



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

## **PEACEHAVEN TOWN COUNCIL**

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

### **DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 20<sup>th</sup> April 2021**

**Present** – Mayor Cllr Claude Cheta, Dep. Mayor Cllr Job Harris, Cllr Gloria Hill, 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, Parks Officer Kevin Bray, Information Officer, Karen Bray, Vicky Onis, Admin. Officer.

**Public**; Two members of the public were present.

#### **C727 Mayor's/Chairman's announcements.**

The Chairman reflected on the passing of the Duke of Edinburgh and wished long life to the Queen for her birthday.

#### **C728 Public session.**

A member of the public questioned a conflict, regarding the charges and timings for boot sales at The Dell, between what was agreed by the Leisure, Amenities & Environment Committee on 3<sup>rd</sup> November last year and what was being proposed currently by the Council's Covid Working Party.

The Clerk stated that this matter was to be brought for discussion at the appropriate point in the agenda.

*[Cllr Collier joined the meeting]*

#### **C729 To approve apologies for absence.**

All Members were present.

#### **C730 To receive declarations of interests.**

Cllr Duhigg as a member of the LDC Planning Committee.

Cllr Paul as an acquaintance of a person who is to be discussed in Item 739 (a).

Cllr White as a share holder in the Meridian Health Centre.

#### **C731 To adopt the minutes of the previous Council meeting held on the 9<sup>th</sup> March 2021.**

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

#### **C732 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.**

The financial reports were received and noted, approving the February 2021 payments amounting to £65,923.14, and the signing of the Bank Reconciliations, as set out in the meeting papers.

- ii. **To receive the public meeting minutes of the 2<sup>nd</sup> March 2021.**  
It was resolved to receive these minutes.
- iii. **To note the draft public meeting minutes of the 13<sup>th</sup> April 2021.**  
These draft minutes were noted.

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

- i. **To receive the public meeting minutes of the 23<sup>rd</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To receive the public meeting minutes of the 16<sup>th</sup> March 2021.**  
It was resolved to receive these minutes.
- iii. **To note the draft public meeting minutes of the 6<sup>th</sup> April 2021.**  
These draft minutes were noted.
- iv. **PTC & LDC Developer Liaison meeting reports and related matters.**  
No reports.

**c. Personnel Committee:-**

- i. **To receive the public meeting minutes of the 17<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft public meeting minutes of the 31<sup>st</sup> March 2021.**  
These draft minutes were noted.

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

- i. **To receive the meeting minutes of the 9<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 23<sup>rd</sup> March 2021.**  
These draft minutes were noted.

**e. Civic & Community Events Committee:-**

- i. **To receive the meeting minutes of the 19<sup>th</sup> January 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 30<sup>th</sup> March 2021.**  
These draft minutes were noted.

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

- i. **To receive the meeting minutes of the 16<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 7<sup>th</sup> April 2021.**  
These draft minutes were noted.
- iii. **To adopt updated Terms of Reference for the Committee.**  
It was resolved to adopt these updated T-O-R's

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

- i. **To receive the meeting notes of the 10<sup>th</sup> February 2021.**  
It was resolved to receive these notes.
- ii. **To note the draft meeting notes of the 31<sup>st</sup> March 2021.**  
These draft notes were noted.



**h. PTC Libraries Working Party:-**

**i. To receive the meeting notes of the 22<sup>nd</sup> March 2021.**

It was resolved to receive these notes.

Cllr Goble noted that it had been intimated that the developers for the Meridian Centre were looking at an increase in the size of the proposed library space, but that this is ESCC's remit.

**ii. Motion by Cllr Goble that ESCC be requested to change the name of the Peacehaven Public Library to the Peacehaven & Telscombe Library.**

This Motion was moved and resolved unanimously.

**i. Youth Working Party:-**

**i. To receive a report and to note the meetings action plan.**

Received and noted.

**j. CCTV Working Party:-**

**i. To receive a report and to note the meetings action plan.**

Received and noted.

**C733 To receive a report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher referred to the circulated meeting minutes and other documents and gave an update on current developments.

A report/presentation by Jim Boot was shown by the Clerk, covering the following areas:-

- Masterplan consultation, statement policy, recommendations for the NDP
- Strategic Environmental Assessment (SEA)
- University of Brighton – Green Infrastructure studies
- South Downs National Park Authority feedback
- Design Codes & Character Assessment Report

The Clerk reported that the application to Locality for technical support for the Housing Needs Assessment (HNA) had been successful.

**C734 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions taken relating to meetings, events, etc.**

**a. Working Party Action Plan.**

The Action Plan was received and discussed.

In relation to the matter raised in the public session, it was resolved (Cllr Duhigg & Cllr Goble abstained), that what was agreed by the Leisure, Amenities & Environment Committee on 3<sup>rd</sup> November last year should stand, i.e. boot sales allowed on a weekly basis until the end of October 2021 at a cost of £70 per event. This to be subject to weather conditions and hiring by charities and larger events. It was resolved to review this situation in six-months' time. It was resolved that the charge of £70 per event would apply to anyone hiring The Dell for such an event.

Cllr Seabrook reported on the progress of the Council's Staff Hybrid Working policy.

**b. Clerk's paper and related actions.**

The Clerk's paper was received and discussed.

The Clerk related the background to this item.

The Clerk's recommendations and other options were discussed.

The Clerk reported on an impending Court case to seek a determination as to whether the existing Law can be interpreted to allow online Council meetings.

## **Minutes - Meeting of Peacehaven Town Council 20<sup>th</sup> April 2021**

It was resolved that, subject to the Court's ruling, the Clerk's recommendations should be adopted, as follows:-

1. Delegation of matters to the Clerk (including planning applications responses), to reinforce the delegated provisions made by Council in March 2020, in order to maintain the business of Council.
2. Move the Annual Statutory Council meeting to the 4<sup>th</sup> May 2021.
3. Revise the Council's meetings schedule so that between the 7<sup>th</sup> May and until end June 2021, Committee meetings will not be held.
4. Hold the Annual Town Assembly/Meeting as planned on the 12<sup>th</sup> May as a virtual meeting. This is allowed as it falls before the 17<sup>th</sup> May when public can return to venues and it is not a Council meeting.
5. Hold a meeting of Council in June 2021 to review the situation and latest advice.

### **C735 To discuss arrangements for the Annual Town Meeting/Assembly on the 12<sup>th</sup> May 2021.**

Mrs Donovan and the Clerk reported that arrangements are on track.

The Clerk requested that any outstanding reports are sent to Mrs Donovan as soon as possible.

### **C736 To agree a policy for Working Parties.**

The Clerk's paper was received and discussed.

It was resolved that Committees will review the original stated purpose of their WP's against current position and need. If necessary, WP's brief to be tightened-up to ensure that clear objectives and terms are set going forward. The question of merging some WP's to also be considered. Those WP's that are not 'task & finish' to be reviewed annually.

Clerk's paper to be reviewed, as part of this exercise, for later submission to Council.

### **C737 Report from Cllr Emilia Simmons on local activities.**

Cllr Simmons' report was noted.

Cllr Simmons expressed her thanks for the help she had received and noted that the residents were grateful for these initiatives.

## **CONFIDENTIAL**

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

### **C738 To receive a report on the redevelopment of the Meridian Centre/ Community House.**

The SPO's paper was received and discussed in detail.

The SPO detailed the current position in this matter, the options for Council in moving forwards and the potential outcomes.

A structured way forward was agreed.

### **C739 Personnel Committee:-**

#### **a. To discuss current confidential staffing matters.**

The Clerk's paper was received and discussed.

The Clerk related the background to this item, the current position and the proposed way forward.

The way forward was agreed.

#### **b. To receive the confidential meeting minutes of the 17<sup>th</sup> February 2021.**

It was resolved to receive these minutes.

**Minutes - Meeting of Peacehaven Town Council 20<sup>th</sup> April 2021**

- c. **To note the draft confidential meeting minutes of the 31<sup>st</sup> March 2021.**  
These draft minutes were noted.

**C740 Policy & Finance Committee:-**

- a. **To receive the confidential meeting minutes of the 2<sup>nd</sup> March 2021.**  
It was resolved to receive these minutes.

- b. **To note the draft confidential meeting minutes of the 13<sup>th</sup> April 2021.**  
These draft minutes were noted.

**C741 Date of next meeting – Annual Meeting of Council - Tuesday 4<sup>th</sup> May 2021 at 7.30pm.**

*There being no further business, the meeting closed at 21:32.*

