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PEACEHAVEN TOWN COUNCIL

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14th April 2021

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 20th April 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

C727 Mayor's/Chairman's announcements.

C728 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

C729 To approve apologies for absence.

C730 To receive declarations of interests.

C731 To adopt the minutes of the previous Council meeting held on the 9th March 2021.

C732 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. **Policy & Finance Committee:-**

- i. To receive the Committee's financial report.
- ii. To receive the public meeting minutes of the 2nd March 2021.
- iii. To note the draft public meeting minutes of the 13th April 2021.

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

- i. To receive the public meeting minutes of the 23rd February 2021.
- ii. To receive the public meeting minutes of the 16th March 2021.
- iii. To note the draft public meeting minutes of the 6th April 2021.
- iv. PTC & LDC Developer Liaison meeting reports and related matters.

c. **Personnel Committee:-**

- i. To receive the public meeting minutes of the 17th February 2021.
- ii. To note the draft public meeting minutes of the 31st March 2021.

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

- i. To receive the meeting minutes of the 9th February 2021.
- ii. To note the draft meeting minutes of the 23rd March 2021.

Agenda for the virtual Meeting of Peacehaven Town Council – 20th April 2021

- e. **Civic & Community Events Committee:-**
 - i. To receive the meeting minutes of the 19th January 2021.
 - ii. To note the draft meeting minutes of the 30th March 2021.
- f. **Business Development & E-Comm's Committee:-**
 - i. To receive the meeting minutes of the 16th February 2021.
 - ii. To note the draft meeting minutes of the 7th April 2021.
 - iii. To adopt updated Terms of Reference for the Committee.
- g. **PTC Climate Change Working Party:-**
 - i. To receive the meeting notes of the 10th February 2021.
 - ii. To note the draft meeting notes of the 31st March 2021.
- h. **PTC Libraries Working Party:-**
 - i. To receive the meeting notes of the 22nd March 2021.
 - ii. Motion by Cllr Goble that ESCC be requested to change the name of the Peacehaven Public Library to the Peacehaven & Telscombe Library
- i. **Youth Working Party:-**
 - i. To receive a report and to note the meetings action plan.
- j. **CCTV Working Party:-**
 - i. To receive a report and to note the meetings action plan.

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

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

- a. Working Party Action Plan.
- b. Clerk's paper and related actions.

C735 To discuss arrangements for the Annual Town Meeting/Assembly on the 12th May 2021.

C736 To agree a policy for Working Parties.

C737 Report from Cllr Emilia Simmons on local activities.

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:-

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

C739 Personnel Committee:-

- a. To discuss current confidential staffing matters.
- b. To receive the confidential meeting minutes of the 17th February 2021.
- c. To note the draft confidential meeting minutes of the 31st March 2021.

C740 Policy & Finance Committee:-

- a. To receive the confidential meeting minutes of the 2nd March 2021.
- b. To note the draft confidential meeting minutes of the 13th April 2021.

C741 Date of next meeting – Annual Meeting of Council - Tuesday 4th May 2021 at 7.30pm.



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DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 9th March 2021

Present – Mayor Cllr Claude Cheta, Dep. Mayor Cllr Job Harris, Cllr Gloria Hill, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Emilia Simmons, Cllr Ron White, Cllr Alan Milliner, Cllr Wendy Veck.
Officers; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Senior Projects Officer, Michelle Edser, Parks Officer Kevin Bray, Information Officer, Karen Bray.
Public; Two members of the public were present.
Stef Lake, SCDA Foodbank & Community Food Coordinator.

C709 Mayor's/Chairman's announcements.

The Chairman presented the 'Keyworkers Presentation Pins' awards scheme and related the procedure and timescales for its operation.
The Chairman thanked Councillors and staff for their hard work and public engagement during the current Covid lockdown.

C710 Public session.

There were no public questions.

C711 SCDA presentation on developing a Peacehaven Community Supermarket.

Stef Lake gave an interesting and encouraging presentation on this new initiative to be based at Kempton House. Areas covered included:-

- Coordination of the foodbank services.
- Related national projects.
- Project's background.
- Community Supermarket:-
 - Why have one?
 - Not a foodbank.
 - Who can join?
 - Sourcing of the food.
 - Costs.
 - Other planned activities in tandem.
 - Opens 18th March 2021

[Stef Lake left the meeting].

C712 To approve apologies for absence.

All Members were present.

C713 To receive declarations of interests.

Cllr Griffiths re. Item C725, as the friend of a person mentioned in the confidential minutes.
Cllr Paul re. Item C725, as an employee of the Gateway Cafe mentioned in the confidential minutes.

Cllr Veck re. Item C717, as a renter of Community House facilities.

Minutes of the virtual Meeting of Peacehaven Town Council – 9th March 2021

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

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

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.

The financial reports were received and noted, approving the January 2021 payments amounting to £60,043.20, and the signing of the Bank Reconciliations, as set out in the meeting papers.

II. To receive the public meeting minutes of the 18th January 2021.

It was resolved to receive these minutes.

III. To note the draft public meeting minutes of the 2nd March 2021.

These draft minutes were noted.

b. Planning & Highways Committee:-

I. To receive the public meeting minutes of the 12th January 2021.

It was resolved to receive these minutes.

II. To receive the public meeting minutes of the 2nd February 2021.

It was resolved to receive these minutes.

III. To note the draft public meeting minutes of the 23rd February 2021.

These draft minutes were noted.

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.

It was resolved to receive these minutes.

II. To note the draft public meeting minutes of the 17th February 2021.

These draft minutes were noted.

d. Leisure, Amenities & Environment Committee:-

I. To receive the meeting minutes of the 15th December 2020.

It was resolved to receive these minutes.

II. To note the draft meeting minutes of the 9th February 2021.

These draft minutes were noted.

e. Civic & Community Events Committee

Cllr Duhigg noted that there were no new minutes or reports.

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

I. To receive the meeting minutes of the 1st December 2020.

It was resolved to receive these minutes.

II. To note the draft meeting minutes of the 16th February 2021.

These draft minutes were noted.

g. PTC Climate Change Working Party:-

I. To receive the meeting notes of the 23rd September 2020.

It was resolved to receive these notes.

II. To note the draft meeting notes of the 10th February 2021.

These draft notes were noted.

h. PTC Libraries Working Party:-

I. To note the draft meeting notes of the 18th January 2021.

These draft notes were noted.

i. Youth Working Party:-

I. To note the draft meeting action plan of the 26th February 2021.

The draft action plan was noted.

j. CCTV Working Party:-

I. To note the draft meeting notes of the 12th February 2021.

These draft notes were noted.

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

Cllr Gallagher referred to the circulated papers and highlighted the following:-

- Land surveys in progress.
- More technical documents being produced by the University of Sussex students.
- Steering Group meeting on the 11th March 2021, focusing on Design Codes.
- Steering Group meeting on the 18th March 2021, focusing on the results of the Master Plan public consultation.

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

The Clerk's paper was received and discussed.

The Clerk related the background to this item and highlighted the concerns and complications of coming out of almost a year of lockdown, especially in the following areas:-

- Reopening outdoor facilities.
- Reopening indoor facilities.
- Terms for the hiring of facilities.
- Return to office working.

It was resolved to form a Working Party to discuss and agree the best approach in all the areas highlighted above, with recommendations brought to council on 20th April.2021.

WP members to be Cllr Seabrook, Cllr Duhigg, Cllr Griffiths, Town Clerk, Civic & Marketing Officer, plus other Officers as required.

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

Mrs Donovan's paper was received and discussed.

Mrs Donovan related the background to this item, noting the importance of retaining historical knowledge and artefacts.

It was resolved to form a Working Party under the CCE Committee for interested Councillors, staff and residents to take this project forward. Cllr Duhigg and Mrs Donovan to progress this matter.

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

The Clerk's paper was received and discussed.

The Clerk related the background to this item, noting the arrangements to be made.

It was noted that this year's event may have to be an online meeting...

It was resolved that this meeting will be held this year, whatever the required format is at the time.

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

Cllr Simmons' report was received and discussed.

Cllr Simmons highlighted LDC tenant policies and local residents' initiatives.

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

The Clerk's paper was received and discussed.

The Clerk related the background to this item, noting that the Service Level Agreement had been signed.

Cllr Sharkey noted that around 40% of people currently seeking help are new service users and that CA is concerned about a build up of cases when the Government's current evictions protection comes to an end.

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:-

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

The SPO's paper and draft reply to LDC were received and discussed.

The SPO related the background to this item, highlighting the relation to the process for developing the new LDC Local Plan and the relationship to the emerging Neighbourhood Development Plan.

Cllr Paul noted seeming inaccuracies in the delineation of sites on the map provided, and Cllr Symonds highlighted the need for adequate parking considerations.

It was resolved to adopt the response to LDC, as drafted by the SPO.

The SPO was commended for the very high professional standard of the response.

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

The SPO's paper was received and discussed.

The SPO related the background to this item, highlighting recent meetings held with the various interested parties and ongoing dialogue.

It was noted that the HDD public consultation is imminent and that it will be based on the plans already seen by Council.

Cllr White noted the need for accurate intelligence gathering in preparation for the receipt of the eventual planning application.

SPO will chase HDD for the promised presentation on retail plans.

[The SPO, Parks Officer and Information Officer left the meeting].

Minutes of the virtual Meeting of Peacehaven Town Council – 9th March 2021

C724 Personnel Committee:-

- a. To discuss current confidential staffing matters.**
No items were raised.
- b. To receive the confidential meeting minutes of the 19th November 2020.**
It was resolved to receive these minutes.
- c. To note the draft confidential meeting minutes of the 17th February 2021.**
These draft minutes were noted.

C725 Policy & Finance Committee:-

- a. To receive the confidential meeting minutes of the 18th January 2021.**
It was resolved to receive these minutes.
- b. To note the draft confidential meeting minutes of the 2nd March 2021.**
These draft minutes were noted.

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

There being no further business, the meeting closed at 20:59.



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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.

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.

7 PH1008 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was received and noted.

8 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.

9 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.

10 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.

11 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>
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Minutes of the meeting of the Planning & Highways Committee – Tuesday 23rd February 2021

<p>PH1013 LW/21/0031 48 Victoria Avenue Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 3rd March</p>	<p>Single storey extension and replacement of conservatory Roof</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. • 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>

12 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



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Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 16th March 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; Deborah Donovan - Civic & Communications Officer, Victoria Onis - Admin & Meeting Officer,

Public; Eleven members of the public were present.

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

1 PH1021 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH1022 PUBLIC QUESTIONS

There were no public questions.

It was resolved to bring Item 11 PH1031 was brought forward to allow the public to exit the meeting.

3 PH1023 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members where present

4 PH1024 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul has an interest in three of the planters that will be spoken about at item PH1028

5 PH1025 TO ADOPT THE MINUTES FROM THE 23RD FEBRUARY 2021

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

6 PH1026 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following:-

- Land surveys in progress.
- More technical documents being produced by the University of Sussex students.
- Steering Group meeting on the 11th March 2021, focusing on Design Codes.
- Steering Group meeting on the 18th March 2021, focusing on the results of the Master Plan public consultation.

7 PH1027 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was noted.

8 PH1028 TO DISCUSS THE LICENSING AND PLANTING OF ALL THE TOWNS PLANTERS

- The Admin Officer, confirmed that two planters/bike racks have now been ordered for the area outside of Subway.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 16th March 2021

- Matt Gunn, Marketing Officer has submitted an application to East Sussex Highways for a new License for the area outside of Subway to enable us to place the new planters.
- It was requested that the Admin Officer follows up with the Parks Officer, to request that the list of the Towns Planters also include the state of repair and a note of who is responsible for maintaining each planter.
- The Marketing Officer is currently putting a proposal together to involve local businesses in the sponsorship of the Towns Planters.

9 PH1029 TO DISCUSS CYCLING / WALKING AND SECTION 106 MONEY

Cllr Seabrook updated that the SPO, Michelle Edser is in talks with ESCC in view to arranging a meeting to discuss.

10 PH1030 TO DISCUSS THE BARRIERS ON RODERICK AVENUE AND GLYNN ROAD

Cllr Seabrook referred to his circulated report regarding the barriers on Roderick Ave and Glynn Road. The barriers restrict access by mobility scooters, wheelchairs, wide buggies and cyclists. The barriers were introduced a number of years ago to prevent motor cyclists using the pathway.

Options were discussed and it was proposed to take this issue forward

- * To find out who the barriers belong to
- * Consultation work with the Neighbours,
- * To review the Disability Discrimination act.

Proposed Cllr Seabrook

seconded Cllr Paul

All in favour.

11 TO CONSIDER Planning applications as follows:-

PH1031 LW/21/0039 107 South Coast Road Peacehaven	<i>It was resolved to bring this item forward for discussion in advance of item 3 to allow the Public to exit the meeting.</i>
Case Officer Julie Cattell	Change of use from dwellinghouse (C3) to children's nursery with manager's accommodation (E class) including a single storey side extension
Comments by 24/3/21	It was resolved to recommend refusal – All in Favour For the following reasons:- 50+ online objections noted. Comments 1) The site being directly adjacent to the strategic route of the A259 South Coast Road means that highway safety will be compromised on this busy and strategic route as a result of this proposal. Due to the difficulties accessing Gladys Avenue itself, plus the inadequate turning, injudicious parking is likely to occur on the double yellow lines of the A259. The morning drop off will be at times of peak traffic flow. This development will result in vehicles stopping within the traffic flow, maneuvers onto, and the blocking of the pavement, with the main stream of traffic having to maneuver around parked vehicles. Babies and Children will be exiting these vehicles which is dangerous within a running traffic lane. Drivers trying to give people

Minutes of the meeting of the Planning & Highways Committee – Tuesday 16th March 2021

	<p>space, which will include a high proportion of buses and HGV's, will potentially be forced to cross the centre line. The carriageway at this location is additionally constrained due to the close proximity to a pedestrian crossing. For these reasons it is considered that this proposal will result in danger and inconvenience to both users of the highway and those visiting the site. There is a real and genuine concern that the propensity for accidents at this location will be increased.</p> <ol style="list-style-type: none"> 2) There is a lack of parking and vehicular turning within the site and on Gladys Avenue itself. The additional vehicular trips resulting from this proposal will result in congestion and reversing maneuvers on Gladys Avenue, causing danger and inconvenience to users of this currently quiet road. 3) When compared to parking standards and guidance, there is a shortfall of parking for both employees and those dropping off / collecting children. This will create additional demand on both Gladys Avenue and the A259, thus having a detrimental effect on residential amenity. 4) Locally the nursery provision is higher than stated within the applicants submission, existing providers also have available spaces. The need for the proposed development is therefore not justifiable. 5) There is a lack of outside space and in terms of air quality children playing in a garden directly adjacent to heavily congested A259 will have an unacceptable impact on health and the general amenity of children attending the nursery. Covid-related government restrictions mean that childcare settings must keep ventilated as much as possible, thereby giving babies and children no breaks or protection from daily exposure to unacceptable levels of air pollution. <p>In light of the above reasons, it is considered that the proposal does not accord with policies CP13 (Sustainable Travel / Parking), DM8 (Residential Sub-divisions), DM20 (Pollution Management), DM23 (Noise), DM25 (Design / Parking / Amenity / Activity Levels) of the Local Plan (Parts 1 & 2). We respectfully request that this proposal is refused.</p> <p>Should you be minded to grant permission we would ask that conditions are imposed to address the following and in order to manage and mitigate the impact of this proposal.</p> <p>Conditions to ensure that that the applicants:</p> <ul style="list-style-type: none"> • commit to a travel plan, encouraging staff and visitors to arrive and depart by sustainable modes.
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Minutes of the meeting of the Planning & Highways Committee – Tuesday 16th March 2021

	<ul style="list-style-type: none"> • provide cycle parking and changing facilities for staff • provide buggy storage for parents / carers • ensure Piddinghoe car park is used for all car trips • liaise with ESCC to provide bollards on highway in order to prevent pavement parking adjacent to Gladys Avenue • apply staggered start and collection times in order to disperse the impact of arrivals and departures to the site • restrict opening hours in order to manage staff and visitors arriving, particularly those prior to, and from 7am • are not operational at weekends or bank holidays • provide noise mitigation such as soundproofing, soft outdoor surfaces and acoustic fencing • provide security fencing to keep children safe and provide some screening from pollution • encourage visitors to keep noise levels to a minimum and avoid congregating at drop off and pick up times
<p>PH1032 LW/21/0042 1 Cavell Avenue Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 29/3/21</p>	<p>Alterations to existing annex, convert garage area and remove one self-contained flat</p> <p>It was resolved to recommend approval- All in Favour</p> <p>COMMENTS The Planning application was looked at in detail and there are no reasons to object.</p>
<p>PH1033 LW/21/0045 50 Cornwall Avenue Peacehaven</p> <p>Case Officer James Smith</p> <p>Comments by 29/3/21</p>	<p>Prior approval under Schedule 2, Part 20, Class A of the Town and Country Planning (Permitted Development and Miscellaneous Amendments)(England)(Coronavirus) Regulations 2020 for construction of one additional storey to create 1no. dwelling</p> <p>It was resolved to recommend refusal – All in Favour</p> <p>For the following reasons:-</p> <p>COMMENTS</p> <ul style="list-style-type: none"> • Query previous application • Now proposes a three storey building • House converted to flats • Light to allotments will be blocked • Original bungalow had an Arundel Road address, now two flats on Cornwall Avenue • Use as a business on site, appears to be a craft room/workshop in the studio. Is this licensed? • Neighbour objection, noise, smells, parking, adversely affected

Minutes of the meeting of the Planning & Highways Committee – Tuesday 16th March 2021

	<ul style="list-style-type: none"> • Questionable use of site / does this business have permission – amenity and disturbance issues. • Please refer to planning enforcement if appropriate • There will be an adverse effect on daylight for neighbouring properties. • Being three storeys in height, the proposal is considered to be out of keeping with the street scene, it does not respond sympathetically or have a compatible relationship with the surrounding buildings. • The intensification of the use of the site will have a detrimental and disturbing effect on neighbouring amenity due to increased activity and parking. • The intensification of the use of the site will have a detrimental effect in terms of odour due to the increased use of the existing problematic cesspit. <p>It is therefore considered that the proposal does not accord with policies DM23 (Noise) and DM25 (Design / Characteristics / Height / Parking / Daylight / Amenity / Odour / Activity Levels) Local Plan (Part 2)</p>
<p>PH1034 LW/21/0104 59 Cairo Avenue Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 31/3/21</p>	<p>single storey side extension and extension to existing roof conversion</p> <p>It was resolved to recommend approval - Agreed by Majority</p> <p>COMMENTS No Public Objections. The Planning application was looked at in detail and there are no planning reasons to object.</p>
<p>PH1035 LW/21/0085 21 Slindon Avenue Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 31/3/21</p>	<p>Loft conversion composing of hip to gable extensions and rear dormer, 4m side extension, front porch roof extension to form central bay and to render the façade</p> <p>It was resolved to recommend approval - All in favour</p> <p>COMMENTS One objection was noted. The Planning application was looked at in detail and there are no planning reasons to object</p>
<p>PH1036 LW/21/0069/CD The Bells Club 8 Phyllis Avenue Peacehaven</p> <p>Case Officer James Smith</p> <p>Determination Date 31/3/21</p>	<p>Discharge of conditions 2,3,4 and 5 in relation to planning approval LW/19/0693</p> <p>COMMENTS The case officer James Smith clarified that the facility management plan and a ground floor plan are the only items that need to be reviewed.</p> <p>The Committee noted this information.</p>

Minutes of the meeting of the Planning & Highways Committee – Tuesday 16th March 2021

12 TO NOTE the following Planning Applications:-

PH1037 TW/21/0019/TPO 3 Tor Road, Peacehaven Case Officer Daniel Wynn	T1, Sycamore - Crown reduction to reduce size of tree and maintain shape.
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The above Planning Decision was noted

13 PH1038 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The circulated action plan was noted.

- Concrete path the Inspector has turned down the path connecting to Cissbury avenue but this decision is being appealed against

DATE OF NEXT MEETING OF THE COMMITTEE 6TH APRIL 2021



PEACEHAVEN TOWN COUNCIL

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Draft Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 6th April 2021

Present; Cllr I 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 SPO, Victoria Onis - Admin & Meeting Officer,
Public; One member of the public

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

1 PH1039 CHAIR ANNOUNCEMENTS

The Chairman reported that, having discussed some of the planning applications from the last P&H meeting with the SPO, areas of improvement have been identified about how, as a committee, we prepare for meetings. Suggestions were made on how each Committee member could take ownership of planning applications and visit the sites in question. The SPO is also working on some training ideas for this Committee.

The Chairman requested that all Committee members note the email titled Planning Committee Workings – sent on 23/3/21, as not all responses have been given.

2 PH1040 PUBLIC QUESTIONS

There were no public questions.

3 PH1041 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were present.

4 PH1042 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH1043 TO ADOPT THE MINUTES FROM THE 16th MARCH 2021

It was resolved to adopt the minutes as a true record

6 PH1044 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

- Next Steering Group Meeting Thursday 8th April 2021.
- Final report covering survey undertaken on the AECOM Masterplan for the Meridian Centre has been completed, press release and website updated with full results.
- Housing Needs Survey, AECOM Technical support has been obtained to finish off report.
- Strategic Environmental Assessment report still awaited.
- Design Codes and Character areas, consultation completing, full report expected within a week.
- HDD feeding back results of their survey on 7th April 2021 to PTC.

1 PH1045 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was noted

Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th April 2021

2 PH1046 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE

The circulated report was noted

Cllr Sharkey noted that in the actions from a previous Development Liaison WP meeting, it was suggested that a letter is sent to Lloyd Russell-Moyle MP regarding the National process for planning application consultations and use of reserved matters, procedures.

It was resolved that Cllr Sharkey and the SPO will draft a letter to Lloyd Russell - Moyle

3 PH1047 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The circulated report was noted.

4 PH1048 VERBAL UPDATE ON ACTIVE TRAVEL

Cllr Seabrook reported that he and the SPO had met with ESCC regarding the cycle way next to PCS.

Although a positive meeting, there are Government guidelines LTN 1/20 which define what requirements a cycle path has to adhere to. Under these guidelines, it is not possible to meet these requirements in Peacehaven due to lack of room; need a 6 meter wide path to accommodate both pedestrians and cyclists. Need to look at other ways around this but there will not be any updates until after the local elections.

In the meantime, ESCC have gone away to find out who owns the strip of land next to the school and then take it from there.

11 PH1049 TO CONSIDER Planning applications as follows:-

PH1050 LW/21/0081 38 Lincoln Avenue Peacehaven Case Officer Tom Bagshaw Comments by 9 th April	Single storey rear extension It was resolved to recommend approval All in favour.
PH1051 LW/21/0121 12a Cripps Avenue Peacehaven Case Officer Rita Burns Comments 16 th April	Creation of gable end on the north-east plane of the roof of the host dwelling and a dormer on the north-west side of the roof, installation of 2no skylights on south-east side of the roof It was resolved to recommend approval All in favour.

12 TO NOTE the following Planning Application Decisions:-

PH1052 LW/21/0031 48 Victoria Avenue Peacehaven	Householder for Single storey extension and replacement of conservatory Roof Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
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Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th April 2021

13 PH1053 TO REVIEW & UPDATE THE P&H ACTION PLAN.

- Letter to the MP to be added to the action plan (see above).
- Request an update from the Matt Gunn, Marketing Assistant on the new license for the planter outside of subway.
- Cllr Paul highlighted that there are some development sites that are looking untidy and neglected whilst waiting for planning permission. It was resolved to add this to the Developers Liaison agenda; this may come under LDC Building Control.

DATE OF NEXT MEETING OF THE COMMITTEE 27TH APRIL 2021

There being no further business, the meeting closed at 20.00.



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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.

Minutes of Peacehaven Town Council Personnel Committee –17th February 2021

- 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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DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 7.30pm on Wednesday 31st March 2021

Present – Cllr. D Seabrook (Chairman), Cllr C Collier, Cllr A Milliner, Cllr. I Sharkey, Cllr G Hill, Cllr C Gallagher.

Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

1 E154 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E155 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr L Symonds.

3 E156 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

4 E157 TO ADOPT THE PUBLIC MINUTES OF 17th FEBRUARY 2021 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 E158 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th FEBRUARY 2021 MEETING

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

6 E159 TO REVIEW DRAFT HYBRID WORKING POLICY & RELATED MATTERS

The Chairman's draft policy was received and discussed in detail.

Some changes and points of clarification were made

It was resolved to adopt the draft, as amended, and for it to be sent to staff for consultation and meetings.

6 E160 TO REVIEW CURRENT SICK ABSENCE CASES

The Clerk's report was received, noted and discussed in detail.

The Clerk related the latest position in the matters under consideration.

Options, impacts and the way forward were discussed and actions resolved.

7 E161 TO REVIEW STAFFING MATTERS & ACTION PLAN

The Committee's Action Plan was presented by the Chairman. Progress was reported and updates noted.

8 E162 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS

The Committee's input into the Internal Business Plan was presented by the Chairman. Progress was reported and updates noted.

9 E163 DATE OF THE NEXT MEETING – TO BE AGREED

Minutes of Peacehaven Town Council Personnel Committee – 31st March 2021

There being no further business, the meeting closed at 20:46.



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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 accessibility report conducted should be obtained.
- The focus will be on the three areas in the report, i.e. The Oval, Epiney 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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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 23rd March 2021 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmonds (Vice Chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr G Hill, Cllr L Symonds, Cllr D Paul, Kevin Bray (Parks Officer), Victoria Onis (Admin Officer) Michelle Edser (SPO)

1 LA 534 CHAIR ANNOUNCEMENT

The Chairman made the following announcements:-

- Tomorrow, the 17th of March – Brighton Permaculture trust will be coming to plant seven more Sussex Apple trees in the Orchard.
- The Grounds team have rotavated the first area at The Dell in preparation for the Wild Flower seeds.
- The Civic Officer has asked if the Committee would like to participate at 8pm with the “beacon of remembrance” UK National Day of Reflection. The committee agreed to hold a minutes silence.

One minutes silence was held.

2 LA 535 PUBLIC QUESTION TIME

There were no public questions

19.38 Cllr Symonds joined the meeting.

3 LA 536 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no absences.

4 LA 537 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Dawn Paul – item LA 547 - as a hirer of the Centenary Park

5 LA 538 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 9TH FEBRUARY 2021

Re. Item LA530 the draft stated ‘professional report’, this should read ‘professional accessibility report

It was resolved to adopt the minutes as amended.

6 LA 539 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was received and noted.

7 LA 540 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

- Cllr Gallagher noted that the 'Goal and vision' statement is positive and there to remind all.
- Cllr Griffiths reminded Councillors to let the Parks Officer know of any ideas to be considered for the business plan.

8 LA 541 TO NOTE PROJECT UPDATES

The circulated report was received.

The following points were discussed.

- The Parks Officer updated that a few items are still being held up because of covid.
- The SPO Michelle Edser gave update on land registry and would also like it to be noted that the Disability Discrimination Act 1995 (DDA95) has now been superseded by Equalities act 2010. So, this now needs to be used instead.

9 LA 542 HOWARD PARK WORKING PARTY UPDATE

The circulated report was received.

- Cllr Seabrook reported that the report is to bring some recommendations to this Committee which are mainly around the Equality Act and Access to Howard Park, we need to make a Cil bid to get this actioned and get permission from Lewes Council and possibly ESCC to go make access across the grass verge.
- Cllr Gallagher requested feedback on the signage and branding. The Parks Officer has requested that the Signage working party meet up before the next L&A Committee meeting, to discuss branding and signage for Town Parks.
- Cil money – The SPO reported there is some section 106 money which has been allocated for accessibility from an old planning application, which may provide some money towards the work in Howard Park. It was agreed that the SPO will investigate this further.

It was resolved to pursue funding and request permissions to make Howard Park accessible for all.

Proposed by Cllr Sharkey and Seconded Cllr Hill

All in Favour

10 LA 543 UNNEIGHBOURLY TREE WORKS

There has been several enquiries regarding trees being unneighbourly ranging from blocked light to over hanging gardens.

Cllr Seabrook shared pictures of some trees concerned.

It was resolved to use Aspen tree care on this occasion, to carry out any small tree works needed

Proposed by Cllr Sharkey and Seconded by Cllr Gallagher

All in Favour.

11 LA 544 GATEWAY CAFÉ PAVED AREA

The circulated reported was noted and discussed.

The SPO reported that as we go into the next financial year there will be another 20k for centenary parks for maintenance and improvements.

It was proposed to follow the recommendations to pave the area, fill in the gaps in the hedges and install a fence to prevent walking through the hedges and litter blowing on to the Park.

It was resolved to refer the matter of funding to the Policy & Finance Committee

Proposed by Cllr Sharkey and Seconded by Cllr Simmonds

All in favour

12 LA 545 TO NOTE GREEN SPACES REPORT

The circulated report was received.

Cllr Gallagher spoke in detail about the Lewes District Open Space Strategy and The Playing Pitch Strategy needs Assessment. These both highlight the deficit of open spaces and diverse sports in the Town. These papers should be considered in any future plans for the Leisure & Amenities.

13 LA 546 TO NOTE TREES WORKS CONTRACT

The Parks Officer's report was received and noted.

14 LA 547 VERBAL UPDATE COVID UPDATE RE SPORTS RESTARTING

- The Parks officer reported that a meeting has been held on reopening the sports areas. It was decided that Football and Netball on muga courts can restart on the 29th March, all other indoor sports will need to wait until 21st June because of the rule of 6; there will be another meeting in May to see how the pandemic is progressing.
- Junior park run can go ahead from the 18th April provided the risk assessment is received. Cllr Paul reported that the run will start with the 4-10 year old's, possibly 20-30 children at a time.
- Cllr Sharkey reported that the Easter egg trail at Centenary Park has had to be cancelled – The Covid team have recommend that this be postponed due to the risk of encouraging a gathering.

15 LA 548 TO NOTE LEATHER JACKETS INFESTATION ON THE BOWLING GREEN

The Park's officer's report was received and noted.

The Parks officer gave an update on the severe infection of the leather jacket grubs on the bowling green and costs involved.

16 LA 549 TO NOTE WORKS UPDATE

The Park's officer's report was received and noted.

17 LA550 DATE OF NEXT MEETING

Confirmed as the 4TH May 2021

There being no further business, the meeting closed at 20.38



PEACEHAVEN TOWN COUNCIL

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

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

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

Public: Tracey Pickett – Market hirer.

1. CCE94 CHAIRMAN'S ANNOUNCEMENTS

Chair welcomed everyone to the meeting.

2. CCE95 PUBLIC QUESTIONS

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

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

3. CCE96 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies received from Cllr Veck and Cllr Goble

4. CCE97 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest

5. CCE98 TO ADOPT THE MINUTES OF 20th OCTOBER 2020

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

6. CCE100 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

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

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

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

8. CCE102 TO DISCUSS FUTURE EVENTS FOR 2021

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

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

Proposed Cllr Hill

Seconded Cllr Paul

All in favour

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

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

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

Proposed Cllr Hill

Seconder Cllr Simmons

All in favour.

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

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

- **5th Nov – Bonfire night** – advertise on social media for Bonfire night themed pictures to display. Open to all ages.
- **14th Nov - Remembrance Day**
- **10th Dec - Carol Concert**
- **11th Dec - Christmas Market**

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

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

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

Proposed Cllr Hill
Seconded Cllr Paul
All in favour.

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

DATE OF NEXT MEETING OF THE COMMITTEE – 30TH March 2021

There being no further business, the meeting closed at 21.00



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Draft Minutes of the meeting of the Civic & Events Committee held via Zoom at 7.30pm on Tuesday 30th March 2021.

Present: Cllr L Duhigg, Cllr G Hill, Cllr D Paul, Cllr L Mills, Cllr L Symonds, Cllr E Simmons, Cllr A Goble, Cllr W Veck,

Officers: Deborah Donovan - Civic & Communications Officer, Karen Bray- Information Officer, Victoria Onis - Admin & Support Officer,

Public: One member of the public

1. CCE103 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed everyone to the meeting.

The Chairman read out the following statement.

"I am delighted to announce the achievement awarded to our Civic Office for the submission entered to the Civic Officers Association which explained how Peacehaven Town Council maintained the profile of their First Citizen throughout the Covid 19 pandemic.

Peacehaven Town Council civic office received a commendation for their entry which is recognised nationally. I think I speak on behalf of all members on this committee in congratulating Mrs. Donovan and her team on receiving such a prestigious award, well done a great achievement."

19.38 Cllr Paul and Cllr Simmons entered the meeting.

2. CCE104 PUBLIC QUESTIONS

Mrs. Donovan the Civic Officer read out a question which was submitted by a member of the public.

"With all the car boots reopening after April 12th in accordance with government guidelines and as advertised in the guideline links on Peacehaven Town Councils website where they are allowing parks and open spaces, why are we having to wait until 21st June to open the Dell outside car boot. We worked last year perfectly and safely in the outside space and managed great social distancing and are ready to do the same again this season. I have at least 40+ of my customers really wanting to get out and have a slight bit of normality.

Thanks for listening and look forward to your response."

Cllr Duhigg reported that the Community House Working Party have met, and a decision was made that currently due to the Safety of the Public the car boots will not open at this time; a letter will be sent to all hirers in due course advising them of the decision made there will be a review in May. For now, the decision stands and will be reviewed in May.

A response will be sent to the member of public concerned.

3. CCE105 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Cllr Milliner absent

4. CCE106 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

5. CCE107 TO ADOPT THE MINIUTES OF 19TH JANUARY 2021.

Re Item CCE95, Bob Pickett should read Bob Parks.

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

6. CCE108 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was noted.

7. CCE109 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The circulated report was noted.

8. CCE110 TO RECEIVE THE NOTES FROM THE CCE WP

The circulated report was noted.

9. CCE111 UP-DATE ON THE PEACEHAVEN COMMUNITY AWARD

Mrs. Donovan reported that the Community Award was advertised but unfortunately there was no response from the Public.

It was resolved that this proposal is postponed until a later date and maybe more individuals will come to light later in the year.

10. CCE112 TO NOTE: TO WORK WITH THE ROYAL BRITISH LEGION TO MARK THE TRBL CENTENARY YEAR ON 28TH AUGUST.

The circulated report was noted.

11. CCE113 TO TAKE FORWARD ITEM C718 WHICH WAS AGREED AT COUNCIL ON 9TH MARCH AND ARRANGE THE FIRST WORKING PARTY MEETING.

Mrs. Donovan confirmed this item is for the History working party.
Some ideas were discussed and will be brought forward to the WP.

It was resolved to arrange the first meeting of the History WP.
Proposed by Cllr Symonds and Seconded by Cllr Duhigg.

Members of the History Working Party will be: -
Cllr Duhigg, Cllr Griffiths, Cllr Seabrook, Matt Gunn, Mrs. Donovan and Town Residents Harley Bray and Daniel Moon. Cllr Symonds would also like to be notified of the meetings.

12. CCE114 TO UP-DATE THE CCE SECTION OF THE BUSINESS PLAN (TO INCLUDE THE HISTORY PROJECT)

The History WP this will now be added to the Business Plan.

13. CCE115 TO NOTE THE CHAIRMANS REPORT FOR THE ANNUAL REPORT TO BE COMPLETED BY 15TH APRIL.

Cllr Duhigg reported that the report is in progress and will be sent for submission for the Annual Report shortly

Member of the Public entered the meeting.

Standing orders were suspended to allow The Chair to speak to Mrs. Pickett regarding Item CCE104

Cllr Duhigg reiterated to Mrs. Pickett the decision made for the reinstatement of Car boot sales at The Dell (see above).

Standing orders reinstated.

DATE OF NEXT MEETING OF THE COMMITTEE – 8th June 2021

There being no further business, the meeting closed at 19.58.



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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 an 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 RECEIEVE 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 onto 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



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PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Business Development & E-communications Committee, held virtually via ZOOM, at 7.30pm on Wednesday 7th April 2021.

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

Officers; Matt Gunn-Marketing & Communications Assistant; Michelle Edser- Senior Projects Officer

1 BPEC085 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies from Cllr Collier- Alan Goble Substituted

2 BPEC086 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No declarations

3 BPEC087 TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON TUESDAY 16th February 2020

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

Cllr Gallagher Proposed
Cllr White Seconded
All in favour

4 BPEC088 PUBLIC QUESTION TIME

No public questions

5 BPEC089 TO REVIEW AND AGREE THE COMMITTEES TERMS OF REFERENCE

Cllr Gallagher introduced this item to the committee and spoke at length about how the committee has progressed since its formation and how it is important that the terms of reference reflects the work the committee is currently undertaking.

It was agreed to accept the new terms of reference for this committee.

Cllr Gallagher Proposed
Cllr Sharkey Seconded
All in favour

6 BPEC090 TO CONSIDER PROJECTS FOR INCLUSION IN THE INTERNAL BUSINESS PLAN 2021/22

Cllr Gallagher introduced this item and gave an update on how the document has progressed over the last year, with many tasks being started and some needing more attention.

Cllr Sharkey stated that she would like community wellbeing added to a new “people” section of the business plan.

The Committee had a lengthy discussion about how the current internal Business plan has worked over the last year and how it could be improved.

Cllr White suggested that we need a more focused approach, and the committee should focus on fewer projects at a time but ensure they reach completion.

Cllr Symonds suggested that it may be clearer to colour the whole row in red, amber or green rather than just the box for clarity purposes, which is also a more efficient layout.

Cllr Veck said that each committee should be given deadlines for each task to make sure they keep making progress and complete the tasks.

The SPO explained that the Business Plan is now on every Committee Agenda and the item has been introduced in full to all Committees with a list of their responsibilities and tasks. The drive and number of actions being undertaken to move matters forward has been mixed so some further guidance and chasing up would be a good idea if we have the resources to do it. Perhaps getting items into actions plans to ensure they are worked on was also discussed. It was agreed that tasks need prioritising with deadlines for reporting back.

The committee agreed that adding new tasks should not be the immediate focus, but rather developing and completing the tasks already listed.

The Marketing Assistant, Cllr Gallagher and SPO will take these comments on board and develop the next version of the plan including contributions from Committee and Officers.

7 BPEC091 TO UPDATE ACTIVE TRAVEL AND CONSIDER PUBLIC THE TRANSPORT SURVEY

The SPO introduced this item.

Cllr Symonds suggested that we should offer paper copies to residents or have someone stand outside the co-op in the Meridian Centre asking people to complete the transport survey.

Cllr Sharkey suggested that paper copies of the survey could be left outside community house and possibly in the doctor’s surgery.

Cllr Gallagher suggested that we could have the survey printed in the Peacehaven Directory.

It was agreed to accept the ten-question survey to publish as soon as possible.

It was agreed that we need to set up a meeting with Brighton and Hove Buses to discuss the challenges we are facing and also engage with our MP Lloyd Russel Moyle for support in this matter.

Cllr Gallagher proposed

Cllr Hill Seconded

All in favour

8 BPEC092 TO CONSIDER THE BUSINESS SURVEY

The Marketing Assistant introduced this item.

Cllr Symonds stated that we could possibly offer an incentive to businesses who complete the survey such as free advertising space in the E-news or something similar.

Cllr Symonds wanted to increase the number of questions beyond the free 10.

To include further questions about training offered etc.

Marketing Assistant advised that purchase of one year subscription was approx. £350.

Cllr Veck proposed that we go ahead and buy the full 'survey monkey' 1 year package and the Marketing Assistant and SPO amend the survey and send out to councillors to confirm approval via email To avoid delay

Cllr Symonds seconded

All in favour

9 BPEC093 TO UPDATE ON COMMUNITY WEALTH BUILDING IN PEACEHAVEN

Cllr White gave an update on how the community wealth building project worked in Preston and how they managed to revert spending back into their local economy, with expenditure spending locally increasing from 4% to 40% in one year.

Cllr White suggested that we should look at what percentage of our current expenditure and procurement is going to local businesses and what we can do to better support community wealth.

10 BPEC094 TO RECEIVE AN UPDATE ON THE FUTURE OF THE PEACEHAVEN LIBRARY

The SPO introduced this item and informed the committee that herself, Cllr White & Cllr Milliner? Or Goble have been in negotiations with ESCC to maintain and improve library facilities at present, throughout any building work and within a new building. Library Services at ESCC have been helpful and seem to share our vision. Property Services are more difficult to engage with and they will determine the size of the new building as the lease will be paid by ESCC. The SPO confirmed that she will be continuing to lobby ESCC regarding the scale of the proposed library for the new Meridian Centre to ensure we have a facility fit for the future which will deliver a good service and opportunities for additional services to benefit the residents of Peacehaven and Telscombe.

The SPO noted that a paper will be going to Full Council from Cllr Goble requesting a name-change of the Library.

11 BPEC095 TO CONSIDER NEW INCOME STREAMS FOR THE COUNCIL- i- TO NOTE NEW ADVERTISING PACKAGE

The Marketing Assistant talked the committee through the new advertising package that he has created which will hopefully generate some extra income for the Town Council whilst fulfilling the needs of many businesses who are desperate to advertise in the Town.

Cllr Gallagher felt that we should re-consider looking into creating a printed copy of the council E-News magazine and that the review of the Public Realm and Bill Boards and Commercial advertising throughout the town needed to be considered with the Neighbourhood Development Design Guide, due imminently.

Cllr Veck suggested that we should produce a points of interest map with sponsorship boxes around the outside to cover the cost of producing the maps. The maps could then be given out in the information office and given to estate agents to give out to new residents.

Cllr Veck also suggested that we could create a sponsor a bin programme to fund more bins in the town to tackle the ongoing litter problem.

Cllr Symonds firstly outlined an idea to create a memorial wall or floor in the new Meridian Centre so individuals could purchase a plaque for a special occasion, to remember a loved one etc.

Cllr Symonds then stated that we should look into reusing the TV Screen in the foyer of Community House for advertising, (when we re-open to the public). The SPO confirmed this could be part of a future upgrade of Community House, paid for by developers of the Meridian site.

Cllr Symonds also suggested that allocating spaces in our bus stops for advertising space may be a good idea.

The SPO suggested that we need to promote ourselves better and communicate the good work the Council are undertaking.

12 BPEC096 TO CONFIRM DATE OF THE NEXT MEETING

The date of the next meeting is Wednesday 19th May 2021.

****The meeting ended at 21:32****

PEACEHAVEN TOWN COUNCIL

BUSINESS DEVELOPMENT & COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

GENERAL

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

BUSINESS DEVELOPMENT & COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

The Business Development & Communications Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

All Committees will feed into the Business Development Committee.

The Business Development & Communications Committee shall be responsible for the strategic development of the Council and the supervision of projects aimed at the enhancement of the Town, excluding work on the Neighbourhood Plan up to adoption (which will be by full Council). The Committee's responsibilities will include:-

1. To investigate and develop projects to enhance the Town:-
 - a. The long term future of the Civic Centre /Community House.
 - b. The long term future of The Hub- Including redevelopment of the building
 - c. The long-term future of The Gateway Café building.
 - d. The long-term future of the land and buildings known as Peacehaven and Telscombe Football Club.
2. To search out new income generating, expenditure reduction and business opportunities.
3. To investigate and develop projects to improve the image of the Town
4. To apply for external funding towards projects to enhance the Town
5. To investigate the acquisition of land for environmental, amenity and commercial uses
6. To investigate the provision of new build public facilities for the local community
7. To produce and monitor the implementation of the Council's Internal Business Plan and Town Plan.
8. To recommend projects to full Council. Funded projects are delegated to another committee if appropriate.
9. To be responsible for Peacehaven Town Council's communications except for social events. Improving, maintaining and developing new channels of media including website, social media, newsletters, bulletins both digital and non-digital and branding.
10. To support the Town Clerk and SPO with the longer-term issues which require background research and often a finalised report with a Business Plan.

Membership- Elected at Annual Council

Meetings- Quarterly as a minimum.



Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
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E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

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

Peacehaven Library

ESCC MEETING 22nd March 2021 Notes

Attendees

Natalie Anderson - Head of Customer, Library and Registration Services
Rhona Drever - Project Delivery Manager: Library and Information Service
Alan Goble – PTC Councillor
Ron White – PTC Councillor
Laurence O'Connor – TTC and LDC Councillor
Michelle Edser – PTC Planning and Business Development

Introduction

PTC grateful for information and time today, thank you.

We need help answering some questions, points us in the right direction. We are looking at preparing a report. Is this a good idea? Who should it go to?

We want to promote the cause and secure the best for PTC/TTC

Is a smaller Library going to work? Need to work with yourselves. Not sure of details for PTC/TTC service, what is it going to look like and involve? How much resource will be available to us? Concern that a future building may be around ¼ of the size of the existing facility. High area of need, Library is hugely important and critical to these Towns.

Two scenarios for Library – with and without development.

Update on ESCC position – what is the current offer?

Discussions with Peter Smith ESCC Assets and Property Surveyor – has not come back to Michelle with any response / update on negotiations with HDD though HDD say agreement has been reached.

Strategy update from Rhona

Currently refreshing all evidence, there are several technical appendices. Covers 5 years 2018-23. Research and information team, undertaking this work. Look at strategy, what is still relevant going forward / does it need to change?

County wide service but delivery points are local, in addition to on-line. Changing evidence all the time. Increased need in certain areas such as unemployment. Piece of work due to be completed by Autumn 2021. How can PTC / TTC feed into this? District level is not felt to reflect the local needs in PT and TT, issues may be lost. Super Output Area's discussed, have used this data elsewhere. Can pick up "pockets" of need.

Indices of multiple deprivation used (goes to post-code level of detail), School sizes not included. Same evidence as before – population, demographics, unemployment, attainment etc.

Strategy key themes:

- Child and adult literacy
- Health and well being
- Increased digital inclusion
- Culture

Organise resources, stock bought County wide. Moved around based on need.

Librarian teams very outreach based. Work county wide, work with Children's Centres, DWP. Network of buildings is only part of the service.

Current operation will continue during pandemic, this has worked well. Pleased with service "select and collect", PC usage offered for "essential use". Covid secure.

"Roadmap" waiting for detailed guidance and regulations for coming out of lockdown and what it means beyond 12/4/21. Allow people back in for browsing? Work within the guidelines. Libraries have been exceptional in maintaining service in East Sussex. Wish to maximise service delivery and get back to where they were, evolving. Service commitment is there. Access across the network, free of charge. Good offer compared to national. People are going in. IT access is being offered. Staff very enthusiastic.

HDD – There is a commitment to retain the Library in Peacehaven, discussions are on-going with HDD. There is no commitment to size at present.

Answers to our previous questions? (anything that is felt to be outstanding?)

Questioned - What is the likely size and service within? Property team researching options elsewhere. Permanent size ballpark? Why can't we be told of the negotiations? More transparency, negotiations, story changing....

What is the current thinking about size and services? PTC/TTC 800-1000sq m at present. Local interest and concern on potential reduction to ¼ of the size. Already agreed figure 150sq m? Rhona will review historic note on this and come back.

What is the Capital and Budget running cost? Still not answered.

Temporary provision – looking at options.

PCS – have not responded to "need for space" offered by ESCC's Library Service.

Feedback from AECOM Masterplan in respect of Community Uses / Library

77 respondents wanted the community centre library retained or enhanced

What type of activities or facilities would you like to see provided for young people in the centre of Peacehaven? Library 3%

HDD also going out to consultation and we will review their feedback

Arts courses, “hub”, “community”, “please keep the Library” all mentioned. ME will provide this evidence to ESCC (post meeting note – survey summary pdf sent by email).

Update on discussions with DWP / PTC

DWP and Sussex College – possibly an option? Post lockdown. Cllr White please pass ESCC details on.

What can we do to further the cause? Based upon your advice? Strategy does not have much detail on Peacehaven, many residents feel ESCC has forgotten them.

Actions / Next Steps

- What was operating – pre pandemic, 1 hour computer buddying per week. Aim is for equitable position. Peacehaven needs more of a statutory service. We need volunteers – can we help advertise?
- Keep up to date with HDD information and proposals
- Reports – ESCC will find out, how best to deliver and to whom?

Date of next meeting

TBA in May 2021

1. INTRODUCTION

On the 27th October 2020 Peacehaven Town Council resolved to set up a working group consisting of Cllrs Goble and White to work with Telscombe Town Council to look at the provision of the library service in the joint towns. This was to consider what should be done to ensure that the within any proposed redevelopment of the Meridian Centre the best possible library was planned. This council called upon East Sussex County Council Libraries Service to actively engage with local councils and community groups as it looked to the future.

2. UPDATE

At meetings with East Sussex County Council Library Service officers on the 18th January and 22 March many questions were raised including

- What are ESCC's current plans for library provision in Peacehaven & Telscombe?
- What are the needs of the Towns' residents and how are they currently being assessed?
- Financial considerations.
- Services required; both directly provided and provided by others
- Library services relationship to other services provided by ESCC; e.g. employment , wellbeing , social inclusion, education. IT, etc.
- Comparison with other big Towns; e.g. Crowborough, Lewes and Seaford, where there is a better provision of library services.
- Meeting community health needs; East Sussex joint strategic needs assessment.
- Improving IT & literacy levels; ESCC statistics.
- 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.
- 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?

The ESCC officers referenced "East Sussex Libraries The Way Forward" strategic commissioning strategy completed in March 2018. A refresh of this strategy and the technical appendices is currently underway and it is clear that Peacehaven Library is very much under active consideration. They are willing to consider all aspects of provision and working with all bodies interested in Library service provision. With regards to their contacts with HDD the developers of the Meridian Centre, discussions have taken place but nothing has been agreed or formalised. The joint working party was assured that ESCC officers had listened and understood the needs of Peacehaven and Telscombe and a further meeting for the end of May 2021 is being arranged.

3. RECOMMENDATION

As part of a process increasing the focus upon this area's library service it is proposed that ESCC be requested to change the name of the Peacehaven Public Library to the Peacehaven & Telscombe Library as soon as possible. This council will write to ESCC that from an agreed date, it should only be referred to in documents and notices as the Peacehaven & Telscombe Public Library.

The joint towns both benefit from the Library and this would highlight the area that it covers.

References:

- ESCC Cabinet Papers Strategy on the ESCC website, [Agenda for Cabinet on Tuesday, 6th March, 2018, 10.00 am – East Sussex County Council](#)
- East Sussex Libraries The Way Forward Strategic Commissioning Strategy 2018/19 to 2022/23 [Item 5 - Appendix 2.pdf \(eastsussex.gov.uk\)](#)
- Evidence base for the development of the strategy, including the needs assessment [TA2 Needs Assessment \(eastsussex.gov.uk\)](#)

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 01/03/2021	To re-engage with Youth Services regarding support for additional activities at the JOFF	Town Clerk		

Youth Support & Development WP

26/2/21	Obtain a working definition of youth ages/stages	Marketing Assistant	Different requirements at different stages of development	
26/2/21	Direct youth input to PTC web site & E-News	Marketing Assistant		
29/3/21	Create a draft Survey to determine which sports facilities are needed in the town	Cllr Symonds & Marketing Assistant	First draft of survey questions provided by Cllr Symonds; to be circulated for comment.	
29/3/21	To Research a new climbing wall for the town	Cllr Paul		

MEETING DATE	TASK	Person Responsible	Comments	Objective Achieved
12/2/21	COLLABORATE WITH TELSCOMBE TOWN COUNCIL	Admin Officer	Admin Officer to contact TTC to speak about locations for CCTV in Telscombe	
12/2/21	IDENTIFY THE BEST TYPES OF THE CCTV AVAILABLE e.g. SMART CCTV OR LINKED TO THE GRID	Cllr Symonds	Look at price comparisons	
12/2/21	IDENTIFY REQUIREMENTS OF CCTV IN RESPECT OF NEEDS FOR THE TOWN	Town Clerk	Clerk will contact the Town Clerks to gain information on the benefits of CCTV in the Town. Set up a meeting with other Clerks	
12/2/21	IDENTIFY SOURCES OF FUNDING	Town Clerk	Contact other councils to find out if we can obtain funding for the cameras. Look into Safer streets home office grant	
12/2/21	CONSULT WITH RESIDENTS ON AREAS OF CONCERN	Marketing Assistant	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’.	
12/2/21	TO ENSURE A COMPREHENSIVE CCTV PACKAGE IS INSTALLED AT THE MERIDIAN CENTRE ONCE IT HAS BEEN REDEVELOPED	SPO Cllr Gallagher	Bring this to the attention of the SPO and Cllr Gallagher.	
12/2/21	TO EXPLORE THE OPTION OF INSTALLING ANPR CAMERAS AT EACH END OF THE TOWN	Everyone		
19/3/21	TO COMPARE CRIME FIGURES IN PEACEHAVEN TO OTHER LARGE TOWNS.	?		

CCTV Working Party
Report to Full Council
20th April 2021

Following on from the Full Council meeting on 26th January 2021 where it was agreed that the following recommended actions take place, I now would like to update you with a summary of what tasks have been completed since this time:

1. To agree the need for CCTV within the town of Peacehaven.
2. To work as part of the Sussex Police Partnership
3. To approve an invitation to Telscombe Town Council for collaboration on this CCTV project.
4. To approve a Working Party to be formed in order to produce a full feasibility report on the following:
 - a. Identify the types of CCTV available e.g., SMART CCTV or linked to the GRID
 - b. Identify the costs involved of CCTV
 - c. Identify the requirements of CCTV in respect of needs for the town
 - d. Identify sources of funding
 - e. Consult with the residents on areas of concern

A working party was formed and it was agreed by members that Lucy Symonds will lead the party. The working party is made up with both Councillors and a resident of the community.

At the initial meeting, an action plan was drawn up which would encompass the recommendations above.

Currently to date, meetings have been held where a presentation was delivered by Brian Devlin of Digital Marketing, the UK distributor of a smart energy system, Omniflow, which provided a more in depth understanding of how the Omniflow product functions. Also at this meeting, details of a government programme were shared, which highlighted Suffolk County Council using the Omniflow product as lighting with a view to utilising the CCTV within the County. Nick Hoad, Sussex Police, also attended this meeting as this gave an opportunity for him to ask any questions that may reflect on the partnership.

A social media post was put out to receive feedback from residents with their views on CCTV. The Council received some constructive and positive feedback with various sites that residents would consider to be suitable for CCTV.

There was also a meeting arranged with other clerks in the local County but unfortunately, only Seaford could attend on the day. This conversation still provided us with some feedback on their own CCTV which are monitored both by Sussex Police Partnership and the Town Council.

The next stage is for a stakeholders meeting to be arranged where crimes and asb areas can be identified and suitable sites for preventing crime.

Please see updated action plan.

MEETING DATE	TASK	Person Responsible	Comments	Objective Status
12/2/21	COLLABORATE WITH TELSCOMBE TOWN COUNCIL	Admin Officer	Admin Officer to contact TTC to speak about locations for CCTV in Telscombe The Town Clerk Stella attended the previous CCTV WP meeting	
12/2/21	IDENTIFY THE BEST TYPES OF THE CCTV AVAILABLE e.g. SMART CCTV OR LINKED TO THE GRID	Cllr Symonds	Look at price comparisons. Currently limited prices are known of the SMART units although a full site inspection will be required. No research has yet taken place with regard to units linked to the grid.	Look at price comparisons. Currently limited prices are known of the SMART units although a full site inspection will be required. No research has yet taken place with regard to units linked to the grid.
12/2/21	IDENTIFY REQUIREMENTS OF CCTV IN RESPECT OF NEEDS FOR THE TOWN	Town Clerk	Clerk will contact the Town Clerks to gain information on the benefits of CCTV in the Town. Set up a meeting with other Clerks Some WP members met with the Seaford clerk and Tony has also been in contact with Newhaven and Uckfield clerks.	Meeting was arranged but unfortunately only Seaford TC was present. Apologies were received from other TC. Tony to rearrange meeting with other TC's
12/2/21	IDENTIFY SOURCES OF FUNDING	Town Clerk	Contact other councils to find out if we can obtain funding for the cameras. Look into Safer streets home office grant	
12/2/21	CONSULT WITH RESIDENTS ON AREAS OF CONCERN	Marketing Assistant	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'.	Constructive and positive feedback has been received from some residents in relation to the CCTV.

				Possible id of sights mirror areas raised by the working party.
12/2/21	TO ENSURE A COMPREHENSIVE CCTV PACKAGE IS INSTALLED AT THE MERIDIAN CENTRE ONCE IT HAS BEEN REDEVELOPED	SPO Cllr Gallagher	Bring this to the attention of the SPO and Cllr Gallagher.	SPO and Cllr Gallagher are aware of this.
12/2/21	TO EXPLORE THE OPTION OF INSTALLING ANPR CAMERAS AT EACH END OF THE TOWN	Everyone		
19/3/21	TO COMPARE CRIME FIGURES IN PEACEHAVEN TO OTHER LARGE TOWNS.	?		
19/3/21	ENQUIRE WITH SOUTHWARK COUNCIL TO SEE HOW THE OMNI FLOW UNITS HAVE WORKED OUT	NICK HOAD	Nick Hoad, Sussex Police	Nick Hoad contacted officers at Southwark but still waiting for a response.
TBA	Meeting to be arranged for other stakeholders including local PCSO's and Neighbourhood First to discuss crime in the area.	Cllr Symonds to arrange future date		

Agenda Item:	PF607-1
Committee:	Policy and Finance
Date:	April 2021
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, Finance Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

Introduction

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 12 (March 2021). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 28 February 2021. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 82.3% of the budgeted expenditure has been spent so far, and 89.4% of the budgeted income has been received as at the end of month 12 (Mar 2021)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2020, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications




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

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 28th February 2021
- Bank reconciliation statement for cashbook 1 – 28th February 2021
- Bank reconciliation statement for cashbook 2 – 28th February 2021
- Detailed income and expenditure month 12 (Mar 2021)
- Detailed balance sheet month 12 (Mar 2021)

Peacehaven Town Council • Sort Code 20-49-76 • Account No 10701173

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			47,618.60
		1,980.00		45,638.60
1 Apr	 Cheque Issued Ref: 120489		4,351.40	49,990.00
	 Transfer From Account 30701211		10.00	50,000.00
	 Rejection: Sussex County Ref: Payment Returned: Account Closed			50,000.00
1 Apr	Balance carried forward			50,000.00
	Total Payments/Receipts	6,274.41	6,274.41	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was 0.100%

4361.40

324714.40

320,353.00 Precept,

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

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%	
1013 Income from Photocopying	90	500	410			17.9%	
1016 Housing Benefit Claims LDC	15,627	15,200	(427)			102.8%	
1050 Allotment Rent	594	0	(594)			0.0%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	621	600	(21)			103.4%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	3,685	1,000	(2,685)			368.5%	
General Administration :- Income	667,380	662,460	(4,920)			100.7%	0
4340 Support Services	816	2,500	1,684		1,684	32.6%	
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	23,316	25,100	1,784	0	1,784	92.9%	0
4001 Salaries	335,388	390,000	54,612		54,612	86.0%	
4002 Employer N.I Contributions	29,435	33,685	4,250		4,250	87.4%	
4003 Employer Pension Contributions	65,932	62,514	(3,418)		(3,418)	105.5%	
4004 Overtime	181	5,000	4,819		4,819	3.6%	
4011 Training	4,999	5,000	1		1	100.0%	
4212 Mileage Costs	12	1,000	988		988	1.2%	
4301 Purchase of Furniture/Equipment	538	3,500	2,962		2,962	15.4%	
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	3,000	3,000	0		0	100.0%	
4312 Professional Fees - Other	3,924	4,000	76		76	98.1%	
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	230	400	170		170	57.5%	
4323 PDQ Charges	517	800	283		283	64.6%	
4325 Postage	2,077	2,000	(77)		(77)	103.9%	
4326 Telephones	5,680	6,000	320		320	94.7%	
4327 Computers	15,748	9,500	(6,248)		(6,248)	165.8%	
4333 Members Allowance	2,750	3,500	750		750	78.6%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	16,903	10,000	(6,903)		(6,903)	169.0%	9,135
4342 Subscriptions	5,318	4,500	(818)		(818)	118.2%	
4444 Election Costs	13,063	6,000	(7,063)		(7,063)	217.7%	8,000

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	3,805	0	(3,805)		(3,805)	0.0%	
General Administration :- Indirect Expenditure	525,393	576,999	51,606	0	51,606	91.1%	17,135
Net Income over Expenditure	118,671	60,361	(58,310)				
6000 plus Transfer from EMR	17,135						
Movement to/(from) Gen Reserve	135,806						
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	1,500	1,500	(0)		(0)	100.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	933	0	(933)		(933)	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	2,451	3,750	1,299	0	1,299	65.4%	0
Net Expenditure	(2,524)	(6,150)	(3,626)				
120 Marketing							
1048 E-News Advertising	350	500	150			70.0%	
1049 Banner Board	3,032	6,500	3,468			46.6%	
1301 Filming	490	0	(490)			0.0%	
Marketing :- Income	3,872	7,000	3,128			55.3%	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	2,862	2,800	(62)				

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
4337 Neighbourhood Plan	5,306	5,000	(306)		(306)	106.1%	406
4344 Neighbourhood Plan Grants	409	0	(409)		(409)	0.0%	409
Neighbourhood Plan :- Indirect Expenditure	5,715	5,000	(715)	0	(715)	114.3%	815
Net Expenditure	(5,715)	(5,000)	715				
6000 plus Transfer from EMR	815						
Movement to/(from) Gen Reserve	(4,900)						
200 Planning & Highways							
4851 Noticeboards	1,300	1,300	0		0	100.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	1,300	2,500	1,200	0	1,200	52.0%	0
4101 Repair/Alteration of Premises	437	500	63		63	87.3%	
4111 Electricity	1,077	1,092	15		15	98.6%	
4171 Grounds Maintenance Costs	206	500	294		294	41.3%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	10,389	10,761	372	0	372	96.5%	0
Net Expenditure	(11,689)	(13,261)	(1,572)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	5,091	4,400	(691)		(691)	115.7%	
4203 Fuel	2,255	5,600	3,345		3,345	40.3%	
4204 Road Fund License	530	600	70		70	88.3%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	8,863	11,300	2,437	0	2,437	78.4%	0
Net Expenditure	(8,863)	(11,300)	(2,437)				
310 Sports Park							
1025 Rent & Service Charge	15,107	15,000	(107)			100.7%	
1039 S/P Cats	(300)	3,600	3,900			(8.3%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,498	2,500	1,002			59.9%	
1061 S/P Court Hire	1,351	5,300	3,949			25.5%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	22,106	30,700	8,594			72.0%	0

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

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	3,687	6,000	2,313		2,313	61.5%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	2,698	3,500	802		802	77.1%	
4161 Cleaning Costs	5,481	7,300	1,819		1,819	75.1%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,778	7,800	4,022		4,022	48.4%	
Sports Park :- Indirect Expenditure	21,441	29,100	7,659	0	7,659	73.7%	0
Net Income over Expenditure	665	1,600	935				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	2,844	0	(2,844)		(2,844)	0.0%	10,693
4111 Electricity	107	0	(107)		(107)	0.0%	
4112 Gas	1,197	0	(1,197)		(1,197)	0.0%	
4121 Rents	13,740	12,000	(1,740)		(1,740)	114.5%	
4131 Rates	3,367	2,500	(867)		(867)	134.7%	
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	30,142	25,250	(4,892)	0	(4,892)	119.4%	10,693
Net Expenditure	(30,142)	(25,250)	4,892				
6000 plus Transfer from EMR	10,693						
Movement to/(from) Gen Reserve	(19,449)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	6,348	8,480	2,132			74.9%	
Gateway Cafe :- Income	6,348	8,480	2,132			74.9%	0
4101 Repair/Alteration of Premises	(70)	0	70		70	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(70)	900	970	0	970	(7.7%)	0
Net Income over Expenditure	6,417	7,580	1,163				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,296	1,950	654			66.5%	
Parks & Open Spaces :- Income	2,786	6,950	4,164			40.1%	0

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

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	5,000	5,000	0		0	100.0%	
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	5,211	15,500	10,289	0	10,289	33.6%	0
4101 Repair/Alteration of Premises	1,304	4,710	3,406		3,406	27.7%	
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	2,182	10,000	7,818		7,818	21.8%	387
4301 Purchase of Furniture/Equipmen	1,233	3,000	1,767		1,767	41.1%	
Parks & Open Spaces :- Indirect Expenditure	5,219	21,960	16,741	0	16,741	23.8%	387
Net Income over Expenditure	(7,644)	(30,510)	(22,866)				
6000 plus Transfer from EMR	387						
Movement to/(from) Gen Reserve	(7,257)						
355 The Hub							
1084 Sports Pavilion	7,254	16,000	8,746			45.3%	
The Hub :- Income	7,254	16,000	8,746			45.3%	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	1,313	1,500	187		187	87.5%	
4112 Gas	992	1,500	508		508	66.1%	
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	2,958	9,500	6,542	0	6,542	31.1%	0
Net Income over Expenditure	3,895	6,000	2,105				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	6,500	6,000	(500)			108.3%	
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	1,466	25,600	24,134			5.7%	
1077 C/H Anzac Room	(43)	12,700	12,743			(0.3%)	

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1078 C/H Main Kitchen	961	1,250	289			76.9%	
1079 C/H Anzac Kitchen	196	700	504			28.0%	
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	24,025	84,050	60,025			28.6%	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	4,441	10,000	5,559		5,559	44.4%	
4102 Maintenance of Buildings	979	0	(979)		(979)	0.0%	
4111 Electricity	3,701	8,000	4,299		4,299	46.3%	
4112 Gas	3,059	4,000	941		941	76.5%	
4122 Service Charge	16,925	15,500	(1,425)		(1,425)	109.2%	
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	1,688	2,500	812		812	67.5%	
4163 Personal Hygiene	2,873	2,500	(373)		(373)	114.9%	
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	39,274	78,920	39,646	0	39,646	49.8%	0
Net Income over Expenditure	(15,657)	3,130	18,787				
430 Summer Fair							
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 08/04/2021

Month No: 12

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	733,771	820,640	86,869			89.4%	
Expenditure	683,496	830,500	147,004	0	147,004	82.3%	
Net Income over Expenditure	50,275	(9,860)	(60,135)				
plus Transfer from EMR	29,030						
Movement to/(from) Gen Reserve	79,305						

18/03/2021	TRANSFER 10	TFR	I/G	£ 2,033.82		£ 327,762.08
Thu	701173					
19/03/2021	TRANSFER 10	TFR	I/G	£ 96.00		£ 327,666.08
Fri	701173					
22/03/2021	TRANSFER 10	TFR	I/G	£ 1,690.00		£ 325,976.08
Mon	701173					
23/03/2021	TRANSFER 10	TFR	I/G	£ 1,977.75		£ 323,998.33
Tue	701173					
24/03/2021	TRANSFER 10	TFR	I/G	£ 6.70		£ 323,991.63
Wed	701173					
25/03/2021	TRANSFER 10	TFR	I/G	£ 26,773.02		£ 297,218.61
Thu	701173					
26/03/2021	TRANSFER 10	TFR	I/G		£ 403.54	£ 297,622.15
Fri	701173					
29/03/2021	TRANSFER 10	TFR	I/G	£ 792.35		£ 296,829.80
Mon	701173					
30/03/2021	TRANSFER 10	TFR	I/G		£ 207.98	£ 297,037.78
Tue	701173					
31/03/2021	TRANSFER 10	TFR	I/G	£ 838.48		£ 296,199.30
Wed	701173					
01/04/2021	LEWES DISTR					
Thu	ICT C * 11593	TFR	AFT		£ 320,353.00	
	5*Q1 PRECEP					
	T*					
01/04/2021	TRANSFER 10	TFR	I/G	£ 4,351.40		£ 612,200.90
Thu	701173					

Items per page

All

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Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 01/04/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	86,861	
105	VAT Control A/c	(4,214)	
118	Deposit Aqua	50	
201	Current Bank A/c	315,604	
202	Reserve Account	180,164	
210	Petty Cash	520	
	Total Current Assets		578,985
	<u>Current Liabilities</u>		
506	Mayor's Appeal	9	
566	Deposits Received	1,072	
	Total Current Liabilities		1,080
	Net Current Assets		577,905
	Total Assets less Current Liabilities		577,905
	<u>Represented by :-</u>		
301	Current Year Fund	50,374	
310	General Reserves	82,204	
324	Tree Works	4,250	
325	Staff training	4,419	
328	Service Charges	15,500	
329	Covid-19 Recovery Reserves	10,615	
330	Noticeboards	650	
350	P/H Youth Task Group	4,000	
352	CIL	279,380	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
361	Professional Fees - Legal	2,436	
362	Neighbourhood Plan	218	
370	Capital Receipts Reserve	52,778	
	Total Equity		577,905

Date: 08/04/2021

Time: 14:15

Peacehaven Town Council

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User: ZM

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	31/03/2021		50,000.00
Current Account	31/03/2021		296,199.30
			<u>346,199.30</u>

Unpresented Cheques (Minus)			Amount
08/01/2021	204772	MINISTRY OF DESIGN	600.00
27/01/2021	120411	BRITISH GAS	763.42
04/02/2021	120417	MATTHEW GUNN	9.00
16/02/2021	120430	ANDY PICTON	21.39
03/03/2021	120453	METRO SIGNS 2000	780.00
10/03/2021	120465	RNLI NEWHAVEN	1,000.00
10/03/2021	120475	WILD FLOWER LAWNS	379.81
10/03/2021	120476	ANDY PICTON	57.24
19/03/2021	120480	East Sussex County Council	230.40
19/03/2021	120483	SECRETARY OUTSOURCE	125.00
19/03/2021	120484	PCHelp (SUSSEX)	29.95
24/03/2021	120487	Castle Water Limited	2,362.40
24/03/2021	120489	L&N CONSULTANCY LIMITED	1,980.00
24/03/2021	120490	East Sussex County Council	648.00
24/03/2021	120491	Roger Brown Trophies & Engravi	32.00
24/03/2021	120492	Corona Energy	468.86
24/03/2021	120494	SECRETARY OUTSOURCE	87.50
24/03/2021	120495	SUSSEX COMMUNITY DEVELOPMENT A	1,259.00
24/03/2021	120496	PEACEHAVEN HORTICULTURAL SOCIE	500.00
24/03/2021	120497	PEACHAVEN COMMUNITY ORCHARD	1,000.00
24/03/2021	120498	BRITISH GAS	979.13
30/03/2021	120499	Block Busters Contracts Ltd	150.00
30/03/2021	120500	AMADEUS	156.00
30/03/2021	120501	PROLUDIC LTD	464.74
30/03/2021	120502	AMP Services	84.00
30/03/2021	120503	Sats4u	60.00
30/03/2021	120504	Wightman & Parrish Ltd	200.65
31/03/2021	120505	HMRC	7,844.01
31/03/2021	120506	EAST SUSSEX PENSION FUND	7,008.66
31/03/2021	int	Reserve Account	4.49

29,285.65

316,913.65

Receipts not Banked/Cleared (Plus)

22/05/2020	204683	-100.00
26/03/2021		4.49

-95.51

316,818.14

Balance per Cash Book is :-

316,818.14

Difference is :-

0.00

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2021	Investec Asset Finance	DD3	144.00		FRANKING MACHINE RENTAL
04/02/2021	Playsafe Playgrounds Ltd	120414	1,474.80		REPLACEMENT ROPE FOR ACORN
04/02/2021	L&N CONSULTANCY LIMITED	120415	1,900.80		JANUARY CONSULTANCY
04/02/2021	BRITISH GAS	120416	698.17		DECEMBER ELETRICITY
04/02/2021	MATTHEW GUNN	120417	9.00		MATTHEW GUNN
04/02/2021	GeoXphere Ltd - Parish Online	120418	270.00		PARISH ONLINE
04/02/2021	JW PLANT	120419	90.17		NHS FLAG & BUNTING
04/02/2021	JIM BOOT	120420	778.00		COMMUNITY PLANNING
04/02/2021	Barclays	DD	3.00		BACS CHARGES
04/02/2021	Northstar IT	DD1	1,394.14		MONTHLY SUPPORT - FEB
04/02/2021	02	DD2	85.33		JANUARY MOBILES
04/02/2021	Pitney Bowes LTD	DD	200.00		POSTAGE
08/02/2021	Investec Asset Finance	dd	-144.00		returned dd
08/02/2021	The Fuelcard People	DD	10.80		fuel
10/02/2021	Barclays	DD1	46.46		JAN PDQS
16/02/2021	AMADEUS	120421	104.45		STATIONARY
16/02/2021	AVS FENCING SUPPLIES LTD	120422	236.94		GREEN EDGING
16/02/2021	NICHOLAS JONES	120423	900.00		TREE CONDITION SURVERY
16/02/2021	AMP Services	120424	10,410.00		SHREDDER
16/02/2021	Conect Total Communications	120425	481.54		FEBRUARY TELEPHONES
16/02/2021	BRITISH GAS	120426	533.58		UNIT 14 GAS
16/02/2021	Lewes District Council	120427	13,062.84		ELECTION COSTS MARCH 18 & AUG
16/02/2021	JACKSONS FENCING	120428	497.34		FENCING SUPPLIES
16/02/2021	DVLA	120429	265.00		HK66 HMK TAX
16/02/2021	ANDY PICTON	120430	21.39		TRIGGER SPRAYS
16/02/2021	Caroline Reid	120432	609.00		FENRUARY CLEANING
22/02/2021	The Fuelcard People	DD	162.68		FUEL - GY06PPX & HK66WMJ
22/02/2021	EDF	DD1	95.24		JANUARY STREET LIGHTING
24/02/2021	BRITISH GAS	120433	151.31		JANUARY ELECTRICITY
24/02/2021	BROXAP	120434	831.60		TRAFFIC BOLLARDS
24/02/2021	ssalc Limited	120435	36.00		COUNCIL AS EMPLOYER TRAINING
24/02/2021	C.A.T.S CLUB	120436	2,035.00		C.A.T.S CLUB - EMERGENCY GRANT
24/02/2021	MR TORSTEN C DE LANGE	120437	1,000.00		P/H COVID-19 MUTUAL AID GRANT
24/02/2021	P/H PAROCHIAL CHURCH	120438	1,000.00		ASCENSION CHURCH GRANT
24/02/2021	FLAGMAKERS	120439	215.12		FLAGMAKERS
24/02/2021	AMBULANCE RESPONDER TEAM	120440	1,200.00		AMBULANCE RESPONDER TEAM
24/02/2021	SUSSEX WILDLIFE TRUST	120441	120.00		SUSSEX WILDLIFE TRUST
24/02/2021	Corona Energy	120443	774.82		GAS - JANUARY
24/02/2021	BRITISH GAS	120444	765.00		JANUARY ELECTRICITY
24/02/2021	BRITISH GAS	120445	344.15		JAN-FEB GAS UNIT 14
24/02/2021	PHS Group	DD2	685.24		PHS QUARTERLY BILL
24/02/2021	FEBRUARY SALARIES	FEB SALARI	24,255.83		FEBRUARY SALARIES
24/02/2021	TORSTEN C DE LANGE	120437	-1,000.00		BANK REJECTED CHQ
24/02/2021	BROXAP	120434	-831.60		BANK REJECTED CHEQUE
Total Payments			65,923.14		

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 01 April 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£612,200.90
<hr/>	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,168.48
<hr/>	
Sort Code 20-49-76 • Account No 83521656	

287,486.50

This is the end of your account summary.

	612,200.90
MINUS	320,353.00
PLUS	4351.40
	<hr/>

296,199.30

Balance at 31/03/2021
in active Saver

MG 002316 F1V1195A 709F30D2B00054 38500 9410206509 B



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 26 February 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£377,473.66
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,163.99
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

ate: 08/04/2021
me: 14:24

Peacehaven Town Council

Page 1
User: ZM

Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		180,168.48
			<u>180,168.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,168.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,168.48
		Balance per Cash Book is :-	180,168.48
		Difference is :-	0.00

Date: 05/03/2021
Time: 10:16

Peacehaven Town Council

Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Current Bank A/c

Page 1
User: ZM

Bank Statement Account Name (s)	Statement Date	Page No	Balances
			50,000.00
Saver Account	28/02/2021		377,473.66
Current Account	28/02/2021		427,473.66

Unpresented Cheques (Minus)			Amount
02/12/2020	120395	CORONA ENERGY	732.85
08/01/2021	204772	MINISTRY OF DESIGN	600.00
27/01/2021	120411	BRITISH GAS	763.42
04/02/2021	120417	MATTHEW GUNN	9.00
16/02/2021	120421	AMADEUS	104.45
16/02/2021	120422	AVS FENCING SUPPLIES LTD	236.94
16/02/2021	120424	AMP Services	10,410.00
16/02/2021	120425	Conect Total Communications	481.54
16/02/2021	120427	Lewes District Council	13,062.84
16/02/2021	120429	DVLA	265.00
16/02/2021	120430	ANDY PICTON	21.39
24/02/2021	120433	BRITISH GAS	151.31
24/02/2021	120434	BROXAP	831.60
24/02/2021	120435	ssalc Limited	36.00
24/02/2021	120436	C.A.T.S CLUB	2,035.00
24/02/2021	120437	MR TORSTEN C DE LANGE	1,000.00
24/02/2021	120438	P/H PAROCHIAL CHURCH COUNCIL	1,000.00
24/02/2021	120439	FLAGMAKERS	215.12
24/02/2021	120440	AMBULANCE RESPONDER TEAM	1,200.00
24/02/2021	120441	SUSSEX WILDLIFE TRUST	120.00
24/02/2021	120443	Corona Energy	774.82
24/02/2021	120444	BRITISH GAS	765.00
24/02/2021	120445	BRITISH GAS	344.15
			35,160.43
			392,313.23

Receipts not Banked/Cleared (Plus)

22/05/2020	204683	-100.00
16/02/2021		-600.00
		-700.00
		391,613.23

Balance per Cash Book is :- 391,613.23

Difference is :- 0.00

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.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 13th April 2021 at 7.30pm

Present - Cllr A Goble (Chair), Cllr J Harris, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr D Paul.

Town Clerk T Allen, Finance Officer Z Malone, Parks Officer K Bray.

PF602 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF603 PUBLIC QUESTIONS

No members of the public were present.

PF604 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to approve apologies from Cllr C Collier and that he be substituted by Cllr D Paul.

PF605 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Paul in matters relating to the Gateway Café; as an employee.

PF606 TO ADOPT THE PUBLIC MINUTES OF 2nd MARCH 2021

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

[It was resolved to take Items PF610 & PF611 at this point]

PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)

The Parks Officer's report was received and discussed.

It was resolved that, if S.106 monies are not available for this use, PTC CIL funds can be used up to a maximum of £3,000.

PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER

The Parks Officer's report was received and discussed.

It was resolved that this unused asset could be disposed of as proposed for a payment of £200.

[The Parks Officer left the meeting]

PF607 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Clerk reported that the March 2021 figures did not represent exactly the final year-end position, as these were subject to adjustments relating to the year-end closedown process.

It was noted that the Internal Audit will be conducted on the 28th April 2021, to be followed by the AGAR submission and external audit.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Clerk reported on the few significant budget overspends and noted that income was slightly higher than expected, but not at the level forecast.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 13th April 2021

7. List of payments (for approval)

It was resolved to approve the February 2021 payments amounting to £65,923.14, as scheduled in the meeting papers.

It was noted that there was a general underspend across many budget headings and that an estimated £60K-£80K will move into general reserves, bringing a much needed boost in this area.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

PF608 TO APPROVE THE SLA WITH CTLA

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

PF609 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

Noted that, at the Committee's last meeting, 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.

PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)

See above.

PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER

See above.

PF612 TO CONSIDER CLIMATE CHANGE WP PAPER FOR COMMUNITY HOUSE

Cllr Seabrook's paper was noted and discussed.

Cllr Seabrook stated that the requirement was for the proposed recommendations to be taken forward by the appropriate Council body, so that they are not lost and the Council can continue with its commitment to such improvements; no formal decisions being required at this stage.

It was resolved, by majority, to note the recommendations for the Community House upgrade and to progress them through the Business Development Committee, and to consider the recommendation for Council to become a centre of excellence for climate change.

It was agreed to add the Climate Change Resolution to the Council web site and create some green pages. To become a centre of excellence for climate change.

PF613 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

i. To receive the meeting minutes of the 22nd February 2021

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

ii. To receive the meeting minutes of the 8th March 2021

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

iii. To note the draft meeting minutes of the 22nd March 2021

These minutes were noted.

iv. To authorise payment of grants as proposed.

It was resolved to authorise all of the grants proposed to-date for the Covid Emergency Community Grants Scheme, amounting to £9,385.00, as detailed in the schedule in the meeting papers.

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.

PF614 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MARCH 2021

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 13th April 2021

PF615 AGED DEBT ANALYSIS

The Finance Officer's report was noted, received and discussed.

PF616 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

The current arrangements were discussed and actions agreed.

[Cllr Paul took no part in this item].

PF617 DATE OF NEXT MEETING – Tuesday 18th May 2021 at 7.30pm

There being no further business, the meeting closed at 20:21.

Agenda Item:

Council

Date: 20th April 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 and Telscombe Town Councils are the Qualifying Bodies for the Neighbourhood development Plan i.e. they are accountable for the grants and end production of the Plan. At every Council meeting there is a progress report, additionally a verbal report is given to planning and Highways Committee.

INFORMATION

The minutes of the last 2 Steering group meetings (open to all) are attached 18th March and 8th April.

A detailed report on the results of the AECOM Master planning survey of the Meridian Survey has been prepared and published by Jim Boot. All are on the Steering Group website

The presentation update by Jim Boot is attached to this report.

Design Codes and Character areas report has had additional information added, including Valley Road area and Public Realm.

The Housing Needs Assessment will be completed by AECOM, free technical support has been obtained for this.

Local Green Spaces protections and Environmental considerations.

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

A completion and review date for this document has now been set for the end of April, full report available by May.

An **Ecological Data Search** has been obtained from the Sussex Biodiversity Record Centre which will be reviewed by Dr Maureen Berg, Ecologist. . Dr Berg will join a Panel review with the University of Brighton Masters Students

Early in May to support the production of evidence papers on:

Wildlife Habitats and nature conservation

Community spaces and routes

Climate Change and energy

Access to natural assets and tourism.

Conclusion

Planning Consultant Nancy Astley has prepared an outline of the Chapters being prepared for the Draft Neighbourhood Development Plan Document. Scheduled to be completed by September 2021.

Document with these papers.

**Peacehaven and Telscombe Neighbourhood Plan
Steering Group Meeting
18th March 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

COUNCILLORS:

Cllr I Sharkey (IS)	
Cllr D Judd (DJ)	
Cllr D Paul (DP) part	
Cllr Andy Smith (AS)	
Cllr Lynn Mills (LM)	
Cllr G Hill (GH)	
Cllr D Seabrook (DS)	
Cllr A Goble (AG)	
Cllr L Symonds (LS)	
S Newman (SN)	Telscombe Town Clerk
J Boot (JB)	Project Consultant
N Astley (NA)	Planning Consultant
M Edser (ME) part	SPO Peacehaven Town Council
R Brown (RB)	Communications
B Meiler (BM)	Webmaster
M Gatti (MG)	Peacehaven Focus Group
G Lees (GS)	Pegasus Planning
K Sanderson (part)	Resident
M Hutley (MH) (part)	Resident

1. Introduction

CG welcomed everyone and explained the purpose of this special meeting was to present the results of the recent Masterplan survey. GW would follow up on social media and JB had drafted a Press Release.

2. Masterplan Survey results

The Masterplan consultation took place during January 2021 and was delivered to every household in Peacehaven, Telscombe and East Saltdean, (although an initial survey was held a year earlier). The 25-page report summarising all the feedback from the recent survey would be shared with the SG shortly. JB explained the findings would be incorporated into the Masterplan Consultation Statement – providing ideas and options to develop Peacehaven over the next few years and give guidance to developers. The Consultation Statement gives an overview of the Masterplan and summarises the community's response. Over 800 responses received in total: (200+ on paper, 600+ on-line).

The analysis of the 800 responses and 500 comments therein were broken down into themes and topics to provide an understanding of people's preferences. Notable headlines were:

- 204 respondents were concerned about roads and traffic
- 167 opposed to more housing
- 156 wanted more retail (smaller shops)
- 136 concerned about the impact on GPs and Dentists
- 126 respondents wrote about the proposals to reduce the size of the Co-op – 39 wanted to retain a large one but 87 wanted a new provider or competition.
- 77 respondents wanted the community centre library retained or enhanced
- 62 respondents wanted to see a greater hospitality offer

- Very few responses from under 25s, therefore responses were largely from an older population (143 respondents were age 65+).
- Detailed breakdowns under each section listed above were provided during the presentation.
- Pedestrian streets and squares: 42% of respondents to the paper questionnaire and 60% of the online survey respondents were in favour of this option.
- Differences in preferences to type of housing for flats/town houses, sheltered accommodation and care home were minimal.
- Shared ownership was more popular than social rent, discounted market home and sheltered housing – historically, Peacehaven was built on a home ownership idea.
- Facilities for young people: outdoor/indoor physical activities, social activity centre, youth/community centre, swimming pool, café/bar were all popular ideas put forward.
- Business hub or enterprise centre on the industrial estate ideas were well supported.

Overall result whether respondents agreed with the preferred option for the Masterplan: agree 28%, disagree 31% and 42% neither agree nor disagree.

Over 1200 other comments for Town Councils or developers for the centre of Peacehaven were generated and these were analysed to create pie charts to demonstrate results. Most comments related to concerns about roads, more housing, more retail and infrastructure, parking, retaining community services and improved green spaces and hospitality. The overall view was against more housing (6 for, 167 against). Respondents were also concerned about parking and there were 116 negative comments against the planned proposals.

CG thanked JB for the analysis and presentation. It was noted the Masterplan was always a concept document to create discussion and provide views from the community: this had certainly been achieved! CG also reminded the meeting that any comments should not relate to the recently published HDD plans as it was not for this group to discuss.

3. Q & A

- a) LS observed the number of negative comments from residents who feel their voices are not heard and asked about changes to the Masterplan. JB replied that it was a concept document to tease out views, therefore it will not be revised but publication of the Consultation Statement will publish the views expressed and policy recommendations will be made from this including the 5 UoB reports (JB to discuss with NA). The exercise has documented the views of residents.

The town is required to provide new homes, therefore the conversation with residents should concentrate on minimising the impact and meeting the population's needs - compromise will be necessary. NA added the Masterplan is only one stage and is a tool towards the end result, which is the NP. The data provided now sits within the NP and reflects the views of the local population - the data will be extracted and worked into the policies for the NP.

- b) PB suggested the only way to finance the demolition and re-purposing of a town centre is via housing – and asked what level is needed to provide the money for this? NA responded that the Steering Group is not submitting a planning application: the Masterplan is only a concept within the NP, a strategic vision. It is about the type of housing, businesses and their designs, it is not concerned with costs so there is no requirement to build a business case, only to evidence the views.
- c) Discussion took place regarding underground parking - JB said it was expensive. The most cost-effective way was to build the car park under or over the supermarket, but this would require greater funding which would result in less money for other improvements.
- d) MG said the main difficulty for residents was in separating the NP Masterplan from the HDD proposal - many people believed they were the same thing. Residents had previously put forward their view and the HDD proposal had ignored them. JB responded that the Masterplan survey explained that it was not a planning application - HDD will have full access to the report, as will other stakeholders. CG said the SG were aware of the confusion and further explanation would be needed, however the NP is gaining awareness and engagement. She hoped MG would assist in further publicising the message. The FAQs would be revisited but the Meridian site was only part of the NP.

NA agreed the overlap and timing was poor, however the Neighbourhood Development Plan was started in 2015, AECOM came on board in 2018 and it was known then that the Meridian site was pivotal. The NP listed strategic policies across the town, and every communication and document issued should emphasise the difference between the NDP concepts and HDD Planning Application for Meridian site.

- e) RW felt it important to encourage people to complete the HDD survey and have conversations about it, including on social media. Pupils at PCS were asked to participate as well, however survey results don't always reflect the population. He suggested delaying publication of the Masterplan survey results. PB agreed about the confusion - he had issued a special TRA newsletter explaining the differences to his mailing list, encouraging everyone to complete the HDD form and suggested the SG should do similar.
- f) NW asked if there was a way of recommending sustainable community transport for Peacehaven similar to The Big Lemon that serves Brighton. CG responded that PTC are working on this, but nothing will happen quickly, and another survey about buses will be issued to get the public's views.
- g) LS had concerns about affordable housing – young people are unable to find it within Peacehaven, therefore are living at home longer. Many of the new homes being built were sold to outsiders – homes for local people were needed. NA explained the concept of 'affordable housing' was complicated due to definitions of 80% of market prices, part buy/part rent schemes which are unaffordable. Private schemes to fund affordable housing do not meet Government requirements. House prices have recently increased around 20% due to the Brighton influence, so little can be done.
- h) GW felt the consultations were very similar and future communication must clearly identify the differences. He was unsure about the appetite for more surveys.
- i) BM felt advertising had been poor – there were no posters about it in the Meridian Centre and to reach more people, the whole campaign should be marketed more. CG responded that the team were volunteers and working through Covid had added extra difficulties - but the NP was in the final stages of getting a draft document in place. When restrictions are lifted, it was hoped to do more communication and events.

JB observed a recent survey done by B&HCC had a response of 500 people – therefore 800 for Peacehaven was excellent. Survey leaflets were sent to every household, press releases had been issued, articles in digital media, social media – much had been done to publicise the plan.

- j) RW observed the future of Peacehaven will be dictated by responses to the HDD survey and suggested a banner at the Dell to encourage people to participate. This was agreed to be a good idea.

4. Any Other Business

- CG summarised that this was a complex NP with many different elements and the team have worked very hard to get to this point. The expense of sending out the Masterplan survey and the analysis was worth the money to achieve the responses.
- AECOM had taken on board the views expressed at the meeting last week and JB will now pull everything together before feeding back to the SG. Anyone with comments on the Design codes should respond by return as JB and CG will co-ordinate comments by 31 March.

5. Next Steering Group meeting: Thursday 8th April at 7pm.

Meeting closed at 8.32pm

**Peacehaven and Telscombe Neighbourhood Plan
Steering Group Meeting
8th April 2021 at 7pm via Zoom**

IN ATTENDANCE:

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
C & P Bowman (C/PB)	Steering Group Committee
Cllr R White (RW)	Steering Group Committee

TOWN COUNCILLORS:

Cllr D Judd (DJ)
Cllr D Paul (DP)
Cllr L Mills (LM)
Cllr G Hill (GH)
Cllr D Seabrook (DS)
Cllr A Goble (AG)
Cllr L Symonds (LS)

S Newman (SN)	Telscombe Town Clerk
T Allen (TA)	Peacehaven Town Clerk
J Boot (JB)	Planning Consultant
N Astley (NA)	Planning Consultant
M Edser (ME)	Peacehaven Town Council
R Brown (RB)	Communications
B Meiler (BM)	Webmaster
M Gatti (MG)	Peacehaven Focus Group
M Huntley (MH)	Resident

1. Welcome and Introductions

CG welcomed everyone to the meeting.

2. Apologies

G White had sent apologies.

3. Minutes of meeting on 18th March

JB said whilst the minutes correctly stated that 42% of respondents to the paper questionnaire were in favour of the streets and squares, this was double the number (19%) who disagreed and slightly more than the 39% who neither agreed nor disagreed. Also 60% of the online survey respondents were in favour of the streets and squares and requested the minutes reflect these numbers. With that amendment the minutes of the meeting held on 18 March 2021 were agreed as a true record.

4. Chair's update

The communications group had met to agree a plan for posting information on social media to avoid confusion with the HDD survey and emphasising the Steering Group is not a campaign group. Possibility of a newsletter including some facts to avoid speculation – RB has offered to help with this. Additionally, more reports are now being published.

PB referenced communication from Lloyd Russell-Moyle MP indicating ESCC and LDC have not allocated CIL money from previous developments which would be refunded if not spent within 6 months. ME responded the Section 106 allocation referred to by LRM was secure – PTC have submitted a proposal for a cycle/pedestrian link using this funding. LOC and Cllr Seabrook attended a meeting to discuss the matter and there is no question of it being refunded. In recent months, 2 CIL bids have been secured plus Section 106 funding.

Additionally a spreadsheet showing all such funding owed to the Council has been created and none will go back to developers. TA added that he, ME and Zoe (PTC Finance Officer) were chasing all monies owed and this information is available publicly.

MG had 2 questions from residents:

- a) As the Masterplan survey results showed residents wanted increased retail facilities and 52% were opposed to the overall plan, should the Steering Group amend the Masterplan in line with comments made as this could affect the result of the eventual referendum.
- b) According to LDC Local Plan/Core Strategy 2015-2030 the Meridian Centre is classed as a District Retail Centre therefore the floor space in the existing centre should be protected. Should the Steering Group confirm that policies PT8 and PT9 (referenced in Core Policies 6 & 7) will be included in the plan.

NA responded to MG's questions and clarified the Masterplan's purpose was to create a vision to engender debate, it was not an application for development. The comments made will be incorporated into the NP, therefore the Masterplan will not be revised. Regarding District Plan policies – as adopted policies, they are therefore protected. Any proposed scheme which does not conform is contrary to policy and should be refused. The NP includes a retail offering but does not need further protection as this policy is already in place. LDC can change their policies, however the Steering Group can only work with policies already adopted. LOC explained there was a hierarchy of plans: the NP will fit within the local plan which is currently under review as it comes to an end in May this year (a new one will come into force in 2023).

MG observed communications were important to let people know what is going on and perhaps this should be clarified in writing.

5. Update from Jim Boot

JB updated the meeting with a presentation:

Masterplan: the results were bulleted with much of the information provided previously (available on the website). Overall, the plan is not in favour of more housing but the NP must work with targets set by the District Council. The Masterplan is about better designed homes, in the right place to meet local needs. All comments will feed into the NP policies that NA is currently drafting.

PB wished to clarify that when the NP has been adopted, development can only take place on areas designated within the plan? JB confirmed this was correct, although Government legislation is constantly changing. But in principle, any other development can be challenged.

Design Codes: further feedback from Steering Group and South Downs National Park has been fed back to AECOM to be incorporated before sign off. Key points were:

- Different photographs to show the diverse styles in the area
- Protecting filtered views to be included
- Coast road: de-clutter existing street furniture and signage
- Create one style along the coast road
- Parking: driveways should incorporate single/double width to be the same as dwellings.

SDNP have responded with comments relating to:

- Areas within the National park should link to their Sustainable Construction SPD
- Long views should include the SDNP
- South Downs fringe should reference their document 'Roads in the South Downs'
- South Downs fringe should include the impact of main elevation and roof materials, (restriction to slate and clay tile - must be natural, not fake slate)
- South Downs fringe should have more emphasis on native hedges as preferred boundary treatment rather than brick/flint or render
- South Downs fringe shows timber cladding which must be natural timber.

Any other comments to be fed back to JB as soon as possible, to be passed on to AECOM.

PB observed most new houses are too narrow to park 2 cars, the crossover should be wider. Roof tiles – real slate has to be imported and is very expensive. JB said this relates only to the South Downs fringe and is their own guidance.

Strategic Environmental Assessment (SEA)

- Consultation closed on 9 March – feedback on scoping report received from Environment Agency, SDNP and Historic England. Natural England yet to comment but they may defer to SDNP however they will comment on the Environmental Report.

- Environmental Report is the next stage which will weigh up the alternatives - this is part of the process showing that reasonable alternatives have been considered and the evidence for it. Comments will be incorporated and test some of the issues against the policies within the NP.
- The Environmental Report will include 3 sections to accompany the NP at Regulation 14 consultation: a summary of SEA scoping, consideration of reasonable alternatives and appraisal of the completed draft NP. A meeting is scheduled with the author of the SEA report at the end of April.

JB to ask GW to upload consultee comments to the website. **ACTION JB/GW**

RW asked if the SDNP has any further details, advice or guidance about future development of Valley Road: JB said they only offered general guidance on boundary roads and treatments relating to the fringe area.

CG confirmed the UoB panel meeting on 6 May at 4pm will include Hannah Collier from SDNP so there will be another opportunity to ask questions then – RW and Dr Earthy to be invited. This will be followed by a presentation from the students on ecological issues on 27 May. CG to consider anyone else who should attend. **ACTION CG**

6. Update from Nancy Astley

NA presented the draft NP document showing what is currently being worked on. Evidence Reports will be provided separately however certain items must be included legislatively.

Chapters currently are:

- Introduction
- Movement (Transport)
- Housing
- Green/Open Spaces
- Community Facilities
- Historical Buildings

Details within each section were explained. Chapters will also include details of Town Council projects currently under consideration (CIL initiatives etc) to support policies after the NP has been adopted.

Issues around 'affordable housing' were raised and additional work is being done to evidence the issues. Housing allocations of 255 were being used, although the plan providing this allocation will expire in May so a review of those numbers in 2022/23 will be needed. It was confirmed churches would be covered under community facilities.

- CG observed that lockdown restrictions were easing therefore some face-to-face workshops with the community could be held.
- RW asked if LDC ever released the Housing Needs Assessment? A HNA was drafted but as some information was out of date using 2011 census, LDC did not wish to formalise it. Therefore it was agreed last week that AECOM be asked to conduct a HNA – no timeframe yet but will be worked on independently.
- LOC has arranged a meeting for CG, DJ, NA and ME with L Palmer and M Hitchin (LDC Planning) to discuss the implications of the expiry of the Local Plan in May on housing targets and the completion of the NP process without an adopted LDC Local Plan.
- Liaison with SDNP – NA confirmed they were very interested in the design codes and positive about that document. Also, pleased that the NP was trying to improve walkways/ cycleways and will work further with their tourism unit regarding accessibility for the National Park.

7. Update on Meridian site

HDD consultation has now closed: there were 1300 responses, (half paper/half on-line) and mostly similar comments. TA displayed the developers' presentation given to the Town Council to the meeting, justifying the retail offering with research and changes in retail habits. Retail tenancies will be managed by a letting agent and not owned by the Co-op. SN requested the presentation be circulated, MG also requested a copy – ME agreed to check this would not contravene any protocols. **ACTION ME/TA**

MH asked whether any public consultation had referenced the type of retail desired for the town centre – ME confirmed that discussion with the local Chamber of Commerce had taken place also the Town Council had spoken with the community. The feedback had been negative so there is likely to be some revision to the HDD proposal. TA observed that the developer had proposed many of the same ideas they had had for some time and Town Council feedback is the same as given previously.

8. Next Steering Group meeting: Thursday 13th May at 7pm.

Meeting closed at 8.31pm

CHAPTERS	POLICIES
Introduction	Neighbourhood Plan Process Peacehaven and Telscombe Today Peacehaven and Telscombe Tomorrow
Movement	TR1 - Promoting Active Travel TR2 - Enhancing accessibility to greenspaces TR3 - Enhancing Public Transport NPTRAVEL1 - Town Councils Projects
Housing	HS1 - Housing Design HS2 - Residential Landscaping HS3 - Adaptable Housing HS4 - Low Cost Housing NPHOUSING1 - Town Council Projects Housing Site allocations
Green/Open Spaces	ENV1 - Protection of existing ENV2 - Urban Greening ENV3 - Protection of Biodiversity and Habitats ENV4- Net Biodiversity Gain ENV5- South Downs National Park ENV6 - Sports and Play spaces ENV7 Allotments ENV8 - Sustainable Drainage Management ENV9 - Air Quality and reduction of pollution NPENV1 - Town Council Projects Sports site allocation
Community Facilities	Library/Civic Centres etc
Historical Buildings	Telscombe Village Shepherds Hut Smugglers


Develop walking/cycle strategy
Develop Funding Initiatives for community transport




Develop housing strategy for area, mix affordability



Risk Management Plan for Coastal erosion
Funding initiatives for urban greening

ACTION PLAN TO AN AGREED PHASED RETURN TO WORKING – updated 12th April 2021


TASK	Who is Responsible	Comments	Objective Achieved
TO AGREE THE BEST WAY FOR PLANNING THE RE-OPENING OF PTC FACILITIES	Chair CCE Committee, Chair of Leisure, Amenities & Environment Committee, Chair of Personnel, Information Officer, Senior Caretaker, Town Clerk, Civic Officer	A comprehensive discussion to AGREE a phased return for both Staff and hirers	
TO AGREE A PLANNED TIMETABLE (CONSIDERING GOVERNMENT RESTRICTIONS)			
1. OFFICE STAFF RETURNING TO COMMUNITY HOUSE	Town Clerk & Civic Officer Personnel Chair	To consider the health & wellbeing of all staff – TO AGREE THAT WORKING FROM HOME CONTINUES – to comply with the Hybrid Working Policy	<p>AGREED - STAFF TO CONTINUE TO WORK FROM HOME AND WORK TOWARDS A PHASED RETURN COMMENCING 21ST JUNE, IF THEY WANT TO, OTHERWISE TO REMAIN WORKING FROM HOME</p> <p>THE BACK OFFICE IS NOT SUITABLE FOR 6 OFFICERS TO WORK IN ALL TOGETHER TO ADHERE TO THE HYBRID POLICY AND TO COMPLETE WORK TIME SHEETS</p>
2. TO CREATE A ROTA FOR THOSE WISHING TO CO-ORDINATE WORKING FROM THE OFFICE and AT	Town Clerk & Civic Officer	Communication via the staff WhatsApp group is excellent	AGREED – STAFF TO CONTINUE TO

HOME		between staff and this method should continue. To determine a phased return, commencing 21st June	COMMUNICATE VIA THE WHATSAPP METHOD TO WORK OUT TIMES TO VISIT THE OFFICE ON AN AS & WHEN BASIS
3. TO AGREE A FAIR and PHASED RETURN FOR HIRERS (Community House) DEPENDING ON TYPE OF HIRE	Civic Officer, Information Officer	Not to favour a particular group over others AND not to enter any long-term contracts.	NO EARLIER THAN A PHASED RETURN COMMENCING 21 ST JUNE. A further meeting to discuss will be arranged on 19 th May at 2.00pm
4. TO MAINTAIN THE RISK ASSESSMENT FOR THE BUILDING & TERMS & CONDITIONS OF HIRE, AND TO REQUEST PUBLIC LIABILITY INSURANCE FROM ALL HIRERS	Information Officer & Senior Caretaker	T&C to be completed before any agreement made for a return	
5. TO CONSIDER THOSE MORE AT RISK, DO WE LIMIT NUMBERS IF GROUPS WISH TO RETURN – DO WE STILL WANT TO INVITE ALL OF THE SAME HIRERS BACK?	Information Officer, Civic Officer	Do we check if hirers have had their vaccinations? NOW IS THE OPPORTUNITY TO CHANGE WHAT WASN'T WORKING!	TO BE DISCUSSED AT THE NEXT MEETING
6. DO WE WANT COFFEE MORNINGS TO RETURN IN THE SAME FORMAT, OR COULD WE HAVE A PERMANENT CAFÉ	Information Officer, Civic Officer, Senior Caretaker, CCE Chair	Can we maintain a safe building	TO BE DISCUSSED AT THE NEXT MEETING
7. MARKETS – DO WE WANT TO INVITE THE INDOOR MARKETS BACK YET OR AT ALL?	Information Officer, CCE Chair, Civic Officer, Senior Caretaker, Town Clerk	Can we maintain a safe building?	TO BE DISCUSSED AT THE NEXT MEETING


		<p>ARE THERE OTHER BOOKINGS DURING THIS HIRE TIME WHICH WE COULD CONSIDER INSTEAD (i.e., PCS DRAMA)?</p> <p>ARE THE INDOOR MARKETS AN EVENT OF THE PAST?</p>	
8. TO UP-DATE THE RISK ASSESSMENT FOR COMMUNITY HOUSE	Information Officer & Senior Caretaker	To keep up-dating as the restrictions are lifted	
9. STAFF TEAM BUILDING EVENT	Civic Officer	The Civic Officer is actively looking into on-site & off-site possibilities to bring the workforce together – <i>THIS COULD BE MADE INTO A SEPARATE MEMBERS ACTIVITY TOO</i>	
10. WHEN THE DECISION HAS BEEN MADE ON WHO TO INVITE BACK TO BOOK ROOMS IN COMMUNITY HOUSE, WE NEED TO REVISE THE a) terms & conditions of hire b) request public liability insurance	Information Officer	New T & C to be sent to hirer, which states COVID-19 complaints. To be returned before first booking	
11. DO WE OPERATE ON A PART-TIME BASIS, TO	Information Officer, Senior	What are the PRO's & CON's?	TO BE DISCUSSED AT

OPEN TO THE PUBLIC MORNINGS ONLY FOR AN AGREED PERIOD?	Caretaker, Civic Officer		THE NEXT MEETING
12. DO WE CONCENTRATE ON BOOKINGS WHICH ATTRACT MORE REVENUE?	Information Officer, Civic Officer	i.e., Badminton bookings amount to £8 per hour, which does not pay for a caretaker on site!	THIS WAS DISCUSSED BUT NOTHING CONCRETE WAS DECIDED UPON
13. DO WE INVITE THE MARKETS BACK? IF SO FOR HOW MANY DAYS? LIKEWISE, COFFEE MORNINGS On from item 7.	Information Officer, Senior Caretaker, Civic Officer	Could we attract other community groups to book other mornings which would generate a better income. Do the coffee mornings work?	AGREED TO INVITE WEEKLY MARKETS BACK FROM WEEK COMMENCING 21 ST JUNE IF SAFE TO DO SO
14. DO WE OPEN IN THE EVENINGS?	Senior Caretaker	Is this a requirement for every evening? A FURTHER CARETAKER WOULD NEED TO BE EMPLOYED TO COVER THIS SHIFT	NOT UNTIL THE CARETAKING STAFF ARE TO A FULL COMPLIMENT
15. DO WE OPEN ON SATURDAYS?	Senior Caretaker	The only regular booking is the Church which in fact, cover the wages for a caretaker on site. A FURTHER PARTIMECARETAKER WOULD NEED TO BE EMPLOYED TO COVER THIS SHIFT	THIS WAS DISCUSSED AND THOUGHT NOT VIABLE, BUT WOULD CATER FOR EVENTS AND PEACEHAVEN PLAYERS
16. COMMUNITY EVENTS	Civic Officer Senior Caretaker	To continue to organise as & when necessary. Caretaking staff to be made available	
17. INFORMATION OFFICE TO OPEN FROM 12 TH APRIL FROM 9.00AM – 1.00PM	Information Officer, Civic Officer, Town Clerk, Personnel Chair	To open and provide this service to the public. The Information Officer to continue to manage the phone calls.	 THE ASSISTANT

		Blood Sessions	<p>MARKETING OFFICER TO PUBLICISE THE INFORMATION OFFICE OPENING HOURS</p> <p>THE CARETAKING STAFF TO BE ON SITE DURING THESE SESSIONS THEREFORE THE OPENING HOURS WOULD NEED TO BE EXTENDED</p>
18. THERE NEEDS TO BE CONSIDERATION MADE ON WHETHER A BETTER INCOME WOULD BE MADE FROM PERMANENTLY HIRING OUR VACANT ROOMS TO OTHER BUSINESSES	Everyone	The Fields, Robson, Phoenix, and staff room are all let on a rolling yearly basis to local businesses. Do we advertise to attract more businesses to hire our other rooms on a permanent basis?	THIS WAS DISCUSSED AND IT WAS DECIDED THAT THE SPO COULD RESEARCH THE POSSIBILITIES AND TO LOOK INTO AN EXTENSION TO THE EXISTING CH BUILDING OR TO FIND A SUITABLE PROPERTY IN THE TOWN
19. SHOULD WE CONSIDER FACTORING A PERMANENT CAFÉ INTO OUR RE-FURBISHMENT PLANS?	Everyone	The plans for a smaller Co-op may not have an in-store café! This would maintain our community engagement	THIS IS FOR THE CCE COMMITTEE TO DISCUSS AND TO FORWARD SUGGESTION TO THE BUSINESS

			COMMITTEE TO TAKE FURTHER
20. TO CONSIDER FURTHER BUSINESS ADVERTISING WHICH WILL ATTRACT MORE INCOME	Marketing Assistant	This subject is being actively researched packages which are being put into place	
21. THE HUB	Information Officer	To agree a date to invite regular hirers back	IT WAS AGREED THAT NO BOOKINGS TO BE TAKEN UNTIL 21 ST JUNE APART FROM THE NURSERY Permission has been given by the Info Officer to allow Martial Arts access to the MUGA area until the Hub opens
22. FOOTBALL PITCHES	Information Officer, Chair of Leisure, Amenities & Environment	Some bookings have already been agreed	IT WAS AGREED TO GO AHEAD FROM 29 TH MARCH WITH NETBALL BOOKINGS. ALTHOUGH FOOTBALL BOOKINGS WERE AGREED TO RETURN FROM 29 TH MARCH, THE HIRE OF CHANGING ROOM WERE NOT – This decision remains
23. SHOULD COUNCIL ALLOW INDIVIDUALS/GROUPS TO BLOCK BOOK (CONTRACTED)	Information Officer, Town Clerk, Civic Officer	i.e., the people who book the markets have requested certain days each week on a permanent basis. Is	THIS WILL BE DISCUSSED AT THE NEXT MEETING

		this agreeable?	
24. THE DELL	Information Officer, Town Clerk, Civic Officer	<p>There have been enquiries from: The circus & fun fair & car boot sales. To agree a date to allow these activities to book.</p> <p>The Information Officer will collate all appropriate documents: - Covid-19 risk assessments, Terms & Conditions of Hire and public liability insurance.</p>	<p>A DECISION WAS MADE TO OPEN UP THE DELL FOR COMMUNITY EVENTS, THIS INCLUDES CAR BOOT SALES. THE MARKETING ASSISTANT WILL PUBLISH THIS DECISION ON SOCIAL MEDIA TO ENCOURAGE BOOKINGS FROM THE PUBLIC. THE HIRE CHARGE WAS AGREED AT £156 PER BOOKING.</p> <p>FROM 1st MAY. BOOT FAIRS/MARKETS TO BE FORTNIGHTLY UNTIL 21st JUNE. CHARITABLE ORGANISATIONS WILL HAVE PREFERENTIAL BOOKINGS</p>

		<p>Park Officer to organise.</p> <p>Zoe Giles who runs the Drama class has requested permission to hold temporary classes on the Dell.</p> <p>The Park Run group</p>	<div data-bbox="1845 212 1993 363"></div> <p>IT WAS AGREED THAT THE SEEDED AREAS SHOULD EITHER BE CORDONED OFF OR NOTICES DISPLAYED AS SOON AS POSSIBLE.</p> <p>ZOE GILES WILL BE APPROACHED AND WILL BE ASKED TO SIGN THE APPROPRIATE DOCUMENTS IF SHE WOULD LIKE TO CONTINUE TO RUN HER DRAMA SESSIONS AT THE DELL.</p> <p>IT WAS AGREED THAT THE GROUP SHOULD CONTROL GATHERINGS AND</p>
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			PHASE THE RUNS, CONSIDERING THE RULE OF 6
25. COMMERCIAL USE OF PARKS	Information Officer, Parks Officer, Town Clerk		THESE USERS TO BE IDENTIFIED AND REQUIRED TO COMPLETE A REGISTRATION FORM

A FURTHER MEETING WAS AGREED, TO DISCUSS THE OUTSTANDING ITEMS, THIS WILL TAKE PLACE ON 19TH MAY AT 2.00PM

Report to Councillors & Officers

Date: 1st April 2021
Title: Council & Committee meetings post Covid lockdown
Report Authors: Town Clerk
Purpose of Report: To provide briefing/discussion paper and facilitate agreement for actions required

Introduction

Government legislation has allowed us to carry out Council business and hold meetings remotely during lockdown. This is now coming to an end, despite representations from all national organisations representing the council sector. This has caused national consternation, confusion and problems for councils.

The general feeling is that it is utter madness for physical meetings to be forced upon all Councils less than two months' time, with all the uncertainties about where we still are about turning the Coronavirus corner and Professor Chris Whitty's recent pronouncement about a possible third wave of the virus and it seems most strange state of affairs when we are still being told on a daily basis to stay at home.

No one person, organisation or body has been able to give any meaningful clarity on this matter, let alone a firm legal position. Guidance from NALC/ESALC is also awaited.

LDC Legal Services advice is attached. Further feedback from it regarding 'hybrid meetings' is now also attached.

Johnathan Bourne, SLCC Interim External Affairs Officer, has been working closely with Megan McKibbin, Ministry of Housing, Communities and Local Government (MHCLG), on members behalf regarding the decision not to extend the remote meetings legislation. Over the past few days, the Government has received over 3,000 letters contesting the decision which has prompted a 'Call for Evidence'. This consultation, which opened on 25 March 2021 and runs for 12 weeks, seeks to understand the experience of remote meetings, in particular the pros and cons of making such arrangements permanent in England and the use of the arrangements to date. SLCC will be submitting a comprehensive response to this consultation

Background

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021. Extending the regulations to meetings beyond May 7 would require primary legislation and the Government has decided that it does not have the time for this.

Among many councils and representative bodies there is also a feeling that the dated legislation, the Local Government 1972 Act (let alone the 1960 LG Act) could and should be tested in the Courts about a continuance of remote meetings and hybrid meetings post this arbitrary date set by HMG, coupled with conflicting direction about the opening up of community halls (not until the 17th May). The use of online meetings was not in existence when the earlier LGAs were implemented, so they are not included or excluded. And neither of these Laws specifically states that a meeting **must** held in a single physical space at which all participants and any attending members of the public must be together. But at the end of the day only the Courts could decide, and this is what the Association of Democratic Services Officers /Lawyers in Local Government/Hertfordshire CC are lobbying for - some form of statutory declaration from the Courts that online/hybrid meetings will be lawful (or not) under these Acts. (See attached informal analysis of the two LGAs referred to above).

A common view, with regards to the 1960 Act, is that this Primary Legislation HAS been changed by the 2020 Regs, so going forward "public access" is deemed to include remote means. It also defines 'being "present" at a meeting to include access through remote means. It is also a common view that the legislation has not been repealed, just because the 2020 Regs have technically fallen away, the changes to primary legislation have not (as the 2020 Regs did not specify any temporary changes; it didn't need to as it was simply over-riding some provisions in other legislation).

Therefore, it could be suggested that the 2020 Regulations provided two main elements - interpretative clarifications and the temporary overriding of existing legislation. It could therefore follow that clarifications by their definition do not fall away but any overriding does - nowhere in the 2020 Regs does it state that the remote meeting facilitating parts are overriding existing legislation.

Analysis

On the one hand, Government says that it recognises that there may be concerns about holding face-to-face meetings. On the other hand, it says that it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely and has provided updated guidance on how to do this.

www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings

Also, the Government encourages us to continue to provide remote access to minimise the need for the public to attend meetings physically, until at least 21 June.

The Law states that 'ideally a meeting should be held at a time and place which will encourage the largest attendance of residents if the Council is to get the maximum benefit from the meeting.' We have had more people to our meetings while we have been holding virtual meetings.

The 2020 Regs provided a clarification as to what place, present and attendance includes, so it could be argued those definitions do not disappear as they are referring to something which did not exist in original legislation (and therefore not expressly excluded).

However, the elements that do fall away, are those bits in the 2020 Regs which in effect temporarily overruled legislation (i.e., meeting date and time requirements as well as terms, etc.). It also provided for the overriding of Standing Orders without having to adopt new Standing Orders to facilitate things such as voting - remember that many standing orders state "present and voting" and "show of hands" and someone joining a meeting via a telephone could not show their hand. This part is important as there was not sufficient time for anyone to pass new Standing Orders to facilitate a different voting process - the 2020 Regs did that for us (as well as changing terms etc).

It is likely that if virtual meetings are not lawful after 7 May, Councillors attending hybrid meetings virtually will not be able to take part, their names will not be included on the attendance list, and they will not be able to vote. So effectively they will just be watching the meeting in the same way as a member of the public.

Therefore, it follows that maybe we need to be looking at our Standing Orders and changing them prior to the 7th May to make sure that they are up to date with the new definitions i.e. would our Standing Orders work seamlessly within a remote meeting.

Up to a point, amending Standing Orders it is up to Council and what we are trying to achieve. In general terms the approach could be:-

1. There are elements of the SOs that are statutory in nature. We must not touch those, as obviously we can't override statute at a local level;
2. There are plenty of parts of SOs that are not statutory in nature, and so can be tweaked if needed; and
3. it is possible to add new clauses, or additions to existing clauses, in SOs so long as they are not contravening any legislative provision/contradicting other parts of your SOs or Financial Regs etc.

Due to the lack of clarity and for sanity's sake, some councils are looking at amending their SO's as follows:-

Disorderly Conduct at Meetings - to clarify that '*further reasonable steps to restore order or to progress the meeting*' may also include putting an online participant in a waiting room or removing them from the online meeting altogether.

Meetings Generally - to clarify that all references in Standing Orders to 'meetings' includes formally convened meetings of the council, committees or sub-committees whether the meeting participants are present physically or online, or both; confirming that a meeting will be 'open to the public' if notice of the meeting has been properly given and the meeting is streamed or in some other way broadcast live via publicly-accessible technology such as social media, website, etc; confirming that a Council member shall be considered by the Council as having been present at a meeting if they join the meeting online and can see and be seen by, and hear and be heard by, the other members of the meeting.

Internal Auditor's position.

For the Annual Governance & Accounting Review 2020/21, would the Auditors accept Annual Return of Accounts approved by Council at a fully virtual meeting on or after the 7th May?.

This link is to the PKF Littlejohn position:-

[2020/21 timings and deadlines | PKF Littlejohn \(pkf-l.com\)](#)

Annual Town Assembly position

This is not a Council meeting; it is simply being convened by the Council. Can this continue as a fully virtual meeting on or after 7th May. Or be cancelled?

Personal Positions/Viewpoints

Staff, Councillors and members of the public may feel uncomfortable about attending meetings in person until after 21st June at the earliest and certainly not before they have had their second Covid vaccination.

Health & Safety

Lots of planning and preparations are needed to adopt the latest advice, including new Risk Assessments. Here's the latest Government advice.

www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings

Meetings

Meetings will have to be held in the main hall to meet Covid distancing rules.

Options could include using our existing powers to delegate decision making to key individuals such as the Town Clerk and the Mayor/Chairman, as these could be used to minimise the number of meetings we need to hold, if deemed necessary.

Finance

Whatever the combination of people attending, if we have in-person meetings in tandem with Zoom, we need to buy the equipment for a simultaneous broadcast to link with the Zoom session. It's OK when it's all on Zoom - just laptops/PCs needed. It is OK when we are all back in-person attending. It is the interim position with both that is the problem, and we don't have the cameras and microphones set up required to do this.

Conclusions

No one person, organisation or body has been able to give any meaningful clarity on this matter, let alone a definitive legal position. Guidance from NALC/ESALC is also awaited.

Because of this I have been unable to be exact in my analysis and recommendations, but I have tried to capture here the whole picture as it appears now; it may change.

Possible Options

1. Carry on with meetings as currently and say that we are awaiting advice regarding the legality under existing LGAs. Decisions made could be ratified retrospectively at the next available face to face meeting.
2. Have an emergency meeting of the Council to move the Annual Statutory Council meeting to before the 7th May and resolve meeting arrangements for future meetings.
3. To continue to hold remote meetings after the May ACM which may be unlawful if challenged.
4. Resume physical council meetings bearing in mind councillor attendance (capacity, lay-out, and admission of the public (which can be reviewed should remote meetings legislation be extended)).
5. Do not make our meeting rooms physically open to the public if we can broadcast/stream the meeting to the public online.
6. Possible Delegation of certain urgent and routine matters to the Clerk, to reinforce the provisions made by Council in March 2020 (would need to consider an exit plan).

Recommendations

As things stand, it seems the safest and (in the absence of concrete legal advice) the most appropriate recommendation is to have an emergency meeting of the Council to agree to:-

1. Delegate of certain urgent and routine matters to the Clerk (including planning applications responses), to reinforce the provisions made by Council in March 2020 (would need to consider an exit plan).
2. Move the Annual Statutory Council meeting to before the 7th May.
3. Revise the Council's meetings schedule for the medium term, to reduce the number of meetings required, certainly prior to the 21st June. (See attached table).
4. Hold the Annual Town Assembly/Meeting as planned on the 12th May as a virtual meeting. This is allowed as it falls before the 17th May when public can return to venues.
5. Hold a meeting of Council on the 22nd June to review the situation and latest advice. At this meeting, all Committee/Sub-Committee/WP reports and requirements can be taken.

Implications

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

<u>Financial</u>	Unspecified costs relating to the acquisition of new filming and recording equipment and any other related equipment. Any costs relating to implementing the required health & safety measures.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Standing Orders?• Council Powers/Duties?	Nationally vague in relation to the 1960 & 1972 LGSAs and the ongoing position in relation to the 2020 Regulations.
<u>Health & Safety</u>	Return of staff, councillors and public to in person meetings.

Appendices/Background papers

LDC Legal Services advice.

Luke Hall MP letter.

Informal Analysis - what does the existing legislation actually say?

APRIL		
TUESDAY	6	Planning & Highways 7.30
WEDNESDAY	7	Business Development Committee 7.30
TUESDAY	13	Policy & Finance 7.30
TUESDAY	20	COUNCIL
TUESDAY	27	Planning & Highways 7.30
THURSDAY	29	Emergency Grants Sub-Committee 6.30
THURSDAY	29	Grants Sub-Committee 7.30
MAY		
Monday	3	Leisure, Amenities & Environment 7.30
TUESDAY	4	ANNUAL COUNCIL 7.30 pm
WEDNESDAY	5	Planning & Highways 7.30
WEDNESDAY	12	ANNUAL TOWN ASSEMBLY 7pm (Virtual Meeting)
JUNE		
TUESDAY	22	COUNCIL

**SUGGEST
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LDC Legal Services advice.....

From: Russell, Simon <Simon.Russell@lewes-eastbourne.gov.uk>

Sent: 07 April 2021 09:59

To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>

Subject: RE: VIRTUAL MEETINGS

Hi Tony

Just wanted to give you an update following our working group discussion last week.

Whilst we await the outcome of the court case, submitted by ADSO/LLG we are preparing for physical meetings, post 7 May. At the moment it would be unlawful for us to proceed to with remote/hybrid meetings, without a ruling in our favour. This is however only applicable to council meetings and any internal bodies (that don't require public attendance) can continue to meet remotely.

In terms of our Annual Council meeting in May, our normal location of County Hall is not big enough to accommodate our members at Lewes safely. We are therefore having to source a larger venue that can accommodate 41 members & officers. It is also unlikely that a larger venue would have the technology installed to enable remote streaming of the meeting. Government have recommended that public access remain remote until at least 21 June, however the current roadmap suggests that public attendance would be permissible at a council meeting from 17 May. We are therefore looking at a venue that can provide a space for public access that is clearly signposted and can adhere to the government rules of social distancing at the time of the meeting.

An alternative if you are not able to source a location big enough to accommodate members is to run a quorate only meeting, whilst maintaining the political balance.

As Oliver Dixon mentioned previously, the other option Government encourages local authorities to explore is delegating more decisions to senior managers (or Clerks if a town or parish council), in order to reduce the frequency of meetings involving members. This of course could be seen to undermine the democratic process and disillusion elected members.

If the court case succeeds, it is likely that we would revert back to our remote meeting format, at least until all restrictions have been lifted. This would resolve any concerns raised by Cllrs, who have been understandably apprehensive about returning to physical meetings until their vaccination programme has completed.

A lot of head scratching at the moment but the above is our current approach.

I hope that helps but please contact me if I can assist further.

Kind regards

Simon

Simon Russell
Head of Democratic Services (and Deputy Monitoring Officer)

Lewes District and Eastbourne Borough Councils

Tel: 01323 415021 or Mobile: 07884 475782

Email: simon.russell@lewes-eastbourne.gov.uk

Website: www.lewes-eastbourne.gov.uk

Dixon, Oliver Oliver.Dixon@lewes-eastbourne.gov.uk

RE: Remote meetings update

Dear Cllr Robinson

Yes, we also received a copy of MHCLG's announcement and the Secretary of State's letter to council chief executives.

There is a clear expectation on Government's part that local authority meetings resume in a physical setting from 7 May. They're aware that under the road map out of Covid 19 restrictions, the public would not be permitted to enter council buildings until 17 May at the earliest, so they suggest delaying meetings till then (unless doing so would unreasonably delay the making of a critical decision, in which case the public could not be admitted).

Unless deferred due to adverse Covid data, 17 May would be the date when councils are expected to open up their meeting venues to both councillors **and the public**. The key issue, though, is to operate these premises **safely**, and Government advice is that where meeting venues used pre-Covid aren't big enough to accommodate attendees in a socially distanced format, alternative premises may have to be sought. We know of some members who – understandably – are apprehensive about returning to a physical format until fully vaccinated. Regrettably, the decision not to extend the remote meetings regulations beyond 6 May will make it challenging to accommodate these very reasonable reservations.

The other option Government encourages local authorities to explore is delegating more decisions to senior managers (or Clerks if a town or parish council), in order to reduce the frequency of meetings involving members.

It's frustrating that while Government has not closed its mind to the possibility of remote meetings being allowed in the future, their consultation on this does not end until 17 June; and it will take Government several more months to weigh up the responses and decide whether to legislate. In the meantime – realistically from 17 May to the autumn – local authorities will be under a legal obligation to hold its member meetings in person, not remotely.

It's just possible (although I wouldn't set much store by this) that an application by the LGA and ADSO for the High Court to declare that pre-Covid legislation (i.e. pre-dating the Coronavirus Act 2020) already permits remote meetings will succeed. The issue is that pre-Covid legislation governing the administration of council meetings never envisaged a digital world in which remote meetings were even possible. The legislation therefore assumes the only type of meeting permitted is one involving physical attendance. As I understand it, the High Court is being asked to rule on whether that legislation can be construed more widely so as to encompass all council meetings, regardless of the medium in which they are held.

One final point. LDC has an officer working group looking into options surrounding hybrid meetings. Their agenda is now a little different in light of last week's MHCLG announcement, as hybrid meetings would not be lawful unless (a) Government legislates otherwise or (b) the application to the High Court succeeds. That group is next meeting on 1 April and because Simon Russell is a group member, I'm copying this email to him. I'm almost certain that following that meeting and subsequent consideration by our Corporate Management Team (the Chief Exec and directors), Simon or the Chief Exec we'll be issuing guidance to all our Members.

I hope this is of some help.

Regards

Oliver Dixon

Head of Legal Services and Monitoring Officer

oliver.dixon@lewes-eastbourne.gov.uk

Luke Hall MP

Minister of State for Regional Growth and Local Government

Ministry of Housing, Communities and Local Government

Fry Building 2 Marsham Street London SW1P 4DF

Council Leaders
Principal Councils in England

Tel: 0303 444 3440
Email: luke.hall@communities.gov.uk
www.gov.uk/mhclg
25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows. While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g., performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules.

On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is

for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,
LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary

Rt. Hon. George Eustice MP, Environment Secretary

Sadiq Khan, Mayor of London

Cllr. James Jamieson, LGA Chairman

Cllr. Sue Baxter, NALC Chairman

Informal Analysis.

What does the existing legislation actually say?

<u>Act</u>	<u>In common English</u>	<u>The law</u>	<u>Comments</u>

<u>Act</u>	<u>In common English</u>	<u>The law</u>	<u>Comments</u>
The 1960 Act	All Local Council (and Committee) meetings must be ' <i>open to the public</i> ', except for in certain circumstances.	s1 (1) Public Bodies (Admission to Meetings) Act 1960 s1 (6) Public Bodies (Admission to Meetings) Act 1960	There is no mention of whether such a meeting needs to be a physical meeting or not.
	A Local Council can exclude the public from all or part of a meeting ' <i>whenever publicity would be prejudicial to the public interest</i> ' due to the confidential nature of the business being discussed.	s1 (2) Public Bodies (Admission to Meetings) Act 1960	There is no mention of whether such a meeting needs to be a physical meeting or not.
	If the public are excluded from a meeting/part of meeting due to the confidential nature of the business, the Council can also prevent any person from recording or live broadcasting (in audio or visual format) the proceedings.	s1 (3A) Public Bodies (Admission to Meetings) Act 1960	There is no mention of whether such a meeting needs to be a physical meeting or not. "reporting" on a meeting is confirmed as including filming, photos, audio recording, or ' <i>any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later</i> '
The 1972 Act	Public notices by a Parish Council must be posted in a	S232 Local Government Act 1972	So long as a physical notice is placed in at least one conspicuous

<u>Act</u>	<u>In common English</u>	<u>The law</u>	<u>Comments</u>
	conspicuous place(s) within the parish and, if the council desires, in any other way that the Council sees fit.		place in the Parish, using a website and social media etc to give notice of a meeting is fine.
	The Parish Council must hold an annual meeting every year. In an election year this needs to happen within 14 days of the councillors elected taking office.	Sch12 part 2 s7 Local Government Act 1972	There is no mention of whether such a meeting needs to be a physical meeting or not.
	The Parish Council must also hold at least three other meetings each year.	Sch12 part 2 s8 Local Government Act 1972	There is no mention of whether such meetings need to be a physical meeting or not.
	Parish Council meetings must be held ' <i>at such place</i> ' inside or outside the parish as the Council decides.	Sch12 part 2 s10 Local Government Act 1972	<p>A parish council could, in principle at least, hold its meeting in Paris, or Durban.</p> <p>OED defines 'place' as '<i>a particular position, point, or area in space; a location</i>'.</p> <p>An online meeting is clearly held in a point in space/location. For example, you need to send people directions of how to get there!</p> <p>From a tech perspective, the meeting happens partially in the parish (via individuals' hardware) and partially outside of the parish (in</p>

<u>Act</u>	<u>In common English</u>	<u>The law</u>	<u>Comments</u>
			a server room somewhere, depending on where your software is hosted and your internet/web browser provider).
	Notice of the time and place of the meeting must be posted publicly, and a summons/agenda for the meeting sent to all Councillors.	Sch12 part 2 s10 (2) Local Government Act 1972	As above, so long as a physical notice is placed somewhere conspicuous in the parish, a Council is free to publish the notice in any other way it sees fit.
	If a Councillor fails to attend a meeting for 6 consecutive months and doesn't have the reason for absence approved by the Council they cease to be a Member of the Council and their seat is vacant.	S85 Local Government Act 1972	There is no mention of whether such meetings need to be a physical meeting or not. Attending a meeting in Zoom or other online platform is clearly 'attending' the meeting. If you and I have a zoom meeting, we sit and chat to each other and exchange ideas, etc, it would be silly of me to later claim that you didn't actually attend our meeting just because it was an online meeting!
	The 1972 Act confirms that the 1960 Admissions to Meetings Act applies to relevant local authority meetings.	s100 Local Government Act 1972	See above. The 1960 Act does not place any requirements on a meeting being 'physical' or the public being able to attend a meeting 'physically'. It just requires that meetings are ' <i>open to the public</i> '
	The 'declaration of	s83 (4) Local	It's not clear whether

<u>Act</u>	<u>In common English</u>	<u>The law</u>	<u>Comments</u>
	acceptance of office' for a Parish Councillor and/or Chairman must be signed ' <i>in the presence of</i> another Councillor or the Clerk.	Government Act 1972	<p>this would mean the Councillors/Chair being physically-present in a room with the Clerk or another councillor when signing declarations.</p> <p>It may well be less risky to arrange a socially-distanced physical 'signing in the presence of' session, but this could certainly be 1:1 and does not have to happen in a mass meeting.</p>



TONY ALLEN
TOWN CLERK
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FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

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

Minutes of an Emergency meeting of Peacehaven Town Council, held in the Main Hall, Community House, Meridian Centre, at 3.00pm on Tuesday 24th March 2020

NOTE: This meeting was held under strictly controlled conditions, with approved separation of participants and sanitization measures in place.

Present – Mayor Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Dawn Paul, Cllr David Seabrook, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Emilia Simmons.

Officers; Town Clerk, Tony Allen.

1 C574 MAYOR'S REPORT & ANNOUNCEMENTS

No announcements.

2 C575 PUBLIC QUESTION TIME

No members of the public were present.

3 C576 CORONA VIRUS – LATEST POSITION AND ACTIONS REQUIRED

The Clerk introduced his paper, which was received and discussed, with updates in this fast-moving situation highlighted.

Impacts on working arrangements, procedures, ongoing works, internal and external communications and payments and receipts were discussed. Clerk to arrange a discussion regarding the Council's lessees and hirers affected regarding possible help and financial support measures that the Council can implement.

Cllr Symonds highlighted on-line training opportunities and will pass the details on to the Clerk.

Clerk to investigate and set-up a.s.a.p. improved 'electronic' and phone communications to allow Councillors and staff to better interact remotely, including the holding of virtual meetings; a number of methods and sources of advice were suggested.

Reaching the c.20% of people who do not use these means of communicating was also discussed. Use of leaflets/posters in supermarkets, chemists, Government Hub & Newhaven Food Bank parcels was suggested for further investigation.

It was resolved to ratify the emergency actions taken to-date, including:-

- The Summer Fair scheduled for the 11th July will be cancelled.
- The Mayor's reception scheduled for the 25th April will be postponed.
- The Annual Town Meeting scheduled for the 21st April will be postponed.
- All other Community House events, bookings and activities, including the café, cancelled from the 18th March 2020, until further notice.
- All football games and practice sessions have been cancelled.
- Refunds will be given for activities cancelled by the Council.
- The current Mayor will continue in post until Council can hold its Annual meeting.

Minutes of the Emergency Meeting of Peacehaven Town Council – 24th March 2020

It was resolved to agree authority for any additional actions required, including:-

- Working from home.
- Safe working externally.
- Ongoing maintenance, health & safety measures required.
- To reassure all staff that they will be looked after and paid, whatever the impact is on their job, or whatever personal measures they need to take to mitigate the impact of the virus.
- Flexibility in working practices and type of work undertaken; including community support work.

It was resolved to introduce emergency powers which, when necessary, suspend Standing Orders, Financial Regulations, Committees etc. Terms-of-Reference, and give the Clerk delegated authority (in liaison with the Chairman of Council, Committee Chairmen and other Councillors and Officers as appropriate), particularly with regard to:-

- Spending authority and levels.
- Making recommendations on planning applications.
- Holding Council and Committee meetings, or alternatively to deal with urgent related matters.
- Staffing matters day-to-day.
- Buildings/estates management.
- Payments & other financial requirements.

Advice from Government, ESCC, LDC and solicitors to inform decisions as necessary.

The Clerk to keep a clear record of these required actions and then submit them as an agenda item to the Council for approval and minuting when normality returns.

4 C577 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies for absence were approved from Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Lyn-Mai Mills, Cllr Chris Collier, Cllr Alan Goble, Cllr Alan Milliner, Cllr Wendy Veck, Cllr Ron White.

5 C578 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interests.

[Clerk's Note:- Items 4 & 5 were taken before Item 3].

6 C579 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 14th JANUARY 2020

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

7 C580 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES

7.1 Policy & Finance Committee:-

- 7.1.1 To note and receive the minutes of the 18th February & 10th March 2020 – received.**

7.2 Planning & Highways Committee:-

- 7.2.1 To note and receive the minutes of the 4th February & 3rd March 2020 — received.**
- 7.2.2 Minutes of the ESCC SLR meeting held on the 24th January 2020— received.**

7.3 Personnel Committee:-

7.3.1 To note and receive the minutes of the 18th February– received.

7.4 Leisure, Amenities & Environment Committee:-

7.4.1 To note and receive the minutes of the 21st January– received.

7.5 Civic & Events Committee:-

7.5.1 To note and receive the minutes of the 25th February 2020– received.

7.5.2 Town Twinning update – noted that the Committee had resolved not to proceed in this matter.

7.6 Business Plan & E-Comm's Committee:-

7.6.1 To note and receive the minutes of the 28th January & 10th March 2020 – received.

7.7 Climate Change Working Party:-

7.7.1 WP/Action Plan update

7.7.2 To agree the Terms-of-Reference for the Working Party

7.7.3 To agree the Single Use Plastic Policy

It was resolved to defer this item.

7.8 CIL Working Party – No new updates or reports to be received.

8 C581 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG):-

8.1 Notes from the public meeting held on the 24th February 2020 – received.

8.2 NDP progress chart – received and noted.

9 C582 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS - No new updates or reports to be received.

10 C583 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON

OUTSIDE BODIES – Councillors to send any reports to the Clerk for circulation.

11 C584 SUSSEX POLICE CCTV PARTNERSHIP – The report from Cllr Symonds was noted; for further discussion at a later date.

12 C585 ANNUAL TOWN MEETING:-

12.1 Arrangements

12.2 Mayor's awards

12.3 Annual Town report

It was resolved to defer this item.

13 C586 YOUNG MEN'S YOUTH PROVISION AT THE JOFF

It was resolved to defer this item.

CONFIDENTIAL

NOTE: 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:-

14 C587 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE

The Committee's Action Plan was noted and received.

It was noted that the starting date for the newly appointed Groundsman had been deferred by mutual agreement.

It was resolved that the recruitment process for the new Senior Projects Officer would continue.

It was resolved that the annual review of Council's staffing structure and salaries by the newly set up Working Party would be deferred.

It was resolved that, apart from the changes approved by the Policy & Finance Committee in relation to two individuals, only the standard pay increments required under the Council's employment policy would be paid for now, along with any cost of living increase which is automatically applied to pay scales by the Government.

15 C588 SALES LEDGER (AGED DEBTS) WRITE-OFFS

The Finance Administrator's paper was noted and discussed. It was resolved to take the action as proposed in this paper.

16 C589 DATE OF THE NEXT SCHEDULED MEETING – To be advised.

There being no further business, the meeting closed at 15:52.

Agenda Item:	Cnnn
Committee:	Council
Date:	20th April 2021
Title:	Review of Working Parties
Report Author(s):	Town Clerk
Purpose of Report:	To introduce measures to bring in tighter controls

Introduction

Working Parties are set up by Council/Committees to perform a specific task and report back. They have no authority themselves to make decisions nor to spend money.

Inevitably, some WP's try to morph into quasi-Committees as they take on a life of their own and this brings into question the need for their greater control and better understanding of their purpose.

In some cases, it is proving difficult to keep WP's on track as they try to 'Save the World' rather than focus on Peacehaven Town Council. We must fully understand the Powers & Duties of Town/Parish Councils. See attached appendix.

Background

With the exception of the Climate Change WP, the greater focus of all other WP's is about things in the Community that we don't have direct control over and therefore have to work through other agencies.

The Climate Change working party makes recommendations to all other committees and Council.

WP's can include various Councillors, subject matter experts and members of the public, including young adults (when possible).

Conclusions

Current loss of direction in some cases is about the lack of discipline and focus of some WP's and the parent Committee's monitoring of its WP.

WP's can become inappropriate, unwieldy and ineffective if they detract from their intended purpose. The role and structure of WP's needs to be reviewed.

Recommendations

1. Existing WP's should be redefined as "Task and Finish Groups" (TFG's) by their parent Committee, with very clear and time limited tasks. TFG is a model adopted by many other Councils and recommended by the SLCC.
2. TFG do not progress Committee/Council business.
3. The TFG's purpose must be set out in the minutes of the meeting where it was created. The committee responsible should set SMART targets for the TFG. i.e. Specific, measurable, achievable, realistic and time bound.
4. Each committee should have ONE TFG.
5. Membership of the TFG can be flexible to meet the needs of each task.
6. The TFG will only convene when there is a task to be completed.
7. TFG's do not need a formal agenda and minutes and only have Officer input when needed.

8. Brief notes of TFG meetings can be made by anyone attending. (using a predefined template)
9. Members of the public can be included in TFG activities and meetings where appropriate.
10. TFG's have no financial authority.
11. TFG's have no authority to make resolutions.

Implications

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

<u>Financial</u>	Tighter controls will help to ensure that WP/TFG make no unauthorised expenditure.
<u>Legal</u>	Tighter controls will help to ensure that WP/TFG work within the Council's Powers & Duties.
<u>Health & Safety</u>	Road Safety WP/TFG. ESCC SLR Forum
<u>Planning</u>	Developer Liaison WP/TFG sits under the Planning Committee. The Hub WP/TFG. NDP Steering Group
<u>Environmental and sustainability</u>	Howard Park WP/TFG
<u>Crime and disorder</u>	WP/TFG for CCTV, road safety, etc.
<u>Social value</u>	Community Events, Youth, Libraries & History WP's/TFG
<u>Climate</u>	Climate Change Emergency WP/TFG sits under Council

Powers and Duties of Parish Councils

FUNCTION	POWERS AND DUTIES	STATUTORY POWERS
Agency Arrangements	Power to arrange for the discharge of functions by another local authority	Local Government Act 1972 s.101
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	Small Holdings Allotments Act 1908 ss 23, 26 and 42
Archives	Power to make records held available to the public and support local archives	Local Government (Records) Act 1962, ss1 and 4
Baths and Washhouses:	Power to provide public baths and washhouses	Public Health Act 1936 ss 221, 222, 223 and 227
Borrowing	Power to borrow money for statutory functions	Local Government Act 1972 Sch. 13
Burial Grounds, Cemeteries and crematoria*	Power to acquire and maintain	Open Spaces Act 1906, ss 9 and 10: Local Government Act 1972, s 214
	Power to provide	Local Government Act 1972, s.214
	Power to agree to maintain monuments and memorials	Parish Council and Burial Authorities (Miscellaneous Provisions) Act 1997, s. 1
	Power to contribute towards expenses of cemeteries	Local Government Act 1972
Bus Shelters	Power to provide and maintain	Local Government (Miscellaneous) Act 1953 s.4
Bye Laws	Power to make bye-laws for public walks and pleasure ground	Public Health Act 1875, s 164
	Cycle Parks	Road Traffic Regulation Act 1984 s.57 (7)
	Swimming pools, bathing places, baths and washhouses	Public Health Act 1936, s 223

	Open Spaces and Burial Grounds	Open Spaces Act 1906 ss 12 and 15
	Mortuaries and post-mortem rooms	Public Health Act 1936 s. 198
	Public Bathing	Public Health Act 1936 s. 231
	Hiring of pleasure boats in parks and pleasure grounds	Public Health Amendments Act 1907, s 44(2); Public Health Act 1961, s54
Charities	Duty to receive accounts of parochial charities	Charities Act 1960, s 32
	Power to appoint trustees of parochial charities	Charities Act 1993, s 79
Clocks*	Power to provide public clocks	Parish Councils Act 1957,s 2
Closed Churchyards	Powers (and sometimes duty) as to maintain	Local Government Act 1972, s.215
Commons Land and Common Pastures	Powers in relation to inclosure as to regulation and management and as to providing common pasture	Inclosure Act 1845; Local Government Act 1984, s 8(4); Smallholding and Allotments Act 1908, s.34
	Power to protect unclaimed common land from unlawful interference	Commons Registration Act1965,s.9
	Power to manage commons and village greens under a district council scheme	Commons Act 1899, ss 4 & 5
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Consultation	Right to be consulted by principal councils if directed by Secretary of State (England) or by Welsh Assembly (Wales)	Local Government and Rating Act1997, s21; Local Government Act 1972, s 33A
Community Centres and Village Halls	Power to provide and equip premises for use of clubs having athletic, social or educational objectives	Local Government (Miscellaneous Provisions) Act 1976, s.19

Crime Prevention	Powers to spend money on various crime prevention measures	Local Government and Rating Act 1997, s 31
	Power to (a) install equipment, (b) establish schemes and (c) assist others in so doing for the prevention of crime	Local Government and Rating Act 1997, s 31
Delegated Functions	<p>Power to assume a function delegated by another authority</p> <p>Power to ensure effective discharge of Council functions</p> <p>Power to employ someone to carry out Council functions</p>	Local Government Act 1972ss. 101, 111 and 112
Drainage	Power to deal with ponds/ditches	Public Health Act 1936, s. 260
Education	Right to appoint governors of primary schools	School Standards and Framework Act 1988, para 15 of Sch.10
Entertainment and the Arts*	Provision of entertainment and support of the arts	Local Government Act 1972,s145
Environment	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues	Local Government Act 1972,ss 111 and 137
Flagpoles	Power to erect flagpoles in highways	Highways Act 1980, s 144
"Free Resource"	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972,s139
Gifts	Power to accept	Local Government Act 1972 s139
Highways	Power to repair and maintain footpaths and bridleways	Highways Act 1980, ss 43 and 50
	Power to light roads and public places	Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local

		Government Act 1972,Sched. 14 para 27
	Provision of litter bins	Litter Act 1983, 5 and 6
	Power to provide parking places for vehicles, bicycles and motorcycles	Road Traffic Regulation Act 1984, ss 57 and 63
	Power to enter into an agreement as to dedication and widening	Highways Act 1980. ss 30 and 72
	Power to provide roadside shelters, and omnibus shelters	Parish Councils Act 1957, s 1
	Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway	Highways Act, 1980 ss 47 and 116
	Power to complain to District Council as to protection of rights of way and roadside waste	
	Power to provide traffic signs and other notices	Highways Act 1980, s 130
	Power to plant trees, etc., and to maintain roadside verges	Road Traffic Regulation Act 1984, s 72; Countryside Act 1968
	Power to complain to local highway authority that a highway is unlawfully stopped up or obstructed	Highways Act 1980, s 96
	Power to prosecute for unlawful ploughing of a footpath or bridleway	Highways Act 1980, s 130 Highways Act 1980, s 134
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1962,s11
Land	Power to acquire land by agreement, to appropriate land and to dispose of	Local Government Act 1972, ss 124, 126 and 127
	Power to accept gifts of land	Local Government Act 1972s139

	Power to acquire land by compulsory purchase	Local Government Act 1972, s 125
	Power to obtain particulars of persons interested in land	Local Government (Miscellaneous Provisions) Act 1976, s 16
	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them	Public Health Act 1875, s 16;; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19
Lighting	Power to light roads and public places	Parish Councils Act 1957, s Highways Act 1980, s 301
Litter* and dog fouling	Provision of receptacles Obligated to keep own land free of litter and dog faces	Litter Act 1983, ss 5 an Environmental Protection Act 1990; Litter (Animal Droppings) Order 1991
Lotteries	Power to promote	Lotteries and Amusements Act 1976, s 7
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms	Public Health Act 1936, s 198
Nature Reserves	Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest	National Parks and Access Countryside Act 1949, ss 15, 16 and 21; The Wildlife and Countryside Act 1982, ss 36 and 39 and Sched.12
	Powers to make management agreements with landowners and the English Nature to manage council-owned reserve land as a nature reserve	
Nuisances	Power to deal with offensive ditches, ponds and gutters	Public Health Act 1936, s 260
Open Spaces	Power to acquire land and maintain	Public Health Act 1875, s 164; Open Spaces Act 1906, ss 9 and 10; Commons Act 1899
	Power to acquire land for or to	Public Health Act 1875, s 164;

	provide recreation grounds, public walks, pleasure grounds and open spaces, and to manage and control them.	Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.
Parish Property and Records	Powers to direct as to their custody	Local Government Act 1972, s226
Parking Facilities	Power to provide parking places for motor vehicles, motorcycles and bicycles	Road Traffic Regulation Act 1984, ss 57 and 63
Planning	Right to be notified of and power to respond to planning applications	Town and Country Planning Act 1990, Sched. 1 para 8; Local Government Act 1972, Sched. 15 para 20.
Postal and telecommunications facilities	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities	Post Office Act 1954, s 51; Telecommunications Act 1984,s97
Public Buildings and Village Halls	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972 s 133
Public Conveniences	Power to provide	Public Health Act 1933, s 87
Public Enquiries	Power to make representations at public enquiries	Local Government Act 1982, s222
Publicise functions	Power to publicise council and local authority functions	Local Government Act 1982, s. 142
Raising of Finances	Power to raise money through them precept	Local Government Act 1982, s150
Records	Power to collect, exhibit and purchase local records	Local Government Act Records) Act 1962 ss 1 and 2
Recreation*	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds,	Public Health Act 1875, s 164; Local Government Act 1972, Sched 14 para 27; Public Health

	and open spaces and to manage and control them. Power to provide gymnasiums, playing fields, holiday camps	Acts Amendment Acts 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19; Commons Act 1899
	Provision of boating pools	Public Health Act 1962, s 54
Seats and Shelters*	Power to provide roadside seats and shelters	Parish Councils Act 1957, s 1
Tourism*	Power to contribute to the encouragement of tourism	Local Government Act 1972, s. 144
Town and Country Planning	Right to be notified of planning applications	Town & Country Planning Act 1990, Sched. 1 para 8
Town Status	Power to adopt town status	Local Government Act 1972, ss 245 and 245B
Traffic Calming	Power to contribute financially to traffic calming schemes	Local Government and Rating Act 1997, s 26
Training	Power to train Councillors	Local Government Act 1972. s175.
Transport*	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes	Local Government and Rating Act 1997, s 26-29
Village greens	Power to maintain, to make bylaws for and to prosecute for interference with village greens	Open Spaces Act 1906, s 15 Inclosure Act 1857, s 12, Commons Act 1876, s 29
War Memorials	Power to maintain,, repair, protect and adapt war memorials	War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water there from.	Public Health Act 1936, s 125

Where a function is marked with an asterisk *. A council also has the power to give financial assistance to another person or body performing the same function.

NB: Please note that this is a guide to the powers and duties of Parish Councils and does not necessarily represent a comprehensive list of all powers and duties.

Report to Full Council from Councillor Emilia Simmons {Peacehaven North Ward}

On the 6th of April Councillor Veck and I got involved in a Litter Picking Event in the Council Estates of Brickly and Cinque Foil, we were helped by SCDA Coordinators Vicky and Lucy as well as Neighbour First from LDC.

They provided us and the people participating with gloves, rubbish bags and litter picking items, Councillor Veck very kindly kept us warm with teas, coffees and hot chocolates together with her sister. We had lovely but cold weather, quite few people turned up, families as well.

Councillor Cathy Gallagher and Councillor David Seabrook supported us as well, we are grateful for that.

People said that they enjoyed themselves and they were happy to have met other people from different Estates; for my part I am very grateful to Councillor Wendy Veck for organizing this event.

Regards from

Councillor Emilia Simmons.