



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

PEACEHAVEN TOWN COUNCIL

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

24th June 2020

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 30th June 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 CLERK

1. C619 Mayor's/Chairman's announcements.
2. C620 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.***
3. C621 To approve apologies for absence.
4. C622 To receive declarations of interests.
5. C623 To adopt the minutes of the previous Council meeting held on the 26th May 2020
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.
 - ii. To receive the meeting minutes of the 19th May 2020.
 - iii. To note the draft meeting minutes of the 16th June 2020.
 - iv. To note the draft meeting minutes of the Grants Sub-Committee meeting held on the 9th June 2020.
 - v. To approve grant awards for Round 1 2020/21.
 - vi. Committee proposal to reassign monies held under Budget Heading '329 Purchase Reserves' as 'Covid-19 Recovery Reserves'.
 - vii. Reports from the CIL Working Party.
 - b. Planning & Highways Committee:-
 - i. To note the draft meeting minutes of the 2nd June 2020.
 - ii. To receive the meeting minutes of the 19th May 2020.
 - c. Personnel Committee

- d. Leisure, Amenities & Environment Committee:-
 - i. To receive the meeting minutes of the 12th May 2020.
 - ii. To note the DRAFT meeting minutes of the 23rd June 2020.
- e. Civic & Community Events Committee
 - i. To note the draft meeting minutes of the 9th June 2020.
 - ii. To receive the meeting minutes of the 25th February 2020.
 - iii. Proposal to suspend the position of Youth Mayor pending review of its long-term operation.
 - iv. To agree the Committee's Revised Terms-of Reference.
 - v. Reports from the Community Events Working Party.
- f. Business Development & E-Comm's Committee
 - i. To receive the meeting minutes of the 10th March 2020.
 - ii. To note the DRAFT meeting minutes of the 28th May 2020.
 - iii. To review the Committee's operation, direction and Terms-of-Reference.
 - iv. To transfer the Committee's E-Comms element to the Civic & Community Events Committee.
- g. Climate Change Working Party
 - i. To note the draft meeting minutes of the 10th June 2020.
 - ii. To receive the meeting minutes of the 19th February 2020.
 - iii. To give support for Sussex IFCA trawling exclusion byelaw.
 - iv. To introduce a single use plastic policy.
- 7. C625 To receive the report from the Neighbourhood Development Plan Steering Group.
- 8. C626 To set up a team/Committee to lead for the Council on the Development of the Meridian Centre.
- 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.
- 10. C628 To discuss and review current COVID-19 measures.
- 11. C629 Report by Cllr Symonds on the development of CCTV in the Town.
- 12. C630 To seek funding from Government for a cycle path from Centenary Park to PCS.

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:-

- 13. C630 Personnel Committee:-
 - a. To receive a report from the meeting held on the 30th June 2020 and to receive a staffing report.
 - b. Recruitment of a Senior Projects Officer.
- 14. C631 Date of next meeting – Tuesday 28th July 2020 at 7.30pm.



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

PEACEHAVEN TOWN COUNCIL

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

DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 26th May 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.

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

Public; Five members of the public were present.

1. C603 Mayor's/Chairman's announcements.

Cllr Cheta reported that £12,632.82 had been raised in 2019/20, £10,000 of which will be divided equally between his four nominated charities.

Cllr Cheta stated that, whilst he continues as Mayor, his one nominated charity will be Seahaven Food Bank, for which an immediate donation of £1,000 will be made from the balance of funds already raised.

2. C604 Public session.

Mrs Papanicolaou reported on the opening of a takeaway service at the Gateway Café and the measures being taken to comply with COVID-19 safety requirements. Mrs Papanicolaou asked that an agreement regarding rental charges can be considered.

A member of the public raised questions regarding the re-registering of three car parks as Assets of Community Value (ACV), Meridian centre redevelopment, refurbishment of public toilets and progress on the CCTV project. These questions were addressed and answered by Councillors and the Clerk.

Two members of the public gave a detailed briefing and personal comments concerning the ESFRS consultation on its proposed Management Plan 2020-25.

3. C605 To approve apologies for absence.

It was resolved to accept apologies from Cllr A Milliner.

4. C606 To receive declarations of interests.

Cllr Sharkey as a user of the CATS Club.

Cllr Paul as a long-term friend of Mrs Phillips from the CATS Club.

Cllr Symonds as a long-term friend of Mrs Papanicolaou from the Gateway Cafe.

Cllr Duhigg as an LDC colleague and friend of Mrs Papanicolaou from the Gateway Cafe.

5. C607 To adopt the minutes of the previous Council meeting held on the 21st April 2020

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

6. C608 To receive minutes, actions, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee *[It was resolved to take this item en-bloc]:-*

- i. To note the conclusion of the 2018/19 External Audit.**
Received and noted.
- ii. To approve the annual review of the effectiveness of Internal Audit.**
Received and approved.
- iii. To approve the 2019/20 Internal Audit Report & to resolve to re-tain Mulberry & Co. as the Council's Internal auditors.**
Received, resolved and approved.
- iv. To approve the 2019/20 Annual Governance Statement.**
Received and approved.
- v. To approve the 2019/20 Annual Accounting Statements.**
Received and approved.
- vi. To receive the Committee's financial report.**
Received and approved.
- vii. To receive the meeting minutes of the 10th March 2020.**
Received and Committee's resolutions and actions approved.
- viii. Report from the meeting held on the 19th May 2020.**
Draft minutes of this meeting noted, and Committee's resolutions and actions approved.
- ix. To approve the annual Corporate Risk Assessment.**
Received and approved.

b. Planning & Highways Committee:-

- i. To receive a report of the meeting held on the 19th May 2020.**
Draft minutes of this meeting noted, and Committee's resolutions and actions approved.
- ii. To receive the meeting minutes of the 3rd March 2020.**
Received and Committee's resolutions and actions approved.

iii. Proposal that the committee establishes a Developers Liaison Working Party.

It was resolved to establish this Working Party, comprising of Cllr Sharkey, Cllr Symonds, Cllr Mills and Cllr Veck, working in liaison with the Chair of the NDP Steering Group. WP to establish its Terms-of-Reference at its first meeting.

c. Personnel Committee:-

i. Recruitment of a Senior Projects Officer.

Councillor Seabrook reported that one applicant had withdrawn, leaving two applicants to be interviewed in the current week, following which a meeting of the personnel Committee will be convened.

d. Leisure, Amenities & Environment Committee:-

i. To receive the meeting minutes of the 17th March 2020.

Received and Committee's resolutions and actions approved.

ii. To note the DRAFT meeting minutes of the 12th May 2020.

Draft minutes of this meeting noted, and Committee's resolutions and actions approved.

e. Civic & Events Committee

It was resolved that the Committee is renamed as the Civic & Community Events Committee; Terms-of-Reference to be reviewed by the Committee at its next meeting.

f. Business Plan & E-Comm's Committee

Cllr Gallagher reported that the Committee had been engaged in a lot of background work and was now at the stage of being able to draft an outline Business Plan.

It was noted that the Committee next meets on the 28th May 2020, following which a further update will be given.

g. Climate Change Working Party

Cllr Seabrook reported that the WP will be meeting on the 10th June 2020 and will report at the next meeting of Council.

It was noted that joint working with Telscombe Town Council is being explored.

h. CIL Working Party

i. Summary notes of the meeting held on the 7th May 2020.

Noted.

Cllr Gallagher reported that the WP was assembling 'packages' of bids for the PTC and LDC CIL monies, in liaison with Committees.

It was noted that the WP is working with Emma Kemp at LDC to produce PTC input to the LDC call for CIL 'Expression of Interests'.

Cllr Gallagher referred to item 7 of the meeting notes, relating to a package of bids for LDC CIL monies, to improve access to and around Centenary Park, including DDA and cycle ways, at an estimated total cost of £150K. It was resolved that this would form the PTC input to the LDC call for CIL 'Expression of Interests' and that £2K will be allocated from PTC CIL monies to engage an engineer/surveyor to produce plans and costings.

Cllr Symonds referred to the emerging CCTV project that will also require CIL monies and asked that this is discussed at the next Council meeting.

7. C609 To receive the report from the Neighbourhood Development Plan Steering Group.

The circulated reports were noted.

Cllr Gallagher reported that the SG is very busy, although effective public consultation has been hampered by the current COVID-19 measures; reliance has been on the SG's web site and social media.

8. C610 To discuss and review current COVID-19 measures.

The Clerk and Mrs Donovan reported on current staff office working arrangements and measures being taken to ensure safety.

Cllr Seabrook noted that indoor markets can restart on the 15th June 2020, with outdoor markets and car boot sales being allowed earlier in the month. It was agreed that Council should very carefully consider risks before allowing indoor markets, in view of the current COVID-19 situation and the high level of risk to staff and some members of the public. It was resolved to monitor and review this situation and report back to Council as necessary.

It was resolved to start taking food bank items in at Community House again.

9. C611 To discuss and review the structure and membership of Committees, Sub-Committees, Working parties and outside bodies.

Cllr Duhigg raised the need for the Council to set up a group to represent the Councils and community's interests in the development of the Meridian Centre, Community House and surroundings. Cllr Sharkey, Cllr Collier and Cllr Seabrook suggested that a group under the Business Plan Committee may be appropriate for this task.

Cllr Duhigg stated that she felt sidelined on this matter and that the developer should be approaching the Council directly, as the elected representatives of the residents. Cllr Gallagher noted that there are two PTC Councillors on the NDP SG, Cllr Sharkey & Cllr Paul. Cllr Paul noted that NDP SG meetings are open to all Councillors. Cllr Duhigg asked if there was a conflict of interests for PTC Councillors on the NDP SG.

The Clerk noted that, as the sale of the Co-Op's assets is imminent, did there need to be a central Council focus on this development, which is currently contained within the NDP Steering Group (NDP SG).

Cllr Duhigg noted that unless the Neighbourhood Plan has been adopted by LDC, it will have no influence on any planning applications coming forward for the development of the Meridian Centre, noting that ultimately it will be the Council, not the NDP SG, making recommendations on any planning applications received.

Cllr Gallagher stated that there appeared to be some misunderstanding, as the Co-Op had not yet sold its assets, but was only at the 'preferred bidders' stage of negotiations.

Cllr Gallagher stated that the meeting with the Co-Op and NDP SG members on the 29th May 2020 will be attended by just the two Town Clerks, and a few members of the NDP SG and is an 'early reveal meeting' following which there will be engagement with Town Councillors and staff, LDC and wide public engagement and consultation.

Cllr Gallagher noted that there is a lot of expertise available to the NDP SG, whose intention it is to get the required policies written and the NDP adopted by LDC as soon as possible.

The Clerk noted that he had been invited to the meeting with the Co-Op and NDP SG members on the 29th May 2020 and sought Council's advice and authority to attend. It was resolved that the Clerk should attend this meeting and Council to revisit this matter at its next meeting.

It was resolved that Cllr White will join the Business Plan & E-Comms Committee.

10.C612 To instigate a system for recording and reporting Councillors' attendance at meetings.

The Clerk related the background to this item.

Cllr Seabrook noted that, up until fairly recently, Councillors attendance at meetings had been recorded and reported on the Council's web site.

It was resolved to recommence this reporting of Councillors attendance at meetings.

11.C613 To consider a response by Council to the ESFRS restructuring consultation.

The comments made in the public session were noted and the following points discussed:-

- A lot of the modelling data and statistics used in the consultation are out of date, e.g. population figures.
- Telscombe Cliffs is not included in the consultation.
- Natural/geographical restrictive features have not been properly considered, e.g. one road in and out of Peacehaven.
- A deadline for responses of the 19th June 2020 is not realistic. There cannot be a proper public consultation during the current COVID-19 restrictions; the consultation should be postponed.
- The consultation documents are too complicated; a high-level summary document should be produced outlining the effects on crews and appliances.
- During the current COVID-19 restrictions is not a time to make cuts/changes, when ESFRS staff are more engaged with the public in various support tasks, in addition to their normal duties.
- It is believed that Incidents of domestic and waste fires are increasing. ESFRS is asked to provide up-to-date data for this.

- The proposal to remove the second appliance from Newhaven and to cut staff at Rodean will put Peacehaven at increased risk as response times will increase.

It was resolved that the Clerk will draft a response to this consultation for comment by all Councillors.

12.C614 To discuss measures to mitigate anti-social behaviour in Centenary Park.

The email dated 16th May 2020 from PCSO Osborne was noted.

It was resolved to arrange a meeting with PCSO Osborne and other Officers, to explain the Council's concerns regarding crime prevention across the whole town and the measures that it is already considering in this respect.

13.C615 To discuss increased services at the Gateway Café and the opening of the public toilets.

The Clerk related the background to this item and thanked Mrs Papanicolaou for taking the time to explain the measures being taken for the new takeaway service at the Gateway Cafe

It was noted that other towns had reopened some of their public toilets, with restricted hours, and had put special measures in place to ensure the safety of staff and the public.

It was noted that, whilst there was a need for these facilities, great care must be taken to protect the Council's staff and the users of these facilities.

It was resolved that a risk assessment and plan should be produced for the opening of one of the public toilets at the Gateway Café and that, if deliverable, one toilet will be opened.

[The Chairman closed the open session and 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].

14.C616 To discuss and review the terms of the PTFC/CATS Club Lease extension.

The Clerk related the background to this item, referring to reports that had been circulated prior to the meeting.

Following discussion, it was resolved (by majority – one Councillor abstained) to adopt the following recommendations:-

1. One Lease to be produced (paid for by PTFC) which incorporates sub-letting by PTFC of the area occupied by the CATS Club.
2. The PTFC rent will remain as current for 2020/21 and will be reviewed in February each year and increased by RPI on the 1st April each year.

3. The CATS Club rent will revert to the agreed 2016 level and this amount will be factored into the PTFC rent amount for the new Lease.
4. The CATS Club must be reimbursed for the amount of its overpayment of rent.
5. Under the new Lease, PTFC will not remain liable for the CATS Club rental element should the CATS Club cease to operate on a permanent basis.
6. PTFC is not bound to contract PTC for its grounds maintenance/service, but PTC will need to approve specifications if another supplier is sought.
7. In the absence of the new Lease, the Clerk will write a 'Letter of Intention' to support PTFC's grant application (due imminently) to the Football foundation, for the repairs urgently needed to its clubhouse roof.

It was noted that the Heads-of-Terms document needed more work before it is sent to the LDC Solicitor to produce the new PTFC Lease. It was resolved that this should be carried out by Cllr Collier, Cllr Gallagher and the Clerk.

15.C617 Personnel Committee:-

a. To receive a staffing report.

Staffing matters relating to the COVID-19 restrictions were noted and discussed.

16.C618 Date of next meeting – Tuesday 30th June 2020 at 7.30pm.

There being no further business, the meeting closed at 22:35.



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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 01 May 2020

Business Current Accounts

Business Current Account Statement £50,000.00

Sort Code 20-49-76 • Account No 10701173

Business Savings Accounts

Active Saver £492,136.84

Sort Code 20-49-76 • Account No 30701211

Business Premium Account £180,015.21

Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

LM

~~£371.84~~

+ 371.46

MAY TRANSACTIONS

= 492,508.30

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	30/04/2020		50,000.00
Current Account	30/04/2020		492,508.30
			<u>542,508.30</u>

Unpresented Cheques (Minus)			Amount
26/11/2019	204650	KATIE DEELEY	50.00
17/01/2020	120098	SHANNON FRANKLIN	50.00
26/02/2020	120102	DEBORAH DONOVAN	26.00
28/02/2020	120062	SEAHAVEN FIBROMYALGIA	145.54
03/03/2020	120126	Corona Energy	732.85
03/03/2020	120127	TAMAR ORGANICS Ltd	20.10
05/03/2020	120128	INGEUS	3,246.75
13/03/2020	120138	Lewes District Council	168.65
13/03/2020	120149	KAREN BRAY	55.10
17/03/2020	120159	Lewes District Council	1,177.15
17/03/2020	120160	Conect Total Communications	413.01
24/03/2020	120171	NEWHAVEN TWINNING	61.20
27/03/2020	120174	East Sussex County Council	762.00
31/03/2020	120177	ANDY BEAMS	1,196.70
31/03/2020	120177a	East Sussex County Council	12,169.55
31/03/2020	120181	C.E.F	8.76
31/03/2020	120182	HAYLEY HUGHES	96.50
31/03/2020	120183	LOUISE STONE	50.00
30/04/2020	120186	Conect Total Communications	501.38
30/04/2020	120187	ScottishPower Group	121.83
30/04/2020	120188	CASTLE WATER	109.12
30/04/2020	120189	Corona Energy	730.17
30/04/2020	120190	Lewes District Council	167.00
30/04/2020	120191	Rigby Taylor	1,194.00
30/04/2020	120192	Rialtas Business Solutions Ltd	962.40
30/04/2020	120193	East Sussex County Council	10,402.80
30/04/2020	120194	ssalc Limited	2,583.90
30/04/2020	120197	BRITISH GAS	1,551.60
30/04/2020	120198	Trade UK	81.40
30/04/2020	120199	Rigby Taylor	2,724.50
30/04/2020	120200	R Poplett holdings	2,028.00
30/04/2020	120201	Farrington Property Developmen	1,040.00
30/04/2020	120202	ANDY BEAMS	1,060.00
30/04/2020	120303	Vitax Limited	840.00
30/04/2020	120304	Mulberry & Co	180.00
30/04/2020	120196	JOHN LAWSON	780.00
30/04/2020	120195	HMRC	6,044.49
			<u>53,532.45</u>
			488,975.85

Receipts not Banked/Cleared (Plus)

Date: 13/05/2020

Peacehaven Town Council

Page 2

Time: 10:03

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c

User: ZM

<u>Amount</u>	<u>Balances</u>
0.00	
	<u>0.00</u>
	488,975.85
Balance per Cash Book is :-	488,975.85
Difference is :-	0.00

Date: 13/05/2020

Peacehaven Town Council

Page 1

Time: 10:05

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2020		180,015.21
			<u>180,015.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,015.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,015.21
		Balance per Cash Book is :-	180,015.21
		Difference is :-	0.00



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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 01 May 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£492,136.84
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,015.21
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Jim

~~+ 371.84~~

+ 371.46

MAY TRANSACTIONS

= 492,508.30

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	30/04/2020		50,000.00
Current Account	30/04/2020		492,508.30
			<u>542,508.30</u>

Unpresented Cheques (Minus)Amount

26/11/2019	204650	KATIE DEELEY	50.00
17/01/2020	120098	SHANNON FRANKLIN	50.00
26/02/2020	120102	DEBORAH DONOVAN	26.00
28/02/2020	120062	SEAHAVEN FIBROMYALGIA	145.54
03/03/2020	120126	Corona Energy	732.85
03/03/2020	120127	TAMAR ORGANICS Ltd	20.10
05/03/2020	120128	INGEUS	3,246.75
13/03/2020	120138	Lewes District Council	168.65
13/03/2020	120149	KAREN BRAY	55.10
17/03/2020	120159	Lewes District Council	1,177.15
17/03/2020	120160	Conect Total Communications	413.01
24/03/2020	120171	NEWHAVEN TWINNING	61.20
27/03/2020	120174	East Sussex County Council	762.00
31/03/2020	120177	ANDY BEAMS	1,196.70
31/03/2020	120177a	East Sussex County Council	12,169.55
31/03/2020	120181	C.E.F	8.76
31/03/2020	120182	HAYLEY HUGHES	96.50
31/03/2020	120183	LOUISE STONE	50.00
30/04/2020	120186	Conect Total Communications	501.38
30/04/2020	120187	ScottishPower Group	121.83
30/04/2020	120188	CASTLE WATER	109.12
30/04/2020	120189	Corona Energy	730.17
30/04/2020	120190	Lewes District Council	167.00
30/04/2020	120191	Rigby Taylor	1,194.00
30/04/2020	120192	Rialtas Business Solutions Ltd	962.40
30/04/2020	120193	East Sussex County Council	10,402.80
30/04/2020	120194	ssalc Limited	2,583.90
30/04/2020	120197	BRITISH GAS	1,551.60
30/04/2020	120198	Trade UK	81.40
30/04/2020	120199	Rigby Taylor	2,724.50
30/04/2020	120200	R Poplett holdings	2,028.00
30/04/2020	120201	Farrington Property Developmen	1,040.00
30/04/2020	120202	ANDY BEAMS	1,060.00
30/04/2020	120303	Vitax Limited	840.00
30/04/2020	120304	Mulberry & Co	180.00
30/04/2020	120196	JOHN LAWSON	780.00
30/04/2020	120195	HMRC	6,044.49
			<u>53,532.45</u>
			488,975.85

Receipts not Banked/Cleared (Plus)

Date: 13/05/2020

Peacehaven Town Council

Page 2

Time: 10:03

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c

User: ZM

Amount	Balances
0.00	0.00
	488,975.85
Balance per Cash Book is :-	488,975.85
Difference is :-	0.00

16

Date: 13/05/2020

Peacehaven Town Council

Page 1

Time: 10:05

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2020		180,015.21
			<u>180,015.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,015.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,015.21
		Balance per Cash Book is :-	180,015.21
		Difference is :-	0.00

2 row(s)



Please search

>	Date	Desc	Typ	Src	Money out	Money In	Statement balance
	02/03/2020 Mon	BALANCE FORWARD					£ 180,015.21
>	08/06/2020 Mon	INTEREST PAID GROSS FOR PERIOD 2MAR/7JUN	CHG	I/G		£ 96.67	£ 180,111.88

Date: 10/06/2020

Peacehaven Town Council

Page 1

Time: 10:13

Bank Reconciliation Statement as at 01/06/2020
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2020		180,015.21
			<u>180,015.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,015.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,015.21
		Balance per Cash Book is :-	180,015.21
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

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	322,080	644,160	322,080			50.0%	
1010 CIL Income	47,435	0	(47,435)			0.0%	
1013 Income from Photocopying	0	500	500			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1094 Other Customer & Client Receipt	0	1,000	1,000			0.0%	
1100 Interest Received	0	600	600			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	384,714	662,460	277,746			58.1%	0
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	0	6,000	6,000		6,000	0.0%	
4346 CAB Service Level Agreement	0	11,500	11,500		11,500	0.0%	
General Administration :- Direct Expenditure	0	20,000	20,000	0	20,000	0.0%	0
4001 Salaries	49,451	390,000	340,549		340,549	12.7%	
4002 Employer N.I Contributions	4,198	33,685	29,487		29,487	12.5%	
4003 Employer Pension Contributions	10,362	62,514	52,152		52,152	16.6%	
4004 Overtime	0	5,000	5,000		5,000	0.0%	
4011 Training	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	0	3,500	3,500		3,500	0.0%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	1,533	7,000	5,467		5,467	21.9%	
4307 Stationery	16	2,500	2,484		2,484	0.7%	
4311 Professional Fees - Legal	0	3,000	3,000		3,000	0.0%	
4312 Professional Fees - Other	1,230	4,000	2,770		2,770	30.8%	
4314 Audit Fees	180	3,000	2,820		2,820	6.0%	
4315 Insurance	0	10,000	10,000		10,000	0.0%	
4321 Bank Charges	48	100	53		53	47.5%	
4322 BACS Charges	3	400	397		397	0.8%	
4323 PDQ Charges	91	800	709		709	11.4%	
4325 Postage	200	2,000	1,800		1,800	10.0%	
4326 Telephones	951	6,000	5,049		5,049	15.8%	
4327 Computers	3,751	9,500	5,749		5,749	39.5%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	0	10,000	10,000		10,000	0.0%	
4342 Subscriptions	3,667	4,500	833		833	81.5%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	
General Administration :- Indirect Expenditure	75,681	576,999	501,318	0	501,318	13.1%	0
Net Income over Expenditure	309,034	65,461	(243,573)				

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
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	0	2,400	2,400	0	2,400	0.0%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	0	500	500		500	0.0%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	(6,150)	(6,150)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	0	6,500	6,500			0.0%	
Marketing :- Income	0	7,000	7,000			0.0%	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	0	2,000	2,000		2,000	0.0%	
4329 Advertising	0	1,000	1,000		1,000	0.0%	
Marketing :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	0	2,800	2,800				
130 Neighbourhood Plan							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
200 Planning & Highways							
4347 Climate Change Actions	0	5,100	5,100		5,100	0.0%	
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	7,600	7,600	0	7,600	0.0%	0

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

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	0	500	500		500	0.0%	
4111 Electricity	0	1,092	1,092		1,092	0.0%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	8,669	10,761	2,092	0	2,092	80.6%	0
Net Expenditure	(8,669)	(18,361)	(9,692)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	249	4,400	4,151		4,151	5.7%	
4203 Fuel	5	5,600	5,595		5,595	0.1%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	254	11,300	11,046	0	11,046	2.3%	0
Net Expenditure	(254)	(11,300)	(11,046)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	2,888	15,000	12,112			19.3%	
1039 S/P Cats	400	3,600	3,200			11.1%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(410)	2,500	2,910			(16.4%)	
1061 S/P Court Hire	(205)	5,300	5,505			(3.9%)	
Sports Park :- Income	6,922	30,700	23,778			22.5%	0
4111 Electricity	32	6,000	5,968		5,968	0.5%	
4131 Rates	1,172	0	(1,172)		(1,172)	0.0%	
4141 Water Services	0	3,500	3,500		3,500	0.0%	
4161 Cleaning Costs	0	7,300	7,300		7,300	0.0%	
4164 Trade Refuse	0	4,500	4,500		4,500	0.0%	
4171 Grounds Maintenance Costs	1,949	7,800	5,851		5,851	25.0%	
Sports Park :- Indirect Expenditure	3,153	29,100	25,947	0	25,947	10.8%	0
Net Income over Expenditure	3,769	1,600	(2,169)				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	3,770	0	(3,770)		(3,770)	0.0%	
4121 Rents	2,730	12,000	9,270		9,270	22.8%	
4131 Rates	167	2,500	2,333		2,333	6.7%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4173 Fertilisers & Grass Seed	0	4,750	4,750		4,750	0.0%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	6,667	25,250	18,583	0	18,583	26.4%	0
Net Expenditure	(6,667)	(25,250)	(18,583)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	1,377	8,480	7,103			16.2%	
Gateway Cafe :- Income	1,377	8,480	7,103			16.2%	0
4101 Repair/Alteration of Premises	(1,323)	0	1,323		1,323	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(1,323)	900	2,223	0	2,223	(147.0%)	0
Net Income over Expenditure	2,699	7,580	4,881				
<u>330 Amenity Area</u>							
1044 Hire of the Dell	(780)	5,000	5,780			(15.6%)	
1050 Allotment Rent	0	1,950	1,950			0.0%	
Amenity Area :- Income	(780)	6,950	7,730			(11.2%)	0
4104 Vandalism Repairs	0	5,000	5,000		5,000	0.0%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	0	2,000	2,000		2,000	0.0%	
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	0	15,500	15,500	0	15,500	0.0%	0
4101 Repair/Alteration of Premises	0	4,710	4,710		4,710	0.0%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	0	2,500	2,500		2,500	0.0%	
4171 Grounds Maintenance Costs	800	10,000	9,200		9,200	8.0%	
4301 Purchase of Furniture/Equipmen	0	3,000	3,000		3,000	0.0%	
Amenity Area :- Indirect Expenditure	800	21,960	21,160	0	21,160	3.6%	0
Net Income over Expenditure	(1,580)	(30,510)	(28,930)				
<u>355 The Hub</u>							
1084 Sports Pavilion	7	16,000	15,993			0.0%	
The Hub :- Income	7	16,000	15,993			0.0%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

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	29	0	(29)		(29)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	109	1,500	1,391		1,391	7.3%	
4112 Gas	0	1,500	1,500		1,500	0.0%	
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	315	9,500	9,185	0	9,185	3.3%	0
Net Income over Expenditure	(308)	6,000	6,308				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	1,083	6,000	4,917			18.1%	
1072 C/H Copper Room	2,933	12,650	9,718			23.2%	
1075 C/H Charles Neville	29	10,200	10,172			0.3%	
1076 C/H Main Hall	95	25,600	25,505			0.4%	
1077 C/H Anzac Room	(115)	12,700	12,815			(0.9%)	
1078 C/H Main Kitchen	242	1,250	1,008			19.4%	
1079 C/H Anzac Kitchen	(49)	700	749			(7.0%)	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	121	1,300	1,179			9.3%	
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	6,302	84,050	77,748			7.5%	0
4167 Cinema Costs	0	2,000	2,000		2,000	0.0%	
Community House :- Direct Expenditure	0	2,000	2,000	0	2,000	0.0%	0
4101 Repair/Alteration of Premises	502	10,000	9,498		9,498	5.0%	
4111 Electricity	(161)	8,000	8,161		8,161	(2.0%)	
4112 Gas	617	4,000	3,383		3,383	15.4%	
4122 Service Charge	0	15,500	15,500		15,500	0.0%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	0	16,000	16,000		16,000	0.0%	
4151 Fixtures & Fittings	518	2,500	1,982		1,982	20.7%	
4161 Cleaning Costs	137	1,500	1,363		1,363	9.2%	
4162 Cleaning Materials	34	2,500	2,466		2,466	1.4%	
4163 Personal Hygiene	1,156	2,500	1,344		1,344	46.2%	
4168 Water Dispenser	98	120	22		22	82.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	3,011	78,920	75,909	0	75,909	3.8%	0
Net Income over Expenditure	3,291	3,130	(161)				
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
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	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				
Grand Totals:- Income	398,543	820,640	422,097			48.6%	
Expenditure	97,228	830,500	733,272	0	733,272	11.7%	
Net Income over Expenditure	301,315	(9,860)	(311,175)				
Movement to/(from) Gen Reserve	301,315						

>	29/05/2020 Fri	TRANSFER 10 701173	TFR	I/G	£ 131.00		£ 487,729.53
>	01/06/2020 Mon	TRANSFER 10 701173	TFR	I/G		£ 840.00	£ 488,569.53
>	02/06/2020 Tue	TRANSFER 10 701173	TFR	I/G	£ 5,586.74		£ 482,982.79

Bank Reconciliation Statement as at 01/06/2020
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	01/06/2020		50,000.00
Current Account	01/06/2020		487,729.53
			<u>537,729.53</u>

Unpresented Cheques (Minus)	Amount
26/11/2019 204650 KATIE DEELEY	50.00
17/01/2020 120098 SHANNON FRANKLIN	50.00
26/02/2020 120102 DEBORAH DONOVAN	26.00
28/02/2020 120062 SEAHAVEN FIBROMYALGIA	145.54
03/03/2020 120126 Corona Energy	732.85
05/03/2020 120128 INGEUS	3,246.75
13/03/2020 120149 KAREN BRAY	55.10
17/03/2020 120160 Conect Total Communications	413.01
27/03/2020 120174 East Sussex County Council	762.00
31/03/2020 120177a East Sussex County Council	12,169.55
31/03/2020 120183 LOUISE STONE	50.00
30/04/2020 120189 Corona Energy	730.17
30/04/2020 120193 East Sussex County Council	10,402.80
12/05/2020 120206 MUNTHAHA MURSHED	50.00
13/05/2020 120215 Aquarius Solutions	432.24
13/05/2020 120217 Tony Allen	32.80
22/05/2020 120218 Heatcraft And Ventilation Ltd	602.94
22/05/2020 120219 Conect Total Communications	468.91
22/05/2020 120220 BRITISH GAS	249.87
22/05/2020 204681 Vitax Limited	60.55
22/05/2020 204682 MICHAEL RIPLEY	38.28
22/05/2020 204683 MRS ITSUKA	100.00
22/05/2020 204684 EAST SUSSEX PENSION FUND	6,577.91
22/05/2020 204685 HMRC	5,586.74
	<u>43,034.01</u>
	494,695.52

Receipts not Banked/Cleared (Plus)

0.00

0.00

494,695.52

Balance per Cash Book is :-

494,695.52

Difference is :-

0.00

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 19th May 2020 at 7.30pm

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

PF476 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF477 PUBLIC QUESTIONS

No members of the public were present.

PF478 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr J Harris and Cllr A Milliner.

PF479 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

No declarations of interests were made.

PF480 TO ADOPT THE MINUTES OF 10th MARCH 2020

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

PF481 TO RECEIVE THE 2019/20 INTERNAL AUDIT REPORT – FOR SUBMISSION TO COUNCIL

The Internal Audit report was received, and it was resolved to recommend its approval to Council.

It was agreed that the Internal Auditor's recommendation for the review of spending thresholds would be addressed once the Council is outside COVID-19 measures.

The Finance Officer reported that the repayment due to HMRC, referred to in the Internal Auditor's report, had been made.

The Clerk stated that the recommendations from the Internal Auditor will be captured in an Action Plan.

PF482 TO APPROVE THE ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT – FOR SUBMISSION TO COUNCIL

The Internal Audit review was received, and it was resolved to recommend its approval to Council.

The Clerk outlined the procedures for public inspection of accounts.

Cllr Seabrook referred to monthly audits of accounts by Councillors on a rotational basis. The Clerk confirmed that this should be standard practice in any Council and that this will be reinstated at PTC as soon as circumstances allow it.

The Clerk confirmed that the need to consult Mr A Beams (Locum Finance Officer) was now minimal and, outside of the odd phone call or email, any further consultation would have to be authorized.

Cllr Seabrook thanked Mrs Malone for her hard work in getting the end-of-year accounts completed.

PF483 TO APPROVE THE 2019/20 ANNUAL GOVERNANCE STATEMENT – FOR SUBMISSION TO COUNCIL

The Annual Governance Statement was received, and it was resolved to recommend its approval to Council.

PF484 TO APPROVE THE 2019/20 ANNUAL ACCOUNTING STATEMENTS – FOR SUBMISSION TO COUNCIL

The Annual Accounting Statements were received, and it was resolved to recommend their approval to Council.

PF485 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE

The Chairman noted the significant improvement in the Council's finances over the last year and the effective control and review measures now in place.

The reports to 31st March 2020 were noted and the Chairman asked for clarification of the following:-

- End-of-year balances brought forward.
- General Reserves position.
- Composition of the Current Year Fund.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 19th May 2020

It was resolved to sign the Bank Reconciliation and to approve the list of payments to the 31st March 2020, totalling £66,616.79.

The Clerk noted that the Month 1 & 2 reports will be available for the Committee's next meeting.

Cllr Gallagher referred to a number of questions relating to the end -of-year accounts that she had submitted in advance of the meeting. The Clerk stated that these were being addressed and a full reply will be made very soon.

It was noted that the unspent NDP amount of £5,000 from 2019/20 went into general reserves, as no specific earmarked amounts of expenditure had been declared.

It was noted that the income from the Summer and Christmas fayres had been carried over to earmarked reserves for future dissemination to the Mayor's charities.

PF486 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

The minutes of the WP's meeting held on the 7th May 2020 were noted.

Cllr Gallagher and the Clerk spoke about a more structured approach for the Council to monitor and maximise the use of CIL funds available.

Cllr Gallagher reported on the current LDC request for expressions of interest for CIL bids to be made, noting a number of areas that would constitute a suitable bid to be made by the Council.

Cllr Griffiths noted the need to ensure that allocated S.106 monies are spent on the purpose for which they were agreed, e.g. the Dell project. Similarly noted in relation to the Barratts development by Cllr Duhigg.

It was noted that very helpful advice, support and guidance is being received from Emma Kemp at LDC.

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.

PF487 AGED DEBT ANALYSIS

The Finance Officer introduced the Aged Debts report.

The Clerk reported that all hirers and lessees had been sent a sensitive letter along with their current account statement, expressing the Council's understanding in the current climate and offering help and support if required.

The Finance Officer noted that the Month 1 & 2 figures will give a clearer view of current debtors.

It was noted that, in the current climate, most debts were not being chased; hirers and lessees had been invoiced, which were then credited back to the debtors' ledger. The Chairman asked that reports of these invoices/credits are made available for future meetings of the Committee.

PF488 DATE OF NEXT MEETING – TUESDAY 16th June 2020 at 7.30pm.

There being no further business, the meeting closed at 20:33.

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 16th June 2020 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), 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.

PF489 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF490 PUBLIC QUESTIONS

No members of the public were present.

PF491 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members of the Committee were present.

PF492 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Duhigg as a member of the LDC CIL Committee.

PF493 TO ADOPT THE MINUTES OF 19th MAY 2020

Item PF486 "Cllr Griffiths noted the need to ensure that allocated CIL monies....." to be changed to read "Cllr Griffiths noted the need to ensure that allocated S.106 monies....."

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

PF494 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Finance Officer's report was received.

2. Bank account summary

Noted and received.

3. Bank Reconciliation statements (for signing)

Noted, received and approved for signing.

4. Income & Expenditure report

The Finance Officer's reports were noted and discussed. The Chairman noted the need for as much clarity as possible in order to ensure that, as far as possible, the impact of Covid-19 measures on the Council's finances is mitigated.

It was noted that the usual methods of monitoring finances were partly negated by the current situation. The Chairman noted that, in these circumstances, there were no real issues to highlight at this stage in the financial year.

The Finance Officer reported on uncashed cheques and the Professional Fees budget.

It was resolved to recommend to Council that the budget of £20K held in Heading '329 Purchase Reserves' is reassigned as 'Covid-19 Recovery Reserves'.

5. Balance Sheet

Noted and received.

6. CIL report

Noted and received.

7. List of payments (for approval)

Noted, received and approved for signing.

8. Lessees/Hirers – COVID-19 rents situation/review – statement of credits/debits.

The loss of income reports were noted and discussed.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 16th JUNE 2020

The Finance Officer gave an update on the financial position in regard to renters and lessees. Clerk to speak to Mrs Papanicolaou regarding the current financial position of the Gateway Café.

The Finance Officer's report on the write-off element for the CATS Club rent refund was noted and discussed. The Chairman stated that the refund had already been authorized. The Clerk noted that the additional write-off element was the result of rebalancing this account over several financial years.

PF495 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

It was agreed that the suggested review of financial spending limits is postponed during the current financial situation.

PF496 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

Cllr Gallagher referred to the notes of the WP meeting held on the 11th June 2020, which had been circulated with the meeting papers.

Cllr Gallagher briefed the meeting on CIL funds available, proposed projects, time limited CIL funds, s.106 funds and the 'Expression of Interest' being prepared for the next round of allocations from LDC CIL monies. A number of the proposed projects were discussed in detail.

It was resolved to revisit the WP's Terms-of-Reference. The Clerk gave a briefing on the status of WP's and the Chairman noted that the WP's Terms-of-Reference are contained in the Committee's meeting minutes, not formally in the Council's Standing Orders.

PF497 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE AND TO AGREE ACTIONS

Cllr Griffiths introduced the minutes of the Sub-Committee's meeting held on the 9th June 2020 and the proposed grant awards for Round 1 2020/21.

It was resolved to recommend the grant awards to Council as proposed by the Sub-Committee.

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.

PF498 AGED DEBT ANALYSIS

The Finance Officer's reports were received, noted and discussed.

It was noted that, due to the Covid-19 situation, there was no real positional change, but that the situation will be more actively managed as soon as Council facilities are open again.

PF499 TO DISCUSS MOVING FORWARD IN EMPLOYING A SENIOR PROJECTS OFFICER

The Chairman set out the financial considerations in this matter and the need for reassurance regarding the impact on Council's finances.

The Clerk set out the legal position and gave a briefing on the recruitment process to-date.

These matters, along with the benefits of filling this vacancy immediately, were discussed in detail and it was agreed that the Clerk will proceed as already authorized and make the job offer to the successful candidate straight away.

It was noted that a part of the Project Officer's work will be on the Neighbourhood Development Plan, which is a joint project with Telscombe Town Council (TTC). It was agreed that a financial arrangement would need to be in place to account for the TTC share of this work.

PF500 DATE OF NEXT MEETING – TUESDAY 21st July 2020 at 7.30pm.

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

PEACEHAVEN TOWN COUNCIL

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

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

**DRAFT Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee
held on-line (by Zoom) on Tuesday 9th June 2020 at 7.30 p.m.**

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Chris Collier, Cllr L Duhigg, Cllr. Isobel Sharkey, Cllr David Seabrook, Cllr R White.
Town Clerk, Tony Allen.
Paula Woolven, representing Havens Community Hub and Havens Car Club.

1 GSC017 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and expressed congratulations to Kemp-ton House for receiving the Queen's Award for Voluntary Service.

2 GSC018 PUBLIC QUESTIONS

Ms Woolven spoke in support of the grant applications for Havens Community Hub and Ha-vens Car Club, supplying Councillors with details and updates in relation to the operation of these two schemes.

3 GSC019 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr L Symonds.

4 GSC020 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Collier re. wave Leisure, as an LDC Cabinet member.
Cllr Sharkey as the PTC representative for Citizens Advice.
Cllr Sharkey as a user of the CATS Club.
Cllr Seabrook as a member of the Peacehaven & District Residents Association.
Cllr Seabrook as a member of the Horticultural Society.
Cllr Griffiths as a member of the Peacehaven & District Residents Association.

5 GSC021 ELECTION OF A VICE-CHAIRMAN FOR THE COMMITTEE

Proposed by Cllr Duhigg and seconded by Cllr Sharkey, it was unanimously resolved that Cllr Seabrook becomes the Vice-Chairman of the Sub-Committee.

6 GSC022 TO APPROVE & SIGN THE MINUTES OF WEDNESDAY 13TH NOVEMBER 2020

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

7 GSC023 TO DEVELOP SERVICE LEVEL AGREEMENTS (SLA) WITH CAB & CTLA

The Clerk reported that he had developed and sent draft SLA's to CTLA and CAB for discussion and agreement.

It was noted that both organisations were keen to move forward in this way but could not address this matter fully during the prevailing Covid-19 situation.

It was resolved that SLA's should therefore be finalised for the 2021/22 grants year.

8 GSC024 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 1 2020/2021

Wave Leisure

The following points were noted and discussed in relation to this application:-

- The amount of grant requested was above the £750 limit set out in the Council's Grants Policy.
- There was a lack of detail in the application in relation to the objectives of the proposed use of grant monies in relation to:-
 - How this will support Peacehaven residents.
 - Health & community benefits that will accrue.
 - Details of running costs.
 - Numbers of people that could be helped.

It was resolved that the Clerk will draft a response to Wave Leisure reflecting the above, for the Chairman's approval.

Air Ambulance

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

Peacehaven & District Residents Association

The grant application papers were noted and discussed.

It was noted that the Association's membership was currently at quite a low level.

It was resolved to recommend a grant of £100 and to offer the help of the Town Council to publicise the Residents Association.

Havens Community Club

Ms Woolven gave a detailed presentation in respect of this grant application and supplied updates in relation to the current operation of the Club, its plans, the community services offered and its support and work with other organisations.

It was resolved to recommend a grant of £500.

Havens Community Cars

Ms Woolven gave a detailed presentation in respect of this grant application and supplied information on the setting up of this scheme, its plans, the community services offered and its support and work with other organisations.

It was resolved to recommend a grant of £500.

[Ms Walven left the meeting].

East Sussex Hearing Resource Centre

The grant application papers were noted and discussed.

The proposed lip-reading classes were discussed

It was resolved to recommend a grant of £250.

Meeting of Peacehaven Town Council Grants Sub-Committee – 9th June 2020

Seahaven Fibromyalgia, ME & CFS Support Groups

The grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room for the group's monthly meetings up to the end of the current financial year.

Peacehaven Horticultural Society

The grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room for the group's monthly meetings up to the end of the current financial year.

CATS Club

The recent case and outcomes from the historic rent review for the Club were noted and discussed.

It was resolved that a grant application from this Club should be deferred until the autumn grants round when hopefully there will be a clearer picture in relation to its operations and the Covid-19 impact.

Kempton House Day Centre

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

Peacehaven Rangers

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £300.

Friends of Downlands Court

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

Newhaven Cricket Club

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £150.

Sussex Community Association Ltd (SDCA)

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

9 GSC025 DATE OF NEXT MEETING – TO BE AGREED

Clerk to arrange a meeting in October/November 2020

There being no further business, the meeting closed at 20:45.

ORGANISATION	Amount approved by Council for 2019/20	2020/21 Amount Requested	Summary of reasons for grant request	Approved Yes / No	Amount approved by Council for 2020/21	Comments on Decision
CTLA	£ 6,000.00				£ 6,000.00	
Citizens Advice Lewes District	£ 11,500.00				£ 11,500.00	
Wave Leisure	£ -	£ 5,000.00	to offer health & wellbeing advice & activities to Peacehaven residents when we are back to some sort of normality.	tba		To be discussed with Wave Leisure with a view to a grant later in the year.
Air Ambulance		£ 750.00	Contribution towards the 14 million they need in order to continue providing this vital service. Have requested £250, which would fund two units of blood or any other amount that PTC is able to give.	Yes	£ 750.00	
Peacehaven & District Residents Association		£ 100.00	Newsletter 4 times a year and room hire.	Yes	£ 100.00	Offer help of Town Council to publicise the Residents Association.
Havens Community Club		£ 500.00	Centre is currently closed due to Pandemic but volunteers are making daily phone welfare checks, delivering shopping, prescriptions etc. Looking for support with increased volunteer expenses.	Yes	£ 500.00	
East Sussex Hearing Resource Centre		£ 750.00	towards room hire to launch lip reading classes in Peacehaven, travel, publicity, refreshments and volunteer costs.	Yes	£ 250.00	
Seahaven Fibromyalgia, ME & CFS Support Groups	£ 501.00		free use of the Anzac room for 9 occasions we would meet on the 4th Tuesday April-March.	Yes	£ 137.04	Free use of Anzac room
Peacehaven Horticultural Society	£ 500.00	£ 500.00	For use of the Anzac room	Yes	£ 250.00	Free use until end Mar 2021. Cost to be confirmed.
CATS Club	£ -	£ 550.00	To fund outdoor toys and storage	No		Defer to next round.
Kempton House Day Centre	£ 300.00	£ 1,000.00	To support the cost of a new dishwasher.	Yes	£ 750.00	Max grant allowed.
Peacehaven Rangers (older Girl Guides)	£ 300.00	£ 300.00	To support the costs of insurances and storage facilities during the Covid Pandemic, as no funds coming in but bills need to be paid.	Yes	£ 300.00	
Friends of Downlands	£ 300.00	£ 750.00	To fund food/treat hampers to cheer up residents of Downlands Court, to also support a intergenerational event once restrictions for Covid 19 are lifted.	Yes	£ 750.00	
Newhaven Cricket Club		£ 150.00	to support replacement of 3 fire extinguishers for the club house.	Yes	£ 150.00	
Sussex Community Association Ltd (SDCA)		£ 750.00	To help with costs involved in running the service during the Pandemic extra freezer capacity for donations, Purchase of PPE, DSS Costs for new recruits etc.	Yes	£ 750.00	
Havens Community cars		£ 500.00	To support the fixed costs being incurred during this Pandemic and help Havens Community Cars charity launch for clients at a postponed date in June rather than April as planned.	Yes	£ 500.00	
TOTALS	£ 19,401.00	£ 11,600.00			£ 22,687.04	

DRAFT FIGURES TO BE AGREED

CIL WORKING GROUP MEETING 11th June 2020 at 10am by ZOOM

Last Meeting 7th May 2020

Attendees: Cllr Cathy Gallagher (Lead) Zoe Malone (Finance Officer),

Kevin Bray (Parks Officer) Emma Kemp (LDC CIL Officer)

Apologies : Town Clerk, Cllr Cheta and Cllr Sharkey

CIL BALANCES

Current Fund £47,435.42 May 20

Ear marked Fund £ ? (£160k?)

Amounts brought forward from LA&E and Confirmed by Working Group

1. S106 £2875 Flint Path agreed with Chris Biibb From £24,000 (£21K approx. remains)
2. S106 £5,825 Top Dressing for Football Pitch on Big Park . Chris Bibb has agreed from £20K
Annual upkeep . (£38K approx. remains
3. CIL £5492 + VAT Sewage Pump for Toilets to be taken from Neighbourhood Fund
From Earmarked Reserves or current fund of £44K (FO to confirm)
4. CIL £2500 Replacement Sink Unit Gateway Café £ 2500 to be taken from
Neighbourhood Fund ,£41.5K remains in current fund (FO to confirm)
5. CIL £2000 Engineers Report re Entrance to Centenary Park agreed from
Neighbourhood Fund , £ 39.5K remains in current fund (FO to confirm)
Agreed at May Full Council.

PROCESS FOR PICKING UP FINANCIAL COMMITMENTS BY FO

From the Minutes of LA & E. Amounts to be noted and a copy to be given to FO, who will build a record of commitments to ensure accruals recorded correctly.

Suggested and agreed Financial Position to be fed back to LA& E Committee and P&F

CIL CONTRIBUTION FROM HENRY DAVIDSON DEVELOPMENTS

Not the same as Residential , when there is a lot of demolition , OFFSET can be claimed.

Impact of SCR/ Sutton Avenue there will be transport and roads contribution.

ESCC making progress with Barretts . Sutton Road roundabout but Telscombe Cliffs junction a problem

Pedestrian crossing points still a concern !!

Chalkers Rise , Stage 2 given planning approval.

S106 Queries

£48K S106 from Sainsbury, corner of SCR/Dorothy Ave.

Does it have to be used for disabled play equipment at THE DELL ?

Could it be used in another Park ?

Emma/ Chris Bibb to explore.

£500,000 For Centenary Park , Possibly for 3G Pitch at PTC.

Club will need to raise approx. £35K themselves plus £20k per annum maintenance fund.

Chris bib talking to PTC

2 years to go. Before fund returns to Developer . Agreed that PTC should build up alternative use list. PO Monitoring.

CIL APPLICATION TO DISTRICT FUND

Emma was consulted on possible projects , all concerning the entrance to Centenary Park

Improving ACCESSIBILITY and SAFETY.

1. Bridle Path upgrade for disabled, pedestrians etc.
ESCC Bridlepath, they will give permission and approve surface.
ESCC Maintain ongoing?

£40K

2. Car Park , surface to allow 2 rows of Parking and clear muddy surfaces

New Entrance

£10K

Larger Project possibly Neighbourhood CIL Fund

3. Pedestrianise Area in front of Sustrans Cycle Hub.
Remove concrete trip hazard..

Area required by Sustrans to be safe for Children up to 12 yrs old and Wheel chair Users.

Stop access to 99% of vehicles near the toilets/Café.

4. More toilets especially provision of "Accessible Toilet"

Further Projects

Extend Track for Cycles or Jogging/running (Contact Wendy Brewer from Egrets Way)

Further Multi-use Games area.

Skate Board Park extension

Bowls Club Path

Surrounding the Green is a paving slab path 43 Metres X 43 Metres.

Slabs moving and have caused falls. Costs £40K?

To replace with tarmac dressed path.

PO. To explore fundraising by Bowls Club.

PTC could contribute CIL but public accessibility to be a condition (to be explored)

ACTION Expression of Interest form to be completed and sent to Emma for review

PO to continue to get quotations and specifications.

Procedure for agreement ,to be explored , through Committees.

FO to continue to build up records

PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 2nd June 2020

Present – Cllr I Sharkey (Chair) Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr G Hill, Cllr A Goble, Tony Allen (Town Clerk)

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

One member of the public was also present.

1 PH795 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH796 PUBLIC QUESTIONS

A member of the public notified the Committee of the following planning application to be discussed at a meeting of the LDC Planning Committee on Wednesday 10 June 2020 at 5pm:-

Application No: LW/19/0857

Proposal: Section 73A retrospective application for the conversion from HMO and manager's flat to 18 self-contained flats (including manager's flat)

Site Location: 3 Bramber Avenue, Peacehaven East Sussex BN10 8LR

3 PH797 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr C Cheta, Cllr J Harris and Cllr A Milliner.

4 PH798 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH799 TO ADOPT THE MINUTES FROM THE 19th May 2020

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

6 PH800 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following:-

- Measures to improve public communication; web site, social media, etc.
- A meeting to be held on the 4th June 2020 to receive feedback from the University of Brighton Master Students to recommend viable planning and design policies for the NDP Evidence Base.
- Next meeting of the Steering Group to be held on the 11th June at 7pm, to which all PTC, TTC, District & County Councillors will be invited.

7 TO CONSIDER Planning applications as follows:-

<p>PH801 LW/20/0039 14 Montreal Close</p> <p>Case worker Martin Fagan</p>	<p><u>Erection of a fence around the front of the property</u></p> <p>It was noted that the Council had sent comments on this application to LDC on the 23rd April 2020, under delegated powers, with a recommendation for refusal.</p> <p>It was noted that no new plans had been submitted and that, whilst the application title mentions a 'fence', in fact the plans are for a new high wall.</p> <p>It was resolved to restate this recommendation for refusal to LDC for the above reason and on the following grounds:-</p> <ul style="list-style-type: none"> • Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of the Close, unfriendly. • Design does not fit in with local surroundings. • Detrimental Effect on local character - surrounding area included.
<p>PH802 LW/20/0122 4 Tor Road</p> <p>Case worker James Emery</p>	<p><u>Extension to existing garage</u></p> <p>It was noted that the proposed extension should improve the appearance of this property.</p> <p>It was resolved to recommend approval.</p>
<p>PH803 LW/20/0135 96 The Promenade</p> <p>Case worker James Emery</p>	<p><u>Roof conversion with rear dormer in matching material. Extension of balcony to front and associated window alterations.</u></p> <p>It was noted that this proposed conversion was in keeping with other applications recommended for approval by the Committee.</p> <p>It was resolved to recommend approval.</p>
<p>PH804 LW/20/0282 9 Rustic Road</p> <p>Case Worker Julie Cattell</p>	<p><u>Erection of single storey rear extension</u></p> <p>It was noted that this proposed extension was in keeping with other applications recommended for approval by the Committee.</p> <p>It was resolved to recommend approval.</p>
<p>PH805 LW/20/0236 56 Slindon Avenue</p> <p>Case Worker Martin Fagan</p>	<p><u>Erection of single storey rear extension</u></p> <p>Only one document is listed on the LDC web site for this application.</p> <p>The committee needs to see all related documents in order to make its determination and must be given time to do so by LDC</p>

Minutes of the meeting of the Planning & Highways Committee - Tuesday 2nd June 2020

PH806 LW/20/0312 21 Downs Walk Case Worker James Emery	<u>Single storey flat roof extension and conversion of existing integral garage to form a guest bedroom with ensuite, shower room, utility room and TV/games room. External walls to be re-cladded at ground floor level with smooth render paint</u> It was noted that this proposed extension/conversion forms part of a big plot, with no overlooking issues and would not be out of place. It was resolved to recommend approval
---	--

8 PH807 TO NOTE the following planning application Decision Notices.

No Decision Notices received.

9 PH808 Review of Committee's Action Plan.

Cllr Paul reported that the lamp post at the bottom of Roderick Avenue was of the LED type, but that the one at the top of this road was of the sodium type and may therefore account for the overuse of electricity.

Cllr Paul reported that she had spoken to the resident who has concerns about the approved nursery in Glynn Road; the resident will keep a diary/record of any concerns going forward.

Cllr Seabrook noted that the Enterprise Car Club, part of the Barratts Sustainable Travel Pack, should use electrically powered vehicles.

It was resolved that the Clerk will circulate the Committee's Action Plan for amending/updating by Councillors ready for the next meeting.

10 PH809 Date of Next meeting of the Committee – 7th July 2020.

There being no further business, the meeting closed at 20:06.



PEACEHAVEN TOWN COUNCIL

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

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

Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 6pm on Tuesday 19th May 2020

Present – Cllr I Sharkey (Chair) Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr G Hill, Cllr A Goble, Cllr C Cheta, Tony Allen (Town Clerk)

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

Two members of the public were also present.

1. PH778 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2. PH779 PUBLIC QUESTIONS

A member of the public informed Councillors of their objections to the latest planning application for the Sussex Coaster site, as follows:-

- Neighbouring properties had not received Notice of this application from LDC.
- No Planning Notice is displayed at the site.
- Is this recent application being given proper consideration under 'lockdown' restrictions?
- Only the change of the site access to the A259 constitutes an improvement over the previous proposals.
- The proposed new building has a limiting and overbearing effect on neighbouring properties.
- Despite amendments to the plans, the proposed building will have a detrimental effect on the natural light to some of the neighbouring properties.
- The proposed car park borders some of the neighbouring properties and creates an unacceptable situation with regard to increased air and noise pollution and the outlook from some of the neighbouring properties.
- No reference is made in the application to boundary rights.

A member of the public referred to an item from the Committee's last meeting (PH764), noting that the lamp post at the junction of Arundel Road and Mayfield Avenue, which was knocked down by a vehicle, has now been repaired.

3. PH780 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were accepted from Cllr J Harris, Cllr A Milliner and Ms V Onis, Admin. Assistant.

4. PH781 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

No declarations of interests were made.

5. PH782 TO APPROVE & SIGN THE NON-CONFIDENTIAL MINUTES OF TUESDAY 3rd March 2020

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

6. PH783 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

The documents circulated with the meeting papers were noted.

Cllr Gallagher provided an update, reporting on a Master Planning session/presentation held on the 23rd April 2020, a follow-up meeting held on the 19th May 2020 and a meeting of the NDP Steering Group held on the 14th May 2020.

Cllr Gallagher noted that discussions had been held to seek to improve the public transparency of the NDP process.

7. PH784 ESCC CONSULTATION – APPLICATION BY PETER SEED REAGRINDING THE PATH FROM FIRLE ROAD TO GLYNN ROAD

Cllr Griffiths related the background to this item. It was noted that it is intended for this pathway to become a cycle/walkway.

It was resolved to write to ESCC in support of this application, noting that this pathway provides a traffic free route that has been used by residents for decades.

8. PH785 CHALKERS RISE CAR SHARE

The Pell Friscmann Technical Note dated 1st May 2020 was noted and discussed. Cllr Griffiths related the background to this item.

It was agreed that the proposed parking space on Meridian Way was poorly chosen as this is a very busy area for traffic, including large lorries making deliveries, and that parking spaces in the adjacent car park itself was the obvious choice for this service. It was resolved to relate these comments to ESCC & LDC.

Cllr Seabrook noted that this service will increase traffic movements in the Town, as people who would have previously used public transport will be tempted to hire a car instead. It was noted that the proposed hourly rental charges seemed reasonable/comparable with taxi fares, but that the proposed daily charge rate of £118 was high.

Cllr White asked if any further information had been forthcoming from LDC concerning the improvements to the Chalkers Rise Travel Plan. Clerk to seek updates from LDC.

9. PH786 ACTION PLAN

The circulated Action Plan was noted.

Cllr Sharkey noted that it had been agreed to propose to Council that the Committee sets up a Developers Liaison working Party. Clerk to include this as an item on the next Council meeting Agenda.

10. PLANNING APPLICATIONS DECISIONS

PH787 LW/20/0204 - The Sussex Coaster

Demolition of public house and re-development to provide seventeen residential units with associated vehicle parking and landscaping.

This application was discussed in detail, including submitted plans, drawings and the comments made by a member of the public earlier in the meeting.

It was resolved to recommend refusal on the following basis:-

- Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly.
- Loss of privacy – over-looking, causing loss of privacy or light, too close. Despite amendments to the plans, the proposed building will have a detrimental effect on the natural light to some of the neighbouring properties.
- Design does not fit in with local surroundings. The N&W elevations are particularly out of keeping.
- Inadequate local infrastructure - including A259, surgeries, school. Proposed development is creating a loss of shops and office space in an area that has already lost too much of this.
- Detrimental effect on local character - surrounding area included.
- Density of layout & over development - too large for plot. Unacceptable size and mass, the proposed new building has a limiting and overbearing effect on neighbouring properties.
- Despite amendments to the plans, the proposed building will have a detrimental effect on the natural light to some of the neighbouring properties.
- The proposed car park borders some of the neighbouring properties and creates an unacceptable situation with regard to increased air and noise pollution and the outlook from some of the neighbouring properties.
- Increase of traffic & congestion in an area that is already extremely over congested with vehicles.

It was resolved that, should LDC be minded to approve this application, the following Conditions should be included:-

- Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13:00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
- Vehicles belonging to construction staff should not block access for other residents and should not be parked on grass verges or at junctions.
- Any damage to the grass verges during construction must be repaired by the developer.
- All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid 'rush hour' on the A259 and ease congestion.
- If parking at the front of property required, recommend that suitable provision is made for the safety of pedestrians and cyclists.
- An asbestos survey should be carried out prior to demolition
- A vehicle wheel wash system to be used to stop contamination of the public highway.

PH788 LW/20/0187 - 241 Arundel Road

Demolition of existing conservatory/workshop area and erection of single storey side extension, conversion of loft including raising ridge height of roof, construction of external raised platform in garden and moving front door to adjacent elevation.

It was resolved to recommend approval, noting that the proposed extension was in keeping with neighbouring properties.

PH789 LW/20/0223 - 67 Lincoln Avenue Peacehaven

Demolition of existing conservatory and garage and erection of rear and side extension.

It was resolved to recommend approval, noting that there were no known objections to this application.

PH790 LW/20/0280 - 86 Westview Close

Garage conversion to include removal of garage door and insertion of windows.

It was resolved to recommend approval, noting that there appeared to be no impact on neighbouring properties and that this type of conversion is quite common nowadays.

PH791 LW/19/0859 - 166 South Coast Road

Demolition of existing single storey bungalow, garage and foundations and construction of new three storey mixed use development with 1 x commercial unit on the ground floor, 1 x 1 bedroom & 1 x 3 bedroom flat on first floor and 1 x 1 bedroom and 1 x 2 bedroom flat on second floor.

It was noted that this application has already been determined and approved by LDC. The correspondence received was to update PTC on changes made, following its objection to the original application.

11. TO NOTE the following Planning Application Notices: -

LW/19/0822 Case worker James Emery 8 Wendale Drive Peacehaven Case worker James Emery	LDC hereby certify that on 15 th Nov 2019 the operations described in the First Schedule to this Certificate in respect of the land specified in the Second Schedule to this Certificate and DELINEATED on the plan attached to this Certificate, is lawful within the meaning of section 192 of the Town and Country Planning Act 1990 (as amended)
PH768 LW/20/0008/CD 17 Cliff Avenue Peacehaven Case Worker Mr William De-haviland-Reid	Discharge of conditions 4 (renewable energy), 5 (electric vehicle charging point) 6, (materials) and 7 (refuse and recycling)
PH762 LW/19/0929/CD 138 South Coast Road Case worker Chris Wright	Discharge of condition 2 of application LW/18/0630 for details of all external materials

The Committee noted the planning Notices above.

12. TO NOTE the following planning application decisions: -

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

The Committee noted the planning decisions above.

Next meeting of the Committee – 2nd June 2020

There being no further business, the meeting closed at 18:59.



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

PEACEHAVEN TOWN COUNCIL

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

Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 12th May 2020 at 7.30pm

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

In Attendance: It was resolved that Cllr Duhigg participates in the meeting in a non-voting capacity.
One member of the public.

GENERAL BUSINESS

1 LA 428 CHAIR ANNOUNCEMENTS

You will have received a paper from the CIL working Party which is to be added to the updates to note. We can add a fuller report to the agenda of the next meeting.

The Civic and marketing Officer has asked me to thank all the Councillors and Officers who contributed to make the VE Day a success.

We have had some more problems with motorbikes in Centenary Park. Steve O'Connell from the Safer Roads Partnership has stated "The issue in the Park with the teenagers on motorcycles is in hand and we are sure at this point who they are." I also have had a phone call from PCSO Chris Marchant following up a complaint from myself. Chris is self-isolating but has been given the job of phoning the 40 people who have complained about this issue.

Some very good news came in this afternoon from Aimee Harman who created the original mosaic around the flower planter on the Dell roundabout. She had planned to refurbish it but had a change of circumstances. Her circumstances have changed again, and she hopes to continue with the project which has a new theme. Each panel will be a different colour of the rainbow and the words around it will be - Bee Love, Bee Strong, Bee Happy, Bee Calm. This is at no cost to the Council.

Aimee is a very talented artist who is known for her refurbishment of the tiled floors in the toilets of the Orient Express.

2 LA 429 PUBLIC QUESTION TIME

A resident asked if the disabled swing at The Dell is still functioning and will it be moved. The Parks Officer confirmed that it is working and has had a yearly inspection. The Parks Officer confirmed there are funds available from LDC to do works at the Dell, but this is an ongoing situation and doubts the swing will be moved.

3 LA 430 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta – other commitments

4 LA 431 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Sharkey declared an interest in Item 8, as being a resident in the vicinity of Cornwall Ave.

5 LA 432 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 17th March 2020

Cllr Seabrook proposed that the minutes be accepted as a true record.

Amendments to Cllr Seabrook's proposal were received from Cllr Gallagher in order to record matters of accuracy as follows:-

- LA407 - Addition – 'An Engineer's survey to be carried out, up to a cost of up to £2K, funded from CIL monies.'
- LA408 – Addition – 'Contractor to be Sussex Driveways up to a cost of up to £3K to be funded from CIL/S.106 monies.'
- LA410 – Correction – Second sentence to read 'It was noted that S.106 monies (using S106 from the Centenary Park £20K per year allocated fund) or CIL monies can be used to offset the costs of this work. Estimated at a cost of £9950.'
- LA412 – Addition – 'To be paid from 2020/2021 playground equipment budget Estimated cost £1156.'
- LA413 – Correction – Second paragraph to read 'It was resolved to replace the sink and units at the Gateway Café like-for-like and to consult with the lease holder with regards payment by them for any extra attachments/fittings if required (PTC to pay up to £120 towards this).'
- LA413 – Addition – 'Selected company is Catercraft Supplies Ltd at a cost of £2181 plus mixer taps; total cost up to £2500. To be funded from the 2020/21 Gateway Café budget.'

An amendment to Cllr Seabrook's proposal was received from Cllr Mills in order to record a matter of accuracy as follows:-

- LA420 – Addition – 'Cllr Mills noted that, at the Committee's meeting on the 23rd January 2020, it has already been resolved not to have an additional banner board at The Dell and to look for other suitable locations.'

It was resolved to adopt the minutes, as amended, as a true record

Proposed Cllr Seabrook

Seconded Cllr Sharkey

All in Favour

6 LA 433 PLANTING TREES IN VERGES

The Committee discussed a Residents letter requesting tree planting in Peacehaven. Cllr Sharkey spoke of how this idea is welcomed and updated the Committee on Telscombe Town Councils recent tree planting exercise, unfortunately only around 6 trees were planted due to the problems that were encountered with underground services. LDC came to do the survey of the grass verges and found underground cables from Virgin and BT cables, preventing planting.

Cllr Seabrook, also supported the idea and suggested other areas for tree planting are looked at. The verges are unsuitable due to services underneath and also concerns over the ongoing maintenance; these trees will grow and the Town Council will have to fund the costs of cutting them back every year to avoid hazards to traffic and also the trees may become a concern for Residents with leaves on the pavement and blocking out the sunlight. Other areas to consider for planting are the ends of the avenues next to the South Coast Road; here will be no impact on the traffic. Centenary Park is also an option but as we have experienced with tree watering in the Orchard, water supply is a problem. Trees need large amounts of water, not just a watering can, so this will be a challenge if trees were to be planted. Cllr Seabrook also asked if there will be enough volunteers to set up a group and would the resident suggesting the idea, be prepared to organise a tree warden group just as there are in Newhaven & Seaford. This initiative needs to include some of the residents in order to help maintain and water the trees if planted.

Cllr Gallagher informed the Committee that the advantage of a community led group will mean that they are able to apply for grants and funding and free trees, which the Council cannot do.

The Parks Officer shared his experiences and informed the Committee that a tree planting initiative was looked at 10/15yrs ago and again the issue of underground services on verges, including the ends of road where Cllr Seabrook has suggested are also a problem, there is concrete underneath the soil.

Cllr Duhigg also queried which type of trees would we plant bearing in mind we are on the coast with a lot of wind and rain. It was suggested that the types of trees would be decided by the professionals at ESCC, otherwise the trees will die, which is what has happened at Howard Park.

Cllr Mills suggested that grass is better for environment than trees and converts more CO2 than trees will.

Cllr Gallagher recommended that we write to the resident and confirm we would like to help with this request of more trees. An invitation could be made to the resident to attend the next Tree Warden meeting when the current Covid situation has passed; if they can come along to the meeting, we can then take this forward.

Cllr Seabrook proposed that we put the resident in touch with the Telscombe Tree Wardens and at the same time we could find out if the Tree Wardens would be interested in expanding their area of operation, so we cover both Towns with one group. Newhaven and Seaford are also very established we could look for guidance from these Towns.

Proposed Cllr Seabrook

Seconded Cllr Gallagher

All in Favour

7 LA 434 NEIGHBOURHOOD PLAN / OPEN SPACES

Cllr Gallagher is the Chair of the Steering Group Peacehaven and Telscombe Neighbourhood Development Plan. Cllr Gallagher would like volunteers to help with research for a Green Spaces management Plan.

For the Town to gain protection for its green spaces, we need to put together a very strong case. Public involvement is needed to determine:-

*What spaces are available?

*What people want from green spaces?

*Mapping out where things will go and how will be paid for and maintained and enhanced in future years.

Cllr Duhigg suggested that once the current COVID situation is over, it may be of benefit to have an open air exhibition, at Centenary Park for example, to involve the residents of Peacehaven in determining the future, of our green spaces.

Cllr Sharkey, Cllr Paul, Cllr Seabrook, Cllr Hill, Cllr Mills volunteered to support this initiative.

Cllr Gallagher thanked the Committee for endorsing the project within the auspices of the NDP Steering Group.

8 LA 435 ALLOTMENT DDA

Peacehaven Town Council received an enquiry regarding whether we had any DDA compliant allotment plots in Peacehaven. The Parks Officer updated the Committee, noting that we currently do not have any allotments suitable for those with disabilities.

The Town Clerk has investigated this, and concluded PTC would only have to have DDA access if creating new allotments. DDA adaptations to the existing allotments and the approaches to them would be impractical cost wise.

Purchasing more land at the site in Cornwall Avenue would come at a significant cost and currently the rental paid for an allotment just about covers the cost of the water used.

Cllr Seabrook reported that he has been in contact with the Doctors Surgery and had several meetings at the Community Garden. He has been arranging some gardening sessions for some of the patients, but sadly only a couple of people have attended so far. Cllr Seabrook suggested that the Community Garden is the way forward for looking after those with disabilities by working to make this more accessible for all, to make long term use of it. We have recently had a new gate installed to make it accessible for wheelchairs and mobility scooters.

The Green Havens LDC lottery bid, which has been put forward, has a request for some money for raised beds for wheelchair users and a DDA accessible composting toilet, which will cost about £5k. This approach was supported by the Committee members.

9 LA 436 BROWN TAIL MOTH CATERPILLAR

The Parks Officer noted that there had been no further complaints on this matter.

Two options for treatment of the moths were discussed: -

Option 1 in the winter the tents where the moths hibernate could be removed and disposed of and we will need to investigate current disposal regulations.

Option 2 is in that in Spring 2021 we spray them preferably with a biological spray.

It was proposed to cut back affected shrubs in the winter, when the shrubs are full up and the moths are dormant, this will be actioned by the Grounds Team and disposed of following current disposal regulations, unless a better option becomes available before that time.

Proposed Cllr Sharkey

Seconder Cllr Hill

All in favour.

10 LA 437 WORKS UPDATE

Parks Officer gave an update on the current staffing situation, two members of staff need to stay at home and isolate and the two remaining members of staff have been carrying out all essential works when they can do so safely, this includes emptying the bins around the parks and maintaining amenities as well as possible.

It has also been decided to postpone employing the new Groundsman, until the lockdown has eased further and we can resume near normal working.

The Parks Officer confirmed his teams PPE was suitable and available and advised that as they are working outside, the team are very unlikely to come into close proximity to other people. The Grounds Team currently have not got masks but the Parks Officer will be making a Full Risk assessment with the Town Clerk before the staff come back to work. They currently have gloves, hand wash and are keeping to themselves.

11 LA 438 PROJECT UPDATE

The report was noted. Top dressing and aeration of the relevant grass surfaces in the Centenary Park has been completed. The company providing the new sink unit may not be operational at present.

The Parks Officer added that It may be necessary to make adjustments in the future, to the play area if the Government decides to reopen play areas, for example the basket swing is designed for more than one person which will create a problem with social distancing. This will have to all be investigated when the time comes.

It was noted that The Hub is being fully decorated, with new blinds provided.

CONFIRM DATE OF NEXT MEETING AS THE 23rd JUNE 2020

There being no further business, the meeting closed at 8.50pm



PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 23rd June 2020 at 7.30pm

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

In Attendance: Jan Knowlson re. Item LA448.

LA 439 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

LA 440 PUBLIC QUESTION TIME

It was agreed to suspend Standing Orders to allow Ms Knowlson to speak on Item LA448.

LA 441 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr J Harris; technical problems connecting with the meeting.

LA 442 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 443 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 12th MAY 2020

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

LA 444 FINANCE UPDATES

The finance reports were noted.

LA 445 FLINT WAY PATH FUNDING

Following previous discussions by the Committee, it was noted that this funding would come from S.106 monies.

LA 446 BEES

The Parks Officer's report was noted and discussed.

It was noted that 2m high netting is recommended to make the bees take a higher flight path to the hive; Parks Officer to follow this up with the owner.

The Parks Officer reported that the owner had been asked to display a notice giving contact details in case of problems with the bees.

It was noted that the bees had swarmed this year and that there had been no more reported incidents.

LA 447 TREE WARDENS

The Parks Officer's report was noted and discussed.

Cllr Gallagher reported that residents in Telscombe had set up a Tree Wardens volunteer group, which has had meetings with James Newmarsh (ESCC), but its operations have been curtailed by the COVID-19 restrictions.

It was agreed to engage with this group once the circumstances allow.

LA 448 MANAGEMENT OF WILDFLOWER AREAS AT THE DELL

The Chairman introduced her report and noted that the four designated areas had been agreed by the Committee and ratified by Council and that the Committee now needs to consider how to manage these areas, up to and including the sowing of the seeds and then their ongoing maintenance.

It was resolved, by majority, that the 'yellow, blue & brown areas' should be left to self-seed and then cut/raked in the autumn, with any areas that are purely grass scarified if necessary. This to be followed by appropriate seeding for each of these areas, as per the Chairman's report.

For the 'orange area' there was an extensive discussion about the proposed use of the 'hot foam' method as a one-off means of removing the unwanted dominant plant species, to allow more successful seeding of this area with wildflowers.

Cllr Gallagher spoke about the importance of sensitively managing The Dell area, noting its proximity to SSSI designated areas and that the cliff top is part-owned by LDC.

Ms Knowlson reported on the use of the hot foam method and alternatives, noting that a management plan for the area will be forthcoming.

Concerns were also expressed about the costs of using the hot foam process and the many unknown factors about this relatively new process.

It was resolved to do nothing to the 'orange area' apart from hand cutting the barley grass before it seeds.

LA 449 TOILET OPENING

The Parks Officer's report was noted.

The Clerk reported on emerging Government relaxation of COVID-19 restrictions and that the final risk assessment will be carried out on the 26th June 2020, with the aim of reopening the toilets from 29th June 2020.

LA 450 OUTDOOR ACTIVITY POLICY

The Parks Officer's report was noted and discussed.

This policy, adopted in September 2019, was discussed along with appropriate charging and recent requests for the use of outdoor space by regular hirers of The Hub during the COVID-19 restrictions.

It was resolved that existing regular hirers of The Hub will be allowed to use the outdoor space, without the need to sign an additional agreement and the need to pay any fees; subject to appropriate insurance and risk assessment being in place.

It was resolved to review the current policy.

LA 451 LAKE PARK POND REPORT

Cllr Seabrook's report was noted and discussed.

LA 452 HOWARD PARK WILDFLOWERS

Cllr Seabrook's report was noted and discussed.

Cllr Seabrook noted that the 'purple area' shown on the plan was a wildflower area in 2016, but that this has reduced significantly as the area has been left unmanaged and spoilt by rabbit burrowing and by human activity; it has not been mown for some time.

It was agreed to leave the area as it is and inspect it again in the autumn.

LA 453 PROJECT UPDATES

The Parks Officer's report was noted and discussed.

The Parks Officer highlighted the following:-

- The new sliding door for the Gateway Café will be fitted in early July 2020.
- A response is still awaited from the supplier of the new kitchen sink unit for the Gateway Café.
- A company will be on-site on the 26th June 2020 to look at the replacement of the sewage pumps and to provide a quote.

- Gateway Café CCTV inspection report. Rodents have eaten through a lot of the cabling; three cameras need replacing along with extensive rewiring. A quote has been received and other quotes will be sought. The working cameras can now be viewed remotely. A full report will be provided for the next meeting of the Committee.
- Dog proof fencing around the play areas is being repaired.

The Clerk noted that children's play areas will be opened in-line with Government guidelines; it is difficult to see how social distancing will be maintained.

LA 454 WORKS UPDATES

The Parks Officer's report was noted.

Caretaking staff are being used to supplement the Grounds Team.

LA 455 TO CONFIRM DATE OF NEXT MEETING AS THE 15TH SEPTEMBER 2020

It was agreed that the next meeting of the Committee could be held earlier if required.

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



PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 15:00 on Tuesday 9th June 2020

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

Attendance: Cllr Seabrook, Cllr. Gallagher

Officers in Attendance: Tony Allen- Town Clerk, Deborah Donovan – Civic & Marketing Officer, Matt Gunn- Marketing Assistant, Karen Bray - Information Officer, Victoria Onis - Admin & Support Officer

CCE42: Chairs Announcements

Cllr Lynda Duhigg welcomed the committee to the meeting and thanked Cllr Gallagher for attending.

CCE43: Public Question Time

No members of the public were in attendance to ask questions

CCE44: To consider apologies for absence and substitutions

Cllr Seabrook Substituted for Cllr Symonds

Cllr Milliner - unwell

CCE45: To receive declarations of interest from committee members

Cllr Veck declared an interest in item: *'CCE54: To discuss the future of the Coffee Mornings and Mini Markets'*, as she runs coffee mornings and markets.

CCE46: To approve and sign the non-confidential minutes of the 25th February 2020

It was agreed to approve and sign the non-confidential minutes of the 25th February 2020 as true and accurate record.

Cllr Hill Proposed

Cllr Mills Seconded

All in favour

CCE47: To Review the Committee's terms of Reference

Members of the committee were all in favour to add the following item to the Committee's Terms of Reference: -

'To strengthen communications with the committee effectively via the council's media platforms (to be reviewed regularly).

This item will be added to the next full council meeting for council approval.

CCE48: 100th Anniversary of the start of Actual Construction, of the first homes completed in Seaview Avenue in October 1920

Cllr Seabrook suggested that the committee should consider contacting a local estate agent to ask if they would be willing to organise a 360-degree video tour of the first house built in Seaview Avenue; the video could then be displayed on the PTC website and social media platforms.

Obviously, the house owner would need to be contacted in the first instance to gain permission

Cllr Paul confirmed that she has a good contact with a local estate agent in the town, who would be likely to help.

However, it was agreed that the Information officer should contact local estate agents to ask if they would be willing to produce a 3D video tour

Cllr Hill Proposed

Cllr Paul Seconded

All in favour

FOOTNOTE: The Civic & Marketing Officer will contact Julia Winkler (Peacehaven Pioneers) as it was her proposal to celebrate this anniversary and to ask if this suggestion would fit into her plans.

CCE49: To discuss all events up to September which have been either cancelled or postponed. (Cinema and VE Day Events)

Cllr Seabrook suggested it may be a good time for us to look at providing different forms of entertainment for our residents during the pandemic. He suggested a Drive in Cinema would be a good idea as social distancing could be possible.

Officers had received a communication from a company who would organise a drive in cinema but felt at the time that due to COVID-19 restrictions it would not be viable and risk assessments would need to be carried out and toilets open

Council members discussed this suggestion, but no decision was made

The Civic and Marketing officer advised the committee that around 100 tickets for the cinema booked on the 18th March, had been sold, but no refunds had been requested.

Cllr Paul proposed that cinema tickets should be refunded if a request is made

Cllr Hill Seconded

All in favour

****Cllr Veck Joined the Meeting****

The Civic and Marketing officer advised the committee that around 100 tickets had been sold for the V E Day event which was scheduled for the 8th May. She also confirmed that the Royal British Legion still wish to attend the event when we're able to reschedule.

The committee agreed to re-arrange the event once the Government allow social gatherings to commence again.

Cllr Paul proposed

Cllr Hill Seconded

All in favour

CCE50: To advise the postponement of the first meeting of the Facilities Event Working Party, to 14th July or sooner

It was agreed that the information officer should contact working party members and Councillors to convene a meeting before 14th July

CCE51: To advise that sponsorship agreement from Barratt Homes and S E Water has been re-negotiated for the 2021 Summer event

The Civic and Marketing Officer advised the committee that Barratts Homes and SE Water had agreed to roll their sponsorship agreements over to the 2021 summer fair.

CCE52: Wrestling

It was agreed to cancel the wrestling event which was scheduled for the 24th October

Proposed by Cllr Hill

Seconded by Cllr Veck

CCE53: CIVIC EVENTS:

- **Armed Forces Day**
- **V J Day**
- **Remembrance Parade & Service**

Armed Forces Day June 27th – The Civic Officer's advice is to hold a socially distanced flag raising event at the War Memorial, with just the Mayor and Civic Officer present. Photographs will be taken & published on social media

V J Day – August 15th –

Advice received from the Queen's Pageantmaster:

(1) BUGLERS/TRUMPETERS/CORNET PLAYERS: Please consider playing the Last Post and Reveille at 11AM as part of the 2minute silence, from home or a safe location of your choice, followed at 8.18PM by playing Sunset that evening.

(2) TOWN CRIERS: Please consider undertaking the unique 'Cry for Peace Around the World' especially written for this occasion at 11.05AM from home or a safe location of your choice.

Remembrance Parade & Service

This event could go ahead but only depending on whether social distancing and gatherings have been reintroduced.

A decision would need to be made nearer the time on whether the parade would still go ahead

The Committee unanimously agreed to follow proposals for each event which were outlined by the Civic and Marketing Officer

Cllr Seabrook recommended that an event at Howards Peace Park on the 21st of September 2021 for International Peace Day could be considered, should gatherings be permitted again.

CCE54: To discuss the future of the Coffee Mornings and Mini Markets

*Cllr Veck declared an interest in this item as a hirer of these facilities**

Following discussion, the Committee agreed to refer this item to the next Facilities & Events Working Party meeting.

CCE55: To note a deposit of £200 was paid to Paella Inc. who will supply the food when the Mayor's Reception goes ahead – Entertainment on hold

The Committee noted this Item

CCE56: To discuss the Christmas Market event

Cllr Seabrook proposed an outdoor frost fair on the road leading up to PCS school, if we could obtain a road closure notice.

After a lengthy discussion it was agreed to cancel this year's Indoor Christmas Market but to look into an alternative event to be held outside

Cllr Veck Proposed

Cllr Hill Seconded

Cllr Simmons abstained.

CCE57: Carol Concert

It was agreed to look at an alternative type of event instead of the traditional carol concert held in Community House to maybe include street carol singers.

The Civic & Marketing Officer noted that she would put this proposal to all of the Church Leaders, as this event is recognised as an altogether Community event arranged by the Council and Churches.

It was also mentioned that perhaps a virtual carol concert could take place, involving members of the community and clergy.

Cllr Hill Proposed

Cllr Veck Seconded

All in favour

CCE58: To discuss and decide community objectives for the Peacehaven Town Council internal Business Plan

This item was deferred as the Internal Business Plan will be discussed at the next Full Council Meeting.

CCE59: To consider the organisation of outside markets & who would manage this

After discussion the Committee agreed to refer this item to the next Facilities & Events Working Party meeting.

CCE60: The Youth Mayor - to discuss and decide whether the role is working and if PTC should continue to support this position

It was agreed to ask council to temporarily suspend the role of Youth Mayor during the coronavirus situation, and to contact Peacehaven Community School to talk about the role when it is appropriate to do so.

Cllr Paul proposed
Cllr Veck seconded
All in favour

This proposal will be on the next full council agenda to be ratified.

CCE61: To Confirm the Date of the Next Meeting

The Next Meeting date is confirmed for the 20th October 2020

FOOTNOTE: If the Facilities & Events Working Party need authorisation to organise events, an earlier meeting maybe called

***Meeting Finished at 5:00PM**



PEACEHAVEN TOWN COUNCIL

Tony Allen
ACTING TOWN MANAGER
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townmanager@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

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

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

In Attendance: Cllr Seabrook

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

GENERAL BUSINESS

1 CE28 CHAIR ANNOUNCEMENTS

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

2 CE29 PUBLIC QUESTION TIME

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

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

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

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

3 CE30 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members of the Committee were present.

4 CE31 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no such declarations

5 CE32 TO APPROVE AND SIGN THE NON CONFIDENTIAL MINUTES OF THE 11th JUNE 2019

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

Proposed Cllr Paul

Seconded Cllr Hill

All in Favour

6 CE33 A VERBAL REPORT FROM CLLR. PAUL ON THE SUCCESFULL RESOLUTION RUN WHICH TOOK PLACE ON 5th JANUARY

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

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

7 CE34 A VERBAL UP-DATE FROM CLLR. SYMONDS ON THE PROGRESS OF THE CHARITY FOOTBALL MATCH

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

8 CE35 A REPORT REGARDING THE FORTHCOMING CIVIC EVENTS, INCLUDING THE EVENTS CALENDAR

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

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

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

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

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

QUIZ 3rd April, 5th June, 17th July, 2nd Oct.

WRESTLING 14TH March, 24th Oct.

9 CE36 A REPORT TO SUGGEST A COUNCILLOR/VOLUNTEERS FACILITIES EVENT WORKING PARTY WHO WILL ORGANISE FORTHCOMING FUNDRAISING EVENTS

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

Proposed Cllr Symonds
Seconded Cllr Veck

All in Favour

10 CE37 A REPORT TO UP-DATE THE REFORMATION OF OUR TWINNING TOWNS

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

Proposed Cllr Duhigg
Seconded Cllr Mills

It was Agreed by Majority

11 CE38 A REPORT REFERENCE THE COMMUNITY SUMMER EVENT

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

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

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

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

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

12 CE39 A REPORT FROM THE YOUTH MAYOR – FORTH COMING ELECTIONS

No report received

13 CE40 DATE OF NEXT MEETING TUESDAY 9th JUNE 2020

There being no further business, the meeting closed at 21.10

Agenda Item:	C624-e-iv
Committee:	Council
Date:	30th June 2020
Title:	C&CE Committee Terms-of-Reference
Report Authors:	C&CE Committee
Purpose of Report:	To seek approval for the Committee's proposed revision of its Terms-of-Reference

Summary of recommended actions

To approve the Committee's proposed revision of its Terms-of-Reference

Introduction

CIVIC AND COMMUNITY EVENTS COMMITTEE

The Civic and Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- To strengthen communications with the Community effectively via the Councils Media platforms (to be reviewed regularly)

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

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



PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

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

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

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

1 BPEC025 TO CONSIDER APOLOGIES FOR ABSENCE

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

2 BPEC026 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No declarations were made.

3 BPEC027 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 28th January 2020

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

4 BPEC028 PUBLIC QUESTION TIME

There were no public questions.

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

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

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

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

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

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

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

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

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

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

7 BPEC031 TO DISCUSS THE LOCALITY BUSINESS PLAN TEMPLATE & GUIDE

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

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

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

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

9 BPEC033 TO DISCUSS WAYS TO MAXIMISE REVENUE FROM CURRENT ASSETS

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

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

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

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

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

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

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

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

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

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

12 BPEC036 DATE OF THE NEXT MEETING –

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

The Meeting Closed at 19:17



PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Business Planning & E-communications Committee, held virtually via ZOOM, at 7.30pm on Thursday 28th May

Present —, Cllr Isobel Sharkey, Cllr David Seabrook, Cllr Chris Collier, Cllr Catherine Gallagher, Cllr Wendy Veck, Cllr Lucy Symonds, Cllr Ron White, Cllr Lynda Duhigg, Cllr Gloria Hill

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

1 BPEC037 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Claude Cheta
Cllr Job Harris

2 BPEC038 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No declarations were made.

3 BPEC039 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 10th March 2020

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

4 BPEC040 PUBLIC QUESTION TIME

There were no public questions.

Before Item 5 Cllr Gallagher updated the committee with the progress which had been made since the last meeting on March 10th.

5 BPEC041 TO AGREE ON OUR VISION & AIM FOR THE BUSINESS PLAN

Cllr Gallagher introduced this item and referred the committee to the vision which had come out of the last meeting: *'Creating a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment and encouraging and supporting businesses'.*

After a lengthy Discussion between the committee it was resolved to adopt the following Vision:

'Creating a sustainable future for Peacehaven Town; protecting and enhancing the natural and historic environment and encouraging and supporting businesses, ensuring Peacehaven becomes a healthy and thriving community for residents and visitors alike.'

6 BPEC042 TO AGREE THE CONTENT AND LAYOUT OF THE BUSINESS PLAN

Cllr Gallagher introduced the new layout of the Internal business plan to the committee and introduced the 5 key strand objectives:

Financial
Environment
Place
Community
Business

The Committee looked at the Plan document in detail and made changes and additions to the five categories and their objectives.

It was decided to send all chairs of committees a copy of the plan to enable them to add their contributions.

Cllr Duhigg questioned the approach and methods being used to develop the Business Plan and expressed her concerns that they were not community orientated.

BPEC043 TO REVIEW THE TOWN COUNCIL WEB SITE AND OTHER COMMUNICATIONS OUTLINE WHAT NEEDS TO BE DEVELOPED

This item was deferred to the next committee meeting.

The Meeting ended at 21:51

Agenda Item: C624-f-iii & iv
Committee: Council
Date: 30th June 2020
Title: Review of the Business Development Committee's operation, direction and Terms-of-Reference
Report Author(s): Town Clerk
Purpose of Report: To seek an agreed way forward for the Committee's future operation

Summary of recommended actions

To agree a way forward for the Committee's future operation

Introduction

Following the meeting of the Business Plan & E-Comm's Committee held on 28th May 2020, and taking into account communications I have seen and received before and after this meeting, it is my opinion that this Committee has not got a proper cohesive focus and direction at the moment, particularly with regard to the production of the Council's Draft Business Plan.

At this meeting, and outside of it, there has outward expression and disagreement between members of the Committee, and other Councillors, on process, procedure and terms-of-reference.

I therefore recommended to the Chairman of Council that this matter is taken to Council on the 30th June for review and future direction.

The Council can get expert help in this matter. Trevor Leggo recommends Mr David Carden, who can run a session for us to help focus on moving forward with Business Development and Business Plan work. Please see attached document.

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

<u>Financial</u>	A good Business Plan should highlight potential areas of income and cost savings.
<u>Legal</u>	It is best practice for a Council to have a continuously developing Business Plan.
<u>Environmental and sustainability</u>	Part of Plan's considerations.
<u>Crime and disorder</u>	Part of Plan's considerations.
<u>Climate</u>	Part of Plan's considerations.

Attachments

1. Business Development Committee's Terms-of-Reference
2. David Carden proposal

PEACEHAVEN TOWN COUNCIL

BUSINESS DEVELOPMENT (& E-COMMS) COMMITTEE TERMS OF REFERENCE

GENERAL

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

BUSINESS DEVELOPMENT (& E-COMMS) COMMITTEE TERMS OF REFERENCE

The Business Development (& E-Comm's) Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

All Committees will feed into the Business Plan Committee, whose objective is to produce an overarching Business Plan and strategy for Council.

The Business Development (& E-Comm's) Committee shall be responsible for the strategic development of the Council and the supervision of projects aimed at the enhancement of the Town, excluding work on the Neighbourhood Plan up to adoption (which will be by full Council). The Committee's responsibilities will include:-

1. To investigate and develop projects to enhance the Town:-
 - a. The future of the Meridian Centre and Community House.
 - b. Redeveloping the Hub – to be progressed by the Working Party set up by the Leisure, Amenities & Environment Committee, which will then feed into the Business Plan Committee.
2. To search out new business opportunities:-
 - a. To consider the employment of a Business Development Officer
3. To investigate and develop projects to improve the image of the Town
4. To apply for external funding towards projects to enhance the Town
5. To investigate the acquisition of land for environmental and amenity uses
6. To investigate the provision of new built facilities for the local community
7. To produce and monitor the implementation of the Council's Business Plan and make recommendations to full Council for revisions as required
8. To recommend projects to full Council that funded projects are delegated to another committee as appropriate

Membership

Elected at Annual Council

Meetings

Quarterly as a minimum.

From: David Carden <davidacarden@outlook.com>
Sent: 08 June 2020 16:46
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Subject: Visioning/Business Planning

Hi Tony,

Further to our conversation on Friday I have set out a proposal for your consideration.

A facilitated Visioning and Business Planning exercise for Peacehaven Town Council would normally take an evening or a Saturday morning. If I was to do this remotely it may be best to look at 2 x 2 hour sessions via Zoom. Although a virtual session works, and I am currently in the process of delivering one for a West Sussex parish council, there are similar constraints to holding a meeting.

In addition to the facilitated exercise and PowerPoint presentation, I would also prepare a report on the outcomes of the exercise, including priorities for projects and service delivery. For a Town Council the size of Peacehaven I would charge £450. Once the report is completed it would be for the Clerk/Councillors to develop a Business Plan outlining short/medium and long term priorities and feed this into the budget making process in the autumn. I would be happy to provide any further assistance on that process, should it be needed, at an hourly rate.

A programme can be tailored to the needs of Peacehaven Town Council and I have attached a couple of examples for your consideration together with my summary personal profile.

Do let me know if you need anything further.

Kind regards,

David

07532823744
01903501545

DAVID CARDEN

David Carden was Town Clerk of Burgess Hill, an active larger local council, between 1993 and 2015. He has extensive experience in local government having worked for a District Council, County Council and a London Borough and before that in the commercial sector. He commenced his career as a Graduate Trainee for SEEBord specialising in Management Services. Prior to joining with Burgess Hill Town Council, he held a senior management position in a large Leisure Services Department, where he specialised in rural community development, community development, project management and leisure planning.

Burgess Hill Town Council was one of the first Quality Councils in the country and were voted Local Council of the Year in 2006 in the National Association of Local Councils national awards. More recently they won the Sussex Business Awards Customer Service category in 2008 and were voted Employer of the Year by Further Education Sussex in 2009 for their work with staff development and training. David was also runner-up in the Clerk of the Year competition in 2006.

David is a Fellow of the Society of Local Council Clerks and has also served on the National Association of Local Councils Larger Local Councils Committee. He has several post graduate qualifications including a DMS, Diploma in Strategic Management and industry-based qualifications.

David now works as a management consultant in the Local Council sector and a trainer/coach/mentor for town and parish clerks. He is an Associate of the Sussex and Surrey Association of Local Councils. David has also undertaken some work for the Kent Association of Local Councils. He is also an Associate of Chris Rolley Associates, Local Council consultants and specialises in organisational and staff reviews, visioning/business planning, recruitment, devolution of services/partnerships, leadership/coaching, project management and community capacity building.

David has until recently undertaken a part-time Programme Support Manager for West Sussex County Council and part-time Locum Projects Manager for Crowborough Town Council. He has developed a Leadership Programme for Local Council Clerks, in partnership with Chris Watt from the London School of Economics. The programme has been adopted by Sussex and Surrey and Hertfordshire Association of Local Councils as part of their Continuing Professional Development programme for Clerks.

POLEGATE TOWN COUNCIL VISIONING DAY

PROGRAMME

SATURDAY 8 June 2019

09.30 Coffee/Tea and Networking

09.45 Welcome

Welcome from the Mayor of the Town Council, David Watts, and an introduction to the facilitator for the day David Carden.

09.50 Session One – Scene Setting

A brief scene-setting summary highlighting the challenges currently facing the local council sector and feedback from the Annual Town Assembly.

10.00 Session Two - The Good, The Bad and The Ugly

What has Polegate Town Council done well over the past four years and what not so well?

10.20 Session Three – The Role of the Town Council and Projects

Working in two groups, councillors are asked to consider the following:

- What are essential services and events for the Town Council to deliver in the future, and why?
- What other services could the Town Council take over from partner organisations as both a delivery body and facilitator?
- How does the Council see the future improvements to Brightling Road Recreation Ground and the associated priorities?
- How can Polegate benefit from the South Downs National Park, Cuckoo Trail and other local facilities?

11.00 Feedback

11.15 Refreshments/Comfort Break

11.30 Session Four – The Big Subjects

As one Group councillors will be asked to consider the following key challenges facing Polegate over the next four years:

- A 27 Improvements
- The Economy of Polegate – Unique Selling Point/Events etc.
- Local Plan/Housing
- 20 mph Speed Limit

12.15 Putting the Jigsaw Together

Working together we evaluate the headline messages from the morning and consider the priorities of the Council for the forthcoming term of office in the short, medium and longer term. This will form the basis of a Business Plan for Polegate Town Council for the next four years and beyond.

Note: The Business Plan will need to be flexible in order to be able to react to change and regularly reviewed.

12.45 Close

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



VISIONING DAY PROGRAMME TUESDAY 11 JUNE 2019

19.15 Coffee/Tea and Networking

19.30 Welcome

Welcome from the Chairman of the Parish Council, Andy Burton, and an introduction to the facilitator, David Carden.

19.40 Scene Setting

A brief scene-setting summary highlighting the challenges currently facing the local council.

19.50 The Good, The Bad and The Ugly

What has Cuckfield Parish Council done well over the past four years and what not so well?

20.00 The Role of the Parish Council and Projects

Working in two groups, councillors are asked to consider the following:

- What are essential services and events for the Parish Council to deliver in the future, and why?
- What other services could the Parish Council take over from partner organisations as both a delivery body and facilitator?

20.45

The Big Subjects

As one Group councillors will be asked to consider the following key challenges facing Cuckfield over the next four years:

- Traffic Calming
- Lych Gates
- Queen's Hall Roof
- Cemetery Expansion and Pathways
- Cuckfield Village Hall

21.00

Putting the Jigsaw Together

Working together we evaluate the headline messages from the session and consider the priorities of the Council for the forthcoming term of office in the short, medium and longer term. This will form the basis of a Business Plan for Cuckfield Parish Council for the next four years and beyond.

Note: The Business Plan will need to be flexible in order to be able to react to change and regularly reviewed.

21.30

Close



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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

PEACEHAVEN TOWN COUNCIL

Minutes of the Climate Emergency Working Party meeting held via zoom at 4pm on Wednesday 10th June 2020

Present– Cllr D Seabrook, Cllr I Sharkey, Cllr S Griffiths, Cllr G Hill, Cllr R White,
Cllr M Bird (Lewes District Council)
Vicky Onis- Admin Officer, Matt Gunn- Marketing Assistant

1. CEWP016 WELCOME, INTRODUCTIONS AND HOUSEKEEPING-

Cllr Seabrook welcomed everyone to the meeting and introduce Cllr Matthew Bird from Lewes District Council who is Cabinet member for sustainability.

2. CEWP017 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies sent from Christine Robinson (Telscombe Town Councilor)

3. CEW0018 TO RECEIVE DECLARATIONS OF INTEREST FROM WP MEMBERS

No Declarations

4. CEW0019 TO ACCEPT MINUTES FROM THE PREVIOUS MEETING

It was agreed to approve and sign the minutes of the 19th February 2020 as true and accurate record.

Cllr I Sharkey Proposed

Cllr G Hill Seconded

All in Favour

5. CEWP020 TO DISCUSS A SUSTAINABLE PROCUREMENT POLICY

Cllr Seabrook talked through the Lewes District Council Procurement Policy which was shown on screen, each point on the policy was discussed in detail by the Working Party.

The Working Party agreed for Cllr Seabrook to adapt the Procurement Policy to fit the need of the Town Council and to refer the document to the next Full Council meeting.

6. CEWP021 TO DISCUSS THE CARBON AUDIT

Cllr M Bird (LDC) advised the Working Party to keep the Carbon audit as simple as possible to start, he suggested a good starting point would be to look at the Council's energy and water bills.

The Working Party agreed that it would be useful to see the energy and water bills in the next working party meeting. Cllr Seabrook will Contact the finance officer to obtain copies.

7. CEWP021 TO DISCUSS THE CITIZENS PANELS AND OTHER EVENTS

The Working Party agreed on the following topics to talk about at citizen panel meetings after the corona virus situation; Transport, Housing, Food, Fashion, Energy, Water, Waste, Health and Coastal Protection.

Cllr White suggested that with the current pandemic some citizens would have a lot of free time and may be interested in attending an online citizens panel meeting.

Cllr Sharkey agreed to look into hosting an online fashion themed citizens panel workshop.

8. CEWP022 TO DISCUSS WORKING WITH TELSCOMBE TOWN COUNCIL

The Working Party agreed that it would be beneficial to establish a joint working party with Telscombe Town Councillors.

This item will be referred to the next full council meeting.

9. CEWP023 TO DISCUSS OTHER RECOMMENDATIONS

10. CEWP024 ANY OTHER BUSINESS

**Items CEWP023 & CEWP024 were discussed together **

The Working Party discussed and updated the Action Plan

The Working Party discussed the draft single use plastic policy and agreed to refer the policy to the next full Council meeting.

Cllr Griffiths is currently looking into the solar panels at the gateway café to find out if they are working effectively.

Cllr Griffiths is also looking into find a suitable food digester for both the gateway café and Community House café to reduce the amount of food waste.

Cllr Seabrook will be contacting Barratts Homes and Enterprise car club to ask why they are not going to use an electric car.

Cllr Bird (LDC) gave an update to the Working Party on the work Lewes District Council are currently doing including:

- Currently Producing a draft Climate Emergency Plan with a December deadline for the final plan
- Installing Electric Vehicle charging points
- Set up an expert sustainability panel at LDC
- Set up a climate emergency Panel

11. CEWP025 DATE OF THE NEXT MEETING – TO BE AGREE

The next meeting will be 22nd July at 3pm

The Meeting ended at 17:47

PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX

Minutes of the meeting of the Climate Emergency Working Party held in Community House, Meridian Centre at 4pm on Wednesday 19th February 2020

Present – Cllr D Seabrook, Cllr I Sharkey, Cllr S Griffiths, Cllr Hill, Victoria Onis (Admin Officer)
3 pupils from PCS.

A G E N D A

GENERAL BUSINESS

1 CEWP008 TO CONSIDER APOLOGIES FOR ABSENCE

There were no apologies

2 CEWP009 TO RECEIVE DECLARATIONS OF INTEREST FROM WP MEMBERS

There were no declarations

3 CEW0010 TO ACCEPT MINUTES FROM THE PREVIOUS MEETING 15th JAN 2020

It was resolved to accept the minutes

4 CEWP011 TO AGREE TERMS OF REFERENCE

It was resolved to accept the Terms of reference

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

5 CEWP012 TO AGREE OTHER MEMBERS OF THE WORKING PARTY – UPDATE

Cllr Griffiths requested that an invite goes to Nigel Enever and Matthew Bird. Admin Officer will make contact.

6 CEWP013 TO REVIEW THE CLIMATE EMERGENCY ACTION PLAN

The Action plan was discussed and updated

7 CEWP014 ACCESS TO DROPBOX FOLDER

Cllr Seabrook has emailed a link to the Climate Groups Drop Down Box

8 CEWP015 ANY OTHER BUSINESS

Cllr Griffiths gave some dates of Climate related events

- 1) **Green Architecture Day** 28th March 10.30-5 Sallis Benney Theatre Brighton Green
Architecture Day is an annual day of illustrated talks that has been run by Brighton Permaculture Trust and Low Carbon Trust since 2002. Since then, the event has attracted over 2,000 participants to hear inspiring talks about how we can build, work and live in greener, healthier buildings and communities
- 2) **ECO Fair Barcombe Village Hall** 7th March 12 noon until 3pm Celebrating positive initiatives around Barcombe Connecting people and inspiring us all to help the Planet Stands and talks on a range of subjects; electric bikes, repair cafe, helping wildlife and bees, composting, recycling questions, local food. Activities for children - make a bug hotel. Food, cakes and drinks.
- 3) **Tree Summit Lewes** 8th March 10.30-3.30 A day of speakers, panel Q and As, discussion and planning that aims to bring together landowners, community groups and statutory bodies to increase the tree cover in Lewes District and ensure the skills are in place to manage woodlands in the longer term
- 4) **Volunteer day at The Orchard** 21st March 10-4

Next meeting of the Committee 25th March 2020

There being no further business, the meeting closed at 5pm

Agenda Item: C624-g-iii
Committee: Council
Date: 30th June 2020
Title: Sussex IFCA trawling exclusion byelaw.
Report Author(s): Town Clerk
Purpose of Report: To ask Council to support the Sussex IFCA trawling exclusion byelaw.

Summary of recommended actions

To give support for the Sussex IFCA trawling exclusion byelaw.

Introduction

From: Sarah Dobson <Sarah.Dobson@brighton-hove.gov.uk>
Sent: 03 June 2020 10:44
To: Sarah Dobson <Sarah.Dobson@brighton-hove.gov.uk>
Subject: FW: Request for support for Sussex IFCA trawling exclusion byelaw

Dear all,

I hope you are all keeping well.

In October last year the Biosphere provided a letter of support for the proposed near shore trawling and netting byelaws along the Sussex coast.

We supported these byelaws that have been proposed by Sussex Inshore Fisheries and Conservation Authority to enable habitat recovery and potential restoration of the near shore kelp beds that have been severely degraded over previous decades.

Kelp beds can play a vital role as breeding and nursery grounds for marine wildlife as well as reducing the severity of coastal erosion. Kelp and sea grass beds also have the potential to sequester significant volumes of carbon.

We are proposing that the Biosphere group again shows our support for the byelaws by writing to the Secretary of State.

However, I would also like to share with you the opportunity for your organisations to support the byelaws directly, by writing to the Secretary of State independently, in addition to the Biosphere response.

Please see the below email from Henri Brocklebank, Director of Conservation Policy at Sussex Wildlife Trust, for more detail. If you would like to discuss this further with Henri you can contact her at:
HenriBrocklebank@sussexwt.org.uk.

Many thanks,

Sarah

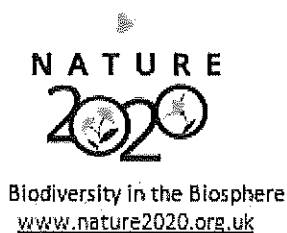
Sarah Dobson

The Living Coast Biosphere

Programme Manager

+44 (0)7874395723

01273 294720



Our organisation complies with the General Data Protection Regulation (GDPR). To learn more about how we comply and care for the security and privacy of your personal data, visit this [page](#).

Dear Living Coast Partnership members

I hope you are keeping safe and well.

The Help our Kelp coalition, Chaired by the Sussex Wildlife Trust, have recently written to the Secretary of State for the Environment and our Sussex Coastal MPs to ask if they could formally write to the Rt Hon George Eustice, requesting the agreed Sussex Inshore Fisheries and Conservation Authority *Near Shore Trawling Exclusion Bylaw* be signed off nationally as a matter of urgency. We need him to appreciate the level of local support and enthusiasm for this bylaw and it would be great to get your support.

Some Sussex fishermen believe there will be no benefits to a trawling exclusion here in Sussex and have been writing to the Secretary of State to express their concerns. Lyme Bay in Dorset, which has a similar trawling exclusion however illustrates just how spectacular the recovery can be and the economic benefits that this brings the local fishing community.

You might find this link to Blue Marine's short film useful. ****THIS CANNOT BE SHARED ON SOCIAL MEDIA****

<https://vimeo.com/388981500/18263a7fef>

Between the closure in 2008 and 2016 Plymouth University assessed the following recovery:

- a three-fold increase in the number of reef animals (total number of individuals)
- an increase in diversity (total number of different species) of 52% inside the protected area compared to outside the protected area.

Research from a potting study conducted within the Lyme Bay Reserve showed a 4.5 x increase in lobsters between 2013 to 2017. A socio-economic study in 2016 has shown the Lyme Bay Fisheries and Conservation Reserve initiated by BLUE has led to higher levels of job and income satisfaction and a desire by younger generations to enter the industry. These benefits for fishermen have gone hand in hand with the recovery of protected marine life. For more info see <https://www.bluemarinefoundation.com/projects/lyme-bay/>

As you will all know, the Sussex IFCA took a Natural Capital approach in their byelaw consultation process, and it is referenced several times in the recently published Sussex Natural Capital Investment Strategy. The byelaw process illustrates well how investing in nature (albeit through policy rather than direct funding at this stage in the process) benefits

a wealth of services and benefits. If you have any questions please give me a call and either I or someone else from the Help Our Kelp coalition will be able to answer them.

The Help Our Kelp coalition want to see this byelaw implemented as soon as possible and would appreciate your support in demonstrating to the Secretary of State that organisations across Sussex support this. **A a member organisation of the Living Coast we would be very pleased if you could write, as a matter of urgency, to the Rt Hon George Eustice and express your organisation's support.** For reference, I have attached our letter to him as well as an MP briefing note with further details of the byelaw and its benefits.

I appreciate that some of you wrote to show support in the byelaw consultation late last year. Please support us in the next stage of the process.

Best wishes

Henri

Henri Brocklebank

Director - Conservation Policy and Evidence

Sussex Wildlife Trust

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

<u>Financial</u>	None
<u>Legal</u>	None.
<u>Environmental and sustainability</u>	Self-explanatory
<u>Crime and disorder</u>	None
<u>Climate</u>	Self-explanatory

Agenda Item: C624.g.iv

Committee: Policy and Finance

Date: 30/06/2020

Title: Proposed Policy for Single Use Plastic

Report Author: Cllr David Seabrook

Purpose of Report: To present to Council a Policy for Single Use Plastic

Summary of recommended actions:

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

Introduction:

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

Analysis:

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

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

Implications:

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

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

REPORT FROM STEERING GROUP PEACEHAVEN AND TELLSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN.

Since May 2020 when AECOM started to feed back the Masterplan for the Meridian Site and Henry Davidson Developments were announced by COOP Properties as the preferred developer it has become increasingly pressing that the Steering Group engaged the support of a Planning Consultant.

As well as needing support from a professional Planner for the Meridian Site , we are moving towards identifying the sites for the 255 further homes required by LDC .

The Call for Sites and the AECOM Sites Assessment Report has provided the background for the allocation of sites but within the two Councils the Planning expertise required is not available.

1Committee discussed the situation and the fact that Peacehaven Town Council had not been able to recruit for the role of Senior Project Officer (Planning and Business Development).

They decided to approach Nancy Astley , who had been helping when possible in a voluntary manner

To see if she was available to contract to the Steering Group to provide the missing support. Ms Astley confirmed that she would be willing to work for The Steering Group.

Chris and Pat Bowman and Neil Watts , other Committee Members confirmed the decision to approach Ms Astley.

Presented here are the following documents:

Nancy Astley CV.

Quote for Peacehaven & Telscombe Neighbourhood Plan Steering Group

Standard Terms and Conditions L&N Standard Terms and Conditions

IN SUMMARY

Ms Astley is known to all of the Steering Group Committee as a previous Town Clerk at Telscombe Town, indeed she started the Neighbourhood Development Plan

She is a Chartered Town Planner and holds a BA(HONS) and DIPTP ,MRTPI all qualifications and her degree are in Planning.

THE BRIEF

1. To represent The NDP Steering Group with Planning Matters related to the redevelopment of the Meridian Site. Liaising with HDD, Pegasus Planning, Coop Property, LDC, ESCC, AECOM and James Boot and other organisations as required.
2. Providing expertise and interpretation of University of Brighton Masters in planning Students reports to allow for inclusion in NDP Document.
3. Liaising with NDP Officer from LDC to produce Housing Needs Assessment.
4. Liaising with Landowners involved with Call for Sites and preparing for public presentation of AECOM Sites Assessment report.
5. Liaising with Dr Earthy to progress the Community Energy Scheme and the identification of Suitable sites for feasibility studies.

6. Attending Steering Group Meetings and briefings with Steering Group

A monthly programme of tasks to be assigned with a report to be produced at the end of each month. Contract to be renewed on a monthly basis.. 10 days' notice of final termination to be given

The First report to be available 31st July 2020

Hourly rate of £45 plus VAT

Estimated for first month 42 hours at £45PH = £1848 plus £ 369.60 VAT Total £2217.60

Peacehaven Town Council has budget of £5000 for 2020/21

Telscombe Town Council has £2,500 Allocated

Payment is 2/3rd Peacehaven and 1/3rd Telscombe as Agreed in NDP Original agreement by both Councils.

STEERING GROUP TERMS OF REFERENCE

4. TASKS AND ACTIVITIES

4.1 f

The Steering Group will

Appoint professional planning and other relevant expertise that may be acquired during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination.

Cllr Cathy Gallagher, Chair of Steering Group.

23rd June 2020

Nancy Astley – Chartered Town Planner (Member of Royal Town Planning Institute)

BA(Hons) DipTP MRTPI



Nancy advises on a wide variety of community, environmental and planning projects and has over 20 years' experience working with community groups and housing tenants on regeneration schemes. Nancy has an extensive track record of working with local communities and volunteers seeking to influence their neighbourhoods through the neighbourhood planning process or other planning policy routes.

Director L & N Consultancy Ltd – Recent work includes 2018-2020

- Associate for Open Communities – independent tenant and resident advisor on planning regeneration and housing redevelopment schemes. Currently working with LB Southwark on bringing forward independent consultation on a regeneration scheme at Fair Street Devon Mansions Estate.
- Planning consultant for developments across Sussex, including developments in Newhaven, Hove, Alfriston
- Planning advisor in association with Juliet Heap Consultants for the Regulation 14 stage of the Kensington, Oval and Vauxhall Neighbourhood Plan.
- Planning Consultant to Bleinheim Gardens Estate, Lambeth. Designing out crime, crime reduction measures to be undertaken on the estate.
- Independent Tenant and Resident Advisor to Salisbury Estate, LB Southwark to assist in bringing forward a new district heating scheme for the estate.
- Guest Lecturer University of Westminster-MA Planning People & Places Course
- Member of Town and Country Planning Association Sounding Board for report on planning for inclusive communities in London. [Report on Inclusive Planning](#)
- Volunteer for Planning Aid for London and advisor to Board of Trustees on latest project to create a community hub in London. (partnered by Town and Country Planning Association.)

Standard terms and conditions to be signed and returned to L & N Consultancy Ltd.

1. General

Unless otherwise agreed in writing, these Standard Terms and Conditions shall apply in respect of all services provided by L & N Consultancy Ltd to its clients.

2. Services

We will discuss with the clients at an early stage the scope of work and work programme. These details will be put in an engagement letter and this letter along with the standard terms and conditions shall together comprise L & N Consultancy Ltd appointment.

3. Quality

We will use reasonable skill, care and diligence in carrying out the services and in the discharge of its obligations under the appointment and in accordance with the normal professional standards. Any concerns about the service should be raised with Nancy Astley or Elizabeth Harvey who are the owners.

L & N Consultancy Ltd operates to the standards of conduct and practice for town planners and accounting Technicians as set out by the Royal Town Planning Institute and AAT. At the conclusion of the project we may contact you to seek your views of the quality of the service provided.

4. Fees

The fee payable on the basis of calculation will be set out in the quote. Unless otherwise agreed the quote will be valid for acceptance for a period of three months from the date of issue.

In calculating fees L & N Consultancy Ltd. will take account of various factors including the complexity of the project, the specialist knowledge and responsibility involved. We charge for time spent in meetings, with clients and others, travelling time, research, considering, preparing and working on reports, designs and correspondence, making and receiving telephone calls and all other time spent dealing with on a project including IT and production support.

Unless otherwise stated in the engagement letter, expenses will be charged in addition to fees.

These included expenses are reasonable incurred in performance of the services such as travelling costs, subsistence, and courier services and disbursements such as car mileage, reprographic and report production charges, which will be invoiced at cost by L & N Consultancy Ltd.

Fees for additional services required by the client will be based on those agreed with the client at the time of appointment.

All time charges and disbursement rates are subject to review on an annual basis.

Payment shall be made by the client within 14 days of the date of the invoice. L & N Consultancy Ltd reserves the right to charge statutory interest in accordance with the late Payment of Commercial Debts (Interest) Act 1988 on any overdue account. 2

5. Liability

We shall make every reasonable effort to complete a project in a timely manner and within any time estimate provided. However, it is not always possible given the nature of the service to foresee what period of time will be required to complete a project and time shall not be the essence.

The liability of L & N Consultancy Ltd for loss or damage suffered by the client arising from or under this appointment in contract, or in tort, or for any breach of statutory duty or howsoever arising will be limited to the amount recovered by L & N Consultancy Ltd under its policy of professional indemnity insurance up to but not exceeding £5 000 000.

L & N Consultancy Ltd shall have no liability to the client:

- (a) For any loss of profit, loss of business, loss of goodwill, failure to achieve anticipated savings or any other indirect or consequential loss whether in contract, tort or howsoever arising.
- (b) Arising from the client, its officers, servants, agents, contractors and other consultants providing inaccurate, misleading or incomplete data, information or instructions to L & N Consultancy Ltd. or failing to follow the advice provided.

No action or proceedings shall be brought in contract or in tort for any breach of statutory duty against any individual employee or director of L & N Consultancy Ltd at any time.

No action or proceeding shall be commenced against L & N Consultancy Ltd after the expiry of six years from the completion of the services.

Nothing in these standard terms and conditions shall limit in respect of death or personal injury arising from the negligence of L & N Consultancy Ltd.

6. Confidentiality

All information passing between parties in the course of the appointment or arising from it, shall be considered confidential information. L & N Consultancy Ltd and the client agrees that it shall keep in strict confidence any confidential information belonging to the other party. Such confidential information shall not be used, reproduced or disclosed to any third party other than disclosure to the party's professional advisors and to the extent reasonably necessary for the performance of each party's retrospective obligations under the appointment, without the written consent of the other party unless disclosure is required by law or reasonably required by any regulatory or statutory body.

The obligations of confidentiality shall continue without time limit in time and shall survive termination of the appointment. This clause shall not apply to information that is in the public domain other than as a result of a breach of this appointment.

7. Termination and Suspension

Upon 10 business days' notice the client may delay, defer or suspend the service or terminate the appointment. L & N Consultancy Ltd reserves the right to terminate the appointment upon five business days' notice should there be a breach of contract by the client or for reason of force majeure.

L & N Consultancy Ltd reserves the right to charge for time spent and for pre-agreed expenses and disbursements incurred up to the date of termination. 3

8. Disputes, Governing Law and Jurisdiction

Any decision of an adjudicator shall be binding until such time as the dispute is finally resolved by legal proceedings or by agreement. The terms of this appointment shall be governed by and construed in accordance with English Law and any dispute shall be subject to the non-exclusive jurisdiction of the English Courts.

9. Payment to Other Parties.

All CIL, S106 payments or other charges set by third parties, are the responsibility of the client to be completed and paid accordingly. L & N Consultancy will help if requested, to negotiate charges but ultimate responsibility for their sign off and payment will lay with the client.

9. Miscellaneous

Measurements and boundaries taken from plans are dependent on the scale and accuracy of the source of information. Any such information provided by L & N Consultancy Ltd is for indicative purposes only and should not be used as the sole basis of a commercial decision without full verification. Measurements should not be scaled from drawings prepared by L & N Consultancy Ltd which are for indicative purposes only. All measurements should be verified on site.

L & N Consultancy Ltd reserves the right to charge for any reasonable legal fees incurred if a client requests an alternative form of agreement or assignment or novation of the appointment to another party, or any deed or warranty relating to the appointment and provision of the service.

L & N Consultancy Ltd will be pleased to discuss alternative formats for reports for those that require it.

Any notice under this appointment shall be made in writing and given by sending the same by email. Notice shall be deemed to have been received two working days after sending. Notice to L & N Consultancy shall be to 34 Coombe Vale, Brighton BN2 8HL. Notice to the client shall be sent to the addressee of the engagement letter or email.

Client signature

Name Printed :

Date:

Quote for Peacehaven & Telscombe Neighbourhood Plan Steering Group.

Introduction:

L & N Consultancy Ltd, are a new to the market company that comes with lots of experience. Our consultants have over thirty years' experience of working across the sectors including private, public and voluntary sectors.

Our consultants understand that town planning can be bureaucratic, difficult to understand and often involves trying to understand plans and policies that are complex and full of jargon. Our services are set up to make the processes easier to understand, gather the information the officials want so you get the results you need, when you need them.

Nancy is a chartered Town Planner with twenty-five years' experience of dealing with housing and regeneration projects. Nancy specialises in community engagement in medium to large scale projects, whether through liaising directly with developers or helping communities develop their own visions for their area.

The Process

Following discussions with Cllr. Callagher and Cllr. Judd, it has been requested that L & N Consultancy put together an outline of work that needs to be undertaken to progress the Neighbourhood Plan towards the development of policies for the regulation 14/16 stage. This will include liaising with the developers for the Meridian Site on behalf of the Steering Group to hopefully establish appropriately designed areas that will benefit the residents of Peacehaven and Telscombe.

Given the scale of the project and the differing stages it was best felt that L & N Consultancy would be contracted on a monthly basis. At the end of each month setting out to the Steering Group the work undertaken in that month and the work to be undertaken in the following month. There are no tie in clauses or break periods and therefore further consents will be needed month by month and the contract can be terminated at any point by either party. Payment will cover the hours undertaken.

Outline of work to be undertaken
20th June 2020 – 31st July 2020

1. Meeting with Jim Boot and Committee – 2 hours

2. Go through University reports, AECOM Reports to assess what has been found/what's needed 12 Hours
3. Attendance at stakeholder event 24th June - 2 hours
4. Meeting with LDC Neighbourhood Plan Officer - 1 hour
5. Work on Housing allocation "Call for sites" sites and housing needs assessment and meet with LDC officer - 8 hours
6. Meeting/conversation with HDD/Pegasus Meridian Site -1 hour
7. Going through HDD docs and LDC Docs with regards to Meridian Site 4 Hours.
8. Meeting with Dr Mark Earthy to discuss Community renewable energy scheme and associated reports - 2 hours
9. Meeting with James Boot and LDC to discuss design codes and policy development time plan. - 2 Hours
10. Steering Group Meetings and briefing sessions, end of month report etc. 6 Hours
11. Admin/Management/Miscellaneous - 2 hours.

Total 42 hours or 5.6 days at 7.5 hours per day at £330 per plus VAT - total for first month £1848
+ VAT (£369.60) = £2217.60

Any additional hours will be charged at £45 plus VAT and additional work will only be undertaken with the written consent of the Neighbourhood Plan Steering Group.

COUNCIL MEETING 30th June 2020
AGENDA ITEM CE626

SETTING UP A MERIDIAN CENTRE DEVELOPMENT TEAM

From: Gavin REDRUPP <Gavin.REDRUPP@realestate.bnpparibas>
Sent: 18 June 2020 11:16
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Subject: The Meridian Centre - Peacehaven

Tony,

I do hope this email finds you well.

We have not spoken before however I am working with Henry Davidson Developments on the Meridian Centre project. I believe you have spoken with Scott and Damian from HDD. My role is to provide them with advice on the Commercial elements of the scheme which include the retail, leisure and community focussed uses that we hope to accommodate within the redevelopment.

During our initial discussions with The Co-Op it was suggested that there may be a need for a new library to serve the community of Peacehaven. If I have understood the situation correctly, library facilities come under the responsibility of the County Council however, I thought I should approach you in the first instance as you may be able to provide some useful background to this.

I also understand that there is an active community movement in Peacehaven and I therefore wanted to discuss with you whether we should be exploring the inclusion of community facilities into the redevelopment.

I look forward to hearing from you and do feel free to call me using the contact details below.

Kind regards

GAVIN



**BNP PARIBAS
REAL ESTATE**

Real Estate for a changing world

Gavin Redrupp
Head of Central London Retail & Leisure
Director

[Click here to find out more](#)

BNP Paribas Real Estate UK
5 Aldermanbury Square
London EC2V 7BP
Tel : +44 (0) 207 484 8152
Mob: +44 (0) 7876 455343
realestate.bnpparibas.co.uk

Connect with us



This email is subject to our [disclaimer](#). Corporate details can be found [here](#).

 Do not print this document unless it is necessary, consider the environment.

In a changing world, we transform challenges into opportunities
COMMERCIAL MARKETS

 **BNP PARIBAS
REAL ESTATE**
Real Estate for a changing world

From: Town Clerk [<mailto:townclerk@peacehaventowncouncil.gov.uk>]
Sent: 19 June 2020 09:34
To: Gavin REDRUPP <Gavin.REDRUPP@realestate.bnpparibas>
Cc: Claude Cheta <Cllr.ClaudeCheta@peacehaventowncouncil.gov.uk>
Subject: RE: The Meridian Centre - Peacehaven

Dear Gavin,

Thank you for your email.

The Town Council is committed to fully engaging in this project and to working closely with all those involved.

East Sussex County Council is responsible for library services, but our Councillors and I will be able to provide extensive background on this and all other such Town related matters. As you say, Peacehaven has an active community and it is essential that there is full engagement with it.

If you can bear with us, the Council next meets on the 30th June, when it will appoint its Meridian Centre development liaison team. Immediately following that I would set up a Zoom meeting with yourself and any of your colleagues.

Best regards,

Tony

Tony Allen

From: Gavin REDRUPP <Gavin.REDRUPP@realestate.bnpparibas>
Sent: 19 June 2020 12:08
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Cc: Claude Cheta <Cllr.ClaudeCheta@peacehaventowncouncil.gov.uk>
Subject: RE: The Meridian Centre - Peacehaven

Tony,

Thank you for your helpful response. I shall update HDD and I am sure that they will be happy to arrange a call / Zoom post 30th June with the Liaison team.

In the meantime, if you need anything further from me please do not hesitate to get in touch.

Kind regards

GAVIN

Agenda Item: C627

Committee: Council

Date: 30th June 2020

Title: Standing Order 4.d.v

Report Author(s): Town Clerk

Purpose of Report: To seek an amendment to Standing Order 4.d.v to clearly record Council's intention that Members substituting at meetings have full voting rights.

Summary of recommended actions

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.

Introduction

Standing Order 4.d.v states that:-

"may, subject to standing orders 4 (b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend;"

It is proposed that this Standing Order is amended to record that properly established substitute members shall have the same voting rights as the member being substituted.

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

<u>Financial</u>	Generally any financial matters that a substitute member may vote on..
<u>Legal</u>	Standing Orders are a legal Council document.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Agenda Item: C629
Committee: Council
Date: 30/06/2020
Title: Report on the development of CCTV in the Town
Report Author(s): Town Clerk
Purpose of Report: Status of existing PTC CCTV equipment

Summary of recommended actions

To note.

Introduction

The cctv at Centenary park has been neglected and now has only 3 cameras working properly.

Background

The cctv at Centenary park was installed in 2017 by Sats4u, the installation had a one year service/ warranty attached to it with an option to have a service contract after this time, the service contract was not set up at this time by the previous management.

The system has a PTZ camera which rotates to cover the park area, this camera has seized up and cannot be repaired, the other cameras have issues due to rodents eating cables etc.

Analysis

The sea air is very corrosive, and this has caused a lot of the issues, if a service contract had been in place this would not have been such an issue. The L&A approved starting a service contract with Sats4u just before the lockdown, this was not implemented at that time and once the lockdown had eased the parks officer asked for a site visit, the resulting visit found the issues with the system.

Implications

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

<u>Financial</u>	
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Sats4u quote.

QUOTE

Peacehaven Town Council
Attention: Leisure and Amenities Manager
Meridian Centre
Greenwich Way
Peacehaven
East Sussex
BN10 8BB
Date

22 Jun 2020

Expiry

22 Jul 2020

Quote Number

QU-0133

Reference

CCTV camera and cable
replacement
SATS4U

Attention: Accounts

Department

23b Clifton Road

Newhaven

East Sussex

BN9 0BA

UNITED KINGDOM

Description Quantity Unit Price Amount GBP

CCTV Main PTZ camera replacement to same quality 1.00 840.90 840.90

CCTV PTZ replacement arm and box 1.00 56.00 56.00

CCTV 2 x IP cameras on hub building 2.00 149.80 299.60

CCTV camera to cafe area change and backing plate 1.00 145.30 145.30

cctv cable and connections cable changes through rodent damage all eaten
through

2.00 79.00 158.00

Supply of sundries - connectors 1.00 44.00 44.00

Telephone - labour 2 x engineers for a 2 day period 2.00 380.00 760.00

Deposit Request is system price plus cable £1598.00 1.00 0.00 0.00

Subtotal 2,303.80

TOTAL NO VAT 0.00

TOTAL GBP 2,303.80

Terms

All Quotes are valid for a period of 3 months, unless otherwise specified in your written quotation

Please send payment for Deposit to

To pay by BACS please send payment to:

Nicholas Callow

Lloyds Bank

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

Report 30th June 2020

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

We attended a meeting on Thursday 6th February 2020, with Claude Deaud, Sussex Police, at Sussex Police HQ in Lewes to hear about the Sussex CCTV Partnership between Sussex Police and local town councils.

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

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

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

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

In order for consideration of CCTV we must have a purpose which should cover:-

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

From results on the Police website the following numbers of crime have been reported from May 2019 – April 2020. These crimes are made up from some of the following crimes and I have a breakdown upon request:

Violence and sexual offences, ASB, Burglary, Vehicle Crime, Criminal Damage & Arson, Drugs, Other Theft, Public Order, Possession of Weapons

The following are a list of the total number of recorded crimes during May 2019 and April 2020 which, is the most recent date

Peacehaven East total number of crimes 479

Month	Total	Percentage
May 2019	49	10.2%
Jun 2019	37	7.7%
Jul 2019	56	11.7%
Aug 2019	62	12.9%
Sep 2019	46	9.6%
Oct 2019	32	6.7%
Nov 2019	37	7.7%
Dec 2019	22	4.6%
Jan 2020	31	6.5%
Feb 2020	28	5.8%
Mar 2020	28	5.8%
Apr 2020	51	10.6%

Peacehaven North and West total number of crimes 709

Month	Total	Percentage
May 2019	53	7.5%
Jun 2019	55	7.8%
Jul 2019	59	8.3%
Aug 2019	36	5.1%
Sep 2019	67	9.4%
Oct 2019	51	7.2%
Nov 2019	82	11.6%

Dec 2019	53	7.5%
Jan 2020	46	6.5%
Feb 2020	59	8.3%
Mar 2020	74	10.4%
Apr 2020	74	10.4%

I have included a breakdown of neighbouring Telscombe and East Saltdean.

Telscombe Cliffs and East Saltdean total number of crimes 345

Split: Telscombe 237 / East Saltdean 108 (worked from maps of crimes)

Month	Total	Percentage
May 2019	24	7%
Jun 2019	35	10.1%
Jul 2019	34	9.9%
Aug 2019	24	7%
Sep 2019	31	9%
Oct 2019	27	7.8%
Nov 2019	22	6.4%
Dec 2019	26	7.5%
Jan 2020	26	7.5%
Feb 2020	31	9%
Mar 2020	27	7.8%
Apr 2020	38	11%

Some of the costs involved in implementing the partnership are as follows, subject to any recent changes:-

Cameras – (£2-£2.5k per camera) Alternative of Omniflow

Transmission rental – shared costs

Staffing – Sussex Police

Control – Police and LA

Installation - LA

At the time of the meeting, maintenance was £225 pa which covers 2 services, faults, call out included.

During the presentation, we were also introduced to Omniflow.

NVT Group company Digital Placemaking is the sole UK distributor of the Omniflow OMNILED Smart Energy Platform for Internet of Things (IoT).

Omniflow OMNILED is an integrated smart energy platform for IoT applications, powered by wind & solar with battery storage. With OMNILED, multiple applications can be deployed from a single smart pole infrastructure.

OMNILED turns renewable energy into autonomous IoT services. The unique design of the OMNILED unit blends advanced aerodynamics with a simple geometry, allowing continuous operation even in urban scenarios. PV cells cover the top surface of the design-patented shroud, while its distinctive geometry, based on an inverted wing shaped airfoil, directs the free wind stream from any direction to a diffuser, hence promoting a speed up effect into a central wind turbine.

Sourced energy is stored in a shroud-enclosed battery bank that serves as a platform for a number of additional services. All functionalities are remotely accessible via the web based monitoring and control platform.

IoT applications possible with Omniflow OMNILED?

- Smart Lighting
- Public Wi-fi Hotspot
- Telecoms Services
- Vehicle Charging Stations
- Surveillance Systems
- Smart Parking
- Location Analytics (i.e. traffic, pedestrian counts, for operational and marketing metrics)
- Digital advertising displays
- Emergency Broadcast Systems

You will note that some of the above applications ie, lighting and security, will support the request from residents and youths who utilise the skate park. We may be able to create a fundraising appeal for local engagement to help with the costs of the cameras in addition to applying for CIL money.

Kevin has kindly looked online and the cameras can cost anything up to £10,000 on their own, depending on the specification, plus post and installation. From the visit we were informed that the solar and wind powered light ones did not have any cables if they were part of a 5G network and were a prototype. I have tried to contact NVT Group, UK distributor of Omniflow for more details and still await their reply.

For additional monitoring of vehicles and potential revenue, if cameras were placed on the A259 at the entrance into the town via Newhaven and at Telscombe Tye, auto number plate recognition could support not only any criminal activity but also track lorries not abiding with the weight restrictions thus protecting the declining roads.

If the Council feel that the Town would benefit, I would like to arrange a scheduled meeting with Claude Deaude to hear how this partnership can make our town safer especially in areas of concern with an invitation to all Telscombe Town Councillors and District Councillors as due to prime locations of cameras, it would be advantageous to work with both Councils.



Agenda Item: C630
Committee: Planning & Highways
Date: 12th May 2020
Title: Emergency active travel fund: local transport authority allocations Report
Author: Peacehaven Town Council Councillors on Lewes District Council Walking & Cycling Forum
Purpose of Report: To advise on proposal to seek funding from Government for a cycle path from Centenary Park to PCS

Summary of recommended actions

1. To note contents of this report
2. To consider next steps
3. To inform the Lewes District Council Walking & Cycling Forum

Introduction

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 their proposals.

Background

The emergency grant funding supports local transport authorities with producing cycling and walking facilities, the funding is in 2 tranches. (ref 1).

- Tranche 1 supports the installation of temporary projects for the COVID-19 pandemic.
- Tranche 2 the creation of longer-term projects.

The funding was announced on the 23rd May 2020 as part of the work to combat the COVID-19 pandemic. Lewes District Council has already suggested its proposals for the District which included for Peacehaven, Newhaven and Seaford (ref 2).

1. Signage – for social distancing
2. Cycle parking – in Peacehaven, Newhaven and Seaford
3. Bus stop package – spray painting social distancing message
4. A259 Peacehaven to Newhaven – segregated temporary cycle lane. Advisory lane from Peacehaven Caravan Park to Newhaven through NHS land

Bidding process

East Sussex County Council Highways lead with the District Councils putting forward their proposals. However, we need to move fast to get any new ideas accepted. Otherwise East Sussex will again take ideas from the 2018 Sustrans report (ref 3) which did not envisage the position we now face with the need for longer term social distancing. Tranche 2 is looking at measures which are longer term. East Sussex has a Local Cycling and Walking Infrastructure Plan currently out for consultation (ref 4).

Lewes District Cycle Forum

Present at the first Lewes District Cycling Forum on 18th June were Dawn Paul, David Seabrook and Ron White from Peacehaven Town Council plus Laurence O'Connor LDC.

Recommendation

Following that meeting it is suggested 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. At present cyclists have to go through the Industrial estate which is not as safe as it could be. This proposal is the idea for a bid to put back to the LDC Cycle Forum and Lewes District Council for consideration.

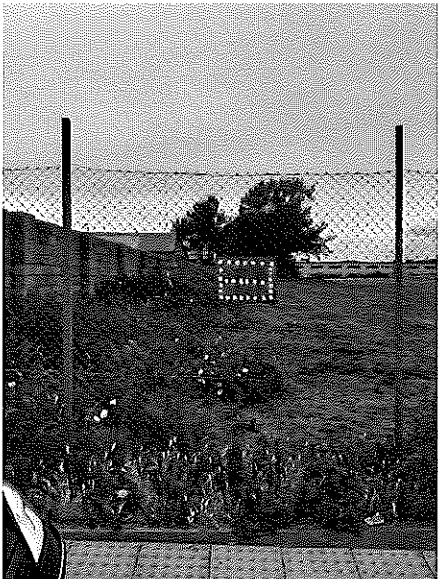
Advantages of this proposal

- It enables children to get to PCS by bike easier from East Peacehaven. In addition, if coming from North Peacehaven it will eventually create a route into PCS via the path being created by Barrett's on west of their Chalkers Rise development.
- It creates a link from East Peacehaven for the average cyclist into the centre of town.
- Cycling from East Peacehaven would be easier as it avoids Arundel Road.
- East Peacehaven has high levels of deprivation and this is one measure to demonstrate a focus on this area.
- There are high levels of obesity in Peacehaven and making cycling easier may assist in tackling fitness issues. (ref 5 pages 84 & 91).
- The Peacehaven & Telscombe Neighbourhood Plan is likely to include suggestions for a cycle routeway across the towns which this proposal would support.
- Such a route improves east west links across Peacehaven and avoids Arundel Road which has numerous traffic calming measures and is not ideal for cyclists.

Satellite view of proposal



Looking east from Newton Road
through playing field



Looking west from the Big Park
through PCS playing field

References

1. Department for Transport – Covid 19 response

<https://www.gov.uk/government/publications/emergency-active-travel-fund-local-transport-authority-allocations>

2. Phase 1 Funding LDC announcement

<https://www.lewes-eastbourne.gov.uk/lewes-district-council-news/phase-one-of-walking-and-cycling-fund-announced-for-lewes-district/>

3. Sustrans Report 2018

https://consultation.eastsussex.gov.uk/economy-transport-environment/2f06d4f9/supporting_documents/Appendix%205A%20%20Sustrans%20LCWIP%20Report%20Peacehaven%20Newhaven%20Seaford.pdf

4. East Sussex County Council Local Cycling and Walking Infrastructure Plan

East Sussex's first integrated Local Cycling and Walking Infrastructure Plan (LCWIP) embraces a strategic approach by setting out the ambitions for a high quality inclusive and integrated cycling and walking network, which is reinforced by a robust evidence base.

https://consultation.eastsussex.gov.uk/economy-transport-environment/2f06d4f9/supporting_documents/East%20Sussex%20LCWIP%20PART%201%20%20Strategy.pdf

5. East Sussex Joint Needs and Assets Assessment (p84 &91)

<http://www.eastsussexjsna.org.uk/>

Implications

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

<u>Financial</u>	Funding from the Emergency active travel fund.
<u>Legal</u>	Access to and use of the southern edge of the school playing fields.
<u>Environmental and sustainability</u>	By making cycling and walking safer, this will encourage less car use to and from school as well as the wider population travelling east/west in Peacehaven.
<u>Crime and disorder</u>	N/A
<u>Climate</u>	Reduction of carbon emissions