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PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 30th June 2020

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

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

Public; Six members of the public were present.

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

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

2. C620 Public session.

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

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

3. C621 To approve apologies for absence.

All members were present.

4. C622 To receive declarations of interests.

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

5. C623 To adopt the minutes of the Council meeting held on the 26th May 2020

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

6. C624 To receive minutes, actions, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

i. To receive the Committee's financial report.

It was resolved to receive this report.

ii. To receive the meeting minutes of the 19th May 2020.

It was resolved to receive the minutes.

iii. To note the draft meeting minutes of the 16th June 2020.

The minutes were noted.

iv. To note the draft meeting minutes of the Grants Sub-Committee meeting held on the 9th June 2020.

The minutes were noted.

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

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

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

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

It was resolved to make this reassignment of funds.

vii. Reports from the CIL Working Party.

Received and noted.

b. Planning & Highways Committee:-

i. To note the draft meeting minutes of the 2nd June 2020.

The minutes were noted.

ii. To receive the meeting minutes of the 19th May 2020.

It was resolved to receive the minutes.

c. Personnel Committee

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

d. Leisure, Amenities & Environment Committee:-

i. To receive the meeting minutes of the 12th May 2020.

It was resolved to receive the minutes.

ii. To note the DRAFT meeting minutes of the 23rd June 2020.

The minutes were noted.

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

e. Civic & Community Events Committee

i. To note the draft meeting minutes of the 9th June 2020.

The minutes were noted.

ii. To receive the meeting minutes of the 25th February 2020.

It was resolved to receive the minutes.

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

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

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

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

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

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

v. Reports from the Community Events Working Party.

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

f. Business Development & E-Comm's Committee

i. To receive the meeting minutes of the 10th March 2020.

The minutes were received.

ii. To note the DRAFT meeting minutes of the 28th May 2020.

The minutes were noted.

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

The Clerk's paper was noted.

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

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

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

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

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

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

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

g. Climate Change Working Party

i. To note the draft meeting minutes of the 10th June 2020.

The minutes were noted.

ii. To receive the meeting minutes of the 19th February 2020.

The minutes were received.

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

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

iv. To introduce a single use plastic policy.

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

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

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

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

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

Cllr O'Connor spoke of the need to create an NDP for Peacehaven & Telscombe in relation to its influence on LDC planning policies, building control, linking of towns, cycle ways, etc. Cllr O'Connor highlighted the need for additional expert help and in improving public communications. A member of the public noted that different documents and briefings gave different housing numbers, the latest quoting 400 new homes.

[Standing Orders were reinstated]

Cllr Gallagher noted that COVID-19 measures had imposed restrictions on public consultation, noting the need for additional web site development and marketing and publicity resources. It was resolved that Council fully supports the NDP project and the SG in delivering the Plan.

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

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

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

9. C627 To agree an amendment to Standing Order 4.d.v to clearly record Council's intention that

Members substituting at meetings have full voting rights.

It was resolved to adopt this amendment to Standing Orders.

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

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

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

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

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

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

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

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

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

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

Cllr Seabrook's paper was noted and discussed.

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

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

[All members of the public left the meeting]

CONFIDENTIAL

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

13. C630 Personnel Committee:-

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

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

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

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

Cllr Seabrook outlined the responsibilities of the new SPO.

14. C631 Date of next meeting – Tuesday 28th July 2020 at 7.30pm.

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

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

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 | 4 | 500 | 496 | | | 0.7% | |
| 1016 Housing Benefit Claims LDC | 15,199 | 15,200 | 1 | | | 100.0% | |
| 1094 Other Customer & Client Receipt | 3 | 1,000 | 997 | | | 0.3% | |
| 1100 Interest Received | 97 | 600 | 503 | | | 16.1% | |
| 1309 Other Income | 0 | 1,000 | 1,000 | | | 0.0% | |
| General Administration :- Income | 384,818 | 662,460 | 277,642 | | | 58.1% | 0 |
| 4340 Support Services | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4345 CTLA Service Level Agreement | 6,000 | 6,000 | 0 | | 0 | 100.0% | |
| 4346 CAB Service Level Agreement | 11,500 | 11,500 | 0 | | 0 | 100.0% | |
| 4347 Climate Change Actions | 0 | 5,100 | 5,100 | | 5,100 | 0.0% | |
| General Administration :- Direct Expenditure | 17,500 | 25,100 | 7,600 | 0 | 7,600 | 69.7% | 0 |
| 4001 Salaries | 74,176 | 390,000 | 315,824 | | 315,824 | 19.0% | |
| 4002 Employer N.I Contributions | 6,297 | 33,685 | 27,388 | | 27,388 | 18.7% | |
| 4003 Employer Pension Contributions | 15,543 | 62,514 | 46,971 | | 46,971 | 24.9% | |
| 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 | 2,565 | 7,000 | 4,435 | | 4,435 | 36.6% | |
| 4307 Stationery | 71 | 2,500 | 2,429 | | 2,429 | 2.8% | |
| 4311 Professional Fees - Legal | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4312 Professional Fees - Other | 1,635 | 4,000 | 2,365 | | 2,365 | 40.9% | |
| 4314 Audit Fees | 180 | 3,000 | 2,820 | | 2,820 | 6.0% | |
| 4315 Insurance | 8,804 | 10,000 | 1,196 | | 1,196 | 88.0% | |
| 4321 Bank Charges | 48 | 100 | 53 | | 53 | 47.5% | |
| 4322 BACS Charges | 6 | 400 | 394 | | 394 | 1.5% | |
| 4323 PDQ Charges | 126 | 800 | 674 | | 674 | 15.7% | |
| 4325 Postage | 200 | 2,000 | 1,800 | | 1,800 | 10.0% | |
| 4326 Telephones | 1,411 | 6,000 | 4,589 | | 4,589 | 23.5% | |
| 4327 Computers | 3,826 | 9,500 | 5,674 | | 5,674 | 40.3% | |
| 4333 Members Allowance | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 4334 Members Training | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4341 Grants | 4,800 | 10,000 | 5,200 | | 5,200 | 48.0% | |
| 4342 Subscriptions | 3,975 | 4,500 | 525 | | 525 | 88.3% | |
| 4444 Election Costs | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4999 Write Off | 2,700 | 0 | (2,700) | | (2,700) | 0.0% | |
| General Administration :- Indirect Expenditure | 126,363 | 576,999 | 450,636 | 0 | 450,636 | 21.9% | 0 |
| Net Income over Expenditure | 240,955 | 60,361 | (180,594) | | | | |

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

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 | 231 | 5,000 | 4,769 | | 4,769 | 4.6% | |
| Neighbourhood Plan :- Indirect Expenditure | 231 | 5,000 | 4,769 | 0 | 4,769 | 4.6% | 0 |
| Net Expenditure | (231) | (5,000) | (4,769) | | | | |
| 200 Planning & Highways | | | | | | | |
| 4851 Noticeboards | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4852 Monument & War Memorial | 0 | 600 | 600 | | 600 | 0.0% | |
| 4853 Street Furniture | 0 | 600 | 600 | | 600 | 0.0% | |
| Planning & Highways :- Direct Expenditure | 0 | 2,500 | 2,500 | 0 | 2,500 | 0.0% | 0 |

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

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 | 9 | 500 | 491 | | 491 | 1.8% | |
| 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 | 8,678 | 10,761 | 2,083 | 0 | 2,083 | 80.6% | 0 |
| Net Expenditure | (8,678) | (13,261) | (4,583) | | | | |
| <u>300</u> <u>Grounds Team General Exp</u> | | | | | | | |
| 4202 Repairs/Maintenance of Vehicle | 3,203 | 4,400 | 1,197 | | 1,197 | 72.8% | |
| 4203 Fuel | 523 | 5,600 | 5,077 | | 5,077 | 9.3% | |
| 4204 Road Fund License | 265 | 600 | 335 | | 335 | 44.2% | |
| 4305 Uniform | 0 | 700 | 700 | | 700 | 0.0% | |
| Grounds Team General Exp :- Indirect Expenditure | 3,991 | 11,300 | 7,309 | 0 | 7,309 | 35.3% | 0 |
| Net Expenditure | (3,991) | (11,300) | (7,309) | | | | |
| <u>310</u> <u>Sports Park</u> | | | | | | | |
| 1025 Rent & Service Charge | 4,509 | 15,000 | 10,491 | | | 30.1% | |
| 1039 S/P Cats | (2,300) | 3,600 | 5,900 | | | (63.9%) | |
| 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 | 5,843 | 30,700 | 24,857 | | | 19.0% | 0 |
| 4101 Repair/Alteration of Premises | 114 | 0 | (114) | | (114) | 0.0% | |
| 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 | 336 | 3,500 | 3,164 | | 3,164 | 9.6% | |
| 4161 Cleaning Costs | 609 | 7,300 | 6,691 | | 6,691 | 8.3% | |
| 4164 Trade Refuse | 1,084 | 4,500 | 3,416 | | 3,416 | 24.1% | |
| 4171 Grounds Maintenance Costs | 3,187 | 7,800 | 4,613 | | 4,613 | 40.9% | |
| Sports Park :- Indirect Expenditure | 6,534 | 29,100 | 22,566 | 0 | 22,566 | 22.5% | 0 |
| Net Income over Expenditure | (691) | 1,600 | 2,291 | | | | |
| <u>315</u> <u>Big Park</u> | | | | | | | |
| 4101 Repair/Alteration of Premises | 3,770 | 0 | (3,770) | | (3,770) | 0.0% | 10,000 |
| 4121 Rents | 2,730 | 12,000 | 9,270 | | 9,270 | 22.8% | |
| 4131 Rates | 501 | 2,500 | 1,999 | | 1,999 | 20.0% | |
| 4141 Water Services | 0 | 500 | 500 | | 500 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-----------------|-------------------------|
| 4166 Skip Hire | 240 | 1,000 | 760 | | 760 | 24.0% | |
| 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 | 7,241 | 25,250 | 18,009 | 0 | 18,009 | 28.7% | 10,000 |
| Net Expenditure | (7,241) | (25,250) | (18,009) | | | | |
| 6000 plus Transfer from EMR | 10,000 | | | | | | |
| Movement to/(from) Gen Reserve | 2,759 | | | | | | |
| <u>316 Gateway Cafe</u> | | | | | | | |
| 1025 Rent & Service Charge | 2,065 | 8,480 | 6,415 | | | 24.4% | |
| Gateway Cafe :- Income | 2,065 | 8,480 | 6,415 | | | 24.4% | 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 | 3,388 | 7,580 | 4,192 | | | | |
| <u>320 Play Areas</u> | | | | | | | |
| 4101 Repair/Alteration of Premises | 47 | 0 | (47) | | (47) | 0.0% | |
| Play Areas :- Indirect Expenditure | 47 | 0 | (47) | 0 | (47) | | 0 |
| Net Expenditure | (47) | 0 | 47 | | | | |
| <u>330 Amenity Area</u> | | | | | | | |
| 1044 Hire of the Dell | (630) | 5,000 | 5,630 | | | (12.6%) | |
| 1050 Allotment Rent | 20 | 1,950 | 1,930 | | | 1.0% | |
| Amenity Area :- Income | (610) | 6,950 | 7,560 | | | (8.8%) | 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 | 38 | 2,000 | 1,962 | | 1,962 | 1.9% | |
| 4107 Climate Change Actions | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4108 Tree Planting | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Amenity Area :- Direct Expenditure | 38 | 15,500 | 15,462 | 0 | 15,462 | 0.2% | 0 |
| 4101 Repair/Alteration of Premises | 15 | 4,710 | 4,695 | | 4,695 | 0.3% | |
| 4141 Water Services | 0 | 1,750 | 1,750 | | 1,750 | 0.0% | |
| 4164 Trade Refuse | 78 | 2,500 | 2,422 | | 2,422 | 3.1% | |
| 4171 Grounds Maintenance Costs | 880 | 10,000 | 9,120 | | 9,120 | 8.8% | |
| 4301 Purchase of Furniture/Equipmen | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Amenity Area :- Indirect Expenditure | 973 | 21,960 | 20,987 | 0 | 20,987 | 4.4% | 0 |
| Net Income over Expenditure | (1,621) | (30,510) | (28,889) | | | | |

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 355 The Hub | | | | | | | |
| 1084 Sports Pavilion | 908 | 16,000 | 15,092 | | | 5.7% | |
| The Hub :- Income | 908 | 16,000 | 15,092 | | | 5.7% | 0 |
| 4175 Music Licence | 0 | 500 | 500 | | 500 | 0.0% | |
| The Hub :- Direct Expenditure | 0 | 500 | 500 | 0 | 500 | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 206 | 0 | (206) | | (206) | 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 | 492 | 9,500 | 9,008 | 0 | 9,008 | 5.2% | 0 |
| Net Income over Expenditure | 416 | 6,000 | 5,584 | | | | |
| 360 Community House | | | | | | | |
| 1069 C/H Police Room | 1,556 | 2,250 | 695 | | | 69.1% | |
| 1070 C/H Phoenix Room | 1,625 | 6,000 | 4,375 | | | 27.1% | |
| 1072 C/H Copper Room | 2,933 | 12,650 | 9,718 | | | 23.2% | |
| 1075 C/H Charles Neville | 176 | 10,200 | 10,024 | | | 1.7% | |
| 1076 C/H Main Hall | (239) | 25,600 | 25,839 | | | (0.9%) | |
| 1077 C/H Anzac Room | (161) | 12,700 | 12,861 | | | (1.3%) | |
| 1078 C/H Main Kitchen | 354 | 1,250 | 896 | | | 28.4% | |
| 1079 C/H Anzac Kitchen | (23) | 700 | 723 | | | (3.3%) | |
| 1080 C/H Foyer | (0) | 2,300 | 2,300 | | | 0.0% | |
| 1081 C/H Equipment Hire | 256 | 1,300 | 1,044 | | | 19.7% | |
| 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 | 6,883 | 84,050 | 77,167 | | | 8.2% | 0 |
| 4167 Cinema Costs | 409 | 2,000 | 1,591 | | 1,591 | 20.4% | |
| Community House :- Direct Expenditure | 409 | 2,000 | 1,591 | 0 | 1,591 | 20.4% | 0 |
| 4101 Repair/Alteration of Premises | 525 | 10,000 | 9,475 | | 9,475 | 5.3% | |
| 4111 Electricity | (70) | 8,000 | 8,070 | | 8,070 | (0.9%) | |
| 4112 Gas | 745 | 4,000 | 3,255 | | 3,255 | 18.6% | |
| 4122 Service Charge | 448 | 15,500 | 15,052 | | 15,052 | 2.9% | |

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report


| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| 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 | 1,213 | 2,500 | 1,287 | | 1,287 | 48.5% | |
| 4161 Cleaning Costs | 137 | 1,500 | 1,363 | | 1,363 | 9.2% | |
| 4162 Cleaning Materials | 644 | 2,500 | 1,856 | | 1,856 | 25.8% | |
| 4163 Personal Hygiene | 1,156 | 2,500 | 1,344 | | 1,344 | 46.2% | |
| 4168 Water Dispenser | 98 | 120 | 22 | | 22 | 82.0% | |
| 4305 Uniform | 109 | 500 | 391 | | 391 | 21.8% | |
| Community House :- Indirect Expenditure | 5,006 | 78,920 | 73,914 | 0 | 73,914 | 6.3% | 0 |
| Net Income over Expenditure | 1,468 | 3,130 | 1,662 | | | | |
| 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 | | | | |

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 399,907 | 820,640 | 420,733 | | | 48.7% | |
| Expenditure | 176,180 | 830,500 | 654,320 | 0 | 654,320 | 21.2% | |
| Net Income over Expenditure | <u>223,727</u> | <u>(9,860)</u> | <u>(233,587)</u> | | | | |
| plus Transfer from EMR | 10,000 | | | | | | |
| Movement to/(from) Gen Reserve | <u>233,727</u> | | | | | | |



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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 03 July 2020

Business Current Accounts

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

Business Savings Accounts

| | |
|--|-------------|
| Active Saver | £460,472.33 |
| Sort Code 20-49-76 • Account No 30701211 | |

| | |
|--|-------------|
| Business Premium Account | £180,111.88 |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.

July dated trans

+ 6595.73

→ + 51.60

- 1039.38

= 466080.28

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 MERIDIAN WAY
 PEACEHAVEN
 EAST SUSSEX
 BN10 8BB


















Your Business Current Account

At a glance

27 Jun - 03 Jul 2020

| | |
|----------------------|------------|
| Start balance | £50,000.00 |
| Money out | £9,543.46 |
| ► Commission charges | £0.00 |
| ► Interest paid | £0.00 |
| Money in | £9,543.46 |
| End balance | £50,000.00 |

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

| Date | Description | Money out £ | Money in £ | Balance £ |
|--------|--|-------------|--|-----------|
| 27 Jun | Start Balance | | | 50,000.00 |
| 29 Jun |  Cheque Issued Ref: 204714 | 1,511.15 |  | 48,488.85 |
| |  Direct Credit From Rainbow Child Care Ref: Sent From Monzo | | 600.60  | 49,089.45 |
| |  Direct Credit From Dimensions UK Ref: CN983 11093 11352 | | 570.21  | 49,659.66 |
| |  Transfer From Account 30701211 | | 340.34 | 50,000.00 |
| 30 Jun |  Cheque Issued Ref: 204710 | 345.60 |  | 49,654.40 |
| |  Transfer From Account 30701211 | | 345.60 | 50,000.00 |
| 1 Jul |  Transfer to Account 30701211 | 1,039.38 | | 48,960.62 |
| |  Direct Credit From P-Haven + T FBL Ref: 11415 + 11417 | | 1,039.38 | 50,000.00 |
| 2 Jul |  Cheque Issued Ref: 204684 | 6,577.91 | | 43,422.09 |
| |  Cheque Issued Ref: 204712 | 17.82 | | 43,404.27 |
| |  Transfer From Account 30701211 | | 6,595.73 | 50,000.00 |
| 3 Jul |  Cheque Issued Ref: 204711 | 51.60 | | 49,948.40 |
| |  Transfer From Account 30701211 | | 51.60 | 50,000.00 |
| 3 Jul | Balance carried forward | | | 50,000.00 |
| | Total Payments/Receipts | 9,543.46 | 9,543.46 | |

7886.71

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

| Date | Description | Money out £ | Money in £ | Balance £ |
|--|--|-------------|------------|------------|
| Balance brought forward from previous page | | | | 471,102.83 |
| 23 Jun | Giro to 10701173 Automatic | 187.20 | | 470,915.63 |
| 25 Jun | Giro to 10701173 Automatic | 19,888.21 | | 451,027.42 |
| 26 Jun | Giro to 10701173 Automatic | 2,500.00 | | 448,527.42 |
| 29 Jun | Giro to 10701173 Automatic | 340.34 | | 448,187.08 |
| 30 Jun | Giro to 10701173 Automatic | 345.60 | | 447,841.48 |
| | Giro Direct Credit From Lewes District Cou Ref: 100225 | | 18,238.80 | 466,080.28 |
| 1 Jul | Giro From 10701173 Automatic | | 1,039.38 | 467,119.66 |
| 2 Jul | Giro to 10701173 Automatic | 6,595.73 | | 460,523.93 |
| 3 Jul | Giro to 10701173 Automatic | 51.60 | | 460,472.33 |
| 3 Jul | Balance carried forward | | | 460,472.33 |
| Total Payments/Receipts | | 47,379.58 | 20,122.38 | |

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

Credit interest rates

Current rates Correct at the time of printing
Effective from 08 Jan 2020

| Balance | Gross % | AER % |
|-----------------------|---------|-------|
| ► £1 - £99,999 | 0.100 | 0.100 |
| ► £100,000 - £999,999 | 0.200 | 0.200 |
| ► £1,000,000+ | 0.300 | 0.300 |

Barclays Base Rate Information

| | |
|--|--------|
| Rate effective from 19 Mar 2020 was | 0.100% |
|--|--------|

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.
AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

**Bank Reconciliation Statement as at 30/06/2020
for Cashbook 1 - Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|----------------|------------------|
| Saver Account | 30/06/2020 | | 50,000.00 |
| Current Account | 30/06/2020 | | 466,080.28 |
| | | | <hr/> 516,080.28 |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> | |
|--|---------------|-----------------|
| 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 | |
| 12/05/2020 120206 MUNTHAHA MURSHED | 50.00 | |
| 12/05/2020 120206 MUNTHAHA MURSHED | -50.00 | |
| 13/05/2020 120217 Tony Allen | 32.80 | |
| 22/05/2020 204684 EAST SUSSEX PENSION FUND | 6,577.91 | |
| 02/06/2020 204696 FRIENDS OF NEWHAVEN FOODBANK | 1,000.00 | |
| 02/06/2020 204697 DAVID SIMPSON | 40.35 | |
| 09/06/2020 204705 ZOE MALONE | 5.00 | |
| 17/06/2020 204711 AMADEUS | 51.60 | |
| 17/06/2020 204712 Trade UK | 17.82 | |
| 17/06/2020 204713 Conect Total Communications | 467.89 | |
| 17/06/2020 204715 WW GBR | 140.16 | |
| 24/06/2020 120128 INGEUS | -3,246.65 | |
| 24/06/2020 204716 Corona Energy | 133.69 | |
| 24/06/2020 204717 AMADEUS | 14.09 | |
| 24/06/2020 204718 Wightman & Parrish Ltd | 677.19 | |
| 24/06/2020 204719 Spaldings Limited | 249.52 | |
| 24/06/2020 204720 Trade UK | 11.00 | |
| 24/06/2020 204721 EAST SUSSEX COUNTY COUNCIL ORB | 552.00 | |
| 24/06/2020 204722 EAST SUSSEX COUNTY COUNCIL | 22,782.35 | |
| 24/06/2020 204723 INGEUS | 3,246.65 | |
| | | <hr/> 37,004.51 |
| | | 479,075.77 |

| <u>Receipts not Banked/Cleared (Plus)</u> | | |
|---|-----------|-------------------|
| 22/05/2020 204683 | -100.00 | |
| 09/06/2020 | -1,700.00 | |
| | | <hr/> -1,800.00 |
| | | 477,275.77 |
| Balance per Cash Book is :- | | 477,275.77 |
| Difference is :- | | 0.00 |



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Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 03 July 2020

Business Current Accounts

| | |
|------------------------------------|------------|
| Business Current Account Statement | £50,000.00 |
|------------------------------------|------------|

Sort Code 20-49-76 • Account No 10701173

Business Savings Accounts

| | |
|--------------|-------------|
| Active Saver | £460,472.33 |
|--------------|-------------|

Sort Code 20-49-76 • Account No 30701211

| | |
|--------------------------|-------------|
| Business Premium Account | £180,111.88 |
|--------------------------|-------------|

Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

Bank Reconciliation Statement as at 30/06/2020
for Cashbook 2 - Reserve Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|-----------------------------|-------------------|
| Business Premium Account | 30/06/2020 | | 180,111.88 |
| | | | <u>180,111.88</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,111.88 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,111.88 |
| | | Balance per Cash Book is :- | 180,111.88 |
| | | Difference is :- | 0.00 |

List of Payments made between 01/06/2020 and 30/06/2020

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|-----------|-------------|----------------|-------------------------------|
| 01/06/2020 | Reserve Account | INVESTEC | 144.00 | | INVESTEC |
| 01/06/2020 | DVLA | 120137 | 260.00 | | TAX FOR PEUGEOT |
| 02/06/2020 | Wightman & Parrish Ltd | 204686 | 40.68 | | DISINFECTANT WIPES |
| 02/06/2020 | DIA SYSTEMS LIMITED | 204687 | 537.25 | | FRONT OFFICE PERSPEX SCREENS |
| 02/06/2020 | Rigby Taylor | 204688 | 386.90 | | BREAKER BIOLINKS |
| 02/06/2020 | AMADEUS | 204689 | 269.33 | | STATIONARY |
| 02/06/2020 | SOUTHCOAST LOCKSMITHS LTD | 204690 | 48.47 | | CYLINDER KEY |
| 02/06/2020 | Corona Energy | 204691 | 149.32 | | GAS SUPPLY - APRIL |
| 02/06/2020 | P.E.F.C | 204692 | 2,500.00 | | MAYORS DONATION |
| 02/06/2020 | KNOW DEMENTIA | 204693 | 2,500.00 | | MAYORS DONATION |
| 02/06/2020 | KEMPTON HOUSE DAY CENTRE | 204694 | 2,500.00 | | MAYORS DONATION |
| 02/06/2020 | CTLA | 204695 | 2,500.00 | | MAYORS DONATION |
| 02/06/2020 | FRIENDS OF NEWHAVEN | 204696 | 1,000.00 | | MAYORS DONATION |
| 02/06/2020 | C.E.F | 204698 | 103.80 | | PLUG/CLIP ON SETT |
| 02/06/2020 | Chris Bartholomew Electrical C | 204699 | 108.00 | | LIGHT REPLACEMENT/FIXING |
| 02/06/2020 | Aquaid South Coast | 204700 | 118.08 | | ANNUAL CHARGE FOR WATER |
| 02/06/2020 | Corona Energy | 204701 | 570.19 | | JAN SUPPLY |
| 02/06/2020 | DAVID SIMPSON | 204697 | 40.35 | | VAT PART OF PAYMENT |
| 02/06/2020 | Barclays | 204702 | 44.50 | | claire lacey credit card |
| 02/06/2020 | SECRETARY OUTSOURCE | 204703 | 118.75 | | SECRETARY OUTSOURCE |
| 04/06/2020 | 02 | DD | 84.06 | | MAY MOBILE BILL |
| 04/06/2020 | Northstar IT | DD1 | 90.00 | | ANNUAL DOMAIN |
| 05/06/2020 | Barclays | DD2 | 3.00 | | 14 APR / 12 MAY |
| 08/06/2020 | The Fuelcard People | DD3 | 104.66 | | DIESEL - HK66WMJ |
| 09/06/2020 | C.A.T.S CLUB | 204704 | 1,700.00 | | REFUND OF OVERPAYMENTS |
| 09/06/2020 | ZOE MALONE | 204705 | 5.00 | | REFUND OF PMT TOWARDS CAR TAX |
| 09/06/2020 | Brewers and Sons Ltd | 204706 | 193.81 | | PAINT |
| 09/06/2020 | STAR FUELS | 204707 | 451.26 | | RED DIESEL - 6/06/20 |
| 09/06/2020 | Vitax Limited | 204708 | 137.20 | | BOWLS CLUB - PUMP |
| 09/06/2020 | Spy AlarmsLtd | 204709 | 192.00 | | QUARTERLY FIRE MAINTENANCE |
| 09/06/2020 | CATS CLUB | 204704 | -1,700.00 | | REFUND TO CATS CLUB |
| 10/06/2020 | Barclays | DD4 | 42.00 | | PDQ MACHINE |
| 15/06/2020 | The Fuelcard People | DD | 1.20 | | CARBON COUNT |
| 17/06/2020 | East Sussex Security | 204710 | 345.60 | | MAINTENANCE RENEWAL |
| 17/06/2020 | AMADEUS | 204711 | 51.60 | | FILES / PADS |
| 17/06/2020 | Trade UK | 204712 | 17.82 | | BARK |
| 17/06/2020 | Conect Total Communications | 204713 | 467.89 | | TELEPHONE / WIFI CHGS |
| 17/06/2020 | Lewes District Council | 204714 | 1,511.15 | | NNDR - JULY |
| 17/06/2020 | WW GBR | 204715 | 140.16 | | WEIGHT WATCHERS - ROOM REFUND |
| 22/06/2020 | EDF | DD | 95.24 | | MAY ELECTRICITY |
| 24/06/2020 | EAST SUSSEX COUNTY COUNCIL | 120174 | -762.00 | | CANCEL CHEQUE |
| 24/06/2020 | EAST SUSSEX COUNTY COUNCIL | 120177A | -12,169.55 | | CANCEL CHEQUE |
| 24/06/2020 | east sussex county council | 120193 | -10,402.80 | | CANCEL CHEQUE |
| 24/06/2020 | INGEUS | 120128 | -3,246.65 | | CANCEL CHEQUE |
| 24/06/2020 | Corona Energy | 204716 | 133.69 | | GAS - MAY-JUNE |
| 24/06/2020 | AMADEUS | 204717 | 14.09 | | ENVELOPES |
| 24/06/2020 | Wightman & Parrish Ltd | 204718 | 677.19 | | CLEANING PRODUCTS |

List of Payments made between 01/06/2020 and 30/06/2020

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 24/06/2020 | Spaldings Limited | 204719 | 249.52 | | VARIOUS MATERIALS |
| 24/06/2020 | Trade UK | 204720 | 11.00 | | PLANTS FOR BOAT ON COAST ROAD |
| 24/06/2020 | EAST SUSSEX COUNTY COUNCIL | 204721 | 552.00 | | ENERGY SERVICES - 2020/21 |
| 24/06/2020 | EAST SUSSEX COUNTY COUNCIL | 204722 | 22,782.35 | | CHQ REISSUE GRASS CUTS / S LIG |
| 24/06/2020 | INGEUS | 204723 | 3,246.65 | | REISSUE CHQ |
| 25/06/2020 | JUNE SALARIES | JUNE PAY | 19,694.40 | | JUNE SALARIES |
| 30/06/2020 | Reserve Account | 30/06/2020 | 18,238.80 | | TO MOVE FUNDS TO CORRECT ACC |
| Total Payments | | | <u>56,891.96</u> | | |

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.

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.

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

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr L Mills.

Town Clerk T Allen, Parks Officer K Bray.

One member of the public.

PF501 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF502 PUBLIC QUESTIONS

A member of the public noted that the Council's 2017/18 accounts showed an earmarked reserve of £16412.69 for the Hub project and asked if this funding is still in place.

Clerk to investigate and provide a written response.

PF503 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members were present.

Cllr Mills joined the meeting, but did not vote and did not participate in the confidential part of the meeting.

PF504 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Duhigg as LDC CIL Board member. Cllr Duhigg did not vote on any CIL related proposals.

Cllr Griffiths as a friend of the Council's cleaning sub-contractor.

PF505 TO ADOPT THE MINUTES OF 16th JUNE 2020

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

[It was resolved to take Item PF508 at this point]

PF508 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

Cllr Gallagher introduced the meeting papers and the following areas were discussed in detail:-

- Methodology for determining the allocation of CIL monies.
- Criteria for the assessment of CIL bids.
- LDC bidding and assessment process.
- CIL bid for the installation of a DDA Compliant Pathway and additional car parking, fencing and barriers from Piddinghoe Avenue entrance to Centenary Park.
- Notes of the CIL WP meeting held on the 14th July 2020.
- The Dell CIL bid

After lengthy discussion, it was resolved that a CIL bid should be made to LDC for the installation of a DDA Compliant Pathway, as proposed, with £30K requested from LDC CIL to be matched with £10K from the PTC CIL.

It was resolved that the requirement for additional car parking, fencing and barriers needed further detailed discussion by the Leisure Amenities & Environment (LA&E) Committee, along with a detailed survey and drawings, before proceeding as a separate proposal to the CIL WP.

Cllr Griffiths' paper was discussed in detail. After discussion, it was resolved that a CIL bid should be made to LDC for The Dell project, as proposed, with £6K requested from LDC CIL to be matched with £2K from the PTC CIL; if successful, the choice of water fountain to be decided by the LA&E Committee.

[Mr Bray left the meeting].

PF506 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

9. Finance Officer's report

Received.

10. Bank account summary

Received.

11. Bank Reconciliation statements (for signing)

Received and resolved to sign.

12. Income & Expenditure report

The Chairman led a detailed review of all budget headings income and expenditure performance at one-quarter of the way through the financial year.

Loss of income to-date was discussed in detail and the Sales Ledger outstanding receipts were noted. The Clerk stated that all outstanding amounts were being pursued as appropriate.

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

13. Balance Sheet

Received.

14. CIL report

Received.

15. List of payments (for approval)

It was resolved to approve payments amounting to £56,891.96 as scheduled in the meeting papers.

16. Lessees/Hirers – statement of credits/debits.

Discussed in detail at Item 4. above.

It was noted that the breakdown of unpaid invoices showed a reduction in the overall amount outstanding compared to May 2020.

PF507 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

The Clerk gave an update on all actions, noting that several had now been completed. Clerk to provide an updated report for the Committee's next meeting.

PF508 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

(See above).

PF509 TO AUTHORISE FUNDING FOR REPAIRS/REPLACEMENTS TO THE COUNCIL'S CCTV EQUIPMENT

The Chairman related the background to this item.

It was resolved that this funding should be requested in the form of a bid to the CIL WP.

PF510 TO VIRE BUDGET MONIES FOR GRASS MOWER & GATEWAY CAFÉ REPAIRS

It was noted that the youth earmarked reserves were ring-fenced for that purpose.

It was resolved that the mower and Gateway Café sink repairs should be paid from the correct budget headings, noting that it is acceptable accounting practice to show an overspend, should this result.

Sink repairs funding should subsequently be requested in the form of a bid to the CIL WP.

[Cllr Griffiths, Cllr Mills and the member of the public left the meeting].

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

PF511 AGED DEBT ANALYSIS

Received and noted.

Discussed in detail at Item PF506.4. above.

PF512 TO DISCUSS & REVIEW COVID-19 IMPACT ON SPECIFIC HIRER/LESSEE ACCOUNTS

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

It was resolved that a waiver of three-months rental fees should be applied for the hirer/lessee under discussion.

PF513 TO DISCUSS & REVIEW COUNCIL'S EMPLOYMENT OF SUB-CONTRACTORS

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

It was resolved that the contract for the Council's sub-contracted cleaner should be renewed for an additional three-month period (August-October 2020)

PF514 DATE OF NEXT MEETING – TUESDAY 22nd September 2020 at 7.30pm.

There being no further business, the meeting closed at 21:29.

PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 7th July 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, Town Clerk, Tony Allen, Victoria Onis (Admin & Meeting Officer)

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 PH810 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH811 PUBLIC QUESTIONS

A member of the public raised concerns over the planning application for 86 Pelham Rise, noting that it was adjacent to the Webb's site for which 31 homes had already been approved. The member of public noted the narrow entrance to the 86 Pelham Rise and the increased safety risks resulting from increased traffic movements, particularly in relation to the school and other pedestrian activity.

3 PH812 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Milliner

4 PH813 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH814 TO ADOPT THE MINUTES FROM THE 2nd June 2020

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

Proposed Cllr Hill

Seconded Cllr Harris

All in favour

6 PH815 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following:-

- Steering Group meeting to be held on the 9th July 2020, to look at:-
 - AECOM master planning.

- Housing number and requirements.
- Plan policies and other work.
- Government initiatives to give local people a say on development in their Town.
- Government funding, grants & support.
- LDC support and housing needs Assessment.
- Meridian Centre development and its relationship to the NDP.

7 PH816 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was noted.

8 PH817 PLANTERS ON THE SOUTH COAST ROAD – Cllr Seabrook

Cllr Seabrook's reports and images of the Towns Planters were noted and discussed.

- It was agreed that the planters bring beauty to the Town and supports the environment and Bee population.
- It was suggested we could ask the local businesses for sponsorship towards the flowers, to enhance the retail areas.
- Pavement parking has been noted as problem causing damage to the planters, as well as being a public safety concern, blocking visibility for crossing the road in safety. The Admin Officer updated the Committee that she reported the Parking on Pavements and safety issues to the NSL Parking Team in February which they monitored for a time, but obviously this is an ongoing issue, so further action is required.

It was resolved that the Town Clerk requests that the Parks Officer assesses all planters in the Town and approximates the cost of refurbishment and planting.

It was also agreed that before we purchase new planters, The Town Clerk contacts ESCC to notify them of the Public safety issues of parking on the pavements, as well as damaging the Towns Property by driving into the planters. Maybe to resolve this issue we could request Bollards in these 2 areas.

Proposed Cllr Griffiths

Seconded Cllr Hill

All in Agreement

9 TO CONSIDER Planning applications as follows:-

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| <p>PH818 LW/20/0352 86 Pelham Rise Peacehaven</p> <p>Case Worker Julie Cattell</p> | <p>Design of the whole site in all is very well thought off, the landscaping and shrubbery between existing properties, the development is not unattractive</p> <ul style="list-style-type: none"> • Concerns that there are NO sewage arrangements yet and the paperwork suggests that the new housing may not be able to connect to the existing mains. There are already sew- |
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| | <p>age problems in this area Peacehaven with old systems over flowing into people's gardens. The influx of new housing is putting a strain on the current systems, this needs to be resolved before building starts,. The 31 houses already approved for the adjacent site also do not have sewage plans in place.</p> <ul style="list-style-type: none"> • No reports from southern water as yet. • The parking stats are based on data from 2011, so grossly out of date, there has been a large increase of housing in this area since 2011. There has also been a recent bus clearing which has reduced parking even more in this area. Parking is already a serious issue here. • The development is within a school safety zone and the area is already affected heavily with congestion and traffic/speeding. There are serious safety concerns here. • These will be housing association properties, will they be for Residents of Peacehaven and will they need equipping for special needs? <p><u>PTC recommends refusal of this application at 86 Pelham Rise.</u></p> <p>If LDC is minded to approve this application, it is essential that the following Conditions are applied:-</p> <ol style="list-style-type: none"> 1 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. 2 Sympathetic materials to be used. 3 Require a Waste Minimisation Plan 4 Vehicles belonging to construction staff should not block access for other residents and should not be parked on grass verges or at junctions. 5 Any damage to the grass verges during construction must be repaired by the developer. 6 All construction equipment and supplies to be delivered between the hours of 09:30 and |
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| | <p>14:30 to avoid 'rush hour' on the A259 and ease congestion.</p> <p>7 An asbestos survey should be carried out prior to demolition.</p> <p>8 A vehicle wheel wash system to be used to stop contamination of the public highway.</p> |
| <p>PH819 LW/20/0330 20 Capel Avenue Peacehaven</p> <p>Case worker – James Emery</p> | <p>Alterations to form rooms in the roof with rear dormer and velux windows in the front roof elevation</p> <p>It was resolved to recommend approval.</p> |
| <p>PH820 LW/20/0323 11 Hodder Avenue Peacehaven</p> <p>Case worker – Martin Fagan</p> | <p>Demolition of existing conservatory and erection of flat roof single story extension</p> <p>Lawful development certificate - Noted</p> <p>It was resolved to recommend approval.</p> |
| <p>PH821 LW/20/0319 32 Telscombe Road Peacehaven East Sussex BN10 8AG</p> <p>Case worker – Andrew Hill</p> | <p>Construction of two new 3 bedroom bungalows</p> <p>Currently a green space, possession of the alley has been taken, which was previously a public right of way.</p> <ul style="list-style-type: none"> • The alley which would be used for access to the properties is very narrow, unable to fit a fire engine or ambulance. • The previous failed applications are not encouraging. • Back garden development, with unsuitable access, which will endanger health and safety. <p>It was resolved to object to this application</p> |
| <p>PH822 LW/20/0342 44 Dorothy Avenue, Peacehaven BN10 8HT</p> <p>Case Worker Martin Fagan</p> | <p>Single storey rear extension</p> <p>It was noted that single story not overlooking neighbours, large back gardens.</p> <p>It was resolved to recommend approval.</p> |
| <p>PH823 LW/20/0222 17 Rosemary Close Peacehaven BN10 8BY</p> <p>Case Worker James Emery</p> | <p>Two storey side extension plus conversion and extension of existing conservatory</p> <p>It was noted that extension would not affect surrounding neighbours.</p> |

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| | It was resolved to recommend approval |
| PH824 LW/20/0128 118 Roderick Ave Peacehaven Case Worker James Emery | Raise the ridge height and installation of dormer to north side (revision of LW/19/0617) It was noted that this is an alteration to an existing application It was resolved to recommend approval. |
| PH825 LW/20/0275 39 Gladys Ave Peacehaven Case Worker James Emery | Remove existing front lobby to provide new lobby and en-suite to the master bedroom on the front of the property Home Improvements to existing property. It was resolved to recommend approval. |
| PH826 LW/20/0395 227A Arundel Road Peacehaven Case worker Sarah Sullivan | Single storey extension to rear of property. Moving entrance door on front elevation (west) It was noted that large garden, not interfering with any neighbours. It was resolved to recommend approval. |

10 To note the following Planning Applications:-

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| PH827 LW/20/0042/TPO 37 Glynn Road Peacehaven Case worker – Daniel Wynn | Sycamore T1 (TPO (No. 5) 1987) and Sycamore T2 (TPO (No.5) 1987). They have grown very large and are overhanging the public pavement and road. They are also growing up to, and touching windows of the house, and branches growing over the roof. My tree surgeon suggested a 30% Crown reduction as part of an ongoing maintenance program, to allow more light into the property |
| PH828 LW/20/0294/CD 65 Arundel Road Case worker – Sarah Sullivan | Discharge of condition 5 of planning application LW/18/0588 which requires a archaeological written scheme of investigation |
| PH829 LW/20/0277/CD | |

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| Lower Hoddern Farm, Hoddern Farm Lane Case worker – Chris Wright | Discharge of conditions 2 (street lighting) and 17 (parking and car club) relating to approval LW/17/0226 |
| PH830 LW/20/0324 128 The Promenade Peacehaven Case worker Sarah Scannell | Non material amendments to planning approval (LW/18/0804) - remove east elevation velux window / remove triangular window on the south elevation / delete the zinc finish to the bathroom dormer / reduce the width of the balcony on the south elevation |

The Committee noted the Planning applications above.

11 TO NOTE the following planning application Decision Notices:-

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| PH831 LW/20/0223 67 Lincoln Avenue Peacehaven | Demolition of existing conservatory and garage and erection of rear and side extension. Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application |
| PH832 LW/20/0039 14 Montreal Close Peacehaven | Erection of a boundary wall to the front of the property Lewes DC Refuses Permission Peacehaven's Planning & Highways Committee Objected to this application |
| PH833 LW/20/0280 86 Westview close Peacehaven | Garage conversion to include removal of garage door and insertion of windows Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application |
| PH834 LW/20/0282 9 Rustic Road Peacehaven | Erection of single storey rear extension Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application |
| PH835 LW/20/0187 241 Arundel Road West | Planning Application for 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 Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application |
| PH836 LW/20/0158 217 South Coast Road Peacehaven | Replacement signage and shop front repainting Lewes DC Grants permission |

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| | Peacehaven's Planning & Highways Committee Support- ed this application |
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The Committee noted the planning applications above

12 PH837 Review of Committee's Action Plan.

The Action Plan was noted and discussed.

Cllr White asked for an update in relation to the Barratts Homes Travel pack for Chalkers Rise.

13 PH838 Date of Next meeting of the Committee – 11th August 2020.

There being no further business, the meeting closed at 20.45

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:-

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| PH801 LW/20/0039 14 Montreal Close Case worker Martin Fagan | <u>Erection of a fence around the front of the property</u> It was noted that the Council had sent comments on this application to LDC on the 23 rd April 2020, under delegated powers, with a recommendation for refusal. It was noted that no new plans had been submitted |
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| | <p>and that, whilst the application title mentions a 'fence', in fact the plans are for a new high wall. 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. 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. 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. 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. 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> |
| <p>PH806 LW/20/0312 21 Downs Walk</p> <p>Case Worker James Emery</p> | <p><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></p> <p>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.</p> |

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| | It was resolved to recommend approval |
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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.



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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 Councilors 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**



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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 19:30 on Tuesday 14th July 2020

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

Attendance: Alison Standing- Peacehaven Horticultural Society

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

1. CCE62 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Cllr Duhigg welcomed the committee to the meeting.

The Chair asked for the Civic and Marketing Officer to inform the committee about the new fundraising initiatives.

The Civic and Marketing Officer confirmed that the Mayor has set up a new 5000 tin/jar challenge, the Mayor will be challenging residents to donate as many tins and jars as possible to donate to his chosen charity which is the SCDA Food Bank.

The Civic and Marketing Officer confirmed that the Mayor has set up another initiative, which he will be participating in. The Mayor would like to challenge residents to join him by walking/running/cycling 5k and donations can be made via our Just Giving Page with the funds going to his chosen charity.

2. CCE63 PUBLIC QUESTIONS

There were no public questions

3. CCE64 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta - Another Meeting

Cllr Milliner & Cllr Goble – Absent

4. CCE65 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared an interest as she is a hirer of the café in Community House.

Cllr Paul declared an interest as she is also a hirer of the café in Community House.

5. CCE66 TO ADOPT THE MINUTES OF 9th JUNE 2020

It was resolved to adopt the minutes of the 9th June 2020 as a true and accurate record.

Proposed Cllr Veck

Seconded Cllr Hill

All in favour

The Civic and Marketing Officer gave an update on item **CCE53 Civic Events** – “VJ Day Event” which was discussed at the last meeting on the 9th June.

Mrs. Donovan advised that the RBL had been informed by their HO that they should arrange a small service for V J Day which should not exceed 30 participants of which the council had been invited.

Mrs. Donovan said that she was happy to hand over the event she had already organised to the RBL so long as they follow the COVID guidelines.

The Civic Officer will respond to the British Legion and confirm attendance.

6. CCE67 TO RECEIVE AND DISCUSS THE MEETING NOTES TAKEN AT THE COMMUNITY WORKING PARTY MEETING ON WEDNESDAY 17TH JUNE

It was agreed to reinstate car boot sales throughout August and September, at The Dell starting on Saturday 1st August – hiring will be at a temporarily reduced rate of £50. The first car boot will be organised by the Mayor, Cllr Cheta. All profits will be donated to the Mayors Charity, Seahaven Food Bank.

* Layout plan will be created to ensure sellers/buyers are all kept safe

* Stall money to be given in the correct change once cars settled, to reduce contact.

* Request that cars not to queue at the Dell Roundabout. It will be open at 8am for sellers. 9am for buyers.

Proposed Cllr Hill

Seconded Cllr Paul

All in favour

Other items discussed and agreed

- It was agreed that there is no need to organise another Civic & Events Community WP at this time. There are currently no items for discussion.
- It was also confirmed that there are no plans to hold car boots at The Big Park as the football pitches have recently had money spent on top dressing and vehicles will cause further damage.
- It was confirmed by the Civic Officer that no events are currently being planned for December, due to the current restrictions and locations available for the winter months. If restrictions ease over the next couple of months the Next meeting on 20th October will be brought forward to September to organise an event for Christmas.

7. CCE68 TO CONFIRM THE DATE OF THE NEXT MEETING

The Next Civic & Events Committee meeting will take place on the 20th October 2020

***Meeting Ended at 20:14**

**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**



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PEACEHAVEN TOWN COUNCIL

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 – Committee Cllr Isobel Sharkey, Cllr David Seabrook, Cllr Chris Collier, Cllr Catherine Gallagher (Vice- Chair) 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
Cllr Alan Milliner (Chair)

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 Vice-Chair(Cllr Gallagher) updated the committee with the preparatory work from outset and 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

The Vice-Chair introduced the new layout of the Internal business plan to the committee and introduced the 5 key strands and the Objectives leading to them:

Financial
Environment
Place
Community
Business

Each worksheet was displayed and the Committee looked at the document in detail making changes and additions to the five categories and their objectives.

It was agreed that Chairs of Committees should be consulted for a second time . A copy of the updated document to be sent to enable them to add their contributions.

It was suggested that there should be public consultation.

The Vice Chair commented that as this is an Internal Plan it is not usually consulted on .
Local Plans and Neighbourhood Plans are publically consulted

Cllr Duhigg questioned the approach and methods being used to develop the Internal Business Plan and expressed her concerns that they were not community orientated.
There were many ideas and views put forward

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

This item was deferred to the next committee meeting.

The Meeting ended at 21:51

**Minutes of the meeting of the Business Development & E-communications Committee,
held virtually via ZOOM, at 7.30pm on Thursday 16th July 2020**

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

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

1 BPEC045 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. Chris Collier- Apology Accepted

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

2 BPEC046 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No Declarations

3 BPEC047 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 28th May 2020

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

Cllr. Sharkey Proposed

Cllr. White Seconded

All in Favour

4 BPEC048 PUBLIC QUESTION TIME

No Public Questions

5 BPEC049 TO REVIEW THE CURRENT INTERNAL PLAN DOCUMENT

Cllr Gallagher introduced this item and gave some background information into the progress of the plan so far.

Cllr Sharkey informed the Committee that some of the objectives have already started to be worked on and could be changed to amber or green rather than red.

The Committee agreed to keep all items as red (not started) until the document has been reviewed by the Full Council.

Cllr Gallagher informed the Committee of the importance of making sure the Town Councils goals are in synch with both the District and County Council.

Cllr White reiterated the importance that we network with other local Councils and ensure some collaborative work is done to help achieve the goals in the internal plan.

The Committee reviewed the whole internal plan document at length, looking at each section of the plan.

The Committee agreed that the Internal Business Plan Document was ready to be sent to the next full Council meeting for adoption.

Cllr White Proposed
Cllr Sharkey Seconded

6 BPEC050 TO REVIEW THE TOWN COUNCIL WEB SITE AND OTHER COMMUNICATIONS AND OUTLINE WHAT NEEDS TO BE DEVELOPED

The Marketing Assistant introduced this item and informed the Committee that the Town Council are Currently in a contract with Madison Solutions who are a website development and hosting company who are based on the South Coast Road Peacehaven.

The Peacehaven Town Council Website has now become a 'benchmark' for other Town Councils in Sussex with both Uckfield and Seaford town councils now using an almost identical themed website also created by Madison's.

The Committee felt that the colour scheme of our website could be more bright and vibrant, it was agreed for the Marketing Assistant to speak with Madison Solutions and to come back to the Committee with some new ideas.

7 BPEC052 DATE OF THE NEXT MEETING – TO BE AGREED

The committee decided to wait until the outcome of the next Full Council Meeting.

The Meeting Ended at 20:52

Report for Full Council re Internal Business Plan

To adopt the Internal Business Plan.

Introduction.

The Business Development & E-Comms Committee's prime focus in recent months has been to produce an Internal Business Plan for Peacehaven Town Council ,to enable Officers and Councillors to set its priorities and budgets.

Peacehaven Town Council represents a Community with a growing population and has an ambition to build a Community which is inclusive ,healthy and vibrant so it is important that the ideas in the plan support this vision.

Extensive research was undertaken including the 2012-2016 PTC Internal Business Plan , the last plan PTC had produced.

This is the first stage in a continuing process working to a 3year and 5 year local Plan with public participation .

This first stage is a 12 month plan, for review and revision in 6 months time.

The Internal Business plan which is in 2 documents, the overall plan and then divided into Commitees.

Approved and accepted at Committee meeting on 16th July 2020

DRAFT TO BE REVIEWED BY ALL INTERESTED PARTIES

Peacehaven Town Council

Internal Business Plan 2020/2021



Internal Plan Introduction: *'The purpose of this Plan is to set out a clear common purpose for Officers and Councillors for 12 months'*

KEY:

- **GREEN- OBJECTIVE/PROJECT ACHIEVED**
- **AMBER- OBJECTIVE/PROJECT STARTED BUT NEEDS REVIEWING**
- **RED- OBJECTIVE/PROJECT INCOMPLETE**

Goal and Vision Statement: *"To create a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment, encouraging and supporting businesses ensuring Peacehaven is a healthy and thriving community for residents and visitors alike."*

Key Strands and Objectives:

Financial - To establish financial stability

Environment - To seek to improve Air Quality and take measures to create a "Green Town"

Place - To create a sustainable and visually attractive Town

Community - To build an inclusive, healthy and vibrant community

Business -To make Peacehaven Town the first choice for locating a business

INTRODUCTION

Peacehaven Town Council provides a range of local services and community facilities

The population in 2020 is estimated at 18,000 living to the east, west and north of a central point which is the Meridian Centre .

Bordered to the south is the sea and to the north the South Downs National Park.

Peacehaven is a growing town between Newhaven, a Port town with links to Europe and the City of Brighton and Hove.

NEIGHBOURHOOD DEVELOPMENT PLAN

In 2013, Peacehaven and Telscombe was designated as an area for a Neighbourhood Development Plan. The Plan is progressing and is expected to be completed in 2021.

INTERNAL BUSINESS PLAN

As a tool to aid Peacehaven Town Council to focus and set priorities including financial ones an Internal Business Plan has been produced.

BACKGROUND INFORMATION

Lewes District Council is the Planning Authority with responsibility for the Town's built environment which provides the housing and recreation facilities protecting the local green spaces and environment.

East Sussex County Council has responsibility for Adult Social Care, Early Years, Educational, Highways and Transport.

Peacehaven Town Council aims to influence ESCC to implement road safety measures to make the town a safer place with improved public transport, green cycle ways and walking routes.

MERIDIAN CENTRE DEVELOPMENT

The centre of Peacehaven Town is the Meridian Centre which is positioned on The Meridian Line. The area has 1960's buildings and has long been in decline. The land owners are Co-op Properties, ESCC and Peacehaven Town Council (Community House).

In May 2020, Henry Davidson Developers were announced as the preferred developers by Co-op Properties.

Peacehaven Town Council will work with the developers and all other stakeholders to influence the realisation of a town centre solution that provides the housing, retail and other facilities NEEDED by the residents, business and visitors .

TOURISM AND EMPLOYMENT

Changing Peacehaven from a drive past Town on the South Coast Road (A259) to destination for tourism, retail and leisure will provide employment opportunities.

Peacehaven Town Council aims to improve facilities to capitalise on natural assets such as access to the South Downs National Park, Site of Special Scientific Interest (SSSI) Cliffs, Marine Conservation Zone, Unesco Designated Biosphere.

Stunning coastline, rolling countryside, a sunny dry area in South East England with a link to Europe.

PEACEHAVEN TOWN COUNCIL ANNUAL REPORT

An annual report has been produced in May 2020 giving further details of the work of Peacehaven Town Council, it's Committees and People.

Annual Financial information is publicly available on the Town Council website.

GLOSSARY OF TERMS

Committees

| | |
|--------------|---|
| P & F | Policy & Finance |
| LA&E | Leisure, Amenity and Environment |
| P & H | Planning and Highways |
| B D & EComms | Business Development & E Communications |
| C & C E | Civic & Community Events |
| SGNDP | Steering Group Neighbourhood Development Plan |

Officers

| | |
|-----|--|
| SPO | Senior Project Officer (Planning & Business Development) |
| RFO | Registered Financial Officer |
| FO | Financial Officer |
| SC | Senior Caretaker |
| PO | Parks Officer |

FINANCIAL: To establish Financial Stability

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|--|--|--|---|--------------------|
| To ensure all Committee Chairs are provided with relevant and up to date financial reports. All Committees to take responsibility for the management of their budget. | RFO Town Clerk Committee Chairs Reporting to P & F | Financial data to be included in Committee Meeting Reports | Not started | First September 2020 ongoing | |
| To rebuild General Reserve ratio to 50% of Precept | RFO Town Clerk Reporting to P & F | Pro-active Management of Budgets Active forward planning | Not started | Reporting To P&F Committee Sept 2020 ongoing | |
| Increase income streams Reduce costs and efficiency savings | Town Clerk/RFO Officers and Councillors Reporting to P&F | All ideas to be encouraged from Committee Chairs and Officers Report to be compiled 6-monthly by RFO/FO | Not Started | Initial Reports Submitted and compiled Sept 20 and 6-monthly | |
| Monitor and allocate Section 106 and PTC CIL Prepare Project bid for LDC CIL | Senior Project Manager RFO/ FO Reporting to P & F | Identify projects Maintain a financial spreadsheet Liaise with LDC CIL Officer | Meetings held with CIL Officer and CIL WP reports prepared May 2020, June 2020 | July 2020 Quarterly Thereafter | |

ENVIRONMENT: To seek to improve Air Quality and take measures to create a “Green Town “

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|--|--|--------------------------------|---|--------------------|
| Within Peacehaven Town Take steps to increase Carbon Capture To examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality | Senior Project Officer Climate Emergency WG LA & Environment | Environmental Audit Including Air Quality | Climate Emergency Group Formed | Report to Committee? By Oct 20 Ongoing | |
| LDC recycling policies to be implemented in full. ie plastic, cardboard, paper, food, greenwaste etc | Reporting to LA & Environment Senior Caretaker Parks Officer | Report to be produced Setting out policies with actions and outcomes required | Not started | Report to LA & E By October 2020 Ongoing | |
| To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wild flowers, planter flowers, trees and bushes throughout the Town | Parks Officer Steering Group NDP L.A & Environment | Management Plan started May 2020 Trees Survey commissioned | Started | Report to LA& E Committee Completion October 20 | |
| Identify car free areas Install electric Charging points Liaising with ESCC | SPPO P & H Committee | Report to be prepared. Identify the way ahead | Started by Steering Group | Initial report 2020 | |
| Increase the use of Sustainable Transport ie buses, cycles and walking cycling routes, walkways. Installation of cycle racks | SPPO Parks Officer Reporting to P&H | Report to be prepared | Steering Group NDP | Initial report Oct 20 Ongoing Quarterly | |

| | | | | | |
|---|--|---|---------------|----------------------------|--|
| Carry out regular inspections for risk and health and safety of open spaces | SPPO Parks Officer L.A.& L Committee | Audit sheet/Format Set up and audit carried out | To be started | Initial report Oct 2020 | |
|---|--|---|---------------|----------------------------|--|

PLACE: To create a sustainable and visually attractive town

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|--|--|---|--|--------------------|
| To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination. | Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers | All possible means to gather Public Participation to be explored Appoint Senior Project Manager | Steering Group teams working to gather evidence. Allocation of Sites and Meridian Development now active | Draft Report Dec 2020 Completed Summer 21 | |
| Create walkways and cycle paths through Peacehaven town Improving the Public Realm | SPO (Planning and Bus Dev) P&H Steering Group | Planters throughout town to be planted Litter and debris cleared Fencing repaired/ painted | Plan to be devised | Oct 2020 | |
| Protecting and Enhancing the landscape | LA & E Committee P&H Committee Steering Group SPO (Planning & Bus. Dev) | Clear views to sea and SDNP Re-assess Volunteers involved | Policies and management Plan to be devised | Initial Report Oct 20 | |
| Improve and upgrade the Public Realm | SPO (Planning & Bus Dev} Planning and Highways Steering Group | Review Quality and quantity of all signs, railings, notices, benches, bins etc | Audit for street furniture etc Plan for future | First report Oct 2020 | |

| | | | | | |
|---|---|---|---|----------|--|
| Long Term Future for The HUB Community House | S.PO (Planning & Bus Dev) Bus. Dev & E Comms Committee | Produce a Business Plan including options and financial implications | WP from LA&E reviewing Short term needs. | Oct 2020 | |
| Developer Liaison Group | SPO (Planning & Bus. Dev. Planning & Highways Committee | Establish which Developments to be followed Information to be obtained from LDC Planning | SPO Cllrs from P&H And Chair of NDP Steering Group | Oct 2020 | |
| Community Energy Scheme | Senior Projects Officer NDP Steering Group P&H | Identify Sites Arrange Feasibility Assessment | Links with Dr Earthey Established and authorities agreed | Oct 2020 | |
| Infrastructure future-proof Devolution of Car Parks and Parks from LDC | Senior Projects Officer P&H | Identify sites. Obtain info from LDC Take to PTC for agreement | Not started | Oct 20 | |

COMMUNITY: To build an inclusive, healthy and vibrant community

| | | | | | |
|--|--|---|--|-------------------------------|--|
| Promote Peacehaven town Identify unique features to promote | Civic and Marketing Officer Marketing Assistant | Revisit logo and brand. colours, text etc | Not started | Report Sept 2020 | |
| Improve communication with the wider community in Peacehaven | Marketing Assistant Civic and Marketing Officer Business Development and E Comms Committee | Develop a communication strategy Improve accessibility to information by using many channels of delivery | Not started | Report Sept 2020 | |
| Bringing Sussex Police into the heart of the Community | Admin Officer Marketing Assist Reporting to? Civic & Community Events Committee | Encourage police to use base in Community House. Encourage closer links between PCSO and PCS | Difficulties contacting PCS | Report Progress by Sept 20 | |
| To build an inclusive Society To build and establish the Youth Project Started in 2019 | Civic and Marketing Committee Civic and Community Events | Review existing arrangements/set a plan to support youth | Budget allocated for session at the Joff. Link with ESCC Youth Services | Report Progress Sept 2020 | |

| | | | | | |
|--|--|---|--------------------|------------------------------|--|
| To improve the health and recreation facilities in Peacehaven Town | SPPO Marketing Assistant Civic and Marketing Officer Leisure & A | Audit of current facilities Plan for what else is needed | Plan to be started | Report Progress Sept 2020 | |
| Develop a schedule of events to include all sectors of the demographic | Marketing Assistant Civic and Marketing Officer Civic and Community Events Committee | Plan to be drawn up to include all sections of society | Plan started | Report Progress Sept 2020 | |

BUSINESS: To make Peacehaven the first choice for locating a business

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|---|---|-----------------------------|-------------------|--------------------|
| Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions | SPO (Planning and Business Dev) Marketing Assistant Civic and Marketing Officer Bus Devel & E Comms Committee | Complete a report with SWOT Analysis | Commenced by Steering Group | Oct 20 | |
| Develop a strategy for advertising and promoting Peacehaven town as a place to do Business | SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Devel & E Comms Committee | Report/ Plan To be prepared | To be started | Oct 20 Ongoing | |
| Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven town To work closely with local universities and the greater Brighton business partnership | As above | Plan to be prepared identifying groups and Setting programme of contact dates and methods | To be started | Oct.20 Ongoing | |

DRAFT TO BE REVIEWED BY ALL INTERESTED PARTIES

Peacehaven Town Council

Internal Business Plan 2020/2021



Internal Plan Introduction: *'The purpose of this Plan is to set out a clear common purpose for Officers and Councillors for 12 months'*

KEY:

- **GREEN- OBJECTIVE/PROJECT ACHIEVED**
- **AMBER- OBJECTIVE/PROJECT STARTED BUT NEEDS REVIEWING**
- **RED- OBJECTIVE/PROJECT INCOMPLETE**

Goal and Vision Statement: *"To create a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment, encouraging and supporting businesses ensuring Peacehaven is a healthy and thriving community for residents and visitors alike."*

Key Strands and Objectives:

Financial - To establish financial stability

Environment - To seek to improve Air Quality and take measures to create a "Green Town"

Place - To create a sustainable and visually attractive Town

Community - To build an inclusive, healthy and vibrant community

Business -To make Peacehaven Town the first choice for locating a business

GLOSSARY OF TERMS

Committees

| | |
|--------------|---|
| P & F | Policy & Finance |
| LA&E | Leisure, Amenity and Environment |
| P & H | Planning and Highways |
| B D & EComms | Business Development & E Communications |
| C & C E | Civic & Community Events |
| SGNDP | Steering Group Neighbourhood Development Plan |

Officers

| | |
|-----|--|
| SPO | Senior Project Officer (Planning & Business Development) |
| RFO | Registered Financial Officer |
| FO | Financial Officer |
| SC | Senior Caretaker |
| PO | Parks Officer |

POLICY AND FINANCE COMMITTEE

LEISURE, AMENITY AND ENVIRONMENT

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|--|---|--|---|--------------------|
| <p>With Senior Council Officers Chairs are provided with steps to improve care of capital assets</p> <p>To examine ways to reduce the effects of AGC on the environment and improve the quality of the environment</p> | <p>Senior Project Officer</p> <p>Office Clerk</p> <p>Climate Emergency Reporting to P & F LA & Environment</p> | <p>Environmental Audit included in Air Quality Committee Meeting Reports</p> | <p>Not started</p> <p>Emergency Group Formed</p> | <p>First September 2020</p> <p>Committee? ongoing</p> <p>By Oct 20</p> <p>Ongoing</p> | |
| <p>To develop a general waste bin system in the town</p> <p>ie plastic, cardboard, paper, food, greenwaste etc</p> | <p>Reporting to Town Clerk</p> <p>Reporting to P & F Parks Officer</p> | <p>Report to be managed</p> <p>Management of bins</p> <p>Set out policies and actions and plan required</p> | <p>Not started</p> | <p>Reporting to LA & E By October 2020</p> <p>Ongoing</p> <p>Sept 2020 ongoing</p> | |
| <p>To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wild flowers, planter flowers, trees and bushes throughout the Town</p> | <p>Parks Officer</p> <p>Steering Group</p> <p>Office Clerk and Council Officers</p> | <p>Management Plan started May 2020</p> <p>Committee Chairs and Officers commissioned Report to be compiled</p> | <p>Started</p> <p>Not Started</p> | <p>Report to LA & E By October 2020</p> <p>Submitted and completed</p> <p>September 2020</p> <p>6-monthly</p> | |
| <p>Increase the use of Sustainable Transport ie buses, cycles and walking</p> | <p>Reporting to P&F</p> <p>SPPO</p> <p>Parks Officer</p> | <p>Report to be 6-monthly by RFO/PO</p> | <p>Steering Group NDP</p> | <p>Initial report Oct 20</p> | |
| <p>cycling routes, walkways</p> <p>Monitor and allocate Section 106 and PTC CIL</p> <p>Installation of cycle racks</p> | <p>Reporting to P&F</p> <p>Senior Project Manager</p> | <p>Identify projects</p> | <p>Meetings held with CIL</p> | <p>Ongoing</p> <p>July 2020 Quarterly</p> | |
| <p>Carve out regular land for risk and health and safety of open spaces</p> | <p>SPPO</p> <p>Reporting to P & F</p> | <p>Maintain a financial Audit sheet/Format spreadsheet</p> <p>Set up and audit</p> <p>Carried out LDC CIL</p> | <p>To be started</p> <p>Officer and CIL WP reports prepared</p> <p>May 2020, June 2020</p> | <p>Initial report Quarterly</p> <p>Oct 2020 Thereafter</p> | |
| | | | | | |

PLANNING AND HIGHWAYS

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|--|--|---|--|--------------------|
| To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination. | Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers | All possible means to gather Public Participation to be explored Appoint Senior Project Manager | Steering Group teams working to gather evidence. Allocation of Sites and Meridian Development now active | Draft Report Dec 2020 Completed Summer 21 | |
| Create walkways and cycle paths through Peacehaven town Improving the Public Realm | SPO (Planning and Bus Dev) P& H Steering Group | Planters throughout town to be planted Litter and debris cleared Fencing repaired/ painted | Plan to be devised | Oct 2020 | |
| Protecting and Enhancing the landscape | LA & E Committee P&H Committee Steering Group SPO (Planning & Bus. Dev) | Clear views to sea and SDNP Re-assess Volunteers involved | Policies and management Plan to be devised | Initial Report Oct 20 | |
| Improve and upgrade the Public Realm | SPO (Planning & Bus Dev} Planning and Highways Steering Group | Review Quality and quantity of all signs, railings, notices, benches, bins etc | Audit for street furniture etc Plan for future | First report Oct 2020 | |

| | | | | | |
|---|---|---|---|--|--|
| Long Term Future for The HUB Community House | SPO (Planning & Bus Dev) Bus. Dev & E Comms Committee | Produce a Business Plan including options and financial implications | WP from LA&E reviewing Short term needs. | Oct 2020 | |
| Developer Liaison Group | SPO (Planning & Bus. Dev. Planning & Highways Committee | Establish which Developments to be followed Information to be obtained from LDC Planning | SPO Cllrs from P&H And Chair of NDP Steering Group | Oct 2020 | |
| Community Energy Scheme | Senior Projects Officer NDP Steering Group P&H | Identify Sites Arrange Feasibility Assessment | Links with Dr Earthey Established and authorities agreed | Oct 2020 | |
| Infrastructure future-proof Devolution of Car Parks and Parks from LDC | Senior Projects Officer P&H | Identify Sites Contact LDC Approval by Council | To be commenced | Oct 2020 onwards | |
| Identify car free areas Install electric Charging points Liaising with ESCC | SPPO P & H Committee | Report to be prepared. Identify the way ahead | Started by Steering Group | Initial report 2020 | |
| Increase the use of Sustainable Transport ie buses, cycles and walking cycling routes, walkways. Installation of cycle racks | SPPO Parks Officer Reporting to P&H | Report to be prepared | Steering Group NDP | Initial report Oct 20 Ongoing Quarterly | |

BUSINESS DEVELOPMENT (& E-COMMUNICATIONS)

| | | | | | |
|--|--|---|---|--|--|
| To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination. | Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers | All possible means to gather Public Participation to be explored Appoint Senior Project Manager | Steering Group teams working to gather evidence. Allocation of Sites and Meridian Development now active | Draft Report Dec 2020 Completed Summer 21 | |
| Promote Peacehaven town Identify unique features to promote | Civic and Marketing Officer Marketing Assistant | Revisit logo and brand. colours, text etc | Not started | Report Sept 2020 | |
| Improve communication with the wider community in Peacehaven | Marketing Assistant Civic and Marketing Officer Business Development and E Comms Committee | Develop a communication strategy Improve accessibility to information by using many channels of delivery | Not started | Report Sept 2020 | |
| Bringing Sussex Police into the heart of the Community | Admin Officer Marketing Assist Reporting to? Civic & Community Events Committee | Encourage police to use base in Community House. Encourage closer links between PCSO and PCS | Difficulties contacting PCS | Report Progress by Sept 20 | |

| | | | | | |
|--|---|---|---|---|--|
| <p>To build an inclusive Society</p> <p>To build and establish the Youth Project Started in 2019</p> | <p>Civic and Marketing Committee</p> <p>Civic and Community Events</p> | <p>Review existing arrangements/set a plan to support youth</p> | <p>Budget allocated for session at the Joff.</p> <p>Link with ESCC Youth Services</p> | <p>Report Progress Sept 2020</p> | |
| <p>To improve the health and recreation facilities in Peacehaven Town</p> | <p>SPPO</p> <p>Marketing Assistant</p> <p>Civic and Marketing Officer</p> <p>Leisure & A</p> | <p>Audit of current facilities</p> <p>Plan for what else is needed</p> | <p>Plan to be started</p> | <p>Report Progress</p> <p>Sept 2020</p> | |
| <p>Develop a schedule of events to include all sectors of the demographic</p> | <p>Marketing Assistant</p> <p>Civic and Marketing Officer</p> <p>Civic and Community Events Committee</p> | <p>Plan to be drawn up to include all sections of society</p> | <p>Plan started</p> | <p>Report Progress</p> <p>Sept 2020</p> | |
| <p>Create walkways and cycle paths through Peacehaven town</p> <p>Improving the Public Realm</p> | <p>SPO (Planning and Bus Dev)</p> <p>P& H Steering Group</p> | <p>Planters throughout town to be planted</p> <p>Litter and debris cleared</p> <p>Fencing repaired/ painted</p> | <p>Plan to be devised</p> | <p>Oct 2020</p> | |
| <p>Protecting and Enhancing the landscape</p> | <p>LA & E Committee</p> <p>P&H Committee</p> <p>Steering Group</p> <p>SPO (Planning & Bus. Dev)</p> | <p>Clear views to sea and SDNP</p> <p>Re-assess</p> <p>Volunteers involved</p> | <p>Policies and management</p> <p>Plan to be devised</p> | <p>Initial Report</p> <p>Oct 20</p> | |

| | | | | | |
|---|---|---|---|--------------------------|--|
| Improve and upgrade the Public Realm | SPO (Planning & Bus Dev} Planning and Highways Steering Group | Review Quality and quantity of all signs, railings, notices, benches, bins etc | Audit for street furniture etc Plan for future | First report Oct 2020 | |
| Long Term Future for The HUB Community House | SPO (Planning & Bus Dev) Bus. Dev & E Comms Committee | Produce a Business Plan including options and financial implications | WP from LA&E reviewing Short term needs | Oct 2020 | |
| Developer Liaison Group | SPO (Planning & Bus. Dev. Planning & Highways Committee | Establish which Developments to be followed Information to be obtained from LDC Planning | SPO Cllrs from P&H And Chair of NDP Steering Group | Oct 2020 | |
| Develop a strategy for advertising and promoting Peacehaven town as a place to do Business | SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Devel & E Comms | Report/ Plan To be prepared | To be commenced | Oct 20 Ongoing | |
| Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions | SPO (Planning and Business Dev) Marketing Assistant Civic & Marketing Officer B D & E Comms | Complete a report with SWOT Analysis | Commenced by Steering Group | Oct 20 | |

| | | | | | |
|--|---|--|-----------------|----------------------|--|
| Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven town To work closely with local universities and the greater Brighton business partnership | SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Devel & E Comms | Plan to be prepared identifying groups and Setting programme of contact dates and methods | To be commenced | October 2020 onwards | |
|--|---|--|-----------------|----------------------|--|

STEERING GROUP – NEIGHBOURHOOD DEVELOPMENT PLAN

| Project | Responsibility | Activity Required | Current Position | Deadline | Objective Achieved |
|--|--|--|---|--|--------------------|
| To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination. | Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers | All possible means to gather Public Participation to be explored Appoint Senior Project Manager | Steering Group teams working to gather evidence. Allocation of Sites and Meridian Development now active | Draft Report Dec 2020 Completed Summer 21 | |
| Protecting and Enhancing the landscape | LA & E Committee P&H Committee Steering Group SPO (Planning & Bus. Dev) | Clear views to sea and SDNP Re-assess Volunteers involved | Policies and management Plan to be devised | Initial Report Oct 20 | |
| To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wild flowers, planter flowers, trees and bushes throughout the Town | Parks Officer Steering Group NDP L.A & Environment | Management Plan started May 2020 Trees Survey commissioned | Started | Report to LA& E Committee Completion October 20 | |
| Community Energy Scheme | Senior Projects Officer NDP Steering Group P&H | Identify Sites Arrange Feasibility Assessment | Links with Dr Earthy Established and authorities agreed | Oct 2020 | |

Agenda Item:**Committee:** Policy and Finance**Date:** 28/07/2020**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 and to save money by buying recycled single use plastic products such as benches. |
| <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. |

PEACEHAVEN TOWN COUNCIL

Tony Allen
TOWN CLERK
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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

SINGLE USE PLASTICS POLICY

INTRODUCTION

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.

Surfers Against Sewage first created the 'Wasteland' campaign to create plastic free coastlines, Wasteland being a metaphor for the largest concentration of plastic in the ocean. Thanks to the success of like-minded people wanting to rid the oceans of plastic litter, they created the Plastic Free Communities campaign to take into account all of the inland communities that wanted to act.

There are five objectives that Surfers against Sewage qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved Peacehaven will be awarded the 'Plastic Free Status' which is similar to the Fair Trade model. Businesses and the town will then be awarded approved business stickers and certificates when the whole community is approved.

Peacehaven Town Council is committed to tackling the plastic waste problem by taking responsibility for its own impact on the environment and society, both within the local area and across the globe. The Town Council will work towards minimising use of single-use plastics across its own facilities and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the town.

WHAT ARE SINGLE USE PLASTICS

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, disposable razor, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

BECOMING A SINGLE USE PLASTICS FREE TOWN

To support Peacehaven becoming a single-use plastics free town, the Council commits to:

- Work with staff to ensure that single-use plastics are eliminated across our offices.
- Support the community in its efforts to make their buildings plastic-free zones.
- Communicate the importance of protecting our urban, rural and marine environments, and support and promote positive initiatives, town campaigns and actions for reducing plastic waste.

- Work with our event organisers to eliminate single-use plastics across all town events held on council land and share guidance for this more widely.
- Support communities and litter-pick initiatives to ensure our parks, beaches and open spaces are free from plastic litter.
- Use government legislation that regulates against the use of single-use plastics to support our efforts where we can.
- Require all our suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
- The council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.
- Work with partners in joint ventures and innovative projects for reducing single-use plastic waste.
- Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the council's social media and communication channels.

This council will work to embed these commitments into its strategy objectives, policies and plans.

Adopted by Peacehaven Town Council July 2020

To be reviewed July 2023

Cllr Gerard Fox
ESCC Pensions Committee
County Hall
Lewes

29th July 2020

Dear Cllr Fox,

Pension fund divestment from fossil fuel industries

I am writing following a meeting of Peacehaven Town Council Cabinet on 28th July 2020. At that meeting the Council discussed the matter of Pension fund divestment from fossil fuel industries.

You will be aware that Lewes District Council asked the Pension Committee in early 2019 whether the ESCC Pension Fund could be divested from fossil fuels, both to accelerate the move to zero-carbon energy and to protect our employees' pensions from the losses that the sector is likely to face during the clean-energy transition.

The Committee's response at that time was that:

- simply disinvesting from a particular asset class or group of companies is likely to reduce the Fund's ability to secure the best realistic return over the long-term
- such an approach denies the opportunity for the Fund to influence companies' environmental, human rights and other policies by positive use of shareholder power, a role the Committee takes very seriously
- but that the Committee has reserved the right to apply ethical or environmental criteria to investments where relevant and appropriate on a case by case basis.

Since that request, Peacehaven Town Council, Lewes District Council and East Sussex County Council have declared climate emergencies. And, critically, the coronavirus crisis has both increased our employees' dependency on the pensions that they have accrued, and dramatically increased the risk of investment losses from the fossil fuel sector. We therefore believe that now is the right time for the Committee to exercise its right to apply environmental criteria to its investments.

However, we do also recognise the opportunity for the Fund to influence companies' environmental policies by positive use of shareholder power. Thus we would like the Committee to make use of its position as a shareholder to put pressure on fossil fuel companies to change their business models to align with the Councils' own climate-change commitments

Therefore, Peacehaven Town Council are formally requesting that the Pensions Committee:

1. **Immediately freeze any new investment in the top 200 publicly traded fossil fuel companies**
2. **Ask all fossil fuel companies in which the pension fund holds investments for a firm commitment to entirely decarbonise by 2030; and**
3. **Commit itself, over the course of the next 4 years, to divest the East Sussex Pension Fund from any investments in companies that do not provide that commitment by March 2021.**

In making this request we note that:

- the Fund's responsible investment policy already says that: "Ultimately the Fund will always retain the right to disinvest from certain companies or sectors in the event that all other approaches are unsuccessful and it is determined that the investment is no longer aligned with the interests of the Fund or that the issue poses a material financial risk."¹.
- the East Sussex Pension Committee has accepted the "best practice guidance" of the Local Authority Pension Fund Forum that "The Fund's long-term goal is for 100% of assets to be compatible with the net zero-emissions ambition by c.2050 in line with the Paris agreement".²

As a result, we would not anticipate this request to encounter opposition from the Committee.

Please can you confirm that you will include consideration of the Council's requests above at your next meeting and provide a response thereafter.

Yours sincerely

Councillor Claude Cheta

Mayor, Peacehaven Town Council

¹ <https://www.eastsussex.gov.uk/media/12836/investment-strategy-statement-2019.pdf>

² <https://divesteadsussex.wordpress.com/questions-answers-at-esccs-full-council-meetings/>

FULL COUNCIL 28Th July 2020 Report from Steering Group of NDP.

1.Draft Minutes of Steering Group meeting 9th July 2020

2.Terms of Reference (current copy)

POWER POINT PRESENTION

by Nancy Astley Planning Consultant and Cathy Gallagher Chair of Steering Group.

CONTENT to COVER

STEERING GROUP COMPOSITION/ TERMS OF REFERENCE

PROGRESS FROM 2015 to 2019

LAND USE

HOUSING ALLOCATIONS ACROSS THE WHOLE DESIGNATED AREA

CYCLE ROUTES, LOCAL GREEN SPACES

QUESTIONS>

DRAFT

PEACEHAVEN AND TELSCOMBE NP STEERING GROUP MEETING

Held on Thursday 9 July 2020 via Zoom at 7.00pm

In Attendance:

| | |
|-------------------|--------------------------|
| C Gallagher (CG) | Chairman |
| L O'Connor (LOC) | Vice Chair |
| D Judd (DJ) | Steering Group Committee |
| N Watts (NW) | Steering Group Committee |
| C & P Bowman (PB) | Steering Group Committee |

| | |
|----------------------|-----------------------------|
| Cllr D Paul (DP) | Peacehaven Town Councillors |
| Cllr I Sharkey (IS) | |
| Cllr D Seabrook (DS) | |
| Cllr C Robinson (CR) | |
| Cllr L Duhigg (LD) | |
| Cllr G Hill (GH) | |
| Cllr R White (RW) | |
| Cllr L Mills (LM) | |
| Cllr W Veck (WV) | |

| | |
|---------------------|-----------------------------------|
| T Allen (TA) | Town Clerk PTC |
| S Newman (SN) | Town Clerk TTC |
| N Astley (NA) | Planning Consultant |
| J Boot (JB) | Consultant |
| R Brown (RB) | Communications |
| G Mallia (GM) | Communications/Social Media |
| M Gunn (MG) | PTC Officer |
| Dr M Earthey (ME) | Community Energy Scheme |
| G White (GW) | Communications/Social Media |
| T Perris (TP) | Resident |
| M Gatti (MG) | Peacehaven Focus Group |
| A Standing (AS) | Peacehaven Resident's Association |
| T Davis (TD) (part) | LDC Neighbourhood Plan Officer |
| D Donovan (DD) part | PTC Officer |

MINUTES

1. Welcome and Introductions

CG welcomed everyone to the meeting and noted apologies from Dr M Berg.

2. Acceptance of Minutes

It was noted B Buss was incorrectly listed mins of 11 June as PTC (should be TTC). With this correction the minutes of the meeting held on 14 May and 11 June were agreed as a true record and approved at a meeting of the Steering Group on 28 June 2020. Noted by all.

AS requested a copy as she hadn't received them. CG to send.

ACTION CG

3. Chair of Steering Group Update

- It was officially agreed by both Town Councils that N Astley will join the Steering Group in the role of Planning Consultant: she has been provided with a list of items to undertake and will report on them at the end of the month. The appointment is on a monthly review.
- The minutes of the previous meetings have also been forwarded to both Town Councils.

- Minutes of the meeting of 28 June (Steering Group Committee) will not be widely circulated.
- Social Media communication has been slow due to difficulties with access to the various accounts.

4. **AECOM Master Planning Project (Update from JB)**

- a) JB outlined the differences between his and NA's roles - they have already met to look at maximising community engagement within the constraints of legislation and planning requirements.
- b) Andrew Coleman (from UoB) confirmed student reports are being assessed and should be available within a month or so. The creative ideas and policy recommendations will be brought forward to the NP, together with the Master Planning work and green spaces – progress is now being made.
 - RW asked if access to the primary data submitted by UoB students will be available to the Steering Group - JB was unsure but will follow up. **ACTION JB**
 - The wind tunnel problem – Brighton have a strong policy on wind modelling so may investigate their policy and have a consultant consider those issues.
- c) AECOM Stakeholder Workshop held on 24 June – report of the stakeholder workshop circulated to Steering Group (the previous workshop notes will also be circulated).

ACTION JB

- Many different concerns and issues were raised around car parking, housing numbers, impact on A259 and congestion. PB had written expressing concerns about reduced car parking and noted ESCC survey citing car parks were only at 35% capacity was carried out some years ago. The argument to cut down parking to reduce air pollution would be negated by increased use of electric cars.
- JB proposed offering the 3 options to the community, incorporating feedback from relevant groups, stakeholders and statutory bodies - then choose a preferred option to take forward.
- Discussion took place on the options presented and it was agreed there was a danger of confusion with previous proposals in 2018. Master Planning was wider than just the Meridian Centre also highlighting improving connections north/south, making a walkable community.
- GM said the results of the on-line survey and suggestions should be incorporated into proposals.
- RW felt the Steering Group was at a crossroads between housing need/community requirements and the planners' intent to reduce car parking and promote walking and cycling more. The focus was on housing, the community required a strong town centre from developers incorporating aspects that residents want - leisure, education and office space a. There was a danger of getting bogged down on contentious issues when a broader vision for a town centre was needed - the culture, cafes and restaurants had got lost .

NA explained that **the Masterplan was not a planning application** and should address longer-term issues – such as retail , virtual offices, small flexible commercial space , crafts, culture, educational all bringing employment into the mix. Housing needs must be addressed and the Meridian Centre has been identified as one of the major sites – the Site Options Assessment should be published shortly showing suitability for housing, and there are few alternatives. Publishing this at the same time as the draft master planning document, would give some context.

Peacehaven and Telscombe Cliffs are required to provide a minimum of 255 units – this is not negotiable and must be implemented by 2030 (lifetime of the plan). LDC considered around 70 sites (95% of which were not suitable due access problems or not large enough for the minimum 6 units). Of the remainder, there was only one large alternative site (Valley Road also difficult to build on). Two or three smaller sites contain up to 15 units – therefore about 200 units are required at the Meridian Centre site. TP reported on the Valley Road development but has not yet spoken to the other landowners.

He was also concerned that offering multiple options to the community was time consuming and had already been done twice - a third consultation should present proposals, not seek opinions. However, before proceeding the Steering Group should consider HDD's proposals in order that decisions can be made, leading in the right direction.

CG proposed asking AECOM to present another option for up to 150 housing units – following a poll of participants this was agreed.(82% by poll) **ACTION JB**

5. Housing Allocations

AECOM's report will assist with the formulation of planning policies to be taken forward into the NDP and then becoming Planning Law for PTC and TTC.

- NA explained that housing is a positive attribute - this is an opportunity to specify how the housing is designed for the community and not just about the numbers.
- TD confirmed the 255 units requirement has been known since 2016 – if there is no plan then Lewes District will allocate the sites. A NDP that allocates housing is a stronger plan and has additional benefits which TD outlined.
- Housing Needs Survey – delayed but TD hopes to have a first draft in 2 weeks. **ACTION TD**
- Results from surveys should be collated and opinions/proposals incorporated. **ACTION GM/JB**
- Planning Policy Workshop - JB, NA and TD to confirm a date and invite others on the planning committees. NA suggested consolidating the proposals so far including UoB and others in the group then widen out to identify topics, aims and objectives using some policy examples. TD agreed to formulate proposals for NA and JB to look at including references to policy to facilitate understanding of the relevance.

ACTION TD

- PB referred to the 255 units required and asked how many new houses have been built in the last 4 years as he believed that figure had been exceeded – TD agreed to look over the sites that have already been granted permission to check the number (only sites for 6 or more dwellings count). The 2016 figures included commitments (ie sites that have been built out since then). **ACTION TD**

Questions were invited at this point.

- RW asked about CIL payments – NA stated without a NDP the town only receives 15% (capped) of the CIL payments made to LDC. When a NP has been approved, that increases to 25% (uncapped). She will check on the restrictions and clarify.

ACTION NA

- Several questions were asked about available sites other than in Peacehaven. NA confirmed East Saltdean has been built up to the maximum – there are no spaces available for 6+ dwellings unless a developer submits perhaps from existing brownfield site.. Telscombe Cliffs – a few sites were suggested but found not to be suitable for reasons such as woodland preservation, inside the National Park and various other restrictions

6. Communications and Public Participation

a) GM reported on results of the on-line survey (closes at end of August):

- 600 responses so far with many comments.
- Leisure facilities requested and numerous ideas put forward.
- The favoured option is (Option 1) featuring covered shopping area and markets etc.
- Discussion took place on how to arrange for the paper version of the survey to be completed. Posters to be located around the town to advertise the availability for those without access to computers - however discussions have not concluded regarding how the survey printing will be paid for (Locality grant could be used for this). A distribution package to be worked on and everyone to help. Paper surveys will need to be collated and guidance from JB needed on how information to be used.

- Still hopeful to have some physical network meetings.
- JB suggested he and GM meet next week to discuss the use of information so far.

ACTION JB/GM

b) GW summarised communications since the last meeting:

- A news story about the on-line survey has received over 1800 views.
- Press release circulated to Sussex Express, PTC website, Peacehaven Focus Group, Peacehaven Gossip and this month's Peacehaven Directory.
- Facebook and Twitter; new logo and banner, profile and contact details updated and posted once about the survey. More followers gained.
- Media contacts – GW thanked everyone who sent him details.
- Upcoming work: potential stories on the AECOM presentation.
- Article on housing allocation by TD and NA to explain the need for new homes.
- Survey results story when data has been collated.
- The 'Telscombe Town Crier' is delivered to every home in East Saltdean and Telscombe Cliffs: the next edition should go out early August. Information about the on-line and paper survey will be shared via this forum.
- A new website is being prepared for TTC. GW is working with both Councils to ensure that NP information is there in order facilitate public participation.

Questions were invited at this point

- i. NW asked if suggestions about use of renewable energy and cycle lanes in the town could be publicised - CG confirmed NA is liaising with Dr Earthy at present regarding the energy scheme.
- ii. TD had put a statement on the NDP page of LDC incorporating the links provided and GW agreed to send a short statement to accompany it.

ACTION GW

- iii. GW will be posting news on the NDP website and residents can offer comments directly via the links to social media. GM suggested turning off website comments as they would require moderating: better for residents to comment on social media.
- iv. PB asked if TD was able to provide figures on new homes built in the last 4 years within East Saltdean, Telscombe and Peacehaven. JB believed TA had already compiled this information and only the last 6 months figures would need to be added. **ACTION TA**
- v. MG enquired about the Communication routes for Councillors and HDD as he understood Policy prevented direct private contact. TA said he would respond to MG soon.
- vi. CG added that the Steering Group is non-political and all are volunteers from the Community – the ToR of the Group are updated annually. There had been much interaction by some on Social Media in the last couple of days and CG felt it inappropriate to disseminate information until after tonight's meeting.
- vii. GH asked if the Dew Drop Inn could be used as a community hub facility. JB explained submitting a Community Asset Transfer to the District Council would provide a 'right to bid' for a property on the market (although no guarantee the owner will accept). A constituted group could put forward such a proposal under the Localism Act but was not within the reference of the NDP. 'The Bevv' in Bevendean was an example and has a website (for reference). TD said if evidence is provided for buildings worthy of protection due to historical importance a Community Bid to strengthen and publicise aspects of Peacehaven can be submitted.
- viii. GM suggested Steering Group representation to the CIC developing the Lido to widen the community aspect such as linking up cycle paths; being able to use alternative routes to the A259 would be beneficial along the Newhaven to Rottingdean corridor.
- ix. Discussion took place on the approach to be taken when the HDD Meridian Centre proposal comes forward – liaison with the Steering Group and the potential ramifications of having a

landowner involved in the NDP process. TD was not aware of a similar situation where a developer was involved in a site of this size and warned that HDD's consultation with the community may have an alternate emphasis to that of the NDP as priorities could be different. Channels should be open for discussion – the number of housing units they propose may not be the same as AECOM. The Community must decide on all development sites and can specify the numbers on those sites (in the site allocation report). She is happy to advise further.

Ultimately LDC is the Planning Authority and they will deal with all Planning Applications in accordance with Planning Policy and Law.

7. Next steps:

- a) CG felt the frequency of meetings may need to be increased as the pace in preparing the NDP steps up, working together cohesively and making progress. Good communication could prevent misunderstanding and this forum includes all the relevant people and is open to the public
- b) Dates of next meetings: (second Thursday of the month)
Thursday 13 August, Thursday 10 September at 7.00pm.

Meeting closed at 20.39pm.

Town Clerk

Email 8th July 2020

Subject **Meridian Centre Site**

“We are now entering a commercially sensitive process and I must stress that no **one** outside of the team appointed by Council should engage in any discussions etc. with **HDD or their related partners in the project.**”

Email 9th July 2020

No 6. “The Council has appointed its team **to liaise with HDD et al regarding Community House**”

Response

The Steering Group representing Peacehaven and Telscombe Councils in preparing the Neighbourhood Development Plan are working across all of the land in the plan area.

In doing so we engage with many different organisations and Consultants.

We are governed by a **Terms of Reference, Version 4 August 2019** which was agreed by both Councils.

The Steering Group is non-political.

On the 30th June 2020 at Full Council, Councillors agreed a motion to support the Neighbourhood Development Plan and to contract with a Planning Consultant.

Telscombe Town Council agreed the engagement of the Planning Consultant at Policy and Finance Committee on 6th July 2020 and confirmed at Full Council 15th July.

The Planning Consultants brief agreed by both parties' states,

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, AECOM, and James Boot and other organisations as required.

The Steering Group will not be involved in any aspects or discussions relating to Community House.

FURTHER POINTS ON EMAIL 9/7/20

1. The Master Planning project carried out by AECOM as part of the evidence gathering process of the Neighbourhood Development Plan
Locality offer a range of technical planning packages, one of them being Master Planning.

The Steering Group agreed with the Project Manager / Consultant Jim Boot that it would be beneficial to apply for this package to concentrate on providing a new interconnected Town Centre as the public had indicated they wanted in the results of “The First Conversation”

The Master Planning project ties into the Locality Regeneration Guide and is particularly helpful where there is a rundown site i.e. The Meridian Centre.

The Aecom plans were always conceptual and were never intended to translate into actual plans, they are an aide to help the community to recognise what may be possible and to help formulate planning policies for the Meridian Site.

Attendance at the Stakeholder presentation by AECOM was open to all Councillors and public.

2. As HDD will be wanting to obtain planning permission without years of opposition maybe they will take note of some of the AECOM concepts and the Public Participation survey results conducted by The Steering Group.
3. The AECOM contract is limited. The engagement with them is coming to an end, we are expecting a final written report. We have asked for a 3rd concept based on 150 homes as requested by attendees of July Steering Group Meeting.
4. HDD et al is **not** “ to sit at the NDPSG ‘table’ “

Any Developer will wish to consult with the Neighbourhood Development Plan group. We are advised by our Consultants and the Neighbourhood Officer from LDC.

HDD are not invited to Steering Group meetings or Steering Group Committee Meetings. For transparency we are working through a process to put Steering group Minutes on our website together with a series of other documents

Peacehaven and Telscombe Town Councils should also have open access to documents on their websites.

5. Our understanding is that HDD will not pay extra CIL because the NDP is in place. The difference is that LDC will pay 25% Cil directly to Peacehaven Town Council instead of 15%.
6. Already answered. Yes PTC has appointed a team to liaise with HDD ET all re Community House.
7. The Steering Group and the Steering Group Committee are governed by the Terms of Reference. .

In 2015 The Clerk of TTC invited Community Representatives to a workshop about Neighbourhood Development Planning to which all but one of the current Steering Group Committee attended.

In autumn 2017 the Steering Group met to appoint a Consultant and a Chair for the Steering Group.

Cathy Gallagher as a community worker in Saltdean was elected as Chair.

Laurence O’Connor , Chris and Pat Bowman, Neil Watts, Peter Seed were all original community members of the Steering Group in 2017.

Peacehaven community representative were on the Steering Group and subsequently the Steering Group Committee.

Viv Carrick as Vice- Chair, Alan Sergeant and David Williams for Peacehaven Residents' Association and ex Cllr Ann Harrison. A variety of circumstances caused them to resign.

There has always been 2 Councillors from each Councils Planning Committee as part of the Steering Group as well as the Town Clerks.

David Judd in May 2019 became a Steering Group representative for TTC Planning and became a member of the sub group dealing with Housing allocations as he had studied Town Planning and had a great interest.

When Ann Harrison resigned from the Steering Group Committee the remaining members asked him to join the Committee as his contribution and knowledge had been proven.

Cathy Gallagher is a Peacehaven Town Councillor as well as a Telscombe Town Councillor. Cathy Gallagher usually attends Planning Meetings and Full Council at both Councils to give feedback. If Cathy does not attend one of the Councillors attending Steering Group will give feedback.

If appropriate, due to subject matter, another member of the Steering Group Committee or a Consultant may also give feedback.

Nobody is on the Steering Group Committee because they are a Councillor. Attendance and proven participation are needed to be part of the Committee.

It is a year since the Terms of Reference were reviewed and it would seem appropriate to carry out a review and the annual election of Committee Members.

Active Volunteers are always welcome and should anyone wish to be considered for election they can step forward.

Cathy Gallagher
Chair of Steering Group
19th July 2020.

PEACEHAVEN & TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP - TERMS OF REFERENCE

1. Background

- 1.1 Peacehaven & Telscombe Town Councils have determined that they should produce a Neighbourhood Plan in pursuance of the Government's Localism Act 2011 and the Neighbourhood Plan (General) Regulations 2012. In order to produce this plan the two Town Councils have established a Neighbourhood Plan Steering Group to prepare a draft Neighbourhood Plan which will be submitted to Lewes District Council for independent inspection and finally put to a public referendum for adoption.
- 1.2 The Town Councils have advised Lewes District Council of the intent of the residents of Peacehaven & Telscombe in consultation with other stakeholders to produce a Neighbourhood Plan for submission.
- 1.3 The Town Councils have conveyed the drafting of the Neighbourhood Plan to the Steering Group; however major financial decisions and process decisions will continue to be overseen by the two Town Councils, via recommendations made by the Steering Group and taken forward by appointed Councillors to the Towns Full Council meetings for approval. The Steering Group will be involved in all aspects of the development of the Neighbourhood Plan.

2 Purpose/Objectives

- 2.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan in order that it will then progress to Independent Examination, a successful community referendum and ultimately be adopted by both Councils to become planning policy.
- 2.2 The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of both Towns. The Group will ensure high levels of community engagement throughout the plan-making process, in order to:-
 - a) identify all the important aspects of life in the Towns which are to be considered for planning purposes in the future;
 - b) bring forward proposals which will enhance the quality and wellbeing of life in the Towns in the years to come; and
 - c) provide a planning framework for future use and protection of land within the Town's area.

3 Principles

- 3.1 In establishing the Steering Group, it is deemed appropriate that the Group is provided with and accepts these terms of reference. In particular:-

- a) the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;
- b) all decisions made shall be fully evidenced and supported through consultation with the local community.

4 Tasks and activities

4.1 The Steering Group will:

- a) promote the process of preparing the Neighbourhood Plan. Steering Group members and the public will be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;
- b) arrange meetings and appoint working Groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
- c) assess existing evidence about the need and aspirations of the Towns;
- d) liaise with relevant organizations to secure their input in the process;
- e) develop guiding principles and policies to guide the Neighbourhood Plan;
- f) 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;
- g) inform the Town Councils of progress on a regular basis;
- h) support the Local Planning Authority and the Towns Council's during the referendum process.

4.2 The Town Councils will:

- a) support the preparation of the Peacehaven and Telscombe Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within the budget allocated by the Councils. The costs will fall as two thirds Peacehaven Town Council and one third Telscombe Town Council;
- b) facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process;
- c) carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Lewes District Council during the referendum process of the plan for which the principle authority are responsible;
- d) following the preparation of the draft plan and with the agreement of the Group and Town Councils, submit the plan to the Local Planning Authority for inspection and independent examination.

5 Roles and Responsibilities

5.1 The Steering Group will carry out the following roles:-

- a) Be accountable for steering and providing strategic management of the Neighbourhood Plan.
- b) Produce, monitor and update a project timetable.
- c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- d) Regularly report back to the Town Councils for endorsement of decisions taken.
- e) To undertake analysis and evidence gathering to support the plan production process.
- e) Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.
- f) Identify sources of funding.
- g) Liaise with relevant authorities and organisations to make the plan as effective as possible.
- h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
- i) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.
- j) Agree, subject to ratification by the Town Councils, a final submission version of the Neighbourhood Development Plan.

6. Decision Making

- 6.1 The Steering Group has authority from the Town Councils to draft its plan making functions up to and including publication of the Consultation Draft Plan.
- 6.2 The Group will report monthly to the respective Councils setting out progress on its work.
- 6.3 The Councils will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- 6.4 The plan-making process remains the responsibility of the Town Councils as the joint qualifying body.
- 6.5 All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Councils with appropriate Councils' positions given in all communications associated with the project.

7. Conduct

- 7.1 It is expected that all Steering Group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.
All members of the Steering Group will:-
- a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the Steering Group.
 - b) Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- 7.2 The Steering Group will achieve this through applying the following principles:-
- a) Be clear and open when their individual roles or interests are in conflict.
 - b) Work together for the benefit of the communities established in the Towns.
 - c) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
 - d) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.
- 7.3 The Steering Group will actively promote equality of access and opportunity.
- 7.4 The Steering Group will ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all Groups in both Towns and to those wishing to undertake development or be involved in the plan making process.
- 7.5 Steering Group members will seek the Steering Group's agreement for meetings with businesses, landowners, stakeholders, etc. and will make reports of these meetings available as soon as possible.

8 Group Membership

- 8.1 The Steering Group may be formed from Town Councillors, Council Officers, residents and the local business, education and recreation communities of Peacehaven, Telscombe & Saltdean, together with relevant stakeholders. . Effort will be made to seek representation from under-represented sections of the community.
- 8.2 The Steering Group will elect six officers for the posts of Chair, Vice Chair, Secretary, Finance Officer and two other officers, to be known as the Steering Group Committee. The Committee will become the main decision making body for the Steering Group.
- 8.3 The Steering Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.
- 8.4 The local planning authority will assist through their neighbourhood plan officer, who will be invited to attend Steering Group meetings when necessary.
- 8.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other Officers shall chair the meeting.

- 8.6 Officers shall be elected for a period of twelve months, after which date a further vote will be undertaken, to reappoint/elect Officers.

9. Working Groups

9.1 The Steering Group may establish working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

9.2 Each working Group should have a lead person from the Steering Group.

9.3 Members of the community will be encouraged to participate in the process at all stages.

10 Meetings & Voting

- 10.1 The Steering Group will aim to meet monthly, although it may need to meet more frequently. These monthly meetings are open for all to attend and anyone can be nominated to come forward as a Steering Group member. Nominations will need to be seconded by an existing Steering Group member and then voted by the Group.
- 10.2 Officers of the Steering Group are likely to meet more frequently to progress decision making in association with the neighbourhood plan. The officers' meetings will not be open meetings but all minutes and decisions will be reported back to the overall Steering Group.
- 10.3 All meetings shall be open and may be attended by residents, the local business community and other relevant stakeholders
- 10.4 The Steering Group and its sub Groups will keep minutes of meetings which will be open to public scrutiny. These will be published on the Peacehaven and Telscombe neighbourhood plan website.
- 10.5 Notices, agendas, minutes and associated papers will be emailed where possible to all Steering Group members, three days prior to the meeting.
- 10.6 The minutes of each Steering Group meeting will be taken back to each Town Council for review.
- 10.7 Voting will be by a show of hands by all members of the Committee. In the event of an equality of votes, the Chairman will have the casting vote.
- 10.8 Any decisions taken by the Steering Group, other than those delegated to appointed officers or consultants will be carried forward if the majority are in favour at any given meeting.
- 10.9 For the purposes of interpretation or any doubt, the Councils' Standing Orders in relation to meetings and voting shall prevail

11 Finance

- 11.1 Policy and Finance Committee at Peacehaven Town Council and Policy and Resources Committee at Telscombe Town Council to have delegated authority to authorise expenditure from £100 up to an amount of £500.

- 11.2 Expenditure of over £500 to be approved by both Full Councils
- 11.3 Monthly financial reports will be provided to the Steering Group by the RFOs.
- 11.4 All grants and funding will be applied for and held by the nominated Officers, who will ring-fence the funds for Neighbourhood Development Plan work.
- 11.5 The Steering Group will notify the Councils, of any planned expenditure before it is incurred.

12 Changes to the Terms of Reference

- 12.1 These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.
- 12.2 These Terms of Reference may be amended with the support of at least (two-thirds) of the current membership at a Steering Group meeting and with the approval of both Town Councils.

13 Dissolution of the Group

- 13.1 The Steering Group will be dissolved once its objectives have been attained and/or when at least (two- thirds) of its members and the Town Councils consider it's services are no longer required.
- 13.2 The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Peacehaven Town Council and Telscombe Town Council

1.0 Overview

Further to a Teams Meeting held with Peacehaven Town Council (PTC) on 10th July 2020, HDD were asked to put forward suggestions outlining the potential options for the integration of the Council Offices in conjunction with the redevelopment of the Meridian Centre in Peacehaven.

The scheme is still very much work in progress and is currently being developed in readiness for an initial pre-app meeting with the LPA and a presentation to the NPSG both in early August, at which point HDD will be in a position to share detailed plans. Figure 1 below shows the current thinking, for discussion, as to how the scheme can integrate around the Council Offices with the introduction of a Public Square to the south which will be a real focal point. The parking for the Council Offices is still maintained, although this will be via a shared surface finish to help integrate with the new Public Square, which would need to be extended out to the adopted highway (see section 2.1 below).

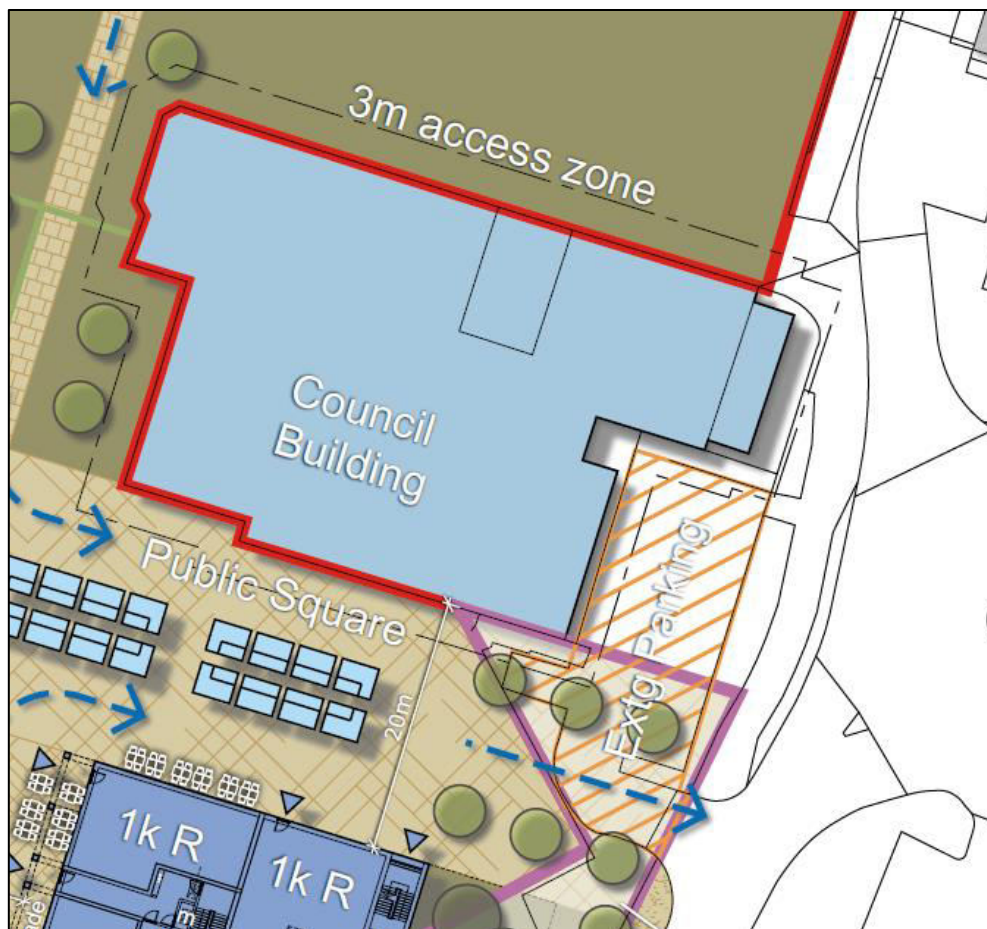


Figure 1.0 Proposed Public Square to the South of the Council Offices



2.0 Development Options

Having reviewed the Transfer information received from PTC, it appears that part of the Office Building is owned by East Sussex County Council (ESCC), therefore the Options in Sections 2.2 and 2.3 outlined below would need buy in and approval from ESCC as well as PTC.

The following outlines three possible options for consideration by PTC and ESCC.

2.1 Primary Option - PTC Remain in Current Office

- The proposed phasing and delivery of the new scheme current envisages that PTC / ESCC remain in the current office facility both during and after the construction works have been completed.
- Further detailed discussions will need to be held with PTC / ESCC in relation to their current access rights through the Meridian Centre (which is to be demolished), along with the 3m zone around the building and dedicated car parking. Although as you can see in Figure 1.0 above, it is proposed that the existing car parking to the front of the building is still maintained.
- As part of the demolition costs, a budget allowance has been made to 'make good' the façade of the Council Offices in areas where it currently interfaces with the Meridian Centre i.e. roof which connects to the Council Building.
- In addition to the above you requested that some of the façade of the existing Council Offices are improved, and whilst we have no budget for this we are happy to discuss to better understand what might be required.
- HDD will pick up the reasonable legal costs of both PTC / ESCC to document the changes.

2.2 Alternative Option 1 - PTC / ESCC Re-locate into New Scheme

- PTC / ESCC would remain in the current office facility during the construction works.
- A new office facility could be delivered within the new scheme with space at both ground and first floor levels, although the following key points would need to be considered by PTC / ESCC;



- A Leasehold deal would be proposed on commercial terms and PTC / ESCC would need to pay rent and also contribute to a service charge regime on the new scheme.
 - A Freehold structure would be possible, although HDD would need to fully understand how PTC / ESCC would fund the construction and purchase of the new office facility, and again this would need to be on commercial terms.
-
- A full detail specification would need to be agreed with PTC / ESCC for the new office facility and the extent of which will be reflected in the rent (based upon a Leasehold deal) or the price (based upon a Freehold deal).
 - In this option the existing land would be available for redevelopment and this clearly has a value.

2.3 Alternative Option 2 - New Office Facility

- This option is based upon providing a new office facility in the current location of the existing Office Building, and as such the PTC / ESCC would need to relocate to a temporary office facility off-site during the construction of the new office building which will take approximately 12-15 months.
- As with Option 2 above, HDD could look at either a Leasehold or Freehold deal although understand that PTC's preference would be for a Freehold deal. Again HDD would need to fully understand how PTC / ESCC would fund the construction and purchase of the new office facility, along with the timings for approval etc.

3.0 Suggested Way Forward

HDD are concerned that Alternative Options 1 and 2 are complex and will require approvals as well as funding, all of which takes time. I think we all agree that redevelopment of the Meridian Centre is important and so the suggestion is that we progress the Primary Option, and we can agree Heads of Terms on the solution and get Solicitors instructed.

With regards to Alternative Option 1, if this is under consideration we would need to resolve this urgently as this needs to form part of our planning application which we hope to submit this year. Clearly there is potentially more time in relation to Alternative Option 2 should this be of interest.

Agenda Item:**Committee:** Council**Date:** 28th July 2020**Title:** Meridian Centre Redevelopment Report**Report Authors:** Town Clerk**Purpose of Report:** To provide an update and to agree direction and any actions required

Summary of recommended actions

1. To note the contents of this report.
2. To discuss and agree the Council's direction.
3. To agree actions required.

Introduction

At its meeting on the 30th June, Council appointed the Chairs of Committees, Mrs Donovan and the Clerk as the Council's team to interface with the developers on this project.

Background

We now know that the Co-Op has asked HDD Ltd to develop the Meridian Centre and that the Co-Op itself will just retain a smaller store on the new site.

The Council has appointed this team to liaise with the developers with the main aim of protecting and enhancing Community House and the facilities and services that it provides. This is an important public asset for which the Council is the caretaker.

As the Meridian Centre project progresses, the Council must ensure that there is full public consultation by the developers and of course when the planning application is formally submitted to the District Council.

Analysis

On Monday the 6th July 2020, the liaison team met with Guy Scott, Project Management Director HDD and Tony Goddard, Sen. Consulting Engineer to HDD, at Community House. This was basically a 'meet-and-greet' session and to allow the HDD representatives to look around the inside and outside of Meridian House.

It was clear that the two HDD representatives had been briefed to look at technical/engineering factors in relation to Community House remaining in situ. No real discussions took place and it seemed that the two HDD representatives had no view of the overall picture; well at least that they were willing to share.

On Friday the 10th July 2020, the liaison team had a Zoom meeting with Damian Middleton, HDD and Gavin Redrupp, BNP Real Estates. The following points were noted in discussion:-

- The project is moving at a very quick pace. Due diligence was completed prior to the COVID-19 lockdown and legal matters are being finalised with the Co-Op. The Co-Op will continue to own the site until formal planning approval is given by LDC.

- The Co-Op remains responsible for the other unit lessees on the site and whether they are offered units in the new development. This is a private matter between the parties concerned.
- HDD and the Co-Op have a lot of knowledge from the last two years in looking at this project. In fact, in March 2019, the Co-Op was consulted in pre-application matters.
- Site design elements are being put together and the impact of the project on the wider area is being assessed.
- One Condition of the sale of the site by the Co-Op is that it a new freehold store will be delivered (15,000 sq. ft.) wit Car parking, before the current store closes, to ensure continuity of trade. This will form Phase 1 of the project.
- The whole project has been proceeding along the lines that Community House will remain in situ and just be 'dressed' to blend in with the rest of the exterior of the new development. Further discussion is needed on matters such as:-
 - PTC's 3m easement around Community House for maintenance.
 - PTC parking rights.
 - Integration of the Community House boundary.
 - PTC established rights-of-way
- HDD expects to be able to share initial plans by early August 2020, with a pre-planning application made to LDC by the end of August 2020. Final planning application is expected to be made by HDD to LDC at the end 2020/early 2021.
- There will be full public consultation by HDD.
- The HDD timescales put a lot of pressure on PTC in relation to whether it seeks to retain Community House in situ, or whether a new facility is built as part of the new development. A new facility could be delivered in Phase 2 of the project but may mean temporary accommodation has to be used.
- HDD has advised that PTC's decision on whether to relocate Community House or not would have to be made during August 2020. HDD has supplied its views that will help inform this decision (see attached).
- PTC will need to seek help from legal, architectural and other experts; LDC and SSALC have been approached for advice in these matters.
- Other owners of assets on the site are affected, e.g. ESCC which owns the nursery building and the library.
- The number of proposed new homes to be delivered by the project has not yet been determined.

Additional matters

To clarify the involvement of the Neighbourhood development Plan (NDP) Steering Group (SG) in this project, the Clerk has put the following questions to the NDP SG Committee:-

To clarify my thinking on this:-

1. The master planning being conducted by AECOM is hypothetical. It has not been subjected to scrutiny by Council or the public.
2. Meantime, I expect that HDD et al will produce a planning application which will significantly differ from what AECOM eventually produces.
3. What, therefore, would be the point of continuing with detailed work by AECOM, when the real focus and consultation will be on the proposals that HDD produces?
4. Inviting HDD et al to sit at the NDP SG 'table' is wrong; it's a commercial mistake to do this. This allows HDD access to our thinking and for it to cherry-pick ideas for its planning application that it thinks might mollify us.
5. HDD's aim must be to get its planning application in before the NDP is adopted by LDC, at least in outline, thus saving 10% CIL.
6. The Council has appointed its team to liaise with HDD et al.
7. Why are there two TTC Councillors on the NDP SG Committee and no PTC Councillors? PTC has two nominated representatives for the NDP, and we should surely have one of them engaged on this Committee and reporting back to us, not getting reports from a TTC Councillor.

Implications

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

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| <u>Financial</u> | Various – particularly legal costs. |
| <u>Legal</u> | Numerous relating to Community House and surroundings. |
| <u>Environmental and sustainability</u> | Impact of the development on the wider area. |
| <u>Crime and disorder</u> | New development can mitigate this with measures. |
| <u>Climate</u> | Standards for new buildings; cycling; vehicle movements, etc. |

Appendices/Background papers

HDD document dated 21st July 2020 – 'Council Office Options'