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PEACEHAVEN TOWN COUNCIL

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

3rd March 2021

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 9th March 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

C709 Mayor's/Chairman's announcements.

C710 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

C711 SCDA presentation on developing a Peacehaven Community Supermarket.

C712 To approve apologies for absence.

C713 To receive declarations of interests.

C714 To adopt the minutes of the previous Council meeting held on the 26th January 2021.

C715 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 18th January 2021.
- iii. To note the draft public meeting minutes of the 2nd March 2021.

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

- i. To receive the public meeting minutes of the 12th January 2021.
- ii. To receive the public meeting minutes of the 2nd February 2021.
- iii. To note the draft public meeting minutes of the 23rd February 2021.
- iv. To note the Developer Liaison WP meeting notes of 22nd January 2021.

c. **Personnel Committee:-**

- i. To receive the public meeting minutes of the 19th November 2020.
- ii. To note the draft public meeting minutes of the 17th February 2021.

- d. **Leisure, Amenities & Environment Committee:-**
 - i. To receive the meeting minutes of the 15th December 2020.
 - ii. To note the draft meeting minutes of the 9th February 2021.
- e. **Civic & Community Events Committee**
- f. **Business Development & E-Comm's Committee:-**
 - i. To receive the meeting minutes of the 1st December 2020.
 - ii. To note the draft meeting minutes of the 16th February 2021.
- g. **PTC Climate Change Working Party:-**
 - i. To receive the meeting notes of the 23rd September 2020.
 - ii. To note the draft meeting notes of the 10th February 2021.
- h. **PTC Libraries Working Party:-**
 - i. To note the draft meeting notes of the 18th January 2021.
- i. **Youth Working Party:-**
 - i. To note the draft meeting action plan of the 26th February 2021.
- j. **CCTV Working Party:-**
 - i. To note the draft meeting notes of the 12th February 2021.

C716 To receive a report from the Neighbourhood Development Plan Steering Group

C717 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions.

C718 To receive a report by Mrs Donovan on setting up a Town History Working Party.

C719 To discuss arrangements for the Annual Town Meeting/Assembly on the 12th May 2021.

C720 To receive a Report by Cllr Simmons on the activities of the group Tenants of Lewes District (TOLD).

C721 To receive a report from the Town Clerk on the Annual meeting held with Lewes Citizens Advice.

C722 To approve a response to the LDC consultation on its current Land Availability Assessment programme.

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:-

C723 To receive a report on the redevelopment of the Meridian Centre/Community House.

C724 Personnel Committee:-

- a. To discuss current confidential staffing matters.
- b. To receive the confidential meeting minutes of the 19th November 2020.
- c. To note the draft confidential meeting minutes of the 17th February 2021.

C725 Policy & Finance Committee:-

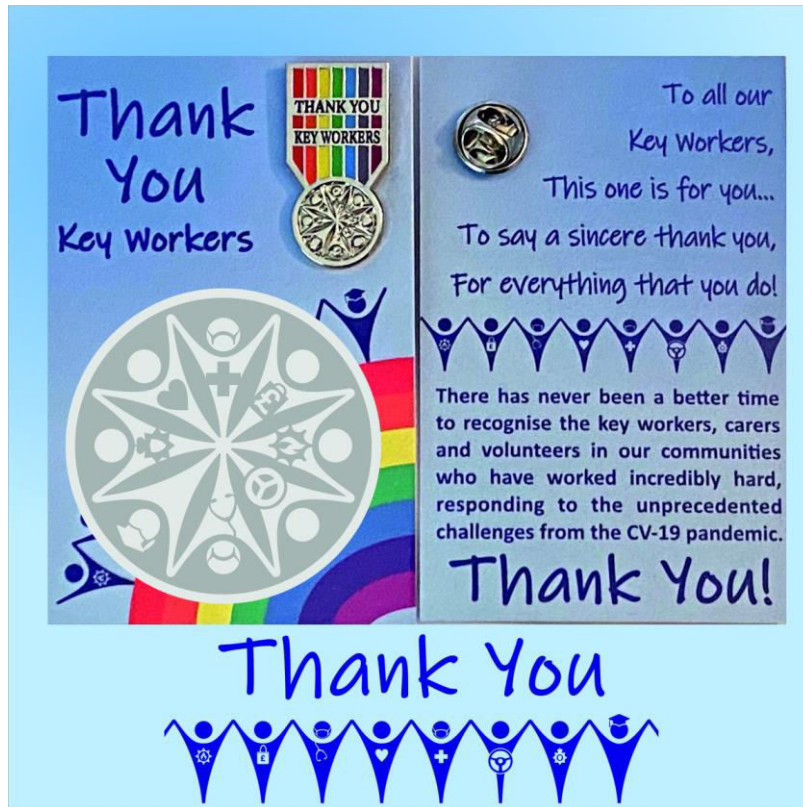
- a. To receive the confidential meeting minutes of the 18th January 2021.
- b. To note the draft confidential meeting minutes of the 2nd March 2021.

C726 Date of next meeting – Tuesday 20th April 2021 at 7.30pm.



Mayor's announcements – for Full Council 9th March 2021

Key workers presentation pins.



40 pins have been purchased. These are to be distributed between staff & councillors, one badge per person.

- Your presentation pin is to be presented to either a local individual or member of one of our local organisations, who from your point of view has been outstanding throughout the pandemic with helping the public and has continued to work.
- This person/group could be a postman, delivery driver, NHS staff member, bus driver, or a group which has managed to keep afloat to help Peacehaven residents etc.
- We would like **you** to present your pin to the person/group.
- To take a picture of you presenting the badge, wearing masks & socially distanced
- Send your photo to the Civic Officer who will then make collage when everyone has submitted their pictures which will form a special E-News edition
- Your special Key Worker Pin can be collected from the Information Office from Wednesday 10th from 9-10am onwards. All photos will need to be sent to the Civic Officer no later than Monday 12th April.

Any queries should be directed to the Civic Officer.



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DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 26th January 2021

Present – Mayor Cllr Claude Cheta, Dep. Mayor Cllr J Harris, Cllr G 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, Finance Officer Zoe Malone.
Public; One member of the public was present.

C689 Mayor's/Chairman's announcements.

The Chairman welcomed everyone to the meeting and stated that he was pleased to report that his recovery from Coronavirus was progressing well.

C690 Public session.

A member of the public raised the matter of Barratt's contractors at Chalkers Farm again working outside of the permitted hours granted under the planning application LW/17/0226 and that Barratt's now wish to apply to extend their permitted hours to include working to 9.00pm on a Saturday, and may wish to include Sunday working also.

The impact on residents' quality of life was discussed and the member of public asked Councillors to support its residents in opposing any extension to the current working hours on this site.

In response, Councillors reported that the matter is being taken up at District level and will be discussed at the Town Council's next Planning Committee. It was noted that the SPO had also raised this matter with LDC Planning Officers.

C691 To approve apologies for absence.

All Members were present.

C692 To receive declarations of interests.

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

C693 To adopt the public minutes of the previous Council meeting held on the 24th November 2020.

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

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.

Cllr Collier noted that, following a cautious start to the financial year, the Council's finances were in a stronger position moving into Q4, due in part to cost savings from closing buildings and facilities and from staff working from home.

Minutes of the virtual Meeting of Peacehaven Town Council – 26th January 2021

Cllr Collier reported that exposure to debt had reduced from 4.6% pre-Covid, to 2.4% currently.

It was resolved to receive the financial reports, including the signing of the Bank Reconciliations, allocation of PTC CIL monies and approval of payments, as set out in the draft meeting minutes of the Committee's meeting held on the 18th January 2021.

- ii. **To receive the public meeting minutes of the 17th November 2020.**
It was resolved to receive these minutes.

- iii. **To note the draft public meeting minutes of the 18th January 2021.**
These draft minutes were noted.

- iv. **To approve the 2021/22 budget & precept request to LDC.**
The Chairman presented the Draft Budget and related the background to its construction, noting that it represented a 0.5% reduction in Precept requirement when compared to the current year's 'Band D equivalent' figure.
It was resolved to adopt the Draft Budget of £820,749 as presented, and for the Clerk to make a precept request for £640,705 to LDC.

- v. **Review of payments to L&N Consulting for NDP work.**
The Clerk reported that he had obtained a Locality grant of £4,924, which will cover the L&N consulting costs for the rest of the current financial year.

b. Planning & Highways Committee:-

- i. **To receive the meeting minutes of the 8th December 2020.**
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 12th January 2021.**
These draft minutes were noted.
- iii. **To note the Developer Liaison WP meeting notes of the 27th November 2020.**
These notes were noted. The SPO stated that the notes of the meeting held on the 22nd January 2021 would be available shortly.

c. Personnel Committee

Cllr Seabrook stated that a meeting of the Committee would take place very soon.

d. Leisure, Amenities & Environment Committee:-

- i. **To receive the meeting minutes of the 3rd November 2020.**
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 15th December 2020.**
These draft minutes were noted.

e. Civic & Community Events Committee:-

- i. **To receive the meeting minutes of the 20th October 2020.**
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 19th January 2021.**
These draft minutes were noted.

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

i. To receive the meeting minutes of the 22nd September 2020.

It was resolved to receive these minutes.

ii. To note the draft meeting minutes of the 1st December 2020.

These draft minutes were noted.

g. PTC Climate Change Working Party

Cllr Seabrook noted that a meeting of the joint PTC/TTC WP had taken place recently and had been very productive.

It was noted that the PTC WP will be meeting very soon.

h. PTC Libraries Working Party

Cllr Goble referred to the recent meeting with ESCC Officers to share and develop ideas, with another meeting expected to take place in March 2021.

The Clerk referred to the reports contained in the meeting papers, noting that PTC & LDC were of the same mind, i.e. that modern libraries should form part of a thriving community hub.

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

Cllr Gallagher referred to the circulated meeting papers, noting that the Draft NDP was now being written, a new project plan was being produced, the Green Spaces report would be completed next month and that social media use was being enhanced.

Cllr Gallagher stated that responses to the Master Plan consultation were proving to be very useful.

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

It was resolved to adopt the revised SG T-O-R's as drafted.

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

Mrs Donovan referred to the circulated reports and noted that, whilst the liaison group had done a very good job in raising residents' issues, these were now being taken forward by the Havens Health PPG.

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

The Clerk reported that the staff team was working very effectively and that everything possible was being done to support staff during the current lockdown.

It was noted that buildings and facilities were being managed in line with Government regulations.

The Clerk noted that Community House was being considered for use as a Covid Testing Centre for the month of February 2021.

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

Cllr White reported on his investigations and discussions with regard to youth support and engagement in the form of youth hubs.

It was noted that, whilst youth hubs were planned for Lewes and Newhaven (Denton Island), it is essential that similar services are available in Peacehaven as well.

Cllr Collier stated that the Council's plans for supporting youth had to be postponed with the advent of Covid-19, noting that there were potentially some earmarked funds available for this purpose.

It was resolved to form a Working Party to develop this matter further; comprising of Cllr White, Cllr Collier, Cllr Symonds & Cllr Paul.

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

The Clerk stated that, 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.

It was noted that Surgeries online are now proving much more popular in many Councils.

Councillor Collier reported on his LDC surgery arrangements.

It was resolved to proceed with online surgeries; details regarding setting up, promoting and arranging surgeries to be developed by Mrs Donovan and her team.

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

The SPO's paper was noted.

The SPO set out the background to the development of these Policies by LDC, triggered by its Local Plan becoming out of date in May 2021 and the need to retain current policies and protect development in the District.

It was resolved that the SPO responds to this consultation on behalf of the Council.

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

The list of allocations was noted.

The Clerk explained that the formal allocations and selection of Chairmen would take place at the Council's Annual Meeting in May 2021.

It was resolved that the circulated list of allocations was sufficient until that time.

Mrs Donovan asked that personal statements from Councillors wishing to be considered for the position of Mayor/Chairman should be submitted to the Clerk by the 6th May 2021, with a proposer and seconder identified.

C702 Report from Cllr Symonds on CCTV development.

Cllr Symonds report was received and discussed.

It was resolved that:-

1. There is a need for CCTV in parts the Town of Peacehaven.
2. Council to work as part of the Sussex Police Partnership
3. An invitation to Telscombe Town Council to be made for collaboration on this CCTV project.
4. To approve a Working Party to be formed in order to develop the above items and to produce a full feasibility report on the following:
 - a. Identify the types of CCTV available.
 - b. Identify the costs involved.
 - c. Identify the requirements of CCTV in respect of needs for the Town.
 - d. Identify sources of funding.
 - e. Identify residents' areas of concern.

WP to comprise of Cllr Symonds, Cllr Duhigg, Cllr Mills, Cllr Harris, Cllr Hill, Parks Officer.

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

Cllr Collier introduced his Motion, which had been seconded by Cllr Sharkey.

Cllr Collier noted that there was an urgent need to support community groups and charities who, for a number of reasons, were not able to take advantage of the various grants available in relation to the impact of Covid restrictions.

It was resolved that the Council's Covid Recovery reserves should be used to provide emergency community support grants, to be managed via the Grants Sub-Committee.

[The member of the public left the meeting]

CONFIDENTIAL

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

C704 To adopt the confidential minutes of the previous Council meeting held on the 24th November 2020.

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

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

The SPO's paper was received and discussed.

The SPO reported on the main developing issues and the need for proactive engagement and participation in the lead up to the submission of the formal planning application.

It was noted that the next Councillors' workshop with the developers and architects would take place on the evening of the 28th of January 2021.

Cllr Duhigg stated that, as a member of the LDC Planning Committee, and having taken legal advice, she would not be able to take part in any discussions, negotiations, etc. at Town level relating to this development.

C706 Personnel Committee:-

a. To discuss current confidential staffing matters.

Cllr Seabrook reported on the current long-term sick absence of a member of staff.

It was noted that a meeting of the Committee would take place very shortly.

[The SPO left the meeting]

b. To approve an increase in working hours for the Senior Projects Officer.

The Clerk's report was noted and discussed.

Cllr Seabrook related the background considerations for this item.

It was resolved to increase the SPO's contracted working hours, as proposed, with effect from 1st January 2021.

C707 Policy & Finance Committee:-

a. To receive the confidential meeting minutes of the 17th November 2020.

It was resolved to receive these minutes.

b. To note the draft confidential meeting minutes of the 18th January 2021.

These draft minutes were noted.

C708 Date of next meeting – Tuesday 9th March 2021 at 7.30pm.

There being no further business, the meeting closed at 21:37.

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	54,828	0	(54,828)			0.0%	
1013 Income from Photocopying	83	500	417			16.7%	
1016 Housing Benefit Claims LDC	15,627	15,200	(427)			102.8%	
1050 Allotment Rent	627	0	(627)			0.0%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	616	600	(16)			102.7%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	3,685	1,000	(2,685)			368.5%	
General Administration :- Income	722,230	662,460	(59,770)			109.0%	0
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	5,000	5,100	100		100	98.0%	
General Administration :- Direct Expenditure	22,500	25,100	2,600	0	2,600	89.6%	0
4001 Salaries	274,568	390,000	115,432		115,432	70.4%	
4002 Employer N.I Contributions	24,042	33,685	9,643		9,643	71.4%	
4003 Employer Pension Contributions	54,381	62,514	8,133		8,133	87.0%	
4004 Overtime	126	5,000	4,874		4,874	2.5%	
4011 Training	500	5,000	4,500		4,500	10.0%	
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	251	2,500	2,249		2,249	10.1%	
4311 Professional Fees - Legal	564	3,000	2,436		2,436	18.8%	
4312 Professional Fees - Other	3,754	4,000	246		246	93.9%	
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	227	400	173		173	56.8%	
4323 PDQ Charges	482	800	318		318	60.3%	
4325 Postage	1,842	2,000	158		158	92.1%	
4326 Telephones	5,208	6,000	792		792	86.8%	
4327 Computers	19,648	9,500	(10,148)		(10,148)	206.8%	
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	13,003	10,000	(3,003)		(3,003)	130.0%	5,235
4342 Subscriptions	4,855	4,500	(355)		(355)	107.9%	

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	13,063	6,000	(7,063)		(7,063)	217.7%	8,000
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	437,131	576,999	139,868	0	139,868	75.8%	13,235
Net Income over Expenditure	262,599	60,361	(202,238)				
6000 plus Transfer from EMR	13,235						
Movement to/(from) Gen Reserve	275,834						
110 Civic Events							
4348 Civic Gifts	89	200	111		111	44.6%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Mayors Badge	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	72	2,400	2,328	0	2,328	3.0%	0
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	733	0	(733)		(733)	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	1,126	3,750	2,624	0	2,624	30.0%	0
Net Expenditure	(1,198)	(6,150)	(4,952)				
120 Marketing							
1048 E-News Advertising	90	500	410			18.0%	
1049 Banner Board	1,434	6,500	5,066			22.1%	
1301 Filming	490	0	(490)			0.0%	
Marketing :- Income	2,014	7,000	4,986			28.8%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
4328 Website	862	2,000	1,139		1,139	43.1%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	1,011	3,000	1,990	0	1,990	33.7%	0
Net Income over Expenditure	1,004	2,800	1,797				

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	6,935	5,000	(1,935)		(1,935)	138.7%	100
4344 Neighbourhood Plan Grants	(2,561)	0	2,561		2,561	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>4,374</u>	<u>5,000</u>	<u>626</u>	<u>0</u>	<u>626</u>	<u>87.5%</u>	<u>100</u>
Net Expenditure	<u>(4,374)</u>	<u>(5,000)</u>	<u>(626)</u>				
6000 plus Transfer from EMR	100						
Movement to/(from) Gen Reserve	<u>(4,274)</u>						
<u>200 Planning & Highways</u>							
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	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	901	1,092	191		191	82.5%	
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	<u>9,593</u>	<u>10,761</u>	<u>1,168</u>	<u>0</u>	<u>1,168</u>	<u>89.1%</u>	<u>0</u>
Net Expenditure	<u>(9,593)</u>	<u>(13,261)</u>	<u>(3,668)</u>				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	4,893	4,400	(493)		(493)	111.2%	
4203 Fuel	2,111	5,600	3,489		3,489	37.7%	
4204 Road Fund License	530	600	70		70	88.3%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	<u>8,520</u>	<u>11,300</u>	<u>2,780</u>	<u>0</u>	<u>2,780</u>	<u>75.4%</u>	<u>0</u>
Net Expenditure	<u>(8,520)</u>	<u>(11,300)</u>	<u>(2,780)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	16,179	15,000	(1,179)			107.9%	
1039 S/P Cats	(400)	3,600	4,000			(11.1%)	
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	1,445	5,300	3,855			27.3%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	<u>23,205</u>	<u>30,700</u>	<u>7,495</u>			<u>75.6%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	147	0	(147)		(147)	0.0%	
4111 Electricity	3,525	6,000	2,475		2,475	58.8%	
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	4,872	7,300	2,428		2,428	66.7%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,602	7,800	4,198		4,198	46.2%	
Sports Park :- Indirect Expenditure	18,132	29,100	10,968	0	10,968	62.3%	0
Net Income over Expenditure	5,072	1,600	(3,472)				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	3,259	0	(3,259)		(3,259)	0.0%	10,693
4111 Electricity	549	0	(549)		(549)	0.0%	
4112 Gas	870	0	(870)		(870)	0.0%	
4121 Rents	13,740	12,000	(1,740)		(1,740)	114.5%	
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%	
Big Park :- Indirect Expenditure	30,147	25,250	(4,897)	0	(4,897)	119.4%	10,693
Net Expenditure	(30,147)	(25,250)	4,897				
6000 plus Transfer from EMR	10,693						
Movement to/(from) Gen Reserve	(19,454)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	5,659	8,480	2,821			66.7%	
Gateway Cafe :- Income	5,659	8,480	2,821			66.7%	0
4101 Repair/Alteration of Premises	(195)	0	195		195	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(195)	900	1,095	0	1,095	(21.6%)	0
Net Income over Expenditure	5,854	7,580	1,726				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,318	1,950	632			67.6%	
Parks & Open Spaces :- Income	2,808	6,950	4,142			40.4%	0

15:57

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	750	5,000	4,250		4,250	15.0%	
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%	
Parks & Open Spaces :- Direct Expenditure	961	15,500	14,539	0	14,539	6.2%	0
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	394	2,500	2,106		2,106	15.8%	
4171 Grounds Maintenance Costs	1,778	10,000	8,222		8,222	17.8%	
4301 Purchase of Furniture/Equipmen	156	3,000	2,844		2,844	5.2%	
Parks & Open Spaces :- Indirect Expenditure	2,948	21,960	19,012	0	19,012	13.4%	0
Net Income over Expenditure	(1,101)	(30,510)	(29,409)				
355 The Hub							
1084 Sports Pavilion	6,423	16,000	9,577			40.1%	
The Hub :- Income	6,423	16,000	9,577			40.1%	0
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	401	500	99	0	99	80.2%	0
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	1,232	1,500	268		268	82.1%	
4112 Gas	669	1,500	831		831	44.6%	
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	2,555	9,500	6,945	0	6,945	26.9%	0
Net Income over Expenditure	3,467	6,000	2,533				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	5,958	6,000	42			99.3%	
1072 C/H Copper Room	11,730	12,650	920			92.7%	
1075 C/H Charles Neville	556	10,200	9,644			5.5%	
1076 C/H Main Hall	1,364	25,600	24,236			5.3%	
1077 C/H Anzac Room	(28)	12,700	12,728			(0.2%)	
1078 C/H Main Kitchen	917	1,250	333			73.4%	
1079 C/H Anzac Kitchen	181	700	519			25.8%	

Continued over page

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	23,338	84,050	60,712			27.8%	0
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	409	2,000	1,591	0	1,591	20.4%	0
4101 Repair/Alteration of Premises	1,920	10,000	8,080		8,080	19.2%	
4102 Maintenance of Buildings	613	0	(613)		(613)	0.0%	
4111 Electricity	2,500	8,000	5,500		5,500	31.3%	
4112 Gas	2,668	4,000	1,332		1,332	66.7%	
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	3,774	16,000	12,226		12,226	23.6%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	317	1,500	1,183		1,183	21.2%	
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	18,427	78,920	60,493	0	60,493	23.3%	0
Net Income over Expenditure	4,502	3,130	(1,372)				
<u>430 Summer Fair</u>							
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	0	2,700	2,700			0.0%	0
4329 Advertising	0	350	350		350	0.0%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	0	1,200	1,200		1,200	0.0%	
Summer Fair :- Indirect Expenditure	0	2,700	2,700	0	2,700	0.0%	0
Net Income over Expenditure	0	0	0				

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				
Grand Totals:- Income	785,677	820,640	34,963			95.7%	
Expenditure	558,112	830,500	272,388	0	272,388	67.2%	
Net Income over Expenditure	227,565	(9,860)	(237,425)				
plus Transfer from EMR	24,028						
Movement to/(from) Gen Reserve	251,593						

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 24/02/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	92,489	
105	VAT Control A/c	(7,127)	
118	Deposit Aqua	50	
201	Current Bank A/c	416,618	
202	Reserve Account	180,164	
210	Petty Cash	520	
	Total Current Assets		682,714
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,260	
566	Deposits Received	1,072	
	Total Current Liabilities		2,331
	Net Current Assets		680,383
	Total Assets less Current Liabilities		680,383
	<u>Represented by :-</u>		
301	Current Year Fund	227,565	
310	General Reserves	77,202	
329	Covid-19 Recovery Reserves	14,765	
350	P/H Youth Task Group	4,000	
352	CIL	225,353	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
362	Neighbourhood Plan	2,578	
370	Capital Receipts Reserve	57,839	
	Total Equity		680,383

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2021	Northstar IT	DD	1,394.14		MONTHLY SUPPORT
06/01/2021	02	DD2	60.43		MONTHLY MOBILE CHARGES
07/01/2021	Barclays	DD1	3.00		NOV-DEC BACS FILE CHARGES
08/01/2021	Tony Allen	204770	18.00		TABLET CASE & PROTECTOR
08/01/2021	LEXISNEXIS	204771	119.99		ARNOLD BAKER COUNCIL ADMIN
08/01/2021	MINISTRY OF DESIGN	204772	600.00		THE DELL INTERPRETATION PANEL
08/01/2021	AMP Services	204773	72.00		SHREDDER 1 DAY HIRE
08/01/2021	Rialtas Business Solutions Ltd	204774	355.20		ANNUAL SUPPORT
08/01/2021	Surrey Hills	204775	600.00		EMPLOYMENT ADVICE
08/01/2021	BRITISH GAS	204776	1,335.77		NOVEMBER ELECTRICITY
08/01/2021	SECRETARY OUTSOURCE	204777	137.50		SECRETARY OUSOURCE
08/01/2021	L&N CONSULTANCY LIMITED	204778	990.00		DECEMBER CONSULTANCY
08/01/2021	MR & MRS LAWRENCE	204779	100.00		MR & MRS LAWRENCE
08/01/2021	BRITISH GAS	204780	348.62		ELECTRICITY
08/01/2021	Lewes District Council	204781	2,311.12		UNIT 14 RATES
08/01/2021	Brewers and Sons Ltd	204782	60.88		PAINT FOR HUB
08/01/2021	HR Services Partnership	204783	256.32		OCTOBER SUPPORT
08/01/2021	Corona Energy	204784	377.76		NOVEMBER GAS
08/01/2021	SIEMENS FINANCIAL SERVICES	204785	420.00		FRANKING MACHINE RENTAL
11/01/2021	The Fuelcard People	DD	86.11		HK66WMJ FUEL
11/01/2021	Barclays	DD1	53.74		DECEMBER PDQ
14/01/2021	TOTAL GAS & POWER	204786	102.26		NOVEMBER GAS - HUB
14/01/2021	Caroline Reid	204787	609.00		JANUARY CLEANING
14/01/2021	Madison Web Solutions Limited	204788	648.00		PREMIUM HOSTING
14/01/2021	BRITISH GAS	204789	161.75		GAS 29 AUG-28 DEC
14/01/2021	Mailserve LTD	207790	217.80		MAINTENANCE CHARGE
14/01/2021	Ricoh Capital Ltd	204791	1,230.24		PHOTOCOPIER RENT -
20/01/2021	Heatcraft And Ventilation ltd	204792	565.08		BOILER
20/01/2021	Conect Total Communications	204793	481.69		JAN TELEPHONES
20/01/2021	Tony Allen	204794	99.00		SUVERY MONKEY
20/01/2021	COLLIER TURF CARE LTD	204795	135.00		SILAGE SHEET
20/01/2021	Wightman & Parrish Ltd	204796	169.66		CLEANING/REFUSE
20/01/2021	G Collins & Sons Limited	204797	360.00		SILVER MAYOR BADGE
20/01/2021	Corona Energy	204798	395.29		DECEMBER GAS
20/01/2021	FLAGMAKERS	204799	106.94		FLAGMAKERS
20/01/2021	SECRETARY OUTSOURCE	204800	212.50		SECRETARY OUTSOURCE
22/01/2021	Farrington Property Developmen	120401	404.00		unit14 w/c 21/01/21
22/01/2021	Business Sream	120402	2,040.45		waste services OCT-JAN
22/01/2021	BRITISH GAS	120403	26.52		ELECTRICITY
22/01/2021	Farrington Property Developmen	120401	4,000.00		unit14 w/c 21/01/21
25/01/2021	JANUARY SALARIES	JAN SALARI	23,332.77		JANUARY SALARIES
25/01/2021	EDF	DD	95.24		DECEMBER STREET LIGHT
27/01/2021	Lewes District Council	120404	50.00		LOAN CONTRIBUTION
27/01/2021	TELSCOMBE TOWN COUNCIL	120405	736.48		LEAFLET DISTRIBUTION
27/01/2021	Heatcraft And Ventilation ltd	120406	355.80		BOILER CALL OUT/REPAIR
27/01/2021	HR Services Partnership	120407	160.32		NOVEMBER HR SUPPORT
27/01/2021	EAST SUSSEX PENSION FUND	120408	5,495.81		EAST SUSSEX PENSION FUND

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/01/2021	HMRC	120409	7,067.55		HMRC
27/01/2021	MICHAELS CIVIC ROBES	120410	153.00		MICHAELS CIVIC ROBES
27/01/2021	BRITISH GAS	120411	763.42		DECEMBER ELECTRICITY
27/01/2021	TOTAL GAS & POWER	120412	162.57		DECEMBER GAS
27/01/2021	BRITISH GAS	120413	4.48		electricity - 17th19th Jan
Total Payments			<u>60,043.20</u>		



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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 January 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£432,345.11
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,163.99
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021		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
		Balance per Cash Book is :-	180,163.99
		Difference is :-	0.00



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

Your Business accounts – at a glance

Up-to-date account information

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Your balances on 29 January 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£432,345.11
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,163.99
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021		50,000.00
Current Account	31/01/2021		432,345.11
			<u>482,345.11</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
28/02/2020 120062 SEAHAVEN FIBROMYALGIA	145.54
04/11/2020 120365 LAND REGISTRY	4.00
02/12/2020 120395 CORONA ENERGY	732.85
10/12/2020 204749 ANDREW PICTON	11.70
10/12/2020 204750 KEEPERS NURSERY	49.50
08/01/2021 204771 LEXISNEXIS	119.99
08/01/2021 204772 MINISTRY OF DESIGN	600.00
08/01/2021 204773 AMP Services	72.00
08/01/2021 204779 MR & MRS LAWRENCE	100.00
08/01/2021 204783 HR Services Partnership	256.32
14/01/2021 204788 Madison Web Solutions Limited	648.00
14/01/2021 207790 Mailserve LTD	217.80
20/01/2021 204792 Heatcraft And Ventilation ltd	565.08
20/01/2021 204794 Tony Allen	99.00
20/01/2021 204795 COLLIER TURF CARE LTD	135.00
20/01/2021 204796 Wightman & Parrish Ltd	169.66
20/01/2021 204797 G Collins & Sons Limited	360.00
20/01/2021 204798 Corona Energy	395.29
20/01/2021 204799 FLAGMAKERS	106.94
20/01/2021 204800 SECRETARY OUTSOURCE	212.50
22/01/2021 120401 Farrington Property Developmen	404.00
22/01/2021 120402 Business Sream	2,040.45
22/01/2021 120401 Farrington Property Developmen	4,000.00
27/01/2021 120404 Lewes District Council	50.00
27/01/2021 120405 TELSCOMBE TOWN COUNCIL	736.48
27/01/2021 120406 Heatcraft And Ventilation ltd	355.80
27/01/2021 120407 HR Services Partnership	160.32
27/01/2021 120408 EAST SUSSEX PENSION FUND	5,495.81
27/01/2021 120409 HMRC	7,067.55
27/01/2021 120410 MICHAELS CIVIC ROBES	153.00
27/01/2021 120411 BRITISH GAS	763.42
27/01/2021 120412 TOTAL GAS & POWER	162.57
27/01/2021 120413 BRITISH GAS	4.48
	<u>26,395.05</u>
	455,950.06

Receipts not Banked/Cleared (Plus)

22/05/2020 204683	-100.00
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Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Monday 18th 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 17th 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 – 18th 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 amounting to £1,356 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 Epina 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 amounting to £19,953 (£4,100 + £15,853) for these purposes and that Barcombe Landscapes should be appointed to carry out both the Epina 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 – 18th 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 17th 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 1st January 2021.

PF583 DATE OF NEXT MEETING – Tuesday 2nd March 2021 at 7.30pm

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 2nd March 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.

PF584 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF585 PUBLIC QUESTIONS

No members of the public were present.

PF586 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members were present.

PF587 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths re. Item PF600, as a friend of one of the contractors concerned.

PF588 TO ADOPT THE PUBLIC MINUTES OF 18th January 2021

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

[It was resolved to take Item PF595 at this point]

PF595 TO AGREE COMPANY TO CARRY OUT REQUIRED TREE WORKS (FROM LA&E COMMITTEE)

The Parks Officer's report was noted and discussed.

The Parks Officer reported on the required tree works and the responses to the request for a quote from four companies.

Two firm quotes had been received; from companies that had been used before and had performed good works.

It was resolved that, in view of the almost identical quotes, the Parks Officer would choose the company which can perform the required works the earliest, so that they can be completed ahead of the bird nesting season.

[The Parks Officer left the meeting].

PF589 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Finance Officer stated that she will be talking to Committee Chairmen and Officers regarding accruals and earmarked reserves (EMR's) to be carried forward to the new financial year.

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 that the end of year position was still looking strong, noting that the final figures were subject to remaining expenditure, EMR's and accruals.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 2nd March 2021

It was resolved to approve the January 2021 payments amounting to £60,043.20, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

9. Accruals & earmarked reserves to be carried forward to 2021/22

The report showing all EMR categories and current amounts was noted.

It was noted that the sourcing of a new supplier for the Council's utilities was still being investigated.

PF590 TO RECEIVE AN UPDATE ON THE ESTABLISHMENT OF SLA'S WITH CTLA & WCAB

The circulated draft SLA with Lewes CA was discussed. It was resolved to adopt this SLA as drafted.

The Clerk reported that the first draft of the SLA with CTLA is expected very shortly.

PF591 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

It was resolved to defer further review of this document until after the end-of-year audits, so that any new requirements can be added.

PF592 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS

The Clerk reported that the circulated document now included a more detailed definition of small and large projects and also when the CIL WP should be convened.

It was resolved to adopt this process as documented.

PF593 TO DISCUSS 2021/22 FACILITIES RENT INCREASES

The Finance Officer related the background to this item.

After discussion, it was resolved to defer the review of the annual rent and maintenance increases until September 2021.

Finance Officer to notify those concerned.

PF594 TO DISCUSS CHANGING COUNCIL'S BANKERS

The Clerk's paper was noted and discussed.

It was noted that Unity Trust Bank was used and recommended by a large number of Councils and was seen as an 'ethical' bank.

The Clerk stated that he needed to do more research into appropriate savings accounts and the Bank's investment policy.

Clerk to report in due course.

PF595 TO AGREE COMPANY TO CARRY OUT REQUIRED TREE WORKS (FROM LA&E COMMITTEE)

[See above.]

PF596 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

i. To receive the meeting minutes of the 8th February 2021

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

ii. To note the draft meeting minutes of the 22nd February 2021

These minutes were noted.

iii. To authorise payment of grants as proposed.

Cllr Griffiths reported that Seahaven Responders had subsequently had a new 4x4 vehicle donated to it. Therefore, the original purpose of the grant awarded, replacement of its current vehicle's clutch, was no longer valid. Seahaven Responders had asked to retain the grant money to go towards its operations. This will be discussed further at the Sub-Committee's next meeting. It was resolved to authorise the remaining proposed grants for Round 1 of the Covid Emergency Community Grants, amounting to £4,035.00, as detailed in the schedule in the meeting papers.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 2nd March 2021

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

PF597 TO ADOPT THE CONFIDENTIAL MINUTES OF 18th January 2021

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

PF598 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

It was resolved to approve the write-offs, as set out in the circulated paper.

PF599 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

The current arrangements were discussed.

It was resolved that the Council would continue with the current arrangements until the 30th April 2021.

Situation to be reviewed at the Committee's next meeting.

[Cllr Griffiths left the meeting].

PF600 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

Current arrangements were noted and discussed. It was resolved that the current contractual arrangements should be extended until the 30th June 2021.

PF601 DATE OF NEXT MEETING – Tuesday 13th April 2021 at 7.30pm

There being no further business, the meeting closed at 20:32.



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Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 12th 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 8th DECEMBER 2020

It was resolved to adopt the minutes 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 12th 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 22nd 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 8th 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 16th February. The SPO has agreed to organise this.

11 TO CONSIDER Planning applications as follows:-

PH975 LW/20/0771 72 The Promenade Peacehaven East Sussex BN10 8ND Case Worker James Emery	Section 73a retrospective application for cladding existing rendered property No reasons to object It was resolved to recommend approval Proposed Cllr Paul Seconded Cllr Milliner All in favour.
PH976 LW/20/0768 9 Wellington Road Peacehaven East Sussex BN10 8QJ Case Worker James Emery	Proposed single storey side extension with part garage conversion. <ul style="list-style-type: none">• Extension will not be seen from the street• Still retains off road parking• It was resolved to recommend approval Proposed Cllr Milliner Seconded Cllr Griffiths. All in favour
PH977 LW/20/0825	Demolition of 81-83 South Coast Road and

Minutes of the meeting of the Planning & Highways Committee – Tuesday 12th January 2020

<p>81 - 83 South Coast Road Peacehaven East Sussex BN10 8QS</p> <p>Case worker Julie Cattell</p>	<p>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 from 9 to 11)</p> <p>The amended application was discussed.</p> <ul style="list-style-type: none">• no public objections to the amendments.• allocated parking for each of the flats• commercial parking for the retail unit• No reasons to object. <p>It was resolved to recommend approval</p> <p>Proposed Cllr Seabrook Seconded Cllr Griffiths Agreed by the majority.</p>
<p>PH978 LW/20/0794 79 Malines Avenue Peacehaven East Sussex BN10 7RR</p> <p>Case worker 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>It was resolved to recommend approval</p> <p>Proposed Cllr Mills Seconded Cllr Seabrook All in favour.</p>
<p>PH979 LW/20/0838 13 Dorothy Avenue Peacehaven BN10 8LP</p> <p>Case Worker 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>It was resolved to recommend approval</p> <p>Proposed Cllr Milliner Seconded Cllr White All in favour</p>
<p>PH980 LW/20/0832 128 Roderick Avenue, Peacehaven, BN10 8BS</p> <p>Case worker William De-Haviland Reid</p>	<p>Erection of a single storey rear extension</p> <p>No public objections Large plot</p>

Minutes of the meeting of the Planning & Highways Committee – Tuesday 12th January 2020

	<p>No reason to object.</p> <p>It was resolved to recommend approval</p> <p>Proposed Cllr Seabrook Seconded Cllr Milliner All in favour</p>
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12 To note the following planning application Decision Notices:-

No decision notices have been received.

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 2ND FEBRUARY 2021

There being no further business, the meeting closed at 20.23



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Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 2nd February 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),

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 PH982 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting.

2 PH983 PUBLIC QUESTIONS

Member of public made Committee aware of building work currently being undertaken at the Chalkers Rise Barratts development which has changed in orientation from that which residents were expecting. This was apparently permitted through a reserved matters planning application. New houses now overlook The Bricky and residents are querying the consultation process from LDC, though aware the changes would have most likely to have been approved, despite possible objections. Another issue brought to the attention of Committee was recent breaches of construction working hours and an application which is currently active to extend the hours in place. The SPO is aware and engaging with LDC along with residents in an attempt to clarify and resolve matters.

3 PH984 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members of the Committee were present.

4 PH985 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest made.

5 PH986 TO ADOPT THE MINUTES FROM THE 12th JANUARY 2021

Adoption of the minutes was proposed by Cllr Milliner, seconded by Cllr Griffiths and resolved as a true record.

6 PH987 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following:-

- Masterplan for Meridian Site survey now closed.
 - 651 online replies.
 - 165 paper replies via PTC
 - 50 plus paper replies via TTC

Minutes of the meeting of the Planning & Highways Committee – Tuesday 2nd February 2021

- Subject to possible change just over 900 responses from 12,000 leaflets delivered.
- University of Brighton Masters in Planning students have produced 4 excellent reports in 2020 and they will do the same for 2021 about GreenSpaces and Environment.
- Housing Numbers being clarified with LDC; how we are doing in finding 255 additional properties by 2030.
- Presentation on Business in plan area delivered to Chamber of Commerce. At Officer and NDP SG level the two Councils are working collaboratively, particularly since August 2020 with the additional involvement of L&N Consultancy and PTC SPO.

1 PH988 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Sharkey – noted that the report does not show the costs of our 6 lamp posts that may need replacing or updating and also no mention of the new Notice Board that was voted at the last meeting that don't seem to come out yet.

Cllr Griffiths confirmed that the notice board cost will only come out of the budget once spent.

Cllr Seabrook confirmed that PTC has 6 lamp posts. Kevin Bray the Parks Officer has been in touch with the lighting supervisor at East Sussex Highways and they will not come out to review the lamp posts until Covid restrictions ease; they did however recommend that we change from sodium to LED lights, which will be a significant saving. Although the funds for this are not in the budget it could be considered to be a capital expense, there is also an ear marked reserve for climate actions – costs all depend on if the whole lamp post is replaced or just the fitting on top.

2 PH989 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE

The report was discussed and noted.

Cllr Seabrook reported that Barratts are proposing to put two car park spaces on the Barratt's estate for the car club. This will need a Traffic Regulation Order; has this happened? The SPO will be following up on the status of this.

3 PH990 DEVELOPERS LIAISON WP TERMS OF REFERENCE

It was resolved to accept the terms of reference.

Proposed Cllr Paul

Seconded Cllr White

All in favour

4 PH991 VERBAL UPDATE ON THE INTERNAL BUSINESS PLAN

Cllr Sharkey noted that at the last Committee meeting on 12th January, it was decided to arrange a one-off Zoom for the committee to discuss ideas for the next IBP meeting which will be on the 16th February 2021.

The SPO reported that this has not been arranged as it is not necessary right now and best to wait until after the IBP meeting to see if it is needed.

5 PH992 TO DISCUSS PTC RESPONSE TO LDC REGARDING PROPOSED EXTENSION OF WORKING HOURS FOR BARRETT'S DEVELOPMENT

The SPO noted that Cllr Collier had been speaking to the Planners at the District Council and was told that they don't have to consult if they don't want to, they will be making a decision by the 5th February 2021 and will take residents views into account as they are fully aware of the developers breaches and concerns of the residents.

12 TO CONSIDER Planning applications as follows:-

<p>PH993 LW/20/0796 24 Dorothy Avenue Case Worker Julie Cattell</p>	<p>24 Dorothy Avenue -Demolition of existing bungalow and garage, erection of a pair of semi-detached chalet bungalows</p> <p>Comments The Committee noted this Road has already serious speeding problems, which have been raised to Highways on numerous occasions. The road safety issues were discussed but the application is to renew an already approved application from 2016.</p> <p>It was resolved to recommend approval</p>
<p>PH994 LW/20/0834 8 Damon Close Case Worker James Emery</p>	<p>Erection of a single storey rear/side extension</p> <p>Comments The below public comment submitted online has been noted. ‘We have no objection, subject that the hardstanding abutting our premises, used for parking, is not affected or interfered with in any manner’</p> <p>It was resolved to recommend approval</p>
<p>PH995 LW/20/0895 37 Capel Avenue Case worker James Smith</p>	<p>Demolition of existing bungalow, erection of 2no 3x bedroom semi-detached houses</p> <p>Comments Letter of objection from member of public received and noted.</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <ul style="list-style-type: none"> • The proposed development is overbearing and out of keeping with street scene – these units are fundamentally different to the in terms of design, density, massing and materials and will have a detrimental affect on local character. They do not respond sympathetically to local surroundings. • The proposed units are considered to be over-development of the plot in terms of bulk, form, height, massing and proportions. They are out of scale and keeping with the local context in terms of adjacent properties and the architectural rhythm of Capel Avenue • The proposed units would alter the character and appearance of the street scene, affecting visual amenity for all • There will be loss of privacy and adverse impacts for immediate neighbours in respect of outlook and daylight – proposals will result in unacceptable over-looking and are

Minutes of the meeting of the Planning & Highways Committee – Tuesday 2nd February 2021

	<p>too close to neighbouring boundaries</p> <ul style="list-style-type: none"> • There will be loss of light resulting from the proposals being so close to neighbouring properties • The proposals will result have a detrimental affect on parking highway safety in the immediate vicinity of the site <p>Overall - Bungalows are in short supply and we would advocate the retention of this type of property as they fulfil a valuable need for the elderly and disabled, in accordance with the Equalities Act 2010.</p> <p>Capel Avenue is distinctive in that is entirely bungalows. The proposed dwellings will be out of keeping and would potentially start a precedent affecting the entire street scene.</p> <p>Capel Avenue is a no through road. We are concerned in terms of construction vehicles. Should permission be granted we would ask that consideration is given to construction management and highway safety in particular.</p> <p>Policy – We do not consider that the proposed development accords with development plan policies, particularly CP2 (Housing Type, Mix & Density), CP11 (Built Environment) and DM25 (Design)</p>
<p>PH996 LW/20/0891 55 Keymer Avenue Case worker Julie Cattell</p>	<p>Erection of a single storey side/link extension and garage conversion</p> <p>It was resolved to recommend approval</p>
<p>PH997 LW/20/0791 42 Arundel Road Case worker James Smith</p>	<p>Erection of a single storey side extension to form a new four bedroom dwelling</p> <p>Comments The Admin Officer received an Email from the Case Officer reporting that the description for this application has changed and the application has now been updated online; the neighbours have been advised of amendments via letter.</p> <p>In light of these amendments to the application and to enable the Neighbours to consider the changes; The Committee resolved that this application will be deferred to the next meeting for a decision.</p>
<p>PH998 LW/20/0878 149 South Coast Road Peacehaven Case worker James Emery</p>	<p>Erection of a 3m depth canopy to the front of the property</p> <p>Comments</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <ul style="list-style-type: none"> • The proposed canopy creates a covered seating area directly adjacent to a heavily trafficked strategic road (A259). This will encourage and enable people of all ages to gather and be of detriment to public and highway safety. • Litter will always be a problem, any waste packaging left on the tables could blow into the Road which will be a hazard

Minutes of the meeting of the Planning & Highways Committee – Tuesday 2nd February 2021

	<p>for drivers.</p> <ul style="list-style-type: none">• The premises are situated in a residential area, with flats directly to the left and above the shop. Tables outside already enable people to sit and eat until late at night and the extra canopy will exacerbate this. The proposals will therefore adversely affect the amenity of local residents in terms of noise• Covid restrictions should apply to any planning permission granted. Picnic tables should not be available under the current lockdown <p>Policy – We do not consider that the proposed development accords with development plan policies, particularly CP13 (Sustainable Travel and Safety) and DM23 (Noise)</p>
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1 To note the following planning application Decision Notices:-

Cllr sharkey suspended standing orders for member of public to update councilors that this application for amendments has not yet been decisioned.

<p>PH999 LW/20/0743 Lower Hodder Farm Hodder Farm Lane Peacehaven Case worker Chris Wright</p>	<p>Reserved Matters approval pursuant to Condition 28 of hybrid planning permission LW/17/0226 for layout, scale, appearance and landscaping for an amendment of 56 of 157 residential units (approved under application reference LW/19/0760), being Phase 2 of the proposed development</p>
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Cllr Sharkey reinstated standing orders.

14 To note the following planning application Decision Notices:-

<p>PH1000 LW/20/0769 44 Valley Road Peacehaven</p>	<p>Householder for Single storey rear extension with balcony</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application.</p>
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It was also noted that planning application below that PTC Objected to was approved by LDCC in December; PTC were not notified.

<p>LW/20/0375 198 South Coast Road Peacehaven</p>	<p>Demolition of existing single storey hot food takeaway building and erection of a 3 storey building which will consist of coffee/sandwich shop at ground floor level and 1no. two bedroom flat and 3no. 1 bedroom flats</p> <p>Lewes DC Grants permission Peacehaven's Planning & Highways Committee Objected to this application.</p>
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The Committee requested that the Admin Officer contact the Planning Officer Julie Cattell to source information on the thinking behind the decision as the PTC P&H committee noted that :-

- pre planning advice was taken by applicant and not all advice taken.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 2nd February 2021

- Small flats not meeting national standards
- Too bulky for area
- Poor amenities for anyone moving in to the flats with a large extractor fan up the side of the building.
- The previous flat application was refused as out of keeping with the area.

15 PH1001 TO REVIEW & UPDATE THE P&H ACTION PLAN.

Action plan noted.

Cllr Sharkey reported that The Coaster car park has at last been cleaned up, having been used for fly tipping for the last 3 months. This had been an ongoing issue since October 2020 and was finally resolved with the intervention by Cllr Duhigg.

DATE OF NEXT MEETING OF THE COMMITTEE 23rd FEBRUARY 2021

There being no further business, the meeting closed at 20.50.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 23rd February 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; Tony Allen (Town Clerk), Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer),

Public; Six members of public were present.

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

1 PH1002 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH1003 PUBLIC QUESTIONS

There were no public questions – observing only.

3 PH1004 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members of the Committee were present.

4 PH1005 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH1006 TO ADOPT THE MINUTES FROM THE 2ND FEBRUARY 2021

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

6 PH1007 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following:-

Completion of the master plan survey

- Survey is now complete with over 800 responses received.
- Results from the digital surveys were collected by survey monkey which automatically produces analysis..
- Around 250 Paper surveys have been received, these will take longer to analyse - many comments to manually look through.
- Most popular type of housing that people are looking for is small town houses and flats/apartments, less popular are shared housing for over 55s/60s and care homes.
- Range of ages participated in the survey, evenly spread.
- Full report coming shortly.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 23rd February 2021

The Neighbourhood Steering Group

- The next Neighbourhood Steering zoom will be on the 11th March at 7pm (every second Thursday of the month) open to the public.
- At the next NDP meeting the work on design codes character areas and green spaces will continue.
- There has been a lot of concern about the roads changing and bungalows disappearing with flats appearing in their place, work is going on to identify policies to stop this happening in the future.

1 PH1008 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was received and noted.

2 PH1009 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE – VERBAL UPDATE

No DLWP meeting has been held since the last Planning & Highways Committee meeting; there are no updates on this occasion. The next Developers Liaison meeting will be on the 5th March.

The Town Clerk praised the hard work of the SPO, Michelle Edser and Resident Mike Gatti.

3 PH1010 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT – VERBAL UPDATE

The SPO reported that the meeting of the Internal Business Plan Committee was held last week and the feedback from the Planning Committee is being taken forward.

4 PH1011 LEWES DISTRICT LOCAL PLAN – LAND AVAILABILITY ASSESSMENT – VERBAL UPDATE

The SPO reported on the following: -

This is potentially of interest to all Councillors and/Staff members therefore consultation will go beyond the Planning and Highways Committee to ensure everyone has been given the opportunity to contribute to the technical planning process. The reports have today been circulated via email to All Councillors and Officers, for consideration.

In summary:

- This list is the results of previous “calls for sites” where landowners have suggested areas for potential housing development
- All of these sites are early in the process and have not been assessed yet as “suitable” but are now in the mix to now be looked at by Lewes DC Planners
- Just because sites are on this list does not mean they will make it further in the process BUT if approved they could be allocated in the future Local Plan and eventually built upon for housing
- There are national requirements to deliver housing, some will have to be in Peacehaven. This is an opportunity to steer where we feel development is most suited, we will not be able to block all development
- Important work on looking at sites is also being undertaken as part of the Neighbourhood Plan however this response will be that of the Town Council
- Any comments you make should relate to factual information and matters such as suitability, availability, achievability (see Stage 2 or the Draft Methodology attached for details)
- There will be further full public consultations undertaken as part of the Local Plan process, for anyone to get involved, this stage is for Town level input only
- The ‘Issues and Options’ (Regulation 18) stage for the new Local Plan (including public consultation) is anticipated Spring/summer 2021.

This has relevance for a planning application at Downs Walk, which will be discussed at the PTC Planning Committee this evening. This is a site which has been put forward and a planning application has been submitted already, ahead of this process.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 23rd February 2021

The SPO will be coordinating all PTC's comments as ONE response. Timescales are short, therefore **initial comments need to be received by the end of next Monday 1 March**. A draft will then be put together for Full Council on the 9th March. This needs to be finalised and with LDC by **March 12th**.

1 TO CONSIDER Planning applications as follows:-

<p>PH1012 LW/21/0014 Land East And West Of Downs Walk Peacehaven</p> <p>Case Officer Julie Cattell</p> <p>Comments by 5th March</p>	<p>Erection of 3 detached two storey houses and 6 detached bungalows, along with parking and associated landscaping Land East And West Of Downs Walk Peacehaven</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <p>Comments 13 online objections noted.</p> <ul style="list-style-type: none">• Site outside planning boundary,• Already been included in the LDC call for sites, which is waiting assessment, trying to preempt the assessment of the site, making it premature.• Ecological assessment was carried out after the site had been cleared therefore any useful habitat had already been destroyed.• The shelter belt trees on the west boundary have been misidentified as Leylandii but they are actually Cypress trees.• On the Design and Access statement, they quote national guidance relating to rural communities such as villages, Peacehaven isn't a village.• Flawed assessment of the site.• 'Meaningful use' of an area can also include leaving it as open space/diversity. <p><i>Standing orders were suspended to allow one member of the public to speak.</i></p> <p>A member of the public spoke of his objections regarding this application.</p> <p><i>Standing orders reinstated.</i></p> <p>It was resolved that the SPO and Admin. Officer to make the response to LDC, based on the Committee's discussions and taking into account the views of residents.</p>
<p>PH1013 LW/21/0031 48 Victoria Avenue Peacehaven</p>	<p>Single storey extension and replacement of conservatory Roof</p>

Minutes of the meeting of the Planning & Highways Committee – Tuesday 23rd February 2021

<p>Case Officer James Emery</p> <p>Comments by 3rd March</p>	<p>It was resolved to recommend approval.</p> <p>Comments One online objection was noted – not grounds to refuse. Proposed extension is at the rear of the property and at the same level. No overlooking issues were apparent.</p>
<p>PH1014 LW/20/0800 24 Steyning Avenue Peacehaven</p> <p>Case Officer James Smith</p> <p>Comments by 3rd March</p>	<p>Demolition of existing bungalow, erection of 3no. 3 storey dwellings comprising of 2 x semi-detached dwellings and 1 x terraced dwelling</p> <p>It was resolved to recommend refusal</p> <p>Comments One online objection was noted.</p> <ul style="list-style-type: none">• Problems with parking already on this over developed area at the end of this narrow road.• Road not built for this amount of housing, all at the entrance to the coast road.• Double yellow lines along this road, only 3 parking spaces proposed on the site for these 3/4 bedroom houses.• There will be a loss of privacy and adverse impacts for immediate neighbours in respect of outlook.• Proposals will result in unacceptable overlooking and are too close to neighbouring boundaries.• There will be a significant impact on the neighbouring property, complete loss of light.<ul style="list-style-type: none">• The proposed units are considered to be over-development of this small plot in terms of bulk, form, height, massing and proportions.• This is a creeping form of development which needs to be stopped.
<p>PH1015 LW/21/0092 18A Lincoln Avenue Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 8th March</p>	<p>Prior notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A for a single storey flat roof rear extension to measure 6m in length, 3m total height and 2.8m eaves height.</p> <p>This Permitted Development planning notification was noted.</p>

Minutes of the meeting of the Planning & Highways Committee – Tuesday 23rd February 2021

<p>PH1016 LW/20/0791 42 Arundel Road (the new house will be 44 Arundel Road)</p> <p>Case Officer James Smith</p> <p>Comments by 23rd Feb PTC have requested extension</p>	<p>This application was deferred from Planning & Highways on the 2nd Feb 2021, due to application changes after the Agenda had been released.</p> <p>It was resolved to recommend approval.</p> <p>Comments The Planning application was looked at in detail and there are no reasons to object. Similar proposal to that already achieved next door. No foreseen impact on neighbouring properties.</p>
<p>PH1017 LW/20/0760 48 Arundel Road (the new house will be 46 Arundel Road)</p> <p>Case Officer James Smith</p> <p>Comments by 11th March</p>	<p>Erection of 1 x 2 bed bungalow</p> <p>It was resolved to recommend approval.</p> <p>Comments The Planning application was looked at in detail and there are no reasons to object. There is adequate room at this site.</p>
<p>PH1018 LW/21/0029 5a Stanley Road Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 11th March</p>	<p>Ground floor single storey side and rear extension</p> <p>It was resolved to recommend approval</p> <p>Comments The Planning application was looked at in detail and there are no reasons to object. The proposal represents a small extension to the dwelling, with adequate room at the site for this.</p>

1 TO NOTE the following Planning Applications:-

The below Planning Decision was noted

<p>PH1019 TW/21/0002/TPO 23 Downs Walk Peacehaven</p> <p>Case Officer Daniel Wynn</p>	<p>Tree to receive 2m crown reduction. Tree to be reduced due to proximity to property, some lateral branches now within a metre of property Tree also causing heavy shade throughout garden, All works completed to BS 3998</p>
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13 TO NOTE the following planning application Decision Notices:-

No planning notices have been received.

14 PH1020 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The circulated Action plan was noted.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 23rd February 2021

DATE OF NEXT MEETING OF THE COMMITTEE - 16TH MARCH 2021

There being no further business, the meeting closed at 20.20

Unadopted - draft

PEACEHAVEN TOWN COUNCIL

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Summary Notes and Actions – Developer Liaison WP Zoom 11am Friday 22nd January 2021

Present - Cllr I Sharkey (Chair), Cllr C Gallagher, Cllr A Milliner, Cllr W Veck, Cllr L Mills, Cllr R White, Cllr D Paul, Michelle Edser (PTC Senior Projects Officer), Mike Gatti (Peacehaven Focus)

Item	Note	Action
	APOLOGIES Cllr L Duhigg	
	AGENDA <ul style="list-style-type: none"> No formal agenda provided Discussion re: notes from last meeting and verbal updates on actions See action updates (separate document) 	
	<ul style="list-style-type: none"> Remit / Terms of Reference of the group – currently being reviewed by Town Clerk Wide discussion re: previous actions and other issues arising, matters raised on Peacehaven Focus, resident and Cllr concerns Chalkers Rise re-alignment in Phase 2 of build. Resident concerns discussed. Agreed to take action to next P&H Committee to consider writing to Lloyd Russel-Moyle MP re: national process for planning application consultation and use of reserved matters procedures Much discussion re: the planning system, what can be controlled through planning and other issues and challenges which are existing such as lack of public transport, housing construction ME to ask ESCC for a schedule of highway works Agreed that PTC should provide an information sheet re: what PTC is doing to support the community in respect of development Need to set out list of Chalkers Rise requirements and current status 	<p>TA</p> <p>IS</p> <p>ME</p> <p>TBC</p> <p>TBC</p>

	<ul style="list-style-type: none"> • Could we ask Pell Frischmann to attend a future meeting • Site liaison – Craig McKenzie has left, Tom Betts is the current site manager • Discussion re: insulation and type of construction. To be investigated. May be covered by other legislation / regulations • Cllr Mills confirmed that LDC have successfully resolved enforcement cases for Telscombe Town Council recently 	<p>ME</p> <p>TBC</p>
	ANY OTHER BUSINESS None	
	DATES FOR NEXT MEETING Friday 5 th March 11am	VO
	Meeting Closed 11:10am	



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DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 6.00pm on Thursday 19th November 2020

Present – Cllr. David Seabrook (Chairman), Cllr Job Harris, Cllr Alan Milliner, Cllr W Veck, Cllr. Isobel Sharkey, Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

1 E136 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E137 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr Chris Collier, Cllr. Lucy Symonds and Cllr Gloria Hill.

3 E138 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

4 E139 TO ADOPT THE PUBLIC MINUTES OF 1st SEPTEMBER 2020 MEETING

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

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

5 E140 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st SEPTEMBER 2020 MEETING

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

6 E141 STAFF DEPLOYMENT & VACANCIES

6.1 GROUNDS TEAM

6.1.1 GROUNDS PERSON VACANCY – RECRUITMENT UPDATE

The Chairman reported that this vacancy had now been filled and that the appointee would be starting in December 2020.

6.1.2 RATIFICATION OF THE APPOINTMENT OF A GROUNDS TEAM TRAINEE

6.2 CARETAKERS TEAM

6.2.1 IMPACT OF COVID-19 SECOND LOCKDOWN ON STAFFING FOR COMMUNITY HOUSE & EXTERNAL FACILITIES/BUILDINGS

The Clerk and Mrs Donovan reported on the provisions for Lockdown 2.

It was noticed that only a skeleton staff was at Community House, with other Officers working from home and only visiting when necessary, under controlled access.

Provisional post lockdown arrangements were also discussed.

Mrs Donovan reported that the Grounds Team were working normally and that the cleaning of the external buildings was ongoing.

6.3 OFFICE STAFF

6.3.1 REMOTE WORKING UPDATE

6.3.2 CLOSING THE PTC OFFICE

See Item 6.2.1 above.

6.3.3 PROVISION OF EQUIPMENT UPDATE

The Clerk reported that all new laptops had been provided. It was noted that the HSE/DSE home working survey had been completed and that the Policy & Finance Committee had approved the purchase of additional items required.

7 E142 ONGOING STAFFING MATTERS & ACTION PLAN

The Clerk highlighted items from the circulated Action Plan. No updates or additions were noted. Appointments, ongoing cases, issues and training opportunities were discussed.

8 E143 TO DISCUSS & AGREE BUDGET REQUIREMENTS FOR 2021/22

The Chairman reported on his discussions with the Clerk to determine remaining expenditure for 2020/21 and to estimate requirements for the draft 2021/22 budget.

Training budget and requirements were discussed.

Training requirements for meeting chairmanship, mental illness awareness and social media awareness were noted.

It was resolved to review the Council's Press & Social Media Policy.

9 E144 DATE OF THE NEXT MEETING

Wednesday 13th January 2021 at 7.30pm.

There being no further business, the meeting closed at 18:51.



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DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 7.30pm on Wednesday 17th February 2021

Present – Cllr. D Seabrook (Chairman), Cllr C Collier, Cllr A Milliner, Cllr W Veck, Cllr. I Sharkey, Cllr L Symonds, Cllr G Hill, Cllr C Gallagher.
Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

1 E145 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E146 TO CONSIDER APOLOGIES FOR ABSENCE

All Members were present.

3 E147 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

4 E148 TO ADOPT THE PUBLIC MINUTES OF 19th NOVEMBER 2020 MEETING

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

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

5 E149 TO ADOPT THE CONFIDENTIAL MINUTES OF 19th NOVEMBER 2020 MEETING

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

6 E150 TO REVIEW CURRENT SICK ABSENCE CASES

The Clerks report was received, noted and discussed in detail, with actions agreed.

7 E151 TO REVIEW STAFFING MATTERS & ACTION PLAN:-

i. TO REVIEW OUTSTANDING GRIEVANCE CASES

Outstanding grievance cases were reviewed, and actions agreed.

ii. TO REVIEW OUTSTANDING DISCIPLINARY CASES

Outstanding disciplinary cases were reviewed, and actions agreed.

iii. TO REVIEW OTHER STAFFING MATTERS

No items.

8 E152 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS:-

i. TO REVIEW POLICIES & PROCEDURES

It was noted that the Clerk has instigated a rolling review of Council's policies and procedures. The Chairman reported on the development of a new flexible working policy.

- ii. **TO ASSESS STAFF TRAINING REQUIREMENTS**
- iii. **TO ASSESS COUNCILLOR TRAINING REQUIREMENTS**

Training requirements were noted and discussed.

- iv. **TO REVIEW STAFFING STRUCTURE, ROLES & JOB DESCRIPTIONS**

It was noted that annual appraisals for all staff are currently in progress.

Mrs Donovan raised the need to review job titles and descriptions and will submit a report to the Committee's next meeting.

The Chairman reported that the review of the staffing structure and roles had been looked at but had been paused during the current Covid working arrangements.

It was resolved to adopt the Committee's Business Plan section as drafted.

9 E153 DATE OF THE NEXT MEETING

Wednesday 31st March 2021 at 7.30pm.

There being no further business, the meeting closed at 20:38.



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PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 15th 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 23rd December to the 4th 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 3RD 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 950m² 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 9th FEBRUARY 2021

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



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 9th February 2021 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr L Duhigg, Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr R White, Cllr G Hill, Cllr L Symonds, Cllr D Paul.

Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

LA 519 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

LA 520 PUBLIC QUESTION TIME

There were no members of the public present.

LA 521 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr E Simmons (Substituted by Cllr L Duhigg) and Michelle Edser (PTC SPO).

Cllr R White was invited to join the meeting.

LA 522 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Duhigg as a member of the LDC CIL Board.

LA 523 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 15th DECEMBER 2020

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

LA 524 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was received.

The Parks Officer reported that the tree works costs were not yet shown in the financial report.

Cllr Gallagher noted that the current budget for signage, and some other budgeted amounts, need to be considered for carrying forward into the new financial year.

LA 525 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

Cllr Gallagher noted that the Plan was now a helpful document and provided useful information.

Cllr Seabrook asked that the Committee's allocated Business Plan items are only those that fall within its remit, e.g. not items relating to buses.

It was noted that the Business Development Plan Committee will review the structure and content of the Plan.

LA 526 PROJECT UPDATE

The circulated report was received. The following points were discussed:-

- The new shredder will arrive next week.
- The Licence for the Cycle Hub containers etc. is being discussed further at a meeting to be held on the 10th February 2021.
- PTFC Licences and deadlines.
- Dell playground development update.

LA 527 TREE SURVEY REPORT

The circulated report was received.

The Parks Officer reported on the tree survey, noting that only a few trees actually need removing; quotes are being sought for this work.

It was resolved that the Policy & Finance Committee would be asked to approve the company to undertake these tree removal works, so that they can be carried out before the nesting season (as the Committee itself does not meet again until the 23rd March 2021).

LA 528 PLAYGROUND ANNUAL INSPECTION REPORT

The circulated report was received.

The Parks Officer reported on the impending arrangements for the independent play area inspections.

It was noted that daily inspections, maintenance and Covid measures were continuing, despite the constant change in weather conditions.

LA 529 NHP GREENSPACES UPDATE

The circulated report was received.

Cllr Gallagher reported that the Green Spaces Report, relating specifically to Peacehaven, had been presented to the Council at its meeting in January 2021. It will be incorporated into the Neighbourhood Development Plan and needs to take into account Government planning policy and national standards.

It was noted that, at Town level, work on green spaces was continuing with volunteers and students from the University of Brighton.

LA 530 MANAGEMENT PLAN FOR AMENITY AREAS

The circulated report was received.

The Chairman queried the approach to the report, noting that strategic policies relate to the NDP, whereas the management of parks was the domain of the Committee and PTC staff. The Chairman pointed out that there are numerous considerations/questions that need to be considered initially, and that public consultation should be the first step.

Cllr Gallagher referred to a recent LDC open spaces report which showed that provision in Peacehaven was below average.

It was noted that the different green spaces had different characteristics and would need different solutions, with CIL or other grant funding also required.

Cllr Mills stated that she will carry out a public consultation for a dog agility area at Shepherds Down and will submit a paper at the Committee's next meeting.

It was resolved that:-

- The first step should be to conduct a survey of residents within a 10 minute walk of each of the three areas to ascertain what they want from their green spaces, to be carried out by PTC.
- The cost of having a professional report conducted should be obtained.
- The focus will be on the three areas in the report, i.e. The Oval, Epinay Park & Shepherds Down.
- The SPO will be asked to assess the case for an application for CIL funding for the improvements to these areas and for a professional survey to be conducted.

LA 531 VERBAL REPORT RE CIL/106 MONEY

The Clerk related the following report from the SPO:-

Delivering our CIL Bids (The Dell & Centenary Park)

SPO, PO & Council to work together to now deliver these:-

- **The Dell** – LDC have recommended that we pay for the items ourselves (all to be in accordance with the bid) and claim it back from LDC.
- A Grant Agreement is necessary for **Centenary Park** as it's a larger amount. PTC to finalise scheme, quotes, evidence agreements (such as planning permission, ESCC support)

- *We should apply for the grant agreement when we are ready for the funds. A pro-forma will be sent, it will take a week or so to draft.*

Thakeham Homes. Land North of 56 Keymer Avenue, Peacehaven - S106 Funds

- *Money held by ESCC for “schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and/or highways improvements” not specific in terms of measures.*
- *SPO has contacted ESSC to discuss PTC ideas.*
- *Reply 8-2-21 from Nicholas Mitchell (Principal Scheme Development Officer, Strategic Economic Infrastructure).*
*“The S106 funding has been allocated for construction of measures which are identified in the new A259 study between Brighton and Newhaven, which will commence this year, and **Peacehaven Town Council’s proposal can feed into the study.** I’m afraid that the Strategic Economic Infrastructure team is not in a position to take on the design/delivery of other projects at the moment when we have the Local Growth Fund programme to get delivered within a strict timeframe.”.*
- *PTC need to lobby to get appropriate measures in the study, write in or ask for a meeting? Raise at SLR? (Cllr Seabrook is aware).*

It was resolved that the SPO should arrange a meeting with ESCC Officers so that PTC’s views and concerns can be put directly. To be followed up by the Planning & Highways Committee as appropriate.

LA 532 HOWARD PARK WORKING PARTY UPDATE

Cllr Seabrook reported that the WP had met recently and had also recently met on site. A copy of the WP’s meeting notes and latest action plan to follow.

Cllr Seabrook noted that a report of the WP’s recommendations for action will be put to the Committee’s next meeting.

LA 533 WORKS UPDATE

The circulated report was received.

Cllr Duhigg praised the Parks Officer and his team for their hard work in keeping the areas around the Town clean and tidy.

LA534 DATE OF NEXT MEETING

Confirmed as the 23rd March 2021.

There being no further business, the meeting closed at 20:49.



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Minutes of the meeting of the Business Development & E-Communications Committee, held virtually via ZOOM, at 7.30PM on Tuesday 1st 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 22nd 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 16th February 2020.

The meeting ended at 21:09



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Minutes of the meeting of the Business Development & E-communications Committee, held virtually via ZOOM, at 7.30pm on Tuesday 16th February 2021

Present – Cllr Alan Milliner (Chair), Cllr Catherine Gallagher (Vice- Chair) Cllr Wendy Veck, Cllr Ron White, Cllr Isobel Sharkey, Cllr Symonds, Cllr Chris Collier, Cllr Gloria Hill

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

1 BPEC072 TO CONSIDER APOLOGIES FOR ABSENCE

No Apologies

2 BPEC073 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No Declarations

3 BPEC074 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 1st December 2020

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

Cllr. Gallagher Proposed

Cllr Sharkey Seconded

All in Favour

4 BPEC075 PUBLIC QUESTION TIME

No Public Questions

5 BPEC076 BRIEFING AND DISCUSSION OF DRAFT UPDATES TO THE INTERNAL BUSINESS PLAN

Cllr Gallagher introduced this item and outlined the purpose of the document. Cllr Gallagher went on to give an update on how the document has progressed so far, mentioning how many of the tasks in the plan have been progressed by their own committee and then passed onto the Marketing Assistant to update the IBP, with many of the columns changing from red to amber in the progression section.

The Senior Projects Officer confirmed that every committee now has the IBP on their respective agendas to make sure the document is continually progressed.

Cllr Sharkey Confirmed that the Planning and Highways Committee will be auditing and improving the street furniture in the town.

The Town Clerk confirmed that the Personnel Committee will be working on new targets at the committees next meeting held on Wednesday 17th February and they will feed back their ideas to the Marketing Assistant to add to the IBP.

6 BPEC077 IMPROVING ACTIVE TRAVEL AND PUBLIC TRANSPORT AVAILABILITY IN PEACEHAVEN

The Town Clerk introduced this item and suggested that the Business Committee needs a more narrowed down and focused approach to Active Travel to make sure we do not lose track of anything.

CLlr Gallagher confirmed that Patrick Warner who works in innovation at the Brighton and Hove Bus Company had presented at the Peacehaven Chamber of Commerce meeting and found his presentation to be very reassuring as it seems that Peacehaven are very much on the Bus Companies radar.

The SPO confirmed that she has been working on trying to establish relationships and contacts with officers from Brighton and Hove Bus Company as well as other important stakeholders.

CLlr White stated that himself, the Town Clerk and CLlr O'Connor from TTC are meeting with Public Health to discuss a new active travel path in the town to connect key areas in Peacehaven and Telscombe.

CLlr White also went on to mention that Brighton and Hove Buses often only have a n occupancy rate of just 25% outside of peak hours which might be due to the fare price.

CLlr Symonds suggested that we should create a consultation or survey to find out why people don't use the current bus services available.

The SPO confirmed that herself and the Marketing Assistant had previously created a public transport Survey which is ready to be published at an appropriate time.

It was agreed that the draft survey should be reviewed and added as an agenda item onto the next Business Development & E-Communications meeting in April.

CLlr Gallagher Proposed
CLlr Sharkey Seconded
All in Favour

7 BPEC078 PROMOTING PEACEHAVEN AS A PLACE TO DO BUSINESS

CLlr Gallagher talked the committee through the presentation provided by the University of Brighton which analysed the current Business Environment in Peacehaven as well as some survey results from a business networking event which took place in early 2020.

CLlr Symonds suggested that the Town Council should send the business survey to all of the businesses on the Marketing Assistants Data Base.

The Senior Projects officer agreed that the Town Council should go ahead with creating a business survey.

8 BPEC079 COMMUNITY WEALTH BUILDING IN PEACEHAVEN-

- i. TO REVIEW THE PRESTON MODEL**
- ii. TO DISCUSS WHAT CAN BE DONE IN PEACHAVEN TO BUILD COMMUNITY WEALTH**

The Marketing Assistant introduced this item and discussed how at previous Business Development & E-Communications committee meeting held on the 1st December 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. Since the last meeting the Marketing Assistant confirmed that he has conducted thorough research into the Preston model of Community Wealth building. The Marketing Assistant went onto discuss how Preston City Council had managed to redirect £70 million back into the Preston economy and £200 million into the Lancashire economy.

Cllr Milliner confirmed that Lewes District Council are now following a similar model to Preston City Council.

Cllr Collier confirmed that Lewes District Council have now implemented a Community Wealth Building model after they instructed CLES to help them come up with a model for the LDC area. He also confirmed that a big focus of their community wealth building strategy is around recovering from the Covid-19 Pandemic and improving the district at the same time. Cllr Collier suggested that Cllr White should attend the recovery summit to see if we can learn from some other organisations in the district.

Cllr Collier also suggested that we should implement a procurement and employment policy.

Cllr Milliner confirmed that he has an interest in this area and would like to support Cllr White in developing this project further.

The Town Clerk stated the usefulness of collaborating with both other Town Councils as well as other District Councils to save time and gain knowledge from others.

9 BPEC080 TO RECEIVE AN UPDATE ON THE COMMUNITY ENERGY SCHEME

The SPO gave an update on the current status of this ongoing project. The SPO confirmed that she had had met with DR Earthy onsite in December looking at potential locations for battery storage which could be an income generator for the Town Council as well as providing cheaper and more sustainable energy for the Town. The SPO also reiterated that it is still very early stages, and a potential operator will now come and look at the potential sites to see if the project is feasible and then produce an offer/ report to Council.

10 BPEC081 TO DISCUSS THE LONG-TERM FUTURE OF THE HUB- (Verbal Report/Discussion)

Cllr Gallagher confirmed that the Leisure and Amenities committee had previously looked at the short-term future of the hub and now is a good time to start to look forward at the long-term future of the hub.

The SPO stated that she had seen the initial plans and drawings for a two-storey building with a garden on the roof and a balcony on the Hub Site. She confirmed that it would be a nominal cost for the drawings to be updated to current regulations. The SPO confirmed that we can also receive free, pre planning advice from Lewes District Council to see how they feel about the scheme.

11 BPEC082 TO RECEIVE AN UPDATE ON THE FUTURE OF THE PEACEHAVEN LIBRARY- (Verbal Report/Discussion)

The SPO confirmed that there is a joint Peacehaven Library working party with Telscombe Town Councillors who recently reported facts to Full Council. The SPO confirmed that she has arranged another meeting with East Sussex County Council in March and the working party is really trying to lobby them to provide the best possible Library in future developments.

Cllr White explained that he has now written to the Directors of Social Services and Children Services at East Sussex County Council to address his concerns about the possibility of a smaller library in the Town and the impact this would have.

Cllr Milliner stated that we should look at the Library Camden Council are currently producing which incorporates a traditional library whilst including other major stakeholders including the Secondary School and other Youth services in the area.

12 BPEC083 TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE

The Marketing Assistant confirmed that himself and the Town Clerk were currently in the process of updating all of the Committees Terms of reference documents. The Marketing Assistant then went on to say that the

Terms of Reference for the Business Development & E-Communications Committee have not been updated since the committee was formed.

CLlr Gallagher confirmed that she had previously submitted some suggested amendments via email. The Marketing Assistant confirmed that he had received them.

The Town Clerk suggested that himself, The Marketing Assistant, The Senior Projects Officer and CLlr Gallagher should work on an updated Terms of Reference Document for this meeting and come up with a draft to be agreed at the next meeting.

13 BPEC084 DATE OF THE NEXT MEETING – TO BE AGREED

The next Business Development & E-Communications meeting will take place on Wednesday the 7th April at 7.30pm

The meeting ended at 21:10

Approved by Full Council 28th July 2020-Review in 6 months

Peacehaven Town Council

Internal Business Plan 2020/2021



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

KEY:

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

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

Key Strands and Objectives:

Financial - To establish financial stability

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

Place - To create a sustainable and visually attractive Town

Community - To build an inclusive, healthy and vibrant community

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

GLOSSARY OF TERMS

Committees

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

Officers

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

POLICY AND FINANCE COMMITTEE

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To ensure all Committee Chairs are provided with relevant and up to date financial reports. All Committees to take responsibility for the management of their budget.	RFO Town Clerk Committee Chairs Reporting to P & F	Financial data to be included in Committee Meeting Reports	Started TBA	ongoing	
To rebuild General Reserve ratio to 50% of Precept	RFO Town Clerk Reporting to P & F	Pro-active Management of Budgets Active forward planning	Started TBA	Reporting To P&F Committee Sept 2020 ongoing	
Increase income streams	Town Clerk/RFO Officers and Councillors Reporting to P&F	All ideas to be encouraged from Committee Chairs and Officers Report to be compiled 6-monthly by RFO/ FO	TBA	TBA/ Ongoing	
Reduce costs and make efficiency savings					
Monitor and allocate Section 106 and PTC CIL	Senior Project Manager RFO/ FO	Identify projects Maintain a financial spreadsheet	Meetings held with CIL Officer and CIL WP reports prepared May 2020, June 2020	July 2020 Quarterly Thereafter	
Prepare Project bids for LDC CIL	Reporting to P & F	Liaise with LDC CIL Officer			

LEISURE, AMENITY AND ENVIRONMENT

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Within Peacehaven Town Take steps to increase Carbon Capture To examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality	Senior Project Officer Climate Emergency WG LA & Environment	Environmental Audit Including Air Quality	Climate Emergency Group Formed	April 2021 Ongoing	
LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc	Reporting to LA & Environment Senior Caretaker Parks Officer	Report to be produced Setting out policies with actions and outcomes required	Plastic Policy produced	Report to LA & E By October 2020 Ongoing	
To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wildflowers, planter flowers, trees and bushes throughout the Town	Parks Officer Steering Group NDP L.A & Environment	Management Plan started May 2020 Trees Survey commissioned	Started Report NOV 2020	Report to LA& E Committee Completion April 2021	
Carry out regular inspections for risk and health and safety of open spaces	SPPO Parks Officer LA & E Committee	Audit sheet/Format Set up and audit carried out	Grounds team do daily inspections New reporting system needed.	Initial report April 2021	
To improve the health and recreation facilities in Peacehaven Town	SPPO Marketing Assistant Civic and Marketing Officer Leisure & A	Audit of current facilities Plan for what else is needed	Plan to be started	Report Progress Sept 2020	

PLANNING AND HIGHWAYS

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination.	Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers	All possible means to gather Public Participation to be explored Appoint Senior Project Manager	Steering Group teams working to gather evidence. Allocation of Sites and Meridian Development now active	Ongoing	
Work with ESCC/stakeholders to create walkways and cycle paths through Peacehaven, linking to surrounding areas	SPO (Planning and Bus Dev) P&H Steering Group	Planters throughout town to be planted Litter and debris cleared Fencing repaired/painted	Plan to be devised	Ongoing	
Improve and upgrade the Public Realm	SPO (Planning & Bus Dev) Planning and Highways Steering Group	Review Quality and quantity of all signs, railings, notices, benches, bins etc	Audit for street furniture etc Plan for future	First report April 2021	
Developer Liaison Group	SPO (Planning & Bus. Dev.) Planning & Highways Committee	Establish which Developments to be followed Information to be obtained from LDC Planning	SPO Cllrs from P&H And Chair of NDP Steering Group	Ongoing Terms of Reference Agreed	

Identify car free areas, work with ESCC/developers etc to install electric charging points	SPO P & H Committee	Report to be prepared. Identify the way	Started by Steering Group	Initial report 2020	
To Complete the Peacehaven and Telscombe Neighbourhood Development Plan	Town Clerk SPO (Planning & Bus Dev)	Identify possible means to gather Public Participation to be prepared. Identify the way ahead. Appoint Senior Project Manager	Steering Group teams working to plan for future. gather evidence. potential audit. Allocation of Sites and Meridian Development now active	Draft Report Dec 2020	
Identify road safety issues using a hierarchy of needs with priority to vulnerable users To implement the NDP after examination.	R & H Committee Steering Group All Councillors and Officers	Report to be prepared. Identify the way ahead. Appoint Senior Project Manager	Plan for future. gather evidence. potential audit. Allocation of Sites and Meridian Development now active	April 2021	
Protecting and Enhancing the landscape	LA & E Committee	Protecting and Enhancing the landscape	LA & E Committee		

BUSINESS DEVELOPMENT (& E-COMMUNICATIONS)

Long Term Future for The HUB, Community House	SPO (Planning & Bus Dev) Bus. Dev & E Comms Committee	Produce a Business Plan including options and financial implications	WP from LA&E reviewing Short term needs	April 2021	
Develop a strategy for advertising and promoting Peacehaven town as a place to do Business	SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms	Report/ Plan To be prepared	To be commenced	April 2021	
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions	SPO (Planning and Business Dev) Marketing Assistant Civic & Marketing Officer B D & E Comms	Complete a report with SWOT Analysis	Commenced by Steering Group	April 2021	
Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven To work closely with local universities and the greater Brighton business partnership	SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms	Plan to be prepared identifying groups and Setting programme of contact dates and methods	Working closely with chamber including Town clerk doing presentation at recent meeting.	April 2021	
Community Energy Scheme	Senior Projects Officer	Community Energy Scheme	Senior Projects Officer	April 2021	

Assess futureproofing of infrastructure	Senior Projects Officer P&H		To be commenced	April 2021	
Consider devolution of car parks / parks from LDC					
Consider other sites for ACV status					

STEERING GROUP – NEIGHBOURHOOD DEVELOPMENT PLAN

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination.	Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers	All possible means to gather Public Participation to be explored Appoint Senior Project Manager	SPO Appointed August 2020 TBA	Draft Report May 2021 Completed Dec 2021	
Protecting and Enhancing the landscape	LA & E Committee P&H Committee Steering Group SPO (Planning & Bus. Dev)	Clear views to sea and SDNP Re-assess Volunteers involved	Policies and management Plan to be devised In Progress	Initial Report Ongoing Reports to LAE Committee	
To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wildflowers, planter flowers, trees and bushes throughout the Town	Parks Officer Steering Group NDP L.A & Environment	Management Plan started May 2020 Trees Survey commissioned	See above	Report to LA& E Committee Completion May 2021	

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
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CIVIC & COMMUNITY EVENTS

To improve the communication with the wider community in Peacehaven – suggestions included Enews/general advertising on social media/banner boards/ updating the website.	Marketing Assistant			Ongoing	
Improve PTC Website	Marketing Assistant	Improve UX	<p>Recently changed colours and front-page format,</p> <p>Made some pages easier to navigate, Introduced BrowseAloud to meet the highest standards for web site accessibility.</p>	Ongoing	
To utilise the existing boards in the town for private advertising.	Marketing Assistant	Promote the advertising space amongst the business community	First Six-week Rental booked from 21 st Dec.	Ongoing	
Filming in the Town	Marketing Assistant	Improve website to encourage more local film producers to use our town as a location for filming	<p>Filming page has been updated on our website.</p> <p>New form created for potential customers.</p> <p>A few enquires already.</p>	Ongoing	

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.	Marketing Assistant	Contact original designer	MA spoken to original artist and a graphic designer from Madisons. Logo can't be sharpened.		
To review and improve our hiring charges to introduce maybe a discount, to encourage people to come back to us.	CMO INFORMATION OFFICER	Advertise discounted rate online. Contact all previous hirers.			
To reinstate the Youth Mayor when it is safe to do so.	CMO MA	Contact PCS Again			
Creation of coffee mornings and events once Covid restrictions permit	CMO MA Information Officer	Organise events to encourage residents to return to CH.			
Promote Peacehaven town Identify unique features to promote	Civic and Marketing Officer Marketing Assistant	Revisit logo and brand. colours, text etc	Refresh Website Colours/branding.	Report Sept 2020	
To build an inclusive Society To build and establish the Youth Project Started in 2019	Civic and Marketing Committee Civic and Community Events	Review existing arrangements/set a plan to support youth	Budget allocated for session at the Joff. Link with ESCC Youth Services	Report Progress Sept 2020	

Bringing Sussex Police into the heart of the Community		Admin Officer Marketing Assist Reporting to?	Encourage police to use base in Community House.	Difficulties contacting PCS	Report Progress by Sept 20	
Project	Responsibility	Activity Required		Current Position	Deadline	Objective Achieved
Develop a schedule of events to include all sectors of the demographic To ensure that all policies and Procedures are reviewed on a regular basis and reflect current	Personnel Committee	Marketing Assistant Civic and Marketing Officer Civic and Community	Finalise Lone Working Policy Plan to be drawn up to include all sections of society	Held due to Covid. produced but all events postponed or cancelled due to covid-19	September 2021 Progress Sept 2020	
		Events Committee				

PERSONNEL COMMITTEE

employment legislation		Review and streamline Grievance Policy	Not started	September 2021	
To ensure that all staff are trained to meet the needs of the job	Personnel Committee	Review and streamline Disciplinary Policy	Not started	September 2021	
		Training Plan to be devised for all staff	Not Started	June 2021	
		Staff Training - Climate Change	Not started	September 2021	
		Review Volunteer policy	Not started	September 2021	
		Awareness			
		Flexible Working Policy to be written	Not started	June 2021	
		Training Plan for Trainee Grounds	Playground		
		person to be created including: Caretakers' working practices	Inspection Course On hold following advent of second COVID-19 lockdown.	September 2021	
		<ul style="list-style-type: none"> • Handheld Equipment • Ride on Mowers • Playground Equipment 			
		Inspection			

		<ul style="list-style-type: none"> Shredder 			
		Training for Grounds Staff on <ul style="list-style-type: none"> Playground Equipment Inspection Hedge Cutter and Strimmer Training Shredder Training 	Playground Inspection Course held up by Covid	June 2021	
To ensure that Councillors are trained to do the job	Personnel Committee	Training for Councillors – Autism Awareness Training	Not started. This is an online course from the Autistic Society	June 2021	
		Training for Councillors – Mental Health Awareness	Not started. This is a half day course	September 2021	
To ensure that the staffing structure, roles and job description meet then needs of the Council.	Personnel Committee	Review to be conducted annually	Working party formed. Initial meeting held.	June 2021	
		Review Contracts of employment to ensure that meet current legislation			
		Review contacts for external contractors			



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PEACEHAVEN TOWN COUNCIL

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Summary notes of the Climate Emergency Working Party meeting held via zoom at 3pm on Wednesday 23rd September 2020

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

Cllr Seabrook welcomed the everyone to the meeting.

1. CEWP037 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Hill – apologies accepted

2. CEWP038 TO REVIEW THE SUMMARY NOTES FROM THE LAST MEETING ON WED 22nd July 2020

Summary notes accepted

3. CEWP039 TO REVIEW THE ACTION PLAN FROM THE MEETING ON 22nd JULY 2020

Discussed and noted

4. CEWP040 PURCHASE OF SHREDDER

It was proposed that the Climate change WP's budget of £5100, will be offered to use towards a Shredder for the Grounds team & £1000 from L&A. This will be referred to the next P&F meeting.

- Having our own shredder will reduce the trips to Ringmer petrol costs/pollution/vehicles congesting roads
- Petrol costs likely to increase
- Disposal costs likely to increase significantly
- Possibility of disposal site closing and then further travel
- Without mulching additional watering is needed or trees and shrubs will die
- Once a machine leased or purchased prefer not to hire or lend out and to keep within our own grounds team to ensure treated well and maintained correctly.

5. CEWP041 UPGRADE OF COMMUNITY HOUSE

Upgrade of CH with a Climate change point of view.

Retro fit buildings instead of knocking them down. Reduce energy use and carbon emissions.

- Solar panels will need replacing and a battery system to go with it, far more effective to store it yourself and then use it.
- Lighting system, potential to save lot, florescent lights need to be replaced. automatic lighting.
- Rain water harvesting for toilets.
- HDD need to make it insulated. Clad the outside, make it look modern to fit in with new Meridian Centre. No Plastic.
- Porch on the west door, there will be no internal Meridian Centre, door constantly open and closing. Need to keep heat in.
- Thermostats to adjust the heating in each individual rooms.
- Windows need replacing to open in reception and office, for ventilation, double glazed and ensure outside windows will be secure.
- To look at the kitchen equipment, existing gas hob too overpowered for what we need. Kitchen users leaving the hob on.

6. CEWP042 FEEDBACK FROM JOINT WORKING PARTY

Constructive meeting, the next will be on 22nd October

7. CEWP043 UPDATE ON ELECTRIC USAGE AND SOLAR PANELS

All panels have been checked at the cafe and are working as well as their expected efficiency.

£157 so far this year is what we have got & won't be as much for the next 6 months due to lack of sun.

8. CEWP044 WASTE RECYCLING

Admin Officer spoke with Senior caretaker – PTC bins

There are 6 bins outside in carpark

- 1 mix recycling
- 1 cardboard

- 2 general waste
- 2 grounds team – dog waste and litter picking

The senior caretaker reported that the other shops within Meridian Centre use our bins so unable to downsize as it may mean we run out of space for our waste. If the other shops stopped using our bins we may have an opportunity to downsize our bins and save money.

Suggestions made by Climate working party regarding the bins

- Locks on the bins
- Laminates on the bins to ask people to not use as PTC bins
- Yellow bin in office and the confidential paper sack – who takes away, costs and they are being utilised in lockdown.
- Do we get charged per bin or per collection

9. CEWP045 CLIMATE CHANGE STRATEGY

To start thinking about and come up with a series of policies for all aspects of what the council does, climate change friendly policies for everything.

Might become a bit clearer once the Lewes climate change forum takes place. Will make things clearer when we find out what is being done elsewhere.

10. CEWP046 REVIEW OF ACTION PLAN

Have noted and made updates.

11. CEWP047 ANY OTHER BUSINESS

TRAINING – need to bring Office staff and Councillors up to speed on the work of the Climate Emergency working party and our policies.

Everyone needs to be aware of turning lights off, recycling, take plastic home to recycle as no bins currently on the premises. If using the kitchen hob, do not leave the gas on full power. **If everyone makes a small change, those small changes will very quickly add up to make a big difference.**

Cllr Sharkey, reported that at the last Business Development Committee meeting, it was put to the Committee that it would be a positive step to have a "Green section tab" on the Website/E News. This was taken up positively.

The next meeting will be Wednesday 4th November 2020

The Meeting ended at 17.45



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Summary notes of the Climate Emergency Working Party meeting held via zoom at 3pm on Wednesday 10th Feb 2021

Present - Cllr D Seabrook, Cllr I Sharkey, Cllr S Griffiths, Cllr R White, Cllr Hill
Vicky Onis- Admin Officer, Zoe Malone – Finance Officer, Alex Chugg -Town Clerk Seaford Town Council

Introductions

Cllr Seabrook welcomed Adam Chugg the new Seaford Town Clerk – Adam Chugg updated members on the progress made by Seaford since creating a Climate Change WP in October 2019. Adam would like to join PTC's CWP zooms occasionally and when Seaford is up and running and made more progress would like to work together we are welcome to join theirs to exchange information.

Cllr Seabrook updated Adam on Peacehaven's progress.

Currently Working on a Climate Strategy Document; LDCC have released theirs now, so we can pick out relevant items to Peacehaven and create our own.

EVENTS – Climate Cafes/Climate markets – put on back burner due to covid

CITIZENS PANELS – where we can get together groups of people with a specific interest in 1 of our topics to gather their opinions on Climate Change relevant issues.

We have Signed up to global covenant of Mayors for Climate change & Energy. Will look at the requirements as deadlines approaching.

CEWP048 TO CONSIDER APOLOGIES FOR ABSENCE

All members of the WP were present

CEWP049 TO AGREE THE SUMMARY NOTES FROM THE LAST MEETING ON THE 23rd SEPTEMBER

The summary notes were accepted, Proposed Cllr Hill, Seconded Cllr Sharkey. All in favour.

CEWP050 COVENANT OF MAYORS

Cllr Seabrook updated the WP that within 2 years of signing the Covenant (July this year) we need to put up an action plan on their site. Need to look at this and get Tony to update their website with what we are doing, or we will removed. The benefits of signing up is the ability to share information globally.

When signing to this Covenant we agreed to to:-

- Reduce our co2 by at least 40% by 2030
- To improve the energy efficiency through a Greater use of renewable energy sources (Green energy suppliers)
- Meant to carry out a base line emissions inventory and a climate change risk and vulnerability assessment
- Submit a sustainable energy and climate action plan within 2 years (July)
- Report progress at least every second year.

If we do all this we will be listed as being a Council who are doing what they can to support climate change.

CEWP051 CLIMATE CHANGE STRATEGY AND POLICY

Cllr Seabrook has spoken to the SPO, Michelle and Tony to see if Michelle could be allocated some time to work on this Policy. LDCC's Strategy Policy looks very professional and we should spend some time on getting this right.

CEWP052 MERIDIAN REDEVELOPMENT

Cllr Seabrook reported that we need to think about this Item quickly and carefully.

We haven't yet asked HDD, what they doing to mitigate their carbon effects of their development.

District Heating systems were discussed; Cllr Griffiths updated that the SPO has confirmed that unfortunately there are no legislations for this and the site isn't large enough for an Environmental impact report.

The WP discussed the current draft plans and the needs of the Town. Cllr Seabrook has requested that the WP send any carefully thought out questions/suggestions/comments to him asap, so he can provide a report at the next HDD meeting.

CEWP053 REVIEW PTC UTILITY BILLS

PTC's Utility bills have previously been managed by ESCC at a cost to PTC of £600 per year. This contract comes to an end at the end of April and we need to research other suppliers.

Zoe spoke of how the energy team that currently organise our gas/elec supplies get a low rate as they do it for so many companies; when the contract ends in April our bills will be slightly higher as we won't have this discount but, we will be saving on fees.

It was resolved that Zoe researches the Greenest Gas and Electric suppliers and gets some quotes and also some other cheaper, non-green suppliers, in case P&F want to go for cheapest not greenest.

CEWP054 REVIEW OF ACTION PLAN

UPDATES

- Local Government Pension Plan in the Fossil Fuel industry - A letter was sent to LGPS concerning Fossil fuel investments – ESCC replied that they are not going to divert from using Fossil Fuel Companies.
- Shredder has now been purchased which will save trips in the van.
- Solar powers all checked and working as well as can be – question now will be when we can replace with something more efficient.
- Community Garden to be relaunched when possible.
- Wildflower Planting & water refill station at the Dell – first application unsuccessful, would like to try again. Discuss with Tony and SPO

The action plan was discussed and the actions to work on are :-

- The Covenant of Mayors report
- Climate Strategy document
- Climate green space on the PTC website with tips.
- Finance Officer to research green utilities
- Invite Newhaven TC to our next joint climate zoom
- Digester / hot composter at the Café to be investigated
- Cllr Seabrook to speak to Town Clerk to see if officers can now completely turn off the Office PC's. Admin Officer reported that she can't get in and access P Drive from home if her office PC is off only can access email.

CEWP055 ANY OTHER BUSINESS

Cllr Seabrook recommends councillors to read the Lewes district council carbon baseline report – question is - how do you measure the baseline?

Cllr Griffiths - interesting 'Eco Open house' online events, held over the next 3 Thursdays 6-7pm; starting with Heating on the 11th Feb / 18th Insulation / 25th Power. Register online at Transition Town Lewes.

DATE OF NEXT MEETING – WEDNESDAY 31ST MARCH AT 4PM

The Meeting ended at 16.50

Libraries Meeting with ESCC - Monday 18th 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 23rd 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.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>

Youth Support & Development WP

MEETING DATE	TASK	Person Responsible	Comments	Objective Achieved	
26/2/21	To Invite Vicky Phillips from CATS Club to next WP meeting	Cllr Paul / Marketing Assistant			
26/2/21	Invite TTC Councillors and or Staff to sit on this WP	Town Clerk			
26/2/21	To get in touch with the PCS Head of Physical Education and other Staff members from the senior management team to organise a meeting with them to discuss how we can support youths in the town	Cllr Symonds			
26/2/21	To continue to negotiate with the DWP & ESCC regarding creating a Youth Hub in Peacehaven	Cllr White	Inter relationship with new library, M Centre redevelopment & use of Community House.		
26/2/21	To identify groups to immediately engage with	Everyone	SCDA & Bike Hub identified		
26/2/21	Investigate what Provision is available regarding Health & Wellbeing for young people	Everyone			
26/2/21	Investigate what employment support is available for young people	Everyone			
26/2/21	Investigate what educational support is available for young people	Everyone			
26/2/21	Investigate what leisure & sport activities are available for young people	Everyone			
26/2/21	Investigate what local training and further education activities are available for young people in the town	Everyone			
26/2/21	To investigate future events the TC could produce to engage the youth in the town	Marketing Assistant	Use of Community House. Possibility of a mini-Extreme Event Report to Civic & Events Committee		
26/2/21	To Create a list of all youth the services in the town and related groups & organisations	Marketing Assistant	Look at the 3VA Lockdown Spreadsheet		
26/2/21	To re-engage with Youth Services regarding support for additional activities at the JOFF	Town Clerk			
26/2/21 01/03/2021	Obtain a working definition of youth ages/stages	Marketing Assistant	Different requirements at different stages of development		

Youth Support & Development WP

26/2/21	Direct youth input to PTC web site & E-News	Marketing Assistant		
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Summary notes of the CCTV Working Party meeting held via zoom at 10.30am on Friday 12th Feb 2021

Present –

Cllr Lucy Symonds, Cllr Lynda Duhigg, Cllr Hill, Cllr Mills, Tony Allen-Town Clerk,
Kevin Bray-Parks Officer, Vicky Onis- Admin Officer,

Summary notes CCTV Development in Peacehaven

CCTV1 THE NEED FOR CCTV IN PEACEHAVEN

- Prevention of Crime
- ASB
- Evidence for prosecution
- Safety for residents
- Safety of children walking to and from school.
- To promote Active cycling and walking in the Town – if people are being actively encouraged to walk and cycle it would give them more confidence.
- Some streetlights are going off at night in the street or are dimmed, this is having an impact on crime and unnerving for residents coming home at night.
- The Town's getting developed more and more, people need to feel safe when they walk out their door.

CCTV2 SUSSEX POLICE PARTNERSHIP OR MONITORING OUR OWN CCTV

Parks officer spoke of the CCTV system at Centenary Park:-

- Parks officer has access to view on work computer, not been shown how to download, the company that fit it seem to think we need a special license for this. If the Police need to view it, they have to contact SATSVIEW who charge PTC a fee to come and download the data.
- CCTV is only used for when a crime is committed, and the Police need to view.
- Fee £20 a month service charge to look after the system and a further £85 if they have to come out and download anything.
- Loop recording done over 30-day period's, if the Police need a recording SATSFORU will come and pull the recording, they do not look at the data due to data protection.
- It was agreed that working as part of the Police Partnership would bring the best benefits to the Town.
- Save money not involving a third party.
- Working with Sussex Police will mean Police can view a crime at the time of the event and also apprehend criminals faster.
- There should be CCTV fitted at the new Meridian Centre development, the developers should be asked to fund the CCTV in this area. The area will be a magnet for youths just as it is now. To bring this to the attention of the SPO and Cllr Gallagher.

CCTV3 COLLABORATION WITH TELSCOMBE TOWN COUNCIL

Important to involve TTC as it would be ideal to have cameras at either end of the towns, a camera would be located on the Telscombe land.

CCTV4 IDENTIFY THE TYPES OF THE CCTV AVAILABLE e.g. SMART CCTV OR LINKED TO THE GRID

- Smart CCTV - doesn't need installation / moveable on a pole, unit sits on the top, it can provide lighting, air quality monitoring, vehicle and phone charging points, ANPR. Moveable as no hard wiring attached to the ground, all wiring is on the post.
- The alternative is digging up ground for fixed cameras – these maybe useful in the coast road or as part of new developments.

Cllr Symonds will obtain more info from councils that are already using the cameras and the Police.

CCTV5 IDENTIFY THE COSTS INVOLVED OF CCTV

- Being part of the Sussex Police partnership will be more cost-effective option. Our current camera expenditure at the big park is not cost effective, especially if we add a lot more cameras.

CCTV6 IDENTIFY REQUIREMENTS OF CCTV IN RESPECT OF NEEDS FOR THE TOWN

- Speak to Uckfield/Seaford/Newhaven Town Councils, who already have CCTV up and running. **Clerk will contact the Town Clerks to gain information on the benefits of CCTV in the Town.**

CCTV7 IDENTIFY SOURCES OF FUNDING

- CIL money / developers building in the Town.
- Annual costs for supporting the running.
- Safer roads partnership – Lyn has sent Tony a bid form for this source.
- Contact other towns to get advice
- Digital advertising displays

CCTV8 CONSULT WITH RESIDENTS ON AREAS OF CONCERN

Marketing Officer to put something out on social media – 'The town council has formed a working party to discuss options for CCTV in the Town and would value your thoughts'.

CCTV9 ANY OTHER BUSINESS

No other business.

To confirm the date of the Next meeting - March 19th at 10.30.

Agenda Item: C716
Council
Date: 9th March 2021
Title: Neighbourhood Development Plan (NDP) Update
Report Authors: Cllr. Cathy Gallagher
Purpose of Report: To note update papers relating to the progress of the NDP

INTRODUCTION

Peacehaven Town Council is the Qualifying Body along with Telscombe Town Council. At every Council meeting there is a report of progress to the Council, additionally a verbal report is given at Planning and Highways Committee.

INFORMATION

The Survey relating to the **AECOM Masterplan for the Meridian site** completed on the 31st January 2021

621 online and 223 Paper responses, Cllr Christine Robinson and Jim Boot are doing a detailed analysis of the results, a report will be produced and feedback at an extra Steering Group Meeting on Thursday 18th March 2021 at 7pm.

Design Codes and Character areas report including the Valley Road area will be completed and presented by AECOM at a Steering Group Meeting on 11th March 2021 at 7pm.

This is an important document which feeds through to the Planning Policies set in the NDP. (Further details are in the minutes dated 11th February 2021).

The chapters for the Plan containing proposed policies covering: Housing, Local Green Spaces and Transport have been drafted.

These will require additional information and to be checked through by Lewes District Council Planning Policy.

With the arrival of additional information following the latest LDC Call for Sites and Land Assessments per Town and Parish Councils further meetings are necessary to ensure that site allocations are presented correctly in the NDP.

The Housing Needs Assessment has been prepared and the draft has been sent to LDC Planning Policy for checking.

Local Green Spaces protections and Environmental considerations.

AECOM have prepared a 67-page **Strategic Environmental Assessment** for Peacehaven and Telscombe Towns.

The report covers subjects including: Air quality, Biodiversity, health and Well-being, landscape and many other related topics. This report is due back soon after consultation with Natural England, Historic England and the South Downs National Park Authority.

An **Ecological Data Search** has been obtained from the Sussex Biodiversity Record Centre which will be reviewed by Dr Maureen Berg, Ecologist. The report will also be shared with University of Brighton, School of Architecture & Design Masters in Town Planning Students who are undertaking assignments based on Peacehaven and Telscombe.

The Assignments which will be presented in May will cover the following:

- Wildlife habitats and nature conservation
- Community spaces and routes
- Climate Change and Energy
- Access to natural assets and Tourism.
- The aim being to make recommendations on planning policies and site-specific possible space/design solutions.
- The Students will critically assess the planning constraints, issues and opportunities of key sites.

The Local Green Spaces from both Towns are still being located and assessed. Ownership of the sites is not important, but they need to be used by the Community and be assessed to have merit for protection against one or more of the following:

Beauty, History, Recreation, Tranquillity, Wildlife, Local Community Space.

Conclusion

The evidence gathering continues and will all be needed to support the NDP document.

The Steering Group meetings are open to all in March and are on 11th March and 18th March at 7pm.

The updated Schedule is attached with the anticipated date for Regulation 14 or Pre-submission Draft to LDC in June 2021.

Neighbourhood Plan breakdown February 2021

Date	Activity	Hours
1st	Meeting with Lloyd Russell-Moyle MP	1hr
2nd	Chamber of Commerce Breakfast Meeting	1 hrs
4th	Transport policies	3 hr
6th	Transport Policies	3 hr
11th	AECOM report masterplan, transport policies and steering group meeting	6 hr
12th	Draft transport policies	2 hrs
14th	Draft transport policies	2 hr
20th	Draft transport policies	2.5 hr
22nd	Draft introduction	1 hrs
24th	Meeting with Michelle and Cathy Land availability assessment and introduction policy	2.5 hr.
25th	Jim Boot meeting communication	2.5 hrs
27th	Housing policy	2.5 hrs
28th	Admin, reports emails	3 hrs
	Total	32 hrs



Report for February 2021

Transport policy chapter has been drafted and circulated this month for comment to the committee.

In light of the new "call for sites" information from Lewes District Council, the housing policy has been revisited and meetings arranged to discuss way forward with the Steering Group and whether the group still wanted to allocate its own sites allow LDC to take control.

Masterplan Consultation has been completed and the responses have been collated to provide an overview for the site.

Meetings have been held with the University of Brighton to discuss the research work to be undertaken in May and who should be on the briefing panels.

Breakfast meeting at the Chamber of Commerce undertaken to provide a presentation of the Neighbourhood Plan and the towns economic policies and future growth markets.

Various meetings have been undertaken with the Steering Group to update them on information and explain evidence reports.

I am now moving on to the introduction chapter and am hoping to arrange a meeting with ESCC to discuss transport chapter. Later this month the new design guides will be completed by AECOM and meetings will need to be arranged with committee to take them through the information and whether it is wanted within the Neighbourhood Plan.

Biodiversity will also be revisited in light of the new biodiversity research report gained from the Sussex Biodiversity Record Centre.

**Peacehaven and Telscombe Neighbourhood Development Plan
Steering Group Meeting
11th February 2021 at 7pm via Zoom**

In attendance:

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
N Watts (NW)	Steering Group Committee
C & P Bowman (C/PB)	Steering Group Committee
Cllr R White (RW)	Steering Group Committee
G White (GW)	Steering Group Committee
J Boot (JB)	Planning Consultant
N Astley (NA)	Planning Consultant
T Allen (TA)	Peacehaven Town Clerk
M Edser (ME)	Peacehaven Town Council
Town Councillors	Peacehaven and Telscombe Town Councils
Members of the public - total 34 people	

Welcome, Introductions and Apologies

CG welcomed everyone to the meeting. One apology received from S Newman TTC Town Clerk. CG introduced herself as chair of the group and also a Town Councillor for both Peacehaven and Telscombe. Councillors from Lewes District and East Sussex Councils were also present.

1. Update by the Chair

Work on the NP originally commenced in 2013 when the area was designated, in 2017 various community activists volunteered and Terms of Reference for the Steering Group (SG) were approved. The SG comprises 10 committee members (all volunteers), all are residents or have long-term connections with the area. More volunteers are welcome especially those with social media experience.

The Covid lockdown has presented further difficulties in consultations with the public, but work has progressed during the last year.

Only one question had been submitted relating to the mature trees in the car park – JB confirmed the intention was to retain as many trees as possible.

2. Introduction to Neighbourhood Planning timetable attached to these minutes)

- JB updated the meeting on the timetable showing the progress so far and next steps.
- The consultation on the Masterplan had been completed and he is collating all the information to write up the Consultation statement.
- A Housing Needs Assessment had been completed and is awaiting verification by LDC . A Strategic Environmental Assessment Scoping Report had been completed by AECOM and is out for consultation with Natural England, Historic England, SDNP, Environment Agency and other stakeholders. **ACTION LO'C and JB to chase up**
- NA confirmed that the policies were being drafted and some had been completed: green spaces, housing and transport are all in progress, AECOM are completing the Design Guide to include Valley Road area to be presented 11th March at 7pm.
- All the evidence gathered over the last 3 years is now being written up.
- JB said that the draft NDP plan would be shared with ESCC, LDC and SDNP before going out for public consultation.

3. Introduction to AECOM Masterplan

JB explained the background and purpose of the Masterplan: it is only a concept document designed to present ideas to aid formulation of the NDP which will be a set of principles that any

developers will need to consult. AECOM are very experienced in planning and have the contract from the Government to help with the expertise needed for towns to formulate their plans.

An initial survey was launched in Spring 2020 asking residents' views on a vision for the shopping centre and those results helped to create the content for 12,000 leaflets sent to all residents in Peacehaven, Telscombe and East Saltdean in January 2021 (no physical public consultation events could be held due to lockdown). The Masterplan sought to retain green spaces on existing car parks for outside markets or entertainment space. Discussions with the Co-op's developers indicated they would retain the existing supermarket while the new smaller one was being built. The housing needs were addressed with town houses and apartments, relocating the civic buildings and library nearer to the bus-stop. Plans to site car parking above the centre had been scrapped and put elsewhere on ground level.

CG observed the SG had been working on the NDP for over 3 years and had to comply with set guidelines to obtain the funding for consultants. Recent improvements have been made to the NP website and social media.

Results of the survey on the Masterplan

- a) Over 800 responses received to the Masterplan consultation: 621 on-line, 223 paper responses. The demographics of those responding were discussed - not many young people (plans to engage with the school were prevented due to the lockdown). Generally people agreed with pedestrian streets and either covered or partially covered centre, also the proposals for a business hub or enterprise centre on the industrial estate. Overall slightly more people disagreed (52%) with the masterplan than agreed, therefore not wholly supported. This was thought to be partly due to the number of proposed homes and the responses highlighted the lack of infrastructure was mentioned frequently in the concerns raised.

4. Questions and answers:

- b) Cllr Veck asked if the Masterplan homes would comply with green credentials. JB confirmed there was a green element to the Masterplan and the NP would incorporate many more green policies. NA added the design codes would also incorporate them, protecting bungalow plots from large development.
- c) 'No additional homes' was not an option – NA explained all areas in the country are allocated a housing quota to provide over a set amount of time. LDC's target in 2011 was divided amongst the 21 parishes and Peacehaven/Telscombe Cliffs and East Saltdean were allocated about 1200 homes to be built by 2030. Many have been built since then and in 2019 the remainder was 255 however some windfalls have reduced the number to about 208 (some in the pipeline). These are minimums so 160 – 200 would meet the requirements. CG added that if these targets are not achieved, the area will be given an action plan and central government could step in. Therefore it is in everyone's interests to achieve this number.
- d) Popular requests from young people suggested a cinema, swimming pool or skating rink. Many respondents did not want the Co-op as the supermarket; however a Police presence and feeling secure were popular suggestions. High rents charged by the Co-op for shops in the Meridian Centre were mentioned specifically as a reason for the recent decline.
- e) Variety of shops: will the Co-op still have a say in who is coming in? JB believed the plan was to sell the land to developers and retain a supermarket and perhaps other Co-op services, but open to other shops as well. PB observed when he moved here in 1980 the Meridian Centre was vibrant and the Co-op was an excellent supermarket; they have been responsible for the downgrading of the shopping centre. He also said that if the centre was going to be completely re-built then a green energy hub should be created.
- f) NA observed the NDP originated due to problems with the A259: there are no magic solutions to build a new road over the South Downs National Park therefore solutions needed to be created within the towns. However, the Meridian Centre and industrial estate were noted as key to employment which would take a lot of people off the road if they are employed in the town.

There is a high proportion of small businesses in the town and there are apprenticeships available – so development of a skilled labour workforce is possible locally.

- g) Certain parts of the economy are lacking there is little night time, the area has not capitalised on the rural economy or the tourist economy yet some of the most beautiful countryside surrounds the area. These were opportunities for development.
- h) CG said the Meridian Centre is vital for Peacehaven, Telscombe and East Saltdean, now in a good position to capitalise on the opportunities available. The increase in population cannot be stopped so the area should be visually improved with local facilities.
- i) Referendum – JB explained the process and that a majority vote would carry the decision. There was no set percentage required and anyone who could vote in a normal election would be eligible. LDC will administer the referendum at polling stations as usual for elections.
- j) NW observed it was a plan for the next 30 years – for the children of today when they grow up. CG said that even after the plan is implemented, it will continue to evolve.
- k) NA outlined the benefits of having a NP: the Town Councils receive a higher percentage of the CIL (Community Infrastructure Levy) from developers – currently receiving 15% but after an adopted NP it will be 25%. In addition, a weighted document that will shape planning decisions in future.
- l) ME observed parking spaces was an emotive topic. Currently not at that level of detail in the NDP but will be addressed when developers submit planning applications. District and County Council parking standards will calculate the number of spaces required including disabled parking. Balance is needed between encouraging visitors and sustainability/access.

5. Design Guides and Character Assessment

- The presentation demonstrated design codes which will be a key supporting document and included a section for coastal plotlands and plotlands (the main area affected by the NP). These show developers the desired type of development for the area - following these principles will assist them in obtaining planning permission.
- Existing characteristics and plot layout were identified, proposals to retain the history of the plotlands and views of the sea, enhancing streets with more greenery.
- The materials to be used were also included.
- Retaining green verges, more planting and street trees, also some wild flowers on verges.
- Retaining some of the natural habitat on the coastal fringe.
- Where streets are closed, pocket parks with seating areas to be increased which had been used successfully in East Saltdean.
- Boundary treatment and recommendations were also mentioned (JB said feedback would be welcomed from residents on this).
- Maximum building height was also recommended which will have an impact on future developments.
- Improving the A259 with trees and street furniture to encourage visitors to stop and shop.

There were some excellent ideas and the Steering Group would offer feedback. CG said AECOM (the authors of the report) would do a presentation at the next SG meeting – anyone who wished to attend was welcome.

Cllr Mills observed that it may not be possible to plant trees due to cabling just below the grass – JB confirmed this was known and would perhaps include more bulbs instead.

NA stated the Government want local authorities to adopt their own design guides in the next 2 – 3 years. Therefore, local authorities will look to NDPs and will probably be given full weight behind them.

6. Any Other Business

There was no other business.

7. **Next meeting** 11th March via Zoom at 7pm. To cover Design Guides and Character Zones
Additional Meeting 18th March via Zoom 7pm Feed Back from Masterplanning Survey

Meeting closed at 8.30pm.

Meetings Open to All.



Peacehaven and Telscombe Neighbourhood Plan programme update

Nancy Astley and Jim Boot

12th November 2020

Updated 19th January 2021

Revised activity / project plan	Start	End
Develop and deliver consultation on Masterplan (minimum 6 wks)	Nov-20	Jan-21
Write Consultation Statement for Masterplan (JB)	Feb-20	Mar-21
Housing Needs Assessment (TD)	Sep-20	Jan-21
Strategic Environmental Assessment Scoping Report (AECOM)	Sep-20	Dec-20
Develop character and design guidance and codes (AECOM)	Oct-20	Mar-21
Policy development and training (NA)	Feb-21	Mar-21
Complete Local Green Spaces, Views and Site Options Assessments (SG)	Oct-20	Mar-21
Write Neighbourhood Plan - Regulation 14 or Pre-submission Draft (NA)	Apr-21	Jun-21
Strategic Environmental Assessment – Environment Report (AECOM)	Apr-21	May-21
Consult on Neighbourhood Plan (6 weeks)	Sep-21	Oct-21
Write Consultation Statement for Regulation 14 Draft Neighbourhood Plan	Nov-21	Dec-21
Finalise Regulation 16 Draft Neighbourhood Plan (Submission Draft)	Jan-22	Feb-22
Write Basic Condition Statement	Feb-22	Feb-22
Lewes District Council undertakes Regulation 16 consultation (6 weeks)	Mar-22	Apr-22
Examination	Jun-22	Jul-22
Referendum	Sep-22	Sep-22
Adoption / Neighbourhood Plan Made	Oct-22	Nov-22

Agenda Item: C717
Committee: Council
Date: 9th March 2021
Title: Post COVID-19 Lockdown 3
Report Authors: Town Clerk & Civic & Marketing Officer
Purpose of Report: To develop an agreed phased return to working.

Introduction

The Council is starting to get enquiries from the many and varied users of its indoor and outdoor facilities.

Background

This is a matter that sits across Council, CCE Cttee and Personnel Cttee.

We are around five weeks away from the earliest date for reopening indoor facilities and there is much discussion to be had before then. There is a need to agree the best way for planning the reopening of facilities.

Analysis

General policy is: -

- The unlocking timetable set by the Government is only advisory re. earliest dates allowed for reducing restrictions in various areas in a stepped way. It could change at any time.
- The Council's timetable for reopening its various facilities will be subject to discussion and agreement by Councillor, Officers Committees and ultimately Council.
- The principal consideration is the health & safety of our staff and users. We will not be rushed into any decisions.
- In booking its facilities, the Council must keep to a policy that is fair and equitable. As everyone comes out of lockdown, demand will outstrip supply.

The Government web site states that:

- Many council buildings are also workplaces and should therefore be aware of their responsibilities as employers. To help contain the virus, everyone who can work effectively from home must do so.
- Community centres, village halls, and other multi-use community facilities support a wide range of local activity. However, their communal nature also makes them places that are vulnerable to the spread of coronavirus (COVID-19).
- Many community facilities are also workplaces and those responsible for the premises should therefore be aware of their responsibilities as employers. The government is clear that no one is obliged to work in an unsafe workplace.
- Risk assessments will need to be revised, face masks will still need to be worn and safe 2m distances will still need to be adhered to.

The personal impact of a year of COVID-19, three lockdowns, new ways of working, ongoing safety requirements, etc. mean a very different world going forward.

Before staff return to work.

Whilst the government is recommending that the 3rd lockdown ends on 21st June it does not mean that there should be a rush to return to the office as a full staff. Would council consider the possibility for some staff to remain working from home but to meet up in the office once or twice a week on a rota system, if necessary. To reiterate, the back office is not suitable for 6 officers to comfortably work, covid-19 compliant or not. Officer working space should be a definite priority for discussion when Community House is refurbished.

Before, considering a plan to return we would like to suggest that we bring together all members of staff to undertake a structured team building event. *The same type of event could be organised for council members too.* We feel we need to re-kindle our working relationships, especially as there has been a definite 'bubble' with a few members of staff over the past year. It would, therefore, be an opportunity for us to not only get to know the SPO better but to form a good working relationship once again with everyone. We have a training budget available and we think by doing this type of activity it would benefit all staff.

The return of hirers to Community House

Once the team building activities have brought the staff together and we are satisfied that all members are ready to return to the office we can then plan to invite certain hirers back to Community House too.

Although we would need to decide who we want to invite back, on what basis and when. New terms & conditions will need to be sent to hirers, signed & returned before the first day of their hire, with their details covid-19 risk assessments. The Senior Caretaker has been asked to look at what responsibilities the caretaking staff should be focused on when the team return to the building i.e., do we include opening over weekends or remain closed and what staff will be needed to cover these hours.

Another factor to consider is to determine how we function. This is a prime opportunity to change things that were, maybe, not working before, to how we see the operation in the future.

- Will we be opening the building as we did before COVID-19?
- Do we operate on a part time basis, opening in the mornings only?
- Do we invite all hirers back or concentrate on those who bring more revenue in?
- Do we continue with the markets & coffee mornings?
- Do we open in the evenings? If so, another caretaker would need to be employed, would the odd evening hire be of benefit to council employing another member of staff?
- Could the Information Office function on a part-time basis? This would depend partly on how we see the role of the Information Officer.
- Should we consider letting other rooms to businesses to receive a more regular and higher income?
- Should we consider factoring a café into our refurbishment plans (especially as the smaller co-op may not have one).
- To consider more business advertising in the town (this would attract a regular income).

The Hub

- To consider when to invite regular hirers back.
- To decide if we will continue to hire this facility for parties at weekends.

Football pitches

There is already an urgent demand to re-start using these facilities. Discussions will take place with PTFC.

Conclusions

The stages of reopening post COVID-19 Lockdown 3 need to be carefully discussed and planned. There are ~~three~~ four main stages: -

1. Reopening outdoor facilities.
2. Reopening indoor facilities.
3. Should council allow individuals/groups to hire on a sole ongoing basis (contracted)
4. Return to office working.

Recommendations

That Council appoints a small Working Party, with immediate effect, to discuss and agree the best approach in all of the areas highlighted above, with recommendations brought to council on 20th April.

Implications

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

<u>Financial</u>	Increased income from reopening.
<u>Legal</u>	Leases & rental agreements.
<u>Health & Safety</u>	The principal consideration is the health & safety of our staff and users.
<u>Planning</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Social value</u>	Community benefits from returning to pre COVID-19 lockdown activities.
<u>Climate</u>	N/A

Agenda Item:**Committee:** Civic and Community Events**Date:** 5th February 2021**Title:** Peacehaven History**Report Authors:** Deborah Donovan, Civic & Marketing Officer (C&M)**Purpose of Report:** To propose a CCE Peacehaven History working party.

Introduction

It is evident that there is a need to document the towns history. Peacehaven is rapidly changing and is losing some vital landmarks and artifacts.

Background

Cllr Duhigg and I have been researching some of the town's history and last month recovered the famous Teapot from the roof of the Sussex Coaster, along with the pub's swinging sign. These artifacts will now form part of Peacehaven's history. During many conversations with Cllr. Duhigg we realised that if other items are not salvaged and recorded, they could be lost for ever, i.e., we need to document when the Meridian Centre was built and the changes it incurred during its 40+ years.

I have been testing out social media responses; one of my posts asked residents about the Teapot and why it was cemented onto the roof; the reaction was amazing. One resident has offered to help research other buildings to ensure records are kept, another has suggested making a documentary, using old photographs and stories from local people about what Peacehaven was like years ago. This could lead to producing a book, heritage trail or even the Councils own museum.

Analysis

A need for recording vital information which will form Peacehaven's History.

Conclusions

With support and help the C&M officer is happy to research and document information when available; this will be an ongoing project for PTC.

Recommendations

I would like to propose that the CCE Committee develops a further working party for interested councillors, staff and residents to take this project forward. May I suggest, no more than 3 councillors, 2 staff members and 4 members of the public. Those wishing to join the proposed WP, please apply in writing detailing their expertise, areas of interest and time commitment.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Initially there will be no financial implications, however, once the project gets underway it may be useful to manage a small budget. It is assumed that grants in this field could be applied for.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord	Research will be achieved lawfully, if copyright is required this would be investigated and applied for.

responsibilities?	
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Permissions would be sorted to enter any premises and safety items would be worn if applicable.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need. • Area improvements? • Community benefits? 	The help from the community will form the foundation to this Working Party.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	To salvage items for prosperity for generations to contribute to, learn from and enjoy

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

Agenda Item:	C719
Committee:	Council
Date:	9th March 2021
Title:	Annual Town Assembly
Report Authors:	Town Clerk
Purpose of Report:	To inform discussions for this year's Annual Town Assembly

Introduction

The Annual Town Assembly must be held between 1 March and 1 June inclusive each year and all electors in the Town are invited to attend. The Annual Town Assembly may by law discuss all Town affairs and pass resolutions about them, although the resolutions may not be binding on the Town Council.

The Town Council usually organises this event and aims to invite guest speakers of interest. There is also usually an opportunity for residents to ask questions to the Council. Details will be publicised via the noticeboards and on this website.

The date for this year's Annual Town Assembly is on Wednesday 12th May.

Background

What is the Annual Town Assembly?

The Annual Town Assembly of a Town Council is often referred to as the Town Meeting. It is a feature unique to Town and Parish Councils as it must be held by law each year (Local Government Act (LGA) 1972 Schedule (Sch.) 12 section 14 (1)).

It should not be confused with the *Annual General Meeting* (AGM) of a Town Council. The AGM is a Council Meeting and the occasion when the Town Council and only the members of the Town Council, elect their Chairman, Vice-Chairman, and representatives to Sub-Committees and outside bodies for the year ahead.

Analysis

Last year, due to Covid related restrictions, the Annual Town Assembly was cancelled. However, the Annual Town Report was produced and was very well received.

This year the Annual Town Report will again be produced. This document comprises of reports from the Mayor/Chairman, Chairman of Committees and outside bodies/organisations, about their activities during the last year

Under normal circumstances it is traditional to have guest speakers and displays in the hall where the Assembly is being held.

For this year, we are not currently sure what Covid restrictions will be in force at the time of the Assembly. As current restrictions guidance stands, for the period from 12th April to 17th May, the rule of 6 still applies.

Conclusions

If the Assembly has to be held on Zoom, it can follow the above format, with the Mayor/Chairman and Committee Chairmen speaking to their reports, plus a guest speaker or two.

Members of the public are now much more used to online meetings.

Recommendations

That the 2021 Annual Town Assembly proceeds as described above.

Implications

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

<u>Financial</u>	Staff time.
<u>Legal</u>	An archaic Law, but the Town Council has to arrange the Annual Town Assembly if nobody else does.
<u>Health & Safety</u>	Covid restrictions will determine the format for the Annual Town Assembly
<u>Planning</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Social value</u>	Maintaining important Council – public relations.
<u>Climate</u>	N/A

Agenda Item: C720
Committee: Council
Date: 9th February 2021
Title: Report regarding TOLD (Tenants of LDC)
Report Authors: Councillor Emilia Simmons
Purpose of Report: To provide an update

On Thursday the 11th of February, I attended, a TOLD meeting, TOLD stands for Tenants of LDC but includes also Residents of Council Estates. Liz Martin who is the Neighbourhood Housing Lead Officer addressed the Pet Policy of the Council. The Council agrees that pets can be a lifeline for people with lots of health benefits, but we must have responsible ownership. The rules for Households are: 2 dogs or 2 cats or one of each, don't need permission for small pets. People have to be able to look after their own pets, if one of them die you need to reapply.

The second item on the agenda was about the New Developments Old Hamsey Lakes, Chailey South from Section 106 contributions are as follow: 12 2/3 bedrooms houses, 3 shared ownership, 9 I believe for Council to rent Sainsbury in the middle of Lewes Town: Conversion of 12 flats, Old Police Station in Newhaven: 21 affordable .rented flats plus some houses.

Old Fire Station in Newhaven: 7 1/3-bedroom houses by November the 22nd.

Ringmer from Section 106 money an Aspiration of 11 – 2-bedroom houses.

Plumpton: 20 houses, Council 9 of them.

The third item was about organizing some training for the Tenants.

We also have 20.000 £ a year for The Community Improvement Budget which goes for youth projects, benches gardens vouchers, school uniform bank. Tenants Associations have to apply for it after consultations.

After the meeting we arranged another date.

I want to report also that Councillor Wendy Veck and I have regular meetings on behalf of the Brickly and Cinque Foil tenants and residents with Vicky Ashely and Lucy from The Sussex Community Development Association to try to enhance and look after the two Council Estates; we already have encouraged our residents and tenants to plant some daffodils for spring and also have arranged to do some litter picking on the 6th of April, I believe with the help of Neighbourhood First, also the Council are involved, Councillor Veck has been a great help to me with her wonderful ideas.

This is the end of my report, Regards from Councillor Emilia Simmons.

Agenda Item: C721
Committee: Council
Date: 9th March 2021
Title: Lewes District CA Annual Meeting
Report Authors: Town Clerk
Purpose of Report: To report on the meeting held on the 23rd February 2021

Present:-

Andrew Horne	Chairman LDCA
Jackie Wilkes	District Manager LDCA
Cllr Isobel Sharkey	PTC
Clerk Tony Allen	PTC

The following points were discussed:-

- LDC is introducing a three-year competitive bidding process for grants, starting in 2022:-
 - For core grants.
 - More complicated application/tendering process.
 - A bidding process.
 - Great concern to CA, as an established national organisation & registered charity; will it get the LDC contract?
- Working in the Covid environment and with its associated restrictions, along with the new LDC grants process, is affecting CA in the following areas:-
 - Retention of trained volunteers.
 - Further training requirements.
 - How to plan for service delivery from 2022 onwards.
 - Maintaining standards.
 - Re-establishing face-to-face meetings post Covid.
- Service Level Agreement (SLA):-
 - Latest draft supplied by CA is with the PTC Policy & Finance Committee for review.
- Statistics/reports:-
 - These are attached.

Key Statistics

Lewes District (member)

01/04/2019 31/03/2020

citizens
advice

Summary

Clients 3,119

Quick client contacts 550

Issues 10,047

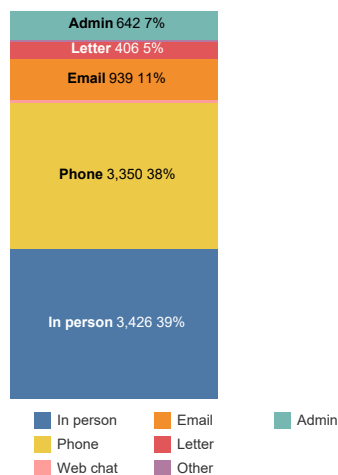
Activities 8,848

Cases 3,409

Outcomes

Income gain	£1,082,233
Re-imbursements, services, loans	£3,862
Debts written off	£65,784
Repayments rescheduled	£91,334
Other	£23,434

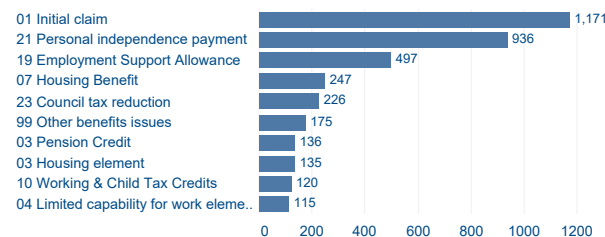
Channel



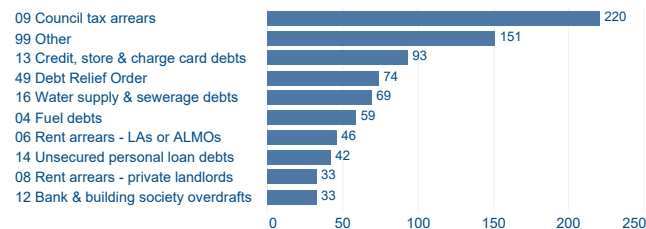
Issues

Issues	Clients
Benefits & tax credits	2,958
Benefits Universal Credit	674
Consumer goods & services	186
Debt	460
Discrimination & Hate & GVA	58
Education	18
Employment	279
Financial services & capability	159
Health & community care	97
Housing	470
Immigration & asylum	82
Legal	231
Other	148
Relationships & family	387
Tax	61
Travel & transport	90
Utilities & communications	141
Grand Total	10,047

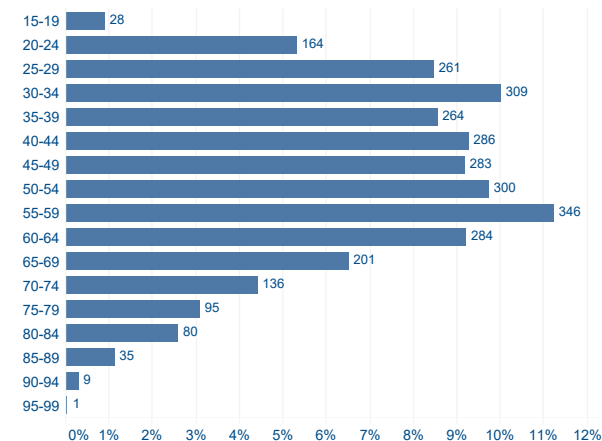
Top benefit issues



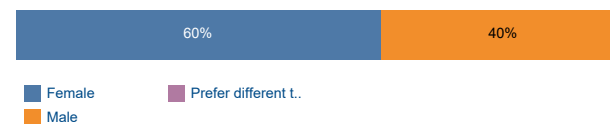
Top debt issues



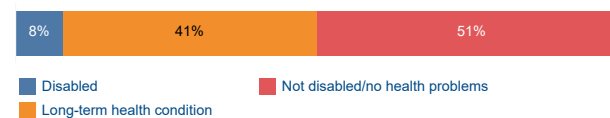
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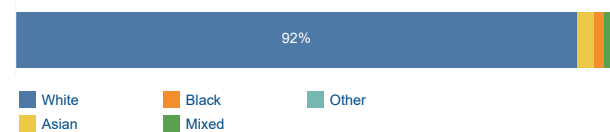
Gender



Disability / Long-term health



Ethnicity



Key Statistics

Peacehaven East
Peacehaven North
Peacehaven West

02/04/2019 31/03/2020

citizens
advice

Summary

Clients 430

Quick client contacts

Issues 1,539

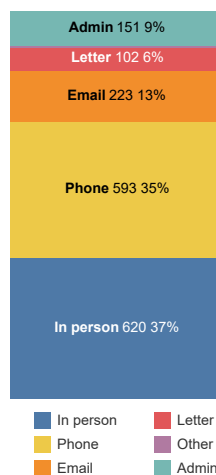
Activities 1,697

Cases 495

Outcomes

Income gain	£350,357
Re-imbursements, services, loans	£180
Debts written off	£1,066
Repayments rescheduled	£2,465
Other	£583

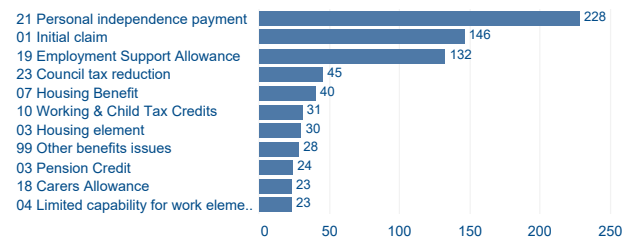
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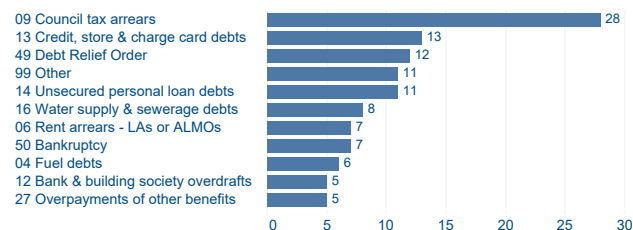
Issues

Issues	Clients
Benefits & tax credits	181
Benefits Universal Credit	92
Consumer goods & services	25
Debt	63
Discrimination & Hate & GVA	6
Education	6
Employment	36
Financial services & capability	22
Health & community care	22
Housing	48
Immigration & asylum	11
Legal	34
Other	16
Relationships & family	52
Tax	7
Travel & transport	16
Utilities & communications	24
Grand Total	1,539

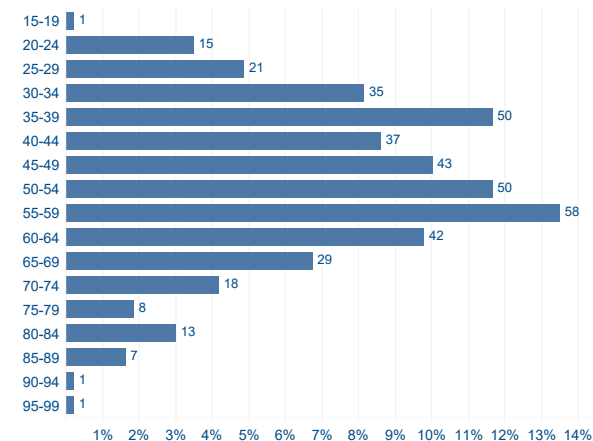
Top benefit issues



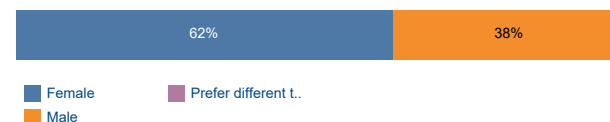
Top debt issues



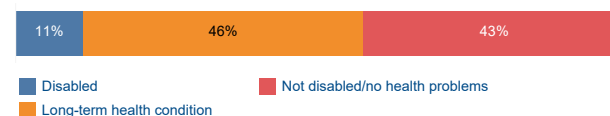
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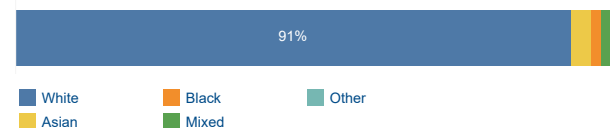
Gender



Disability / Long-term health



Ethnicity



Key Statistics

Peacehaven East
Peacehaven North
Peacehaven West

01/04/2020 30/09/2020

citizens
advice

Summary

Clients 171

Quick client contacts

Issues 558

Activities 567

Cases 161

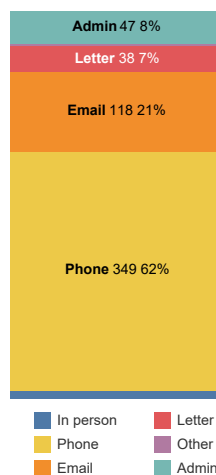
Outcomes

Income gain £174,616

Repayments rescheduled £858

Other £0

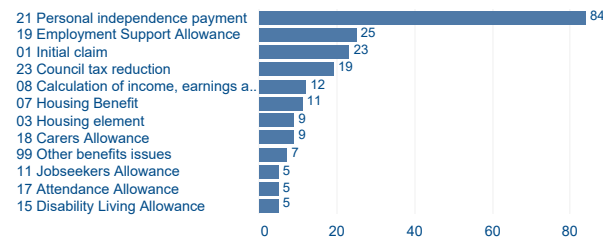
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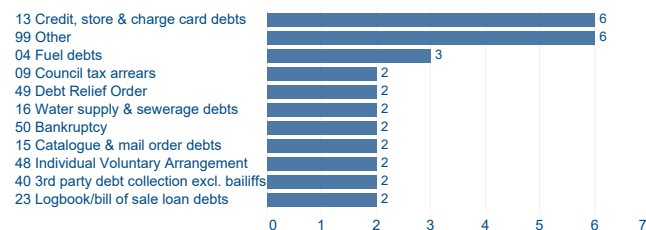
Issues

Issues	Clients
Benefits & tax credits	181
Benefits Universal Credit	56
Consumer goods & services	14
Debt	40
Discrimination & Hate & GVA	2
Education	2
Employment	72
Financial services & capability	13
Health & community care	13
Housing	41
Immigration & asylum	1
Legal	19
Other	13
Relationships & family	49
Tax	5
Travel & transport	5
Utilities & communications	32
Grand Total	558

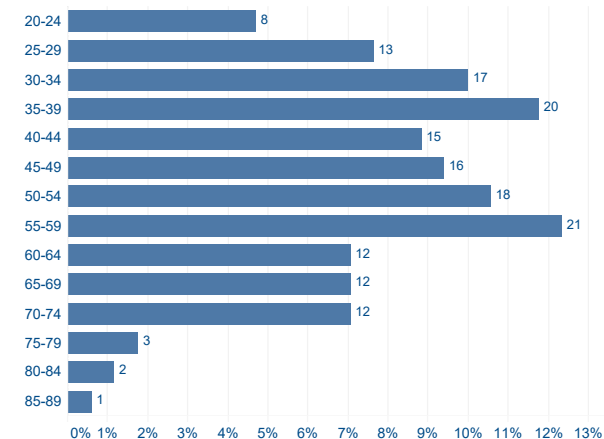
Top benefit issues



Top debt issues



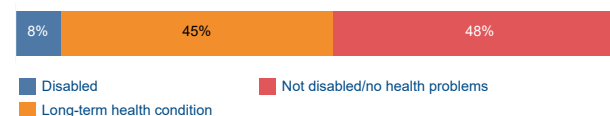
Age



Gender



Disability / Long-term health



Ethnicity

