



TONY ALLEN
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PEACEHAVEN TOWN COUNCIL

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

9th June 2021

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Main Hall, Community House, Peacehaven, on Tuesday 15th June 2021 at 7.30pm.

Tony Allen
Town Clerk

AGENDA

C786 Mayor's/Chairman's announcements.

C787 Public session. *Members of the public may ask questions on any relevant Council matter. Due to Covid measures, there will be restrictions in place during the meeting to ensure the safety of all in attendance. These restrictions will include:*

- *Social distancing.*
- *The wearing of face masks.*
- *Hand sanitising on entry to the meeting room.*
- *A limit on numbers in the meeting room itself.*

Please email the Town Clerk if you wish to attend this meeting.

C788 To approve apologies for absence.

C789 To receive declarations of interests.

C790(a) To adopt the public minutes of the Annual Council meeting held on the 4th May 2021.

C790(b) To note the minutes of the Annual Town Assembly held on the 12th May 2021.

C791 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

- i. Finance report
- ii. Bank account summary
- iii. Bank Reconciliation statements (for signing)
- iv. Income & Expenditure report
- v. Balance Sheet
- vi. List of payments (for approval) – April, May & June (to date)
- vii. Review of the Suitability of the Internal Audit Procedures
- viii. Approve 2020/21 Annual Governance Statement
- ix. Approve 2020/21 Annual Accounting Statement
- x. Approve funding for buildings equipment maintenance works.
- xi. Approve Council's new energy provider.

Agenda for the Meeting of Peacehaven Town Council – 15th June 2021

- b. Planning & Highways Committee:-
 - i. To receive the meeting minutes of the 6th April 2021.
 - ii. To receive the meeting minutes of the 27th April 2021.
 - iii. To note the draft public meeting minutes of the 5th May 2021.
 - iv. To receive notice of planning application recommendations made under delegated powers.
- c. Personnel Committee.
- d. Leisure, Amenities & Environment Committee:-
 - i. To receive the meeting minutes of the 23rd March 2021.
 - ii. To note the draft meeting minutes of the 7th May 2021.
- e. Civic & Community Events Committee.
- f. Business Development & Communications Committee.
- g. PTC Climate Change Working Party.
 - i. To receive the notes of the meeting held on the 31st March 2021.
 - ii. To note the report of the joint PTC/TTC meeting held on the 21st May.
- h. PTC Libraries Working Party.
- i. Youth Working Party.
- j. CCTV Working Party.
- k. History Working Party.

C792 To receive a report from the Neighbourhood Development Plan Steering Group.

C793 To agree the Licence for Peacehaven Community Orchard.

C794 To receive a report from Cllr Griffiths regarding the 'Urban Tree Challenge Fund' and to agree actions.

C795 To approve a hybrid working policy.

C796 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions relating to meetings, events, etc.

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

C797 To review the final HDD pre-submission plan for the redevelopment of the Meridian Centre and integration of Community House.

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:-

C798 To adopt the confidential minutes of the Annual Council meeting held on the 4th May 2021.

C799 Redevelopment of the Meridian Centre and integration of Community House:-

- a. To review the associated confidential components:-
 - i. To review/agree the Council's legal rights valuation.
 - ii. To review/agree the Heads of Terms legal document.
- b. To agree, in principle, that Council is prepared to enter into a legal contract with HDD, and identifying any areas requiring final clarification/agreement.

C800 To review sub-contractor provision of services.

C801 Personnel Committee:-

- a. To discuss current confidential staffing matters and agree actions required.

C802 Planning & Highways Committee:-

- a. To note the draft confidential meeting minutes of the 5th May 2021.

C803 Date of next meeting - Tuesday 27th July 2021 at 7.30pm.



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Minutes of the Annual meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 4th May 2021

Present – Mayor Cllr Isobel Sharkey, Dep. Mayor Cllr Gloria Hill, Cllr Claude Cheta, Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Dawn Paul, 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, Finance Officer, Zoe Malone, Communications Officer, Matthew Gunn, Information Officer, Karen Bray, Vicky Onis, Admin. Officer.

Public; No members of the public were present.

GENERAL BUSINESS

C742 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS

Cllr Cheta, reflected on his term of office, noting some of the many highlights and thanked his fellow Councillors and the staff for their hard work and dedication in what had been unprecedented time for the Council.

Cllr Cheta spoke of his early feelings having been elected Mayor and his desire to serve the community. Cllr Cheta said that it had been a privilege to serve as Mayor and gave particular thanks to Cllr Harris for being his mentor.

Pictures and video were shown of several of Cllr Cheta's Mayoral engagements, including a special presentation to Cllr Harris, as outgoing Deputy Mayor and also of Cllr Cheta being presented with his outgoing Mayor's badge by Mrs Donovan.

All present expressed their thanks to Cllr Cheta and Cllr Harris for their excellent service as Town Mayor and Deputy Mayor for the last two years.

C743 ELECTION OF MAYOR FOR 2021-2022 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

a) Statement(s) from candidate(s).

Cllr Sharkey and Cllr Symonds spoke in support of their circulated statements and answered questions from Councillors.

b) Voting.

Two candidates stood for election as Mayor:-

1. Cllr Sharkey: Proposed by Cllr White and Seconded by Cllr Paul.
2. Cllr Symonds; Proposed by Cllr Seabrook and Seconded by Cllr Veck.

A vote was taken by a show of hands.

Cllr Sharkey secured eight votes.

Cllr Symonds secured six votes.

Both candidates abstained from voting.

Therefore, by majority, Cllr Sharkey was elected as Mayor and Chairman for 2021/22.

- c) **To resolve that the delivery by the Mayor/Chairman of the Council of the acceptance of office, and the signing of the Mayor's Handbook, to be done at a later date.**

This was resolved.

The Clerk read out the statements contained in the Declaration of Acceptance of Office form and Cllr Sharkey signified her agreement to the provisions contained therein.

C744 STATEMENT FROM NEW MAYOR

Cllr Sharkey thanked Councillors for their support and stated that it was an honour to be appointed Mayor.

C745 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2021-2022

It was resolved to adopt the following charities:-

1. CATS Club.
2. Deans Seniors Tea Club.
3. Chichester Diocesan Association for Family Support Work

C746 ELECTION OF DEPUTY MAYOR FOR 2021-2022 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a) **Statement(s) from candidate(s).**

Cllr Hill was the only candidate and spoke in support of her circulated statement.

- b) **Voting.**

Cllr Hill's appointment was Proposed by Cllr Gallagher and Seconded by Cllr Seabrook.

A vote was taken by a show of hands.

Cllr Hill was unanimously appointed as Deputy Mayor.

- c) **To resolve that the delivery by the Deputy Mayor/Vice Chairman of the Council of the acceptance of office to be done at a later date.**

This was resolved.

The Clerk read out the statements contained in the Declaration of Acceptance of Office form and Cllr Hill signified her agreement to the provisions contained therein.

- d) **Statement from the new Deputy Mayor.**

Cllr Hill stated that she would be proud to support the new Mayor and would work hard for the Council.

C747 TO AGREE MAYOR'S CONSORT

It was agreed that the Mayor's Consort would be her partner, Mr Brent Jackson.

C748 PUBLIC QUESTION TIME

No members of the public were present.

C749 TO CONSIDER APOLOGIES FOR ABSENCE

All Members were present.

- a) **To note the resignation of Cllr L Mills.**

It was noted that LDC had issued the legal notice of vacancy, which had been posted on the Town Council's notice boards and web site.

C750 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Duhigg as a member of the LDC Planning Committee and CIL Board.

C751 TO ADOPT STANDING ORDERS

It was resolved to adopt the Standing Orders, as drafted and circulated.

C752 TO ADOPT FINANCIAL REGULATIONS

It was resolved to adopt the Financial Regulations, as drafted and circulated.

C753 TO ADOPT A COMPLAINTS POLICY

It was resolved to adopt the Complaints Policy, as drafted and circulated.

C754 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME

It was resolved to adopt these documents, as drafted and circulated.

C755 TO ADOPT A MEDIA & COMMUNICATIONS POLICY

It was resolved to adopt these documents, as drafted and circulated.

C756 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

It was noted that the Clerk is currently undertaking an exercise to review these T-0-R's.

[Membership of Committees was resolved as follows]

C757 TO APPOINT MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

Cllr Milliner (Chairman), Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Harris, Cllr Hill.

C758 TO APPOINT MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

Cllr Collier (Chairman), Chairman and Vice-Chairman of Council, Cllr Goble, Cllr Gallagher, Cllr Cheta, Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

C759 TO APPOINT MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

Cllr Griffiths (Chairman), Cllr Simmons, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Symonds, Cllr Cheta, Cllr Veck, Cllr Harris.

It was resolved to allow 10 Members to join this Committee.

C760 TO APPOINT MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

Cllr Seabrook (Chairman), Cllr Collier, Cllr Gallagher, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Milliner, Cllr Harris.

C761 TO APPOINT MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE

Cllr Duhigg (Chairman), Cllr Paul, Cllr Simmons, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Harris.

C762 TO APPOINT MEMBERS TO SERVE ON THE BUSINESS DEVELOPMENT COMMITTEE

Cllr Gallagher (Chairman), Cllr Cheta, Cllr Milliner, Cllr White Cllr Collier, Cllr Hill, Cllr Harris.

C763 TO APPOINT CHAIRMAN OF COMMITTEES

It was resolved to appoint Committee Chairman as shown in C757-C762 above.

C764 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

It was resolved that Cllr Sharkey and Cllr Paul would be the Council's representatives for the NDP SG.

C765 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM

It was resolved that Cllr Sharkey and Cllr Paul would be the Council's representatives for the ESCC SLR Forum.

C766 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS

It was resolved to make the following appointments:-

1. Citizens Advice Bureau – Cllr Sharkey.
2. Community Transport Lewes Association – Cllr Paul.
3. Crime Stoppers – Cllr Harris.
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association – Cllr Collier.
6. Peacehaven & Telscombe Access Group – Cllr Duhigg.
7. Royal British Legion – Cllr Harris.
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Simmons.
10. Community Orchard – Cllr Seabrook.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – Cllr Sharkey..
14. Green Havens Network – Cllr Griffiths.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Collier.
17. Joint Action Group – Cllr Symonds, Cllr Milliner.
18. ESALC/SSALC – Cllr Duhigg, Cllr White.
19. Havens Health PPG – Cllr Paul.
20. Peacehaven Chamber of Commerce – Cllr Gallagher.
21. Kempton House – Cllr Hill.
22. Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Collier.
23. Seahaven Mascots – Cllr Symonds.
24. Sustrans – Cllr Paul.

C767 CHECKING OF THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY (DEEDS & TRUST INVESTMENTS) & INSURANCE ARRANGEMENTS

The updated Asset Register was received and discussed.

Cllr Gallagher and the Clerk noted that further updates were in-hand in relation to making sure that all land belonging to PTC is fully recorded.

C768 TO NOTE ANNUAL SUBSCRIPTIONS

Noted that Council's annual subscriptions are made to:-

- ESALC & NALC
- RBS Annual Support & Maintenance
- ESCC Streetlights Maintenance
- Allotments software Support & Maintenance
- TV Licence
- SLCC
- Parish Online
- DPA Registration

C769 CONSIDERATION OF CHAIRMAN'S ALLOWANCE

Resolved that this allowance is set at £1,500. Noted that this is paid in addition to the standard Councillor's allowance.

C770 TO ACCEPT THE CORPORATE RISK ASSESSMENT

It was resolved to adopt the Corporate Risk Assessment, as drafted and circulated.

C771 TO APPOINT THE INTERNAL AUDITOR

It was resolved that Mulberry & Co. are retained again as the Council's Internal Auditors. Noted that there are a number of Auditors now working for this Company and it is considered one of the top Auditing firms in the country.

C772 TO APPROVE BANKING SIGNATORIES

It was resolved that the Council's bank signatories are;

- Cllr Cathy Gallagher
- Cllr Claude Cheta
- Cllr David Seabrook
- Cllr Susan Griffiths
- Cllr Lynda Duhigg
- Town Clerk Anthony Allen

C773 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE

Noted that There is no planned S.137 expenditure as the Council has the Power of General Competence.

C774 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

These arrangements were confirmed.

C775 TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

It was noted that the Sickness Absence, Disciplinary and Grievance procedures were recently checked by HR Services Partnership and found to be fully fit for purpose and that the remainder of the Employee Handbook will have a full 'health check' by the end of the year.

C776 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

It was resolved to adopt this Statement, as drafted and circulated.

C777 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20th APRIL 2021

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

C778 TO RECEIVE MINUTES AND RATIFY ACTIONS:-

a. Planning & Highways Committee:-

- i. **To receive the meeting minutes of the 6th April 2021**

It was resolved to receive these minutes.

- ii. **To note the draft meeting minutes of the 27th April 2021.**

These draft minutes were noted.

b. Grants Sub- Committee:-

- i. **To receive the meeting minutes of the 22nd March 2021.**

It was resolved to receive these minutes.

- ii. **To note the draft meeting minutes of the 29th April 2021.**

These draft minutes were noted.

iii. To approve recommended grants allocations.

It was resolved to award the grants as scheduled amounting to a total of £7,650.00.

C779 TO RECEIVE URGENT MATTERS/REPORTS FROM COMMITTEES

It was resolved to approve March 2021 payments totalling £87,976.91 and April 2021 payments (to-date) totalling £33,286.97, as detailed in the circulated reports.

C780 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE

There were no items raised.

C781 TO RECEIVE AN UPDATE ON COVID RELATED MATTERS

The Clerk's paper was received and it was noted that the awaited ruling from the Court was that after 6th May 2021, Council meetings must only be held in public.

The Clerk reported that the Council's WP will meet on the 11th May 2021 to review matters in view of further Government lockdown relaxations planned for the 17th May 2021, and it will meet again prior to the next scheduled Council meeting on the 15th June 2021.

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.

C782 TO ADOPT THE CONFIDENTIAL MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20th APRIL 2021

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

C783 TO RECEIVE AN UPDATE IN RELATION TO THE MERIDIAN CENTRE REDEVELOPMENT AND AGREE ACTIONS

The Clerk gave an update on the Council's agreed plan of action in this matter.

[All members of staff, except Mrs Donovan, left the meeting]

C784 TO RECEIVE AN UPDATE IN RELATION TO URGENT STAFFING MATTERS AND AGREE ACTIONS

The Clerk gave an update in relation to ongoing matters:-

C785 DATE OF THE NEXT MEETING – Tuesday 15th June 2021.

There being no further business, the meeting closed at 21:01



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Draft Minutes of the meeting of the Annual Town Assembly held online (Zoom) at 7.00pm on Wednesday 12th May 2021

Present; Mayor Cllr I Sharkey, Deputy Mayor Cllr G Hill, Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr R White, Cllr A Goble, Cllr C Gallagher, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr L Duhigg, Cllr C Collier, Cllr C Cheta, Cllr A Milliner,

Officers; Tony Allen (Town Clerk), Michelle Edser (SPO) Victoria Onis (Admin & Meeting Officer), Karen Bray (Information Officer), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer), Matt Gunn (Communications Officer), Deborah Donovan (Civic & Marketing Officer)

Public; Four members of the public

The Town Clerk welcomed everyone to the Meeting and Introductions were given.

Update from the Previous Mayor of Peacehaven Cllr Claude Cheta

The previous Mayor of Peacehaven, Cllr Claude Cheta spoke of his experience as the Mayor and gave praise to the Town Council, Councillors and Officers for their hard work and ongoing efforts during Covid, continuing to provide a strong service through this unprecedented year. Cllr Cheta also praised the residents of Peacehaven for their resilience and compassion during the last year dominated by the impact of Covid.

Update from the new Mayor of Peacehaven Cllr Isobel Sharkey

Cllr Sharkey gave thanks to Cllr Lyn Mills for her hard work, as she has resigned as a Councillor of Peacehaven. On behalf of the meeting, Cllr Sharkey sent good wishes to Cllr Job Harris who has been unwell.

PUBLIC QUESTIONS

Resident Mike Gatti gave thanks to the previous Mayor, Cllr Claude Cheta, for his very successful term as the Mayor of Peacehaven, stating that he felt that Cllr Cheta did an exceptional job as Mayor, which was under difficult circumstances due to Covid.

Resident Mrs Webb Chair of Telscombe and Peacehaven Flower Club, requested an update on the Christmas Events this year - Mrs Donovan reported that there has been discussions regarding this year's Christmas events, but due to the ongoing uncertainty with Covid it may not be viable this year to hold an event. The ultimate aim is to protect our residents and only organise events once it is completely safe to do so. The restrictions and easing will be constantly monitored, and discussions held at the Civic and Community Events Committee.

Resident Mary Curtis – runs the 'Rocking Robins' Day Group, which is open to vulnerable people in our Community. Rocking Robins has been running since March 2000 but has been unable to go ahead through the Pandemic.

Minutes of the meeting of the Annual Town Meeting – Wednesday 12th May 2021

Cllr Sharkey thanked Mary Curtis for attending the meeting and asked her to keep in touch and let the Council know if it can assist in any way.

TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Job Harris – apologies accepted.

TO ADOPT THE MINUTES FROM THE ASSEMBLY HELD ON 19th MARCH 2019

It was resolved to accept the minutes as a true record

Cllr Paul and Cllr White joined the meeting.

The Communications Officer ran a slide show of just some of the Events organised by Peacehaven Town Council and Groups in the Community, over the last year.

- Pumpkin carving competition
- Easter bonnet competition
- Remembrance Sunday 8th November
- Markets re opened briefly.
- Children's Christmas box appeal
- PTC explore new CCTV options in the Town
- Community litter picks
- Wildflower planting at the dell
- First Community supermarket opened in Peacehaven Thursdays 11-1
- Key worker pins given to keyworkers to thank them for working throughout the pandemic

Cllr Gallagher added that the next Neighbourhood Steering Group meeting will be on Thursday 13th May at 7pm, everybody is welcome.

There being no further business, the meeting closed at 7.50pm

Agenda Item: **PF**

Committee: Policy and Finance

Date: 15 June 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 2 (May 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 31 May 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 26.6% of the budgeted expenditure has been spent so far, and 49.6% of the budgeted income has been received as at the end of month 2 (May 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 2022, 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 – 30th April & 31st May 2021
- Bank reconciliation statement for cashbook 1 – 30th April & 31st May 2021
- Bank reconciliation statement for cashbook 2 – 30th April & 31st May 2021
- Detailed income and expenditure month 2 (June 10 2021)
- Detailed balance sheet month 2 (June 10 2021)

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THE OFFICIALS
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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 28 May 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£581,425.20
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,168.48
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/05/2021		50,000.00
Current Account	31/05/2021		581,425.20
			<hr/> 631,425.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/03/2021 120475	WILD FLOWER LAWNS	379.81	
24/03/2021 120491	Roger Brown Trophies & Engravi	32.00	
21/04/2021 120535	ANDREW PICTON	39.15	
06/05/2021 120564	TELSCOMBE RAIDERS	750.00	
19/05/2021 120580	BRITISH GAS	689.01	
19/05/2021 120581	Wightman & Parrish Ltd	44.74	
19/05/2021 120582	East Sussex Security	357.60	
19/05/2021 120583	AMADEUS	24.71	
19/05/2021 120584	AVS FENCING SUPPLIES LTD	236.61	
19/05/2021 120587	AQUA MUNDUS LTD	1,197.00	
19/05/2021 120588	The Royal British Legion	37.00	
19/05/2021 120591	ImServe Europe Ltd	119.41	
27/05/2021 120600	Tony Allen	50.99	
27/05/2021 120601	AMP Services	169.97	
27/05/2021 120602	Rigby Taylor	157.40	
27/05/2021 120603	SIEMENS FINANCIAL SERVICES	281.83	
27/05/2021 120604	R.J.Meaker Fencing Ltd	34.99	
27/05/2021 120605	AMADEUS	68.56	
27/05/2021 120606	BRITISH GAS	25.50	
27/05/2021 120607	HMRC	7,915.34	
27/05/2021 120608	EAST SUSSEX PENSION FUND	7,433.89	
27/05/2021 120609	JAMES BOOT	712.50	
27/05/2021 120610	Zurich Municipal	10,290.72	
			<hr/> 31,048.73
			600,376.47
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
			<hr/> -100.00
			600,276.47
	Balance per Cash Book is :-		600,276.47
	Difference is :-		0.00

**Bank Reconciliation Statement as at 31/05/2021
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	30/04/2021		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

Detailed Income & Expenditure by Budget Heading 10/06/2021

Month No: 3

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	320,353	640,705	320,352			50.0%	
1010 CIL Income	34,323	0	(34,323)			0.0%	
1013 Income from Photocopying	63	0	(63)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1100 Interest Received	0	300	300			0.0%	
1309 Other Income	400	2,000	1,600			20.0%	
General Administration :- Income	370,382	658,205	287,823			56.3%	0
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	0	11,500	11,500		11,500	0.0%	
General Administration :- Direct Expenditure	6,000	17,500	11,500	0	11,500	34.3%	0
4001 Salaries	61,709	391,000	329,291		329,291	15.8%	
4002 Employer N.I Contributions	5,516	40,000	34,484		34,484	13.8%	
4003 Employer Pension Contributions	11,218	70,200	58,982		58,982	16.0%	
4004 Overtime	0	1,000	1,000		1,000	0.0%	
4011 Training	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	75	500	425		425	14.9%	
4301 Purchase of Furniture/Equipmen	0	500	500		500	0.0%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	1,497	4,000	2,503		2,503	37.4%	379
4307 Stationery	78	500	422		422	15.5%	
4310 Professional Fees - Consultanc	0	2,000	2,000		2,000	0.0%	
4311 Professional Fees - Legal	0	3,000	3,000		3,000	0.0%	
4312 Professional Fees - Other	1,017	2,000	983		983	50.8%	
4314 Audit Fees	165	3,000	2,835		2,835	5.5%	
4315 Insurance	10,291	10,000	(291)		(291)	102.9%	
4321 Bank Charges	13	100	88		88	12.5%	
4322 BACS Charges	6	200	194		194	3.0%	
4323 PDQ Charges	72	800	728		728	9.0%	
4325 Postage	363	1,000	637		637	36.3%	
4326 Telephones	802	6,000	5,198		5,198	13.4%	
4327 Computers	2,420	12,000	9,580		9,580	20.2%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	5,262	10,000	4,738		4,738	52.6%	
4342 Subscriptions	3,464	5,000	1,536		1,536	69.3%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
General Administration :- Indirect Expenditure	103,967	582,300	478,333	0	478,333	17.9%	379
Net Income over Expenditure	260,415	58,405	(202,010)				
6000 plus Transfer from EMR	379						
Movement to/(from) Gen Reserve	260,794						

Detailed Income & Expenditure by Budget Heading 10/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
4348 Civic Gifts	82	200	118		118	41.2%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	82	1,900	1,818	0	1,818	4.3%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	37	600	563		563	6.2%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	37	4,050	4,013	0	4,013	0.9%	0
Net Expenditure	(119)	(5,950)	(5,831)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	280	3,250	2,970			8.6%	
1301 Filming	4,800	2,000	(2,800)			240.0%	
Marketing :- Income	5,080	5,750	670			88.3%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	0	1,000	1,000		1,000	0.0%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	5,080	550	(4,530)				
130 Neighbourhood Plan							
1101 Neighbourhood Plan	963	0	(963)			0.0%	
Neighbourhood Plan :- Income	963	0	(963)				0
4337 Neighbourhood Plan	4,172	10,000	5,828		5,828	41.7%	
Neighbourhood Plan :- Indirect Expenditure	4,172	10,000	5,828	0	5,828	41.7%	0
Net Income over Expenditure	(3,209)	(10,000)	(6,791)				

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Detailed Income & Expenditure by Budget Heading 10/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	1,100	1,100		1,100	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	2,300	2,300	0	2,300	0.0%	0
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	271	1,092	821		821	24.8%	91
4171 Grounds Maintenance Costs	198	500	302		302	39.7%	
4850 Grass Cutting Contract	8,687	8,687	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,180	11,279	2,099	0	2,099	81.4%	91
Net Expenditure	(9,180)	(13,579)	(4,399)				
6000 plus Transfer from EMR	91						
Movement to/(from) Gen Reserve	(9,090)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	264	6,900	6,636		6,636	3.8%	
4203 Fuel	260	5,600	5,340		5,340	4.6%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	893	13,900	13,007	0	13,007	6.4%	0
Net Expenditure	(893)	(13,900)	(13,007)				
310 Sports Park							
1025 Rent & Service Charge	3,581	13,574	9,993			26.4%	
1039 S/P Cats	300	0	(300)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,560	2,550	990			61.2%	
1061 S/P Court Hire	272	5,406	5,134			5.0%	
Sports Park :- Income	9,963	25,830	15,867			38.6%	0
4111 Electricity	1,457	3,000	1,543		1,543	48.6%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	1,218	8,000	6,782		6,782	15.2%	
4164 Trade Refuse	1,053	4,500	3,447		3,447	23.4%	
4171 Grounds Maintenance Costs	2,712	10,000	7,288		7,288	27.1%	
Sports Park :- Indirect Expenditure	8,786	25,500	16,715	0	16,715	34.5%	0
Net Income over Expenditure	1,178	330	(848)				

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Detailed Income & Expenditure by Budget Heading 10/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	41,772	3,000	(38,772)		(38,772)	1392.4%	41,566
4111 Electricity	49	0	(49)		(49)	0.0%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	20,088	0	(20,088)		(20,088)	0.0%	19,911
4173 Fertilisers & Grass Seed	2,167	5,000	2,833		2,833	43.3%	
4303 Machinery Mtce/Lease	596	3,000	2,404		2,404	19.9%	
Big Park :- Indirect Expenditure	73,058	29,500	(43,558)	0	(43,558)	247.7%	61,477
Net Expenditure	(73,058)	(29,500)	43,558				
6000 plus Transfer from EMR	61,477						
Movement to/(from) Gen Reserve	(11,581)						
316 Gateway Cafe							
1025 Rent & Service Charge	1,377	8,650	7,273			15.9%	
Gateway Cafe :- Income	1,377	8,650	7,273			15.9%	0
4101 Repair/Alteration of Premises	1,007	3,000	1,994		1,994	33.5%	998
4111 Electricity	492	4,200	3,708		3,708	11.7%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	195	1,000	805		805	19.5%	
4326 Telephones	162	420	258		258	38.6%	
Gateway Cafe :- Indirect Expenditure	1,856	10,120	8,264	0	8,264	18.3%	998
Net Income over Expenditure	(479)	(1,470)	(991)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	518						
330 Parks & Open Spaces							
1044 Hire of the Dell	4,470	5,100	630			87.6%	
1050 Allotment Rent	0	2,145	2,145			0.0%	
Parks & Open Spaces :- Income	4,470	7,245	2,775			61.7%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,058	2,000	(1,058)		(1,058)	152.9%	3,058
4106 Signage	0	2,000	2,000		2,000	0.0%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	3,193	9,500	6,307	0	6,307	33.6%	3,058

Detailed Income & Expenditure by Budget Heading 10/06/2021

Month No: 3

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	132	5,000	4,868		4,868	2.6%	
4141 Water Services	2,771	5,000	2,229		2,229	55.4%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	959	4,000	3,041		3,041	24.0%	
4301 Purchase of Furniture/Equipmen	39	6,000	5,961		5,961	0.6%	
Parks & Open Spaces :- Indirect Expenditure	3,979	22,000	18,021	0	18,021	18.1%	0
Net Income over Expenditure	(2,702)	(24,255)	(21,553)				
6000 plus Transfer from EMR	3,058						
Movement to/(from) Gen Reserve	356						
<u>355 The Hub</u>							
1084 Sports Pavilion	1,181	16,320	15,139			7.2%	
The Hub :- Income	1,181	16,320	15,139			7.2%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	195	2,000	1,805		1,805	9.8%	
4111 Electricity	237	1,500	1,263		1,263	15.8%	
4112 Gas	136	1,500	1,364		1,364	9.1%	
4171 Grounds Maintenance Costs	0	4,000	4,000		4,000	0.0%	
The Hub :- Indirect Expenditure	568	9,000	8,432	0	8,432	6.3%	0
Net Income over Expenditure	613	6,820	6,207				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	1,083	6,120	5,037			17.7%	
1072 C/H Copper Room	2,933	12,903	9,971			22.7%	
1075 C/H Charles Neville	0	10,404	10,404			0.0%	
1076 C/H Main Hall	194	26,112	25,918			0.7%	
1077 C/H Anzac Room	155	12,954	12,799			1.2%	
1078 C/H Main Kitchen	0	1,275	1,275			0.0%	
1079 C/H Anzac Kitchen	0	714	714			0.0%	
1080 C/H Foyer	0	2,346	2,346			0.0%	
1081 C/H Equipment Hire	0	1,326	1,326			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	0	500	500			0.0%	
Community House :- Income	6,171	81,449	75,278			7.6%	0

Detailed Income & Expenditure by Budget Heading 10/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Cinema Costs	0	1,000	1,000		1,000	0.0%	
Community House :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4101 Repair/Alteration of Premises	113	4,000	3,888		3,888	2.8%	
4102 Maintenance of Buildings	493	1,000	507		507	49.3%	
4111 Electricity	2,193	4,000	1,807		1,807	54.8%	
4112 Gas	980	3,000	2,020		2,020	32.7%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	(2,113)	8,000	10,113		10,113	(26.4%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	0	1,000	1,000		1,000	0.0%	
4162 Cleaning Materials	81	2,000	1,919		1,919	4.1%	
4163 Personal Hygiene	571	2,000	1,429		1,429	28.6%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	2,319	62,900	60,581	0	60,581	3.7%	0
Net Income over Expenditure	3,852	17,549	13,697				
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	399,587	805,749	406,162			49.6%	
Expenditure	218,089	820,609	602,520	0	602,520	26.6%	
Net Income over Expenditure	181,497	(14,860)	(196,357)				
plus Transfer from EMR	66,002						
Movement to/(from) Gen Reserve	247,499						

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 10/06/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	40,278	
105	VAT Control A/c	13,272	
118	Deposit Aqua	50	
201	Current Bank A/c	525,267	
202	Reserve Account	180,168	
210	Petty Cash	520	
	Total Current Assets		759,555
	<u>Current Liabilities</u>		
506	Mayor's Appeal	9	
566	Deposits Received	1,672	
	Total Current Liabilities		1,680
	Net Current Assets		757,875
	Total Assets less Current Liabilities		757,875
	<u>Represented by :-</u>		
301	Current Year Fund	181,497	
310	General Reserves	196,962	
324	Tree Works	1,192	
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	216,835	
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	289	
370	Capital Receipts Reserve	52,399	
	Total Equity		757,875

List of Payments made between 01/04/2021 and 10/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/04/2021	The Fuelcard People	DD	72.25		HK66WMJ FUEL
07/04/2021	Barclays	DD2	3.00		MARCH BACS CHARGES
08/04/2021	Northstar IT	DD1	1,394.14		APRIL IT SUPPORT
08/04/2021	02	DD3	85.33		APRIL MOBILES
12/04/2021	Barclays	DD	43.97		PDQ CHARGES
12/04/2021	The Fuelcard People	DD1	23.11		FUEL CHARGES
13/04/2021	R.J.Meaker Fencing Ltd	120519	33.06		POSTMIX
13/04/2021	SOUTHCOAST LOCKSMITHS LTD	120514	81.00		KEY FOR REF CHANGING ROOM
13/04/2021	BLT DIRECT	120515	486.00		BULBS FOR MUGA
13/04/2021	East Sussex County Council	120516	10,424.40		ANNUAL GRASS CUTT
13/04/2021	BIONEMA LTD	120517	341.18		BOWLS GREEN TREATMENT
13/04/2021	Caroline Reid	120518	609.00		APRIL CLEANING
13/04/2021	Lewes District Council	120520	2,345.00		nndr 2021/22
13/04/2021	Rigby Taylor	120513	1,439.00		BOWLS GREEN BIG PAK MAINTENANC
13/04/2021	JAMES BOOT	120512	1,312.50		JAMES BOOT NHP
13/04/2021	Lewes District Council	120520	0.30		NNDR 2021/22
19/04/2021	Northstar IT	DD	454.80		PRINTER FOR ZOES HOME
21/04/2021	Roger Brown Trophies & Engravi	120521	98.95		GIFT FOR JOB (DEP MAYOR)
21/04/2021	Hugh Page Sussex Ltd	120522	300.04		MACHINE MAINTENANCE
21/04/2021	BRITISH GAS	120523	127.39		ELECTRICITY - THE HUB
21/04/2021	Conect Total Communications	120524	480.60		APRIL TELEPHONES
21/04/2021	Corona Energy	120525	528.74		MARCH GAS
21/04/2021	Spaldings Limited	120526	140.80		MAINTENANCE EQUIPMENT
21/04/2021	Symbio	120527	371.28		BOWLS GREEN TREATMENT
21/04/2021	ESALC Limited	120528	2,653.53		ESALC/NALC SUBS 2021/22
21/04/2021	HMRC	120529	4,017.58		VAT RETURN JAN-MAR
21/04/2021	JAMES KENDALL	120530	50.00		DEPOSIT REFUND JK
21/04/2021	SECRETARY OUTSOURCE	120531	93.75		NDP MINUTES 8/4/21
21/04/2021	RICOH UK	120532	1,279.88		photocopy hire - april-june
21/04/2021	Rigby Taylor	120533	8.34		SOCKET CAPS
21/04/2021	Farrington Property Developmen	120534	4,404.00		UNIT 14 & YARD W/C 22/04
21/04/2021	ANDREW PICTON	120535	39.15		ANDY P MILEAGE
21/04/2021	Northstar IT	dd	7.20		splashtop for debbie
21/04/2021	RICOH UK	120532	0.10		photocopy hire - april-june
22/04/2021	EDF	DD1	95.24		MARCH STREET LIGHTING
23/04/2021	APRIL SALARIES	APRIL PAY	23,481.39		APRIL SALARIES
26/04/2021	Northstar IT	DD	86.40		SPLASHTOP
26/04/2021	The Fuelcard People	DD	41.83		GY06 PPX FUEL
28/04/2021	R.J.Meaker Fencing Ltd	120536	10.80		PADLOCKS
28/04/2021	CASTLE WATER	120537	814.30		WATER USAGE
28/04/2021	Acacia Groundcare Equipment Re	120538	408.49		TOP DRESSER HIRE
28/04/2021	BRITISH GAS	120539	517.74		UNIT 14 ELECTRICITY
28/04/2021	Trade UK	120540	28.53		FIXINGS FOR PLANTER
28/04/2021	SYNERGY PRODUCTS LTD	120541	55.35		CHAIN FOR AERATOR
28/04/2021	CTLA	120542	6,000.00		CTLA - SERVICE LEVEL AGREE
28/04/2021	EAST SUSSEX PENSION FUND	120543	6,878.25		EAST SUSSEX PENSION FUND
28/04/2021	HMRC	120544	7,617.20		HMRC

List of Payments made between 01/04/2021 and 10/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/04/2021	Heatcraft And Ventilation Ltd	120545	135.00		BOILER 1 CALL OUT
28/04/2021	Bourne Amenity LTD	120546	597.60		FOOTBALL / BOWLS CLUB
28/04/2021	Mulberry &Co	120547	198.00		INTERNAL AUDIT
04/05/2021	TV LICENCE	DD2	159.00		TV LICENCE 2021
06/05/2021	TRAVIS PERKINS Trading	120548	32.86		PIPE FOR THE DELL
06/05/2021	CASTLE WATER	120549	603.24		MAR-APR WATER USE
06/05/2021	CVS TYRES LTD	120550	316.87		ALTERNATOR & BELT
06/05/2021	TOTAL GAS & POWER	120551	163.09		GAS USAGE
06/05/2021	L&N CONSULTANCY LIMITED	120552	903.30		NDP CONSULTANCY - APRIL
06/05/2021	Double Nine Ltd / Merlin Workw	120553	113.10		WORK BOOTS
06/05/2021	Safe I.S. Ltd	120554	468.00		FIRE RISK ASSESSMENT
06/05/2021	FENLAND LEISURE PRODUCTS	120555	136.80		CLIMBING STONES & FIXINGS
06/05/2021	Wightman & Parrish Ltd	120556	164.88		CLEANING PRODUCTS
06/05/2021	EH TREECARE LTD	120557	3,669.60		TREE REPORT
06/05/2021	Rialtas Business Solutions Ltd	120558	148.80		ALLOTMENT SOFTWARE
06/05/2021	CHICHESTER DIOCESAN	120559	600.00		CHICHESTER DIOCESAN - GRANT
06/05/2021	PEACEHAVEN BOWLS CLUB	120560	750.00		PEACEHAVEN BOWLS CLUB
06/05/2021	CHILDREN WITH CANCER	120561	500.00		CHILDREN WITH CANCER
06/05/2021	KEMPTON HOPUSE	120562	500.00		KEMPTON HOPUSE
06/05/2021	ABC FUND	120563	750.00		ABC FUND
06/05/2021	TELSCOMBE RAIDERS	120564	750.00		TELSCOMBE RAIDERS
06/05/2021	RELEASE COUNSELING	120565	750.00		RELEASE COUNSELING
06/05/2021	METRO SIGNS	120568	780.00		METRO SIGNS
06/05/2021	Barclays	DD1	3.00		COMMISSION CHARGES
06/05/2021	02	DD	86.51		APRIL MOBILES
07/05/2021	Northstar IT	DD	1,415.74		MAY SUPPORT
10/05/2021	The Fuelcard People	DD	174.48		FUEL FOR HK66WMJ/ GY06PPX
10/05/2021	Barclays	DD1	42.21		PDQ CHARGES
12/05/2021	BRITISH GAS	120569	1,429.82		INVOICE TO CORRECT ERROR
12/05/2021	The Play Inspection Company Lt	120570	990.00		PLAY INSPECTION
12/05/2021	Safe I.S. Ltd	120571	234.00		FIRE RISK ASSESSMENT
12/05/2021	HR Services Partnership	120572	192.00		HR SUPPORT
12/05/2021	EDF	120573	1,614.45		ELECTRICITY USAGE
12/05/2021	Vitax Limited	120574	1,692.48		TURF
12/05/2021	MR A ALLEN	120575	143.88		ZOOM SUBSCRIPTION
12/05/2021	FRIENDS OF MERIDIAN	120567	500.00		FRIENDS OF MERIDIAN
13/05/2021	Barclays	DD	12.50		STOPPED CHQ CHARGE
14/05/2021	Caroline Reid	120576	609.00		MAY CLEANING
14/05/2021	DAVID BENNETT	120577	50.00		KEY DEPOSIT
14/05/2021	MR TONY ALLEN	120578	384.00		SURVEY MONKEY
17/05/2021	ENVIRONMENT AGENCY	DD	171.00		SUBSISTENCE CHARGES
18/05/2021	ANDREW PICTON	120595	35.55		AP - MILEAGE
18/05/2021	SECRETARY OUTSOURCE	120596	112.50		SECRETARY OUTSOURCE
18/05/2021	ZOE MALONE	120597	20.00		ZOE MALONE
18/05/2021	DVLA	120598	275.00		DVLA - TAX GYO6 PPX
18/05/2021	SYNERGY PRODUCTS LTD	120599	99.22		CHAIN FOR AERATOR
19/05/2021	BRITISH GAS	120579	667.60		C/H ELECTRICITY

List of Payments made between 01/04/2021 and 10/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/05/2021	BRITISH GAS	120580	689.01		S/P ELECTRICITY
19/05/2021	Wightman & Parrish Ltd	120581	44.74		HEAVY DUTY BIN LINERS
19/05/2021	East Sussex Security	120582	357.60		SECURITY MAINTENANCE
19/05/2021	AMADEUS	120583	24.71		NOTEBOOKS
19/05/2021	AVS FENCING SUPPLIES LTD	120584	236.61		MAINTENANCE SUPPLIES
19/05/2021	Tates of Sussex	120585	238.01		PLANTS / BEDDING
19/05/2021	Spaldings Limited	120586	31.19		DIGGING FORK
19/05/2021	AQUA MUNDUS LTD	120587	1,197.00		CN FOR MAINTENANCE
19/05/2021	The Royal British Legion	120588	37.00		POPPY WREATHS DONATION
19/05/2021	R.J.Meaker Fencing Ltd	120589	46.50		POST MIX
19/05/2021	Lewes District Council	120520	5,862.60		ANNUAL BILL UNIT 14
19/05/2021	ImServe Europe Ltd	120591	119.41		ANNUAL DATA COLLECTION FEE
19/05/2021	HR Services Partnership	120592	824.16		HR SUPPORT - APRIL
19/05/2021	Conect Total Communications	120593	480.60		MAY TELEPHONES
19/05/2021	Corona Energy	120594	647.56		MAY GAS
20/05/2021	Pitney Bowes LTD	DD1	128.51		FRANKING MACHINE TOP UP
25/05/2021	MAY SALARIES	MAY SALARI	25,286.82		MAY SALARIES
25/05/2021	PHS Group	DD1	685.24		PHS Q2 INVOICE
26/05/2021	EDF	DD	189.63		APRIL STREET LIGHTING
27/05/2021	Tony Allen	120600	50.99		INK CARTRIDGE
27/05/2021	AMP Services	120601	169.97		CHAINSAW CHAIN OIL
27/05/2021	Rigby Taylor	120602	157.40		LINE MARKER -RED
27/05/2021	SIEMENS FINANCIAL SERVICES	120603	281.83		LEASE RENTAL & PROTECTION
27/05/2021	R.J.Meaker Fencing Ltd	120604	34.99		DECKING FOR BIG PARK
27/05/2021	AMADEUS	120605	68.56		LAMINATOR
27/05/2021	BRITISH GAS	120606	25.50		ELECTRICITY UNIT 14
27/05/2021	HMRC	120607	7,915.34		HMRC
27/05/2021	EAST SUSSEX PENSION FUND	120608	7,433.89		EAST SUSSEX PENSION FUND
27/05/2021	JAMES BOOT	120609	712.50		JAMES BOOT
27/05/2021	Zurich Municipal	120610	10,290.72		2021/22 INSURANCE
03/06/2021	PERCUSSION PLAY LTD	120611	162.00		SPARE BEATER - XYLOPONE
03/06/2021	Trade UK	120612	19.99		SCREW BITS
03/06/2021	Playsafe Playgrounds Ltd	120613	49,845.60		MULCH SURFACING BIG PARK
03/06/2021	L&N CONSULTANCY LIMITED	120614	1,425.60		MAY CONSULTANCY
03/06/2021	BRITISH GAS	120615	610.11		MAY ELECTRICITY
03/06/2021	BARCOMBE LANDSCAPES LTD	120616	23,893.60		DELL / EPINAY WORKS
03/06/2021	CASTLE WATER	120617	1,353.47		MAY WATER USAGE
Total Payments			245,508.93		

Agenda Item: C791.a.vii
Committee: Council
Date: 15th June 2021
Title: Review of the Effectiveness of Internal Audit
Report Authors: Town Clerk
Purpose of Report: To assess the Effectiveness of Internal Audit

Summary of recommended actions

1. To note the contents of this report.
2. To note the requirements to carry out this review.
3. To approve the Town Clerk's review of the effectiveness of the Council's Internal Audit.

Introduction

Authorities should, at least annually, carry out a review of the effectiveness of their overall internal control & audit arrangements. Any review should balance the Council's internal audit needs and usage. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal controls & audit is effective.

Background

The review should be designed to assure the Council that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. It should include, as a minimum, making an assessment of each of the following:

- the scope of internal audit;
- independence;
- competence;
- relationships with the Clerk and the Council; and
- audit planning and reporting.

The review should be undertaken by the Council. It cannot be undertaken by the external auditor or as part of the external auditor's review of the Annual Governance and Accountability Return, nor can it be delegated to an officer. Clearly it cannot be undertaken by internal audit, although it is good practice to seek their involvement in the process.

For the review the Council may utilise the Policy & Finance committee. The results should be reported to a full meeting of the Council. In essence, the focus of this review should be on the quality of delivery of the internal audit service, i.e. reliable assurance about the authority's internal controls and its management of risk.

As with any review, it should be evidence based. Wherever possible this should be gathered throughout the year. Sources may include:

- previous review and action plan;
- annual report by internal audit;
- other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations;

- any reports by the external auditor; and
- the results of any other external reviews of internal control.

If the review identifies any areas for development or change in internal audit, an action plan should be produced for the authority to manage the remedial process. The action plan should set out the areas of improvement required, any proposed remedial actions, the people responsible for delivering improvement, and the deadlines for completion of the actions.

Analysis

Please see review attached.

Implications

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

<u>Financial</u>	Wide ranging if the internal audit process is not fully sufficient.
<u>Legal</u>	Wide ranging if Council fails to meet Law and other regulations as an Authority.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

2020/21 – Review of the Effectiveness of the Council's Internal Audit.

PEACEHAVEN TOWN COUNCIL

Review of the Effectiveness of Internal Audit 2020/21

Expected Standard	Evidence of Achievement	Yes or No	Comments / Areas for Development
Scope of internal audit	Terms of reference for internal audit to be approved by full Council. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
Independence	Internal audit has direct access to those charged with governance. Reports are made in own name to management. Internal audit does not have any other role within the council.	Yes	
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
Relationships	All responsible officers (Clerk/RFO) contribute to the internal audit plan. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and is to be approved by the Council.	Yes	

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Comments / Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment of financial procedures & soundness and designed to meet the council's needs.	Yes	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

Signed:

Town Clerk/Responsible Financial Officer

Date:

Signed:

Chairman

Date:

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Peacehaven Town Council

<https://www.peacehaventowncouncil.gov.uk/> FILE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/11/2020 28/04/2021 DD/MM/YYYY

Name of person who carried out the internal audit

ENTER ANDY BEAMS AUDITOR

Signature of person who carried out the internal audit

Andy Beams

REQUIRED

Date

28/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.peacehaventowncouncil.gov.uk/> LE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Peacehaven Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	289,780	413,585	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	536,289	644,160	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	373,241	193,856	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	460,021	431,500	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	325,704	243,723	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	413,585	576,378	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	404,923	496,114	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,252,557	3,528,637	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Peacehaven Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Agenda Item: C791-a-x
Committee: Council
Date: 15th June 2021
Title: Service / Maintenance of equipment
Report Authors: Zoe Malone
Purpose of Report: To note and approve servicing & maintenance requirements

Summary of recommended actions

To note and approve servicing and maintenance requirements at Community House, the Hub and the Café.

Introduction

Following a recent fire risk safety assessment at Community House, the Hub and the Café, it has highlighted a number of areas that need looking at urgently in order to comply with Health & Safety regulations.

This work was delayed due to the buildings being closed and on a minimal maintenance schedule.

Background

During 2020 no such visits took place due to the pandemic and its restrictions. We are now at a stage where we have undertaken fire risk and safety assessments, and this has flagged up some works that need doing in order to meet the requirements.

Analysis

See attached annual servicing record.

Where possible, up to three quotes for all works have been obtained, but this has not been possible in all cases, due to the age of some of the equipment and relevant expertise available.

Implications

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

<u>Financial</u>	These costs were not budgeted for in their entirety and therefore we will need to look at moving monies across to cover this. We may be able to claim from our internal CIL pot.
<u>Legal</u>	Some of the works are a legal requirement and must be done. We also have a duty of care to our residents as these are public buildings.
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	NA
<u>Climate</u>	N/A

Appendices/Background papers

1. Spreadsheet detailing works and costs.

<u>Supplier</u>	<u>Description of works</u>	<u>Amount</u>
Heatcraft	Service x2 air conditioning chillers on main roof to main hall at C/H	511.50
Chris Bartholomew	Electrical installation condition report for C/H	2,266.00
Chris Bartholomew	Testing of emergency lighting	570.00
Chris Bartholomew	Electrical installation condition report for the HUB	503.33
Chris Bartholomew	Electrical installation condition report for the Café	833.26
Thomas Doors	Service doors at the C/H	527.00
Catercraft	To service catering equipment	350.00
Catercraft	To clean Kitchen Duct	450.00
Heatcraft	Service & Maintain boilers at C/H & HUB	1,095.00
Heatcraft	Replace CH kitchen extractor fan	1,028.68

<u>Comment</u>
Service is overdue - this is likely to flag up further issues & increase costs
Following a risk & safety assessment from SAFE I.S this is required
Legally required
Following a risk & safety assessment from SAFE I.S this is required
Following a risk & safety assessment from SAFE I.S this is required



PEACEHAVEN TOWN COUNCIL

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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.



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 27th April 2021

Present; Cllr Sharkey (Chair) Cllr A Milliner (Vice Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr R White, Cllr A Goble, Cllr C Gallagher,

Officers; Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer),

Public; one member of the public was present.

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

1 PH1054 CHAIR ANNOUNCEMENTS

The chair welcomed everyone to the meeting.

2 PH1055 PUBLIC QUESTIONS

Resident Mike Gatti asked a question about working parties / developer liaison and Cllr Sharkey confirmed that is on the agenda for next week

3 PH1056 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were present

4 PH1057 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul - Planters – as being down on the rota for them

5 PH1058 TO ADOPT THE MINUTES FROM THE 6th APRIL 2021

It was resolved to adopt the minutes as true record.

6 PH1059 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

- A meeting was held with Consultants from AECOM and Andrew Coleman from the University of Brighton concerning the Strategic Environmental Assessment.
- The SEA is going to be a very important document for Peacehaven. This report is the Scoping Report and detailed work will now commence in respect of the Environmental impacts of development.
- AECOM are also completing the Housing Needs Assessment which will be evidence of the type of housing needed in Peacehaven, rather than the number. This work will take 12 weeks, allowing for some consultation to take place
- Communication improvements, Non-technical Newsletter and Pamphlets.
- Next steering group meeting Thursday 13th May 2021

Minutes of the meeting of the Planning & Highways Committee – Tuesday 27th April 2021

1 PH1060 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was noted

2 PH1061 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE

The Circulated report was noted.

3 PH1062 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The Circulated report was noted.

Cllr Sharkey noted that it would be a benefit to try and work towards sponsorship for the Towns planters, Cllr White suggested contacting the Chamber of Commerce

4 PH1063 TO NOTE THE PLANTERS ON THE A259

The circulated report from the Parks Officer was noted and discussed.

After discussion it was noted that there are some additions to the list and some Planters have since been removed due to rot.

- The Boat on the South Coast Road is missing from the list
- Plastic planters on the railings have been removed.
- The Planter by the Havens Doctors Surgery has been removed.

The planters and maintenance were discussed.

- The Planters are not lined so the water goes straight through and not retaining water in the summer.
- If the planters are lined, the planters are then waterlogged in the winter.
- The need for drought hardy plants/bulbs.

It was resolved to replace the planters with recycled plastic timber, ideally from a local supplier and investigate water retention/drought hardy plants.

Proposed Cllr Paul

Seconded Cllr Harris

All in favour

It was proposed to also re paint the boat situated on the South Coast Road.

Proposed Cllr Seabrook

Seconded Cllr Harris

All in favour

11 PH1064 ITEM OF CORRESPONDENCE REGARDING THE CLOSURE OF RODERICK AVENUE NORTH & VALLEY ROAD TO HGV'S'

The correspondence was discussed, and it was agreed that the SPO/Admin Officer will respond to the Resident.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 27th April 2021

12 PH1065 TO DISCUSS APPEAL DECISION RELATING TO THE PUBLIC FOOTPATH AT CISSBURY AVENUE

Cllr Griffiths would like to propose a thank you letter to Peter Seed, for his hard work to try and get the footpath registered and following through to appeal.

Proposed Cllr Griffiths

Seconded Cllr Seabrook

All in favour

13 TO CONSIDER Planning applications as follows:-

<p>PH1066 LW/21/0172 73 Ashington Gardens, Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by Date requested from LDC, it was confirmed that no response is required as this is a Lawful Development Application</p>	<p>Change of use from C3(a) dwelling house occupied by a single family to C3(b) a single household for six persons and receiving care for people with learning disabilities or mental health problems., Internal works to facilitate the change of use including adapted building services, forming partitions, and installing new en-suite shower rooms to the six proposed bedrooms. Infill of the existing garage door opening as shown to proposed drawings and install of new window to front elevation. New Velux type roof window to the front roof slope. New wastewater connections to existing drainage on site. Renewal of internal finishes.</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0172</p> <p>This application was noted</p> <p>Comments The SPO will respond to the Residents concerns which have been sent to the Town Council.</p>
<p>PH1067 LW/21/0171 66A Telscombe Road Peacehaven</p> <p>Case Officer Tom Bagshaw</p> <p>Comments by Date requested from LDC, it was confirmed that no response is required as this is a Lawful Development Application</p>	<p>Change of use from C3(a) dwelling house occupied by a single family to C3(b) a single household for six persons and receiving care for people with learning disabilities or mental health problems. Internal works to facilitate the change of use including adapted building services, forming partitions and installing new en-suite shower rooms. Infill of the existing garage door opening as shown to proposed drawings and install of new window to front elevation. New waste water connections to existing drainage on site. Renewal of internal finishes</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0171</p> <p>This application was noted</p>

Minutes of the meeting of the Planning & Highways Committee – Tuesday 27th April 2021

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14 TO NOTE the following planning applications:-

PH1068 LW/20/0737 10 Chene Road Peacehaven Case Officer Julie Cattell	Installation of boundary fence and gates (retrospective) together with raised patio, partially on pre-existing embankment, together with new retaining wall and new pergola structure. The above application, which you submitted comments on, will be considered by the LDC Planning Applications Committee on Wednesday 21 April 2021 starting at 4pm .
PH1069 LW/21/0257 Lower Hoddern Farm Hoddern Farm Lane Peacehaven Case Officer Tom Bagshaw	Amendment to Schedule 4 Clause 7.1 and 8.1.1 of Section 106 relating to application LW/17/0226 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0257

15 TO NOTE the following Planning Application Decisions:-

PH1070 LW/21/0085 21 Slindon Avenue Peacehaven	Planning Application for 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 facade. Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
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16 PH1071 TO REVIEW & UPDATE THE P&H ACTION PLAN.

At the Committee meeting on the 6th April, it was proposed at item PH1046 to write to the local MP regarding the National process for planning application consultations and use of reserved matters, procedures. After much deliberation it was decided by Cllr Sharkey and the SPO that it would not be a good use of the MP's time to take this further.

DATE OF NEXT MEETING OF THE COMMITTEE 5TH MAY 2021

There being no further business, the meeting closed at 20.10



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 5th May 2021

Present; Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr D Paul, Cllr R White, Cllr Sharkey, Cllr S Griffiths,

Officers; Victoria Onis - Admin & Meeting Officer, Michelle Edser PTC SPO

Public; one member of the public was present.

1 PH1072 CHAIR ANNOUNCEMENTS

The Chairman wished the Mayor Cllr Sharkey all the best for her new role as the Mayor of Peacehaven.

2 PH1073 TO APPOINT A VICE-CHAIRMAN OF THE COMMITTEE

Cllr Griffiths nominated Cllr Seabrook as Vice Chairman. This was seconded by Cllr White. There were no other nominations. All in favour.

3 PH1074 PUBLIC QUESTIONS

No public questions.

4 PH1075 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Goble apologies accepted.

Cllr Harris – no apologies

5 PH1076 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations.

6 PH1077 TO ADOPT THE MINUTES FROM THE 27th APRIL 2021

It was resolved to accept the Minutes as a true record.

7 PH1078 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

- The SPO updated that work is continuing and moving along well and there is a Steering Group Committee meeting next week.
- Cllr Paul updated that the Neighbourhood Group have started bringing out a “lay-person’s” newsletter. Currently putting together, the second edition which is available on the website. This will be a Neighbourhood plan for beginners, so members of the community can understand the process better.

1 PH1079 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was noted.

Minutes of the meeting of the Planning & Highways Committee – Wednesday 5th May 2021

Cllr Seabrook confirmed that the only expense so far is the grass cutting contract for East Sussex to cover the new financial year.

2 PH1080 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE

It was proposed that we disband the working party and can reinstate if needed; in the meantime, issues can be reported to the Planning and Highways Committee. The work is now either completed or being dealt with elsewhere.

Standing orders suspended so a resident on this WP could speak

The resident on the Working Party will keep an eye on the situation & contact the SPO if any issues surface.

Proposed Cllr Sharkey

Seconded Cllr Paul

All in favour

3 PH1081 THE INTERNAL BUSINESS PLAN REPORT verbal update

Cllr Seabrook updated that the planters on the South Coast Road have all been weeded.

11 PH1082 TO REVIEW THE PURPOSE AND FOCUS OF THE FOLLOWING WORKING PARTIES:-

A) Developers Liaison WP

(resolved at item PH1080)

B) ESCC SLR

- This is not a working party
- This meeting takes place twice per year
- Attendance from two Councillors Cllr Paul and Cllr Sharkey from PTC and Cllr Mills and Cllr Andy Smith from TTC, County Councillors and ESCC Highways.
- Any Highways issues that need ESCC's attention are brought to this meeting for discussion.

A) Rights of Way WP

- Cllr Seabrook updated that this WP was set up on 9TH April 2019, only one or two meetings have been held.
- The Purpose of this WP is to identify possible pathways in the town that could be adopted to ensure that these will be available for residents use in the future and to support Peter Seed who has extensive knowledge of the application process.
- The WP reports to the Planning & Highways Committee when a significant event occurs needs to be discussed, i.e. an appeal being turned down or a path being successful.
- The membership of this working party is Cllr Seabrook, Cllr Griffiths, Cllr Harris, Cllr Paul and Resident Peter Seed.
- Rights of Way must be established by 2026. The working party will meet when required and will be reviewed annually until 2026.
- There is a current list of rights of way list on the ESCC website and a list of the recognised paths on the County Council website. There is a list of paths under investigation by Peter Seed.

Minutes of the meeting of the Planning & Highways Committee – Wednesday 5th May 2021

Road Safety WP

- Cllr Seabrook reported that there is one other WP, the Road Safety WP that originally started out as the Community Speed watch Group October 2019 and by January 2020 had morphed into a Road Safety WP, but this was never agreed to be a WP by the Planning & Highways Committee.
- More volunteers are needed across the two Towns, only currently have 4 volunteers and it is a very effective method to educate motorists if only we have more volunteers. Not about prosecution, only education.
- Cllr Seabrook recognises that there is need for Road safety issues but proposed to revert the Road safety WP back to the original Community Speed watch group. The group will be monitoring road safety in the Town, no seatbelts, dangerous driving, using mobile etc. All in Agreement.

The Town Clerks report 'Review of the Working parties' was discussed.

Cllr Seabrook shared slides on the Recommendations for Working Parties and the following recommendations were agreed:

1. Working parties to be Task and Finish Groups.
2. Each working party to have its aims and objectives confirmed. They need to be very specific and focused with either an end date or a review date. This must be set out in the minutes of the parent committee.
3. Members of working party to be confirmed i.e. Cllrs, experts, public and community.
4. When the working party will meet and how often. Could be monthly, six weekly or on demand etc but defined by the parent committee.
5. Reporting back to parent committee – how often and how. Formal report or verbal to parent committee. This should be an agenda item.
6. TFG's do not need formal agendas or minutes. Notes can be taken if required by anyone.
7. TFG's have no financial authority.
8. TFG's do not make decisions, only recommendations to the parent committee using the report proforma.
9. TFG's can seek advice from officers when required.

Proposed Cllr Seabrook
Seconded Cllr Paul
All in favour

12 TO CONSIDER Planning applications as follows:-

The Applications below were noted.

PH1083 LW/21/0157 92 The Promenade Peacehaven Case Officer Rita Burns	Taken off and replace roof with higher ridge, add dormers to east and west elevations to form first floor with balcony facing south, add porch to west elevation and take down and replace garage. Comments It was resolved to recommended approval
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Minutes of the meeting of the Planning & Highways Committee – Wednesday 5th May 2021

13 TO NOTE the following Planning Application Decisions:-

The following Decision Notices were noted

PH1084 LW/20/0719 234 South Coast Road	<p>Demolition of existing garage and erection of part two storey and part single storey rear extension (to include West facing dormers) for the provision of 3 additional residential units, internal works to 2 existing residential units, external redecoration/improvements to existing principal elevation and shop front</p> <p>Lewes DC Refused permission Peacehaven's Planning & Highways Committee objected to this application</p> <p>https://padocs.lewes-eastbourne.gov.uk/my-requests/document-viewer?DocNo=19814084</p>
PH1085 LW/21/0045 50 Cornwall Avenue	<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>Lewes DC Refused Prior Approval Peacehaven's Planning & Highways Committee objected to this application</p> <p>https://padocs.lewes-eastbourne.gov.uk/my-requests/document-viewer?DocNo=19835235</p>

14 PH1086 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The action was discussed and updated.

Minutes of the meeting of the Planning & Highways Committee – Wednesday 5th May 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 are excluded from the discussion of the following items.

The member of the public left the meeting.

15 PH1087 PRE-PLANNING APPLICATION FOR DISCUSSION

The SPO introduced this item. The matter was discussed and appropriate actions agreed.

DATE OF NEXT MEETING OF THE COMMITTEE TO BE CONFIRMED

There being no further business, the meeting closed at 20.50

Delegated Powers

LW/21/0284 71 Ashington Gardens Peacehaven Case Officer Tom Bagshaw Comments by 2 nd July	Erection of single storey extension to rear and side comments needed by 11/6
LW/21/0114 Unit 5 Bolney Avenue Peacehaven Case officer Tom Bagshaw	erection of security fence and gates on land to side of unit comments needed by 11/6
LW/21/0256 104 Malines Avenue Peacehaven Case officer James Emery	single storey side extension comments needed by 11/6
LW/21/0281 3 Crocks Dean Peacehaven Case officer Tom Bagshaw	Proposed single storey rear extension to provide self-contained annexe ancillary to the host dwelling comments needed by 11/6

Delegated Powers

<p>LW/21/0323</p> <p>9 Jason Close Peacehaven</p> <p>Case Officer Tom Bagshaw</p> <p>Comments by 7th June</p>	<p>Erection of rear extension and front porch</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0323</p> <p>The Town Clerk of Peacehaven Town Council recommended to Approve</p> <p>Recommendation made by the Town Clerk under delegated powers.</p>
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Delegated Powers

<p>LW/21/0184 57 Rowe Avenue Peacehaven</p> <p>Case Officer Rita Burns</p> <p>Comments by 28th May</p>	<p>Enlarged front porch & new side door</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0184</p> <p>The Town Clerk of Peacehaven Town Council recommended to approve</p> <p>Recommendation made by the Town Clerk under delegated powers.</p>
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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.

1 LA 535 PUBLIC QUESTION TIME

There were no public questions

19.38 Cllr Symonds joined the meeting.

2 LA 536 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no absences.

3 LA 537 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

4 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.

5 LA 539 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was received and noted.

6 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.

1 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.

1 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

1 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.

2 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

3 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.

4 LA 546 TO NOTE TREES WORKS CONTRACT

The Parks Officer's report was received and noted.

5 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.

1 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.

2 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



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Thursday 6th May 2021 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr Symonds (Vice Chair), Cllr D Seabrook, Cllr I Sharkey, Cllr G Hill, Cllr W Veck, Cllr R White, Cllr Duhigg, Cllr J Harris.

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

Public: Three members of public were present

1 LA 551 CHAIR ANNOUNCEMENT

The Chair welcomed everyone to the meeting and made the following announcements: -

- 1) Work has started on replacing the Dell retaining wall and should be completed in two weeks.
- 2) Works will start on 10th May 2021 replacing the sand areas with rubber mulch and should be completed by the end of May.
- 3) Car boot sales have started in the Dell every Saturday morning.
- 4) The fun fair will be coming to town on the 17th of May with opening nights from the 20th to the 23rd of May.

1 LA 552 PUBLIC QUESTION TIME

There were no public questions.

2 LA 553 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Paul, Cllr Gallagher and Cllr Simmons. It was resolved that Cllr Duhigg would substitute for Cllr Simmons.

3 LA 554 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Seabrook as having a personal interest in the Forest School item LA561.

4 LA 555 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE

Cllr Symonds was elected as Vice Chairman of this Committee. This was Proposed by Cllr Duhigg and Seconded by Cllr Sharkey. All in favour.

5 LA 556 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 23RD MARCH 2021

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

6 LA 557 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was received and it was noted that there were no issues at this early stage in the financial year.

7 LA 558 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

Cllr Seabrook reported that the Council has a duty under the small holding and allotment act to provide allotment gardens if demand is unsatisfied, which is more than 6 people on the waiting list.

Cllr Seabrook proposed that we add 'to acquire allotment spaces' to the Business plan.

Proposed Cllr Seabrook

Seconded Cllr Harris
All in favour

Cllr Seabrook reported progress on the Management Plan for green spaces project, wildflower planting in three areas in the Dell and seven extra trees planted in the Orchard at Centenary Park.

8 LA 559 PROJECT UPDATE

The Parks officer updated on progress made:-

- The bollards and gate fitted at Centenary Park to stop cars advancing on to the park.
- Grease trap has been fitted at the Gateway Café.
- Trees works completed following the annual tree survey .
- Bridle way at Centenary Park, the pre application has gone to LDC for bringing this pathway up to standard.
- Lease for the football club – The Football club are waiting on their solicitor.

1 LA 560 FIELDS IN TRUST REPORT

The circulated report was discussed in detail.

Cllr Seabrook spoke about the benefits of protecting the land.

- The Neighbourhood plan will provide some protection but not forever and can be changed but the Deed can provide permanent protection for the Orchard.
- The Orchard absorbs carbon dioxide and could be considered to offset some of the carbon emissions from Peacehaven Town.
- The trees provide a rich source of nectar for bees, wasps, and other insects early in the Spring.

- A Deed of Dedication is a legal agreement in perpetuity and offers very strong protection against development of the site. This is in addition to any protections included in the Neighbourhood Development Plan.

It was resolved that Peacehaven Town Council seeks a Deed of Dedication for the land known as Peacehaven Community Orchard and that other PTC owned sites should be investigated to see if they meet the criteria.

Proposed Cllr Symonds

Seconded Cllr Seabrook

All in favour

1 LA 561 FOREST SCHOOL REPORT

Standing orders were suspended to allow an open discussion with members of Staff from Butterfly Nursery to discuss the proposal for the Forest School.

Cllr Seabrook introduced staff from Butterfly Nursery. Conditions and plans for the use of the Community Garden were discussed.

Standing orders reinstated.

It was proposed to allow the use of Community Garden area for Butterfly Nursery Forest Schools subject to conditions to be determined.

Proposed Cllr Symonds

Seconded Cllr Hill

All in favour. Cllr Seabrook abstained from the vote.

2 LA 562 GREEN INFRASTRUCTURE REPORT verbal report

This item to be deferred to the next meeting.

3 LA 563 PEACEHAVEN GREEN SPACES PLAN verbal report

This item to be deferred to the next meeting.

4 LA 564 WORKING PARTY REVIEW

Cllr Seabrook reported that there are three working parties reporting this committee and made the following report and recommendations:-

Signage WP - This WP is still needed.

- Signage work ongoing, WP well established, set up sept 2019, set up to discuss types and design of signs, future signs and consistency of future signs and make recommendations to Leisure Amenities and Environment committee.
- Members of this WP are Cllr Hill, Symonds, Cllr Veck and Cllr Griffiths

Howard Park WP - The Howard Park consultation is now complete, and this WP is no longer needed.

Hub WP – This WP is still needed.

- Set up in November 2019 to discuss the future of the Hub.
- So far only the immediate maintenance issues have been dealt with
- Boiler replacement is a priority and still needs investigation.

- Future development/rebuilding been put on hold due to other priorities, e.g. Meridian Centre & Community House redevelopment.
- Suggested to keep the Hub WP open to investigate replacement of the Boiler

It was proposed to accept the above recommendations from Cllr Seabrook

Proposed Cllr Symonds

Seconded Cllr Harris

All in favour

1 LA 565 SIGNAGE WORKING PARTY REPORT

The Parks Officer reported that before the purchase of sign for the new gate, which will be for restricting car access to Centenary Park, it will be necessary to consider an emergency phone number for evenings and weekends which we currently do not have apart from the Parks officer's personal number. It was suggested that we have a separate phone that can be used on a rota system for out of hours emergencies and can be added to signage.

It was agreed in principle that an emergency phone is needed and for investigations to be done by Officers into the options available.

Proposed Cllr Symonds

Seconded Cllr Seabrook

All in favour

Cllr Sharkey proposed that quotes are obtained for this sign at Centenary Park.

Proposed Cllr Sharkey

Seconded Cllr Seabrook

All in favour

2 LA 566 FOOTBALL TOURNAMENT REPORT

The parks officer updated the Councillors that the football Tournament has been a success. The football club are now using extra pitches and extra evenings for games this year. The Finance Officer has made the required adjustments to the hire charges.

3 LA 567 WORKS UPDATE

The Parks Officer reported that:-

- Graffiti removal in several areas of the Town is ongoing.
- Grass cutting started, most places have had at least one cut.

1 LA 565 TO CONFIRM DATE OF NEXT MEETING AS THE 27th JULY 2021.

There being no further business, the meeting closed at 20:24

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 7th May 2021

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

Peacehaven Town Council

Internal Business Plan 2020/2021



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

KEY:

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

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

Key Strands and Objectives:

Financial - To establish financial stability

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

Place - To create a sustainable and visually attractive Town

Community - To build an inclusive, healthy and vibrant community

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

GLOSSARY OF TERMS

Committees

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

Officers

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

POLICY AND FINANCE COMMITTEE

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

Prepare Project bids for LDC CIL	Reporting to P & F	spreadsheet Liaise with LDC CIL Officer	prepared May 2020, June 2020	Quarterly Thereafter	
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LEISURE, AMENITY AND ENVIRONMENT

Project	Responsibility	Activity Required	Current Position	Deadline	Immediate Action/By Whom
<p>Within Peacehaven Town</p> <p>Take steps to increase Carbon Capture</p> <p>To examine ways to reduce the effects of Global warming in Peacehaven</p> <p>To monitor and improve air quality</p>	<p>Senior Project Officer</p> <p>Climate Emergency WG</p> <p>LA & Environment</p>	<p>Environmental Audit</p> <p>Including Air Quality</p> <p>7 Trees planted in the orchard.</p>	<p>Climate Emergency Group Formed</p>	<p>2021</p> <p>Ongoing</p>	
<p>LDC recycling policies to be implemented in full.</p> <p>i.e. plastic, cardboard, paper, food, green waste etc</p>	<p>Reporting to LA & Environment</p> <p>Senior Caretaker</p> <p>Parks Officer</p>	<p>Plastic Policy to be implemented in Community House.</p> <p>Recycling methods to be implemented in CH.</p>	<p>Plastic Policy produced</p>	<p>Report to LA & E</p> <p>Ongoing</p>	<p>Senior Caretaker</p>
<p>To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wildflowers, planter flowers, trees and bushes throughout the Town</p>	<p>Parks Officer</p> <p>Steering Group</p> <p>NDP</p> <p>L.A & Environment</p>	<p>Management Plan started May 2020</p>	<p>wildflower planting in three areas in the Dell and seven extra trees planted in the Orchard at Centenary Park.</p>	<p>Report to LA& E Committee</p> <p>Completion 2021</p>	

Carry out regular inspections for risk and health and safety of open spaces	SPPO Parks Officer LA & E Committee	Audit sheet/Format Set up and audit carried out	Grounds team do weekly playground inspections which are reported via an app to the office. New reporting system needed.	Initial report April 2021	
To improve the health and recreation facilities in Peacehaven Town	SPPO Marketing Assistant Civic and Marketing Officer Leisure & A	Audit of current facilities Plan for what else is needed	Plan to be started Youth WP started looking at current provision for Youth in the town.	Report Progress	
To acquire more allotment spaces	Parks Officer Cllr Seabrook	Propose possible locations. Feasibility studies of each location	N/A	?	Cllr Seabrook


PLANNING AND HIGHWAYS

Project	Activity Required	Current Position	Deadline	Objective Achieved
Enhancing the Town	To review the location, suitability and quality of street furniture i.e. benches, notice boards, bus shelters, planters and litter bins. To include the consideration of dual-purpose recycling/non-recycling bins. To make recommendations refurbishment or replacement as necessary.	List of assets is currently available	Dec 2021	
	To create a policy for future bus shelters which should consider; Number of exits, Materials, Inclusion of notice boards and advertising space, Lighting & solar Panels, Green Roofs and Preferred designs	List of PTC bus stops is available	Jun 2021	
	To create a policy for all new benches and notice boards that should consider the size, materials, impact on the environment and maintenance costs.	List of assets is currently available	Jun 2021	
	To create a policy for planters which should include style, size and design, appropriate locations, materials, advertising/sponsorship, varieties of plants e.g. drought resistance to reduce the amount of watering needed.	List of planters is currently available	Jun 2021	
	To create a five-year plan to replace as they come to the end of their life and to add additional planters in accordance with the above policy and to include in the budget.	List of planters is currently available	Jun 2021	
	To create a ten-year plan to replace bus shelters as they come to the end of their life in accordance with the above policy and to include in the budget.	List of PTC bus stops is available	Dec 2021	
Project	Activity Required	Current Position	Deadline	Objective

				Achieved
	To devise and recommend new cycle routes and	Sustrans plans	Sen 2021	
Project	Activity Required	Current Position	Deadline	Objective Achieved
Sustainable Transport		available. Information from NDP		
	To support sustainable transport systems through the grant policy for CTLA and Havens Community Cars To setup a joint liaison group with TTC and B&H Buses	Grants made available this year to CTLA	Nov 2020	
	To make recommendations to appropriate authority for the installation of EV charging points e.g. where Enterprise Car Club Cars are located.		Mar 2021	
	To make representations to ESCC and lobby for the installation of additional cycle racks in appropriate locations.	Proposal by Lewes Cycle Forum. Survey of cycle racks in PTC available	Mar 2021	
	To seek ways to incentivise the use of public transport, cycling and walking by residents for example through increased publicity and information leaflets.		Dec 2021	
	To establish a right of way working party to create or register new public rights of way and to monitor condition of existing ones.	Working party established.	Dec 2026	

Developer Liaison Group	To establish a developers liaison group to work with developers of major projects to ensure the concerns of residents are voiced, any issues resolved and to monitor and ensure developers follow agreements and constraints placed on them by the planning authority.	Working group formed and members nominated.	Complete	
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Road Safety	To establish a road safety working party that will work with the police and highways departments on road safety issues.	Working party established.	Complete	
	To make recommendations to appropriate authorities regarding road safety and other highways matters e.g. pavement parking.		Aug 2020 onwards	
	To establish and support a volunteer speed watch group	Training planned initial volunteers identified	Oct 2020	
	To consider additional safety measures around school in conjunction with the schools including closure of roads at certain times of the day, additional signage, speed limits etc and to make recommendations to ESCC Highways Department.		Mar 2021	
Project	Activity Required	Current Position	Deadline	Objective Achieved
Street lighting	To review the location, costs and effectiveness (solar power?) of PTC streetlights and to make recommendations to Council.		Mar 2021	

		To consider development of car parks from LDC to BTC		Jun 2021	
Project	Responsibility	Activity Required	Current Position	Deadline	Immediate Action/By Whom
Car Parking	make recommendations to Council.				
	To consider solar panels on a structure above car park which would also provide shading and power for charging points and to make recommendations to Council. 			Dec 2021	
	To install covered secure cycle racks in car parks near to bus stops.			Dec 2021	

BUSINESS DEVELOPMENT (& E-COMMUNICATIONS)

To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination.	Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers	All possible means to gather Public Participation to be explored Appoint Senior Project Manager	Steering Group teams working to gather evidence. Allocation of Sites and Meridian Development now active	April 2021	
Long Term Future for The HUB, Community House	SPO (Planning & Bus Dev) Bus. Dev & E Comms Committee	Produce a Business Plan including options and financial implications	WP from LA&E reviewing Short term needs	April 2021	
Develop a strategy for advertising and promoting Peacehaven town as a place to do Business	SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms	Report/ Plan To be prepared	To be commenced Produced an advertising package for businesses to start advertising in our spaces.	April 2021	
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions	SPO (Planning and Business Dev) Marketing Assistant Civic & Marketing Officer B D & E Comms	Complete a report with SWOT Analysis	Commenced by Steering Group	April 2021	

<p>Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven</p> <p>To work closely with local universities and the greater Brighton business partnership</p>	<p>SPO (Planning and Business Dev.) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms</p>	<p>Plan to be prepared identifying groups and Setting programme of contact dates and methods</p>	<p>Working closely with chamber including Town clerk doing presentation at recent meeting.</p> <p>At least one officer and or councillor at each chamber meeting</p>	<p>April 2021</p>	
<p>Community Energy Scheme</p>	<p>Senior Projects Officer</p>	<p>Community Energy Scheme</p>	<p>Senior Projects Officer</p>	<p>April 2021</p>	
<p>Assess futureproofing of infrastructure</p> <p>Consider devolution of car parks / parks from LDC</p> <p>Consider other sites for ACV status</p>	<p>Senior Projects Officer P&H</p>		<p>To be commenced</p>	<p>April 2021</p>	

STEERING GROUP – NEIGHBOURHOOD DEVELOPMENT PLAN

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

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CIVIC & COMMUNITY EVENTS

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To improve the communication with the wider community in Peacehaven – suggestions included Enews/general advertising on social media/banner boards/ updating the website.	Communications Officer	External Social Media Audit required.	Uploading on social media every week day E-News List growing Still using pop up on Website to attract more subscribers	Ongoing	
Improve PTC Website	Communications Officer	Improve UX	Recently changed colours and front-page format, Made some pages easier to navigate, Introduced BrowseAloud to meet the highest standards for web site accessibility.	Ongoing	
To utilise the existing boards in the town for private advertising.	Communications Officer	Promote the advertising space amongst the business community	Booked until August	Ongoing	

Filming in the Town	Communications Officer	Improve website to encourage more local film producers to use our town as a location for filming	Summer 2021 of to a good start with 3 major filming applications completed.	Ongoing	
Peacehaven Town Council logo would benefit from being sharpened up and it has been agreed to contact the original designer to see if the design could be enhanced.	Communications Officer	Contact original designer	LOGO at Highest RES		
To review and improve our hiring charges to introduce maybe a discount, to encourage people to come back to us.	CMO INFORMATION OFFICER	Advertise discounted rate online. Contact all previous hirers.			
To reinstate the Youth Mayor when it is safe to do so.	CMO MA	Contact PCS Again			
Creation of coffee mornings and events once Covid restrictions permit	CMO MA Information Officer	Organise events to encourage residents to return to CH.			
Promote Peacehaven town Identify unique features to promote	Civic and Marketing Officer Marketing Assistant	Revisit logo and brand. colours, text etc	Refresh Website Colours/branding.	Report Sept 2020	

To build an inclusive Society		Civic and Marketing Committee	Review existing arrangements/set a plan to support	Budget allocated for session at the Joff.	Report Progress Sept 2020	
To build and establish the Youth Project		Civic and Community				
Project	Responsibility	Activity Required		Current Position	Deadline	Objective Achieved
		Reporting to? Civic & Community Events Committee	Community House. Encourage closer links between PCSO and PCS		Sept 20	
Develop a schedule of events to include all sectors of the demographic		Marketing Assistant Civic and Marketing Officer Civic and Community Events Committee	Plan to be drawn up to include all sections of society	Full 12-month plan produced but all events postponed or cancelled due to covid-19	Report Progress Sept 2020	

PERSONNEL COMMITTEE

To ensure that all policies and Procedures are reviewed on a regular basis and reflect current employment legislation	Personnel Committee	Finalise Lone Working Policy	Held due to Covid. Waiting return to FT working. Needs a	September 2021	
To ensure that all staff are trained to meet the needs of the job	Personnel Committee	Training Plan to be devised for all staff	In progress.	June 2021	
		Review and streamline Grievance Policy	Not started. Waiting return to FT working.	September 2021	
		Review and streamline Disciplinary Policy	Not started. Waiting return to FT working.	September 2021	
		Review Volunteer policy	Not started. Waiting return to FT working.	September 2021	
		Flexible Working Policy to be written	Not started. Waiting return to FT working.	June 2021	
		Caretakers' working practices	On hold following advent of second COVID-19 lockdown. Waiting return to FT working.	September 2021	

		Training Plan for Trainee Grounds person to be created including: <ul style="list-style-type: none"> • Handheld Equipment • Ride on Mowers • Playground Equipment Inspection • Shredder 	Playground Inspection Course held up by Covid. Courses now being rearranged.	June 2021	
		Training for Grounds Staff on <ul style="list-style-type: none"> • Playground Equipment Inspection • Hedge Cutter and Strimmer Training • Shredder Training 	Playground Inspection Course held up by Covid. Course now being rearranged.	June 2021	
To ensure that Councillors are trained to do the job	Personnel Committee	Training for Councillors – Autism Awareness Training	Not started. This is an online course from the Autistic Society	June 2021	
		Training for Councillors – Mental Health Awareness	Not started. This is a half day course	September 2021	
To ensure that the staffing structure, roles and job description meet then needs of the Council.	Personnel Committee	Review to be conducted annually	Working party formed. Initial meeting held. WP to meet again to review Caretakers JD's, working	June 2021	

			methods, etc. and to push through the changes identified		
To ensure that all staff are trained to meet the needs of the job	Personnel Committee	Training Plan to be devised for all staff	Not Started	June 2021	
		Staff Training - Climate Change Awareness	Not started	September 2021	
		Training Plan for Trainee Grounds person to be created including: <ul style="list-style-type: none"> Handheld Equipment 	Playground Inspection Course held up by Covid	June 2021	
				Committee.	

		<ul style="list-style-type: none"> • Ride on Mowers • Playground Equipment Inspection • Shredder 			
		Training for Grounds Staff on <ul style="list-style-type: none"> • Playground Equipment Inspection • Hedge Cutter and Strimmer Training • Shredder Training 	Playground Inspection Course held up by Covid	June 2021	
To ensure that Councillors are trained to do the job	Personnel Committee	Training for Councillors – Autism Awareness Training	Not started. This is an online course from the Autistic Society	June 2021	

Climate Notes 31st March

Comments on last summary notes from 10th February – all ok

Action plan – yellow paper recycling bins now been removed from CH.

Composting at Café - sue - no update

Upgrade of community house - proposed to add a report of the upgrade of community house (climate aspects) to the next policy and finance meeting. – boiler replacement needed as part of the updates

Upgrade to Gateway café – climate recommendations - impose our single use plastics policy after the 21st June. Polystyrene in seafood café already stopped.

Community garden – 16mins

Football club no report for Astro turf request – astro football pitch can be used 7 days a week unlike turf but – plastic pitch has to be changed every few years, then what do they do with it, lots of questions and no answers. Should we be putting plastic in if we have a plastic free policy. Is it sustainable, can it be recycled?

Meeting ended at 16.49

JOINT CLIMATE 21ST May 2021

Attended by Cllr Hill, Cllr Judd, Cllr Robinson, Cllr Seabrook, Cllr White, Cllr Sharkey, Stella Newman.

Lewes District Carbon emissions and Climate forum – presented by Matthew Bird Cabinet member of sustainability LDC

Cllr White, Cllr Seabrook and Cllr Gallagher attended the Forum. David shared slides from the Forum and slides discussed.

Discussions of cars building up at traffic lights and the pollution. Roundabout's flow and so not a build-up of cars but much more dangerous with car accidents.

Environment report from steering group

Cllr Gallagher encouraged all to read the report?? (I have not received so not sure what Cathy is referring to)

Electrification energy

Cllr Gallagher gave an update /discussed community energy scheme

- Cllr Seabrook suggested we ask Avesco to come and talk to PTC – NEXT STEP

Need to have a review of energy bills – ongoing by the Finance officer

- Invite Doctor Mark Earthy to the next Climate meeting?

Climate café and citizens panels

Successful café running in Horsham for a few years. Good example to follow. Climate club with tea and cake – Anzac room, foyer at CH or café at big park.

- Repair café other ideas for cafe to bring back for next meeting.
- Cllr Gallagher to contact the repair café that is held in Saltdean if they would be interested in helping us to get started in PH and Telscombe.

Other business

- Look into boilers now before the existing breaks down, so not rushed into purchasing inadequate replacement.
- David shared on the chat a report that he has submitted to Policy & Finance - ideas on reducing climate emissions.

Next meeting 8th July via Zoom at 4pm

C791-h

PTC Library WP Report to Council – 15.06.2021

The following email correspondence and attached meeting notes set out the WP's current position in trying to fully engage with ESCC and to seek it's buy-in for a suitable library and community hub for the future.

From: Michelle Edser <spo@peacehaventowncouncil.gov.uk>

Sent: 26 May 2021 20:37

To: Natalie Anderson <Natalie.Anderson@eastsussex.gov.uk>

Cc: Rhona Drever <Rhona.Drever@eastsussex.gov.uk>; Town Clerk

<townclerk@peacehaventowncouncil.gov.uk>; Alan Goble

<Cllr.AlanGoble@peacehaventowncouncil.gov.uk>; 'Cllr Laurence O'Connor'

<Laurence.OConnor@lewes.gov.uk>; Ron White <rjwhite62@outlook.com>; Chris Collier

<Cllr.ChrisCollier@peacehaventowncouncil.gov.uk>; Stella Newman

<stella.newman@telscombetowncouncil.org.uk>; Cllr. Christine Robinson

<cllr.christinerobinson@telscombetowncouncil.gov.uk>

Subject: ESCC Libraries Meeting 28 May 2021 - OUTSTANDING MATTERS & MEETING POSTPONEMENT

Dear Natalie

Thank you for your reply which has been circulated to Councillors. In response it is felt that the answers are still at a very high level and although you have been assisting us for many months, we are not getting to the detail of the commitment to services in Peacehaven and Telscombe. We therefore have further comments/questions for your consideration as outlined below:

1. The temporary construction period is not our focus, although we will very much assist at that time if we are able to. Our concerns are maximising the potential of the library as it is and, should redevelopment take place, ensuring the library becomes "the Hub". The Town Councils do not have a budget to build this. We need the County to support an appropriately sized flexible space, this can now be negotiated and provided by the developers (Co-op and HDD). Our concern has always been that the proposed library is around ¼ of the existing size and most of ESCC's Cabinet report is about savings. We need to establish a shared vision between ESCC and PTC/TTC so that Peacehaven & Telscombe get the library/hub facilities that they need and deserve commensurate with the better facilities in smaller Towns around the County. We need to understand exactly what services will be delivered from Peacehaven / Telscombe, how frequently will they be provided when the library is fully open and likewise how this compares with Seaford, Lewes, Crowborough as they have similar population sizes.
2. The Strategic Commissioning Strategy 2018/19 to 2022/23 outlines principles for catering for the various needs of the community but then places Peacehaven/Telscombe in "a smaller network of 17 library buildings....with.... accessibility to [better services] at a library within a reasonable journey time of 20-25 minutes by car or public transport". This is just not acceptable, especially as we are talking about vulnerable people who desperately need support, under achieving school children, a community with well evidenced health and literacy challenges, limited educational prospects and below average access to private cars and public transport. There is an urgency for Peacehaven and Telscombe and presumably for ESCC due to the potential redevelopment of the Meridian Centre, the needs of

Peacehaven and Telscombe specifically need to be assessed urgently so that an appropriate library building and service can be commissioned. Could you please provide us with the previous needs assessment for Peacehaven and Telscombe cliffs (not Lewes District).

3. In terms of financial considerations, the attachments sent earlier in the week (again attached) highlighted the following:
 - How much has been set aside, in terms of revenue and new capital expenditure?
 - What is the baseline provision that we can expect?
 - What are current and future estimated staff costs? How does this compare to comparable locations (Seaford, Lewes, Crowborough)
 - Seaford's new facility has opened recently, what is its annual revenue, where did the funding come from for the new facility?
 - Additional funding such as CIL – two pots, what level of funding might be available, see reports from 23rd Dec 2020.
 - How much is the current rent for Peacehaven and Telscombe library and has it changed in last 5 years (what were the previous costs?) – we understand Co-op may be heavily discounting at present due to potential for future redevelopment

4&5 – Please can we have examples of what is working well elsewhere, what the offer is now in Peacehaven and what can we expect in future. Which partners are ESCC currently working with in Peacehaven / Telscombe and what services are they providing? Details of how ESCC provides high quality services in each of these priority areas specifically for residents of Peacehaven and Telscombe.

6. The Libraries Strategic Commissioning Strategy shows a comparison of costs, not services provided. This is not a relevant comparison as it depends on the ownership of the building and who it is leased from. As per Q1 above, what services and how frequently will they be provided when Peacehaven and Telscombe library fully open and likewise for Seaford, Lewes, Crowborough as approx. similar population size.

Appendix 10 has been reviewed with interest. Paragraph 3.2 states “there is considerable scope for community groups, voluntary sector, private sector and public sector to make more use of the assets” — how have you established evidence of this? Library staff indicate that far more services were available previously, but these were forced out when charges went up significantly. According to the figures income from charges tripled — how much did charges go up? This is especially an issue in an area like Peacehaven with significant numbers and the most vulnerable depending on benefits. Evidence shows GP attendance and use of other statutory services go up when the community is not supporting, therefore costing health and social services far more than any savings when you consider the bigger picture.

It is astounding that such valuable space is currently laying idle. There is demand for that space (200m² short term and 200m² long term lets). Have tenants been actively sought? If so how? Have they been offered an attractive package in terms of cost, access and appropriate to their needs, to be established by listening to them and adjusting any offers as necessary?

7. Public health is just one aspect of a hub or one stop shop working. The population of Peacehaven & Telscombe is increasing rapidly, currently around 25,000. What needs for Peacehaven and Telscombe cliffs have been identified from the JSNA and how is your existing and potential future provision for Peacehaven and Telscombe residents tailored to their needs, particularly in terms of literacy and IT access?

Attainment in terms of GCSE's for Peacehaven East scores 32, the lowest in the county. Page 84 identifies obesity levels in Yr 6. Children, opportunities for education and access to activities would have real benefit: <http://www.eastsussexjsna.org.uk/JsnaSiteAspx/media/jsna-media/documents/scorecards/2018/LAView3HealthyLifestylesMarch2018.pdf>

8. What is the need and how does it compare with other parts of the county for improving child and adult literacy, how are you improving this for our residents?

9. The point is that there will be ever increasing need and demand on library services. ESCC is also the responsible authority for Schools, surely there is some joined up working and thinking. A properly provided library will help with the extra load on the Schools. What opportunities would extra students at Peacehaven / Telscombe provide for library services? When did ESCC actively market the space to esp. Peacehaven Community School — i.e. bringing senior leadership and showing them services Inc. 2 classrooms complete with white boards?

10. What exactly is ESCC doing now and planning to do in future in Peacehaven/Telscombe to meet this need? How does (and will) Peacehaven and Telscombe library support the economy in tangible terms?

In terms of the Library name change, please confirm whom we should contact to request this and if you have any further thoughts on how we should go about it.

In light of the above, our meeting on Friday now seems premature and will need to be postponed. I would ask that ESCC comes back to us with the further details as requested above by email. We can agree next steps after that.

Thank you for your assistance in this matter.

Kind regards
Michelle

Michelle Edser BA (Hons) MSc MRTPI
Senior Projects Officer
Planning and Business Development
Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB
Email: spo@peacehaventowncouncil.gov.uk
Mobile: 07936 948833

From: Natalie Anderson <Natalie.Anderson@eastsussex.gov.uk>
Sent: 25 May 2021 18:28
To: Michelle Edser <spo@peacehaventowncouncil.gov.uk>
Cc: Rhona Drever <Rhona.Drever@eastsussex.gov.uk>
Subject: RE: ESCC Libraries Meeting - 28 May 2021

Dear Michelle,
Thank you for your email.
I have tried to respond to your questions below.

1. ESCC's current plans for library provision in Peacehaven & Telscombe.

As previously explained we are looking to ensure a continued library provision in Peacehaven. As discussed we are aware that the developer is looking to redevelop the site and at some point we may be required to find a temporary home for the library.

If Peacehaven and Telscombe Councils are able to provide us with a location for temporary provision, we would be really happy to work with you.

In addition, if Peacehaven and Telscombe Town Councils are planning to build a community hub then we would be very willing to have discussions with you about the potential of putting a library in such a facility.

2. What are the needs of the Towns' residents and how are they currently being assessed.

As explained the Council is currently looking at the needs assessment for libraries and this is currently being worked on.

As previously circulated here's a link to the Cabinet Papers for our Strategy on the ESCC website, [Agenda for Cabinet on Tuesday, 6th March, 2018, 10.00 am – East Sussex County Council](#) The Strategy itself is Item 5, Appendix 2 [Item 5 - Appendix 2.pdf \(eastsussex.gov.uk\)](#) and then the following Items form the evidence base for the development of the strategy, including the needs assessment [TA2 Needs Assessment \(eastsussex.gov.uk\)](#).

3. Financial considerations.

Is there a specific question?

4. Services required; both directly provided and provided by others

All service development is based on the overall strategy. We work with partners to deliver services aligned with our priorities.

5. Library services relationship to other services provided by ESCC; e.g. employment , wellbeing , social inclusion, education. IT, etc.

As outlined the library services priorities are: improve child and adult literacy, supporting the economy, health and well-being and digital inclusion. In each of these areas we work with partners and volunteers to deliver high quality services.

6. Comparison with other big towns; e.g. Crowborough, Lewes and Seaford, where there is a better provision of services.

Here is a link, with the comparison information - [Item 5 - Appendix 10.pdf \(eastsussex.gov.uk\)](#)

7. Meeting community health needs; East Sussex joint strategic needs assessment.

I believe you have already been engaging with Public Health colleagues in relation to this. We work with Public Health to support them in their work which is based on the strategic needs assessment.

8. Improving IT & literacy levels; ESCC statistics.

If you require someone from this team to outline specific datasets then I can ask who the best person for you to speak is.

9. Meeting the need for Peacehaven and Newhaven to provide 450 extra secondary school places by 2030; a new Town Council/ESCC/Schools joint library project could help.

Rhona and I are meeting you in the context of Peacehaven library and delivery of services aligned to the Libraries Strategic Commissioning Strategy (link above).

10. Assessing the employment skills deficit - getting people back into job market as per government policy; can library services be part of the solution?

As we have previously outlined – supporting the economy is one of our priorities and we undertake a number of initiatives to support this, working with different partners.

I am happy to postpone/cancel the meeting if you believe this is the best way forward.

Many thanks,

Natalie

Natalie Anderson

Head of Customer, Library and Registration Services

East Sussex County Council, Communities, Economy & Transport
D Floor, West Block, County Hall, St. Anne's Crescent, Lewes, BN7 1UE

Email: natalie.anderson@eastsussex.gov.uk

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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

Libraries Meeting with ESCC - Monday 18th January

Agenda / Prompts & Meeting Discussion Notes

Attending

- PTC Town Clerk Tony Allen, Senior Projects Officer Michelle Edser, Councillors Alan Goble, Ron White, Laurence O'Connor
- ESCC Natalie Anderson - Head of Customer, Library and Registration Services
Rhona Drever - Project Delivery Manager, Library and Information Service

Introductions - Michelle

- Thank you for coming. This working group will report and advise Council.
- Time of potential change for us in terms of local redevelopment and also period of recovery, post pandemic.
- We see the Library as a key piece of infrastructure in the future of Peacehaven/Telscombe. Could be a fantastic support to our local residents and businesses.
- We really want to be involved as much as possible, consulted, constructive, helpful.
- Need to be on the same page. Can support negotiations with developers
- Lots of questions/ideas, today is the start of the conversation.
- Look forward to working with you to get the best deal possible

Agenda / Questions / Chair – Tony / Michelle

1. What are ESCC's current plans for library provision in Peacehaven & Telscombe?

- Statutory requirement that provision should be bespoke to needs of locality. Gov paper.
- Population requirements – build for growth.
- Baseline 600sq m upwards, hours of operation? Mix of voluntary and staff?
- Multi-generational, "hub" for the future

2. What are the needs of the Towns' residents and how are they currently being assessed? Ron

- Dearth of infrastructure, population don't feel enabled or empowered
- Literacy and health challenges
- Understanding of demographics, younger people / families coming in? Who uses libraries? Is it for them?

3. Financial Considerations - Laurence

- Increase provision, additional services. Got to get it right, invest in the way it looks and feels. Value for money and future savings
- How much has been set aside, in terms of revenue and new capital expenditure
- What is the baseline provision that we can expect
- Staff Costs? Seaford as opened recently, annual revenue, where did the funding come from?
- Additional funding such as CIL – two pots, what level of funding might be available, see reports from 23rd Dec 2020

4. Services required; both directly provided and provided by others – Alan

- Experience of different libraries all over the world
- Refences sections are fewer but companies can provide that

- Accommodate different interests and all ages and demographics
- Techno libraries? Places people want to go to, multi-generational.
- Library for the future – be destination, inspirational, places of opportunity

5. Library services relationship to other services provided by ESCC; e.g. employment, wellbeing, social inclusion, education. IT, etc.

- What do they think? Type of space required. IT, interview rooms, cafés.
- Shared opportunity with Community House, Information role
- Mutual benefits “Town Hall in action”

6. Comparison with other big Towns; e.g. Crowborough, Lewes and Seaford, where there is a better provision of library services

- What has worked elsewhere?
- Be deliverable, realistic, sustainable
- Key allies – two councils, all Schools, GP surgery, chamber of commerce? Others?

7. Meeting community health needs; East Sussex joint strategic needs assessment - Ron

- Health – 30% of patients could be better dealt with elsewhere.
- Period of recovery. People are going to need support
- There will be pressure on services, huge impact.

8. Improving IT & literacy levels, ESCC statistics

- Do you have any more information?

9. Meeting the need for Peacehaven and Newhaven to provide 450 extra secondary school places by 2030; a new Town Council/ESCC/Schools joint library project would help.

- Working with School? Examples of doing this.
- Who are potential partners?

10. Assessing the employment skills deficit and getting people back into the job market as per government policy; can library services be part of the solution?

- DWP Contacts – Operates Brighton to Newhaven. Partnership manager (Piers) lives Chalkers Rise.
- Doubling handling of unemployed.

General Discussion Notes

- ESCC uses a commissioning approach, need / demand and how best to meet as ESCC within context such as budget.
- Population requirements – build for growth. Noted
- No current planning applications are submitted but developers are consulting with town and district councils, Neighbourhood Plan also contains a masterplan, this vision document is currently out for consultation.
- Library Strategy and Development – 2018 ESCC launched this post a period of consultation. Reduced libraries from 24 to 17. Provision was focussed and targeted towards most disadvantaged. Rhona will send links with strategy and a number of technical appendices for PTC to review. Evidence of the need being assessed across East Sussex, solid evidence.

- What did this say about Peacehaven? Population data is not used, services are planned strategically. Fairly limited facilities at Saltdean, Newhaven is new. People do travel. But we also need to think about sustainability and reducing the need to travel.
- Real needs in the locality – understand the deprivation levels. Information on adult literacy rates? Rhona will check what is included.
- A service in Peacehaven will be retained and is seen as part of the network. Provision of on-line learning literacy can be offered County Wide.
- ESCC Key objectives
 - support economy – job interviews, back into work
 - health and well-being (extensive resources working with other agencies)
 - literacy (child and adult – part of post pandemic solution),
 - digital inclusion – PC access, people's network, how to get people online, some may never have used a computer
- All these questions / issues accord with the vision of ESCC
- What is the contingency when the library has to move? Is there a baseline size (or maximum)?
- What resource has been put aside for capital expenditure, CIL etc?
- Current funding and provision – still early days with information coming through, existing provision is there and potential for future. Funding streams - can't really answer at present. Normally capital budget, work alongside property team, will take advice where provision may need changing.
- Proposals for change go to capital board eg: Seaford, joint provision at existing site agreed, planned expenditure accordingly. ESCC current tenant, not in a position to put in any bids at this time.
- Notice period – 6 months. Lease has ended. How quickly can you react? What would be the contingency? Continuity of business. What could this be, where could ESCC go? PTC/TTC could certainly assist with short term plans if needed. Need to consider financial contributions and capital expenditure re: S106. Developers must mitigate their impacts and not put financial burden on the public purse. ESCC really welcome support with looking at any temporary provision.
- Estimate costs of fully fitted out, good standard – be aspirational and forward thinking.
- Local growth, working with Secondary School. DWP likely to have funds we could tap into.
- Interviews and basic skills. Can be life changing.
- Key players – working together capital and revenue.
- ESCC Have spoken to the School, discussions on-going.
- Successful extensive partnerships eg: Uckfield. CAB, DWP, adult social care, health partners. ESCC very keen on development of such partnerships. Not confined at all. Parking teams in some areas, help bring in revenue. We can advise of local partnerships. Community House – currently house some of these services, very much a combined effort.
- Important to have an ability to browse, facilities need to be built for the future. Need for local connections, leisure uses, needs to be appropriate for the area.
- Opportunity here to really make a difference to people's lives.

Actions / Next Steps

- What is the library services wish list with what we know at this stage? Give an indication for developers to work with.
- PTC/TTC appreciate the difficulties, complexities and challenges. We are not constrained, let us work for ESCC, we can do some early work, push these points – what is your ideal scenario
- What does all this mean on the ground in terms of square footage? Happy to talk to the developer early on to assist ESCC
- Whole system costs, thinking tends to be in silos, wider knowledge / information and social prescribing are key. Need the space to provide the services. Don't be constrained by ESCC budgets, we want to find other potential sources too and maximise developer contributions.
- Another meeting? Date in March 2021 to be arranged (action Tony/Michelle)

Useful References:

<https://princh.com/8-tested-means-that-attract-more-users-to-the-library/>

<https://www.artscouncil.org.uk/sites/default/files/download-file/Libraries-CommunityHubs-Renaissi.pdf>

[5 Ways Libraries Are Helping The Environment | Princh Library Blog](#)

<https://tfn.scot/news/dwp-job-advisers-to-be-placed-in-libraries-and-schools>

<https://princh.com/collaborations-for-libraries/>

https://www.artscouncil.org.uk/sites/default/files/download-file/ACE_Libraries_welcome_everyone_report_July18.pdf

<https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021>

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	Communications Officer	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	Sussex Police have reported that two ANPR cameras have now been installed at both ends of the Town.	Hannah from Sussex Police to investigate if the ANPR cameras are temporary or fixed.
19/3/21	TO COMPARE CRIME FIGURES IN PEACEHAVEN TO OTHER LARGE TOWNS.	?	An in depth analysis of the figures needs to take place to ascertain areas CCTV might be required. Is high crime in these areas due to lack of CCTV ?	Cllr Symonds gave an update on how many crimes have taken place in April 2021 in comparison to previous years.
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	A meeting needs to be arranged with Neighbourhood First representatives.	A meeting has taken place with local PCSO's Chris & Hannah who discussed the types of crime in the area and the most common locations/ problem areas.

ACTION PLAN – PEACEHAVEN HISTORY WORKING PARTY

Attendees: Cllr. Lynda Duhigg, Daniel Moon, Derek Barton, Stanley Barnard, Matt Gunn, Deborah Donovan

Apologies: Cllr. Sue Griffiths, Cllr. Lucy Symonds, Ann Harrison

8th JUNE 2021 via zoom at 3.00pm

TASK	PERSON RESPONSIBLE	COMMENTS	OBJECTIVE ACHIEVED
TERMS OF REFERENCE FOR THE WORKING PARTY	ALL	TO RESEARCH ALL AREAS OF PEACEHAVEN RESULTING IN RECORDING, CATALOGUING AND ARCHIVING ITEMS AND DOCUMENTS – FOCUSING MAINLY ON PEACEHAVEN, EXTENDING INTO OTHER BOUNDARIES IF RESEARCH PREVAILS	ONGOING
WHAT TO BE CONSCIOUS OF	ALL	COPYRIGHT, TO ASK PERMISSION BEFORE PRINTING PHOTOS AND VIDEOS. DRONES.	ONGOING
WHAT IS OUR ULTIMATE VISION	ALL	TO PRODUCE A BOOK, BUILD A MUSEUM TO RECORD INFORMATION BEFORE IT'S LOST. TO IMPROVE THE WEBSITE TO ENABLE CLEAR PUBLICATION	ONGOING
TIMELINE	MATT	FROM THE TOWN'S FOUNDATION TO DATE. Gradually coming together	ONGOING
PLACES OF INTEREST MAP	MATT	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS With the help of the Admin Officer this task is coming together	ONGOING

TO IMPROVE THE WEBSITE	MATT	TO ENABLE VIRTUAL MUSEUM In task list	ONGOING
TO DESIGN A POST FOR SOCIAL MEDIA	MATT	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL. To do	ONGOING
ARGUS ARCHIEVES	DANIEL	THE ARGUS HAVE PLENTY OF PICTURES AVAILBLE IN THEIR ARCHIEVES IF WE NEED THEM Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.	ONGOING
PEACEHAVEN HOTEL	DANIEL	LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP	ONGOING
TO INTERVIEW LOCAL RESIDENTS ABOUT THEIR MEMORIES – TO THEN MAKE THESES SESSIONS INTO SHORT VIDEOS/STORIES FOR PUBLICATION	DANIEL	<ul style="list-style-type: none"> • john Harrison (via Ann Harrison) Elizabeth Harrison eannharrison@yahoo.com • Barbara Martin (waiting contact details) • Mandy Whitney 07748032527 Daniel reported that this will be better organised outside in the summer.	ONGOING
QUESTIONS FOR INTERVIEW	DANIEL	<ul style="list-style-type: none"> • How long have you lived in Peacehaven? • What are your earliest memories of living in the town & what changes have you noticed over the years? • Did you go to school here? • Do you remember the carnivals, with the beautiful floats? • Do you remember the Peacehaven Hotel, where the Pizza & Stonehouse Carvery is now? • Is there something that is not in the town 	ONGOING

		now which you'd like to see return?	
DRONES	DANIEL	AVAILABLE WHEN NEEDED FOR ARIEL SHOTS Daniel sent a link taken at Birling Gap: https://www.youtube.com/watch?v=ky-AocLWbk&t=2s He would like to take a similar film in Peacehaven	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	TO WRITE A STORY WITH PICTURES PICKING A SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION Stanley has written a piece about the Friars Bay, Radar Station for the July edition and Derek is writing about the Peacehaven Fossils. Both gentlemen will work on a piece about 'Peacehaven Water' for a future E-News!	ONGOING
POLICE BOX	LYNDA	WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH	ONGOING
PLOTLANDS	LYNDA	RESEARCHING THIS SUBJECT	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR The slides have been converted and are available	ONGOING
POSTCARD COLLECTION	SUE	POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE ADMINISTERED	ONGOING
HERITAGE TRAIL/INFORMATION BOARDS	SUE	TO TAKE FORWARD TO L A & E COMMITTEE	ONGOING
PLAQUE – OPENING OF COMMUNITY HOUSE	SUE	RESEARCH THE WHEREABOUTS OF THE PLAQUE (23.4.79) THE PRINCES ROYAL	ONGOING
DEWDROP INN	LUCY	TO RESEARCH	ONGOING

MONUMENT / MERIDIAN LINE	LUCY		ONGOING
HOUSE WITH TURRETS	LUCY	TO RESEARCH	
ABANDONED TOILETS	LUCY	TO RESEARCH	ONGOING
ORDNANCE SURVEY MAP FROM THE MERIDIAN LINE	DEREK/LUCY	WILL SEND DETAILS OF ORDNANCE SURVEY MAP FROM MERIDIAN LINE (MENTIONED THE FESTIVAL OF THE MERIDIAN LINE).	ONGOING
100 TH YEAR EVENT TO MARK OPENING OF PEACEHAVEN HOTEL - FLYOVER OF GLIDERS	MATT	<p>10-14TH OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER</p> <p>https://en.wikipedia.org/wiki/Anthony_Fokker</p> <p>To organise an event to mark this 100th year occasion. PUT INTO THE PTC DIARY OF EVENTS</p> <p>Derek suggested we apply for a licence so we can show the film and perhaps contact</p> <p>https://www.sussexgliding.co.uk/ to have a glider fly over</p>	ONGOING
E-NEWS	DEREK	TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS This will be completed for the August edition	ONGOING
RESEARCH	DEREK & OTHER MEMBERS MATT	THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL To create a social media post	ONGOING
PTFC	STANLEY	CURRENTLY RESEARCHING INFORMATION REGARDING THE STRIP COLOURS USED BY PTFC FROM 1966	ONGOING
TROAK COLLECTION/ EDDIE SCOTT'S MERIDIAN POST	STANLEY	ARE ALL THE DOCUMENTS STILL IN THE PEACEHAVEN LIBRARY OR HAVE THEY BEEN TRANSFERRED TO THE KEEP	

DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	ONGOING
ENEWS	STANLEY/DEREK	TO CO-ORDINATE WITH DEREK IN PRODUCING REGULAR ARTICLES	ON GOING ON A MONTHLY BASIS
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS (https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf)	COMPLETE
MERIDIAN LINE WALK	DEBORAH	THE AUTHORS OF GREENWICH MERIDIAN TRAIL PEACEHAVEN TO GREENWICH, HILDA & GRAHAM HEAP HAVE BEEN CONTACTED. THE WALK WAS ARRANGED BUT CANCELLED DUE TO HILDA HAVING A CYCLE ACCIDENT. A NEW DATE FOR A WALK WILL BE ARRANGED IN DUE COURSE. Daniel Suggested we also contact 'The Bald Explorer' Richard Vobes who is an avid walker & has many followers on YouTube.	WAITING FOR FURTHER DATE TO MEET WITH HILDA & GRAHAM & DETAILS OF HOW TO CONTACT RICHARD VOBES
MERIDIAN LINE PLAQUE	DEBORAH	SITUATED NEAR LAKE DRIVE – INTESTIGATE IT'S WHEREABOUTS.	ONGOING
MERIDIAN CENTRE	HARLEY BRAY	HARLEY WILL SHOW US DOCUMENTS WITHIN HIS COLLECTION	ONGOING
NEWHAVEN MUSEUM	LYNDA/DEBORAH	TO MAKE A VISIT WHEN THE MUSEUM RE-OPENS	ONGOING

NOTES:

Kempton House would be happy for Daniel to interview their members. Contact Sue Taylor-Hill, roy.hill810@btinternet.com

NEXT MEETING ARRANGED FOR TUESDAY 8TH JULY AT 11.00am, **Community House**, Charles Neville Room

Neighbourhood Plan breakdown May 2021

Date	Activity	Hours
2nd	Housing research	3 hrs
6th	Student Panel – Brighton University, emails	2 hrs
7th	Zoom meeting with Jim Boot, Cathy, Michelle	1 hrs
13th	Writing Plan	5 hrs
13th	Preparation and attendance NP Forum	2hrs
17th	Research	1 hrs
20th	Writing Plan	2 hrs
21 st	Writing Plan	3 hrs
27th	Writing Plan, attendance University of Brighton Student Panel	6 hr
31st	Reports, admin emails.	2 hrs.
	Total	27 hrs



Report for May 2021

May has been a quiet month, which has allowed the plan to start to come together and chapters and evidence be written up. There have been two sessions undertaken with the students at Brighton University on Biodiversity and accessibility, which will hopefully enable reports and evidence to be gained for the neighbourhood plan by the end of June.

I have contacted the lead officer for accessibility in the South Downs National Park, who has provided information about accessing the National Park and will be arranging a further meeting later in June.

The usual meetings have been undertaken with the Forum and Jim Boot.

Agenda Item:

Committee Council

Date: 15th June 2021

Title: Update of Progress on Neighbourhood Development Plan

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To inform Council

INTRODUCTION

Many of the external evidence reports by AECOM are completed now including the **DESIGN GUIDE**, this document will be taken to the Planning & Highways Committees at both Councils at the earliest opportunity

Then it will become a material document at Lewes District Planning whether they are dealing with planning issues for Peacehaven and Telscombe Councils. .

The Strategic Environmental; Assessment Scoping report has completed AECOM are now completing the detailed Environmental impact report if building were to take place on the sites assessed for potential development.

This will include the Valley Road area and the Meridian Site.

One of the key limitations on development is last environmental damage.

THE HOUSING NEEDS ASSESSMENT is being completed by AECOM and will be ready soon, this will show the number and types of housing required for the two towns and is another document which will have weight in planning terms at LDC.

The University of Brighton Masters Degree students of Town Planning are completing further evidenced reports.

They have given an initial feedback session and are now completing by the end of June their assignments.

The topics are all agreed by The Steering Group and of prime importance.

1. Access to Natural Spaces
- 2 Climate Change and Energy
2. Wildlife Habitats and Biodiversity

COMMUNICATION

The Steering Group continues to submit monthly articles to Peacehaven Directory, E News and Telscombe Town Crier quarterly. There are regular social media bulletins and now we contribute to the Chamber of Commerce newsletter.

There are plans for workshops and exhibition boards through the summer.

BUDGET

Careful budgeting will enable the Draft Plan , Section 14 to be produced by September/October with Grants and technical help sought as appropriate including one from Locality to a High Street Regeneration and Social Infrastructure support fund and working with both towns on The Welcome Back Fund

Lewes District Open Space Strategy November 2020

Lewes District Council Playing Pitch Strategy Needs Assessment July 2020.

The Woodland Trust and Sussex Wildlife Trust together with a number of other ecological organisations have issued recent documents.

All of these documents will be used to set the policies to be put forward through the NDP to aid in the protection and management of greenspaces..

We are supported by Dr Maureen Berg , Senior Lecturer ,Ecologist and environmentalist from the University of Brighton and a resident of Telscombe Cliffs and Dr Andrew Coleman, Senior Lecturer (MSc Town Planning course)

The documents included set out key points from the NDP Greenspaces paper.

The evidence gathering and report compilation continues.

Introduction

Background

Analysis

Conclusions

Recommendations

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	

<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Peacehaven and Telscombe Neighbourhood Plan
Steering Group Meeting
13th May 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
R White (RW)	Steering Group Committee
G White (GW)	Steering Group Committee
D Judd (DJ)	Steering Group Committee

TOWN COUNCILLORS:

Cllr D Paul (DP)
Cllr L Mills (LM)
Cllr D Seabrook (DS)
Cllr I Sharkey (IS)

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
Dr M Eathey (ME)	Community Energy Scheme
M Gatti (MG)	Peacehaven Focus Group
M Huntley (MH)	Resident

1. Welcome and Introductions

CG welcomed everyone to the meeting.

2. Apologies

Cllr Gloria Hills

3. Minutes of meeting on 8th April 2021

The minutes were agreed as a true record.

4. Chair's update

- Last 3 meetings' Notes (for 2021) have been published on the website to ensure complete transparency.
- The Steering Group is completely non-political: when work initially started, those involved were not Town Councillors. Whilst some have gone on to be elected, the group itself is still non-political.
- Work on the NP is now being translated into plans and ultimately actions at Town Council level.
- Whilst the Steering Group is not able to prevent the building of the 450 houses at Chalkers Rise or the extra 255 required by 2030 allocated as part of Lewes District Plan, it can mitigate the worst effects of development and reap the benefits for both towns.
- The NP had 3 professional planners working with the SG:
 - M Edser who joined PTC in August 2020 and has considerable experience of Local Gov/
 - N Astley has been working on policies and writing the plan
 - J Boot is the high level project manager and accesses the required supportThe NP would not be where it is without their knowledge and expertise.
- Communications Group comprises GW, RB and DP, sharing information to the community.
- Scientific expertise from Dr M Berg and Dr M Eathey.
- The two Town Clerks are also involved with the NP, looking after finance.

- TTC have commissioned an access report focusing on parks accessibility for all groups in society – there is now a strategic document stating requirements for everyone to benefit from parks.
- TTC have also commissioned a biodiversity report has been completed focusing on wildlife.
- The Green Infrastructure Plan Project is underway.

5. Communications Update (GW and RB)

- RB gave an update on the newsletter recently created using an e-mail marketing program, to relate bite-size information in layman's terms which directs readers back to the website to reach a wider audience. Some paper copies will be used, also focus groups.
- Website: CG reported 3,000 website hits in 2 months (additionally 760 had completed the on-line survey accessed from the website).
- GW has been writing articles and blogs: the Strategic Environmental Assessment has been written up as a story for Peacehaven Directory, Peacehaven's e-news and Zone zine – lots of comments on Facebook which should push traffic to the website. He suggested boosting posts if the budget permitted to reach a wider audience.
- Seahaven FM has requested an interview with CG.
- FAQs have been produced to create a co-ordinated response and comment on social media.
- Coffee mornings may soon be possible to speak directly to residents.
- MG (Peacehaven Focus Group) was present at the meeting and able to use social media to circulate information.

6. Update from Jim Boot

- a) A presentation on the Design Codes update from UoB was given to the meeting – this was a 100 page document which will be uploaded to the website. An abridged version could be circulated to the SG. The highlights were:
 - Funding bid submitted to the Bespoke High Streets and Social Infrastructure Support Grant (up to £15,000) for A259 public realm improvements such as benches, signage, promoting Peacehaven and Telscombe as a destination (not just drive through). This grant is a new funding stream for NP groups only.
 - Green spaces – a briefing was held with the UoB students last week and they understood the issues.
 - Design guides focused on South Downs fringe and suggestions for more attractive development which respect the area (street lighting/light pollution), also out-facing to the downs.
 - Street furniture: seating options were considered including more contemporary ideas building on previous work for a cultural offer in Peacehaven.
 - Bin and cycle storage with a 'green' roof included in new developments.
 - Biodiversity net gain – with the proposed Government Environment Bill to increase wildlife in communities, new ideas have been incorporated in the design guides that developers should consider to comply.
 - Electric car charging point's provision within new developments – also boxes for home deliveries to futureproof recent societal changes.
 - Update session on 27 May at 2pm with UoB students (anyone was welcome to attend) specifically looking at: wildlife habitats and connectivity (purple group), access to natural spaces (including potential increasing the towns' outdoor tourism and recreation offer) (yellow group), climate change and energy – (green group).
 - Dr Earthy has been working with the town councils regarding ways to adapt and be more resilient to impacts of local climate change and renewable energy. which may be turned into planning policy in the future.
 - Project plan (available on the website) – everything is on track.

NA observed the UoB work is most valuable, thanks to JB, providing lots of research not available from any other source which will be important to demonstrate and evidence to the inspectors.

Dr Earthy reported on the Community Energy Scheme: both councils agreed to be involved, also LDC are doing a lot of climate change work. Local community energy grids will be needed

when residents are using electricity for domestic air sourced heat pumps as well as car charging - battery storage options will be needed. In addition to local businesses generating wind and solar power are all possibilities, but such development needs funding. Government directives are one thing but on a domestic basis sources of finance must be found. ME explained the regulations surrounding trading domestic electricity. Documentation from other schemes and public information was available.

Battery storage: WSCC has a project in Lancing and investigations into their rationale and selection criteria will save doing this work in Peacehaven and Telscombe. One huge storage facility (possibly buried on a greenfield site) is the worst option but several smaller ones built around car parks, stairwells etc would be preferable.

RW observed the public transport network was poor, therefore more people use cars and asked if the UoB could look at a local town shuttle service? JB responded there was a UoB transport report with many recommendations on the website - he wasn't sure whether this referenced public transport but they could be asked to investigate.

PB suggested the Government could change attitudes on environmental issues if every new house was built with solar panels and rainwater storage. His solar energy system had no battery storage and quotes for installation were too expensive so the government should support investment. ME observed there was a lot of unused roof space which could be used for solar panels.

7. Update from NA

- A meeting took place with the planning policy team at LDC to discuss the Housing Needs Assessment (HNA) drafted last year by T Davis which they believed was out of date and did not agree that it could be used as evidence for housing policy. LDC offered to conduct another HNA but not until later in the year. LOC sourced a Locality grant available for AECOM to carry out an independent HNA which was successful and a meeting held with AECOM to discuss the requirements. Now working on independent evidence for this and the first draft is expected towards the end of June. That will be followed by a period of consultation (for LDC's input). The housing needs chapter of the NP will therefore be delayed until end of July.
- A meeting held with different AECOM consultants leading on Strategic Environmental Appraisal to discuss the scoping report and issues raised by the SG, P Seed, NA and JB. This should be ready within the next 4 weeks or so.
- Another meeting with the SDNP NP officers to discuss accessibility and pathways (opening up the park through cycle and walking routes). Further discussions will take place on improvements and links through to Telscombe Village and Saltdean.
- NA is working with JB on design codes, liaising with UoB students and writing the NP.
- Historic elements and protecting important locations. NA is creating a timeline of 19th and 20th century history including listed buildings and conservation areas.
- Also creating a definitive list of green spaces and community facilities within the towns including the outreach services they provide with different clubs and organisations. The list will identify gaps to be provided for the future.

CG stated there is a need to build in economic benefit for the town. Most people travel out to work and that dynamic needs to change. Grants and other funding secured for the Towns are very important in helping to encourage visitors. For instance, more emphasis of the Meridian line location as a "Unique Feature" of Peacehaven as the point where the line crosses from Europe.

NW stated as a resident he had not heard much about the Council declaring a climate emergency – how will it be tied into the NP? JB referenced the UoB report on Climate and Coastal Change (available on the website) which has much detailed information and research

included. Each report has policy recommendations to be included in the NP. Another report on climate emergency is due this year.

DS added that the Council has not published much information because the climate emergency declared relates to the Council's own operations. The council's buildings and parks a programme of equipment replacement is being considered with greener alternatives.

Additionally there was an intention to launch initiatives such as Citizens Panels on various topics relating to climate change and a drop-in climate café. Both were put on hold due to Covid but they can hopefully now progress to involve the community and guide people in the right direction. Each person has their part to play and more information about climate change and what people can do will be on the website. Joint working party action is underway with both councils and Newhaven Council, plus there is a Lewes climate forum focusing on housing; hopefully ESCC will join to consider the transport element.

NA added that the NP is a strategic document looking at the whole of the combined area and includes coastal erosion and surface water flooding, providing strategic policies for Town Councils. One will be the Green Infrastructure Plan (protecting green spaces and developing policies to promote biodiversity) – Councils can then plan how they will manage their green infrastructure with (for example) planting and mowing etc. The NP set policies at strategic level and the Green Infrastructure Plan at a local level.

TA confirmed PTC has had a climate emergency group for 2 years, also a joint group with TTC with an action plan that is in progress but critical to include targets for 2030 in the NP. Feeding into this will be the latest set of UoB reports to be presented on 27th May – the evidence provided will then be analysed and included in the Green Infrastructure Plan.

8. Update on Meridian site and Peacehaven infrastructure

ME reported on the Meridian site: developers are currently working up their planning application – since consultation, workshops with the Council have been held and they are encouraging them to consider the feedback received. A third version of their plan will be discussed with the Council next week and public consultation findings will be published shortly. The scheme has evolved with a larger library, additional retail units, removal of one of the care facilities, 100% affordable housing across the site and a variety of improvements to Community House. The Council is taking legal advice regarding rights and property valuations. It was believed they would submit a planning application in the near future.

JB queried 100% affordable housing - ME explained there is an arrangement which includes a government grant. MG asked what would replace the care units: ME responded the housing mix had changed and more retail units included.

CG encouraged everyone to visit the website as a great deal of additional information is now available. Whilst comments on social media indicated residents do not want more housing, local people also want homes for their children and a different housing mix. The evidence will be available in the NP and she hoped this message would find its way onto social media.

9. Next Steering Group meeting: Thursday 10 June at 7pm.

Meeting closed at 8.28pm.

Agenda Item: C793
Committee: Council
Date: 15th June 2021
Title: Peacehaven Community Orchard Licence
Report Authors: Cllr David Seabrook
Purpose of Report: To agree a licence between Peacehaven Town Council and Peacehaven Community Orchard

Introduction

Peacehaven Community Orchard is situated on the northern edge of Centenary Park in Peacehaven. It covers an area of approximately 5 acres and is home to around 100 apple trees, many of which are Sussex Varieties. Brighton Permaculture Trust have been their partners since the beginning providing valuable expertise and training.

The Orchard was created as a part of the Big Park Project and later transferred to Peacehaven Town Council with Centenary Park. The first trees were planted in the Autumn of 2015 and since then new apple trees have been planted every year. The Orchard is managed by a community group of volunteers and is now well established.

Background

Peacehaven Community Orchard has been asking for a licence to create and maintain a Community Orchard which will enable them to obtain additional funding. Until last year the Orchard was self-funded through various fundraising activities such as coffee mornings; Covid 19 has prevented such fund raising. The Orchard has also received funding in the form of the trees through Infinity Foods which was only possible through Brighton Permaculture Trust as Peacehaven Community Orchard does not have a licence. The funding from Infinity Foods has now ended.

Analysis

Next year's planting is restricted due to maintenance needs caused by the extreme winds this year. The Orchard needs to find additional funds in order to continue and this will require a licence to be in place.

Conclusions

A licence will ensure that we can apply for funding and grants in future years. The Orchard costs about £2,500 a year to maintain with additional costs for new trees. We need to create additional wind breaks and it is planned to interplant the apple trees with smaller more shrubby plants.

Recommendations

To agree a licence to create and maintain a Community Orchard and any related subsidiary activities between Peacehaven Community Orchard and Peacehaven Town Council.

Implications

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

<u>Financial</u>	<p>A licence will enable the Orchard to continue to be self-funding although an emergency grant was made last year due to covid preventing fund raising. This money has been spent on repairing the damage from winter storms.</p> <p>The Orchard is a valuable asset for Peacehaven and will become a heritage site for Sussex Apple Trees as well as an educational resource.</p>
<u>Legal</u>	<p>The licence will make it clear which party is responsible for what actions.</p>
<u>Health & Safety</u>	<p>Peacehaven Community Orchard has a health and safety policy in place, it provide training for the use of tools and equipment such as scythes and has adequate insurance in place. Detailed risk assessments are in place. Safeguarding polices are in place.</p> <p>Many of our volunteers have disabilities and we do whatever is reasonably practical to meet any needs and to ensure equal opportunity,</p>
<u>Planning</u>	<p>The Orchard should be included in the Neighbourhood Plan as an asset and a green space. Peacehaven Town Council's Leisure, Amenities and Environment Committee has also agreed to make a Deed of Dedication with Fields in Trust to protect it in perpetuity.</p>
<u>Environmental and sustainability</u>	<p>The Orchard is used by many residents to exercise. It is alongside footpaths to the South Downs. It provides a significant level of biodiversity with around 45 species of wildflower (and still counting) and 27 species of trees as well as almost 100 apple trees. Pollination insects are well provided for and the Orchard is managed using permaculture principles.</p>
<u>Crime and disorder</u>	<p>Crime and disorder has not been an issue other than littering and dog fouling which are removed by our volunteers on weekly basis.</p>
<u>Social value</u>	<p>The Orchard can provide residents with exercise, improve their wellbeing, physical and mental health. There are many opportunities for volunteering for people of all ages and abilities including children and the elderly.</p>
<u>Climate</u>	<p>The Orchard removes carbon dioxide from the atmosphere. It provides green lungs for the environment and a habitat for a large number of flora and fauna. There is no waste produced in the Orchard as all materials are recycled. Some waste from the café is used within the Orchard.</p>

PEACEHAVEN TOWN COUNCIL

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BN30 8BB

Licence to create and maintain a Community Orchard and any related subsidiary activities

between

Peacehaven Community Orchard (Hereinafter called "the Licensee")

and

Peacehaven Town Council and acting by its Officer who has agreed this document with the Council hereby permit you to create and maintain a Community Orchard in Centenary Park on the land outlined in blue on the plan annexed hereto, subject to the following conditions: -

- a) This consent includes the installation by the Licensee of small tool storage containers.
 - b) The consent includes the planting and maintenance of a shelter belt around the perimeter of the Orchard.
 - c) Pedestrian access to the Orchard across Peacehaven Town Council land by users of the Orchard in accordance with the attached plan.
 - d) Access and use by all persons is to be permitted at all times.
 - e) The Licensee is permitted to have a water supply installed to the site, exact details of which are to be agreed with the Park Officer of Peacehaven Town Council.
1. Should the Licensee (Peacehaven Community Orchard) cease to exist, the Orchard will continue to be maintained by Peacehaven Town Council or its managing agents.
 2. The Licensee shall fully and completely release and indemnify and keep indemnified Peacehaven Town Council from and against all actions suits claims costs expenses damages and demands whatsoever arising out of and in connection with the use of the Licence or the granting of this Licence.
 3. The Licensee shall hold insurance in respect of the risks set out above for a minimum of £10,000,000 and to satisfaction of the Town Clerk.

4. The Licensee shall be responsible for the insurance of the contents and inventories of the Orchard.
5. The Licensee agrees to follow all relevant policies of Peacehaven Town Council.
6. The Licensee will at all times operate in accordance with prevailing Covid-19 Government legislation and advice and will make any necessary changes in order to comply with this.
7. This Licence shall be personal to the Licensee and accordingly the Licensee should not assign or grant sub-licences or share possession or occupation of the property or any of the Licensee's rights under this Licence'.
8. The Licensee should use the property only for the authorised purpose.
9. Peacehaven Town Council shall be responsible for cutting the grassed area once per year in the autumn.
10. Peacehaven Town Council shall be responsible for the maintenance of all fencing and gates.
11. Peacehaven Town Council reserves the right to terminate this Licence by giving a minimum notice of six months to.
12. The Licensee has the right to terminate this Licence by giving a minimum notice of six months (or shorter period by mutual agreement) to Peacehaven Town Council.

Dated the 1st July 2021

Anthony Allen
Town Clerk
Peacehaven Town Council

PEACEHAVEN TOWN COUNCIL

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Dated the 1st July 2021

**Anthony Allen
Town Clerk
Peacehaven Town Council**



- [illegible]

NOTE: IN AN ATTEMPT TO REDUCE INFLATION, THE FOLLOWING

1. (A) INCREASED THE PRICE OF THE PRODUCT BY 10%.
2. (B) INCREASED THE PRICE OF THE PRODUCT BY 20%.
3. (C) INCREASED THE PRICE OF THE PRODUCT BY 30%.
4. (D) INCREASED THE PRICE OF THE PRODUCT BY 40%.
5. (E) INCREASED THE PRICE OF THE PRODUCT BY 50%.

NOTES

This drawing is Copyright and shall not be produced, nor used for any other purpose without the written permission of the Leadscope Architects.

Do not scale this drawing.

Report any discrepancies, errors or omissions to the Landscape Architect immediately.

The Contractor shall ensure that all goods, materials and workmanship conform with current British Agrément Certificates, British Standards and Building Regulations, and ensure that all works are executed in full compliance with all current Codes of Practice and Regulations in respect of Health & Safety.

Ac	1331	79	Lower molecular weight polymers with lower viscosity	10
Sty	1400	83	Styrene	420

[illegible]

13 LA 510 TO CONFIRM THE WINTER 2020/21 TREE PLANTING SCHEME

Cllr Griffiths' report was noted and discussed.

It was resolved to go ahead with the planting scheme which will enhance Centenary Park and it was also proposed to plant some trees in Howard Park. The trees need to be planted this winter; forty trees in Centenary Park and approximately eight trees in Howard Park.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in Favour

Agenda

Item:

C794



also known as Linden Tea.

Wildlife

Bees are attracted to the strongly scented flowers and Lime-flower honey is said to have the best flavour of any. A range of other insects are also to be found on the tree.

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Committee: Council

Date: 15th June 2021

Title: Urban Tree

Challenge Fund

Report Authors: Cllr. Sue Griffiths

Purpose of Report: To inform Council of potential project and agree actions.

Introduction

The Urban Tree Challenge Fund is a funding stream from DEFRA with the purpose of planting large standard trees which also covers the cost of watering the trees for three years. It provides 50% of published standard costs for planting and establishment and the remaining costs of the planting and establishing of trees supported by the UTCF must be met by match funding either in the form of money or labour

Brighton Permaculture Trust is putting in a submission to Trees for Cities to be included in a national bid to the Urban Tree Challenge and has asked if Peacehaven Town Council would like our project to be included within their submission.

Brighton Permaculture Trust is a charity that promotes greener lifestyles and sustainable development through design. The trust was formed in September 2000 as an ethical not-for-profit organisation operating in Brighton and Sussex and is a member of the national [Permaculture Association](#) (Britain)

The report has come to Council because the date for submission to Trees for Cities who are making the overarching submission to DEFRA is the 25th of June and the next meeting of L, A&E is the 20th of July.

Background

On the 15th of December 2020 the Leisure, Amenities and Environment committee agreed to spend £2000 out of the £2,500 budget on a planting scheme to fill the gaps between the Elm trees situated along the south edge of the Southern Water owned road in Centenary Park.

Another £2500 has been allocated in this year's budget.

The variety of tree may differ from those agreed and our contribution may be more than the £2000 agreed as the trees will be larger than those envisaged.

Analysis

The PTC Grounds Team would not have time to water the trees during their normal hours of work but the funding would allow them to work overtime without impacting the budget.

Planting larger trees will create more of an immediate impact.

Having Brighton Permaculture Trust do the planting will free up PTC Grounds Team time.

The funding will increase the value of the planting scheme by at least 50%

Conclusions

Agreeing to be a partner with Brighton Permaculture Trust in this planting scheme will increase the value of our own scheme. Save on staff time and provide the Grounds Team with overtime outside the Council budget which they are happy to do.

Recommendations

1. To agree to working with Brighton Permaculture Trust in their application to the Urban Tree Challenge Fund.
2. To agree that the Grounds Team can work overtime funded by the UTCF.
3. To agree to instruct the Town Clerk to sign the necessary paperwork giving the Council's agreement.

Implications

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

<u>Financial</u>	PTC contribution would be from the budget already agreed for tree planting.
<u>Legal</u>	No legal implications beyond the agreement with UTCF.
<u>Health and Safety</u>	Brighton Permaculture trusts will be planting the trees and will be responsible for their own health and safety.
<u>Planning</u>	No planning implications.
<u>Environmental and sustainability</u>	The agreement includes watering and maintenance as well as the replacement of any trees that do not survive. The selected trees are

	appropriate for coastal, windy sites with chalky soils.
<u>Crime and disorder</u>	No impact on crime and disorder.
<u>Social value</u>	Trees greatly benefit the people living around them by having a positive impact on mental health and wellbeing, reducing stress and encouraging outdoor exercise. This is in addition to the benefits they will receive from an improved environmental quality and improved amenity which comes with planted areas.
<u>Climate</u>	The trees will remove carbon dioxide from the atmosphere and create additional habitats for wildlife.

Appendices/Background papers

Agenda Item: LA 510

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Winter 2020/21 Tree Planting Scheme

Report Author: Cllr. Sue Griffiths

Purpose of Report: To inform committee of the proposed Scheme

Summary of recommended actions

1. To confirm the proposed planting scheme.
2. To confirm the spending from the allocated budget

Introduction

A budget of £2500 for tree planting was agreed by Council for the year 2020/21.

£2000 to be spent on a project in Centenary park and £500 for trees in other areas owned by PTC.

None of this has been spent so far as winter is the planting season.

Background

The disease resistant Elm trees situated along the south edge of the Southern Water owned road were planted in 2014/15. They have suffered badly from the strong winds that sweep Centenary Park on a regular basis and will benefit from the planting of more trees within the gaps. The planting scheme will provide another 40 trees with the necessary posts, water tubes and planting mediums.

Analysis

To grow successfully the trees need to like chalky soil and be able to cope with strong SW winds, occasional NE winds and grow to a suitable size. Suitable trees are Italian Alder, Small leaved Lime and Swedish Whitebeam.

When trees grow, they convert CO₂ to carbohydrates (sugar) by photosynthesis. A young tree absorbs about 5,900 gram of CO₂ per year while a 10year old tree absorbs almost 22,000 gram per year. The trees will contribute to the Council Policy of reaching net zero carbon by 2030.

Total cost of scheme IRO £1800 is therefore within the £2000 budget allocated. This include posts, water tubes and planting mediums.

Implications

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

Financial	Within allocated budget
Legal	None
Environmental and sustainability	Will provide more diversity in the park. In particular, the Small Leaved Lime is in decline and is a food source for the lime hawk, peppered, vapourer, triangle and scarce hook tip moths. The flowers are also popular with feeding bees.
Crime and disorder	None
Climate	Will remove CO2 from the atmosphere & therefore is in accord with PTC Climate Change policy

Italian Alder



Alnus cordata



Height	10- 15 m
Crown	wide conical, half-open crown
Bark and branches	grey, later slightly furrowed
Leaf	heart-shaped, green, 5 - 12 cm
Flowers	catkins. ? ± 1 cm, ? ± 10 cm, February/March
Fruits	ovoid strobiles, 2 - 3 cm
Spines/thorns	None
Toxicity	usually not toxic to people, (large) pets and livestock
Soil type	few requirements, thrives reasonably in poor, dry soil
Leaf	heart-shaped, green, 5 - 12 cm
Soil moisture	suitable for dry soil, withstand long flood, withstand short flood
Paving	tolerates paving
Winter hardiness zone	8b (-20,5 to -17,8 °C)
Wind resistance	good
Other resistances	resistant to frost (WH 1 - 6), can withstand wind, resistant to de-icing salt
Application	avenues and broad streets, squares, cemeteries, coastal areas, windbreaks
Shape	clearstem tree, feathered tree, multi-stem tree
Origin	Italy, West Greece

Alnus cordata is indigenous in Italy and parts of Greece. It is a fast-grower that can eventually attain a height of 15 m. The almost horizontal growth of the side branches is characteristic. From the scattered buds, on short stalks, the leaves appear. They are heart-shaped and 12 cm long. The topside is green and glossy. In autumn they remain long on the tree. As soon as winter ends the female and male, pendulous catkins appear. They are followed by the familiar strobiles, which, arranged in clusters, appear from September onwards and remain on the tree all winter. The tree is shallow-rooting and not deep with many delicate rootlets. Little susceptible to sea wind, tolerant to paving.

Swedish Whitebeam



Sorbus intermedia



Height	10 - 12 (15) m
Crown	broad ovoid to rounded, dark, dense crown
Bark and branches	bark smooth, blackish-grey, later grooved
Leaf	oval to ovoid, lobed, dark green, 6 - 10 cm
Autumn colour	yellow, orange
Flowers	creamy-white, in umbels of approx. 11 cm Ø, May, fragrant flowers
Fruits	ovoid to round, orange-red, fruits up to 1.2 cm Ø
Spines/thorns	None
Toxicity	usually not toxic to people, (large) pets and livestock
Soil type	makes few demands, grows best on calcareous soils
Leaf	oval to ovoid, lobed, dark green, 6 - 10 cm
Soil moisture	suitable for dry soil
Paving	tolerates paving
Winter hardiness zone	5a (-28,8 to -26,1 °C)
Wind resistance	good
Other resistances	resistant to frost (WH 1 - 6), can withstand wind
Fauna tree	resistant to frost (WH 1 - 6), can withstand wind, provides food for birds
Application	avenues and broad streets, parks, squares, tree containers, cemeteries, roof gardens, coastal areas, large gardens
Shape	clearstem tree, multi-stem tree(s)
Origin	Southern Scandinavia

Medium-sized tree that starts off with a narrow pyramidal crown, later growing to broad ovoid. Old specimens eventually develop a round crown. It is a slow grower with an extended main trunk and dense branches. The blackish-grey trunk remains smooth for a long time but is later grooved. Young twigs are greyish-brown to olive-brown, hairy at first but very quickly become bare. The leaves are lobed with 5 to 9 lobes on each side. On the upper side they are dark green and slightly glossy while the underside is white and felt-like; in the autumn they turn yellow to orange-yellow. Sometimes the autumn coloration fails to appear. The creamy white flowers give off a scent that is typical of the tree. After flowering the tree produces orange-red ovoid to round fruits in small umbels. They remain on the tree until October. *S. intermedia* is a wind-resistant tree that stands up well to dry conditions. Can be used in coastal regions. Resistant to fire blight.

Small Leaved Lime



Tilia cordata

One of our most beautiful trees, with an impressive shape, strongly scented flowers and elegant foliage. A British native, the Small Leaved Lime was the predominant tree in English woodlands until the Saxon period, when other trees became more dominant. A much better tree than the more commonly planted non-native *Tilia x europaea*. Its shape is reminiscent of the English Elm, and it is now more often planted to replace trees lost to Dutch Elm disease.

Site and soil

Any well-drained fertile soil in sun or shade. Especially good on chalky soils and in towns. Avoid exposed windy sites.

Height and spread

Below are the approximate stages of growth, assuming sited in suitable conditions for this species;

After 10 years: 6m x 4m

After 20 years: 12m x 6m

Leaf and bark

The leaves are heart-shaped and smaller than other limes at 8cm long. They are dark green above, blue-green beneath with distinctive tufts of brown hairs in the leaf axils. They turn yellow in autumn. The bark is smooth and grey, developing cracks and flakes as the tree ages.

Flower, seed and fruit

The pale yellow sweetly scented flowers are borne in small clusters in midsummer at the end of a slender stalk. They are followed by the small (1.2cm) elliptic, downy fruits.

Uses

Woodland, parks, gardens, avenues, street-side planting, pleached hedges. The very light wood is valued for carving, because it is so easy to work; most of the Grinling Gibbons carvings in St Paul's Cathedral, Windsor Castle and Chatsworth are in lime wood. The bark has been used to make matting, baskets and fishing nets. The flowers are employed medicinally and are perhaps best known for making the sedative Lime-flower Tea, also known as Linden Tea.

Wildlife

Bees are attracted to the strongly scented flowers and Lime-flower honey is said to have the best flavour of any. A range of other insects are also to be found on the tree.



13 LA 510 TO CONFIRM THE WINTER 2020/21 TREE PLANTING SCHEME

Cllr Griffiths' report was noted and discussed.

It was resolved to go ahead with the planting scheme which will enhance Centenary Park and it was also proposed to plant some trees in Howard Park. The trees need to be planted this winter; forty trees in Centenary Park and approximately eight trees in Howard Park.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in Favour



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PEACEHAVEN TOWN COUNCIL

Agenda Item:	C795
Committee:	Council
Date:	15th June 2021
Title:	Hybrid Working Policy
Report Authors:	Town Clerk
Purpose of Report:	To seek adoption of this Policy

The following Draft Policy has been drawn up by Cllr Seabrook, the Town Clerk and the Civic & Marketing Officer.

The Policy contains best practice currently recommended nationally and has been vetted by HR Services Partnership as being fit for purpose.

Council is asked to adopt this Policy.

HYBRID WORKING POLICY FOR STAFF

1. INTRODUCTION

Peacehaven Town Council is committed to ways of working that meets both its and employees' needs. Having reviewed the changing work environment, the Council has formally adopted a policy of supporting staff to have a better work-life balance, as well as continuing to deliver vital services to the community. This policy sets out how informal hybrid working arrangements can benefit staff and the Council as the employer, as well as how such arrangements can be put in place.

2. SCOPE

This Hybrid Working Policy applies to all members of staff who can complete all or part of their work from home. No member of staff will be expected to work from home without their full agreement.

It is acknowledged that not all roles are suitable for working from home. The official Place of Work will remain as the office at Community House.

This policy is separate to staff's statutory rights to request Flexible Working; the statutory process involves a contractual change to terms and conditions. Hybrid Working is about informal arrangements to split working time between home and the office. For the statutory process, please visit <https://www.gov.uk/flexible-working>.

3. DEFINITION OF HYBRID WORKING

The policy allows for a hybrid way of working, with time split between home and the office, and/or other locations, to be agreed in advance with line managers, and in accordance with this policy. The business premises will continue to be the main working base and employees will be expected to attend meetings at Community House when required.

4. AGREEING TO WORK FROM HOME

Any employee who wishes to, and can, work from home for part, or all, of their duties may request to do so. No formal application is needed, however staff should speak to their line manager, will make an assessment and decide on their suitability for homeworking. Factors to be considered will include:

- Whether the role can be done just as effectively away from the office by someone working on their own.
- Self-motivation and discipline.
- Ability to work without direct supervision.
- Ability to complete work to deadline.
- Ability to use appropriate IT equipment, software and video conferencing competently.
- Satisfactory completion of any period of training
- Whether the home is suitable and the necessary equipment is available to the employee.
- The well-being of the employee.
- Time sheets recording hours worked at home or in the office to be completed weekly.

In the event of a disagreement concerning a discussion to work from home, the employee has the right to raise a grievance to the Personnel Committee. Please see the Council's Grievance Procedure in the Employee Handbook for details. Staff should try to resolve disagreements regarding home working informally, in the first instance.

5. HEALTH AND SAFETY

The Council as an employer has a duty of care to its employees and will carry out a risk assessment before homeworking can be approved. There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong. The employee's line manager will keep in touch on a regular basis, at least daily, to ensure that the employee is healthy and safe. If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health.

For those people who are working at home on a long-term basis, the risks associated with [using display screen equipment \(DSE\)](#) must be controlled.

If working outside of the main office becomes a long term, or permanent arrangement, a home workstation risk assessment will be carried out and appropriate adjustments made, or additional equipment provided.

Please refer to the Display Screen Equipment (DSE) workstation checklist <https://www.hse.gov.uk/pubns/indg36.pdf> for further details.

The Council will provide, at no expense to the employee, any additional equipment required e.g., IT equipment and advice on control measures.

Employees also have a responsibility for their own health and safety. There are some simple steps they can take to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus and undertaking rest breaks
- maintaining eye health by undertaking regular eye tests and use of glasses as required. The Council will pay for a eye test every two years where needed.

The Council will have regular discussions with workers to assess whether additional steps are needed, for example where they report:

- aches, pains or discomfort related to their DSE arrangements
- adverse effects of working in isolation, on remote IT systems or unable to access support systems provided in the workplace
- working longer hours without adequate rest and recovery breaks

6. LONE WORKING POLICY

The Lone Working Policy will apply to all members of staff who work from home for part or all of their contracted hours.

7. ABSENCE

Procedures for reporting sickness, for requesting annual leave and time of in lieu are unaffected. Please refer to the Staff Handbook for further information.

8. WORKING HOURS AND PATTERNS

Information regarding availability of staff i.e., which days and hours are worked, should be communicated with the rest of the team.

9. EXPENSES

Whilst the Council does not current offer a home working allowance, staff may be eligible to claim expenses, in accordance with HMRC regulations. Staff can check eligibility and make claims as necessary by visiting <https://www.gov.uk/tax-relief-for-employees/working-at-home>.

10. MORTGAGE, LEASE AND INSURANCE ISSUES

The employee should inform their mortgage provider or landlord of their intention to work from home. They should also check that there isn't anything preventing them working from home, in their mortgage agreement, restrictive covenants in the deeds, lease or insurance.

The employee should inform their insurance company of their intention to work from home and obtain from their home insurer confirmation of cover should work equipment cause damage and for a claim from a third party. Non-disclosure could invalidate the home insurance policy.

Council property and claims by a third party should be covered by the employer's insurance policy.

11. THE EMPLOYER'S ACCESS TO THE EMPLOYEE'S HOME

The Council will on occasions require access to the employee's home by arrangement. For example:

- Initial set-up of equipment.
- Maintenance of equipment.
- Health and safety assessment
- Electrical equipment testing.

If the employee moves home, a further health and safety risk assessment will be required.

12. ATTENDANCE AT THE OFFICE

The employee will be required to attend at the office from time to time for the purpose of meetings with their line manager, colleagues, suppliers, members of the public, councillors and other stakeholders, access to specialised equipment and computer systems. Individual working arrangements will be discussed with the line manager. Meetings must not be held at the employee's home and staff will not unreasonably refuse to attend the office for meetings or other work-related activities.

Additionally, some duties can only be carried out in the office.


13. SECURITY




The employee may only store information on their provided computer or laptop. Laptops must not be left unattended such as in a car. All emails must be by using their Council email address. Personal email addresses must not be used for Council business. On termination of employment, all equipment, files etc. must be returned to the office. The Council's GDPR policies continue to apply to all staff, regardless of working from home or working from the office.




ACTION PLAN TO AN AGREED PHASED RETURN TO WORKING UPDATED 9th JUNE 2021


TASK	Who is Responsible	Comments	Objective agreed/not agreed/complete
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, Parks officer & Communications 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</p> <p>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 HOME	Town Clerk & Civic Officer	Communication via the staff WhatsApp group is excellent between staff and this method should continue.	<p>AGREED – STAFF TO CONTINUE TO COMMUNICATE VIA THE WHATSAPP METHOD TO</p>

		To determine a phased return, commencing 21st June	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.	IT WAS AGREED THAT SUPPORTED GROUPS/ORGANISATIONS COULD RETURN FROM 17 TH MAY – KNOW DEMENTIA & DEANS CLUB, HIDDEN HEARING & DIMENSIONS
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. Complete & ready to action	
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		NO HIRERS OTHER THAN SUPPORTED GROUPS WILL BE ALLOWED TO RETURN UNTIL 21ST JUNE ONWARDS
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	NOT IN THE FOYER – COULD TRIAL IN THE MAIN HALL EACH TUESDAY
7. MARKETS	Information Officer, CCE Chair, Civic Officer, Senior Caretaker, Town Clerk	Can we maintain a safe building?	THURSDAY & FRIDAY MARKETS FROM 21ST JUNE WITH ONLY 17 TABLES, RESTRICTED

			NUMBERS IN HALL POSSIBLE TUESDAY CAFE RUN BY CHARITIES IN HALL, WITH DEMONSTRATIONS FROM LOCAL GROUPS/SCDA
8. TO UP-DATE THE RISK ASSESSMENT FOR COMMUNITY HOUSE	Information Officer & Senior Caretaker	To keep up-dating as the restrictions are lifted. Complete	
9. STAFF TEAM BUILDING EVENT	Civic Officer	Task complete, ready to action after 21st June.	
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 Complete & ready to action.	
11. 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

12. 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 THAT NO COFFEE MORNINGS TO RETURN – TO BE REVIEWED AT NEXT MEETING
13. DO WE OPEN IN THE EVENINGS?	Senior Caretaker	Is this a requirement for every evening? <i>Council meetings will be in the main hall and Peacehaven Players in the Anzac Room from 15th June</i>	WE WILL LOOK AT EACH INDIVIDUAL BOOKING TO MAKE A DECISION
14. DO WE OPEN ON SATURDAYS?	Senior Caretaker	The only regular booking is the Church	AGREED 30 AT ONE TIME OVER TWO SESSIONS IN THE ANZAC ROOM ONLY!
15. COMMUNITY EVENTS	Civic Officer Senior Caretaker	To continue to organise as & when necessary. Caretaking staff to be made available	POSSIBLY WRESTLING, AFTERNOON BINGO SESSIONS – NO RUSH
16. INFORMATION OFFICE TO OPEN 9-4 <i>FROM 21ST JUNE</i>	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. Blood Sessions	 THE COMMUNICATIONS OFFICER TO PUBLICISE THE INFORMATION OFFICE OPENING HOURS THE CARETAKING STAFF TO BE ON SITE DURING THESE SESSIONS THEREFORE THE OPENING HOURS WOULD

			WAS NOT AGREED
21. 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
22. SHOULD COUNCIL ALLOW INDIVIDUALS/GROUPS TO BLOCK BOOK (CONTRACTED)	Information Officer, Town Clerk, Civic Officer		NO BLOCK BOOKINGS AGREED
23. THE DELL	Information Officer, Town Clerk, Civic Officer, Parks Officer, Chair of L A & E	<p>The Information Officer will collate all appropriate documents: -</p> <p>Covid-19 risk assessments, Terms & Conditions of Hire, and public liability insurance.</p>	<p>A DECISION WAS MADE TO OPEN THE DELL FOR COMMUNITY EVENTS, THIS INCLUDES CAR BOOT SALES. THE BOOKING FEE REMAINS AT £70</p> <p>FROM 1st MAY. BOOT FAIRS/MARKETS TO OPERATE WEEKLY, WEATHER PERMITTING AND TO WORK ROUND THE FAIRS/CIRCUS. CHARITABLE ORGANISATIONS WILL</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>HAVE PREFERENTIAL BOOKINGS</p>  <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</p>
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		The Park Run group	CONTROL GATHERINGS AND PHASE THE RUNS, CONSIDERING THE RULE OF 6
24. 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 WILL TAKE PLACE AFTER THE NEXT ANNOUNCEMENT FROM CENTRAL GOVERNMENT



PEACEHAVEN TOWN COUNCIL

Committee Meeting Schedule Jan 21 - Jan 22 – updated 25/5/21

JANUARY		
TUESDAY	5	CLOSED
TUESDAY	12	Planning & Highways 7.30
MONDAY	18	Policy & Finance 7.30
TUESDAY	19	Civic and Community Events 7.30
TUESDAY	26	COUNCIL
FEBRUARY		
TUESDAY	2	Planning & Highways 7.30
MONDAY	8	Grants Sub-Committee 7.30
TUESDAY	9	Leisure, Amenities & Environment 7.30
TUESDAY	16	Business Development Committee 7.30
WEDNESDAY	17	Personnel Committee 7.30
MON	22	Grants Sub-Committee 3pm
TUESDAY	23	Planning & Highways 7.30
MARCH		
TUESDAY	2	Policy & Finance 7.30
MONDAY	8	Grants Sub-Committee 3pm
TUESDAY	9	COUNCIL
TUESDAY	16	Planning & Highways 7.30
MONDAY	22	Grants Sub-Committee 3pm
TUESDAY	23	Leisure, Amenities & Environment 7.30
TUESDAY	30	Civic and Community Events 7.30
WEDNESDAY	31	Personnel Committee 7.30pm
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		
TUESDAY	4	Annual Council 7.30pm – Normal Zoom Council meeting
WEDNESDAY	5	Planning & Highways 7.30
THURSDAY	7	Leisure, Amenities & Environment 7.30 – Normal Zoom Committee meeting
WEDNESDAY	12	ANNUAL TOWN ASSEMBLY 7pm (Virtual Meeting)
WEDNESDAY	19	Business Development 7.30 – Review & Update meeting - on



PEACEHAVEN TOWN COUNCIL

		Zoom
JUNE		
TUESDAY	15	COUNCIL 7.30 – on Zoom/in public TBA
WEDNESDAY	30	Business Development 7.30 – Review & Update meeting - on Zoom
JULY		
TUESDAY	6	Planning & Highways 7.30
TUESDAY	13	Civic and Community Events 7.30
TUESDAY	20	Leisure, Amenities & Environment 7.30
TUESDAY	27	COUNCIL
AUGUST		
TUESDAY	3	Planning & Highways 7.30
TUESDAY	10	Business Development Committee 7.30
TUESDAY	17	
TUESDAY	24	Planning & Highways 7.30
TUESDAY	31	Civic and Community Events 7.30
SEPTEMBER		
TUESDAY	7	Leisure, Amenities & Environment 7.30
TUESDAY	14	Policy & Finance 7.30
TUESDAY	21	Planning & Highways 7.30
WEDNESDAY	22	Business Development Committee 7.30
TUESDAY	28	COUNCIL
OCTOBER		
TUESDAY	5	Civic and Community Events 7.30
TUESDAY	12	Planning & Highways 7.30
TUESDAY	19	Leisure, Amenities & Environment 7.30
TUESDAY	26	Policy & Finance 7.30
NOVEMBER		
TUESDAY	2	Planning & Highways 7.30
WEDNESDAY	3	Business Development Committee 7.30
TUESDAY	9	COUNCIL
TUESDAY	16	Civic and Community Events 7.30
TUESDAY	23	Planning & Highways 7.30
THURSDAY	25	Grants Sub-Committee 7.30
TUESDAY	30	Leisure, Amenities & Environment 7.30
DECEMBER		
TUESDAY	7	Policy & Finance 7.30
TUESDAY	14	Planning & Highways 7.30
WEDNESDAY	15	Business Development Committee 6pm



PEACEHAVEN TOWN COUNCIL

TUESDAY	21	
TUESDAY	28	
JANUARY 2022		
TUESDAY	4	Planning & Highways 7.30
TUESDAY	11	Leisure, Amenities & Environment 7.30
TUESDAY	18	Policy & Finance 7.30
TUESDAY	25	COUNCIL

WORKING PARTY MEETING SCHEDULE JAN 21 – JAN 22

JANUARY		
13 th Jan	Libraries pre meeting	2.30 pm
21 st Jan	Joint Climate Emergency Peacehaven & Telscombe TC	2pm
22 nd Jan	Developers Liaison	11am
29 th Jan	Howard Park working group	3pm
FEBRUARY		
10 th Feb	Events WP	2pm
10 th Feb	PTC Climate Emergency WP	3pm
12 th Feb	CCTV WP	10.30am
MARCH		
5 th March	Developers Liaison	11am
18 th March	Joint Climate Emergency Peacehaven & Telscombe TC	2pm
19 th March	CCTV WP	10.30am
22 nd March	Libraries pre meeting	10am
29 th March	Youth WP	2.30pm
31 st March	PTC Climate Emergency WP	4pm
APRIL		
12 th April	Phased return to working' WP	10.30
14 th April	History WP	3pm
15 th April	Road safety	10am
16 th April	Developers Liaison	11am
26 th April	Youth WP	2pm
MAY		
13 th May	History WP	3pm
21 st May	Developers Liaison	11am
JUNE		
16 th June	PTC Climate Emergency WP	3.30pm
JULY		
28 th July	PTC Climate Emergency WP	3.30pm



PEACEHAVEN TOWN COUNCIL

AUGUST		
SEPTEMBER		
8 th Sept	PTC Climate Emergency WP	
OCTOBER		
20 th Oct	PTC Climate Emergency WP	
NOVEMBER		
DECEMBER		
1 st Dec	PTC Climate Emergency WP	

OUTSIDE BODIES /OTHER MEETINGS

JANUARY		
18 th Jan	Peacehaven & Telscombe TC's - Future Library Services Provision	10.30
28 th Jan	Meridian Centre redevelopment workshop	7pm
FEBRUARY		
11 th Feb	NDP steering group	7pm
MARCH		
11 th March	NDP steering group	7pm
Fri 12 th March	Strengthening Local Relationships Meeting (SLR)	10am
Thu 25 th March	HDD Meridian Centre Redevelopment - HDD Retail Workshop	7pm
APRIL		
7 th April	HDD Consultation feedback	3pm
8 th April	NDP steering group	7pm
14 th	PSG Meeting	10am
15 th April	Informal Grants Zoom – to review main grants applications	3.30pm
MAY		
13 th May	NDP steering group	7pm
21		
JUNE		
10 th June	NDP steering group	7pm
18 th June	Strengthening Local Relationships Meeting (SLR)	10am
JULY		
8 th July	NDP steering group	7pm



PEACEHAVEN TOWN COUNCIL

AUGUST		
12th Aug	NDP steering group	7pm
SEPTEMBER		
9th September	NDP steering group	7pm
OCTOBER		
14th october	NDP steering group	7pm
NOVEMBER		
11th November	NDP steering group	7pm
DECEMBER		
9th December	NDP steering group	7pm

WORKING GROUPS

Telscombe & Peacehaven Joint Climate Emergency WP

PTC Climate Emergency WP

CIL WP

Events WP when needed

Hub WP on hold

Developers Liaison WP 2 weeks before each Planning Committee meeting.

Howard Peace Park WP

Library services WP

CCTV Development WP

Youth Engagement WP

History WP

Return to working WP

OUTSIDE BODIES /OTHER MEETINGS

NDP steering group 2nd Thursday of the Month at 7pm

ESCC SLR twice a year

ASB at Big Park on hold

Future Library Services

Community Speed watch

Agenda Item: C799

Committee: FULL COUNCIL

Date: 15th June 2021

Title: Final HDD pre-submission plan for the redevelopment of the Meridian Centre

Report Authors: Senior Projects Officer & Town Clerk

Purpose of Report: To review and agree the final HDD pre-submission plan for the redevelopment of the Meridian Centre

Introduction

HDD has now submitted its final plans prior to preparing and submitting a Planning Application with LDC; (see attached).

Background

See previous Committee reports, HDD presentations and emails from SPO and Town Clerk.

There are four main components for consideration which are:-

1. HDD's final plan and proposals.
2. Property advice regarding valuation of PTC's access rights.
3. Legal and property advice regarding Heads-of-Terms – these relate to signing over our rights and their subsequent reinstatement for a monetary sum
4. View of LDC Planning.

This report is concerned with item 1, HDD's final plan and proposals (which they will now take forward to Planning)

Items 2. and 3. will be discussed in the confidential part of the Council meeting.

Item 4. was provided at the workshop with LDC's Head of Planning on 16 May 2021.

Analysis

The attached HDD Plan has been through a number of iterations as a result of consultation with a number of authorities and the public. HDD have made changes as a result of feedback received.

Conclusions

The attached Plan represents the final position of HDD prior to working up an application for planning permission from LDC.

As the planning process progresses, there will be extensive stakeholder consultations and further related changes to these plans. PTC will continue to be involved and have influence in the scheme's development.

Recommendations

To note the plans as suitable to proceed to LDC for planning permission.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• Potential receipt of capital• Replacement of asset
<u>Legal</u>	<ul style="list-style-type: none">• UK Law• Council Powers/Duties• Access rights
<u>Health & Safety</u>	<ul style="list-style-type: none">• Accessibility• Equalities
<u>Planning</u>	<ul style="list-style-type: none">• LDC possible planning permission and consultee requirements• Planning Law
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?
<u>Crime and disorder</u>	<ul style="list-style-type: none">• ASB• Public safety• Highway safety
<u>Social value</u>	<ul style="list-style-type: none">• Area improvements• Community benefits
<u>Climate</u>	<ul style="list-style-type: none">• Carbon footprint• Buildings fit for the future

Appendices/Background papers

1 HDD Final Submission Plans.

PRESENTATION TO PEACEHAVEN TOWN COUNCIL

20th May 2021



Agenda

- Scheme Proposals of 7th April 2021
- Community House Interface with Public Square
- Servicing and Parking for Community House
- Library / Community Facilities
- Retail Area
- Bus Stop and Taxi Drop Off
- Public WC's
- Residential Interface with Public Square
- Cycle Parking
- Other Matters

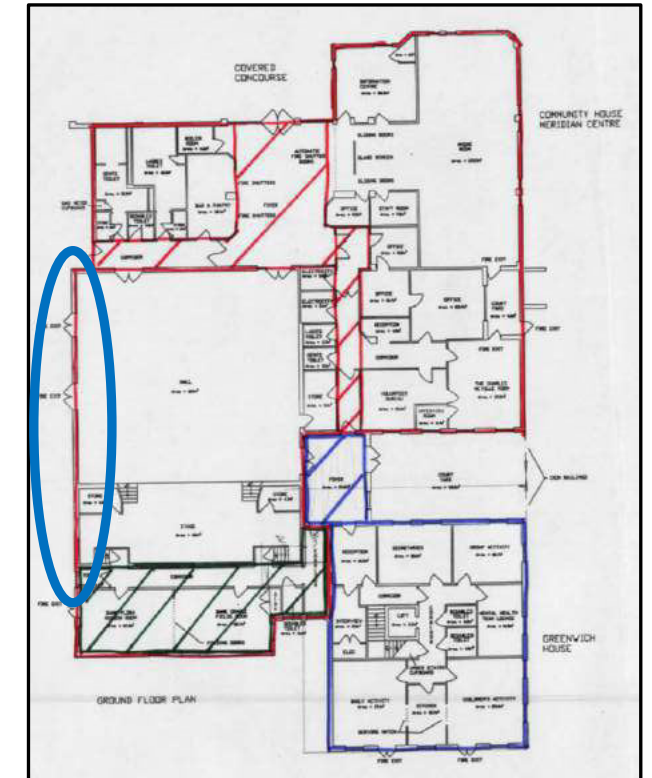
Scheme Proposals of 7th April 2021

- This presentation seeks to respond to issues raised by the PTC and the public consultation and proposes further changes to the scheme layout shown here (as presented on 7th April).



Community House Interface with Public Square

Current Façade



Community House Interface with Public Square

Our thoughts for discussion;

- Potential for a new glazed façade fronting Public Square
- Potential New canopy providing outside seating / café area
- Main entrance for Community House fronting Public Square
- Public Square can be used for weekend / farmers markets - integration with Community House Main Hall
- The main public square is roughly the size of 5 tennis courts



Community House Interface with Public Square

Façade Enhancements



One Idea... View of the new Glazing to link the Hall (indoor Market) to Market Square

Community House Interface with Public Square

Façade Enhancements



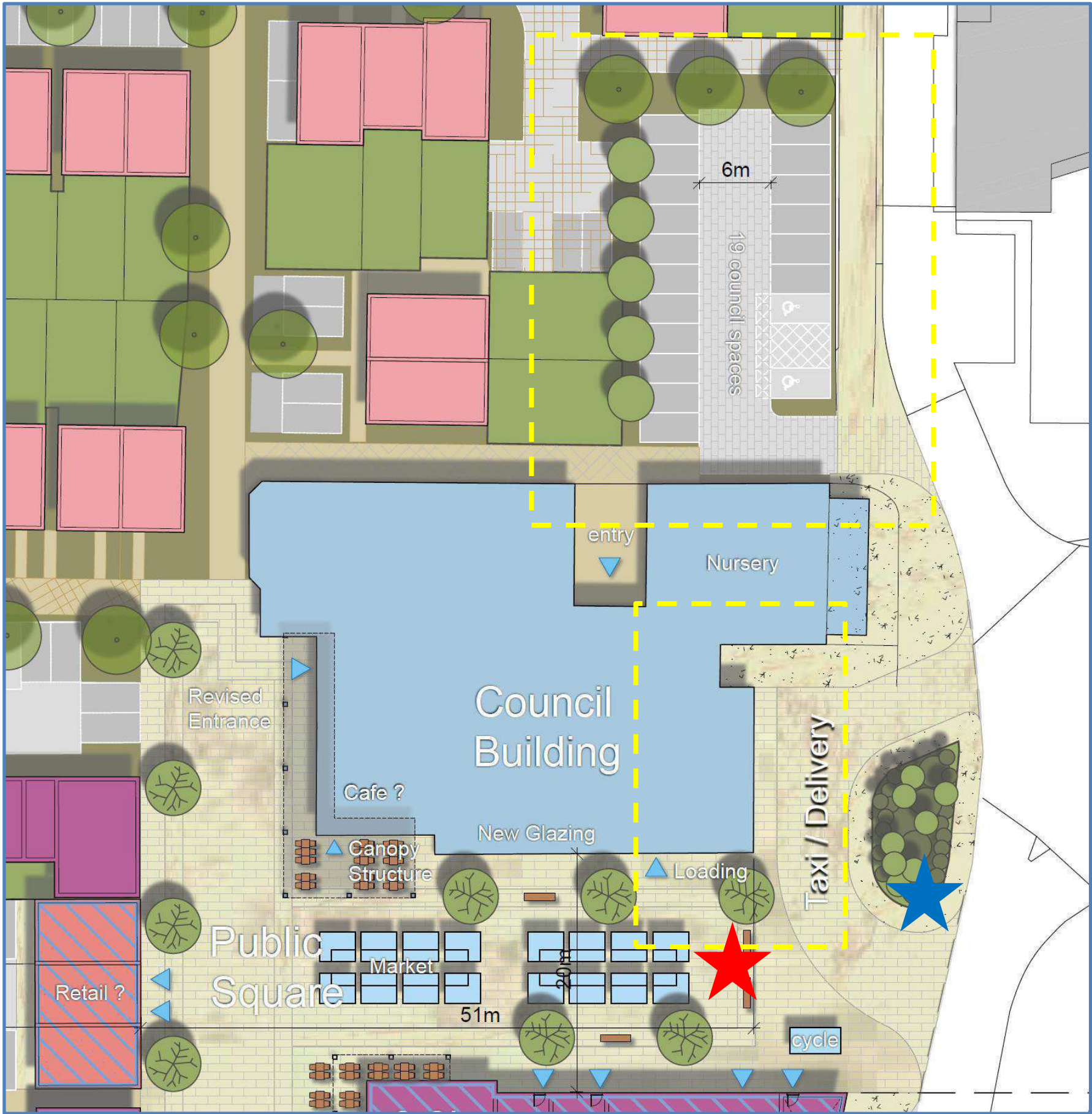
One Idea... View of the new Entrance & Canopy Cafe

Servicing & Parking for Community House

- New dedicated delivery area which no longer encroaches into the Public Square
- As a consequence of the new deliver area and loss of car parking at the front, the car parking to the north has been increased both for Community House and Greenwich House (19 spaces)
- Vehicular access within the Public Square still available if required by PTC, via removeable bollards and benches (see next slide)



Servicing & Parking for Community House



- 2,100sqft Library / Community Facility at ground floor
- Potential 900sqft expansion zone to increase ground floor to 3,000sqft
- Potential for a further 3,000sqft at first floor, to create 6,000sqft in total



Retail Areas

- Potential replacement of three town houses with additional retail at ground floor and residential above
- Potential for additional parking at the rear of the units along with access to service the same



Bus Stop (Existing Proposal)

- Existing bus stop at north west corner of the overall development, this is the only location that Brighton and Hove Bus Company will currently accept
- Taxi drop-off location not previously shown



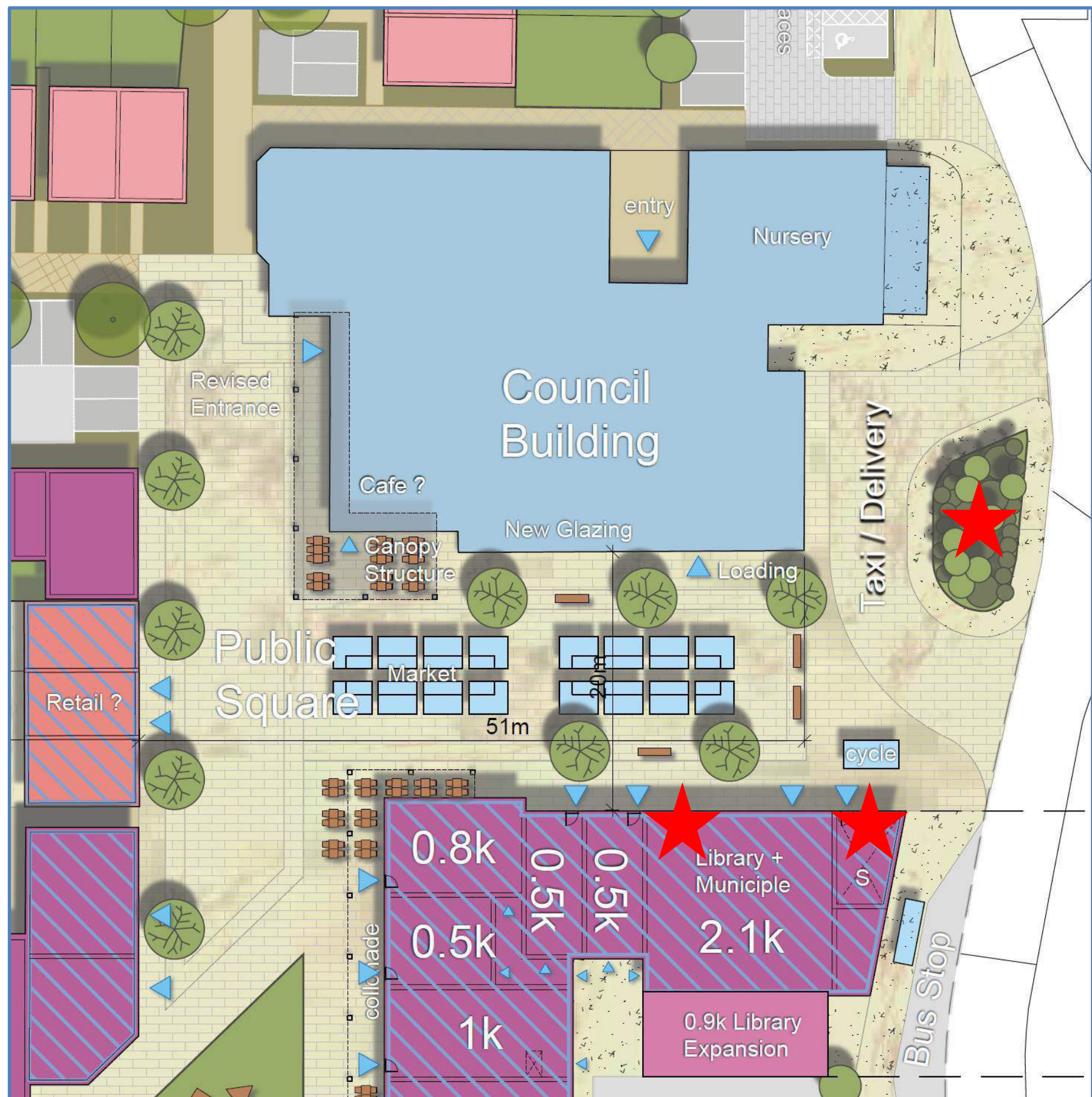
Bus Stop & Taxi Drop-Off (New Proposals)

- New Taxi drop-off proposed adjacent to Community House and the main Public Square
- Working with key stakeholders to try and relocate the bus stop to the eastern side of the main development

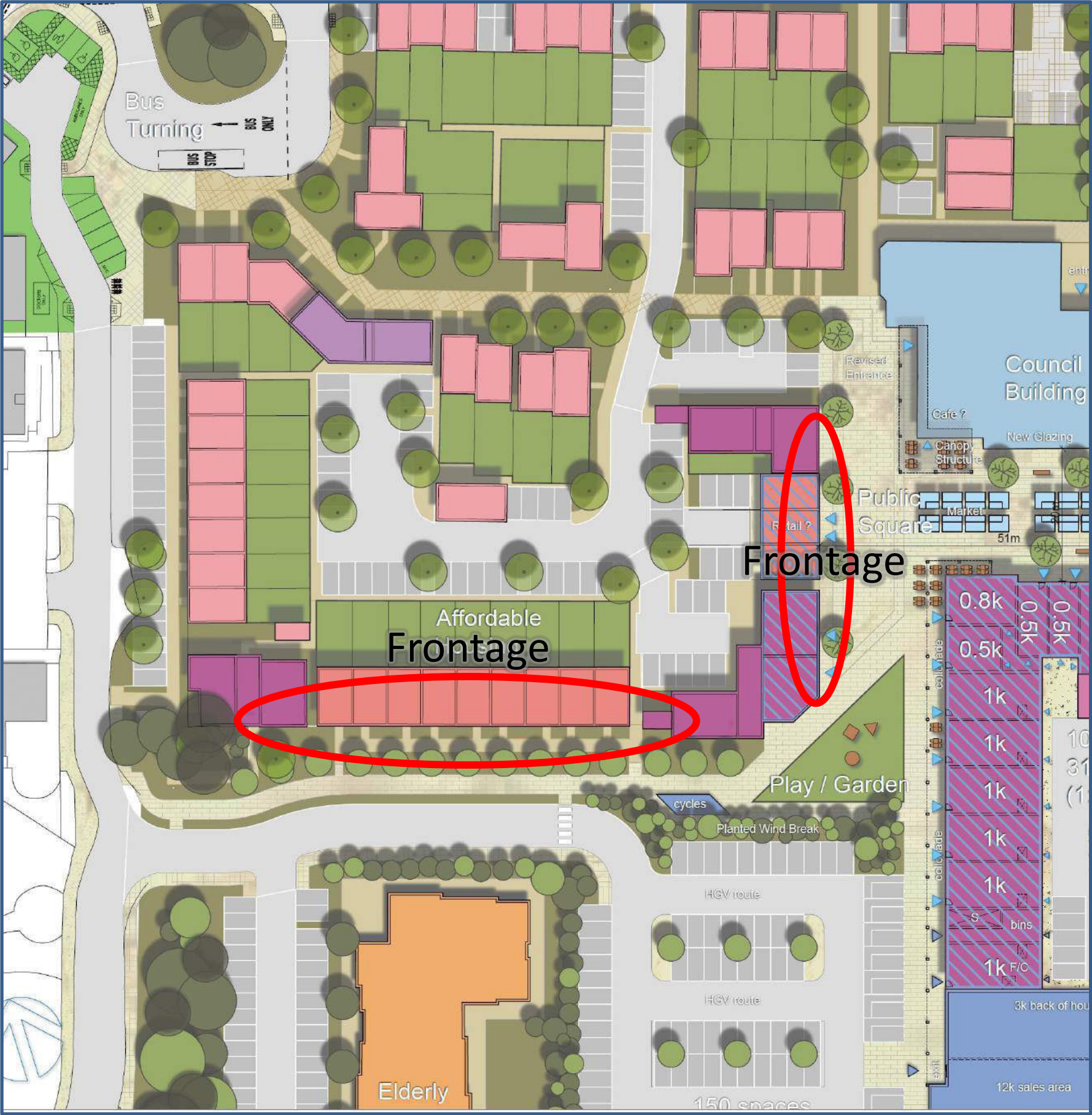


Proposed Public WC's - Precedent Images

Location for Discussion



Precedent Images - Residential Interface



Cycle Parking

Precedent Images - Green Roof Cycle Parking Sheds and Locations for Discussion



Other Matters

- Infrastructure
 - Secondary School
 - Highways
- Elderly Living Offer
- Planning Policy
- Parking
- Trees / Ecology / Biodiversity
- GP's Practice
- Management of the Public Square
- Security & CCTV
- WiFi

Thank You