



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

PEACEHAVEN TOWN COUNCIL

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

23rd September 2020

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 29th September 2020 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

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

C644 Mayor's/Chairman's announcements.

C645 Public session. *There will be a 15-minute period whereby members of the public may ask questions on any relevant **Council** matter.*

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

C646 To approve apologies for absence.

C647 To receive declarations of interests.

C648 To adopt the minutes of the previous Council meeting held on the 28th July 2020

C649 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

- i. To receive the Committee's financial report.
- ii. To receive the meeting minutes of the 21st July 2020.
- iii. To note the draft meeting minutes of the 22nd September 2020.
- iv. To approve CIL formal bids to LDC.

b. Planning & Highways Committee:-

- i. To receive the meeting minutes of the 7th July 2020.
- ii. To receive the meeting minutes of the 11th August 2020.
- iii. To note the draft meeting minutes of the 8th September 2020.

c. Personnel Committee:-

- i. To note the draft public meeting minutes of the 1st September 2020.

- d. **Leisure, Amenities & Environment Committee:-**
 - i. To receive the meeting minutes of the 23rd June 2020.
 - ii. To note the draft meeting minutes of the 15th September 2020.
- e. **Civic & Community Events Committee**
 - i. To receive the meeting minutes of the 14th July 2020.
 - ii. To note the draft meeting minutes of the 18th August 2020.
- f. **Business Development & E-Comm's Committee**
 - i. To receive the meeting minutes of the 16th July 2020.
 - ii. To note the draft meeting minutes of the 22nd September 2020.
- g. **Climate Change Working Party**
 - i. To receive the meeting notes of the 22nd July 2020.
 - ii. To note the draft meeting notes of the 23rd September 2020.

C650 To receive a report from the Neighbourhood Development Plan Steering Group.

C651 To receive a report from the PTC Havens Health liaison group

C652 Motion by Cllr Sharkey to support the campaign to prevent the academisation of Peacehaven Heights

C653 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions

C654 Proposal from the Clerk that PTC becomes a 'Sunflower Friendly Council'

C655 To nominate Councillors to engage with the Rampion2 offshore wind farm project

C656 Proposal from the Clerk that PTC moves to a six-weekly meetings cycle

CONFIDENTIAL

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

C657 To receive a report from the PTC liaison team for redevelopment of the Meridian Centre/ Community House

C658 Personnel Committee:-

- a. To discuss current confidential staffing matters and to ratify the Committee's actions.
- b. To receive the confidential meeting minutes of the 28th July 2020.
- c. To note the draft confidential meeting minutes of the 1st September 2020.

C659 Date of next meeting – Tuesday 27th October 2020 at 7.30pm.



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

PEACEHAVEN TOWN COUNCIL

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

DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 28th July 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, Information Officer, Karen Bray..

Public; Five members of the public were present.

C632 Mayor's/Chairman's announcements.

Cllr Cheta welcomed everyone to the meeting and thanked the members of public for their participation and interest.

Cllr Cheta gave an update on his charity events and gave thanks to the PTC staff for their hard work in keeping public areas clean and available.

Cllr Cheta noted that the Royal British Legion will be holding a small private ceremony, on the 15th August at the War Memorial, to commemorate the 75th anniversary of VJ day.

C633 Public session.

A member of the public queried Council policy for Councillors meeting with developers in private.

The Clerk stated that the policy concerned was out-of-date and needed to be reviewed, as clearly authorised Councillors need to meet developers and sometimes in private for commercial reasons.

A member of the public sought confirmation that none of the car parks in Peacehaven are listed on the call for sites contained in the Neighbourhood Plan.

[Clerk's Note] Later in the meeting, Cllr Gallagher confirmed that no car parks were in the NDP call for sites, but that the Piddinghoe car park was included in the LDC SHLAA/SHELA for its Development Plan

A member of the public spoke about the public frustration in getting GP appointments and prescriptions, which has been made worse by the merging of the Rowe Avenue and the Meridian Centre surgeries. It was noted that it can take several days of trying before contact is made and that, whilst there are some on-line options, a significant number of people do not use the internet; the GP infrastructure in the Town is unable to cope with demand.

The Clerk stated that he will arrange a meeting with the Meridian Surgery to see how the Council can help improve matters.

C634 SCDA presentation on its latest community development project called 'Making It Happen'.

Hannah Sherman gave a very interesting and informative presentation about this community development project, which is aimed at building confidence and capability in the community to use its assets to tackle local issues and initiatives.

Minutes of the virtual Meeting of Peacehaven Town Council – 28th July 2020

C635 To approve apologies for absence.

All members were present.

C636 To receive declarations of interests.

Cllr Collier re. Item C638.g.iv, as a member of the LDC Pension Board.

Cllr White re. Item C642.b as an acquaintance of the new SPO.

C637 To adopt the minutes of the previous Council meeting held on the 30th June 2020

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

C638 To receive minutes, actions, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

i. To receive the Committee's financial reports.

It was resolved to receive the Committee's financial reports.

ii. To receive the meeting minutes of the 16th June 2020.

It was resolved to receive these minutes.

iii. To note the draft meeting minutes of the 21st July 2020.

These minutes were noted.

iv. To approve CIL Expression of Interests bids to LDC.

It was resolved to approve the CIL bids, as set out in the minutes of the Committee's meeting held on the 21st July 2020.

v. To approve CIL expenditure for sewage pumps replacement.

It was resolved that, in view of the urgent nature of these works, expenditure of up to £5.5K from the PTC CIL fund is approved, subject to a second quote for these works being obtained.

b. Planning & Highways Committee:-

i. To note the draft meeting minutes of the 7th July 2020.

These minutes were noted.

ii. To receive the meeting minutes of the 2nd June 2020.

It was resolved to receive these minutes.

c. Personnel Committee

Items for discussion in the confidential part of the meeting.

d. Leisure, Amenities & Environment Committee

The Committee had not met since the last meeting of Council.

e. Civic & Community Events Committee

i. To note the draft meeting minutes of the 14th July 2020.

These minutes were noted.

ii. To receive the meeting minutes of the 9th June 2020.

It was resolved to receive these minutes.

f. Business Development & E-Comm's Committee

i. To receive the meeting minutes of the 28th May 2020.

It was resolved to receive these minutes.

ii. To note the draft meeting minutes of the 16th July 2020.

These minutes were noted.

iii. To adopt the draft Internal Business Plan.

Cllr Milliner proposed that this matter be deferred to the next meeting of Council so that there can be input from the new Senior Project Officer; this was seconded by Cllr Griffiths.

Cllr Gallagher noted that the Plan had been in development for many months and that the Committee had agreed that it should go to Council for adoption, following which it can become a working Plan which can be updated on an ongoing basis.

It was noted that the Internal Plan would form part of the overall Business Plan for the Town, which will be developed with full public involvement.

It was noted that there was additional input to the plan to come from some Committees.

Cllr Seabrook noted that the Plan needed more work to show clear Committee responsibilities and that targets quoted needed to be achievable.

Cllr Collier stated that the Council needs a Plan in place now and proposed that Cllr Milliner's proposal was amended to adopting the Plan and also reviewing it again at the next meeting of Council, to allow additional input. Cllr Milliner's proposal was resolved, as amended by Cllr Collier.

g. Climate Change Working Party

i. To receive a report of the meeting held on the 22nd July 2020.

Cllr Seabrook gave an update from this meeting .

ii. To receive the meeting minutes of the 10th June 2020.

These minutes were received.

iii. To introduce a single use plastic policy.

It was resolved to adopt this Policy as drafted and circulated with the meeting papers.

iv. Letter to ESCC Pension Fund re. investments in fossil fuel companies.

Cllr Seabrook reported that LGPS investments in fossil fuel companies amounts to around £172M and proposed that, in due course, this should migrate to renewal energy companies.

It was noted that LDC had already made a representation on this matter to LGPS.

It was resolved to send the letter as drafted and circulated with the meeting papers.

v. Setting up a joint Working Party with Telscombe Town Council.

Cllr Seabrook noted that this WP had been formed and will meet on the 5th August 2020 to discuss joint matters.

C639 Presentation and report from the Neighbourhood Development Plan Steering Group.

Cllr Gallagher referred to the circulated meeting papers and reported on questions raised by the Clerk, questions about the NDP call for sites, sites options and sites assessment.

Cllr Gallagher introduced Nancy Astley who gave a very interesting and informative presentation on the NDP project.

The presentation included the project's development and achievements to-date, sites identified and assessed, housing numbers, NDP design and other policies, master planning for the Town centre, infrastructure, other authorities responsibilities, support and grants received and the timetable to the Referendum for the Plan.

Cllr Gallagher reported on the history and structure of the NDP SG Committee, noting that a review of its membership and terms-of-reference will be undertaken very soon.

C640 To receive a report on the redevelopment of the Meridian Centre/ Community House.

The reports circulated with the meeting papers and the Clerk's email of the 28th July 2020 were noted and discussed in detail.

The options discussed were as follows:-

1. PTC remains in current building.
2. PTC relocates into new building (freehold)
3. PTC relocates into new building (leasehold)
4. PTC Community House is rebuilt on the current site (freehold or leasehold)

It was noted that the focus of the PTC developer's liaison team was on protecting and enhancing Community House as a valuable community asset.

It was agreed that the pressure from the developer for PTC to make a decision should not be a driving factor, particularly in the absence of a lack of details, plans and professional advice. It was noted that this would result in Options 2 & 3 above no longer being relevant. It was also noted that Option 4 could take place at any time in the future.

Other factors discussed included the impact on the climate of building a new Community House; the carbon generated would take many years to be 'recovered' by the efficiencies gained from a new building.

The consensus of the discussion was that the only real choice was Option 1, the other Options would incur a burden on Council taxpayers from additional rent and service charges (if leasehold) or from raising funds, loans, etc.(if freehold)

Taking everything into account, the following was resolved:-

1. The existing Community House building remains.
2. The existing Community House is developed and improved in due course, which will include uprated services to reduce its carbon footprint to zero by 2030, and possibly a new first floor to provide modern office facilities.
3. Adequate parking and access for CH must be retained and negotiated with HDD.
4. The current value of the land on which CH sits to be obtained.
5. Contact to be made with ESCC regarding its position on Greenwich House and its possible purchase by PTC.
6. PTC Officers to meet with LDC Regeneration Team for briefing and information to help support ongoing negotiations with HDD.

C641 To discuss and review COVID-19 measures and agree actions:-

a. Review of current situation and emerging advice.

The Clerk reported there had been no major issues from the reopening of the public toilets and the children's play areas. It was noted that buildings had been maintained, repaired, decorated and deep cleaned ready for use.

b. To consider reopening The Hub to regular hirers.

It was resolved that a phased return of regular hirers of The Hub could go ahead.

[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:-

C642 Personnel Committee:-

- a. To receive a report from the meeting held on the 23rd July 2020 and to receive a staffing report.**

The Clerk reported on current staff deployment and support.

Cllr Seabrook reported on progress in a current and ongoing matter with a member of staff.

[The Clerk and Officers left the meeting].

Cllr Seabrook reported on the Clerk's appraisal. It was proposed by Cllr David Seabrook and Seconded by Cllr Lynda Duhigg that the Town Clerks appointment is to be confirmed and a one-point SCP increase awarded bring it to SCP 44. This has already been budgeted for. All were in favour.

[The Clerk returned to the meeting].

- b. To ratify the Contract of Employment for the new Senior Projects Officer.**

It was resolved to adopt this Contract, as drafted.

C643 Date of next meeting – Tuesday 29th September 2020 at 7.30pm.

There being no further business, the meeting closed at 22:00.

MG 002615 F1VI571A 709F30D4H00044 38500 9710857506 B

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 28 August 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£662,262.07
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 31/08/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/08/2020		50,000.00
Current Account	31/08/2020		662,262.07
			<u>712,262.07</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/11/2019 204650 KATIE DEELEY	50.00
17/01/2020 120098 SHANNON FRANKLIN	50.00
28/02/2020 120062 SEAHAVEN FIBROMYALGIA	145.54
03/03/2020 120126 Corona Energy	732.85
05/03/2020 120128 INGEUS	3,246.75
02/06/2020 204697 DAVID SIMPSON	40.35
24/06/2020 120128 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	3,246.65
29/07/2020 120303 ssalc Limited	36.00
12/08/2020 120321 INGEUS	3,246.65
12/08/2020 120322 BIONEMA LTD	337.50
12/08/2020 120324 ssalc Limited	144.00
12/08/2020 120321 INGEUS	-3,246.65
19/08/2020 120327 Wightman & Parrish Ltd	379.87
19/08/2020 120328 FEATURE ARCHITECTURAL FABRICAT	1,695.07
19/08/2020 120329 Conect Total Communications	468.42
19/08/2020 120330 Trade UK	11.17
19/08/2020 120331 Sats4u	1,598.00
19/08/2020 120332 MICHAEL RIPLEY	16.95
27/08/2020 120333 ROYAL BRITISH LEGION POPPY APP	18.50
27/08/2020 120334 HMRC	6,258.56
27/08/2020 120335 EAST SUSSEX PENSION FUND	6,822.16
27/08/2020 120337 Corona Energy	81.38
27/08/2020 120338 COLLIER TURF CARE LTD	1,680.00
27/08/2020 120339 PKF Littlejohn LLP	1,920.00
27/08/2020 120340 Wightman & Parrish Ltd	49.38
27/08/2020 120221 CATERCRAFT SUPPLIES LTD	1,422.60
27/08/2020 120222 Mailserve LTD	279.60
27/08/2020 120223 C.E.F	8.69
27/08/2020 120224 Codec Facilities Ltd	644.97
	<u>24,891.66</u>
	687,370.41

Receipts not Banked/Cleared (Plus)

22/05/2020 204683	-100.00
27/08/2020	-100.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	-200.00
	<u>687,170.41</u>
Balance per Cash Book is :-	687,170.41
Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/07/2020		50,000.00
Current Account	31/07/2020		372,843.38
			<hr/> 422,843.38

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/11/2019 204650 KATIE DEELEY	50.00
17/01/2020 120098 SHANNON FRANKLIN	50.00
28/02/2020 120062 SEAHAVEN FIBROMYALGIA	145.54
03/03/2020 120126 Corona Energy	732.85
05/03/2020 120128 INGEUS	3,246.75
13/05/2020 120217 Tony Allen	32.80
02/06/2020 204697 DAVID SIMPSON	40.35
24/06/2020 120128 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	3,246.65
09/07/2020 120292 HAVENS COMMUNITY CARS	500.00
14/07/2020 120295 MUNTHAHA MURSHED	50.00
14/07/2020 120298 C.B.Winters & Sons Ltd	48.60
29/07/2020 120299 TRAVIS PERKINS Trading Company	44.60
29/07/2020 120300 ScottishPower Group	100.97
29/07/2020 120301 Tony Allen	129.60
29/07/2020 120302 Spaldings Limited	65.10
29/07/2020 120303 ssalc Limited	36.00
29/07/2020 120304 Wightman & Parrish Ltd	278.01
29/07/2020 120305 Business Sream	656.37
29/07/2020 120306 Rialtas Business Solutions Ltd	70.80
29/07/2020 120307 Conect Total Communications	468.14
29/07/2020 120308 Trade UK	17.15
29/07/2020 120309 Corona Energy	78.75
29/07/2020 120310 Tansleys Printers Limited	106.80
29/07/2020 120311 HELP FOR HEROES	205.65
29/07/2020 120312 EAST SUSSEX PENSION FIND	6,577.96
29/07/2020 120313 HMRC	5,817.62
	<hr/> 19,550.41
	403,292.97

Receipts not Banked/Cleared (Plus)

22/05/2020 204683	-100.00
	<hr/> -100.00
	403,192.97
Balance per Cash Book is :-	403,192.97
Difference is :-	0.00

MG 002615 F1VI571A 709F30D4H00044 38500 9710857506 B

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 28 August 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£662,262.07
.....	
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 31/08/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/08/2020		50,000.00
Current Account	31/08/2020		662,262.07
			<u>712,262.07</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/11/2019 204650 KATIE DEELEY	50.00
17/01/2020 120098 SHANNON FRANKLIN	50.00
28/02/2020 120062 SEAHAVEN FIBROMYALGIA	145.54
03/03/2020 120126 Corona Energy	732.85
05/03/2020 120128 INGEUS	3,246.75
02/06/2020 204697 DAVID SIMPSON	40.35
24/06/2020 120128 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	3,246.65
29/07/2020 120303 ssalc Limited	36.00
12/08/2020 120321 INGEUS	3,246.65
12/08/2020 120322 BIONEMA LTD	337.50
12/08/2020 120324 ssalc Limited	144.00
12/08/2020 120321 INGEUS	-3,246.65
19/08/2020 120327 Wightman & Parrish Ltd	379.87
19/08/2020 120328 FEATURE ARCHITECTURAL FABRICAT	1,695.07
19/08/2020 120329 Conect Total Communications	468.42
19/08/2020 120330 Trade UK	11.17
19/08/2020 120331 Sats4u	1,598.00
19/08/2020 120332 MICHAEL RIPLEY	16.95
27/08/2020 120333 ROYAL BRITISH LEGION POPPY APP	18.50
27/08/2020 120334 HMRC	6,258.56
27/08/2020 120335 EAST SUSSEX PENSION FUND	6,822.16
27/08/2020 120337 Corona Energy	81.38
27/08/2020 120338 COLLIER TURF CARE LTD	1,680.00
27/08/2020 120339 PKF Littlejohn LLP	1,920.00
27/08/2020 120340 Wightman & Parrish Ltd	49.38
27/08/2020 120221 CATERCRAFT SUPPLIES LTD	1,422.60
27/08/2020 120222 Mailserve LTD	279.60
27/08/2020 120223 C.E.F	8.69
27/08/2020 120224 Codec Facilities Ltd	644.97
	<u>24,891.66</u>
	687,370.41

Receipts not Banked/Cleared (Plus)

22/05/2020 204683	-100.00
27/08/2020	-100.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	-200.00
	<u>687,170.41</u>
Balance per Cash Book is :-	687,170.41
Difference is :-	0.00

MG 001843 F1VI587A 709F306HH00071 38500 9710821213 B



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 07 August 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£372,764.32
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 31/08/2020
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/08/2020		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

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 09/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	19,999	
105	VAT Control A/c	4,386	
118	Deposit Aqua	50	
201	Current Bank A/c	683,961	
202	Reserve Account	180,112	
210	Petty Cash	520	
	Total Current Assets		889,028
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,897	
566	Deposits Received	1,122	
	Total Current Liabilities		3,018
	Net Current Assets		886,010
	Total Assets less Current Liabilities		886,010
	<u>Represented by :-</u>		
301	Current Year Fund	475,248	
310	General Reserves	96,357	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	154,679	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		886,010

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	47,435	0	(47,435)			0.0%	
1013 Income from Photocopying	4	500	496			0.7%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1094 Other Customer & Client Receipt	103	1,000	897			10.3%	
1100 Interest Received	97	600	503			16.1%	
1301 Filming	1,050	0	(1,050)			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	708,318	662,460	(45,858)			106.9%	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	124,577	390,000	265,423		265,423	31.9%	
4002 Employer N.I Contributions	10,631	33,685	23,054		23,054	31.6%	
4003 Employer Pension Contributions	26,086	62,514	36,428		36,428	41.7%	
4004 Overtime	40	5,000	4,960		4,960	0.8%	
4011 Training	280	5,000	4,720		4,720	5.6%	
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	1,805	4,000	2,195		2,195	45.1%	
4314 Audit Fees	1,780	3,000	1,220		1,220	59.3%	
4315 Insurance	8,804	10,000	1,196		1,196	88.0%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	59	400	341		341	14.8%	
4323 PDQ Charges	203	800	597		597	25.4%	
4325 Postage	553	2,000	1,447		1,447	27.6%	
4326 Telephones	2,305	6,000	3,695		3,695	38.4%	
4327 Computers	3,971	9,500	5,529		5,529	41.8%	
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	4,034	4,500	466		466	89.7%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	3,800	0	(3,800)		(3,800)	0.0%	
General Administration :- Indirect Expenditure	196,413	576,999	380,586	0	380,586	34.0%	0
Net Income over Expenditure	494,405	60,361	(434,044)				
<u>110 Civic Events</u>							
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	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	19	3,750	3,732	0	3,732	0.5%	0
Net Expenditure	(19)	(6,150)	(6,132)				
<u>120 Marketing</u>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	624	6,500	5,876			9.6%	
Marketing :- Income	684	7,000	6,316			9.8%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	123	1,000	877		877	12.3%	
Marketing :- Indirect Expenditure	123	3,000	2,877	0	2,877	4.1%	0
Net Income over Expenditure	561	2,800	2,239				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	1,537	5,000	3,463		3,463	30.7%	
Neighbourhood Plan :- Indirect Expenditure	1,537	5,000	3,463	0	3,463	30.7%	0
Net Expenditure	(1,537)	(5,000)	(3,463)				

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	1,300	1,300		1,300	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	2,500	2,500	0	2,500	0.0%	0
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	450	1,092	642		642	41.2%	
4171 Grounds Maintenance Costs	14	500	486		486	2.9%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,143	10,761	1,618	0	1,618	85.0%	0
Net Expenditure	(9,143)	(13,261)	(4,118)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	3,647	4,400	753		753	82.9%	
4203 Fuel	636	5,600	4,964		4,964	11.4%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	4,548	11,300	6,752	0	6,752	40.2%	0
Net Expenditure	(4,548)	(11,300)	(6,752)				
310 Sports Park							
1025 Rent & Service Charge	8,090	15,000	6,911			53.9%	
1039 S/P Cats	(1,000)	3,600	4,600			(27.8%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(143)	2,500	2,643			(5.7%)	
1061 S/P Court Hire	(103)	5,300	5,403			(2.0%)	
Sports Park :- Income	11,093	30,700	19,607			36.1%	0
4101 Repair/Alteration of Premises	114	0	(114)		(114)	0.0%	
4111 Electricity	1,102	6,000	4,898		4,898	18.4%	
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	1,218	7,300	6,082		6,082	16.7%	
4164 Trade Refuse	1,084	4,500	3,416		3,416	24.1%	
4171 Grounds Maintenance Costs	4,535	7,800	3,265		3,265	58.1%	
Sports Park :- Indirect Expenditure	9,560	29,100	19,540	0	19,540	32.9%	0
Net Income over Expenditure	1,533	1,600	67				

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	3,807	0	(3,807)		(3,807)	0.0%	10,000
4111 Electricity	96	0	(96)		(96)	0.0%	
4121 Rents	6,400	12,000	5,600		5,600	53.3%	
4131 Rates	501	2,500	1,999		1,999	20.0%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	350	1,000	650		650	35.0%	
4173 Fertilisers & Grass Seed	1,400	4,750	3,350		3,350	29.5%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	12,554	25,250	12,696	0	12,696	49.7%	10,000
Net Expenditure	(12,554)	(25,250)	(12,696)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(2,554)						
316 Gateway Cafe							
1025 Rent & Service Charge	1,529	8,480	6,951			18.0%	
Gateway Cafe :- Income	1,529	8,480	6,951			18.0%	0
4101 Repair/Alteration of Premises	90	0	(90)		(90)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	90	900	810	0	810	10.0%	0
Net Income over Expenditure	1,439	7,580	6,141				
320 Play Areas							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	47	0	(47)	0	(47)		0
Net Expenditure	(47)	0	47				
330 Amenity Area							
1044 Hire of the Dell	1,140	5,000	3,860			22.8%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	1,160	6,950	5,790			16.7%	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

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

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	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	1,356	10,000	8,644		8,644	13.6%	
4301 Purchase of Furniture/Equipmen	(193)	3,000	3,193		3,193	(6.4%)	
Amenity Area :- Indirect Expenditure	1,257	21,960	20,703	0	20,703	5.7%	0
Net Income over Expenditure	(135)	(30,510)	(30,375)				
355 The Hub							
1084 Sports Pavilion	1,509	16,000	14,491			9.4%	
The Hub :- Income	1,509	16,000	14,491			9.4%	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	479	1,500	1,021		1,021	31.9%	
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	862	9,500	8,638	0	8,638	9.1%	0
Net Income over Expenditure	647	6,000	5,353				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	2,708	6,000	3,292			45.1%	
1072 C/H Copper Room	5,865	12,650	6,785			46.4%	
1075 C/H Charles Neville	277	10,200	9,923			2.7%	
1076 C/H Main Hall	(150)	25,600	25,750			(0.6%)	
1077 C/H Anzac Room	(81)	12,700	12,781			(0.6%)	
1078 C/H Main Kitchen	625	1,250	625			50.0%	
1079 C/H Anzac Kitchen	1	700	699			0.1%	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	280	1,300	1,020			21.5%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	157	1,000	843			15.7%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
Community House :- Income	11,487	84,050	72,563			13.7%	0

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	409	2,000	1,591	0	1,591	20.4%	0
4101 Repair/Alteration of Premises	542	10,000	9,458		9,458	5.4%	
4111 Electricity	(52)	8,000	8,052		8,052	(0.7%)	
4112 Gas	897	4,000	3,103		3,103	22.4%	
4122 Service Charge	448	15,500	15,052		15,052	2.9%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	656	16,000	15,344		15,344	4.1%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	232	1,500	1,268		1,268	15.5%	
4162 Cleaning Materials	1,019	2,500	1,481		1,481	40.8%	
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	6,318	78,920	72,602	0	72,602	8.0%	0
Net Income over Expenditure	4,760	3,130	(1,630)				
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%	

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	735,781	820,640	84,859			89.7%	
Expenditure	260,418	830,500	570,082	0	570,082	31.4%	
Net Income over Expenditure	<u>475,363</u>	<u>(9,860)</u>	<u>(485,223)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>485,363</u>						

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

PEACEHAVEN TOWN COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26th May 2020

and recorded as minute reference:

C608.a.iv

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

peacehaventowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

PEACEHAVEN TOWN COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	442,150	289,780	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	428,340	536,289	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	264,713	373,241	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	406,633	460,021	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	438,790	325,704	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	289,780	413,585	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	242,934	404,923	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,247,765	3,252,557	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
Date 21/05/2020

I confirm that these Accounting Statements were approved by this authority on this date:

26/05/2020

as recorded in minute reference:

C608.a.v

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Wightman & Parrish Ltd	204724	493.49		FIRE RETARDANT PEDAL BINS
01/07/2020	ANDY BEAMS	204725	320.00		ADHOC FINANCE SUPPORT MAY/JUNE
01/07/2020	Spaldings Limited	204726	31.32		CLEAR SAFETY GOGGLES
01/07/2020	Sats4u	204727	502.00		CCTV RESTORATION
01/07/2020	DIA SYSTEMS LIMITED	204728	325.73		PERSPEX SCREENS
01/07/2020	CASTLE WATER	204729	335.58		WATER SERVICES 01 APR - 31 MAY
01/07/2020	Society Of Local Council Clerk	204730	308.00		TONY ALLEN MEMBERSHIP
01/07/2020	M.D.J Light Brothers Ltd	204731	288.00		SKIP HIRE
01/07/2020	SECRETARY OUTSOURCE	204732	112.50		MINUTES FOR NP GROUP 11/06
01/07/2020	EAST SUSSEX PENSION FUND	204733	6,577.96		JUNE SALARIES
01/07/2020	HMRC	204734	5,818.02		JUNE SALARIES
06/07/2020	Barclays	DD1	3.00		BACS FILE CHARGES
07/07/2020	02	DD	84.06		JUNE MOBILE BILL
09/07/2020	C.E.F	204735	234.63		FLOOR SIGNS / ARROWS
09/07/2020	Zurich Municipal	204736	9,860.41		INSURANCE - JUNE 20 - JUNE 21
09/07/2020	Cinemobile	204737	408.75		CATS SCREENING 19/02/20
09/07/2020	Rigby Taylor	204738	414.90		PARTS FOR BOWLING GREEN
09/07/2020	Brewers and Sons Ltd	204739	101.69		PAINT
09/07/2020	Ernest Doe & Sons Ltd	204740	3,495.37		MOWER REPAIRS
09/07/2020	CTLA	120281	6,000.00		CTLA - GRANT
09/07/2020	CITIZENS ADVICE	120282	11,500.00		CITIZENS ADVICE -GRANT
09/07/2020	AIR AMBULANCE	120283	750.00		AIR AMBULANCE GRANT
09/07/2020	P/H & DISTRICT RESIDENTS	120284	100.00		P/H RESIDENTS - GRANT
09/07/2020	HAVENS COMMUNITY CLUB	120285	500.00		HAVENS COMM CLUB - GRANT
09/07/2020	EAST SUSSEX HEARING	120286	250.00		EAST SUSSEX HEARING RESOURCE
09/07/2020	KEMPTON HOUSE DAY CENTRE	120287	750.00		KEMPTON HOUSE - GRANT
09/07/2020	PEACEHAVEN RANGERS	120288	300.00		PEACEHAVEN RANGERS - GRANT
09/07/2020	FRIENDS OF DOWNLANDS	120289	750.00		FRIENDS OF DOWNLANDS - GRANTS
09/07/2020	NEWHAVEN CRICKET CLUB	120290	150.00		NEWHAVEN CRICKET CLUB - GRANT
09/07/2020	SUSSEX COMMUNITY ASSOC	120291	750.00		SCDA - GRANT
09/07/2020	HAVENS COMMUNITY CARS	120292	500.00		HAVENS COMMUNITY CARS - GRANT
09/07/2020	Trade UK	120293	46.03		CABLETIES / NAILS FOR SIGNS
09/07/2020	MICHAEL RIPLEY	120294	31.99		MICHAEL RIPLEY
10/07/2020	Barclays	DD2	42.00		42.00
13/07/2020	The Fuelcard People	DD3	2.40		FUELCARD
14/07/2020	MUNTHAHA MURSHED	120295	50.00		DEPOSIT REFUND
14/07/2020	Ricoh Capital Ltd	120296	1,238.93		PHOTOCOPIER RENTAL
14/07/2020	Caroline Reid	120297	609.00		JULY CLEANING
14/07/2020	C.B.Winters & Sons Ltd	120298	48.60		TURF FOR S/P
22/07/2020	EDF	DD	93.54		JUNE ELECTRICITY
24/07/2020	JULY SALARIES	JULY PAY	19,694.80		JULY SALARIES
29/07/2020	TRAVIS PERKINS Trading	120299	44.60		TIMBER / FENCE POST
29/07/2020	ScottishPower Group	120300	100.97		ELECTRICITY - APR - JULY 2020
29/07/2020	Tony Allen	120301	129.60		RISK ASSESSMENT TRAINING
29/07/2020	Spaldings Limited	120302	65.10		KUBOTA PRODUCTS - MOWER REPAIR
29/07/2020	ssalc Limited	120303	36.00		FINANCE WEBINAR 21/07/20
29/07/2020	Wightman & Parrish Ltd	120304	278.01		TO CLEAR ACCOUNT

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/07/2020	Business Sream	120305	656.37		WASTE SERVICES DEC 19 - JUN 19
29/07/2020	Rialtas Business Solutions Ltd	120306	70.80		MAKING TAX DIGITAL
29/07/2020	Conect Total Communications	120307	468.14		TELEPHONE CHARGES - JULY
29/07/2020	Trade UK	120308	17.15		POLYSTYRENE SHEET
29/07/2020	Corona Energy	120309	78.75		GAS JUNE-JULY
29/07/2020	Tansleys Printers Limited	120310	106.80		CAR BOOT BANNER
29/07/2020	HELP FOR HEROES	120311	205.65		YOUTH MAYOR PROCEEDS
29/07/2020	EAST SUSSEX PENSION FIND	120312	6,577.96		JULY SALARIES
29/07/2020	HMRC	120313	5,817.62		JULY SALARIES
03/08/2020	Investec Asset Finance	DD	144.00		LEASE RENTAL - AUG -OCT 2020
03/08/2020	Barclays	DD1	3.00		BACS FILE CHARGES
04/08/2020	SECRETARY OUTSOURCE	120315	143.75		SECRETARY OUTSOURCE
04/08/2020	L&N CONSULTANCY LIMITED	120316	2,178.00		NDP WORK - JULY 2020
04/08/2020	AMP Services	120317	346.05		SCARIFIER BLADE
04/08/2020	Caroline Reid	120318	609.00		S/P CLEANING
04/08/2020	Tansleys Printers Limited	120319	40.80		CAR BOOT POSTERS
04/08/2020	CVS TYRES LTD	120320	122.28		DELI S366 TURF TYRES
05/08/2020	02	DD2	52.21		JULY MOBILE CHARGES
10/08/2020	The Fuelcard People	DD	133.06		FUEL - GY06PPX & HK66WMJ
10/08/2020	Barclays	DD	42.00		july pdq chgs
12/08/2020	INGEUS	120321	3,246.65		REPLACEMENT CHQ
12/08/2020	BIONEMA LTD	120322	337.50		PRODUCT FOR BOWLS GREEN
12/08/2020	PROLUDIC LTD	120323	406.85		FIXTURES FOR DELL PLAYGROUND
12/08/2020	ssalc Limited	120324	144.00		EFFECTIVE COMMUNICATIONS WEBIN
12/08/2020	Lewes District Council	120325	110.00		COLLECTION OF FLY TIPPING
12/08/2020	INGEUS	120321	-3,246.65		ORIG CHQ CASHED!
12/08/2020	R Poplett holdings	120326	4,404.00		UNIT 14 & YARD W/C 23/07/20
19/08/2020	Wightman & Parrish Ltd	120327	379.87		CLEANING MATERIALS
19/08/2020	FEATURE ARCHITECTURAL	120328	1,695.07		FIX GATEWAT CAFE DOORS
19/08/2020	Conect Total Communications	120329	468.42		AUG TEL CHARGES
19/08/2020	Trade UK	120330	11.17		SEALANT / UNIBOND
19/08/2020	Sats4u	120331	1,598.00		CCTV DEPOSIT
19/08/2020	MICHAEL RIPLEY	120332	16.95		CLEANING MATERIALS
27/08/2020	ROYAL BRITISH LEGION POPPY	120333	18.50		WREATH
27/08/2020	HMRC	120334	6,258.56		AUGUST SALARIES
27/08/2020	EAST SUSSEX PENSION FUND	120335	6,822.16		EAST SUSSEX PENSION FUND
27/08/2020	Corona Energy	120337	81.38		GAS SUPPLY - JULY-AUG
27/08/2020	COLLIER TURF CARE LTD	120338	1,680.00		FERTILISER
27/08/2020	PKF Littlejohn LLP	120339	1,920.00		AUDIT FEES YEAR END 31/03/20
27/08/2020	Wightman & Parrish Ltd	120340	49.38		FOAM HAND SANITISER
27/08/2020	CATERCRAFT SUPPLIES LTD	120221	1,422.60		REPLACE SINK UNIT
27/08/2020	Mailserve LTD	120222	279.60		ROYAL MAIL TARIFF UPDATE
27/08/2020	C.E.F	120223	8.69		GRID SWITCH/INSULATED TAPE
27/08/2020	Codec Facilities Ltd	120224	644.97		MEMORIAL BENCH
Total Payments			121,098.04		

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's 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: -

1. Finance Officer's report

Received.

2. Bank account summary

Received.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. 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.

5. Balance Sheet

Received.

6. CIL report

Received.

7. List of payments (for approval)

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

8. 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.

Cllr Duhigg praised the Finance Officer for her hard work in keeping the finance matters on-track.

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.

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

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.

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 22nd September 2020 at 7.30pm

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

PF515 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF516 PUBLIC QUESTIONS

No members of the public were present.

PF517 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members were present.

PF518 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Duhigg as a LDC CIL Board member.

PF519 TO ADOPT THE MINUTES OF 21st JULY 2020

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

PF520 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received.

2. Bank account summary

Received.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Chairman led a detailed review of all budget headings, including income and expenditure performance at Month 5 of the financial year.

Loss of income to-date was discussed in detail and the Sales Ledger outstanding receipts were noted. The Finance Officer stated that the second precept payment had been received from LDC and that the budgetary position was on-track with the expected position at this point in the financial year.

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 and marketing.

The Chairman stated that a reprofiling of the budget at Month 5 showed an estimated income/expenditure income loss gap of £42K due to reduced hiring of the Council's facilities.

The Chairman reported that indirect expenditure had reduced, sales ledger had improved to nearly pre-Covid levels and that the overall budgetary position showed a slight improvement.

It was noted that windfall (one-off) income payments should be allocated to a budget heading, to revert to general reserves at the end of the financial year.

5. Balance Sheet

Received.

6. CIL report

Received.

7. List of payments (for approval)

It was resolved to approve the July & August 2020 payments amounting to £121,098.04 as scheduled in the meeting papers.

PF521 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

The Clerk's report was noted.

PF522 TO NOTE THE 20019/20 EXTERNAL AUDIT REPORT

It was noted that the External Auditor had found no issues with the Council's accounts.

PF523 TO NOTE AND DISCUSS AN HISTORICAL ANOMALY IN THE CIL ACCOUNTING

The Finance Officer's report was noted and discussed.

It was resolved that the CIL budget account should be credited from the general reserves account to re-address the CIL anomaly identified.

PF524 TO NOTE THE FINANCIAL EFFECT OF THE IMPLEMENTATION OF THE ANNUAL PAY SCALE INCREASES AND APPROVED INCREMENTS

The Finance Officer's report was noted and discussed.

It was noted that provision for these increases had been factored into the current budget.

The Clerk reported that the new pay scales and previously agreed increments will be implemented in the October 2020 salaries, backdated to April 2020.

PF525 TO NOTE THE USE OF THE RBS BUDGETING FACILITY FOR DEVELOPING THE 2021/22 BUDGET

It was agreed that this facility and reporting format would be a very useful tool in creating the 2021/22 draft budget.

The Clerk noted that all Committees, Councillors and Officers are now being asked to estimate their 2020/21 outturn and 2021/22 budgetary requirements.

The Chairman will work with the Finance Officer to produce a Q2 outturn report for the Committee's next meeting.

PF526 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

Cllr Gallagher's report was received and actions noted.

PF527 PTC WEB SITE ACCESSIBILITY - TO AUTHORISE THE PURCHASE OF THE BROWSEALLOUD PLUG-IN

The Marketing Assistant's report was noted and discussed.

Cllr Seabrook and the Clerk related the background to this item.

It was noted that the BrowseAloud 'plug-in' was a cost-effective complete solution to allow the Council to fully comply with the imminent introduction of Government legislation regarding web sites accessibility.

It was resolved to purchase a one-year licence at a cost of £900.00.

PF528 ANNUAL REVIEW OF ASSET REGISTER

The Clerk noted that this review was underway and that all Committees, Councillors and Officers will be asked to inspect the Register for accuracy.

PF529 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE

The Clerk's draft updated T-O-R's were discussed with some changes made. It was resolved to adopt the updated T-O-R's for the Committee, as amended; [these are appended to these minutes].

PF530 TO DISCUSS THE LDC REQUEST FOR PAYMENT OF PRVIOUS ELECTIONS FEES

In view of the late presentation of these invoices by LDC, the high amounts involved and the need for further detailed information, it was resolved to make a complaint to LDC and challenge the request for the immediate payment of these invoices.

PF531 TO CONSIDER ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

The Clerk's report was noted and discussed.

The Clerk related the background to this item and the need for additional equipment to meet the staff's needs for working from home and to meet the Council's obligations in this respect.

It was resolved that the laptop for the Senior Projects Officer should be acquired straight away at a cost in the region of £600.00.

Clerk to provide a fully costed schedule of remaining requirements for the Committee's next meeting.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 22nd September 2020

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.

PF532 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

The Chairman noted a slightly improving situation.

PF533 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES

The Finance Officer's report was noted and discussed.

It was noted that the metering of electricity in some of the Council's premises needs to be fully investigated so that correct charges can be accurately passed on to the hirers concerned.

Finance Officer and Parks Officer to investigate and report to the next meeting of the Committee.

PF534 TO APPROVE HALF-YEARLY WRITE-OFFS

The Finance Officer's report was noted and discussed.

It was noted that this was not debt and the proposed adjustment for void invoices on the ledger would credit the Council's finances.

It was resolved to make this adjustment in the amount of £724.14.

PF535 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS

The Finance Officer's report was noted and discussed.

The Chairman noted that the overall amounts in question remained at around the same level as the previous month

PF536 DATE OF NEXT MEETING

Wednesday 21st October 2020 at 7.30pm.

There being no further business, the meeting closed at 21:27.

APPENDIX

**POLICY AND FINANCE COMMITTEE
TERMS OF REFERENCE**

Meets a minimum of 5 times a year.

The Officers responsible for reporting to this committee are the Clerk and Finance Officer.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities.

Terms of Reference

1. Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
2. Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
3. Be responsible for matters not specifically delegated to any other standing committee
4. Be responsible for ensuring risk assessments are undertaken as appropriate
5. Be responsible for ensuring the council has adequate insurance
6. Be responsible for the Council's Asset register.
7. Be responsible for the Council's insurance requirements.
8. Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
9. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December
10. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
11. Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
12. Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole
13. To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
14. To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
15. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery

PEACEHAVEN TOWN COUNCIL

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

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

Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 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.

Minutes of the meeting of the Planning & Highways Committee - Tuesday 7th July 2020

- 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:-

PH818 LW/20/0352 86 Pelham Rise Peacehaven Case Worker Julie Cattell	Design of the whole site in all is very well thought off, the landscaping and shrubbery between existing properties, the development is not unattractive <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-
--	---

	<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 Plan4 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
--	---

Minutes of the meeting of the Planning & Highways Committee - Tuesday 7th July 2020

	<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>

Minutes of the meeting of the Planning & Highways Committee - Tuesday 7th July 2020

	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:-

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	

Minutes of the meeting of the Planning & Highways Committee - Tuesday 7th July 2020

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:-

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

Minutes of the meeting of the Planning & Highways Committee - Tuesday 7th July 2020

PH836 LW/20/0158 217 South Coast Road Peacehaven	Replacement signage and shop front repainting Lewes DC Grants permission Peacehaven's Planning & Highways Committee Support- ed this application
--	--

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

PEACEHAVEN TOWN COUNCIL

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

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

Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 11th August 2020

Present – Cllr I Sharkey (Chair) Cllr Cheta, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Cllr A Milliner, Victoria Onis (Admin & Meeting Officer)

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

Seven members of the public were also present and Simon Hall from Cola's LTD.

1 PH839 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting.

2 PH840 PUBLIC QUESTIONS

A member of the public asked for updates on Re-registering of car parks as Assets of Community value (ACV)
The Chair updated that the Town Clerk is dealing with this and is ongoing and will give an update when available.

Members of the public informed Councillors of their Objections to application LW/20/0390. All comments were noted and will be sent to the Case worker at Lewes District Council. The Admin Officer also informed the Members of Public on the importance of also submitting concerns directly online to LDC.

3 PH841 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were accepted from Cllr Hill

4 PH842 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Mills – has acquaintances living in the area of the Planning Application LW/20/0390

5 PH843 TO ADOPT THE MINUTES FROM THE 7th July 2020

It was resolved to adopt the minutes as a true record

Proposed Cllr Seabrook

Seconded Cllr Paul

All in agreement

6 PH844 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher provided an update and informed the Committee that there is a Steering Group meeting on 13th August at 7pm and is important it goes ahead, as there is much to report.

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

Cllr Gallagher reminded the Committee on the importance of putting a Neighbourhood plan in place, protecting Public land is emphasised as the public are excluded from 92% of Public Land. The Government have now put a White paper out for consultation, it is proposed to changing planning law and there will be less chance to influence local developments.

Currently 97% of Planning Applications are approved 1st time. £1M homes with approval still have not been built and this will all be on green fields, so therefore it is so important that we protect our green space.

If the Governments plan goes ahead, Land will be put into 3 categories, Growth, Renewal and Protect and depending where the land is, if you're in the growth area, very little planning permissions will be needed and Peacehaven is a pure growth area.

Protecting Peacehaven's public Green Space is a priority for the NDP. Everyone needs to get behind the Neighbourhood plan, to get it through and supported as soon as possible, so we have these protections in place.

7 PH845 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

This report was noted by the Committee

8 PH846 TO DISCUSS AND DECIDE ON AN ACTION FOR THE SUBWAY PLANTER

ESCC has missed the point with our request. We need to pursue again as PTC need the pavement parking to stop, bollards are needed.

Parking on the pavement is damaging the services underneath and the pavement is not made to withstand the weight of these lorries/vehicles parking there. Safety issues for the public is the main concern, this is a busy area with many outlets.

It was proposed for the Grounds team to repair the planter and for the Town Clerk to respond to East Sussex Highways, to request bollards at this site and outside of Greggs/Costa which is also a Safety concern.

Proposed Cllr Seabrook

Seconded Cllr White

All in agreement

9 PH847 TO NOTE – APPEAL AGAINST ENFORCEMENT NOTICE – 18 VALLEY ROAD

The Appeal notice above was noted.

Cllr Griffiths also mentioned the Coaster application Appeal LW/20/0204– The Admin Officer will resend the email to the Planning Committee which was sent to PTC Planning Committee on the 6th August. This will then be followed up.

10 PH848 TO DISCUSS THE COLAS OPERATING CENTRE APPLICATION HODDERN FARM.

Simon Hall, Street Lighting Manager Colas LTD, attended the meeting to give information on the Vehicle Operating Licence applied for through Dept of Transport for a warehouse unit, office and vehicle parking at industrial Unit 3 at Hoddern Farm (previously used by Barrett Homes)

- They have a 3yr minimum contract with Brighton & Hove County Council to replace LED Lights and want to be near A259. Colas Ltd have depots through East and West Sussex and a unit near Gatwick.

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

- At the Peacehaven base there will be 2 or 3 staff members in the industrial unit and 2 large vehicles and 4 platform cherry picker style vehicles, a lot of vehicles will go home with the operatives as they are on call for emergencies. The site will be used Mon-Friday and be open to collect street lighting equipment and operatives unlikely to be there every day.
- There will be a telephone number on the front of the Colas building for residents to contact with any queries regarding the site.
- It was noted that the paper work shows that they will access the site via Hoyle Road, but there is actually no access via Hoyle road. Simon Hall will confirm this.
- Simon Hall confirmed that the largest vehicle is a 7.5-ton crane lorry. The depot in Crawley will store the larger vehicles and at the depot at Black Rock.
- There is currently a planning application for the site at Black Rock for a housing development. Simon confirmed that although there are no immediate plans for the site right now, he can't guarantee the outcome for these plans, he updated the Committee that they also have another depot in Shoreham, where they also store larger equipment.
- Plans are to use the industrial unit at Peacehaven as a warehouse only and there will be no work going on at this site and there should not be any noisy activities, apart from loading a van up. Should not cause any distress to residents.
- Simon informed the Committee that he is contactable, for any further queries regarding street lighting operations, Corporate info, CSR policies and Mark Simmonds will be a contact for technical information for the operating license and vehicles.

Committee comments

No right to object to this application, the Traffic commissioner will be making the decision and concerns on the usage and vehicles stationed there have been addressed with the Committee. The Warehouse for Colas to store their equipment will still be there, this application is just for them to store vehicles.

11 PH849 REVIEW & UPDATE OF COMMITTEE'S BUSINESS PLAN ELEMENTS

Cllr Seabrook has sent some updates/ideas to the Business Committee with some fresh ideas for some consideration.

The Committee will look at Cllr Seabrook's email and consider the content and bring back to the next Planning and Highways meeting. Cllr Griffiths asked Committee members to refer to Terms of Reference.

12 TO CONSIDER Planning applications as follows:-

PH850 LW/20/0451 2 Bramber Close Peacehaven East Sussex BN10 8DH Case Worker Julie Cattell	Erection of a semi-detached 2 bedroom dwelling This property has already been refused to extend the property. The application has not be completed correctly. There are hedges involved and a mature hedge will be lost, this planning application states there is not. The garage that will be removed is also attached to the neighbouring properties garage. Increased traffic and congestion
--	--

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

	<p>Exacerbate existing parking problems Over development</p> <p>Peacehaven town council object to this application</p> <p>Proposed Cllr Griffiths Seconded Cllr Seabrook All in Agreement</p>
<p>PH851 LW/20/0445 196A South Coast Road Peacehaven</p> <p>Case worker Julie Cattell</p>	<p>Change of use of premises from office to a single bedroom dwelling</p> <p>Application will keep character of the building. No parking space but only small 1 bedroom property, next to bus stop.</p> <p>Peacehaven TC recommend approval.</p> <p>Proposed Cllr Seabrook Seconded Cllr Milliner All in Agreement</p>
<p>PH852 LW/20/0428 2A Slindon Avenue Peacehaven</p> <p>Case worker Julie Cattell</p>	<p>Addition of windowless dormer to North side elevation.</p> <p>Unable to make comments – already decisioned by LDC</p>
<p>PH853 LW/20/0419 27 Roderick Avenue Peacehaven</p> <p>Case worker – Julie Cattell</p>	<p>Remove existing flat roof over kitchen, and replace with hipped roof to tie in with existing roof</p> <p>Unable to make comments – already decisioned by LDC</p>
<p>PH854 LW/20/0446 23 Edith Ave Peacehaven</p> <p>Case Worker Sarah Sullivan</p>	<p>Single Storey rear extension</p> <p>Unable to make comments – already decisioned by LDC</p>
<p>PH855 LW/20/0405 23 Abbey Close Peacehaven</p> <p>Case Worker Julie Cattell</p>	<p>Section 73A retrospective application for a single parking space built in front garden</p> <p>Unable to make comments – already decisioned by LDC</p>
<p>PH856 LW/20/0390 Sweetwater 26 Blakeney Avenue</p> <p>Case Worker Julie Cattell</p>	<p>Change of use of land to use as a residential caravan site for gypsy/traveller family, with two caravans of which no more than one would be a static caravan/mobile home, together with the laying of hard standing and the retention of the existing bungalow as amenity building</p> <p>Peacehaven Town Council would like to OBJECT TO THIS APPLICATION</p> <p>Peacehaven is currently in the process of trying to protect the natural green space. Within any town there are Plan-</p>

ning boundaries and up to those boundaries are urban settlements and this application LW/20/0390, is outside of this urban Boundary and in the countryside.

LDC have a core strategy part 2 in place. This document has a policy DM4 giving exceptions of when something can be built in the countryside or agricultural land, and this new application does not meet any of those exceptions. According to the core strategy document for Lewes, very strong policies are set for travellers and it was found that there was no more need to find anymore sites for Travelers, the main site is just off Lewes and there is room there for more.

It is Article 4 land, which is a rural area of outstanding natural beauty, there are nearby horses and there are environmental concerns to protect this area. This new site is unnecessary when there is space at the main site and it doesn't fit any criteria to 1) build/develop in the country side and 2) to make any allowance for travellers.

Town Councillors have been to view the site and have reviewed all areas of this proposed site.

- There is a static caravan already on the site and a septic tank fitted at far end of it which was fitted 2 years ago, and the position of the septic tank is a concern.
- The existing building there which is a 1 bedroom bungalow, is classed on the application as the day room/games room, this has a wooden base/veranda, this building base is rotting away. The water comes in and goes out to a septic tank. New caravan will be further up, with a longer distance to go to the septic tank.
- The Grazing land stated on the application is not actually grazing land, the grazing land is further down.
- Concerns why there will be a touring caravan next to hedge at the back, as well as a static van?
- Large gate opening out on to a public footpath. Which is unsuitable for large vehicles.
- The land here is Clay based ground surface, so water struggles to drain away. Potential for flooding and a natural spring is here.
- 1 traveler family can be up to 70 people. Con-

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

	<p>cerns this site will be used for a bigger family than stated.</p> <ul style="list-style-type: none"> • This area is Defined as a rural area/county side area. Different set of planning rules should be applied to this area of natural beauty. • Concerns that previous Planning Applications for the last 25yrs have suddenly disappeared from the LDC Planning website. • Annual report for building, last one in 2018 states that Blakeney Ave is a red zone, unsuitable for building. This piece of land is Grazing land and soak away, which is a soggy piece of land, the access to this site is the A259 which has always been unrepaired as always collapsing on this section. <p>Peacehaven Town Council would like to OBJECT TO THIS APPLICATION</p> <p>Proposed Cllr Milliner Seconded Cllr Seabrook All in Agreement</p>
<p>PH857 LW/20/0452 5 Greenhill Way Peacehaven</p> <p>Case Worker Sarah Scannell</p>	<p>Construction of a 2 bedroom bungalow to the land at the rear</p> <p>Outside of planning boundary not happy to recommend approval, this is a back garden development</p> <p>Peacehaven Town Council would like to OBJECT TO THIS APPLICATION</p> <p>Proposed Cllr Griffiths Seconded Cllr Seabrook All in Agreement</p>
<p>PH858 LW/20/0443 8A Downland Avenue Peacehaven</p> <p>Case worker James Emery</p>	<p>Proposed loft conversion</p> <p>Large dormer with no windows, does not extend beyond the house, there have been no objections. Was queried that the owners may add a window at later stage but can only base decision on the information, we have now.</p> <p>Peacehaven TC recommend approval.</p> <p>Proposed Cllr Seabrook Seconded Cllr White All in Agreement</p>

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

<p>PH859 LW/20/0375 198 South Coast Road Peacehaven</p> <p>Case worker Julie Cattell</p>	<p>Demolition of existing single storey hot food takeaway building and erection of a 3 storey building which will consist of a hot food takeaway at ground floor level and 1no. two bedroom flat and 3no. 1 bedroom flats.</p> <p>Pre planning advice was taken by applicant, but haven't taken all the advice. Smaller flat doesn't meet national standards. Too bulky for the area. Big extractor up the side of the building.</p> <p>Bulky, poor amenities for anyone moving into the flats. Previous flat application was refused as out of keeping with area.</p> <p>Inadequate access to property, Over development Car parking</p> <p>Peacehaven Town Council would like to OBJECT TO THIS APPLICATION</p> <p>Proposed Cllr Griffiths Seconded Cllr Milliner All in agreement</p>
---	--

13 PH860 To note the following Planning Applications:-

There were no planning applications to note.

14 TO NOTE the following planning application Decision Notices:-

<p>PH861 LW/20/0128 118 Roderick Avenue Peacehaven</p>	<p>Householder for Raise the ridge height and installation of dormer to north side (revision of LW/19/0617)</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application</p>
<p>PH862 LW/20/0122 7 Tor Road</p>	<p>Householder for Extension to existing Garage</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application</p>
<p>PH863 LW/20/0312 21 Downs Walk Peacehaven</p>	<p>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</p> <p>Lewes DC Grants permission</p>

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

	Peacehaven's Planning & Highways Committee Support-ed this application
PH864 LW/20/319 32 Telscombe Road Peacehaven	<p>Planning Application for Construction of two new 3 bed-room bungalows</p> <p>Planning Officers report http://padocs.lewes-eastbourne.gov.uk/my-requests/document-viewer?DocNo=18200117</p> <p>Lewes DC Grants permission Peacehaven Town Council Objected to this application.</p>
PH865 LW/20/0330 20 Capel Avenue Peacehaven	<p>Householder for Alterations to form rooms in the roof with rear dormer and velux windows in the front roof elevation</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Support-ed this application</p>
PH866 LW/20/0135 96 The Promenade Peacehaven	<p>Planning Application for First Floor roof extension above existing ground floor rear extension, side facing dormer (facing Horsham Avenue) in matching material and associated window alterations.</p> <p>Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Support-ed this application</p>
PH867 LW/20/0222 17 Rosemary Close Peacehaven	<p>Householder for Two storey side extension plus conversion and extension of existing conservatory</p> <p>Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Support-ed this application</p>
PH868 LW/20/0275 39 Gladys Ave Peacehaven	<p>Planning Application for Remove existing front lobby to provide new lobby and en-suite to the master bedroom on the front of the property</p> <p>Lewes DC Grants Permission Peacehaven's Planning & Highways Committee Support-ed this application</p>

The Committee noted the planning decisions above

15 PH869 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The action plan was noted

Minutes of the meeting of the Planning & Highways Committee - Tuesday 11th August 2020

Cllr Seabrook updated the Committee that action 7, is being worked on by the Marketing Assistant. Should be an update soon.

Next meeting of the Committee - 8TH September 2020

There being no further business, the meeting closed at 21.10

Draft - Un-adopted



PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 8th September 2020

Present – Cllr I Sharkey (Chair) Cllr Cheta, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Victoria Onis (Admin & Meeting Officer)

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

1 member of the public was also present.

1 PH871 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting.

2 PH872 PUBLIC QUESTIONS

There were no public questions

3 PH873 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies accepted for Cllr Milliner, Cllr Harris and Cllr Hill

4 PH874 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests

5 PH875 TO ADOPT THE MINUTES FROM THE 11th August 2020

It was resolved to adopt the minutes as a true record

6 PH876 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported the following:-

- Aecom Master planning final report document has been received.
Two amended plans had been received with 120 new dwellings approx. To be consulted on with the public.
- HDD have started to reveal and test out ideas for Meridian Centre.
Survey by Steering Group has closed with over 1000 responses, responses being collated.
- Aecom commencing Design and Public Realm package.
- Aecom preparing an Environmental Impact report of development, because of proximity to SDNP and Biosphere, Marine Conservation Zones, SSSI.
- Planning Act White Paper, preparation, and feedback. Potentially could influence the Neighbourhood Plan, so will be discussed at the next Steering Group Meeting.
- Next Steering Group Meeting 10th September at 7pm

7 PH877 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was noted.

8 PH878 REVIEW & UPDATE OF COMMITTEE'S BUSINESS PLAN ELEMENTS

Cllr Sharkey updated the Committee that the document has already been Ratified by Full council and so the Committee cannot make any changes for 6 months or so, but this Document can still be looked at, to see if there's anything we would like to add/remove for the next update, this is essentially a document for officers and staff to use, so any feedback can be used for the next updates.

It was agreed that Road safety is a useful addition – the Town Council are trying to encourage people to cycle and walk. Cllr Seabrook noted that "Speed Watch" will be going live shortly as training has recently been given by the Community Speed Watch Police Officer. This exercise will need to be more visible when it happens, updating residents on Facebook, educating people to slow down, stats about the difference it make to victims survival, by reducing speed and we need volunteers of a Town with 25k population, there should be more support from Residents.

The purpose of Speed Watch is to educate people, not to fine people, people have a higher chance of survival being hit at 20mph rather than 50mph which is the speed cars are travelling around Peacehaven.

Cllr Gallagher noted that this can be taken forward to Business Development Committee, on 22nd September. An Agenda item on the next meeting will be about active travel, cycles etc., so as this is such an important issue, this could be linked to this.

Cllr Seabrook also reported that Brighton and Hove Buses have no intention of reinstating the 14 that goes to Sainsburys, as Sainsburys have removed their subsidy, this also affects the residents of East Peacehaven trying to access the Meridian Centre.

9 PH879 HOWARD PARK REPORT TO REVIEW AND CONFIRM THE TWO £3 PAYMENTS.

This will be reviewed at the next Leisure, Amenities & Environment meeting.

10 TO CONSIDER Planning applications as follows:-

PH879 LW/20/0526 81 The Promenade, Peacehaven, BN10 8LS Case Worker Sarah Scannell	New roof extension to existing property. It was noted that this application has 2 Residents Objections. This is a large extension and not ideal proposal to accept but no Planning reasons to object to this and has this has already had planning permission to go ahead before but wasn't actioned at the time. It was resolved by the Majority to recommend approval.
PH880 LW/20/0522 28 Firl Road Peacehaven East Sussex BN10 8DB Case worker James Emery	Erection of a summer house and separate storage shed It was noted that the building will be at the end of the garden, with a carpark on the other side. It was resolved to recommend approval.

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

PH881 LW/20/0471 8C Cripps Avenue Peacehaven East Sussex BN10 8AL Case worker James Emery	Rear extension It was noted that this proposed extension was in keeping with the other properties in the street. It was resolved to recommend approval.
PH882 LW/20/0519/CD 330 South Coast Road Peacehaven East Sussex BN10 7EN Case worker – Julie Cattell	Application for the discharge of conditions 2 (drainage strategy), 3 (contamination), 7 (layout of new access), 8 (stopping up of existing access), 14 (landscaping and means of enclosure) and 16 (discharge of surface water) of application LW/19/0407. Noted
PH883 LW/20/0515/CD 32 Telscombe Road Peacehaven East Sussex BN10 8AG Case Worker Andrew Hill	Discharge of conditions 4, 6 and 8 relating to approval LW/20/0319 Noted
PH884 LW/20/0507 27 Mayfield Avenue Peacehaven East Sussex BN10 8RE Case Worker William De-Haviland-Reid	Erection of rear extension and conversion of existing garage, including front extension and creation of pitched roof It was noted that this proposed conversion has 2 objections from residents– concerns being the noise and the second was not an objection but asking for more information. Overlooking seems to be the only issue. It was noted that there will be sky lights rather than dormers so this should not be an issue. No planning reasons to object. It was resolved to recommend approval.
PH885 LW/20/0483 55 Telscombe Road Peacehaven East Sussex BN10 7UA Case Worker James Emery	Proposed loft conversion No concerns It was resolved to recommend approval

13 PH886 To note the following Planning Applications:-

There are no planning applications to note.

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

14 PH887 TO NOTE the following planning application Decision Notices:-

PH888 LW/20/0342 44 Dorothy Avenue Peacehaven, BN10 8HT	Planning Application for Single storey rear extension Lewes DC Grants permission Peacehaven's Planning & Highways Committee Supported this application
--	---

The Committee noted the planning decisions above

15 PH889 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The Admin Officer asked the Committee for an update on item 2. excessive electricity bill for the 3 lamp posts in Valley Road.

It was resolved for the Admin Officer to speak to the Finance Officer to see if anything can be negotiated with the utility provider with the excessive charges. Would the bill be reduced if we changed the bulbs to a more energy efficient LED bulb?

It was also mentioned that the lamp posts are hidden in residents garden shrubbery, so are not providing good light, Admin Officer to speak to Parks Officer to see if anything we can do.

Next meeting of the Committee - 6th October 2020

There being no further business, the meeting closed at 8.25pm



PEACEHAVEN TOWN COUNCIL

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

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

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

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

1 E128 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E129 TO CONSIDER APOLOGIES FOR ABSENCE

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

3 E130 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations made.

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

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

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

5 E132 STAFF DEPLOYMENT & VACANCIES

5.1 GROUNDS TEAM

5.1.1 GROUNDS PERSON VACANCY

5.1.2 EMPLOYMENT OF A GROUNDS TEAM APPRENTICE

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

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

5.2 CARETAKERS TEAM

5.2.1 OPENING UP OF COMMUNITY HOUSE & THE HUB

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

5.3 OFFICE STAFF

5.3.1 REMOTE WORKING

5.3.2 RETURNING TO THE PTC OFFICE

5.3.3 PROVISION OF EQUIPMENT

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

Three areas of consideration were discussed: -

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

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

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

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

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

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

6 E133 ONGOING STAFF MATTERS & ACTION PLAN

The Committee's Action Plan was noted and discussed.

Ongoing cases, issues and training opportunities were discussed.

7 E134 CODE-OF-CONDUCT FOR COUNCIL MEETINGS

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

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

8 E135 DATE OF THE NEXT MEETING

Thursday 22nd October at 7.30pm.

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



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

PEACEHAVEN TOWN COUNCIL

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

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

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

In Attendance: Jan Knowlson re. Item LA448.

LA 439 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

LA 440 PUBLIC QUESTION TIME

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

LA 441 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr J Harris; technical problems connecting with the meeting.

LA 442 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

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

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

LA 444 FINANCE UPDATES

The finance reports were noted.

LA 445 FLINT WAY PATH FUNDING

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

LA 446 BEES

The Parks Officer's report was noted and discussed.

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

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

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

LA 447 TREE WARDENS

The Parks Officer's report was noted and discussed.

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

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

LA 448 MANAGEMENT OF WILDFLOWER AREAS AT THE DELL

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

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

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

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

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

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

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

LA 449 TOILET OPENING

The Parks Officer's report was noted.

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

LA 450 OUTDOOR ACTIVITY POLICY

The Parks Officer's report was noted and discussed.

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

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

It was resolved to review the current policy.

LA 451 LAKE PARK POND REPORT

Cllr Seabrook's report was noted and discussed.

LA 452 HOWARD PARK WILDFLOWERS

Cllr Seabrook's report was noted and discussed.

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

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

LA 453 PROJECT UPDATES

The Parks Officer's report was noted and discussed.

The Parks Officer highlighted the following:-

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

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

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

LA 454 WORKS UPDATES

The Parks Officer's report was noted.

Caretaking staff are being used to supplement the Grounds Team.

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

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

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



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

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

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 Go-FundMe 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**



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

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Civic & Community Events Committee held via Zoom at 19:00 on Tuesday 18th August 2020

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

Attendance: Mike Gatti- Peacehaven Focus Group
Tracey Pickett- Market & Car boot Event Organiser

Officers in Attendance: Deborah Donovan – Civic & Marketing Officer, Karen Bray- Information Officer

1. CCE69 CHAIRMAN'S ANNOUNCEMENTS

Cllr Duhigg spoke briefly about a recent correspondence from a local Justice of Peace, who is trying to encourage people in becoming Magistrates.

2. CCE70 PUBLIC QUESTIONS

No Questions

3. CCE71 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Seabrook substituted for Cllr Symonds

Cllr Lyn Mills- Absent

Cllr Alan Milliner- Absent

4. CCE72 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared an interest as she organises Markets which take place in Community House

5. CCE73 TO ADOPT THE MINUTES OF 14th JULY 2020

It was agreed to approve and sign the non-confidential minutes of the 14th July 2020 as a true and accurate record.

Cllr Hill- Proposed

Cllr Veck Seconded

All In Favour

The Chair, Cllr Lynda Duhigg suspended standing orders to allow a member of the public to ask a question

Tracey Pickett asked the committee: " Why are myself and Mr Parks now only allowed to run the Markets on Friday's when we was originally promised the allocation to run both Thursday & Friday Markets."

Cllr Duhigg responded to Mrs Pickett confirming that the council will answer the question in writing.

The Chair, Cllr Duhigg reinstated standing orders

6. CCE74 TO APPROVE THE PARTIAL OPENING OF COMMUNITY HOUSE TO SOME HIRERS

The Civic & Marketing Officer confirmed that the Information Officer had been working hard on creating Covid-19 Risk Assessments for all rooms in Community House, which have now been completed.

The Information Officer confirmed that she has now spoken to all of the regular hirers of Community House, she stated that there has been a mixed response with some hirers wanting to return as soon as possible and others not wanting to return until January.

The Information Officer told the committee that herself and the Senior Caretaker have now placed new signage and floor markings in all the relevant areas of community house and new hand sanitizing stations have been installed making the building safe for hirers to return and allowing the building to open if the committee agreed.

Cllr Paul stated that it would be important that in the terms & conditions of hire it mentions the fact that the council has the ability to cancel any bookings at short notice, just in case central government change the current restrictions.

7. CCE75 TO APPROVE THE PARTIAL OPENING OF THE HUB TO SOME HIRERS

The Civic & Marketing Officer confirmed that the regular hirers of the hub are starting to complete there risk assessments, she also confirmed that the Nursery who use the hub in the mornings have completed and returned their risk assessment and are ready to start in September.

Items CCE74 & CCE75 were voted on together

It was agreed that Community House & The Hub could start to partially open to hirers

Cllr Hill Proposed

Cllr Paul Seconded

All in Favour

Cllr Duhigg & Cllr Hill outlined that they are thankful for the work that the Civic and Marketing Officer and the Information Officer have done in making sure that hirers can return safely.

Cllr Goble Joined the meeting at 19:31

8. CCE76 REVIEW OF BUDGETED INCOME AND EXPENDITURE

The Civic and Marketing Officer stated that so far this year we have not spent much of the committee's budget because all events had been cancelled due to Covid-19.

The committee agreed that to improve income it would be beneficial to look for a new site for a banner board such as in the big park.

Cllr Seabrook proposed that the committee should send a report to the leisure and amenities committee for a new banner board location.

Cllr Veck Seconded

All in Favor

Mrs. Donovan also added that the council had received revenue from recent film contracts in the town.

9. CCE77 TO CREATE A PEACEHAVEN CALENDER COMPETITION IN AID OF THE MAYORS CHARITIES

The Civic & Marketing Officer introduced this item and outlined that Cllr Wendy Veck had come up with this brilliant idea and the Marketing Assistant had produced all of the background information in the papers, including quotes and is ready to advertise the competition should the Committee agree to go ahead.

The Committee agreed to allow the Marketing Assistant to create a Peacehaven calendar competition in aid of the Mayor's Charities.

Cllr Veck Proposed

Cllr Hill Seconded

All in Favor

10. CCE78 TO AGREE THE RETURN OF THE CHRISTIAN CONGREGATION IN THE MAIN HALL

It was agreed that Community House will not re-open on weekends to hirers, including the Christian Congregation until January at the earliest.

Cllr Veck Proposed

Cllr Paul Seconded

All in Favor

11. CCE79 TO GIVE FEEDBACK ON RECENT EVENTS (CAR BOOT SALE & V J DAY)

The Civic & Marketing Officer stated that the two Car Boot Sales that have taken place so far have been a big success. She also confirmed the VJ day commemoration held at the War Memorial was a well organised socially distanced event which was attended by around 20 residents

CCE80 TO CONFIRM THE DATE OF THE NEXT MEETING 20th OCTOBER 2020

The Committee confirmed the next Civic & Community Events meeting will take place on the 20th October 2020 at 7.30pm.

The meeting ended at 20:25



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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

PEACEHAVEN TOWN COUNCIL

Minutes of the 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 CHANGES AND STEPS NEED TO BE TAKEN TO IMPROVE EFFECTIVE MESSAGING

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



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

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Summary notes of the Climate Emergency Working Party meeting held via zoom at 3pm on Wednesday 22nd July 2020

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

In Attendance - Charly Fox (member of public)

Cllr Seabrook welcomed the everyone to the meeting and introduce Charly Fox a Peacehaven Resident. Who will give us an update on the local Horses and their wellbeing.

1. CEWP026 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies from Christine Robinson (Telscombe Town Council)

2. CEWP027 TO REVIEW THE SUMMARY NOTES FROM THE LAST MEETING ON WED 10TH JUNE 2020

Summary notes accepted

3. CEWP028 TO REVIEW THE ACTION PLAN FROM THE MEETING ON 10TH JUNE 2020

New information from Finance Officer regarding electricity. Letter to talk about pension fund. New info on solar panels. Joint climate working party zoom set up for 5th August.

4. CEWP029 SINGLE USE PLASTICS POLICY

Cllr Seabrook has a report which will go to full council next week.

5. CEWP030 SOLAR PANELS AND ELECTRICITY USAGE

- Solar panels - Last year we received a total of £486 and this year so far £157. Not a lot as old now and not generating much income. Are they regularly cleaned?
- There are concerns over the estimated readings, have they ever been checked manually, when were the meter's last read? Cllr Seabrook has been speaking to Finance officer.
- Why do the bills get address to East Sussex. County Council?.
- Panels at Hub, working efficiently?
- Currently with Corona energy – does not show how much you are paying or standing charges. Electricity bills not clear.

- Vicky updated group that there was a fault with 1 of our panels at CH, which was only resolved in April, do not know how long it was down for.
- Review of utilities needs to be on the next Committee of Policy and Finance. Need to know exactly what we are spending, on electricity and possibly look at other suppliers for better deals.

6. CEWP031 RECYCLING OF WASTE

Caretakers - Big bins outside

- * how full do they get,
- * are they fully utilised.
- * What are the costs to empty, could we reduce size?
- * What company do we use, as we may request a visit to see how it all works.
- * Rubbish bins at community house, what are we chucking in the bin.
- * Paper contract to shed paper – costs?
- * Lead Cllr for waste and recycling -Julie Carr – possible invite Julie to one of our meetings eg leisure and amenities. Invite On behalf of the Climate working group.

Vicky to speak to Senior caretaker and Finance Officer.

DOG WASTE

Vicky - NO Dog waste bins in valley road area. people throwing dog waste bags in the trees and on to pony fields, pony's eating the bags. There are no reports of bins at all, where Roderick Ave meets valley road.

E news – speak to Matt – to add to PTC FB page the dangers of feeding ponies and throwing waste into the fields. Stacey collier – Sarah Baverstock maybe write something for the enews. People are poisoning the horses by feeding them.

Vicky – to email Lewes to find out why no dog waste bins or normal bins anywhere around Valley Road, which is a busy walking spot.

7. CEWP032 PENSION FUND DIVESTMENT

investigating 172 million pounds in fossil fuel companies, in the pension fund. LDCC wrote a letter to east Sussex pensions committee – few weeks ago. David have amended to suit PTC's needs and will put to council next week to agree it. The CEW Working group recommends it goes to Full council.

8. CEWP033 JOINT WORKING PARTY WITH TELSCOMBE TOWN COUNCIL AND WORKING WITH OTHER COUNCILS

5th August first joint working party, to discuss citizens panels, climate events/cafes, waste & recycling, cliff top erosion, anything relevant to both towns. Sharing best practice. At a later stage we can then include Newhaven and Seaford going forward and invite Julie Carr to talk to both councils at the same time.

9. CEWP034 CITIZENS PANELS – FASHION

Isobel gave an update – Cllr White recommended Circular Brighton, Cllr Sharkey not having any success finding any events yet as issues with website etc. looking to research into having a fashion show using recycled items. Would work much better when lock down over, getting local children involved.

10. CEWP035 LEWES CYCLE FORUM

2 lots of money, tranche one, hopefully is going to provide a cycle path all the way to Newhaven. Second tranche, is a bid to put in a new cycle path to link centenary park to meridian centre, will use part of the school field (bank) to do that. Are other options if that does not work. This is to take cyclist away from the dangerous Arundel road, and provide a faster link for cyclists across town.

11. CEWP036 ANY OTHER BUSINESS

- There has been a huge bill for repairing lawnmower, need to think about a replacement program for all equipment. Maybe an opportunity to invest in an electric vehicle, to lease or to buy. Build this into the budget for next year and to look at charging points in the big park.

Self-Charging points at Barretts development Go live by beginning of sept.

TRAWLING EXCLUSION BI LAW. That we have been asked to support, Protecting the seabed from the trawlers, damage to dolphins, been washed up on local beaches with trawler marks.

Need to draft a letter and to send off for support. Working group happy to recommend to full council as a matter of support and for Town clerk to write a letter.

The next meeting will be 23rd September at 4pm

The Meeting ended at 16.45

Peacehaven and Telscombe
Steering Group

25/07/2020

Peacehaven and Telscombe Neighbourhood Plan

Community engagement and planning support proposal

August 2020

Nancy Astley BA(Hons) DipTP RTPI Director, L & N Consultancy Ltd.	Jim Boot MSc Community Planner Associate
---	---

Context

The Peacehaven and Telscombe Neighbourhood Plan has gathered pace over the last year. A site options assessment has been carried out by international planning and engineering consultants AECOM who have now undertaken a Masterplanning exercise for the Meridian Centre. Members of the steering group have undertaken training on assessing Local Green Spaces, drawn up a long list and have started to undertake assessments of these using the government's criteria that they should be easily accessible from the settlement, have wildlife, recreation, tranquillity, beauty or heritage value and are not an extensive tract of land (which in practice tends to mean less than 20ha).

Extensive consultation has been undertaken by a local market research company into residents' views on the proposed redevelopment of the Meridian Centre and a media specialist who lives locally has been engaging with residents using social and conventional media.

Graduate students from the University of Brighton have undertaken a series of studies on behalf of the steering group:

- Climate and coastal changes
- Plotlands and downland fringe
- Peacehaven town centre
- Transport and air quality
- Diversifying the economy

These reports include policy recommendations for the Neighbourhood Plan. Thea Davies the Neighbourhood Planning Officer for Lewes District Council is undertaking a review of the evidence gathered so far.

Most recently Nancy Astley RTPI has been appointed on a temporary basis to support the Neighbourhood Plan steering group including their discussions with landowners / developers, including the developers of the Meridian Centre, and the narrowing down of preferred sites for development. A further Technical Support Package has been agreed with Locality who act on behalf of the government to support Neighbourhood Plans to develop Design Guidance and Design Codes to ensure the highest quality design in future developments.

With all these building blocks in place it is now time to start in earnest in developing the policies for the Neighbourhood Plan and starting to write the draft document. Nancy and Jim have been invited by both town councils and the steering group to put in a joint proposal to support the remaining stages of the Neighbourhood Plan. Their work will be complemented by two further Technical Support Packages via Locality:

- A STRATEGIC ENVIRONMENTAL ASSESSMENT of the draft plan will be undertaken (again by AECOM's specialists) to ensure it meets the legislative requirements in particular that the development proposed in the plan is sustainable (this also meets legislative the requirements of a Sustainability Appraisal).
- PLAN HEALTH CHECK REVIEW PRIOR TO EXAMINATION - a highly regarded package (possibly delivered by Bristol based Intelligent Plans and Examinations (IPE) Ltd - will be undertaken on the draft plan and evidence base prior to submission (Regulation 15) to the local planning authority (LPA) Lewes District Council.

Nancy will focus on developing the policies, plan writing and ensuring that the plan meets the so called Basic Conditions, the legislative requirements, while Jim will assist with the commissioning and monitoring the Technical Support Packages, developing a character assessment to inform the design guidance and codes, as well as advising on community engagement, consultation and writing a Consultation Statement.

ACTIVITY PER DAY	NANCY ASTLEY	JIM BOOT
DAY RATE BASED ON 7.5 HOURS DAY	£340	£300
Undertake character assessment workshop	0.5	2
Develop consultation strategy including for masterplan	0.5	2
Undertake policy development and training workshop	2	0.5
Review local green space and views assessments	0.5	2
Draft neighbourhood plan (regulation 14 or pre-submission draft)	15	2
Write consultation statement for masterplan	1	3
Brief, support and monitor technical support packages	3	3
Write consultation statement for regulation 14 draft neighbourhood plan	1	3
Finalise regulation 16 draft neighbourhood plan (submission draft)	3	1
Write basic condition statement	3	
HDD NEGOTIATIONS/RESPONSES MEETINGS	2	
Attend steering group and other public meetings	3	3
PROJECT ADMINISTRATION	1	1
TOTAL NUMBER OF DAYS	33.5	22.5
TOTALS	£12070	£6,750
PAYABLE WITH VAT	£14484	£8100

Exclusions: Materials, printing, venue hire.

Kind regards,

Nancy

PEACEHAVEN AND TELSCOMBE NDP STEERING GROUP MEETING

Held on Thursday 10 September 2020 via Zoom at 7.00pm

In Attendance:

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
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 R White (RW)	
Cllr L Mills (LM)	
Cllr J Harris (JH)	
J Boot (JB)	Consultant
S Newman (SN)	Town Clerk TTC
Tony Allen (TA)	Town Clerk PTC
T Davis (TD)	LDC Neighbourhood Plan Officer
N Astley (NA)	Planning Consultant
R Brown (RB)	Communications
Dr M Earthey (ME)	Community Energy Scheme
G White (GW)	Communications/Social Media
M Gatti (MG)	Peacehaven Focus Group
M Edser (ME)	Senior Project Officer, Business Development and Planning PTC
A Standing (AS)	Peacehaven Residents Association

MINUTES

1. Welcome, introductions and apologies

CG welcomed everyone to the meeting. Michele Edser was introduced as the new Senior Project Officer, Business Development and Planning at PTC. Apologies received from G Melia and P Seed (who was unable to join Zoom meetings). It was confirmed the Core Steering Group Committee comprised C Gallagher, L O'Connor, D Judd, C & P Bowman, N Watts and P Seed who had been working on the NP for 3 years,. The Steering Group is non-political and independent. More recent inputs have come from Consultants N Astley and J Boot.

2. Acceptance of Minutes

On P3, M Earthey noted his name had been spelt incorrectly. With that amendment, the minutes of the meeting held on 13 August were agreed as a true record.

Comments and Action Points not covered by Agenda:

M Earthey noted that following his comments at the last meeting, there had been no contact or feedback from Cllr Seabrook or anyone else. CG confirmed that NA would be in contact with him shortly.

7.15 TD joined the meeting.

3. Chair of Steering Group Update

CG confirmed increased activity on Facebook and Twitter, also on the NDP website. New pages relating to the NP will be published shortly on the PTC and TTC websites. The Co-op and their preferred developer HDD are liaising with NA and the Steering group Committee; they will also be consulting with PTC and the public.

4. New Planning for The Future (White Paper) Open Consultation (NA)

NA appraised the meeting on the government consultation document to develop a new planning system.

- The current national guidelines interpreted by local councils and planning applications will be replaced.
- Proposal to have a plan-led approach for housing numbers, green space and urban renewal to be set within a national policy framework.
- Local councils to develop their plan for a zoned approach:
 - Growth areas (major development sites/towns)
 - renewal areas (Peacehaven will probably come into this)
 - protected areas such as AONB, green belt, national parks and SSSI.
- Once agreed there will be a local policy for what can be built in that area negating the need for the existing planning process – only confirmation that applications conform to the plans (although sustainability will be checked).
- A 6-week consultation on the proposed planning policy - but once agreed will only come up for renewal every 5 years.
- No negotiation with government regarding set housing numbers.
- Emphasis on better design and materials: local authorities will be asked to set their design codes.
- Community Infrastructure Levy (CIL) – currently calculated according to new floor space created in a development and paid to the local council. Section 106 will be scrapped and CIL replaced by the Infrastructure Levy based on the asset value of the project at the point of occupation. Increase in CIL will go towards affordable housing.
- The white paper references NP at local level for 25% and an input on how the money is spent at local level, but no details as to how it will be paid.
- Scrutiny and comment on this consultation is important regarding the NP to ensure decisions are made at a local level – as changes can only be made every 5 years.
- If the proposals are implemented, it will be 3 or 4 years before taking effect. Consultation on the proposals ends on 29 October.

TD added that the overhaul would ensure applications are analysed by digital software against specific controls. Having spoken to the Ministry of Housing and Local Government, the details on where NP sit going forward are not finalised however the emphasis was on design codes via community input and she urged either the SG or Town Council to submit a representation. TD has written a report on this which has many useful links.

LOC confirmed interim proposals before the main changes to the current planning system start on 1 October relating to the number of homes each district is expected to deliver. New proposals require an increase in affordable homes – he has information to share if anyone needs clarification and will be commenting as a District Councillor.

ACTION NA to write a consultation opinion on behalf of The Steering Group in relation to the effect of NDP's

5. Overview of finalised Aecom masterplan Options

a) JB shared a presentation of key dates on the various stages of the plan.

- Current activity is focussed on an options consultation to obtain feedback from residents. A consultation statement will then be written summarising feedback so LDC and future developers have a strong idea of residents' views (which will take place this autumn).
- Further workshops on characteristics and design guidance will follow, also planning policy discussing recommendations and environmental design, then policy development and training.

- Assessments on local green spaces, views and site options including capacity will be completed towards the end of the year
- The Neighbourhood Plan document will be written ready for the New Year, to go out to consultation next April for 6 weeks (statutory requirement).
- Feedback will be evaluated by the Steering Group and Town Councils together with any amendments, then the NP is submitted to LDC who consult further.
- Examination is due around October 2021 and if passed, can proceed to referendum (probably January 2022).

These dates were aims/predictions but subject to change depending on other factors.

ACTION JB to share the revised timetable.

b) Overview of the Masterplan options

JB shared further masterplan documents presented by AECOM for option 3, as concerns had been expressed relating to parking and housing numbers in the previous 2 options. Wind modelling would need to be carried out on whatever design was selected. Option 3a featured 25 commercial units, option 3b had a reduced number of homes and decreased height on some buildings. Both options had ground floor car parking. AECOM had listened to the SG and incorporated some attractive options in the latest versions. Car charging points would be included as well as other environmental policies. The difference in CIL levy £££ between the different options could be indicated. *ACTION JB: quantifying the CIL levy in £ to be explored.*

NA and JB to meet with G White and G Melia in the next couple of weeks to formalise a format for consultation which can be discussed at the next meeting and agreed how to proceed.

6. AECOM Design Guides

Several members of the SG met with AECOM and visited various areas including Telscombe Village ready for a workshop in October. NA suggested asking residents/public to present their ideas on local good design for AECOM to see via social media and hoped that GW could facilitate this using photos exemplifying preferred colours or materials (and which areas they are suitable for).

7. Strategic Environmental Assessment (SEA) Update

The NP allocates sites for housing and development, including areas of SSSI on the cliffs and the National Park. A SEA plan is a separate document incorporating environmental benefits; it is a legal requirement which sits alongside the NP. AECOM have environmental planners who will be working with the SG to develop the assessment - the scoping report should be completed before the next SG meeting. Then submitted to Historic England, Natural England and the Environment Agency (the statutory consultees) and the South Downs National Park who provide feedback before an assessment is written against sustainability indicators. It does incorporate health, social and economic aspects as well but heavier emphasis on the environment. CG added this evidence was required to support the NP and the reason why Consultants JB and NA were needed.

8. Overview University of Brighton document

JB summarised the 5 reports provided by UoB students and presentations on each had been given by them. Reports are now published and this high-quality work has been done for free. Each report comprises 20-30 pages including history, town centre, the economy, planning policy context, demographic issues around employment and health; a lot of analysis has been done. Policy recommendations will be incorporated into the next workshop to cherry pick any that could be incorporated. These papers will provide evidence for our NDP

- **Town Centre:** cultural quarter included (different to AECOM's proposals) but an interesting aspect to build into the plan as the economic changes to the high street continue.

- **Plotlands and downland fringe:** conclusions/recommendations of an historic assessment, key design qualities, garden and amenity space, also tree planting, reducing light pollution and connectivity to cycle paths. AECOM have this report so can incorporate it into the character of the area.

.Transport policy: safer pedestrian and cycle use, residential areas and how they link to the town centre. NP cannot specify transport policy so does not cover congestion on the A259.

- **Climate change:** policy recommendations on adaption, mitigation, renewable energy, new allotments, sea defences, managing cliff faces etc.
- **Economic policy suggestions:** interesting ideas presented; some reflected in the masterplan including an Enterprise Centre on the industrial estate, opportunities for self-employed people in the trades as well as tech entrepreneurs. A tourism recreation site suggested (they felt tourism was underplayed in Peacehaven and Telscombe).

ACTION JB The reports were too large to be circulated via e-mail and will therefore be published on the website so everyone can access them (including the public).

ACTION JB to send through slides

9. AOB/Q&A

(A dialogue of comments had been running throughout the meeting via Zoom chat feature.)

- Recent new building and developments included in the figure of 255 – TD has already responded on that question.
- Museum space in the new town centre – it was agreed this should be considered.
- Requests for ‘good designs’ on Facebook – caution was advised to avoid uploads of ‘bad’ design photos which could cause offence. GW confirmed any problem posts could be removed.
- Discussion took place regarding the 25 retail units in the AECOM plans – it was agreed a minimum number was needed to generate life into the town centre, however 25 would include hospitality as well (potentially even a hotel).
- Consultation statement: TA felt it necessary to document what is not included and why - some proposals wouldn’t fit with planning policy, therefore a project plan as an appendix was required. This would be separate but linked and useful to prioritise Section 106 and CIL contributions. TD confirmed other NPs in the district had ‘community aspirations’ and a plan of how Town Councils proposed to use CIL contributions.
- Discussion took place regarding the cycle track along the coast road which merges into the bus lane or is shared with pedestrians in places – there is no dedicated no cycle route along the SCR. Routes around the Tye, the back of Peacehaven and Telscombe and into Saltdean have no safe crossing point (of the SCR) – investment should be made on this. Also the existing road surface is breaking up. LOC confirmed ESCC agreed - some of it will be resurfaced under tranche 1 and funding is available until March 2021. The NP aims to create policies for cycle routes away from the SCR. North/south and east/west cycle ways – Sustrans and Cycle Seahaven were consulted however ESCC decided not to proceed with proposals and reverted back to old plans.
- Library: this was a massive subject, LOC and RW will be applying some pressure to ESCC Library service and LOC is currently drafting a submission about this. TD confirmed Stephen Potter (from ESCC Library Services) attended the AECOM presentation and is very keen to retain a library but reduce the size – potential to stay on the site should be included in the NP and considered from a planning policy point of view. TD agreed to forward comments from S

Potter to LOC. RW said Library Services went out to consultation but did not include Peacehaven/Telscombe: with lifelong learning a reality, facilities for post-16 education (computers) are essential (as is the space for them) – therefore more creative ways to use libraries and improve communities should be considered. **ACTION: TD to forward S Potter comments to LOC**

- h) MG requested clarification on whether the community space allocated on the plan included the Town Council offices. JB confirmed there would be a community hub with all the facilities together. CG advised the Town Council element had not been decided - it was a suggestion at this stage. The Town Council and community facilities required have yet to be discussed.
- i) PB suggested the rejuvenation of the town centre is an ideal proposition for a community energy hub and felt that Dr Earthey should be encouraged to provide input to AECOM. CG confirmed this was part of NA's brief.

10. Dates for the Diary

Next Meeting Thursday 8 October and 2nd Thursday of the month at 7pm thereafter.

Meeting closed at 20.49 pm.

REPORT TO COUNCIL

SUBJECT: LIAISON GROUP – HAVEN'S HEALTH

DATE 27TH AUGUST 2020

AUTHOR: CIVIC AND MARKETING OFFICER

A zoom meeting was held on 25th August with representatives from the Doctors surgery, residents and council members

The questions asked by our residents were addressed honestly and professionally.

All agreed that we should continue with these meetings, every 6 weeks, the next will take place on 6th October at 4.00pm.

From the council's point of view the liaison group is a foundation to enable correct information for publication to our residents and organisations.

Please see the attached notes taken at the meeting.



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

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Notes of the liaison group meeting with Havens Health held via Zoom at 16:00 Tuesday 25th August 2020

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

Attendance:

Dr Chris Gurtler- Doctor & Partner of Havens Health
Carol Boyd-Jones- Executive Business Manager at Meridian Surgery
Head of reception
Mike Gatti- Peacehaven Focus Group
Alison Standing- Peacehaven Residence Association
Sharon Vernon- Resident + Patient
Christine Bowman- Chair of the Patient Participation group
Paula Woolven- Havens Community Hub

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

The Civic & Marketing Officer (CMO) welcomed everyone to the meeting and explained the reason for hosting the meeting was an action from the last full council meeting. Residents had raised concerns over the difficulty of getting appointments at the health centre.

The CMO explained that Town Council representatives wish to support both residents and the Surgery in making an easier less complicated process in gaining an appointment to see a GP or nurse. The CMO asked for questions from the residents who were present.

Sharon Vernon raised her concerns about the current difficulties in trying to get through to book an appointment. Sharon stated that by using the telephone was virtually impossible to get through to speak to someone. Sharon asked what could be done to improve the current situation.

Carol Boyd Jones answered the query from Sharon Vernon at length ensuring the liaison group that the surgery is working incredibly hard to improve the current service and they recognise that there is an issue currently with the telephone lines. Carol listed the following things that the surgery is doing to improve the Service:

- Making sure that more telephone handlers are available during peak and busy times
- Opened a new phone line specifically for Medication/Prescription queries
- New phone line infrastructure to be installed meaning more lines will be available which should eradicate the current issue but unfortunately due to Covid-19 has a 75-day lead time
- Re-Opened the reception area between 9am-6pm with 3 queues: a queue for checking in for appointments, a queue for general enquiries and a queue for medication requests.
- Telephone handlers working hard to spend the shortest amount of time on a call whilst still delivering a good service so they can get onto the next call as quick as possible.

- Leaders and partners from the Surgery meet every Friday to see how they can improve the service on a weekly basis
- To employ salaried doctors as the surgery no longer wants to use locums, and from 1st September there will be a full complement of doctors.
- Improving communication with patients via their social media channels, website and also sent 3000 leaflets to patients who do not have an email address listed on their details.

Paula Woolven then shared her concerns with the group:

'If a patient wants to book an appointment they should not be told - we're fully booked, come back in a fortnight and try again'.

Paula continued 'I am overdue a smear test due to a missed appointment and then COVID - people should be given every opportunity to book such important tests, not told 'we're full come back and try again in a fortnight' - if they don't come back (busy, work, home, fear in the first place) the situation could worsen with dire consequences. I asked to be booked in for three weeks' time and was told 'it doesn't work like that'.

When prescriptions throw up a 'review before issue' - and the website is telling you there are no appointments available and you can spend hours ringing for an appointment to get a review - you run out of medication. This is unacceptable and the system needs taking back to its building blocks. Follow the pathway and see how it works or doesn't work at the moment.

She added 'People are having to ring 111 or 999 due to not being able to get through to the surgery on the phone putting pressure on the rapid response services'

Carol Boyd Jones answered the queries from Paula Woolven:

First Carol apologised to Paula and agreed that it was unacceptable for someone to be told that they should try to book an appointment again in two weeks and ensured the group that all twenty one members of the reception team will be told about this incident so it doesn't happen again.

The CMO asked if the new website will be a joint website for both Rowe Avenue and Meridian Surgery.

Carol Boyd Jones confirmed that the new website will be called Havens health and will be one website for both surgeries.

Cllr Emilia Simmons asked if there was a reason why the two surgeries are merging as a lot of residents are upset about it.

Dr C Gurtler confirmed that five years ago there were 8 partners across the two surgeries however, due to many of the Doctors now retiring or opting to become salaried Doctors instead there are now only two partners for both surgeries.

The Surgeries have sought to get new partners, however most Doctors preferred to become salaried Doctors instead as it comes with much less risk.

The Contract with the landlord states that there must be two partners on the lease.

The most practical way to overcome that was to merge so that there were two partners on the joint lease.

The Second reason for merging is because it allows more services for people who live in Peacehaven by sharing resources, therefore offering a better service to residents.

The Group agreed that it would be a good idea to hold another meeting on the 6th October at 4.00pm.

The meeting ended at 17:10

Motion to support the campaign to prevent the academisation of Peacehaven Heights.

East Sussex County Council have removed the normal governing body and implemented an Interim Executive Board. The school is currently receiving support from an Academy Trust. During the period that the IEB has been in place they have, without local consultation filled-in the swimming pool.

A letter sent by Councillor Collier to the lead member, and his response, is attached for reference.

We call on the Council to:

To write to the following members / officers at East Sussex County:

- Councillor Bob Standley - Lead Member for Education and Inclusion, Special Educational Needs and Disability.
- Councillor Keith Glazie - Leader of the Council
- Becky Shaw - Chief Executive

The letter should state the following:

That Peacehaven Town Council does not support the academisation of Peacehaven Heights School.

That a new substantive head teacher be recruited through interviews at Peacehaven Heights as soon as possible.

That a parent's forum be setup at Peacehaven Heights School.

That a normal governing body is immediately re-instituted.

Proposed by: Councillor Isobel Sharkey

Seconded by: Councillor Chris Collier

From: Alice Burchfield <aliceburchfield@hotmail.com>
Sent: 21 September 2020 12:51
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Cc: Admin <admin@peacehaventowncouncil.gov.uk>; Wendy Veck <Cllr.WendyVeck@peacehaventowncouncil.gov.uk>; Civic and Marketing <civicandmarketing@peacehaventowncouncil.gov.uk>
Subject: Re: Peacehaven Heights Primary school

Dear Tony

Thank you again for your email and for including the situation with our schools on the agenda for your next meeting.

Here is a brief round-up of the recent history of Peacehaven Heights:

June 2019 - Our newly appointed Headteacher post fell through after the candidate had accepted the job. Within 24 hours of Mr Robertson declining the post in writing, ESCC sent a warning letter to the governing body. This was responded to quickly by the Board of Governors and in great detail, with full plan of action. However, this was not accepted by ESCC.

July 2019 - board of governors was dismissed and replaced by an Interim Executive Board, consisting of three employers of ESCC and a Chair, Jon Taylor, who lives in Oxford. IEB's are supposed to be in place for between 12-18 months, at which point they hand back over to a Board of Governors.

Sept 2019 - Interim Headteacher, Gemma Roxburgh, started at Peacehaven Heights and quickly started making positive changes to improve the school

Oct 2019 - the IEB promised a parents' forum and said they would set out some dates

Jan 2020 - Ofsted Inspection with result of Requires Improvement. It was expected that the school might be deemed Inadequate, but Ofsted were very impressed by the progress made by Gemma and the staff in just a few months

Feb 2020 - IEB advertised for a Headteacher. This was a very small advert (2 sentences long), with no Headteacher pack or tour of the school offered. They received only 2 applicants, of which Gemma Roxburgh was one. In contrast, when the Governors advertised the Headteacher post, only months earlier, they arranged a large advert, Headteachers Pack, and tours of the school and received 14 applicants.

February 2020 - Interviews for Headteacher post. Gemma Roxburgh's interview fell through mid-way through and was never completed. The IEB claim it was due to ill health but no further information was given and the interview was never rescheduled. It was observed that Jon Taylor's behaviour at Ms Roxburgh's assembly during the interviews was strange.

Not a single Headteacher advert has been placed since then. If the IEB had advertised over the summer, interviews could now be taking place, with a Headteacher ready to start in

January. As it stands, we now have no Headteacher from January 2021. How can the IEB fail to even try to recruit a Headteacher for a school? Surely ensuring leadership must be extremely high on the list of priorities for any IEB or Governing Bodies.

July/August 2020 - The swimming pool at Peacehaven Heights was filled in with concrete over the summer holidays. This was a decision made by the IEB. No one had been informed and no open consultation had been carried out. To put the pool into context, it was built over 40 years ago, in a community response to the tragic drowning of a local child. Local people raised funds for the pool and even dug the hole for it. It was considered a community pool because locals had fundraised over the years for it and generations of children had learned to swim in it. To destroy it, with no warning at all has shocked and angered the community. It is understood that budget constraints may have made the pool not financially viable for now, but there will have been options: it could have been sold to a local swim teacher (I know there was interest), it could have been let, the community could have had the option to fundraise. And if none of those were possible, then why not lock the doors and leave it there as an asset for the future (it is already securely fenced off from the school grounds). The IEB have not answered these questions, simply conceding that they should have communicated it better, but they stand by their decision. We have had no explanation, and the relevant minutes have been made confidential so there is no transparency at all.

September 2020 - a Headteacher from STEP Academy has been brought in to support the current Headteacher. This is despite the fact that the school is making brilliant progress under the leadership of Gemma Roxburgh. Gemma Roxburgh has now been forced into part time hours, whilst Abbie Kilgraff takes over. Ms Kilgraff is yet another new Headteacher to the school which has seen a great turnover over the last few years and it causes great disruption. How is this helpful when Mrs Roxburgh knows the school well, is very experienced, and is proving to do a great job. It is thought that the IEB have used support as an excuse to make links with an Academy, with a view to academise the school in the near future.

At present, the parent's forum is yet to happen and has only ever been mentioned in the IEB minutes as "will be considered", despite being promised to parents nearly a year ago. The IEB have just sent out some invitations to join it this month, but this is because we have been pushing it with emails over the summer. The IEB are not making plans to hand over to a shadow governing body, as they said they would do after 12 months.

Telscombe Cliffs School is in a similar position, with the governors dismissed and replaced by an IEB in May 2020, and links being made with STEP Academy.

The problem with an IEB is the lack of accountability. They are able to make important, irreversible decisions, behind closed doors, and not even have to publish the minutes, as evidenced by the swimming pool. There is a complete lack of transparency. They answer to no one but themselves. The Chair, who lives in Oxford, does not even know our school or our community. In contrast, a governing body is a locally elected group of people who are accountable to the community who elected them, and to the Local Authority. There are also strict rules over the amount of confidential minutes and these are kept to a strictly

minimum level. Governors are people from the community who understand the local people, and both the parents and the teachers have a voice in the decisions made.

We are asking 4 things:

1. that a new substantive headteacher be recruited through interviews at Peacehaven Heights as soon as possible
2. that parents forums be set up at both schools
3. that for both schools, the process of setting up a new normal governing body accountable to the community begins immediately
4. That no irreversible decisions such as academy conversion should be taken by imposed governors.

We are only asking what other schools take for granted. The events around the board of governors being replaced by an IEB and then an academy school brought in are highly unusual. Our contact at the NEU has done some research and found no evidence of this happening elsewhere in the country. Whilst academisation may be an option to consider in the future, the process should be done properly and transparently, with an elected governing board in place, and not imposed in this way. Our children's education is being disrupted and it is unacceptable. The people of Peacehaven deserve the chance to understand what is happening behind the scenes

The teachers of Peacehaven Heights have asked for our help. They cannot speak out themselves because they fear for their jobs. They feel unsupported by the IEB, having barely even met them over the last year. We have conducted an anonymous survey of staff at Peacehaven Heights Primary School, which was sent to all staff: teachers, support staff and admin. 36 out of 45 responded and the results are compelling:

Results from survey

36 out of 45 staff voiced opinions

90% of staff don't agree with the general principle of academisation

83% of staff feel that children at our school would not benefit from academisation

97% of staff believe that parents/carers have little or no awareness of what is actually happening to our school.

100% of staff would like parents and the wider community to fight against academisation and challenge the IEB on some of these issues

100% of staff believe that the IEB have not put reasonable effort into securing a permanent headteacher for our school

100% of staff said they do not feel supported by the IEB

69% (2 out of every three teachers) said they would (be likely or very likely to) leave if our school became an academy

I hope this is helpful. The reason I am involved is because I believe in the schools and the people who work in them. I see how hard they work in very difficult circumstances and how much they care about the children. But the staff don't have a voice right now and are being treated badly. They deserve better. Our children and our community are at risk and the community deserve a say in how our schools are run. At the moment, neither parents nor

teachers have a voice because the IEB are in place, and it is very difficult to be able to make ourselves heard to ESCC or the IEB. Decisions continue to be made behind closed doors and our concerns are pushed aside.

I have attached a letter written by the previous Chair of Governors, Angela Mills, that was sent out to various people over the summer. It provides a bit more detail than I have given here. I am also very happy to talk on the phone if any of the councillors would like to discuss this further or ask any questions. My telephone number is 07521302959.

We would very much appreciate any support that the Town Council can offer our campaign.

Many thanks.

Kind regards
Alice Burchfield

Email: mills2seaford@gmail.com

Saturday 15th August 2020

Dear

“The things you do for yourself are gone when you are gone, but the things you do for others remain as your legacy.” Kalu Ndukwe Kalu

I am writing to you on behalf of the local community, having been a Headteacher for 30 years in Peacehaven and also Chair of Governors at Peacehaven Heights Primary School and Nursery until last Summer 2019 when an Interim Executive Board (IEB) was put in place.

Introduction

Peacehaven Heights Primary & Nursery School is situated just half a mile from the sea, nestled between Brighton and Newhaven. It has nearly 450 children on role from a diverse range of backgrounds, multi faiths, with a large cross section of socio - economic factors. In the last ten years the school has had 10 Headteachers, five of which have been in the last two years.

The IEB have announced their intention to put in place a **SIXTH** Headteacher from **September 2020**. Since amalgamation between an Infant and a Junior school on different sites, Peacehaven Heights has faced many challenges. However, throughout this period, the children, parents, staff and community have remained resilient, rallied together and endeavoured to support the school in some extremely challenging circumstances.

Currently, the school has achieved stability over the last year because of the appointment of a fantastic Interim Headteacher, Mrs Gemma Roxburgh. In order for the rapid progress the school is currently making, we need this Headteacher appointment to remain in place. **We URGENTLY need your help in order for this to become a reality.** Please have a look at our website to find all about our amazing children and staff at Peacehaven Heights Primary School and Nursery <https://www.peacehavenheights.co.uk>.

Current political climate

The government policy for over 10 years has been to convert as many local authority (LA) schools as possible into Academies thus privatising schools. The deadline was in 2016, for all grant-maintained schools to convert by 2020, but this has been extended to 2022. **This is ultimately a money decision.** One of the reasons for this, is **that each time a LA school becomes an Academy, the DfE provides a grant of £25,000 to enable the Academy conversion.** Once a school becomes an Academy, the DfE directly fund the Academy, **no responsibility resides with the LA ever again and there is NO going back.** The money that the DfE would pay, on top of the grant, would go centrally, to the Multi Academy Trust (MAT). So, for example, if Peacehaven Heights became an Academy tomorrow, (which the teachers, staff and community **DO NOT WANT**) the Academy chosen by the LA would get £6,000 x 446 children. How much of this would actually be spent on the children's education and how much would go into the pockets of the members of the Trust is unknown. As the strapline in the Wall Street Film says **“Money Never Sleeps.”**

Outline of Events

On the 14th July (almost the last day of term) Mr Jonathan Taylor, Chair of the IEB, sent a letter to staff and parents. The letter stated that:

“Unfortunately, after several attempts we were unable to recruit a full-time substantive headteacher to the available post at Peacehaven Heights.” This statement has been questioned regarding its truthfulness since research has discovered that NO further advertisements for the post of Headteacher have been placed since the original one. To date, no response has been received asking for details of the actions taken to advertise the post.

The letter further stated that the Interim Headteacher had decided not to pursue the Permanent Headship post. Everybody was very perplexed by this news as Mrs Roxburgh works so hard for the school and, from what we’ve observed, seems to be very content working within our school community and keen to continue. Staff, parents and the whole community were in shock and disbelief.

I am aware that staff have written a number of letters since, to Jonathan Taylor, Chair of the IEB. Both times the IEB have glossed over details, failed to answer the points made and then wished them a good summer holiday. The timing of the letter, 18 hours before we broke up for the school holiday, appears to have been a deliberate strategy by the IEB as they would have known it is harder for everyone to communicate when they are not in school.

The current Interim Headteacher, Mrs Gemma Roxburgh, who started in September 2019, has over the last 12 months, methodically built a relationship of trust with children, parents, staff and the local community. She has managed the issues relating to the Covid 19 pandemic as it has impacted on the education and well-being of pupils and staff extremely well.

The teaching staff are the ones ultimately responsible for striving towards the **'excellent quality of education for our children and families'** and under the Interim Headteacher, all the pupils have made very good progress. Since Mrs Roxburgh took on the leadership role the school has begun to improve far faster than under any previous Headteacher. She has shown ingenuity, creativity, resilience and perseverance during this period. She has restructured the school and reduced both sickness and resignation levels in the staff through effective training, support and communication and in so doing, has massively raised morale. Behaviour, which had been one of the biggest barriers to learning, has been improved considerably, creating a much calmer and superior learning environment with happier and more confident pupils and staff.

The IEB and ESCC plan to import a **SIXTH** Headteacher in September 2020 includes inviting Ms. Abby Kilgariff, from the STEP Academy to support Mrs Roxburgh with both working part time during the Autumn term, with Ms Kilgariff taking over full-time after half-term. We, the local community and the whole staff, strongly oppose this ill-considered arrangement. Mrs Roxburgh is making brilliant progress already, she does not need this additional support and two different Headteachers working part-time is a totally unsatisfactory situation which will entirely damage the current progress being made. This unnecessary change to the leadership will cause yet more instability for the school. **We do not need yet another temporary and part time Headteacher.**

What we do desperately need is a permanent and full time Headteacher to take over in January 2021. Both staff and parents believe they are being deliberately kept completely in the dark about long term plans for the school. The minutes for nearly every IEB meeting since they started has included a section of confidential minutes. This high number of confidential minutes is very unusual and has resulted in a complete lack of transparency and trust.

“Nothing strengthens authority like silence.” Leonardo da Vinci.

We do not intend to be silent.

WE, THE CONCERNED LOCAL COMMUNITY OF PEACEHAVEN HEIGHTS PRIMARY & NURSERY SCHOOL NEED YOUR SUPPORT IN ORDER TO ACHIEVE THE FOLLOWING:

1. **We need the IEB to post an advertisement for a Permanent Headteacher by 1.9.20 or as soon as possible within the first week of term.** The IEB need to be preparing the advertisement NOW so that it ready for approval by the relevant departments of the Local Authority. It is imperative that they do not opt for a “cheap” version of the advertisement in order to save money. This is a false economy and will not help to produce the quality of applicants we require. Decisions need to be made quickly on the design of the additional Information to be sent out to applicants, including the dates and structure of the interviews.
2. The proposed **Parents Forum** needs to organised and held by the end of September. This was promised last October 2019, in a meeting with parents, also promised in February 2020 to parents in a letter and despite repeated reminders and offers of help to set one up, this has never been done.
3. We need the threat of Academisation and manoeuvres to achieve this by devious means to stop. We can't be forced to academise and we are totally against doing so. We require the IEB to inform us of the schedule and time scale for recruiting a shadow Governing body with a newly elected full Governing Body put in place as soon as possible, preferably by the end of Term 2.

CONCLUSION

- We seriously need your support, ideally in the next 72 hours please, to achieve the best for our school from these figures of authority. We are asking for YOUR help because we don't feel they are listening to us and our views are being ignored.
- Please spare a few moments to write to the Chair of the IEB, Jonathan Taylor: Chair@peacehaven.e-sussex.sch.uk raising all the points we have made above. We urgently need these vital questions to be properly answered.
- If you can support us on Social Media platforms, including: [#strongertogether](#) on Twitter, Change.org and do look on Facebook at [Hands Off Telscombe Cliffs and Peacehaven Heights Schools](#), we would be immensely grateful.
- Write letters and emails to people who may be able to offer their support or expertise. The best people to communicate with are:
 - Gavin Williamson - Secretary of State for Education, gavin.williamson.mp@parliament.uk
 - Jonathan Taylor - Chair of IEB, Chair@peacehaven.e-sussex.sch.uk

- Claire Burton – Regional Schools Commissioner, rsc.sesl@education.gov.uk
- Bob Standley -Lead member for Education & Inclusion, ESCC,
Cllr.Bob.Standley@eastsussex.gov.uk
- Talk to people about their experiences of academies and IEB's.

Question why all the schools in Peacehaven, both primary and secondary have had IEB's forced on them in the last three years.

Anything you can do would be so much appreciated. Thank you in advance for your time and hopefully support in reading and acting upon this letter. This has been a challenging year for everyone. I hope the wider community will join together to come to the aid of Peacehaven Heights in order for them to achieve their goals.

"When something bad happens you have three choices. You can either let it define you, let it destroy you, or you can let it strengthen you." Dr Seuss.

Yours sincerely,

Mrs Angela Mills

Appendix 1.

Interim Headteacher achievements/tasks 2019-2020

- Taking over a new school, this would have involved six weeks of reading hundreds of pages of documents about the PH, including the SDP (School Development Plan).
- Regular challenging monthly targets from ESCC to raise standards, which Gemma has achieved.
- Gemma has transformed the school.
- Preparation and attendance of the IEB monthly meetings, face to face at school, at County Hall in Lewes and via Zoom during Covid 19, producing very regular detailed reports, raising standards, achieved.
- A complete staff restructure, which began in October 2019, 1 month after she officially started. This involved all support and office staff roles being reviewed, which was over 50 people. At one stage the number of people was 68 and then the IEB said this would be cut to 38. Negotiations ensued and a compromise was made, but it was an incredibly tough time for all staff, peoples mental health was affected. I believe all staff had to be spoken to, many meetings, liaising with HR at LA level and dealing with Trade Unions, also dealing with the mental wellbeing of staff. Redundancies were needed as IEB said that PH would be in deficit by Y3 of the PH budget, partly because of children leaving the school after the previous years turmoil and partly because of central government cut backs. This had to be achieved by January 2020, but parents weren't to know until IEB said it was OK to release information publicly.
- Then Coronavirus hit, so from 23.3.20 school was shut apart key worker children. Parents and Carers did receive a letter in April 2020, advising 7 staff had left, no mention of a re-structure, or redundancies, so entire staff were silenced by IEB.
- Regular SIP (School Improvement Partner) visits.
- Overhaul of staff appraisals, 2 a year and making sure every member of the 70 staff included, implemented by Gemma and the SLT.
- **Ofsted – January 2020 – Huge preparations from Sep 2019-Jan 2020 getting ready.**
- **(IEB/ESCC never expected a Requires Improvement, they were expecting an Inadequate. The inadequate result would have meant forced Academisation.**
- Redundancies
- Resignations-reduced under Gemma's leadership.
- Staff sickness – dramatically reduced under Gemma's supportive approach.
- **Covid 19-Thousands of pages of documents from DfE, some were issued with very tight timeframes, sometimes information from DfE was coming out at almost midnight, before schools re-opened a day or two later. PH needed to be compliant with DfE guidelines which were sometimes changing daily. Liaising with ALL staff, separate meetings for support staff and teaching staff via Zoom meetings and phone calls.**
- **Co-Ordinating regular weekly phone calls to SEN & Vulnerable children during Covid 19.**
- Risk Assessments – huge documents, before, during and after easing of lockdown.
- Preparing and organising H&S of PH school , working closely with the School Business Manager (SBM).

- Teaching Y6 – One of the Y6 teachers went on maternity leave in March.
- Mentoring
- Motivating
- Scrutinising and improving Assessment
- Introducing bi-monthly newsletters, this frequency PH hadn't had for 5 years, improving communication with staff, parents and the local community.
- Regular updates throughout the year by email, acknowledging hard work, staff tell me it's the best that communication has ever been.
- Big restructure of SEN at PH, brought in 2 part time SENCO'S , after permanent one resigned at Christmas, 3 months after Gemma started.
- Organising and running INSETS
- Massive curriculum changes
- Huge re-structure of parent's evenings with supporting documents of expected National Curriculum targets at age expected levels, and mini report for individual child.
- 446 transition reports created with the support of the staff of PH, bespoke to each Year group, and individual comments for the SEN children, included photos and guidance to re-assure children and parents before September 2020, fantastic feedback from parents who welcomed the effort that had gone into such a creative idea, helping the children's anxiety and mental wellbeing.
- Work was posted every week online, on the PH website and guidance information on support and sign posting families at a very difficult time for the UK.
- Hand delivering packed lunches during Covid 19 on week days, for a number of Free School Meal (FSM) and vulnerable children.
- Organising weekly staff meetings & training, to develop CPD (Continuous Professional Development).
- Working extremely hard on Safeguarding and liaising closely with Deputy Head, Wendy Wiltshire (who has worked at the school for 16 years).
- Implementing Phonics support through the school, especially Key stage 1, from Springhill School in Southampton, this was set up in Spring/Summer 2019, fully developed and rolled out in September 2019, regular monitoring and evaluation visits from Springhill.
- Driving up results, in all year groups, from Nursery to Y6, achieved.
- Improving communication with staff, parents and the local community.
- Every child visited Peacehaven Library at least twice in the academic year 2019-2020.
- Promotion of reading by inviting authors into school, in Key Stage 1 and 2.
- Gigantic overhaul of reports, each child had the level they were at for every subject and where they should be, for age expected level.
- Improving assessment to inform planning throughout all the year groups.

Appendix 2

Timeline of Peacehaven Heights in last 10 years 2010-2020

September 2011 - Proposal of Amalgamation of Peacehaven Infant School and Hoddern Junior School. 2012 – Amalgamation of two schools complete. 95% parents opposed it and many parents marched on County Hall in Lewes, the amalgamation still happened. So new uniform and many other alterations had to be made, which had an enormous impact on the local community.

We've had at least 4 Ofsted's in the last 10 years. 2016 – PH receives a Good at Ofsted

2017-FGB raise concerns in house and to ESCC about Jan being Exec Head and being stretched work wise, across 2 schools and 3 sites . Outcomes for children at PH start to be affected with results. In 2018 SAT's results are below National Average.

Sep 2018 - Claire Roberts, ESCC, speaks to FGB (full governing body) confidentially saying that results had to improve massively, for an hour. If things didn't improve, as a whole school, Academisation would be happening. She explained that a working party had to be set up asap, to research Academies. The Full Governing Body (FGB) could choose in partnership with ESCC, if school became an academy, or would have some say, however, NO governor was allowed to say anything about the possibility of PH becoming an Academy to any staff. So governors had to carry that burden of knowledge, some of who were also staff.

Later on in the academic year, when word got out that PH and Telscombe Cliffs Primary school might become an Academy, and with the threat of PCS also, staff and parents were extremely unhappy. The Exec Head and Head left in April 2019. A demonstration and strike action occurred in May 2019. ESCC had also put in another Exec Head in January 2019 and Headteacher, to work part time, until August 2019, to give an overlap period. As you can imagine, there was animosity between the 4 characters and it was an extremely challenging time for ALL staff. As well as discovering we might become an Academy and ESCC made it look like the FGB were siding with ESCC. As the FGB were not allowed to express an opinion about the threat of the Academy and had to remain neutral so the staff felt this was a lack of support to their cause of fighting the Academy threat.

Jan Abrams, Headteacher started at PH 2014- April 2019 - Jan - Exec Head PH and Telscombe Cliffs Primary (Exec Head post started September 2016) - resigns in October 2018 and says taking "early retirement". Susie Sylvester – employed for around 10 years by ESCC. Susie was head of infant site in 2014. Susie become Headteacher of both sites, when ESCC requested Jan to become an Exec Head, this meant we only saw Jan a few days a week, she was not visible to staff, always in meetings. FGB at PH were not keen on Jan being spread across 3 sites, but ESCC wanted it to happen.

October 2018 - Both heads resigned within a week of one another, neither could be persuaded to stay by myself, as Chair of Governors at PH.

Spring 2019 - advertisement for Headteacher issued. Took a lot of phone calls and emails to ESCC for them to support Headteacher advertisement, as the LA have to execute the request. 14 candidates apply. Goes down to the wire, last two, literally a hair between them. Interviewing panel decide on a person, who has experience of transforming a school, also experience of a school going from LA to an Academy, candidate verbally accepts post in March. Then, months later changes his mind, but only after he's a. Pushed for re-location expenses, b. more money, both requests met, then c. someone invited him to a Pupil Progress Meeting. Only people in meeting were Cassie, Stuart, myself, Claire Roberts and prospective new Headteacher. Who invited the prospective new Headteacher to that meeting? (as it isn't normal protocol).

It was shortly after this that the new head changed their mind. They waited until June 2019 to tell the FGB, via ESCC. Literally the day after, the FGB received the Warning Letter, which started the ball rolling. Even after the detailed reply, ESCC said the reply wasn't enough, FGB could appeal. The FGB did appeal, but not even 24 hours later, when no panel could have been arranged to read the huge appeal document of 15 pages, ESCC told FGB that an IEB was being put in. Stuart (Interim Exec Head) didn't even have the courtesy to call me to say he was having a meeting with staff to tell them, before the summer holidays, it was already like the FGB didn't exist, even though we did until 3.9.19. I would have been happy to support him, or explain myself, at both sites, what was going to be happening, but the situation was taken out of my control. The IEB started 4.9.19.

Interestingly, the candidate who took 3 months to decide regarding the Headteacher post, even though he had verbally accepted it, is now working in a Harris Academy on the outskirts of London. He was at a different Harris Academy school in London when he applied for the PH post. I wonder whether the lure of more money was involved? As Academies do not have the constraints that LA have regarding wages. They are a private business that trades under charitable trust status.

January 2019-August 2019 - Cassie Palmer-Interim Headteacher-drafted in by ESCC from Brighton & Hove County Council. Cassie was at the time, a Deputy head at Coldean Primary School in Brighton. Cassie and Stuart implemented quite a few changes, including standardising Assessment, lunchtimes across both sites and working hard on funding for a new Phonics scheme.

January 2019-Summer 2019 - Stuart McConnachie-Exec Head PH. Stuart also head at Coldean Primary School in Brighton.

Between January and April 2019, both Cassie and Stuart worked part time at PH. Cassie then became full time after Easter 2019.

1.5.19 - PH Primary, Telscombe Cliffs Primary and PCS (local Secondary school) staff strike, with a great deal of local community support, including Russell Lloyd Moyles (Elected Labour MP) and one of the leaders of the NEU (Teaching Union). On the GMB website, there's a link re the strike: [GMB-southern.org.uk](https://www.gmb-southern.org.uk)

"...since January when Governors at PH and TC told parents and staff that ESCC had told Governors that they must convert to academies, since then the council has clarified this statement saying that they strongly recommended the schools become academies"

Aug 2019- Current 2020 – due to leave in December 2020

Gemma Roxburgh-Interim Head of PH - drafted in by ESCC.

Gemma Roxburgh's direct line manager is Claire Roberts, Senior Manager at ESCC.

Telscombe Cliffs (TC) had an IEB put in May 2020 (during Coronavirus), STEP Academy have been supporting TC since September 2019, rather than the local authority (LA) ESCC. TC are already on the STEP Academy website. I'm wondering whether this is linked to the Teaching Alliance in schools?

March 2020-July 2020

Gemma has been extremely organised over the whole Coronavirus situation, putting staff and children first and there has been a mountain to climb regarding paperwork and policies, from DfE and ESCC. The school has always been open to key worker children and then opened to Nursery, YR & Y6 after the May half term, with a staggered start for each of these different year groups. Unfortunately, there wasn't the room in the school due to social distancing, lack of classrooms and staff shielding to accommodate Y1. Regular emails to parents and staff were received with great detail and care. Gemma sent out a 7page letter before the children broke up to explain in detail the plan for September 2020.

Appendix 3

Timeline of events of Peacehaven Heights in 2020

Ofsted in January 2020 – PH receive a Requires Improvement. All staff are over the moon.

When Gemma announces the outcome in the staffroom at the Junior site, Claire Roberts, a member of the IEB, and ESCC employee, was present, she had to step in, as Jon Taylor was ill on the days of the 2 Day Ofsted visit, the most critical days of the school year. Staff remember vividly that she said "Well Done", PH staff then distinctly remember her next comment..."you have a long road to go still." Couldn't have an IEB member have been happy at the HUGE progress made in only 5 months? After all the school had been through? Claire Roberts many years ago used to be a Governor of PH. I count myself blessed that I am so close to the staff, a relationship built up over many years of supporting the school, on the governing body and listening to children read 1-1, at both the Infant and Junior site on a weekly basis. Staff tell me they have only seen Jon Taylor twice, once in September 2019, to explain the IEB's role and some staff saw him when there was a meeting with parents on 9.10.19. PH received letter from IEB on 14.7.20, giving us 49 days notice of their plans, at least 36 of those days are summer school holidays.

Coronavirus has played right into the hands of the IEB and ESCC, it has been a long term plan, for over 2 years, to force PH to become an academy, which we, the local community have endeavoured to demonstrate in this letter. Stability for the children and parents, especially following a global pandemic, is of paramount importance. Parents have taken the letter at face value and don't even completely understand it. Some parents feel disengaged with school because their children haven't been attending. When children return in September, some children won't have been at school for 6 months, this has a MASSIVE impact. Parents have said "that's a shame....if she wants to go...good luck to her".....by the implication that Gemma wants to leave, this means people aren't going to question. Parents crave stability, we can blame them. What is going on?

Gemma's interview was **27.2.20**. Gemma's interview suddenly stopped, halfway through, the staff were told it was due to ill health. What exactly was wrong with Gemma, the IEB need to explain themselves, don't you think? As the decision to stop the interview had massive implications for PH school. Why wasn't a new date for interview re-arranged? This would be the logical thing to do, a few weeks later. I believe staff have already queried this with the IEB and they have advised that EVERYTHING is confidential. Lockdown happened on **23.3.20**.

Strange interview

When Gemma was doing her assembly at the Infant site. Jon Taylor was vigorously tapping on his watch and then looking at Gemma, she had overrun on her assembly, he was not happy and giving her a horrible stare, plenty of staff saw it. Then when the watch tapping didn't work, he got out of his seat and started strutting and pacing up and down the end of the hall. All staff thought it very strange. At the end of the day, Gemma was doing an assembly in front of hundreds of children, its nerve wracking, you don't need one of the panel being intimidating when she was talking to the children.

Councillor Bob Standley,
Lead Member for Education and Inclusion,
Special Educational Needs and Disability,
East Sussex County Council,
County Hall,
St Anne's Crescent
Lewes
BN7 1UE

5th August 2020

Dear Councillor Standley,

I was distressed to hear from parents, teachers, and members of the local community this week, that the pool at Peacehaven Heights school has been filled in. I'm sure you'd agree that as a seaside town, providing swimming and water safety lessons in Key Stage 1 or 2 is a vital part of the national curriculum (I myself learned to swim in that swimming pool).

I understand from some comments made publicly that this was because this asset was too expensive to service. However, there seems to be a lack of detail around this. These are some of the questions that have been raised to me. It would be very useful if you could offer the community some timely clarity on the matter:

- Where was the decision made to fill-in the swimming pool, and by who?
- What was the rationale behind filling the pool?
- What consultation took place, particularly with the members of the community that have been involved with raising funds for the pool?
- How do you now plan to enable children to learn to swim, particularly with the current transportation restrictions?

I'm sure parents in Peacehaven and Telscombe Cliffs will be grateful for your response.

Finally, as the school has made improvements and the IEB is arriving at the limit of time that it should be in place, I would expect to see a set of local governors appointed imminently. I would hope you can confirm that for me.

Thank you for your time.

Yours Sincerely,



Cllr Chris Collier

Councillor Chris Collier
Labour Party, Peacehaven East
Southover House, Southover Road, Lewes, BN7 1AB
Email: chris.collier@lewes.gov.uk

Councillor Bob Standley
Lead Member for Education
and
Inclusion, Special
Educational Needs and
Disability

County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UE



Cllr Chris Collier
Southover House
Southover Road
Lewes
BN7 1AB

Date 25 08 2020

when responding please contact
Councillor Bob Standley
01273 481112
cllr.bob.standley@eastsussex.gov.uk

our ref

your ref

Dear Cllr Collier,

Reference your letter of the 5th August.

The decision to close the swimming pool at Peacehaven Heights was taken by the IEB. I understand the decision was taken following a potentially serious Health and Safety issue and that the costs of making the pool safe together with running costs were not considered a good use of the school's resources.

The decision was included in the minutes of the IEB and further information is being sent out when the school returns in September.

With reference to funding raised by the community for the pool I have enquired and cannot find any information regarding this funding. If you have information on the source amount and destination of these funds that would be most helpful.

With reference to the provision of swimming for pupils that is being explored by the IEB and further communication on the provision will be given to parents and staff.

I trust that you, parents and staff and I would agree that delivering a good standard of education at Peacehaven Heights is of paramount importance. The IEB was appointed to help the school secure good provision, however, these last months have impacted negatively on the pace of school improvement. The IEB will remain in place to identify the appropriate next steps for the school to ensure the that good standards are delivered for all in the future

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bob Standley', written over a horizontal line.

Cllr Bob Standley
Lead Member Education and ISEND

Become a Sunflower Friendly Council



One in five people in the UK have a disability and 80% of those are hidden

Living with a hidden disability can make daily life more demanding for many people. The Hidden Disabilities Sunflower enables people to discreetly indicate to others that they have a hidden disability and may need additional support, help or more time. The Sunflower is recognised across a huge number of organisations in the UK ranging from transport to retail to leisure – basically anywhere where people meet.

Become a Sunflower Friendly Council to promote your town and regenerate your high street

Our studies have shown that localities that support the Hidden Disabilities Sunflower are seeing a large increase in footfall from wearers of the Sunflower. As a Sunflower Friendly council, you will:

- support local people with hidden disabilities
- assist local businesses to benefit from an increase in visitors and revenue
- demonstrate that your Council is inclusive and enhance your accessibility credentials



What happens when you join

Training:



Through our training partner Purple Tuesday, we will provide a webinar for local businesses to join and receive training for the Hidden Disabilities Sunflower Scheme as well as disability awareness

Promotion:

Businesses will receive a front of store sticker to demonstrate that they have received training. They will also have access to Hidden Disabilities Sunflower digital assets to promote their awareness of the Sunflower and to support their customers with hidden disabilities

Advertising:

Drawing on the enormous following of the Hidden Disabilities Sunflower, we will promote your council and local businesses as Sunflower friendly via our website and across our social media channels

Cost - £1250.00 + VAT*

** The 1st 10 Councils that sign up to become a Sunflower Friendly Council will receive a 30% discount*

Interested?

Please get in touch to receive information on supporting people with hidden disabilities in your area.
Email us at join@hiddendisabilitiesstore.com

Making the invisible visible

hiddendisabilitiesstore.com

HIDDEN
disabilities 

From: Paula Seager <paula@naturalpr.biz>

Sent: 21 September 2020 15:21

To: Paula Seager <paula@naturalpr.biz>

Subject: Rampion 2 - Community Project Liaison Group Invitation

Dear Community Representative, as you may be aware, we are currently developing initial proposals for a potential expansion of the Rampion Offshore Wind Farm, to be known as 'Rampion 2'. We are contacting you because you represent your local community.

So far, Rampion 2 has identified a broad 'Area of Search' within which we've been carrying out feasibility surveys and an environmental scoping exercise, to help better understand the site conditions and constraints. We now wish to engage with stakeholders and communities across Sussex, to seek their feedback and help shape our draft proposals before they are taken through a rigorous, formal consultation process in 2021.

As was the case with the original Rampion project, we are keen to engage widely with stakeholder organisations, ensuring that the full breadth of community interests are represented and considered in the development process. Hence, we are introducing a series of Project Liaison Groups to act as a conduit between the Rampion Team and a range of interests groups. This worked particularly well during the development process for the original Rampion project.

We are proposing five Project Liaison Groups (PLGs) to cover the following community interests:

- Environmental
- Business & Tourism
- Sea Users
- Public Rights of Way Users
- Community Organisations

We plan to hold PLG meetings (virtually for the time being) at key milestones along the development process. The first will be held in October to discuss and agree the PLG Terms of Reference and for the Rampion Team to communicate our initial proposals, key issues and constraints and our indicative project timetable.

In turn, we would be seeking input from the PLG members to share our project information with your peers in the organisation and area of interest you represent, and to feedback local knowledge, issues and concerns to the Rampion Team so we can take these into account as we seek to refine our proposals.

I would be grateful if you could let me know if you are able to participate in the **Community PLG** meetings to represent your area of interest. Initially, we anticipate there being three meetings in the first 12 months, with the frequency of meetings being reviewed thereafter. If you think there is an alternative colleague who should represent your organisation (max. one per organisation), please let us know and feel free to copy this letter to them.

The Rampion Team very much look forward to working with you during the development process and I look forward to hearing from you.

Many thanks indeed, Paula Seager, Natural PR, Independent PLG Chair and Facilitator, on behalf of Rampion 2 - [Email: paula@naturalpr.biz](mailto:paula@naturalpr.biz) Tel: 01273 857242 / 07830 300469

Agenda Item: C656
Committee: Council
Date: 29th September 2020
Title: Proposal for a six-weekly meetings cycle
Report Author(s): Town Clerk
Purpose of Report: To seek approval of Council

Summary of recommended actions

1. To note the contents of the report
2. To approve action proposed

Introduction

By moving to a six-weekly cycle for meetings of Council and its Committees, the streamlining and natural progression of business can be improved.

Background

Currently Council meets mostly on a monthly basis (normally excluding August).

Other Committees meet at varying intervals, some monthly, some every six weeks and the Planning Committee every 3-4 weeks.

This variation creates difficulties in scheduling these meetings.

Analysis

If we have a six-week cycle for meetings, it is not a problem to fit them all in. Council meetings always used to work on a six-week cycle.

The Grants Sub-Committee which meets twice yearly should be before the Policy and Finance to which it reports, and Policy and Finance should always be a week before full council meeting.

Personnel meetings will always be as required and will need to fit around the main meetings.

Planning and Highways should be every three weeks to ensure we do not miss planning application deadlines.

Implications

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

<u>Financial</u>	None.
<u>Legal</u>	Council must meet four times yearly, to include its Annual Meeting.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

None.