report from the PTC Havens Health liaison group.**

The circulated reports were noted and received.

**C652 Motion by Cllr Sharkey to support the campaign to prevent the academisation of Peacehaven Heights School.**

Cllr Sharkey presented her Motion, which had been seconded by Cllr Collier.

It was noted that the Parents Forum had now been set up and had held its first meeting, with more planned.

Responses by the County Council to parents and Councillors letters had proved insufficient to explain the current situation.

It was resolved to adopt Cllr Sharkey's motion. Clerk to write to the County Council as proposed.

**C653 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions.**

The Clerk gave an update on current operational measures and the use of the Council's facilities.

It was noted that, due to the changing Covid-19 advice, the situation was very fluid and necessitated regular reviews and a flexible approach.

Cllr White suggested that PCS may be given additional temporary space in Community House. It was noted that the Council was working closely with this School and that any extra hiring was conditional on staff availability.

Cllr Collier stated that the provision of equipment required for home working would be discussed further at the next meeting of the Policy & Finance Committee.

**C654 Proposal from the Clerk that PTC becomes a 'Sunflower Friendly Council'**

The Clerk related the background to this item, noting that a number of councils had already joined this Scheme.

It was resolved that, in principle, the Council should join this Scheme in partnership with businesses and other local organisations.

Cllr Cheta, Cllr Duhigg and Mrs Donovan to seek buy-in and funding from the Chamber of Commerce and other organisations.

**C655 To nominate Councillors to engage with the Rampion2 offshore wind farm Project**

The Clerk related the background to this item, noting that the proposed new scheme was in the early stages of discussion and planning.

It was resolved that the Council should engage with this project.

Clerk to clarify details and the number of Councillors required to participate.

**C656 Proposal from the Clerk that PTC moves to a six-weekly meetings cycle Project**

The Clerk related the background to this item.

It was resolved to implement a six-weekly meetings cycle from February 2021.

*[All members of the public left the meeting]*

**CONFIDENTIAL**

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

**C657 To receive a report from the PTC liaison team for redevelopment of the Meridian Centre/ Community House**

The Clerk related the background to this item, noting the meetings that had taken place.

It was noted that the plans produced by HDD fell a long way short in major areas, in particular in relation to:-

- Limited Community House parking requirements.
- Limited Community House access requirements.
- Provision of a replacement library.
- Limited number of retail outlets proposed for a town centre development.
- Non-compliance with LDC Local Plan provisions for the centre of Peacehaven
- Inappropriate types of housing proposed.

Cllr Gallagher noted that these plans did not adhere to the vision and objectives of the emerging Neighbourhood Development Plan.

The Clerk reported that HDD had provided the Draft Heads-of-Terms for the interface between the new development and Community House. On first inspection, these seem to include some disadvantages for PTC, and they will need to be referred to a Solicitor.

It was resolved that the Clerk should respond to HDD as follows:-

*"Based on the draft plans provided, Peacehaven Town Council will not be able to enter into any agreement at this time.*

*In our view the plans do not represent the best interests or aspirations of the residents of the town and will continue to turn the town into dormitory.*

*As elected members it is our role to represent our residents' views. These plans very clearly do not represent their views.*

*The plans would need to change substantively, and have substantial public consultation, before we could continue to discuss an agreement".*

*[Cllr Duhigg abstained from voting on this item].*

**C658 Personnel Committee:-**

**a. To discuss current confidential staffing matters and to ratify the Committee's actions.**

The Clerk, Cllr Seabrook and Mrs Donovan gave a detailed report on the following matters:-

- Staff sick absences.
- Ongoing HR and Medical cases.
- Current deployment of staff and related issues.

It was agreed that the Council's approach in these matters was correct and sympathetic to the individuals concerned.

**b. To receive the confidential meeting minutes of the 28<sup>th</sup> July 2020.**

It was resolved to receive these minutes.

**c. To note the draft confidential meeting minutes of the 1<sup>st</sup> September 2020.**

These minutes were noted.

**C659 Date of next meeting – Tuesday 27<sup>th</sup> October 2020 at 7.30pm.**

*There being no further business, the meeting closed at 21:16.*

THE OFFICIALS  
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## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

### Your balances on 02 October 2020

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#### Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

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#### Business Savings Accounts

Active Saver	£603,954.55
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,159.50
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Date: 14/10/2020

Peacehaven Town Council

Page 1

Time: 09:24

**Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 2 - Reserve Account**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/09/2020		180,159.50
			<u>180,159.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,159.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,159.50
		Balance per Cash Book is :-	180,159.50
		Difference is :-	0.00



## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 09/10/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	20,487	
105	VAT Control A/c	7,681	
118	Deposit Aqua	50	
201	Current Bank A/c	626,703	
202	Reserve Account	180,112	
210	Petty Cash	520	
	<b>Total Current Assets</b>		<b>835,553</b>
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,634	
566	Deposits Received	972	
	<b>Total Current Liabilities</b>		<b>2,605</b>
	<b>Net Current Assets</b>		<b>832,948</b>
	<b>Total Assets less Current Liabilities</b>		<b>832,948</b>
	<u>Represented by :-</u>		
301	Current Year Fund	429,569	
310	General Reserves	63,174	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	180,479	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	<b>Total Equity</b>		<b>832,948</b>

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	47,435	0	(47,435)			0.0%	
1013 Income from Photocopying	36	500	464			7.2%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1094 Other Customer & Client Receipt	103	1,000	897			10.3%	
1100 Interest Received	97	600	503			16.1%	
1301 Filming	1,750	0	(1,750)			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
<b>General Administration :- Income</b>	<b>709,051</b>	<b>662,460</b>	<b>(46,591)</b>			<b>107.0%</b>	<b>0</b>
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	0	5,100	5,100		5,100	0.0%	
<b>General Administration :- Direct Expenditure</b>	<b>17,500</b>	<b>25,100</b>	<b>7,600</b>	<b>0</b>	<b>7,600</b>	<b>69.7%</b>	<b>0</b>
4001 Salaries	151,726	390,000	238,274		238,274	38.9%	
4002 Employer N.I Contributions	12,964	33,685	20,722		20,722	38.5%	
4003 Employer Pension Contributions	31,305	62,514	31,209		31,209	50.1%	
4004 Overtime	40	5,000	4,960		4,960	0.8%	
4011 Training	280	5,000	4,720		4,720	5.6%	
4212 Mileage Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	10	3,500	3,490		3,490	0.3%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	2,622	7,000	4,378		4,378	37.5%	
4307 Stationery	161	2,500	2,339		2,339	6.4%	
4311 Professional Fees - Legal	17	3,000	2,983		2,983	0.6%	
4312 Professional Fees - Other	2,185	4,000	1,815		1,815	54.6%	
4314 Audit Fees	1,780	3,000	1,220		1,220	59.3%	
4315 Insurance	8,881	10,000	1,119		1,119	88.8%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	112	400	288		288	28.0%	
4323 PDQ Charges	251	800	549		549	31.4%	
4325 Postage	737	2,000	1,263		1,263	36.8%	
4326 Telephones	2,783	6,000	3,217		3,217	46.4%	
4327 Computers	9,650	9,500	(150)		(150)	101.6%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	4,800	10,000	5,200		5,200	48.0%	
4342 Subscriptions	4,034	4,500	466		466	89.7%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	<b>237,465</b>	<b>576,999</b>	<b>339,534</b>	<b>0</b>	<b>339,534</b>	<b>41.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>454,086</b>	<b>60,361</b>	<b>(393,725)</b>				
<b>110 Civic Events</b>							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Town Twinning	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>(17)</b>	<b>2,400</b>	<b>2,417</b>	<b>0</b>	<b>2,417</b>	<b>(0.7%)</b>	<b>0</b>
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	35	0	(35)		(35)	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	<b>54</b>	<b>3,750</b>	<b>3,697</b>	<b>0</b>	<b>3,697</b>	<b>1.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(37)</b>	<b>(6,150)</b>	<b>(6,114)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	624	6,500	5,876			9.6%	
Marketing :- Income	<b>684</b>	<b>7,000</b>	<b>6,316</b>			<b>9.8%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	123	1,000	877		877	12.3%	
Marketing :- Indirect Expenditure	<b>123</b>	<b>3,000</b>	<b>2,877</b>	<b>0</b>	<b>2,877</b>	<b>4.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>561</b>	<b>2,800</b>	<b>2,239</b>				
<b>130 Neighbourhood Plan</b>							
4337 Neighbourhood Plan	2,841	5,000	2,159		2,159	56.8%	
Neighbourhood Plan :- Indirect Expenditure	<b>2,841</b>	<b>5,000</b>	<b>2,159</b>	<b>0</b>	<b>2,159</b>	<b>56.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,841)</b>	<b>(5,000)</b>	<b>(2,159)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	0	1,300	1,300		1,300	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	541	1,092	551		551	49.5%	
4171 Grounds Maintenance Costs	14	500	486		486	2.9%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<b>9,233</b>	<b>10,761</b>	<b>1,528</b>	<b>0</b>	<b>1,528</b>	<b>85.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,233)</b>	<b>(13,261)</b>	<b>(4,028)</b>				
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	3,647	4,400	753		753	82.9%	
4203 Fuel	877	5,600	4,723		4,723	15.7%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<b>4,789</b>	<b>11,300</b>	<b>6,511</b>	<b>0</b>	<b>6,511</b>	<b>42.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,789)</b>	<b>(11,300)</b>	<b>(6,511)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	9,018	15,000	5,982			60.1%	
1039 S/P Cats	(900)	3,600	4,500			(25.0%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(143)	2,500	2,643			(5.7%)	
1061 S/P Court Hire	77	5,300	5,223			1.5%	
Sports Park :- Income	<b>12,302</b>	<b>30,700</b>	<b>18,398</b>			<b>40.1%</b>	<b>0</b>
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	1,613	6,000	4,387		4,387	26.9%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	1,827	7,300	5,473		5,473	25.0%	
4164 Trade Refuse	2,167	4,500	2,333		2,333	48.2%	
4171 Grounds Maintenance Costs	4,638	7,800	3,162		3,162	59.5%	
Sports Park :- Indirect Expenditure	<b>13,072</b>	<b>29,100</b>	<b>16,028</b>	<b>0</b>	<b>16,028</b>	<b>44.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(770)</b>	<b>1,600</b>	<b>2,370</b>				

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	4,799	0	(4,799)		(4,799)	0.0%	10,000
4111 Electricity	108	0	(108)		(108)	0.0%	
4121 Rents	6,400	12,000	5,600		5,600	53.3%	
4131 Rates	835	2,500	1,665		1,665	33.4%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	350	1,000	650		650	35.0%	
4173 Fertilisers & Grass Seed	2,631	4,750	2,119		2,119	55.4%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	<b>15,123</b>	<b>25,250</b>	<b>10,127</b>	<b>0</b>	<b>10,127</b>	<b>59.9%</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>(15,123)</b>	<b>(25,250)</b>	<b>(10,127)</b>				
6000 plus Transfer from EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,123)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	2,218	8,480	6,262			26.2%	
Gateway Cafe :- Income	<b>2,218</b>	<b>8,480</b>	<b>6,262</b>			<b>26.2%</b>	<b>0</b>
4101 Repair/Alteration of Premises	265	0	(265)		(265)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	<b>265</b>	<b>900</b>	<b>635</b>	<b>0</b>	<b>635</b>	<b>29.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,952</b>	<b>7,580</b>	<b>5,628</b>				
<b>320 Play Areas</b>							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	<b>47</b>	<b>0</b>	<b>(47)</b>	<b>0</b>	<b>(47)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(47)</b>	<b>0</b>	<b>47</b>				
<b>330 Amenity Area</b>							
1044 Hire of the Dell	1,420	5,000	3,580			28.4%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	<b>1,440</b>	<b>6,950</b>	<b>5,510</b>			<b>20.7%</b>	<b>0</b>
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Amenity Area :- Direct Expenditure	<b>161</b>	<b>15,500</b>	<b>15,339</b>	<b>0</b>	<b>15,339</b>	<b>1.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	190	4,710	4,520		4,520	4.0%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	156	2,500	2,344		2,344	6.2%	
4171 Grounds Maintenance Costs	1,579	10,000	8,421		8,421	15.8%	
4301 Purchase of Furniture/Equipmen	(193)	3,000	3,193		3,193	(6.4%)	
<b>Amenity Area :- Indirect Expenditure</b>	<b>1,733</b>	<b>21,960</b>	<b>20,227</b>	<b>0</b>	<b>20,227</b>	<b>7.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(454)</b>	<b>(30,510)</b>	<b>(30,056)</b>				
<u>355 The Hub</u>							
1084 Sports Pavilion	2,623	16,000	13,377			16.4%	
<b>The Hub :- Income</b>	<b>2,623</b>	<b>16,000</b>	<b>13,377</b>			<b>16.4%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
<b>The Hub :- Direct Expenditure</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	354	0	(354)		(354)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	607	1,500	893		893	40.5%	
4112 Gas	249	1,500	1,251		1,251	16.6%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	177	4,000	3,823		3,823	4.4%	
<b>The Hub :- Indirect Expenditure</b>	<b>1,387</b>	<b>9,500</b>	<b>8,113</b>	<b>0</b>	<b>8,113</b>	<b>14.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,236</b>	<b>6,000</b>	<b>4,764</b>				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	3,250	6,000	2,750			54.2%	
1072 C/H Copper Room	5,865	12,650	6,785			46.4%	
1075 C/H Charles Neville	282	10,200	9,918			2.8%	
1076 C/H Main Hall	414	25,600	25,186			1.6%	
1077 C/H Anzac Room	(63)	12,700	12,763			(0.5%)	
1078 C/H Main Kitchen	680	1,250	570			54.4%	
1079 C/H Anzac Kitchen	23	700	677			3.3%	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	280	1,300	1,020			21.5%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	157	1,000	843			15.7%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
<b>Community House :- Income</b>	<b>12,695</b>	<b>84,050</b>	<b>71,355</b>			<b>15.1%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	<b>409</b>	<b>2,000</b>	<b>1,591</b>	<b>0</b>	<b>1,591</b>	<b>20.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	663	10,000	9,337		9,337	6.6%	
4102 Maintenance of Buildings	166	0	(166)		(166)	0.0%	
4111 Electricity	311	8,000	7,689		7,689	3.9%	
4112 Gas	975	4,000	3,025		3,025	24.4%	
4122 Service Charge	448	15,500	15,052		15,052	2.9%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	656	16,000	15,344		15,344	4.1%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	232	1,500	1,268		1,268	15.5%	
4162 Cleaning Materials	1,034	2,500	1,466		1,466	41.3%	
4163 Personal Hygiene	1,344	2,500	1,156		1,156	53.8%	
4168 Water Dispenser	98	120	22		22	82.0%	
4301 Purchase of Furniture/Equipmen	10	0	(10)		(10)	0.0%	
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	<b>7,259</b>	<b>78,920</b>	<b>71,661</b>	<b>0</b>	<b>71,661</b>	<b>9.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,027</b>	<b>3,130</b>	<b>(1,897)</b>				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,400	1,400			0.0%	
1094 Other Customer & Client Receipt	0	800	800			0.0%	
Summer Fair :- Income	<b>0</b>	<b>2,700</b>	<b>2,700</b>			<b>0.0%</b>	<b>0</b>
4329 Advertising	0	350	350		350	0.0%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	0	1,200	1,200		1,200	0.0%	
Summer Fair :- Indirect Expenditure	<b>0</b>	<b>2,700</b>	<b>2,700</b>	<b>0</b>	<b>2,700</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	<b>0</b>	<b>2,300</b>	<b>2,300</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 09/10/2020

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	741,013	820,640	79,627			90.3%	
Expenditure	311,444	830,500	519,056	0	519,056	37.5%	
<b>Net Income over Expenditure</b>	<u>429,569</u>	<u>(9,860)</u>	<u>(439,429)</u>				
plus Transfer from EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<u>439,569</u>						



## List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2020	ARUN PUMPS LTD	120226	1,279.20		SEWAGE PUMP MAINTENANCE
01/09/2020	BRITISH GAS	120227	1,987.30		MAY ELECTRICITY
01/09/2020	Tony Allen	120228	25.47		IT PURCHASES
01/09/2020	SECRETARY OUTSOURSE	120229	118.75		SECRETARY OUTSOURSE
01/09/2020	Lewes District Council	DD	1,173.00		NNDR 01/09-01/04/21
01/09/2020	The Fuelcard People	DD	69.01		gy06 ppx FUEL
03/09/2020	PETTY CASH	120225	486.16		TO COVER REFUNDS OF EVENTS
04/09/2020	Northstar IT	DD1	13.19		NEW UK HOSTED EXCHANGE
04/09/2020	Northstar IT	DD2	428.40		WD 3TB BACK UP DRIVES
04/09/2020	Northstar IT	DD3	1,074.94		MONTHLY SUPPORT CONTRACT - SEP
07/09/2020	The Fuelcard People	DD	100.66		HK66WMJ
07/09/2020	Barclays	DD6	3.00		BACS FILE CHARGES
08/09/2020	Northstar IT	DD1	1,061.75		MONTHLY SUPPORT - MAY
08/09/2020	Northstar IT	DD2	1,061.75		MONTHLY SUPPORT - JUNE
08/09/2020	Northstar IT	DD3	1,061.75		MONTHLY SUPPORT - JULY
08/09/2020	Northstar IT	DD4	1,061.75		MONTHLY SUPPORT - AUG
09/09/2020	TOTAL GAS & POWER	120230	133.92		GAS - JULY 2020
09/09/2020	Your Franking Ltd	120231	68.40		DM60 BLUE INK
09/09/2020	C.E.F	120232	13.14		TRIPHOSPHOR TUBE
09/09/2020	Spy AlarmsLtd	120233	199.20		QUARTERLY FIRE MAINTENANCE
09/09/2020	AMADEUS	120234	71.12		STATIONARY
09/09/2020	COLES AMUSEMENTS	120235	200.00		DEPOSIT REFUND
09/09/2020	Caroline Reid	120236	609.00		SEPTEMBER CLEANING
09/09/2020	Trade UK	120237	88.48		DRILL / SOCKET
09/09/2020	Mend-All Catering Services Ltd	120238	84.00		WATER BOILER CALL OUT
09/09/2020	Interserve FS UK Ltd	120239	413.61		SERVICE OF FIRE EQUIP
09/09/2020	COLES AMUSEMENTS	120235	-200.00		CANCEL CHEQUE WRONG PAYEE
10/09/2020	Barclays	DD5	54.87		PDQ CHARGES - AUG
16/09/2020	Zurich Municipal	120240	86.51		ADDITION TO INSURANCE
16/09/2020	Lewes District Council	120241	1,177.15		WASTE COLL 01/10 - 31/12
16/09/2020	Conect Total Communications	120242	106.33		PHONE FOR SPO
16/09/2020	PROLUDIC LTD	120243	210.42		FIXING FOR PLAY EQUIP
16/09/2020	TOTAL GAS & POWER	120245	127.49		GAS MAY - JUNE
16/09/2020	PERCUSSION PLAY LTD	120246	114.00		CABLES FOR WALL MARIMBA
16/09/2020	AVS FENCING SUPPLIES LTD	120243	887.43		FENCING FOR BIG PK AND DELL
16/09/2020	MR A ALLEN	120247	12.40		STEREO SPEAKERS
16/09/2020	L&N CONSULTANCY LIMITED	120248	1,980.00		JULY CONSULATANCY
18/09/2020	PHS Group	DD3	226.07		QUARTERY CHARGES
22/09/2020	EDF	DD	95.24		AUGUST SUPPLY
23/09/2020	BRITISH GAS	120249	1,184.45		AUGUST ELECTRICITY
23/09/2020	CATERCRAFT SUPPLIES LTD	120250	1,422.60		CAFE SINK REPLACEMENT
23/09/2020	Fiddes & Son Ltd T/A Bowcom	120251	35.40		BATTERY
23/09/2020	Conect Total Communications	120252	467.83		SEPTEMBER TELEPHONE CHARGES
23/09/2020	Lewes District Council	120253	601.00		PLAY AREA INSPECTION 19/2
23/09/2020	ScottishPower Group	120254	12.24		FINAL BILL FOR UNIT 6
23/09/2020	Tony Allen	120255	16.80		FLOOD RISK & TITLE PLAN
23/09/2020	Everwell Ocupational Health It	120256	354.00		OHP TELEPHONE CONS

## List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2020	SECRETARY OUTSOURCE	120257	187.50		MINUTES FOR NDP
23/09/2020	ANCIENT & HONOURABLE GUILD	120258	35.00		ANCIENT & HONOURABLE GUILD
25/09/2020	Northstar IT	DD1	151.80		VIDEO SENDER
25/09/2020	Barclays	DD2	50.00		BACS OVER LIMIT
25/09/2020	SEPTEMBER SALARIES	SEPT PAY	21,888.09		SEPTEMBER SALARIES
28/09/2020	Pitney Bowes LTD	DD	200.32		FRANKING MACHINE TOP UP
30/09/2020	P.D SHAYLER	120259	200.00		COLES AMUSEMENTS
30/09/2020	ARUN PUMPS LTD	120260	6,590.40		SUPPLY & INSTALL SEWAGE PUMPS
30/09/2020	Sats4u	120261	705.80		CCTV INSTALLATION
30/09/2020	Corona Energy	120262	81.38		GAS SUPPLY AUG-SEP
30/09/2020	TEXTHELP	120263	900.00		BROWSEALLOUD
30/09/2020	Rigby Taylor	120264	1,266.48		GRASS SEED
30/09/2020	Chris Bartholomew Electrical C	120265	336.00		SOLAR PANEL TEST
30/09/2020	HMRC	120266	6,269.42		SEPTEMBER SALARIES
30/09/2020	EAST SUSSEX PENSION FUND	120267	6,629.18		SEPTEMBER SALARIES
<b>Total Payments</b>			<u>67,350.55</u>		



THE OFFICIALS  
PEACEHAVEN TOWN COUNCIL  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

### Your balances on 02 October 2020

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#### Business Current Accounts

Business Current Account Statement	£50,000.00
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Sort Code 20-49-76 • Account No 10701173

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#### Business Savings Accounts

Active Saver	£603,954.55
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Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£180,159.50
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Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

603954.55

+ 1852.02 - Oct transactions

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605,806.57

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THE OFFICIALS  
PEACEHAVEN TOWN COUNCIL  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

# Your Business Current Account

At a glance



26 Sep - 02 Oct 2020

Date	Description	Money out £	Money in £	Balance £
26 Sep	Start Balance			50,000.00
28 Sep	DD Direct Debit to RMRS Pitney Bowes Ref: 14230866 02670384	200.32		49,799.68
	Giro Transfer to Account 30701211	1,922.17		47,877.51
	Giro Direct Credit From BCard1041619250920		50.00	47,927.51
	Giro Direct Credit From Second Act Grace Ref: 2nd Act (Grace) LT		700.00	48,627.51
	Giro Direct Credit From Telscombe T.C ZZ8 Ref: Inv 11598 & 11607		722.50	49,350.01
	Giro Direct Credit From Dimensions UK Ref: 11553		649.99	50,000.00
29 Sep	Cheque Issued Ref: 120248	1,980.00		48,020.00
	Giro Direct Credit From BCard1041619280920		2.00	48,022.00
	Giro Transfer From Account 30701211		1,978.00	50,000.00
30 Sep	Cheque Issued Ref: 120251	35.40		49,964.60
	Giro Transfer to Account 30701211	266.20		49,698.40
	Deposit at Barclays 53739 Ref: 12.2430Sep1kpb000		301.60	50,000.00
1 Oct	Cheque Issued Ref: 120257	187.50		49,812.50
	Giro Transfer From Account 30701211		187.50	50,000.00
2 Oct	Cheque Issued (No Cheque Number Recorded)	12.24		49,987.76

Continued

Start balance	£50,000.00
Money out	£6,256.11
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£6,256.11
End balance	£50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,987.76
2 Oct	 Cheque Issued Ref: 120249	1,184.45		48,803.31
	 Cheque Issued Ref: 120252	467.83		48,335.48
	Giro Transfer From Account 30701211		1,664.52	50,000.00
2 Oct	Balance carried forward			50,000.00
Total Payments/Receipts		6,256.11	6,256.11	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

#### Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was	0.100%
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**Bank Reconciliation Statement as at 09/10/2020  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/09/2020		50,000.00
Current Account	30/09/2020		605,806.57
			<u>655,806.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/11/2019 204650 KATIE DEELEY		50.00	
17/01/2020 120098 SHANNON FRANKLIN		50.00	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
03/03/2020 120126 Corona Energy		732.85	
05/03/2020 120128 INGEUS		3,246.75	
02/06/2020 204697 DAVID SIMPSON		40.35	
24/06/2020 120128 INGEUS		-3,246.65	
27/08/2020 120224 Codec Facilities Ltd		644.97	
01/09/2020 120228 Tony Allen		25.47	
16/09/2020 120246 PERCUSSION PLAY LTD		114.00	
16/09/2020 120247 MR A ALLEN		12.40	
23/09/2020 120249 BRITISH GAS		1,184.45	
23/09/2020 120250 CATERCRAFT SUPPLIES LTD		1,422.60	
23/09/2020 120252 Conect Total Communications		467.83	
23/09/2020 120253 Lewes District Council		601.00	
23/09/2020 120254 ScottishPower Group		12.24	
23/09/2020 120255 Tony Allen		16.80	
23/09/2020 120256 Everwell Ocupational Health It		354.00	
23/09/2020 120257 SECRETARY OUTSOURCE		187.50	
23/09/2020 120258 ANCIENT & HONOURABLE GUILD		35.00	
30/09/2020 120259 P.D SHAYLER		200.00	
30/09/2020 120260 ARUN PUMPS LTD		6,590.40	
30/09/2020 120261 Sats4u		705.80	
30/09/2020 120262 Corona Energy		81.38	
30/09/2020 120263 TEXTHELP		900.00	
30/09/2020 120264 Rigby Taylor		1,266.48	
30/09/2020 120265 Chris Bartholomew Electrical C		336.00	
30/09/2020 120266 HMRC		6,269.42	
30/09/2020 120267 EAST SUSSEX PENSION FUND		6,629.18	
			<u>29,075.76</u>
			626,730.81
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
30/09/2020		72.00	
			<u>-28.00</u>
			626,702.81
<b>Balance per Cash Book is :-</b>			<b>626,702.81</b>
<b>Difference is :-</b>			<b>0.00</b>

**DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 22<sup>nd</sup> September 2020 at 7.30pm**

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

**PF515 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF516 PUBLIC QUESTIONS**

No members of the public were present.

**PF517 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All members were present.

**PF518 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Duhigg as a LDC CIL Board member.

**PF519 TO ADOPT THE MINUTES OF 21<sup>st</sup> JULY 2020**

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

**PF520 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received.

**2. Bank account summary**

Received.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

**4. Income & Expenditure report**

The Chairman led a detailed review of all budget headings, including income and expenditure performance at Month 5 of the financial year.

Loss of income to-date was discussed in detail and the Sales Ledger outstanding receipts were noted. The Finance Officer stated that the second precept payment had been received from LDC and that the budgetary position was on-track with the expected position at this point in the financial year.

It was noted that there were a number of budget headings that are expected to be underspent at the end of the financial year, including salaries and marketing.

The Chairman stated that a reprofiling of the budget at Month 5 showed an estimated income/expenditure income loss gap of £42K due to reduced hiring of the Council's facilities.

The Chairman reported that indirect expenditure had reduced, sales ledger had improved to nearly pre-Covid levels and that the overall budgetary position showed a slight improvement.

It was noted that windfall (one-off) income payments should be allocated to a budget heading, to revert to general reserves at the end of the financial year.

**5. Balance Sheet**

Received.

**6. CIL report**

Received.

**7. List of payments (for approval)**

It was resolved to approve the July & August 2020 payments amounting to £121,098.04 as scheduled in the meeting papers.

**PF521 TO REVIEW THE INTERNAL AUDIT ACTION PLAN**

The Clerk's report was noted.

**PF522 TO NOTE THE 20019/20 EXTERNAL AUDIT REPORT**

It was noted that the External Auditor had found no issues with the Council's accounts.

**PF523 TO NOTE AND DISCUSS AN HISTORICAL ANOMALY IN THE CIL ACCOUNTING**

The Finance Officer's report was noted and discussed.

It was resolved that the CIL budget account should be credited from the general reserves account to re-address the CIL anomaly identified.

**PF524 TO NOTE THE FINANCIAL EFFECT OF THE IMPLEMENTATION OF THE ANNUAL PAY SCALE INCREASES AND APPROVED INCREMENTS**

The Finance Officer's report was noted and discussed.

It was noted that provision for these increases had been factored into the current budget.

The Clerk reported that the new pay scales and previously agreed increments will be implemented in the October 2020 salaries, backdated to April 2020.

**PF525 TO NOTE THE USE OF THE RBS BUDGETING FACILITY FOR DEVELOPING THE 2021/22 BUDGET**

It was agreed that this facility and reporting format would be a very useful tool in creating the 2021/22 draft budget.

The Clerk noted that all Committees, Councillors and Officers are now being asked to estimate their 2020/21 outturn and 2021/22 budgetary requirements.

The Chairman will work with the Finance Officer to produce a Q2 outturn report for the Committee's next meeting.

**PF526 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS**

Cllr Gallagher's report was received and actions noted.

**PF527 PTC WEB SITE ACCESSIBILITY - TO AUTHORISE THE PURCHASE OF THE BROWSEALLOUD PLUG-IN**

The Marketing Assistant's report was noted and discussed.

Cllr Seabrook and the Clerk related the background to this item.

It was noted that the BrowseAloud 'plug-in' was a cost-effective complete solution to allow the Council to fully comply with the imminent introduction of Government legislation regarding web sites accessibility.

It was resolved to purchase a one-year licence at a cost of £900.00.

**PF528 ANNUAL REVIEW OF ASSET REGISTER**

The Clerk noted that this review was underway and that all Committees, Councillors and Officers will be asked to inspect the Register for accuracy.

**PF529 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE**

The Clerk's draft updated T-O-R's were discussed with some changes made. It was resolved to adopt the updated T-O-R's for the Committee, as amended; [these are appended to these minutes].

**PF530 TO DISCUSS THE LDC REQUEST FOR PAYMENT OF PRVIOUS ELECTIONS FEES**

In view of the late presentation of these invoices by LDC, the high amounts involved and the need for further detailed information, it was resolved to make a complaint to LDC and challenge the request for the immediate payment of these invoices.

**PF531 TO CONSIDER ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME**

The Clerk's report was noted and discussed.

The Clerk related the background to this item and the need for additional equipment to meet the staff's needs for working from home and to meet the Council's obligations in this respect.

It was resolved that the laptop for the Senior Projects Officer should be acquired straight away at a cost in the region of £600.00.

Clerk to provide a fully costed schedule of remaining requirements for the Committee's next meeting.



**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 22<sup>nd</sup> September 2020**

***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.***

**PF532 AGED DEBT ANALYSIS**

The Finance Officer's report was noted and discussed.

The Chairman noted a slightly improving situation.

**PF533 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES**

The Finance Officer's report was noted and discussed.

It was noted that the metering of electricity in some of the Council's premises needs to be fully investigated so that correct charges can be accurately passed on to the hirers concerned.

Finance Officer and Parks Officer to investigate and report to the next meeting of the Committee.

**PF534 TO APPROVE HALF-YEARLY WRITE-OFFS**

The Finance Officer's report was noted and discussed.

It was noted that this was not debt and the proposed adjustment for void invoices on the ledger would credit the Council's finances.

It was resolved to make this adjustment in the amount of £724.14.

**PF535 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS**

The Finance Officer's report was noted and discussed.

The Chairman noted that the overall amounts in question remained at around the same level as the previous month

**PF536 DATE OF NEXT MEETING**

Wednesday 21<sup>st</sup> October 2020 at 7.30pm.

*There being no further business, the meeting closed at 21:27.*

**APPENDIX**

**POLICY AND FINANCE COMMITTEE  
TERMS OF REFERENCE**

Meets a minimum of 5 times a year.

The Officers responsible for reporting to this committee are the Clerk and Finance Officer.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities.

**Terms of Reference**

1. Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
2. Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
3. Be responsible for matters not specifically delegated to any other standing committee
4. Be responsible for ensuring risk assessments are undertaken as appropriate
5. Be responsible for ensuring the council has adequate insurance
6. Be responsible for the Council's Asset register.
7. Be responsible for the Council's insurance requirements.
8. Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
9. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December
10. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
11. Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
12. Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole
13. To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
14. To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
15. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery

**DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Wednesday 21<sup>st</sup> October 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.  
Town Clerk T Allen, Finance Officer Z Malone, Sen. Projects Officer Michelle Edser.  
One member of the public was also present.

**PF537 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF538 PUBLIC QUESTIONS**

There were no public questions.

**PF539 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Cllr L Duhigg (Vice-Chair of Committee); noted that Cllr Duhigg had stepped down from the Committee.

**PF540 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths re. Item PF551, as a friend of one of the contractors concerned.

**PF541 TO ADOPT THE MINUTES OF 22<sup>nd</sup> SEPTEMBER 2020**

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

**PF542 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

**4. Income & Expenditure report**

The Chairman reported that he and the Finance Officer had been working on defining the loss of Council income, particularly in relation to Community House.

It was noted that, at the end of Q2, it was possible to establish patterns of expenditure and for daily 'savings' figures to be calculated. The Chairman gave a detailed breakdown of some of these figures, noting that a comparison with the last six months of the previous financial year had been carried out, in order to identify any one-off/large payments that may become due later in the current financial year.

The Chairman thanked the Finance Officer for her assistance and hard work in achieving a more balanced picture of the Council's finances, noting the financial performance in Q3 will be crucial.

**5. Balance Sheet**

Received and noted.

**6. CIL report**

Received and noted.

**7. List of payments (for approval)**

It was resolved to approve the September 2020 payments amounting to £67,350.55 as scheduled in the meeting papers.

**8. Apportioning income from filming etc. companies**

It was resolved that the budget code for income from filming should sit under the CCE budget heading and not under general admin. Heading. Noted that any monies remaining at the end of the financial year will pass into general reserves.

## **Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 21<sup>st</sup> October 2020**

### **PF543 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT**

The Finance Officer's report was noted and discussed.

It was resolved to adopt the approach and methodology as proposed.

The Chairman stated that Committees needed to establish work programmes for 2021/22 and look at the remainder of the current financial year, particularly with regard to the possible capitalization of some projects.

### **PF544 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS**

The ongoing role of the WP was discussed, and it was noted that its usefulness was mainly in relation to large CIL/S.106 bids/projects.

The Clerk noted that, with the Senior Projects Officer Finance Officer leading in these matters, and working with the Finance Officer, Parks Officer & Councillors, CIL/S.106 monitoring and expenditure was now under control.

It was resolved that the CIL/S.106 WP will be convened at each round of the LDC CIL bidding invitations, and additionally as required for other larger projects.

#### **1. To approve CIL funding for a pathway from Flint Way to Centenary Park**

The Clerk's report was noted and discussed.

It was resolved that the council's CIL fund will be used to finance this new pathway and that the Finance Officer will see if this can be recovered from s.106 monies.

### **PF545 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME**

The Clerk's report was noted and discussed.

The Clerk referred to a circulated revised specification for the laptops and related items, plus other equipment identified. It was noted that demand for laptops was outstripping supply and specifications varied with availability. The laptops now available were of a higher specification than those in the original specification but were better in performance, more future proof and very competitively priced for the level of quality.

It was noted that, in this case, three quotes had not been obtained. The Clerk noted that this was due to the fact that the Council must operate with equipment approved and supported by its IT contractor, NorthStar IT, and the limited availability of these items.

It was resolved to purchase the laptops and related items, plus other equipment identified, as specified at a cost of £4,052.98.

The Chairman thanked Officers for their forbearance in this matter.

### **PF546 TO APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT**

The Clerk's report was noted and discussed.

Clerk to investigate the set up for the offsite backups of financial and other data.

It was resolved to adopt the Financial Risk Assessment.

### **PF547 TO APPROVE THE 2021/22 ESCC GRASS CUTTING CONTRACT**

The Clerk's report was noted and discussed.

Clerk to investigate the position with the current contract with ESCC in view of Covid-19 measures it has in place.

Clerk to refer his paper to the Planning & Highways Committee for further discussion and agreement.

*[The member of the public left the meeting].*

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

### **PF548 AGED DEBT ANALYSIS**

The Finance Officer's report was noted and discussed.

The Chairman reported that the Council's exposure to debt had reduced over the last year or so from around

10% to 2.46%.

The Finance Officer reported that, as hirers were returning, past debt was being settled.

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 21<sup>st</sup> October 2020**

**PF549 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES**

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

It was noted that the Council is able to accurately identify the charges involved.

It was resolved to hold individual meetings with the hirers concerned to discuss and agree the way forward in this matter.

**PF550 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT**

The Clerk's and the Finance Officer's reports were noted and discussed.

It was resolved to hold individual meetings with the hirers concerned to discuss and agree the way forward relating to additional Council support.

*[Cllr Griffiths left the meeting].*

**PF551 TO DISCUSS & REVIEW COUNCIL'S EMPLOYMENT OF SUB-CONTRACTORS**

The Clerk's report was noted and discussed.

It was resolved to extend the Council's contractor's contract until the end of March 2021.

**PF552 DATE OF NEXT MEETING – TUESDAY 17<sup>th</sup> November 2020 at 7.30pm**

*There being no further business, the meeting closed at 20:37.*

**Agenda Item:** C665-a-iv  
**Committee:** Council  
**Date:** 27/10/2020  
**Title:** Flint Way Path Funding  
**Report Author:** Town Clerk  
**Purpose of Report:** To ratify CIL monies for funding this project

---

### **Summary of recommended actions**

1. To ratify that PTC CIL money can be used to fund the Flint Way path project.
2. Finance Officer to investigate the use of S.106 monies related to Centenary Park to see if one of these can be recharged for this work.

### **Introduction**

At the March 2020 meeting of the LA&E Committee, it was resolved to construct a new footpath from Flint Way to Centenary Park and Sussex Driveways was selected from the quotes obtained, up to a cost of up to £3K to be funded from CIL/S.106 monies.

### **Background**

This project is an appropriate use of CIL monies. There are several S.106 money 'pots' connected to Centenary Park that may prove to be able to be used.

### **Analysis**

The work has been carried out and an invoice for £2875.00 has been submitted by the approved contractor Sussex Driveways Ltd.

The use of CIL monies for this purpose was resolved at the meeting of the Policy & Finance Committee on the 21<sup>st</sup> October 2020.

### **Implications**

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

<b><u>Financial</u></b>	Zero cost from the Council's budget. £2875.00 from Council's CIL funds.
<b><u>Legal</u></b>	None.
<b><u>Environmental and sustainability</u></b>	Improved pathway.
<b><u>Crime and disorder</u></b>	None.
<b><u>Climate</u></b>	None.

### **Appendices/Background papers**

CIL bid form.

Sussex Driveways Ltd invoice.

SUSSEX DRIVEWAYS (PAVING) LTD  
27 ST LUKES ROAD  
BRIGHTON  
BN2 9ZD  
TEL:01273 600666  
FAX: 01273 692779

Invoice

1

VAT Reg No: 750366830  
Company Registration No. 3206121

Page

Peacehaven Town Council  
Community House  
The Meridian Centre  
Peacehaven  
BN10 8BB

9293

08/10/2020

PEACEHAV

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	Order No. 1732K. Site address Centenary Park. To construct new footpath	2,875.00	2,875.00	20.00	575.00

Order No. <b>352</b>	Invoice Checked Against Order <b>YMM</b>
Cheque No.	Payment Authorised

Payment is due on receipt of invoice.  
Please pay by return

BACS payments payable to sort code 30-98-74  
Bank account 01907594. Please use document No. as  
reference when paying by BACS.

We also take card payments.

Total Net Amount	2,875.00
Carriage Net	0.00
Total VAT Amount	575.00
Invoice Total	3,450.00

**CIL BIDDING EXPRESSION OF INTEREST FORM**

**From PEACEHAVEN TOWN COUNCIL To be submitted to CIL Working Committee for Approval**

**Before proceeding, please ensure you have got agreement: Committee, CIL WP, P&F, Council**

**Project Description.**

Flint Way Path – construct new footpath.

**Project Address**

Centenary Park

**Name of Provider Bidding for Funds**

Peacehaven Town Council

**Which Source of Funding are you applying for?**

PTC CIL Monies

**Type of Infrastructure**

Footpath

**Items of infrastructure that it is proposed CIL Funding will pay for**

Footpath

**Estimated Project Costs**

£2,875

**Amount being requested from CIL**

£2,875

**Does the project appear in the Neighbourhood Development Plan**

No

**Can the project be delivered in the next 5 years**

Yes

**If the project not wholly within LDC charging area etc.....**

Yes





# **PEACEHAVEN TOWN COUNCIL**

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

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

## **DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 8<sup>th</sup> September 2020**

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

It was resolved that Cllr C Gallagher participates in the meeting in a non-voting capacity.

1 member of the public was also present.

### **1 PH871 CHAIR ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

### **2 PH872 PUBLIC QUESTIONS**

There were no public questions

### **3 PH873 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies accepted for Cllr Milliner, Cllr Harris and Cllr Hill

### **4 PH874 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests

### **5 PH875 TO ADOPT THE MINUTES FROM THE 11<sup>th</sup> August 2020**

It was resolved to adopt the minutes as a true record

### **6 PH876 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher reported the following:-

- Aecom Master planning final report document has been received.  
Two amended plans had been received with 120 new dwellings approx. To be consulted on with the public.
- HDD have started to reveal and test out ideas for Meridian Centre.  
Survey by Steering Group has closed with over 1000 responses, responses being collated.
- Aecom commencing Design and Public Realm package.
- Aecom preparing an Environmental Impact report of development, because of proximity to SDNP and Biosphere, Marine Conservation Zones, SSSI.
- Planning Act White Paper, preparation, and feedback. Potentially could influence the Neighbourhood Plan, so will be discussed at the next Steering Group Meeting.
- Next Steering Group Meeting 10<sup>th</sup> September at 7pm

## Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020

### **1 PH877 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The Budgetary report was noted.

### **2 PH878 REVIEW & UPDATE OF COMMITTEE'S BUSINESS PLAN ELEMENTS**

Cllr Sharkey updated the Committee that the document has already been Ratified by Full council and so the Committee cannot make any changes for 6 months or so, but this Document can still be looked at, to see if there's anything we would like to add/remove for the next update, this is essentially a document for officers and staff to use, so any feedback can be used for the next updates.

It was agreed that Road safety is a useful addition – the Town Council are trying to encourage people to cycle and walk. Cllr Seabrook noted that "Speed Watch" will be going live shortly as training has recently been given by the Community Speed Watch Police Officer. This exercise will need to be more visible when it happens, updating residents on Facebook, educating people to slow down, stats about the difference it make to victims survival, by reducing speed and we need volunteers of a Town with 25k population, there should be more support from Residents.

The purpose of Speed Watch is to educate people, not to fine people, people have a higher chance of survival being hit at 20mph rather than 50mph which is the speed cars are travelling around Peacehaven.

Cllr Gallagher noted that this can be taken forward to Business Development Committee, on 22<sup>nd</sup> September. An Agenda item on the next meeting will be about active travel, cycles etc., so as this is such an important issue, this could be linked to this.

Cllr Seabrook also reported that Brighton and Hove Buses have no intention of reinstating the 14 that goes to Sainsburys, as Sainsburys have removed their subsidy, this also affects the residents of East Peacehaven trying to access the Meridian Centre.

### **3 PH879 HOWARD PARK REPORT TO REVIEW AND CONFIRM THE TWO £3 PAYMENTS.**

This will be reviewed at the next Leisure, Amenities & Environment meeting.

### **4 TO CONSIDER Planning applications as follows:-**

<b>PH879 LW/20/0526</b> 81 The Promenade, Peacehaven, BN10 8LS  <b>Case Worker</b> Sarah Scannell	New roof extension to existing property.  <b>It was noted that this application has 2 Residents Objections.</b>  <b>This is a large extension and not ideal proposal to accept but no Planning reasons to object to this and has this has already had planning permission to go ahead before but wasn't actioned at the time.</b>  <b>It was resolved by the Majority to recommend approval.</b>
<b>PH880 LW/20/0522</b> 28 Firle Road Peacehaven East Sussex BN10 8DB  <b>Case worker</b> James Emery	Erection of a summer house and separate storage shed  <b>It was noted that the building will be at the end of the garden, with a carpark on the other side.</b>  <b>It was resolved to recommend approval.</b>

## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020**

<b>PH881 LW/20/0471</b> 8C Cripps Avenue Peacehaven East Sussex BN10 8AL  <b>Case worker</b> James Emery	Rear extension  <b>It was noted that this proposed extension was in keeping with the other properties in the street.</b>  <b>It was resolved to recommend approval.</b>
<b>PH882 LW/20/0519/CD</b> 330 South Coast Road Peacehaven East Sussex BN10 7EN  <b>Case worker</b> – Julie Cattell	Application for the discharge of conditions 2 (drainage strategy), 3 (contamination), 7 (layout of new access), 8 (stopping up of existing access), 14 (landscaping and means of enclosure) and 16 (discharge of surface water) of application LW/19/0407.  Noted
<b>PH883 LW/20/0515/CD</b> 32 Telscombe Road Peacehaven East Sussex BN10 8AG  <b>Case Worker</b> Andrew Hill	Discharge of conditions 4, 6 and 8 relating to approval LW/20/0319  Noted
<b>PH884 LW/20/0507</b> 27 Mayfield Avenue Peacehaven East Sussex BN10 8RE  <b>Case Worker</b> William De-Haviland-Reid	Erection of rear extension and conversion of existing garage, including front extension and creation of pitched roof  <b>It was noted that this proposed conversion has 2 objections from residents– concerns being the noise and the second was not an objection but asking for more information. Overlooking seems to be the only issue. It was noted that there will be sky lights rather than dormers so this should not be an issue. No planning reasons to object.</b>  <b>It was resolved to recommend approval.</b>
<b>PH885 LW/20/0483</b> 55 Telscombe Road Peacehaven East Sussex BN10 7UA  <b>Case Worker</b> James Emery	Proposed loft conversion  <b>No concerns</b>  <b>It was resolved to recommend approval</b>

### **13 PH886 To note the following Planning Applications:-**

There are no planning applications to note.

### **14 PH887 TO NOTE the following planning application Decision Notices:-**

<b>PH888 LW/20/0342</b>	<b>Planning Application for Single storey rear extension</b>
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**Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020**

44 Dorothy Avenue Peacehaven, BN10 8HT	Lewes DC <b>Grants permission</b> Peacehaven's Planning & Highways Committee <b>Supported</b> this application
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The Committee noted the planning decisions above

**15 PH889 TO REVIEW & UPDATE THE P&H ACTION PLAN.**

The Admin Officer asked the Committee for an update on item 2. excessive electricity bill for the 3 lamp posts in Valley Road.

It was resolved for the Admin Officer to speak to the Finance Officer to see if anything can be negotiated with the utility provider with the excessive charges. Would the bill be reduced if we changed the bulbs to a more energy efficient LED bulb?

It was also mentioned that the lamp posts are hidden in residents garden shrubbery, so are not providing good light, Admin Officer to speak to Parks Officer to see if anything we can do.

Next meeting of the Committee - 6<sup>th</sup> October 2020

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



# **PEACEHAVEN TOWN COUNCIL**

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

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

## **DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 6<sup>th</sup> October 2020**

Present – Cllr I Sharkey (Chair) Cllr A Milliner, Cllr C Gallagher, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Tony Allen (Town Clerk), Victoria Onis (Admin & Meeting Officer)

It was resolved that Cllr C Gallagher participates in the meeting in a non-voting capacity.

Four members of the public were also present.

### **1 PH890 CHAIR ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

### **2 PH891 PUBLIC QUESTIONS**

**Members of the public reported to the Committee, traffic concerns in Dorothy Avenue - Item 10 PH899 on the Agenda.**

- Damage to residents' cars from construction vehicles
- High volume of traffic using this road after using local shops.
- Parking on double yellow lines, up on curbs, damaging grass verges, tarmac
- No weight restrictions on the road, so being used for construction vehicles/Delivery lorries.
- Request from residents to block the road off after the Sainsbury's car park
- Heavy vehicles roads were not built for this amount of traffic, cracks appearing on properties, road cracks not a viable route for this volume of traffic.

**A member of public spoke reported on parking issues outside of Subway, South Coast Road.**

- Double parking on double yellow lines
- Honking of car horns due to dangerous parking up on pavements and out in the road
- Delivery drivers outside of the takeaways on both sides of the road honking horns
- Walkers having to step out into the road to pass the vehicles blocking the pavement.
- Parking enforcement team are not addressing the issues as do not have the manpower.

It was suggested by Councillors that

- Neighbourhood First is contacted and made aware of the situation
- Contact the shop keepers and ask if their delivery drivers are honking horns for deliveries?
- Resident to log details with Operation Crackdown
- It was suggested that it would be beneficial to have a Working party

## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020**

### **1 PH892 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies accepted for Cllr Hill

### **2 PH893 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests

### **3 PH94 TO ADOPT THE MINUTES FROM THE 8<sup>th</sup> SEPTEMBER 2020**

It was resolved to adopt the minutes as a true record

### **4 PH895 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher reported the following:-

- The next Steering Group meeting will take place on Thursday 8<sup>th</sup> October at 7pm.
- Contact is ongoing with HDD about trying to get the best solution for the Meridian site.
- AECOM is doing a consultation about Design Guides, including the setting out zones according to the architecture, the lay of the land, throughout the Peacehaven and Telscombe area.
- There will be a 6-week public consultation asking people to put forward ideas on the design, materials and style of homes and businesses in the future.

### **1 PH896 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

Cllr Griffiths reported that PTC has two dog bins in Valley Road, which we pay Lewes DC to empty, but cannot find the emptying cost on the report?

Town Clerk will investigate.

### **2 PH897 TO DECIDE ON THE REPLACEMENT OF THE PLANTER OUTSIDE SUBWAY**

Cllr Seabrook updated the Committee, noting that the planter has now been removed as it represented a danger to the public. A stronger replacement needs to be purchased, as soon as possible.

The next action would be to look at the ESCC Lease, to check if the Lease would allow PTC to add a few cycle racks and possibly bollards which would also help to protect the public, the area is approx. 30 foot long so we need to protect the whole area; Admin Officer to check the license.

It was resolved to obtain quotes on planters with a cycle rack and come back to next meeting. The possibility of business sponsorship also to be explored.

**Proposed** Cllr Seabrook

**Seconded** Cllr Griffiths

All in Agreement

### **3 PH898 TO DISCUSS AND RESOLVE THE WASTE BINS LOCATION IN THE VALLEY ROAD**

Lewes District Council empties our two bins at Valley Road; if we require extra bins, we will need to request them from LDC, although the extra costs could prove prohibitive. An alternative would be to move the bins to more useful locations.

Cllr Paul proposed to walk around the Valley Road area and report back on location of the bins and their location in relation to the fields the horses are in.

It was also resolved to clarify with the Parks Officer how many bins we have and how many we are paying LDC to empty and what budget this is coming out of.

**Proposed** Cllr Griffiths

**Seconded** Cllr Seabrook

All in Agreement

## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020**

### **4 PH899 TO DISCUSS DOROTHY AVENUE NO THROUGH ROAD REQUEST - Verbal report**

*[This item was brought forward for discussion in advance of Item 6. Standing Orders were suspended to allow public participation]*

Cllr Mills reported that she has received a signed petition from all the residents of Dorothy Avenue (between A259 and Arundel Road) for this section of the road to be blocked off from the top, making it a no through road.

Cllr Mills reported that this matter was also discussed at the SLR Meeting on the 26<sup>th</sup> September. Ian Johnson (Traffic & Safety Manager, ESCC) had stated that this road was assessed in November 2019 and scored a level of 41, which is not at the level for the County Council to take things further (the baseline being 70). Assessment is based on location, scale of impact, economy impact, safety impact, environmental impact, and social impact.

Ian Johnson advised that the residents can look at a community match scheme, which will require a charge of £500 for a feasibility study and £400 for a speed scheme, as well as additional costs for implementing the recommendations made on these study's.

Cllr White and Cllr Goble, suggested we could start this off by requesting some weight restriction Orders and signage from ESCC, for Dorothy Avenue. Cllr White noted that if these heavy vehicles are going to the Barratt's site, it would be advisable to speak to a contact on the Barratt's Development, it is not appropriate for heavy construction vehicles to be using this narrow residential road for access.

It was resolved that we undertake our own informal survey, along with photographic evidence to start with and then take the results to the SPO Officer and contact ESCC and ask for some weight restriction signage.

**Proposed** Cllr Mills

**Seconded** Cllr white

All in agreement

### **5 PH900 TO DISCUSS AND COMMENT ON THE LEWES 2020 INFORMAL PARKING CONSULTATION**

It was proposed to support these plans to change the parking regulations and it needs to go to ESCC and not LDC.

**Proposed** Cllr Seabrook

**Seconded** Cllr Griffiths

All in Agreement

### **6 PH901 TO REVIEW THE GOVERNMENT'S PLANNING WHITE PAPER FOR REPORTING TO COUNCIL**

Cllr Sharkey advised that herself and the SPO Michelle Edser will be attending an online seminar on Thursday 10<sup>th</sup> Oct.

The Town clerk updated the Committee that immediately after the seminar, a recording will be available and will be circulated to all other Councillors.

It was suggested that the matter is taken forward by Cllr Sharkey, the SPO and Cllr Seabrook, with a paper drafted for Council at its meeting on the 27<sup>th</sup> October.

## Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020

### 7 TO CONSIDER Planning applications as follows:-

<p><b>PH902</b> LW/20/0616 139 South Coast Road Peacehaven</p> <p><b>Case Worker</b> Julie Cattell</p>	<p><b>Peacehaven Town Council objects to this planning application.</b></p> <p>6 flats and only 4 car park spaces, dead end road. Limited parking in the street as Residential area, the location is on a dead end, so the end needs to be free for cars to turn.</p> <p>Inadequate parking, poor access as dead end, overlooking gardens either side. Looking directly into neighbours bedrooms. This building could even be increased in height in the future without planning permission, when will it stop.</p> <p><b>Planning Objections</b></p> <ul style="list-style-type: none"> <li>• Out of keeping with street scene – impairment of the street scene, changing the character and appearance, detrimental to it, will spoil the ambience of the Road/Avenue, unfriendly</li> <li>• Loss of privacy – overlooking, causing loss of privacy or light, too close.</li> <li>• Absence of car parking facilities – provision for pedestrians, wheelchairs and prams</li> <li>• Increase of traffic &amp; congestion – is there an alternative</li> <li>• Exacerbate existing parking problems</li> <li>• Inadequate local infrastructure – including A259, surgeries, school</li> </ul>
<p><b>PH903</b> LW/20/0601 53 Ashington Gardens Peacehaven</p> <p><b>Case Worker</b> Mr William De-haviland-Reid</p>	<p><b>Peacehaven Town Council Recommend to Approve</b></p>
<p><b>PH904</b> LW/20/0601 53 Ashington Gardens Peacehaven</p> <p><b>Case worker</b> Mr William De-haviland-Reid</p>	<p>Duplicate of above.</p>
<p><b>PH905</b> LW/20/0557 41 Firle Road Peacehaven</p> <p><b>Case Worker</b> Julie Cattell</p>	<p><b>Peacehaven Town Council objects to this planning application.</b></p> <p>Planning Application was Refused by LDCC in 2018, was turned down as not sufficient space there/over development. The new application is almost the same, apart from a wall.</p> <p>The Reasons are the same as those given by PTC for the previous application. These must be added to this application, and include:-</p> <ul style="list-style-type: none"> <li>• Inadequate sewage/drainage provision</li> <li>• Overshadowing from the proposed extension</li> <li>• Overdevelopment of this small site</li> <li>• Cramped and dominant proposed building</li> <li>• the proposed driveway is on a junction/corner</li> <li>• concerns over the hedge at western boundary of the</li> </ul>



## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020**

<p><b>PH905 Cont.</b></p>	<p>premises. This hedge is home to a variety of small birds and to remove it would have an adverse effect of the environment and biodiversity in this area</p> <p>Should LDC be minded to approve this application, there needs to be improvement in the sewage/drainage system.</p>
<p><b>PH906</b> LW/20/0558 70 The Promenade Peacehaven</p> <p><b>Case Worker</b> Mr James Emery</p>	<p><b>Peacehaven Town Council Recommend to Approve</b></p>

### **14 To note the following Planning Applications:-**

<p><b>PH907</b> LW/20/0648 Lower Hoddern Farm Hoddern Farm Lane Peacehaven East Sussex BN10 8AP</p> <p><b>Case worker</b> Chris Wright</p>	<p>Non-Material Amendment to vary the approved materials plan in relation to application ref: LW/19/0760</p> <p><a href="http://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/20/0648">http://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/20/0648</a></p>
<p><b>PH908</b> TW/20/0071/TPO 2 The Cedars Peacehaven</p> <p><b>Case Worker</b> Mr Daniel Wynn</p>	<p>T2 - Field Maple - reduce and reshape crown by up to 1.2 metres - to formative prune and shape, T3 -Poplar - re-pollard to old pruning points (approximately 3 metres) - to keep at reasonable size for garden, T4- Sycamore - twin stemmed - fell - causing damage to boundary wall, T5 - Sycamore - single stem - reduce and reshape crown by up to 2.5 metres and thin by 15% - to balance shape</p> <p><a href="http://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/20/0071/TPO">http://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/20/0071/TPO</a></p>
<p><b>PH909</b> LW/20/0552/CD 8 Capel Avenue Peacehaven</p> <p><b>Case Worker</b> Mr James Emery</p>	<p>Discharge of Condition 10 (refuse and recycling storage) in relation to planning application LW/18/0907 granted by appeal APP/P1425/W/19/3233039</p> <p><a href="http://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/20/0552/CD">http://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/20/0552/CD</a></p>

The Committee noted the planning applications above

### **15 TO NOTE the following planning application Decision Notices:-**

<p><b>PH910</b> LW/20/0471 8c Cripps Avenue Peacehaven</p>	<p><b>Planning Application for Planning Application for Erection of a rear extension</b></p> <p>Lewes DC <b>Grants permission</b> Peacehaven's Planning &amp; Highways Committee <b>Supported</b> this application</p>
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## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> September 2020**

<b>PH911 LW/20/0483</b> 55 Telscombe Road Peacehaven	<b>Proposed loft conversion</b>  Lewes District Council hereby certify that on 28 July 2020 the <b>matter</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, <b>is lawful</b> within the meaning of Section 192 of the Town and Country Planning Act 1990 (as amended).  Lewes DC <b>Grants permission</b> Peacehaven's Planning & Highways Committee <b>Supported</b> this application
<b>PH912 LW/20/0452</b> 5 Green Hill Way Peacehaven	<b>Planning Application for Construction of a 2 bedroom bungalow to the land at the rear</b>  Lewes DC <b>Refused permission</b> Peacehaven's Planning & Highways Committee <b>Objected</b> this application
<b>PH913 LW/20/0443</b> 8a Downland Avenue Peacehaven	<b>Planning Application for Proposed loft conversion</b>  Lewes DC <b>Grants permission</b> Peacehaven's Planning & Highways Committee <b>Supported</b> this application
<b>PH914 LW/20/522</b> 28 Firle Road Peacehaven	<b>Planning Application for Erection of a summer house and separate storage shed</b>  Lewes DC <b>Grants permission</b> Peacehaven's Planning & Highways Committee <b>Supported</b> this application

The above decisions were noted.

### **16 PH915 TO REVIEW & UPDATE THE P&H ACTION PLAN.**

- The Town Clerk reported that the Assets of community Value - Car parks; SPO Michelle will be meeting with Mike Gatti and Vivian Carrick, to move forward this item and resubmit applications for the two out of the three car parks that did not get approved.
- Cllr Sharkey reported that The Developers Liaison Working Group had their first meeting 02/10/20; the main points of action are to have some contact with B&H buses, Barratt's and LDC about some of the issues that come up with Chalkers Rise, various CIL & S.106 monies. Next meeting will be on 27<sup>th</sup> November 2020.
- Cllr Seabrook reported that he is putting a proposal together for the two lamp posts in Valley Road, where we have an excessive Electricity bill. The Proposal will be for Solar powered streetlights, which will save the Town Council approximately £2k a year.
- The Town Clerk updated that the Land registry confirms we own the 2 parcels of land within Howard park.

Next meeting of the Committee – 10<sup>TH</sup> November 2020

There being no further business, the meeting closed at 20.45



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

## **Minutes of the meeting of the Civic & Community Events Committee held via Zoom at 19:00 on Tuesday 18<sup>th</sup> August 2020**

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

**Attendance:** Mike Gatti- Peacehaven Focus Group  
Tracey Pickett- Market & Car boot Event Organiser

**Officers in Attendance:** Deborah Donovan – Civic & Marketing Officer, Karen Bray- Information Officer

### **1. CCE69 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Duhigg spoke briefly about a recent correspondence from a local Justice of Peace, who is trying to encourage people in becoming Magistrates.

### **2. CCE70 PUBLIC QUESTIONS**

No Questions

### **3. CCE71 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Cllr Seabrook substituted for Cllr Symonds

Cllr Lyn Mills- Absent

Cllr Alan Milliner- Absent

### **4. CCE72 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Veck declared an interest as she organises Markets which take place in Community House

### **5. CCE73 TO ADOPT THE MINUTES OF 14<sup>th</sup> JULY 2020**

It was agreed to approve and sign the non-confidential minutes of the 14<sup>th</sup> July 2020 as a true and accurate record.

Cllr Hill- Proposed

Cllr Veck Seconded

All In Favour

**\*The Chair, Cllr Lynda Duhigg suspended standing orders to allow a member of the public to ask a question\***

Tracey Pickett asked the committee: " Why are myself and Mr Parks now only allowed to run the Markets on Friday's when we was originally promised the allocation to run both Thursday & Friday Markets."

Cllr Duhigg responded to Mrs Pickett confirming that the council will answer the question in writing.

**\*The Chair, Cllr Duhigg reinstated standing orders\***

#### **6. CCE74 TO APPROVE THE PARTIAL OPENING OF COMMUNITY HOUSE TO SOME HIRERS**

The Civic & Marketing Officer confirmed that the Information Officer had been working hard on creating Covid-19 Risk Assessments for all rooms in Community House, which have now been completed.

The Information Officer confirmed that she has now spoken to all of the regular hirers of Community House, she stated that there has been a mixed response with some hirers wanting to return as soon as possible and others not wanting to return until January.

The Information Officer told the committee that herself and the Senior Caretaker have now placed new signage and floor markings in all the relevant areas of community house and new hand sanitizing stations have been installed making the building safe for hirers to return and allowing the building to open if the committee agreed.

Cllr Paul stated that it would be important that in the terms & conditions of hire it mentions the fact that the council has the ability to cancel any bookings at short notice, just in case central government change the current restrictions.

#### **7. CCE75 TO APPROVE THE PARTIAL OPENING OF THE HUB TO SOME HIRERS**

The Civic & Marketing Officer confirmed that the regular hirers of the hub are starting to complete there risk assessments, she also confirmed that the Nursery who use the hub in the mornings have completed and returned their risk assessment and are ready to start in September.

**Items CCE74 & CCE75 were voted on together**

It was agreed that Community House & The Hub could start to partially open to hirers

Cllr Hill Proposed

Cllr Paul Seconded

All in Favour

Cllr Duhigg & Cllr Hill outlined that they are ~~very~~ thankful for the work that the Civic and Marketing Officer and the Information Officer have done in making sure that hirers can return safely.

**\*Cllr Goble Joined the meeting at 19:31\***

## **8. CCE76 REVIEW OF BUDGETED INCOME AND EXPENDITURE**

The Civic and Marketing Officer stated that so far this year we have not spent much of the committee's budget because all events had been cancelled due to Covid-19.

The committee agreed that to improve income it would be beneficial to look for a new site for a banner board such as in the big park.

Cllr Seabrook proposed that the committee should send a report to the leisure and amenities committee for a new banner board location.

Cllr Veck Seconded

All in Favor

Mrs. Donovan also added that the council had received revenue from recent film contracts in the town.

## **9. CCE77 TO CREATE A PEACEHAVEN CALENDER COMPETITION IN AID OF THE MAYORS CHARITIES**

The Civic & Marketing Officer introduced this item and outlined that Cllr Wendy Veck had come up with this brilliant idea and the Marketing Assistant had produced all of the background information in the papers, including quotes and is ready to advertise the competition should the Committee agree to go ahead.

The Committee agreed to allow the marketing assistant to create a Peacehaven calendar competition in aid of the Mayor's Charities.

Cllr Veck Proposed

Cllr Hill Seconded

All in Favor

## **10. CCE78 TO AGREE THE RETURN OF THE CHRISTIAN CONGREGATION IN THE MAIN HALL**

It was agreed that Community House will not re-open on weekends to hirers, including the Christian Congregation until January at the earliest.

Cllr Veck Proposed

Cllr Paul Seconded

All in Favor

## **11. CCE79 TO GIVE FEEDBACK ON RECENT EVENTS (CAR BOOT SALE & V J DAY)**

The Civic & Marketing Officer stated that the two Car Boot Sales that have taken place so far have been a big success. She also confirmed the VJ day commemoration held at the War Memorial was a well organised socially distanced event which was attended by around 20 residents

**CCE80 TO CONFIRM THE DATE OF THE NEXT MEETING 20<sup>th</sup> OCTOBER 2020**

The Committee confirmed the next Civic & Community Events meeting will take place on the 20<sup>th</sup> October 2020 at 7.30pm.

**\*The meeting ended at 20:25\***

unadopted-draft



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

## **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

### **Minutes of the meeting of the Business Development & E-communications Committee, held virtually via ZOOM, at 6.00PM on Tuesday 22<sup>nd</sup> September**

**Present** –Cllr Alan Milliner (Chair), Cllr Catherine Gallagher (Vice- Chair ) Cllr Wendy Veck, Cllr Ron White, Cllr Isobel Sharkey, Cllr Dawn Paul (Substitute), Cllr Chris Collier

**Officers:** Town Clerk- Tony Allen; Civic & Marketing Officer- Deborah Donovan; Matt Gunn- Marketing & Communications Assistant; Michelle Edser- Senior Projects Officer

#### **1. BPEC052 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr. Lucy Symonds- Apology Accepted and Cllr Dawn Paul Substituted

#### **2. BPEC053 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

No Declarations

#### **3. BPEC054 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 16th July 2020**

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

Cllr. Sharkey Proposed

Cllr White Seconded

All in Favour

#### **4. BPEC048 PUBLIC QUESTION TIME**

No Public Questions

#### **5. BPEC056 BRIEFING AND DISCUSSION OF THE INTERNAL BUSINESS PLAN**

Cllr Gallagher introduced this item and outlined that in the weeks since the Internal Business Plan (IBP) was adopted there has been a time of annual holidays and fewer Committee meetings so implementation and use of the IBP has only just started in September.

Cllr Isobel Sharkey confirmed that the IBP was discussed at the Planning & Highways committee and the committee would like to add Road Safety issues into the plan as the Town Council are trying to encourage people to cycle and walk.

Cllr White also stated that it is important that we continue to work closely with the other local Councils and bodies in the area to make sure we provide the best service for residents. This could be included in the review of the IBP.

All agreed this is a dynamic plan which will be subject to change. A Local Plan to be created with public consultation. Peacehaven and Telscombe Neighbourhood Plan is hoped to be completed in 2021. All 3 plans should work together.

#### ACTIONS

1. List to be created of Items to be considered at 6 month review (MG)
2. IBP to be included as standard item on Committee Agendas. (Admin Support Officers)
3. Officers and teams to use IBP and use it as part of Action and Review processes
4. Review at each meeting of this Committee, changes to be made Jan 2021.

#### **6 BPEC057 IMPROVING ACTIVE TRAVEL AND PUBLIC TRANSPORT AVAILABILITY IN PEACEHAVEN.**

Cllr Gallagher introduced this item and outlined that there is a national programme to move away from vehicles to “Active Travel” and public transport to reduce greenhouse gases and become Carbon Neutral by 2050. Cllr Gallagher noted that Peacehaven Town is internally badly served by public transport and is car dependent and residents complain regularly and often about the services offered by Brighton and Hove Buses.

Cllr White confirmed that there are also initiatives looking at connecting paths for walking and cycling through Peacehaven, Telscombe and East Saltdean, which will help support active transport around the town.

Cllr Symonds had sent in her review of transport in the town prior to the meeting and had noted that recently North Ward residents had become increasingly frustrated due to the poor public bus services when having to use the 14 and 14c bus.

Cllr Alan Milliner stated how Brighton and Hove Buses had previously trialed buses using the Arundel Road as alternative route, but the trial was not successful due to tight turns. Cllr Milliner suggested that the council should ask the Big Lemon or other bus companies including CTLA if they would be able to provide an internal service which connects North and East Peacehaven and Newhaven.

Cllr White said it would be a good idea to create a survey for residents to find out where they are travelling to regularly particularly in rush hour.

Cllr Collier suggested an online survey should be created.

The committee were in favour of creating a survey and that CG should contact B&H Bus Co, following up on meeting held before lock down.

#### ACTIONS

1. Online survey to be set up on travel/bus needs. (DD and MG)
2. Meeting with B&HCC Buses to be arranged (CG)



## **7 BPEC058 REVIEW OF THE PTC WEBSITE INCLUDING CONTENT, COLOUR THEME & THE IDEA OF SETTING UP A FOCUS GROUP**

The Marketing Assistant stated that since the last Business Development & E-Communication meeting he had met via Zoom with the Director of Madison's as well as the Head of Madison's Design Team to discuss changes to the colour of the website as well as other improvements. The Civic & Marketing Officer and some Councillors also attended a meeting.

The Marketing assistant ran through some of the changes which have now been made to the website which include:

- Improvement made to Home Page Banner- When using Mobile/ Tablet.
- Added 'Menu' next to Burger icon to make website easier to use for some residents.
- Replaced Events on the front page with upcoming meetings.
- Working on new Banners for website Home Page to make the website more visually appealing.
- Purchased and installed a one year license of the Browsealoud plugin to meet Accessibility website legislation which comes into play on the 23rd September

The committee then reviewed the six Colour options which were created by the Madisons Solutions Design team.

The Committee agreed to use the Dark green option (option 1).

The Costs of the work were discussed, and the Committee were reassured that the support package from Madisons included several free hours. No costs at present.

Establishing a User Focus Group was suggested by Madisons, the Committee agreed that this was a good idea. Members to be recruited to use website regularly and provide feedback to MG. Cllrs Paul, Mills, Gallagher and Seabrook have started to do this, more people needed.

### **ACTIONS**

1. Meeting to be arranged with Madisons as follow up and to include Neighbourhood Development Plan website connections (MG. CG)
2. Recruit more members for User Focus Group (All)

## **8 BPEC059 DISCUSSION AND AGREEMENT ON FUTURE PROJECTS FOR THIS COMMITTEE.**

The Committee agreed that in the short term the IBP should be the focus of this committee. Officers should be given a chance to work on the projects identified in the IBP.

The Website improvements and Active Travel projects are within the IBP.

Cllrs Veck and Paul suggested that it would be a good idea to invite the Peacehaven Chamber of Commerce to suggest through and Agenda item how PTC can support Local Business.

The Civic and Marketing Officer spoke in favour of this and the Committee agreed they should be approached.

#### ACTIONS

1. Chamber of Commerce to be contacted as above (DD)

#### **9 BPEC060 DATE OF THE NEXT MEETING – TO BE AGREED**

The next Business Development & E-Communications meeting will take place on Tuesday 1<sup>st</sup> December.

*\*The meeting ended at 19:00\**



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

## **Summary notes of the Climate Emergency Working Party meeting held via zoom at 3pm on Wednesday 23<sup>rd</sup> September 2020**

**Present** - Cllr D Seabrook, Cllr I Sharkey, Cllr S Griffiths, Cllr R White,  
Vicky Onis- Admin Officer,

Cllr Seabrook welcomed the everyone to the meeting.

### **1. CEWP037 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr Hill – apologies accepted

### **2. CEWP038 TO REVIEW THE SUMMARY NOTES FROM THE LAST MEETING ON WED 22<sup>nd</sup> July 2020** Summary notes accepted

### **3. CEWP039 TO REVIEW THE ACTION PLAN FROM THE MEETING ON 10<sup>TH</sup> JUNE 2020**

### **4. CEWP040 PURCHASE OF SHREDDER**

It was proposed that the Climate change WP's budget of £5100, will be offered to use towards a Shredder for the Grounds team & £1000 from L&A. This will be referred to the next P&F meeting.

- Having our own shredder will reduce the trips to Ringmer petrol costs/pollution/vehicles congesting roads
- Petrol costs likely to increase
- Disposal costs likely to increase significantly
- Possibility of disposal site closing and then further travel
- Without mulching additional watering is needed or trees and shrubs will die
- Once a machine leased or purchased prefer not to hire or lend out and to keep within our own grounds team to ensure treated well and maintained correctly.

## **5. CEWP041 UPGRADE OF COMMUNITY HOUSE**

Upgrade of CH with a Climate change point of view. Retro fit buildings instead of knocking them down.

- Solar panels will need replacing and a battery system to go with it, far more effective to store it yourself and then use it.
- Lighting system, potential to save lot, florescent lights need to be replaced. automatic lighting.
- Rainwater harvesting for toilets.
- HDD need to make it insulated. Clad the outside, make it look modern to fit in with new Meridian Centre.
- Porch in the main entrance. To keep heat in.
- Thermostats to adjust the heating in each individual rooms.
- Windows replacement to open

## **6. CEWP042 FEEDBACK FROM JOINT WORKING PARTY**

Constructive meeting, the next will be on 22<sup>nd</sup> October and Telscombe will host.

## **7. CEWP043 UPDATE ON ELECTRIC USAGE AND SOLAR PANELS**

All panels have been checked and are working as well as they can for age.

## **8. CEWP044 WASTE RECYCLING**

Admin Officer spoke with Senior container – PTC bins

6 bins outside

1 mix recycling

1 cardboard

2 general waste

2 grounds team – dog waste and litter picking

The senior caretaker updated that the other shops within meridian centre use our bins so unable to downsize as there will be no room.

Suggestions made by CWP

- Locks on the bins
- Laminates on the bins to ask people to not use as PTC bins
- yellow bin in office and the confidential paper sack – who takes away, costs and they are being utilised in lockdown.

#### **9. CEWP045 CLIMATE CHANGE STRATEGY**

#### **10. CEWP046 REVIEW OF ACTION PLAN**

**TRAINING** – need to bring Office staff and Councillors up to speed on the work of the Climate Emergency party. Be aware of turning lights off, recycling, take plastic home to recycle as no bins currently on the premises.

#### **11. CEWP047 ANY OTHER BUSINESS**

The next meeting will be Wednesday 4<sup>th</sup> November 2020

*The Meeting ended at 17.45*

## PEACEHAVEN AND TELSCOMBE NDP STEERING GROUP MEETING

Held on Thursday 8 October 2020 via Zoom at 7.00pm

### In Attendance:

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
N Watts (NW)	Steering Group Committee
C & P Bowman (PB)	Steering Group Committee
Cllr D Paul (DP)	Peacehaven Town Councillors
Cllr I Sharkey (IS)	
Cllr R White (RW)	
Cllr L Mills (LM)	Peacehaven and Telscombe Town Councillors
Cllr J Harris (JH)	
Cllr. C Gallagher	
Cllr D Judd (DJ)	Telscombe Town Councillor
Cllr C Robinson (CR)	Lewes District and Telscombe Town Councillor
Cllr L O'Connor	
J Boot (JB)	Consultant
T Allen (TA)	Town Clerk PTC
T Davis (TD)	LDC Neighbourhood Plan Officer
N Astley (NA)	Planning Consultant
R Brown (RB)	Communications
M Gatti (MG)	Peacehaven Focus Group
V Carrick (VC)	Peacehaven Focus Group
M Edser (ME)	Senior Project Officer, Business Development and Planning PTC
D Donovan (DD)	Peacehaven Town Council
K Sanderson (KS)	Resident.

## MINUTES

### 1. Welcome, introductions and apologies

CG welcomed everyone to the meeting. Apologies received from G Mallia and G White.

### 2. Acceptance of Minutes

The minutes of the meeting held on 10 September were agreed as a true record.

### 3. Chair of Steering Group Update

CG reported that PTC is now making plans and taking actions - it is noticeable how much of the NP will affect Peacehaven and is gaining momentum. The first 6 months 2018 minutes of SG (Steering Group) meetings have been published on the website in order to build up the background. More minutes to follow.

### 4. Update on Meridian Consultation to Date

The consultation is now complete, unfortunately no update from GM on the results is available at present. The top 3 survey choices would be communicated soon.

### 5. Masterplan Communications and Consultation Plan

JB confirmed that he, GW, GM and NA had been working in the background on a public consultation strategy. The logistics of reaching out to the community were outlined as not

everyone can visit the website so a pamphlet was being devised. A variety of ways would be used to consult with residents:

- A 4-page summary of the masterplan outlining the highlights, focusing on the 2 final suggestions (3A and 3B) from AECOM (which the SG found favourable) will be made available to the community.
- Use of the Co-op store and other offices in Peacehaven, Telscombe Cliffs and East Saltdean to distribute the information.
- A social media campaign which will have a link to a survey which will be available to everyone only once.
- Use of print media and TV/radio interviews - GW has many links with the media and is very helpful in facilitating this.
- Peacehaven Directory and PTC E-news will be used to communicate the information.
- Key documents will be available on the website for comment and feedback including the UoB student reports.
- A virtual public meeting presentation from NA and JB (hopefully w/c 2 November) followed by Q&A will be held.
- 1-1 surgeries where people can book a session at the Meridian Centre to ask questions face to face (will be Covid-secure).

All the information gathered from the consultations will be discussed with the SG who will filter it into a consultation statement/report which will sit alongside the NDP and will be an important evidence document.

TD observed this was a comprehensive plan to consult with the community but queried how it would fit with the informal general consultations (not just the Masterplan). JB confirmed this would follow: due to the complication of HDD consulting at the same time or shortly afterwards, the SG decided to do one at a time - however the consultation period will be used to proceed with the NP. JB referenced the Project Plan relating to this.

MG asked whether windfall sites would count towards the 255. TD confirmed she will check this when the Housing Needs Assessment has been completed. **ACTION TD**

MG asked if PTC are not moving – how will that affect the Masterplan? NA said the Masterplan was an aspirational document and the Town Council offices could still be incorporated within the community space outlined. Many variables were yet to be agreed so further changes are to be expected.

MG stated LDC had issued another call for sites. TD explained this was because they are reviewing the local plan (issued in 2016) as new Government legislation requires all plans to be reviewed within 5 years. LDC are required to assess all available land in the District (but not necessarily part of an allocation). Any sites designated within the NP will be considered against it.

VC questioned the two alternative numbers of properties to be built according to the AECOM Masterplan (mixture of flats and houses): 179 and 123. Which figure will the SG use in the consultation? The two options presentation was shown to the meeting and JB and NA explained the differences, both options will be offered to encourage feedback which will then be used in report on the Masterplan.

NA explained the 'Policy' for the Meridian site: this was complicated because it covered retail policies (hospitality/galleries), housing policies (tenure and size) in addition to public realm policy (pavements and street furniture) – this is where consultation feedback would assist.

PB referenced the wind tunnel effect and had sent several letters about the problem, citing similar mistakes made in Brighton and Eastbourne developments - the Beacon was now to have doors installed. NA confirmed a wind-related policy can be incorporated into the Meridian site.

RW observed the community space in the Masterplan was greater than at present which requires more detail – something that will function for years to come. High streets now comprise more mixed use with offices, cafes and restaurants as well as retail - the community should be consulted on where they would spend money and build accordingly.

People working from home need office or meeting space which would bring trade to shops and cafes. Size and number of shops should also be considered. CG confirmed the SG would be consulting the business community on what was required. TD added the Government had added a new class E to the Use Class Order - therefore shops can be changed to offices without planning consent or submission to LDC.

Discussion took place regarding whether any of the coast road businesses might wish to move to a new town centre, and whether that would create a split - this would depend on the number of units in the new centre and rental costs. Ideally both areas should work together to minimise A259 congestion - a range of businesses was needed within the town, however residents will always travel out to bigger supermarkets and the SG had no influence over the Co-op. NA noted such comments should be submitted in order to be included in the NP.

## **6. HDD Update**

NA reported:

- A first draft outline plan was presented to the SG from HDD welcoming feedback and stating they wished to engage with the group.
- A letter was sent setting out the SG's views on the proposals.
- HDD and Pegasus joined SG members for a socially distanced walk to get a better understanding of how Peacehaven functions. Two hours were spent walking around and discussing connectivity.
- It was emphasised that the Meridian Site is currently (and will continue to be) heavily dominated by car use and is poorly connected to everything else around it. Bus-stops and cycle routes are not linked so HDD planners were encouraged to assist the SG in the wider NDP context.
- Cycle routes and footpaths behind the Meridian site linking to the north, the bus stop by The Joff (Youth Centre) and inaccessibility to the medical centre from the car parks were discussed, also the memorial park and other areas. An ambulance bay for the medical centre was proposed.
- Potential changes that the SG wished them to include: increasing retail units, improving the mix of housing on the site. NA believed they were receptive to the ideas presented.
- LOC emphasised the issues with access from north/south/east/west to the Meridian Centre by foot and cycles as well as cars. Improvements to the bus access and medical centre were essential.
- HDD will contact the SG with rough drafts of their ideas for the site and hopefully continue the liaison with another meeting to respond.

ME asked about timescales: NA confirmed they would not divulge much about their plan but as they are at an early stage there may be enough time to provide input and some influence. Developers are usually keen to proceed, but NA believed the SG views were taken on board.

## **7. Character and Design guidance and Codes**

JB displayed the design codes presented by AECOM at the meeting last Monday, covering the entire area including Telscombe Village and East Saltdean.



- Character areas were divided into 8 sections (details were given).
- Developments should share the character of those areas so walls, fences and house extensions would conform.
- More detail will follow – this was just an outline proposal, looking at what has worked well to date (and not so well).
- Street layout characteristics should be continued in new developments
- 'Local Heritage Asset' scheme was suggested to document areas of historical interest - such a policy can be incorporated into the NP.
- Examples of good quality recent design were shown and could be a guide for any development in Peacehaven in the future in terms of design, thereby future proofing it for the new Government White Paper re planning.
- Further work to develop the guidance will take place over the next few months and will be issued with the draft NP

JH observed there was no mention of the Golf Course - JB confirmed it could be included as a local green space and thereby protected within the NP.

LOC asked if any further input could be added for AECOM to consider - JB agreed to send out a PDF of the 8 character areas for comment and a follow-up session will be held late November to present a draft of the full document. **ACTION JB**

RW asked if sustainability, green spaces etc were included - JB confirmed this element would be detailed in the NP rather than the design guide. High level improvements to Building Regulations mean that it is difficult for a NDP to exceed national policy (zero carbon 2050). NA confirmed there is a chapter dedicated to green technology in the design guides and how it should be incorporated into buildings.

CG has been working on background material to go with the green spaces report which is hoped for Town Councils to consider in November.

## 8. Housing Needs Assessment (HNA)

- TD had circulated an outline document to CG and the SG - still a work in progress but she hoped to have more detail in the document by the next meeting. Researching the required data has been very time-consuming and will eventually be written up to support the NP.
- The HNA will fulfil a role in any planning applications submitted in the meantime, if there is a delay in the pre-submission stage.
- CG said some guidance would be welcome – it was important to get the right sort of housing so very keen to get the HNA produced.
- VC asked if this was a document that LDC think the public want? TD stated there is a requirement to assess what the housing need is. Before the Local Plan part 1 was adopted in 2016, a HNA supported that plan. Social housing, supported dwellings (elderly/disabled) are also considered however this was not a viability assessment – information is extracted from Census data which is the most comprehensive available to indicate a trajectory. More recent references are used where available (including recent planning applications granted).

## 9. AOB/Q&A

- a) PB asked about new Government figures for homes – do LDC have revised numbers and how does that affect the NDP? TD explained changes on the calculation of how many houses each local authority area should be planning for, but did not believe it would affect the numbers for a few years (although the figures are likely to increase). LDC is required to use standard methodology to calculate this number but it was not an immediate issue. Government tends to

allow NPs to have transitional arrangements - therefore there is hopefully some protection for this NP until the Local Plan is out of date.

- b) NA is studying the new White Paper and the impact of it on NPs and has submitted a draft response to questions relevant to it.
- c) LOC thanked TD for the work being done on the HNA but until this analysis is received it is impossible to know what type of housing is required - was there a way of measuring pent-up need? TD said the ONS data used by policymakers is updated more frequently therefore this can be used with some relevance, together with other supplementary information she can find.
- d) RW believed LDC should have relevant information about housing needs – Health CCGs have real-time data and Joint Strategic Needs Assessments could be consulted. He offered to assist TD with such information which would be useful. **ACTION RW to liaise with TD**

#### **10. Dates for the Diary**

Next Meeting Thursday 12 November and 2<sup>nd</sup> Thursday of the month at 7pm thereafter.

*Meeting closed at 20.33 pm.*



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
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PEACEHAVEN

## **Minutes of the liaison group meeting with Havens Health held via Zoom at 16:00 on Tuesday 6<sup>th</sup> October 2020**

**Present:** Cllr Paul, Cllr Simmons, Cllr Mills, Cllr Griffiths

### **Attendance:**

Dr Chris Gurtler- Doctor & Partner of Havens Health  
Yvonne Jones- Head of reception  
Mike Gatti- Peacehaven Focus Group  
Christine Bowman- Chair of the Patient Participation group

**Officers in Attendance:** Deborah Donovan – Civic & Marketing Officer, Matt Gunn- Marketing Assistant, Karen Bray- Information Officer

The Civic and Marketing Officer (CMO) welcomed everyone to the meeting and thanked everyone for attending.

The CMO confirmed that questions submitted prior to the meeting by Mike Gatti had been answered by Havens Health in advance of the meeting.

Mike Gatti responded by saying that the responses were wonderful and confirmed that he was happy with the quick response.

Mike then asked if he could publish the response to **the following question .....** on the Peacehaven Focus Group.

Yvonne Jones confirmed that the surgery would be happy for Mike to upload their response to social media. The social media post would make residents aware of the zero-tolerance policy to verbal abuse towards reception staff in the surgery.

Dr Gurtler confirmed that three Staff members had been verbally abused/threatened on one day last week. The surgery ~~are~~ **is** allowed to involve the police if they feel a crime has been committed or is about to be committed. If the surgery ~~are~~ **is** given a crime reference number they can then immediately remove the patient from the practice register and move them onto the violent patient register.

Dr Gurtler went onto say that unfortunately many of the violent patients suffer from mental health illnesses. The mental health service locally is struggling, and the commissioners have tried to improve it, the provider is currently providing a sub-par service.

### **Pre submitted questions From Sue **Taylor on behalf of** Kempton House-**

**Appointments-** Why can you not make appointments at the desk? Especially when I know people who have walked to the surgery as they could not get through on the phone and then they are told to phone only.

*Yvonne Jones said that It is better to call the surgery or use the online system instead of patients putting themselves at risk by entering the surgery. The ~~surgery's~~ surgery wants to reduce the high footfall inside the building to reduce patient's exposure to Covid-19.*

*Dr Gurtler said that Havens Health is aware that the current phone system has flaws which they are working hard to deal with. Havens Health want to be consistent in their messages by encouraging patients to use the online system if they can. This should make it easier for people who cannot use the internet to get through on the phone. Since July the practice Havens Health have increased the amount of phone lines available to call into the surgery, GP's are using their own mobiles to help free up the general phone lines.*

**Flu Jabs-** A lot of the elderly residents are saying that they are still waiting for an appointment. (please remember Kempton House did offer their Centre).

*Dr Gurtler said that the Senior Nurse- Jane Graham is running the flu service this year as she has for many years. The supply of over 65 flu jabs arrived in September, so far 900 patients have had their flu jab. Havens Health have another Saturday coming up where many more patients will receive their flu jabs. The surgery plan to invite every resident over 65-year-old on the patient register for a flu jab first, the second priority will be the under 65's that have pre-existing health issues. The local chemists also have flu jab appointments available.*

*Christine Bowman confirmed that she had been for her flu jab and found that it was extremely well managed by the surgery and very safe.*

**Sanitiser-** Could the hand gel bottles in reception not be hand free given how Covid 19 spreads and given the amount of people handling them.

*Dr Gurtler confirmed that the Hand Sanitising bottles are safe, as if the bottle had Covid-19 on it, you would automatically kill it afterwards with the gel.*

#### **Question from Cllr Paul**

Please follow up on the non-electronic ways of communicating as I'm hearing almost on a daily basis that regular repeat prescriptions are not being fulfilled and patients are repeatedly referred to the e consult, when they are unable or simply do not feel confident enough to do so.

*Yvonne Jones confirmed that there is a prescription hotline run by the CCG.*

*Cllr Mills confirmed that she used the E-Consult platform for a prescription review, and she had a phone call back from the Doctor, which worked well.*

*Cllr Griffiths told the committee that the prescription hotline number is 08081647678.*

*Christine Bowman announced that a new patient participation group (PPG) for Havens Health is being set up. The first meeting will take place virtually on Microsoft teams on the 16<sup>th</sup> October from 6pm-7.30pm. Christine would like to invite as many patients as possible. During the meeting the group will need to elect a chair, a vice chair and a Secretary.*

*The CMO suggested that PTC help with advertising this for Mrs. Bowman and that she should contact Matt Gunn with the relevant information.*

The group agreed that the meetings were useful and arranged the next one for Tuesday 17<sup>th</sup> November 2020 at 4pm.

*\*THE MEETING ENDED AT 5.00pm\**

## Response to "Planning for The Future" White Paper Consultation.

The towns of Peacehaven and Telscombe Cliffs are located on the Channel coast between Brighton and Newhaven. The urban area extends northwards back from the coastal cliffs towards open chalk down land, which forms part of the South Downs National Park.

Development in Peacehaven began after the 1914-18 war as low density residential plot land on a grid layout. This has gradually consolidated into something more typical of the "seaside suburbia" which characterises much of the Sussex coast.

Most people commute out to Brighton and other locations for work. The A259 coast road is the only external transport link for vehicles. It has a high frequency bus service, but suffers from a high volume of peak hour congestion, particularly into and out of Brighton.

The two towns have a combined population of around 25,000. Like much of East Sussex, the population profile is weighted towards the older age groups. There are some pockets of social and economic deprivation in the urban area. Both Peacehaven East and North are amongst the 20% most deprived wards in East Sussex.

The Neighbourhood Plan Area was defined in 2013 and covers the entirety of the two towns. However, it has only been for the last two years that work has taken place on bringing forward a neighbourhood plan for the area and as such the two town councils are working together to enable this to happen. Peacehaven Town Council are the eligible body for the plan. The Steering Group consists of Councillors from both town councils and a range of residents and support volunteers that have helped gather evidence for the formation of the Neighbourhood Plan. Details of the Steering Group can be found on our website <https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/>

So far, the Neighbourhood plan has undertaken initial consultation as to the vision of the plan. In conjunction with AECOM, developed a masterplan for the largest retail/employment site in the area and is also working with AECOM to bring forward a set of design guides for the towns. It is hoped that regulation 14/15 will be reached by summer 2021 following consultation of the masterplan and site allocations.

The development of the Neighbourhood Plan has encouraged a range of interactions, knowledge and skills development for the Steering Group about planning and the development of planning policy processes and as such, it is welcomed that the White Paper sets out the Government's intention to retain Neighbourhood plans as a means of community input. It is also welcomed that an element of CIL will continue to be provided to the local level for improvements and that design standards and technology will modernise the planning process and seek to engage people on a greater scale.

The Steering Group does have concerns that the Local Plans remit will shift from setting development management policies to the development of design codes, guides and parameters, which will have community engagement at the point of initial decision making, but with no ongoing framework for public consultation or community scrutiny. As such it is of concern that unlike the current system that has frequent points of democratic engagement from policy formation to application adjudication at a strategic and local level, the White Paper proposal removes most of the democratic engagement at the strategic and local level and seeks to only have community input on a neighbourhood or street level.

The Steering Group acknowledges that community input on such a local level helps cohesion and inclusivity, but recognises that the planning system is more than just delivering well designed housing. Planning is about building and maintaining sustainable communities, where health, well-being, education, employment and environmental issues are promoted and considered democratically at a wider level. Issues such as obesity, health care, climate change and the future of our high streets are important parts of

the planning system that need community input within any forthcoming planning reforms.

Community engagement in forming the initial plan for the area is essential as one of the only stages for involvement, but without ongoing involvement in how that development will be implemented could cause community alienation and apathy. As it will not be possible for communities or individuals to understand how their comments and ideas have been interpreted, progressed and have helped shape the development of the local area many years after the initial interaction.

The removal of democratic engagement opportunities could also see the system at this one point of consultation be overwhelmed with contradictory evidence and opinion and cause several legal challenges to be commenced with differing communities and developers seeking to influence the strategic and local level at the same time. Such legal challenges particularly around Human Rights could see the plan development stage significantly elongated from the ambitious thirty- month time period.

A recent newspaper poll found that only 7% trusted their local council to make decisions about large scale development that would be good for their local area. This percentage would reduce even further if engagement in the planning processes is reduced and communities become further detached from what is being built.

The use of design guides to allow community engagement in setting out how an area looks is welcomed and will help people raise the quality standards of their environment, but at this time the design guide process is limited. Permitted development rights often usurp what communities feel is good design. The Use Classes Order and Permitted Development regulations allow a wide amount of work to be undertaken that can shape how an area looks or is used, and currently this would not be subject to the design guide proposal.

Formulating design guides for an area also takes a lot of resources and skills that communities do not have readily available. Knowing the weathering of materials and the



choice of colour palettes of materials is quite specialised and bringing such guidance forward will need the Government to support and up-skill local communities.

The use of digital technology in Neighbourhood Planning is welcomed and would be useful tool in engaging the wider community, but again it will need the Government to financially support and upskill local communities. This Steering Group has found great challenges in even undertaking basic mapping exercises, finding people with the right technological skills to undertake the work and having compatible software within the group has been challenging. It is also important to acknowledge that a lot of our community does not have access to computer systems or smart phones. We also live in an area where we have not been served by any library services for nearly two years and as such there has been nowhere locally for people to access computer systems or gain help. Therefore, a level of traditional consultation has to be included as well within the planning system reforms.

**13(a). Do you agree that Neighbourhood Plans should be retained in the reformed planning system?**

As outlined above, the Steering Group thinks that Neighbourhood plans should be retained and that they need to be able to look at issues both locally and strategically to enable communities to have an effective engagement in how their areas are developed. Neighbourhood Plans should have an opportunity to set out site allocations and create neighbourhood development orders that can shape important local sites while fulfilling more strategic obligations such as health and well-being, climate change and green technology and type/mixture of housing.

**13(b). How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?**

Digital tools are a welcomed addition to the community engagement tool box but cannot be used exclusively, as at this time there remains a vast array of people that do not have access to the right technology or have the skills to use such software. This has

been clearly witnessed during Covid lockdown where many students were left unable to access online learning, or were left relying on outdated technology to try and read documents online. Traditional consultation methods also need to be employed for the time-being. Traditional methods can be achieved effectively by using existing networks within the local area to cascade information, such as health centres, schools, town councils etc. (Libraries have been significantly reduced during the austerity measures and are no longer available to provide this service).

The improved use of digital mapping for neighbourhood plans is also welcomed, but again would need a large amount of resources to ensure that such mapping software was accessible and deliverable by local communities. This will mean investing in the hardware/software and skills resource at the local level.

Film is a more accessible and cheaper medium for engagement purposes, as many use social media platforms such as YouTube Studio or Blip.tv to upload video logs of issues important to the community. Videos are able to be taken by phone and can be shared easily with many especially through the increase use of smart tv's and can be a good way of showing examples of local good design, however film and social media are harder to evaluate levels of engagement.

#### **15. What do you think about the design of new development that has happened recently in your area?**

Generally, the design of the new development in the area has been consistently poor, but it has reflected the subdivision and extensions of properties undertaken under permitted development that has fallen outside of planning control. There has been little incentive to achieve good design or low carbon rated buildings and little exists in current planning policy to promote good design and therefore design has been random and inconsistent. It is hoped the Neighbourhood Plan design guides will set good examples and principles to follow, even though it is understood that these documents are not weighted for planning considerations.

16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area? The Neighbourhood Plan is focussing its efforts on delivering a modal shift away from car use to walking and cycling. This is hoped to be achieved by creating greenways that will connect major points of the towns via a better designed and safer network of routes for walking and cycling to be undertaken. Trees and planting will also feature throughout the neighbourhood plan in open spaces and better resourced public realm and the neighbourhood plan is promoting the use of green technology on all buildings including bus shelters and cycle shelters.

The Neighbourhood Plan is also looking towards local design guides to help prevent coastal erosion through the use of sustainable drainage systems, water harvesting for surface water.

The Neighbourhood Plan is also seeking to secure and deliver above the minimum housing need at an affordable level and designed to meet the needs of the elderly, and the needs of young people moving into a property for the first time.

17. Do you agree with our proposals for improving the production and use of design guides and codes?

Yes, the Neighbourhood Plan Steering Group do agree with improving the production and use of design codes, but these guides and codes have to be living documents that are frequently reviewed and revisited and consulted on with the public. These are documents that can reflect the advancement of the latest technological advances in building design and building materials and it is important that these continue to be updated frequently and not left to the review of the local plan.

At paragraph 4.2.6 (p53) it is set out that Government intends to keep the allocation of up to 25% of CIL monies allocated to Local Councils and the Steering Group welcomes that assurance. The spending of CIL at a local level enables local communities to achieve small scale benefits that would otherwise not be gained through the planning

system and it is suggested that CIL projects could be put forward by local communities as part of emerging Neighbourhood Plans so that identified projects can be consulted upon and adopted accordingly and therefore improving transparency of spending.

**From:** Anna Beams <Anna.Beams@ssalc.co.uk>  
**Sent:** 09 October 2020 09:48  
**Cc:** Trevor Leggo <trevor.leggo@ssalc.co.uk>  
**Subject:** ESALC AGM Save the Date

Good morning

I hope you are well.

Please note that the ESALC Ltd Annual General Meeting will be held on **Wednesday 4<sup>th</sup> November 2020 at 10.00am by Zoom**, please could you advise your nominated voting representative(s).

An agenda and any supporting documents will be circulated next week.

Have a lovely weekend.

Kind regards,

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

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**Agenda Item:** C671  
**Committee:** Council  
**Date:** 27/10/2020  
**Title:** Review of Polling Districts and Polling Places in the District of Lewes  
**Report Authors:** Town Clerk  
**Purpose of Report:** To present this document from LDC

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#### **Summary of recommended actions**

1. To note this review report from LDC
2. To agree that no action is required

#### **Introduction**

The District Council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole district must be undertaken at intervals of not less than 4 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.

#### **Background**

The relevant legislation can be found in section 16 of the Electoral Administration Act 2006 (as amended), the Representation of the People Act 1983 and The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission. The District Council's last full review was carried out in 2016 and approved by the Council in December 2016. Further information about the procedures for making representations is given later in this paper and the detailed proposals, including proposals for change, are set out in appendix A of the LDC document.

#### **Analysis**

No changes are proposed for Peacehaven, so a nil response is needed. It will be highlighted that, at some point in time, the area around Community House will be undergoing development.

#### **Implications**

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

<b><u>Financial</u></b>	None.
<b><u>Legal</u></b>	None.
<b><u>Environmental and sustainability</u></b>	None.
<b><u>Crime and disorder</u></b>	None.
<b><u>Climate</u></b>	None.

#### **Appendices/Background papers**

LDC Consultation Document

LDC Notice

# **Review of Polling Districts and Polling Places in the District of Lewes**

Consultation document for a full review 2020

**Consultation period runs from  
9<sup>th</sup> October to 6<sup>th</sup> November 2020**

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### Contact Information:

Information on who can make representations and where to address representations is given on page 5 of this consultation document.

If you want information about any other electoral matter please contact:

Kim Bryce, Electoral Services Lead  
Electoral Services  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
BN7 1AB

Telephone Number: 01273 085193  
Email: [Kim.Bryce@lewes-eastbourne.gov.uk](mailto:Kim.Bryce@lewes-eastbourne.gov.uk)

If you would wish to receive this consultation document in an alternative format, such as large print, please let us know by contacting Electoral Services:

- E-mail: [electoral@lewes-eastbourne.gov.uk](mailto:electoral@lewes-eastbourne.gov.uk)
- Telephone: 01273 085193



## **1. Background to this review**

The Council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole district must be undertaken at intervals of not less than 4 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.

The relevant legislation can be found in section 16 of the Electoral Administration Act 2006 (as amended), the Representation of the People Act 1983 and The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission.

The Council's last full review was carried out in 2016 and approved by the Council in December 2016.

Further information about the procedures for making representations is given later in this paper and the detailed proposals, including proposals for change, are set out in appendix A.

## **2. Definitions**

**“Parliamentary Constituency”**. This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. Only the parts of Lewes and Brighton Kemptown Constituencies that lie within Lewes District are being reviewed by this Council. The area of the constituency that lies outside the District has been reviewed separately by Wealden District Council.

**“Polling District”**. The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

**“Polling Place”**. The building or area in which polling stations will be selected by the Returning Officer.

**“Polling Station”**. The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Returning Officer.

### 3. The review process

As part of the review process the Council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

The Council is required to publish a notice of the holding of a review. Information about the review is made available on the Council's website and can also be obtained in person from Electoral Services at Southover House, Lewes.

The consultation document will also be sent to the local Member of Parliament, District, County, Town and Parish Councillors and local political parties and groups. It will also be sent to persons who have a particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for 4 weeks.

**The timetable for this review is set out below:**

Publication of notice	5 <sup>th</sup> October 2020
Publication of consultation document including Returning Officer's proposals	9 <sup>th</sup> October 2020
Closing date for representations.	6 <sup>th</sup> November 2020
Final proposals published (as part of the agenda papers for meeting of the Council on 23 <sup>rd</sup> November 2020.  These will be available on the Council's website.	13 <sup>th</sup> November 2020
Council approves revised scheme.	23 <sup>rd</sup> November 2020

#### **4. The role of the Returning Officer**

The Council is required to consult the Returning Officer for every Parliamentary Constituency that is wholly or partly within its area. This consultation document already included proposals made by the Returning Officer for the Lewes Parliamentary Constituency.

#### **5. Proposals**

The appendix to this consultation document sets out details of current polling district and polling places for each of the wards in the District of Lewes and details of any proposed changes.

#### **6. Making representations**

Any elector in the whole of the Lewes constituency may make representations to the Council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places to those proposed where appropriate and to give reasons for the alternative.

Any representations must be received by 5pm Friday 6<sup>th</sup> November 2020.

All representations should be addressed to:

Polling Place Review  
Electoral Services  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
BN7 1AB

If you prefer you can email your representations (with the words "Polling Place Review" in the subject line) to [electoral@lewes-eastbourne.gov.uk](mailto:electoral@lewes-eastbourne.gov.uk)

All representations received will be published on the Council's website as soon as possible after receipt, even if you have already commented on the proposals, you may make further submissions in response to views and comments you see on the website, provided these are received no later than the consultation closing date on 6<sup>th</sup> November 2020. You can view this document at <https://www.lewes-eastbourne.gov.uk/consultations/>

#### **7. Completion of the review**

A report will be submitted to a meeting of the Council on 23<sup>rd</sup> November 2020. The Council will then be asked to consider the Returning Officer's proposals and any representations received and make a final decision. The Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places.

Revisions to any electoral register comprising a revised polling district will be made when the new register is published on the 1<sup>st</sup> December 2020.

In addition, the Council must publish:

- all correspondence sent to the Returning Officer in connection with the review and all correspondence sent to any person who the Council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
- all representations made by any person in connection with the review;
- the minutes of any meetings held by the Council where details of the review have been considered;
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

## **8. Challenging the outcome of the review**

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

## **9. Who may make a representation to the Electoral Commission?**

The following may make representations to the Electoral Commission namely;

- not less than 30 registered electors in the constituency
- any person who made representations to the Council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled persons;

The Returning Officer may make observations on any representations made to the Commission.

## **10. Review by the Electoral Commission**

The Electoral Commission is required to consider any such representations and observations, and after doing so, may direct the relevant council to make any alterations it sees necessary to the polling places designated by the review.

Should a council fail to make the alterations within 2 months of the direction being given, the Commission may make the alterations itself.

## Appendix A

### Review of Polling Districts and Polling Places in Lewes District

#### Polling Places Proposals document

Electorate as at 01/09/2020

#### Chailey, Barcombe & Hamsey Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LAA	<b>CBA</b>	<b>BARCOMBE VILLAGE HALL (2011)</b> Barcombe Mills Road Barcombe Lewes, BN8 5BH	1231	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out. Short walk from the centre of the village.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2011. Most suitable venue within the polling district.	
LAD/	<b>CBC</b>	<b>BEECHWOOD HALL (2009)</b> Beechwood Lane Cooksbridge Lewes, BN7 3QG	556(LAD)	Located within polling district LAD but outside polling district LPD. Accommodates two polling stations. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2009. Most suitable venue within the polling district and for the neighbouring polling district.	
LAC	<b>CBB</b>	<b>CHAILEY PARISH HALL (1983)</b> Chailey Green Road Chailey Green Lewes, BN8 4DA	2420	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Ditchling & Westmeston Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LCA	<b>DWA</b>	<b>DITCHLING VILLAGE HALL (1983)</b> Lewes Road Ditchling Hassocks, BN6 8TT	1407	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LCC/	<b>DWC</b>	<b>WESTMESTON PARISH HALL (2003)</b> Lewes Road Westmeston Hassocks, BN6 8RL	259 (LCC)	Located within polling district LCC and outside of polling district LPB. Easily accommodates the required polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	
LCB	<b>DWB</b>	<b>WIVELSFIELD VILLAGE HALL</b> Eastern Road Wivelsfield Haywards Heath RH17 7QH	462	Located within polling district LBA but just outside polling district LCB. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### East Saltdean & Telscombe Cliffs Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LDA	<b>STA</b>	<b>ST MARTINS CHURCH HALL (1983)</b> Longridge Avenue Saltdean Brighton, BN2 8RB	2488	Located just outside the polling district.. Easily accommodates the required single polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Just outside of the polling district, but a good location for electors to get to.	
LDB	<b>STB</b>	<b>TELSCOMBE PARISH HALL (1983)</b> Tyedean Road Telscombe Cliffs Peacehaven BN10 7AU	1866	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. On street car parking available. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LDC	<b>STC</b>	<b>TELSCOMBE CLIFFS CP SCHOOL – NURSERY (2003)</b> Telscombe Cliffs Way Telscombe Cliffs Peacehaven BN10 7DE	1780	Located within the polling district Easily accommodates the required single polling station. On street car parking available. Good disabled access. The only concern raised has been the distance from Telscombe Village by road.	<b>No change</b>	Long established use with no record of complaints. Generally in a good location within the polling district. As there is no access to vehicles across Telscombe Tye, the distance from Telscombe village by road is unavoidable.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.



## Kingston Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LEA	KIA	<b>FALMER PARISH HALL (1983)</b> South Street Falmer Brighton, BN1 9PQ	160	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LEB	KIB	<b>IFORD VILLAGE HALL (1983)</b> The Street Iford Lewes, BN7 3EL	159	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LEC	KIC	<b>KINGSTON PARISH HALL (1983)</b> The Street Kingston , BN7 3NT	701	Located within the polling district. Easily accommodates the required single polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

### Kingston Ward - continued

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LED	KID	<b>PIDDINGHOE VILLAGE HALL (1983)</b> The Street Piddinghoe Newhaven, BN9 9AS	216	Located within the polling district. Easily accommodates the required single polling station. No parking available, turning area only. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Ideally situated within the polling district.	
LEE / LEG	KIE KIG	<b>RODMELL VILLAGE HALL (1983)</b> Martens Field Rodmell Lewes, BN7 3HR	358 (LEE) 34 (LEG)	Located within polling district LEE but outside polling district LEG. Accommodates the required single polling station. Plenty of car parking available. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling district.	
LEF	KIF	<b>CHRIST CHURCH HALL, Prince Edward's Road Lewes BN7 1BL</b>	87	Located just outside polling district LHB and next to polling district LEF. Accommodates two polling stations. Ample parking.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Lewes Bridge Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LFA /	<b>LBA</b>	<b>THE TOWN HALL – CORN EXCHANGE (1983)</b> Fisher Street Entrance Lewes, BN7 2DE	972 (LFA)	Located within polling district LGB but just outside polling districts LFA and LGC. Accommodates two polling stations. No on street parking, but car parks available close by. Good disabled access. Suitable lighting, inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling districts.	
LFB	<b>LBB</b>	<b>CLIFFE HALL (1983)</b> Cliffe High Street Lewes, BN7 2AN	1120	Located within the polling district. Easily accommodates the required single polling station. Very limited parking. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district	
LFC	<b>LBC</b>	<b>MALLING COMMUNITY CENTRE (1983)</b> Spences Lane Lewes, BN7 2HQ	2107	Located within the polling district. Accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Ideally situated within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Lewes Castle Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LGA	<b>LCA</b>	<b>LANDPORT COMMUNITY HUB (1960) refurb in 2017</b> Landport Road Lewes, BN7 2SU	1468	Located within the polling district. Accommodates one polling station. Plenty of on street car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use. No record of complaints	
LGB / LGC/	<b>LCB LCC</b>	<b>THE TOWN HALL – CORN EXCHANGE (1983)</b> Fisher Street Entrance Lewes, BN7 2DE	741 (LGB) 1094 (LGC)	Located within polling district LGB but just outside polling districts LFA and LGC. Accommodates two polling stations. No on street parking, but car parks available close by. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling districts.	
LGC1	<b>LCD</b>	<b>ST MARYS SOCIAL CENTRE (1983)</b> Christie Road Lewes, BN7 1PL	133	Located within polling district LHA. Accommodates two polling stations. Car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Lewes Priory Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LHA	LPA	<b>ST MARYS SOCIAL CENTRE (1983)</b> Christie Road Lewes, BN7 1PL	1901	Located within polling district LHA. Accommodates two polling stations. Car parking available. Good disabled access. Suitable lighting, inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LHB	LPB	<b>CHRIST CHURCH HALL (2014)</b> Prince Edwards Road Lewes, BN7 1BL	2648LHB)	Located just outside polling district LHB and next to polling district LEF. Accommodates two polling stations. Ample parking. Suitable lighting inside and out.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	
LHC	LPC	<b>SOUTHOVER GRANGE (1572)</b> Southover High Street Entrance, Lewes	1863	Located inside the polling district. Good disabled access. No Car Park but limited pay and display on-street parking	<b>No Change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Newhaven North Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LIA	NNA	<b>LEWES ROAD SOCIAL CENTRE (1983)</b> Lewes Road Newhaven, BN9 9BL	1763	Located inside the polling district. Accommodates the required single polling station. Lighting adequate. On street parking. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LIC	NNB	<b>DENTON &amp; MOUNT PLEASANT SOCIAL CENTRE (1983)</b> Denton Road Denton Newhaven, BN9 0PX	2208	Located inside the polling district. Accommodates the required single polling station. Own car park.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Newhaven South Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LJA / LJC	<b>NSA NSC</b>	<b>HILLCREST CENTRE (2015)</b> Bay Vue Road Newhaven, BN9 9LH	1178 (LJA) 3994 (LJC)	Located inside polling district LJC and next to polling district LJA. Accommodates two polling stations. Has own large car park. Good disabled access.	<b>No change</b>	Most suitable venue within the polling district.	
LJB	<b>NSB</b>	<b>AIR CADETS HUT</b> Transit Road Newhaven, BN9 0BB	340	Located inside the polling district. Accommodates the required single polling station. Ample car park. Small lip at door threshold giving poor wheelchair access.	<b>No Change</b>	Only suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Newick Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LKA	NEA	<b>NEWICK VILLAGE HALL (2016)</b> Western Road Newick, BN8 4LE	2125	Located inside the polling district. Accommodates the required single polling station. Has own large car park. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Effective polling venue with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.



### Ouse Valley & Ringmer Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LLA	<b>ORA</b>	<b>RINGMER VILLAGE HALL (1983)</b> Lewes Road Ringmer Lewes, BN8 5QH	3770	Located inside the polling district. Adequate size. Accommodates two polling stations. Has own large car park. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LLB / LLC	<b>ORB ORC</b>	<b>BEDDINGHAM READING ROOM (1999)</b> Station Road Glynde Lewes, BN8 6RU	168 (LLB) 196 (LLC)	Located inside the polling district for LLC but outside for LLB Accommodates one polling station. On road parking. Small lip at door threshold giving poor wheelchair access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district. Hazard tape used to assist disabled voters at entrance.	
LLD	<b>ORD</b>	<b>FIRLE VILLAGE HALL (1983)</b> The Street Firle Lewes, BN8 6NS	228	Located within the polling district. Accommodates one polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LLE / LLF	<b>ORE ORF</b>	<b>DENTON HOUSE COMMUNITY HALL (2005)</b> Forward Close South Heighton Newhaven, BN9 0JY	22 (LLE) 772 (LLF)	Located within polling district LLF but outside LLE. Accommodates one polling station. Adequate size. On road parking. Disabled access.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Peacehaven East Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LMA	PEA	<b>SPORTS PAVILION (2011)</b> Piddinghoe Avenue Peacehaven BN10 8RH	1812	Located outside the polling district. Accommodates one polling station. Large car park. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	
LMB	PEB	<b>EVANGELICAL FREE CHURCH HALL (1983)</b> Mayfield Avenue Peacehaven BN10 8RE	1641	Located within the polling district. Accommodates one polling station. Good car parking. All on one level with no steps. Disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LMC	PEC	<b>SCOUT HEADQUARTERS (1983)</b> Arundel Road Peacehaven BN10 8TE	849	Located outside the polling district. Accommodates one polling station. On street parking. Rough pathway to entrance makes disabled access poor.	<b>No change</b>	No other suitable venue within the polling district. Temporary pathway considered but was not a practical solution to the access issues. Polling station is set up to ensure disabled voters can be seen at the entrance by polling staff and offered assistance, and additional signage is provided.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Peacehaven North Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LNA / LNB	<b>PNA PNC</b>	<b>MERIDIAN COUNTY PRIMARY SCHOOL (1987)</b> Roderick Avenue North Peacehaven BN10 8BZ	344 (LNA) 1831 (LNB)	Located outside the polling district. Accommodates two polling stations. Excellent car parking facilities. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the polling district.	
LNA1	<b>PNB</b>	<b>MERIDIAN CENTRE - ANZAC ROOM (1983)</b> Greenwich Way Peacehaven BN10 8BB	289	Located just outside the polling district LOA but inside polling district LOC. Accommodates two polling stations. Disabled access. Ample parking. Central position. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LNC	<b>PND</b>	<b>THE ANNEXE ROOM (1991)</b> Meridian C P School Roderick Avenue North Peacehaven BN10 8BZ	1442	Located within the polling district. Accommodates one polling station. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Peacehaven West Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LOA/ LOC	<b>PWA PWD</b>	<b>MERIDIAN CENTRE - ANZAC ROOM (1983)</b> Greenwich Way Peacehaven BN10 8BB	995 (LOA) 123 LOC)	Located just outside the polling district LOA but inside polling district LOC. Accommodates two polling stations. Disabled access. Ample parking. Central position. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LOA 1	<b>PWB</b>	<b>EVANGELICAL FREE CHURCH</b> , Mayfield Avenue, Peacehaven	516 (LOA1)	Located within the polling district. Accommodates one polling station. Good car parking. All on one level with no steps. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LOB	<b>PWC</b>	<b>PEACEHAVEN HEIGHTS INFANT SCHOOL (1999)</b> Hodder Avenue Peacehaven BN10 7QY	2357	Located inside the polling district. Accommodates the required single polling station. Adequate size. Car parking with disabled spaces. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Plumpton, Streat, East Chiltington & St John (Without) Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LPA/ LPC	<b>PLA PLC</b>	<b>PLUMPTON VILLAGE HALL (1983)</b> West Gate Plumpton Green Lewes, BN7 3BQ	1293 (LPA) 379 (LPC)	Located inside the polling district LPA but outside the polling district LPC. Accommodates one polling station. Adequate size. Disabled access. Good parking facilities. Centrally located.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
<i>LPB</i>	<b>PLB</b>	<b>WESTMESTON PARISH HALL</b> Lewes Road Westmeston Hassocks, BN6 8RL	154	Located within polling district LCC and outside of polling district LPB. Easily accommodates the required polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	
<i>LPD</i>	<b>PLD</b>	<b>BEECHWOOD HALL (2009)</b> Beechwood Lane Cooksbridge Lewes, BN7 3QG	44	Located within polling district LAD but outside polling district LPD. Accommodates two polling stations. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2009. Most suitable venue within the polling district and for the neighbouring polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Seaford Central Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LQA LQB1	<b>SCA</b> <b>SCC</b>	<b>St Thomas More Church, 54 Sutton Road, Seaford, BN25 1SS</b>	1610 1231	Located within the polling district. Accommodates two polling stations. Adequate size. Has an adequate car park and on street parking. Disabled access. Suitable internal and external lighting	<b>Change</b>	The Clinton Centre was not available for an election in 2019 and so we moved to St Thomas More Church, 54 Sutton Road Seaford. This was a successful change and Established use with no record of complaints. Most suitable venue within the polling district with better facilities and parking.	
LQB	<b>SCB</b>	<b>CLAREMONT HALL (2009)</b> Brooklyn Road Seaford, BN25 2DX	1463	Located just outside the polling district. Accommodates one polling station. Adequate size. 6-8 parking spaces.	<b>No Change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place. Proposal to change from The Clinton Centre to St Thomas More Church to serve the current LQA Polling District.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

The Clinton Centre suddenly became unavailable to us at an election in 2019 and we had to relocate to St Thomas More Church; this turned out to be a more suitable venue with better facilities and parking, we would like to make this move permanent.

### Seaford East Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LRA	SEA	<b>ST LUKES CHURCH HALL (1995)</b> Walmer Road Seaford, BN25 3TH	2831 (LRA)	Located within the polling district. Accommodates the required single polling station. Adequate size. On street parking. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LRB	SEB	<b>SEAFORD HEAD SCHOOL (2009)</b> Steyne Road Entrance Seaford, BN25 4LX	1157 (LRB)	Located inside the polling district LTA but outside the polling district LRB. Accommodates two polling stations. Car parking on site and on street. Disabled access adequate.	<b>No change</b>	Established use as a polling venue. No other suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Seaford North Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LSA	<b>SNA</b>	<b>DOWNS LEISURE CENTRE</b> <b>- SUTTON HALL (1983)</b> Sutton Road Seaford, BN25 4QW	1207 (LSA)	Located outside the polling district. Accommodates two polling stations. Adequate size. Plenty of onsite parking available. Disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LSB	<b>SNB</b>	The Chapel Rooms, Saint Peter the Apostle Church, Belgrave Road, Seaford, BN25 2HE	1325 (LSB) (approx.)	Proposal is to split this Polling District into 2 new Polling Districts and move this new polling district to The Chapel Rooms, Saint Peter the Apostle Church, Belgrave Road, Seaford, BN25 2HE  See Appendix 2 map for the split of the Polling District.)	<b>Change</b>	We no longer use Cradle Hill School and moved to using a portacabin at The Ridings. Portacabins are costly (approx. £4,800) and not a practical long term solution. We have been trying to obtain the use of Kingswell Community Church, Vale Road but they will not allow us to use their venue. In June we wrote to all residents within LSB asking for suggestions of suitable venues and Saint Peter's was suggested several times. It is situated just outside of the LSB boundary but by splitting LSB into 2 Polling Districts we believe this is the most suitable venue to serve this new Polling District.	



Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LSB (new polling district)	<b>SNC</b>	The Cabin, Raymond Close, Seaford, BN25 3HQ	1689 (approx.)	Proposal to use The Cabin Raymond Close as the polling station for this new Polling District. Please see map at Appendix 2	<b>Change</b>	We have used this venue for a couple of small by elections and have received no complaints	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place. As we no longer use Cradle Hill School, We propose to split LSB into 2, creating a new polling district. We will then divide the electorate between the new polling station at Saint Peters Church, Belgrave Road and The Cabin, Raymond Close, resulting in no longer having the expense of using a Portacabin. Please see proposed boundaries for the divide in **Appendix B**.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Seaford South Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LTA	SSA	<b>SEAFORD HEAD SCHOOL,</b> Steyne Road Entrance Seaford, BN25 4LX	3324 (LTA)	Located inside the polling district LTA but outside the polling district LRB. Accommodates two polling stations. Car parking on site and on street. Disabled access adequate.	<b>No change</b>	Established use as a polling venue. No other suitable venue within the polling district.	
LTB	SSB	<b>DOWNS LEISURE CENTRE - SUTTON HALL,</b> Sutton Road Seaford, BN25 4QW	450 (LTB)	Located outside the polling district. Accommodates two polling stations. Adequate size. Plenty of onsite parking available. Disabled access. Suitable internal and external lighting	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Seaford West Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LUA / LUB / LUC	<b>SWA</b> <b>SWB</b> <b>SWC</b>	<b>SEAFORD BAPTIST CHURCH HALL (1983)</b> Belgrave Road Seaford, BN25 2EE	1867(LUA) 1376(LUB) 768 (LUC)	Located just outside the polling district. Accommodates three polling stations. Adequate size. Disabled access. Car parking available on site and in surrounding roads.	<b>No change</b>	Long established use as a polling venue. No other suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Wivelsfield Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LBA	<b>WIA</b>	<b>WIVELSFIELD VILLAGE HALL (1983)</b> Eastern Road Wivelsfield Haywards Heath RH17 7QH	2221(LBA)	Located within polling district LBA but just outside polling district LCB. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Appendix B - Map of Proposed split of LSB into 2 Polling Districts



Proposed Split (LSB / NEW) Seaford North (PART)

For reference purposes only, no further copies to be made



## **NOTICE OF REVIEW OF POLLING STATIONS**

### **Electoral Registration and Administration Act 2013 The Electoral Administration Act 2006 Representation of the People Act 1983**

Notice is hereby given that the Returning Officer is conducting a review of polling stations within the Lewes District prior to the scheduled Elections in 2021.

Electors within the Lewes District may make representations on the current arrangements and draft proposals. Representations on these or any other related matter are welcomed from persons or groups with interest or expertise in the access to premises or facilities for persons with any type of disability. Any person or body making a representation should where appropriate give alternative places that may be used as polling places.

Details of the current arrangements for polling districts and polling places and proposals for change, together with supporting information, are available for inspection on the Council's website at [www.lewes-eastbourne.gov.uk/consultations](http://www.lewes-eastbourne.gov.uk/consultations)

Representations should be made in writing to:

Electoral Services  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
BN7 1AB

Or email [electoral@lewes-eastbourne.gov.uk](mailto:electoral@lewes-eastbourne.gov.uk). Please include 'Polling Station Review' in the subject line.

Information will be made available throughout the review on the Council's website at [www.lewes-eastbourne.gov.uk/consultations](http://www.lewes-eastbourne.gov.uk/consultations)

The final date for receipt of representations is 5pm 6<sup>th</sup> November 2020.

Ian Fitzpatrick, Deputy Chief Executive and Acting Returning Officer  
Electoral Services' Office  
Southover House, Southover Road, Lewes, BN7 1AB

# **A Peacehaven Library for the future**

I want to put forward a motion to show the need for consultation with the community in the provision of a new library for Peacehaven.

## **Motion**

**“This council calls upon East Sussex County Council Libraries Service to actively engage with local councils and community groups as it looks to the future.**

Peacehaven like many places in the United Kingdom is at risk of a decade of struggle as a result of the Covid 19 pandemic. It is clear that this will impact most upon the disadvantaged in our town.

Hence, we need a centre for lifelong learning that empowers people from cradle to grave to reach their potential for their own, their family and our communities benefit. We need a centre to help young mothers to bring education and learning alive for their children. We need a space to create innovative services from all sectors; statutory, voluntary and private. We need a large, flexible bright space that people want to be in. We need a facility with librarians and volunteers that have skills, knowledge, initiative and vision to help unlock everyone’s potential. This is necessary to enable learning in its widest sense.”

## **Background**

The concern is that with the likely redevelopment of Peacehaven Town Centre developers will simply offer to provide something like the dark shoebox of 150m2 that ESCC appeared to be offering 2 years ago when the former Post Office in the Meridian Centre was suggested as a replacement location for the library.

Any proposals for a replacement library need to be based upon the acknowledgement that it must be at the centre of the redeveloped town centre.

## **Information**

Recent research by the Arts Council has found that

- there is a keen appetite for reading and writing and associated activities, and these can have a huge impact on local communities
- there is growing evidence of the wider benefits of visiting libraries, reading and associated activities, for example on health, wellbeing, tackling loneliness, digital inclusion, improving literacy and digital literacy
- successful library initiatives are those where the piece of work is linked to/drawn from national, regional and local policy priorities
- as well as buildings-based provision, libraries’ outreach and partnership-working are vital, and the research showed the benefits of building strong partnerships with local communities and community organisations, following sensitive consultation as to community needs.

**Councillor Alan Goble**