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# PEACEHAVEN TOWN COUNCIL

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

13<sup>th</sup> January 2021

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 26<sup>th</sup> January 2021 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 TOWN CLERK**

**C689** Mayor's/Chairman's announcements.

**C690** 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**

**C691** To approve apologies for absence.

**C692** To receive declarations of interests.

**C693** To adopt the public minutes of the previous Council meeting held on the 24<sup>th</sup> November 2020.

**C694** 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 public meeting minutes of the 17<sup>th</sup> November 2020.
- iii. To note the draft public meeting minutes of the 18<sup>th</sup> January 2021.
- iv. To approve the 2021/22 budget & precept request to LDC.
- v. Review of payments to L&N Consulting for NDP work.

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

- i. To receive the meeting minutes of the 8<sup>th</sup> December 2020.
- ii. To note the draft meeting minutes of the 12<sup>th</sup> January 2021.
- iii. To note the Developer Liaison WP meeting notes of the 27<sup>th</sup> November 2020.

c. **Personnel Committee**

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

- i. To receive the meeting minutes of the 3<sup>rd</sup> November 2020.
- ii. To note the draft meeting minutes of the 15<sup>th</sup> December 2020.

**Agenda for the virtual Meeting of Peacehaven Town Council – 26<sup>th</sup> January 2021**

- e. **Civic & Community Events Committee:-**
  - i. To receive the meeting minutes of the 20<sup>th</sup> October 2020.
  - ii. To note the draft meeting minutes of the 19<sup>th</sup> January 2021.
- f. **Business Development & E-Comm's Committee:-**
  - i. To receive the meeting minutes of the 22<sup>nd</sup> September 2020.
  - ii. To note the draft meeting minutes of the 1<sup>st</sup> December 2020.
- g. **PTC Climate Change Working Party**
- h. **PTC Libraries Working Party**

**C695** To receive a report from the Neighbourhood Development Plan Steering Group:-

- a. To adopt revised NDP SG Terms-of-reference.

**C696** To receive a report from the PTC Havens Health liaison group.

**C697** To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions.

**C698** To receive a report from Cllr White regarding the development of Youth Hubs.

**C699** To discuss the development of on-line Councillors/Ward surgeries.

**C700** To approve a response to the LDC Informal Planning Policy Consultation.

**C701** Interim review of the allocation of Councillors to Committees, WP's & other bodies and to consider nominations for Town Mayor 2021/22.

**C702** Report from Cllr Symonds on CCTV development.

**C703** Motion by Cllr Collier for the introduction of an Emergency Community Support Grant.

**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:-*

**C704** To adopt the confidential minutes of the previous Council meeting held on the 24<sup>th</sup> November 2020.

**C705** To receive a report on the redevelopment of the Meridian Centre/Community House.

**C706** Personnel Committee:-

- a. To discuss current confidential staffing matters.
- b. To approve an increase in working hours for the Senior Projects Officer.

**C707** Policy & Finance Committee:-

- a. To receive the confidential meeting minutes of the 17<sup>th</sup> November 2020.
- b. To note the draft confidential meeting minutes of the 18<sup>th</sup> January 2021.

**C708** Date of next meeting – Tuesday 9<sup>th</sup> March 2021 at 7.30pm.



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## **DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 24<sup>th</sup> November 2020**

**Present** – Mayor Cllr Claude Cheta, Cllr Lynda Duhigg, Cllr Sue Griffiths, 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 Emilia Simmons, Cllr Ron White, Cllr Alan Milliner, Cllr Wendy Veck.

**Officers**; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Senior Projects Officer, Michelle Edser.

**Public**; One member of the public was present.

### **C676 Mayor's/Chairman's announcements.**

The Chairman welcomed everyone to the meeting.

The Chairman reported on the following matters:-

- The very successful Christmas Appeal for children's presents.
- The urgent need to support the food bank.
- Meeting with the Police & Crime Commissioner's office and SSALC with the Clerk.
- SSALC Chairmen's briefing event.
- Remembrance events.

### **C677 Public session.**

There were no questions from members of the public.

### **C678 To approve apologies for absence.**

It was resolved to accept apologies from Cllr Hill.

### **C679 To receive declarations of interests.**

Cllr Duhigg as a District Councillor with planning and CIL responsibilities.

Cllr Paul as an employee of the Gateway Café.

Cllr White as a shareholder in the Meridian Health Centre.

### **C680 To adopt the minutes of the previous Council meeting held on the 27<sup>th</sup> October 2020.**

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

### **C681 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.**

It was resolved to receive this report, including the signing of the Bank Reconciliations and approval of payments, as set out in the draft meeting minutes of the 17<sup>th</sup> November 2020.

##### **ii. To receive the meeting minutes of the 21<sup>st</sup> October 2020.**

It was resolved to receive these minutes.

##### **iii. To note the draft meeting minutes of the 17<sup>th</sup> November 2020.**

These minutes were noted.

**iv. To receive the 2020/21 Interim Internal Audit Report**

Noted that this was a very good audit report, but that the Council's level of reserves still needs significantly building up.  
It was resolved to receive this report.

**v. To note the progress for drafting the 2021/22 budget & precept.**

Cllr Collier reported that the Finance Officer has been meeting with Councillors and Officers to build up the draft budget, which will be finalised for presentation to the Finance Committee and Council in January.

**vi. To approve grants allocations for Round 2 2020/21.**

It was resolved to make grants payments amounting to £3930.00, as set out in the spreadsheet contained in the meeting papers.

**vii. To authorise the payments for L&N Consulting until the meeting of Council in January 2021.**

It was resolved to authorise these payments and that this matter will be reviewed again at the January 2021 Council meeting.

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

**i. To receive the meeting minutes of the 6<sup>th</sup> October 2020.**

It was resolved to receive these minutes.

**ii. To note the draft meeting minutes of the 10<sup>th</sup> November 2020.**

These minutes were noted.

**c. Personnel Committee:-**

**i. To receive the public meeting minutes of the 1<sup>st</sup> September 2020.**

It was resolved to receive these minutes.

**ii. To note the draft public meeting minutes of the 19<sup>th</sup> November 2020.**

These minutes were noted.

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

**i. To receive the meeting minutes of the 15<sup>th</sup> September 2020.**

It was resolved to receive these minutes.

**ii. To note the draft meeting minutes of the 3<sup>rd</sup> November 2020.**

These minutes were noted.

**iii. To approve funding for the repair/replacement of lights in the Gateway Café.**

It was resolved that this work should proceed immediately.

It was resolved, by majority, that no budgetary virement would take place; with costs being reflected in their actual budget headings.

**e. Civic & Community Events Committee**

Cllr Duhigg reported that the Council had been approached by the NHS for the use of Community House as a vaccination centre for the Covid-19 programme.

Mrs Donovan reported on the known details and a discussion followed on what other aspects needed to be finalised.



## **Minutes of the Meeting of Peacehaven Town Council – 24<sup>th</sup> November 2020**

Mrs Donovan noted that a NHS team will be visiting Community House on the 25<sup>th</sup> November 2020 to progress this matter.

It was resolved that this was an essential project for the Council to support and facilitate and that the Clerk and Officers should engage with the NHS full.

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

Cllr Milliner noted that the Committee next meets on the 1<sup>st</sup> December 2020.

### **g. Climate Change Working Party:-**

#### **i. To receive the meeting notes of the 23<sup>rd</sup> September 2020.**

It was resolved to receive these notes.

#### **ii. To note the draft meeting notes of the 4<sup>th</sup> November 2020.**

Cllr Sharkey stated that she had not attended an environmental forum as reported in these notes. The draft meeting notes were noted as amended.

### **C682 To receive a report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher reported on the following matters:-

- The Masterplan leaflet is in the final stages of preparation and will be delivered to all homes in Peacehaven and Telscombe.
- The Strategic Environmental Assessment (SEA) has been received and will now be sent to the NDP Statutory Consultees.
- The Housing Needs Assessment has just been received from LDC.
- The Design Guides and Character Assessments are continuing to be developed.
- Environmental matters are being finalised for input into the Draft NDP.
- After the last NDP Steering Group meeting, held on the 10<sup>th</sup> November 2020, a couple of volunteers have come forward to join the SG.
- The next meeting of the NDP SG is on the 10<sup>th</sup> December 2020.

### **C683 To receive a report from the PTC Havens Health liaison group meeting, held on the 17<sup>th</sup> November 2020.**

It was resolved to receive the circulated meeting report.

### **C684 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions.**

The Clerk gave an update on the current working situation, noting that staff were managing and adapting to the changing environment very well.

It was noted that all equipment identified for those staff working from home had been approved and ordered.

Arrangements for the Christmas appeals were discussed.

### **C685 Report by Cllr Symonds on CCTV partnership working with Sussex Police.**

Cllr Symonds gave an update on a presentation given by Sussex Police on the 16<sup>th</sup> November 2020 regarding CCTV partnership working.

Cllr Symonds stated that she is compiling an in-depth report for Council on this matter.

[The member of the public left the meeting]

***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:-***

**C686 To receive a report on the redevelopment of the Meridian Centre/Community House.**

The Senior Projects Officer's report was noted and discussed in detail.

The SPO recommended the strong engagement of Councillors and staff in the development of the emerging NDP and that Pegasus/HDD are now invited to make their presentations so that the Council's engagement with them and all other parties involved in the redevelopment of the Meridian Centre can actively continue.

Cllr Collier referred to a meeting held with Simon Russian; a Planning Solicitor provided by LDC to support the Town Council in its negotiating process. Cllr Collier stated that it was essential to have Mr Russian's advice, in advance of any meaningful engagement in this project with other parties.

The need for effective public consultation was discussed and it was noted that the NDP Masterplan consultation is in the final stages of preparation and will be carried out in December and January.

It was resolved that PTC should now fully engage with Pegasus/HDD and all other parties involved in the redevelopment of the Meridian Centre, led by the Clerk and SPO.

[The SPO left the meeting]

**C687 Personnel Committee:-**

- a. **To discuss current confidential staffing matters and to ratify the Committee's actions.**
  - i. **To receive the confidential meeting minutes of the 1<sup>st</sup> September 2020.**

It was resolved to receive these minutes.

Current staffing issues, appointments and related matters were discussed and actions agreed.

- ii. **To note the draft confidential meeting minutes of the 19<sup>th</sup> November 2020.**

These minutes were noted.  
Cllr Seabrook reported that the Committee's requirements for the draft budget were being finalised.

**C688 Date of next meeting – Tuesday 26<sup>th</sup> January 2021 at 7.30pm.**

The Chairman thanked all Councillors and Officers for their hard work and resilience during the year.

*There being no further business, the meeting closed at 21:12.*

**Bank Reconciliation Statement as at 31/12/2020  
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	31/12/2020		50,000.00
Current Account	31/12/2020		464,870.31
			<u>514,870.31</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
02/06/2020 204697 DAVID SIMPSON		40.35	
04/11/2020 120365 LAND REGISTRY		4.00	
26/11/2020 120392 DEVELOP OUTDOORS CIC		250.00	
02/12/2020 120395 CORONA ENERGY		732.85	
10/12/2020 204749 ANDREW PICTON		11.70	
10/12/2020 204750 KEEPERS NURSERY		49.50	
21/12/2020 204752 C R Allen & Sons		335.92	
21/12/2020 204753 Heatcraft And Ventilation ltd		195.00	
21/12/2020 204754 Lewes District Council		1,146.60	
21/12/2020 204755 Spy AlarmsLtd		199.20	
21/12/2020 204757 AMP Services		17.76	
21/12/2020 204758 Tony Allen		140.33	
21/12/2020 204760 Tony Allen		99.00	
21/12/2020 204763 Conect Total Communications		439.70	
21/12/2020 204766 MICHELLE EDSER		315.00	
21/12/2020 204767 HMRC		6,998.15	
21/12/2020 204768 EAST SUSSEX PENSION FUND		8,494.93	
21/12/2020 204769 Mailserve LTD		119.40	
			<u>19,734.93</u>
			495,135.38
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
			<u>-100.00</u>
			495,035.38
<b>Balance per Cash Book is :-</b>			<b>495,035.38</b>
<b>Difference is :-</b>			<b>0.00</b>



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## Your Business accounts – at a glance

### Up-to-date account information

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

## Your balances on 31 December 2020

### Business Current Accounts

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

### Business Savings Accounts

Active Saver	£464,870.31
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,163.99
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 14/01/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	17,115	
105	VAT Control A/c	6,739	
118	Deposit Aqua	50	
201	Current Bank A/c	490,416	
202	Reserve Account	180,160	
210	Petty Cash	520	
	<b>Total Current Assets</b>		<b>694,999</b>
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,260	
517	Pension Control	(1,500)	
566	Deposits Received	1,022	
	<b>Total Current Liabilities</b>		<b>782</b>
	<b>Net Current Assets</b>		<b>694,218</b>
	<b>Total Assets less Current Liabilities</b>		<b>694,218</b>
	<u>Represented by :-</u>		
301	Current Year Fund	290,413	
310	General Reserves	63,174	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	177,104	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
362	Neighbourhood Plan	2,607	
370	Capital Receipts Reserve	57,839	
	<b>Total Equity</b>		<b>694,218</b>

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	54,828	0	(54,828)			0.0%	
1013 Income from Photocopying	82	500	418			16.4%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1050 Allotment Rent	627	0	(627)			0.0%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	612	600	(12)			101.9%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	3,685	1,000	(2,685)			368.5%	
<b>General Administration :- Income</b>	<b>722,067</b>	<b>662,460</b>	<b>(59,607)</b>			<b>109.0%</b>	<b>0</b>
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	5,000	5,100	100		100	98.0%	
<b>General Administration :- Direct Expenditure</b>	<b>22,500</b>	<b>25,100</b>	<b>2,600</b>	<b>0</b>	<b>2,600</b>	<b>89.6%</b>	<b>0</b>
4001 Salaries	245,266	390,000	144,734		144,734	62.9%	
4002 Employer N.I Contributions	21,530	33,685	12,155		12,155	63.9%	
4003 Employer Pension Contributions	48,885	62,514	13,629		13,629	78.2%	
4004 Overtime	126	5,000	4,874		4,874	2.5%	
4011 Training	470	5,000	4,530		4,530	9.4%	
4212 Mileage Costs	12	1,000	988		988	1.2%	
4301 Purchase of Furniture/Equipmen	513	3,500	2,987		2,987	14.7%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	4,699	7,000	2,301		2,301	67.1%	
4307 Stationery	164	2,500	2,336		2,336	6.6%	
4311 Professional Fees - Legal	559	3,000	2,441		2,441	18.6%	
4312 Professional Fees - Other	3,536	4,000	464		464	88.4%	
4314 Audit Fees	1,960	3,000	1,040		1,040	65.3%	
4315 Insurance	8,881	10,000	1,119		1,119	88.8%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	221	400	179		179	55.3%	
4323 PDQ Charges	396	800	404		404	49.5%	
4325 Postage	1,676	2,000	324		324	83.8%	
4326 Telephones	4,284	6,000	1,716		1,716	71.4%	
4327 Computers	17,324	9,500	(7,824)		(7,824)	182.4%	
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	7,768	10,000	2,232		2,232	77.7%	
4342 Subscriptions	4,630	4,500	(130)		(130)	102.9%	

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Election Costs	0	6,000	6,000		6,000	0.0%	
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	<b>377,401</b>	<b>576,999</b>	<b>199,598</b>	<b>0</b>	<b>199,598</b>	<b>65.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>322,166</b>	<b>60,361</b>	<b>(261,805)</b>				
<b>110 Civic Events</b>							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
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	<b>(17)</b>	<b>2,400</b>	<b>2,417</b>	<b>0</b>	<b>2,417</b>	<b>(0.7%)</b>	<b>0</b>
4331 Mayor's Allowance	374	1,500	1,126		1,126	24.9%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	51	0	(51)		(51)	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	<b>444</b>	<b>3,750</b>	<b>3,306</b>	<b>0</b>	<b>3,306</b>	<b>11.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(427)</b>	<b>(6,150)</b>	<b>(5,723)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	1,284	6,500	5,216			19.8%	
1301 Filming	450	0	(450)			0.0%	
Marketing :- Income	<b>1,794</b>	<b>7,000</b>	<b>5,206</b>			<b>25.6%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	779	2,000	1,221		1,221	39.0%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	<b>928</b>	<b>3,000</b>	<b>2,072</b>	<b>0</b>	<b>2,072</b>	<b>30.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>866</b>	<b>2,800</b>	<b>1,934</b>				
<b>130 Neighbourhood Plan</b>							
4337 Neighbourhood Plan	5,108	5,000	(108)		(108)	102.2%	
4344 Neighbourhood Plan Grants	(4,420)	0	4,420		4,420	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>688</b>	<b>5,000</b>	<b>4,312</b>	<b>0</b>	<b>4,312</b>	<b>13.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(688)</b>	<b>(5,000)</b>	<b>(4,312)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Planning &amp; Highways</b>							
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	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	810	1,092	282		282	74.2%	
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	<b>9,502</b>	<b>10,761</b>	<b>1,259</b>	<b>0</b>	<b>1,259</b>	<b>88.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,502)</b>	<b>(13,261)</b>	<b>(3,759)</b>				
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	4,933	4,400	(533)		(533)	112.1%	
4203 Fuel	2,030	5,600	3,570		3,570	36.2%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	<b>8,215</b>	<b>11,300</b>	<b>3,085</b>	<b>0</b>	<b>3,085</b>	<b>72.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,215)</b>	<b>(11,300)</b>	<b>(3,085)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	12,598	15,000	2,402			84.0%	
1039 S/P Cats	(600)	3,600	4,200			(16.7%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,531	2,500	969			61.2%	
1061 S/P Court Hire	1,643	5,300	3,657			31.0%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	<b>19,622</b>	<b>30,700</b>	<b>11,078</b>			<b>63.9%</b>	<b>0</b>
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	3,004	6,000	2,996		2,996	50.1%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	4,263	7,300	3,037		3,037	58.4%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,694	7,800	4,106		4,106	47.4%	
Sports Park :- Indirect Expenditure	<b>17,094</b>	<b>29,100</b>	<b>12,006</b>	<b>0</b>	<b>12,006</b>	<b>58.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,529</b>	<b>1,600</b>	<b>(929)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	1,954	0	(1,954)		(1,954)	0.0%	10,000
4111 Electricity	356	0	(356)		(356)	0.0%	
4112 Gas	525	0	(525)		(525)	0.0%	
4121 Rents	10,070	12,000	1,930		1,930	83.9%	
4131 Rates	2,843	2,500	(343)		(343)	113.7%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	590	1,000	410		410	59.0%	
4173 Fertilisers & Grass Seed	6,055	4,750	(1,305)		(1,305)	127.5%	
4303 Machinery Mtce/Lease	2,242	4,500	2,258		2,258	49.8%	
<b>Big Park :- Indirect Expenditure</b>	<b>24,635</b>	<b>25,250</b>	<b>615</b>	<b>0</b>	<b>615</b>	<b>97.6%</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>(24,635)</b>	<b>(25,250)</b>	<b>(615)</b>				
6000 plus Transfer from EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,635)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	4,283	8,480	4,197			50.5%	
<b>Gateway Cafe :- Income</b>	<b>4,283</b>	<b>8,480</b>	<b>4,197</b>			<b>50.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	2,855	0	(2,855)		(2,855)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>2,855</b>	<b>900</b>	<b>(1,955)</b>	<b>0</b>	<b>(1,955)</b>	<b>317.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,427</b>	<b>7,580</b>	<b>6,153</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,230	1,950	720			63.1%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>2,720</b>	<b>6,950</b>	<b>4,230</b>			<b>39.1%</b>	<b>0</b>
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
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	50	2,500	2,451		2,451	2.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>211</b>	<b>15,500</b>	<b>15,289</b>	<b>0</b>	<b>15,289</b>	<b>1.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	514	4,710	4,196		4,196	10.9%	
4141 Water Services	106	1,750	1,644		1,644	6.0%	
4164 Trade Refuse	338	2,500	2,162		2,162	13.5%	

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	1,757	10,000	8,243		8,243	17.6%	
4301 Purchase of Furniture/Equipmen	156	3,000	2,844		2,844	5.2%	
Parks & Open Spaces :- Indirect Expenditure	<b>2,871</b>	<b>21,960</b>	<b>19,089</b>	<b>0</b>	<b>19,089</b>	<b>13.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(361)</b>	<b>(30,510)</b>	<b>(30,149)</b>				
<u>355 The Hub</u>							
1084 Sports Pavilion	5,204	16,000	10,796			32.5%	
The Hub :- Income	<b>5,204</b>	<b>16,000</b>	<b>10,796</b>			<b>32.5%</b>	<b>0</b>
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	<b>401</b>	<b>500</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>80.2%</b>	<b>0</b>
4101 Repair/Alteration of Premises	679	0	(679)		(679)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	956	1,500	544		544	63.8%	
4112 Gas	533	1,500	967		967	35.6%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	(25)	4,000	4,025		4,025	(0.6%)	
The Hub :- Indirect Expenditure	<b>2,144</b>	<b>9,500</b>	<b>7,356</b>	<b>0</b>	<b>7,356</b>	<b>22.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,659</b>	<b>6,000</b>	<b>3,341</b>				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	4,875	6,000	1,125			81.2%	
1072 C/H Copper Room	8,798	12,650	3,853			69.5%	
1075 C/H Charles Neville	556	10,200	9,644			5.5%	
1076 C/H Main Hall	1,212	25,600	24,388			4.7%	
1077 C/H Anzac Room	(29)	12,700	12,729			(0.2%)	
1078 C/H Main Kitchen	835	1,250	415			66.8%	
1079 C/H Anzac Kitchen	73	700	627			10.5%	
1080 C/H Foyer	14	2,300	2,286			0.6%	
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	561	1,000	439			56.1%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
Community House :- Income	<b>18,980</b>	<b>84,050</b>	<b>65,070</b>			<b>22.6%</b>	<b>0</b>
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	<b>409</b>	<b>2,000</b>	<b>1,591</b>	<b>0</b>	<b>1,591</b>	<b>20.4%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## 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	1,153	10,000	8,847		8,847	11.5%	
4102 Maintenance of Buildings	613	0	(613)		(613)	0.0%	
4111 Electricity	1,918	8,000	6,082		6,082	24.0%	
4112 Gas	1,693	4,000	2,307		2,307	42.3%	
4122 Service Charge	1,425	15,500	14,075		14,075	9.2%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	1,733	16,000	14,267		14,267	10.8%	
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	1,391	2,500	1,109		1,109	55.6%	
4163 Personal Hygiene	2,302	2,500	198		198	92.1%	
4168 Water Dispenser	98	120	22		22	82.0%	
4301 Purchase of Furniture/Equipmen	10	0	(10)		(10)	0.0%	
4305 Uniform	195	500	305		305	39.0%	
Community House :- Indirect Expenditure	<b>13,977</b>	<b>78,920</b>	<b>64,943</b>	<b>0</b>	<b>64,943</b>	<b>17.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,594</b>	<b>3,130</b>	<b>(1,464)</b>				
<b>430 Summer Fair</b>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,400	1,400			0.0%	
1094 Other Customer & Client Receip	0	800	800			0.0%	
Summer Fair :- Income	<b>0</b>	<b>2,700</b>	<b>2,700</b>			<b>0.0%</b>	<b>0</b>
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	<b>0</b>	<b>2,700</b>	<b>2,700</b>	<b>0</b>	<b>2,700</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>440 Christmas Market</b>							
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 Receip	0	300	300			0.0%	
Christmas Market :- Income	<b>0</b>	<b>2,300</b>	<b>2,300</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## 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>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	<b>774,669</b>	<b>820,640</b>	<b>45,971</b>			<b>94.4%</b>	
Expenditure	<b>484,256</b>	<b>830,500</b>	<b>346,244</b>	<b>0</b>	<b>346,244</b>	<b>58.3%</b>	
<b>Net Income over Expenditure</b>	<u><b>290,413</b></u>	<u><b>(9,860)</b></u>	<u><b>(300,273)</b></u>				
plus Transfer from EMR	<b>10,000</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>300,413</b></u>						

## List of Payments made between 01/11/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/11/2020	Investec Asset Finance	DD	198.00		FRANKING MACHINE
04/11/2020	HMRC	120352	18.15		VAT OWED J
04/11/2020	VICTORIA ONIS	120354	69.94		STUDY DESK
04/11/2020	SECRETARY OUTSOURCE	120355	125.00		NDP MINUTES
04/11/2020	EAST SUSSEX PENSION FUND	120356	8,508.01		OCTOBER SALARIES
04/11/2020	HMRC	120357	10,690.26		OCTOBER SALARIES
04/11/2020	Tony Allen	120358	22.49		DIGITAL MARKETING TRAINING
04/11/2020	PPL PRS Ltd	120359	1,654.09		MUSIC LICENCE
04/11/2020	Sats4u	120360	20.00		CCTV MONTHLY SERVICE
04/11/2020	M.D.J Light Brothers Ltd	120361	288.00		SKIP HIRE
04/11/2020	TOTAL GAS & POWER	120362	57.84		SEPTEMBER GAS
04/11/2020	CONTEGO SAFETY SOLUTIONS	120363	131.44		GROUNDSTEAM UNIFORM
04/11/2020	Corona Energy	120364	96.26		SEPTEMBER GAS
04/11/2020	LAND REGISTRY	120365	4.00		LAND REGISTRY
04/11/2020	Everwell Occupational Health It	120366	354.00		28/10 TELEPHONE CONSULT
04/11/2020	HMRC	120352	-18.15		TO CORRECT PERIOD
04/11/2020	L&N CONSULTANCY LIMITED	120367	1,980.00		OCTOBER CONSULTANCY
04/11/2020	Northstar IT	DD1	727.80		MICHELLES LAPTOP
04/11/2020	Northstar IT	DD2	1,127.74		MONTHLY SUPPORT
04/11/2020	Barclays	DD3	3.00		COMMISSION CHGS
09/11/2020	The Fuelcard People	DD1	98.56		FUEL - HK66WMJ
10/11/2020	Barclays	DD	62.00		PDQ CHGS OCT
12/11/2020	Lewes District Council	120368	186.00		ANNUAL LICENCE FEE 23/11/20
12/11/2020	KPS (COMPOSTING SERVICES	120369	60.00		GREEN WASTE
12/11/2020	Chris Bartholomew Electrical C	120370	120.00		INVESTIGATE CAFE LIGHTS
12/11/2020	Caroline Reid	120371	609.00		NOVEMBER CLEANING
12/11/2020	CLAIRE HORNER-LOCKO	120372	100.00		DEPOSIT REFUND
16/11/2020	ENVIRONMENT AGENCY	DD	171.00		SUBSISTENCE CHARGES
17/11/2020	Northstar IT	DD1	295.68		MONTHLY SUPPORT 28/10-31/10
18/11/2020	Conect Total Communications	120373	708.95		DD MOBILE
18/11/2020	BRITISH GAS	120374	1,584.40		OCTOBER ELECTRICITY
18/11/2020	Corona Energy	120375	373.98		OCTOBER GAS
18/11/2020	Tony Allen	120376	23.94		TITLE REGISTER
18/11/2020	Mulberry & Co	120377	216.00		HALF YEAR AUDIT
18/11/2020	Trade UK	120378	23.99		BARRIER FENCING
18/11/2020	C.B.Winters & Sons Ltd	120379	129.60		PREMIER TURF
20/11/2020	Northstar IT	DD2	14.40		SPLASHTOP REMOTE ACCESS
23/11/2020	EDF	DD	95.24		OCTOBER ELECTRICITY
25/11/2020	Barclays	DD1	50.00		BACS OVER LIMIT
25/11/2020	PHS Group	DD2	685.24		PERSONAL HYGIENE
25/11/2020	NOVEMBER SALARIES	NOV SALARI	22,767.97		NOVEMBER SALARIES
26/11/2020	TRAVIS PERKINS Trading	120380	30.48		TIMBER FOR DELL
26/11/2020	BRITISH GAS	120381	138.20		UNIT 14 - GAS
26/11/2020	Wightman & Parrish Ltd	120382	280.92		CLEANING PRODUCTS
26/11/2020	Trade UK	120383	71.97		BOOTS & KEY SET
26/11/2020	HIDDEN DISABILITIES	120384	138.00		STARTER PACK
26/11/2020	R.J.Meaker Fencing Ltd	120385	28.80		DECKING

## List of Payments made between 01/11/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/11/2020	EAST SUSSEX PENSION FUND	120386	6,937.44		NOVEMBER SALARIES
26/11/2020	HMRC	120387	7,226.32		NOVEMBER SALARIES
26/11/2020	CATS CLUB	120388	480.00		CATS CLUB GRANT
26/11/2020	KEMPTON HOUSE DAY CENTRE	120389	500.00		KEMPTON HOUSE GRANT
26/11/2020	CHICHESTER DIOCESAN	120390	750.00		CHICH DIOCESAN GRANT
26/11/2020	ROTARY CLUB OF NEWHAVEN	120391	200.00		ROTARY CLUB GRANT
26/11/2020	DEVELOP OUTDOORS CIC	120392	250.00		DEVELOP OUTDOORS GRANT
26/11/2020	THE DEANS SENIOR TEA CLUB	120393	500.00		DEAN TEA CLUB GRANT
26/11/2020	LAND REGISTRY	120394	4.00		LAND REGISTRY
01/12/2020	Northstar IT	DD	4,347.60		LAPTOPS FOR HOME
01/12/2020	Northstar IT	DD	21.60		SPLASHTOP
02/12/2020	CORONA ENERGY	120126	-732.85		CANCEL CHQ
02/12/2020	CORONA ENERGY	120395	732.85		CORONA ENERGY
02/12/2020	Rigby Taylor	120396	816.00		GROUND'S MAINTENANCE
02/12/2020	Chris Bartholomew Electrical C	120397	159.60		ANZAC ROOM LIGHT FITTING
02/12/2020	TOTAL GAS & POWER	120398	86.31		OCTOBER GAS
02/12/2020	Tony Allen	120399	448.87		VARIOUS WFH EQUIP
02/12/2020	HR Services Partnership	120400	288.00		HR SUPPORT & ADVICE
04/12/2020	Northstar IT	dd1	1,394.14		MONTHLY SUPPORT
07/12/2020	The Fuelcard People	DD	75.60		GY06PPX FUEL
07/12/2020	Barclays	DD1	3.00		COMM CHARGES
10/12/2020	Caroline Reid	204741	609.00		DECEMBER CLEANING
10/12/2020	NO BUTTS BIN CO. LTD	204742	492.00		BENCH FOR FIRLE PARK
10/12/2020	BRITISH GAS	204743	162.78		GAS FOR UNIT 14
10/12/2020	AVS FENCING SUPPLIES LTD	204744	257.58		BIG PARK MATERIALS
10/12/2020	L&N CONSULTANCY LIMITED	204745	1,980.00		NOVEMBER CONSULTANCY
10/12/2020	KPS (COMPOSTING SERVICES	204746	25.00		GREEN WASTE
10/12/2020	Codec Facilities Ltd	204747	639.99		BENCH
10/12/2020	CASH	204748	443.78		PETTY CASH TOP UP
10/12/2020	ANDREW PICTON	204749	11.70		MILEAGE
10/12/2020	KEEPERS NURSERY	204750	49.50		KEEPERS NURSERY
10/12/2020	Barclays	DD2	42.00		NOVEMBER PDQ`
14/12/2020	The Fuelcard People	DD	90.17		HK66 WHJ FUEL
17/12/2020	NATIONAL AUTISTIC SOCIETY	204751	201.60		NATIONAL AUTISTIC SOCIETY
21/12/2020	C R Allen & Sons	204752	335.92		HK66WMJ MOT & SERVICE
21/12/2020	Heatcraft And Ventilation ltd	204753	195.00		BOILER
21/12/2020	Lewes District Council	204754	1,146.60		DOG WASTE
21/12/2020	Spy AlarmsLtd	204755	199.20		QUARTERLY FIRE MAINTENANCE
21/12/2020	Trade UK	204756	27.98		WASHERS / REINFORCE COIL
21/12/2020	AMP Services	204757	17.76		DECAL / SCREWS
21/12/2020	Tony Allen	204758	140.33		HEADPHONES
21/12/2020	CHANDLERS BUILDING SUPPLIES	204759	86.78		HUB GUTTERING
21/12/2020	Tony Allen	204760	99.00		SURVEY MONKEY NDP
21/12/2020	CASTLE WATER	204761	129.56		WATER CHARGES - DELL
21/12/2020	TRAVIS PERKINS Trading	204762	17.29		FIRLE ROAD FENCING
21/12/2020	Conect Total Communications	204763	439.70		DECEMBER TELEPHONE
21/12/2020	Chris Bartholomew Electrical C	204764	2,960.20		REPLACE CAFE LIGHTS

## List of Payments made between 01/11/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/12/2020	Double Nine Ltd / Merlin Workw	204765	1,083.48		UNIFORM
21/12/2020	MICHELLE EDSER	204766	315.00		RTPI PROF FEES
21/12/2020	HMRC	204767	6,998.15		NOVEMBER SALARIES
21/12/2020	EAST SUSSEX PENSION FUND	204768	8,494.93		NOVEMBER SALARIES
21/12/2020	Mailserve LTD	204769	119.40		TMR POSTAL RATE CHANGE
21/12/2020	Northstar IT	DD	142.80		MONITOR FOR DEBBIE
22/12/2020	EDF	DD1	93.54		NOVEMBER STREET LIGHTS
22/12/2020	DECEMBER SALARIES	DEC PAY	23,402.17		DECEMBER SALARIES
24/12/2020	Pitney Bowes LTD	DD	200.32		POSTAGE
29/12/2020	Northstar IT	DD	9.00		HDMI CABLES
<b>Total Payments</b>			<u>131,269.88</u>		

**Bank Reconciliation Statement as at 31/12/2020  
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	31/12/2020		180,163.99
			<u>180,163.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,163.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,163.99
		<b>Balance per Cash Book is :-</b>	<b>180,163.99</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Wednesday 17<sup>th</sup> November 2020 at 7.30pm**

**Present** - Cllr C Collier (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 A Milliner, Cllr L Duhigg, Cllr L Mills. Town Clerk T Allen, Finance Officer Z Malone, Sen. Projects Officer M Edser, Parks Officer K Bray.

**PF553 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone and admitted Cllr L Duhigg & Cllr L Mills to the meeting.

**PF554 PUBLIC QUESTIONS**

No members of the public were present.

**PF555 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Members were present.

**PF556 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF557 TO ADOPT THE MINUTES OF 21<sup>st</sup> OCTOBER 2020**

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

**PF558 TO APPOINT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Goble should become the Vice-Chairman of the Committee; proposed by Cllr Milliner, seconded by Cllr Sharkey and resolved unanimously.

**PF559 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

**4. Income & Expenditure report**

The Finance Officer's reports were received and noted.

The Chairman reported on income loss vs. expenditure savings, noting contingency reserves set aside for Covid-19 related impacts.

The Clerk noted that the Interim Internal Audit Report for 2020/21 had just been received. It was resolved to present this at the next Council meeting to be formally received and noted.

**5. Balance Sheet**

Received and noted.

**6. CIL report**

Received and noted.

**7. List of payments (for approval)**

It was resolved to approve the October 2020 payments amounting to £48,905.33 and November 2020 payments to-date amounting to £24,001.33, as scheduled in the meeting papers.

**8. Review of external contracts & their ongoing authorisations**

The Chairman introduced this new standard Agenda item, designed to regularly review contracts and their ongoing authorisations.

## **Minutes POLICY AND FINANCE COMMITTEE – 17<sup>th</sup> November 2020**

The ongoing authorisation for L&N Consultancy NDP work, payments and budgetary provision was discussed in detail.

The Clerk reported that, at its meeting in June 2020, Council had formally authorised two-months engagement and that, whilst at the Council meeting in September 2020 it had been reported that this engagement would be continuing, no formal authorisation by Council had been formally recorded. It was resolved to propose to Council that this engagement is authorised until the Council meeting in January 2020, where a further review will be carried out.

### **PF560 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT**

The Finance Officer reported that she is building the Draft 2021/22 budget and is meeting with Councillors and Officers for input.

It was noted that, under current circumstances, it is hard to predict income, but that all sources were being looked at including S.106, CIL and capital reserves receipts.

### **PF561 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME**

The Clerk's paper was noted.

It was agreed that the listed items were valid requirements and it was resolved that they are purchased; cost £468.25.

### **PF562 TO CONSIDER THE FOLLOWING PROPOSALS FROM THE LEISURE AMENITIES & ENVIRONMENT COMMITTEE**

The process and method of presenting project proposals to the Committee was discussed.

The Chairman noted a number of factors that must be covered, including:-

- Use of capital.
- Replacement of asset.
- Reduced expenditure.
- Increased income.
- Carbon footprint.
- Social value.

The Chairman stated that it was quite in order for the Committee to be approached for advice on developing projects, but this must be clearly expressed on the meeting Agenda.

#### **1. To approve the resurfacing of the Centenary Park car park as part of a future CIL/S.106 project.**

The Parks Officer's paper was noted and discussed.

It was noted that it is intended that funding will be sought from the LDC CIL 'pot' and would probably form part of a larger bid.

It was resolved to refer this matter to be developed by the CIL Working Party (WP).

#### **2. To approve the replacement of a vehicle & machinery over two years using capital reserves funding**

The Parks Officer's paper and vehicle/items redundancy plan was noted and discussed in detail. Cllr Seabrook reported that he had provided a detailed report for the LA&E Committee, covering costs, cost savings, climate and other benefits/impacts and noted that it was essential to start the replacement of vehicles and other items now, otherwise the financial burden would just accumulate.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

#### **3. To approve sand pit & retaining wall works at The Dell using PTC CIL funding**

The Parks Officer's paper was noted and discussed.

It was noted that there was no budgeted provision for this project, hence the request for the use of PTC CIL monies.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

## **Minutes POLICY AND FINANCE COMMITTEE – 17<sup>th</sup> November 2020**

### **4. To approve the purchase of a new shredder & new gates for the outdoor gym using capital reserves funding**

The Parks Officer's paper was noted and discussed in detail.

It was noted that this matter had been discussed by the LA&E Committee, including costs, cost savings, fuel savings, climate and other benefits/impacts.

Cllr Seabrook noted that, based on estimated savings, the payback period for the shredder would be relatively short.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

Regarding the urgent requirement for new gates for the outdoor gym, it was resolved that the Senior Projects Officer will explore the possible use of S.106 funds for this purpose.

### **PF563 GRANTS SUB-COMMITTEE:-**

#### **1. To note the draft minutes of the meeting held on the 11<sup>th</sup> November 2020**

The minutes were noted.

#### **2. To approve recommended grants for Round 2 2020/21**

Cllr Griffiths reported on identified improvements in the grants application and assessment process.

It was resolved to recommend to Council that an allocation of £3930.00 is made for the Round 2 2020/21 grants provision, as set out in spreadsheet circulated with the meeting papers.

*[The Parks Officer and the Senior Projects Officer left the meeting]*

*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.*

### **PF564 AGED DEBT ANALYSIS**

The Finance Officer's report was noted and discussed.

The Chairman reported that the Council's exposure to debt had reduced over the last month.

### **PF565 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT**

The Clerk's reports were noted and discussed in detail.

Levels of support provided to-date and ongoing options for support were reviewed.

### **PF566 DATE OF NEXT MEETING – MONDAY 18<sup>th</sup> January 2021 at 7.30pm**

*There being no further business, the meeting closed at 21:04.*

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Monday 18<sup>th</sup> January 2021 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.  
Town Clerk T Allen, Finance Officer Z Malone, Parks Officer K Bray.

**PF567 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF568 PUBLIC QUESTIONS**

No members of the public were present.

**PF569 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Members were present.

**PF570 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF571 TO ADOPT THE PUBLIC MINUTES OF 17<sup>th</sup> November 2020**

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

**PF572 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

The Finance Officer reported that the Council's finances were in a good position in moving from Q3 to Q4 and that, following the engagement of the SPO, S.106 & CIL matters were now controlled and contributing to some required expenditure.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

Finance Officer to deal with unpresented cheques for Seahaven Fibromyalgia and for David Simpson.

**4. Income & Expenditure report**

The Finance Officer's reports were received and noted.

The Chairman reported on the following points:-

- Improved approach to accounting management.
- The 'managed by trend' accounting review approach used for Q1 & Q2, using profiling methods based on loss of income forecasts.
- Budget savings from enforced homeworking.
- Budget savings from closing down buildings and some services, balancing to a great extent the loss of income.
- Improvements in general reserves.
- A less risk averse approach to providing services.
- Sales Ledger of £17k equaling a 2.47% total equity.
- Next meeting to look at Earmarked Reserves and related works going forward.

**5. Balance Sheet**

Received and noted.

**6. CIL & S.106 report**

Received and noted.

## **MINUTES OF THE POLICY AND FINANCE COMMITTEE – 18<sup>th</sup> January 2021**

The Clerk noted the much-improved control and understanding of the CIL & S.106 monies, as evidenced by the SPO's submitted reports.

### **7. List of payments (for approval)**

It was resolved to approve the November and December 2020 payments amounting to £131,269.88, as scheduled in the meeting papers.

### **8. Review of external contracts & their ongoing authorisations.**

The Clerk reported that an NDP grant had been obtained from Locality to cover the costs for L&N Consulting until the end of March 2021.

## **PF573 TO FINALISE THE 2021/22 DRAFT BUDGET & PRECEPT REQUIREMENT**

The Draft Budget was received and discussed. The Chairman reported on the following points:-

- The background to producing the Draft Budget and the processes used.
- Personal meetings with the Chairman, the Finance Officer, other Officers & Councillors and Committee discussions over the last few months had taken place in order to construct the Draft Budget.
- The Draft Budget resulted in no year-on-year increase to the Precept requirement.
- A realistic approach in setting the budget had allowed the continuation and improvement of providing public services to be preeminent.
- Increased use of S.106, CIL & Capital expenditure programmes.
- An increase in rent and hire charges of 2% had been assumed to keep pace with RPI & cost of living increases.

Cllr Seabrook reported on the construction of the Draft Personnel Committee Budget, noting the following points:-

- There are currently no staff vacancies.
- The Draft Budget includes provision for additional working hours for some staff.
- The Draft Budget includes allowances for staff pay increments and cost-of-living increases.
- The issue of working from home allowances needs to be considered in due course.
- Overall, the Personnel Committee's Draft Budget means only a very slight increase over the current year's Budget.

It was resolved to present the Draft Budget of £820,749 and Precept requirement of £640,705 to Council for approval.

## **PF574 TO CONSIDER THE FOLLOWING REFERRALS FROM THE LEISURE AMENITIES & ENVIRONMENT COMMITTEE:-**

### **1. To approve the use of PTC CIL monies for a new gate and bollards at Centenary Park.**

The circulated report was noted and discussed.

It was resolved to approve the use of PTC CIL monies for this purpose and for the Grounds Team to commence these works a.s.a.p.

### **2. To approve the use of PTC CIL monies for Epinay Park play area retaining wall works.**

### **3. To approve the use of PTC CIL monies for The Dell play area retaining wall & sand pit works.**

The circulated report was noted and discussed.

The Clerk detailed the quotes received from three companies for these works.

It was resolved to approve the use of PTC CIL monies for these purposes and that Barcombe Landscapes should be appointed to carry out both the Epinay Park and The Dell play areas works, as its quotes represented the best value for money.

Parks Officer to proceed and agree the details of these works with Barcombe Landscapes and their commencement.

### **4. To approve the use of PTC Capital Reserves for the purchase of a shredder.**

The circulated report was noted and discussed. The Chairman thanked Cllr Seabrook for the detailed report on the environmental factors of this case.

It was noted that S.106 monies had subsequently been approved for the purchase of the shredder.

## **MINUTES OF THE POLICY AND FINANCE COMMITTEE – 18<sup>th</sup> January 2021**

It was resolved to proceed with the purchase of the shredder, as detailed in the report, to be funded initially from Capital Reserves, until the S.106 monies are forthcoming.

### **PF575 TO APPROVE AN UPDATE TO THE GRANTS APPLICATION FORM & PROCESS**

Cllr Seabrook reported on the revised form and process. It was resolved that these documents should be adopted.

### **PF576 TO RECEIVE AN UPDATE ON THE ESTABLISHMENT OF SLA'S WITH CTLA & WCAB**

The recent correspondence on this matter was noted.

The Clerk reported that he is in ongoing dialogue with both organisations, with the aim of having both SLA's in place by the beginning of the new financial year.

### **PF577 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN**

The Committee's section of the Internal Business Plan (IBP) was noted and discussed.

Cllr Gallagher noted that this was a developing document which will be informed by the experience of the SPO.

Cllr Seabrook noted that the development/enhancement of Community House was a large long-term project that needed to be included in the IBP.

More detailed discussions to take place at the Committee's next meeting.

### **PF578 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS**

The Clerk's circulated document was noted and discussed.

Clerk to develop the document in relation to defining the term 'small bids' and defining when the CIL WP should be convened.

(The Parks Officer 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 are excluded from the rest of the meeting.***

### **PF579 TO ADOPT THE CONFIDENTIAL MINUTES OF 17<sup>th</sup> November 2020**

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

### **PF580 AGED DEBT ANALYSIS**

The Chairman noted that the Sales Ledger of £17k equaling a 2.47% total equity showed a continuing improvement.

The Finance Officer reported that, despite a reduction in the number of invoices being issued, chasing for payments continues, albeit very sensitively in the current circumstances.

The details and situation of a number of debtors was discussed and actions agreed.

### **PF581 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT**

Ongoing support, agreed at the Committee's last meeting, would continue; to be reviewed further at the Committee's next meeting.

### **PF582 TO AGREE AN INCREASE IN THE WORKING HOURS FOR THE SENIOR PROJECTS OFFICER**

The Clerk's report was noted and discussed.

It was resolved to increase the SPO's contracted working hours, with effect from 1<sup>st</sup> January 2021.

### **PF583 DATE OF NEXT MEETING – Tuesday 2<sup>nd</sup> March 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:53.*

<b>Agenda Item:</b>	<b>C694-a-iv</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2021</b>
<b>Title:</b>	<b>2021/22 budget &amp; precept</b>
<b>Report Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek Council's approval of the 2021/22 budget &amp; precept request to LDC</b>

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## **Introduction**

This report outlines the budget setting process and methodology for calculating the precept for Peacehaven Town Council for the financial year 2021/22. This report is informed by the meeting of the Policy and Finance committee held on 18<sup>th</sup> January 2021.

Each committee of the council has prepared its own draft budget proposals, which have been accumulated to provide the overall council draft budget. The Policy and Finance Committee reviewed this at its recent meeting and presents the attached Draft to Council.

## **Precept and Band D**

The precept (council tax requirement) is the amount collected by Lewes District Council on behalf of Peacehaven Town Council and is raised through the issue of the council tax bill.

The Band D figure is calculated by dividing the precept by tax base (a figure issued by Lewes District Council).

For example, last year for Peacehaven Town Council:

Precept £644,160

Tax Base            4,717.6

Band D              £136.54

For historic reference, I have included below data for the last five years showing the changes in precept, tax base and Band D in Peacehaven, along with comparative average figures for the Lewes District and England as a whole.

Year	PTC Precept	PTC Tax Base	PTC Band D	PTC Band D % increase	Parish average (LDC)	Parish average (England)
2015/16	£375,721	4,405.8	£85.28	0.0%	£79.84	£54.12
2016/17	£396,284	4,574.0	£86.64	1.6%	£86.05	£57.40
2017/18	£403,417	4,686.6	£86.08	-0.6%	£90.44	£61.03
2018/19	£428,340	4,831.2	£88.66	3.0%	£93.66	£64.05
2019/20	£536,289	4,863.5	£110.27	24.4%	£101.70	£67.18
2020/21	£644,160	4,717.6	£136.54	18.0%	N/A	N/A

Last year's increase of 18.0% was necessitated by successive years of mis-budgeting, resulting in the council's reserves position deteriorating significantly.

## **Tax Base**

The tax base is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions.

The resulting figure for each band is then multiplied by its proportion relative to Band D and the total is calculated. The tax base is used to determine the level of council tax an authority charges each dwelling. These calculations are carried out by the District Council.

The tax base figure for 2021/22 is 4,805.0.

## **Reserves**

A town/parish council has no legal power to accumulate reserves other than those for reasonable working capital requirements (general reserve) or specific purposes (earmarked reserves).

Recommended guidance with regard to the appropriate level of general reserves held by a council states that it should be approximately *'50% of precept, as adjusted for local conditions'*. Councils with larger precepts may often be below this figure, while smaller councils are often in excess of this guideline.

There is no recommended level of earmarked reserves, as this will depend entirely on the specific projects the council is allocating the money to.

Currently, the council held the following reserves:

<b>General</b>	£63,174 (16.1% of precept)
<b>Earmarked Reserves</b>	
Elections	£8,000
Covid-19 Recovery Reserves	£20,000
P/H Youth Task Group *	£4,000
CIL *	£177,104
Big Park *	£59,080
Pavilion Roof & Boiler	£7,000
Neighbourhood Plan	£2,607
Climate Change	£5,000
Capital Receipts Reserve *	£57,839

Certain earmarked reserves (marked with an asterisk \*) are restricted and can only be used for their allocated purpose. Other earmarked reserves can be moved to different projects at the council's discretion.

At the end of the financial year (31 March), any surplus remaining in the council's revenue budget is added to the general reserve, unless it is placed in an earmarked reserve either by agreement of the council or as it is a restricted income source, e.g. CIL.

Alternatively, if there is a deficit in the council's revenue budget, this is subtracted from the general reserve.

Within the proposed budget for 2021/22 is a drawdown from the Big Park earmarked reserve of £10,000 to fund ongoing work and maintenance at the location. This is an acceptable use of the restricted reserve, as the funds are held by the council for this purpose.

This would become an annual drawdown of £10,000 for 5 years, with the remaining £9,080 being drawn down in year 6. Obviously, this would then exhaust this earmarked reserve.



There are other Section 106 monies held by Lewes District Council for both the Big Park and other sites in the town. These monies could be used either in 2021/22 or future years to fund specific projects in the relevant areas.

### **Council Tax Referendum Principles**

There is no upper limit on the amount a Town/Parish Council can increase their precept by. Lewes District Council has no legal powers to require a Town/Parish Council to alter their precept request.

### **General considerations**

- The draft budget attached represents the combined proposals of each committee, and the summary page shows the totals for consideration by council.
- No additional/specific allowance has been made for adding an amount to the general reserve to raise the level closer to the 50% recommended figure. It should be noted that the level of general reserves is expected to improve markedly at the end of the current financial year when unspent monies are accumulated into it.
- Any CIL income received during 2020/21 which has not been spent by the 31 March 2021 must be added to the CIL earmarked reserve, not the general reserve.
- CIL income received can only be used on infrastructure spending. There are elements of budgeted expenditure within the draft budget which may possibly be funded through CIL, thereby allowing some funds to be left in the general reserve to increase its level to closer to the recommended 50% of precept.

### **Analysis**

The Draft Budget has been extensively developed and discussed. It has been informed and impacted in the following areas:-

- Improved approach to accounting management.
- The 'managed by trend' accounting review approach used for Q1 & Q2, using profiling methods based on loss of income forecasts.
- Budget savings from enforced homeworking.
- Budget savings from closing down buildings and some services, balancing to a great extent the loss of income.
- Improvements in general reserves.
- A less risk averse approach to providing services.
- Sales Ledger of £17k equalling a 2.47% total equity.
- Ongoing reviews and improvements in using Earmarked Reserves and Capital related works.
- Personal meetings with the Chairman of F&A, the Finance Officer, other Officers & Councillors and Committee discussions over the last few months had taken place in order to construct the Draft Budget.
- Increased use of S.106, CIL & Capital expenditure programmes.
- An increase in rent and hire charges of 2% had been assumed to keep pace with RPI & cost of living increases.
- A realistic approach in setting the budget had allowed the continuation and improvement of providing public services to be preminent.

In particular, construction of the Draft Personnel Committee Budget, was informed by the following points:-

- There are currently no staff vacancies.
- The Draft Budget includes provision for additional working hours for some staff.
- The Draft Budget includes allowances for staff pay increments and cost-of-living increases.
- Overall, the Personnel Committee's Draft Budget means only a very slight increase over the current year's Budget.

## **Conclusions**

The proposed Draft Budget results in no year-on-year increase to the Precept requirement.

At the meeting of the Policy & Finance Committee held on the 18<sup>th</sup> January 2021, it was resolved to present the attached Draft Budget of £820,749 and Precept requirement of £640,705 to Council for approval.

## **Recommendations**

1. To **note** the contents of the report and attached draft budget for 2021/22
2. To **agree** the final budget and precept request for 2021/22

## **Implications**

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

<b><u>Financial</u></b>	As set out above and in the attached Draft Budget
<b><u>Legal</u></b>	As set out above.
<b><u>Health &amp; Safety</u></b>	N/A
<b><u>Planning</u></b>	N/A
<b><u>Environmental and sustainability</u></b>	N/A
<b><u>Crime and disorder</u></b>	N/A
<b><u>Social value</u></b>	N/A
<b><u>Climate</u></b>	N/A

## **Appendices/Background papers**

Draft Budget & Precept requirement for 2021/22.

## POLICY & FINANCE

### 100 General Administration

4301	Purchase of Furniture/Equipment	3,500	500	-85.7%	
4302	Purchase of Materials	2,500	500	-80.0%	
4306	Printing	7,000	4,000	-42.9%	
4307	Stationery	2,500	500	-80.0%	
4311	Professional Fees - Legal	3,000	3,000	0.0%	
4314	Audit Fees	3,000	3,000	0.0%	
4315	Insurance	10,000	10,000	0.0%	
4321	Bank Charges	100	100	0.0%	
4322	BACS Charges	400	200	-50.0%	
4323	PDQ Charges	800	800	0.0%	
4325	Postage	2,000	1,000	-50.0%	
4326	Telephone	6,000	6,000	0.0%	
4327	Computers	9,500	12,000	26.3%	
4333	Members Allowance	3,500	3,500	0.0%	
4341	Grants	10,000	10,000	0.0%	(Excludes CAB & CTLA)
4342	Subscription	4,500	5,000	11.1%	
4345	CTLA Service Level Agreement	6,000	6,000	0.0%	
4346	CAB Service Level Agreement	11,500	11,500	0.0%	
4347	Climate Change Actions	5,100	0	-100.0%	inc. carbon footprint audit (2020/21 EMR)
4444	Election Costs	6,000	9,000	50.0%	
	General Administration: Expenditure	96,900	86,600	-10.6%	
1001	Precept				
1005	Grants - Lewes DC		0	#DIV/0!	
1013	Income from Photocopying	500	0	-100.0%	
1016	Housing Benefit Claims LDC	15,200	15,200	0.0%	
1094	Other Customer & Client Receipts	1,000	0	-100.0%	
1100	Interest Received	600	300	-50.0%	
1309	Other Income	1,000	2,000	100.0%	
	General Administration: Income	18,300	17,500	-4.4%	
	Net Expenditure over Income	78,600	69,100	-12.1%	

**360 Community House**

4101	Repair/Alteration of Premises	10,000	4,000	-60.0%	To include fire alarm maintenance & equipment
4102	Maintenance of Building		1,000	#DIV/0!	
4111	Electricity	8,000	4,000	-50.0%	
4112	Gas	4,000	3,000	-25.0%	
4122	Service Charge	15,500	20,000	29.0%	
4131	Rates	15,800	15,800	0.0%	
4141	Water Services	16,000	8,000	-50.0%	
4151	Fixtures & Fittings	2,500	1,500	-40.0%	
4161	Cleaning Costs	1,500	1,000	-33.3%	
4162	Cleaning Materials	2,500	2,000	-20.0%	
4163	Personal Hygiene	2,500	2,000	-20.0%	
4167	Cinema Costs	2,000	1,000	-50.0%	
	Water Dispenser	120			
4305	Uniform	500	600	20.0%	
	Community House: Expenditure	80,920	63,900	-21.0%	
1069	C/H Police Room	2,250	2,295	2.0%	
1070	C/H Phoenix Room	6,000	6,120	2.0%	
1072	C/H Copper Room	12,650	12,903	2.0%	
1075	C/H Charles Neville	10,200	10,404	2.0%	
1076	C/H Main Hall	25,600	26,112	2.0%	
1077	C/H Anzac Room	12,700	12,954	2.0%	
1078	C/H Main Kitchen	1,250	1,275	2.0%	
1079	C/H Anzac Kitchen	700	714	2.0%	
1080	C/H Foyer	2,300	2,346	2.0%	
1081	C/H Equipment Hire	1,300	1,326	2.0%	
1085	Caretaking Recharge	1,600		-100.0%	
1091	Cinema Income	4,500	4,500	0.0%	
1092	Electricity Feed-In Tariff	1,000	500	-50.0%	
1200	Income from Recharges	2,000		-100.0%	
	Community House: Income	84,050	81,449	-3.1%	
	<b>Net Expenditure over Income</b>	<b>-3,130</b>	<b>-17,549</b>	<b>460.7%</b>	
	<b>POLICY &amp; FINANCE: Total Expenditure</b>	<b>177,820</b>	<b>150,500</b>	<b>-15.4%</b>	
	<b>POLICY &amp; FINANCE: Total Income</b>	<b>102,350</b>	<b>98,949</b>	<b>-3.3%</b>	
	<b>Net Expenditure over Income</b>	<b>75,470</b>	<b>51,551</b>	<b>-31.7%</b>	

## **PLANNING & HIGHWAYS**

### **130 Neighbourhood Plan**

4337 Neighbourhood Plan  
Neighbourhood Plan: Expenditure

#### **Net Expenditure over Income**

### **200 Planning & Highways**

4101 Bus Shelters  
4111 Streetlight Electricity  
4171 Grounds Maintenance Costs  
4850 Grass Cutting Contract  
4851 Noticeboards  
4852 Mounment & War Memorial  
4853 Street Furniture  
Planning & Highways: Expenditure

#### **Net Expenditure over Income**

**PLANNING & HIGHWAYS: Total Expenditure**

**PLANNING & HIGHWAYS: Total Income**

#### **Net Expenditure over Income**

2020/21 Budget	Draft 2021/22 Budget	% Change
5,000	10,000	100.0%
5,000	10,000	100.0%
<b>5,000</b>	<b>10,000</b>	<b>100.0%</b>
500	1,000	100.0%
1,092	1,092	0.0%
500	500	0.0%
8,669	8,687	0.2%
1,300	1,100	-15.4%
600	600	0.0%
600	600	0.0%
13,261	13,579	2.4%
<b>13,261</b>	<b>13,579</b>	<b>2.4%</b>
<b>18,261</b>	<b>23,579</b>	<b>29.1%</b>
<b>0</b>	<b>0</b>	
<b>18,261</b>	<b>23,579</b>	<b>29.1%</b>

## CIVIC & EVENTS

### 110 Civic Events

	2020/21 Budget	Draft 2021/22 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Mayor's Reception	1,250	1,200	-4.0%
4336 Civic Service	250	250	0.0%
4338 Remembrance Services	500	600	20.0%
4339 In the Event of a Royal Death	250	500	100.0%
4348 Civic Gifts	200	200	0.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	1,200	700	-41.7%
4351 Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure

**Net Expenditure over Income**

### 120 Marketing

	2020/21 Budget	Draft 2021/22 Budget	% Change
4328 Website	2,000	2,500	25.0%
4329 Advertising	1,000	1,000	0.0%
4352 Annual Report	200	200	0.0%
4353 Banner Board	1,000	0	-100.0%
4330 Newsletter	0	1,500	#DIV/0!

Marketing: Expenditure

1048 E-News advertising	500	500	0.0%
1301 Filming	0	2,000	#DIV/0!
1049 Banner Board Income	6,500	3,250	-50.0%
1045 Event Sponsorship	0		#DIV/0!

Marketing: Income

**Net Expenditure over Income**

	2020/21 Budget	Draft 2021/22 Budget	% Change
	6,150	5,950	-3.3%
	<b>6,150</b>	<b>5,950</b>	<b>-3.3%</b>
	4,200	5,200	23.8%
	500	500	0.0%
	0	2,000	#DIV/0!
	6,500	3,250	-50.0%
	0		#DIV/0!
	7,000	5,750	
	<b>-2,800</b>	<b>-550</b>	<b>-80.4%</b>

**430 Summer Fair**

4329	Advertising	350	0	
4500	Event Staff Overtime	1,150	0	
4900	Miscellaneous Expenses	1,200	0	
	Summer Fair: Expenditure	2,700	0	
1045	Event Sponsorship	500	0	
1046	Stall Income (Events)	1,400	0	
1094	Other Customer & Client Receipts	800	0	
	Summer Fair: Income	2,700	0	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	

**440 Christmas Market**

4329	Advertising	300	300	
4500	Event Staff Overtime	1,000	1,000	
tbc	Carol Concert	160	160	
4900	Miscellaneous Expenses	700	700	
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	1,000	1,000	
1046	Stall Income (Events)	1,000	1,000	
1094	Other Customer & Client Receipts	300	300	
	Christmas Market: Income	2,300	2,300	
	<b>Net Expenditure over Income</b>	<b>-140</b>	<b>-140</b>	

<b>CIVIC &amp; EVENTS: Total Expenditure</b>	<b>15,350</b>	<b>13,450</b>	<b>-12.4%</b>
<b>CIVIC &amp; EVENTS: Total Income</b>	<b>12,000</b>	<b>8,050</b>	

<b>Net Expenditure over Income</b>	<b>3,350</b>	<b>5,400</b>	<b>61.2%</b>
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## LEISURE, AMENITIES & ENVIRONMENT

### 300   Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle	4,400	6,900	56.8%
4203	Fuel	5,600	5,600	0.0%
4204	Road Fund License	600	600	0.0%
4305	Uniform	700	800	14.3%
Grounds Team: Expenditure		11,300	13,900	23.0%

### **Net Expenditure over Income**

<b>11,300</b>	<b>13,900</b>	<b>23.0%</b>
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### 310   Sports Park

4111	Electricity	6,000	3,000	-50.0%
4141	Water Services	3,500	0	-100.0%
4161	Cleaning Costs	7,300	8,000	9.6%
4164	Trade Refuse	4,500	4,500	0.0%
4171	Grounds Maintenance Costs	7,800	10,000	28.2%
Sports Park: Expenditure		29,100	25,500	-12.4%

Excludes café usage which will be budgeted separately

To include all outdoor areas

If another toilet is built this will increase

1025	Rent & Service Charge	15,000	13,574	-9.5%
1039	S/P Cats	3,600	0	-100.0%
1041	S/P Telephone Masts	4,300	4,300	0.0%
1043	S/P Football Pitches	2,500	2,550	2.0%
1061	S/P Court and MUGA Hire	5,300	5,406	2.0%
Sports Park: Income		30,700	25,830	-15.9%

### **Net Expenditure over Income**

<b>-1,600</b>	<b>-330</b>	<b>-79.4%</b>
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### 315   Big Park

4101	Repair/Alteration of Premises	0	3,000	#DIV/0!
4121	Rents	12,000	15,000	25.0%
4131	Rates	2,500	2,500	0.0%



4141	Water Services	500	0	-100.0%	
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	4,750	5,000	5.3%	
4302	Purchase of Materials	0	0	#DIV/0!	
4303	Machinery Mtce/Lease	4,500	3,000	-33.3%	Inc service of mower, parts, etc.
	Big Park: Expenditure	25,250	29,500	16.8%	
1005	Grants - Lewes DC	0	0	#DIV/0!	
1094	Other Customer & Client Receipts	0	0	#DIV/0!	
tbc	Transfer from Big Park EMR	10,000	15,000	50.0%	
	Big Park: Income	10,000	15,000	50.0%	
	<b>Net Expenditure over Income</b>	<b>15,250</b>	<b>14,500</b>	<b>-4.9%</b>	
<b>316</b>	<b>Gateway Café</b>				
4101	Repair/Alteration of Premises	0	3,000	#DIV/0!	
4111	Electricity	900	4,200	366.7%	
TBC	Telephone & Wifi	0	420	#DIV/0!	
TBC	CCTV Maintenance	0	1,500	#DIV/0!	
TBC	Servicing / Maintenance	0	1,000	#DIV/0!	To include electrical tests that are required
	Gateway Café: Expenditure	900	10,120	1024.4%	
1025	Rent & Service Charge	8,480	8,650	2.0%	0
	Gateway Café: Income	8,480	8,650	2.0%	
	<b>Net Expenditure over Income</b>	<b>-7,580</b>	<b>1,470</b>	<b>-119.4%</b>	
<b>320</b>	<b>Play Areas</b>				
4101	Repair/Alteration of Premises	0		#DIV/0!	
4111	Electricity	0		#DIV/0!	
4161	Cleaning Costs	0		#DIV/0!	
4301	Purchase of Furniture/Equipment	0		#DIV/0!	
	Play Areas: Expenditure	0	0	#DIV/0!	

**Net Expenditure over Income****330 Parks & Open Spaces**

4101	General Repairs	4,710	5,000	6.2%	
tbc	Vandalism Repairs	5,000	2,000	-60.0%	
4141	Water Services	1,750	5,000	185.7%	To nclude all outdoor areas
4164	Trade Refuse	2,500	2,000	-20.0%	
4171	Grounds Maintenance Costs	10,000	4,000	-60.0%	
4301	Purchase of Furniture/Equipment	3,000	6,000	100.0%	
tbc	Tree Works	5,000	2,000	-60.0%	
tbc	Signage	2,000	2,000	0.0%	
tbc	Climate Change Actions	1,000	1,000	0.0%	
tbc	Tree Planting	2,500	2,500	0.0%	Carry over existing budget
Amenity Area: Expenditure		37,460	31,500	-15.9%	
1044	Hire of the Dell	5,000	5,100	2.0%	
1050	Allotment Rent	1,950	2,145	10.0%	
Amenity Area: Income		6,950	7,245	4.2%	

**Net Expenditure over Income****30,510 24,255 -20.5%****355 The Hub**

4103	Annual Servicing Costs	1,500	2,000	33.3%	
4111	Electricity	1,500	1,500	0.0%	
4112	Gas	1,500	1,500	0.0%	
4131	Rates	1,000	0	-100.0%	
4171	Maintenance of Hub	4,000	4,000	0.0%	
TBC	Music Licence	500	500	0.0%	
The Hub: Expenditure		10,000	9,500	-5.0%	
1084	The Hub	16,000	16,320	2.0%	
The Hub: Income		16,000	16,320	2.0%	

**Net Expenditure over Income****-6,000 -6,820 13.7%**



<b>LEISURE, AMENITIES &amp; ENV: Total Expenditure</b>	<b>114,010</b>	<b>120,020</b>	<b>5.3%</b>
<b>LEISURE, AMENITIES &amp; ENV: Total Income</b>	<b>72,130</b>	<b>73,045</b>	<b>1.3%</b>
<b>Net Expenditure over Income</b>	<b>41,880</b>	<b>46,975</b>	<b>12.2%</b>

## PERSONNEL

### 100 General Administration

	2020/21 Budget	Draft 2021/22 Budget	% Change
4001 Salaries	390,000	391,000	0.3%
4002 ER's NIC	33,685	40,000	18.7%
4003 ER's Supn	62,514	70,200	12.3%
4004 Overtime	5,000	1,000	-80.0%
4011 Staff Training	5,000	5,000	0.0%
4212 Staff Mileage Costs	1,000	500	-50.0%
4312 Professional Fees - HR	4,000	2,000	-50.0%
TBC Professional Fees - Consultancy	0	2,000	#DIV/0!
4334 Members Training	1,500	1,500	0.0%
tbc Support Services	2,500	0	-100.0%
General Administration: Expenditure	505,199	513,200	1.6%
<b>Net Expenditure over Income</b>	<b>505,199</b>	<b>513,200</b>	<b>1.6%</b>
<b>PERSONNEL: Total Expenditure</b>	<b>505,199</b>	<b>513,200</b>	<b>1.6%</b>
<b>PERSONNEL: Total Income</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure over Income</b>	<b>505,199</b>	<b>513,200</b>	<b>1.6%</b>

## COUNCIL

	2020/2021 Budget	Draft 2021/22 Budget	% Change
Policy & Finance	177,820	150,500	-15.4%
Planning & Highways	18,261	23,579	29.1%
Civic & Events	15,350	13,450	-12.4%
Leisure, Amenities & Environment	114,010	120,020	5.3%
Personnel	505,199	513,200	1.6%
<b>Total Expenditure</b>	<b>830,640</b>	<b>820,749</b>	<b>-1.2%</b>
Policy & Finance	102,350	98,949	-3.3%
Planning & Highways	0	0	
Civic & Events	12,000	8,050	
Leisure, Amenities & Environment	72,130	73,045	1.3%
Personnel	0	0	
<b>Total Income</b>	<b>186,480</b>	<b>180,044</b>	<b>-3.5%</b>
<b>Net Expenditure over Income</b>	<b>644,160</b>	<b>640,705</b>	<b>-0.5%</b>
<b>Precept</b>	<b>£644,160</b>	<b>£640,705</b>	<b>-0.5%</b>
<b>Tax Base</b>	<b>4,717.6</b>	<b>4,805.0</b>	<b>1.9%</b>
<b>Band D</b>	<b>£136.54</b>	<b>£133.34</b>	<b>-2.3%</b>

**Agenda Item:** C694-a-v  
**Committee:** Council  
**Date:** 26<sup>th</sup> January 2021  
**Title:** Review of payments to L&N Consulting for NDP work  
**Report Authors:** Town Clerk  
**Purpose of Report:** To note that the Clerk has obtained an NDP grant of £4,924 from Locality to cover the costs for L&N Consulting until the end of March 2021.

21/01/2021

**NP Grant Ref: NPG-11841**

Dear Tony Allen

### **OFFER OF GRANT – Neighbourhood Planning**

Congratulations! On behalf of the Neighbourhood Planning Programme, funded by the Ministry of Housing, Communities and Local Government, we are pleased to offer **Peacehaven and Telscombe Town Councils** a grant of up to a maximum of **£4,924.00** (the "grant"). This grant is specifically for the purpose of the '**Project**', the details of which were outlined in the application form you submitted to Locality. Please note that if this amount is less than you applied for, the reasons are detailed in Schedule 1. We offer you the grant on the terms of this letter so please read it carefully.

If you have any queries regarding this letter, please email [neighbourhoodplanning@groundwork.org.uk](mailto:neighbourhoodplanning@groundwork.org.uk) or call 0121 236 8565.

We wish you every success in your project and we look forward to hearing from you shortly.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Viles', with a horizontal line underneath.

Paul Viles



# **PEACEHAVEN TOWN COUNCIL**

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## **Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 8<sup>th</sup> December 2020**

Present – Cllr A Milliner (Vice Chair), Cllr J Harris, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Cllr C Gallagher, Cllr C Collier, Tony Allen (Town Clerk), Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer)

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

It was resolved that, in the absence of the Chairman (Cllr Sharkey), Cllr Milliner, as Vice-Chairman of the Committee would Chair the meeting.

One member of the public was also present.

### **1 PH944 CHAIR ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

### **2 PH945 PUBLIC QUESTIONS**

The member of the public requested an update on the concerns from some residents regarding the Barratts development. The houses in Chalker's Rise are being built the wrong way round and not to plan, causing overlooking issues for residents in The Brickyard. The SPO reported that she has not had any response from the Planning Officer and will follow this up.

### **3 PH946 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Cllr G Hill and Cllr I Sharkey

### **4 PH947 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests

### **5 PH948 TO ADOPT THE MINUTES FROM THE 10<sup>TH</sup> NOVEMBER 2020**

It was resolved to adopt the minutes as a true record

### **6 PH949 UPDATE FROM Cllr GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher made the following reports:-

- The consultation on the Master Plan for the meridian site flyers have arrived, and will be distributed as soon as possible. The survey will be on the Steering Group and the two Town Council web sites and shared on social media local groups. It would be preferable for Residents to complete the survey online so the results can be easily collated; the deadline is the 31<sup>st</sup> January 2021.
- Next meeting of Steering Group will be on Thursday. Deadline will be the end of January for Residents ideas for the new shopping area.
- The next Steering group meeting will be this Thursday 10<sup>th</sup> December at 7pm and, among other things, will be looking at the Draft Housing Needs Assessment and the Draft Green Spaces Assessment report.

## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> December 2020**

### **1 PH950 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The Committee noted the report.

Cllr Seabrook asked for a progress update on next year's budget. The Town Clerk reported that he, the Finance Officer and Cllr Collier, have been working on this and have been in consultation with Committees and Officers. The initial draft will be sent out shortly to Committee chairs for comments, ready for finalising by the Policy & Finance Committee and presentation to Full Council In January 2021.

### **8. PH951 TO RECEIVE A VERBAL REPORT FROM THE DEVELOPERS' LIAISON WORKING PARTY**

The SPO gave an update on the second meeting of the WP. The notes of the last meeting were included in the meeting papers.

Regarding Chalkers Rise, Cllr White reported that he has looked at the original proposal of when the application went in and noted that there seems to be a lot of things outstanding, particularly the travel plan.

The SPO reported that she had spoken to the Travel Plan Consultant and will be attending a meeting with East Sussex CC in the New Year.

It was noted that there are been outstanding elements which have been delayed because of Covid, which include bus vouchers and traffic regulation orders.

The SPO gave a general report on CIL monies, noting that some had been received already, with more due in the subsequent phases of development. In relation to bus services, it was noted that B&H buses itself has to apply for these CIL related funds.

### **9 PH 952 TO DECIDE ON A PLAN OF ACTION FOR THE PROPOSED PLANNING RESPONSE TRAINING**

The SPO has offered some help and training for the Committee; how it assesses and refers planning applications back to Lewes. The Town Clerk will work with the SPO in the New Year on the Committee's needs and has requested that any comments be emailed to the SPO.

### **10 PH 953 TO DECIDE ON THE PURCHASE OF A REPLACEMENT NOTICE BOARD**

Cllr Griffiths reported that The Planning & Highways Committee is responsible for all the notice boards on the bus shelters. Cllr Mills reported that Telscombe Town Council recently purchased a similar notice board which was cheaper.

Cllr Griffiths proposed that the notice board should be made of green metal and was seconded by Cllr Seabrook; it was resolved that the quotes for the purchase of the replacement notice board should be supplemented with a consideration of the type used by TTC. A location map and picture of the current notice board were requested. back This item to be brought back to the next Committee's next meeting in January 2021.

### **11 PH954 TO AGREE A RESPONSE TO THE ESCC CYCLING AND WALKING CONSULTATION**

The contents of the report were discussed and noted.

It was resolved that we should accept and send the included proposed response to ESCC; proposed by Cllr White, and seconded by Cllr Seabrook

All in favour

### **12 PH955 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

The SPO updated the Committee, noting that this item will now be on each Committees' Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and ideas for the Action Plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings.



## Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> December 2020

### 13 TO CONSIDER Planning applications as follows:-

<p><b>PH956</b> LW/20/0719 234 South Coast Road Peacehaven</p> <p><b>Case Worker</b> Julie Cattell</p> <p><b>PH956</b> Cont.</p>	<p><b>Demolition of existing garage and Erection of Part two storey and part single storey rear extension (to include West facing dormers) for the provision of 3 additional residential units, internal works to 2 existing residential units, external redecoration / improvements to existing principal elevation and shop front.</b></p> <p>It was <b>resolved by majority to recommend refusal</b> on the following grounds:-</p> <ul style="list-style-type: none"> <li>• Blind or blocking corners - either with fence, bushes or trees causing hazard to drivers and pedestrians, health and safety</li> <li>• Density of layout &amp; over development - too large for plot</li> <li>• Absence of car parking facilities - provision for pedestrians, wheelchairs and prams</li> <li>• Exacerbates existing parking problems</li> <li>• Parking &amp; highway safety issues &amp; dangers- turning space limited (access to parking is directly next to a busy bus stop in the shopping area)</li> </ul>
<p><b>PH957</b> LW/20/0756 Site Office Tudor Rose Park South Coast Road Peacehaven</p> <p><b>Case Worker</b> James Smith</p>	<p><b>Confirm the use of land as a residential caravan site with no limitation on the number of caravans.</b></p> <p>It was resolved that, this being an Application for a Lawful Development Certificate, the Council has no evidence of a legal or substantial nature to challenge this application.</p> <p>However, Councillors have raised a number of concerns and questions regarding this site and these will be notified to the LDC Planning Officer.</p>
<p><b>PH959</b> LW/20/0769 44 Valley Road Peacehaven</p> <p><b>Case worker</b> Mr William De-haviland-Reid</p>	<p><b>Single Storey rear extension with balcony</b></p> <p>It was <b>resolved to recommend approval.</b></p> <p>No Public objections No concerns / large plot.</p>
<p><b>PH961</b> LW/20/0737 10 Chene Road Peacehaven <b>Case Worker</b> Julie Cattell</p>	<p><b>Installation of a Fence, installation of swimming pool, erection of 2x pergolas and general landscaping works to include ground level and raised patios and retaining walls</b></p> <p>The Public Objection discussed and noted by the</p>

## Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> December 2020

	<p>Committee.</p> <p>It was <b>resolved to recommend refusal</b> for the following reasons:-</p> <ul style="list-style-type: none"><li>• Application in article 4 land. Located in area of Outstanding natural beauty.</li><li>• Loss of privacy – over-looking, causing loss of privacy or light, too close</li><li>• Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly</li></ul>
<p><b>PH960</b> LW/20/0759 3 York Road Peacehaven</p> <p><b>Case worker</b> William De-haviland-Reid</p>	<p><b>Erection of single storey rear extension, loft conversion to include raising ridge height and front and rear gable ends, installation of 2x side facing dormers, installation of 6x rooflights, erection of rear facing first floor Juliet balcony, erection of rear pergola, new vehicular access, and garage conversion</b></p> <p>1 Public objection – discussed and noted by the Committee.</p> <p>It was <b>resolved to recommend refusal</b> for the following reasons:-</p> <ul style="list-style-type: none"><li>• Over developed, too big for the site. Loss of privacy – over-looking, causing loss of privacy or light, too close</li><li>• Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly</li><li>• Poor design - down to developer – does not fit in with local surroundings</li><li>• Effect on local character - surrounding area included</li><li>• Density of layout &amp; over development - too large for plot</li></ul>
<p><b>PH962</b> LW/20/0750 9 Searle Avenue Peacehaven</p> <p><b>Case worker</b> William De-haviland-Reid</p>	<p><b>Erection of a first floor extension, erection of a single storey rear extension, demolition of existing detached garage, erection of a new detached garage with storage above, internal alterations</b></p> <p>It was <b>resolved to recommend refusal</b> for the following reasons:-</p> <ul style="list-style-type: none"><li>• Out of keeping with street scene -</li></ul>

## **Minutes of the meeting of the Planning & Highways Committee - Tuesday 8<sup>th</sup> December 2020**

	<p>impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly. The other properties in the street are all bungalows.</p> <ul style="list-style-type: none"><li>• Effect on local character - surrounding area included</li><li>• Poor design - down to developer – does not fit in with local surroundings</li><li>• Density of layout &amp; over development - too large for plot</li></ul>
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### **14 To following Decision Notices were noted:-**

<b>PH963</b> LW/20/0676 12 Jason Close Peacehaven	<b>Planning Application for Section 73A retrospective application for a garden structure</b>  Lewes DC <b>Grants permission</b> Peacehaven's Planning & Highways Committee supported this application
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### **15 PH964 TO REVIEW & UPDATE THE P&H ACTION PLAN.**

The Clerk reported that the applications for the two car parks to be registered as Assets of Community Value were being heard by LDC at a meeting later this month.

Regarding the street lights in Valley Road, the Admin officer reported that she had received an email from Eric Ware, electrical supervisor East Sussex Highways – he has requested to talk via phone to get an idea of the Town Council's lighting needs.

**DATE OF NEXT MEETING OF THE COMMITTEE 12<sup>th</sup> January 2020**

*There being no further business, the meeting closed at 21:01.*



# **PEACEHAVEN TOWN COUNCIL**

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## **DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 12<sup>th</sup> January 2021**

**Present;** Cllr Sharkey (Chair) Cllr A Milliner (Vice Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Cllr C Gallagher,

**Officers;** Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer), Kevin Bray (Parks Officer)

**Public;** One member of the public was present

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

### **1 PH965 CHAIR ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

### **2 PH966 PUBLIC QUESTIONS**

The member of the public referred to Agenda item PH977 - LW/20/0825 81-83 South Coast Road.

This application is an amendment to Planning Permission LW/18/0366 to reduce the retail space and increase the flats from 9 to 11. It was brought to the Committees attention that if this amendment is approved, the additional 2 flats should be counted as part of the potential windfall total to be built in Peacehaven, which on the Neighbourhood plan is 255. Cllr Sharkey agreed and advised the member of public that this would be noted.

### **3 PH967 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Tony Allen (Town Clerk) and Cllr Job Harris

The Committee noted that Cllr Gloria Hill has resigned from the Planning and Highways Committee

### **4 PH968 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests made.

### **5 PH969 TO ADOPT THE MINUTES FROM THE 8<sup>th</sup> DECEMBER 2020**

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

### **6 PH970 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher reported on the following:-

- Best part of 10k copies of the Neighbourhood plan survey has been delivered across the whole plan area, some roads have been missed; please let Cllr Gallagher know and these areas will be delivered to.
- Distribution of the survey does seem to have gone very well; the survey has exposed gaps in the knowledge of the Neighbourhood plan and the whole planning process. To help with this, in Conjunction with Peacehaven Town Council a 'Frequently asked Questions' has been put out on Social media.
- The NDP are looking at all distribution methods to get the survey and information out there, social media, local Schools parent mail, notice boards and Councillors to hand out.

## Minutes of the meeting of the Planning & Highways Committee – Tuesday 12<sup>th</sup> January 2020

### **1 PH971 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The Parks Officer updated the Committee that two street lamps are currently not working; East Sussex are currently investigating and the cost of this may need to come out of this budget.

### **2 PH972 TO FINALISE THE DETAILS OF THE PURCHASE OF A NEW NOTICE BOARD**

The report and quotes were discussed and noted.

It was resolved by majority to purchase a new notice board from Metro Signs Ltd. Proposed by Cllr Griffiths and Seconded by Cllr Seabrook

### **3 PH973 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE**

There have been no meetings of the DLWP since the last update – next meeting of the DLWP will be the 22<sup>nd</sup> January at 10am.

The date of the next DLWP was Noted

### **4 PH974 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

The SPO has asked the Committee to be reminded of the request at the last P&H Meeting on the 8<sup>th</sup> December for comments and ideas for the Internal Business Plan.

Cllr Sharkey requested that members of this Committee attend a Zoom with the SPO, to discuss any ideas/comments before the next IBP meeting on the 16<sup>th</sup> February. The SPO has agreed to organise this.

### **11 TO CONSIDER Planning applications as follows:-**

<b>PH975</b> LW/20/0771 72 The Promenade Peacehaven East Sussex BN10 8ND  <b>Case Worker</b> James Emery	Section 73a retrospective application for cladding existing rendered property  No reasons to object  <b>Proposed</b> Cllr Paul <b>Seconded</b> Cllr Milliner All in favour.
<b>PH976</b> LW/20/0768 9 Wellington Road Peacehaven East Sussex BN10 8QJ  <b>Case Worker</b> James Emery	Proposed single storey side extension with part garage conversion.  <ul style="list-style-type: none"><li>• Extension will not be seen from the street</li><li>• Still retains off road parking</li></ul> <b>Proposed</b> Cllr Milliner <b>Seconded</b> Cllr Griffiths. All in favour
<b>PH977</b> LW/20/0825 81 - 83 South Coast Road Peacehaven East Sussex BN10 8QS  <b>Case worker</b> Julie Cattell	Demolition of 81-83 South Coast Road and construction of 3 storey mixed use development with ground floor retail unit (A1) and 11 flats (amendment to Planning Permission LW/18/0366 to change 1 property and increase flats

## **Minutes of the meeting of the Planning & Highways Committee – Tuesday 12<sup>th</sup> January 2020**

	<p>from 9 to 11)</p> <p>The amended application was discussed.</p> <ul style="list-style-type: none"> <li>• no public objections to the amendments.</li> <li>• allocated parking for each of the flats</li> <li>• commercial parking for the retail unit</li> <li>• No reasons to object.</li> </ul> <p><b>Proposed</b> Cllr Seabrook  <b>Seconded</b> Cllr Griffiths  Agreed by the majority.</p>
<p><b>PH978</b> LW/20/0794  79 Malines Avenue Peacehaven East Sussex  BN10 7RR</p> <p><b>Case worker</b> Julie Cattell</p>	<p>Demolition of existing bungalow, Erection of 2no. semi-detached 3 bedroom Dwellings.</p> <p>Public objections were discussed but no valid reasons for objection to this application.</p> <p><b>Proposed</b> Cllr Mills  <b>Seconded</b> Cllr Seabrook  All in favour.</p>
<p><b>PH979</b> LW/20/0838  13 Dorothy Avenue Peacehaven BN10 8LP</p> <p><b>Case Worker</b> William De-Haviland Reid</p>	<p>Loft conversion with side dormers and associated works</p> <p>Frosted glass will be installed  No public objections  No reason to object</p> <p><b>Proposed</b> Cllr Milliner  <b>Seconded</b> Cllr White  All in favour</p>
<p><b>PH980</b> LW/20/0832  128 Roderick Avenue, Peacehaven, BN10 8BS</p> <p><b>Case worker</b> William De-Haviland Reid</p>	<p>Erection of a single storey rear extension</p> <p>No public objections  Large plot  No reason to object.</p> <p><b>Proposed</b> Cllr Seabrook  <b>Seconded</b> Cllr Milliner  All in favour</p>

### **12 To note the following planning application Decision Notices:-**

No decision notices have been received.

**Minutes of the meeting of the Planning & Highways Committee – Tuesday 12<sup>th</sup> January 2020**

**13 PH981 TO REVIEW & UPDATE THE P&H ACTION PLAN.**

Cllr Griffiths requested an update on the planters which will be placed outside of Subway on the Coast Road – the admin officer will give an update tomorrow.

**TO CONFIRM THE DATE OF NEXT MEETING OF THE COMMITTEE 2<sup>ND</sup> FEBRUARY 2021**

There being no further business, the meeting closed at 20.23

unadopted - draft

# PEACEHAVEN TOWN COUNCIL

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## Summary Notes and Actions – Developer Liaison WP

### Zoom 10am Friday 27<sup>nd</sup> November 2020

**Present** - Cllr I Sharkey, Cllr C Gallagher, Cllr A Milliner, Cllr W Veck, Michelle Edser (PTC Senior Projects Officer), Mike Gatti (Peacehaven Focus)

Item	Note	Action
DL001	<b>TO CONSIDER APOLOGIES FOR ABSENCE</b> Cllr D Paul	
DL002	<b>TO AGREE THE SUMMARY NOTES FROM THE LAST MEETING ON 2<sup>ND</sup> OCTOBER 2020</b> Agreed - action updates will be covered on meeting agenda	
DL003	<p><b>REMIT/ TERMS OF REFERENCE OF THE GROUP</b></p> <p>Ideas discussed. ME to check format, draft Terms of Reference with Town Clerk and circulate to all. To include sites such as Webbs yard (40 units, due to start), Wild Monkeys Nursery, Chalkers Rise, Sussex Coaster, old Motel site.</p> <p>To monitor conditions and planning obligations, whether these are being appropriately provided post approval, during construction, in accordance with agreed timing and phasing.</p> <p>To consider the effects of development on neighbouring residents such as noise and traffic.</p> <p>WV proposed “to liaise with developers and key stakeholders on large and/or controversial sites”.</p> <p>Support and undertake tasks as required by the Planning &amp; Highways Committee.</p> <p>Meet slightly before each Planning and Highway Committee, ask Admin Officer to schedule as appropriate.</p>	<p><b>TA/ME</b></p> <p><b>VO</b></p>
DL004	<p><b>ACTIONS / UPDATES FROM THE PREVIOUS MINUTES</b></p> <p>Updates in <b>CAPS</b></p> <ul style="list-style-type: none"> <li>It was agreed for Cllr Gallagher to speak to Michelle regarding the conditions of this development and the Buses. Brighton and hove buses</li> </ul>	<b>ME/CG</b>



	<p>put 3 buses on the 12X in March/April 2018. Were these purchased with CIL money? <b>ON-GOING</b></p> <ul style="list-style-type: none"> <li>It was decided to request at the next Planning committee meeting 6/10 that a letter/email is sent to Barratts asking them for details of their community Liaison officer. <b>CARRY FORWARD</b></li> <li>Mike Gatti volunteered to speak to Barratt's residents to find out if they have received their incentives. Maybe set up a Poll for the residents on FB. <b>ON-GOING</b></li> <li>Talk to B&amp;H buses about the cancellation of the 14 bus to Newhaven and the find out about the CIL money they are supposed to be applying for to improve the service. <b>ON-GOING</b></li> </ul>	<b>ME/CG</b>
<b>DL005</b>	<p><b>CONTACT WITH ESCC, PELLFRISCHMANN, B&amp;H BUSES RE; CHALKERS RISE</b></p> <p>WV and MG contacted by resident re: Chalkers way, plots appear to have been realigned and now causing overlooking. Could be serious planning breach as apparently have started building MG unaware of amended plan, will email details.</p> <p>ME shared email from Kal Kamboh at ESCC dated 26/10/20, update also requested but no reply. ESCC were keen to meet on site. ME will chase.</p> <p>ME has contacted Pellfirschmann requesting an update on the Travel Plan and a copy of the Travel Survey. No reply, ME will chase.</p> <p>Questions - When path arrives, will it be lit? Phase 3 of development. Which areas will be adopted? Issue with housing orientation? Land to be taken over? Dangers. Have we signed up to it? ME to approach ESCC/LDC.</p> <p>Planning Officer – Is Sarah Scannel the correct contact at LDC? What is the current planning status? WV suggested we try to organise a meeting, we could submit questions in advance. ME to set up. Barratts to also attend if possible, similarly ESCC.</p> <p>Contacts to be established at Barratts. Is Craig McKenzie still the site manager?</p> <p>CIL money for junctions – Telscombe Cliffs Way improvement is under discussion (see ESCC email attached). Scheme at Sutton Avenue by The Dell. What were the improvements? ME/MG to check infrastructure list agreed as part of permission.</p> <p>Obligation to increase 14 bus service to Newhaven. ME updated that there is a new timetable (see attached), application for CIL for new 12 services still outstanding. ME/CG to liaise with new contacts (see below)</p> <p>Meridian site, will need to look at all these issues again and justify whether their development can work or if new infrastructure is required.</p>	<p><b>MG/ME</b></p> <p><b>ME</b></p> <p><b>ME</b></p> <p><b>ME</b></p> <p><b>ME</b></p> <p><b>ME</b></p> <p><b>MG/ME</b></p> <p><b>MG/ME</b></p> <p><b>ME/CG</b></p> <p><b>ALL</b></p>

	<p>Discussion and explanations re: Highway Works (Section 278) and Road Adoption (Section 38). Apparently relaying of surface is taking place. Extent of adoptable area to be established. All to consider addendum previously sent by MG.</p> <p>Claude had a meeting on-site. CG to investigate any new contacts made.</p> <p>Discussion re: Newhaven as enterprise zone.</p> <p>Bus Contacts: Patrick Warner and new person: Lewis Jackson, Business Development Manager, Try and understand his role a bit more. Both presenting at Chamber of Commerce breakfast in Dec. ME &amp; CG to attend. Questions: If B&amp;H can't provide internal transport, allow another smaller operator to do so? Discussion re: Traffic Commissioner regulation / licences (post meeting note - see email from AM 21/11/20) expire every 5 years. Prepared to licence someone else? Have to re-apply? Need is there? Is it commercial or who will pay for it? Business Development Committee are supporting this and drafting a survey. Travelling to Newhaven Station. 12x should stop there. Business Development Committee have drafted a survey re: Public Transport and are discussing the timing of this, issues re: survey fatigue (NDPSG shortly to do a survey).</p> <p>CTLA, how does this work? Based in Hillcrest Centre, Newhaven, Cllr Paul may know more. ME check with Tony and Zoe re: financing.</p>	<p><b>CG</b></p> <p><b>ME/CG</b></p> <p><b>DP/ME</b></p>
<b>DL006</b>	<b>AGREE ACTIONS GOING FORWARD</b> All as per the above	
<b>DL007</b>	<b>ANY OTHER BUSINESS</b> None	
<b>DL008</b>	<b>FREQUENCY AND DATES FOR NEXT MEETING</b> See DL003 above	<b>VO</b>
	<b>Meeting Closed 11:20am</b>	



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## **PEACEHAVEN TOWN COUNCIL**

### **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 3<sup>rd</sup> November 2020 at 7.30pm**

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

Four members of the public were also present.

#### **LA 475 CHAIRS ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.  
The Clerk reported on the impact of measures relating to the second Covid-19 lockdown.

#### **LA 476 PUBLIC QUESTION TIME**

There were no questions from members of the public.

#### **LA 477 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to approve apologies received from Cllr Hill and Cllr Paul and to approve their nominated substitutes for the meeting; Cllr Duhigg and Cllr White, respectively.

#### **LA 478 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests.

#### **LA 479 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 15<sup>th</sup> SEPTEMBER 2020**

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

#### **LA 480 A PRESENTATION BY LIDDY LEEDING, CYCLE TRAINING COORDINATOR, ESCC & JAMIE LLOYD, CYCLE HUB OFFICER, SUSTRANS**

The presentation covered the following:-

- Roles & responsibilities of ESCC & Sustrans representatives.
- Design and use of containers.
- Background information.
- Use of containers & site by various groups and as a community hub.
- Creation of a patio and defined boundary.
- Provision of an electricity supply to the containers.
- Requirements from the Town Council.

- Grants & projects.
- Impact on vehicle parking.

#### **LA 481 CYCLE HUB PLAN REPORT**

The circulated plan and report were noted and discussed in detail.

It was resolved by majority (one abstention) to approve the following recommendations in principle, subject to agreeing the finer details in due course:-

- To build a 5M x 5M patio in front of the double doors of the 40 ft container
- To build a smaller hard standing at the south end of the 40ft container
- To build a pathway directly in front of both containers and running 60 feet from the North end of the 20 ft Container to the south end of the 40 ft.
- To remove the unused bike rack in the main car park and reinstall the bike racks around the perimeter of the cycle hub area
- To build and install oak sleeper planters, around the perimeter of the area

#### **LA 482 CYCLE HUB ELECTRICITY SUPPLY**

The Clerk reported on the need for a qualified electricians survey for the provision of a sound and secure electricity supply to the containers.

It was resolved that the electricity supply would be a spur from the Gateway Café supply, subject to agreeing the details, including an electrician's certificate, in due course.

*[Ms Leeding & Mr Lloyd left the meeting]*

#### **LA 483 PARKING AT CENTENARY PARK**

The Parks Officer's report was noted and discussed in detail.

Issues relating to security, design, impact on parking, pedestrian access & safety and trees in situ were discussed.

It was resolved by majority (one vote against) that the following recommendations should be adopted, subject to the production of a plan and agreeing to the finer details in due course:-

- To put a new fence and gate on the overflow car park to stop vehicle movements beyond the cycle hub containers.
- To recommend to the policy and finance committee to resurface the car park as a future project to be funded by CIL or 106 contributions

#### **LA 484 SPENDING PROGRAMME FOR 2021**

The Parks Officer's report was noted and discussed in detail.

Cllr Gallagher noted the relationship of the listed projects with finances & plans relating to other developing projects, timing constraints and Internal Business Plan considerations.

It was agreed to review the circulated list of projects and to notify the Clerk of other projects to be added to it.

#### **LA 485 VEHICLE AND EQUIPMENT REPORT**

Cllr Seabrook's report was noted and discussed.

Climate change impacts, battery technology and the need to replace the Peugeot van were discussed in detail

It was resolved by majority (two votes against) to recommend to the Policy & Finance Committee that these items should be funded from capital reserves, using carbon neutral/battery alternatives where possible, with the new vehicle acquired within a two-year period, and the other items being included in the draft budget for 2021/22:-

- Peugeot Partner Van with an Electric vehicle which could be either purchased or leased.

- Two Hand roller mowers which should have been replaced in 2018
- Hover Mower which should have been replaced in 2018
- Three Strimmers.

#### **LA 486 HOWARD PARK REPORT**

Cllr Seabrook's report was noted and discussed.

Cllr Gallagher noted the relationship with the Green Spaces management Plan.

It was resolved that a Working Party be formed to progress the recommendations contained in Cllr Seabrook's reports.

WP to comprise of Cllr Seabrook, Cllr Griffiths, Cllr Mills, Cllr Sharkey and the Parks Officer.

#### **LA 487 GREEN SPACES AUDIT PLAN**

Cllr Gallagher referred to the circulated reports, noting the need for the Working Party to move things forward so that recommendations can be put to Council.

Cllr Gallagher highlighted the methodologies employed, the purpose of Management Plans, the need for grants and improvements for each element of the Plan and the general impact on the new budget for 2021/22.

#### **LA 488 DELL DISABLED PARKING AND PATHWAY**

The Parks Officer's report was noted.

#### **LA 489 DELL RETAINING WALL**

The Parks Officer's report was noted and discussed in detail.

The Parks Officer highlighted the urgency for action, as the current wooden sleepers are rotten. More durable and eco-friendly materials were discussed.

It was resolved that the following recommendations should be adopted, subject to the agreement of materials to be used:-

- To recommend to the Policy & Finance Committee that the cost for the works to come from CIL money's held by PTC.
- Reducing the sand area by 4 meters to allow for extra equipment to be installed at a later date.

#### **LA 490 CAFÉ LIGHTS**

The Parks Officer's report was noted.

#### **LA 491 CAR BOOT SALES FOR 2021**

The Information Officer's report was noted and discussed in detail.

It was noted that the proposal related to the holding of boot sales at The Dell from April-October 2021, subject to the needs of bigger/regular events.

It was resolved that the following recommendations should be adopted, with boot sales held on a weekly hire basis:-

- To allow commercial hirers to use the Dell for car boot sales
- To allow the same commercial hirers, 31 weeks of the year for a boot sale on Saturdays from April to October, weather permitting.
- To reduce the charge from £150 to £70 per event.

#### **LA 492 OLD PATH RESURFACING AT CENTENARY PARK**

The Parks Officer's report was noted and discussed in detail.

It was resolved that this path should be resurfaced as part of the CIL DDA project.

#### **LA 493 PURCHASE FUNDING REPORT**

The Parks Officer's report was noted and discussed in detail.  
It was resolved to recommend to the Policy & Finance Committee that a new shredder and new gates for the outdoor gym should be purchased from capital reserves.

#### **LA 494 HOWARD PARK STORAGE**

The Parks Officer's report was noted and discussed in detail.  
It was noted that the Clerk is designing an Agreement for this purpose.  
It was resolved to allow Southern Water to use this verge inside Howard Park for storage purposes, during works on the A259, for five days at a charge of £500, plus a deposit to cover any resultant damage; additional days if required to be charged at £100/day.  
The Parks Officer noted the need for a temporary retaining wall to be put up by Southern Water to contain any sand/ballast.

#### **LA 495 FINANCE REPORT**

The Parks Officer's report was noted and discussed in detail.  
It was noted that the repairs/maintenance of vehicles budget had now been spent and that any further such costs would have to be covered from another budget.

#### **LA 496 PROJECT UPDATE**

The Parks Officer's report was noted and discussed.  
The Clerk reported on the new Lease & Agreement with PTFC; Clerk to chase for these documents to be finalised by the Solicitors.

#### **LA 497 WORKS UPDATES**

The Parks Officer's report was noted and discussed.  
It was noted that one team member, currently on long-term sick leave is expected to return to work very soon.

#### **LA498 DATE OF NEXT MEETING AS THE 15<sup>TH</sup> DECEMBER 2020**

Noted.

*There being no further business, the meeting closed at 21:53.*



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# **PEACEHAVEN TOWN COUNCIL**

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## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 15<sup>th</sup> December 2020 at 7.30pm**

**Present:** Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr R White, Cllr L Duhigg, Cllr A Milliner, Cllr J Harris, Cllr C Collier.

Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Michelle Edser (PTC SPO) Victoria Onis (Admin Officer)

### **1 LA 498 CHAIR ANNOUNCEMENTS**

The Chairman made the following announcements:-

1. The two CIL bids made to LDC (Centenary Park and The Dell) had been approved.
2. Community House will be closed for 1p.m. on the 23<sup>rd</sup> December to the 4<sup>th</sup> January.

### **1 LA 499 PUBLIC QUESTION TIME**

There were no members of the public present.

### **2 LA 500 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr Paul, Cllr Hill and Cllr Symonds. It was resolved that the following Councillors, Cllr Milliner, Cllr Duhigg and Cllr White would substitute, respectively.

Cllr Collier was welcomed to the meeting.

### **3 LA 501 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Duhigg declared that she is a member of the CIL board at LDC.

### **4 LA 502 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 3<sup>RD</sup> NOVEMBER 2020**

Re. Item LA 494 – Howard Park, the draft minutes stated that the utility company would be using Howard Park for 5 days, this should read 5 weeks.

It was resolved to adopt the minutes as amended.

## **5 LA 503 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The clerk gave the Committee an overview of the circulated Budgetary Report for the current year. It was noted that the latest version of the draft budget for 2021/22 will be circulated for Officers, Committee Chairs and other Councillors to comment before this is finalised in January, comments need to be with the Finance Officer by end of the month.

Cllr Mills queried the allotment income budget heading. It was confirmed by the Parks Officer that the allotments are billed annually, and the invoices are going out now.

Cllr White queried the fuel for the vehicles. The Parks Officer detailed what the fuel is used for, including strimmer's, hedge cutters, petrol for vehicles, mowers and a tractor. Cllr White asked if we had a breakdown of this information, The Clerk confirmed this would have to be a manual exercise and time consuming.

The Budgetary report was noted and received.

***[District Councillor Nicola Papanicolaou joined the meeting. 19.40, standing orders were suspended to bring forward item 16.]***

## **16 LA 513 TO DISCUSS AND SUPPORT THE GATEWAY CAFÉ TREE PLANTING SCHEME**

Nicola Papanicolaou reported that The Gateway Café has been using an increased amount of bio-degradable, compostable takeaway materials, due to Covid. Because of this increased use of throw away items, the Cafe would like to partly offset their carbon footprint by planting trees in the Big Park. The Café would like to introduce an incentive for this, so one example is once a certain amount of coffee has been purchased, a tree will be planted.

It was noted that the Gateway Café also has a coffee grinds bin, which is used at the Orchard, and is looking at obtaining a food waste digester. The Café already has a recycling bin for compostable cups and cardboard.

***Standing orders reinstated.19.48***

It was resolved that the Committee supports the Gateway Café Tree Planting Scheme, as set out in the report.

Proposed Cllr Duhigg and Seconded Cllr Sharky

All in favour.

## **7 LA 504 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

The SPO's Report was received and noted.

The SPO updated the Committee, noting that this item will now be on each Committee Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and



ideas for the Action Plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings

Cllr Gallagher queried one action; the reporting of the Inspections and risk and health and safety assessment for parks and open spaces. The Parks Officer confirmed that usually just the independent annual report comes to the Committee, to note, which has come from an independent expert.

The Parks Officer confirmed the current criteria for Risk inspections on the play areas and open spaces.

- \* the Grounds team have an app which is filled out once a week for play areas.

- \* there is a quarterly in-house inspection which is also recorded on the app.

- \* The annual inspection is actioned by people employed by LDC – report brought to Committee

Cllr Gallagher requested regular updates on the inspections and would like these reported at Committee.

Cllr Seabrook queried if the inspections only relate to the Play Areas. The Parks Officer confirmed that all areas, excluding the play areas, are inspected annually and the reports for this are kept in the office.

## **8 LA 505 TO NOTE THE CENTENARY PARK SAND REPORT**

The SPO has submitted this item to LDC for S.106 funding and still waiting for an outcome from Chris Bibb.

The Parks Officer reported that the park has over 950m<sup>2</sup> of play sand area and this is costing excessive amounts of money to replace the sand when it blows away in exposed areas.

The Clerk confirmed sand pits are becoming a thing of the past, accidents with glass and hidden objects and being used as animal litter trays, very unhygienic and being replaced all over the country. The rubber alternative is much safer for children.

Report received and noted.

## **9 LA 506 TO AGREE THE COSTS FOR THE CENTENARY PARK GATE AND BOLLARDS**

The Parks Officer's report was received and noted.

The Parks Officer reported that at the last meeting it was agreed to purchase some bollards to place across from the cycle hub to stop vehicles entering the Park and causing damage to the football pitches and for safety for park users.

The urgency of this matter was noted. Funding will be from PTC CIL monies initially, with the intention of claiming S.106 funding in due course.

It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval.

Proposed Cllr Duhigg and seconded Cllr Seabrook

All in favour

**10 LA 507 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE EPINAY PARK PLAYGROUND RETAINING WALL**

The Parks Officer's report was received and noted.

The Parks Officer reported to the Committee that the Life span of the wooden retaining wall has come to an end. It is requested that the Committee decide on either replacing the wall with recycled plastic log or create a grass bank. The SPO noted that these repair works are really a wear and tear maintenance issue so more than likely, will have to be funded by the Town Council's CIL monies if there is no S106 funding for this work.

It was resolved to create a grass bank in place of the wall. This was proposed by Cllr White and seconded by Cllr Sharkey

It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval. The Parks Officer will obtain further detailed quotes for the grass bank works and allowing for the retention of spoil to build the banking and retention of the old wooden posts to be left to degrade locally.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in favour for both proposals

**11 LA 508 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE DELL PLAYGROUND RETAINING WALL**

The Parks Officer reported that it was decided at the last meeting to complete these works but that further quotes were requested.

It was resolved to investigate the quotes further and look to see if we can negotiate a discount by using the same company for both the works at The Dell and Epinay Park. The project will then be referred to the Policy & Finance Committee and then to Full Council.

Proposed by Cllr Sharkey and Seconded by Cllr Milliner

All in favour

**12 509 TO DECIDE ON THE PURCHASE OF A SHREDDER**

The circulated report was noted and discussed.

Cllr Seabrook noted that the staff time savings alone justified the purchase of this shredder, giving a payback period of around three years.

The Parks Officer reported that this was the only type of shredder available for the Grounds Team's purposes, others being too industrial or designed for home use.

It was resolved to purchase the shredder. The Clerk will refer this project to the Policy & Finance Committee for approval of funding.

Proposed Cllr Seabrook and Seconded Cllr Gallagher

All in favour

**13 LA 510 TO CONFIRM THE WINTER 2020/21 TREE PLANTING SCHEME**

Cllr Griffiths' report was noted and discussed.

It was resolved to go ahead with the planting scheme which will enhance Centenary Park and it was also proposed to plant some trees in Howard Park. The trees need to be planted this winter; forty trees in Centenary Park and approximately eight trees in Howard Park.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in Favour

**14 LA 511 HOWARD PARK (Verbal report)**

Cllr Seabrook reported that there was a site meeting recently at Howard Park, to have a look at what work needs to be actioned, in light of the consultation report and recommendations given.

Cllr Seabrook will be arranging a Howard park WP Zoom in January to get work moving. Cllr Seabrook reported that the Boules area will be removed as it is considered unhygienic due to animal waste and is no longer used.

**15 LA 512 TO NOTE THE REPORT OF THE GATEWAY CAFÉ ZOOM MEETING**

The report was noted

**1)** It was resolved that we employ a heating specialist to access the heating at the café and the hub, for the best heating solution.

Proposed Cllr Gallagher and Seconded Cllr Harris

**2)** It was resolved that the use of a food digester should be referred to the Climate WP and can invite Nicola Papanicolaou to discuss options.

Proposed Cllr Seabrook and Seconded Cllr Duhigg

All in favour for both proposals

**16 LA 513 TO DISCUSS AND SUPPORT THE GATEWAY CAFÉ TREE PLANTING SCHEME**

[See above].

**17 LA 514 TO DISCUSS AND NOTE THE COMMUNITY INFRASTRUCTURE LEVY BIDS AND SECTION 106 MANAGEMENT**

The SPO updated the Committee and her detailed report was noted and discussed.

The SPO stated that the reports gave a good overview of work in progress, requesting that all Officers and Councillors get involved in this process.

The Clerk praised the SPO, The Finance Officer and the Parks Officer for their hard work.

**18 LA 515 TO DISCUSS AND DECIDE ON THE REQUEST TO ERECT A FENCE AT THE HUB**

It was noted that these works will be at no cost to the Town Council.

It

was resolved to grant permission and send a letter of confirmation to Rainbow Nursery.

Proposed Cllr Seabrook and Seconded Cllr Sharkey

All in favour

#### **19 LA 516 PROJECT UPDATES**

The report was discussed and noted.

The Parks Officer noted that the Gateway Café lighting repairs/replacements was now almost complete.

The Clerk reported that the latest draft of the new PTFC Lease has been sent to the Club and its Solicitor.

#### **20 LA 517 WORKS REPORT**

The report was discussed and noted.

#### **21 LA 518 TO CONFIRM DATE OF NEXT MEETING AS THE 9<sup>th</sup> FEBRUARY 2021**

*There being no further business, the meeting closed at 21:08*



# **PEACEHAVEN TOWN COUNCIL**

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## **Draft Minutes of the meeting of the Civic & Events Committee held via Zoom at 7.30pm on Tuesday 20<sup>th</sup> October 2020**

**Present:** Cllr L Duhigg, Cllr Paul, Cllr Mills, Cllr Milliner, Cllr Symonds, Cllr Veck, Deborah Donovan - Civic Communications Officer, Karen Bray- Information Officer, Victoria Onis - Admin & Support Officer

**In Attendance:** Katie Sanderson – Young Conservatives and member of the NHP committee

### **GENERAL BUSINESS**

#### **1. CCE81 CHAIRMAN'S ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting

The Town Council are accepting entries for a Pumpkin Carving Competition. The Mayor of Peacehaven will be judging entries on Wednesday 28<sup>th</sup> October. The entry for this, will be a donation to the food bank and the competition will be open to all ages.

#### **2. CCE82 PUBLIC QUESTIONS**

There were no public questions

#### **3. CCE83 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies received and accepted from Cllr Hill and Cllr Simmons  
Cllr Goble - Absent.

#### **4. CCE84 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Veck declared an interest in item 8 – Cllr Veck runs the Market in the Hall on Thursdays.

#### **5. CCE85 TO ADOPT THE MINUTES OF 18<sup>TH</sup> AUGUST 2020**

It was agreed to approve and sign the non-confidential minutes of the 18<sup>th</sup> August 2020 as a true and accurate record.

**Proposed** Cllr Veck

**Seconded** Cllr Duhigg

All in favour

#### **6. CCE86 AN UPDATE RELATING TO REMEMBRANCE SUNDAY & ARMISTICE DAY**

Mrs. Donovan gave an update on the short remembrance service plans on the 8<sup>th</sup> November.

- Peacehaven Town Council are advising our local organisations and residents NOT to gather at the war Memorial.
- The only attendees at this time will be the Mayors of both Peacehaven & Telscombe Town Councils, the Royal British Legion representative accompanied by the standard bearer, our local bugler and the Revd. Tim Mills.
- Peacehaven Town Council will video the short service at a distance and will post on our social media sites.
- We will invite, dignitaries and our local organisations to lay their wreaths after 11.20am they will be given a time slot to visit the war memorial.
- Police will be in attendance to stop visitors arriving at the war memorial site so that Covid guidelines are adhered to.
- The Town Council are fully supporting the idea of placing pictures of poppies in windows and has been shared to the local school's social media sites.
- The Town Council are working with the Co-op Funeral Care who have donated material for the Sussex Volunteer Crafters to make 'Poppy' face masks. These went on sale on the 20<sup>th</sup> October in the information office, priced at £2.50, all funds will be donated to the Royal British Legion. Thanks were given to the Sussex Volunteer Crafters for making the masks.

#### **Armistice Day**

- Peacehaven Town Council will video the short service at a distance and will post on our social media sites
- Sadly, Schools or organisations will not be invited to attend the short service, however Residents can visit to pay their respects at any time after 11.15am

#### **1. CCE87 A REPORT FROM CLLR. VECK REGARDING A VISIT TO THE SHOREHAM CENTRE**

Cllr Veck reported to the Committee on her visit to the Shoreham Centre with Cllr Duhigg. The visit took place on the 15<sup>th</sup> September to see how different community halls and spaces could be used effectively.

Many possible improvements and use of space, were noted by Cllr Veck and these ideas will be useful if/when Community House is updated.

**Cllr Symonds and Cllr Veck** - Added that they both have if needed, contacts for the upskilling of Town Council staff for CCTV and SIA Training. **Cllr Veck** also added that she is the current licensee for the Town Council premises.

#### **2. CCE88 EVENTS 2021 – THIS ITEM WILL BE DISCUSSED IN JANUARY 2021 AS THERE IS STILL UNCERTAINTY WITH REGARDS TO HOLDING EVENTS (covid-19 RESTRICTIONS)**

Mrs. Donovan spoke of a recent request for the annual Christmas Market. It was agreed that this would not be the responsibility of the Town Council to arrange given the current situation, as we should not be encouraging hordes of people to gather.

Other opportunities were discussed for the period leading up to Christmas which can be carried out safely.

- **Christmas market** There will not be a Christmas market this year, however, both Thursday & Friday markets will have a festive theme during December, but with no Father Christmas
- **Donation of gifts** for hampers/shoe boxes to families in need. It was decided that we advertise for Christmas box donations for a special person in need. We will ask residents for nominations. It was suggested that we work alongside the ABC fund to help supply items for the annual Christmas Hampers, however it was thought that this organisation has the backing from many business leaders. We will continue with the request for items for the food bank
- **Food bank** It was suggested that the Mayor visits the food bank on a Tuesday to see first-hand how the items are distributed.
- **Memory tree** There will be a memory tree displayed in the garden outside of the Information Office; this will be for Residents to hang a charm on the tree, which will be made by the Sussex Volunteer Crafters. Items will be available to purchase from the information Office at a charge of £1.50/£2 and funds will go back to the Sussex Volunteer Crafters. Residents can either take them home, display them & collect them before Christmas or leave them on the tree
- **Christmas Trees & decorations** it was agreed that we should advertise and contact the local schools for them to make & bring in decorations to be placed on Christmas trees.
- **Christmas messages from our residents** to advertise on social media & our website for residents to send in their meaningful Christmas messages,

It was resolved that there will not be an official Christmas Market/Father Christmas event this year due to the current Covid 19 situation.

**Proposed** Cllr Symonds  
**Seconder** Cllr Paul  
**All in Agreement**

**1. CCE89 A REPORT FROM MATT GUNN REGARDING THE BANNER BOARD UP-DATE**

It was agreed by Majority that the Town Council should utilise the two notice boards on the South Coast Road to encourage our businesses to advertise. However, our events take priority and advertising these would come first. It was suggested if possibly we could start to advertise in our bus shelters, the costs will be looked in to by the Marketing assistant.

**All in Agreement**

**2. CCE90 A REPORT FROM MATT GUNN REGARDING THE PHOTOGRAPHIC COMPETITION**

Mrs. Donovan updated the committee that there has been an excellent response to the photographic competition, it was noted that: -

- Some photos are not clear, so it was requested that the Marketing Assistant contact the photographer to ask for the specific photo to be sent in a higher resolution.
- We have been asked to make the decision on the design next Wednesday and to commission Tansley's to produce the calendar.
- There will not be any distribution fees as it was decided to sell from the Information Office at a price of £4.99 per calendar which gives us a profit of £200 if all 100 calendars are sold.
- The cost was queried by Cllr. Mills, she asked if the total included all printing costs. This will be checked.

- The expenditure would come out of the advertising budget and the income would go back to advertising.
- The committee suggested that any other the 'good' photos should be printed in a collage either on the front or back of the calendar.

It was resolved to proceed with the Calendar at a selling price at £4.99

**All in Agreement**

**1. CCE91 TO DISCUSS THE COMMITTEE'S CONTENT AND ACTIONS WITHIN THE COUNCIL'S INTERNAL BUSINESS PLAN**

Opportunities for the Civic and events community projects internal plan were discussed.

- To improve the communication with the wider community in Peacehaven – suggestions included Enews/general advertising on social media/banner boards/ updating the website.
- Peacehaven Town Council's website has recently been improved; colours changed, format, easier to navigate, introduced BrowseAloud to meet the highest standards for web site accessibility.
- To work with our local schools/local groups and organisations/to work with our own chamber of commerce, we need to encourage local businesses to be working with us and hold a good relationship with the Council. To reinstate the Youth Mayor when it is safe to do so.
- Connecting again with our residents when things are back to normal/coffee mornings and events.
- Filming in the Town, since the Website has been refurbished, we have been able to entice more filming to the Town, we have had a few applications through from independent film makers and the BBC.
- To review and improve our hiring charges to introduce maybe a discount, to encourage people to come back to us.
- Review the charges for the Big park
- Peacehaven Town Council logo would benefit from being sharpened up and it has been agreed to contact the original designer to see if the design could be enhanced.
- To utilise the existing boards in the town for private advertising.
- Increase sponsorship from local businesses, to gain income.

It was resolved to put these suggestions to the Business Development Committee.

**Proposer** Cllr Veck

**Seconder** Cllr Paul

**All in agreement**

**1. CCE92 BUDGET REVIEW – THIS HAS TAKEN PLACE WITH THE FINANCE OFFICER. THE CHAIR OF THIS COMMITTEE AND THE CIVIC & MARKETING OFFICER WILL BE SETTING THIS COMMITTEE'S BUDGET WHEN IT IS REQUESTED**

Cllr Duhigg wants all Committee members input into the new budget preparation. Mrs. Donovan will send her projections to the committee before arranging a budget zoom with Cllr Duhigg in early November to go through the figures, the paper can then be presented to the Finance Officer.

**All in agreement**



- 2. CCE93 HIDDEN DISABILITIES – TO NOTE THE SUM OF £1250 HAS BEEN AGREED WITH BARRATT’S HOMES BY WAY OF SPONSORSHIP TO ENABLE PTC TO JOIN THIS SCHEME. THIS WILL ALLOW STAFF TO BE TRAINED IN THIS AREA**

**3.**

Thanks were given to Mrs. Donovan for contacting Barratts Homes, enabling Peacehaven Town Council to display the lanyards and the information in Community House and will also fund staff training, as part of the Sunflower Scheme.

**DATE OF NEXT MEETING OF THE COMMITTEE – 19<sup>TH</sup> JANUARY 2021**

*There being no further business, the meeting ended at 21.18*



# **PEACEHAVEN TOWN COUNCIL**

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PEACEHAVEN

## **Draft Minutes of the meeting of the Civic & Events Committee held via Zoom at 7.30pm on Tuesday 19th January 2021**

**Present:** Cllr L Duhigg, Cllr Hill, Cllr D Paul, Cllr L Mills, Cllr A Milliner, Cllr L Symonds, Cllr E Simmons

**Officers:** Deborah Donovan - Civic & Communications Officer, Karen Bray- Information Officer, Victoria Onis - Admin & Support Officer, Marketing Assistant - Matt Gunn, Michelle Edser – SPO

**Public:** Tracey Pickett – Market hirer.

### **1. CCE94 CHAIRMAN'S ANNOUNCEMENTS**

Chair welcomed everyone to the meeting.

### **2. CCE95 PUBLIC QUESTIONS**

Tracey Pickett the current market hirer for Friday's, would like to request that once Covid restrictions have eased and the Markets are safe to run that Bob Pickett and herself be approved to also run the Thursday markets and any other days which are available on a permanent basis in 2021.

The Chair requested that Mrs Pickett put forward her request in writing to the Town Clerk and this will be responded to once discussed offline; there are many issues to consider with current Covid restrictions and other Market hirers.

### **3. CCE96 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

No apologies received from Cllr Veck and Cllr Goble

### **4. CCE97 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest

### **5. CCE98 TO ADOPT THE MINUTES OF 20<sup>th</sup> OCTOBER 2020**

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

### **6. CCE100 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

This item was discussed and there were no relevant issues raised as there was still sufficient money available, however, COVID-19 had affected some income to marketing

**7. CCE 101 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

The SPO updated the Committee, noting that this item will now be on each Committee Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and ideas for the Action plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings.

**8. CCE102 TO DISCUSS FUTURE EVENTS FOR 2021**

The Civic Officer, reported to the Committee that the NHS Day will be on the 5<sup>th</sup> July, this is a National day everyone in the country who will be commemorating the NHS and all key workers. Mrs Donovan would like to work towards organizing an event for this.

It was resolved to work towards creating an Event to commemorate NHS Day.

**Proposed** Cllr Hill

**Seconded** Cllr Paul

**All in favour**

**Cllr Hill** – Proposed an **Annual Peacehaven Community and Business Award** for individual or groups, which will also be extend to local shops and businesses.

This award would be a thank you to volunteers who work within the community – a single person or group of people to hold the award for a year, names would be inscribed on the award, ideas for an award would be a wooden rose bowl or a plaque.

The proposal for the Annual Peacehaven Community and Business Award was agreed and it was resolved for the Information Officer, to organise a working party to move this forward.

**Proposed** Cllr Hill

**Secunder** Cllr Simmons

**All in favour.**

The Civic Officer updated the Committee on Diary Dates for Events in 2021

- **March International Womens Day** – marked with social media posts
- **April - Virtual Easter Events** – Easter hat competition. Open to all of the community, will be displayed in a unit in the Meridian Centre, launch this competition in March
- **8<sup>th</sup> May - VE Day**
- **May - Mayor Making**
- **16TH June - Sussex Day** – The Sussex flag will be raised in Meridian Park with a Sussex themed event (if restrictions allow)
- **23<sup>rd</sup> June - National Writing Day**. Promote this via social media & E-News
- **27th June - Armed forces day.**
- **July – Summer Fair cancelled**
- **July 5th NHS Day** – further details to follow
- **15<sup>th</sup> August – VJ Day**
- **September** -Note to include a questionnaire in this month's E news for residents to give their ideas for 2022 Events
- **23<sup>rd</sup> Oct – Wrestling**
- **Oct - Pumpkin Competition** open to all ages
- **November** – Possible Royal British legion 40s event (if restrictions allow)
- **5<sup>th</sup> Nov – Bonfire night** – advertise on social media for Bonfire night themed pictures to display. Open to all ages.
- **14<sup>th</sup> Nov - Remembrance Day**
- **10<sup>th</sup> Dec - Carol Concert**

- 11<sup>th</sup> Dec - **Christmas Market**

The proposed Events were discussed in detail and it was agreed that the ideas will be taken forward to the Working Party

There was a suggestion for Members to help raise the profile of the council using social media was discussed, however this would need to be managed and monitored and adhered to following the media policy.

It was resolved that due to the continuing Covid situation, the Summer Fair will not be organised this year

Proposed Cllr Hill

**Seconded** Cllr Paul

**All in favour.**

NB: The Civic and Marketing Officer mentioned that she has submitted a presentation towards the Civic Officers Award to the National Civic Officers Association, the prize would be £500 to the winning council. This award is open to all Civic Officers nationally so there is a lot of competition.

**DATE OF NEXT MEETING OF THE COMMITTEE – 30<sup>TH</sup> March 2021**

There being no further business, the meeting closed at 21.00



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## **PEACEHAVEN TOWN COUNCIL**

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PEACEHAVEN

### **Minutes of the meeting of the Business Development & E-communications Committee, held virtually via ZOOM, at 6.00PM on Tuesday 22<sup>nd</sup> September**

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

**Officers:** Town Clerk- Tony Allen; Civic & Marketing Officer- Deborah Donovan; Matt Gunn- Marketing & Communications Assistant; Michelle Edser- Senior Projects Officer

#### **1. BPEC052 TO CONSIDER APOLOGIES FOR ABSENCE**

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

#### **2. BPEC053 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

No Declarations

#### **3. BPEC054 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 16th July 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. BPEC056 BRIEFING AND DISCUSSION OF THE INTERNAL BUSINESS PLAN**

Cllr Gallagher introduced this item and outlined that in the weeks since the Internal Business Plan (IBP) was adopted there has been a time of annual holidays and fewer Committee meetings so implementation and use of the IBP has only just started in September.

Cllr Isobel Sharkey confirmed that the IBP was discussed at the Planning & Highways committee and the committee would like to add Road Safety issues into the plan as the Town Council are trying to encourage people to cycle and walk.

Cllr White also stated that it is important that we continue to work closely with the other local Councils and bodies in the area to make sure we provide the best service for residents. This could be included in the review of the IBP.

All agreed this is a dynamic plan which will be subject to change. A Local Plan to be created with public consultation. Peacehaven and Telscombe Neighbourhood Plan is hoped to be completed in 2021. All 3 plans should work together.

#### ACTIONS

1. List to be created of Items to be considered at 6 month review (MG)
2. IBP to be included as standard item on Committee Agendas. (Admin Support Officers)
3. Officers and teams to use IBP and use it as part of Action and Review processes
4. Review at each meeting of this Committee, changes to be made Jan 2021.

#### **6 BPEC057 IMPROVING ACTIVE TRAVEL AND PUBLIC TRANSPORT AVAILABILITY IN PEACEHAVEN.**

Cllr Gallagher introduced this item and outlined that there is a national programme to move away from vehicles to “Active Travel” and public transport to reduce greenhouse gases and become Carbon Neutral by 2050. Cllr Gallagher noted that Peacehaven Town is internally badly served by public transport and is car dependent and residents complain regularly and often about the services offered by Brighton and Hove Buses.

Cllr White confirmed that there are also initiatives looking at connecting paths for walking and cycling through Peacehaven, Telscombe and East Saltdean, which will help support active transport around the town.

Cllr Symonds had sent in her review of transport in the town prior to the meeting and had noted that recently North Ward residents had become increasingly frustrated due to the poor public bus services when having to use the 14 and 14c bus.

Cllr Alan Milliner stated how Brighton and Hove Buses had previously trialed buses using the Arundel Road as alternative route, but the trial was not successful due to tight turns. Cllr Milliner suggested that the council should ask the Big lemon or other bus companies including CTLA if they would be able to provide an internal service which connects North and East Peacehaven and Newhaven.

Cllr White said it would be a good idea to create a survey for residents to find out where they are travelling to regularly particularly in rush hour.

Cllr Collier suggested an online survey should be created.

The committee were in favour of creating a survey and that CG should contact B&H Bus Co, following up on meeting held before lock down.

#### ACTIONS

1. Online survey to be set up on travel/bus needs. (DD and MG)
2. Meeting with B&HCC Buses to be arranged (CG)

## **7 BPEC058 REVIEW OF THE PTC WEBSITE INCLUDING CONTENT, COLOUR THEME & THE IDEA OF SETTING UP A FOCUS GROUP**

The Marketing Assistant stated that since the last Business Development & E-Communication meeting he had met via Zoom with the Director of Madison's as well as the Head of Madison's Design Team to discuss changes to the colour of the website as well as other improvements. The Civic & Marketing Officer and some Councillors also attended a meeting.

The Marketing assistant ran through some of the changes which have now been made to the website which include:

- Improvement made to Home Page Banner- When using Mobile/ Tablet.
- Added 'Menu' next to Burger icon to make website easier to use for some residents.
- Replaced Events on the front page with upcoming meetings.
- Working on new Banners for website Home Page to make the website more visually appealing.
- Purchased and installed a one year license of the Browsealoud plugin to meet Accessibility website legislation which comes into play on the 23rd September

The committee then reviewed the six Colour options which were created by the Madisons Solutions Design team.

The Committee agreed to use the Dark green option (option 1).

The Costs of the work were discussed, and the Committee were reassured that the support package from Madisons included several free hours. No costs at present.

Establishing a User Focus Group was suggested by Madisons, the Committee agreed that this was a good idea. Members to be recruited to use website regularly and provide feedback to MG. Cllrs Paul, Mills, Gallagher and Seabrook have started to do this, more people needed.

### **ACTIONS**

1. Meeting to be arranged with Madisons as follow up and to include Neighbourhood Development Plan website connections (MG. CG)
2. Recruit more members for User Focus Group (All)

## **8 BPEC059 DISCUSSION AND AGREEMENT ON FUTURE PROJECTS FOR THIS COMMITTEE.**

The Committee agreed that in the short term the IBP should be the focus of this committee. Officers should be given a chance to work on the projects identified in the IBP.

The Website improvements and Active Travel projects are within the IBP.

Cllrs Veck and Paul suggested that it would be a good idea to invite the Peacehaven Chamber of Commerce to suggest through and Agenda item how PTC can support Local Business.

The Civic and Marketing Officer spoke in favour of this and the Committee agreed they should be approached.

#### ACTIONS

1. Chamber of Commerce to be contacted as above (DD)

#### **9 BPEC060 DATE OF THE NEXT MEETING – TO BE AGREED**

The next Business Development & E-Communications meeting will take place on Tuesday 1<sup>st</sup> December.

*\*The meeting ended at 19:00\**





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# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

Minutes of the meeting of the Business Development & E-Communications Committee, held virtually via ZOOM, at 7.30PM on Tuesday 1<sup>st</sup> December 2020

**Present:** Cllr Gallagher, Cllr Milliner, Cllr Collier, Cllr Sharkey, Cllr Symonds, Cllr White.  
Town Clerk, A Allen, Civic & Marketing Officer D Donovan, Senior Projects Officer M Edser, Marketing Assistant M Gunn.

## **1 BPEC061 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr Veck.

## **2 BPEC062 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr White declared an interest in Havens Health as he owns shares in the surgery.

## **3 BPEC063 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 22<sup>nd</sup> SEPTEMBER 2020**

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

Cllr Sharkey Proposed

Cllr Gallagher Seconded

All in Favour

## **4 BPEC064 PUBLIC QUESTION TIME**

No Public Questions

## **5 BPEC065 BRIEFING AND DISCUSSION OF THE INTERNAL BUSINESS PLAN**

Cllr Gallagher introduced this item and gave an update on how the document has progressed so far.

The Senior Projects Officer then informed the committee that herself and the Marketing Assistant have been working on the document and provisional updates have now been added, with many columns now being marked as amber or green.

Cllr Sharkey confirmed that she likes the current format of the document and she thinks it works well as a document which can be taken to each committee to be worked on. She stated that she has found this to be especially useful as the chair of the Planning Committee.

Cllr Gallagher confirmed that the Policy and Finance Committee page and the Neighbourhood Development Plan page also need updating.

ACTION - The Committee agreed that the Senior Projects Officer, Marketing Assistant and Cllr Gallagher should have a meeting to try and progress the document further and bring forward permanent amendments for agreement at the next committee. The document will be sent out to each Committee for review and updating.

## **6 BPEC066 IMPROVING ACTIVE TRAVEL AND PUBLIC TRANSPORT AVAILABILITY IN PEACEHAVEN**

The Marketing Assistant Introduced this item and informed the committee that he has created a suitable Survey using the Survey Monkey platform with the help of the Senior Projects Officer. The Survey can be made public to residents at any time. The Marketing Assistant also went onto say that himself and the Senior Projects Officer had decided not to publish the survey because of the potential for skewed results due to Covid-19 / lockdown restrictions and activities and to avoid clashing with the imminent NDP Master Plan survey. ACTION - Marketing Assistant to circulate the draft survey to Committee members for comment.

Cllr White suggested that we should contact Brighton & Hove Buses to see if they would help to endorse or promote the survey.

Cllr Gallagher confirmed that she and the Senior Projects Officer had made good contacts with Brighton and Hove Buses, with the intention of securing improved services, particularly in the north of the Town. ACTION - A meeting will be arranged by the SPO for the New Year.

The Town Clerk spoke at length confirming that an active travel report will be on the next Planning Agenda which is in the form of a letter being addressed to East Sussex County Council, in response to its LCWIP survey.

## **7 BPEC067 TO REVIEW BUSINESS PLANS COMPLETED BY OTHER TOWN AND PARISH COUNCILS**

Cllr Gallagher introduced this item and confirmed that the committee had already looked at a few business plans created by other councils; she went on to suggest that the council should produce a Town plan rather than a business plan.

Cllr Collier confirmed that he had been a key part in creating the corporate plan created by Lewes District Council. He suggested that producing a document to go out to the public would be very important.

Cllr White stated that we could learn from the Bridport Town Council business plan as they are a similar sized council who are very ambitious. ACTION - Cllr White went on to propose that an Officer from Peacehaven Town Council contacts Bridport Council.

## **8 BPEC068 WORKING WITH THE PEACEHAVEN CHAMBER OF COMMERCE**

The Town Clerk confirmed that he had given a presentation to the Peacehaven Chamber of Commerce two weeks ago, discussing various things including the business plan and he spoke about what the council can do to support the local business in the area.

ACTION - Cllr White suggested that PTC and our chamber of commerce should contact the Preston chamber of commerce as they have been very successful in keeping wealth in the Preston area with many businesses supporting each other.

## **9. BPEC069 COMMUNITY ENERGY SCHEME- VERBAL UPDATE & DISCUSSION ON NEXT STEPS**

Cllr Gallagher introduced this item and spoke at length about the Community Energy Scheme.

Cllr Collier stated that a paper needs to be produced by Dr Earthy to be reviewed at Full Council by every Councillor before the Council makes any decision on the Community Energy Scheme to better understand the meaning of "Community" in this context

ACTION - It was agreed that Dr Earthy should meet with the Senior Projects Officer and the Parks Officer to review sites for the energy storage unit (Battery).

It was noted that this method of energy production also needs to be understood in comparison to the offshore wind farm solution.

## **10 BPEC070 BUSINESS AND STUDENT SURVEYS- VERBAL UPDATE & REPORT**

Cllr Gallagher introduced this item and talked the committee through the results from the Business and Student Surveys, respectively.

It was noted that more surveys are needed, to identify such things as the number of local people employed in the Town, training and apprenticeship opportunities.

## **11 BPEC071 REVIEW OF THE PTC WEBSITE & OTHER COMMS**

The Marketing Assistant spoke about a variety of updates which have been made to the website to improve the growth of the E-news magazine as well as to improve the overall user experience of the website.

The updates included:

- A new E-News pop up now appears, if you spend longer than 20 seconds on our website, the pop up will encourage you to sign up.
- We are now Advertising the next two upcoming Council meetings on the front page of the website.

- A new permanent dark green colour scheme on the Website.
- A new sign up for the E-News button has been added to the top of the menu of website.
- A new sign up for the E-News button has been added, when reading a latest news post on our website
- Hiring of a BUSINESS RENTAL LIST: BN10 + 2 mile radius have generated 572\* business emails, on a multi-use license, so we can simply rent the data and start to mail the file with the Monthly E-News – once they engage (i.e click the link) they are our emails to keep on our mailing list, so they move from the rental list to our permanent sub list.
- The new pop ups on our website have gained us 60 new organic E-News Subscribers in the last 26 days so far.

The Marketing Assistant also went onto confirm that we have already received several enquiries from various businesses to advertise in our E-News magazine.

## **12 BPEC072 DISCUSSION AND AGREEMENT ON FUTURE PROJECTS / ACTIONS FOR THIS COMMITTEE.**

Cllr Sharkey would like to see a planter sponsorship package added to this committee as a future project.

Cllr Gallagher suggested that the library joint working party should feedback to this committee.

The Town Clerk suggested that looking at income generating projects needs to take place sooner rather than later.

## **13 BPEC073 DATE OF THE NEXT MEETING – TO BE AGREED**

The date of the next meeting is Tuesday 16<sup>th</sup> February 2020.

*\*The meeting ended at 21:09\**

**Summary Notes of the Peacehaven & Telscombe Libraries Working Party  
held at 11:00 on the 4<sup>th</sup> December 2020**

**Present:-**

Cllr Alan Goble (Chairman)  
Cllr Ron White  
Cllr Laurence O'Connor  
Town Clerk, Tony Allen  
Senior Projects Officer, Michelle Edser  
Admin. Officer, Vicky Onis

**LWP001 WELCOME & INTRODUCTIONS**

It was agreed that Cllr Goble would be the Chairman of the WP.

Cllr Goble welcomed everyone to the meeting and outlined the purpose of the WP being to engage with ESCC and other stakeholders to push for library facilities for Peacehaven & Telscombe to become a thriving community support/hub facility.

**LWP002 APOLOGIES FOR ABSENCE**

All members of the WP were present.

**LWP003 DECLARATIONS OF INTERESTs**

There were no declarations of interests.

**LWP004 TO AGREE WORKING PARTY TERMS OF REFERENCE**

Cllr Goble's Motion to Council was noted (See Appendix A).

It was agreed that the WP's Terms of Reference should be:-

**"To encourage East Sussex County Council Libraries Service to actively engage with Peacehaven & Telscombe Councils, other stakeholders and community groups to deliver 21<sup>st</sup> Century library services as part of a thriving community support hub."**

**LWP005 TO NOTE DEVELOPMENTS TO DATE**

The following developments were noted:-

- This WP was formed at the meeting of Peacehaven Town Council, held on the 27<sup>th</sup> October 2020.
- Research carried out by Cllr White in relation to modern library facilities.
- Informal engagement with PCS by Cllr White.
- SPO & Town Clerk meeting with ESCC on the 25<sup>th</sup> November 2020 (Appendix B).

**LWP006 TO IDENTIFY CURRENT LIBRARY SERVICES PROVISION IN PEACEHAVEN & TELSCOMBE  
LWP007 TO DETAIL FUTURE LIBRARY SERVICE REQUIREMENTS IN PEACEHAVEN & TELSCOMBE  
LWP008 TO AGREE METHOD OF ENGAGEMENT WITH ESCC AND OTHER KEY STAKE HOLDERS**

*[The above Agenda Items were taken 'en bloc']*

The following points were noted and discussed:-

- ESCC's current approach is perceived as negative and set on downsizing.
- A greater understanding of ESCC's position is needed, including in relation to finance factors. Clerk to draft an introductory email to ESCC, seeking a meeting around the second week of January 2021.
- The combined population of Peacehaven and Telscombe is equal to, or greater than Towns with significantly better library facilities, including Seaford and Crowborough.
- The PTC/TTC vision of what a modern facility should be comprised of must be positively promoted and will require a joint project with joint funding from ESCC, Town Councils, Schools, etc. ESCC will not be expected to pay for an overall community hub facility. External sources of funding will also need to be explored.
- Community needs for a modern library facility must be detailed, including such things as:-
  - Educational support.
  - Health support.
  - IT support.
  - Meeting rooms.
  - Community Café.

- A survey of the community and stakeholders to further assess needs should be undertaken. Cllr Goble to draft a list of questions.
- Development of a new facility will require a review of existing local facilities.
- Senior Projects Officer will liaise with the NDP SG.
- WP will report to the respective Town Councils.
- Cllr White noted that a DWP stakeholder engagement is being planned.
- Cllr White & Cllr O'Connor to look into new claims and overall demand for Universal Credit.

**LWP009 DATE OF NEXT MEETING**

To be held prior to the meeting with ESCC in January 2021.

*[The meeting closed at 11:50]*

## **APPENDIX A**

# **A Peacehaven Library for the future**

I want to put forward a motion to show the need for consultation with the community in the provision of a new library for Peacehaven.

### **Motion**

**“This council calls upon East Sussex County Council Libraries Service to actively engage with local councils and community groups as it looks to the future.**

Peacehaven like many places in the United Kingdom is at risk of a decade of struggle as a result of the Covid 19 pandemic. It is clear that this will impact most upon the disadvantaged in our town.

Hence, we need a centre for lifelong learning that empowers people from cradle to grave to reach their potential for their own, their family and our community’s benefit. We need a centre to help young mothers to bring education and learning alive for their children. We need a space to create innovative services from all sectors; statutory, voluntary and private. We need a large, flexible bright space that people want to be in. We need a facility with librarians and volunteers that have skills, knowledge, initiative and vision to help unlock everyone’s potential. This is necessary to enable learning in its widest sense.”

### **Background**

The concern is that with the likely redevelopment of Peacehaven Town Centre developers will simply offer to provide something like the dark shoebox of 150m2 that ESCC appeared to be offering 2 years ago when the former Post Office in the Meridian Centre was suggested as a replacement location for the library.

Any proposals for a replacement library need to be based upon the acknowledgement that it must be at the centre of the redeveloped town centre.

### **Information**

Recent research by the Arts Council has found that

- there is a keen appetite for reading and writing and associated activities, and these can have a huge impact on local communities
- there is growing evidence of the wider benefits of visiting libraries, reading and associated activities, for example on health, wellbeing, tackling loneliness, digital inclusion, improving literacy and digital literacy
- successful library initiatives are those where the piece of work is linked to/drawn from national, regional and local policy priorities
- as well as buildings-based provision, libraries’ outreach and partnership-working are vital, and the research showed the benefits of building strong partnerships with local communities and community organisations, following sensitive consultation as to community needs.

**Proposer: Councillor Alan Goble**

**Secunder: Councillor Ron White**

**Adopted by Peacehaven Town Council 27<sup>th</sup> October 2020**

## **APPENDIX B**

### **MERIDIAN CENTRE REDEVELOPMENT SUMMARY NOTES OF A MEETING WITH ESCC Held online 25<sup>th</sup> November 2020**

**Present:** Peter Smith, ESCC, Senior Asset Strategy & Delivery Surveyor (PS)  
Tony Allen, PTC, Town Clerk (TA)  
Michelle Edser, PTC, Senior Projects Officer (ME)

1. PS explained the background, noting that the Co-Op's plans have been known for some time, although nothing meaningful has resulted from discussions in relation to the future size and location of a new library.
2. As the Landlord for the current Library, the Co-Op has not yet served notice on ESCC. The current deal affords both sides flexibility but the notice periods for both parties are short.
3. It is expected that the library will be demolished as part of the first phase of development. Notice has not been served as yet.
4. PS referred to two phases for the transition to a new library:-
  - a. Interim – temporary location with the developer's help and maybe even the use of Community House facilities.
  - b. Long term – new location, possibly a joint project with PTC, Schools, etc.
5. TA & ME related the background to PTC's involvement in the current and past redevelopment plans, including engagement with HDD, Pegasus, other authorities and relationship with the emerging NDP.
6. PTC & ESCC land ownership and rights-of-way over the development area were discussed. ESCC has several strips/parcels of land mapped out. ME mentioned that it is understood that PTC has R-O-W (or similar) across the site, but that to-date it has been unable to obtain the appropriate plans/maps. This is currently being investigated by Staff and Councillors.
7. TA & ME stated that PTC sees a new library as a large community facility and asset to help with improving education standards and IT access, among other things, possibly a partnership community hub. Due to local aspirations and need, the County are likely to keep Peacehaven's Library as a statutory provision, not a CIC or similar which has been done elsewhere.
8. PS stated that his task is to produce an impartial review and valuation of all ESCC's assets on the site, including Greenwich House, and that it is for others at ESCC to decide on the design, sustainability and funding for a future library. ME asked about valuing Community House and PS advised to consider "frustration value" if anything held up the development or what it may "enable". Also, that HDD should fund any retrofit design at their own cost. ME and TA reiterated the potential for PTC to utilise Greenwich House should an agreeable solution be found for both authorities.
9. ME spoke about the PTC Business Plan, the need for income generation and also the consideration of climate impacts. The location of businesses in the Town was discussed, along with the Covid impact and post Covid environment. Engagement with the business community is being undertaken by PTC.
10. Matters are evolving and now being considered in more detail by both PTC and ESCC. It was agreed to keep in regular contact and for each party to keep the other updated. The following group was agreed for this:

**Tony Allen**, PTC, Town Clerk

**Michelle Edser**, PTC, Senior Projects Officer

**Peter Smith**, ESCC, Senior Asset Strategy & Delivery Surveyor

**Nick Skelton**, ESCC, Assistant Director

**Rhona Drever**, ESCC, Team Manager: Library Strategy and Performance  
Communities, Economy and Transport

**Nigel Brown**, ESCC, Assistant Director Properties



## **Libraries Meeting with ESCC - Monday 18<sup>th</sup> January**

### Agenda / Prompts & Meeting Discussion Notes

#### **Attending**

- PTC     Town Clerk Tony Allen, Senior Projects Officer Michelle Edser, Councillors Alan Goble, Ron White, Laurence O'Connor
- ESCC    Natalie Anderson - Head of Customer, Library and Registration Services  
Rhona Drever - Project Delivery Manager, Library and Information Service

#### **Introductions - Michelle**

- Thank you for coming. This working group will report and advise Council.
- Time of potential change for us in terms of local redevelopment and also period of recovery, post pandemic.
- We see the Library as a key piece of infrastructure in the future of Peacehaven/Telscombe. Could be a fantastic support to our local residents and businesses.
- We really want to be involved as much as possible, consulted, constructive, helpful.
- Need to be on the same page. Can support negotiations with developers
- Lots of questions/ideas, today is the start of the conversation.
- Look forward to working with you to get the best deal possible

#### **Agenda / Questions / Chair – Tony / Michelle**

##### **1. What are ESCC's current plans for library provision in Peacehaven & Telscombe?**

- Statutory requirement that provision should be bespoke to needs of locality. Gov paper.
- Population requirements – build for growth.
- Baseline 600sq m upwards, hours of operation? Mix of voluntary and staff?
- Multi-generational, "hub" for the future

##### **2. What are the needs of the Towns' residents and how are they currently being assessed? Ron**

- Dearth of infrastructure, population don't feel enabled or empowered
- Literacy and health challenges
- Understanding of demographics, younger people / families coming in? Who uses libraries? Is it for them?

##### **3. Financial Considerations - Laurence**

- Increase provision, additional services. Got to get it right, invest in the way it looks and feels. Value for money and future savings
- How much has been set aside, in terms of revenue and new capital expenditure
- What is the baseline provision that we can expect
- Staff Costs? Seaford as opened recently, annual revenue, where did the funding come from?
- Additional funding such as CIL – two pots, what level of funding might be available, see reports from 23<sup>rd</sup> Dec 2020

##### **4. Services required; both directly provided and provided by others – Alan**

- Experience of different libraries all over the world
- Refences sections are fewer but companies can provide that

- Accommodate different interests and all ages and demographics
  - Techno libraries? Places people want to go to, multi-generational.
  - Library for the future – be destination, inspirational, places of opportunity
5. **Library services relationship to other services provided by ESCC; e.g. employment, wellbeing, social inclusion, education. IT, etc.**
    - What do they think? Type of space required. IT, interview rooms, cafés.
    - Shared opportunity with Community House, Information role
    - Mutual benefits “Town Hall in action”
  6. **Comparison with other big Towns; e.g. Crowborough, Lewes and Seaford, where there is a better provision of library services**
    - What has worked elsewhere?
    - Be deliverable, realistic, sustainable
    - Key allies – two councils, all Schools, GP surgery, chamber of commerce? Others?
  7. **Meeting community health needs; East Sussex joint strategic needs assessment - Ron**
    - Health – 30% of patients could be better dealt with elsewhere.
    - Period of recovery. People are going to need support
    - There will be pressure on services, huge impact.
  8. **Improving IT & literacy levels, ESCC statistics**
    - Do you have any more information?
  9. **Meeting the need for Peacehaven and Newhaven to provide 450 extra secondary school places by 2030; a new Town Council/ESCC/Schools joint library project would help.**
    - Working with School? Examples of doing this.
    - Who are potential partners?
  10. **Assessing the employment skills deficit and getting people back into the job market as per government policy; can library services be part of the solution?**
    - DWP Contacts – Operates Brighton to Newhaven. Partnership manager (Piers) lives Chalkers Rise.
    - Doubling handling of unemployed.

### **General Discussion Notes**

- ESCC uses a commissioning approach, need / demand and how best to meet as ESCC within context such as budget.
- Population requirements – build for growth. Noted
- No current planning applications are submitted but developers are consulting with town and district councils, Neighbourhood Plan also contains a masterplan, this vision document is currently out for consultation.
- Library Strategy and Development – 2018 ESCC launched this post a period of consultation. Reduced libraries from 24 to 17. Provision was focussed and targeted towards most disadvantaged. Rhona will send links with strategy and a number of technical appendices for PTC to review. Evidence of the need being assessed across East Sussex, solid evidence.

- What did this say about Peacehaven? Population data is not used, services are planned strategically. Fairly limited facilities at Saltdean, Newhaven is new. People do travel. But we also need to think about sustainability and reducing the need to travel.
- Real needs in the locality – understand the deprivation levels. Information on adult literacy rates? Rhona will check what is included.
- A service in Peacehaven will be retained and is seen as part of the network. Provision of on-line learning literacy can be offered County Wide.
- ESCC Key objectives
  - support economy – job interviews, back into work
  - health and well-being (extensive resources working with other agencies)
  - literacy (child and adult – part of post pandemic solution),
  - digital inclusion – PC access, people's network, how to get people online, some may never have used a computer
- All these questions / issues accord with the vision of ESCC
- What is the contingency when the library has to move? Is there a baseline size (or maximum)?
- What resource has been put aside for capital expenditure, CIL etc?
- Current funding and provision – still early days with information coming through, existing provision is there and potential for future. Funding streams - can't really answer at present. Normally capital budget, work alongside property team, will take advice where provision may need changing.
- Proposals for change go to capital board eg: Seaford, joint provision at existing site agreed, planned expenditure accordingly. ESCC current tenant, not in a position to put in any bids at this time.
- Notice period – 6 months. Lease has ended. How quickly can you react? What would be the contingency? Continuity of business. What could this be, where could ESCC go? PTC/TTC could certainly assist with short term plans if needed. Need to consider financial contributions and capital expenditure re: S106. Developers must mitigate their impacts and not put financial burden on the public purse. ESCC really welcome support with looking at any temporary provision.
- Estimate costs of fully fitted out, good standard – be aspirational and forward thinking.
- Local growth, working with Secondary School. DWP likely to have funds we could tap into.
- Interviews and basic skills. Can be life changing.
- Key players – working together capital and revenue.
- ESCC Have spoken to the School, discussions on-going.
- Successful extensive partnerships eg: Uckfield. CAB, DWP, adult social care, health partners. ESCC very keen on development of such partnerships. Not confined at all. Parking teams in some areas, help bring in revenue. We can advise of local partnerships. Community House – currently house some of these services, very much a combined effort.
- Important to have an ability to browse, facilities need to be built for the future. Need for local connections, leisure uses, needs to be appropriate for the area.
- Opportunity here to really make a difference to people's lives.

## **Actions / Next Steps**

- What is the library services wish list with what we know at this stage? Give an indication for developers to work with.
- PTC/TTC appreciate the difficulties, complexities and challenges. We are not constrained, let us work for ESCC, we can do some early work, push these points – what is your ideal scenario
- What does all this mean on the ground in terms of square footage? Happy to talk to the developer early on to assist ESCC
- Whole system costs, thinking tends to be in silos, wider knowledge / information and social prescribing are key. Need the space to provide the services. Don't be constrained by ESCC budgets, we want to find other potential sources too and maximise developer contributions.
- Another meeting? Date in March 2021 to be arranged (action Tony/Michelle)

## **Useful References:**

<https://princh.com/8-tested-means-that-attract-more-users-to-the-library/>

<https://www.artscouncil.org.uk/sites/default/files/download-file/Libraries-CommunityHubs-Renaissi.pdf>

[5 Ways Libraries Are Helping The Environment | Princh Library Blog](#)

<https://tfn.scot/news/dwp-job-advisers-to-be-placed-in-libraries-and-schools>

<https://princh.com/collaborations-for-libraries/>

[https://www.artscouncil.org.uk/sites/default/files/download-file/ACE\\_Libraries\\_welcome\\_everyone\\_report\\_July18.pdf](https://www.artscouncil.org.uk/sites/default/files/download-file/ACE_Libraries_welcome_everyone_report_July18.pdf)

<https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021>

## **UPDATE FROM NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

January 2021

The draft plan is now being written, the evidence has been gathered to support the plan and it's policies and direction.

There will be an introduction followed by a series of chapters and appendix.

Communication will be a priority for the Steering Group in 2021 .

Reinforcing the working Vision and objectives ,these are not set in stone and can be updated as a reminder see below some of the objectives.

### **VISION**

**Telscombe Town and Peacehaven Town to be sustainable with clean air and an environment which provides a good quality of life for all inhabitants**

This means finding ways to

1. Improve air quality and manage the risks of climate change
2. Providing safe, away from traffic, footpaths and cycle paths to access all areas within the built up areas and the countryside.
3. New housing to be aimed at local needs
4. A refocused Town Centre on the Meridian area with retail, leisure and food and drink outlets, essential for sustainable living.
5. Greater Economic Activity with more employment from retail, leisure, social care , education and commercial business.

Full list is available from Steering Group.

### **FINANCIAL**

Grant Funding has been received of £4,900 from Locality

The Town Council's are agreeing budget amounts at present which will cover 2021/22.

### **GREEN SPACES/HISTORIC CONTENT AND PLACES OF INTEREST TO BE PROTECTED**

Draft Green Spaces document is presented in these papers it contains all of the policies from Lewes District Council and South Downs National Park Authorities which need to be complied with.

A Strategic Environmental Assessment for the Peacehaven and Neighbourhood Plan has been produced by AECOM which is out for consultation with : Natural England, South Downs National Park Authority, Historic England , The environment Agency and other related agencies. The NDP has expert support from Dr Maureen Berg , Senior Lecturer ,Ecologist and environmentalist from the

University of Brighton and a resident of Telscombe Cliffs and Dr Andrew Coleman, Senior Lecturer ( MSc Town Planning course )

The evidence gathering and report compilation continues.

### **HOUSING POLICIES AND HOUSING SITE ALLOCATIONS**

First draft document has been completed.

### **AECOM MASTERPLANNING CONCEPT DOCUMENT FOR MERIDIAN SITE**

The survey has been distributed to all homes in plan area and the comments and survey responses are being monitored. Survey ends 31<sup>st</sup> January 2021. Report due Feb. 2021

Open to all Zoom meeting of Steering Group 11<sup>th</sup> February 7pm. To answer any further queries

Frequently asked Questions 1 and 2 papers have been prepared.

Copies in papers.

### **SUMMARY**

Despite the very difficult conditions in 2020 the NDP preparation has continued. The addition of the 2 professional and qualified Town Planners , SPO Michelle Edser and Nancy and Communications and Media professionals Gaston Mallia and George White and Rachel Brown with Secretarial skills have made an incredible difference.

Work continues and a next project plan/Timetable will soon be published.

## Neighbourhood Plan breakdown December 2020

Date	Activity	Hours
10th	Housing Needs Survey Presentation and Green Spaces Presentation	4.5 hr
10th	Attendance at Steering Group meeting	2 hr
23 <sup>rd</sup>	Research windfall sites and larger applications since 2016	3 hrs
23 <sup>rd</sup>	Zoom Meeting Steering Group	1hrs
29th	Windfall sites paper for Mike Gatti & LDC	2hr
30th	Preparation of housing policies	6hrs
31st	Admin and emails	0.5hrs
	Total	19 hrs

2.5 days @ £330 per day = £825.00 + 20% VAT

Total £990

(please see accompanying invoice)

## Green Spaces:

### Lewes Core Strategy Core Policy 8:

To work with other agencies to improve accessibility to key community and facilities and to provide the new upgraded infrastructure that is required to create and support sustainable communities.

**Core Policy 9 – Air Quality** The local planning authority will seek to improve air quality, having particular regard to any Air Quality Management Area (AQMA) designations. Applications for development that by virtue of their location, nature or scale could impact on an AQMA will be required to: 1. Have regard to any relevant Air Quality Action Plans (AQAP) and to seek improvements in air quality through implementation of measures in the AQAP. 2. Provide mitigation measures where the development and/or associated traffic would adversely affect any declared AQMA. All applications for development will be required to: 3. Provide mitigation measures where the development and/or its associated traffic could lead to a declaration of a new or extended AQMA. 4. Ensure that the development will not have a negative impact on the surrounding area in terms of its effect on health, the natural environment or general amenity, taking into account cumulative impacts. 5. Promote opportunities for walking, cycling and public transport and congestion management to reduce traffic levels in areas of reduced air quality, particularly in town centre locations, and promote the opportunity for cycling through the provision of cycleways. 6. Secure best practice methods to reduce levels of dust and other pollutants arising from the construction of development and/or from the use of the completed development.

### Core Policy 10 – Natural Environment and Landscape Character

1. The natural environment of the district, including landscape assets, biodiversity, geodiversity, priority habitats and species and statutory and locally designated sites, will be conserved and enhanced by:

i. Maintaining and where possible enhancing the natural, locally distinctive and heritage landscape qualities and characteristics of the district including hedgerows, ancient woodland and shaws, as informed by the East Sussex County Landscape Assessment and the Lewes District Landscape Capacity Study;

ii. Ensuring that new development will not harm nature conservation interests, unless the benefits of development at that location clearly outweigh the harm caused. In such cases appropriate mitigation and compensation will be required;

iii. Maintaining and where possible enhancing local biodiversity resources including through maintaining and improving wildlife corridors, ecological networks and avoiding habitat fragmentation in both rural and urban areas;

iv. Working with neighbouring local authorities to contribute to the delivery of biodiversity improvements within the South Downs Way Ahead Nature Improvement Area and the Brighton and Lewes Downs Biosphere Project, as well as other projects and partnerships that are established during the plan period.

2. The highest priority will be given to the first purpose of the South Downs National Park and the integrity of European designated sites (SACs and SPAs) in and around Lewes District. Within and in the setting of the South Downs National Park, development will be resisted if it fails to conserve and appropriately enhance its rural, urban and historic landscape qualities,



and its natural and scenic beauty, as informed by the South Downs Integrated Landscape Character Assessment.

Core Policy 12 – Flood Risk, Coastal Erosion, Sustainable Drainage and Slope Stability Key Strategic Objective: To reduce the district's vulnerability to the impacts of climate change, particularly by seeking to reduce the number of properties, community assets and infrastructure that are at an unacceptable risk of flooding, or coastal erosion.

Local Plan Part 2 adopted 2020

Policy DM14: Multi-functional Green Infrastructure Development will be permitted where opportunities for the provision of additional green infrastructure have been fully considered and would be provided where justified by the character of the area or the need for outdoor playing space. Green infrastructure provided as part of new development should incorporate features to encourage biodiversity and retain or, where possible, enhance existing features of nature conservation value within the site. Existing ecological networks should be identified and ecological corridors should, where practical and appropriate, form an essential component of green infrastructure provision to ensure habitat connectivity.

Policy DM24: Protection of Biodiversity and Geodiversity Development which would be likely to adversely affect a designated Ramsar site, designated or candidate Special Area of Conservation (SAC) or a classified or potential Special Protection Area (SPA) will only be permitted where adverse likely significant effects can be avoided and/or mitigated against. After avoidance and mitigation measures have been considered, where residual adverse likely significant effects arise, development will only be permitted if there is no alternative solution, there are imperative reasons of over-riding public interest that would justify the development and suitable compensation is provided. Development proposals that result in a net increase of one or more dwellings within 7km of the Ashdown Forest will only be permitted where they comply with Core Policy 10(3) of the Local Plan Part 1. The requirement of Core Policy 10 (3i) can be fulfilled through a contribution towards the management and monitoring of the Suitable Alternative Natural Greenspace (SANG) at Newick, as defined on the Policies Map. Development that would be likely to adversely affect a Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR), or a Marine Conservation Zone (MCZ), either individually or in combination with other developments, will only be permitted where the benefits of the development in the location proposed clearly outweigh the damage to the nationally recognised special interest of the designated site and any adverse impacts on the wider network of SSSIs. Development which would result in damage or loss to a site of biodiversity or geological value of regional or local importance including Local Nature Reserves (LNR), Wildlife Trust Reserves, Local Wildlife Sites, irreplaceable habitats, and habitats and species of principal importance for biodiversity, will only be permitted where the benefits of the development clearly outweigh the damage to the conservation interest of the site and any loss can be mitigated to achieve a net gain in biodiversity and/or geodiversity. Development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland or veteran trees) will be refused, unless there are wholly exceptional circumstances and a suitable compensation strategy exists. Where development is permitted, the Council will use conditions and/or legal agreements in order to minimise the damage, ensure adequate mitigation and site management measures and, where appropriate, compensatory and enhancement measures.

## Resident Key Issues:

### Key issues

- Peacehaven & Telscombe benefit from a large amount of open space but it isn't necessarily managed properly or designed to meet local needs. There is little in the way of leisure spaces or formal outdoor sports facilities and little protection of the designated SSSI's or unique coastal environment.
- Poor legibility to the South Downs and lack of allotment space
- Environmental effects – The A259 does have air pollution impacts, with Newhaven and Rottingdean both within AQMAs. Air pollution will impact on the health and well-being of the community.
- There are pockets of poor health and life expectancy is lower in the most deprived areas, compared with the District as a whole.
- Public agencies are not adequately joined up and opportunities are missed to embed green infrastructure in developments and public realm schemes, particularly at an early stage.
- Residents feel that there is little assessment undertaken with regards to wildlife habitats and biodiversity through the existing planning process and as a result much is being lost.
- There is concern that coastal erosion particularly at Telscombe where there are no sea defences is not being addressed by agencies.

### NP Aim:

**To protect and enhance the biodiversity of all the natural environments, wildlife habitats and the cultural heritage of the South Downs National Park contained within the Neighbourhood Plan Area.**

**To enhance sustainability of the neighbourhood plan area through encouraging new ways to reduce coastal erosion, minimise flooding, improve drainage systems and encourage more sustainably designed green spaces.**

**To increase provision of formal outdoor play space and equipped space**

**To reduce air pollution, noise pollutions and other negative environmental impacts**

### Green Spaces Introduction

*“As we build more homes, preserving and creating green spaces in towns and cities is more important than ever” p79 – The Government's Green Strategy 2018*

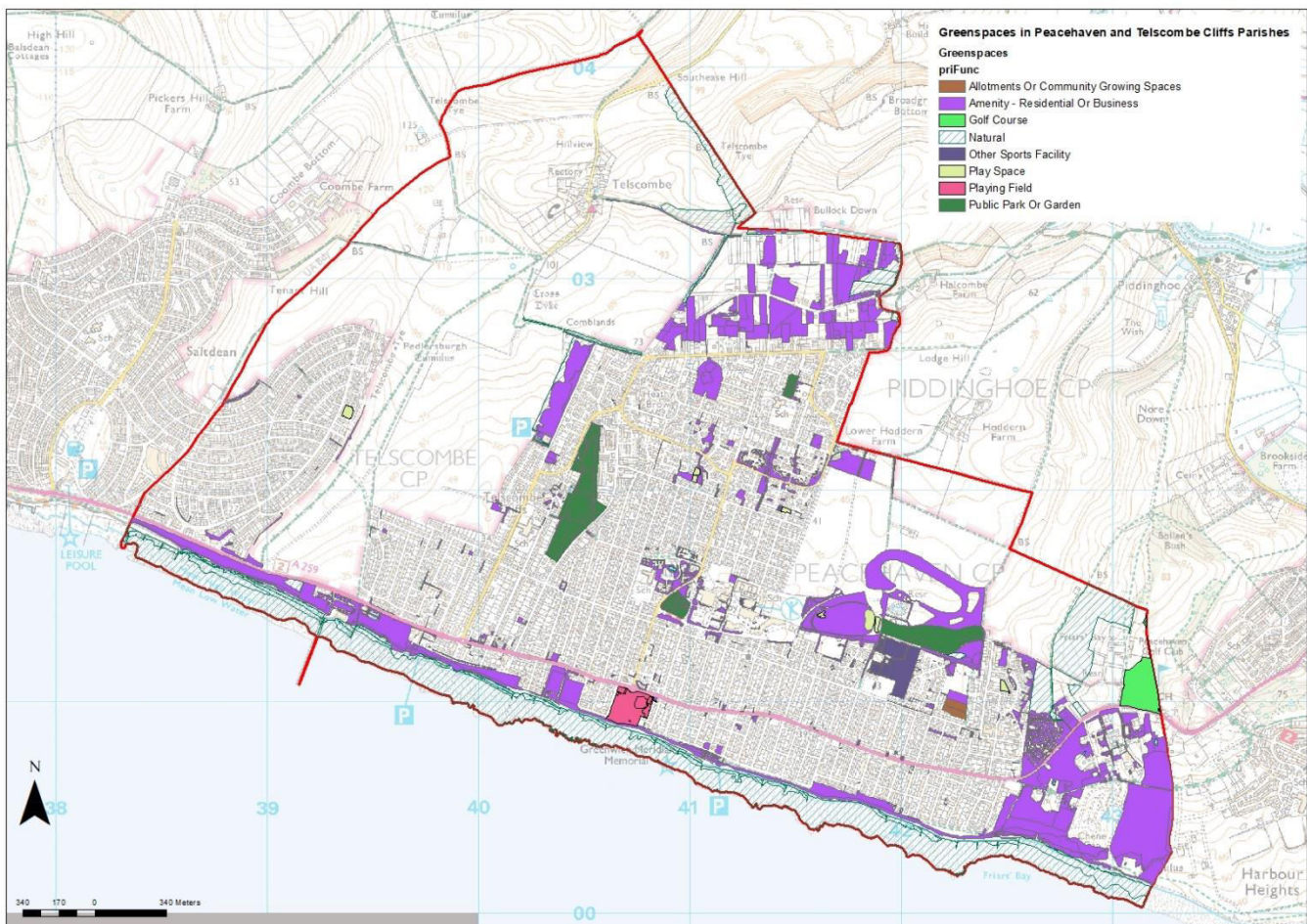
Green and Blue spaces in our environment are essential to health, well-being and happiness, yet urban green space is unequally distributed and often difficult to access for those most in need. The provision of more and better green infrastructure, including urban trees will make towns more attractive places to live and work and bring about long-term improvements in peoples health.

The Office for National Statistics evidence shows that Peacehaven has higher incidences of some of the wider determinants of poor health such as deprivation, child poverty, long term unemployment, crime, homelessness and fuel poverty. Statistically the population of Peacehaven has less good health than other parts of the County as a whole. Around 77.4% of residents in the Neighbourhood Plan area demonstrate at least 'good health'; lower than figures for Lewes (80.4%), the South East (83.7%) and England (81.4%). The percentage of residents that have 'bad' health or worse in the Neighbourhood Plan area (6.9%), is slightly above that of Lewes District (5.4%) and higher than comparative statistics of the region (4.3%) and the country as a whole (5.4%).

Most residents in the Neighbourhood Plan area with long term health conditions do not state that their activities as limited (78.3%), lower than comparative figures for Lewes District (80.5%), the South East (84.3%) and England (82.4%). Approximately 22% of residents in the Neighbourhood Plan area report that their daily activities are limited in some way.

The National Planning Policy Framework paragraph 91 also sets out that planning policies and decisions should aim to achieve healthy and inclusive safe spaces which support healthy lifestyles through the provision of safe and accessible green infrastructure. Our green infrastructure is essential to our health and wellbeing.

## Green Spaces in the Neighbourhood Plan Area.



### EN1: Protection of greenspaces within the neighbourhood:

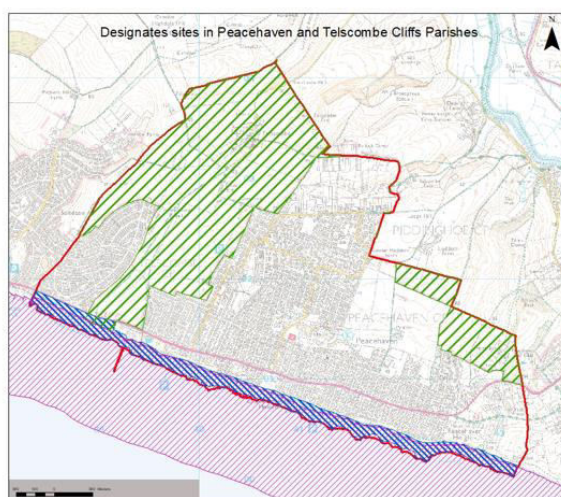
All development proposals should take every opportunity to contribute to a connected recreational green network and provision of new open spaces, playing fields and urban greening.

Development which would result in the loss of existing areas of formal and informal recreational space such as playing fields, amenity spaces and allotments as listed below should demonstrate that the facility is surplus to requirements and make alternative provision elsewhere is the neighbourhood plan area that is equivalent in terms of size, quality, and amount of facilities offered or would result in a net improvement in the quality of facilities available.



1. Robert Kingham Park
2. Chatsworth Park
3. Epinay Park
4. Firle Road West Play Area
5. Mitcheldean
6. Howards Park
7. Shepherds Down
8. The Dell
9. The Oval
10. Centenary Park
11. Cornwall Avenue Allotments
12. Peacehaven & Telscombe Football Club
13. Peacehaven Bowls Club
14. Peacehaven Golf Course

## Biodiversity Introduction



- South Downs NP
- Marine Conservation zone
- SSSI (68 Ha) – Maritime cliff
- Brighton and Lewes Downs UNESCO World Biosphere Region

There is a variety of Biodiversity Action Plan (BAP) Priority Habitats located within or within proximity to the Neighbourhood Plan area, predominantly areas of good quality semi-improved grassland, areas of deciduous woodland, and areas of maritime cliff and slope. 3.18 The Sussex Biodiversity Records Centre contains records of protected or notable species within the Neighbourhood Plan area. This includes records of several species of birds, mammals, bats, insects, grasses, trees, amphibians and reptiles; many of which are protected under the Wildlife and Countryside Act 1981 (as amended) and under Section 41 of the Natural Environment and Rural Communities Act 2006. In this respect, the BAP Priority Habitats (2016) ecological designations within and surrounding the Neighbourhood Plan area are likely to support populations of protected species.

In order to enhance the environment and biodiversity, proposals for new development or the replacement of existing development should incorporate sustainable planting where practical and viable and provided that it is in keeping with the character of the local area. This includes landscaping, tree and shrub planting, the creation of multi-functional roof gardens and the use of 'green walls'.

Design of green infrastructure on roofs or walls will be considered to enhance biodiversity where it is shown to create new links to facilitate the movement or dispersal of wildlife, provide additional habitats for rare, protected or otherwise important species or replicate natural habitat conditions.

## **EN2: Urban Greening**

**In order to ensure that these green assets are technically feasible and commercially viable and can thrive over the long term, development proposals are encouraged to:**

- a. provide the maximum practicable coverage;**
- b. include a clear planting plan demonstrating resilience to disease, pests and climate;**
- c. include a watering system, particularly where this utilises rainwater harvesting techniques to minimise mains water usage**
- d. comply with all relevant structural design requirements;**
- e. incorporate a contingency strategy for failure to ensure that the fabric of the building is not damaged if the planting fails or is not properly maintained; and**
- f. be designed to ensure low maintenance effort and cost and, where possible, be visible in whole or part from the public realm to capture associated well-being benefits.**

**Use of synthetic materials to provide a visually equivalent finish will be resisted e.g. plastic greenery**

## **EN3. Protection of biodiversity and habitats**

**Proposals that are likely to have a negative impact on biodiversity and habitats and species of principal importance should demonstrate how appropriate mitigation measures will be provided to rebalance any loss. New development should avoid causing harm to the special qualities and setting of the National Park.**

#### **EN4. Ecological Constraints and Opportunities Plan**

For developments of over 10 dwellings an Ecological Constraints and Opportunities Plan should be required, accompanied by a balance sheet or table setting out quantitatively the habitats to be lost, retained or enhanced, consistent with the British standard for Biodiversity BS42020.

Proposals should also seek to include actions that enhance the ecological value of development sites by:

- a) the inclusion of enhanced or new biodiversity habitats, new green corridors, street trees and hedges to allow the connectivity, passage and refuge of wildlife and the migration and transit of flora and fauna.
- b) planting species appropriate to the seaside and urban location and avoiding non-invasive species.
- c) the use of green (biodiverse) roofs should be promoted. Given Peacehaven's & Telscombe's inclusion in the Biosphere, chalk grassland roofs are recommended.
- d) where appropriate by including ponds and wetland areas suitable for nature conservation and biodiversity enhancement, possibly as part of Sustainable Urban Drainage Systems. *(Applicants are reminded to consult the biodiversity checklist on the Lewes District Council website before submitting a planning application for new development. Applicants will be encouraged to submit an Ecological Impact Assessment with their application.)*

#### **EN5. Development affecting the South Downs National Park**

All developments within or impacting upon the South Downs National Park:

- a) must respect the setting of the National Park and protect the character of its Coastal location and rural setting,
- b) be in accordance with the neighbourhood plan design guides and
- c) should seek to protect the tranquillity and dark skies of the South Downs National Park

#### **Play-spaces Introduction**

The availability of formal sports recreation facilities in Peacehaven and Telscombe is a topic of concern, where demands are already outpacing provision. Lewes District Council's Infrastructure Delivery Plan 2020, which sets out the key strategic infrastructure needed to

meet the demands of new development identified for Peacehaven, recognises the need for additional outdoor sports facilities.

According to the Lewes District outdoor play space study 2014 Peacehaven and Telscombe has the greatest deficit of outdoor sports facilities in the entire district and also has one of the lowest provisions of equipped play spaces in the District. It is forecast that the proposed new homes in Peacehaven and Telscombe will generate the need for additional outdoor playing space in the order of 33 hectares of sports facilities for youth and adult use and 5 hectares of children's play space by 2030, depending on the type and size of the dwellings.

The Government's Green Future Strategy also sets out the importance of learning how to swim at an early age. This strategy sets out the Government's commitment to ensuring that every child leaves primary school able to swim, so it is essential that the primary school children of the towns have access to a swimming pool for lessons. Having recently lost the only swimming pool in the towns, the nearest learning swimming facility would be Newhaven or Brighton at least 5 miles away and the schools do not have the resources to enable frequent visits to such facilities. It has become essential that the towns need to have such facility to enable this commitment to be met.

While the surroundings of Peacehaven and Telscombe provide interesting informal recreation space with the South Downs and the sea, these attributes are beyond the confines of the main parts of the town and access to downland is not easy from the built-up area, particularly to visitors. Improved accessibility and signage to enable easier use of this resource would benefit all.

In addition, open spaces and recreation areas can aid management of surface water and ground water flooding without impacting on the area. Government guidance - Open Space, sports and Recreation facilities, public rights of way and local green space.

<https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space> (accessed February 2017)

#### **EN6 : Enhancement of formal sports areas and children's equipped play spaces**

- 1. The provision of new and improved quality formal sports areas and children's equipped play areas will be encouraged.**
- 2. New formal sports facilities at Hoddern Farm site and Telscombe Cliffs Playing Fields as per the site allocations details (page ?? ) is allocated to meet the identified shortage of outdoor sports facilities and the need for a swimming pool facility within the Neighbourhood Plan area.**

#### **Allotments Introduction**

Feedback from stakeholders and the community has indicated that the popularity of allotment holding in the neighbourhood plan area is increasing, with younger people and



families increasingly becoming more involved. The consequences of losing allotments include the loss of green space, the loss of a place to grow food, reduced opportunity for mental and physical exercise and general health, and the loss of important wildlife spaces and flood storage areas.

Applications that incorporate new community allotments or land for allotment space will be welcomed.

### **EN7. Allotments**

**Proposals resulting in the loss of allotments will only be permitted if it is demonstrated that: a) Alternative allotment provision is made on a site of equivalent visual and horticultural value; or**

**b) there is no need or demand for the allotments and that this is unlikely to change in the foreseeable future; and**

**c) there is no net loss of biodiversity.**

**Sites allocating new allotments spaces will be encouraged.**

#### **Coastal Protection & Flooding -Introduction**

Along the currently undefended sections of the frontage of the Neighbourhood Plan area, the cliffs are currently experiencing an average rate of coastal erosion between 0.28m - 0.48m per year depending on the geology of the cliffs which changes along the frontage. Along the protected parts this is lessened but is reliant on defences being maintained and reinforced. The defences, where available, only protect the base of the cliff, and do not protect the erosion on the top of the cliff which is caused by weathering, poor surface water drainage and natural cliff changes. The increase in rainfall and temperatures from climate change is exasperating the erosion of the cliff top and the following are developed in association with the design guide policies.

While being situated on a cliff top prevents a lot of tidal flooding issues, there are several areas of Peacehaven and Telscombe which have a medium-high surface water flood risk, primarily impacting the local road network. This includes sections of South Coast Road, Telscombe Cliffs, Saltdean, Banning's Bottom, Buckhurst Road, Cliff Gardens, Ashington Gardens, The Oval, View Road, Firle Road, and at Peacehaven Sewage Treatment Works. Implementation of sustainable urban drainage systems (SuDS) could help reduce the risk from surface water runoff, though it will continue to be important that new development avoids introducing large new areas of non-permeable hardstanding wherever possible.

### **EN8. Drainage Management (Need plan showing exclusion zone – Tim Bartlett? Lewes).**

**All development proposals within the Neighbourhood Plan area are required to demonstrate how the development will provide for the drainage of surface water and managing capacity of sewerage systems.**

All developments should seek to utilise sustainable urban drainage systems (SUDS) unless there are practical reasons for not doing so, and should aim to achieve greenfield run-off rates and ensure that surface water run-off is managed as close to its source as possible in line with the following drainage hierarchy:

1. store rainwater for later use
2. use infiltration techniques, such as porous surfaces away from cliff edge
3. attenuate rainwater in ponds or open water features for gradual release
4. attenuate rainwater by storing in tanks or sealed water features for gradual release
5. discharge rainwater direct to a watercourse
6. discharge rainwater to a surface water sewer/drain
7. discharge rainwater to the combined sewer.

#### **EN9. Drainage Management within cliff top exclusion zone. (need map)**

Applications for development within 300 metres of the cliff top edge (Map??) will be required to provide a Drainage Impact Assessment showing how foul water and surface water will be managed.

The use of drainpipes which would discharge water within 300 metres of the cliff top edge or cliff face will not be supported.

The use of soakaways and non-permeable surfaces within 300 metres of cliff top edge (map exclusion zone?) will not be supported.

The use of water collection tanks within 300 metres of the cliff top will not be supported. (Need to check with Tim Bartlett whether these measures go far enough)?????

*Alternative: Development proposals within the indicative cliff top erosion zone shown 300m from cliff edge will not be supported, subject to the submission of robust evidence.*

#### **EN9. Development within the Coastal Plotlands**

Applications for development within the coastal plotlands defined area, will only be supported where they are in accordance with the adopted neighbourhood plan design guides.

## Air quality Introduction:

There are no Air Quality Management Areas (AQMA's) located within the Neighbourhood Plan area. In the wider context, there is a small AQMA in Brighton and Hove located on Rottingdean High Street, there is another small AQMA located in Newhaven town centre. Both AQMA's have been designated due to exceedances in the annual objective concentrations for nitrogen dioxide (NO<sub>2</sub>).

The 2019 Air Quality Annual Status Report for Lewes District confirms that there are three diffusion tubes within Peacehaven which monitor air quality, including: South Coast Road (Cornwall Avenue o/s 223), Steyning Avenue, and South Coast Road (o/s 53). South Coast Road (part of the A259) is the main route into and out of Peacehaven, and the air quality monitoring is kerbside (approximately 3m from the road). Reflecting the results of the air quality monitoring, all three sites did not exceed the national objective of 40 µg/m<sup>3</sup> for the annual mean concentrations of NO<sub>2</sub> throughout 2017 or 2018. The average concentration was 24.6 µg/m<sup>3</sup> across the three sites. It will be important to consider any potential traffic and congestion issues arising within and surrounding the Neighbourhood Plan area as a result of new development proposals and the impact nearby AQMA's.

## EN9 – Air Quality

**Development should not damage the health of the air by increasing emissions of harmful pollutants to it. Such pollutants include: greenhouse gases; those considered by the United Nations to cause adverse impacts to the natural environment; and particles and gases considered by the World Health Organisation (WHO) to be harmful to human health. Any proposal that results in a significant increase in air pollution (in particular NO<sub>2</sub> levels) will only be justified in exceptional circumstances.**

**Development should comply at least with all minimum EU or UK environmental requirements in relation to air pollutants whichever is the more stringent.**

**On major developments (those above ten units) including construction stages, the proposals must aim to be at least 'air quality neutral' and not cause or contribute to worsening air quality on neighbouring AQMA's. On major developments this should be demonstrated through an air quality assessment setting out the developments impact on the neighbourhood plan area and if necessary, proposed mitigation measures.**

Major developments (those above ten units) must demonstrate the proposed air intake points servicing internal air handling systems (including air filtration systems and heating and cooling systems) should be located away from existing and potential pollution sources e.g. busy roads and combustion flues. All flues should terminate above the roof height of the tallest part of the development in order to ensure the maximum dispersal of pollutants

#### EN10 – Reduction of transport pollution

Given the high levels of air pollution along the A259 corridor proposals will be given support that seek to include

- a) Installation of rapid electric vehicle charging points or other such technologies that provide zero or low emission transport to and from the site
- b) Use of electric car/bike/Motorbike sharing schemes
- c) The use of low pollution freight vehicles during construction phases

**Site Allocation: Land adjacent to Chalkers Rise 2.3 Hectares.**



The neighbourhood plan would support applications for this site to contain a swimming pool, external playing pitches such as hockey, and tennis courts and associated changing facilities. This would address some of the shortfall of formal play spaces as outlined in the Lewes District Council play space study 2014.

The site is within close proximity of the Town Centre, and has vehicular access via the newly built Chalker's Rise development. The pitches would be an addition to the nearby Big Park.

**Site allocation: Telscombe Cliffs Playing Field (need plan, photo and area)**

Telscombe Playing Fields are located at the northern end of Telscombe Cliffs Way.

Facilities include did include

3 senior football pitches

2 mini football pitches

Changing facilities with showers

However, these facilities have not been maintained or used for a number of years and the fields are mainly used for dog walking. The Neighbourhood Plan would support applications for this site to contain formal pitches, outdoor activity centre, changing facilities, and or allotments to address the shortfall of formal play spaces as outlined in the Lewes District play space study 2014.

Potential project works till 2030:

1. During the course of this Neighbourhood Plan coastal defence strategies will need to come forward from Lewes District Council to help slow the erosion rates in certain areas of the towns, in accordance with the Brighton to Newhaven Western Arm Plan 2016. Such defences will cost money and it is likely that match funding bids to Government will be required. It is therefore an aspiration of the neighbourhood plan that some local CIL money will be allocated to working with Lewes District Council in bringing forward coastal erosion mitigation measures.
2. The lack of formal sports facilities within the town has a direct correlation on the resident's health and well-being. The town councils would like to work with Lewes District Council in bringing forward the site allocations, by locating potential developer partners and bringing forward Local Development Orders for the sites to enable a quicker provision of much needed facilities. It is also possible that CIL monies could be allocated to providing resources for this project.
3. Urban Greening is an important element of the neighbourhood plan and as such the Town Councils could use CIL funding to bring forward a programme of public realm improvements such as street trees, community allotments, living walls or Green roofs on Council properties.

Lewes District Council Infrastructure Delivery Plan 2020	<a href="https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/286459.pdf">https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/286459.pdf</a>
Lewes District Council Outdoor Play Space Study 2014	<a href="https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/277789.pdf">https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/277789.pdf</a>
Sporting Future 2015 Department of Culture Media and Science	<a href="https://www.gov.uk/government/publications/sporting-future-a-new-strategy-for-an-active-nation">https://www.gov.uk/government/publications/sporting-future-a-new-strategy-for-an-active-nation</a>
A Green Future 2018 Department of Environment Food and Rural Affairs	<a href="https://www.gov.uk/government/publications/25-year-environment-plan">https://www.gov.uk/government/publications/25-year-environment-plan</a>
National Planning Policy Framework 2019 - Ministry of Housing, Communities & Local Government	<a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a>
Ringmer Neighbourhood Plan 2014	<a href="http://www.ringmerparishcouncil.gov.uk/neighbourhood-plan.asp">http://www.ringmerparishcouncil.gov.uk/neighbourhood-plan.asp</a>
Seaford Neighbourhood Plan 2020	<a href="https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2019/09/3-Neighbourhood-Plan-reg-16.pdf">https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2019/09/3-Neighbourhood-Plan-reg-16.pdf</a>
Newhaven Neighbourhood Plan 2018	<a href="https://www.newhaventowncouncil.gov.uk/newhaven-neighbourhood-development-plan-referendum/">https://www.newhaventowncouncil.gov.uk/newhaven-neighbourhood-development-plan-referendum/</a>
Lewes District Joint Core Strategy 2016	<a href="https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/257159.pdf">https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/257159.pdf</a>
Lewes District Local Development Plan Part 2 2020	<a href="https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/287647.pdf">https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/287647.pdf</a>
British standard for Biodiversity BS42020.	<a href="https://www.bsigroup.com/LocalFiles/en-GB/biodiversity/BS-42020-Smart-Guide.pdf">https://www.bsigroup.com/LocalFiles/en-GB/biodiversity/BS-42020-Smart-Guide.pdf</a>
2019 Air Quality Annual Status Report for Lewes District	<a href="https://sussex-air.net/Reports/AnnualStatusReports/ASR-Lewes-2019.pdf">https://sussex-air.net/Reports/AnnualStatusReports/ASR-Lewes-2019.pdf</a>
South Downs National Park Local Plan 2019	<a href="https://www.southdowns.gov.uk/planning-policy/south-downs-local-plan/">https://www.southdowns.gov.uk/planning-policy/south-downs-local-plan/</a>
WHO Air Quality Guidance Update 2006	<a href="https://www.euro.who.int/en/health-topics/environment-and-health/air-quality/publications/pre2009/air-quality-guidelines.-global-update-2005.-particulate-matter,-ozone,-nitrogen-dioxide-and-sulfur-dioxide">https://www.euro.who.int/en/health-topics/environment-and-health/air-quality/publications/pre2009/air-quality-guidelines.-global-update-2005.-particulate-matter,-ozone,-nitrogen-dioxide-and-sulfur-dioxide</a>
Brighton Marina to Newhaven Western Harbour Arm Plan 2016 – Mott MacDonald	<a href="https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/258572.pdf">https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/258572.pdf</a>

# PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MEETING

Held on Thursday 10 December 2020 via Zoom at 7.00pm

## In Attendance:

### Steering Group Committee

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

Cllr R White (RW)	Peacehaven Town Councillors
Cllr L Mills (LM)	
Cllr A Miliner (AM)	
Cllr A Goble (AG)	
Cllr W Veck (WV)	
Cllr L Symonds (LS)	
Cllr D Paul (DP) (part)	Council Rep.
Cllr D Seabrook (DS) (part)	

Cllr C Robinson (CR) Council Rep Telscombe Town Council

S Newman (SN)	Town Clerk TTC
Tony Allen (TA)	Town Clerk PTC
N Astley (NA)	Planning Consultant
R Brown (RB)	Communications
Dr M Earthey	Community Energy Scheme
G White (GW)	Communications/Social Media
M Gatti (MG)	Peacehaven Focus Group
Dr M Berg	Ecologist and local resident
M Edser (ME)	Senior Project Officer, Business Development and Planning PTC
D Donovan (DD)	Peacehaven Town Council
M Gunn	Peacehaven Town Council

## MINUTES

### Welcome, introductions and apologies

Apologies received from J Boot, Cllr Sharkey and Peter Seed. Dr Berg introduced herself as a Plant Ecologist at Brighton University and local resident - NA has incorporated some of Dr Berg's work in the green spaces draft paper.

### Acceptance of Minutes

Minutes of the meeting held on 8 October were agreed as a true record at the previous closed meeting on 12 November 2020.

### 1. Chair of Steering Group Update

- The original vision for the two towns to be more sustainable had gained greater impact due to the government focusing more on environmental issues.
- G White has updated the SG website - all the UoB reports relating to Peacehaven & Telscombe were now available; the one about air quality had been especially helpful in the work of the SG. Evidencing available information for the inspector was an important requirement.

*19.11 M Edser joined the meeting*



## 2. Amendment to Terms of Reference V5 as agreed by Committee

CG explained the purpose of amending the ToRs was to provide more equal representation between Peacehaven Town and Telscombe Town membership.

Therefore ToR No 8.2 Group Membership of the Steering Group had been expanded from 6 to 10 members to include Ron White and George White; Chris & Pat Bowman now have a vote each. Amendment to read

**8.2 “The steering group will elect 10 Officers for the posts of Chair and Vice Chair and 8 other officers, to be known as the Steering Group Committee The Committee will become the main decision making body for the Steering Group “.**

The existing Committee had approved this change via email Voting ,however it awaits ratification by both town councils. There is still one vacancy on the SG Committee (Since the meeting Dr Berg has expressed an interest.)

The Committee is now :

Chair Cathy Gallagher

Vice-Chair Laurence O'Connor

Christine Bowman , Pat Bowman, Peter Seed ,Neil Watts, David Judd, George White, Ron White.  
Vacancy (possibly Dr Berg)

Masterplanning Meridian Centre, AECOM Survey.

Finances Leaflet Frog 15,000 approx £721

Paid by Locality Grant £263.

TTC £151

PTC £305

Remaining Locality Grant £74.60 Returned

DELIVERY

Too late to deliver with Directories

Royal Mail delivering 4<sup>th</sup> Jan to Peacehaven and Telscombe Cliffs Costs approx. £800.

18.18r Earthey, M Gunn and Cllr Seabrook joined the meeting

## 3.Update of AECOM Masterplan Consultation

G White updated the meeting:

- Printed leaflets are ready (anyone wanting some let CG know) to be delivered by volunteers in East Saltdean/Telscombe Village and the Post Office in Peacehaven and Telscombe after 4 January (response date will be 31 January). Everyone was encouraged to take the on-line survey as the computer calculates results (saving some manpower).
- The website has been updated with the survey and a blog, to be shared on social channels and local media shortly (already mentioned in PTC e-news and Peacehaven Directory). The lack of physical meetings and exhibitions to answer questions from the public would be a challenge.
- G Melia's previous survey results were not actually published, but the results are included with the UoB reports. Most popular option was a covered shopping area, weekend markets, pedestrian streets and public seating. HDD developers have been advised of the survey results – whether it will influence their thoughts is unknown.

- CG has been working with both Town Clerks applying for funding – Locality grant money has mainly been used to date to finance the NDP with a lower level financial support from Town Councils. The NP is now at a technical stage, requiring specialist and professional services.

Discussion took place about siting a wipeable display board somewhere in the Meridian Centre (perhaps the Co-op) and GP surgeries, also using the Council's community noticeboards to get information out to residents. Shops could be asked to display the leaflet and an advertisement about the survey in the Meridian Centre.

## **ACTION**

**RW** was asked to follow up with Haven Health Centre .

**DD** confirmed the Council had display areas outside Community House and suggested that completed surveys could be returned to the Information Office.

TA suggested re-publishing the flyer again in the January e-news.

19.30 *Cllr Dawn Paul joined the meeting.*

## **4.**

### **Local Green Spaces draft paper, environment and designations**

NA used an on-screen presentation to give an overview of the green spaces draft paper, explaining that the Neighbourhood Plan was constrained to LDC policies. A wealth of evidence was gained from the UoB reports but some is technically detailed, therefore NA has drafted policies addressing concerns in line with the local plan, then review local evidence to evaluate whether to include in the design guides or if outside the local plan, put a policy in place.

Key points were:

- Open spaces were poorly managed
- Lack of formal sports areas
- National park is not usable
- Little management of SSSI's
- Lack of allotment space
- Pollution from A259
- Poor promotion of wildlife habitats
- Coastal erosion
- Inefficient use of outdoor space is impacting the health and well-being of residents.

The aims to counter these negatives were outlined and a draft policy had been circulated to the meeting participants. Surface water drainage was a particular concern - DS said recent work on the promenade has increased cliff erosion in places (LDC are aware).

Whilst promoting electric charging points could help to reduce transport pollution, electric vehicles are not a panacea as some air pollution is caused by brake dust and tyre wear – producing more pollution than petrol cars. NA acknowledged this fact and suggested residents could find alternatives to short car journeys by walking or cycling (RW observed that many people drove to open spaces to take exercise). Only 5% of the workforce work locally so creating opportunities like an office hub would reduce air pollution.

Dr Berg asked about carbon storage/carbon stock – NA responded this should be addressed and perhaps a policy devised or included in the design guides (it is on the agenda).

A site allocation policy needs to be done for Telscombe playing fields (LDC) to develop for other sports use. CR met with an LDC officer and asked about alternative sports but was told they are still used for football. Asking about cricket – it is uneven land and would cost £30,000 to lay a cricket green – so some sponsorship is needed and CIL money with match funding to progress. NA said the NP was about setting aspirations: for example changing rooms would require planning permission and a policy in place would assist the planning application. Other development could

attract funding from various bodies. Dr Earthey advised if agreement is given to level the fields, opportunities to bury various commercial including lithium batteries, this could help cover the costs to the council.

P Bowman queried mention of the field next to Barratt homes and asked for a map highlighting the areas mentioned - NA agreed to make amendments.

***ACTION – NA to update the presentation and attach to minutes***

CG observed some of these matters were being addressed within the Town Council - however the NP would not be able to answer everything.

Discussion took place regarding biodiversity: Dr Berg said the central areas of Telscombe playing fields were heavily managed but bank areas had some biodiversity. The green spaces within Peacehaven and Telscombe were numerous but require to be connected to attract wildlife through wildlife corridors. She believed in Valley Road there is developing grassland which supports eco-systems. NA confirmed Chalkers Rise development had little biodiversity.

DS confirmed a consultation on Howard Park was now complete and recommendations for a CIL bid would focus on bio-diversity - he welcomed any advice from Dr Berg on species.

## **5. Housing Needs Assessment draft report**

A draft report was circulated yesterday – NA said there was a great deal of data to be analysed, however the key points were:

- Housing is currently unaffordable (requiring a salary of £65,000 pa)
- Private rents are high
- Affects entry level to market for 25-44 year olds
- Evidence of overcrowding
- Increase in families with non-dependent children
- Underuse of larger houses (older population)
- Need for affordable housing provision

Generally, the housing stock does not match the needs of the population, with little terraced housing for entry-level homes and one-bedroom residences. Appropriate elderly housing to down-size does not affect affordability – larger houses are needed to accommodate non-dependent children living at home.

The definition of affordable housing was explained:

- private rents 20% below market rents
- discounted sales 20% below market values
- shared ownership.

Recommendations and possibilities were outlined.

RW observed social housing in Peacehaven is less than 7%: below the LDC average.

P Bowman asked why '100% affordable housing sites' was included – sites should be mixed to avoid the 'council estate' scenario. NA responded there was such demand that sites should be 100% affordable housing to meet the needs - however there could be a mix of different types of affordable housing. CR noted the difference between 'council housing' and 'social housing' - the NP should be pushing for 'council housing'.

LOC emphasised the income threshold for an entry-level home is not acceptable therefore serious measures must be taken – there is a need for council houses and the NP is an opportunity to address this and help people live and work locally. NA was thanked for her summary of the assessment.

Discussion took place regarding how much weight this would hold with LDC Planning. NA said that policies developed on the back of a HNA would hold weight as they are written based on evidence. LOC said it will influence policies behind the plan – the HNA hasn't been signed off yet by LDC but he hoped the opportunity would not be missed to provide exactly the kind of housing required which is at the heart of LDC planning – a HNA was a really useful tool to have.

DS commented that even 80% of £65,000 was beyond many people and not 'affordable'. He suggested a 'rent to buy scheme' such as that offered in Hailsham. NA stated the biggest issue was lack of sites – so accommodating any proposals is difficult unless LDC release other land to meet those needs. Larger properties were needed too for families with non-dependent children living at home – options should be reviewed on a site-by-site basis. DS felt the Meridian Centre development could be missing an opportunity.

Dr Earthey gave a personal example of the difficulties of developing large plots for smaller dwellings – despite an attempt there were too many hurdles, and he was advised planning permission would be difficult.

NW suggested Covid could impact housing needs as people were losing their jobs and the housing list could grow. NA advised the housing waiting list criteria changed some years ago to incorporate only those who had lived in the district for more than 2 years. The stamp duty holiday had also kept property prices artificially high with many people moving out of London and Brighton having a knock-on effect. That may not continue to be the case.

ME observed the report would help in the Meridian Centre developer negotiations. However, HDD were a commercial developer and the Town Council would need the help of LDC to put pressure on them to accommodate housing needs.

The subject of B&HCC purchasing properties in the area was raised by Lucy Symonds who asked if this was true. LOC confirmed LDC had bought properties in Seaford and discussion took place regarding the properties in the area covered by the NP known to be owned by B&HCC.

Windfall sites, MG has asked for updated numbers on many previous occasions, residents cannot understand why LDC are not providing?. Following some discussion, CG asked him to confirm exactly the information requested and to outline his concerns, then she and NA would pursue it. MG's original point was that since the total of 255 dwellings was imposed, there have been many developments of more than 5/ 6 units approved to subtract from those figures. LOC advised this will take time to extrapolate from developments granted planning permission but not yet built – some information may be available within the Town Council.

CG acknowledged The Housing Needs Assessment was a big subject with a lot of data and may warrant a separate session to discuss further.

**ACTION NA & CG to follow up windfall numbers. NA to contact MG and attach Presentation to minutes.**

## **6. Timetable update.**

- The consultation for the Meridian Site development is underway and will require further work towards the end of January/February 2021.
- AECOM should have design guides and other appraisal documentation ready in January.
- NA will be working further on path/cycle ways.
- Feedback from the Housing Needs Assessment should be received before publication, then work on housing needs policies and site assessments can begin.

- Community Energy scheme – CG confirmed Dr Earthey, ME and Peacehaven Parks Officer are considering options including a site on PTC land which could generate a rental income for the Town Council.

CG suggested smaller meetings focusing on some of these individual topics may be needed.

#### **7. Dates for the Diary**

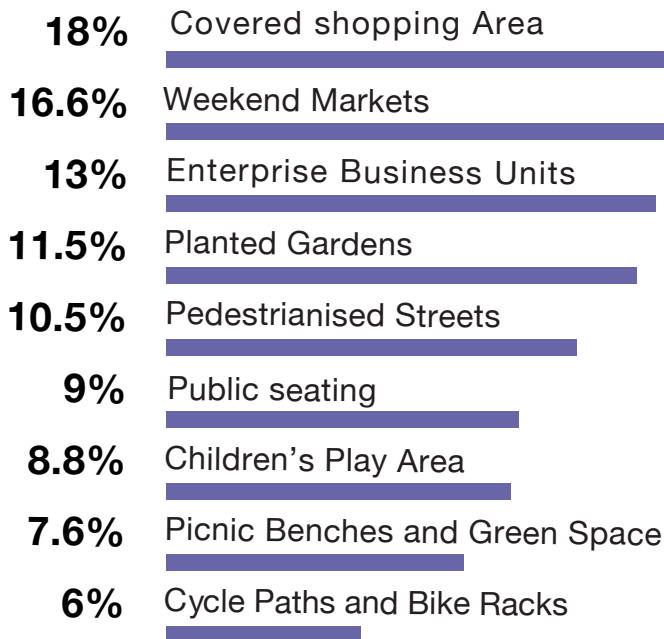
No meeting for January, next Meeting Thursday 11<sup>th</sup> February 2021 and 2<sup>nd</sup> Thursday of the month thereafter at 7pm.

*Meeting closed at 9.00pm.*

# What would you like to see included in the Meridian Centre development

February 2020

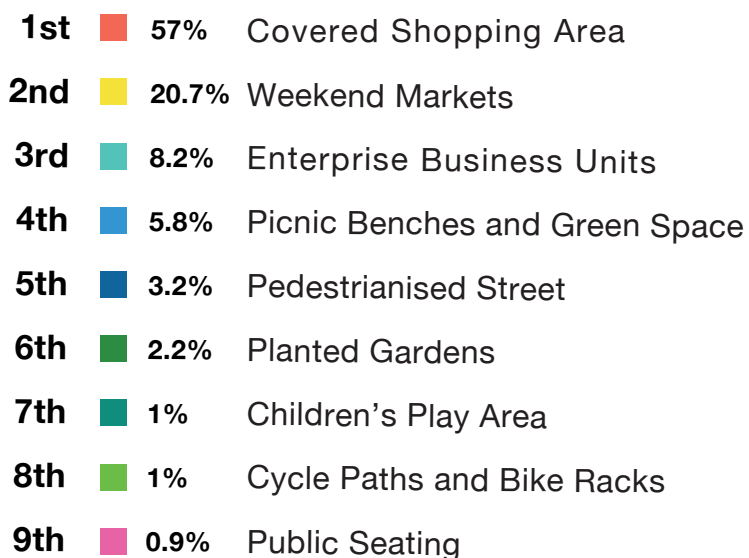
## Most voted for ideas to include in the Meridian development



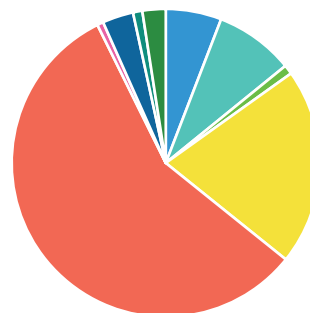
**1,013 people** answered the survey.

**The overall most voted for idea** to include in the re-designed Meridian centre is a covered shopping area (18%), followed by weekend markets (16.6%) and enterprise business units (13%).

## Peoples favourite idea to include



**Peoples favourite idea** matches the top three most voted for ideas. A covered shopping area is the strong favourite idea at 57%, followed by weekend markets 20.7%, and enterprise business units at 8.2%.



**Peacehaven and Telscombe**  
Neighbourhood Plan Steering Group



# PEACEHAVEN & TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN

## STEERING GROUP - TERMS OF REFERENCE

### 1. Background

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

### 2 Purpose/Objectives

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

### **3 Principles**

- 3.1 In establishing the Steering Group, it is deemed appropriate that the Group is provided with and accepts these terms of reference. In particular:-
- a) the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;
  - b) all decisions made shall be fully evidenced and supported through consultation with the local community.

### **4 Tasks and activities**

- 4.1 The Steering Group will:
- a) promote the process of preparing the Neighbourhood Plan. Steering Group members and the public will be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;
  - b) arrange meetings and appoint working Groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
  - c) assess existing evidence about the need and aspirations of the Towns;
  - d) liaise with relevant organizations to secure their input in the process;
  - e) develop guiding principles and policies to guide the Neighbourhood Plan;
  - f) appoint professional planning and other relevant expertise that may be acquired during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination;
  - g) inform the Town Councils of progress on a regular basis;
  - h) support the Local Planning Authority and the Towns Council's during the referendum process.
- 4.2 The Town Councils will:
- a) support the preparation of the Peacehaven and Telscombe Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within



the budget allocated by the Councils. The costs will fall as two thirds Peacehaven Town Council and one third Telscombe Town Council;

b) facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process;

c) carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Lewes District Council during the referendum process of the plan for which the principle authority are responsible;

d) following the preparation of the draft plan and with the agreement of the Group and Town Councils, submit the plan to the Local Planning Authority for inspection and independent examination.

## **5 Roles and Responsibilities**

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

a) Be accountable for steering and providing strategic management of the Neighbourhood Plan.

b) Produce, monitor and update a project timetable.

c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.

d) Regularly report back to the Town Councils for endorsement of decisions taken.

e) To undertake analysis and evidence gathering to support the plan production process.

e) Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.

f) Identify sources of funding.

g) Liaise with relevant authorities and organisations to make the plan as effective as possible.

h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

i) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.

j) Agree, subject to ratification by the Town Councils, a final submission version of the Neighbourhood Development Plan.

## **6. Decision Making**

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

## **7. Conduct**

- 7.1 It is expected that all Steering Group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.  
All members of the Steering Group will:-
  - a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the Steering Group.
  - b) Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- 7.2 The Steering Group will achieve this through applying the following principles:-
  - a) Be clear and open when their individual roles or interests are in conflict.
  - b) Work together for the benefit of the communities established in the Towns.
  - c) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

- 7.3 The Steering Group will actively promote equality of access and opportunity.
- 7.4 The Steering Group will ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all Groups in both Towns and to those wishing to undertake development or be involved in the plan making process.
- 7.5 Steering Group members will seek the Steering Group's agreement for meetings with businesses, landowners, stakeholders, etc. and will make reports of these meetings available as soon as possible.

## **8 Group Membership**

- 8.1 Subject to ratification by both Town Councils, the Steering Group will be formed from Town Councillors, Council Officers, residents and the local business, education and recreation communities of Peacehaven, Telscombe & Saltdean, together with relevant stakeholders. . Effort will be made to seek representation from under-represented sections of the community.
- 8.2 The steering group will elect 10 Officers for the posts of Chair and Vice Chair and 8 other officers, to be known as the Steering Group Committee. The Committee will become the main decision making body for the Steering Group.
- 8.3 The Steering Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.
- 8.4 The local planning authority will assist through their neighbourhood plan officer, who will be invited to attend Steering Group meetings when necessary.
- 8.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other Officers shall chair the meeting.
- 8.6 Officers shall be elected for a period of twelve months, after which date a further vote will be undertaken, to reappoint/elect Officers.

## **9. Working Groups**

- 9.1 The Steering Group may establish working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- 9.2 Each working Group should have a lead person from the Steering Group.
- 9.3 Members of the community will be encouraged to participate in the process at all stages.

## **10 Meetings & Voting**

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

## **11 Finance**

- 11.1 Policy and Finance Committee at Peacehaven Town Council and Policy and Resources Committee at Telscombe Town Council to have delegated authority to authorise expenditure from £100 up to an amount of £500.
- 11.2 Expenditure of over £500 to be approved by both Full Councils
- 11.3 Monthly financial reports will be provided to the Steering Group by the RFOs.

- 11.4 All grants and funding will be applied for and held by the nominated Council Responsible Financial Officer, who will ring-fence the funds for Neighbourhood Development Plan work.
- 11.5 The Steering Group will notify the Councils, of any planned expenditure before it is incurred.

## **12 Changes to the Terms of Reference**

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

## **13 Dissolution of the Group**

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

**Agenda Item: C696**

**Committee: Full Council**

**Date: 18/1/2021**

**Title: To receive a report from the PTC Havens Health liaison group.**

**Report Authors: Marketing Assistant- Matt Gunn**

**Purpose of Report: To Note**

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### **Introduction**

The Havens Health Liaison Group was originally set up to address growing concerns about the service the surgery was providing to residents in the town whilst the Patient Participation Group (PPG) was not running.

### **Background**

The Liaison Group was well attended by Officers, Councillors, Community groups, Residents and various staff Members from Havens Health including Dr Gurtler and head of reception Yvonne Jones.

### **Analysis**

Havens Health have advised us that the Liaison Group will no longer be required to hold further meetings as it would be duplicating items which are now being dealt with by the newly formed Havens Health PPG. The PPG also suggested that the meetings should stop and they can manage any residents questions and would save duplicating any business and Dr's time.

The Havens Health Liaison Group meetings were very successful at providing a platform for residents to have their issues resolved.

### **Conclusions**

The liaison group meetings will no longer continue although Officers & Councillors are more than welcome to attend the PPG meetings.

### **Recommendations**

To Note

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	N/A
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	N/A

<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	The PPG will cover the same topics as the liaison group meeting, therefore patients will still have a platform to ask questions and demand a better service if they feel it needs to improve.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?



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# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

## **Minutes of the liaison group meeting with Havens Health held via Zoom at 16:00 on Tuesday 17<sup>th</sup> November 2020**

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

### **Attendance:**

Sarah Liron – Deputy practice manager Havens Health  
Yvonne Jones- Head of reception Havens Health  
Mike Gatti- Peacehaven Focus Group  
Christine Bowman- Chair of the Patient Participation group  
Tim Sayers- Patient Participation group  
Sue Wells- Healthwatch East Sussex  
Lucy Raynor- SCDA  
Vicki Ashley- SCDA

**Officers in Attendance:** Matt Gunn- Marketing Assistant, Vicky Onis- Admin Officer, Karen Bray- Information Officer

**Apologies:** Deborah Donovan – Family bereavement

Marketing Assistant (MA) welcomed everyone to the meeting and thanked everyone for attending. The MA confirmed that we have received a number of pre-submitted questions.

### **Question from Tim Sayers PPG-**

I have heard that calls are being replied to as Havens Health and the more anxious patients are hanging up as they would be expecting a call back from Meridian Surgery.  
Mr Sayer's question to the group was 'when does the new Practice intend to notify all registered patients about the new name change and merger.'

*Sarah Liron admitted that the merger has caused a lot of confusion and acknowledge that a letter should have been sent to all patients before the merger took place, to inform every registered patient of the plans.*

*Havens Health will be issuing a letter of apology to all 20,000 patients over the next couple of weeks, apologising for the poor communication.*

*Sharon also confirmed that the surgery will be making tweaks on the new website to make it clearer for residents. The tweaks aim to make the website look similar to the previous Meridian and Rowe Avenue surgery websites.*



### Questions from Mike Gatti Peacehaven Focus Group-

1-I have been in contact with a resident who was very distressed. It concerns patients who are unable to use online services, like her son who has a disability, and whom she is a full-time carer. She is of the opinion that the reliance on the online services is discriminating against the elderly, and patients with certain disabilities who through no fault of their own cannot access services in the same way as the more 'Tech savvy' members of the community.

What can be done to assure those patients that this is not the case. I am sure she is not the only one who feels like this, and it is a very real concern to many.

If anyone from the surgery would like to contact her, I have permission to provide her details, if required.

*Havens Health Could not answer due to patient confidentiality*

2-Can patients book appointments by attending the surgery, if they cannot use online services or get through on the phone? We were informed previously that three lanes were being set up at reception one of which was for the booking of appointments, can you advise if this is in operation?

*Yvonne Jones responded that due to Covid-19 the surgery really wants to minimise the footfall in the surgery. It is important to reduce the risk of exposing people to covid-19. Patients should only come into the surgery for very urgent matters or to attend a scheduled appointment.*

3-One of our members has asked if it would be possible to implement a system whereby calls are held in a queue and the caller is advised what number they are in the queue. This would give the caller an idea of how long they would have to wait. Or perhaps a call back system where staff would call patients back when it is more convenient.

4-In a similar vein patient, who by necessity, are using PAYG phones cannot hold on indefinitely, and find calling the surgery stressful and expensive. Is there anything that can be done for them?

*Havens Health answered questions three and four together.*

*Sarah Liron stated that the telephone line update had been carried out today, which should hopefully start to ease the problem. Also a few further tweaks had been made recently after a successful meeting with the telephone company. The surgery is already seeing that people are managing to get through quicker*

*A Call queuing system is being implemented so residents will know how many people there are in front of them in the line, as well as the queue system the surgery are also implementing a call options menu i.e. press 1 for reception etc.*

*Today, the surgery has also been working on the telephones so the whole of Rowe Avenue Surgery is now also covered by same phones as the Meridian Surgery. There is also a further meeting with the phone company later this week to specify what they need going forward. Havens Health are also waiting for Rowe Avenues current contract to end with their telephone company to enhance the progress.*

*Doctors have also been using mobiles to make outgoing calls to free up lines.*

*The System will be fully functional very soon.*

5-At least two members have tried to book blood tests for long term ongoing medical/medication purposes, and could not get an appointment, which left one of them without their medication. Can we assure patients that this is being addressed?

*Yvonne Jones informed everyone that GPs had been asked to avoid booking any non-urgent blood tests due to a national shortage of reagents required in the laboratory process, the shortage lasted about a month, this issue did make national news and didn't just affect Havens Health Patients. The issue has now been resolved but because of lockdown two, the surgery request that patients only request urgent blood tests. The Surgery are Trying to limit routine blood tests until after lockdown.*

6-A member contacted me regarding her neighbor who suffers from COPD and had just had surgery on part of a lung. this person lives alone and had to get her daughter to change the dressing on the chest wound, as no arrangement had been made for a nurse to follow up. Eventually a doctor did call, and she was re admitted to hospital with a post-surgical problem. Not sure who was at fault as regards the follow up but 1, how can this happen and be avoided in the future 2, Can a dedicated phone line be set up for the more vulnerable in our community who may need urgent care. Especially following an operation.

Also, would it be possible for patients to have a named GP, this would help continuity of care, and reassure the more vulnerable.

*Havens Health Could not answer due to patient confidentiality*

7-I have been asked if the flu vaccination is being administered alphabetically? As some with surnames towards the end of the alphabet have not as yet received notification. Should they contact the surgery to check they haven't been missed?

*Yvonne Jones stated that all letters should have now been sent out to vulnerable and over 65 patients, Well pharmacy are also offering flu jabs and will have informed the surgery electronically if you have already had a flu jab with them this year. Unfortunately, due to an error some COPD patients have been missed off the mailing list, patients however do not need to wait for a letter for the flu jab you can make an appointment at any time or you can get one from a local chemist.*

8-Patients that have been promised a call back from a Doctor have reported that this has not happened, causing some distress. They have asked if this could be addressed.

*Yvonne Jones stated that without knowing the specific case it is difficult to know what has gone wrong or why a patient never received a call back.*

9-There are many posts on social media from patients that complain that they struggle to book appointments, and when they eventually get through, they are told that there is nothing available. Is this a case of too many patients and too few Doctors?

*Sharon Liron responded by saying unfortunately, due to demand far outweighing capacity, it is sometimes difficult to have appointments available for everyone. The Surgery is hoping to employ some locum Doctors to help ease the demand especially in the run up to Christmas. Also, some doctors have had to isolate, forcing them to stop working at the surgery. The Doctors isolating are still making calls but are not available at the surgery.*

**Anonymous resident Question-**

I ordered my repeat prescription via the Well app. As my husband & daughter have the same email address can you confirm that the repeats will be found for each individual? There was not an option to collect the prescriptions from the chemist and I wasn't sure if all three repeats were received so visited the surgery and handed in paper prescriptions. Two days later I was sent a text saying that they will be delivered and would take a further 2-4 days. I would have preferred to have collected the items from the chemist as one in particular was urgent. How do I overcome this?

*Sharon Liron said that although Well pharmacy shares the same building as Havens Health, they are a completely separate entity, it would be more suitable to contact the well Pharmacy directly to overcome this issue.*

**Proposal from Christine Bowman:**

A proposal that The Heaven's Heath Liaison Group and the PPG Group work collaboratively with the surgery to aid improvements.

*Mike Gatti agreed to help the PPG by advertising the group on the Peacehaven Focus Group in the hope that more residents sign up to the PPG.*

*Christine Bowman would welcome carers or patients to the next meeting and would also like to involve some of the younger generation. The next PPG meeting will take place on the 24th November.*

*Sarah Liron asked Mike more about the focus group (as she is new to the area) – Mike reported that PHFG is a residents group, trying to work alongside the council and other bodies to try and get things done in the town, the group currently has over 2,000 members.*

The group agreed that the meetings were useful and decided that the next meeting would take place in January 2021

*\*THE MEETING ENDED AT 5.05pm\**

**Agenda Item:** C698  
**Committee:** Council  
**Date:** 26<sup>th</sup> January 2021  
**Title:** Development of Youth Hubs  
**Report Authors:** Cllr R White  
**Purpose of Report:** To note the following correspondence and to receive a verbal update from Cllr White.

**From:** Stephen Burkes <[Stephen.Burkes@escg.ac.uk](mailto:Stephen.Burkes@escg.ac.uk)>  
**Sent:** 21 January 2021 07:47  
**To:** Cllr.Ron White  
**Cc:** Harrison Piers DWP BRIGHTON; Michelle Edser  
**Subject:** Re: Introduction

Hi Ron,

The concept of Youth Hubs is to establish a multi agency site to allow young people to access a range of services to support their individualised situation.

The idea is to offer this from a site that is not the job centre as young people are not always comfortable in those settings and due to the constraints of typical job coach roles do not have the time allocations to “deep dive” the needs of young people.

The exact model and operational mechanics are not confirmed yet but it is hoped there will be dedicated youth employability coaches in an offsite location (planned to be Denton island newhaven) who will reach out to young people on universal credit to access the site.

They will be then given an extensive review of their barriers to work and an action plan of support with the other agencies sharing the site.

This range of support will include:

- Careers advice and guidance
- Mental health support
- Physical health support
- Life skills
- Employability/soft skill training
- CV support
- Interview training

And then from that point access to:

Kickstart programmes

Sector based work academy  
The new level 3 national retraining programme  
Apprenticeships  
Adult learning loans  
Work experience

Hope that gives you what you need for now.

Kind regards

Stephen

Stephen Burkes  
Director Sussex Skills Solutions  
T: 030 300 38241  
M: 07748 647229

<b>Agenda Item:</b>	<b>C699</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2021</b>
<b>Title:</b>	<b>Development of on-line Councillors/Ward surgeries</b>
<b>Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek discussion and direction for the development of on-line Councillors/Ward surgeries</b>

### **Briefing**

During the many months in lockdown, many new and innovative ways have been found to maintain and improve contact between Councillors and residents, so that appropriate help can be quickly given.

One initiative that is growing is the holding of Ward and/or Councillor surgeries online with Zoom or other media.

In the early days of lockdown, a PTC online surgery was tried and there was little or no interest at the time. However, public needs have increased and the use of remote/online facilities is now more commonplace.

Surgeries online are now proving much more popular in many Councils. Councillors are asked to consider reviving this approach for PTC.

**Agenda Item: C700**

**Committee: FULL COUNCIL**

**Date: 26<sup>th</sup> January 2021**

**Title: LDC Informal Planning Policy Consultation**

**Report Authors: Senior Projects Officer**

**Purpose of Report: To consider a forthcoming response to the LDC Informal Planning Policy Consultation**

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## **Introduction**

PTC and TTC were consulted on two documents below on 17<sup>th</sup> December:

- Draft Interim Policy Statement for Housing Delivery
- Approach to Disaggregating Local Housing Need for the purposes of the five year housing land supply

The closing date for responses is 29 January 2021. Councillors have been provided with these documents and were invited to comment (see Town Clerk email 14 January). No comments have been received as yet but would be welcomed.

## **Background**

The **Draft Interim Policy Statement for Housing Delivery** has been prepared as LDC will be unable to demonstrate a 5 year supply of deliverable housing sites after 11 May 2021. At that point, the strategic policies in the *Lewes District Local Plan Part 1: Joint Core Strategy* will be more than 5 years old and LDC's housing land supply will be measured against 'local housing need' rather than the housing delivery target set out in the Local Plan. The Interim Policy Statement will not form part of the development plan and will not alter the statutory planning framework for the area. However, if approved by LDC, it will be used as a material consideration in the determination of planning applications. Please note that it will only apply to that part of Lewes District outside of the South Downs National Park

The **Approach to Disaggregating Local Housing Need** for the purposes of the five year housing land supply outlines a possible methodology for separating the district's local housing need between the respective areas covered by Lewes District Planning Authority and the South Downs National Park Authority. This is necessary because the Government's standard method for calculating local housing need produces a single figure for the entire district, not for the individual areas under the jurisdiction of the two separate planning authorities. On 16<sup>th</sup> December 2020, the government announced that the standard method for calculating local housing need ('housing algorithm') had been updated (see article "[Plan to regenerate England's cities with new homes](https://www.gov.uk/government/news/plan-to-regenerate-england-s-cities-with-new-homes)" at [www.gov.uk](https://www.gov.uk)). The local housing need for Lewes District has been calculated on the basis of the updated algorithm, and the result is not significantly different from previously. Explanation of the calculation is provided in the Approach to Disaggregating Local Housing Need document.

## **Analysis**

Both the SPO and Planning Consultant Nancy Astley are reviewing the documents as there are implications for both PTC, TTC and the Neighbourhood Plan Steering Group. Views are being pulled together, overall this is not great news for Town level but we are likely to be limited in our influence. We lose the protection of housing policies which are currently within the local plan and give some specific protection in respect of where housing goes eg: within geographical boundaries, in-keeping with street scene, appropriate size massing etc. National planning policy guidance (NPPF) takes precedence which sets out a presumption in favour of sustainable development.

These documents try to guide and provide some limits as to what can be built but mainly focus outside the built up settlements. There will most likely be pressure for urban fringe type developments such as the land towards the north of Peachaven. Valley road is likely to come under significant pressure from developers to build up to the National Park Boundary and likewise to the East. The Neighbourhood Plan allocates specific sites for housing

and will include design guidance for future development. This will have some weight when adopted and it is extremely important that this work continues and is support by Council.

### **Conclusions**

A consultation response will be provided to LDC by 29 January 2021.

### **Recommendations**

The SPO will produce a consultation response and provide this to Lewes DC and also copy this to PTNPSG. If anyone has any comments please let the SPO know as a matter of urgency.

### **Implications**

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

<b><u>Financial</u></b>	CIL & S106
<b><u>Legal</u></b>	Informal Planning Consultation
<b><u>Health &amp; Safety</u></b>	None
<b><u>Planning</u></b>	Pressure for housing delivery Potential for reduced influence Importance of Neighbourhood Plan
<b><u>Environmental and sustainability</u></b>	Sustainability through Planning
<b><u>Crime and disorder</u></b>	None
<b><u>Social value</u></b>	None
<b><u>Climate</u></b>	Sustainability through Planning

### **Appendices/Background papers**

N/A



<b>Agenda Item:</b>	<b>C701</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2021</b>
<b>Title:</b>	<b>Interim review of membership of Committees &amp; other bodies</b>
<b>Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To confirm allocations for Councillors prior to the formal review at the Annual meeting of Council in May 2021</b>

### **Briefing**

Since May 2020, there have been some changes to the allocation of Councillors to Committees and other bodies.

This matter will be formally addressed at the Annual meeting of Council in May 2021, where Chairman of Committees etc. are also appointed. The Clerk will produce the Policy for this for agreement at the March 2021 meeting of Council.

In the interim, Council is asked to confirm that the allocations in the attached schedule are correct and suitable until the Annual Meeting.



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# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
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## **MEMBERSHIP OF COMMITTEES & OTHER BODIES**

### **MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE**

Cllr Sharkey (Chairman), Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr Mills, Cllr Milliner (Vice-Chairman), Cllr White. Vicky Onis- Admin Officer, Michelle Edser- SPO

### **MEMBERS TO SERVE ON THE ROAD SAFETY WORKING PARTY**

Cllr Seabrook, Cllr Hill, V Onis.

### **MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE**

Cllr Collier (Chairman), Cllr Goble (Vice-Chairman), Cllr Gallagher, Cllr Sharkey, Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

### **MEMBERS TO SERVE ON THE CIL WORKING PARTY**

Cllr Gallagher, Cllr Sharkey, Cllr Harris, Cllr Cheta, the Clerk, the Finance Administrator and the Parks Officer.

### **MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE**

Cllr Griffiths (Chairman), Cllr Collier, Cllr Sharkey, Cllr White, Cllr Symonds, Cllr Seabrook..

### **MEMBERS TO SERVE ON THE BUSINESS DEVELOPMENT & E-COMMUNICATIONS COMMITTEE**

Cllr Collier, Cllr Gallagher, Cllr Sharkey, Cllr Symonds, Cllr Milliner, Cllr Veck, Cllr White, Matt Gunn- Marketing & Communications Assistant, Michelle Edser- SPO

### **MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE**

Cllr Griffiths (Chairman), Cllr Simmons (Vice-Chairman), Cllr Mills, Cllr Seabrook, Cllr Hill, Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Symonds, Kevin Bray- Parks Officer, Michelle Edser- SPO

### **MEMBERS TO SERVE ON THE COMMUNITY EVENTS WORKING PARTY**

Cllr Duhigg, Cllr Veck, Cllr Hill, Cllr Paul, Cllr, Cllr Symonds. Information Officer, Civic Officer.

### **MEMBERS TO SERVE ON THE HUB WORKING PARTY**

Cllr Griffiths, Cllr Seabrook, Cllr Paul, Cllr Simmons, Cllr Symonds.

### **MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Seabrook (Chairman), Cllr Collier (Vice-Chairman), Cllr Gallagher, Cllr Sharkey, Cllr Milliner, Cllr Veck, Cllr Symonds, Cllr Hill.

### **MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE**

Cllr Duhigg (Chairman), Cllr Paul, Cllr Goble, Cllr Hill (Vice-Chairman), Cllr Mills, Cllr Simmons, Cllr Milliner, Cllr Symonds, Cllr Veck.

**MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY WORKING PARTY**

Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Sharkey, Cllr Hill, Youth Mayor & Deputy Youth Mayor, other PCS students as appropriate.

**MEMBERS TO SERVE ON THE DEVELOPERS LIAISON WORKING PARTY**

Cllr Sharkey, Cllr Gallagher, Cllr Mills, Cllr Paul, Cllr Milliner, Cllr Veck, Mr M Gatti, Senior Projects Officer, Admin Officer.

**MEMBERS TO SERVE ON THE LIBRARIES WORKING PARTY**

Cllr Goble, Cllr White, Cllr O'Connor (TTC), Town Clerk, Senior Projects Officer, Admin. Officer.

**MEMBERS TO SERVE ON THE HOWARD PARK WORKING PARTY**

Cllr Griffiths, Cllr Seabrook, Cllr Mills, Cllr Sharkey

**MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP**

Cllr Sharkey & Cllr Paul. Michelle Edser- SPO

**MEMBERS TO SERVE ON THE ESCC SLR FORUM**

Cllr Goble, Cllr Paul, Cllr Mills.

**NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.**

**MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS**

- Citizens Advice Bureau – Cllr Sharkey.
- Community Transport Lewes Association – Cllr Paul.
- Crime Stoppers – Cllr Harris.
- Lewes District Association of Local Councils – Cllr Collier.
- Peacehaven & Telscombe Housing Association – Cllr Hill.
- Peacehaven & Telscombe Access Group – Cllr Duhigg.
- Royal British Legion – Cllr Harris.
- The House Project – Vacancy..
- Town Forum – Cllr Simmons.
- Community Orchard – Cllr Seabrook.
- Community Garden – Cllr Paul.
- South Downs National Park Authority – Cllr Gallagher.
- Peacehaven & District Residents Association – VACANT
- Green Havens Network – Cllr Seabrook.
- Lewes & Havens Community Network – Cllr Griffiths.
- Downlands Court – Cllr Gallagher.
- Joint Action Group – Cllr Mills, Cllr Milliner, Cllr Hill, Cllr Symonds
- Age UK/Kempton House – Cllr Hill.
- ESALC/SSALC – Cllr Hill, Cllr Symonds.

**Agenda Item: C702**

**Committee: Full Council**

**Date: 26<sup>th</sup> January 2021**

**Title: CCTV in Peacehaven Town and potential collaboration with Telscombe Town Council**

**Report Author: Lucy Symonds**

**Purpose of Report: To decide on the recommendations below**

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### **Summary of recommended actions**

1. To agree the need for CCTV within the town of Peacehaven.
2. To work as part of the Sussex Police Partnership
3. To approve an invitation to Telscombe Town Council for collaboration on this CCTV project.
4. To approve a Working Party to be formed in order to produce a full feasibility report on the following:
  - a. Identify the types of CCTV available e.g., SMART CCTV or linked to the GRID
  - b. Identify the costs involved of CCTV
  - c. Identify the requirements of CCTV in respect of needs for the town
  - d. Identify sources of funding
  - e. Consult with the residents on areas of concern

### **Introduction**

With the ongoing crime and ASB within the town over the past few years, there appears to be no significant deterrent in the town to reduce. CCTV can provide this deterrent and linking in with the Sussex Police Partnership, allows Sussex Police to monitor these cameras and use any evidence obtained from the CCTV for its investigations.

### **Background**

The local Police Station was removed some years ago and not replaced. The local population has significantly grown in the town over the past few years with housing developments being built. The population in Peacehaven and Telscombe is a mix of all ages which include the elderly, families and young adults. With a demise in local activities there is little to offer youths in the area and this has caused ASB to grow in the area. There is very limited policing in the District, police officers are stretched over the Havens area so time to travel to the area provides the opportunity for any suspects to disappear.

### **Analysis**

In October 2020, a member of Sussex Police, gave a presentation to Councillors on the Sussex CCTV Partnership between Sussex Police and local town councils.

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

- Public safety and reassurance
- Crime reduction

- Crime detection
- Command and control of incidents

Other points that were provided were:

- there are approximately 487 cameras owned by the Local Authority
- Sussex Police owns all recorded data
- 261 witness work stations dotted across the force used by trained Police Officers for evidence production
- 20 Police CCTV operators offering 24/7 monitoring 365 days a year (current number at the time of presentation was between 15-20)
- There are 2 contractors BT Redcare and Chroma Vision
- Costs shared

Other town councils that are currently part of the partnership include Newhaven, Seaford, Lewes, Uckfield, Polegate, Crowborough and Lewes.

From results on the Police.uk website the following numbers of crime have been reported from January 2019- November 2020

- Peacehaven West and North 734
- Peacehaven East 453
- Telscombe Cliffs and East Saltdean 379

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

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

- Cameras – (£2-£2.5k per camera). There is an alternative SMART unit that would support climate change policy, and this would be one of the areas for consideration when costings are analysed. An approximate cost at the time of meeting with OMNIFLOW in October 2020, one unit - CCTV with four cameras, 60 LED lights, Wi-Fi, air quality sensors = £4500. Additional cost of pole required
- Transmission rental – shared costs
- Staffing – Sussex Police
- Control – Police and LA
- Installation - LA

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

Through the working party, consideration would need to be given in relation to costs of purchase, installation and monitoring.

In order to meet climate change requirements, I have been in discussion with a distributor in the UK who supplies Omniflow which is an integrated smart energy platform for IoT applications, powered by wind & solar with battery storage. With OMNILED, multiple applications can be deployed from a single smart pole infrastructure.

OMNILED turns renewable energy into autonomous IoT services. The unique design of the OMNILED unit blends advanced aerodynamics with a simple geometry, allowing continuous operation even in urban scenarios.

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

IoT applications possible with Omniflow OMNILED?

Smart Lighting

Public Wi-fi Hotspot

Telecoms Services

Vehicle Charging Stations

Surveillance Systems

Smart Parking

Location Analytics (i.e. traffic, pedestrian counts, for operational and marketing metrics)

Digital advertising displays

Emergency Broadcast Systems

The above applications would be dependent on capability of transmission through wifi as there is delay when compared to a camera on the grid. Further research needs to be carried out in this area.

### **Implications**

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

<b><u>Financial</u></b>	No Money is budgeted for this, consideration for CIL money, funding from Safer Communities and other grants to be researched
<b><u>Legal</u></b>	Various Laws – advice will be sought via Sussex Police
<b><u>Environmental and sustainability</u></b>	Details of shelf life of units to be considered.
<b><u>Crime and disorder</u></b>	CCTV helps prevent and solve crimes
<b><u>Climate</u></b>	Consideration for SMART energy cameras

## **Motion to introduce an Emergency Community Support Grant**

Within Peacehaven, CICs (Community Interest Companies), charities, and businesses that do not have a rateable value are struggling to continue to operate or are struggling financially due to the national lockdown. Youth organisations are really struggling, and we cannot afford to have young people support by these organisations falling through the gap. The Local Restrictions Support Grant (Addendum) does not apply to these organisations.

Whilst the discretionary Additional Restrictions Grant is available to some organisations, a gap still exists.

It is vital that we support these organisations in Peacehaven, and do what we can to help them at this time.

We call on the Council to:

Put in place a simple **Emergency Community Support Grant**. The criteria for this would be as follows:

- That the community organisation is a Community interest Company (CIC) or registered charity.
  - The organisation is closed due to Covid-19 and requires support to continue.
  - or
  - The organisation is continuing to support the community.
- That they provide a service that support the community.
- The enterprise would need to provide details of how the grant would be used. This could be used to increase the level of a service that supports the community – as long as value is clear.
- Organisations will need to supply details of the Covid-19 Related grants they have received.

This grant scheme is a one-off, to support the current situation.

The enterprises can request the support it needs, and the Grants Sub-committee would decide on the level of funding granted.

The **Emergency Community Support Grants** would be funded from the Covid-19 Recovery reserve that the council put in place earlier in the year.

The scheme would need to be communicated quickly, and a swift timescale put in place.

Proposed by: Councillor Chris Collier

Seconded by: Councillor Sharkey