



# PEACEHAVEN TOWN COUNCIL

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

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

## **DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 30<sup>th</sup> June 2020**

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

**Officers**; Town Clerk, Tony Allen; Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan.

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

### **1. C619 Mayor's/Chairman's announcements.**

The Chairman welcomed everyone to the meeting and thanked the members of the public for attending.

### **2. C620 Public session.**

In answer to a question regarding the Assets of Community Value (ACV) applications for three car parks on the South Coast Road, the Clerk stated that the LDC Panel will meet on the 13<sup>th</sup> July 2020 to review the matter.

Members of the public spoke about the setting up of the Neighbourhood Development Plan (NDP) and Steering Group (SG) and the original support given by the Council. Members of the public noted concern regarding recent social media traffic possibly indicating that some Councillors, and possibly the Council itself, no longer supported the NDP and the work of the SG. Members of the public asked the Council to reaffirm its commitment to this project.

### **3. C621 To approve apologies for absence.**

All members were present.

### **4. C622 To receive declarations of interests.**

Cllr White, as a shareholder in Assura Ltd, which owns the Rowe Avenue Surgery.

### **5. C623 To adopt the minutes of the Council meeting held on the 26<sup>th</sup> May 2020**

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

### **6. C624 To receive minutes, actions, 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.

#### **ii. To receive the meeting minutes of the 19<sup>th</sup> May 2020.**

It was resolved to receive the minutes.

#### **iii. To note the draft meeting minutes of the 16<sup>th</sup> June 2020.**

The minutes were noted.

#### **iv. To note the draft meeting minutes of the Grants Sub-Committee meeting held on the 9<sup>th</sup> June 2020.**

The minutes were noted.

**v. To approve grant awards for Round 1 2020/21.**

It was resolved to approve the grants as proposed by the Committee in its report.

**vi. Committee proposal to reassign monies held under Budget Heading '329 Purchase Reserves' as 'Covid-19 Recovery Reserves'.**

Cllr Collier noted that the reassignment of these historic reserve monies would allow Committees to continue their work for the whole financial year, by having an additional source of funding to compensate for lost income due to the COVID-19 impact.

It was resolved to make this reassignment of funds.

**vii. Reports from the CIL Working Party.**

Received and noted.

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

**i. To note the draft meeting minutes of the 2<sup>nd</sup> June 2020.**

The minutes were noted.

**ii. To receive the meeting minutes of the 19<sup>th</sup> May 2020.**

It was resolved to receive the minutes.

**c. Personnel Committee**

Cllr Seabrook reported that a Senior Projects Officer had been appointed.

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

**i. To receive the meeting minutes of the 12<sup>th</sup> May 2020.**

It was resolved to receive the minutes.

**ii. To note the DRAFT meeting minutes of the 23<sup>rd</sup> June 2020.**

The minutes were noted.

Cllr Griffiths reported that the Dell CIL project bid was ready to submit to the CIL WP.

**e. Civic & Community Events Committee**

**i. To note the draft meeting minutes of the 9<sup>th</sup> June 2020.**

The minutes were noted.

**ii. To receive the meeting minutes of the 25<sup>th</sup> February 2020.**

It was resolved to receive the minutes.

**iii. Proposal to suspend the position of Youth Mayor pending review of its long-term operation.**

Cllr Duhigg and Mrs Donovan related the background to this item.

After discussion, it was resolved to suspend the positions of Youth Mayor and Deputy Youth Mayor, pending a full review by the Committee in due course.

**iv. To agree the Committee's Revised Terms-of Reference.**

It was resolved to adopt the revised Terms-of-Reference.

It was resolved that the Clerk should conduct a full review of the Terms-of-Reference for all Council bodies.

**v. Reports from the Community Events Working Party.**

Cllr Duhigg stated that the WP met on the 17<sup>th</sup> June 2020 and will report to the Committee at its next meeting.

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

- i. To receive the meeting minutes of the 10<sup>th</sup> March 2020.**

The minutes were received.

- ii. To note the DRAFT meeting minutes of the 28<sup>th</sup> May 2020.**

The minutes were noted.

- iii. To review the Committee's operation, direction and Terms-of-Reference.**

The Clerk's paper was noted.

Cllr Gallagher outlined the history of the establishment of the Committee, its Terms-of-Reference and the confusion that had arisen from it being referred to as the 'Business Plan...' and not the 'Business Development & E-Comms Committee'.

Cllr Gallagher noted that the Committee's prime focus had been on producing an internal Business Plan for Council, to enable Council priorities and budgets to be brought into line. It was noted that, once this Plan has been produced and adopted, the Committee will turn its attention to the rest of its remit.

It was resolved that the Committee will continue with its present remit, pending the review of all Committees' Terms-of-reference to be conducted by the Clerk.

- iv. To transfer the Committee's E-Comms element to the Civic & Community Events Committee.**

Cllr Seabrook noted that the E-Comms WP was originally set up to progress matters such as web site design and accessibility.

Cllr Duhigg noted that, historically, such matters had been under the remit of the Civic & Events Committee.

It was resolved that the E-Comms element will continue under the Business Development Committee, pending the review of all Terms-of-Reference to be conducted by the Clerk.

**g. Climate Change Working Party**

- i. To note the draft meeting minutes of the 10<sup>th</sup> June 2020.**

The minutes were noted.

- ii. To receive the meeting minutes of the 19<sup>th</sup> February 2020.**

The minutes were received.

- iii. To give support for Sussex IFCA trawling exclusion byelaw.**

Cllr Seabrook stated that this item was for noting and for further discussion by the WP.

- iv. To introduce a single use plastic policy.**

Cllr Seabrook withdrew this item so that a copy of the single-use plastic policy can be seen by Councillors.

**7. C625 To receive the report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher related the background to the proposal to employ Nancy Astley as a Planning Consultant to the NDP SG for a period of two months at a cost to PTC of £1232 per month. It was resolved, by majority, for the NDP SG to employ Nancy Astley for two months on the basis proposed in the papers circulated.

Cllr Gallagher reported that development of the NDP was moving fast, with a draft Plan expected by Christmas 2020. Cllr Gallagher noted the need for all involved to work together and sought reassurance from Council that the project was still fully supported by the Council.

*[Standing Orders were suspended to allow Cllr Laurence O'Connor to speak]*

Cllr O'Connor spoke of the need to create an NDP for Peacehaven & Telscombe in relation to its influence on LDC planning policies, building control, linking of towns, cycle ways, etc. Cllr O'Connor highlighted the need for additional expert help and in improving public communications.

A member of the public noted that different documents and briefings gave different housing numbers, the latest quoting 400 new homes.

*[Standing Orders were reinstated]*

Cllr Gallagher noted that COVID-19 measures had imposed restrictions on public consultation, noting the need for additional web site development and marketing and publicity resources.

It was resolved that Council fully supports the NDP project and the SG in delivering the Plan.

**8. C626 To set up a team/Committee to lead for the Council on the Development of the Meridian Centre.**

It was noted that the focus should be on protecting and enhancing public assets and facilities, namely Community House.

After discussion, it was resolved that the Council's liaison team should comprise of Committee Chairs plus the Clerk and the Civic & Marketing Officer. The group's remit is to engage with developers and all interested parties and report to Council; all material decisions to be made by Council.

**9. C627 To agree an amendment to Standing Order 4.d.v to clearly record Council's intention that Members substituting at meetings have full voting rights.**

It was resolved to adopt this amendment to Standing Orders.

**10. C628 To discuss and review current COVID-19 measures.**

The clerk reported that the public toilets at the Gateway Café were opened on the 29<sup>th</sup> June 2020 and that the children's play areas will open on the 4<sup>th</sup> July 2020.

It was noted that current advice remains that people should continue to work from home if they can and that meetings continue to be conducted remotely.

**11. C629 Report by Cllr Symonds on the development of CCTV in the Town.**

The Clerk's report on the status of current PTC CCTV equipment was noted and discussed.

It was noted that the cost of repairs/replacement of existing CCTV kit will cost around £2,300.

Cllr Griffiths highlighted the benefit of the full functionality of the PTC CCTV in relation to public safety. It was resolved that Cllr Griffiths will submit a paper to the next meeting of the Policy & Finance Committee which will then have the authority to approve this expenditure if agreed.

Cllr Symonds' paper was noted and discussed. Cllr Symonds spoke about Sussex police CCTV operations, crime figures, emerging cameras and related equipment, cost savings in crime prevention and working in partnership with Sussex Police.

It was resolved that the Clerk will write to Telscombe Town Council with an invitation to join PTC representatives at a presentation to be given by Sussex Police in the near future.

**12. C630 To seek funding from Government for a cycle path from Centenary Park to PCS.**

Cllr Seabrook's paper was noted and discussed.

It was noted that, as a result of emergency funding provision by the Government, East Sussex County Council is about to consider proposals for improved cycling and walking provision. Lewes District Council is looking for proposals from the towns and villages to submit to the County Council.

Peacehaven has an opportunity to put forward its proposals.

Cllr Seabrook stated that there is a need to put in place a cycle way from the west end of the Big Park through PCS playing field to Newton Road. This will then improve access to Peacehaven Community School entrance and to the Meridian Centre. It was noted that at present cyclists have to go through the Industrial estate which is not as safe as it could be. It was resolved that Council supports this proposal and for a bid to be put to the LDC Cycle Forum and Lewes District Council for consideration.

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

**CONFIDENTIAL**

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

**13. C630 Personnel Committee:-**

- a. To receive a report from the meeting held on the 30<sup>th</sup> June 2020 and to receive a staffing report.**

Cllr Seabrook reported on the outcomes from this meeting, including current staffing deployment, the impact of COVID-19 restrictions and future options for managing this.

- b. Recruitment of a Senior Projects Officer.**

Cllr Seabrook reported that the preferred candidate had accepted the job offer and that a draft Contract of Employment was being discussed. It was noted that a provisional starting date of 1<sup>st</sup> September 2020 had been agreed.

Cllr Seabrook outlined the responsibilities of the new SPO.

**14. C631 Date of next meeting – Tuesday 28<sup>th</sup> July 2020 at 7.30pm.**

*There being no further business, the meeting closed at 22:02.*

