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# PEACEHAVEN TOWN COUNCIL

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## **Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 26<sup>th</sup> 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 24<sup>th</sup> 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.

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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 18<sup>th</sup> January 2021.

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

- iii. **To note the draft public meeting minutes of the 18<sup>th</sup> 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 8<sup>th</sup> December 2020.**

It was resolved to receive these minutes.

- ii. **To note the draft meeting minutes of the 12<sup>th</sup> January 2021.**

These draft minutes were noted.

- iii. **To note the Developer Liaison WP meeting notes of the 27<sup>th</sup> November 2020.**

These notes were noted. The SPO stated that the notes of the meeting held on the 22<sup>nd</sup> 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 3<sup>rd</sup> November 2020.**

It was resolved to receive these minutes.

- ii. **To note the draft meeting minutes of the 15<sup>th</sup> December 2020.**

These draft minutes were noted.

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

- i. **To receive the meeting minutes of the 20<sup>th</sup> October 2020.**

It was resolved to receive these minutes.

- ii. **To note the draft meeting minutes of the 19<sup>th</sup> January 2021.**

These draft minutes were noted.

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

#### **i. To receive the meeting minutes of the 22<sup>nd</sup> September 2020.**

It was resolved to receive these minutes.

#### **ii. To note the draft meeting minutes of the 1<sup>st</sup> 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.

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### **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 6<sup>th</sup> 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 24<sup>th</sup> 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 28<sup>th</sup> 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 1<sup>st</sup> January 2021.

**C707 Policy & Finance Committee:-**

**a. To receive the confidential meeting minutes of the 17<sup>th</sup> November 2020.**

It was resolved to receive these minutes.

**b. To note the draft confidential meeting minutes of the 18<sup>th</sup> January 2021.**

These draft minutes were noted.

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

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