



TONY ALLEN
TOWN CLERK
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PEACEHAVEN TOWN COUNCIL

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

18th November 2020

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 24th November 2020 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

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

C676 Mayor's/Chairman's announcements.

C677 Public session. *There will be a 15-minute period whereby members of the public may ask questions on any relevant **Council** matter.*

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

C678 To approve apologies for absence.

C679 To receive declarations of interests.

C680 To adopt the minutes of the previous Council meeting held on the 27th October 2020

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

a. Policy & Finance Committee:-

- i. To receive the Committee's financial report.
- ii. To receive the meeting minutes of the 21st October 2020.
- iii. To note the draft meeting minutes of the 17th November 2020.
- iv. To receive the 2020/21 Interim Internal Audit Report
- v. To note the progress for drafting the 2021/22 budget & precept.
- vi. To approve grants allocations for Round 2 2020/21.
- vii. To authorise the payments for L&N Consulting until the meeting of Council in January 2021.

b. Planning & Highways Committee:-

- i. To receive the meeting minutes of the 6th October 2020.
- ii. To note the draft meeting minutes of the 10th November 2020.

c. Personnel Committee:-

- i. To receive the public meeting minutes of the 1st September 2020.
- ii. To note the draft public meeting minutes of the 19th November 2020.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the meeting minutes of the 15th September 2020.
- ii. To note the draft meeting minutes of the 3rd November 2020.
- iii. To approve funding for the repair/replacement of lights in the Gateway Café.

e. Civic & Community Events Committee

f. Business Development & E-Comm's Committee

g. Climate Change Working Party:-

- i. To receive the meeting notes of the 23rd September 2020.
- ii. To note the draft meeting notes of the 4th November 2020.

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

C683 To receive a report from the PTC Havens Health liaison group meeting, held on the 17th November 2020.

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

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

CONFIDENTIAL

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

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

C687 Personnel Committee:-

- a. To discuss current confidential staffing matters and to ratify the Committee's actions.
 - i. To receive the confidential meeting minutes of the 1st September 2020.
 - ii. To note the draft confidential meeting minutes of the 19th November 2020.

C688 Date of next meeting – Tuesday 26th January 2020 at 7.30pm.



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DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 27th October 2020

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

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

Public; Three members of the public were present.

C660 Mayor's/Chairman's announcements.

The Chairman welcomed everyone to the meeting.

The Chairman reported on his visit to the Newhaven Food Bank and noted that he will be judging the children's pumpkin decorating competition on the 28th October 2020.

The Chairman stated that he was proud to see the hard work that is going on in the community.

C661 Public session.

There were no questions from members of the public.

Mr Jim Boot, NDP Consultant, gave a presentation to update the meeting regarding the development and progress of the Neighbourhood Development Plan. The following areas were covered:-

- Master Planning, including the Town 'centre'.
- Design Codes and Character Areas.
- Public consultation and Consultation Statement.
- Housing mix.
- Government's Planning White Paper consultation.

[Mr Boot and one member of the public left the meeting]

C662 To approve apologies for absence.

It was resolved to accept apologies from Cllr Hill.

C663 To receive declarations of interests.

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

C664 To adopt the minutes of the previous Council meeting held on the 29th September 2020

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

a) Policy & Finance Committee:-

i. To receive the Committee's financial report.

It was resolved to receive this report, including the signing of the Bank Reconciliations and approval of payments, as set out in the draft meeting minutes of the 21st October 2020.

- ii. **To receive the meeting minutes of the 22nd September 2020.**
It was resolved to receive these minutes.
- iii. **To note the draft meeting minutes of the 21st October 2020.**
These minutes were noted.
- iv. **To approve CIL funding for the new Flint Way pathway.**
The Clerk's report was noted and discussed.
It was resolved to use PTC CIL funds for this purpose and for the Finance Officer to seek reimbursement from S.106 funds.
- v. **To note arrangements for drafting the 2021/22 budget & precept.**
Cllr Collier reported that he had met with the Finance Officer and that they had developed an approach for setting the new budget, which included Committee Works Programmes for estimating and tracking budgeted expenditure.

b) Planning & Highways Committee:-

- i. **To receive the meeting minutes of the 8th September 2020.**
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 6th October 2020.**
These minutes were noted.

c) Personnel Committee

Cllr Seabrook stated that the next meeting of the Personnel Committee is being arranged.

d) Leisure, Amenities & Environment Committee

Cllr Griffiths stated that the Committee next meets on the 3rd November 2020.

e) Civic & Community Events Committee:-

- i. **To receive the meeting minutes of the 18th August 2020.**
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 20th October 2020.**
These minutes were noted.

f) Business Development & E-Comm's Committee:-

- i. **To note the draft meeting minutes of the 22nd September 2020.**
These minutes were noted.

g) Climate Change Working Party

- i. **To note the draft meeting notes of the 23rd September 2020.**
These meeting notes were noted.

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

Cllr Gallagher referred to the circulated draft minutes of the Steering Group's last meeting, noting that these included a lot of important detail and information.
It was noted that the Steering Group next meets on the 12th November 2020, with all Councillors invited to attend.

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

Mrs Donovan stated that the latest position was captured in the circulated notes of the 6th October 2020 meeting of the liaison group.

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

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

The Clerk stated that the Council team was adapting very well to the changing Covid-19 situation and regulations.

It was noted that new equipment had been authorised by the Policy & Finance Committee to support those working from home and that an HSE DSE survey was being conducted for them, in order to identify any additional needs.

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

The Senior Projects Officer was thanked for her hard work in this matter and for the high quality of her draft response.

It was resolved to send the response, as drafted.

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

It was resolved that Cllr Symonds and Cllr Seabrook should represent the Council at this event.

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

The Clerk's paper and the LDC consultation paper were noted and discussed.

The Clerk reported that there were no changes planned for Peacehaven.

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

Cllr Goble put his Motion to Council, which was seconded by Cllr White.

Cllr Goble and Cllr White spoke in support of the Motion, highlighting the fact that ESCC's proposed downsizing of the Peacehaven Library was not in line with Government reports and vision for libraries growing as local creative community hubs.

Cllr White spoke about the health and other benefits that can result from a modern library facility.

It was resolved that the Motion be carried and that a small Working Party is established to take this matter forwards.

[All remaining members of the public left the meeting]

CONFIDENTIAL

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

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

Cllr Collier reported that, as discussed and agreed at the last full Council meeting, he had arranged for the Council Officers to receive further support and advice facilitated by Lewes District Council, so that the Town Councils expertise can be enhanced.

It was noted that, for LDC, this is also a strategic site for the District and any development has to comply with the provisions of its Local Plan, specifically relating to District retail development. Therefore, LDC is very keen to work with PTC.

Minutes for the virtual Meeting of Peacehaven Town Council – 27th October 2020

Cllr Collier stated that an independent Property Consultant will now familiarise themselves with the development and provide detailed advice for a limited time; costs will be paid by LDC.

The Senior Projects Officer reported that HDD is talking to NDP SG, ESCC and LDC; SPO will be meeting LDC Officers next week.

The SPO noted that PTC needs to more actively engage with HDD in order to get the right interface between the development and Community House.

Cllr Gallagher noted her agreement, stating that this action is also needed by PTC for the planning aspects of the new development, especially as the NDP Steering Group will shortly be moving on to other matters.

The housing and commercial elements for the development were discussed, and it was noted that it is essential for the public to be consulted on the NDP proposals first.

It was resolved that the Town Clerk & SPO will engage with the LDC Independent Property Consultant and report back at the November 2020 full Council Meeting.

C674 Personnel Committee:-

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


Cllr Seabrook gave a report on the ongoing HR and Medical cases.

- b. To approve the appointment of a Grounds Person to fill the current vacancy.**

It was resolved to appoint the person approved by the Council's recruitment panel for this position.

C675 Date of next meeting – Tuesday 24th November 2020 at 7.30pm.

There being no further business, the meeting closed at 21:04



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Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 October 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£550,147.30
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Sort Code 20-49-76 • Account No 30701211

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

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/10/2020		50,000.00
Current Account	31/10/2020		550,147.30
			<u>600,147.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
03/03/2020 120126 Corona Energy		732.85	
02/06/2020 204697 DAVID SIMPSON		40.35	
14/10/2020 120276 B & S CHAINS Ltd		330.00	
14/10/2020 120277 CVS TYRES LTD		259.92	
14/10/2020 120278 KPS (COMPOSTING SERVICES LTD)		110.00	
21/10/2020 120345 AMP Services		832.21	
21/10/2020 120349 Madison Web Solutions Limited		286.80	
21/10/2020 120350 B & S CHAINS Ltd		95.95	
23/10/2020 120353 L&N CONSULTANCY LIMITED		1,702.80	
			<u>4,536.42</u>
			595,610.88
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
23/10/2020		40.00	
			<u>-60.00</u>
			595,550.88
		Balance per Cash Book is :-	595,550.88
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/10/2020
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/10/2020		180,159.50
			<u>180,159.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,159.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,159.50
		Balance per Cash Book is :-	180,159.50
		Difference is :-	0.00

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 10/11/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	25,014	
105	VAT Control A/c	9,944	
118	Deposit Aqua	50	
201	Current Bank A/c	595,451	
202	Reserve Account	180,160	
210	Petty Cash	520	
	Total Current Assets		811,139
	<u>Current Liabilities</u>		
501	Creditors	2,270	
506	Mayor's Appeal	1,634	
515	PAYE	4,388	
516	NIC	6,303	
517	Pension Control	8,508	
566	Deposits Received	1,172	
	Total Current Liabilities		24,274
	Net Current Assets		786,865
	Total Assets less Current Liabilities		786,865
	<u>Represented by :-</u>		
301	Current Year Fund	386,361	
310	General Reserves	63,174	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	177,604	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		786,865

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	54,828	0	(54,828)			0.0%	
1013 Income from Photocopying	45	500	455			9.0%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	144	600	456			24.0%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	1,250	1,000	(250)			125.0%	
General Administration :- Income	718,500	662,460	(56,040)			108.5%	0
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	0	5,100	5,100		5,100	0.0%	
General Administration :- Direct Expenditure	17,500	25,100	7,600	0	7,600	69.7%	0
4001 Salaries	187,140	390,000	202,860		202,860	48.0%	
4002 Employer N.I Contributions	16,445	33,685	17,240		17,240	48.8%	
4003 Employer Pension Contributions	37,939	62,514	24,575		24,575	60.7%	
4004 Overtime	126	5,000	4,874		4,874	2.5%	
4011 Training	302	5,000	4,698		4,698	6.0%	
4212 Mileage Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	10	3,500	3,490		3,490	0.3%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	3,673	7,000	3,327		3,327	52.5%	
4307 Stationery	161	2,500	2,339		2,339	6.4%	
4311 Professional Fees - Legal	17	3,000	2,983		2,983	0.6%	
4312 Professional Fees - Other	2,270	4,000	1,730		1,730	56.8%	
4314 Audit Fees	1,780	3,000	1,220		1,220	59.3%	
4315 Insurance	8,881	10,000	1,119		1,119	88.8%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	165	400	235		235	41.3%	
4323 PDQ Charges	306	800	494		494	38.2%	
4325 Postage	737	2,000	1,263		1,263	36.8%	
4326 Telephones	3,327	6,000	2,673		2,673	55.4%	
4327 Computers	10,590	9,500	(1,090)		(1,090)	111.5%	
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	4,800	10,000	5,200		5,200	48.0%	
4342 Subscriptions	4,034	4,500	466		466	89.7%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	287,204	576,999	289,795	0	289,795	49.8%	0
Net Income over Expenditure	413,796	60,361	(353,435)				
<u>110 Civic Events</u>							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Town Twinning	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	(17)	2,400	2,417	0	2,417	(0.7%)	0
4331 Mayor's Allowance	350	1,500	1,150		1,150	23.3%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	(15)	0	15		15	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	354	3,750	3,397	0	3,397	9.4%	0
Net Expenditure	(337)	(6,150)	(5,814)				
<u>120 Marketing</u>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	624	6,500	5,876			9.6%	
Marketing :- Income	684	7,000	6,316			9.8%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
4328 Website	239	2,000	1,761		1,761	11.9%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	388	3,000	2,612	0	2,612	12.9%	0
Net Income over Expenditure	296	2,800	2,504				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	3,787	5,000	1,213		1,213	75.7%	
Neighbourhood Plan :- Indirect Expenditure	3,787	5,000	1,213	0	1,213	75.7%	0
Net Expenditure	(3,787)	(5,000)	(1,213)				

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	1,300	1,300		1,300	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	2,500	2,500	0	2,500	0.0%	0
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	630	1,092	462		462	57.7%	
4171 Grounds Maintenance Costs	14	500	486		486	2.9%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,322	10,761	1,439	0	1,439	86.6%	0
Net Expenditure	(9,322)	(13,261)	(3,939)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	4,631	4,400	(231)		(231)	105.3%	
4203 Fuel	1,810	5,600	3,790		3,790	32.3%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	110	700	590		590	15.6%	
Grounds Team General Exp :- Indirect Expenditure	6,815	11,300	4,485	0	4,485	60.3%	0
Net Expenditure	(6,815)	(11,300)	(4,485)				
310 Sports Park							
1025 Rent & Service Charge	11,670	15,000	3,330			77.8%	
1039 S/P Cats	(800)	3,600	4,400			(22.2%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,011	2,500	1,489			40.4%	
1061 S/P Court Hire	829	5,300	4,471			15.6%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	17,160	30,700	13,540			55.9%	0
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	2,024	6,000	3,976		3,976	33.7%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	2,436	7,300	4,864		4,864	33.4%	
4164 Trade Refuse	2,246	4,500	2,254		2,254	49.9%	
4171 Grounds Maintenance Costs	4,658	7,800	3,142		3,142	59.7%	
Sports Park :- Indirect Expenditure	14,192	29,100	14,908	0	14,908	48.8%	0
Net Income over Expenditure	2,967	1,600	(1,367)				

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	4,936	0	(4,936)		(4,936)	0.0%	10,000
4111 Electricity	108	0	(108)		(108)	0.0%	
4121 Rents	10,070	12,000	1,930		1,930	83.9%	
4131 Rates	1,002	2,500	1,498		1,498	40.1%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	590	1,000	410		410	59.0%	
4173 Fertilisers & Grass Seed	2,631	4,750	2,119		2,119	55.4%	
4303 Machinery Mtce/Lease	476	4,500	4,025		4,025	10.6%	
Big Park :- Indirect Expenditure	19,813	25,250	5,437	0	5,437	78.5%	10,000
Net Expenditure	(19,813)	(25,250)	(5,437)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(9,813)						
316 Gateway Cafe							
1025 Rent & Service Charge	2,906	8,480	5,574			34.3%	
Gateway Cafe :- Income	2,906	8,480	5,574			34.3%	0
4101 Repair/Alteration of Premises	265	0	(265)		(265)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	265	900	635	0	635	29.5%	0
Net Income over Expenditure	2,641	7,580	4,939				
320 Play Areas							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	47	0	(47)	0	(47)		0
Net Expenditure	(47)	0	47				
330 Amenity Area							
1044 Hire of the Dell	1,420	5,000	3,580			28.4%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	1,440	6,950	5,510			20.7%	0
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Amenity Area :- Direct Expenditure	161	15,500	15,339	0	15,339	1.0%	0

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	408	4,710	4,302		4,302	8.7%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	189	2,500	2,311		2,311	7.6%	
4171 Grounds Maintenance Costs	1,642	10,000	8,358		8,358	16.4%	
4301 Purchase of Furniture/Equipmen	(171)	3,000	3,171		3,171	(5.7%)	
Amenity Area :- Indirect Expenditure	2,069	21,960	19,891	0	19,891	9.4%	0
Net Income over Expenditure	(790)	(30,510)	(29,720)				
<u>355 The Hub</u>							
1084 Sports Pavilion	3,703	16,000	12,297			23.1%	
The Hub :- Income	3,703	16,000	12,297			23.1%	0
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	401	500	99	0	99	80.2%	0
4101 Repair/Alteration of Premises	354	0	(354)		(354)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	711	1,500	789		789	47.4%	
4112 Gas	354	1,500	1,146		1,146	23.6%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	177	4,000	3,823		3,823	4.4%	
The Hub :- Indirect Expenditure	1,596	9,500	7,904	0	7,904	16.8%	0
Net Income over Expenditure	1,706	6,000	4,294				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	3,792	6,000	2,208			63.2%	
1072 C/H Copper Room	8,798	12,650	3,853			69.5%	
1075 C/H Charles Neville	338	10,200	9,862			3.3%	
1076 C/H Main Hall	1,110	25,600	24,490			4.3%	
1077 C/H Anzac Room	3	12,700	12,697			0.0%	
1078 C/H Main Kitchen	715	1,250	535			57.2%	
1079 C/H Anzac Kitchen	35	700	665			5.1%	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	280	1,300	1,020			21.5%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	157	1,000	843			15.7%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
Community House :- Income	17,033	84,050	67,017			20.3%	0

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	409	2,000	1,591	0	1,591	20.4%	0
4101 Repair/Alteration of Premises	857	10,000	9,143		9,143	8.6%	
4102 Maintenance of Buildings	447	0	(447)		(447)	0.0%	
4111 Electricity	680	8,000	7,320		7,320	8.5%	
4112 Gas	1,066	4,000	2,934		2,934	26.7%	
4122 Service Charge	1,425	15,500	14,075		14,075	9.2%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	1,733	16,000	14,267		14,267	10.8%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	232	1,500	1,268		1,268	15.5%	
4162 Cleaning Materials	1,157	2,500	1,343		1,343	46.3%	
4163 Personal Hygiene	1,730	2,500	770		770	69.2%	
4168 Water Dispenser	98	120	22		22	82.0%	
4301 Purchase of Furniture/Equipmen	10	0	(10)		(10)	0.0%	
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	10,759	78,920	68,161	0	68,161	13.6%	0
Net Income over Expenditure	5,866	3,130	(2,736)				
430 Summer Fair							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,400	1,400			0.0%	
1094 Other Customer & Client Receipt	0	800	800			0.0%	
Summer Fair :- Income	0	2,700	2,700			0.0%	0
4329 Advertising	0	350	350		350	0.0%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	0	1,200	1,200		1,200	0.0%	
Summer Fair :- Indirect Expenditure	0	2,700	2,700	0	2,700	0.0%	0
Net Income over Expenditure	0	0	0				
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	761,426	820,640	59,214			92.8%	
Expenditure	375,065	830,500	455,435	0	455,435	45.2%	
Net Income over Expenditure	<u>386,361</u>	<u>(9,860)</u>	<u>(396,221)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>396,361</u>						

List of Payments made between 01/11/2020 and 10/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	HMRC	120352	18.15		VAT OWED J
04/11/2020	VICTORIA ONIS	120354	69.94		STUDY DESK
04/11/2020	SECRETARY OUTSOURCE	120355	125.00		NDP MINUTES
04/11/2020	EAST SUSSEX PENSION FUND	120356	8,508.01		OCTOBER SALARIES
04/11/2020	HMRC	120357	10,690.26		OCTOBER SALARIES
04/11/2020	Tony Allen	120358	22.49		DIGITAL MARKETING TRAINING
04/11/2020	PPL PRS Ltd	120359	1,654.09		MUSIC LICENCE
04/11/2020	Sats4u	120360	20.00		CCTV MONTHLY SERVICE
04/11/2020	M.D.J Light Brothers Ltd	120361	288.00		SKIP HIRE
04/11/2020	TOTAL GAS & POWER	120362	57.84		SEPTEMBER GAS
04/11/2020	CONTEGO SAFETY SOLUTIONS	120363	131.44		GROUNDSTEAM UNIFORM
04/11/2020	Corona Energy	120364	96.26		SEPTEMBER GAS
04/11/2020	LAND REGISTRY	120365	4.00		LAND REGISTRY
04/11/2020	Everwell Ocupational Health It	120366	354.00		28/10 TELEPHONE CONSULT
04/11/2020	HMRC	120352	-18.15		TO CORRECT PERIOD
04/11/2020	L&N CONSULTANCY LIMITED	120367	1,980.00		OCTOBER CONSULTANCY
Total Payments			<u>24,001.33</u>		

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2020	Barclays	DD	3.00		13 AUG/13 SEPT CHARGES
06/10/2020	Northstar IT	DD1	1,077.34		OCTOBER MONTHLY SUPPORT
07/10/2020	Wightman & Parrish Ltd	120268	147.55		CLEANING PRODUCTS
07/10/2020	Lewes District Council	120269	167.00		NNDR OCT
07/10/2020	Mend-All Catering Services Ltd	120270	233.16		REPLACED FALTY PCB
07/10/2020	Spaldings Limited	120271	115.18		PLASTIC LEAF RAKE
07/10/2020	Acacia Groundcare Equipment Re	120272	560.70		DISC SEEDER
07/10/2020	KPS (COMPOSTING SERVICES	120273	25.00		GREEN WASTE
12/10/2020	Barclays	DD	62.00		PDQ CHARGES - SEPT
12/10/2020	The Fuelcard People	DD1	97.91		FUEL CHARGES
14/10/2020	TOTAL GAS & POWER	120274	52.15		AUGUST GAS
14/10/2020	SUSSEX DRIVEWAYS (PAVING)	120275	3,450.00		FLINT WAY PATH
14/10/2020	B & S CHAINS Ltd	120276	330.00		ZIP WIRE PARTS DELL & BIG PARK
14/10/2020	CVS TYRES LTD	120277	259.92		GEAR LINKAGE GY06PPX
14/10/2020	KPS (COMPOSTING SERVICES	120278	110.00		GREEN WASTE AUGUST
14/10/2020	Tansleys Printers Limited	120279	31.20		ADVERTISE HERE POSTER
14/10/2020	Interserve FS UK Ltd	120280	337.77		FIRE EQUIP INSPECTION
14/10/2020	Caroline Reid	120341	609.00		OCTOBER CLEANING
14/10/2020	PHS Group	DD2	463.40		PERSONAL HYGIENE PRODUCTS
15/10/2020	Farrington Property Developmen	120342	4,404.00		UNIT 14 & YARD
16/10/2020	Business Sream	120343	1,076.77		AUG-OCT WASTE SERVICES
16/10/2020	Northstar IT	DD3	50.40		MONTHLY SUPPORT
19/10/2020	The Fuelcard People	DD4	60.74		GY06PPX FUEL
21/10/2020	R.J.Meaker Fencing Ltd	120344	76.00		HANDSAW
21/10/2020	AMP Services	120345	832.21		BOWLS MOWER PARTS
21/10/2020	Conect Total Communications	120346	652.10		OCTOBER TELEPHONE CHGS
21/10/2020	BRITISH GAS	120347	1,045.01		SEPT ELECTRICITY
21/10/2020	Ricoh Capital Ltd	120348	1,261.61		PHOTOCOPIER OCT - DEC
21/10/2020	Madison Web Solutions Limited	120349	286.80		data file for nov e-news
21/10/2020	B & S CHAINS Ltd	120350	95.95		RUBBER BUFFER
21/10/2020	STAR FUELS	120351	858.71		june-oct fuel
22/10/2020	EDF	DD5	93.54		STREET LIGHTS - SEPT
23/10/2020	L&N CONSULTANCY LIMITED	120353	1,702.80		CONSULTANCY WORK - SEPTEMBER
23/10/2020	OCTOBER SALARIES	OCT SALARI	28,226.41		OCTOBER SALARIES
23/10/2020	Barclays	DD	50.00		BACS OVER LIMIT
Total Payments			48,905.33		

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

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

PF537 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF538 PUBLIC QUESTIONS

There were no public questions.

PF539 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

PF540 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

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

PF541 TO ADOPT THE MINUTES OF 22nd SEPTEMBER 2020

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

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

1. Finance Officer's report

Received and noted.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

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

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

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

5. Balance Sheet

Received and noted.

6. CIL report

Received and noted.

7. List of payments (for approval)

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

8. Apportioning income from filming etc. companies

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 21st October 2020

PF543 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT

The Finance Officer's report was noted and discussed.

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

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

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

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

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

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

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

The Clerk's report was noted and discussed.

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

PF545 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

The Clerk's report was noted and discussed.

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

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

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

The Chairman thanked Officers for their forbearance in this matter.

PF546 TO APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT

The Clerk's report was noted and discussed.

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

It was resolved to adopt the Financial Risk Assessment.

PF547 TO APPROVE THE 2021/22 ESCC GRASS CUTTING CONTRACT

The Clerk's report was noted and discussed.

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

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

[The member of the public left the meeting].

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

PF548 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

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

10% to 2.46%.

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 21st October 2020

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

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

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

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

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

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

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

[Cllr Griffiths left the meeting].

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

The Clerk's report was noted and discussed.

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

PF552 DATE OF NEXT MEETING – TUESDAY 17th November 2020 at 7.30pm

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

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Wednesday 17th November 2020 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr A Milliner, Cllr L Duhigg, Cllr L Mills. Town Clerk T Allen, Finance Officer Z Malone, Sen. Projects Officer M Edser, Parks Officer K Bray.

PF553 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone and admitted Cllr L Duhigg & Cllr L Mills to the meeting.

PF554 PUBLIC QUESTIONS

No members of the public were present.

PF555 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members were present.

PF556 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF557 TO ADOPT THE MINUTES OF 21st OCTOBER 2020

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

PF558 TO APPOINT A VICE-CHAIRMAN FOR THE COMMITTEE

It was resolved that Cllr Goble should become the Vice-Chairman of the Committee; proposed by Cllr Milliner, seconded by Cllr Sharkey and resolved unanimously.

PF559 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Finance Officer's reports were received and noted.

The Chairman reported on income loss vs. expenditure savings, noting contingency reserves set aside for Covid-19 related impacts.

The Clerk noted that the Interim Internal Audit Report for 2020/21 had just been received. It was resolved to present this at the next Council meeting to be formally received and noted.

5. Balance Sheet

Received and noted.

6. CIL report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the October 2020 payments amounting to £48,905.33 and November 2020 payments to-date amounting to £24,001.33, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations

The Chairman introduced this new standard Agenda item, designed to regularly review contracts and their ongoing authorisations.

Minutes POLICY AND FINANCE COMMITTEE – 17th November 2020

The ongoing authorisation for L&N Consultancy NDP work, payments and budgetary provision was discussed in detail.

The Clerk reported that, at its meeting in June 2020, Council had formally authorised two-months engagement and that, whilst at the Council meeting in September 2020 it had been reported that this engagement would be continuing, no formal authorisation by Council had been formally recorded. It was resolved to propose to Council that this engagement is authorised until the Council meeting in January 2020, where a further review will be carried out.

PF560 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT

The Finance Officer reported that she is building the Draft 2021/22 budget and is meeting with Councillors and Officers for input.

It was noted that, under current circumstances, it is hard to predict income, but that all sources were being looked at including S.106, CIL and capital reserves receipts.

PF561 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

The Clerk's paper was noted.

It was agreed that the listed items were valid requirements and it was resolved that they are purchased; cost £468.25.

PF562 TO CONSIDER THE FOLLOWING PROPOSALS FROM THE LEISURE AMENITIES & ENVIRONMENT COMMITTEE

The process and method of presenting project proposals to the Committee was discussed.

The Chairman noted a number of factors that must be covered, including:-

- Use of capital.
- Replacement of asset.
- Reduced expenditure.
- Increased income.
- Carbon footprint.
- Social value.

The Chairman stated that it was quite in order for the Committee to be approached for advice on developing projects, but this must be clearly expressed on the meeting Agenda.

1. To approve the resurfacing of the Centenary Park car park as part of a future CIL/S.106 project.

The Parks Officer's paper was noted and discussed.

It was noted that it is intended that funding will be sought from the LDC CIL 'pot' and would probably form part of a larger bid.

It was resolved to refer this matter to be developed by the CIL Working Party (WP).

2. To approve the replacement of a vehicle & machinery over two years using capital reserves funding

The Parks Officer's paper and vehicle/items redundancy plan was noted and discussed in detail. Cllr Seabrook reported that he had provided a detailed report for the LA&E Committee, covering costs, cost savings, climate and other benefits/impacts and noted that it was essential to start the replacement of vehicles and other items now, otherwise the financial burden would just accumulate.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

3. To approve sand pit & retaining wall works at The Dell using PTC CIL funding

The Parks Officer's paper was noted and discussed.

It was noted that there was no budgeted provision for this project, hence the request for the use of PTC CIL monies.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

Minutes POLICY AND FINANCE COMMITTEE – 17th November 2020

4. To approve the purchase of a new shredder & new gates for the outdoor gym using capital reserves funding

The Parks Officer's paper was noted and discussed in detail.

It was noted that this matter had been discussed by the LA&E Committee, including costs, cost savings, fuel savings, climate and other benefits/impacts.

Cllr Seabrook noted that, based on estimated savings, the payback period for the shredder would be relatively short.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

Regarding the urgent requirement for new gates for the outdoor gym, it was resolved that the Senior Projects Officer will explore the possible use of S.106 funds for this purpose.

PF563 GRANTS SUB-COMMITTEE:-

1. To note the draft minutes of the meeting held on the 11th November 2020

The minutes were noted.

2. To approve recommended grants for Round 2 2020/21

Cllr Griffiths reported on identified improvements in the grants application and assessment process.

It was resolved to recommend to Council that an allocation of £3930.00 is made for the Round 2 2020/21 grants provision, as set out in spreadsheet circulated with the meeting papers.

[The Parks Officer and the Senior Projects Officer left the meeting]

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

PF564 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

The Chairman reported that the Council's exposure to debt had reduced over the last month.

PF565 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

The Clerk's reports were noted and discussed in detail.

Levels of support provided to-date and ongoing options for support were reviewed.

PF566 DATE OF NEXT MEETING – MONDAY 18th January 2021 at 7.30pm

There being no further business, the meeting closed at 21:04.



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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

9 November 2020

Dear Tony

Re: Peacehaven Town Council
Internal Audit Year Ended 31st March 2021

Executive Summary

Following completion of our interim internal audit on 9 November 2020 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the **interim visit** we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The Clerk is very experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 10 years specialising in local government.

Engagement letter

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

The council continues to use RBS as a day to day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is VAT registered. VAT reclaims are completed on a quarterly basis. The last VAT reclaim was for the period to the end of June 2020 and showed a refund position of £18.15. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditors report and notice of conclusion of audit for 2019/20 have been reported to the council and published on the council website. There is also evidence in council minutes of the reporting and discussion of internal audit reports received during the year.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor alongside their contact information.

Confirm that the council is compliant with the relevant transparency code

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of the required information via a Transparency page on the council website. It was noted that some of the information is out of date (payment listings, pay multiple) and I recommend the information is refreshed before the year-end audit.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Data Protection Policy on its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure and forms working parties/groups for specific tasks as required. There are agreed terms of reference for each committee, which are reviewed annually.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is available on the council website alongside the agenda itself.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely uploaded to the council website and clearly marked as draft. These are subsequently replaced by final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. They were last reviewed and adopted by council on 30 June 2020 [minute ref C627].

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council is performing a monthly bank reconciliation for each account. These are reported to the Finance and Policy Committee and review of the committee minutes confirms this action is being reported.

I reviewed the bank reconciliation documents provided for audit. There were no errors identified for any of the samples provided.

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The council for all items over £5,000
- A duly delegated committee for items over £1,000
- The Clerk, in conjunction with Chairman of Council or Chairman of Appropriate committee under £1,000

It was noted that the emergency authorisation level for the Clerk is £1,000.

A list of payments for approval is agreed by the Finance and Policy Committee and evidence of this is recorded in the minutes of the meetings including the total amount approved. The committee also receives a report from the Finance Officer and up to date information on income and expenditure, balance sheet, a summary of the bank accounts and a CIL report. This information allows members to make informed decisions in relation to the council's finances.

I checked a sample of payments randomly chosen from the list presented to the August council meeting. Copies of invoices were provided and confirmed to amount authorised.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.

The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The council conducts a Risk Assessment, including financial risks. The risk assessment includes an analysis of the risk level and details existing controls in place. The financial risk assessment was last reviewed and adopted by the Finance and Policy committee in October 2020.

The council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 6 June 2022. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £1 million. These levels are appropriate for a council of this size.

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

I confirmed that the 2020-21 budget and precept setting process has commenced, with meetings planned with chairmen of committees to discuss requirements. Following several years of difficulty with their financial position, the council is making every effort to move forward in a sensible and controlled manner, including ensuring detailed, accurate budgets are set.

I have confirmed that in accordance with Financial Regulations, regular reporting of income and expenditure against budget is carried out and reviewed at meetings. Review recent minutes shows consideration given to the council's overall financial position as affected by the pandemic. This details that income will be lower due to reduced hiring of facilities, but this has been offset by underspends on a number of expenditure lines.

At the interim audit date, the council's income showed as 90.3% of budget and expenditure 37.5% of budget.

At the interim audit date, the council held circa £400,000 in earmarked reserves, including CIL receipts and a capital receipts EMR, both of which are restricted funds. The council also held circa £86,000 in general reserves at the start of the year. General guidance recommends the council's general reserve should be circa 50% of precept, or 3-6 months net revenue expenditure (NRE), as adjusted for local conditions. **The council's general reserve remains low, and the council is aware of this.**

At the interim audit date, I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate” has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The precept accounts for approximately 78% of the council’s income, with other sources being from room hire, sports pitch hire, filming and advertising income, wayleave payments, allotment income, grants, bank interest and CIL/s.106 income.

Fees and charges are reviewed on an annual basis, with the last review taking place in November 2019.

At the interim audit date, I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has been met.

F. PETTY CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The council has a petty cash float of £500, used for incidental expenses. A record of transactions is kept in an Excel format. Due to the remote nature of the interim audit, I was unable to physically check the petty cash balance and this will be done at the final audit (subject to any restrictions in place at that time).

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.

The council uses an external company to process payroll. All staff members have a signed contract of employment and are all on the NJC scale. There is evidence within the minutes of the Personnel committee of salaries being reviewed, and the increase in scale applicable from 1 April 2020 being applied.

I tested the PAYE and NI deductions on the information provided for interim audit and found no errors.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of “Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied” has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

The council has a fixed asset register in place in Excel format, which includes all the required information. Assets are correctly stated at historic or proxy cost. The assets listed appear consistent with the detail on the insurance schedule.

At the interim audit date, I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Bank reconciliations are reviewed at Finance and Policy Committee meetings. At the interim audit date, the sample reconciliations were reviewed for each bank account and there were no errors identified.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of “Periodic and year-end bank account reconciliations were properly carried out” has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

To be reviewed at the year end.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)

The council did not declare itself exempt from a limited assurance review in 2019/20.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	1 June 2020	To be reviewed at year end
Inspection period begins	15 June 2020	To be reviewed at year end
Inspection period ends	24 July 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of “The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations” has been met.

M. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

A Beams

Andy Beams

For Mulberry & Co

<u>ORGANISATION</u>	<u>Amount approved by Council for 2020/21 First round</u>	<u>2020/21 Amount Requested second round</u>	<u>Summary of reasons for grant request</u>	<u>Approved Yes / No</u>	<u>Amount approved by Council for 2020/21</u>	<u>Comments on Decision</u>
CTLA	£ 6,000.00	£ 2,000.00	to cover costs for a reversing camera for vehicles and for fitting.	N	£ -	
Citizens Advice Lewes District	£ 11,500.00					
Wave Leisure						
Air Ambulance	£ 750.00					
Peacehaven & District Residents Association	£ 100.00					
Havens Community Club	£ 500.00					
East Sussex Hearing Resource Centre	£ 250.00					
Seahaven Fibromyalgia, ME & CFS Support Groups	£ 137.04					
Peacehaven Horticultural Society	£ 250.00	£ 500.00	To support costs with room hire, to enable the group to gather for gardening talks, quiz nights.	N	£ -	room hire already covered for this year
CATS Club		£ 480.00	to pay for first aid training for ten members of staff to renew certificates. To also fund positive behaviours training.	Y	£ 480.00	
Kempton House Day Centre	£ 750.00	£ 500.00	to pay for plants and raised bedding	Y	£ 500.00	
Peacehaven Rangers (older Girl Guides)	£ 300.00					
Friends of Downlands	£ 750.00					
Newhaven Cricket Club	£ 150.00					
Sussex Community Association Ltd (SDCA)	£ 750.00					
Havens Community cars	£ 500.00					
Chichester Diocesan Association for Family Support		£ 750.00	Funding will cover the costs of the Peacehaven Support Practitioner, enabling her to support vulnerable and isolated families at home.	Y	£ 750.00	
Intergration Access & Advice (INAA) Referral Community Group.		£ 1,500.00	To support the charity's running costs, rent, telephone, interentm stationary, travelling expenses. Residents of Peacehaven have benefited from the service since 2006.	Y	£ 250.00	Insufficient information, no other grants, Is it sustainable. £250 to offset against room hire
Friends of Meridian		£ 1,000.00	To supplement school trips for all students, to enable those students to join in who may not get the opportunity within their family.	N	£ -	Look on an application in April favourably as long as trips rae going ahead.
Rotary club Newhaven		£ 200.00	To suppost costs for hampers for the elderly in Newhaven, Peacehaven and Telscombe, who are now unable to attend the annual Christmas party, because of Covid.	Y	£ 200.00	
Project Peacehaven & Newhaven Youth Theatre		£ 870.00	To support costs with renting a rehearsal room, insurance, scripts/printing, a film producer.	N	£ -	Insufficient information. Will this actually go ahead? Reapply in April. Do they meet our criteria for eligibility?
Develop Outdoors CIC		£ 500.00	Forest School project -To support funding to deliver a number of forest school workshops to residents, to help purchase some equipment that will enhance the forest school experience and to run a workshop one day a week in every school holiday for the next year for up to 20 children.	Y	£ 250.00	Limited information.Apply again in April
Develop Outdoors CIC		£ 940.00	Christmas Craft Workshop -To support a project aimed at older and socially isolated people in Peacehaven. To help towards a series of Christmas craft workshops.	N	£ -	Retrospective application
The Deans Senior Club		£ 1,000.00	due to covid, has been lack of donations as clubs have been closed.would like the CH Hall free of charge, to enable the club to get up and running, members are very lonely and become more isolated. There has been the added cost of PPE and newsletters to help people in isolation.	Y	£ 250.00	Towards Hall Hire. Reapply in April
The Deans Senior Club		£ 5,160.00	The grant to cover running costs for the 75 peacehaven members who attend clubs in peacehaven. Hall hire, refreshments & Cake, monthly event/entertainment.	Y	£ 500.00	Maximum amount
Peacehaven & Telscombe Football Club		£ 1,000.00	To enable the club to offer Grass roots football to children of all ages.. Covering costs for training facilities across 12 months of the year.	Y	£ 750.00	Maximum amount
TOTALS	£ 22,687.04	£ 16,400.00			£ 3,930.00	

Agenda Item: C681-a-vii
Committee: Council
Date: 24/11/2020
Title: NDP – L&N Consultancy
Report Authors: Town Clerk
Purpose of Report: To seek Council's authorisation for the continued use of L&N Consultancy for NDP work

Summary of recommended actions

1. To note the contents of this report and attachments.
2. To authorise the ongoing engagement of L&N Consultancy until the Council meeting in January 2020, where a further review will be carried out.

Introduction

L&N Consultancy has been used in the development of the NDP, guided by the NDP Steering Group; tasks/work as set out in the attachments.

Background

At its meeting in June 2020, Council formally authorised two-months engagement and that, whilst at the Council meeting in September 2020 it had been reported that this engagement would be continuing, no formal authorisation by Council was formally recorded

Analysis

The ongoing authorisation for L&N Consultancy NDP work, payments and budgetary provision was discussed in detail at the meeting of the Policy & Finance Committee, held on the 17th November 2020, where it was resolved to propose to Council that this engagement is authorised until the Council meeting in January 2020, where a further review will be carried out.

Implications

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

<u>Financial</u>	Please see attachments.
<u>Legal</u>	Requirement for proper recording of authorisation.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

Various supporting documents.

Neighbourhood Plan Finances

Dec 2017 to date Nov 20

Town Council funds used £6100 Approx.

Locality Opening Grant £7000 Used to pay Consultant O'Neil Homer .

Locality Grant Grant £6,150 used to pay Consultant James Boot

Peacehaven Town Council

£5000 Allocated 2018/19

£2500 Allocated 2018/19 £ 3800 paid to Consultant O'Neil Homer 30/11/18

PTC remainder amount paid to Earmarked reserves £3806

Allocated £5000 Budget 2019/20 not used but not transferred to earmarked reserves so lost to NDP

Allocated £5000 Budget 2020/21 Has been used to pay for Consultant , L&N Consultancy in the main.

Further Locality Grant to bring to Maximum £18,000 being applied for.

A/c Code	4337	Neighbourhood Plan				Annual Budget	5,000
Centre	130	Neighbourhood Plan				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance		0.00	
3	01/06/2020	204703	Cashbook	SECRETARY OUTSOURCE		118.75	
4	30/06/2020	204732	Cashbook	MINUTES FOR NP 11/06/20		112.50	
4	31/07/2020	NAST	Purchase Ledger	NDP WORK - JULY 2020		1,815.00	
5	04/08/2020	120315	Cashbook	SECRETARY OUTSOURCE		143.75	
5	19/08/2020	Led No 1	Sales Ledger	Sales Daybook Summary 592			652.92
6	01/09/2020	120229	Cashbook	SECRETARY OUTSOURCE		118.75	
6	01/09/2020	NAST	Purchase Ledger	JULY CONSULATANCY		1,650.00	
6	10/09/2020	Led No 1	Sales Ledger	Sales Daybook Summary 609			39.58
6	23/09/2020	Led No 1	Sales Ledger	Sales Daybook Summary 611			612.50
6	23/09/2020	120257	Cashbook	MINUTES FOR NDP		187.50	
6	09/10/2020	Led No 1	Sales Ledger	Sales Daybook Summary 634			
7	21/10/2020	Led No 1	Sales Ledger	Sales Daybook Summary 640			473.00
7	23/10/2020	NAST	Purchase Ledger	CONSULTANCY WORK - SEPTEMBER		1,419.00	
7	23/10/2020	Led No 1	Sales Ledger	Sales Daybook Summary 644			473.00
7	05/11/2020	Led No 1	Sales Ledger	Sales Daybook Summary 652		473.00	
8	04/11/2020	120355	Cashbook	NDP MINUTES		125.00	
8	05/11/2020	NAST	Purchase Ledger	OCTOBER CONSULTANCY		1,650.00	
8	10/11/2020	Led No 1	Sales Ledger	Sales Daybook Summary 654			591.66
Account Neighbourhood Plan					Account Totals	7,813.25	2,842.66
Centre Neighbourhood Plan					Net Balance Month 9	4,970.59	

Neighbourhood Plan break down September 2020

Date	Activity	Hours	Cost
31 st Aug	Site visit with AECOM regarding design guides and local design	3hr	
1 st	Finalise HDD response and send through	2hr	
2 nd	Meeting with Bob Poplett and agent	2.5hr	
3 rd	Catch up Meeting with Jim Boot	0.5hrs	
7 th	Meeting with Steering Group and Jim Boot	2hr	
10 th	New Planning Act read and prepare debrief for meeting and meeting at Community Hall	4hrs	
10 th	Neighbourhood Plan Full Meeting	2hr	
17 th	Prepare wording for Design Guide social media release	1hr	
19 th	Walk around Meridien Site, pathways and cycle routes	3 hr	
19 th	Preparation of cycle/walking routes map setting out routes across towns	2 hr.	
23 rd	Meeting with Jim and George	1hrs	
24 th	Meeting with NP group Community Hall Re cycle ways	2 hrs	
24 th	Prepare masterplan consultation wording for George and Gaston	2hrs	
28 th	Revised Map for cycle routes and pathways	1hr	
29 th	Preparation of response to White paper consultation	2hrs	
30 th	Preparation of report	2hrs.	
	Total	32hrs	

Neighbourhood Plan breakdown October 2020

Date	Activity	Hours
1st	Site visit with HDD around site to discuss NP aims, cycle routes, walkways etc.	3hr
1st	Green energy meeting	1hr
4th	HDD notes, emails and coastal erosion	3 hrs
5th	Design Guides meeting with AECOM	2hrs
7th	Written response to White paper consultation	6hr
8th	Meeting with Gaston re: masterplan consultation NP Steering Group meeting	2 hrs
9th	Meeting with Cathy and PTC	2hr
11th	Prepare wording for masterplan consultation	1hr
12th	Meeting with Tim Bartlett concerning coastal erosion and research/policy re design guides	3 hr
15th	Response to HDD second draft plans	5 hr.
16 th	Meeting with Cathy re updates.	1hrs
17 th	Masterplan consultation	2 hrs
19 th	Finalise and send comments from group to HDD	1hrs
20th	Meeting on masterplan consultation strategy	1hr
23 rd	Information and support for full council on NP	1hrs
24 th	Emails and project planning	1 hrs.
29th	Monthly reports for NP	2hrs
	Total	37hrs

Neighbourhood Plan break down August 2020

Date	Activity	Hours	Cost
3rd	Emails with Mike Gatti on clarifying housing sites in NP	1hr	
3rd	Policy writing looking at population backgrounds	1hr	
6th	Group Emails and Terms and Conditions	1 hr	
6th	Policy writing – population backgrounds for Intro	5 hrs	
11th	Meeting with Cathy Gallagher to discuss updates for NP	2hr	
13th	HDD Zoom Meeting NP Meeting Preparation/ Masterplan preparation of report to group for Zoom Meeting, undertake Steering Group zoom meeting	6hrs	
20th	Prep for group meeting about HDD proposals Meeting to discuss HDD proposals Valley Road site meeting with developer	5hr	
21st	Zoom meeting with Thea Petts about site allocations and Housing needs assessment	1hr	
22nd	Meeting with Valley Road Res. Preparation and email to group of HDD response comments (draft)	4 hr	
27th	Zoom Meeting with NP group and Luis re Design guides and HDD response. Policy writing	4 hr.	
29th	Amend HDD response following comments from Steering group, and prepare for AECOM visit on the 1 st .	3hrs	
30th	Write end of month reports and invoice	2 hrs	
31st	Policy writing/ Design Guide research good design in Peacehaven	3hrs	
	Total	38 hrs	



Report for August 2020

A lot of this month has been taken with the HDD draft proposal for the Meridian Site. This has included undertaking meetings and conversations with HDD to discuss how the masterplan for the site may be consulted upon and how this would impact on any consultations regarding the potential planning application. The most important thing at this stage is that the two documents are separate entities and residents will need clear guidance during any forthcoming consultation of the different aims of both documents, as well as clear guidance as to how any forthcoming planning application for the site meets the identified objectives of the masterplan.

The Steering Group has met and discussed the proposals for the site with regard to the masterplan and I have prepared a full response to feedback to HDD on how the proposals currently do not reflect the main objectives set out in the masterplan. I have also had a follow up meeting with Gary Lees of Pegasus to discuss how feedback to the final masterplan can be provided by HDD and the two documents can be discussed by the residents without causing consultation fatigue.

More discussion will take place during September of how consultation will occur.

Valley Road

The residents of the Valley Road housing site have now plotted their site and have shortlisted three main developers who have agreed to prepare some initial proposals for the site. This will take some time but Valley Road site is now clearly identified on OS Maps so this can be plotted and used for site specific policies.

AECOM Masterplan

AECOM have amended the draft masterplan to include two further options which reflects the Steering Groups wishes for lower numbers of housing and surface level car parking. These new options are set out at 3.1 and 3.2 in the final masterplan. With Jim Boot we are currently looking at the best way to formally consult on the principles

and designs within the masterplan and it is currently felt that a summary of the masterplan should be designed to enable ease of understanding and feedback.

AECOM are also preparing design guides for the Neighbourhood Plan, these guides will help shape the design of new buildings and spaces in the Towns. Initial meetings with AECOM have been undertaken to establish some good design principles that would be applicable for different areas of the towns and Telscombe Village.

Policy Writing

This has mainly concerned pulling together information for each of the towns concerning their population and socio-economic background, as taken from the 2011 census.

I am currently also going through the students reports to see if any newer evidence regards the population has been discovered.



Report for October 2020

HDD attended the site at the beginning of the month and this led to constructive walk around where the NP Group were able to discuss the importance of linking the Meridian site to the wider surrounding area and how this could be done via properly established cycleways and walking routes that led from north to south and east to west, and how these could join with a wider network of routes that would encourage more people to use the site.

In addition, we talked about improving the access to the health centre, providing dedicated ambulance bays and additional parking as well as better bus access to the site.

The amended proposals that followed the meeting were encouraging, including a lot of what had been discussed as well as new library facility and flexible business space. However, the proposals still have a long way to go before they meet the aspirations set out in the Masterplan and as such a second full response was prepared and sent to HDD. At this time no further comments or proposals have come forward so this will now be set aside for now.

Work then began on the consultation strategy for consultation on the masterplan. Time was spent with Gaston, George and Jim preparing a consultation leaflet, online survey, newspaper briefings and a lot of discussion around the best way to get people involved and recording responses. Given the current situation with Covid, it is likely that this will be done virtually, but should we get a week or so before the end of December then it may be good to arrange some face to face meetings using a booking system.

In addition to the consultation, meetings were held about the coastal erosion and how climate change may impact upon the policies needed for the area. It is likely that within the design guides the area named "coastal plotlands" will need to encourage more sustainable surface water drainage systems, and discourage further long-term development within close proximity to the coastal cliff edge.

Next month will look at housing need, the ESCC walkway and cycle path consultation, starting the masterplan consultation and preparing the skeleton policy outline.



Report for September 2020

September saw the start of the design guide work with AECOM, with a tour around the towns and village for Luis and Holly (AECOM) with Nancy, Peter and Cllr. Judd. The site visit allowed us to set out the different types of design that fall between the rural northern parts of the area, to the smaller more densely populated seaside strip. This has led onto a general conversation around what the town itself considers good design and this has now progressed to the Neighbourhood Plan social media Facebook pages, encouraging local residents to submit photographs of good design practices locally.

Further workshops with AECOM are being arranged for next week to start taking things forward.

In addition to the design guides, Jim and I have been working on a consultation strategy for the masterplan, allowing residents their say on the final masterplan over a six-week period leading up to Christmas. It will seek responses around the Meridian Site and Hoyle Road industrial area the types of uses residents would like to see on the site. Feedback to the residents is scheduled for January 2021. It should be noted that the masterplan has no connection to the development of the site and current proposals being put forward by HDD, but does set out some of the aspirations of the residents to have a more accessible and vibrant retail area.

Conversations with HDD the developers for the Meridian Site continues and I have submitted formal responses to the first proposal provided and this has led to a further site visit with HDD around the site looking at connectivity of the site to the wider area and discussion around cycleways, footpaths and bus services.

I have also drafted a wider route map, which sets out the proposed cycle and walking routes across the towns and the map is currently being taken to Sustrans to look at how cycle paths may be developed for the area. It is also being used to look at the possibility of setting out a connecting path from the Big Park to the Meridian Site via PCS school.

Setting out the routes from east to west and north to south is very important, as there has not been any primary routes marked for the area and connectivity is very poor. If we can prioritise improving the walking and cycling routes, then it is hoped this will help towards a modal transport shift and improve health and wellbeing.

Preparation for the Neighbourhood Plan Steering Groups response to the "Planning Futures" white paper has commenced and will be ready for submission by the end of October.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 6th October 2020

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

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

Four members of the public were also present.

1 PH890 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting.

2 PH891 PUBLIC QUESTIONS

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

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

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

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

It was suggested by Councillors that

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

Minutes of the meeting of the Planning & Highways Committee - Tuesday 8th September 2020

1 PH892 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies accepted for Cllr Hill

2 PH893 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests

3 PH94 TO ADOPT THE MINUTES FROM THE 8th SEPTEMBER 2020

It was resolved to adopt the minutes as a true record

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

Cllr Gallagher reported the following:-

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

1 PH896 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

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

Town Clerk will investigate.

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

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

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

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

Proposed Cllr Seabrook

Seconded Cllr Griffiths

All in Agreement

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

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

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

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

Proposed Cllr Griffiths

Seconded Cllr Seabrook

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All in Agreement

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

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

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

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

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

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

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

Proposed Cllr Mills

Seconded Cllr white

All in agreement

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

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

Proposed Cllr Seabrook

Seconded Cllr Griffiths

All in Agreement

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

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

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

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

7 TO CONSIDER Planning applications as follows:-

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

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	be improvement in the sewage/drainage system.
PH906 LW/20/0558 70 The Promenade Peacehaven Case Worker Mr James Emery	Peacehaven Town Council Recommend to Approve

14 To note the following Planning Applications:-

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

The Committee noted the planning applications above

15 TO NOTE the following planning application Decision Notices:-

PH910 LW/20/0471 8c Cripps Avenue Peacehaven	Planning Application for Planning Application for Erection of a rear extension Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application
PH911 LW/20/0483 55 Telscombe Road Peacehaven	Proposed loft conversion Lewes District Council hereby certify that on 28 July 2020

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	<p>the matter 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 (as amended).</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application</p>
PH912 LW/20/0452 5 Green Hill Way Peacehaven	<p>Planning Application for Construction of a 2 bedroom bungalow to the land at the rear</p> <p>Lewes DC Refused permission Peacehaven's Planning & Highways Committee Objected this application</p>
PH913 LW/20/0443 8a Downland Avenue Peacehaven	<p>Planning Application for Proposed loft conversion</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application</p>
PH914 LW/20/522 28 Firle Road Peacehaven	<p>Planning Application for Erection of a summer house and separate storage shed</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application</p>

The above decisions were noted.

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

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

Next meeting of the Committee – 10TH November 2020

There being no further business, the meeting closed at 20.45



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 10th November 2020

Present – Cllr I Sharkey (Chair) Cllr A Milliner, Cllr C Gallagher, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Tony Allen (Town Clerk),
One member of the public was also present.

1 PH916 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH917 PUBLIC QUESTIONS

A member of the public reported that the robust objection by the Town Council to the Sussex Coaster planning application was welcomed by members of the public, but that concern had been expressed that two Peacehaven District Councillors had supported the application at the LDC Planning Committee.

3 PH918 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr G Hill and Admin. Officer V Onis.

4 PH919 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Mills re. Item PH935, having tried to purchase this property.

5 PH920 TO ADOPT THE MINUTES FROM THE 6th OCTOBER 2020

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

6 PH921 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following items: _

- The AECOM Master planning public consultation.
- Special NDP Steering Group meeting to be held on the 12th November 2020.
- Business Development Committee and a request for any additional input into the Internal Business Plan.

1 PH922 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The finance report was received and noted.

It was noted that two of the Council's notice boards are in need of replacement, the most urgent being the one in Telscombe Road. The Clerk noted that there is budget for this replacement in the current year and that the second replacement will have to be funded from the 2021/22 budget. A report and costings for the first replacement are needed.

2 PH923 TO RECEIVE A VERBAL REPORT FROM THE DEVELOPERS' LIAISON WORKING PARTY

Cllr Sharkey reported that some of the expected contributions from the Lower Hoddern Farm development are not due until the later Phases of this development..

Cllr Paul reported that she had made contact with the Chalkers Rise Facebook group.

Cllr Gallagher reported that she and the Senior Projects Officer were chasing the promised Barratts Travel Plan and were also trying to develop contacts with B&H Buses, but that this had been thwarted by the second Covid-19 lockdown measures.

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Cllr White referred to the East Sussex Local Cycling & Walking Infrastructure Plan Public Consultation 2020. Cllr Seabrook noted that a response from Council was appropriate; Clerk to facilitate this. Cllr Gallagher noted that the NDP SG will also be making a response to this consultation.

3 PH924 TO DISCUSS THE TOWNS PLANTER LICENSES. LICENCES RAN OUT IN JUNE, HAVE THE COUNCIL CONTACTED

ESCC TO GAIN A NEW 5 YEAR LICENSE FOR THE ONES THAT ARE NOW OUT OF DATE

It was agreed that the Committee will review the locations and need for maintaining its planters; to be discussed further at its next meeting.

4 PH925 TO SEEK APPROVAL FOR THE RENEWAL OF THE ESCC URBAN GRASS CONTRACT (additional cuts)

The Clerk's report was noted and discussed.

It was resolved that Option 2 of the ESCC Contract proposals for 2021/22 should be accepted, i.e. two standard cuts plus four additional cuts paid for by the Town Council.

5 PH926 TO DISCUSS OPTIONS TO REPLACE STREET LIGHTS

Cllr Seabrook's report was noted and discussed.

It was noted that the Council only has three streetlights under its control:-

1. Halfway down the hill on Roderick Avenue.
2. Junction of Roderick Avenue and Valley Road.
3. Junction of Roderick Avenue and The Lookout.

Cllr Seabrook related the costs, options and the technical pros & cons for the available replacement solutions/technologies.

Cllr Gallagher noted that this matter had been debated by Telscombe Town Council for its 14 streetlights but was discounted due to the brightness of the proposed replacement lights and the impact this would have on residents and wildlife.

It was resolved to proceed and upgrade the Council's three streetlights, subject to detailed proposals and costings and agreed budgetary provision.

1 PH927 KICK STARTING LOCAL CLIMATE ACTION

This report was noted; however, it is not a matter for the Planning & Highways Committee.

2 PH928 VERBAL REPORT ON ROAD SAFETY

Cllr Sharkey reported that she had recently attended a presentation by the Surrey & Sussex Road Safety Partnership (SSRSP) and will circulate the notes from that session to Committee members.

Cllr Mills noted that road safety matters feature prominently at the JAG meetings which she attends.

Cllr Mills reported on a one-month survey of vehicle movements being conducted in Dorothy Avenue.

Cllr Seabrook reported that the Speed Watch Team could now be deployed if one more volunteer comes forward.

Cllr Paul noted that she knew of a number of residents in Arundel Road that would be willing to participate in these exercises.

3 PH929 TO DISCUSS THE POSSIBILITY OF TRAFFIC REGULATION ORDERS.

The circulated paper was noted and discussed, with some potential uses and areas for the application of TRO's in Peacehaven identified.

It was noted that the use of TRO's could be a joint project with Telscombe Town Council as it already has two TRO's in place.

The Clerk noted that, as well as for parking issues, TRO's have other purposes, including vehicle weight restrictions.

It was noted that setting up TRO's can be a lengthy and costly process. Clerk to investigate the exact procedures and costs involved in going forwards.

In the interim, it was agreed to raise the issues of anti-social parking with the owners of the premises concerned and to encourage the use of Operation Crackdown reporting by residents.

4 PH930 TO DECIDE ON A NEW PLANTER/BIKE RACK OUTSIDE SUBWAY

The Marketing Officer's report was noted and discussed.

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Options and costs for the replacement planters were discussed, along with the need for their effective and sensitive positioning.

It was resolved to purchase two planters with attached cycle racks from the Front Yard Company at a cost of £202.50 each; to be funded from the 4853 Street Furniture budget; subject to securing a new Licence for this from ESCC and details for securing the planters to the pavement.

5 To consider Planning applications as follows:-

PH931 LW/20/0676 12 Jason Close	Retrospective application for a garden structure. It was resolved to recommend approval.
PH932 LW/20/0668 40 Slindon Avenue Peacehaven	Demolition of existing bungalow and garage, and construction of 2no 3-bedroom detached bungalows (resubmission of planning application LW/18/0831) It was resolved to recommend approval.
PH933 LW/20/0571 2A Slindon Avenue Peacehaven	Variation of condition 1 of application LW/19/0266 to allow an addition of a new dormer to the side elevation and extension to the existing porch including creation of first floor balcony to the front elevation It was resolved to recommend approval.
PH934 LW/20/0510 Street Record Greenwich Way Peacehaven East Sussex	Proposed telecommunications installation: Proposed 18m Phase 8 Monopole C/W wraparound Cabinet at base and associated ancillary works It was resolved to recommend approval, with the Condition that the mast is painted in gold, to match adjacent lamp post.
PH935 LW/20/0494 40 Horsham Avenue Peacehaven	Demolition of existing dwelling and replacement with 2no. semi-detached Dwellings It was resolved to recommend refusal for the following reasons:- <ol style="list-style-type: none">1. The proposed development represents unacceptable density/over development.2. The area cannot accommodate additional parking of vehicles. No parking is allowed in the road due to the proximity to the School.3. Absence of adequate car parking facilities - provision for pedestrians, wheelchairs, and prams.4. Exacerbate existing parking problems in the area. The Plans and other documents were not very professional. It is recommended that the Planning Officer conducts a site visit.
PH936 LW/20/0703 25 Glynn Road Peacehaven	Proposed revised site access off Glynn Road for the approved development (LW/18/0338) with associated alterations to the existing dwelling It was resolved to recommend refusal for the following reasons:- <ol style="list-style-type: none">1. The parking arrangements are inadequate in view of the fact that access to the proposed dwelling is only pedestrian. Access via the Housing Association land cannot be guaranteed.2. The area cannot accommodate additional parking of vehicles. No parking is allowed in the road due to the proximity to the School.3. Absence of adequate car parking facilities - provision for pedestrians, wheelchairs, and prams.4. Exacerbate existing parking problems in the area.5. Approval of this application would set an unacceptable precedent.6. Increase in traffic & congestion.7. Parking & Highway safety – turning space is limited.

Minutes of the meeting of the Planning & Highways Committee - Tuesday 10th November 2020

1 To note the following Planning Applications:-

The Applications below were noted.

PH937 LW/20/0654/CD Lower Hoddern Farm Peacehaven	Discharge of conditions 3 - Street Furniture, 12 - Landscaping, 13 - Bus Information Boards, 18 - Cycle Storage, 19 - Parking Areas, 29 -Bus Information Boards (Phase 2), 30 - Drainage Strategy in relation to planning application LW/17/0226 and condition 17 - Parking Allocation in relation to planning application LW/19/0760
PH938 LW/20/204 The Sussex Coaster 80-82 South Coast Road	Notification of Committee Meeting Demolition of public house and re-development to provide seventeen residential units with associated vehicle parking and landscaping Wed 4 th Nov 1pm

2 To note the following planning application Decision Notices:-

The following Decision Notices were noted:-

PH939 LW/20/0526 81 The Promenade Peacehaven	Planning Application for New roof extension to existing property Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH940 LW/20/0558 70 The Promenade Peacehaven	Planning Application for Erection of conservatory to side elevation Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH941 LW/20/0601 53 Ashington Gardens Peacehaven	Planning Application for Single storey rear extension, front entrance porch, together with a complete new roof forming first floor accommodation Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH942 LW/20/522 28 Firle Road Peacehaven	Erection of a summer house and separate storage shed Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application

3 PH943 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The circulated Action Plan was noted and discussed.

The Clerk reported that the resubmission of the proposal forms for the two remaining car parks to be registered as Assets of Community Value (ACV's) had been forwarded to LDC for review by its Committee.

The need/purpose of Item 10, highlighted in red in the Action Plan, was questioned; Clerk to follow up with the Admin. Officer.

DATE OF NEXT MEETING OF THE COMMITTEE - 8th December 2020

There being no further business, the meeting closed at 21:38.



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 7.30pm on Tuesday 1st September 2020

Present – Cllr. David Seabrook (Chairman), Cllr W Veck, Cllr. Cathy Gallagher, Cllr. Isobel Sharkey, Cllr. Lucy Symonds, Cllr Lynda Duhigg, Cllr Gloria Hill. Town Clerk Tony Allen. Civic & Marketing Officer, Deborah Donovan.

1 E128 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E129 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Cllr. Chris Collier, Cllr C Cheta & Cllr J Harris.

3 E130 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations made.

4 E131 TO ADOPT THE MINUTES OF 28th JULY 2020 MEETING

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

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

5 E132 STAFF DEPLOYMENT & VACANCIES

5.1 GROUNDS TEAM

5.1.1 GROUNDS PERSON VACANCY

5.1.2 EMPLOYMENT OF A GROUNDS TEAM APPRENTICE

The current situation and options available were discussed in detail. It was noted that the filling of these vacancies was an urgent matter to meet current workload requirements.

The use and deployment of current Caretaking & Grounds staff, availability of contractors, and advertising the vacancies again was discussed. It was resolved that a meeting should be held with Cllr Seabrook and the staff managers and supervisors, to detail the options available and produce a plan for the Committee going forward.

5.2 CARETAKERS TEAM

5.2.1 OPENING UP OF COMMUNITY HOUSE & THE HUB

It was noted that a few groups were returning, and others being approached to ascertain their position currently. Many groups are still being cautious and a number of them will probably wait until next year before looking at returning.

5.3 OFFICE STAFF

5.3.1 REMOTE WORKING

5.3.2 RETURNING TO THE PTC OFFICE

5.3.3 PROVISION OF EQUIPMENT

The reports circulated with the meeting papers were noted and discussed in detail.

Three areas of consideration were discussed: -

1. Officers to continue to work from home where possible
2. To use a suitable rota for all officers to work want to work partially from home and at the office.
3. To use one of the meeting rooms as a working office and to fit it out appropriately.

Regarding Item 1, it was noted that remote working had been very effective, with no loss of efficiency or productivity. Officers who want to attend the office have a common understanding with colleagues to pick a convenient day and time to visit or work from the office.

Regarding Item 3, it was noted that the staff consensus is that the back office is too crowded and unsafe with regards to the current COVID-19 situation. It is not possible for all officers to work in that particular room all together and to ensure a safe environment with regard to social distancing. It was noted that the room has no fresh air because there are no opening windows. It was noted that the use of a meeting room for office purposes will reduce the space available to hirers, although this was not a pressing consideration at the moment.

It was noted that, as the current working situation had developed into, and will remain as a long-term consideration, Council must be mindful of the need to ensure that staff working from home are properly and safely equipped with regard to IT, furniture, etc.

It was agreed that sensitivity to staff needs and concerns remains of high importance and that spending more time at the office should continue to happen organically; it should not be imposed.

It was resolved that the current working arrangements should continue, to be reviewed later in the year, and that a costed plan is put to the Policy & Finance Committee for homeworking requirements and for converting a meeting room for office use.

6 E133 ONGOING STAFF MATTERS & ACTION PLAN

The Committee's Action Plan was noted and discussed.

Ongoing cases, issues and training opportunities were discussed.

7 E134 CODE-OF-CONDUCT FOR COUNCIL MEETINGS

The need for maintaining a professional image, both in appearance and behaviour at on-line meetings was discussed.

It was resolved that the briefing document produced earlier in the year would be updated to emphasise this requirement and upgraded to a Code-of-Conduct for on-line meetings.

8 E135 DATE OF THE NEXT MEETING

Thursday 22nd October at 7.30pm.

There being no further business, the meeting closed at 21:09.



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 15th September 2020 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr W Veck, Cllr Duhigg, Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

1 LA 456 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and made the following announcements:-

It is with great sadness that I must report the passing of Cllr Hill's husband and Ray Burnett who worked for PTC for about 10 years.

Lake Park Pond was visited by James Macleary, Deputy Leader of Lewes District Council and Julie Carr the Lead Member for Open Spaces, to discuss the future management of the area and how to consult with residents with the aim of starting a 'Friends of Lake Park Pond'

The Making it Happen Team from SCDA visited many of the Town's green spaces in the West Ward and North Ward to see if they would fit in with the criteria of their project.

Next Saturday 19th September Dr. Bike will be in Centenary park 10-12.15 for bike checks and advice.

2 LA 457 PUBLIC QUESTION TIME

There were no Public questions.

3 LA 458 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Duhigg substituted Cllr Hill
Cllr Veck substituted Cllr Symonds.

4 LA 459 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 LA 460 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 23rd JUNE 2020

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

6 LA 461 FINANCIAL UPDATE

The Finance report was discussed. The Town Clerk advised that he and the Finance Officer will be approaching Committees soon and discussing the budget for next year.

Report Noted.

7 LA 462 TO DISCUSS AND EDIT THE TERMS OF REFERENCE

The Committee reviewed the circulated draft Terms of reference in detail and several changes were made. It was resolved to adopt the Terms of Reference as amended for ratification by Council and these are appended to these minutes.

8 LA 463 TO REVIEW THE INTERNAL BUSINESS PLAN

The two documents were received, accepted and noted by the Committee. It was agreed that the Committee needed time to digest the content of the Plans and to make recommendations at its next meeting .

Cllr Gallagher added that the next Business Development Committee, will be Tuesday 23rd September, where the documents will be looked at further. Any further comments are welcome and can be emailed to the Marketing Assistant.

Proposed Cllr Sharkey

Seconded Cllr Seabrook

All in agreement

9 LA 464 HOWARD PARK CONSULTATION

Cllr Seabrook noted that the report for Howard Park has only recently been circulated, so there is no rush to discuss at this Committee meeting. Cllr Seabrook requested that Committee members read the report so it can then be discussed at the next Committee Meeting.

10 LA465 TO NOTE PROGRESS ON THE NDP/OPEN SPACE AUDITS

Cllr Gallagher read through the latest report noting that the audit of green spaces is being carried out in conjunction with the development of the Neighbourhood Plan and that a full report and proposals will be available for the Committee's next meeting.

Report noted.

11 LA466 TO DECIDE ON GREEN WASTE DISPOSAL / SHREDDER

The report was discussed by the Committee

- Parks Officer confirmed that the Grounds Team would try the machinery before buying.
- Concerns with storing the green waste if hiring machinery in. With the storing of the hedge cuttings, there could be a fire hazard and piles of hedge cuttings would be tempting for tampering.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 15th Sept 2020

- There is a budget for this purchase now, which may not be there next year or could we use S.106 funds towards this.
- If we do not start making equipment changes now, we will not meet our aim to be carbon natural by 2030
- Currently having to transport cuttings waste to Ringmer and pay to dispose of it. We are giving away a valuable resource, and effectively buying it back as mulch for our trees. It would be far better for us to shred our tree prunings on site and use it to mulch our own trees. Cash savings, carbon dioxide savings in the future.
- About to do our budgets for next year, we can specifically include this in our budgets, if we want to.

The report was discussed and it was resolved that the Parks Officer will work with Committee members to submit a business case for costs and savings on this piece of equipment and to refer this to Policy & Finance.

Proposed Cllr Sharkey

Seconded Cllr Paul

It was agreed by Majority, Two abstained.

12 LA467 TO DECIDE ON THE LOCATION FOR AN ADDITIONAL BANNER BOARD

The Parks Officer confirmed that the fence leading to the big park belongs to the Town Council and not the Bowls Club.

Cllr Gallagher noted that, we have not yet had a discussion as a Council as to whether we want banner boards in the Town at all. In this digital age maybe we could expand our on-line advertising to avoid disturbing our green spaces with advertising boards. All part of the review to work towards a management plan for our green spaces.

Cllr Gallagher proposed that we defer this matter for consideration as part of the management plan of green spaces, which will report at the next Committee meeting.

Proposed Cllr Gallagher

Seconder Cllr Seabrook

Agreed by the majority, two abstained.

13 LA468 TO DECIDE ON THE OPTIONS FOR THE DELL PLAYGROUND

It was agreed to set up a working party for a one-off meeting to discuss the Dell Playground and invite other Councillors.

Cllr Gallagher, Cllr Griffiths and the Parks Officer have volunteered to be in this group and two members of the public, as advised by Cllr Griffiths. It was noted that our SPO has also got experience of playgrounds for disabled children and she has shown interest in being involved.

Proposed Cllr Gallagher

Seconded Cllr Sharkey

All in Agreement

14 LA469 TO NOTE THE FIRE DAMAGE AT THE BIG PARK

The report was noted

LA470 TO NOTE AND COMMENT ON CORRESPONDANCE FROM THE BOWLS CLUB

The report and correspondence from the Bowls club was noted. It was agreed to maintain the Oak tree and monitor it.

16 LA471 TO NOTE THE MUGA COURT OPEN REPORT

The report was noted.

17 LA472 TO NOTE THE DELL PICNIC AREA UPDATE

It was requested that the Town Clerk sends to Committee, the letter of agreement between Peacehaven Town Council and Coffee Y.

The report was noted.

18 LA473 PROJECT UPDATE

The Parks Officer updated the Committee noting that the dog fence has now been delivered. WHERE?

CCTV at the gateway Café is now being repaired and upgraded.

Gateway Café sink being fitted tomorrow

Quotes for Sewage pumps replacement now received. These works can now go ahead.

19 LA474 WORKS UPDATE

The Parks Officer updated the Committee noting that the Council is now advertising for the Grounds Team member vacancy; the closing date is 30th Sept.

TO CONFIRM DATE OF NEXT MEETING AS THE 3RD NOVEMBER 2020

There being no further business, the meeting closed at 20:40.

APPENDIX

Leisure, Amenities & Environment Committee

TERMS OF REFERENCE

1. Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
2. Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment, and buildings (excluding Community House).
3. To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
4. Be responsible for the provision of recreational facilities.
5. Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
6. Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
7. Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
8. Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.
9. To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
10. To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
11. Be responsible for complying with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.
12. Monitor and report progress against the Council's Internal and Community Business Plans.



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PEACEHAVEN TOWN COUNCIL

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 3rd November 2020 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr Duhigg, Cllr R White, Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

Four members of the public were also present.

LA 475 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.
The Clerk reported on the impact of measures relating to the second Covid-19 lockdown.

LA 476 PUBLIC QUESTION TIME

There were no questions from members of the public.

LA 477 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to approve apologies received from Cllr Hill and Cllr Paul and to approve their nominated substitutes for the meeting; Cllr Duhigg and Cllr White, respectively.

LA 478 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 479 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 15th SEPTEMBER 2020

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

LA 480 A PRESENTATION BY LIDDY LEEDING, CYCLE TRAINING COORDINATOR, ESCC & JAMIE LLOYD, CYCLE HUB OFFICER, SUSTRANS

The presentation covered the following:-

- Roles & responsibilities of ESCC & Sustrans representatives.
- Design and use of containers.
- Background information.
- Use of containers & site by various groups and as a community hub.
- Creation of a patio and defined boundary.
- Provision of an electricity supply to the containers.
- Requirements from the Town Council.

- Grants & projects.
- Impact on vehicle parking.

LA 481 CYCLE HUB PLAN REPORT

The circulated plan and report were noted and discussed in detail.

It was resolved by majority (one abstention) to approve the following recommendations in principle, subject to agreeing the finer details in due course:-

- To build a 5M x 5M patio in front of the double doors of the 40 ft container
- To build a smaller hard standing at the south end of the 40ft container
- To build a pathway directly in front of both containers and running 60 feet from the North end of the 20 ft Container to the south end of the 40 ft.
- To remove the unused bike rack in the main car park and reinstall the bike racks around the perimeter of the cycle hub area
- To build and install oak sleeper planters, around the perimeter of the area

LA 482 CYCLE HUB ELECTRICITY SUPPLY

The Clerk reported on the need for a qualified electricians survey for the provision of a sound and secure electricity supply to the containers.

It was resolved that the electricity supply would be a spur from the Gateway Café supply, subject to agreeing the details, including an electrician's certificate, in due course.

[Ms Leeding & Mr Lloyd left the meeting]

LA 483 PARKING AT CENTENARY PARK

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

Issues relating to security, design, impact on parking, pedestrian access & safety and trees in situ were discussed.

It was resolved by majority (one vote against) that the following recommendations should be adopted, subject to the production of a plan and agreeing to the finer details in due course:-

- To put a new fence and gate on the overflow car park to stop vehicle movements beyond the cycle hub containers.
- To recommend to the policy and finance committee to resurface the car park as a future project to be funded by CIL or 106 contributions

LA 484 SPENDING PROGRAMME FOR 2021

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

Cllr Gallagher noted the relationship of the listed projects with finances & plans relating to other developing projects, timing constraints and Internal Business Plan considerations.

It was agreed to review the circulated list of projects and to notify the Clerk of other projects to be added to it.

LA 485 VEHICLE AND EQUIPMENT REPORT

Cllr Seabrook's report was noted and discussed.

Climate change impacts, battery technology and the need to replace the Peugeot van were discussed in detail

It was resolved by majority (two votes against) to recommend to the Policy & Finance Committee that these items should be funded from capital reserves, using carbon neutral/battery alternatives where possible, with the new vehicle acquired within a two-year period, and the other items being included in the draft budget for 2021/22:-

- Peugeot Partner Van with an Electric vehicle which could be either purchased or leased.

- Two Hand roller mowers which should have been replaced in 2018
- Hover Mower which should have been replaced in 2018
- Three Strimmers.

LA 486 HOWARD PARK REPORT

Cllr Seabrook's report was noted and discussed.

Cllr Gallagher noted the relationship with the Green Spaces management Plan.

It was resolved that a Working Party be formed to progress the recommendations contained in Cllr Seabrook's reports.

WP to comprise of Cllr Seabrook, Cllr Griffiths, Cllr Mills, Cllr Sharkey and the Parks Officer.

LA 487 GREEN SPACES AUDIT PLAN

Cllr Gallagher referred to the circulated reports, noting the need for the Working Party to move things forward so that recommendations can be put to Council.

Cllr Gallagher highlighted the methodologies employed, the purpose of Management Plans, the need for grants and improvements for each element of the Plan and the general impact on the new budget for 2021/22.

LA 488 DELL DISABLED PARKING AND PATHWAY

The Parks Officer's report was noted.

LA 489 DELL RETAINING WALL

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

The Parks Officer highlighted the urgency for action, as the current wooden sleepers are rotten. More durable and eco-friendly materials were discussed.

It was resolved that the following recommendations should be adopted, subject to the agreement of materials to be used:-

- To recommend to the Policy & Finance Committee that the cost for the works to come from CIL money's held by PTC.
- Reducing the sand area by 4 meters to allow for extra equipment to be installed at a later date.

LA 490 CAFÉ LIGHTS

The Parks Officer's report was noted.

LA 491 CAR BOOT SALES FOR 2021

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

It was noted that the proposal related to the holding of boot sales at The Dell from April-October 2021, subject to the needs of bigger/regular events.

It was resolved that the following recommendations should be adopted, with boot sales held on a weekly hire basis:-

- To allow commercial hirers to use the Dell for car boot sales
- To allow the same commercial hirers, 31 weeks of the year for a boot sale on Saturdays from April to October, weather permitting.
- To reduce the charge from £150 to £70 per event.

LA 492 OLD PATH RESURFACING AT CENTENARY PARK

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

It was resolved that this path should be resurfaced as part of the CIL DDA project.

LA 493 PURCHASE FUNDING REPORT

The Parks Officer's report was noted and discussed in detail.
It was resolved to recommend to the Policy & Finance Committee that a new shredder and new gates for the outdoor gym should be purchased from capital reserves.

LA 494 HOWARD PARK STORAGE

The Parks Officer's report was noted and discussed in detail.
It was noted that the Clerk is designing an Agreement for this purpose.
It was resolved to allow Southern Water to use this verge inside Howard Park for storage purposes, during works on the A259, for five days at a charge of £500, plus a deposit to cover any resultant damage; additional days if required to be charged at £100/day.
The Parks Officer noted the need for a temporary retaining wall to be put up by Southern Water to contain any sand/ballast.

LA 495 FINANCE REPORT

The Parks Officer's report was noted and discussed in detail.
It was noted that the repairs/maintenance of vehicles budget had now been spent and that any further such costs would have to be covered from another budget.

LA 496 PROJECT UPDATE

The Parks Officer's report was noted and discussed.
The Clerk reported on the new Lease & Agreement with PTFC; Clerk to chase for these documents to be finalised by the Solicitors.

LA 497 WORKS UPDATES

The Parks Officer's report was noted and discussed.
It was noted that one team member, currently on long-term sick leave is expected to return to work very soon.

LA498 DATE OF NEXT MEETING AS THE 15TH DECEMBER 2020

Noted.

There being no further business, the meeting closed at 21:53.

Agenda Item: C681-a-vi
Committee: Council
Date: 24/11/2020
Title: Gateway Café lighting
Report Author: Town Clerk & Parks Officer
Purpose of Report: To seek approval for funding the repair/replacement of lights at the Cafe

Summary of recommended actions

- 1.** Council is asked to approve the replacement of all 8 lights with different fittings as recommended by the electricians.
- 2.** Council is asked to recommend virement of funds to pay for the works.

Introduction

When the gateway café was built 5 years ago, the lighting installed in the main area was LED down lighters which should last 5 years minimum.

Background

we now have 5 out of the 8 lights not working and the quote for these is approximately £400 per light, we have been investigating and trying to reduce this cost

Another idea would be to replace all the lights with different fittings that can be replaced easier and cheaper in the future.

Analysis

Repair the existing 5 lights cost £2051.00 the three remaining lights could fail at any time.

To replace with 8 TamLite fittings £2466.00 recommended by Bartholomew's and with new guarantees on them all.

The decision for this will need to be taken quickly now the nights are drawing in and funds would need virement of funds from the L&A budget heading 330/ 4171 grounds maintenance costs which are healthy due to less works happening and some outside funding paying for works to the football pitches.

Recommendation

To replace with 8 TamLite fittings £2466.00 with the virement of funds as set out above.

Implications

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

<u>Financial</u>	Virement of funds from 330/4171 to 316/4101 in the L&A budget
<u>Legal</u>	Landlord – Tenant responsibilities.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None
<u>Climate</u>	All lighting proposed is LED

Glacier II LED

THORN

96632410 GLAC2 L LED3 3500-830 HFIX EC GY GL PR

LED 27W GLCL_GL_PR_3K_LOG7	Ⓢ	IP20	⚡	CE	T _a 25	
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Glacier II LED

A modern and efficient LED pendant luminaire. DALI dimmable control gear suitable for central battery emergency installations. Housing: die-cast aluminium with satin grey finish. Reflector: prismatic glass with easy bayonet mount connection to housing. Class I electrical, IP20. Suspended via adjustable quick-lock 2.5m single wire suspension (supplied). Pre-wired with braided, flame retardant silicon cable, 5 x 0.75mm². Complete with 3000K LED

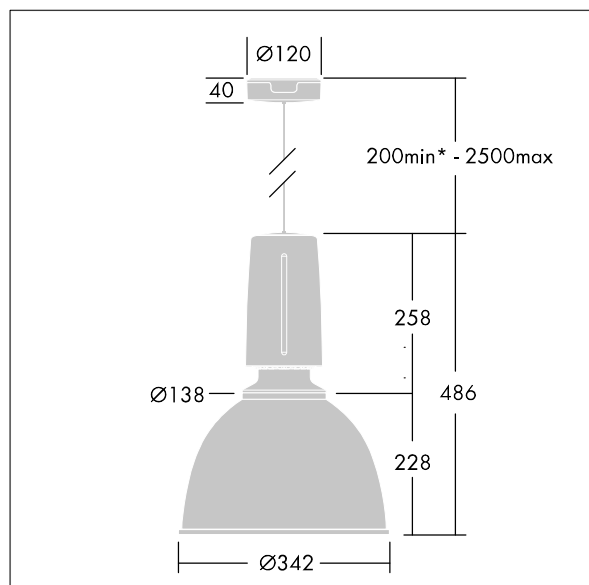
Dimensions: Ø340/140 x 485 mm

Luminaire input power: 27 W

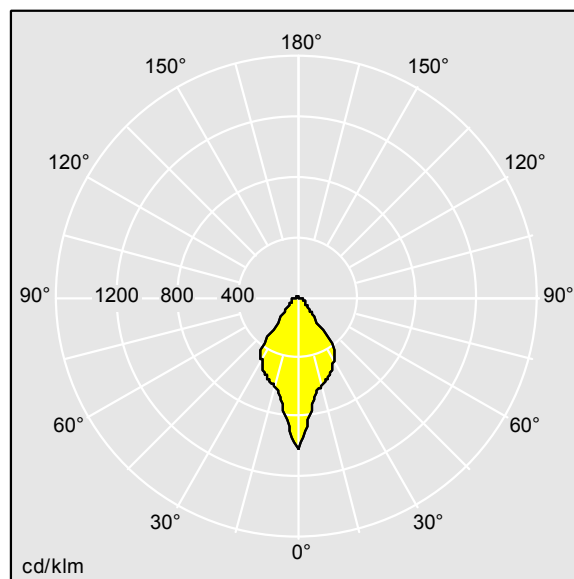
Weight: 6.8 kg



TLG_GLCL_F_L_GYGLPR.jpg



TLG_GLCR_M_LED.wmf



TLG_SP_0042932_G7.ltd

Lamp position: STD - standard

Light Source: LED

Luminaire luminous flux*: 3400 lm

Luminaire efficacy*: 126 lm/W

Lamp efficacy: 125 lm/W

Colour Rendering Index min.: 80

LOR: 1,00 ULOR: 0,04 DLOR: 0,96

Correlated colour temperature: 3000 Kelvin

Chromaticity tolerance (initial MacAdam): 3

Rated median useful life*:

L80 50000h at 25°C

Luminaire input power*: 27 W Power factor = 0.96

Dimming: DA2 dimmable to 1%

Maintenance category: C - Closed Top Reflector

All values marked with an * are rated values. Thorn uses tried and tested components from leading suppliers, however there may be isolated instances of technology-related failures of individual LEDs during the rated product lifetime. International standards set the tolerance in initial flux and connected load at $\pm 10\%$. Unless stated otherwise, the values apply to an ambient temperature of 25°C.

In most products the failure of one LED point causes no functional impairment to the lighting performance of the luminaire and is therefore no reason for complaint. Unless otherwise stated all Thorn LED products are suitable for unrestricted use (rated RG0 or RG1) with regard photobiological blue light safety (IEC/EN60598-1).

Thorn Lighting is constantly developing and improving its products. The right is reserved to change specifications without prior notification or public announcement.

© Thorn Lighting

Schedule Of Rates Summary

Chris Bartholomew Electrical Ltd

The Barn
27a South Street
East Hoathly

BN8 6DS

Phone 01825 880600
Fax 01825 841480
Email info@chrisbartholomew.co.uk
VAT Number 621 7905 45

Estimate Number E016949

Created By Steve Packham

Manager

Customer

Name Peacehaven Town Council

Contact

Address Mrs S. Baker
Meridian Centre,
Meridian Way
Peacehaven

BN10 8BB

Site

Name Peacehaven Town Council

Contact

Address Mrs S. Baker
Meridian Centre,
Meridian Way
Peacehaven

BN10 8BB

Description of Work:

For the attention of Andy

REF: E016949 9th October 2020

Dear Andy

Re: Gateway cafe

We thank you for your recent enquiry and are pleased to provide our estimate as requested

Provisions have been made to carry out the following electrical works as detailed below. To include:

1. Option 1 to replace the existing thorn fittings
 - To Replace the 5 no defective thorn fittings (note fitting is now discontinued at that wattage new fittings will be a bit brighter)
2. Option 2 to replace the existing thorn fittings with a tam-lite version
 - To Replace the 8 no fittings with tam-lite fittings

Assumptions

- Costs are based on the existing installation being suitable to be adjusted for the proposed scope, any defects discovered during the course of these works have not been included for

Included

- Making good holes

Exclusions:

- Further adaption or installation to the items listed above.
- Making good to decorations
- MCD Has not been included
- Works to be carried out in normal working hours

Schedule Of Rates Summary

Chris Bartholomew Electrical Ltd

*The Barn
27a South Street
East Hoathly*

BN8 6DS

*Phone 01825 880600
Fax 01825 841480
Email info@chrisbartholomew.co.uk
VAT Number 621 7905 45*

- Increase in the cost of materials should this value vary by more than 5% from the date of this estimate. We reserve the right to revise our costs accordingly.

Subject to Vat at the prevailing rate

We trust the information we have provided is in order, but should you need anything further please feel free to contact us.

Yours Faithfully

Steve Packham

Schedule Summary

Total Cost	£4,517.74
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Total Estimate Before Discount	£4,517.74
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Total Estimate After Discount	4,517.74
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Schedule Of Rates Summary

Chris Bartholomew
Electrical Ltd

The Barn
27a South Street
East Hoathly

BN8 6DS

Phone01825 880600
Fax01825 841480
Emailinfo@chrisbartholomew.co.uk
VAT Number621 7905 45

Section name	Quantity	Unit	Total
Option 1 5no Thorn replacements	1.00	2,050.91	2,050.91
Option 2 8no Dimmable Tamblite	1.00	2,466.83	2,466.83

SAPPHIRE

High output LED Pendant



Features:

Decorative pendant suitable for open areas and atriums
High lumen output ideal for 5-8m mounting heights
Gear options including DALI and emergency available
CRI: Ra>80
Up to 87 lumens per Watt efficacy
50,000 hours lifetime (L70/B50)

Construction:

Die-cast aluminium body with heat sink
finished in silver (RAL 9022)
Prismatic polycarbonate refractor
Supplied with ceiling fixing plate and 2.0m of cable and wire suspension
Supplied as standard with neutral white (4000K) LED

Options:

D - Dimmable DALI
M3 - 3 hours integrated emergency
A3 - Emergency self test
D3 - DALI self test

SAPPHIRE

High output LED Pendant

Order Codes

All dimensions are in millimetres

Order code	Description	Lumens (lm)	Total power (W)	Efficacy (lm/W)	Weight (kg)
TSP470NW	47W - 4000K	4100	47	87	3.70

Dimensions

All dimensions are in millimetres

Order code	C	Diameter
TSP470NW	635	405

Installation instructions:

Suspended via 2.0m wire to ceiling fixing bracket with 2.0m black cable

To specify:

Decorative LED pendant as per Tamlite Sapphire LED range, supplied with gear and module

Please Note: Order codes listed are for standard (non-emergency) versions only. For all other gear options, please contact Tamlite Lighting.



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PEACEHAVEN TOWN COUNCIL

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Summary notes of the Climate Emergency Working Party meeting held via zoom at 3pm on Wednesday 23rd September 2020

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

Cllr Seabrook welcomed the everyone to the meeting.

1. CEWP037 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Hill – apologies accepted

2. CEWP038 TO REVIEW THE SUMMARY NOTES FROM THE LAST MEETING ON WED 22nd July 2020 Summary notes accepted

3. CEWP039 TO REVIEW THE ACTION PLAN FROM THE MEETING ON 10TH JUNE 2020

4. CEWP040 PURCHASE OF SHREDDER

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

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

5. CEWP041 UPGRADE OF COMMUNITY HOUSE

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

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

6. CEWP042 FEEDBACK FROM JOINT WORKING PARTY

Constructive meeting, the next will be on 22nd October and Telscombe will host.

7. CEWP043 UPDATE ON ELECTRIC USAGE AND SOLAR PANELS

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

8. CEWP044 WASTE RECYCLING

Admin Officer spoke with Senior container – PTC bins

6 bins outside

1 mix recycling

1 cardboard

2 general waste

2 grounds team – dog waste and litter picking

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

Suggestions made by CWP

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

9. CEWP045 CLIMATE CHANGE STRATEGY

10. CEWP046 REVIEW OF ACTION PLAN

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

11. CEWP047 ANY OTHER BUSINESS

The next meeting will be Wednesday 4th November 2020

The Meeting ended at 17.45



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Summary notes of the Climate Emergency Working Party meeting held via zoom at 4pm on Wednesday 4th November 2020

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

1 CEWP048 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Hill – apologies accepted.

2 CEWP049 TO AGREE THE SUMMARY NOTES FROM THE LAST MEETING ON THE 23rd SEPTEMBER

Typo to be corrected on item 8. All agreed.

3 CEWP050 FEEDBACK FROM JOINT WORKING PARTY & LEWES CLIMATE FORUM

Cllr Seabrook updated that the second Joint Climate Zoom held on 22nd October, was constructive, and minutes will be circulated once received.

Cllr Sharkey and Cllr Seabrook attended the Lewes Climate Forum. Wide range of Councillors attended and residents and this zoom focused on the setting up of the Forum and how it will work.

4 CEWP051 STREET LIGHTING

- The three streetlights in Roderick Avenue owned by Peacehaven Town Council were discussed.
- Report “to consider options to replace streetlights” will be going to Planning and Highways on 10th November.
- It was resolved for Vicky to contact ESCC highways and find out who Highways are using for their lamp post replacement program, for advice on the best options for these posts.

5 CEWP052 CLIMATE CHANGE STRATEGY POLICIES

The working party will send Cllr Seabrook more ideas on how we can meet the 2030 target. Some suggestions below.

- Current contract with ESCC to manage PTC Gas & electricity supplies ends Mar 2021. We need to identify 100% renewable energy suppliers as soon as possible.
- Upgrade of the hub - to make climate change recommendations to ensure carbon neutral by 2030.
- Use of nonrenewable natural gas to be phased out from heating and cooking. There is a Gas cooker in Community house & two gas boilers at the Hub. The Boiler at the hub needs to be replaced soon – need an expert to do a survey and look at best options
- No new gas appliances to be purchased
- Where technically feasible all vehicles and grounds equipment, to be replaced with electrically powered versions at the end of their life cycle.
- Cllr White – excess methane coming off the sewage pumps? Can excess methane be used for heat purposes. Cllr White will make some enquires.
- Cllr Griffiths will contact Duncan Baker Brown. Regarding the Hub boiler. Duncan Baker Brown is an architect at Brighton University who specialises in green solutions such as Heat Pumps. It was been ideal if we could replace the boiler at the Hub with a Ground Sourced heat pump that can still be used after the building is replaced

6 CEWP053 REVIEW OF ACTION PLAN

Action plan updated

- It was agreed at the LA&E Committee on 3/11/20 that the Peugeot Van will be replaced between Apr 2021 and March 2023 with an electric vehicle. Options for purchase or lease to be considered.
- It was decided at the LA&E Committee on 3/11/2020 that the replacements for 2 hand roller mowers, Hover Mower and 3 strimmer's will go ahead between Apr 2021 and March 2023. Zero carbon options to be considered.
- A shredder is required to avoid ongoing trips to Isfield to dispose of prunings. It was decided at L&E Committee on 3/11/20 to purchase a new shredder using capital reserves. Will be going to P&F for approval.
- Vicky to email Town Clerk to investigate if we can turn off PC'S in the office from 1pm on a Friday. Currently PC's are left on 24/7.

- Vicky to speak to Senior Caretaker, to check the wattage of the lights at Community house.
- The two yellow waste paper bins (one in office, other given free of charge to EMCOR) will be removed from January.
- Solar panels on the roof of Community House are now working and being monitored on a regular basis. Last year we were paid £486

7 TRAINING FOR STAFF

Single use plastic policy to be circulated to all staff, along with staff training on the impacts of climate change.

Climate policy to be included in the staff handbook / green policies to be added to the Town Council website, maybe a webpage for this. Cllr Sharkey suggested a Green page to show what we as a council are doing towards Climate Change and what residents as individuals are doing.

Ideas for Climate Change – A Green competition for staff with a prize, so everyone can come up with an idea to “save the planet” in the New Year. Ideas to be collated into a document for staff.

8 CEWP054 ANY OTHER BUSINESS

- To consider budget for next year
- Need a meeting with a cycling group, maybe Lawrence can organise with Cycle Seahaven. Questionnaire on the Peacehaven focus group.

DATE OF NEXT MEETING IN JANUARY TO BE AGREED

The Meeting ended at 17.25



Peacehaven and Telscombe Neighbourhood Plan programme update

Nancy Astley and Jim Boot
12th November 2020

Revised activity / project plan	Start	End
Develop and deliver consultation on Masterplan (6 wks)	Nov-20	Dec-20
Write Consultation Statement for Masterplan (JB)	Jan-20	Feb-20
Housing Needs Assessment (TD)	Sep-20	Nov-20
Strategic Environmental Assessment Scoping Report (AECOM)	Sep-20	Dec-20
Develop character and design guidance and codes (AECOM)	Oct-20	Dec-20
Policy development and training (NA)	Feb-20	Feb-20
Complete Local Green Spaces, Views and Site Options Assessments (SG)	Oct-20	Dec-20
Write Neighbourhood Plan - Regulation 14 or Pre-submission Draft (NA)	Apr-20	Jun-20
Strategic Environmental Assessment – Environment Report (AECOM)	Apr-20	May-20
Consult on Neighbourhood Plan (6 weeks)	Sep-20	Oct-20
Write Consultation Statement for Regulation 14 Draft Neighbourhood Plan	Nov-20	Dec-20
Finalise Regulation 16 Draft Neighbourhood Plan (Submission Draft)	Jan-21	Feb-21
Write Basic Condition Statement	Feb-21	Feb-21
Lewes District Council undertakes Regulation 16 consultation (6 weeks)	Mar-21	Apr-21
Examination	Jun-21	Jul-21
Referendum	Sep-21	Sep-21
Adoption	Oct-21	Nov-21



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Minutes of the liaison group meeting with Havens Health held via Zoom at 16:00 on Tuesday 17th November 2020

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

Attendance:

Sarah Liron – Deputy practice manager Havens Health
Yvonne Jones- Head of reception Havens Health
Mike Gatti- Peacehaven Focus Group
Christine Bowman- Chair of the Patient Participation group
Tim Sayers- Patient Participation group
Sue Wells- Healthwatch East Sussex
Lucy Raynor- SCDA
Vicki Ashley- SCDA

Officers in Attendance: Matt Gunn- Marketing Assistant, Vicky Onis- Admin Officer, Karen Bray- Information Officer

Marketing Assistant (MA) welcomed everyone to the meeting and thanked everyone for attending. The MA confirmed that we have received a number of pre-submitted questions.

Question from Tim Sayers PPG-

I have heard that calls are being replied to as Havens Health and the more anxious patients are hanging up as they would be expecting a call back from Meridian Surgery.
Question then please 'when does the new Practice intend to notify all registered patients and how about the new name change and merger.'

Sarah Liron admitted that the merger has caused a lot of confusion and acknowledge that a letter should of gone out to all patients before the merger took place, to inform every registered patient of the plans.

Havens Health will be issuing a letter of apology to all 20,000 patients over the next couple of weeks, apologising for the poor communication.

Sharon also confirmed that the surgery will be making tweaks on the new website to make it clearer for residents. The tweaks aim to make the website look more similar to the previous Meridian and Rowe Avenue surgery websites.

Questions from Mike Gatti Peacehaven Focus Group-

1-I have been in contact with a resident who was very distressed. It concerns patients who are unable to use online services, like her son who has a disability, and whom she is a full-time carer. She is of the opinion that the reliance on the online services is discriminating against the elderly, and patients with certain disabilities who through no fault of their own cannot access services in the same way as the more 'Tech savvy' members of the community.

What can be done to assure those patients that this is not the case. I am sure she is not the only one who feels like this, and it is a very real concern to many.

If anyone from the surgery would like to contact her, I have permission to provide her details, if required.

Havens Health Could not answer due to patient confidentiality

2-Can patients book appointments by attending the surgery, if they cannot use online services or get through on the phone? We were informed previously that three lanes were being set up at reception one of which was for the booking of appointments, can you advise if this is in operation?

Yvonne Jones responded that due to Covid-19 the surgery really wants to minimise the footfall in the surgery. It is important to reduce the risk of exposing people to covid-19. Patients should only come into the surgery for very urgent matters or to attend a scheduled appointment.

3-One of our members has asked if it would be possible to implement a system whereby calls are held in a queue and the caller is advised what number they are in the queue. This would give the caller an idea of how long they would have to wait. Or perhaps a call back system where staff would call patients back when it is more convenient.

4-In a similar vein, patients, who by necessity, are using PAYG phones cannot hold on indefinitely, and find calling the surgery stressful and expensive. Is there anything that can be done for them?

Havens Health answered questions three and four together.

Sarah Liron stated that the updating of the telephone line had been done today, which should hopefully start to ease the problem. Also a few further tweaks have been made recently after a successful meeting with the telephone company. The surgery are already seeing that people are managing to get through quicker already.

A Call queuing system is being implemented so residents will know how many people there are in front of them in the line, as well as the que system the surgery are also implementing a call options menu I.E press 1 for reception etc.

Today, the surgery has also been working on the telephones so the whole of Rowe Avenue Surgery is now also covered by same phones as the Meridian Surgery. There is also a further meeting with the phone company later this week to specificity what they need going forward. Havens Health are also waiting for Rowe Avenues current contract to end with their telephone company to enhance the progress.

Doctors have also been using mobiles to make outgoing calls to free up lines.

The System will be fully functional very soon.

5-At least two members have tried to book blood tests for long term ongoing medical/medication purposes, and could not get an appointment, which left one of them without their medication. Can we assure patients that this is being addressed?

Yvonne Jones informed everyone that GPs had been asked to avoid booking any non-urgent blood tests due to a national shortage of reagents required in the laboratory process, the shortage lasted about a month, this issue did make national news and didn't just affect Havens Health Patients. The issue has now been resolved but because of lockdown two, the surgery request that patients only request urgent blood tests. The Surgery are Trying to limit routine blood tests until after lockdown.

6-A member contacted me regarding her neighbor who suffers from COPD and had just had surgery on part of a lung. this person lives alone and had to get her daughter to change the dressing on the chest wound, as no arrangement had been made for a nurse to follow up. Eventually a doctor did call, and she was re admitted to hospital with a post-surgical problem. Not sure who was at fault as regards the follow up but 1, how can this happen and be avoided in the future 2, Can a dedicated phone line be set up for the more vulnerable in our community who may need urgent care. Especially following an operation.

Also, would it be possible for patients to have a named GP, this would help continuity of care, and reassure the more vulnerable.

Havens Health Could not answer due to patient confidentiality

7-I have been asked if the flu vaccination is being administered alphabetically? As some with surnames towards the end of the alphabet have not as yet received notification. Should they contact the surgery to check they haven't been missed?

Yvonne Jones stated that all letters should have now been sent out to vulnerable and over 65 patients, well pharmacy are also offering flu jabs and will have informed the surgery electronically if you have already had a flu jab with them this year. Unfortunately due to an error some copd patients have been missed of the mailing list, you however do not need to wait for a letter for the flu jab you can make an appointment at any time or you can get one from a local chemist.

8-Patients that have been promised a call back from a Doctor have reported that this has not happened, causing some distress. They have asked if this could be addressed.

Yvonne Jones stated that without knowing the specific case it is difficult to know what has gone wrong or why a patient never received a call back.

9-There are many posts on social media from patients that complain that they struggle to book appointments, and when they eventually get through, they are told that there is nothing available. Is this a case of too many patients and too few Doctors?

Sharon Liron responded by saying unfortunately due to demand far outweighing capacity, it is sometimes difficult to have appointments available for everyone. The Surgery is hoping to employ some locum Doctors to help ease the demand especially in the run up to Christmas. Also, some doctors have had to isolate, forcing them to stop working at the surgery. The Doctors isolating are still making calls but are not available at the surgery.

Anonymous resident Question-

I ordered my repeat prescription via the Well app. As my husband & daughter have the same email address can you confirm that the repeats will be found for each individual? There was not an option to collect the prescriptions from the chemist and I wasn't sure if all three repeats were received so visited the surgery and handed in paper prescriptions. Two days later I was sent a text saying that they will be delivered and would take a further 2-4 days. I would have preferred to have collected the items from the chemist as one in particular was urgent. How do I overcome this?

Sharon Liron said that although well pharmacy shares the same building as Havens Health they are a completely separate entity, It would be more suitable to contact the well Pharmacy directly to overcome this issue.

Proposal from Christine Bowman:

A proposal that The Heaven's Heath Liaison Group and the PPG Group work collaboratively with the surgery to aid improvements.

Mike Gatti agreed to help the PPG by advertising the group on the Peacehaven Focus Group in the hope that more residents sign up to the PPG.

Christine Bowman Would welcome careers or patients to the next meeting and would also like to involve some of the younger generation. The next PPG meeting will take place on the 24th November.

Sarah Liron asked Mike more about the focus group (as she is new to the area) – Mike reported that PHFG is a residents group, trying to work alongside the council and other bodies to try and get things done in the town, the group currently has over 2,000 members.

The group agreed that the meetings were useful and decided that the next date would have to be in January as the Surgeries are expected to be very busy on the run up to Christmas.

THE MEETING ENDED AT 5.05pm