



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

PEACEHAVEN TOWN COUNCIL

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

8th January 2020

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Tuesday 14th January 2020 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

GENERAL BUSINESS

- 1 C558 MAYOR'S REPORT & ANNOUNCEMENTS
- 2 C559 YOUTH MAYOR REPORT (Page 3)
- 3 C560 MAYOR ELECTION FOR 2020/21 (Page 4)
- 4 C561 PUBLIC QUESTION TIME
- 5 C562 TO CONSIDER APOLOGIES FOR ABSENCE
- 6 C563 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS
- 7 C564 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 26th NOVEMBER 2019 (Pages 5-9)
- 8 C565 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES
 - 8.1 Policy & Finance Committee:-
 - 8.1.1 To note and receive the minutes of the 10th December 2019 (Pages 10-11)
 - 8.1.2 Employment of a Senior Projects Officer (Pages 12-14)
 - 8.1.3 To agree the Budget and Precept requirement for 2020/21 (Pages 15-20)
 - 8.1.4 To note & receive the CIL report (Pages 21-22)
 - 8.1.5 To note & receive the Bank Reconciliation (To follow)
 - 8.2 Planning & Highways Committee:-
 - 8.2.1 To note and receive the minutes of the 3rd December 2019 (Pages 23-25) & 7th January 2020 (To follow)
 - 8.3 Personnel Committee:-
 - 8.3.1 Recruitment of a Grounds operative following the resignation of Mr A Baines
 - 8.4 Leisure, Amenities & Environment Committee
 - 8.5 Civic & Events Committee:-
 - 8.5.1 Town Twinning update (Page 26)
 - 8.6 Business Plan & E-Comm's Committee

8.7 Climate Change Working Party:-

8.7.1 Action Plan update (Pages 27-28)

8.7.2 To sign the Covenant of Mayors for Climate and Energy (Pages 29-44)

8.8 CIL Working Party

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

9.1 Notes from the Workshop held on the 14th November 2019 (Pages 45-48)

9.2 Notes of the Steering Group meeting held on the 16th December 2019 (Pages 49-51)

10 C567 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

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

12 C569 TO AUTHORISE THE CLERK & CIVIC OFFICER TO MAKE LOTTERY RETURNS TO LDC (Pages 52-53)

13 C570 TREE CHARTER – Council to resolve to support the Ten Principles & to be a Tree Charter Branch (Pages 54-57)

14 C571 TO AUTHORISE A CHANGE OF DESIGNATED PREMISES SUPERVISOR (Pages 58-59)

CONFIDENTIAL

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

15 C572 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE (Pages 60-65)

16 C573 DATE OF THE NEXT MEETING – Tuesday 10th March 2020

AGENDA ITEM: C559

COMMITTEE: FULL COUNCIL

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: YOUTH MAYOR

To advise that due to school workload and free time commitments Katie Lane has opted to change roles with James Baines.

James is excited at the prospect and is planning fundraising events with the Marketing Assistant.

Katie will still support as Deputy Youth Mayor.

AGENDA ITEM: C560

COMMITTEE: FULL COUNCIL

REPORT OF: CIVIC AND MARKETING

SUBJECT: MAYOR ELECT

It is recommended that members choose their Mayor Elect before the end of January. The decision must be kept in confidence and only privy to the Civic Officer and Town Clerk.

The reason for this is so engagements can be acknowledged and that work can start behind the scenes in preparations for the newly elected Mayor.

The official Mayor Making will take place at the Annual Meeting of Council on Tuesday 19th May.



PEACEHAVEN TOWN COUNCIL

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

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

Minutes of the meeting of Peacehaven Town Council, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 26th November 2019

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

Officers; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis.

Youth Mayor, Katie Lane.

Deputy Youth Mayor, James Baines.

Guest speaker; Craig McKenzie from Barratt Homes.

Standing for co-option; Ms C Fox, Mr M Simmons, Mr J Carden, Mr R white.

Public; Three members of the public were also present.

1. C526 MAYOR'S REPORT & ANNOUNCEMENTS

Cllr Cheta read out the housekeeping and safety notices.

Cllr Cheta reported on his recent engagements as Mayor, the 'Happy To Share' initiative and forthcoming events.

Cllr Cheta noted the sad news of the death of former Mayor, Pauline Howard.

Cllr Harris reported on his recent engagements as Deputy Mayor.

2. C527 BRIEFING FROM MR CRAIG McKENZIE, PROJECT MANAGER, BARRATT HOMES

Mr McKenzie reported on progress at the Chalkers Rise site, complying with planning Conditions, improving working hours & practices, access arrangements and working with local groups and organisations.

3. C528 YOUTH MAYOR'S REPORT

Ms Lane and Mr Baines thanked the Council for the opportunity they have been given and for the help and support they have received.

Ms Lane and Mr Baines reported on their recent engagements and forthcoming events, noting that their chosen charity was 'Help for Heroes'.

Mr Baines reported on the results of a School survey regarding improvements for the Town.

4. C529 PUBLIC QUESTION TIME

1. Public questions

A member of the public asked about the development of the Meridian Centre and the Co-Op's plans. Cllr Collier stated that he will arrange for a written response to be provided on this.

2. Statements from those standing for co-option

The four candidates addressed the meeting, outlining their backgrounds and reasons for wishing to become a Councillor.

5. C530 TO CONSIDER APOLOGIES FOR ABSENCE

All Members were present.

6. C531 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Cheta as an acquaintance of Mr White, Mr Simmons & Mr Carden.

Minutes of the Meeting of Peacehaven Town Council – 26th November 2019

Cllr Griffiths as an acquaintance of all the candidates for co-option and re. Item 15. as an organizer of coffee mornings.

Cllr Harris as an acquaintance of Mr Simmons & Mr Carden.

Cllr Collier as an acquaintance of Mr White, Mr Simmons & Mr Carden.

Cllr Veck re. Item 15. as an organizer of coffee mornings.

Cllr Duhigg as an acquaintance of Mr Simmons & Mr Carden and as the Council's LDC representative.

Cllr Mills as an acquaintance of Mr Simmons & Mr Carden and re. Item 15. as an organizer of coffee mornings.

Cllr Gallagher as an acquaintance of Mr Carden.

Cllr Hill as an acquaintance of Mr Simmons & Mr Carden.

Cllr Milliner as an acquaintance of Mr Simmons & Mr Carden.

Cllr Sharkey as an acquaintance of Mr Carden.

Cllr Paul as an acquaintance of Mr White & Mr Carden and re. Item 15. as an organizer of coffee mornings.

Cllr Seabrook as an acquaintance of Mr Simmons, Ms Fox & Mr Carden.

7. C532 TO CO-OPT A COUNCILLOR TO FILL THE VACANCY IN WEST WARD CREATED BY THE RESIGNATION OF CLLR WALTERS

It was resolved by an overall majority that Mr Ronald White be co-opted to fill this vacancy. Mr White signed the Declaration of Acceptance of Office form and joined the meeting. The Chairman welcomed Mr White to the Council.

(Mr McKenzie left the meeting).

8. C533 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 24th SEPTEMBER 2019

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

9. C534 TO RECEIVE THE MINUTES, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES

1. Policy & Finance Committee:-

1. To note and receive the minutes of the 19th November 2019

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

2. To endorse the Committee's recommendation for grant allocations for 2019/20

It was resolved approve the recommended 2019/20 grants allocation.

3. To approve the issue of the new Employee Handbook.

It was resolved to approve the Employee Handbook for issuing to staff.

4. To approve the introduction of the new employee Contract of Employment.

It was resolved to approve the Contract of Employment for issuing to staff.

5. To note and discuss the Draft Budget for 2020/21

The Clerk reported that the draft budget was work in progress; to be finalised at an additional meeting of the Policy & Finance Committee on the 10th December 2019.

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

The involvement of the Youth Mayor was considered a key part of this initiative.

2. Planning & Highways Committee:-

1. To note and receive the minutes of the 1st October, 22nd October & 12th November 2019

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

3. Personnel Committee: -

1. To note and receive the minutes of the 14th October 2019, 22nd October 2019, 5th November 2019 & 19th November 2019

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

4. Leisure, Amenities & Environment Committee:-

1. To note and receive the minutes of the 5th November 2019

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

5. Civic & Events Committee:-

1. To note and receive the minutes of the 8th October 2019

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

2. **Re-establishing Town twinning relationships and activities**

Mrs Donovan's paper was noted and discussed. It was resolved, by majority, to reform the twinning towns arrangements and that PTC would host the first event. It was noted that PTC would not be able to fund the costs for visitors, or for PTC visits abroad.

6. Business Plan & E-Comm's Committee:-

1. To appoint a Chairman for the Committee and agree its Terms-of-Reference.

It was resolved that Cllr Milliner be the Chairman of the Committee and to adopt the proposed Terms-of-Reference, amended to show a clarification in Item 1a. that Community House is part of the Meridian Centre.

10. C535 TO RECEIVE REPORTS FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

1. To approve the Letter of Engagement for Mr J Boot, NDP Consultant.

It was resolved to approve this letter.

2. To approve the Letter of Authorisation for Dr M Earthey, Energy Consultant.

It was resolved to approve this letter.

3. **NDP Steering Group & project updates** – Cllr Gallagher's report was noted and discussed. Cllr Gallagher noted that the project is moving apace, that the new Planning Consultant was proving very effective and that the NDP website and social media presence will be enhanced in the New Year.

11. C536 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

Cllr Collier & Cllr Duhigg noted that LDC is in purdah and that therefore there were no reports.

12. C537 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES

Cllr Simmons reported on the recent meeting of the Town Forum.

Cllr Gallagher noted that, at the next Chamber of Commerce meeting, she will be doing a presentation on the NDP

Cllr Hill reported on meetings and activities she had attended at PCS and Kempton House.

Cllr Sharkey reported on the recent CAB AGM.

Cllr Seabrook noted that there is a Greenhavens Network meeting on the 4th December 2019 and an exercise at The Orchard on the 21st December 2019 to plant trees.

Minutes of the Meeting of Peacehaven Town Council – 26th November 2019

Cllr Paul reported that there is a CTLA social event on the 29th November 2019.

13. C538 TO ADOPT THE LDC REVISED MEMBERS CODE OF CONDUCT

It was resolved to adopt this revised Code.

14. C539 APPOINTMENT OF ADDITIONAL COUNCILLORS TO COMMITTEES & OUTSIDE BODIES

It was resolved to appoint Cllr White to the Planning & Highways Committee; Cllr Hill & Cllr Duhigg to the Personnel Committee; and Cllr White, Cllr Symonds & Cllr Seabrook to the Grants Sub-Committee.

Cllr Duhigg noted that she was withdrawing from the ESCC SLR group.

15. C540 TO DISCUSS WAYS OF OPTIMISING THE USE OF THE KITCHEN & FOYER AT COMMUNITY HOUSE ON WEEKDAYS

The circulated papers were noted and discussed.

The Clerk flagged this as an urgent matter in view of the fact that a major hirer was leaving at the end of the year.

It was noted that the hirers' user group would be meeting again on the 30th January 2020.

It was agreed that there was a need to maintain this facility as it provided an important service to the community and was a factor in combatting loneliness and isolation in the Town.

Options for the continuation of this service were discussed.

It was resolved that this matter should be taken forward by the Business Plan Committee.

16. C541 TO SET UP A CLIMATE CHANGE EMERGENCY WORKING GROUP:-

1. To discuss Terms-of-Reference for the Working Party

It was noted that the Terms-of-Reference will be drafted at the WP's first meeting.

2. To appoint Members to the Working Party

It was resolved that the WP members should be Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Sharkey, plus Youth Mayor & Deputy Youth Mayor to be invited to participate via an approach to PCS.

3. To agree a budget to fund the Carbon Footprint audit

It was resolved that a budget of £5,000 be set aside in the 2020/21 budget,

4. To approve the Action Plan

It was resolved by majority to adopt the circulated Action Plan.

17. C542 TO NOTE AND DISCUSS CORRESPONDENCE RECEIVED:-

1. Peacehaven Focus Group re. policing and CCTV in the Town.

The letter from PFG was noted and discussed. It was resolved that Cllr Symonds will take this matter forward in liaison with other Councillors and the Clerk as appropriate.

2. Peacehaven Focus Group re. the protection of Town car parks.

The letter from PFG was noted and discussed. It was resolved that Cllr Gallagher will take this matter forward in combination with the developing NDP.

3. Peacehaven Focus Group re. breach of Barratts Conditions of working at Chalkers Rise

The email from PFG was noted and discussed. It was resolved that the Clerk will take this matter up directly with the Head of Planning at LDC.

(All remaining members of the public left the meeting. Mrs Donovan & Ms Onis also 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).

18. C543 CONFIDENTIAL REPORT & MATTERS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE

The circulated Action Plan/report was received noted and It was resolved to adopt the confidential minutes of the 22nd October 2019, 5th November 2019 & 19th November 2019 as a true record.

19. C544 CONFIDENTIAL REPORT & MATTERS TO RECEIVE & RATIFY FROM THE POLICY & FINANCE COMMITTEE

It was resolved to appoint the recommended preferred supplier for the Council's IT upgrade and ongoing support.

It was resolved to retain the Council's existing cleaning and finance contractors for a further period, i.e. until the end of April 2019.

20. C545 DEVELOPMENT OF THE MERIDIAN CENTRE UPDATE

The Clerk reported that, as actioned at the previous full council meeting, he had contacted the Chief Executive of Lewes District Council on this matter, which remains subject to a very high level of commercial confidence.

It was resolved that further discussions should be held with LDC. Cllr Collier will assist the Clerk with this.

21. C546 DATE OF THE NEXT MEETING – Tuesday 14th January 2020

There being no further business the meeting closed at 22:07.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 10th December 2019 at 6.30pm

Present - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr C Gallagher.
Town Clerk T Allen, Finance Officer A Beams, Finance Administrator Z Malone.

PF445 CHAIRMAN'S ANNOUNCEMENTS

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

PF446 PUBLIC QUESTIONS

No members of the public were present.

PF447 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were received from Cllr L Duhigg (Vice-Chair of Committee).

[Clerks Note: Apologies for absence were subsequently received from Cllr I Sharkey].

PF448 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF449 TO ADOPT THE MINUTES OF 19th NOVEMBER 2019

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

PF450 TO APPROVE THE MIGRATION TO 'ELECTRONIC' BANKING

It was resolved that on-line banking should be set up.

PF451 COUNCIL'S & COMMITTEES' BUDGETARY REQUIREMENTS FOR 2020/21 – PASS 2

The draft budget papers and figures produced by the Finance Officer were noted and discussed in detail. It was noted that the budget for the current year was on-track and that it is anticipated that there will be no overspend at the end of the financial year; possibly a small underspend.

The need to bolster the Council's general reserves was discussed, in order to raise them to an acceptable level.

It was noted that the Tax Base figure is still awaited from LDC and that an estimated figure (4989.9) has been used for the draft budget. Also, it has been assumed that there will be no Council Tax Support Grant contribution from LDC; confirmation from LDC is also awaited. It was also noted that the Government will not be capping the precept increase levels for Town & Parish Councils for 2020/21.

The impact of the draft budget on the precept requirement was discussed along with various options for trimming the budget if required. The impact on the Council's operations and retained reserves from reducing the draft budget was noted. Whilst in percentage terms the draft budget represented an increase of 17.1% in the precept requirement, in monetary terms this would result in an additional c. £1.50 per month for Band D properties.

It was agreed that Council would have to agree any cuts in the draft budget and justify this in relation to the impact on services to residents. Conversely, Council would have to justify higher levels of precept in relation to what it intends to deliver.

The draft salaries budget was discussed and it was noted that full salary reviews should be carried out in the next financial year, with pay increases (in addition to cost of living increases) due for most staff. It was noted that the draft salaries budget included provision for recruiting a Business Development Officer from the start of the new financial year. The option to defer this appointment for six months/twelve months could be a consideration for reducing the draft salaries budget.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 10th December 2019

It was noted that the use of CIL monies when possible would supplement some of the budget funding. Cllr Gallagher to check whether this can extend to recruiting a Business Development Officer. The Chairman stated that this proposed new role needed to be properly defined for approval by Council at its next meeting. Cllr Griffiths, Cllr Seabrook and Cllr Gallagher to produce this specification.

It was resolved to recommend to Council that the 2020/21 budget, as drafted, be adopted with two alternatives also to be presented; one with the provision in the draft salaries budget for the Business Development Officer removed; the other with the provision in the draft salaries budget for the Business Development Officer to commence in Month 7 2020/21.

PF452 DATE OF NEXT MEETING – TUESDAY 18th February 2020 at 7.30pm.

There being no further business, the meeting closed at 19:27

Agenda Item: C565.8.1.2.

Committee: Policy and Finance

Date: 31/12/2019

Title: Proposed Position for a new Officer

Report Author: Cllr David Seabrook

Purpose of Report: To present to Council a new Job Title and Job Description

Summary of recommended actions:

1. To approve the inclusion in the 2020/2021 budget a sum of £50,000 for the purpose of employing a senior officer.
2. To instruct the Personnel Committee to recruit a senior officer.

Introduction:

At the Policy and Finance meeting held on 6th December it was agreed that a small working party consisting of Cllrs Gallagher, Griffiths & Seabrook, would determine the Job Title and Job Description for a new officer. The resultant job description is to be put to the Full Council meeting on 14th January 2020 for approval.

Analysis:

Two years ago, Peacehaven Town Council had three senior officers, we currently only have one, Tony Allen, who is performing the role of Town Clerk and RFO. During the next few years, a significant number of changes will be taking place in Peacehaven with the aim of improving the infrastructure. This includes the implementation of the Neighbourhood Plan, Redevelopment of the Meridian Centre and planned development of the Hub. There is also a need to develop entrepreneurial activity in Peacehaven and to increase the Council's revenue streams.

Without sufficient officers at a senior level, it will be almost impossible for Peacehaven Town Council as a major stakeholder to take a significant part in these changes.

Implications:

Without sufficient support at senior officer level, many of the changes in the Peacehaven will either not take place or will proceed with limited input from the Town Council. The cost is already included in the budget for 2020/2021.

<u>Financial</u>	A sum of £50,000 has been included in the draft budget for 2020/2021 which will pay for a senior officer for three days per week. Ultimately, this position could be self-financing through additional revenue streams that will be developed.
<u>Legal</u>	The Council will be entering into a contract of employment with the new officer.
<u>Environment and Sustainability</u>	Peacehaven Town Council has already declared a climate emergency and by being a major stakeholder in the new developments we can ensure that environmental and sustainability considerations are central to the new developments.
<u>Crime and Disorder</u>	Provision of infrastructure within Peacehaven may reduce the level of crime and disorder by making facilities available to residents.
<u>Climate:</u>	All new buildings should be designed with zero net carbon objectives.

PEACEHAVEN TOWN COUNCIL

JOB DESCRIPTION

SENIOR PROJECTS OFFICER (PLANNING & BUSINESS DEVELOPMENT)

Principal Responsibilities

1. Developing and implementing the Town Council Business Plan and the Neighbourhood Development Plan.
2. To work closely with Council Officers at Town, District and County level and other stakeholders.
3. To identify and apply to external funding sources to enhance the services provided to the town.
4. To support entrepreneurial activity and create sustainable employment opportunities.
5. To develop a sustainable transport plan for Peacehaven and to consult with relevant highways authorities.
6. To manage, in consultation with stakeholders, the regeneration of the town centre and other facilities.
7. To attend all Planning & Highways and Business Planning Committee meetings.
8. To undertake other duties from time to time consistent with the level of the post including deputising as the Proper Officer.

Agenda Item: **C565.8.1.3**
Committee: Council
Date: 14 January 2020
Title: Draft budget 2020/21
Report Author: Andy Beams, Locum Finance Officer
Purpose of Report: To note the draft budget options and agree final budget and precept request for 2020/21

Summary of recommended actions

1. To **note** the contents of the report and attached draft budget for 2020/21
2. To **review** the three options for the precept
3. To **agree** the final budget and precept request for 2020/21

Introduction

This report outlines the budget setting process and methodology for calculating the precept for Peacehaven Town Council for the financial year 2020/21. This report was originally presented to the Policy and Finance committee meeting held on 10 December 2019. The same background information is included again as a reminder for all members.

Each committee of the council has prepared their own draft budget proposals, which have been accumulated to provide the overall council draft budget. The Policy and Finance Committee reviewed this at the meeting, and came up with three options for consideration by the Council.

In previous years, the council has received a Council Tax Support Grant (CTSG) from Lewes District Council. This was a subsidy paid by District Councils to Town/Parish Councils to offset changes in calculation of the tax base in 2015. In most Districts, this has been paid on a phased reduction basis over the last five years, with 2019/20 being the last year in which payment was made.

In 2019/20, the CTSG amounted to £30,176. To date, we are awaiting confirmation as to whether this will continue to be paid in 2020/21 by Lewes District Council. All calculations are based on the assumption that this will NOT be received in future.

Precept and Band D

The precept (council tax requirement) is the amount collected by Lewes District Council on behalf of Peacehaven Town Council, and is raised through the issue of the council tax bill.

The Band D figure is calculated by dividing the precept by tax base (a figure issued by Lewes District Council).

For example, last year for Peacehaven Town Council:

Precept	£536,289
Tax Base	4,717.6
Band D	£113.68

For historic reference, I have included below data for the last five years showing the changes in precept, tax base and Band D in Peacehaven, along with comparative average figures for the Lewes District and England as a whole.

Year	PTC Precept	PTC Tax Base	PTC Band D	PTC Band D % increase	Parish average (LDC)	Parish average (England)
2015/16	£375,721	4,405.8	£85.28	0.0%	£79.84	£54.12
2016/17	£396,284	4,574.0	£86.64	1.6%	£86.05	£57.40
2017/18	£403,417	4,686.6	£86.08	-0.6%	£90.44	£61.03
2018/19	£428,340	4,831.2	£88.66	3.0%	£93.66	£64.05
2019/20	£536,289	4,717.6	£113.68	28.2%	£101.70	£67.18

Last year's Band D increase of 28.2% was necessitated by successive years of mis-budgeting, resulting in the council's reserves position deteriorating significantly.

Tax Base

The tax base is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions.

The resulting figure for each band is then multiplied by its proportion relative to Band D and the total is calculated. The tax base is used to determine the level of council tax an authority charges each dwelling.

These calculations are completed by the District Council, and the figures were provided on 18 December 2019. Following last year's error by the District Council in calculating the tax base, it is hoped there will be no amendment after completing the calculations this year. The confirmed tax base for 2020/21 is 4,800.9.

Reserves

A town/parish council has no legal power to accumulate reserves other than those for reasonable working capital requirements (general reserve) or specific purposes (earmarked reserves).

Recommended guidance with regard to the appropriate level of general reserves held by a council states that it should be approximately *'50% of precept, as adjusted for local conditions'*. Councils with larger precepts may often be below this figure, while smaller councils are often in excess of this guideline.

There is no recommended level of earmarked reserves, as this will depend entirely on the specific projects the council is allocating the money to.

At the start of the current financial year, the council held the following reserves:

General	£86,131 (16.1% of precept)
Earmarked Reserves	
Elections	£8,000
Purchase Reserve	£20,000
P/H Youth Task Group *	£4,000
CIL *	£33,924
Big Park *	£69,080
Pavilion Roof & Boiler	£7,000
Neighbourhood Plan	£3,806
Capital Receipts Reserve *	£57,839

Certain earmarked reserves (marked with an asterisk *) are restricted and can only be used for their allocated purpose. Other earmarked reserves can be moved to different projects at the council's discretion.

At the end of the financial year (31 March), any surplus remaining in the council's revenue budget is added to the general reserve, unless it is placed in an earmarked reserve either by agreement of the council or as it is a restricted income source, i.e. CIL.

Alternatively, if there is a deficit in the council's revenue budget, this is subtracted from the general reserve.

Within the proposed budget for 2020/21 is a drawdown from the Big Park earmarked reserve of £10,000 to fund ongoing work and maintenance at the location. This is an acceptable use of the restricted reserve, as the funds are held by the council for this purpose.

This would become an annual drawdown of £10,000 for 6 years, with the remaining £9,080 being drawn down in year 7. Obviously, this would then exhaust this earmarked reserve.

There are other Section 106 monies held by Lewes District Council for both the Big Park and other sites in the town, which the Parks Officer and I have been informed of. These monies could be used either in 2020/21 or future years to fund specific projects in the relevant areas.

Council Tax Referendum Principles

In October 2019, the Government released the Local Government Finance Settlement 2020-21 Technical Report. A link is included below if anyone wishes to read the document in full.

https://gov.uk/Local_Government_Finance_Settlement_2020-21_Technical_Consultation_.pdf

The report provides background information regarding the Government's proposals for finance settlements, including council tax, and contains information about Council Tax Referendum Principles (commonly known as 'capping').

The report outlines the 'cap' limits for principal authorities (County and District Councils) and confirms the Government's intention to continue to not apply capping to the Town/Parish Council sector for 2020-21.

This means that there is no upper limit on the amount a Town/Parish Council can increase their precept by. Lewes District Council has no legal powers to require a Town/Parish Council to alter their precept request.

General considerations

- The draft budget attached represents the combined proposals of each committee, and the summary page shows three options for consideration by council
- No allowance has been made for adding an amount to the general reserve to raise the level closer to the 50% recommended figure. It should be further noted, that due to the exponential nature of the 50% guidance, increasing the precept and not adding to the general reserve will only move the council further away from the recommended position
- Any CIL income received during 2019/20 which has not been spent by the 31 March 2020 must be added to the CIL earmarked reserve, not the general reserve
- CIL income received can only be used on infrastructure spending. There are elements of budgeted expenditure within the draft budget which could be funded through CIL, thereby allowing some funds to be left in the general reserve to increase its level to closer to the recommended 50% of precept

Other considerations

Attached are three options, based on the preliminary discussions of the Policy & Finance Committee and considering three different options for the future employment of a Business Development role (job title and job description to be confirmed). If the council do not feel any of the three options are acceptable, the table below provides some guidance as to changes that would need to be made to increase the precept by a smaller percentage.

Band D % Increase	New Band D	Total Precept	Reduction in budget required
2%	£115.95	£556,682	£87,478
4%	£118.23	£567,597	£76,563
6%	£120.50	£578,512	£65,648
8%	£122.77	£589,428	£54,732
10%	£125.05	£600,343	£43,817
12%	£127.32	£611,258	£32,902
14%	£129.60	£622,174	£21,986
16%	£131.87	£633,089	£11,071

Implications

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

<u>Financial</u>	The council must agree a budget and precept within the timescales set out by the District Council.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

Draft budget 2020/21

COUNCIL

Option A

	2019/20 Budget	Draft 2020/21 Budget	% Change
Policy & Finance	167,770	163,620	-2.5%
Planning & Highways	17,640	18,261	3.5%
Civic & Events	8,400	15,350	82.7%
Leisure, Amenities & Environment	98,060	114,010	16.3%
Personnel	458,925	505,199	10.1%
Total Expenditure	750,795	816,440	8.7%
Policy & Finance	115,126	88,150	-23.4%
Planning & Highways	0	0	
Civic & Events	0	12,000	
Leisure, Amenities & Environment	99,380	72,130	-27.4%
Personnel	0	0	
Total Income	214,506	172,280	-19.7%

Net Expenditure over Income

Precept	£536,289	£644,160	20.1%
Tax Base	4,717.6	4,800.9	1.8%
Band D	£113.68	£134.17	18.0%

Option A - Budget as recommended by the P & F Committee at its meeting on 10 December 2019

Option B

	2019/20 Budget	Draft 2020/21 Budget	% Change
Policy & Finance	167,770	163,620	-2.5%
Planning & Highways	17,640	18,261	3.5%
Civic & Events	8,400	15,350	82.7%
Leisure, Amenities & Environment	98,060	114,010	16.3%
Personnel	458,925	455,199	-0.8%
Total Expenditure	750,795	766,440	2.1%
Policy & Finance	115,126	88,150	-23.4%
Planning & Highways	0	0	
Civic & Events	0	12,000	
Leisure, Amenities & Environment	99,380	72,130	-27.4%
Personnel	0	0	
Total Income	214,506	172,280	-19.7%

Net Expenditure over Income

Precept	£536,289	£594,160	10.8%
Tax Base	4,717.6	4,800.9	1.8%
Band D	£113.68	£123.76	8.9%

Option B - Budget reduced by £50,000 with removal of planned Business Development role for the entire year

Option C

	2019/20 Budget	Draft 2020/21 Budget	% Change
Policy & Finance	167,770	163,620	-2.5%
Planning & Highways	17,640	18,261	3.5%
Civic & Events	8,400	15,350	82.7%
Leisure, Amenities & Environment	98,060	114,010	16.3%
Personnel	458,925	480,199	4.6%
Total Expenditure	750,795	791,440	5.4%
Policy & Finance	115,126	88,150	-23.4%
Planning & Highways	0	0	
Civic & Events	0	12,000	
Leisure, Amenities & Environment	99,380	72,130	-27.4%
Personnel	0	0	
Total Income	214,506	172,280	-19.7%

Net Expenditure over Income

Precept	£536,289	£619,160	15.5%
Tax Base	4,717.6	4,800.9	1.8%
Band D	£113.68	£128.97	13.4%

Option C - Budget reduced by £25,000 with delay of planned Business Development role until half way through financial year

C565.8.1.4.

07/01/2020

Peacehaven Town Council

Page 1

16:06

Nominal Ledger Report by ACCOUNT

User :AB

A/c Code	4010	CIL Expenditure				Annual Budget	0
Centre	100	General Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance		0.00	
9	31/12/2019	115	Journal	WHITE LINES ON CARPARK		890.00	
9	31/12/2019	115	Journal	BUS SHELTER		2,700.00	
		Account CIL Expenditure		Account Totals		3,590.00	0.00
		Centre General Administration		Net Balance Month 10		3,590.00	

07/01/2020

Peacehaven Town Council

Page 1

16:05

Nominal Ledger Report by ACCOUNT

User :AB

A/c Code	1010	CIL Income				Annual Budget	0
Centre	100	General Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance			0.00
1	26/04/2019		Cashbook	CIL Income			49,707.50
8	19/11/2019		Cashbook	LEWES DC - CIL			80,702.15
		Account	CIL Income		Account Totals	0.00	130,409.65
		Centre	General Administration		Net Balance Month 10		130,409.65

PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX

Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 3rd December 2019

Present – Cllr I Sharkey, Cllr A Milliner, Cllr J Harris, Cllr S Griffiths, Cllr D Paul, Cllr L Mills, Cllr A Goble, Cllr White, Cllr Hill,

Victoria Onis (Admin Officer)

1 PH745 CHAIR ANNOUNCEMENTS

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

2 PH746 PUBLIC QUESTIONS

There were no questions

3 PH747 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies accepted from Cllr Cheta and Cllr Seabrook

4 PH748 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Declarations given from Cllr White who is a shareholder in Assura PLC who own Anchor Health Care and Rowe Avenue Surgery

5 PH749 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF TUESDAY 12th November 2019

It was resolved to adopt the minutes as a true record

Proposed Cllr Griffiths

Seconded Cllr Hill

All in Agreement

6 PH750 SPEEDWATCH UPDATE

Cllr Hill updated Cllrs that there will be an informal Speed Watch meeting on the 21st January 2020, Cllr Seabrook, Cllr Harris, Admin Assistant Vicky Onis and The Town Clerk have been invited. The purpose of the meeting will be to discuss how we can positively move forward with this project.

7 PH751 ACTION PLAN – Review/Updates

Action plan noted and updated.

8 PLANNING APPLICATIONS DECISIONS

PH751 LW/19/0760 Lower Hoddern Farm Hoddern Farm Lane	Reserved Matters approval pursuant to Condition 28 of hybrid planning permission LW/17/0226 for layout, scale, appearance and landscaping for 157 residential units, being Phase 2 of the proposed development
	Comments The second stage has been better thought out, more of a community feel, windows facing out to the park and a pathway feeding different routes so walkers have easy access. Peacehaven Town Council Recommend Approval subject to the works meeting best standards; looking at the welfare of local people, the environment & transport links. Proposed Cllr White Seconded Cllr Paul All in Agreement
PH752 LW/19/0804 25 Glynn Road Peacehaven Case Worker Chris Wright (Pages)	Proposed revised site access off Glynn Road for the approved development (LW/18/0338) with alterations to the existing dwelling
	Peacehaven Town Council Object to this application; Detrimental Effect on local character-surrounding area included and Design - does not fit in with local surroundings. Proposed Cllr Griffiths Seconded Cllr Harris All in Agreement

PH753 LW/19/0810 36 The Bricky Peacehaven Case Worker James Emery	Erection of 1m high brick boundary wall to front of property to replace 1m high wooden boundary fence
	Peacehaven Town Council Recommend Approval Proposed Cllr Griffiths Seconded Cllr Harris All in Agreement

9 TO NOTE the following Planning Applications:-

PH743 LW/19/0703/CD 12 Sunview Avenue Peacehaven	Discharge of conditions 4, 5 and 6 relating to planning approval LW/19/0491
PH744 TW/19/0090/TPO 10 Stanley Road	T1 Oak – To remove one low branch over the driveway of no 8

The Committee noted the planning application above.

10 TO NOTE the following planning application decisions:-

LW/19/0707 48 Rowe Avenue Peacehaven	Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application
LW/18/0726 211 South Coast Road Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported to this application
LW/19/0669 87 Malines Avenue Peacehaven	Lewes District Council hereby that on 18 September 2019 the operations described in the First Schedule to this certificate in respect of the land specified in the second Schedule to this Certificate and DELINEATED on the plan attached to this Certificate, is lawful within the meaning of Section 192 of the Town and Country Planning Act 1990 Peacehaven's Planning & Highways Committee Supported to this application
LW/19/0617 118 Roderick Avenue Peacehaven	Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Supported to this application

The Committee noted the planning decisions above.

Next meeting of the Committee – 7th January 2019

There being no further business, the meeting closed at 8PM

AGENDA ITEM: 8.5.1

COMMITTEE: FULL COUNCIL

REPORT OF: CIVIC AND MARKETING OFFICER

SUBJECT: TWINNING

The Town Clerk and Civic & Marketing Officer have a meeting with Lewes Town Council at the end of January to receive advice on the management and organisation of the Twinning Towns.

It has been many years since Peacehaven Town Council were involved in this type of activity so we need to explore viability

1. If It's cost effective
2. What the connection will bring to the town once again
3. If the Secondary school can take an active part

A further report will produced and be discussed at Civic and Events Committee on February 25th.



PEACEHAVEN TOWN COUNCIL

CLIMATE EMERGENCY ACTION PLAN

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

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

Action	Target Date	Notes	Date Completed
Council to agree to set up a Climate Emergency Working Group. Members of Climate Emergency Working Party to be agreed.	26/11/2019	Agreed by Council 26 th November 2019. Councillors Griffiths, Sharkey, White and Seabrook will make up the working Party. Two representatives from Peacehaven Community School to be invited.	26/11/2019
Terms of Reference to be agreed.		To be identified at the first meeting of the working group in January 2020.	
Budget to be agreed to fund the Carbon Footprint audit.		A budget was not identified on 26 th November. This needs to go to Policy and Finance meeting on 10 th December.	
Town Clerk to investigate the Covenant of Mayors to track progress and link with other towns who are cutting emissions.	21/12/2019		
Mayor of Peacehaven Town Council to Sign the Covenant of Mayors.	31/01/2020		
Town Clerk to research the climate emergency plans of other Town and Parish Councils and report to Council.	31/01/2020		
Town Clerk to advertise the setting up of the Citizen's Panel and recruit members of the public. Two councillors to be nominated to report back to Council.	31/01/2020		
Climate Emergency Working Group to arrange an audit of the Peacehaven Town Council's activities that impact on its carbon footprint.	31/03/2020		
Youth Mayor and Youth Deputy Mayor to set up the Youth Citizen's Panel that will report to the Climate Change Working Party.	31/03/2020		
Climate Emergency Working Group to link with other agencies including LDC, ESCC, NHS and other Town Councils and other sectors including housing and health.	31/04/2019		

Action	Target Date	Notes	Date Completed
Audit to be completed, report and recommendations to be presented to Council. (In time for 2021/2022 budget planning)	30/09/2020		
All investment decisions made by Council must consider the impact on climate change and sustainability.	With immediate effect		
To consider systematically the impact on climate change and sustainability, all reports to Council must include climate change impact and sustainability.	With immediate effect		
Climate Emergency Working Group to investigate the investments of the Local Government Pension Plan in the Fossil Fuel Industry.	30/11/2020		
The Climate Emergency Working Group to make ongoing recommendations to Council to reduce the Council's impact on climate change such as changing to renewable energy, energy reduction, tree planting and waste reduction.			
The Climate Emergency Working Group to report to council every six months.	31/05/2020 30/11/2020		
Climate emergency working group to organise events to raise awareness for climate change in the community.	30/11/2020		

Agenda Item: C565.8.7.2

Committee: Council

Date: 14/01.2020

Title: Covenant of Mayors for Climate & Energy

Report Author: Cllr Seabrook/Town Clerk

Purpose of Report: To sign the Covenant of Mayors for Climate & Energy

Summary of recommended actions

Council's to agree to sign the **Covenant of Mayors for Climate & Energy**.

Introduction

The **Covenant of Mayors for Climate & Energy** is a commitment to movement and awareness in relation to a number of specified areas, organisations and activities..

Background

Back in the summer when Council agreed the climate emergency declaration on 27th July, part of this was to sign the **Covenant of Mayors for Climate and Energy**.

<https://www.covenantofmayors.eu/>

Analysis

There should not be any need for discussion as this has already been agreed

Implications

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

<u>Financial</u>	No impact.
<u>Legal</u>	No impact.
<u>Environmental and sustainability</u>	No impact.
<u>Crime and disorder</u>	No impact.
<u>Climate</u>	No impact.

Appendices/Background papers



Please see attached the relevant documents.






**Covenant of Mayors
for Climate & Energy
EUROPE**

I, **[Name of the Mayor (or other equivalent representative)], [Mayor (or Job title)]** of **[Name of the local authority]** have been mandated by the **[Municipal Council (or equivalent decision-making body)]** on **[date]** to sign up to the **Covenant of Mayors for Climate and Energy**, in full knowledge of the commitments set out in the official **Commitment Document** and summarised below.

Therefore, my local authority principally commits to:

-  Reducing CO₂ (and possibly other greenhouse gas) emissions on its territory by at least 40% by 2030, namely through improved energy efficiency and greater use of renewable energy sources;
-  Increasing its resilience by adapting to the impacts of climate change.

In order to translate these commitments into action, my local authority undertakes to fulfil the following step-by-step approach:

-  Carry out a **Baseline Emissions Inventory** and a **Climate Change Risk and Vulnerability Assessment**;
-  Submit a **Sustainable Energy and Climate Action Plan** within two years following the above date of the municipal council decision;
-  **Report progress** at least every second year following the submission of the Sustainable Energy and Climate Action Plan for evaluation, monitoring and verification purposes.

I accept that my local authority shall be suspended from the initiative – subject to prior notice in writing by the Covenant of Mayors Office – in case of non-submission of the above-mentioned documents (i.e. Sustainable Energy and Climate Action Plan and Progress Reports) within the established deadlines.

[Name and complete address of the local authority]

[Name, e-mail and phone number of the contact person]

;

SIGNATURE

30.

THE COVENANT OF MAYORS FOR CLIMATE AND ENERGY

We, the Mayors signing this Covenant, share a vision for a sustainable future - whatever the size of our municipality or its location on the world map. This common vision drives our action to tackle interconnected challenges: climate change mitigation, adaptation and sustainable energy. Together, we stand ready to deliver concrete, long term measures that provide an environmentally, socially and economically stable environment for present and future generations. It is our collective responsibility to build more sustainable, attractive, liveable, resilient and energy efficient territories.

WE, THE MAYORS, ACKNOWLEDGE THAT:

Climate change is already happening and is one of the greatest global challenges of our time, calling for immediate action and cooperation between local, regional and national authorities from all over the world;

Local authorities are key drivers of the energy transition and the fight against climate change at the level of governance closest to citizens. Local authorities share the responsibility for climate action with the regional and national levels and are willing to act irrespective of the commitments of other parties. Local and regional authorities in all socio-economic situations and geographical locations stand at the frontline of reducing the vulnerability of their territory to the various impacts of climate change. Although emissions reduction efforts are already underway, adaptation remains a necessary and indispensable complement to mitigation;

Climate change mitigation and adaptation can bring multiple benefits to the environment, society and the economy. Tackled together, they open up new opportunities to promote sustainable local development. This includes building inclusive, climate-resilient, energy efficient communities; enhancing the quality of life; stimulating investment and innovation; boosting the local economy and creating jobs; reinforcing stakeholder engagement and cooperation;

Local solutions to energy and climate challenges help provide secure, sustainable, competitive and affordable energy for citizens and therefore contribute to reducing energy dependence and protecting vulnerable consumers.



Covenant of Mayors for Climate & Energy EUROPE

WE, THE MAYORS, SHARE A COMMON 2050 VISION TOWARDS:

- Decarbonised territories, thus contributing to keeping average global warming well below 2°C above pre-industrial levels, in line with the international climate agreement reached at COP 21 in Paris in December 2015;
- More resilient territories, thus preparing for the unavoidable adverse impacts of climate change;
- Universal access to secure, sustainable and affordable energy services for all, thus enhancing quality of life and improving energy security.

TO ACHIEVE THIS VISION WE, THE MAYORS, COMMIT TO:

- Reducing CO₂ (and possibly other greenhouse gas) emissions on the territory of our municipalities by **at least 40% by 2030**, namely through improved energy efficiency and the greater use of renewable energy sources;
- Increasing our resilience by adapting to the impacts of climate change;
- Sharing our vision, results, experience and know-how with fellow local and regional authorities within the EU and beyond through direct cooperation and peer-to-peer exchange, namely in the context of the Global Covenant of Mayors.

In order to translate our local authorities' commitments into action, we undertake to follow the step-by-step roadmap as presented in annex I, including the development of a Sustainable Energy and Climate Action Plan as well as regular monitoring of progress.

WE, THE MAYORS, ACKNOWLEDGE THAT OUR COMMITMENT REQUIRES:

- Strong political leadership;
- The establishment of ambitious long-term objectives going beyond political mandates;
- A coordinated (inter)action between mitigation and adaptation through the mobilisation of all municipal departments involved;
- A cross-sector and holistic territorial approach;
- The allocation of appropriate human, technical and financial resources;
- The engagement of all relevant stakeholders within our territories;
- The empowerment of citizens as key energy consumers, as "prosumers" and as participants in a demand responsive energy system;



Covenant of Mayors for Climate & Energy EUROPE

- Immediate action, notably via "no-regret", flexible measures;
- The implementation of smart solutions to address the technical and societal challenges of the energy transition;
- Regular adjustments of our actions according to monitoring and evaluation findings;
- A combined horizontal and vertical cooperation between local authorities and with all other levels of government.

WE, THE MAYORS, WELCOME:

- The initiative of the European Commission bringing mitigation and adaptation – both pillars of the fight against climate change – under this single umbrella initiative and further strengthening the synergies with other relevant EU policies and initiatives;
- The European Commission's support for the extension of the Covenant of Mayors model to other parts of the world through the Global Covenant of Mayors;
- The support of the Committee of the Regions, as the institutional voice of EU local and regional authorities, for the Covenant of Mayors and its objectives;
- The assistance provided by Member States, regions, provinces, mentor cities and other institutional structures to local authorities in complying with their mitigation and adaptation commitments under the Covenant of Mayors.

WE, THE MAYORS, INVITE:

– OTHER LOCAL AUTHORITIES TO:

- Join us in the Covenant of Mayors' community;
- Share knowledge and engage in capacity-building activities under the Covenant of Mayors.

– REGIONAL / SUB-NATIONAL AUTHORITIES TO:

- Provide us with strategic guidance, policy, technical and financial support in the development, implementation and monitoring of our action plan(s) and related measures;
- Help us foster cooperation and joint approaches for more efficient and integrated action.



– **NATIONAL GOVERNMENTS TO:**

- ☛ Shoulder their responsibility in tackling climate change and provide appropriate policy, technical and financial support for the preparation and implementation of our local mitigation and adaptation strategies;
- ☛ Involve us in the preparation and implementation of the national mitigation and adaptation strategies;
- ☛ Ensure appropriate access to financing mechanisms to support local climate and energy action;
- ☛ Recognise the impact of our local efforts, take account of our needs and reflect our views in the European and international climate processes.

– **THE EUROPEAN INSTITUTIONS TO:**

- ☛ Consolidate policy frameworks which support the implementation of local climate and energy strategies and city-to-city cooperation;
- ☛ Provide us with the appropriate operational, technical and promotional assistance;
- ☛ Continue mainstreaming the Covenant of Mayors in relevant policies, support programmes and activities of the European Union, whilst involving us in the preparation and implementation phases;
- ☛ Continue making funding opportunities available for the implementation of our commitments as well as proposing dedicated project development assistance facilities that help us to develop, tender and launch investment programmes;
- ☛ Acknowledge our role and efforts in climate change mitigation and adaptation and share our achievements with the international community.

– **OTHER STAKEHOLDERS¹ TO:**

- ☛ Mobilise and share expertise, know-how, technology and financial resources that complement and strengthen our local efforts, scale up capacity-building, foster innovation and boost investment;
- ☛ Become active players in the energy transition and support us by getting involved in community action.

¹

E.g. private sector, financial institutions, civil society, scientific community and academia.



ANNEX I

THE COVENANT OF MAYORS STEP-BY-STEP PROCESS & GUIDING PRINCIPLES

A COMMON ROADMAP FOR A SHARED VISION:

In order to meet their mitigation and adaptation targets, Covenant of Mayors Signatories commit to a series of steps:

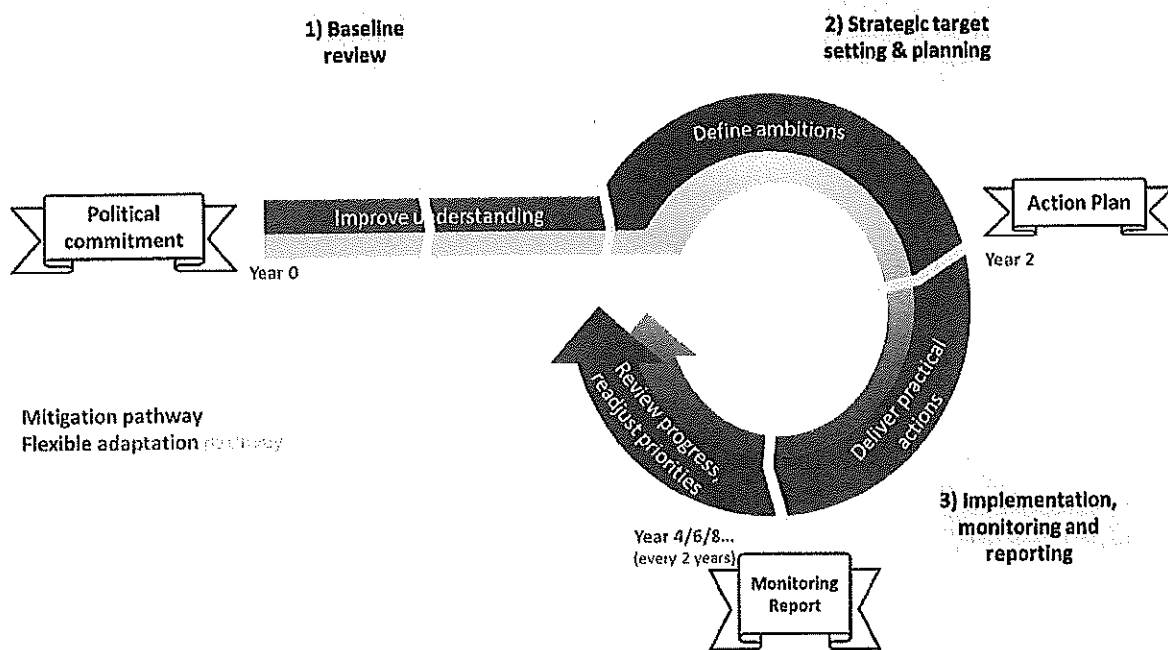
STEPS \ PILLARS	MITIGATION	ADAPTATION
1) Initiation and baseline review	Preparing a Baseline Emission Inventory	Preparing a Climate Change Risk and Vulnerability Assessment
2) Strategic target setting & planning	Submitting a Sustainable Energy and Climate Action Plan (SECAP) and mainstreaming mitigation and adaptation* considerations into relevant policies, strategies and plans <u>within two years following the municipal council decision</u>	
3) Implementation, monitoring and reporting	Report progress <u>every second year following the SECAP submission</u> in the initiative's platform	

** The adaptation strategy should be part of the SECAP and/or developed and mainstreamed in (a) separate document(s). Signatories can opt for the format of their choice – see the “adaptation pathway” paragraph hereafter.*

Years 1-2 shall set the groundwork for the plan, focussing on assessing the situation (main sources of emissions and their respective reduction potentials, main climate risks and vulnerabilities and their associated current/future challenges), identifying the mitigation and adaptation priorities and early wins, strengthening community involvement and mobilising sufficient resources and capacities to undertake the necessary actions. The next years will focus on strengthening and scaling up the actions and projects initiated to accelerate change.



FLEXIBLE PATHWAYS, ADJUSTABLE TO LOCAL REALITIES:



The Covenant of Mayors establishes a framework for action, which helps local authorities to translate their mitigation and adaptation ambitions into reality, while taking into account the diversity on the ground. Flexibility is given to signatory municipalities to choose the best way to implement their local actions. Even if priorities vary, local authorities are invited to take action in an integrated and holistic manner.

– Mitigation Pathway

The mitigation 'pathway' accommodates a certain degree of flexibility for signatories – especially for the emissions inventory (e.g. baseline year, key sectors to be addressed, emission factors used for the calculation, emission unit used for the reporting², etc.).

– Adaptation Pathway

The adaptation 'pathway' is kept flexible enough to integrate new knowledge and findings and reflect changing conditions and capacities of signatories. A climate risk and vulnerability assessment must be conducted within the agreed two-year time frame. The outcomes will lay the groundwork for defining how to make the territory more resilient. The adaptation strategy, which should be integrated into the Sustainable Energy and Climate Action Plan and/or mainstreamed into other relevant planning documents, can be strengthened and readjusted over time. 'No-regret' actions could be considered first and complemented by other actions over the years (e.g. when the situation is reassessed every two years, during the revisions of the action plan) – this will enable adaptation in good time and at a lower cost.

²

Signatories may choose to report their emissions in CO₂ (carbon dioxide) or CO₂ equivalent. The latter allows them to take into account other greenhouse gas emissions, notably CH₄ (methane) and N₂O (nitrous oxide).



A CREDIBLE, TRANSPARENT MOVEMENT:

- **Political endorsement:** The commitment, the Sustainable Energy and Climate Action Plan and other relevant planning documents shall be ratified by resolution / decision of the municipal council. This allows for secured long-term political support.
- **A robust, consistent, transparent and harmonised data compilation and reporting framework:** Based on the experience of municipalities, regions and city networks, the Covenant of Mayors methodology relies on a sound technical and scientific basis developed together with the European Commission. Common methodological principles and reporting templates have been developed, enabling signatories to track, report, and publicly disclose their progress in a structured and systematic manner. The submitted Sustainable Energy and Climate Action Plan is made publicly available on the online signatory profile on the Covenant of Mayors website. This ensures the transparency, accountability and comparability of their local climate actions.
- **Recognition and high visibility of the efforts undertaken:** The individual and collective results collected through the reporting templates are made publicly available – namely on the Covenant of Mayors website – to inspire and facilitate exchanges and self-assessment. Reporting data via the Covenant of Mayors allows signatories to demonstrate the wide impact of their actions on the ground. Data compiled through the Covenant of Mayors reporting framework also gives essential feedback on local actions to national, European and international policy-makers.
- **Evaluation of the data reported by signatories:** This quality control contributes to guaranteeing the credibility and reliability of the whole Covenant of Mayors initiative.
- **Suspension in case of non-compliance:** Signatories accept to be suspended from the initiative – subject to prior notice in writing by the Covenant of Mayors Office – in the event of non-submission of the above-mentioned documents (i.e. Sustainable Energy and Climate Action Plan and Monitoring Reports) within the established deadlines. This procedure ensures transparency, robustness and fairness vis-à-vis other signatories who deliver on their commitments.



ANNEX II

BACKGROUND & CONTEXT

The Covenant of Mayors signatories commit to the movement in full awareness of the following considerations:

- The Inter-Governmental Panel on Climate Change (IPCC) has re-affirmed in its Fifth Assessment Report that climate change is a reality and that human activities are continuing to affect the Earth's climate;
- According to findings from the IPCC, mitigation and adaptation are complementary approaches for reducing risks of climate change impacts over different time scales;
- National governments agreed within the United Nations Framework Convention on Climate Change (UNFCCC) on a collective goal of keeping global average warming well below 2°C compared to pre-industrial levels;
- National governments agreed in the context of the Rio+20 United Nations Conference on a set of Sustainable Development Goals (SDGs); among which the SDG7 requires the international community to *"ensure access to affordable, reliable, sustainable and modern energy for all"*; the SDG11 requires to *"make cities and human settlements inclusive, safe, resilient and sustainable"* and the SDG13 requires to *"take urgent action to combat climate change and its impacts"*;
- The Sustainable Energy for All initiative, launched by the UN Secretary-General in 2011, focuses on achieving the following three interlinked objectives by 2030: *"ensuring universal access to modern energy services"*, *"doubling the global rate of improvement in energy efficiency"* and *"doubling the share of renewable energy in the global energy mix"*;
- The European Commission (EC) launched the Covenant of Mayors in 2008 and, as a key action of the EU strategy on adaptation to climate change (EC, 2013), the Mayors Adapt initiative in 2014 to engage and support local authorities in taking action to respectively mitigate and adapt to climate change;
- Since its inception, the Covenant of Mayors has been recognised as a key EU instrument, which was notably acknowledged in the Energy Union strategy (EC, 2015) and the European Energy Security strategy (EC, 2014), to accelerate the energy transition and improve the security of energy supplies;
- The EU adopted in October 2014 the 2030 climate and energy policy framework setting new climate and energy targets: at least 40% domestic reduction in greenhouse gas emissions, at least 27% of the energy consumed in the EU from renewable sources, at least 27% of energy savings;



Covenant of Mayors for Climate & Energy EUROPE

- The European Commission adopted in 2011 the "2050 Roadmap for moving to a competitive low-carbon economy" aiming at reducing EU greenhouse gas emissions by 80-95% by 2050 compared to 1990 – initiative also welcomed by the European Parliament and the Council of the European Union.
- The EU Committee of the Regions (CoR) stresses its reinforced commitment to further supporting the Covenant of Mayors, e.g. through a dedicated platform within the CoR and other tools, as outlined in its Opinion on the Future of the Covenant (ENVE-VI-006).



ANNEX III GLOSSARY

- **Adaptation:** actions undertaken to anticipate the adverse effects of climate change, prevent or minimise the damage they can cause, or take advantage of opportunities that may arise.
- **Climate change:** any change in climate over time, whether due to natural variability or as a result of human activity.
- **Emissions Inventory:** quantification of the amount of greenhouse gases (CO₂ or CO₂ equivalent) emitted due to energy consumption in the territory of a Covenant of Mayors signatory during a specific year – it allows identifying the principal sources of emissions and their respective reduction potentials.
- **Mitigation:** actions undertaken to reduce concentrations of greenhouse gases released in the atmosphere.
- **Monitoring Report:** document that Covenant of Mayors signatories commit to submitting every two years after the submission of their SECAP, which outlines the interim results of its implementation – the aim of this report is to track the achievements of the foreseen objectives.
- **No-regret (adaptation) options:** activities providing immediate economic and environmental benefits. They are worthwhile under all plausible climate scenarios.
- **Prosumers:** Proactive consumers, consumers who in addition to consuming energy also assume the responsibility for producing it.
- **Resilience:** ability of a social or ecological system to absorb disturbances while retaining the same basic ways of functioning, and a capacity to adapt to stress and (climate) change.
- **Risk and Vulnerability Assessment:** an analysis that determines the nature and extent of risk by analysing potential hazards and assessing vulnerability that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend – it allows the identification of areas of critical concern and therefore provides information for decision-making. The assessment could address risks related to floods, extreme temperatures and heat waves, droughts and water scarcity, storms and other extreme weather events, increased forest fires, sea level rise and coastal erosion (if applicable).
- **Risk:** probability of harmful consequences or losses in social, economic or environmental terms (e.g. lives, health status, livelihoods, assets and services) which could occur to a particular community or a society affected by vulnerable conditions over some specified future time period.

40.



Covenant of Mayors for Climate & Energy EUROPE

- **Sustainable Energy and Climate Action Plan (SECAP):** key document in which a Covenant of Mayors signatory outlines how it intends to reach its commitments. It defines mitigation and adaptation actions to achieve the targets, together with time frames and assigned responsibilities.
- **Vulnerability:** degree to which a system is susceptible to, and unable to cope with, adverse effects of climate change, including climate variability and extremes (the opposite of resilience).

Climate Emergency Notice of Motion

Summary

It is now clear that the world has less than 12 years to switch away from fossil fuels to avoid the worst impacts of climate change. Reducing energy use and switching to clean energy will also increase energy security, improve air quality, minimise fuel poverty, boost the local economy and provide jobs and training.

It is proposed that Peacehaven Town Council declares a Climate Emergency and commits to going carbon neutral by 2030. This will help to raise the profile of this vital issue and secure external funding. It is also proposed that Peacehaven Town Council signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions.

According to the Intergovernmental Panel on Climate Change 1.5°C report, published in October 2018, humanity has 12 years for “ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities” to deliver the “rapid and far-reaching transitions in land, energy, industry, buildings, transport and cities” needed to turn this around, so we can avoid reaching tipping points where we no longer have the ability to avoid extreme weather events.

It is vital that all communities play their part in reducing carbon emissions.

Bold climate action can deliver economic benefits in terms of new jobs, new income streams and localising wealth generation as well as improved well-being for people locally and worldwide.

We the undersigned therefore call on Peacehaven Town Council to declare a climate emergency and also sign up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions.

Declaring a “Climate Emergency” involves taking action as outlined in the following clauses

Support the setting up of a Climate Change Group involving Councillors, residents, young citizens and experts working in this field. This Group will review Councils current actions and help the Council develop a Carbon budget taking into account both production and consumptions of emissions.

Call on the Government to provide the powers, resources and help with funding to make this possible.

Draw upon the observations, insights and reports of the Citizens Panel.

Review the Council's Investment Strategy to give due weight to Climate Change targets

Report to Full Council prior to the next budget cycle with a fully costed action plan to address the emergency to feed into the 2020 budget.

Request the setting up of a Citizen's Panel and a Young Citizen's Panel in order to help identify how the Council's activities might be made net-zero carbon by 2030.

To consider systematically the climate change impact of each area of the Council's activities.

To increase local resilience to climate impacts already in the system.

To maximise local benefits of these actions in other sectors such as health, housing, agriculture, transport and the economy.

To support and with all other agencies work towards making Peacehaven Town Zero Carbon within the same timescale.

Other actions that could be recommended include (but not restricted to) increasing the energy efficiency of buildings, replacing vehicles with electric and/or hydrogen powered vehicles, switching to 100% fossil-fuel-free energy.

Where necessary officer reports to contain impact assessments on Climate Change that include Carbon Emission Appraisals, including presenting alternative approaches which reduce carbon emissions where possible.

Work with partners across the town, district, county and region to help deliver this new goal through all relevant strategies, plans and shared resources.

Requests a report on the levels of investment in the fossil fuel industry that our pensions plan and other investments have.

In recognition of the seriousness of the financial constraints that the Council faces and the expectation that both the development and implementation of many measures above are likely to be contingent on significant additional funding, that the Town's M.P. be called upon to ensure that central government provides the process, resources and funding to make this possible and that Council writes to them to seek their commitments.

Recommendations

1. Declare a "Climate Emergency"
2. Pledge to make Peacehaven Town Council carbon neutral by 2030
3. Set up a Citizens Panel and a Young Citizens Panel
4. Call on Westminster to provide the powers and resources to make the 2030 target possible.
5. Sign up to the Covenant of Mayors
6. Develop a detailed plan of action and report to Council prior to the next budget cycle
7. A report to come to Council in 6 months with an update on the actions being taken to address this emergency

Proposed by Cllr Sue Griffiths, Chair Leisure, Amenities and Environment

S. Griffiths

Seconded by Cllr. Chris Collier, Chair, Policy and Finance Committee

Chris Collier

Supported by:-

~~S. Sedbrook~~ Chair Personnel Committee

Pol Henry
Chair of Planning & Highways Committee

all well

B. Walters

m. Duhig

Peacehaven and Telscombe Neighbourhood Plan steering group workshop 14th November 2019

Local Green Spaces

1. Neighbourhood and Local Plans are able to designate Local Green Spaces (LGS) for protection from development. LGS designation should only be used where the green space is:
 - a. in reasonably close proximity to the community it serves;
 - b. demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - c. local in character and is not an extensive tract of land.
2. Paragraph 101 continues: 'Policies for managing development within a Local Green Space should be consistent with those for Green Belts.'
3. the five criteria for LGS in the NPPF that they must be 'demonstrably special' for:
 - a. Their historical significance
 - b. Their beauty
 - c. Their tranquillity
 - d. Their recreational value
 - e. Their richness of their wildlife
4. The steering group members present 'brainstormed' the key LGS that might be assessed for designation. These will be put onto an LGS Proposals Map in due course:

a. Chatsworth Park	p. Big Park
b. Epinay Park	q. Allotments (Cornwall Avenue)
c. The Oval	r. Howard Peace Park
d. Telscombe Cliffs Way – the Copse	s. Brownborough Avenue Churchyard
e. Lewes District Playing Fields	t. Meridian Park
f. Robert Kingham Park	u. Telscombe Churchyard
g. Downlands	v. The Dell
h. Cliff tops	w. Land in front of Carvery
i. Coastal Path – area adjacent to	x. Joff Field
j. Peacehaven Heights	y. Lake Drive
k. Spine Path	z. Top Ambleside
l. Land north of PT17	aa. Dog Park – Firle Avenue
m. Bannings Vale (Saltdean)	bb. Library Green
n. Norhwood Close and Finden Avenue	cc. School Playing Fields
o. Tye (policy)	dd. Miscellaneous green space

It is intended for a working or 'task and finish' group be formed to undertake this work. It is proposed to follow this session up with a training session when hopefully this group can be formed, where more potential LGS might come to light, proforma assessment forms agreed and site visits planned. This should be a good opportunity to draw new people into the NP process and could be advertised.

Issues and options

The University of Brighton has agreed to support the P&T NP by including it in its Planning Masters programme in the coming year. They currently have 30+ postgraduate students, some of whom are already practising locally including for Lewes Borough Council. In small teams, they will undertake a series of assessments. In preparation the students and lecturers will have an initial visit / tour of P&T on 16th January (afternoon) for the students to familiarise themselves with the area. Based on their previous assignments (most recently in Seaford), the students are to carry out work on:

- Transport and air quality (focus on A259 corridor)
- Town centre / seafront links (enhancement)
- Diversifying the economy
- Climate and coastal change
- Plotlands and coastal fringe (including housing types)

The purpose would be to produce a series of reports that analyses the planning context and recommend viable planning policy and design solutions to be incorporated into the NP or associated guidance. The intention is for them to have completed their work by May. This would complement and help inform the Masterplanning [also applying to Locality for AECOM to develop Design Guidance and Design Codes] and work well with the intention to have a 1st Draft NP in the summer 2020.

In pairs, members of the steering group considered the key issues and options relating to the assessment topics proposed by the University of Brighton using a SWOT¹ analysis. These will be used to develop a briefing document for the students. Here are the steering group's analysis:

1. Climate and coastal change

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

2. Transport and air quality

Strengths <ul style="list-style-type: none">• Good bus service• Direct route	Weaknesses <ul style="list-style-type: none">• Transport• Narrow, congested
------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

¹ Strengths, Weaknesses, Opportunities and Threats

<ul style="list-style-type: none"> • Bus lane • Sea breeze • Good quality [air] 	<ul style="list-style-type: none"> • Too many traffic lights • Only road – no rail
Opportunities <ul style="list-style-type: none"> • Light railways • Trams • Toll-road • All HGVs banned • Cycle paths away from pollution • Electric vehicles • Monitoring around schools • Pedestrians 	Threats <ul style="list-style-type: none"> • Crumbling cliffs • Any accidents • Road works cause standstill • Air quality • More pollution from the sea • More vehicles • No access to Brighton or Newhaven

3. Town Centre sea-front links

Strengths <ul style="list-style-type: none"> • Specialist shops on A259 • Parking availability • Main route / artery A259 • Beautiful cliff top 	Weaknesses <ul style="list-style-type: none"> • Divided ie Meridian to A259 • Insufficient access • Lack of bus feeder routes to coast
Opportunities <ul style="list-style-type: none"> • Potential • Cliff top • Creating more specialist shops • Creating an improved Meridian Centre 	Threats <ul style="list-style-type: none"> • Traffic volumes • Lack of infrastructure • Over development

4. Diversifying the economy

Strengths <ul style="list-style-type: none"> • Land • Sea • Open downland • A lot of diverse trades / manual skills • Less expensive to set up a business 	Weaknesses <ul style="list-style-type: none"> • Operate in other areas • Move to Brighton • Poor transport links • Low professional skills • No adult education provision • Lack of digital infrastructure
Opportunities <ul style="list-style-type: none"> • Tourism / green tourism • Digital economy / homeworking • Local schools / education • Meridian Centre development • Gatwick Diamond • Biosphere / green energy 	Threats <ul style="list-style-type: none"> • Existing rural economy • Rural green space & agriculture [not protected] • Other town areas development: <ul style="list-style-type: none"> ○ Eastbourne ○ Burgess Hill

5. Plotlands and coastal fringe

We didn't carry out an analysis for this one as we felt we needed a better understanding of what the University of Brighton has in mind. Jim will follow up with their Senior Lecturer when he meets him for a preparatory site visit on 3rd December.

Next steps

- A. The steering group raised some additional items to be followed up. Some of these can be addressed by the University of Brighton, AECOM or through a further task and finish group looking at community infrastructure.
 - Current condition of the council offices and Co-op
 - Car parks
 - Park & Ride
 - A259 and its impact – you can't ignore it
- B. We need to fix a date for a working or 'task and finish' group be formed to undertake the Local Green Space Assessments. It is proposed to follow this session up with a training session when hopefully this group can be formed, where more potential LGS might come to light, proforma assessment forms and work programme agreed and site visits planned.
- C. Following on from point A, it would similarly be helpful to form a working group to undertake a community infrastructure audit again with a training session similar to B.
- D. In preparation for the Design Guidance and Codes work to be undertaken by AECOM, it would be helpful to undertake a Character Assessment workshop.
- E. I will arrange a meeting with Thea Davis, the Neighbourhood Planning Officer at Lewes District Council to update her on the NP work programme. She returned from Maternity Leave on 11th November. As well as updating Thea, the meeting will also be an opportunity to discuss the feedback from Lewes on the AECOM Site Options Assessment and the proposed Meridian Centre Masterplan to be undertaken by AECOM.
- F. I will be meeting with Andrew Coleman from University of Brighton in Peacehaven on 3rd December for a 'reconnaissance' as preparation for the postgraduate study visit on 16th January.
- G. This report will be shared with Lewes District Council, AECOM and University of Brighton by way of an update on the P&TNP.

Jim Boot, Community Planner and Project Manager 27th November 2019

Peacehaven and Telscombe NP Steering Group 16th December 2019

(This meeting is for Committee Members and Council Representatives only)

NOTES

Attendees

Committee -C.Gallagher, L.O'Connor,A. Harrison, N. Watts. Cllrs D Paul ,I Sharkey ,D. Judd, N. Astley

Apologies.

C Robinson, Chris and Pat Bowman, P. Seed

Chair update and review of present status

Final Locality report received, there are 3 printed copies. 1 for each Council and 1 for Steering Group.

CG. (as Chair) had sent a sign off from Councils, good report lots of relevant and interesting information, clearly presented.

CG, L O'C and Jim Boot had me with Thea Davis our Neighbourhood Plan Officer in the morning and have shared with her where we are, concerns about inclusion of LDC land within plan.

Attendees had also done a tour of sites including Centenary Park.

Support from PTC and TTC

CG has met with both Town Clerks who have confirmed support from their teams.

Matt and Debbie at Peacehaven are working on Business Networking Evening 29th Jan 2020.

Diana Joel has produced a presentation for CG which was delivered to Chamber of Commerce.

Terms of Reference

Appointment letter for James Boot

First Invoice from James Boot

Authority letter for Dr Mark Earthey

Discussion regarding documents above which are going to TTC Full Council 18th Dec.

Amendments will be necessary as the appointment and authority letters do not cover both Councils and

Terms of reference needs to refer to Steering Group Committee for voting.

Vote taken on acceptance with amendment, majority 4 votes for from Committee

Payment of first invoice from Jim Boot, majority 4 votes for from Committee.

Agreement to additional paid Professional support

- a. Website administration, promotion and marketing material
- b. Secretarial, minute taking especially evening meetings.

CG explained that 2020 would be a crucial year for progressing the NDP to complete in 2021

The Locality Grant we have allowance for £400 press notices and for Printing .

As we do not have a volunteer with the skills and time to keep the Steering Group Website updated and Produce material particularly for community engagement.

Gaston Mallia set up the original website and is willing to work with the SG at a Community Rate of £30PH. Gaston is a website professional and runs Zone Zine.

Invoices will be produced for specific work.

He is also willing to work with Matt at PTC to enable Matt to increase his knowledge.

Through Chamber of Commerce CG has met someone who freelances taking minutes and doing press and social media releases. CG wishes to meet with her in the New Year to see if she can support us as we do not have a Secretary. Charge would be £20PH.

Discussion concluded that there was not Voluntary support available. We need someone who can work to deadlines, flexibly and with initiative.

Vote Majority 4 Committee . To proceed.

Town Clerks to be advised.

Housing Numbers 255, Where are we?

NA, DJ and LO'C have been working on allocations.

Discussion followed about making Sustainability report public and it was felt that there could be adverse Consequences if sites were allocated and revealed too early. The number of windfall sites coming through and the 2nd Phase of Lower Hodder Farm coming through although conditions not met means that there are a lot of current issues.

Coop Property Management have indicated that they have some interested purchasers of their land but are not ready to make an announcement yet.

The regeneration of the Meridian Site could allow for more than 100 dwellings.

Master Planning package submitted to Locality we should get this early in 2020.

Masters Degree students commencing their work in January 2020.

Thea Davis to be used as our link with LDC re housing numbers

We need to know any plans for housing within LDC land particularly East Peacehaven

Technical support packages Update

- Masterplanning Applied for Dec.19
- Design including design codes TBA
- Strategic Environmental Assessment TBA
- Evidence base and policy development TBA
- Plan health check review prior to examination TBA

Working groups Update

- Local Green Space . Completing Forms from JB. --- CG, DP, CB
- Community infrastructure and facilities ----- Peacehaven have set up working Group
- ----- Telscombe have set up Business Plan Group
- Car parks ---- Devolve from LDC ?? Fairlight (TTC) Piddinghoe, Steyning, Roderick N & S
- Greenspaces and Parks owned by LDC ???

Discussed and to be revisited again in New Year.

Consultation and community engagement

Displays and planning for meeting on 29th Jan.
Who is available and can come and network?

CG to pull together a document setting out NDP visions and aims to date to be available at meeting with surveys.

Business and Organisations 29th January at Peacehaven 6Pm to 9pm Drop in

University of Brighton Planning Masters and visit on 16th January

- Transport and air quality (focus on A259 corridor)
- Town centre / seafront links (enhancement)
- Diversifying the economy
- Climate and coastal change
- Downlands and coastal fringe

30 Students in all who can help?

Agreed that CG should ask JB for itinerary , particularly times ?

Next Meeting TBA in New Year.

Agenda Item: C569

Committee: Council

Date: 14/01.2020

Title: Authority to make Lottery returns to LDC

Report Author: Town Clerk

Purpose of Report: To seek Council's nomination of two people to make Lottery returns to LDC

Summary of recommended actions

Council to authorise the Town Clerk & the Civic Officer to make Lottery returns to LDC on its behalf.

Introduction

LDC has issued PTC with a Certificate of Registration which allows it to operate raffles, etc. for raising funds for approved and legal purposes.

The Lottery Scheme Form is an important document and should be completed and retained as the Council's written authority to organise the raffles etc.

Background

The Council must send to LDC a completed Return form, not later than the end of the third month after the date of the raffle etc. which is to be certified by two nominated people, both over eighteen years of age, appointed in writing.

Analysis

The Town Clerk & the Civic Officer are the most appropriate people to make Lottery returns to LDC on its behalf.

Implications

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

<u>Financial</u>	Annual cost of Licence; currently £20.00.
<u>Legal</u>	It is important to note that any person who fails to send a Return Form or who knowingly gives in any such Return which is false, or who certifies any such Return knowing it to contain such information, shall be guilty of an offence.
<u>Environmental and sustainability</u>	No impact.
<u>Crime and disorder</u>	No impact.
<u>Climate</u>	No impact.

Appendices/Background papers

Please see attached the relevant documents.

Mr Anthony Allen
Peacehaven Town Council
Community Centre
Meridian Centre
Greenwich Way
Peacehaven
BN10 8BB

Date: 12 December 2019

Dear Mr Allen

GAMBLING ACT 2005,
SOCIETY: Peacehaven Town Council , ref: EH/lottery/WK/201920389

In response to your recent application, I have pleasure in enclosing your Certificate of Registration. Also enclosed are Return and Lottery Scheme Forms.

The Lottery Scheme Form is an important document and should be completed and retained as the society's and promoter's written authority to organise the public lottery or lotteries. A copy of the Scheme Form should also accompany all Return Forms in respect of the lotteries which are authorised under that scheme. (Please see the footnote on the form).

The promoter of a Society's lottery must send to this authority a completed Return form, not later than the end of the third month after the date of the lottery, which is to be certified by two other members of the society, both over eighteen years of age, appointed in writing by the governing body of the society, (the appointment in writing is done by utilising a Lottery Scheme Form).

It is important to note that any person who fails to send a Return Form or who knowingly gives in any such Return sent by him any information which is false, or who certifies any such Return knowing it to contain such information, shall be guilty of an offence.

Please refer to the explanatory guidance notes supplied with our initial letter.

Should you require any further information or advice please do not hesitate to contact customerfirst@lewes-eastbourne.gov.uk.

Yours sincerely
Howard Clough
Caseworker Case Management
Email: customerfirst@lewes-eastbourne.gov.uk
Website: lewes-eastbourne.gov.uk

Agenda Item: C 570
Committee: Council
Date: 14.01.2020

Title: Tree Charter

Report Author: Cllr. Griffiths

Purpose of Report: To brief Council on Tree Charter and seek adoption of its principles.

Summary of recommended actions

To agree to support the 10 Tree Charter principles & agree to being a Tree Charter Branch

Introduction

The Tree Charter was initiated in 2015 by the Woodland Trust and more than 70 organisations and 450 local community groups collected over 60,000 tree stories demonstrating the important role that trees play in the lives of people. From these stories the principles were formed.

The Tree Charter was launched on 6th November 2017

Background

The Tree Charter is a response to the crisis facing trees and woods in the UK. There are many issues including – low planting rates, lack of legal protection, inconsistent management, declining interest in forest & arboriculture careers, threats from housing & infrastructure development, pests, diseases, climate change and the increasing disconnect between people and trees & woods.

Analysis

Following the Tree Charter principles will create a better environment for the future, provide physical & mental health benefits, prevent flooding, slow strong winds, improve air quality, provide habitat for wildlife and increase biodiversity.

Implications

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

<u>Financial</u>	Cost of trees & their maintenance
<u>Legal</u>	TPO's & land ownership
<u>Environmental and sustainability</u>	Improve habitat & Biodiversity. Improve drainage & prevent soil erosion
<u>Crime and disorder</u>	None
<u>Climate</u>	Mitigate against Peacehaven Town Councils Carbon Footprint

Top Ten Tree Tips for your Parish or Town Council

Town and Parish Councils are at the forefront of local communities delivering action to address the climate and biodiversity emergencies we face. The points below are our top ten tips to harness the benefits of woods and trees in your area.



1. Declare a **climate** and biodiversity emergency.

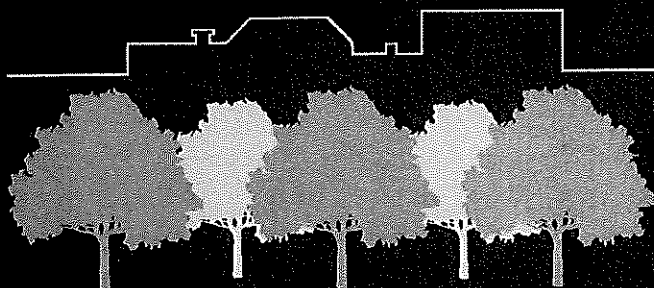


Charter
for Trees, Woods
and People

2. Agree to support the **10 Tree Charter** principles and consider passing a resolution to become a Tree Charter Branch.



3. Review your landholdings and ask local businesses, churches or landowners about tree and hedgerow planting opportunities. Once you have a suitable location, **order a free community tree pack**.



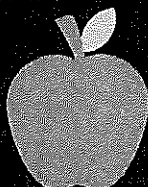
4. Ensure policies for protecting and planting trees and woods are part of local **neighbourhood plans**.



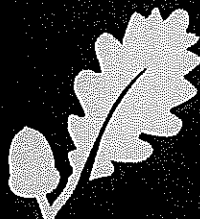
7. Recognise the heritage and cultural significance of old trees and ensure that any in your town/parish are recorded on the **Ancient Tree Inventory**.



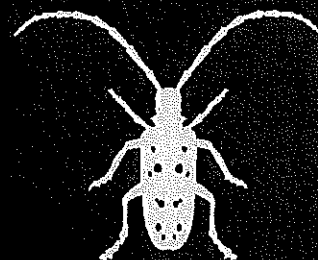
5. When responding to local **plan consultations**, support planting, protection and restoration of woods and trees.



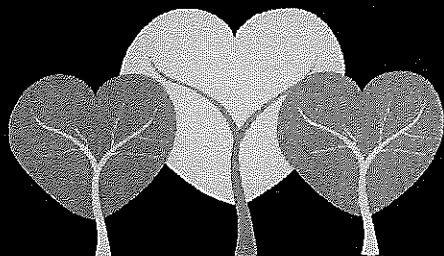
6. Consider the opportunity to create a **community orchard** in your area.



8. Help track the effects of climate change by recording local impact with the **Nature's Calendar** project.



10. Learn more about tree pests and diseases in your area via the **Observatree** website.



9. Encourage, promote and support **positive behaviours** towards woods and trees in your community – for example commit to FSC certified only products across all community facilities and amongst local businesses.

If you would like to know more, discuss this or have another tree or wood related question that impacts upon your town or parish council, get in touch with us via charter@woodlandtrust.org.uk

Charter for Trees, Woods & People

*Natural treasures, in roots, wood and leaves,
for beauty, for use, the air that we breathe.
Imagine: a wood starts with one small seed.
We're stronger together – people and trees.*



Sustain landscapes rich in wildlife

Each tree is a world within itself, teeming with life. A fallen branch is a feast for beetles, fungal-rich woodland soil is a wildflower bed. A hedgerow is a living network, where a host of creatures share their home. Forests are full of opportunities for people, but their natural wealth is the wildlife. Our future good means thinking in the round, adapting plans to what is on the ground. New urban and transport projects should make routes for our native wildlife to move forward too. Take heed of nature's needs.



Plant for the Future

When we enjoy the company of a treasured tree or the beauty of a favourite wood we often owe thanks to those with the foresight and confidence to invest in the future. We must show that same generosity of spirit, that same sense of hope for the future, and plant more now. Line streets with living greenery, let trees allow shifting colour into every life. More orchards for communities, more hedges for wildlife, more forests for timber and jobs. Nurture people's pride in their local trees and empower them to care for their future. Right tree, right place, bright future.



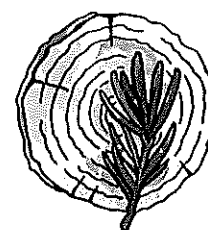
Celebrate the power of trees to inspire

Stories have always grown on trees. Artists are drawn to their intricacies. Woods are rooted in memories, but it's the leaf mould of tales told that nourishes future growth. The poetry of trees is always living, for every older work sends out new shoots. We grow attached to trees in books and learn to look for them in life. We feel connected to trees we know and love to see them painted well. Celebrate Tree Charter Day each year to strengthen this cultural legacy and help our living traditions thrive.



Grow forests of opportunity and innovation

Forests, woods and trees all flourish under the stewardship of skilled professionals. Trees reward us with fuel for enterprise, craft and invention, green energy and fires. Consider the source of wooden products and choose the home-grown from well-managed forests. Teach the rising generation that with responsible management a wooded land is a thriving nation.



Protect irreplaceable trees and woods

Ancient woods have been continuously wooded since before records started: they are living descendants from Britain's prehistory. A tree may be a village's oldest inhabitant, a founding figure in a region's identity, a natural monument in the nation's story. Thorn-bushes and hedgerows harbour our history. Old orchards are habitats for some of our rarest species and living museums of disappearing ways of life. A country that cares for its future cares for its past: we need laws and commitment to protect these irreplaceable natural treasures.



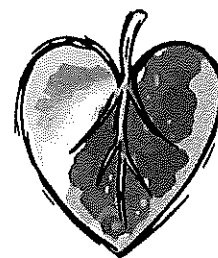
Plan greener local landscapes

The trees that touch us most are those that live among us, along our street, in the local park, beside our school or place of work. Like us, they grow and change, need space to breathe and support to thrive. Trees give places their distinctive character. Local community networks have a vital role to play in caring for woods and trees. Trees provide long-lasting good, so well-informed planning reaps long-term rewards. Take guidance on planting, felling and replanting from skilled professionals. Good landscapes of the future depend on care for trees today.



Recover health, hope and wellbeing with the help of trees

Peace grows quietly in tree-lined places, where bees, fresh scents and birdsong revive our jaded senses. Sprays of greenery ensure cleaner air and clearer minds, and fitter bodies, more inclined to take a walk or meet a friend. Spirits lift and stress recedes when we stroll through healing glades. Parks and woodlands keep us well and help to quell fears of illness, ageing, loss – we breathe more freely under trees. Healthcare and tree-care go hand in hand: harness the therapeutic power of trees.



Make trees accessible to all

Trees offer shared experience to every age, religion and race. In woods people can work together, sharing experiences and learning from each other and their natural surroundings. Those who no longer move with ease can still find pleasure among the trees. Cheerful voices ring through leaves, from makeshift pitches and games of make-believe. There should be room for us all beneath spreading canopies.



Combat the threats to our habitats

Pests, diseases and climate change pose serious threats to our precious trees. Enlightened management of woods will help ensure their future health: planting strong seeds and saplings, selecting species suited to the site, keeping forests mixed in age and kind, regular thinning, combatting invasive plants, and controlling infections and pests at the earliest sign.



Strengthen our landscapes with trees

From roots that bind and enrich the soil to leaves that shade and shelter, from locking carbon into timber and purifying air and water, trees make our landscapes better. Rising water swells and floods, so strengthen riverbanks with roots. Bare hills need trees to keep the soil stable, to slow the flow of nature's deluge, to shelter sheep or shade the cattle. The right tree in the right place earns its keep again and again. As farmers and landowners benefit from woods, the country will be strengthened in the years ahead.



These principles were shaped by more than 60,000 stories from people across the UK explaining how trees and woods enhance their lives. The wording was crafted by author Fiona Stafford, guided by a steering group of more than 70 cross-sector organisations led by the Woodland Trust who collaborated to define and launch the Charter for Trees, Woods and People in 2017.

For background to the Tree Charter project and for guidance on how to contribute to delivering the principles of the charter visit treecharter.uk

Agenda Item: C571

Committee: Council

Date: 14/01.2020

Title: Designated Premises Supervisor

Report Author: Town Clerk

Purpose of Report: Change of Designated Premises Supervisor

Summary of recommended actions

Council's to agree a change of **Designated Premises Supervisor**.

Introduction

The current **Designated Premises Supervisor** is ex Councillor, Mr P Howson. The **Designated Premises Supervisor** is normally a person who has overall responsibility for running the premises.

Background

The Council is licensed by LDC for the sale of alcohol at events on its premises. A personal licence holder must be specified as the **Designated Premises Supervisor (DPS)**.

Analysis

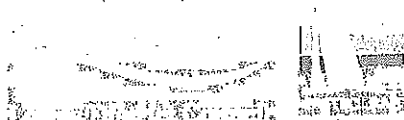
It is now more appropriate for a new person to be specified as the **Designated Premises Supervisor (DPS)**, as this needs to be a person who is, or can be on-site when functions are taking place, to deal with any incidents or to carry out spot checks. Historically this role has been carried out by a Councillor.

Implications

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

<u>Financial</u>	No additional impact.
<u>Legal</u>	The Council is licensed by LDC for the sale of alcohol at events on its premises. A personal licence holder must be specified as the Designated Premises Supervisor (DPS) .
<u>Environmental and sustainability</u>	No additional impact.
<u>Crime and disorder</u>	No additional impact.
<u>Climate</u>	No additional impact.

Appendices/Background papers

[Menu](#)[Login](#)[Search](#)[Home](#) > [Licensing and registrations](#) > [Designated premises supervisor](#)

Designated premises supervisor

A personal licence holder must be specified as the designated premises supervisor (DPS) in every premises licensed for the sale of alcohol. This will normally be the person who has day-to-day responsibility for running the premises.

This application is required if you want to change the DPS of your premises licence.

For further information and your rights on how the council uses your personal information please read our [privacy notice](#).

Lewes District Council

Eastbourne Borough Council

This application form is for **Lewes District Council** only.

Fee

The fee for changing or removing a DPS is £23.

How to apply

We advise all applicants to read our [licensing policy](#), the [Home Office Guidance](#) and any guidance notes provided before submitting an application

Register of licences

We keep a public register of all licences issued and held within the Lewes district. Search online for details now:

59.