**Minutes of the meeting of Peacehaven Town Council, held at 7.30pm on Tuesday 28th September 2021, Main Hall, Community House**

**Present** – Cllr Gloria Hill (Chairman), Cllr Job Harris, Cllr Lynda Duhigg, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Ron White, Cllr Wendy Veck, Cllr Alan Milliner, Cllr Alan Goble, Cllr David Seabrook,

Cllr Sue Griffiths, Cllr Claude Cheta, Cllr Emilia Simmons.

**Officers** - Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Parks Officer, Kevin Bray.

**Public** – Six members of the public were present.

**Guest Presenter** – Mr Chris Rowland; MD/CEO OVESCO.

**C820 Mayor’s/Chairman’s announcements.**

In the absence of the Chairman, the Vice-Chairman, Cllr Hill, took the Chair.

Cllr Hill welcomed everyone to the meeting and covered the housekeeping items.

Cllr Hill reported on Speed Watch deployment in the Town and the return of bingo sessions to Community House.

Cllr Gallagher noted that she would be recording the meeting.

**C821 Public session:-**

1. **Presentation by OVESCO regarding renewable, low carbon and community energy supplies.**

Mr Rowland gave an interesting and informative presentation on OVESCO’s operations, covering the following areas:-

* Existing & new energy supply systems.
* Energy supply sources.
* Working with UK Power Networks, other organisations and Local Authorities.
* Projects & funding.
* Community energy & local solutions.

1. **Public questions.**

Two members of the public referred to the recent Telscombe Accessibility Audit, noting that it contained basic information, and that to commission a similar audit for Peacehaven was not worth the expenditure of several thousand pounds of public money.

**C822 To approve apologies for absence.**

It was resolved to accept apologies from Mayor Cllr Isobel Sharkey, Cllr Chris Collier, Cllr Dawn Paul and Cllr Katie Sanderson.

**C823 To receive declarations of interests.**

There were no declarations of interests.

**C824 To adopt the public minutes of the Council meeting held on the 27th July 2021.**

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

**C825 To ratify actions, receive minutes, Chairmen’s reports and referrals from**

**Committees & Working Parties.**

* 1. **Policy & Finance Committee:-**
     1. **To receive the financial report, authorise payments and signing of Bank Reconciliation.**

The financial reports were received and noted. It was resolved to sign the Bank Reconciliations and to approve the August 2021 payments totalling £41,536.47.

* + 1. **To receive the public meeting minutes of the 13th April 2021.**

It was resolved to receive these minutes.

* + 1. **To receive the public meeting minutes of the 17th August 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 14th September 2021.**

These draft minutes were noted.

* + 1. **To note the outcome of the 2020/21 External Audit.**

It was resolved to note and receive this audit report.

* + 1. **Receive & review the 2020/21 Internal Audit report.**

It was resolved to note and receive this audit report.

* + 1. **Report on the current position re: S106 Planning Obligation monies and PTC’s CIL balance.**

It was resolved to note and receive this report.

It was noted that the Committee has a protocol for convening the CIL WP.

It was resolved that Cllr Sanderson becomes a member of the Grants Sub-Committee.

* 1. **Planning & Highways Committee:-**
     1. **To receive the public meeting minutes of the 6th July 2021.**

It was resolved to receive these minutes.

* + 1. **To receive the public meeting minutes of the 3rd August 2021.**

It was resolved to receive these minutes.

* + 1. **To receive the public meeting minutes of the 24th August 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 21st September 2021.**

These draft minutes were noted.

* 1. **Personnel Committee:-**
     1. **To receive the public meeting minutes of the 31st March 2021.**

It was resolved to receive these minutes.

* + 1. **To receive the public meeting minutes of the 10th August 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 23rd September 2021.**

These draft minutes were noted.

It was resolved that Cllr Sanderson becomes a member of the Personnel Committee.

* 1. **Leisure, Amenities & Environment Committee;-**
     1. **To receive the meeting minutes of the 20th July 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft meeting minutes of the 7th September 2021.**

These draft minutes were noted.

* + 1. **To commission a professional accessibility & inclusivity audit for identified PTC green spaces/parks/play areas.**

Cllr Griffiths questioned whether undertaking a professional survey represented best value, taking into account the outcomes and costs involved and the fact that there was no budget for this expenditure.

Cllr Seabrook and Cllr Griffiths highlighted that the TTC survey that was commissioned gave very obvious advice, knowledge which is already available in-house.

Cllr Seabrook noted that the TTC survey did not focus on all types of disabilities and that a better job had been done in-house with the Howard Park consultation exercise.

Cllr Gallagher noted that the LA&E Committee had previously agreed for the survey to be conducted. Cllr Griffiths noted that the survey was only agreed in principle and that funding needed to be referred to the Policy & Finance Committee.

The Clerk noted that the Council has full authority in all matters and this item can therefore proceed to be discussed and agreed.

Cllr Gallagher and Cllr White stated that a professional survey was required, especially in relation to securing any related grant funding.

It was proposed by Cllr Griffiths, and seconded by Cllr Duhigg, that Council does not proceed with a professional audit.

A counter proposal by Cllr Gallagher, for a professional audit to be conducted, seconded by Cllr Goble, was defeated by majority.

Under the original proposal, it was resolved, by majority, not to commission a professional accessibility & inclusivity audit, as it did not represent best value and that there was no budget for this expenditure.

* 1. **Civic & Community Events Committee:-**
     1. **To discuss and agree the reinstatement of the Youth Mayor and Deputy.**

Mrs Donovan reported that discussions are underway with PCs regarding the appointment of a Youth Mayor and Deputy.

It was resolved that Cllr Sanderson becomes a member of the Civic & Community Events Committee.

* 1. **Business Development & Communications Committee:-**
     1. **To receive the meeting minutes of the 30th June 2021.**

It was resolved to receive these minutes.

* + 1. **To receive the meeting minutes of the 25th August 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft meeting minutes of the 22nd September 2021.**

These draft minutes were noted.

* + 1. **To discuss and agree the Internal Business Plan for 2021/22.**

Cllr Gallagher introduced this item and proposed that Council adopts the Draft Internal Business Plan 2021/22 as its direction for working on projects, with an update/review conducted in six-months’ time. This proposal was seconded by Cllr White.

Cllr White stated that this is an important Plan which will allow the Council to move forward; a living document that is not set in stone.

Cllr Duhigg expressed concern that the Plan was not complete and should not therefore be endorsed by Council.

Cllr Seabrook highlighted a number of areas where he considered that the Plan was not fit for purpose.

It was resolved, by majority, not to adopt the Internal Business Plan, as drafted.

It was resolved that Cllr Sanderson becomes a member of the Business Development & Communications Committee.

* 1. **Working Party reports:-**
     1. **PTC Climate Change Working Party.**

Cllr Seabrook referred to the circulated Action Plan and notes, which were received, noting that a new commonly accepted format was being used.

* + 1. **PTC Libraries Working Party:-**
       1. **To receive a paper and proposal from Cllr Goble regarding library and community facilities.**

Cllr Goble’s circulated paper and proposal were received and discussed.

Cllr Goble related the background to this item and the proposed way forward.

It was resolved to adopt the two proposed recommendations, as follows:-

* Involve all the schools and engage all stake holders to get a space and services that will address the needs of both towns. Consideration to be given to a consultation exercise.
* Write to ESCC Leader Cllr. Glazier and Chief Executive Becky Shaw to invite them to a meeting to discuss our library.
  + 1. **Youth Working Party.**

Cllr Symonds reported that a response had been received from PCS regarding the results of a survey of student’s activities; this will be published very soon as part of a full report from the WP.

Activities at the JOFF were discussed and it was noted that the Council’s support and funding (that was put on hold due to Covid lockdowns) should now be taken forward.

* + 1. **CCTV Working Party.**

Cllr Symonds referred to her circulated report, covering the Sussex Police crime analysis, public consultation and phased CCTV development programme for the Town, noting that a presentation to Council is being arranged.

* + 1. **History Working Party.**

Mrs Donovan presented the WP’s Action Plan and notes of its meeting held on the 22nd September 2021.

**C826To receive a report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher referred to the circulated papers and meeting minutes for the Steering Group.

Cllr Gallagher reported on the AECOM sites and Environment (SEA) assessments, noting that LDC had recommended that the NDP does not allocate sites, as this can form part of LDC’s emerging new Local Plan.

It was noted that the Planning & Highways Committee id reviewing the Draft NDP, for subsequent presentation to Council.

Cllr Gallagher noted the need to carefully look at the finances for the project, particularly as mostly expert help will be needed to progress the Plan to conclusion.

The ’20 Minute Town’ report was briefly presented by Cllr Gallagher.

**C827 To receive reports from representatives to outside bodies.**

The circulated reports were noted.

Cllr Harris reported on his work with Sussex Crime Stoppers and its focus on domestic violence cases.

**C828 To receive the final report and action plan from the Working Party looking at the relaxation of COVID-19 measures and ongoing measures.**

The circulated Action Plan was received and discussed.

The Clerk stated that the WP’s original purpose had now been served and that any issues are now part of the day-to-day management tasks.

It was resolved that the WP is disbanded, with any matters reported to Council as required.

**C829 To discuss matters affecting the location of Council and Committee meetings.**

The Clerk’s paper was received and discussed.

The Clerk related the background to this matter, noting the Advice of the ESCC Director of Public Health.

The suitability of the main hall and the Anzac Room for meetings was discussed.

It was resolved, by majority, that all Full Council meetings would continue to be held in the main hall, with all other meetings taking place in the Anzac Room.

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| **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:-***

**C830 To adopt the confidential minutes of the Council meeting held on the 27th July 2021**

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

**C831 Policy & Finance Committee:-**

1. **To receive the confidential meeting minutes of the 13th April 2021.**

It was resolved to receive these minutes.

1. **To receive the confidential meeting minutes of the 17th August 2021.**

It was resolved to receive these minutes.

1. **To note the draft confidential meeting minutes of the 14th September 2021.**

These draft minutes were noted.

**C832 Planning & Highways Committee:-**

1. **To receive the confidential meeting minutes of the 6th July 2021.**

It was resolved to receive these minutes.

1. **To note the draft confidential meeting minutes of the 21st September 2021.**

These draft minutes were noted.

**C833 Personnel Committee:-**

1. **To receive the confidential meeting minutes of the 31st March 2021.**

It was resolved to receive these minutes.

1. **To receive the confidential meeting minutes of the 10th August 2021.**

It was resolved to receive these minutes.

1. **To note the draft confidential meeting minutes of the 23rd September 2021.**

These draft minutes were noted.

1. **To discuss and agree the proposed revision to the staffing structure.**

The Clerk’s paper was received and discussed, with actions agreed.

1. **To discuss other confidential staffing matters and agree actions required.**

Cllr Seabrook reported on ongoing matters.

**C834 Date of next meeting - Tuesday 9th November 2021 at 7.30pm.**

*There being no further business, the meeting closed at 10:01.*