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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 26th May 2020

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

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

Public; Five members of the public were present.

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

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

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

2. C604 Public session.

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

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

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

3. C605 To approve apologies for absence.

It was resolved to accept apologies from Cllr A Milliner.

4. C606 To receive declarations of interests.

Cllr Sharkey as a user of the CATS Club.

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

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

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

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

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

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

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

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

b. Planning & Highways Committee:-

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

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

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

c. Personnel Committee:-

i. Recruitment of a Senior Projects Officer.

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

d. Leisure, Amenities & Environment Committee:-

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

Received and Committee's resolutions and actions approved.

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

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

e. Civic & Events Committee

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

f. Business Plan & E-Comm's Committee

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

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

g. Climate Change Working Party

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

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

h. CIL Working Party

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

Noted.

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

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

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

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

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

The circulated reports were noted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Clerk related the background to this item.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[The Chairman closed the open session and all members of the public left the meeting].

CONFIDENTIAL

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

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

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

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

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

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

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

15.C617 Personnel Committee:-

a. To receive a staffing report.

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

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

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

