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PEACEHAVEN TOWN COUNCIL

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

21st July 2021

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Main Hall, Community House, Peacehaven, on Tuesday 27th July 2021 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

C804 Mayor's/Chairman's announcements.

C805 Public session. *Members of the public may ask questions on any relevant Council matter. Due to ongoing Covid considerations, there will be some measures in place to ensure the safety of all in attendance.*

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

C806 To approve apologies for absence.

C807 To receive declarations of interests.

C808 To adopt the public minutes of the Council meeting held on the 15th June 2021.

C809 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

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

- i. To receive the finance reports, authorise payments and signing of Bank Reconciliation.
- ii. To agree to pay outstanding gas bills from 2015 – 2018.

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

- i. To receive the public meeting minutes of the 5th May 2021.
- ii. To note the draft public meeting minutes of the 6th July 2021.
- iii. To receive an update on the Rampion 2 project and public consultation.

c. **Personnel Committee.**

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

- i. To receive the meeting minutes of the 6th May 2021.
- ii. To note the draft meeting minutes of the 20th July 2021.

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

- i. To receive the meeting minutes of the 30th March 2021.
- ii. To note the draft meeting minutes of the 13th July 2021.
- iii. To approve the Outdoor Events Policy.

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- iv. To discuss and agree support for the joint 2022 Peacehaven Fair & Armed Forces Day.
- f. **Business Development & Communications Committee:-**
 - i. To receive the meeting minutes of the 21st May 2021.
 - ii. To note the draft meeting minutes of the 30th June 2021.
 - iii. SPO report on Internal Business Plan 2020-21 Progress Review.
- g. **PTC Climate Change Working Party.**
 - i. To note the report of the joint PTC/TTC meeting held on the 8th July 2021.
 - ii. To receive the WP's current Action Plan.
- h. **PTC Libraries Working Party:-**
 - i. To receive the notes of the meeting held on the 30th June 2021.
- i. **Youth Working Party.**
- j. **CCTV Working Party.**
- k. **History Working Party:-**
 - i. To receive the notes of the meeting held on the 8th July 2021.

C810 To receive a report from the Neighbourhood Development Plan Steering Group.

C811 Report by Cllr Gallagher on the SDNPA workshop held on the 22nd June 2021.

C812 To agree the Council's approach to the LDC consultation on its new Local Plan – Issues & Options.

C813 To consider issues relating to grass verge cutting and to agree actions.

C814 To receive the Working Party Action Plan regarding the relaxation of COVID-19 measures and ongoing measures.

C815 To discuss HDD's request for a further meeting regarding Council's positional statement on the redevelopment of the Meridian Centre and 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:-

C816 To adopt the confidential minutes of the Council meeting held on the 15th June 2021.

C817 Personnel Committee:-

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

C818 Planning & Highways Committee:-

- a. To receive the confidential meeting minutes of the 5th May 2021.
- b. To note the draft confidential meeting minutes of the 6th July 2021.

C819 Date of next meeting - Tuesday 28th September 2021 at 7.30pm.



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Minutes of the meeting of Peacehaven Town Council, held at 7.30pm on Tuesday 15th June 2021, Main Hall, Community House

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 Ron White, Cllr Alan Milliner, Cllr Wendy Veck.

Officers; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Senior Projects Officer, Michelle Edser, Vicky Onis, Admin. Officer.

C786 Mayor's/Chairman's announcements.

The Chairman welcomed everyone to the meeting.

C787 Public session.

No members of the public were present.

C788 To approve apologies for absence.

It was resolved to accept apologies from Cllr Emilia Simmons and the Finance Officer, Zoe Malone.

C789 To receive declarations of interests.

Cllr Griffiths re. Item C793 as a member of The Orchard Community Group.
Cllr Griffiths re. Item C800 as a friend of one of the Council's sub-contractors.
Cllr Seabrook re. Item C793 as a member of The Orchard Community Group.
Cllr Veck re. Item C796 as a hirer of Community House facilities
Cllr Paul re. Item C800 as an employee of the premises in question.

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

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

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

These meeting minutes were noted.

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

a. Policy & Finance Committee:-

i. Finance report.

Received and noted.

ii. Bank account summary.

Received and noted.

iii. Bank Reconciliation statements (for signing).

Received and resolved to sign.

iv. Income & Expenditure report.

Received and noted.

v. Balance Sheet.

Received and noted.

vi. List of payments (for approval) – April, May & June (to date).

It was resolved to approve the payments for 1st April 2021 to 10th June 2021, amounting to £245,508.93, as scheduled in the meeting papers.

vii. Review of the Suitability of the Internal Audit Procedures.

It was resolved to approve the review report.

viii. Approve 2020/21 Annual Governance Statement.

It was resolved to approve this Statement.

ix. Approve 2020/21 Annual Accounting Statement.

It was resolved to approve this Statement.

x. Approve funding for buildings equipment maintenance works.

The circulated report and maintenance schedule was noted and discussed.

It was resolved that PTC CIL monies can support the budgeted monies. The maintenance schedule must clearly show what has been spent and out of which 'pots' and be submitted as a regular report at the Committee's meetings.

It was resolved that the Clerk be given discretion to add additional maintenance items to the schedule, subject to ongoing scrutiny by the Committee.

xi. Approve Council's new energy provider.

The Clerk reported that there had been a delay in getting information from energy companies and it is expected that this report will be available for the next meeting of Council.

b. Planning & Highways Committee:-

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

It was resolved to receive these minutes.

ii. To receive the meeting minutes of the 27th April 2021.

It was resolved to receive these minutes.

iii. To note the draft public meeting minutes of the 5th May 2021.

These draft minutes were noted.

iv. To receive notice of planning application recommendations made under delegated powers.

It was resolved to receive this report.

c. Personnel Committee.

Cllr Seabrook stated that there were no items for the public session of the meeting.

d. Leisure, Amenities & Environment Committee:-

i. To receive the meeting minutes of the 23rd March 2021.

It was resolved to receive these minutes.

ii. To note the draft meeting minutes of the 7th May 2021.

These draft minutes were noted.

e. Civic & Community Events Committee.

Cllr Duhigg stated that there were no items to be reported..

f. Business Development & Communications Committee.

The current Business Plan was received and noted.

Cllr Gallagher reported that review and update meetings have been held and that the Business Plan is being developed to cover the next year.

g. PTC Climate Change Working Party.

i. To receive the notes of the meeting held on the 31st March 2021.

It was resolved to receive these minutes.

ii. To note the report of the joint PTC/TTC meeting held on the 21st May.

This report was noted.

h. PTC Libraries Working Party.

The circulated reports were received and noted.

Cllr Goble reported that further information had just been received from ESCC and that it seems intent on only having a small new library in Peacehaven.

i. Youth Working Party.

Cllr Symonds reported that the WP's Action Plan continued to be developed and that the next meeting of the WP was being arranged.

j. CCTV Working Party.

The current Action Plan was received and noted.

Cllr Symonds reported that an ANPR camera had now been installed on the A259 at Telscombe.

Cllr Symonds asked that any information relating to the current anti-social behaviour regarding the dangerous riding of motorbikes is passed to her and the PTC Communications Officer.

k. History Working Party.

The current Action Plan was received and noted.

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

The circulated reports were received and noted.

Cllr Gallagher referred to the circulated reports and Steering Group meetings, noting that:-

- Evidence gathering continues for the Design Guide, which will be submitted to the Planning & Highways Committee. This will be a stand-alone document which LDC must take account of when determining planning applications.
- The Housing Needs Assessment is awaited from AECOM.
- Work by the Brighton University students continues.
- 'Easy read' information about the NDP is being provided for residents.
- An application for funding has been made to the Welcome Back Fund.

C793 To agree the Licence for Peacehaven Community Orchard.

Cllr Seabrook referred to the circulated report and related the background to this item.

It was resolved to approve this Licence. and maintain a Community Orchard and any related subsidiary activities between Peacehaven Community Orchard and Peacehaven Town Council. *[Cllr Seabrook & Cllr Griffiths abstained]*.

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

Cllr Griffiths referred to the circulated report and related the background to this item. It was resolved to:

- a. Agree to working with Brighton Permaculture Trust in their application to the Urban Tree Challenge Fund.
- b. Agree that the Grounds Team can work overtime funded by the UTCF.
- c. Agree to instruct the Town Clerk to sign the necessary paperwork giving the Council's agreement.

C795 To approve a hybrid working policy.

The Clerk referred to the circulated report and related the background to this item. It was resolved to adopt this policy as drafted.

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.

The current Action Plan was received and noted.

Mrs Donovan reported on the Government's delay to full opening up to the 19th July and that the Action Plan would be amended to reflect this; this was resolved.

b. Clerk's paper and related actions.

The Clerk gave a verbal report on the current situation.

It was resolved that the emergency delegated powers conferred by Council at its meeting on the 24th March 2020 are rescinded, except in the case of some planning applications.

Planning Committee meetings will proceed as scheduled, in the main hall.

Straightforward planning applications can still be dealt with under delegated powers, unless an application is called-in to Committee by a Councillor, or the Clerk/SPO consider that it is of significance to the Council and/or the public that it is seen by the Committee.

This will keep the meetings shorter and allow the Committee to focus more on its other areas.

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

The Clerk and the Senior Projects Officer (SPO) related the background to this item and reported on discussions held with all parties involved, noting the following points:-

- The plan, as circulated, is essentially the plan that HDD will submit to LDC for planning approval.
- As the plan progresses, it will need to change to meet the requirements of LDC and other authorities/statutory consultees.
- PTC is a statutory consultee.
- There will be full public consultation when the planning application is received.
- PTC can only make recommendations to LDC.
- As this is a private site, there is less control over its development.
- HDD has made a number of concessions/changes to its plan as discussions progressed.
- If the HDD plan does not go ahead, then a less acceptable development may occupy the site.

Minutes of the Meeting of Peacehaven Town Council – 15th June 2021

In discussion, Councillors noted the following main points:-

- Councillors represent their residents and a large majority of residents do not find the HDD plan as a suitable development for the centre of Peacehaven.
- PTC Councillors are not qualified to decide if this plan is technically suitable to go forward for planning permission.
- The HDD plan is not in the best interests of Peacehaven.
- The residential/business balance is wrong.
- No need for more retirement homes.
- Wait for the completion of the Housing Needs Assessment.
- Proposed Co-Op store and other retail units occupy less space than currently.
- The plan just provides a new housing estate with a parade of shops.
- Pre-existing conditions cannot be ignored.
- Resultant strain on services and infrastructure must be addressed or limit further development.
- PTC cannot predetermine the matter; it must wait for receipt of the planning application.
- Have current tenants and other local businesses been properly consulted regarding their requirements.
- Will 'market' rents equate to fair rents to allow full occupation of retail units.
- Real danger of some retail units reverting to housing.
- At the appropriate time, LDC must hold its meeting to discuss any application in Peacehaven.

After lengthy discussion, it was resolved by a majority that the current HDD plan cannot be recommended by Council. It does not meet the needs of local residents, nor does it meet the needs of local business.

CONFIDENTIAL

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

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

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

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.

After lengthy discussion, it was resolved by majority that:-

1. Council notes the legal rights valuation.
2. Council notes the legal advice provided.
3. Should planning permission be granted for the site, Council will consider entering into further discussions as appropriate and in line with legal advice.

Councillors recognised that the Clerk and the SPO had done the best job possible and thanked them for their hard work in this matter.

Minutes of the Meeting of Peacehaven Town Council – 15th June 2021

[Cllr Griffiths left the meeting].

C800 To review sub-contractor provision of services.

The circulated report was received and discussed, with actions agreed.

[Cllr Griffiths returned to the meeting].

C801 Personnel Committee:-

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

The circulated reports were received and discussed, with actions agreed.

C802 Planning & Highways Committee:-

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

These draft minutes were noted.

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

There being no further business, the meeting closed at 21:44

Agenda Item:	C809-a-i
Committee:	Council
Date:	27 July 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 3 (July 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 34.8% of the budgeted expenditure has been spent so far, and 51.2% of the budgeted income has been received as at the end of month 3 (June 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 – 30 June 2021
- Bank reconciliation statement for cashbook 1 – 30 June 2021
- Bank reconciliation statement for cashbook 2 – 30 June 2021
- Detailed income and expenditure month 3 (June 2021)
- Detailed balance sheet month 3 (June 2021)

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021		50,000.00
Current Account	30/06/2021		483,886.56
			<hr/> 533,886.56
<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	
27/05/2021 120607	HMRC	7,915.34	
11/06/2021 120618	BARCOMBE LANDSCAPES LTD	50.00	
11/06/2021 120626	INTEGRATIONS ACCESS	750.00	
18/06/2021 120630	CVS TYRES LTD	595.12	
23/06/2021 120636	Lewes District Council	1,146.60	
23/06/2021 120637	The Play Inspection Company Lt	3,306.00	
23/06/2021 120638	Lewes District Assoc. of Local	20.00	
23/06/2021 120639	B & S CHAINS Ltd	269.95	
23/06/2021 120640	AMP Services	148.97	
30/06/2021 120701	CVS TYRES LTD	312.98	
30/06/2021 120702	Heatcraft And Ventilation ltd	165.00	
30/06/2021 120703	Wightman & Parrish Ltd	234.76	
30/06/2021 120704	TRAVIS PERKINS Trading Company	100.33	
30/06/2021 120705	L&N CONSULTANCE	1,425.60	
30/06/2021 120706	HMRC	7,614.33	
30/06/2021 120707	EAST SUSSEX PENSION FUND	6,805.80	
30/06/2021 120708	CHRISTINE BENNETT	30.00	
			<hr/> 32,091.74
			501,794.82
<u>Receipts not Banked/Cleared (Plus)</u>			
18/06/2021		-100.00	
			<hr/> -100.00
			501,694.82
Balance per Cash Book is :-			501,694.82
Difference is :-			0.00

A/c Code	352	CIL				Annual Budget	0
Centre		(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		279,309.65
1	01/04/2021	RJ01	Purchase Ledger	POSTMIX		27.55	
2	17/04/2021	AQU2	Purchase Ledger	GREASE TRAP		1,447.50	
2	17/05/2021	AQU2	Purchase Ledger	CN FOR MAINTENANCE			450.00
3	20/05/2021	BARL1	Purchase Ledger	DELL / EPINAY WORKS		19,911.33	
3	20/05/2021	BARL1	Purchase Ledger	PAY BALANCE OF WORKS		41.67	
3	01/06/2021	PLAY001	Purchase Ledger	MULCH SURFACING BIG PARK		41,538.00	
		Account	CIL		Account Totals	62,966.05	279,759.65
		Centre			Net Balance Month 5		216,793.60

A/c Code	1010	CIL Income				Annual Budget	0
Centre	100	General Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
1	27/04/2021		Cashbook	CIL RECEIPTS			34,323.20
		Account	CIL Income		Account Totals	0.00	34,323.20
		Centre	General Administration		Net Balance Month 5		34,323.20

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 22/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	21,015	
105	VAT Control A/c	535	
118	Deposit Aqua	50	
201	Current Bank A/c	502,022	
202	Reserve Account	180,173	
210	Petty Cash	520	
	Total Current Assets		704,315
	<u>Current Liabilities</u>		
506	Mayor's Appeal	9	
566	Deposits Received	1,022	
	Total Current Liabilities		1,030
	Net Current Assets		703,285
	Total Assets less Current Liabilities		703,285
	<u>Represented by :-</u>		
301	Current Year Fund	126,907	
310	General Reserves	201,592	
324	Tree Works	1,192	
325	Staff training	1,269	
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	216,794	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
361	Professional Fees - Legal	998	
362	Neighbourhood Plan	289	
370	Capital Receipts Reserve	52,399	
	Total Equity		703,285

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

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	109	0	(109)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1100 Interest Received	4	300	296			1.5%	
1309 Other Income	203	2,000	1,797			10.2%	
General Administration :- Income	370,235	658,205	287,970			56.2%	0
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
General Administration :- Direct Expenditure	17,500	17,500	0	0	0	100.0%	0
4001 Salaries	92,391	391,000	298,609		298,609	23.6%	
4002 Employer N.I Contributions	8,211	40,000	31,789		31,789	20.5%	
4003 Employer Pension Contributions	16,552	70,200	53,649		53,649	23.6%	
4004 Overtime	84	1,000	916		916	8.4%	
4011 Training	3,150	5,000	1,850		1,850	63.0%	3,150
4203 Fuel	536	0	(536)		(536)	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	2,540	2,000	(540)		(540)	127.0%	1,438
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	12	200	188		188	6.0%	
4323 PDQ Charges	127	800	673		673	15.9%	
4325 Postage	393	1,000	607		607	39.3%	
4326 Telephones	1,632	6,000	4,368		4,368	27.2%	
4327 Computers	5,840	12,000	6,160		6,160	48.7%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	50	1,500	1,450		1,450	3.3%	
4341 Grants	6,312	10,000	3,688		3,688	63.1%	
4342 Subscriptions	3,801	5,000	1,199		1,199	76.0%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4999 Write Off	(2)	0	2		2	0.0%	
General Administration :- Indirect Expenditure	153,747	582,300	428,553	0	428,553	26.4%	4,967
Net Income over Expenditure	198,988	58,405	(140,583)				
6000 plus Transfer from EMR	4,967						

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	203,956						
110 Civic Events							
4348 Civic Gifts	107	200	93		93	53.4%	
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	107	1,900	1,793	0	1,793	5.6%	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	(144)	(5,950)	(5,806)				
120 Marketing							
1048 E-News Advertising	(60)	500	560			(12.0%)	
1049 Banner Board	813	3,250	2,437			25.0%	
1301 Filming	5,170	2,000	(3,170)			258.5%	
Marketing :- Income	5,923	5,750	(173)			103.0%	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	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	13	5,000	4,987	0	4,987	0.3%	0
Net Income over Expenditure	5,910	550	(5,360)				
130 Neighbourhood Plan							
1101 Neighbourhood Plan	1,359	0	(1,359)			0.0%	
Neighbourhood Plan :- Income	1,359	0	(1,359)				0
4337 Neighbourhood Plan	5,162	10,000	4,838		4,838	51.6%	
Neighbourhood Plan :- Indirect Expenditure	5,162	10,000	4,838	0	4,838	51.6%	0
Net Income over Expenditure	(3,803)	(10,000)	(6,197)				

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

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	456	1,092	636		636	41.8%	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	9,366	11,279	1,913	0	1,913	83.0%	91
Net Expenditure	(9,366)	(13,579)	(4,213)				
6000 plus Transfer from EMR	91						
Movement to/(from) Gen Reserve	(9,275)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	896	6,900	6,004		6,004	13.0%	
4203 Fuel	1,542	5,600	4,058		4,058	27.5%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	2,807	13,900	11,093	0	11,093	20.2%	0
Net Expenditure	(2,807)	(13,900)	(11,093)				
310 Sports Park							
1025 Rent & Service Charge	5,437	13,574	8,137			40.1%	
1039 S/P Cats	500	0	(500)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	2,644	2,550	(94)			103.7%	
1061 S/P Court Hire	611	5,406	4,795			11.3%	
Sports Park :- Income	13,442	25,830	12,388			52.0%	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	2,436	8,000	5,564		5,564	30.4%	
4164 Trade Refuse	2,106	4,500	2,394		2,394	46.8%	
4171 Grounds Maintenance Costs	2,782	10,000	7,218		7,218	27.8%	
Sports Park :- Indirect Expenditure	11,126	25,500	14,374	0	14,374	43.6%	0
Net Income over Expenditure	2,316	330	(1,986)				

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

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	93	0	(93)		(93)	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	73,102	29,500	(43,602)	0	(43,602)	247.8%	61,477
Net Expenditure	(73,102)	(29,500)	43,602				
6000 plus Transfer from EMR	61,477						
Movement to/(from) Gen Reserve	(11,625)						
316 Gateway Cafe							
1025 Rent & Service Charge	2,753	8,650	5,897			31.8%	
1111 Electricity	492	0	(492)			0.0%	
Gateway Cafe :- Income	3,246	8,650	5,404			37.5%	0
4101 Repair/Alteration of Premises	1,228	3,000	1,772		1,772	40.9%	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	324	420	96		96	77.1%	
Gateway Cafe :- Indirect Expenditure	2,239	10,120	7,881	0	7,881	22.1%	998
Net Income over Expenditure	1,007	(1,470)	(2,477)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	2,004						
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	4,540	5,100	560			89.0%	
1050 Allotment Rent	22	2,145	2,123			1.0%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	4,687	7,245	2,558			64.7%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,178	2,000	(1,178)		(1,178)	158.9%	3,058

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	3,313	9,500	6,187	0	6,187	34.9%	3,058
4101 Repair/Alteration of Premises	690	5,000	4,310		4,310	13.8%	
4141 Water Services	2,974	5,000	2,026		2,026	59.5%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,449	4,000	2,551		2,551	36.2%	42
4301 Purchase of Furniture/Equipmen	39	6,000	5,961		5,961	0.6%	
Parks & Open Spaces :- Indirect Expenditure	5,308	22,000	16,692	0	16,692	24.1%	42
Net Income over Expenditure	(3,934)	(24,255)	(20,321)				
6000 plus Transfer from EMR	3,100						
Movement to/(from) Gen Reserve	(834)						
355 The Hub							
1084 Sports Pavilion	3,783	16,320	12,537			23.2%	
The Hub :- Income	3,783	16,320	12,537			23.2%	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	3,215	6,820	3,605				
360 Community House							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	2,167	6,120	3,953			35.4%	
1072 C/H Copper Room	4,888	12,903	8,016			37.9%	
1075 C/H Charles Neville	0	10,404	10,404			0.0%	
1076 C/H Main Hall	486	26,112	25,627			1.9%	
1077 C/H Anzac Room	540	12,954	12,414			4.2%	
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%	

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	9,886	81,449	71,564			12.1%	0
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	1,741	4,000	2,259		2,259	43.5%	
4102 Maintenance of Buildings	796	1,000	205		205	79.5%	
4111 Electricity	3,139	4,000	861		861	78.5%	
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	(6,174)	8,000	14,174		14,174	(77.2%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	126	1,000	874		874	12.6%	
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	1,260	62,900	61,640	0	61,640	2.0%	0
Net Income over Expenditure	8,626	17,549	8,923				
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				

Detailed Income & Expenditure by Budget Heading 22/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	412,561	805,749	393,188			51.2%	
Expenditure	285,654	820,609	534,955	0	534,955	34.8%	
Net Income over Expenditure	126,907	(14,860)	(141,767)				
plus Transfer from EMR	70,632						
Movement to/(from) Gen Reserve	197,539						

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
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
03/06/2021	02	DD	8.29		EMERGENCY / FO PHONE
03/06/2021	L&N CONSULTANCY	120552	-1,425.60		CHQ NOT RECEIVED
04/06/2021	02	DD1	123.95		MAY BILLING
07/06/2021	The Fuelcard People	DD	28.80		FUEL
07/06/2021	Northstar IT	DD1	1,470.95		CREDITED INVOICE
07/06/2021	Barclays	DD	3.00		APR/MAY
10/06/2021	Barclays	DD	62.00		may pdq charges
11/06/2021	BARCOMBE LANDSCAPES LTD	120618	50.00		PAY BALANCE OF WORKS
11/06/2021	PRICEWATCH LIMITED T/A LOCAL	120619	740.75		GAS OIL
11/06/2021	BADGEMASTER LIMITED	120620	29.22		NHS BADGES
11/06/2021	CHF SUPPLIES LTD	120621	486.00		OFTEC TANK INSPECTION
11/06/2021	Spy AlarmsLtd	120622	198.00		QUARTERLY FIRE MAINTENANCE
11/06/2021	Playdale Playgrounds ltd	120623	112.58		PARK REPAIRS
11/06/2021	Caroline Reid	120624	609.00		JUNE CLEANING TOILETS
11/06/2021	Trade UK	120625	22.86		NUTS & BOLTS
11/06/2021	INTEGRATIONS ACCESS	120626	750.00		INNA - GRANT
11/06/2021	HR Services Partnership	120627	1,419.84		HR SUPPORT - MAY
14/06/2021	The Fuelcard People	DD	103.50		hk66wmj fuel
18/06/2021	EH TREECARE LTD	120628	144.00		CUT BACK ASH TREE
18/06/2021	Conect Total Communications	120629	480.60		JUNE TELEPHONE
18/06/2021	CVS TYRES LTD	120630	595.12		CLUTCH REPAIRS
18/06/2021	R.J.Meaker Fencing Ltd	120631	14.40		BENCH FOR EPINAY
18/06/2021	Tansleys Printers Limited	120632	15.60		PHOTOGRAPH PRINT
18/06/2021	P.D SHAYLER	120634	400.00		P.D SHAYLER
22/06/2021	EDF	DD	194.38		STREET LIGHTING - MAY
23/06/2021	Lewes District Council	120636	1,146.60		BIN COLLECTIONS JULY - SEPT
23/06/2021	The Play Inspection Company Lt	120637	3,306.00		TRAINING GROUNDSTEAM
23/06/2021	Lewes District Assoc. of Local	120638	20.00		LDALC ANNUAL SUBS
23/06/2021	B & S CHAINS Ltd	120639	269.95		CRADLE SEAT AND FLAT SEAT
23/06/2021	AMP Services	120640	148.97		TRAMPOLINE REPAIRS
25/06/2021	JUNE SALARIES	JUNE SALAR	24,459.88		JUNE SALARIES
28/06/2021	The Fuelcard People	DD	73.82		GY06PPX FUEL
30/06/2021	CVS TYRES LTD	120701	312.98		BATTERY FOR MOWER
30/06/2021	Heatcraft And Ventilation ltd	120702	165.00		EXTRACTOR CHECK
30/06/2021	Wightman & Parrish Ltd	120703	234.76		CLEANING PRODUCTS
30/06/2021	TRAVIS PERKINS Trading	120704	100.33		TIMBER / CLADDING
30/06/2021	L&N CONSULTANCE	120705	1,425.60		L&N CHQ REISSUE
30/06/2021	HMRC	120706	7,614.33		HMRC - JUNE SALARIES
30/06/2021	EAST SUSSEX PENSION FUND	120707	6,805.80		LGPS - JUNE
30/06/2021	CHRISTINE BENNETT	120708	30.00		CHRISTINE BENNETT

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			130,061.63		

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 02 July 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£484,776.56
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,172.97
.....	
Sort Code 20-49-76 • Account No 83521656	






[This is the end of your account summary.](#)

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

Your Business Current Account

At a glance

26 Jun - 02 Jul 2021

Date	Description	Money out £	Money in £	Balance £
26 Jun	Start Balance			50,000.00
28 Jun	DD Direct Debit to Fuel Card Services Ref: Ffb017243	73.82		49,926.18
	 Cheque Issued Ref: 120634	400.00		49,526.18
	Giro Direct Credit From Gregory Gas Heatin Ref: Gregory Gas		86.40	49,612.58
	Giro Direct Credit From NHS Blood Transpla Ref: 2272793		233.04	49,845.62
	Giro Transfer From Account 30701211		154.38	50,000.00
29 Jun	 Cheque Issued Ref: 120627	1,419.84		48,580.16
	 Cheque Issued Ref: 120629	480.60		48,099.56
	 Cheque Issued Ref: 120632	15.60		48,083.96
	Giro Direct Credit From BCard1041619280621		3.50	48,087.46
	Giro Direct Credit From C A T S Club Ref: C.A.T.S Rent/ June		100.00	48,187.46
	Giro Direct Credit From Rainbow Child Care Ref: 12140		668.70	48,856.16
	Giro Transfer From Account 30701211		1,143.84	50,000.00
30 Jun	 Cheque Issued Ref: 120631	14.40		49,985.60
	Giro Transfer to Account 30701211	261.64		49,723.96
	Giro Direct Credit From J Gregson Ref: Martial		180.04	49,904.00

Continued

Start balance £50,000.00

Money out £3,555.90


▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £3,555.90

End balance £50,000.00

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,904.00
30 Jun	 Direct Credit From Kds PL+He S L Ref: Kds Inv12149		96.00	50,000.00
1 Jul	Giro Transfer to Account 30701211	890.00		49,110.00
	Giro Direct Credit From Peacehaven Youth Ref: 12160-12161		140.00	49,250.00
	Giro Direct Credit From Peacehaven Youth Ref: 12135		750.00	50,000.00
2 Jul	Balance carried forward			50,000.00
Total Payments/Receipts		3,555.90	3,555.90	

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

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was	0.100%
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Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow. For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

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<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

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0345-717-1819

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Your branch

**LEICESTER,
LE87 2BB**

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– 24 hours

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Agenda Item: C809-a-ii
Committee: Council
Date: 27th July 2021
Title: Outstanding Gas Bills
Report Authors: Zoe Malone
Purpose of Report: To agree to pay outstanding gas bills from 2015 - 2018

Summary of recommended actions

To agree to make payment of £980.12 in relation to unpaid gas bills during the period of July 15 – Mar 18

MPR	Debtor account	Reference	Date	Invoice	Amount debit	Amount credit	Balance
15356105	20151417	12948183	11/04/2018	12948183	£560.08	£0.00	£560.08
15356105	20151417	11864705	10/03/2017	11864705	£346.98	£0.00	£346.98
15356105	20151417	10349911	12/08/2015	10349911	£73.06	£0.00	£73.06

£980.12

Introduction

We have recently moved away from East Sussex County Council who were “managing” our billing which was agreed by council. As a result of this move it has come to light that a few invoices on the Corona Energy gas account have not be paid, one dating back to July 2015.

Background

Previous management of our accounts shows that a number of mistakes occurred internally. Extensive searches have taken place on the ledger and the FO cannot see any payment for these invoices.

Analysis

The Finance Officer has spoken to East Sussex CC and requested they manage the overdue within their own budget as its felt that this is not our issue as they were managing the accounts. However they are not prepared to do this. Legally this needs to be paid. In order to proceed with moving our energy supply, we need the account settled.

Implications

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

<u>Financial</u>	An overspend of £980.12 against gas usage in this years budget.
<u>Legal</u>	We are legally liable to pay for this usage unless we can provide proof the invoices have been paid as we can't

<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers



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



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held at Community House, Meridian Centre at 7.30pm on Tuesday 6th July 2021

Present; Cllr A Milliner (Chair) Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr D Paul, Cllr C Gallagher, Cllr G Hill, Cllr I Sharkey.

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

Public; Two members of the public were present.

1 PH1002 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH1003 PUBLIC QUESTIONS

A member of the public referred to Item 18 PH1105 land at Telscombe Road – The Peacehaven Focus Group investigated this item in 2017/18, this is the same proposal but different application. The Focus Group may have some information on this subject that may be useful, if needed.

3 PH1004 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Tony Allen (Town Clerk) Cllr A Goble, Cllr J Harris and Cllr R White (Substituted by Cllr Cathy Gallagher).

4 PH1005 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

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

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

6 PH1093 TO NOTE THE DESIGN GUIDE FOR PEACEHAVEN AND TELSCOMBE TOWNS. A PRESENTATION BY NANCY ASTLEY NDP SG.

A presentation on The Design Codes given by Nancy Astley, supported by Cllr Cathy Gallagher from the Neighbourhood Development Plan Steering Group.

Nancy reported that later in 2021 a new planning act will take effect, this will change Planning decisions, which will then need to be in accordance with the design element and this will be more important.

- The Design codes are an element of the Neighbour Plan, which are a tool to use to help design future development within the area and will change the way planning applications are decided.
- Planning decisions will need to be in accordance with the design element and this will be more important.
- Matters such as street greening, plants and trees are considered. Detailed matters which you do not get at the district level are highlighted, as each area is unique. The Guides also consider technology, such as carbon free, solar panels, wind turbines, and also cycle storage, waste, recycling.
- The NDP Design Codes are a tool that LDC will also use when making planning decisions in this area.
- LDC & SDNP have both been sent a copy, and these will be formally adopted along with the Neighbourhood Plan.
- The NDP SG will have some future workshops to go through this in more detail.

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

- The Presentation is available to view on the Town Council Website.

1 PH1094 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher noted that the next Steering group meeting will be on Thursday 8th July at 7pm via Zoom
There will be Updates from Jim Boot & Nancy Astley.

2 PH1095 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee noted the report.

3 PH1096 TO CONSIDER THE PURCHASE OF BOLLARDS ON THE SOUTH COAST ROAD AT GREGGS/COSTA/SUBWAY

The report was discussed and noted.

- Cllr Seabrook reported that ESCC have said they do not install Bollards anymore.
- Newhaven TC have recently purchased their own Bollards for an area outside of the Co-Op in Fort Road. The Admin Officer has been in contact with their Town Clerk for advice.

It was Proposed that Peacehaven Town Council fund the installation and purchase of recycled bollards for the two shopping areas on the South Coast Road, which will be funded from the CIL, which is for maintenance and improvement of infrastructure.

Proposed by Cllr Seabrook and Seconded by Cllr Hill.

All in Favour

Recommendation will be submitted to Policy & Finance on the 17th August 2021.

4 PH1097 TO DISCUSS THE PLANTERS OUTSIDE OF SUBWAY AND A VERBAL DISCUSSION ON HOW TO PROCEED.

Cllr Seabrook reported that the Cycle planters intended for sub-way have become very difficult to install due to excavation and contractor costs.

It was agreed that the Planters would be better placed in one of the Town's Parks. The recommendation will be referred back to the Leisure and Amenities Committee to decide on placement.

5 PH1098 TO DISCUSS THE REPLACEMENT OF THE BUS SHELTER AT KEMPTON HOUSE

The bus shelter rust has been maintained for many years but now is beyond repair. The bus shelter recommendations were discussed.

Cllr Griffiths proposed (and seconded by Cllr Seabrook), to use CIL money to purchase a new shelter and investigate a green roofed shelter.

Recommendation to be submitted to Policy & Finance.

All in Favour

6 PH1099 LOWER HODDERN FARM MEETING MINUTES

The SPO reported that Communication is open and working well.

Cllr Seabrook noted that the travel survey keeps being pushed back – The SPO reported that to carry out the survey accurately it has been delayed until travel is more back to normal, people have not been moving around so much due to Covid, working from home etc.

7 PH1100 ARTICLE 4 DIRECTION LAND TO THE WEST OF HODDERN FARM, HODDERN FARM LANE PEACEHAVEN

Item was noted as per SPO's report. SPO to thank SDNPA for applying this Article and to suggest a good idea to extend afterwards.

Cllr Paul suggested this needs to be applied for every 6 months. Process for doing this to be agreed at the Committee's next meeting.

8 PH1101 SDNP/21/02749/PRE (99 dwellings at Morestead adj Lower Hodderm Farm)

Appendices/Background papers

- 1 Email trail June 2021

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

- 2 SDNP_21_02749_PRE-PLANNING_STATEMENT-1498187
- 3 SDNP_21_02749_PRE-COVERING_LETTER-1504436

The SPO reported that there is no formal consultation at this stage but would like Committee to be aware.

Standing orders were suspended to allow the member of Public, Mike Gatti, to speak.

Mr Gatti reiterated what was reported in Public questions and provided background information on this Item.

- Land banking scheme – still running now.
- Case goes back to 2017 SJ capital (offshore company) sold off plots on this site.
- Promoted as being in Peacehaven which it is not.
- Scheme still running now and 75% sold.
- Claremont did a presentation to Peacehaven in 2018. Same applications just new dates.
- SDNP planning have refused to comment until planning application submitted.
- CIL money will go to South Downs but the impact will be felt in Peacehaven.
- The SPO will continue to monitor.

Standing order reinstated

15 PH1102 The below Planning Application Decisions made under Delegated Powers were noted.

LW/21/0324 12 Tor Road Case Officer James Emery	Demolition of existing conservatory and creation of single storey rear extension The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0184 57 Rowe Avenue Peacehaven Case Officer Rita Burns	Front extension to facilitate a larger kitchen and new side entrance door. The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0323 9 Jason Close Peacehaven Case Officer Tom Bagshaw	Erection of rear extension and front porch The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0284 71 Ashington Gardens Peacehaven Case Officer Tom Bagshaw	Erection of single storey extension to rear and side. The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0114 Unit 5 Bolney Avenue Peacehaven Case officer Tom Bagshaw	Erection of security fence and gates on land to side of unit The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0256 104 Malines Avenue Peacehaven Case officer James Emery	single storey side extension The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under

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

LW/21/0281 3 Cocks Dean Peacehaven Case officer Tom Bagshaw	delegated powers. Proposed single storey rear extension to provide self-contained annexe ancillary to the host dwelling The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
---	--

16 PH1103 TO NOTE the following planning applications:-

LW/20/0616 139 South Coast Road Peacehaven East Case Officer Julie Cattell	Notification of Committee Meeting – full details in papers Demolition of existing chalet bungalow and garage and construction of a block of 6 flats with associated car parking, refuse/recycling store and bicycle store The above application, which you submitted, will be considered by the Planning Applications Committee on Wednesday 7 July 2021 at Lewes Leisure Centre, Mountfield Road, Lewes, BN7 2XG starting at 5pm . In addition to attending to listen to any debate on the item, there is an opportunity for members of the public to speak (up to 3 objectors and 3 supporters) on a first come, first served basis. Each speaker will be able to address the meeting for a maximum of 3 minutes.
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17 PH1104 TO REVIEW & UPDATE THE P&H ACTION PLAN.

Updates discussed and Admin Officer to update Action plan.

The member of the public left the meeting.

CONFIDENTIAL

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

18 PH1105 LAND AT TELSCOMBE ROAD PEACEHAVEN BN10 8AG

Land at Telscombe Road Peacehaven, BN10 8AG – **CONFIDENTIAL ITEM**

Appendices/Background papers

- 1 Bellway Homes Layout Proposal
- 2 Plot Map (red line boundary)
- 3 Lewes District Local Plan Land Availability Assessment Letter 10th March 2021

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

DATE OF NEXT MEETING 3RD AUGUST 2021 AT 7.30PM

There being no further business, the meeting closed at 20.55



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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 568 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



PEACEHAVEN TOWN COUNCIL

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

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

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

Public: One member of the public

1. CCE103 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed everyone to the meeting.

The Chairman read out the following statement.

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

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

19.38 Cllr Paul and Cllr Simmons entered the meeting.

2. CCE104 PUBLIC QUESTIONS

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

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

Thanks for listening and look forward to your response."

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

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

3. CCE105 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Cllr Milliner absent

4. CCE106 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

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

Re Item CCE95, Bob Pickett should read Bob Parks.

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

6. CCE108 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was noted.

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

The circulated report was noted.

8. CCE110 TO RECEIVE THE NOTES FROM THE CCE WP

The circulated report was noted.

9. CCE111 UP-DATE ON THE PEACEHAVEN COMMUNITY AWARD

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

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

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

The circulated report was noted.

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

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

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

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

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

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

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

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

Member of the Public entered the meeting.

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

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

Standing orders reinstated.

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

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



PEACEHAVEN TOWN COUNCIL

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Draft Minutes of the meeting of the Civic & Events Committee held at Community House on Tuesday 13th July 2021 at 7.30pm.

Present: Cllr L Duhigg, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr R White, Cllr G Hill, Cllr D Seabrook, Cllr J Harris

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

A G E N D A

1. CCE116 CHAIRMAN'S ANNOUNCEMENTS

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

- As this meeting has been set out at 2m distance each member & officer has the option to wear their masks. When speaking please stand and use the microphone.
- The COOL Working Party (Coming out of lockdown) met this morning with the Town Clerk. Items discussed were the return to work for Officers and the reopening of Community House and the Hub to hirers. It was resolved that restrictions will be lifted as per Central Governments advice; however, PTC have decided to enforce the continuation to wear masks when entering Community House and the use of sanitisers.
- Our regular hirers will be contacted about specific available return dates. Officers will follow the Hybrid Working Policy.

Cllr. David Seabrook was invited to join the table in a non voting capacity.

1. CCE117 PUBLIC QUESTIONS

There were no public questions.

2. CCE118 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies for absence were received from Cllr Dawn Paul substituted by Cllr Ron White.

3. CCE119 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared as interest as a hirer of Community House facilities

4. CCE120 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE

Cllr Duhigg nominated Cllr Wendy Veck as Vice Chairman. This was seconded by Cllr Symonds. There were no other nominations. All in favour

5. CCE121 TO ADOPT THE MINUTES OF 30TH MARCH 2021

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

6. CCE122 TO ADDRESS AND CONFIRM THE TERMS OF REFERENCE

It was resolved to adopt the Terms of Reference

7. CCE123 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee noted the report.

8. CCE124 COMMUNITY HOUSE BUSINESS PLAN AND SUGGESTED WORKING PARTY TO TAKE FORWARD

The plan was discussed and noted.

Mrs Donovan spoke of the purpose of the plan. It was confirmed that: -

- The SPO suggested each Committee form an in-house business plan of how we are going to return to the building and if/when we do any alterations to the building.
- The Plan is in its foundation stages, looking at all aspects of Community house, the Officers/staff, rooms, relocating some areas, updating.
- All Councillors and Officers can contribute to this plan and All Chairs of Committees have contributed.
- The Chair has suggested we now have a Working Party to take forward from here and the plan will then be submitted when the Working Party / CC&E Committee feels it is right to do so to the PTC Internal Business Development & Communication Committee.
- It was resolved to continue with the COOL WP (Coming out of lockdown). The WP will continue to meet and slowly move forward with the reopening of Community House following Government guidelines and submit to Full Council when concluded.

1. CCE125 TO DISCUSS THE REQUIREMENT OF THE EXISTING CIVIC AND EVENTS WORKING PARTIES.

1. Events WP

2. History WP

The Town Clerks report 'Review of the Working Parties' was noted and discussed.

- It was noted that the Working Parties do include members of public, who have a wealth of knowledge to help progress Events & Projects.
- Cllr White asked if the History WP would include pre history and that detailed documents are available from Sussex Archaeology. If needed Cllr White has a contact at the Sussex University, who has been a museum curator and would be available for advice.
- Mrs Donovan updated that there will be a walk of the Meridian Line on Thursday 15th July at 10am, meeting at the Meridian Monument. Hilda and Graham Heap who have written several books about the Meridian Line, will be guiding the Group.
- Cllr Duhigg would like to thank Mrs Donovan and her Team for the hard work they have put in this year and looking forward to the planned events in 2022.

Cllr Duhigg **Proposed** that there is an ongoing requirement for the continuation of these Working Parties and both should continue for as long as is needed **Seconded by** Cllr. Hill
All in favour.

1. CCE126 TO CONSIDER A COMBINED FAIR ON 25TH JUNE 2022 WITH ARMED FORCES DAY AT CENTENARY PARK

The report was discussed and ideas shared for this event

Cllr Duhigg **Proposed** that the Events WP look at organising a combined fair on the 25th June 22, this was **Seconded by** Cllr Veck
All in favour

2. CCE127 TO APPROVE THE DRAFT EVENTS POLICY

The Policy was discussed and Mrs Donovan reported that the Policy has been sent to and approved by ESALC.

Cllr Duhigg gave thanks to Mrs Donovan for putting the comprehensive document together at such short notice.

It was resolved to adopt the Draft Events Policy

Proposed Cllr Symonds and **Seconded** by Cllr Veck

All in favour

3. CCE128 TO NOTE TRBL CENTENARY EVENT ON 28TH AUGUST 2021 verbal

The County will be relaying a Torch of Remembrance across both East and West Sussex, stopping at and passing on the torch to various British Legion Branches along the route.

The Beacon will be lit in Peacehaven at 8pm on the 28th August 2021 by The Mayor of Peacehaven,

- Mrs Donovan is currently in talks with RBL and will be organising a Minister for a service, Bugler and Town crier.
- A mobile beacon will be used on this occasion and the location for this Event will be announced shortly.

1. CCE129 QUEENS PLATINUM JUBILEE

Trees will be planted in the town from October 2021- 2022 to mark Her Majesty's Platinum Jubilee.

Mrs Donovan is liaising with the Leisure & Amenities Committee along with the Parks Officer who have vast experience with tree growing and who will advise when the correct time will be to plant the trees.

The Report was discussed and noted and will be referred to the Leisure & Amenities Committee.

2. CCE130 TO PROPOSE A CHRISTMAS MARKET FOR PEACEHAVEN TOWN COUNCIL

Cllr Veck's report was discussed and suggestions given for this Event.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Hill, to set up a WP specifically to investigate the proposal for a Christmas Event.

3. CCE131 TO AGREE MEETING DATES FOR THE REMAINDER OF THE YEAR.

It was resolved to cancel the Civic & Events Committees in August and November, due to lack of Events because of Covid Restrictions this year. The October Committee will go ahead as planned.

It was also requested that the Committee will meet on the earliest possible date in in 2022. The Admin Officer confirmed this will be the 8th February 2022.

4. Any other business

Mrs Donovan requested permission to bring back Community Bingo. It was agreed that the first date for this Event will be on the afternoon of Wednesday 18th Aug 2021. Details will follow shortly.

Proposed Cllr Hill

Seconded Cllr Harris

All in Favour.

DATE OF NEXT MEETING OF THE COMMITTEE – 5th October 2021

There being no further business, the meeting closed at 21.05



PEACEHAVEN TOWN COUNCIL OUTDOOR EVENTS POLICY

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INTRODUCTION

The Outdoor Events Policy reflects:

- The importance of outdoor events to the economy of the town
- The demand from promoters to hold outdoor events in Peacehaven
- The difficult balance needed to maximise event benefits while minimising the challenges that are faced in holding them
- Peacehaven Town Council (PTC) encourage event organisers to maximise sustainability benefits of events.

PRIORITIES

PTC is working to tackle inequality and outdoor events contribute to the following Sustainable Community Strategy priorities of:

- Promoting enterprise and learning
- Reducing crime and improving safety
- Improving health and well-being

CONTRIBUTION TO PRIORITIES

The benefits of outdoor events include:

- The creation of jobs through the contribution of outdoor events to the overall visitor
- Developing community cohesion through both large-scale events and community events held across the town which brings local people together whether as participants or spectators.
- Promoting sport and physical activity which encourages regular participation and benefits the health and well-being of the town's residents.
- Raising the profile of the town
- Providing opportunities for local and national charities to raise funds through participants being sponsored to take part in events.
- The generation of income to the council which contributes to the support of community events.

OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- Ensure effective planning and management of events
- Maximise safety for those working and attending events
- Ensure the promotion of Licensing Objectives

- Ensure that the sustainability of events is improved by protecting and enhancing the environment, meeting social needs, and promoting economic success
- Provide a framework for the application process to seek approval for outdoor events
- **Ensure pre-event consultation takes place**
- Maximise the opportunity for increased spending that makes a positive contribution to the local economy
- Minimise the inevitable disruption particularly of major events to the residents and businesses of the town
- Ensure compliance with the animal welfare
- Set out a scale of charges for events
- Ensure the recognition of areas as outdoor event spaces
- Develop the existing strong events programme with events throughout the year to maximise the impact of events to the town's economy.

APPLYING TO HOLD AN EVENT

The size and type of the event determines how to apply and fees payable.

Size	*Audience Capacity	How to apply
Small	Under 500	Submit an Outdoor Event Application Form
Medium	500 - 3000	Submit an Outdoor Event Application Form
Large	Over 3000	Submit an Event Management Plan

* Audience capacity is the maximum number of people expected at the event at one time.

ADD APPLICATION FORM LINK

All events will be required to comply with the guidance provided by the Health & Safety Executive guide HSG 195 The Event Safety Guide (second edition): A guide to health, safety and welfare at music and similar events available from www.hse.gov.uk.

Professional firework displays must comply with Health & Safety Executive Guide HSG 123. For Filming & Photography on council land, a different application procedure applies. Please contact the Events Team for details communications@peacehaventowncouncil.gov.uk

For Small & Medium Events

The event organiser submits an Outdoor Event Application Form a minimum of 3 months before event set up on site begins. Where an event is considered to have significant impact on an area, site, or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size. The application form is assessed by Outdoor Events Team and a Consent Form issued if permission is granted.

The Outdoor Event Application Form contains questions and guidance on the areas you will need to consider before holding an event. Depending on the nature of the event, you may need to plan for

some of the areas listed below under 'large events'. A risk assessment is required for all events and the application form contains a template.

Large Events

An initial discussion with Events Team is followed up with submission of an Event Management Plan at least 6 months before event set up on site begins. If further development of the plan is necessary, a timescale greater than 6 months is likely to be required. If the timescale for event planning is not met, Peacehaven Town Council's consent may be withdrawn.

Event Management Plan Organisers of large events will need to produce a plan which will be subject to the approval of the Outdoor Events Team and the multi-agency event liaison officers for the event. The plan will include but not be limited to:

- Access Provision
- Cancellation procedure including adverse weather conditions
- Child and vulnerable adult
- Complaint's procedure
- Concessions and caterers
- Covid - 19
- Crowd management
- Emergency control
- Entertainment
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts
- Fire safety and evacuation
- First aid / medical
- Food safety
- Infrastructure
- Licensing requirements
- Lost children and property procedures
- Marketing
- Noise management
- Public liability insurance
- Risk assessments
- Sanitary provision

- Security and stewarding provision
- Site plans
- Statement of intent
- Production and event timetable
- Traffic management
- Transport management
- Waste management

LICENSING, PERMISSIONS & INSURANCE

Event organisers must ensure that all required permissions and licenses are acquired in an appropriate and timely manner including but not necessarily limited to:

- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
 - A Temporary Events Notice (TEN) or time limited premises licenses may be required. The Events Team can advise whether you need a license depending on the size and nature of your event. The event organiser must provide evidence that they hold adequate insurance appropriate to the scale and nature of the event. This can be applied for via Lewes District Council Licensing Office
 - Public Liability Insurance is a requirement to a 10M cover.
 - Our Terms & conditions, form signed & dated.
 - health & safety risk assessments are a requirement.
 - application forms submitted.
 -

CRITERIA FOR APPROVAL OF AN EVENT

The following criteria will be used to determine whether approval will be given to a specific event. These criteria will be considered during the application process to ensure compliance with the objectives of this policy and the requirements for holding an event.

- Public safety and security issues
- The ability of the event organiser to manage the financial requirements of the event
- The ability of the organisers to effectively plan, manage and control the event
- Impact upon the environment and damage limitation
- Impact of the event on regular users of public spaces, stakeholders, and local residents
- Timing of the event
- Size of location, numbers attending, or numbers estimated to attend

- Impact on transport and traffic infrastructure to support the event e.g., parking, increased use of public transport and road closures.
- Type of event
- The creation of opportunities for local participation
- Legal constraints
- Compliance with conditions specific to the event location
- Compliance with statutory requirements as required by the council as the Highways or Environmental Health and Licensing Authority e.g., noise disturbance and food hygiene
- Impact on traffic and transport infrastructure for those not participating in the event.

APPROVAL PROCESS BY THE COUNCIL

All events will require consent from the council in the capacity as landlord for the area the event is being held.

This is provided by:

- The council's Civic and Community Events Committee who will approve the annual calendar of major events during their first meeting of each year.
- Delegated powers are granted to the Communications & Civic Officers in consultation with the Chair of the Committee to make any changes to the Outdoor Events Programme which are received after the approval of the annual calendar.
- If the Officers consider that a new event is a large event or has corporate budgetary or policy implications the matter shall be referred to the Committee.
- Consent for small and medium sized events can be granted by the Outdoor Events Team.

CONSULTATION

The level of consultation will be dependent upon the scale and location of the event with reference to the impact on its surroundings. The consultation process may include consultation with:

- Initial consultation by the organiser with the Outdoor Events Team to ensure it fits within the Outdoor Events Policy
- Internal sections of the council
- Emergency services
- Transport providers
- Local ward councillors
- External partners specific to an event location
- Communities of interest specific to the event.

FEES AND CHARGES

The fees for holding outdoor events are set out in the supporting document Outdoor Event Fees.

The Application Fee, Hire Fee and Reinstatement Deposit (if applicable) are payable once consent has been granted.

The fees applied depend on whether an event is:

- Commercial
- Charity (National)
- Enthusiast
- Community Commercial

Commercial

These events provide a commercial benefit to a profit-making business or operation including product launches, corporate events and other marketing and promotional activities for profit making organisations.

Charity

Events organised by registered national charities and are predominantly fundraising events for the benefit of the charity.

Enthusiast

This type of event is organised by owners/collectors' clubs who display their goods.

Community

Any event organised by not for profit, community or voluntary groups that directly benefit the residents and visitors of the city, and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

The classification of the event type is subject of officer discretion and may affect any of the following:

- Whether an application is accepted
- The application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of the consultation to be undertaken

Other Fees

Application Fee

This covers the costs of processing the application. The fee charged depends on the type of the event.

Hire Fee

This fee covers the cost of hiring the site. Community events that demonstrate significant benefit to local people and the community and that minimise the negative impacts of the event may be eligible for a discretionary discount of up to 100% on the hire fee.

Reinstatement Deposit

A refundable deposit may be required to be lodged with the council where there is a potential risk of damage to the physical environment from the event. The deposit will be required at the time the hire fee is due and will be used to fund any repairs or damage caused by the event. **Licensing Fees** Under the Licensing Act 2003, if your audience is 499 or more you will need a premises licence to stage an event that includes regulated entertainment, sale of alcohol or late-night entertainment.

For further information on licence fees please contact the Environmental Health & Licensing Team at Lewes District Council. If the activity is for less than 500 people a Temporary Event Notice (TEN) may be used.

Waste Management

Event organisers are required to have arrangements in place to minimise waste, promote recycling and where unavoidable, dispose of waste.

If the event organisers' arrangements are not sufficient and result in an increased service level being provided the costs will be charged to the event organiser.

Highways – Road Closure and Signage Costs

Where road closures are required to comply with Highway Regulation and Enforcement, a fee will be made to the event organiser for these formal road closures. PTC would expect the organiser to manage the road closure with adequate security measures in place.

Parking

For large events it is advisable to advertise that there will be a no parking available and to access public transport ONLY.

Where the event organiser requires parking bay suspensions to be put in place for disabled parking, a fee may be charged to the event organiser.

Monitoring of events

The outdoor events team will monitor the large events to ensure compliance with the policy and the location hire agreement. The costs of these visits are not recharged. However, where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources may be charged to the event organiser.

SUSTAINABLE EVENTS

Peacehaven Town Council is committed to working with event organisers to improve the sustainability of events by protecting and enhancing the environment, meeting social needs, and promoting economic success.

Event organisers will be asked about their plans for sustainability at the application stage, including how they plan to:

- Support the local economy
- Minimise waste, water, and energy use
- Encourage public transport and sustainable food
- Communicate with everyone involved with the

GENERAL REGULATIONS

The following general regulations will apply to all events.

Hours of Operation

This will include both the duration of the event itself and the rigging and de-rigging of the event site. The requirements will be specific to event locations. The terminal hour is determined by open spaces premises licences.

Noise Levels

Permissible noise levels will be dependent on specific locations and their individual requirements. A Noise Management Plan may be required to mitigate any potential noise disturbance. Reference should be made to the Noise Council's Code of Practice for Environmental Noise Control at Concerts.

Health & Safety

The enforcing authority for health and safety for most outdoor events are Lewes District Council's Environmental Health, Health and Safety Teams.

The Outdoor Events Team reviews the event application forms or event management plans to ensure a risk assessment has taken place. The team works with event organisers and other agencies to ensure events are run safely.

Food Safety

Where the event involves the provision of food or has food franchises all traders should be adequately vetted to the satisfaction of Regulatory Services before being permitted to trade and copies of certificates issued.

Transport Management

Transport management is a major concern for events. Event organisers must liaise with LDC highways and parking teams and act on any appropriate guidance. Robust Transport and Traffic Management Plans should be drawn up as part of the event planning process for events where significant numbers of people will be travelling to the event.

LEGISLATION, REGULATIONS AND GUIDANCE

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981

- Data Protection Act 1994 and 1998 • Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995 • Town and Country Planning Act 1947 and 1990
- Licensing Act 2003 • The Children's Act 1989 • Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996

MONITORING OF POLICY

Outdoor Events are unique and therefore the challenges posed by each event are different.

Therefore, as events evolve and develop it will be necessary for the Outdoor Events Policy to evolve and develop accordingly. All the partner agencies recognise the importance of outdoor events to the town and work together to provide a programme of safe and well managed events for the benefit of residents and visitors.

CONTACT DETAILS

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communications@peacehaventowncouncil.gov.uk

Civic & Marketing Officer

civicandmarketing@peacehaventowncouncil.gov.uk

Information Officer

info@peacehaventowncouncil.gov.uk

Town Clerk

townclerk@peacehaventowncouncil.gov.uk

Tel: 01273 585493 option 1

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AGENDA ITEM:	C809-e-iv
Subject:	Armed Forces Day – combined with PTC Summer Fair
Date:	27 th July 2021
Report:	Deborah Donovan

Summary of recommended actions

To apply for the remainder of the PTC COVID support fund, to deliver a combined Town's Summer Fair with an Armed Forces Day

Introduction

The Civic Officer received an enquiring from local resident, David King proposing the following:
A JOINT ARMED FORCES DAY AND PTC SUMMER FAIR.

Background

David made contact in January 2021; he explained an event for Armed Forces Day is match funded by the MOD for up to £10,000 but applications close at the end of March every year. I had to advise David that our Community Events had been put on hold, as we were following Government advice especially considering gatherings for social events. Therefore, an application for this year was **too late to consider**.

David told me that he is happy to look at planning an event for 2022, the date would fall during the last weekend in June (25/26). To enable planning to happen he would need to be in a position to put an application in for match funding with the MOD as early as possible.

To start this process, he would need to know:

1. What support the Council would offer in the way of facilities and what value is equated to that.
2. What financial support the council would offer.

With this information David would then be able to start planning how it would be possible to fund the event as the MOD funding is match funding only. David explained further that he would like to work together to raise a sum up to £10,000 locally and with the match funding from the MOD would create a massive event for the town; bringing in visitors from many areas and to also consider that Brighton do not hold an Armed Forces Day! It would therefore be a good tourist attraction for the town which would in turn bring in revenue as well for local traders.

Proposal

Our community have missed our town events over the past 18 month due to COVID.

I would like Council members to consider allocating the remainder of the PTC 'COVID' support fund, which will help fund this joint event which was unable to take place this year due to the impact made on the unfortunate cancellation of **all** community events.

David is a local event organiser and would like to deliver this event for the local community but without the answers to the questions he cannot progress his proposal. He has also applied for a normal PTC grant but realises this may be too late for his application to the Military of Defence.

Analysis

This event was agreed to go ahead at the recent CCE Committee meeting. All members support the joint venture and members of our Events working party would work with members of the Armed Forces to deliver a giant combined event. This type of event would bring something different to the town and would accommodate all ages.

PTC will endeavour to seek sponsorship from local businesses too.

The estimated cost: up to £10,000 in sponsorship which is match funded by the Military of Defence.
Potential Income based this amount: unknown/shared between the two organisations.

Informal Notes Friday 21st May:

BUSINESS DEVELOPMENT AND COMMUNICATIONS UPDATE AND REVIEW

Attendees

Michelle, Cathy, Matt, Isobel, Ron

1. Travel Survey & Business Survey- both content and distribution. (Matt)
Business survey to be sent out by email database. It would be a good idea to send to Chamber of Commerce and to ask them to include in their newsletter.
PTC Website? Social Media?

Travel Survey to go electronically, website, social media and Peacehaven Directory try for 2 centre pages in July magazine. Anne Briffet, Editor is very helpful. Return to Community House? Gateway Café? Washington Stores.
Paper copies can be target at North and East Peacehaven. , Car Boot sales.
Councillors with clip boards needed to help.

2. Community Energy Scheme and internal utilities, solar panels and boilers update. (Cathy & Michelle)
Cathy reported attending a Climate Change Action event by Zoom arranged by LDC. Very useful. Cllr Matthew Bird a good contact.
Joint Climate Emergency working group held with PTC and TTC.
Michelle and Zoe working on utilities etc. with Mark Earthy
Community Energy we are learning more. Contacts through LDC as well which should help in setting this up.

3. Content for next Internal Business Plan and Town Plan (Cathy, Michelle, Matt)
Michelle had put out a message what 3 things should PTC achieve in next 12 months?
There had been several responses some long emails, some no answers.
Michelle and Matt will be collating including the response about IBP feedback by Town Clerk

4. Feedback from Town Clerk on the current LAE Section on Business Plan (Matt)

The last IOB original document shown on screen and attached which shows how far PTC had progressed. Michelle, Matt and Cathy to meet and get a draft updated plan.

5. The Hub / Community House and Welcome Back Fund. (Cathy, Michelle)

The Welcome Fund application is being submitted with a view to opening up PT and getting people out and spending again. Suggestion to have a permanent marque on The Dell and /or behind the Hub.
Use the Hub more in the summer holidays to get an idea on what changes needs to be made for the future.

Community House future at what point does this become a project for Bus Dev & Communications.

6. Communications, how to reach the digitally excluded (Cathy)

Digital Exclusion 4.8 M never go online

51% are over 65

45 % annual income below £11500 pa

56% with disability or long term condition NHS 2019

2 m households no internet

900,000 children without a device to use.

Full discussion about all means of Communication

7. Public Realm ideas (Cathy)

Public realm is all public spaces and the street furniture railing etc.

Uniformity and good quality can set the tone of the Town.

NDP and Design Guide will give more information on this.

Cathy Gallagher

**Minutes / Notes of the informal Business Development and Communications meeting held
on Wednesday 30th June 2021 at 7.30pm**

Present: Cllr Gallagher, Cllr Sharkey, Cllr Hill, Cllr Cheta, Michelle Edser- SPO, Matt Gunn- Communications Officer.

Apologies for absence:

Cllr White & Cllr Collier- apologies accepted.

Item 1- Terms of Reference:

Cllr Gallagher introduced this item and reminded members that the committee will be working on the following projects:

To investigate and develop projects to enhance the Town:-

- a. The long term future of the Civic Centre /Community House.
- b. The long term future of The Hub- Including redevelopment of the building
- c. The long-term future of The Gateway Café building.
- d. The long-term future of the land and buildings known as Peacehaven and Telscombe Football Club.

Cllr Gallagher wanted to remind members that nothing will be able to be done quickly and the purpose of the committee is to look at business development and the long term strategy for the Town.

Cllr Gallagher went onto mention how the Communications part of the committee will be developed by trying to establish a communications budget to allow additional software and printing to be accessed quickly.

Cllr Gloria Hill asked if we could re consider printing the E-News magazine to keep the digitally excluded residents informed on what is going on in the town.

It was agreed that 50 copies of the July E-News magazine should be printed as a trial.

Item 2- Internal Business Plan 2022:

Cllr Gallagher confirmed that the SPO had been sent a large number of ideas/objectives which councillors and staff felt should be included on the new internal business plan. Cllr Gallagher confirmed that herself, the SPO and the Communications Officer had reviewed the large list of ideas and identified the strategic objectives and added them into the new business plan for 2022.

The SPO confirmed that she will be producing a report on everything that has been achieved in the last 12 months to show the progress that has already been made.

Cllr Gallagher also confirmed that a new 'People' Section has been added to the plan as Cllr Seabrook has created a detailed plan as chair of the personnel committee.

Item 3 -Community House Business Plan:

Cllr Gallagher confirmed that the Civic and Marketing officer and the chair of the Civic and Community events committee, Cllr Lynda Duhigg have produced a draft business plan for Community House. The plan sets out ideas for the development of the building in the next 5 years.

Attendees felt the Community House business plan was a good starting point but needs to have input from all Stakeholders . The key strategies need to be identified and included in the 2021/22 Internal Business Plan ,which is being prepared.

Attendees agreed that it would be beneficial for an impartial facilitator to host a meeting to discuss the future of Community House. SPO to take forward by consulting Town Clerk and C & Marketing Officer.

Item 4- Update on Library and Cycle Route East to West

The SPO confirmed that the library working party are having trouble getting responses from ESCC as their officers do not want to answer some of the complex questions the library working party have asked. The working party members will do some detailed work to write up another report and take back to both Councils. This will outline where we still have question marks and agree the next steps.

The SPO stated that ESCC have been supportive of the project and will be holding the section 106 money for this project until the project can be fully agreed. At the moment PCS are being difficult to contact as they are not interested in talking about the project.

Item 5- Update on Business Survey and Bus/Travel Survey

The Communications Officer confirmed that the business survey had been published on our website & social media, as well as being sent to the large business mailing list. Unfortunately, the survey response rate was quiet low.

It was agreed to advertise the travel survey digitally as soon as possible, it was also felt that councillors could take paper copies to local bus stops and speak to people once it was safe to do so.

The SPO stated that ESCC have been supportive of the ped/cycle lane project in principle but there are challenges in getting Swale Academy Trust to engage.

Cllr Gallagher confirmed that the government have launched a bus back better scheme and have tasked local government and bus companies to produce a bus service improvement plan.

SPO to contact ESCC and BHCC to see what they are doing . SPO has contacts within both Council's

Suggested meeting dates:

Informal meeting by Zoom Weds 4th August 7.30Pm

Committee Meeting Wednesday 25th August at 7.30pm

To be discussed with and confirmed by Admin Officer and Town Clerk

Agenda Item: C809-f-iii
Committee: Full Council
Date: 27th July 2021
Title: Internal Business Plan Review 2020-21
Report Authors: Senior Projects Officer
Purpose of Report: To provide a progress review of the Internal Business Plan 2020-2021

Introduction

The attached update is provided further to the ratification of the Internal Business Plan (IBP) for 2020-21.

Background

It has been an extremely busy time for both Staff and Councillors and this report identifies the progress that has been made against last years IBP since July 2020.

Analysis

See the updated IBP plan attached, updates have been provided in terms of activities undertaken, current position and objective achievement status using the progress key is as follows:

GREEN - ACHIEVED

AMBER - ON-GOING

RED - NOT YET STARTED

The majority of projects are on-going, some are already completed. Notes have been added where appropriate. Overall a great deal of progress has been made.

Conclusions / Recommendations

To note the attached review.

To be aware that the Business Development and Communications Committee is now developing the 2021-22 IBP, reviewing progress to date, considering priorities feedback and encompassing other opportunities that have arisen (such as bids).

Council members are asked to please input to the drafting of the forthcoming IBP when requested.

The internal business plan should remain as a standing item on committee agendas, with shorter term detailed tasks and projects set out in committee action plans.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• Due diligence and financial management
<u>Legal</u>	<ul style="list-style-type: none">• UK Financial and Planning Laws• Council Powers/Duties• Lease/landlord/landowner responsibilities
<u>Health & Safety</u>	<ul style="list-style-type: none">• Safer Roads

<u>Planning</u>	<ul style="list-style-type: none"> • Planning Act 1990, current local / national policy
<u>Environmental and sustainability</u>	<ul style="list-style-type: none"> • Sustainable accessibility to local services
<u>Crime and disorder</u>	<ul style="list-style-type: none"> • CCTV
<u>Social value</u>	<ul style="list-style-type: none"> • Potential for charities/voluntary organisations • Support for those in need • Links with youth services, DWP • Inclusivity • Community benefits
<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint of utilisation and creation of any new buildings

Appendices/Background papers

REVIEW OF INTERNAL BUSINESS PLAN 2020-21



REVIEW OF INTERNAL BUSINESS PLAN 2020-21

Projects and Responsibilities as Approved by Full Council 28th July 2020

Previously Agreed 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."*

Previously Agreed 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

Updates provided below for period July 2021 to July 2022 re: Activities Undertaken, Current Position, Objective Achievement - progress key:

GREEN - ACHIEVED

AMBER - ON-GOING

RED - NOT YET STARTED

FINANCIAL: To Establish Financial Stability

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
To ensure all Committee Chairs are provided with relevant 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 now included in Committee Meeting Reports	Budgets reviewed at every Committee, spending always considered against budget	If funds are required, they are to be identified at Committee
To rebuild General Reserve ratio to 50% of Precept	RFO Town Clerk Reporting to P&F	Pro-active Management of Budgets and active forward planning taking place. Covid 19 lockdown has reduced outgoings	Each Committee taking responsibility. Reduced spending	Resulted in approx. now 40% reserves
Increase income streams Reduce costs and efficiency savings	Town Clerk/RFO Officers and Councillors Reporting to P&F	Analysis started of potential income sources. Covid 19 lockdown, fewer outgoings (building usage, staff costs)	Review of income to continue Home working, reopening and hybrid policies being developed	
Monitor and allocate Section 106 and PTC CIL Prepare Project bid for LDC CIL	SPO RFO/ FO Reporting to P&F	Identify projects Maintain a financial spreadsheet Liaise with LDC CIL Officer	Projects identified and spreadsheet created 2 x CIL bids granted in 2021	Achieved now on-going. Need to ensure regular reporting to P&F, Full Council

ENVIRONMENT: To Seek to Improve Air Quality and Take Measures to Create a “Green Town “

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
Within Peacehaven Town Take steps to increase Carbon Capture To examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality	Senior Project Officer Climate Emergency WG LA & Environment	Environmental Audit Including Air Quality started Workshops attended	Climate Change Working Party formed and currently active	
LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc	Reporting to LA & Environment Senior Caretaker Parks Officer	Single use plastics policy set out ting out policies with actions and outcomes required	Climate Change Working Party taking on this action Review of inside and outside buildings	“Champion” to be identified
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 Audit completed by PTNPSG Trees Survey commissioned	Reports and action list now to be completed (aim September 2021)	
Identify car free areas Install electric Charging points Liaising with ESCC	SPPO P & H Committee	Audits underway by PTNPSG (Design Guide) Contacts and policies identified at LDC/ESCC	Welcome Back fund successful bid. Ensure future developments have Electric Vehicle Charging points – review pros and con’s	

Increase the use of Sustainable Transport i.e. buses, cycles and walking cycling routes, walkways. Installation of cycle racks	SPPO Parks Officer Reporting to P&H/PTNPSG	Contacts established. Discussions on-going with ESCC and B&H Buses re: improving active / sustainable travel	Public consultation survey underway (through Bus Dev Cttee). Analysis reports to be prepared	
Carry out regular inspections for risk and health and safety of open spaces	SPPO Parks Officer L.A.& L Committee	Audit sheet/format set up and audits being carried out	Reporting / governance to be established	

PLACE: To Create a Sustainable and Visually Attractive Town

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
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	PTNPSG teams working to gather evidence. Draft NP Report produced, submission to LDC aim Autumn 2021	
Create walkways and cycle paths through Peacehaven town Improving the Public Realm	SPO (Planning and Bus Dev) P&H Steering Group	Audit of furniture completed. Litter removal commenced. Fencing repaired ,improvements commenced.	Dell improved Fencing & gates at Centenary Park Further action plans to be devised	
Protecting and enhancing the landscape	LA & E Committee P&H Committee Steering Group SPO (Planning & Bus. Dev)	Chapters written within NDP re: clear views to sea and SDNP. Volunteers involved	NDP chapters to link with local green spaces report Viewpoints identified	
Improve and upgrade the Public Realm	SPO (Planning & Bus Dev} Planning and Highways Steering Group	Quality of urban realm reviewed as part of NDP Design Guide (now produced)	Successful bid to “Welcome Back” fund Need to ensure Design Guide is followed	

Long Term Future for The HUB Community House	S.PO (Planning & Bus Dev) Bus. Dev & E Comms Committee	Community House Business Plan started by C&CE. Short term improvements made, SPO and Bus Dev. Committee to facilitate plans for long term	Set up workshops for all Cllrs and Staff to input. Identify new WP's as appropriate	
Developer Liaison Group	SPO (Planning & Bus. Dev. Planning & Highways Committee	Establish which Developments to be followed Information to be obtained from LDC Planning	SPO, Cllrs from P&H, Chair of NDP Steering Group. Mtgs set up and attended. Not currently required due to SPO role, P&H actions & regular Chalkers Rise mtgs with LDC	Complete Can re- start in future as needed
Community Energy Scheme	Senior Projects Officer NDP Steering Group P&H	Links with Dr Earthey and Ovesco established. Potential sites identified	Arrange feasibility assessments & report back	
Infrastructure future-proof Devolution of Car Parks and Parks from LDC	Senior Projects Officer P&H	Car parks granted ACV status	WP to be established to consider long terms plans and report back	

COMMUNITY: To Build an Inclusive, Healthy and Vibrant Community

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
Promote Peacehaven town Identify unique features to promote	Civic and Marketing Officer Marketing Assistant	Logo refocussed Communications Officer in place	Branding still for review	
Improve communication with the wider community in Peacehaven	Marketing Assistant Civic and Marketing Officer Business Development and E Comms Committee	On-going Communications Officer in place	Bus Dev Cttee and Comms Officer developing communication strategy	
Bringing Sussex Police into the heart of the Community	Admin Officer Marketing Assist Reporting to Civic & Community Events Committee	Encouraged police to use Community House. Close working established e.g.: Safer Roads Closer links between PCSO and PCS being formed	Contacts improved with PCS, more to do	
To build an inclusive Society To build and establish the Youth Project Started in 2019	Civic and Marketing Committee Civic and Community Events	Joint WP established Links made with ESCC Youth Services	Work on-going, will be reported back	

To improve the health and recreation facilities in Peacehaven Town	SPPO Marketing Assistant Civic and Marketing Officer Leisure & A	Playing Pitch Strategy produced by LDC Green Space Assessment Produced by LDC Contact made with Football Club	Audit started Further reports to be produced	
Develop a schedule of events to include all sectors of the demographic	Marketing Assistant Civic and Marketing Officer Civic and Community Events Committee	Plan started by CCE Cttee to include all sectors of society	Plan started by CCE Cttee To be reported	

BUSINESS: To Make Peacehaven the First Choice for Locating a Business

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions	SPO (Planning and Business Dev) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms Committee	Reports completed by University of Brighton Students	Research with Chamber of Commerce report to be prepared by SPO , Business Development Committee underway	
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 Committee	Produced initial advertising package for businesses	Further plans being developed by Comms Officer	
Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven town To work closely with local universities and the greater Brighton business partnership	As above	Regular attendance at CoC Breakfasts University work / links established	Further contacts to be established with major employers	

		Steering Group SPO / Bus. Dev and Communications Committee		
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GLOSSARY OF TERMS

Committees

P & F	Policy & Finance
LA&E	Leisure, Amenity and Environment
P&H	Planning and Highways
BD&Comms	Business Development & Communications
C&CE	Civic & Community Events
PTNPSG	Peacehaven and Telscombe Neighbourhood Development Plan Steering Group

Officers

TC	Town Clerk
AO	Administrative Officer
SPO	Senior Project Officer (Planning & Business Development)
RFO	Responsible Financial Officer
FO	Financial Officer
CCE	Civic and Community Events Officer
CO	Communications Officer
SC	Senior Caretaker
PO	Parks Officer



PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

CLIMATE EMERGENCY ACTION PLAN

The Climate Emergency Motion that was adopted by Peacehaven Town Council on 23rd July 2019 calls for an action plan on Climate Change to be presented to Council within six months in time for the 2020/2021 budget setting cycle.

Action	Target Date	Notes	Date Completed
Completed Actions			
Council to agree to set up a Climate Emergency Working Group. Members of Climate Emergency Working Party to be agreed.	26/11/2019	Agreed by Council 26 th November 2019. Councillors Griffiths, Sharkey, White and Seabrook will make up the working Party. Two representatives from Peacehaven Community School to be invited.	26/11/2019
Terms of Reference to be agreed.	31/01/2020	Draft Terms of reference have been identified at the first meeting of the working group. To be circulated as a draft copy. To be ratified by Council.	19/02/2020
Budget to be agreed to fund the Carbon Footprint audit.	31/01/2020	A budget of £5000 has been included in the 2020/21 budget which was ratified by full council on 14 th January 2020.	14/01/2020
Town Clerk to research the climate emergency plans of other Town and Parish Councils and report to Council.	19/02/2020		Complete
Climate emergency working group to organise events to raise awareness for climate change in the community.	30/11/2020	Eastbourne Zero Carbon event on 18 th January 2020 was attended. More practical information is needed. This will be taken forward by the Joint Working party with Telscombe.	18/01/2020
Climate Emergency Working Group to investigate the investments of the Local Government Pension Plan in the Fossil Fuel Industry.	30/11/2020	£172,000,000 has been invested in fossil fuel industry by the local government pension scheme. https://campaigns.gofossilfree.org/petitions/divest-east-sussex-pension-fund-from-fossil-fuels Letter drafted for Council to write to LGPS concerning fossil fuel investments to be sent to ESCC as agreed at Full Council on 29 th July 2020. "The campaign to get East Sussex County Council (ESCC) to stop investing in fossil fuels scored its first significant win last month as the East Sussex Pension Fund confirmed that it's making changes	28/07/2020

Action	Target Date	Notes	Date Completed
		which should halve its exposure to oil and gas companies.”	
Policies			
Town Clerk to investigate the Covenant of Mayors to track progress and link with other towns who are cutting emissions.	21/12/2019	Relevant documents identified and circulated to Council for meeting on 14 th January 2020.	07/01/2020
Mayor of Peacehaven Town Council to Sign the Covenant of Mayors.	31/01/2020	Covenant of Mayors for Climate and Energy has been signed by the Mayor and is on display in the foyer.	14/01/2020
Tree Charter		It was agreed that the Council would follow the principles of the Tree Charter at the meeting on 14/01/2020. A copy of the Tree Charter Principles is on display in the foyer.	16/02/2020
Single Use Plastic Policy	29/7/2020	Policy agreed by Council on 29 th July 2020	Complete
All investment decisions made by Council must consider the impact on climate change and sustainability.	With immediate effect	This has been included in the reporting system for all council meetings.	Complete
To consider systematically the impact on climate change and sustainability, all reports to Council must include climate change impact and sustainability.	With immediate effect	This has been included in the reporting system. Additional training may be required for officers.	Complete
Covenant of Mayors Deadline	Urgent	Progress needs to be reported to Covenant of Mayors Sue to send details round if requirements. Should we now be in the UK organisation? Isobel to discuss with Civic & marketing officer.	
Sustainable Procurement Policy		A Sustainable Procurement Policy needs to be written and implemented. Based on LDC policy and updated.	
Climate Change Strategy Policy to write		Review Lewes District Council document. Discuss with Tony and Senior & Projects Officer.	
Use of non- renewable natural gas to be phased out for heating and cooking		No new Gas Appliances to be purchased. Proposal to be made to policy and finance. Discuss with Michelle re Ovesco	

Action	Target Date	Notes	Date Completed
Carbon Audit			
Climate Emergency Working Group to arrange an audit of the Peacehaven Town Council's activities that impact on its carbon footprint.		Keep it simple.	
Investigate the source of electricity and gas supplies.	25/03/2020	Arrange meeting with Ovesco Quotes are being obtained for the electricity supply which has been taken back from ESCC. Dr Mark Earthy is advising.	
Replacement of vehicles	As per schedule	The Parks Officer has supplied an inventory list of vehicles that use fossil fuels together with replacement dates. This was discussed at the Leisure, Amenities and Environment Committee in October. It was agreed at the LA&E Committee on 3/11/20 that the Peugeot Van will be replaced between Apr 2021 and March 2023 with an electric vehicle. Options for purchase or lease to be considered. Funding to be considered.	
Replacement of Equipment	As per schedule	The Parks Officer has supplied an inventory list of equipment that uses fossil fuels together with replacement dates. This was discussed at the Leisure, Amenities and Environment Committee in October It was decided at the LA&E Committee on 3/11/2020 that the replacements for 2 hand roller mowers, Hover Mower and 3 strimmer's will go ahead between Apr 2021 and March 2023. Zero carbon options to be considered. The Parks Officer has tried both a power driven and push machine in the Centenary Park playgrounds and both were suitable for the job, with the batteries lasting 3 hours or so and the batteries would be usable in other machines like hedge cutters etc in the future if that is the route we are going. What is the lifetime of the batteries? Request that the Parks Officer produce a report and prices for LA&E Committee with proposals.	

Action	Target Date	Notes	Date Completed
Purchase of a Shredder	28/02/2021	A shredder has been purchased to avoid ongoing trips to Isfield to dispose of prunings. Costs is £8657 + VAT. This purchase is predicted to save over the lifetime of the shredder £30,289 and 670Kg of CO2	Complete
Solar Panels on roof of Community House and Cafe.		<p>Solar panels on roof of Community House are now working and being monitored on a regular basis. Last year we were paid £486.</p> <p>Report received from Ecosphere Renewables and confirmed that solar panels on the café are working normally. Occasional cleaning will help. We have received £157.40 to date this year for electricity generated.</p> <p>To be discussed with Ovesco and Dr Mark Earthy who have been invited to the Joint Working Party.</p>	
Recycling of waste by Peacehaven Town Council	18/02/2020	<p>Vicky to circulate information regarding recycling costs. Cost of recycling is higher than just in normal waste. Matthew Bird to look at this.</p> <p>The two yellow wastepaper bins (one in office, other given free of charge to EMCOR) have been removed. Paper can be placed in the normal recycling bins or sacks for shredding.</p> <p>Consider possibility of composting / digesting food waste at the Gateway Café. Cllr Griffiths is investigating. Hot Composter is an option. Havens Hub are successfully using two hot composters. Further investigation required.</p>	
Make it clearer that food recycling bags are available at the Council offices.	Jul 2021	Discuss with staff when Community House operating normally. To be made more available.	

Action	Target Date	Notes	Date Completed
Upgrade of Community House – to make climate change recommendations to ensure carbon neutral by 2030.		<p>Upgrade of CH from a Climate change point of view.</p> <ul style="list-style-type: none"> • Retro fit buildings instead of knocking them down. Reduce energy use and carbon emissions. • Solar panels will need replacing and a battery system to go with it, far more effective to store it yourself and then use it. • Lighting system, potential to save a lot, fluorescent lights need to be replaced with automatic LED lighting. • Rainwater harvesting for toilets. • HDD need to insulate the building. Clad the outside, make it look modern to fit in with new Meridian Centre. No Plastic. • Porch on the west door, there will be no internal Meridian Centre, door constantly open and closing. Need to keep heat in. • Thermostats to adjust the heating in each individual room. • Windows need replacing to open in reception and office, for ventilation, to be double glazed and ensure outside windows will be secure. • To look at the kitchen equipment, existing gas hob too overpowered for what we need. Some kitchen users leave the hob on. <p>Recommendations have been sent to Policy & Finance and referred to the Business Planning Committee.</p> <p>HDD proposal for a Glass frontage to Community Houses? Would a green wall be better?</p>	
Upgrade of the Hub – to make climate change recommendations to ensure carbon neutral by 2030		<p>CIlr Griffiths will contact Duncan Baker Brown. Regarding the Hub boiler. Duncan Baker Brown is an architect at Brighton University who specialises in green solutions such as Heat Pumps. It would be ideal if we could replace the boiler at the Hub with a Ground/Air Sourced heat pump that can still be used after the building is replaced. Becoming urgent.</p>	

Action	Target Date	Notes	Date Completed
<p>Halogen lights and fluorescent tubes are to be banned starting September 2021.</p> <p>In addition, the government also plans to start phasing out the sale of high-energy fluorescent lightbulbs, with a view to bringing an end to their sale from September 2023.</p>		An audit has been carried out by our caretakers to identify lighting that may need replacing.	
Upgrade of Centenary Cafe– to make climate change recommendations to ensure carbon neutral by 2030		<p>Arrange for survey of heating. Do at the same time as the hub.</p> <p>Café is aware of our single use plastic policy.</p> <p>Discuss with Nicola.</p>	
Street Lighting upgrades to LED lighting.		<p>Report sent to Planning & Highways Committee on 10th Oct 2020.</p> <p>There are 3 streetlights in the Valley Road area and mire in Blakeney Avenue. It is recommended that these sodium lamps are placed with LED lighting. Parks Officer has contacted ESCC Lighting Supervisor and a meeting will be arranged when possible.</p> <p>This is being progressed through Planning & Highways Committee.</p>	
Use of Computers – turning off when not in use.		Purchase of new laptops for staff working from home has enabled some computers in the office to be turned off when not in use.	Complete
Carbon Offsetting		<p>Tree planting in Centenary Park, Howard Park and Orchard.</p> <p>The Council has made a Funding bid to the Urban Tree Challenge Fund in partnership with Brighton Permaculture Trust.</p>	

Citizens Panels

Town Clerk to advertise the setting up of the Citizen's Panel and recruit members of the public. Two councillors to be nominated to report back to Council.	31/03/2020	CLr Sharkey to investigate possibility Citizens Panel for Fashion. Some other groups would overlap with NDP plans for citizens panels. To be discussed with NDP Steering Group. This project will be taken forward by the Joint Telscombe / Peacehaven Climate Change Group.	
Involvement of Peacehaven Community School and primary schools.		Isobel, Debbie and Matt meeting with Peacehaven Community Council on 17 th June to renew contacts.	

Events

Community Garden.		Relaunched. two groups are now making regular use of the garden: <ul style="list-style-type: none">• Family Support Work are working with disadvantaged families on Wednesday mornings.• Butterfly Nursery are delivering a Forest School on Tuesday and Thursdays.• Possibility of Social Prescribing by GP's is being investigated. A management committee will be formed shortly to oversee the management of the garden.	
Ideas for a Climate Event		This project will be taken forward by the Joint Telscombe / Peacehaven Climate Change Group.	
Green Architecture Day, Sallis Benny Theatre, rescheduled online over next two weeks. Guest Speakers include Duncan Baker-Brown	03/10/2020	This is particularly relevant to the Hub and the Community House redevelopment; CLrs Seabrook & Griffiths will be attending various sessions virtually from 21 st September to 3 rd October 2020.	03/10/2020

Networking

Climate Emergency Working Group to link with other agencies including LDC, ESCC, NHS and other Town Councils and other sectors including housing and health.	31/04/2019	Newhaven and Seaford councillors are interested. Email received from Polegate Town Council. Mathew Bird, Cabinet member for sustainability at LDC attended recently. Adam Chugg, Town Clerk of Seaford attended 10/2/21. Both Newhaven and Seaford representative will attend the Joint Climate Change working party Invite Chris Collier to next meeting as ESCC Councillor.	
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Joint Climate Emergency Working Party to be setup with Telscombe Town Council	22/07/2020	Joint working group meetings have been set up and meetings are being held.	Complete
Other Recommendations			
The Climate Emergency Working Group to make ongoing recommendations to Council to reduce the Council's impact on climate change such as changing to renewable energy, energy reduction, tree planting and waste reduction.			
The Climate Emergency Working Group to report to council every six months.	31/05/2020 30/11/2020		
Training for Staff, Officers and Councillors on climate change and Sustainable Procurement training. Climate policy to be included in the staff handbook.	9-09-21	This has been added to the Personnel committee's business plan.	
Wildflower Planting & water refill station in the Dell.		CIL bid submitted by Leisure Amenities and Environment Wildflower planting has been completed. Work in progress with water fountain – waiting for further replies from Southeast Water regarding permission.	
Ideas for Climate Change – A Green competition for staff with a prize, so everyone can come up with an idea to “save the planet” in the New Year. Ideas to be collated into a document for staff.			
To include Green Pages on the Councils website.		To be taken forward by Communications Officer.	
Car Share Scheme – why is this not electric?	22/07/2020	Email sent to Enterprise Car Club 21/7/20 “I can confirm we are soon to launch a car club in Peacehaven - the development should be ready late August early September for us to place the vehicle”. “Currently not an EV planned due to infrastructure, but more likely a self-charging hybrid.” Tony Barnard, Head of Car Club South East	

		Region	
		This has still not happened. TRO's are required to be put in place. Being progressed through the Planning Liaison Working Group	

LIBRARY WORKING PARTY

30th June 2021

Attending

Alan Goble, Ron White, Laurence O' Connor, Michelle Edser

Items

1. Discuss – Meridian Centre negotiations currently stalled.

- Large scale Library, what will ESCC do next? Currently under-utilised, mismanaged.
- Developing Library as it is now? Make a case for longer term. Income streams?
- This is ESCC's role, but we do not consider a satisfactory job is being done.

2. What is our "task and finish" remit?

- Go back to respective Council to decide what to do next.
- We want to see a modern Information Centre/Community Hub.
- The library could do so much more? We need to make better use of what is there.
- Resources are sitting there being wasted. Very frustrating.
- Consider what residents actually want. Should we consult direct?

3. Note meeting with ESCC on 27th May 2021 was cancelled as PTC did not have the information requested.

- Updated response from ESCC dated 15th June 2021
- Comments on ESCC's response – it is clear Officers will not or can not give us the answers we need.
- What can PTC/TTC do next?
- ESCC focus seems to be fall in footfall and costs (savings).
- What is the basis for their decision making and assertions? We are still none the wiser despite asking.
- ESCC have not looked from PTC/TTC perspective – assurances we require have not been provided.
- More details are needed about their statistics.
- Usage seems comparatively low, why are we on a downward spiral?
- If beyond the remit, go back to Council, greatly concerned. Want to focus on making more use of the assets.
- Not answering the questions, still not satisfied.
- ESCC comparison of rental and owned properties in calculating costs and benefits needs to be determined. How do authorities compare such differing cost models? Working group to consider/investigate.

4. Library Name Change – update and next steps

- Should this be called a Community Hub?
- Recommendation that letters go off to Nick Skelton.
- LOC to check TTC position.
- PTC has written to ESCC already.

5. Ron's suggested discussion points (circulated prior to meeting)

5.1 clarify the facts as we currently know them— costs / users does ESCC fulfil stated aim to improve adult and child literacy, IT access , education, employment and health — evidence from Peacehaven / Telscombe cliffs library

5.2 what further information do we need?

5.3 what are the opportunities that a library/ lifelong learning centre/information hub would have for the citizens of Peacehaven / Telscombe cliffs , but also for the wider community — cost benefit analysis

5.4 what are the risks of moving to this vision but also of the ESCC proposals for much smaller building which will not have the capacity to provide more services ?

5.5 how do we get all stakeholders to engage constructively I exploring above and who are our allies ?

5.6 how do we move this process forward with current building — i.e., get services e.g. DWP / ESCC training

The above form a good basis for the start of the next detailed piece of work and reports to both Councils.

Actions

- All agreed, no value in another meeting at this stage.
- RW/AG/LO'C will do some detailed work to write up another report and take back to both Councils. This will outline where we still have question marks and agree next steps and "terms of reference" for this working party.
- Officer resources can be provided later again if necessary and agreed by Council
- Understanding the needs of our community, evidence may be required? Consider our own data collection
- NOTE Officers are reluctant to give answers, political pressure may need to be applied.

C809-j

Report to the Council 27th July 2021

15th July 2021

CCTV Development

Author Cllr Lucy Symonds

Since the inception of the CCTV working party at the beginning of 2021, research and meetings have taken place to collate as much information as possible to meet the recommendations agreed which, can be viewed from the action plan.

Myself, Town Clerk, Tony Allen and Parks Officer, Kevin Bray met on Tuesday 13th July 2021 to discuss the next steps to take before any reports are presented to committees.

From the information that we have available and from the feedback received from local residents, it may be that the CCTV development will be phased in as follows:

Phase 1 – PTC own buildings and land including the smaller parks

Phase 2 – Other areas in the town working with stakeholders

From our discussions, we are now arranging a meeting with Sussex Police for an assessment at two key areas; Community House and the Big Park, to assess any technical requirements that will be needed in order to move this development forward. This date is yet to be confirmed.

Up-dated HISTORY WORKING PARTY action plan & meeting notes held on Thursday 8th July 2021, via zoom.

Attendees: Cllr Lynda Duhigg, Cllr Lucy Symonds, Derek Barton, Stanley Barnard, Deborah Donovan

Apologies: Cllr. Sue Griffiths (medical appointment) Matt Gunn (work commitments), Ann Harrison

No apologies received from Daniel Moon.

- Up-date on timeline – in progress
- Up-date on points of interest map – research & information achieved for the map, help with the design is needed. Lucy suggested that QR codes are added to the map and on Information boards/plaques which would automatically link to specific information. To also add viewpoints in Peacehaven.
- With regards to the information, we have already collected; this could be displayed in Community House in frames (in a specific room) until we have a suitable venue to house the artifacts & documents. Lucy suggested we add local sports & celebrities to the list and will research this further.
- Up-date on interviews – hopefully this will be achieved in the next few weeks.
- E-News articles – really pleased with the articles received from Stanley & Derek. Both to work on an article about the water supply issue. Derek suggested that he contacts Matt Pope who was the archaeologist involved in the initial Big Park dig. To also find out if the café still has the artifacts on display. Sue may be able to advise on this.

- Up-date on the slides – Stanley is actively working on identifying the slides he often puts the pictures on Facebook for residents to make comments on.
- Up-date regarding the walk from the Monument – Thursday 15th July at 10.00am, with Hilda & Graham Heap.
- Deborah hasn't had time to research & contact 'The Bald Explorer.'
- Deborah hasn't had the opportunity to locate the Meridian Line Plaque at Lake Drive

Stanley mentioned the following: 4K residents, a document at the National Archives, dealing with compulsory purchases, and a book The Economic Homes which details some 75 styles of house that the company offered plot owners.

Published by South Coast Land & Resort Co Ltd,
4 Vernon Place, Holborn, London WC1

- Lynda sent through a link which shows an aerial shot of Peacehaven.
<https://youtu.be/q-eNSkKiT6Y>
- Lynda suggested that we post a social media request asking for any items relating to the Peacehaven Hotel (Matt to action).
- Lynda will contact the Keep for a visit towards the end of July.
- Derek suggested that we could show all early films on a loop: Down to the Sea, the Gilders of the Peacehaven Hotel, Mr. Bean etc.

Matt to look into this and to advise on the 'History Museum' menu on the PTC website.

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	ONGOING
TO IMPROVE THE WEBSITE	MATT	TO ENABLE VIRTUAL MUSEUM On 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 AVAILABLE 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 • Kempton House (Wednesdays) roy.hill810@btinternet.com <p>Daniel reported that this will be better organised outside in the summer.</p>	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 now which you'd like to see return? 	ONGOING
DRONES	DANIEL	<p>AVAILABLE WHEN NEEDED FOR ARIEL SHOTS</p> <p>Daniel sent a link taken at Birling Gap: https://www.youtube.com/watch?v=ky-AocLWbk&t=2s</p> <p>He would like to take a similar film in Peacehaven</p>	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	TO WRITE A STORY WITH PICTURES PICKING A	ONGOING

		SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION	
POLICE BOX	LYNDA	WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH	ONGOING
PLOTLANDS	LYNDA	RESEARCHING THIS SUBJECT Lucy, can you send the link to the Plotlands video please	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, see notes above	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, may be the cost? Could this be an	ONGOING

		investment?	
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 Derek suggested we apply for a licence so we can show the film and perhaps contact https://www.sussexgliding.co.uk/ to have a glider fly over</p>	ONGOING
E-NEWS	DEREK & STANLEY	<p>TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILS This will be completed for the August edition.</p> <p>Both Stanley & Derek will work on a piece about Peacehaven's water supply</p>	<p>Complete</p> <p>ONGOING ON A MONTHLY BASIS</p>
RESEARCH	DEREK & OTHER MEMBERS MATT	<p>THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL</p> <p>To create a social media post to see if any residents still have these statues</p>	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
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.	WALK WILL TAKE PLACE ON THURSDAY 15 TH JULY FROM THE MONUMENT AT 10.00AM RESEARCHING ON 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

Next meeting agreed to take place at Community House, on Tuesday 17th August at 11.00am.



Report for June 2021

While continuing to draft policies for the neighbourhood plan, we continue informally to consult on the policies which have been prepared and circulate these to relevant stakeholders to ensure as many people as possible are included within the plan development stage.

One such exchange has been with the South Downs National Park Access Manager, who has been kind enough to spend time commenting on how pathways may be improved in the future across the Tye and has helped provide further comments and contacts for potential CIL projects and work with both ESCC Public Rights of Way Team and Lewes District Council. Information has been passed to relevant Councillors.

Draft Housing Policies have also been circulated to the Head of Planning at Lewes DC who has provided some initial thoughts and comments for consideration, particularly in light of new housing numbers coming forwarded from Government and meaning that it would not be possible to restrict housing numbers within the neighbourhood plan area.

Green Space evidence is being gathered, to look at potential new sites that haven't been included within the current policies but may now come under pressure for housing development.

The finalised design codes have been circulated and presentations are being undertaken at TTC and PTC Planning Committees to explain their potential use.

Meetings with the Steering Group have been undertaken.

Agenda Item:

Committee Council

Date: 27th July 2021

Title: Update of Progress of The Neighbourhood Development Plan

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To inform Council

INTRODUCTION

The Draft Neighbourhood Development Plan is 75% written. Example pages containing the VISION and OBJECTIVES are attached together with a presentation covering The Design Guide.

Most of the external evidence reports by AECOM are completed now including the **DESIGN GUIDE**, this document has been taken to the Planning & Highways Committees at both Councils and is now held by Lewes District Council Planning Policy to inform planning decisions made for Peacehaven and Telscombe.

When the plan is adopted 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 been completed, AECOM are now finalising 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 in Peacehaven.

One of the key limitations on development is lasting 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.

A definition of Low Cost Housing with a policy for provision has been included in the Draft NDP Document

“The maximum cost affordable on the average Neighbourhood Plan Area salary, whether this is for sale or rent.”

LOCAL GREEN SPACES AND A GREEN INFRASTRUCTURE PLAN

The University of Brighton Master’s Degree students of Town Planning are completing further evidenced reports.

They have given an initial feedback sessions and their assignments will be forming an evidence base by the end of July.

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

The Local Green Spaces document is being finalised this will evidence spaces for protection and alongside this there will be a number of Green Spaces policies.

Carrying on from the NDP, a Green Infrastructure plan will further highlight connectivity of a green network of spaces including environmental priorities.

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.

The website contains all the important documents and minutes of Steering Group meetings.

There are plans for workshops and exhibition boards through the summer building to full consultation on the NDP in the autumn.

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 for a High Street Regeneration and Social Infrastructure

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

DRAFT COPY

IN ATTENDANCE:

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
C & P Bowman (C/PB)	Steering Group Committee
N Watts (NW)	Steering Group Committee
D. Judd (DJ)	Steering Group Committee
Dr M Berg (MB)	Ecologist ,Steering Group Committee

TOWN COUNCILLORS:

Cllr I Sharkey (IS)
Cllr D Paul (DP)
Cllr C Robinson (CR)
Cllr D Seabrook (DS)
Cllr G Hills (GH)

T Allen (TA)	Peacehaven Town Clerk
J Boot (JB)	Planning Consultant
N Astley (NA)	Planning Consultant
S Newman (SN)	Telscombe Town Clerk
M Edser (ME)	Peacehaven Town Council
M Gatti (MG)	Peacehaven Focus Group

Welcome, introductions, apologies and Chair's update

CG welcomed everyone to the meeting.

- Apologies from G White and R White.
- No meeting held in June due to the huge amount of background work going on.
- RW queried the number of website/social media views: the minutes of the meeting on 13 May 2021 noted over 3000 website hits in 2 months and 760 Masterplan surveys accessed from the website. Recent posts indicate 125 views on Design Guides blog and an increased number of followers: consistency needed in directing enquiries to the website. Peacehaven Directory article provoked some questions and the FAQs produced previously were used for this purpose.
- Face to face meetings will hopefully be resumed shortly.
- Meeting notes from 13 May 2021 were agreed as a true record.

1. Update from J Boot

- a) **Project update:** JB confirmed work was progressing - NA was writing the plan and material compiled to build the evidence base. An initial outline was circulated about 6 weeks ago but has progressed since then. When the draft has been completed it will be reviewed.
- b) **Green spaces:**
 - M Berg has been working on assessing green spaces - a policy paper has been drafted for the NP listing around 15 locations identified so far which may be included.
 - A report from LDC on Open Spaces was also circulated; not all spaces identified will meet the criteria.
 - Valley Road in South West area will be included
 - A Green infrastructure Plan including interconnecting green spaces, pocket parks and green corridors for nature
 - ME has requested the LDC arboriculturist to make an assessment on some trees which could be protected. By Tree Protection Orders.
 - P Seed has provided some historical input and is working in the background.
 - Further workshops to complete the required paperwork for green spaces may be needed in conjunction with the assessments M Berg is currently working on.
 - JB estimated about 20 assessments left to do and volunteers were identified to help with this.

- Discussion took place on some of the smaller green spaces which it was felt should be protected and JB suggested including a policy requiring developers to demonstrate that their proposals will not affect green spaces and provide an assessment to demonstrate considerations given: which could protect them.
- CG said planning requirements are changing and asked JB to filter out just the requirements for the NP rather than continuing to assess all of the green spaces at this time. . It was noted that public consultation could identify any that are missed.
- JB confirmed such protections were in place for the life of the NP, however this would be reviewed every 5 years and extended.
- CG reported that Seaford (who already have a NP) were pursuing a plan to put the spaces into a Trust in perpetuity through a Charity , Fields in Trust and wondered whether there was merit for Peacehaven and Telscombe to do the same? JB said that it was something to consider once the NP had been published.

2. Update from Nancy Astley.

a) South Downs National Park (SDNP)

Discussions about accessibility across the Tye and potential for formalising some of the footpaths and cycle routes have been taking place with SDNP. NA has had contact with the head of strategy and Accessibility – Julia ? .

A group called Trampers which represents wheelchair users are looking at ways to access The Egrets Way and the Coastal Path via The Tye. Costs for paths may be prohibitive therefore they suggested upgrading existing paths in conjunction with the Public Rights of Way team at ESCC.

P Seed advised there is nothing at the south end where it is needed – now considering if a permissible pathway can be created with the landowners (TTC) with permission from ESCC. TTC had commissioned an accessibility report undertaken for all open spaces including the Tye and LOC confirmed a Council meeting on Monday would discuss Fairlight Avenue car park, toilets and disabled access onto the Tye and the national park. It was suggested that TTC set up a working group from the Policy and Resources Committee to consider accessibility and improve options.

SDNP staff had expressed more interest in this following the reports published by UoB students and further liaison with them to protect future development on fringe areas will be needed.

b) Housing Needs Assessment (HNA)

NA confirmed this is still awaited.

c) Funding

NA reported on discussions with a Grants Officer from Locality who confirmed there were no more grant funds , £18,000 maximum has been claimed.. However, technical assistance for a Health Check on the NP and consultations carried out is available . A Planning Inspector will check and ensure it is a robust plan. Also a new grant is available for affordable housing and NA has expressed interest: where certain policies are included in the NP relating to specific accommodation and starter units on development sites. When received, the HNA should demonstrate that there is a level of affordability required given the recent property price spikes; it was agreed to pursue this further with AECOM who are producing the HNA.

d) LDC

NA met recently with the Head of Planning at LDC to discuss housing and NP related items, also what assistance could be provided and any barriers to overcome, together with fringe policies in the Design Guides. Recent changes on planning boundaries may affect the plan which open up more land for development - only areas protected are SDNP, greenbelt land, SSI and wildlife sites. LDC have been asked to comment on the HNA when available. It was also confirmed the Town Councils could start using the Design Guides when adjudicating planning applications, however they won't be given full weight by LDC until formally adopted but can be used in their decision-making. CG confirmed the Design Guides have been through both Town Councils' Planning and Highways Committees.

- e) NW asked if the allotments site will be protected? NA confirmed they have a level of protection in the NP but if a development application is received, they may have to be weighted differently and explained how this works. It was believed the existing allotments land belong to PTC (ME is checking to be absolutely certain) and there were no plans to do anything with it. However, a plot behind the allotments (owned by a limited company) has been disused for many years and CG believed that an application may be submitted.
- f) CG and ME outlined other restrictions on developments – the A259 and infrastructure were the main ones. However, any development application has to overcome issues with technical and environmental assessments.
- g) LOC observed that due to the LDC Local Plan being in abeyance, further consultation will take place shortly with opportunities to present ideas on priorities, housing and limitations; a new plan will probably come into force in 2023 following consultations and revisions. This will provide a better framework and will incorporate revised housing numbers (as per government guidelines) which will provoke other discussions. ME confirmed the consultation was being launched tomorrow running for 8 weeks and PTC had been invited to a briefing on 21 July.
- h) LDC cannot demonstrate a 5 year supply of new housing as per the Governments numbers
- i) The numbers have doubled to 602 per annum. If 3 yrs supply can be demonstrated the existing Lewes Local Plan could continue but 2.9 only available.

Since May the Local Plan has been in abeyance .all Local policies have fallen away, relying on NDPF.

Consultations starting in July

NA felt it was important for the two Councils to join forces and agree some early consultation responses to ensure views were presented at an initial stage.

ACTION Nancy to be incited to attend 21st July Zoom ?

3. Questions and Answers session

- a) CG reported discussions took place on how to proceed given the work already put into the NP which could be stalled due to LDC not having a Local Plan in place. However, there were benefits from all the work done, the valuable reports on the two towns and the land, ecological surveys; all the information is now available and are impressive documents.

A rough calculation was made of what has already been spent (most of it funded through grants) plus the technical expertise from AECOM that has been provided at no cost - so the huge investment already made would be wasted if work did not continue for a plan to be taken back to the towns to make improvements.

4. AOB

- a) CG expressed a hope for some face-to-face meetings and open-air public consultations if the weather improves and with use of a marquee.

5. Next Steering Group meeting: Next meeting Thursday 12 August at 7pm

Meeting closed at 8.00pm.

PEACEHAVEN, TELSCOMBE AND EAST SALTDEAN NEIGHBOURHOOD PLAN 2021-2030 PRE-SUBMISSION PLAN (EXTRACT)

Peacehaven and Telscombe of Tomorrow.

This section of the Neighbourhood Plan sets out the vision and objectives for the Plan area. It has been informed and tested through consultation and establishes the community's aspirations for the future of Peacehaven and Telscombe.

It is supplemented by a discussion of the overarching principles that will help guide sustainable development over the Plan period to 2030.

Vision

Peacehaven and Telscombe Towns aim to be sustainable, with clean air and an environment providing a good quality of life for all inhabitants and visitors.

By 2030, the area will incorporate active movement for all ages by creating better accessibility to public transport, better cycle routes and walkways. Thus, improving air quality and people's well-being.

There will be better sustainably designed and high-quality buildings contributing to the character of the area.

There will be improvements to the public realm, encouraging better design and planting with seating catering for all ages.

Better quality (both physical and technological) flexible employment spaces, encouraging the green technology industry and research and development to the area.

A wider and more diverse range of retail and leisure outlets that will support the needs of the local community and discourage travel to neighbouring towns for essential goods and services. Also encouraging a more diverse night-time economy for the local community.

Improvement to the accessibility of the National Park, Telscombe Village and the cliff top/beach areas which will attract visitors from far and wide (via public transport).

The timeframe is aligned to the existing Lewes Local Plan but will regularly undergo reviews to ensure that the vision is progressing in accordance with emerging new policies set by Lewes District Council and future changes to the wider planning system. Objectives.

The objectives following from the vision are:

- All new development helps to deliver better local facilities and infrastructure for the towns.
- Access to and through the National Park and along the Coastal Path will be improved as multifunctional routes for tourism, travel and recreation, further linking the areas within Peacehaven and Telscombe to surrounding areas.
- New developments will create well connected, attractive cycling and pedestrian routes, providing seamless integration with the existing towns facilities and public green spaces to encourage a reduction in car-based travel.
- Improvements to existing walking and cycling routes will be undertaken to encourage more active movement and well-being of the local community.
- Existing habitats and green infrastructure networks are protected and enhanced through sensitive development, to encourage local habitat improvement and creation.
- Encouraging a high-quality sustainable design approach to all development which promotes design innovation and sustainable development.

- Improve local air quality and provide reductions in carbon emissions by supporting local renewable energy generation.
- Encourage the appropriate re-development of previously developed land to help
- meet housing need and encourage housing development to cater for all ages and abilities within the community. In particular creating innovative affordable housing opportunities.
- Protect and encourage the development of retail and leisure spaces which
- meet identified local need and encourage an evening/night time economy for all ages and abilities to use.
- Encourage flexible and hi technological working spaces to encourage new business development and expansion within the local area.

The policies, and projects, within this Neighbourhood Plan intend to deliver on these objectives.

UPDATE FROM South Downs National Park East Sussex Parish Workshop 22nd June 2021

Background

As official representative of Telscombe Town Council for the South Downs National Park, I attended a Zoom meeting Parish Workshop as detailed above.

The meeting was held in two parts with a number of presentations and Q & A's

There was a good attendance from all of the Parishes and Towns within LDC.

Most of the Parishes and Towns are entirely within the SDNP, Peacehaven and Telscombe are on the fringe with just parts actually within the SDPA including the Tye and Telscombe Village.

Content of Workshop

The first Part

An update on Visitor Management, Nature recovery .

The main issue mentioned was visitor numbers and the increased problems due to demand for car parking. Damage done to grass areas and blockages caused in the villages.

Similar problems experienced in Peacehaven and Telscombe.

Discussion on extended use of lights affecting the Dark Skies Policies, street lights not being turned down or even off.

Andrew Lee, Policy Director at SDNP is in direct contact with Rupert Clubb at ESCC, as to why old technology being used on street lighting

More and better signage needed to direct people to public Open Space, sustainable transport facilities increased and advertised.

POP UP CAMPSITES and TEMPORARY EVENT LICENCES

The parishes within the SDNP especially Ditchling are being blighted and have no control over campsites and noise blight from TEL's

Campsites including Shepherds Huts could appear for 28days extended to 56 days during pandemic. Temporary toilets are installed, ruining views. No limit on how many in geographical areas.

LDC have no obligation to consult Councils on TEL's can be up to 350 people.

PART TWO

Planning Overview, CIL, Parish Communications

CIL £750K has been assigned for projects with tangible benefit

Money can be spent in Neighbouring Parishes if the infrastructure is affected.

Project must fit objects of SDNP

Website gives guidance, just ring up for extra help.

Planning Documents being updated and a Design Guide being prepared

The policies set out by Government in the Queens Speech are likely to have adverse impacts on SDNP because increase in Housing Numbers and Environment Bill due going through Parliament

Sustainable planning looking forward has shown 3rd of farmland on the Downs is suitable for vineyards

There are now 57 vineyards up from 27

Design Guide is coming out for consultation.

Presentation Slides being sent out.

Contacts

Communities Lead

Chris.paterson@southdowns.gov.uk

Website fully updated.

Cllr Cathy Gallagher 12th July 2021

Agenda Item: C812
Committee: FULL COUNCIL
Date: 27th July 2021
Title: LDC New Local Plan – Issues and Options
Report Authors: Town Clerk / Senior Projects Officer
Purpose of Report: To Discuss and Agree the Councils Approach to LDC's Consultation

Introduction

Lewes District Council is currently seeking views on the future Local Plan see: Current Issues and Options Consultation [Lewes District Local Plan - Issues and Options - Lewes and Eastbourne Planning Policy Consultations \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk/lewes-eastbourne-planning-policy/lewes-district-local-plan-issues-and-options)

Background

Lewes District Council launched the first stage of public consultation into the new Lewes District Local Plan on Friday, July 9. Local Plans set planning policies for a particular area and are key to deciding future planning applications. The consultation will run for eight weeks and focus on the broad principles for development such as climate change, the environment, jobs, housing, community infrastructure and supporting a prosperous local economy. At this stage the consultation does not deal with specific sites for development, however, the feedback will inform the draft Local Plan which will be consulted on later in the process.

Please note the Local Plan has to balance the need for new development, such as the Government's aim to increase housebuilding, with the care and maintenance of the environment and the character and heritage of the district. Accordingly, it is really important that as many residents, businesses and other organisations as possible take part in the consultation, as their evidence will ensure the district ends up with a Local Plan that reflects their views.

Town and Parish Councillors, Chairs and Clerks were invited to a briefing session on this stage of consultation on Wednesday 21 July at 4pm with presentation slides and a recording to be made available afterwards (to be circulated by Town Clerk).

LDC are asking for comments on the 'Issues and Options' document and the associated Sustainability Appraisal Scoping Report by 5pm 3rd September 2021.

Conclusions

Peacehaven is identified as a growth area.

Consultation responses should be provided. Does Council wish to respond individually or as a whole?

Recommendations

To agree an approach to responding.

Implications

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

<u>Financial</u>	Future CIL & S106
<u>Legal</u>	Planning Consultation

<u>Health & Safety</u>	None
<u>Planning</u>	Pressure for housing delivery Peacehaven identified as a growth area Importance of Neighbourhood Plan
<u>Environmental and sustainability</u>	Sustainability through Planning
<u>Crime and disorder</u>	None
<u>Social value</u>	None
<u>Climate</u>	Sustainability through Planning

Appendices/Background papers

N/A

Lewes and Eastbourne Planning Policy Consultations

Lewes District Local Plan - Issues and Options

You've been invited to participate in the **Lewes District Local Plan - Issues and Options** consultation by the consultation manager, Lewes and Eastbourne Councils (Mr Matthew Hitchen).

This consultation is open from 9 Jul 2021 at 09:00 to 3 Sep 2021 at 17:00.

Consultation on Lewes District Local Plan Issues & Options Document

Lewes District Council is preparing a new Local Plan which will cover that part of the district outside of the South Downs National Park. We have published an 'Issues & Options' document for public consultation as the first stage in the Local Plan preparation process.

We are inviting comments on the key issues identified in the consultation document and the possible options put forward to address them. You can also suggest additional issues that you feel have been missed and any other options that you consider would be appropriate.

We are asking for comments on the Local Plan 'Issues & Options' document, and the associated Sustainability Appraisal Scoping Report, over an 8 week period from 9th July 2021 to 5pm on 3rd September 2021. Both documents are available on our website at: www.lewes-eastbourne.gov.uk/LDLocaIPlan

In addition, a quick guide to the new Local Plan, together with some frequently asked questions, is available at:

<https://www.lewes-eastbourne.gov.uk/planning-policy/a-quick-guide-to-the-lewes-district-local-plan/>

How to respond:

The easiest way to respond to this consultation is via our on-line Consultation Portal where your comments can be submitted directly to us for consideration: www.lewes-eastbourne.gov.uk/LDLocalPlan

You can access the Consultation Portal directly by clicking on the 'Participate in this consultation' link below.

Other ways to respond to the consultation:

- Emailing comments to ldf@lewes.gov.uk
- Writing to the District Council at the following address: Planning Policy Team, Lewes District Council, Southover House, Southover Road, Lewes, BN7 1AB

Please do not hesitate to contact the Planning Policy Team by email at ldf@lewes.gov.uk if you have any queries about this consultation.

Please note that this email invitation to participate in the consultation will expire in 28 days, however you will still be able to access and comment on the consultation until Friday 3rd September via our Consultation Portal: www.lewes-eastbourne.gov.uk/LDLocalPlan

[Participate in this consultation](#)

To change your email alerts, please visit [the website](#)

Agenda Item:	C812-a
Committee:	Council
Date:	27th July 2021
Title:	Grass Verge Cutting
Report Authors:	Town Clerk (With extracts from the input from Cllr Seabrook & Cllr Griffith's)
Purpose of Report:	To Highlight Issues and Discuss Options

Introduction

Again this year the perennial residents issues with grass verge cutting have surfaced. The Town Clerk was asked to put this on the meeting Agenda.

Background

East Sussex Highways is responsible for most of the grass verge cutting, which it contracts out. The standard service is two cuts per year, but PTC takes up the option of paying for four additional cuts per year; (see attached schedule).

LDC cuts the grass in their parks and on the cliff top. PTC cuts the grass in its parks

Analysis

Despite the additional cuts paid for, most complaints are about the lack of grass cutting.

Other complaints are about:-

1. Spear Grass which grows wherever dogs urinate. The nitrogen in their urine encourages the spear grass to grow. Spear grass is most harmful for dogs once it has become dried out (i.e. Cut) and more easily falls from the stalks. It is most often a problem from late spring through to autumn. The shape of the grass awns makes them very likely to penetrate into the body. The awn burrows into the tissue and acts as a foreign body. The fix is to cut the spear grass before it seeds. This happens when the weather is right and not when ESCC schedules a grass cut.
2. Not taking away the cuttings. If this was done, it would cost us at least double and it would reduce the fertility of the soil. The ESCC website explains more about this and other issues.
3. The "Council" leaving grass to grow because of wildflowers. No decisions about wildflowers on verges have been made in Peacehaven. When we have perfect growing conditions, i.e. plenty of rain and sun, grass grows fast everywhere and it is not possible to cut all of the grass in East Sussex instantly as expected by residents. The schedule (attached) details when grass will be cut and this is subject to the weather.

Conclusions

For at least the last 20 or so years this matter has been discussed every year and there have always been complaints no matter what cutting regime is adopted. As a Council we have to look at best value and what we have seems to be the best we can do for the money we have. We have to also remember that some residents are already paying extra in their service charges for grass cutting around where they live so are in fact subsidising the grass cutting for residents in other areas.

If PTC took grass cutting in house as some town councils have done, we will have to deal with contractors, pay more money and be responsible for all the complaints. £8687 seems pretty good value for four additional cuts of all verges in Peacehaven. This was looked at in the recent past and proved too expensive. Telscombe recently paid a contractor £1620 for one cut for a much smaller area.

Recommendations

To retain the current grass cutting practices.

Implications

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

<u>Financial</u>	£8687 (+VAT) for four additional ESCC cuts per year.
<u>Legal</u>	No legal duty to brin in-house.
<u>Environmental and sustainability</u>	Monitoring measures and methods used.

Appendices/Background papers

ESCC Grass cutting schedule.

Grass Cutting Schedule – 2021

Last updated 08/07/21

This schedule shows current scheduled dates for grass cutting. Please note that these dates can change due to weather and will be updated on a weekly basis.

Some towns and parishes have opted to self-deliver their grass cutting programme for 2021, as indicated below. If you require information for those towns and parishes who carry out their own grass cutting, then you would need to contact them directly.

East Sussex Highways currently provide 2 standard grass cuts for each town and parish. Those that have 6 grass cuts have paid for this as an additional service.

Parish/Town	Number of cuts	1 st Cut	2 nd Cut	3 rd Cut	4 th Cut	5 th Cut	6 th Cut
Alfriston	Self-Delivering						
Arlington	2	03/06/21	18/10/21				
Ashburnham	2	12/07/21	04/10/21				
Barcombe	2	28/06/21	04/10/21				
Battle	Self-Delivering						
Beckley	6	09/04/21	20/05/21	07/07/21	20/08/21		
Berwick	6	19/04/21	01/06/21	23/07/21	20/08/21		
Bexhill	2	21/06/21	18/10/21				
Bodiam	6	15/04/21	21/05/21	08/07/21	23/08/21		
Brede	Self-Delivering						
Brightling	2	24/05/21	01/10/21				
Burwash	Self-Delivering						
Buxted	2	21/07/21	11/10/21				
Camber	6	08/04/21	17/05/21	02/07/21	13/08/21		
Catsfield	6	15/04/21	21/05/21	14/07/21	19/08/21		
Chailey	2	30/06/21	04/10/21				
Crowborough	2	28/06/21	20/09/21				
Crowhurst	Self-Delivering						
Dallington	2	25/05/21	01/10/21				
Danehill	6	08/04/21	20/05/21	01/07/21	12/08/21		
Ditchling	6	01/06/21	11/10/21				
Eastbourne	Self-Delivering						
East Dean and Friston	Self-Delivering						
East Hoathly with Halland	2	25/06/21	16/09/21				
Etchingham	6	15/04/21	28/05/21	15/07/21	27/08/21		
Ewhurst	6	16/04/21	24/05/21	08/07/21	23/08/21		
Fairlight	6	29/03/21	07/05/21	25/06/21	09/08/21		
Falmer	6	16/04/21	28/05/21	22/07/21	19/08/21		
Fletching	2	02/07/21	24/09/21				
Forest Row	2	06/07/21	27/09/21				
Framfield	6	22/04/21	27/05/21	21/07/21	25/08/21		
Frant	6	13/04/21	02/06/21	12/07/21	20/08/21		
Guestling	6	29/03/21	07/05/21	23/06/21	04/08/21		

Grass Cutting Schedule – 2021

Last updated 08/07/21


Parish/Town	Number of cuts	1 st Cut	2 nd Cut	3 rd Cut	4 th Cut	5 th Cut	6 th Cut
Hadlow Down	2	26/05/21	11/10/21				
Hailsham	6	04/05/21	28/06/21	26/07/21	31/08/21		
Hamsey	6	09/04/21	24/05/21	16/07/21	13/08/21		
Hartfield	6	07/04/21	26/05/21	07/07/21	18/08/21		
Hastings	2	17/05/21	20/09/21				
Heathfield and Waldron	2	26/07/21	18/10/21				
Herstmonceux	Self-Delivery						
Hellingly	6	23/04/21	01/06/21	23/07/21	27/08/21		
Horam	Self-Delivery						
Hurst Green	2	28/05/21	14/10/21				
Icklesham	6	07/04/21	14/05/21	01/07/21	13/08/21		
Iden	6	08/04/21	19/05/21	08/07/21	17/08/21		
Iford	2	31/05/21	24/09/21				
Isfield	6	09/04/21	19/05/21	30/06/21	11/08/21		
Kingston near Lewes	6	09/04/21	28/05/21	12/07/21	11/08/21		
Laughton	2	23/06/21	16/09/21				
Lewes	2	29/06/21	04/10/21				
Long Man	6	20/04/21	03/06/21	23/07/21	23/08/21		
Maresfield inc Fairwarp and Nutley	6	13/04/21	25/05/21	24/06/21	12/08/21		
Mayfield and Five Ashes	6	21/04/21	27/05/21	15/07/21	20/08/21		
Mountfield	2	24/05/21	01/10/21				
Newhaven	Self-Delivery						
Newick	Self-Delivery						
Ninfield	Self-Delivery						
Northiam	Self-Delivery						
Peacehaven	6	19/04/21	18/05/21	30/06/21	28/07/21		
Peasmarsh	6	09/04/21	20/05/21	07/07/21	20/08/21		
Pett	2	25/06/21	24/09/21				
Pevensey	Self-Delivery						
Piddinghoe	6	12/04/21	01/06/21	12/07/21	11/08/21		
Playden	6	08/04/21	17/05/21	05/07/21	17/08/21		
Plumpton	6	12/04/21	03/06/21	16/07/21	13/08/21		
Polegate	Self-Delivery						
Ringmer	2	21/06/21	16/09/21				
Rodmell	6	09/04/21	21/05/21	14/07/21	11/08/21		
Rotherfield	Self-Delivery						
Rye	Self-Delivery						
Rye Foreign	2	07/07/21	06/10/21				
Saleshurst and Robertsbridge	6	14/04/21	26/05/21	05/07/21	26/08/21		
Seaford	2	18/06/21	13/09/21				

Last updated 08/07/21






Sedlescombe	2	24/05/21	23/09/21	
South Heighton	2	22/06/21	22/09/21	



[illegible]



ACTION PLAN TO AN AGREED PHASED RETURN TO WORKING – updated 13th July 2021.


TASK	Who is Responsible	Comments	Objective Achieved
TO AGREE THE BEST WAY FOR PLANNING THE RE-OPENING OF PTC FACILITIES	Chair CCE Committee, Chair of Leisure, Amenities & Environment Committee, Chair of Personnel, Information Officer, Senior Caretaker, Town Clerk, Civic Officer, 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 and OFFICE CONTINUES – to comply with the Hybrid Working Policy. ONGOING To arrange more frequent staff meetings	
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. To determine a phased return, commencing 19th July	

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.	
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	Information Officer, Civic Officer	Information Officer to contact hirers	
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, Communications Officer	To trial each Tuesday in the Main Hall with a limited number of stalls. NOT in the foyer Matt to advertise Tuesday markets/coffee mornings (co-ordinate with Karen)	
7. MARKETS	Information Officer, CCE Chair, Civic Officer, Senior Caretaker, Town Clerk	Visitors to Community House to continue wearing masks & to sanitise hands. THURSDAY & FRIDAY MARKETS FROM W/C 19 th JULY ONLY 17 TABLES, RESTRICTED NUMBERS	

		IN HALL. TO INTRODUCE A TUESDAY CAFE RUN BY CHARITIES IN HALL, NIBBLE & NATTER	
8. TO UP-DATE THE RISK ASSESSMENT FOR COMMUNITY HOUSE	Information Officer & Senior Caretaker	To keep up-dating	
9. STAFF TEAM BUILDING EVENT	Civic Officer	Task complete, ready to action after 19TH JULY.	
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. INFORMATION OFFICE OPENING TIMES	Information Officer, Senior Caretaker, Civic Officer	INFORMATION OFFICER WILL COVER OFFICE WHEN WE HAVE AFTERNOON BOOKINGS & AVAILABLE CARETAKING STAFF	
12. DO WE OPEN IN THE EVENINGS?	Senior Caretaker	WHEN WE HAVE A FULL	WE WILL LOOK AT EACH

	Information Officer	COMPLIMENT OF CARETAKING STAFF Council meetings will take place in the main hall and Peacehaven Players in the Anzac Room	INDIVIDUAL BOOKING TO MAKE A DECISION
13. DO WE OPEN ON SATURDAYS?	Senior Caretaker	WHEN WE HAVE A FULL COMPLIMENT OF CARETAKING STAFF	
14. COMMUNITY EVENTS	Civic Officer Senior Caretaker Information Officer	To continue to organise as & when required. Caretaking staff to be made available. Wrestling & Boxing events can now take place. Afternoon bingo has been arranged for Wednesday 18 th August. Cinema -when we have a full compliment of caretaking staff	
15. INFORMATION OFFICE TO OPEN 9-4 FROM 19 TH JULY	Information Officer, Civic Officer, Town Clerk, Personnel Chair, Communications Officer	To open and provide this service to the public. The Information Officer to continue to manage the office phone. There may be occasions when a caretaker is not available in the afternoons as he will be working the evening shift, therefore, an officer will be required to work from the office to ensure the Information Officer is not on her	

		<p>own. Dates to be advised.</p> <p>THE COMMUNICATIONS OFFICER TO PUBLICISE THE INFORMATION OFFICE OPENING HOURS</p> <p>Blood Sessions THE CARETAKING STAFF TO BE ON SITE DURING THESE SESSIONS</p>	
16. COUNCIL & INFORMATION OFFICES FIELDS & ROBSON ROOMS	<p>Everyone</p> <p>Matt</p> <p>Matt</p>	<p>EMCOR will vacate the Fields & Robson Rooms on 31st August. It was decided to contact local letting agencies & businesses to see if the interest is there to lease the rooms.</p> <p>to also contact local window fitters for quotes to install windows in the Information Office and Council Office</p>	In progress
17. TO CONSIDER FURTHER BUSINESS ADVERTISING WHICH WILL ATTRACT MORE INCOME	Communications Officer	This subject is being actively researched packages which are being put into place. Complete	
18. THE HUB	Information Officer	Agreed to invite all hirers back to include party bookings	

22. COMMERCIAL USE OF PARKS	Information Officer, Parks Officer, Town Clerk	THESE USERS TO BE IDENTIFIED AND REQUIRED TO COMPLETE A REGISTRATION FORM	
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TO BE REVIEWED IN AUGUST 2021



Agenda Item: C814
Committee: Council
Date: 27th July 2021
Title: Meridian Centre redevelopment/HDD
Report Author(s): Town Clerk
Purpose of Report: To discuss HDD's request for a further meeting regarding Council's positional statement on the redevelopment of the Meridian Centre and Community House.

Introduction

HDD has asked for a meeting (virtual) to understand further the specific issues relating to Council's position in this matter.

Background

At its meeting on the 15th June 2021, this is what Council agreed (by majority) and is therefore its formal position on the matter:-

1. The current HDD plan cannot be recommended by Council. It does not meet the needs of local residents, nor does it meet the needs of local business.
2. Council notes the legal rights valuation.
3. Council notes the legal advice provided.
4. Should planning permission be granted for the site, Council will consider entering into further discussions as appropriate and in line with legal advice.

Analysis

This is obviously not the decision HDD were hoping for, but this will remain the Council's position until a formal planning application is received via LDC, unless changed by a Motion after six-months, or earlier as provided for in Standing Orders.

It should be noted that this was a Council decision and therefore any further engagement with HDD by individual Councillors needs to be authorised and specified by Council.

Apart from HDD's own consultations, many meetings were held between HDD and PTC and therefore the background and issues should be well understood.

Conclusions

Council has set out its position but quite clearly HDD wants to understand the details that led to this decision.

Recommendations

Two options:-

1. Not to engage with HDD further at this stage, or

2. Appoint Councillors to speak further with HDD and specify the parameters of what can be discussed.

Implications

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

<u>Financial</u>	Impact on monies from PTC's legal rights valuation. Impact on additional contributions from HDD.
<u>Legal</u>	Duty of securing best value for residents. PTC's legal rights can be circumvented.
<u>Planning</u>	HDD may just proceed to planning application stage. PTC's involvement will be lessened. LDC will not object to an application.
<u>Environmental and sustainability</u>	Opportunity cost – what will get built if HDD does not go ahead?