



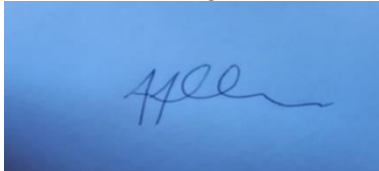
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PEACEHAVEN TOWN COUNCIL

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

19th January 2022

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Main Hall, Community House, Peacehaven, on Tuesday 25th January 2022 at 7.30pm.



Tony Allen
Town Clerk

AGENDA

C850 Mayor's/Chairman's announcements.

C851 Public session. *Members of the public may ask questions on any relevant Council matter. Please email the Town Clerk if you wish to attend this meeting.*

1. Presentation of Mayor's Certificate of Appreciation to Helen Attree.
2. Other public matters.

C852 To approve apologies for absence.

C853 To receive declarations of interests.

C854 To adopt the public minutes of the Council meeting held on the 9th November 2021.

C855 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation.
- ii. To receive the public meeting minutes of the 26th October 2021.
- iii. To receive the public meeting minutes of the 7th December 2021.
- iv. To note the draft public meeting minutes of the 18th January 2022.
- v. To approve the 2022/23 budget & precept request to LDC.
 1. To move 4164/330 (trade refuse) from LAE to 4164/200 under Planning & Highways.
 2. To amend the name of EMR 357 from Pavilion Roof & Boiler to HUB Improvements.
 3. To rebadge the Climate Change EMR of £5K from CO2 survey purpose to a general expenditure purpose.
 4. To seek approval for £10,000 to be moved from general reserves to a vehicles reserve.
- vi. To agree and authorise the full return of indoor markets subject to finding willing hirers.

b. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 2nd November 2021.
- ii. To receive the public meeting minutes of the 23rd November 2021.
- iii. To note the draft public meeting minutes of the 14th December 2021.

c. Personnel Committee:-

- i. To receive the public meeting minutes of the 4th November 2021.
- ii. To receive the public meeting minutes of the 16th December 2021.
- iii. To note the draft public meeting minutes of the 20th January 2022.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the public meeting minutes of the 19th October 2021.
- ii. To note the draft meeting minutes of the 30th November 2021.

Agenda for the Meeting of Peacehaven Town Council – 25th January 2022

- e. Civic & Community Events Committee.
- f. Business Development & Communications Committee:-
 - i. To receive a report from the Clerk re. the concerns of some Councillors regarding the operation of this Committee.
 - ii. To receive the notes of the meeting held on the 15th December 2021.
 - iii. To receive a report and approve recommendations on moving forwards with an approved Business Plan and Committee Terms of Reference.
 - iv. Renewable Energy options for Peacehaven Town Council – to receive a report and agree recommendations.
 - v. The Welcome Back Fund – to receive a report and agree recommendations.
- g. Working Party reports:-
 - i. PTC Climate Change Working Party:-
 - 1. To receive WP Action Plan and report.
 - ii. PTC Libraries Working Party.
 - iii. Youth Working Party.
 - iv. CCTV Working Party.
 - v. History Working Party.

C856 To receive a report and minutes from the Neighbourhood Development Plan Steering Group.

C857 To receive reports from representatives to outside bodies.

C858 Motion Proposed by Cllr R White, and Seconded by Cllr C Gallagher, that Peacehaven Town Council supports the '20's Plenty for East Sussex' campaign and proposed actions.

C859 Motion Proposed by Cllr D Seabrook that Council investigates getting a Public Space Protection Order put in place in Centenary Park under the Anti-social Behaviour, Crime and Policing Act 2014

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:-

C860 To adopt the confidential minutes of the Council meeting held on the 9th November 2021

C861 Policy & Finance Committee:-

- a. To receive the confidential meeting minutes of the 26th October 2021.
- b. To receive the confidential meeting minutes of the 7th December 2021.
- c. To note the draft confidential meeting minutes of the 18th January 2022.

C862 Personnel Committee:-

- a. To receive the confidential meeting minutes of the 4th November 2021.
- b. To receive the confidential meeting minutes of the 16th December 2021.
- c. To note the draft confidential meeting minutes of the 20th January 2022.
- d. To discuss confidential staffing matters and agree actions required.

C863 Leisure, Amenities & Environment Committee:-

- a. To receive the confidential meeting minutes of the 19th October 2021.

C864 Date of next meeting - Tuesday 15th March 2022 at 7.30pm.

Peacehaven Town Council

Mayor's Certificate of Appreciation

this certificate is awarded to:

Helen Attree

For her tireless voluntary work in the community

25th January 2022

Councillor Gloria Hill

Deputy Mayor



TONY ALLEN
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Minutes of the meeting of Peacehaven Town Council, held at 7.30pm on Tuesday 9th November 2021, Main Hall, Community House

Present – Cllr Gloria Hill (Chairman), Cllr Catherine Gallagher, Cllr Chris Collier, Cllr Ron White, Cllr Wendy Veck, Cllr Alan Milliner, Cllr Alan Goble, Cllr David Seabrook, Cllr Sue Griffiths, Cllr Claude Cheta, Cllr D Paul, Cllr K Sanderson.

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

Public – Five members of the public were present.

Guest Presenters – Stef Lake & Vicki Ashley, SCDA.

C835 Mayor's/Chairman's announcements.

In the absence of the Chairman, the Vice-Chairman, Cllr Hill, took the Chair. Cllr Hill welcomed everyone to the meeting and covered the housekeeping items and forthcoming events, including Armistice Day and Remembrance Sunday. Cllr Gallagher stated that she would be recording the meeting.

C836 Public session:-

a. Presentation by SCDA.

Stef Lake gave an informative presentation on the Community Supermarket, covering the background to this project and giving an update on current plans. Details of this year's Christmas Appeal and plans were also related. Hannah Sherman informed the meeting about the 'Making it Happen' event on the 24th November 2021 in Community House, the 'Sparks' event for community projects and forthcoming community food projects.

b. Public questions.

Mr Gatti read out three questions regarding ESCC's plans to move the library to the Joff. The Clerk undertook to refer them, as stated, to ESCC.

[The SCDA members left the meeting]

Tracey Collier spoke in support of the Agenda item concerning the 'Plastic Free Peacehaven' initiative.

C837 To approve apologies for absence.

It was resolved to accept apologies from Cllr Lynda Duhigg, Cllr Lucy Symonds, Cllr Emilia Simmons & Cllr Isobel Sharkey.

C838 To receive declarations of interests.

Cllr Collier, re. Item 840.g.i.2, as the Father of Tracey Collier.

C839 To adopt the public minutes of the Council meeting held on the 28th September 2021.

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

Minutes of the Meeting of Peacehaven Town Council – 9th November 2021

C840 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation.**

The financial reports were received and noted. It was resolved to sign the Bank Reconciliations and to approve the September 2021 payments totalling £124,558.98.

- ii. To receive the public meeting minutes of the 14th September 2021.**

It was resolved to receive these minutes.

- iii. To note the draft public meeting minutes of the 26th October 2021.**

These draft minutes were noted.

- iv. Receive & review the 2021/22 Interim Internal Audit report.**

The 2021/22 Interim Internal Audit report was received and approved.

The Clerk noted yet another clear audit and that the two minor actions noted in the report had already been addressed.

- v. To discuss the SDNPA Opening of 'Call for CIL Projects' window.**

Cllr Griffiths noted that PTC has no areas in the SDNPA. Clerk to find out if bordering areas can have access to this funding.

b. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 21st September 2021.**

It was resolved to receive these minutes.

- ii. To receive the public meeting minutes of the 12th October 2021.**

It was resolved to receive these minutes.

- iii. To note the draft public meeting minutes of the 2nd November 2021.**

These draft minutes were noted.

c. Personnel Committee:-

- i. To receive the public meeting minutes of the 23rd September 2021.**

It was resolved to receive these minutes.

- ii. To note the draft public meeting minutes of the 4th November 2021.**

These draft minutes were noted.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the meeting minutes of the 7th September 2021.**

It was resolved to receive these minutes.

- ii. To note the draft meeting minutes of the 19th October 2021.**

These draft minutes were noted.

e. Civic & Community Events Committee:-

- i. To note the draft meeting minutes of the 5th October 2021.**

These draft minutes were noted.

f. Business Development & Communications Committee:-

- i. To give direction regarding the future operation of this Committee.**

The Clerk's paper was received and discussed, and the Clerk related the background to this item.

Minutes of the Meeting of Peacehaven Town Council – 9th November 2021

Cllr Gallagher related the history for establishing this Committee and for the development of its Terms-of-Reference and Business Plan output.

The matter was discussed in detail and many views were put forward.

Cllr Hill stated that this matter needed to be thrashed out by those concerned, the Draft Plan revisited and adjusted if necessary.

It was resolved, by majority 9-2, that the Clerk meets with members of the Committee and concerned Councillors and relevant Officers regarding the current draft Internal Business Plan and the workings of this Committee, prior to putting a report to the next meeting of Council.

It was resolved, by majority 8-3, not to enact the recommendations contained in the Clerk's paper.

ii. To receive a report on the Welcome Back Fund allocation.

Cllr Gallagher's paper was received and discussed.

Cllr Gallagher related the background to this item and outlined the requirements for spending the funding received.

It was resolved to set up a Working Party to deliver suitable projects; all to advise Cllr Gallagher if they wish to volunteer for this.

g. Working Party reports:-

i. PTC Climate Change Working Party:-

1. To receive WP Action Plan and report.

The Action Plan was received, and Cllr Seabrook reported on the planned 2022 Climate Emergency event.

2. To support the 'Plastic Free Peacehaven' initiative.

The Seabrook's paper was received and discussed.

It was noted that Peacehaven is well on the way to achieving the accolade of being a 'plastic free Town'.

It was resolved to adopt the recommendations from Cllr Seabrook's report, as follows:-

1. That Council agrees to put a member on the Plastic Free steering committee.
2. That Council agrees to support all Plastic Free Communities initiatives in the area.
3. That Council pledges to act by example and remove single-use items from its premises.

ii. PTC Libraries Working Party.

Cllr Goble noted that ESCC had essentially ignored the Town Councils proposals for enhanced library services and it had now unilaterally announced the move of the library to the Joff without any consultation.

The unsuitability of the current premises was discussed, along with the modern additional requirements for a community facility such as this.

It was noted that there was no obvious need for the library to move at the moment, and that the proposal to move it into a tiny area in the Joff was not acceptable on many fronts.

The Clerk noted the letter that was approved by Council at its last meeting and the ESCC response received.

It was noted that the MP was on-board with this matter and was planning a public meeting.

It was resolved that the Clerk writes again to ESCC, capturing Councillors views, and Mr Gatti's questions.

Minutes of the Meeting of Peacehaven Town Council – 9th November 2021

iii. Youth Working Party.

The Clerk noted that the WP was meeting on the 15th November 2021 and that a full report will be presented at the next meeting of Council.

iv. CCTV Working Party.

The Clerk reported that the WP was waiting for costings for upgrading the Council's existing CCTV equipment and for linking it to Sussex Police monitoring, as part of the developing partnership between the two organisations.

v. History Working Party.

The WP's Action Plan and meeting notes of the 3rd November 2021 were received and noted.

C841 To receive a report from the Neighbourhood Development Plan Steering Group:-

Cllr Gallagher reported on the recent work of the Steering Group and the forthcoming statutory process for the Draft ND Plan.

Cllr Gallagher noted the additional funding required for the current financial year, that had been approved by the Policy & Finance Committee, as a virement from the salaries budget of £5,100.

Cllr Gallagher noted that the Steering Group had largely fulfilled its purpose and that the ongoing work for delivering the ND Plan should move more into the Council's remit. The Clerk noted a potential legal concern as this relates to a joint ND Area and two Town Councils. Clerk to seek legal advice.

i. To receive the minutes of the Steering Group meeting held on the 14th October 2021.

It was resolved to receive these minutes.

C842 To receive reports from representatives to outside bodies.

No reports submitted.

[The remaining members of the public left the meeting]

CONFIDENTIAL

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

C843 To adopt the confidential minutes of the Council meeting held on the 28th September 2021.

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

C844 Policy & Finance Committee:-

a. To receive the confidential meeting minutes of the 14th September 2021.

It was resolved to receive these minutes.

b. To note the draft confidential meeting minutes of the 26th October 2021.

These draft minutes were noted.

C845 Personnel Committee:-

a. To receive the confidential meeting minutes of the 23rd September 2021.

It was resolved to receive these minutes.

b. To note the draft confidential meeting minutes of the 4th November 2021.

These draft minutes were noted.

c. To discuss confidential staffing matters and agree actions required.

The Clerk on items from the Committee's confidential minutes.

C846 To approve the Draft Neighbourhood Development Plan.

After discussion, it was resolved, by majority, that the Draft ND Plan is formally taken forward for consultation on the proposals it contains based on evidence gathering.

C847 To authorise the Clerk to sign the new PTFC Lease and associated documents,

The Draft Lease and associated documents were received and noted.

The Clerk reported that these were the product of extensive discussion by both parties and were agreed by their respective solicitors.

It was resolved that the Clerk can sign and enact these documents on behalf of Council.

C848 Leisure, Amenities & Environment Committee;-

a. To note the confidential meeting minutes of the 19th October 2021.

These draft minutes were noted.

C849 Date of next meeting - Tuesday 25th January 2022 at 7.30pm.

There being no further business, the meeting closed at 21:41.

Agenda Item: C855-a-i

Committee: Policy and Finance

Date: January 2022

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 9 (December 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 December 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 83.9% of the budgeted expenditure has been spent so far, and 110.4% of the budgeted income has been received as at the end of month 8 (November 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 November & 31 December 2021
- Bank reconciliation statement for cashbook 1 – 30 November & 31 December 2021
- Bank reconciliation statement for cashbook 2 – 30 November & 31 December 2021
- Detailed income and expenditure month 10 (January 2022)
- Detailed balance sheet month 10 (January 2022)

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

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	640,705	640,705	0			100.0%	
1010 CIL Income	134,218	0	(134,218)			0.0%	134,218
1013 Income from Photocopying	316	0	(316)			0.0%	
1016 Housing Benefit Claims LDC	15,486	15,200	(286)			101.9%	
1050 Allotment Rent	140	0	(140)			0.0%	
1094 Other Customer & Client Receipt	180	0	(180)			0.0%	
1100 Interest Received	68	300	232			22.5%	
1309 Other Income	222	2,000	1,778			11.1%	
General Administration :- Income	791,334	658,205	(133,129)			120.2%	134,218
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	277,696	385,900	108,204		108,204	72.0%	
4002 Employer N.I Contributions	24,652	40,000	15,348		15,348	61.6%	
4003 Employer Pension Contributions	48,977	70,200	21,223		21,223	69.8%	
4004 Overtime	928	1,000	72		72	92.8%	
4011 Training	4,389	5,000	611		611	87.8%	3,150
4212 Mileage Costs	206	500	294		294	41.2%	
4301 Purchase of Furniture/Equipmen	57	500	443		443	11.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	3,955	4,000	45		45	98.9%	379
4307 Stationery	183	500	317		317	36.5%	
4310 Professional Fees - Consultanc	999	2,000	1,001		1,001	50.0%	
4311 Professional Fees - Legal	84	3,000	2,916		2,916	2.8%	
4312 Professional Fees - Other	3,560	2,000	(1,560)		(1,560)	178.0%	1,438
4314 Audit Fees	1,945	3,000	1,055		1,055	64.8%	
4315 Insurance	10,291	10,000	(291)		(291)	102.9%	
4321 Bank Charges	57	100	43		43	56.9%	
4322 BACS Charges	27	200	173		173	13.5%	
4323 PDQ Charges	457	800	343		343	57.1%	
4325 Postage	1,517	1,000	(517)		(517)	151.7%	
4326 Telephones	4,082	6,000	1,918		1,918	68.0%	
4327 Computers	14,108	12,000	(2,108)		(2,108)	117.6%	
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	522	1,500	978		978	34.8%	
4341 Grants	11,172	10,000	(1,172)		(1,172)	111.7%	1,632
4342 Subscriptions	4,732	5,000	268		268	94.6%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4900 Miscellaneous Expenses	250	0	(250)		(250)	0.0%	

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	(2)	0	2		2	0.0%	
General Administration :- Indirect Expenditure	416,217	577,200	160,983	0	160,983	72.1%	6,599
Net Income over Expenditure	357,617	63,505	(294,112)				
6000 plus Transfer from EMR	6,599						
6001 less Transfer to EMR	134,218						
Movement to/(from) Gen Reserve	229,998						
110 Civic Events							
4348 Civic Gifts	146	200	54		54	73.1%	
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	146	1,900	1,754	0	1,754	7.7%	0
4331 Mayor's Allowance	1,480	1,500	20		20	98.7%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	6	0	(6)		(6)	0.0%	
4336 Civic Service	36	250	214		214	14.4%	
4338 Remembrance Services	117	600	483		483	19.5%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	1,639	4,050	2,411	0	2,411	40.5%	0
Net Expenditure	(1,785)	(5,950)	(4,165)				
120 Marketing							
1048 E-News Advertising	90	500	410			18.0%	
1049 Banner Board	2,033	3,250	1,217			62.6%	
1301 Filming	6,560	2,000	(4,560)			328.0%	
Marketing :- Income	8,683	5,750	(2,933)			151.0%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	1,290	2,500	1,210		1,210	51.6%	
4329 Advertising	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	1,303	5,000	3,697	0	3,697	26.1%	0
Net Income over Expenditure	7,380	550	(6,830)				

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
1101 Neighbourhood Plan	3,891	0	(3,891)			0.0%	
Neighbourhood Plan :- Income	3,891	0	(3,891)				0
4337 Neighbourhood Plan	11,767	15,100	3,333		3,333	77.9%	
Neighbourhood Plan :- Indirect Expenditure	11,767	15,100	3,333	0	3,333	77.9%	0
Net Income over Expenditure	(7,876)	(15,100)	(7,224)				
200 Planning & Highways							
4851 Noticeboards	0	1,100	1,100		1,100	0.0%	
4852 Monument & War Memorial	70	600	530		530	11.7%	(530)
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	70	2,300	2,230	0	2,230	3.0%	(530)
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	565	1,092	527		527	51.7%	91
4171 Grounds Maintenance Costs	1,118	500	(618)		(618)	223.6%	920
4850 Grass Cutting Contract	8,687	8,687	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	10,393	11,279	886	0	886	92.1%	1,010
Net Expenditure	(10,463)	(13,579)	(3,116)				
6000 plus Transfer from EMR	480						
Movement to/(from) Gen Reserve	(9,983)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	5,117	6,900	1,783		1,783	74.2%	
4203 Fuel	3,643	5,600	1,957		1,957	65.1%	
4204 Road Fund License	275	600	325		325	45.8%	
4303 Machinery Mtce/Lease	84	0	(84)		(84)	0.0%	
4305 Uniform	623	800	177		177	77.9%	
Grounds Team General Exp :- Indirect Expenditure	9,743	13,900	4,157	0	4,157	70.1%	0
Net Expenditure	(9,743)	(13,900)	(4,157)				
310 Sports Park							
1025 Rent & Service Charge	13,527	13,574	47			99.7%	
1039 S/P Cats	1,100	0	(1,100)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	6,090	2,550	(3,540)			238.8%	
1061 S/P Court Hire	3,759	5,406	1,647			69.5%	
Sports Park :- Income	28,726	25,830	(2,896)			111.2%	0

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Electricity	2,979	3,000	21		21	99.3%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	5,481	8,000	2,519		2,519	68.5%	
4164 Trade Refuse	4,220	4,500	280		280	93.8%	
4171 Grounds Maintenance Costs	10,510	10,000	(510)		(510)	105.1%	4,669
Sports Park :- Indirect Expenditure	25,535	25,500	(35)	0	(35)	100.1%	4,669
Net Income over Expenditure	3,190	330	(2,860)				
6000 plus Transfer from EMR	4,669						
Movement to/(from) Gen Reserve	7,859						
315 Big Park							
4101 Repair/Alteration of Premises	58,496	3,000	(55,496)		(55,496)	1949.9%	58,001
4111 Electricity	262	0	(262)		(262)	0.0%	
4112 Gas	121	0	(121)		(121)	0.0%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	240	1,000	760		760	24.0%	
4171 Grounds Maintenance Costs	20,553	0	(20,553)		(20,553)	0.0%	20,377
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	2,942	3,000	58		58	98.1%	
Big Park :- Indirect Expenditure	105,086	29,500	(75,586)	0	(75,586)	356.2%	78,377
Net Expenditure	(105,086)	(29,500)	75,586				
6000 plus Transfer from EMR	78,377						
Movement to/(from) Gen Reserve	(26,709)						
316 Gateway Cafe							
1025 Rent & Service Charge	6,884	8,650	1,767			79.6%	
1111 Electricity	4,800	0	(4,800)			0.0%	
Gateway Cafe :- Income	11,684	8,650	(3,034)			135.1%	0
4101 Repair/Alteration of Premises	1,246	3,000	1,754		1,754	41.5%	998
4111 Electricity	6,356	4,200	(2,156)		(2,156)	151.3%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	1,066	1,000	(66)		(66)	106.6%	
4326 Telephones	810	420	(390)		(390)	192.9%	
Gateway Cafe :- Indirect Expenditure	9,478	10,120	642	0	642	93.7%	998
Net Income over Expenditure	2,205	(1,470)	(3,675)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	3,203						

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	5,196	5,100	(96)			101.9%	
1050 Allotment Rent	732	2,145	1,413			34.1%	
1102 106 Receipts	6,000	0	(6,000)			0.0%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	12,053	7,245	(4,808)			166.4%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058
4106 Signage	140	2,000	1,860		1,860	7.0%	
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	3,653	9,500	5,847	0	5,847	38.4%	3,058
4101 Repair/Alteration of Premises	2,295	5,000	2,705		2,705	45.9%	
4141 Water Services	3,541	5,000	1,459		1,459	70.8%	
4164 Trade Refuse	312	2,000	1,688		1,688	15.6%	
4171 Grounds Maintenance Costs	2,536	4,000	1,464		1,464	63.4%	134
4301 Purchase of Furniture/Equipmen	10,653	6,000	(4,653)		(4,653)	177.6%	6,613
Parks & Open Spaces :- Indirect Expenditure	19,336	22,000	2,664	0	2,664	87.9%	6,747
Net Income over Expenditure	(10,936)	(24,255)	(13,319)				
6000 plus Transfer from EMR	9,805						
Movement to/(from) Gen Reserve	(1,131)						
355 The Hub							
1084 Sports Pavilion	10,062	16,320	6,258			61.7%	
The Hub :- Income	10,062	16,320	6,258			61.7%	0
4175 Music Licence	407	500	93		93	81.4%	
The Hub :- Direct Expenditure	407	500	93	0	93	81.4%	0
4103 Annual Servicing Costs	232	2,000	1,768		1,768	11.6%	
4111 Electricity	2,370	1,500	(870)		(870)	158.0%	
4112 Gas	2,506	1,500	(1,006)		(1,006)	167.1%	
4171 Grounds Maintenance Costs	161	4,000	3,839		3,839	4.0%	
The Hub :- Indirect Expenditure	5,270	9,000	3,730	0	3,730	58.6%	0
Net Income over Expenditure	4,386	6,820	2,434				

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community House							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	4,875	6,120	1,245			79.7%	
1072 C/H Copper Room	4,888	12,903	8,016			37.9%	
1075 C/H Charles Neville	1,307	10,404	9,097			12.6%	
1076 C/H Main Hall	5,195	26,112	20,917			19.9%	
1077 C/H Anzac Room	4,122	12,954	8,832			31.8%	
1078 C/H Main Kitchen	239	1,275	1,036			18.7%	
1079 C/H Anzac Kitchen	100	714	614			14.0%	
1080 C/H Foyer	(103)	2,346	2,449			(4.4%)	
1081 C/H Equipment Hire	12	1,326	1,314			0.9%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	406	500	94			81.2%	
Community House :- Income	22,846	81,449	58,603			28.0%	0
4167 Cinema Costs	0	1,000	1,000		1,000	0.0%	
4175 Music Licence	1,008	0	(1,008)		(1,008)	0.0%	
Community House :- Direct Expenditure	1,008	1,000	(8)	0	(8)	100.8%	0
4101 Repair/Alteration of Premises	6,692	4,000	(2,692)		(2,692)	167.3%	
4102 Maintenance of Buildings	2,529	1,000	(1,529)		(1,529)	252.9%	
4111 Electricity	9,158	4,000	(5,158)		(5,158)	229.0%	
4112 Gas	5,181	3,000	(2,181)		(2,181)	172.7%	
4122 Service Charge	17,956	20,000	2,044		2,044	89.8%	15,500
4131 Rates	11,800	15,800	4,000		4,000	74.7%	
4141 Water Services	(6,449)	8,000	14,449		14,449	(80.6%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	450	1,000	550		550	45.0%	
4162 Cleaning Materials	249	2,000	1,751		1,751	12.5%	
4163 Personal Hygiene	1,735	2,000	265		265	86.7%	
4305 Uniform	566	600	34		34	94.3%	
Community House :- Indirect Expenditure	49,867	62,900	13,033	0	13,033	79.3%	15,500
Net Income over Expenditure	(28,029)	17,549	45,578				
6000 plus Transfer from EMR	15,500						
Movement to/(from) Gen Reserve	(12,529)						
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	

Detailed Income & Expenditure by Budget Heading 12/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Other Customer & Client Receip	0	300	300			0.0%	
Christmas Market :- Income	<u>0</u>	<u>2,300</u>	<u>2,300</u>			<u>0.0%</u>	<u>0</u>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
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	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	889,278	805,749	(83,529)			110.4%	
Expenditure	688,418	820,609	132,191	0	132,191	83.9%	
Net Income over Expenditure	<u>200,860</u>	<u>(14,860)</u>	<u>(215,720)</u>				
plus Transfer from EMR	116,428						
less Transfer to EMR	134,218						
Movement to/(from) Gen Reserve	<u>183,070</u>						

13/01/2022

Peacehaven Town Council

17:15

Balance Sheet as at 13/01/2022

31/03/2020

31/03/2021

Current Assets

85,294	Debtors Control	20,203
0	VAT Control A/c	10,504
50	Deposit Aqua	50
315,425	Current Bank A/c	568,338
180,168	Reserve Account	180,182
520	Petty Cash	520
0	PAYE	0

581,458

779,797

581,458 Total Assets

779,797

Current Liabilities

4,000	VAT Control A/c	0
9	Mayor's Appeal	813
0	NIC	0
1,072	Deposits Received	1,747

5,080

2,559

576,378 Total Assets Less Current Liabilities

777,238

Represented By

130,960	General Reserves	313,530
4,250	Tree Works	1,192
4,419	Staff training	1,269
15,500	Service Charges	0
10,615	Covid-19 Recovery Reserves	8,983
650	Noticeboards	650
0	Monument & War Memorial	530
4,000	P/H Youth Task Group	4,000
279,310	CIL	321,817
91	Electricity	0
59,080	Big Park	59,080
7,000	Pavilion Roof & Boiler	7,000
5,000	Climate Change	5,000
0	Donations Received	500
2,436	Professional Fees - Legal	998
289	Neighbourhood Plan	289
52,778	Capital Receipts Reserve	52,399

576,378

777,238

17:15

Balance Sheet as at 13/01/2022

31/03/2021

Signed :

Date : _____

Signed :

Financial

Date : _____

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Madison Web Solutions Limited	120803	648.00		PREMIUM HOSTING
01/12/2021	CVS TYRES LTD	120804	178.26		SUPPLY & FIT NEW STARTER MOTOR
01/12/2021	Lewes District Council	120805	2.25		MIXED RECYCLING COLLECTION
01/12/2021	Wightman & Parrish Ltd	120806	39.24		MOP & BUCKET
01/12/2021	SOUTHCOAST LOCKSMITHS LTD	120807	30.00		EURO CYLINDER
01/12/2021	NATIONAL AUTISTIC SOCIETY	120808	1,069.20		NATIONAL AUTISTIC SOCIETY
01/12/2021	DEBORAH DONOVAN	120809	12.55		DEBORAH DONOVAN
01/12/2021	SECRETARY OUTSOURCE	120810	250.00		SECRETARY OUTSOURCE
06/12/2021	The Fuelcard People	DD	146.98		FUEL HK66 WMJ
06/12/2021	Barclays	DD1	3.00		COMMS OCT/NOV
06/12/2021	Northstar IT	DD4	1,376.04		MONTHLY SUPPORT
07/12/2021	02	DD2	107.98		NOVEMBER MOBILES
08/12/2021	TOTAL GAS & POWER	120811	1,722.35		OCTOBER GAS
08/12/2021	BROXAP	120812	1,399.20		GREEN/GREY ROWER GYM
08/12/2021	EDF	120813	653.67		NOVEMBER ELECTRICITY
08/12/2021	ImServe Europe Ltd	120814	29.18		ANNUAL MAINTENANCE
08/12/2021	NEWHAVEN LEWES & DISTRICT	120815	750.00		GRANT - MENCAP
08/12/2021	AGE CONCERN	120816	600.00		GRANT - AGE CONCERN
08/12/2021	SUSSEX COMM ASSC	120817	500.00		GRANT - SCDA
08/12/2021	HAVEN HARMONIES	120818	510.00		GRANT - HAVEN HARMONIES
08/12/2021	EWHAVEN CRICKET CLUB	120819	250.00		GRANT - N/HAVEN CRICKET
08/12/2021	AFFINITY ROWING CLUB	120820	400.00		GRANT- AFFINITY ROWING CLUB
08/12/2021	FAMILY SUPPORT WORK	204861	500.00		FAMILY SUPPORT WORK
08/12/2021	ACCESS GROUP	204862	150.00		GRANT - CCESS GROUP
08/12/2021	ROTARY CLUB OF NEWHAVEN	204863	250.00		GRANT -ROTARY CLUB OF NEWHAVEN
08/12/2021	ROTARY CLUB OF NEWHAVEN	204863	-250.00		CHQ RETURNED
10/12/2021	Pitney Bowes LTD	DD3	200.00		FRANKING MACH TOP UP
10/12/2021	Barclays	DD	62.00		NOVEMBER PDQ CHARGES
13/12/2021	The Fuelcard People	DD	42.77		FUEL CARD CHARGES
14/12/2021	Spy AlarmsLtd	204864	208.80		QUARTERLY FIRE MAINTENANCE
14/12/2021	CVS TYRES LTD	204865	115.47		MOT / SUPPY & FIT
14/12/2021	Caroline Reid	204866	609.00		DECEMBER TOILET CLEANING
14/12/2021	FITZPATRICK WOOLMER	204867	2,444.40		DELL BOARDS
14/12/2021	Radius Connect	204868	480.60		DECEMBER PHONES
14/12/2021	HANNAH CALWAY	204869	50.00		HANNAH CALWAY
14/12/2021	MR D BROWN	204870	50.00		MR D BROWN
14/12/2021	JESSICA HALLAWAY	204871	50.00		JESSICA HALLAWAY
14/12/2021	GEORGIE HAIRFIELD	204872	98.39		GEORGIE HAIRFIELD
14/12/2021	REBECCA STEPHENS	204873	50.00		REBECCA STEPHENS
14/12/2021	BRITISH GAS	204874	2,344.75		28 AUG - 23 SEPT ELECTRICITY
14/12/2021	BRITISH GAS	204875	131.90		24 AUG - 23 SEPT ELECTRICITY
14/12/2021	BRITISH GAS	204876	780.57		APR - MAY ELECTRICITY
14/12/2021	VALERIE HARVEY	204877	133.84		TAI CHI GRANT REFUND
14/12/2021	ImServe Europe Ltd	204877	128.52		SITE VISIT
14/12/2021	JESSICA HALLAWAY	204871	-50.00		CANCEL & REISSUE
14/12/2021	JESSICA HALLAM	204879	50.00		JESSICA HALLAM DEPOSIT
21/12/2021	GYMAID LIMITED	204880	122.50		TILE FOR TRAMPOLIINE

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/12/2021	BRITISH GAS	204881	97.12		GAS - 17 NOV - 16 DEC
21/12/2021	Lewes District Council	204882	1,152.45		BIN COLLECT 01/22 - 03/22
21/12/2021	Wightman & Parrish Ltd	204883	162.54		GREEN SACKS / CLEANING STUFF
21/12/2021	COUNTY OFFICE SUPPLIES LTD	204884	60.48		STATIONARY
21/12/2021	Ricoh Capital Ltd	204885	180.00		DATA OVERWRITE
21/12/2021	Rigby Taylor	204886	900.00		VERTI DRAIN
21/12/2021	EAST SUSSEX PENSION FUND	204887	6,642.89		DECEMBER PENSIONS
21/12/2021	HMRC	204888	7,104.82		DECEMBER SALARIES
21/12/2021	ARUN PUMPS LTD	204889	532.80		CALLOUT TO CLEAR SEWAGE PUMPS
21/12/2021	DEANN BARCA	204890	50.00		DEANN BARCA REFUND
21/12/2021	DECEMBER SALARIES	DEC SALARI	23,430.37		DECEMBER SALARIES
22/12/2021	EDF	DD	54.45		NOVEMBER STREET LIGHTING
23/12/2021	CC PURCHASES - NOV	CC NOV	487.64		CC PURCHASES - NOV
Total Payments			<u>60,286.97</u>		

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th October 2021 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr D Paul, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher.
Town Clerk T Allen.

PF667 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF668 PUBLIC QUESTIONS

There were no public questions.

PF669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr I Sharkey, Cllr Cheta and Cllr Goble were approved.
It was resolved that Cllr Paul substitutes for Cllr Goble.

PF670 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths re. Item E687 as a friend of a contractor under discussion.
Cllr Paul re. Item E686 as an employee of the Gateway Café.

PF671 TO ADOPT THE PUBLIC MINUTES OF 14th SEPTEMBER 2021

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

PF672 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Finance Officer reported that the income figures had been distorted by a payment of CIL monies from LDC, which will be moved to Earmarked Reserves.

It was noted that facilities bookings were increasing, thus improving the income stream.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and approved for signing.

4. Income & Expenditure report

Received and noted.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the September 2021 payments amounting to £124,558.98, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no matters for review.

9. Funding report for buildings equipment maintenance works.

Received and noted.

10. To authorise a virement request from Remembrance Services budget to a new code for donations.

The Finance Officer's report was received and discussed.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th October 2021

It was resolved to move £500 from the remembrance services code and place in a donations code so if this is not spent this financial year, It can be earmarked it to ensure the donated money will be spent for what it was intended for.

PF673 TO NOTE THE OUTCOME OF THE 2021/22 INTERIM INTERNAL AUDIT & AGREE ANY ACTIONS REQUIRED

The 2021/22 Interim Internal Audit report was received and approved.

The Clerk noted yet another clear audit and that the two minor actions noted in the report had already been addressed.

The Finance Officer was thanked for her hard work.

PF674 TO RECEIVE & APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT

The Risk Assessment report was received and approved.

Clerk to find out if Council's with the Power of General Competence can still have access to funding via the Public Works Loans Board.

PF675 TO RECEIVE REPORTS FROM COMMITTEE CHAIRMEN ON SETTING THE 2022/23 BUDGET REQUIREMENTS

The 'Pass 1' 2022/23 budget projections and influences on the new budget were discussed.

The Chairman asked that plans for future works in all relevant areas of the Council's operations are reflected in the new budget.

PF676 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER

The Finance Officer's report was received and discussed.

The Finance Officer reported that the Council's energy supplies no longer came from British Gas, but from EDF via Crown Commercial Services; final details being arranged.

It was noted that the anticipated cost savings from this new arrangement will be largely offset by increasing energy costs.

The Finance Officer was thanked for her persistence in this matter.

PF677 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE

The Clerk related the background to this item and introduced the costings received from ESHRC for the repairs required to the existing equipment.

Cllr Griffiths suggested that the money might be better spent on more modern solutions.

Cllr Seabrook questioned the ongoing use of loops, noting that it seems that they are little used these days.

It was resolved that the hirers/users of the Council's facilities should be canvassed in this respect.

PF678 TO APPROVE AN INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE

The Clerk's report was received and discussed.

The Clerk noted that with Community House now being over 40 years old, a lot of the building's fabric and equipment was in need of replacement/upgrading.

It was resolved that the Clerk identifies suitable internal and external building surveyors and the associated costs of employing them.

PF679 TO DISCUSS & AGREE THE USE OF PTC CIL MONIES FOR THE IMPROVEMENTS MADE TO THE MULTI-USE GAMES AREA (MUGA) IN CENBTENARY PARK

The Finance Officer's report was received and discussed.

It was noted that these improvements were required due to the increasing numbers using this facility, with no budget set for this purpose.

It was resolved that PTC CIL monies be used for this purpose.

PF680 TO AGREE ADDITIONAL FUNDING FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN PROJECT IN THE CURRENT FINANCIAL YEAR

The report from Cllr Gallagher and the Clerk was received and discussed.

Cllr Gallagher related the background to this item and outlined the future progression for the NDP.

It was noted that the use of consultants would be key in the final stages of the delivery of the NDP.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th October 2021

Regarding Recommendation 1 – return of control to the Council - the Clerk stated that there may be legal ramifications as the NDP relates to Telscombe as well and no one Council can have overall control.

It was resolved that the Clerk will look into this matter, take advice and report to Council.

Regarding Recommendations 2 & 3, it was resolved to recommend to Council that an additional amount of £5,100 be allocated to the NDP project for the current financial year, to be a virement from the salaries budget, taking account that no SPO salary is currently being paid.

PF681 TO AGREE A PROGRAMME & FUNDING FOR MACHINERY REPLACEMENT

The report from Cllr Seabrook and the Parks Officer was received and discussed.

The Chairman noted that the programme could not necessarily tie the new Council in 2023 but would be a good guide for it.

It was resolved that a capital reserve is built up at £10K p.a. to fund the required machinery and vehicles replacement.

It was resolved that the four highlighted items (hand roller mowers x 2, strimmers x 3, hedge cutters x 2, blowers x 2) be funded from capital receipts. Parks Officer to obtain three quotes for all items.

PF682 TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC

CIL MONIES

The report from the Parks Officer was received and discussed.

It was resolved that PTC CIL monies should be used for this purpose up to an amount of £9,000, and that the Parks Officer would get additional quotes for the LA&E Committee to take this matter forward.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

PF683 TO ADOPT THE CONFIDENTIAL MINUTES OF 14th SEPTEMBER 2021

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

PF684 AGED DEBT ANALYSIS

The Chairman noted that the current exposure to risk is at an acceptable level.

PF685 TO DISCUSS & AGREE ANNUAL RENT/HIRE INCREASES FOR FACILITIES IN 2022/23

The Finance Officer's report was received and discussed, with actions agreed.

PF686 TO NOTE PROGRESS & AGREE ACTIONS RELATING TO THE RENEWAL OF THE GATEWAY CAFÉ LEASE

The Clerk's progress report was received and noted.

PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

It was resolved to take this item at the end of the meeting.

PF688 CTLA SLA/CONTRACT PRICE REVIEW

PF689 LDCA SLA/CONTRACT PRICE REVIEW

The Clerk's report was received and discussed and actions agreed.

PF690 TO DISCUSS & AGREE AN EXPENSES ALLOWANCE FOR THE DEPUTY MAYOR

The Civic Officer's report was received and discussed, with actions agreed.

[Cllr Griffiths left the meeting]

PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

The Clerk's report was received and discussed, with actions agreed.

[Cllr Griffiths returned to the meeting]

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th October 2021
PF691 DATE OF NEXT MEETING – Tuesday 7th December 2021 at 7.30pm

There being no further business, the meeting closed at 20:58.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 7th December 2021 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr C Cheta, Cllr R White, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher.
Town Clerk T Allen.

PF692 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping matters.

PF693 PUBLIC QUESTIONS

There were no public questions.

PF694 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr I Sharkey, Cllr Hill, Cllr Milliner, Cllr Goble and the Finance Officer were approved.

It was resolved that Cllr White substitutes for Cllr Goble.

PF695 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths re. Item PF706, as a friend of one of the Council's contractors.

PF696 TO ADOPT THE PUBLIC MINUTES OF 26th OCTOBER 2021

Re. Item PF681, Cllr Seabrook noted that the minute should read "....machinery and vehicles....". It was resolved to adopt the minutes, as amended, as a true record.

PF697 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Chairman reported that he had been speaking with the Finance Officer regarding the way that the RBS OMEGA system shows the holding of CIL monies in the general year fund or in the CIL reserve account. The Finance Officer is speaking to RBS about this as it clouds the budgetary position reports.

The Chairman reported on his review and reprofiling of income & expenditure for the current financial year to-date, with emphasis on Community House, which showed an income deficit in the region of £33K; but with expenditure being virtually on-target.

Following a discussion about the impacts on income, particularly in relation to Covid impacts, and the presentation of the new budget proposals, it was resolved that there will be a budget discussion & preparation meeting on the 11th January 2022 at 7.30pm in CH, for relevant Councillors and Officers to discuss the new budget, ready for the following week's Committee meeting, and then to Council at the end of the month.

Also, before the meeting on the 11th January 2022, Clerk and Finance Officer will try to produce a more detailed breakdown of the Draft Budget report and current year performance, including estimated income/expenditure, breakdown of budgeted figures, different budget scenarios/reviews/forecasts.

The Chairman stated that overall, the Council's finances are in a very good position, with very little exposure to debt.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and approved for signing.

4. Income & Expenditure report

Received and approved for signing.

5. Balance Sheet

Received and approved for signing.

6. CIL & S.106 report

Received and noted.

After discussion about updating the CIL & S.106 monitoring and development processes, it was resolved to convene a meeting of the Working Party a.s.a.p. to focus on the impending CIL & SDNPA funding rounds.

7. List of payments (for approval)

It was resolved to approve the October & November 2021 payments amounting to £138,095.82, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no matters for review.

9. Funding report for buildings equipment maintenance works.

Received and noted.

a. To discuss and approve urgent works for the air conditioning & heating unit in the main hall, Community House.

The Clerk related the background to this item.

It was noted that the parts for this old equipment had been difficult to source. Only Heatcraft had quoted, despite other companies being approached.

It was resolved that these urgent works should be carried out a.s.a.p. by Heatcraft at the quoted price of £6551.47.

10. To discuss and agree the recommendation to vire £10,000 to a capital project reserve and £10,000 to the Hub boiler reserve as part of ongoing budget discussions.

The Chairman explained the reasoning behind this proposal and the impact on the new budget. It was agreed to defer this item until the next meeting of the Committee, when budget discussions will be more advanced.

Play equipment EMR, Community House maintenance and new IT equipment need to build up funds over the years to be included in the new budget.

PF698 TO DISCUSS THE DEVELOPMENT OF THE 2022/23 BUDGET

Budget discussion & preparation meeting to be held on the 11th January 2022.

PF699 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER

The Clerk reported that all was proceeding as previously reported, with some difficulties being encountered in fully closing the Council's accounts with British Gas.

PF700 TO DISCUSS AND AGREE THE USE OF THE FUNDS REMAINING IN THE COVID SUPPORT EARMARKED RESERVE

It was resolved that, apart from grants for Round 2 2021/22, the Covid Support EMR will remain available as is for Covid related funding.

PF701 GRANTS SUB-COMMITTEE

1. To note the Draft minutes of the meeting held on the 25th November 2021.

The draft minutes were noted.

2. To discuss and agree grants allocations for Round 2 2021/22.

It was resolved to establish an SLA with Haven Community Cars w.e.f. 1st April 2022, with an agreed initial funding of £3K.

It was resolved to approve grants for Round 2 2021/22 of £3,100 from the general grants fund and £2,324 from the Covid support fund, as set out in the meeting papers.

PF702 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Clerk's report was received and discussed.

1. The Clerk reported that the Admin. Officer is speaking to local agents regarding the letting of the Fields & Robson rooms and the expected rent levels.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 7th December 2021

2. The Clerk reported that the survey of hearing aid/loop users had been inconclusive.
It was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p.at the maximum quoted cost of £950.
3. The Clerk reported progress on the internal & external surveys agreed for Community House.
4. It was resolved the LDC Solicitor produces the new Lease for the Gateway Café, at the estimated cost of £800.
The additional elements of the Gateway Café Action Plan were discussed; Clerk to allocate owners to tasks.
Clerk to liaise with OVESCO & Dr Mark Earthey regarding current and future energy solutions for the Gateway Café.
Clerk to arrange inspection of the pellet boiler at the Gateway Café.

PF703 TO DISCUSS AND AGREE OFFICE PHOTOCOPIER RENTAL OPTIONS

The Finance Officer's report was received and discussed.

It was resolved that the office should go down to one office photocopier from 1st April 2022; quotes from other companies to be obtained when the current RICOH contract expires in March 2023.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

PF704 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th OCTOBER 2021

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

PF705 AGED DEBT ANALYSIS

The Chairman noted the very little exposure to debt.

Clerk/Finance Officer to identify any potential write-offs nearer the end of the F/Y.

PF706 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

The Clerk's report was received and discussed, with actions agreed.

PF707 DATE OF NEXT MEETING – Tuesday 18th January 2022 at 7.30pm

There being no further business, the meeting closed at 20:58.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 18th January 2022 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr R White, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher.
Town Clerk T Allen; Finance Officer Z Malone.

PF708 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping matters.
Cllr Gallagher stated that she would be recording the meeting.

PF709 PUBLIC QUESTIONS

There were no public questions.

PF710 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr I Sharkey, Cllr C Cheta, Cllr A Milliner, Cllr G Hill and Cllr A Goble were approved.
It was resolved that Cllr White substitutes for Cllr Goble.

PF711 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF712 TO ADOPT THE PUBLIC MINUTES OF 7th DECEMBER 2021

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

PF713 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Finance Officer reported that she had been working on end-of-year budget projections and that these currently showed a contribution to general reserves of c. £40K, assuming no further unexpected expenditure.

The Chairman noted that the Council's finances were as expected at this point in the financial year.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and approved for signing.

4. Income & Expenditure report

Received and noted.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the December 2021 payments amounting to £60,286.97 as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

No items for discussion.

9. Funding report for buildings equipment maintenance works.

Received and noted.

PF714 TO DISCUSS THE & AGREE THE 2022/23 BUDGET & PRECEPT REQUIREMENT FOR PRESENTATION TO COUNCIL

The Draft 2022/23 budget was reviewed in detail.

It was resolved to make the following changes:-

- To move 4164/330 (trade refuse) from LAE to 4164/200 under Planning & Highways.
- To amend the name of EMR 357 from Pavilion Roof & Boiler to HUB Improvements.
- To rebadge the Climate Change EMR of £5K from CO2 survey purpose to a general expenditure purpose.
- The approval of £10,000 to be moved from general reserves to a vehicles reserve.

The Finance Officer stated that an allowance had been made in the new budget for expected increases in energy costs.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 18th January 2022

The Chairman noted that the proposed budget included some contingency and was a good budget for Council to approve, representing a 4.9% Band D equivalent increase.

It was resolved to recommend a budget of £687,081 for 2022/23 to Council for adoption.

The Finance Officer was thanked for her hard work in preparing the new budget.

PF715 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

Fields & Robson Rooms - The Clerk reported that feedback from Estate and Lettings Agents was that there was not much demand for such space and that a suitable rent is in the region of £800 p.c.m.

Other possible uses for these rooms were discussed, including moving the staff office into them.

It was agreed to conduct a site visit prior to the Committee's next meeting.

Hearing Loops – The Clerk reported that the agreed repairs were in-hand.

Community House Surveys – The Clerk reported that he was chasing the initial reports and costings,

Energy Survey/Community Energy Scheme – Cllr Gallagher noted that this action was an extension of matters being covered within the Business Development Committee and all that is required is for the Clerk to authorise Dr Mark Earthy (CEO Maitland Energy Consulting Ltd) and Mr Chris Rowland (Director & CEO OVESCO) to proceed with the survey of The Hub, Gateway Café, Bowls Club and Football Club. It was agreed that this matter should proceed and remain within the Business Development Committee.

PF716 TO DISCUSS & AGREE THE CIL EXPRESSIONS OF INTEREST TO LDC & SDNPA

Cllr White and Cllr Gallagher reported on the EOI for a cycle way from the Big Park to the Meridian Centre. Several aspects of this project were discussed, along with the need to consult with SDNPA, Andy Frost (LDC) and Chris Bibb (ESCC).

Cllr Griffiths expressed concerns regarding any commitment to PTC CIL matched funding at this stage.

The Chairman stated that the proposed EOI did not imply any commitments and that all details will be dealt with if the application is successful.

It was resolved to make this CIL EOI application to LDC as drafted.

The Clerk reported that Cllr White and Mrs Donovan had been working on an EOI for a meridian line, South Downs way walk, which had now been submitted.

The Clerk Confirmed that he will be submitting the Howard Peace Park Accessibility Project EOI to LDC.

It was noted that Cllr Symonds is to send an EOI to LDC for the upgrading of CCTV in the Big Park.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

PF717 TO ADOPT THE CONFIDENTIAL MINUTES OF 7th DECEMBER 2021

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

PF718 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

PF719 TO APPROVE 2021/22 WRITE-OFFS

The Finance Officer's report was received and discussed.

It was agreed to write off the outstanding debt, as tabled in the meeting papers.

PF720 DATE OF NEXT MEETING – Tuesday 1st March 2022 at 7.30pm

There being no further business, the meeting closed at 20:41.

COUNCIL

	2021/2022 Budget	Draft 2022/23 Budget	% Change
Policy & Finance	150,500	165,767	10.1%
Planning & Highways	23,579	18,006	-23.6%
Civic & Events	16,150	18,970	17.5%
Leisure, Amenities & Environment	120,020	129,133	7.6%
Personnel	513,200	536,508	4.5%
Total Expenditure	823,449	868,384	5.5%
Policy & Finance	98,949	77,437	-21.7%
Planning & Highways	0	0	#DIV/0!
Civic & Events	10,750	13,100	21.9%
Leisure, Amenities & Environment	83,045	90,766	9.3%
Personnel	0	0	
Total Income	192,744	181,303	-5.9%
Net Expenditure over Income	630,705	687,081	8.9%
Precept	£630,705	£687,081	8.9%
Tax Base	4,717.6	4,899.5	3.9%
Band D	£133.69	£140.23	4.9%

CIVIC & EVENTS

110 Civic Events

	2021/22 Budget	Draft 2022/23 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Mayor's Reception	1,200	1,200	0.0%
4335 Civic Expenses	0	1,000	#DIV/0!
4336 Civic Service	250	500	100.0%
4338 Remembrance Services	600	1,100	83.3%
4339 In the Event of a Royal Death	500	500	0.0%
4348 Civic Gifts, visits & events	200	1,470	635.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	700	700	0.0%
4351 Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure

5,950 8,970 50.8%

Net Expenditure over Income

5,950 8,970 50.8%

120 Marketing

4328 Website (include Browsealoud)	2,500	3,250	30.0%
4329 Advertising	1,000	1,000	0.0%
4352 Annual Report	200	200	0.0%
4353 Banner Board	0	0	#DIV/0!
4330 Newsletter	1,500	500	-66.7%

Marketing: Expenditure

5,200 4,950 -4.8%

1048 E-News advertising	500	500	0.0%
1301 Filming	2,000	4,000	100.0%
1049 Banner Board Income	3,250	4,000	23.1%
1300 Donations Received	0	0	#DIV/0!
1045 Event Sponsorship			#DIV/0!

Marketing: Income

5,750 8,500

Net Expenditure over Income

-550 -3,550 545.5%

430 Summer Fair

4329	Advertising	350	900	
4500	Event Staff Overtime	1,150	1,150	
4900	Miscellaneous Expenses	1,200	1,200	
	Summer Fair: Expenditure	2,700	3,250	
1045	Event Sponsorship	500	500	
1046	Stall Income (Events)	1,400	1,500	
1094	Other Customer & Client Receipts	800	800	
	Summer Fair: Income	2,700	2,800	
	Net Expenditure over Income	0	450	

440 Christmas Market

4329	Advertising	300	300	
4500	Event Staff Overtime	1,000	1,000	
tbc	Carol Concert	160	160	
4900	Miscellaneous Expenses	700	700	
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	1,000	500	
1046	Stall Income (Events)	1,000	1,000	
1094	Other Customer & Client Receipts	300	300	
	Christmas Market: Income	2,300	1,800	
	Net Expenditure over Income	-140	360	

CIVIC & EVENTS: Total Expenditure	16,150	18,970	17.5%
CIVIC & EVENTS: Total Income	10,750	13,100	
Net Expenditure over Income	5,400	5,870	8.7%

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle	6,900	6,000	-13.0%
4203	Fuel	5,600	5,500	-1.8%
4204	Road Fund License	600	600	0.0%
4305	Uniform	800	900	12.5%
Grounds Team: Expenditure		13,900	13,000	-6.5%
Net Expenditure over Income		13,900	13,000	-6.5%

310 Sports Park

4111	Electricity	3,000	5,000	66.7%	Excludes café usage which will be budgeted separately
4141	Water Services	0	0	#DIV/0!	
4131	Rates	0	2,345	#DIV/0!	
4164	Trade Refuse	4,500	4,500	0.0%	
4171	Grounds Maintenance Costs	10,000	10,000	0.0%	
Sports Park: Expenditure		17,500	21,845	24.8%	
1025	Rent & Service Charge	13,574	13,845	2.0%	
1039	S/P Cats	0		#DIV/0!	
1041	S/P Telephone Masts	4,300	4,500	4.7%	
1043	S/P Football Pitches	2,550	3,000	17.6%	
1061	S/P Court and MUGA Hire	5,406	5,406	0.0%	
Sports Park: Income		25,830	26,751	3.6%	
Net Expenditure over Income		-8,330	-4,906	-41.1%	

315 Big Park

4101	Repair/Alteration of Premises	3,000	5,000	66.7%	To include fence repairs
4102	Maintenance of Unit 14	0	500	#DIV/0!	To include fire equipment servicing
4111	Electricity (unit 14)	0	300	#DIV/0!	
4112	Gas (unit 14)	0	300	#DIV/0!	

4121	Rents	15,000	15,000	0.0%	
4131	Rates	2,500	4,716	88.6%	
4141	Water Services	0	0	#DIV/0!	
4161	Cleaning Costs	8,000	8,000	0.0%	
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	5,000	6,000	20.0%	
4302	Purchase of Materials	0	0	#DIV/0!	
4303	Machinery Mtce/Lease	3,000	3,500	16.7%	Inc service of mower, parts, etc.
	Play Equipment Reserve	0	0	#DIV/0!	
	Big Park: Expenditure	37,500	44,316	18.2%	
1005	Grants - Lewes DC	0		#DIV/0!	
1094	Other Customer & Client Receipts	0		#DIV/0!	
tbc	Transfer from Big Park EMR	25,000	25,000	0.0%	
	Big Park: Income	25,000	25,000	0.0%	
	Net Expenditure over Income	12,500	19,316	54.5%	
<u>316</u>	<u>Gateway Café</u>				
4101	Repair/Alteration of Premises	3,000	3,000	0.0%	
4111	Electricity	4,200	6,000	42.9%	
4326	Telephone & Wifi	420	972	131.4%	
4115	CCTV Maintenance	1,500	1,500	0.0%	
4116	Servicing / Maintenance	1,000	1,500	50.0%	To include electrical tests that are required
	Gateway Café: Expenditure	10,120	12,972	28.2%	
1111	Electricity	0	6,000	#DIV/0!	
1025	Rent & Service Charge	8,650	8,823	2.0%	
	Gateway Café: Income	8,650	14,823	71.4%	
	Net Expenditure over Income	1,470	-1,851	-225.9%	
<u>330</u>	<u>Parks & Open Spaces</u>				

4101	Repairs / Alterations	5,000	5,000	0.0%	To include all outdoor areas
4104	Vandalism Repairs	2,000	1,500	-25.0%	
4141	Water Services	5,000	5,000	0.0%	
4164	Trade Refuse	2,000	2,000	0.0%	
4171	Grounds Maintenance Costs	4,000	4,000	0.0%	
4301	Purchase of Furniture/Equipment	6,000	5,000	-16.7%	
4105	Tree Works	2,000	2,000	0.0%	
4106	Signage	2,000	1,500	-25.0%	
4107	Climate Change Actions	1,000	0	-100.0%	
4108	Tree Planting	2,500	2,500	0.0%	
	Amenity Area: Expenditure	31,500	28,500	-9.5%	
1044	Hire of the Dell	5,100	5,100	0.0%	
1050	Allotment Rent	2,145	2,445	14.0%	
	Amenity Area: Income	7,245	7,545	4.1%	
	Net Expenditure over Income	24,255	20,955	-13.6%	
355	<u>The Hub</u>				
4103	Annual Servicing Costs	2,000	2,000	0.0%	Include £1428 of lighting requirements
4111	Electricity	1,500	2,000	33.3%	
4112	Gas	1,500	2,000	33.3%	
4131	Rates	0	0	#DIV/0!	
4171	Maintenance of Hub	4,000	2,000	-50.0%	
357	Hub Pavillion Boiler & Roof Reserve		0	#DIV/0!	
4175	Music Licence	500	500	0.0%	
	The Hub: Expenditure	9,500	8,500	-10.5%	
1084	The Hub	16,320	16,646	2.0%	
	The Hub: Income	16,320	16,646	2.0%	
	Net Expenditure over Income	-6,820	-8,146	19.4%	

LEISURE, AMENITIES & ENV: Total Expenditure	120,020	129,133	7.6%
LEISURE, AMENITIES & ENV: Total Income	83,045	90,766	9.3%
Net Expenditure over Income	36,975	38,367	3.8%

POLICY & FINANCE

100 General Administration

	2021/22 Budget	Draft 2022/23 Budget	% Change	
4301 Purchase of Furniture/Equipment	500	500	0.0%	
4302 Purchase of Materials	500	500	0.0%	
4306 Printing	4,000	5,000	25.0%	Includes the Photocopier rental
4307 Stationery	500	500	0.0%	
4311 Professional Fees - Legal	3,000	2,000	-33.3%	
4314 Audit Fees	3,000	3,000	0.0%	
4315 Insurance	10,000	10,500	5.0%	
4321 Bank Charges	100	100	0.0%	
4322 BACS Charges	200	200	0.0%	
4323 PDQ Charges	800	800	0.0%	
4325 Postage	1,000	1,000	0.0%	With a view to moving to BACS payment
4326 Telephone	6,000	6,000	0.0%	
4327 Computers	12,000	15,000	25.0%	
4333 Members Allowance	3,500	3,500	0.0%	
4341 Grants	10,000	1,017	-89.8%	Move £8,983 from EMR Covid
4342 Subscription	5,000	5,500	10.0%	
4345 CTLA Service Level Agreement	6,000	6,500	8.3%	
4346 CAB Service Level Agreement	11,500	11,500	0.0%	
TBC HCC Service Level Agreement	0	3,000	#DIV/0!	
4347 Climate Change Actions	0	0	#DIV/0!	
322 Vehicle Reserve	0	0	#DIV/0!	
4444 Election Costs	9,000	9,000	0.0%	
General Administration: Expenditure	86,600	85,117	-1.7%	
1001 Precept				
1005 Grants - Lewes DC			#DIV/0!	
1013 Income from Photocopying	0		#DIV/0!	
1016 Housing Benefit Claims LDC	15,200	15,200	0.0%	
1100 Interest Received	300	200	-33.3%	
1309 Other Income	2,000	1,000	-50.0%	
General Administration: Income	17,500	16,400	-6.3%	
Net Expenditure over Income	69,100	68,717	-0.6%	

360 Community House

4101	Repair/Alteration of Premises	4,000	7,000	75.0%	To include fire alarm maintenance & equipment
4102	Maintenance of Building	1,000	5,000	400.0%	
4111	Electricity	4,000	10,000	150.0%	
4112	Gas	3,000	6,000	100.0%	
4122	Service Charge	20,000	20,000	0.0%	
4131	Rates	15,800	15,800	0.0%	Include renovation of Field & Robson Room £520 Blinds
4141	Water Services	8,000	8,000	0.0%	
4151	Fixtures & Fittings	1,500	1,500	0.0%	
4161	Cleaning Costs	1,000	1,000	0.0%	
4162	Cleaning Materials	2,000	1,000	-50.0%	
4163	Personal Hygiene	2,000	2,500	25.0%	
4167	Cinema Costs	1,000	1,000	0.0%	
4175	Music Licence	0	1,250	#DIV/0!	
4305	Uniform	600	600	0.0%	

Community House: Expenditure

1069	C/H Police Room	2,295	2,295	0.0%
1070	C/H Phoenix Room	6,120	6,120	0.0%
1072	C/H Copper Room	12,903	9,035	-30.0%
1075	C/H Charles Neville	10,404	7,280	-30.0%
1076	C/H Main Hall	26,112	18,280	-30.0%
1077	C/H Anzac Room	12,954	9,065	-30.0%
1078	C/H Main Kitchen	1,275	892	-30.0%
1079	C/H Anzac Kitchen	714	500	-30.0%
1080	C/H Foyer	2,346	1,642	-30.0%
1081	C/H Equipment Hire	1,326	928	-30.0%
1091	Cinema Income	4,500	4,500	0.0%
1092	Electricity Feed-In Tariff	500	500	0.0%

Community House: Income

Net Expenditure over Income

POLICY & FINANCE: Total Expenditure	150,500	165,767	10.1%
POLICY & FINANCE: Total Income	98,949	77,437	-21.7%

Net Expenditure over Income

51,551	88,330	71.3%
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PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337	Neighbourhood Plan	10,000	5,000	-50.0%
	Neighbourhood Plan: Expenditure	10,000	5,000	-50.0%
	Net Expenditure over Income	10,000	5,000	-50.0%

200 Planning & Highways

4101	Repairs & Alterations	1,000	700	-30.0%	Spent £24 this year so far...
4111	Streetlight Electricity	1,092	1,092	0.0%	
4171	Grounds Maintenance Costs	500	500	0.0%	
4850	Grass Cutting Contract	8,687	8,864	2.0%	
4851	Noticeboards	1,100	650	-40.9%	We have £650 in EMR & Budget not spent this year so far
4852	Monument & War Memorial	600	600	0.0%	Earmark remaining money this year
4853	Street Furniture	600	600	0.0%	
	Planning & Highways: Expenditure	13,579	13,006	-4.2%	
	Net Expenditure over Income	13,579	13,006	-4.2%	
PLANNING & HIGHWAYS: Total Expenditure		23,579	18,006	-23.6%	
PLANNING & HIGHWAYS: Total Income		0	0		
Net Expenditure over Income		23,579	18,006	-23.6%	

PERSONNEL

100 General Administration

	2021/22 Budget	Draft 2022/23 Budget	% Change
4001 Salaries	391,000	406,640	4.0%
4002 ER's NIC	40,000	42,640	6.6%
4003 ER's Supn	70,200	75,228	7.2%
4004 Overtime	1,000	1,000	0.0%
4011 Staff Training	5,000	5,000	0.0%
4212 Staff Mileage Costs	500	500	0.0%
4312 Professional Fees - HR	2,000	2,000	0.0%
4310 Professional Fees - Consultancy	2,000	2,000	0.0%
4334 Members Training	1,500	1,500	0.0%
General Administration: Expenditure	513,200	536,508	4.5%
Net Expenditure over Income	513,200	536,508	4.5%
PERSONNEL: Total Expenditure	513,200	536,508	4.5%
PERSONNEL: Total Income	0	0	
Net Expenditure over Income	513,200	536,508	4.5%

Agenda Item: C855-a-v-1

Committee: Council

Date: 25th January 2022

Title: Trade Refuse Budget

Report Authors: Zoe Malone

Purpose of Report: To move trade refuse budget from L&A to P&H

Summary of recommended actions

To move 4164/330 (trade refuse) to 4164/200 under Planning & Highways

Introduction

Trade refuse collected by Lewes in the valley, for which we pay a quarterly charge for currently sits under the L&A committee. It has been requested that this budget, 4164/330 should be moved to the P&H committee.

Analysis

This makes no difference to the agreed budget for next year in terms of the figures, it will just mean that the expenditure for this item is allocated to the correct committee going forward.

Implications

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

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

Appendices/Background papers

Agenda Item: C855-a-v-2

Committee: Council

Date: 25th January 2022

Title: Rename Earmarked Reserve

Report Authors: Zoe Malone

Purpose of Report: To rename the Pavilion Roof & Boiler reserve to HUB Improvements

Summary of recommended actions

To seek authorisation to amend the name of EMR 357 from Pavilion Roof & Boiler to HUB Improvements. Total of earmarked reserve is £7,000.

Introduction

It has been identified that there are some improvements that need doing at the HUB with regard to insulating the property correctly to reduce our gas bills in the interim along with lighting improvements.

Analysis

We have an earmarked reserve for the HUB area but this was created for the roof & boiler. Heat pumps are being looked into for the future but the insulation is needed before next winter.

Implications

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

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

Appendices/Background papers

Agenda Item: C855-a-v-3

Committee: Council

Date: 25th January 2022

Title: Climate Change Earmarked reserve

Report Authors: Zoe Malone

Purpose of Report: To seek authority to rebadge the Climate Change EMR of £5K from CO2 survey purpose to a general expenditure purpose.

Summary of recommended actions

To seek authorisation for committees to use, subject to P&F/full council approval to use funds from the climate change earmarked reserve.

Introduction

The earmarked climate change budget was originally moved from the council budget. It has been requested that this earmarked money can be used across all committees as seen necessary and subject to approval of P&F/full council as and when the requests come through

Analysis

This money was originally budgeted for a climate change CO2 survey report, of which has not happened yet and we are unsure of the costs of this report. To allow flexibility it has been asked if we can broaden the agreed use of this earmarked fund to allow for other expenditure relating to climate change.

Implications

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

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

Appendices/Background papers

Agenda Item: C855-a-vi

Committee: Council

Date: 25th January 2022

Title: Market Return

Report Authors: Zoe Malone

Purpose of Report: To agree to a full time return of Markets

Summary of recommended actions

To agree and authorise the full return of indoor markets subject to finding willing hirers. Our hire costs for Markets from April 2022 as agreed, will be £65.00 per session (8am – 1pm) includes an hour a setup and an hour clear up. This will also include offering the kitchen services to charity groups whilst markets are running.

Introduction

Historically before COVID we had a single market hirer using our main hall 5 days a week. When this resident retired it coincided with the pandemic arriving and since we have been allowed to open more freely we have only had markets on a Thursday & Friday and been charging a reduced rate to these hirers due to not being able to fulfil the quota of tables they can have due to social distancing.

Background

The Markets bring in the majority of the main hall income equating to approx. £10,000 per year which we are currently losing due to not having the authorisation to proceed and advertising this space to be used and actively seeking hirers.

Analysis

With costs rising significantly and Community House remaining open for staff purposes and adhoc group meetings we need to proactively find ways to bring in income for the space we have without losing money by charging reduced amounts which would not cover the electricity and gas costs used for opening the hall.

Implications

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

<u>Financial</u>	Income is down from previous years. To keep the precept down and general reserves up we need to promote and hire our space. If we can get a hirer in four days a week this could bring in £10,000 of income for the next financial year.
<u>Legal</u>	N/A
<u>Environmental and</u>	N/A

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

Appendices/Background papers



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House at 7.30pm on Tuesday 2nd November 2021

Present; Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr R White, Cllr G Hill, Cllr J Harris, Cllr D Paul.

Officers; V Onis, Admin & Meetings Officer

Public; One member of the public was present

1 PH1189 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting.

2 PH1190 PUBLIC QUESTIONS

There were no public questions

3 PH1191 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Goble and Cllr Sharkey

4 PH1192 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH1193 TO ADOPT THE MINUTES FROM THE 12th OCTOBER 2021

It was resolved to take the approval of the minutes of the previous meeting at the next meeting of the Committee.

6 PH1194 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

There was no update from Cllr Gallagher.

7 PH1195 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Seabrook reported that at the last meeting of Committee it was discussed to create a monument reserve to maintain the War memorial, obelisk and the Peacehaven monument.

It was proposed by Cllr Seabrook and Seconded by Cllr Griffiths to create a reserve for the Maintenance of these structures.

All in Favour

Minutes of the Planning & Highways Committee Meeting - Tuesday 2nd November 2021

8 PH1196 REPLACEMENT BUS SHELTER – Change of original relocation

At the Committee meeting on 12th October, it was proposed to install a new 3 bay shelter to the north of the existing 2 bay shelter, since this decision a new location has been investigated. Both locations were discussed, and Committee resolved to remain with the original proposed location and seek approval from LDC.

9 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING

Planning applications as follows:-

PH1197 LW/21/0381 6 Rustic Road Peacehaven Case Officer Rita Burns	<p>demolish existing double garage and erection of 3 bedroom bungalow</p> <p>Comments Letter of Objection from member of the public received and noted.</p> <p>It was resolved to recommend refusal for the following reasons: -</p> <ul style="list-style-type: none">• We do not consider that the proposed development accords with development plan policy DM25.• Back garden development - There will be loss of privacy and adverse impacts for immediate neighbours in respect of outlook – proposals will result in unacceptable over-looking and are too close to neighbouring boundaries.• Too close to neighbouring properties in other roads that won't have been notified.• Design does not fit in with local surroundings.• Absence of car parking facilities, unclear from the plan where cars will be parked. Exacerbate existing parking problems.• Increase of traffic & congestion. <p>We respectfully request that this proposal is refused.</p> <p>Should you be minded to grant permission we would ask that conditions are imposed to address the following and in order to manage and mitigate the impact of this proposal</p> <ul style="list-style-type: none">• Site hours limited to Monday-Friday 08:00 to 13:00, no working on Sundays or Bank
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Minutes of the Planning & Highways Committee Meeting - Tuesday 2nd November 2021

	<p>Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.</p> <ul style="list-style-type: none"> • Sympathetic materials to be used • Require a waste Minimisation Plan • Vehicles belonging to construction staff should not be block access for other residents and should not be parked on grass verges or at junctions. • Any damage to the grass verges during construction must be repaired by the developer.
<p>PH1198 LW/21/0778 7 Seaview Road Peacehaven</p> <p>Case Officer James Emery</p>	<p>loft conversion and erection of open-front entrance porch</p> <p>It was resolved to recommend approval.</p>
<p>PH1199 LW/21/0793 5 Piddinghoe Close Peacehaven</p> <p>Case Officer Julie Cattell</p>	<p>Loft conversion facilitated by 1no front dormer, 1no rear dormer and hip-to-gable extension</p> <p>It was resolved to recommend approval.</p>

10 The following planning applications were noted:-

<p>PH1200 TW/21/0070/TPO 3 Wendale Drive Peacehaven</p> <p>Case Officer Mr Nick Jones</p>	<p>3 Ash trees (T1,T2, T3) need crown thinning up to 30%; crown lifting up to 6ft above ground level as low branches obstruct the pavement in Telscombe Road; removal of dead branches. Work needs to be done to prevent excessive shading which prevent sufficient light penetration to plants and grass, light on the patio and in the house. Excess shading affects adjacent properties at 2 Wendale Drive and Telscombe Close</p>
<p>PH1201 TW/21/0072/TPO Land Between Firle Road And Glynn Road Firle Road Telscombe Cliffs East Sussex</p> <p>Case Officer Nick Jones</p>	<p>Prunus x 2 - Remove Ivy Groth Grey Poplar x 1 - Fell Sycamore x 2 - Remove Dead Wood Common Ash x 2 - one to be felled, one crown reduction</p> <p>Need to inform case officer at LDC that this is Peacehaven.</p>

Minutes of the Planning & Highways Committee Meeting - Tuesday 2nd November 2021

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11 The following Planning Application Decisions were noted: -

PH1202 LW/20/0800 24 Steyning Avenue, Peacehaven	Demolition of existing bungalow, erection of 3no. 3 storey dwellings comprising of 2 x semi-detached dwellings and 1 x terraced dwelling Lewes DC Refused permission Peacehaven's Planning & Highways Committee Objected to this application https://padocs.lewes-eastbourne.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&pdf=true&docno=20825696
PH1203 LW/21/0556 196 South Coast Road, Peacehaven, East Sussex, BN10 8JL,	Change the windows so they are 3 panel triple glazed anthracite grey, insert small slim frosted window in the West elevation dormer for the bathroom, render front walls, fascia boards anthracite grey - relating to planning approval LW/20/0445 Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH1204 LW/21/0544 12 Cornwall Avenue	demolition of rear conservatory, extension and side garage, and erection of single-storey rear and side extensions and front porch Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application

1 **PH1205 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.**

No updates to the action plan.

Cllr Harris reported the damaged pathway adjacent to Howard Park. Cllr Seabrook volunteered to take pictures and report on the 'Fix my street' app.

DATE OF NEXT MEETING 23RD NOVEMBER 2021 AT 7.30 PM

Minutes of the Planning & Highways Committee Meeting - Tuesday 2nd November 2021

There being no further business, the meeting closed at 20.01



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the main hall, Community House, at 7.30pm on Tuesday 23rd November 2021

Present; Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr R White, Cllr G Hill, Cllr J Harris, Cllr A Goble, Cllr C Gallagher.

Officers; A Allen, Town Clerk, V Onis, Admin & Meetings Officer.

Public; 67 members of the public were present.

1. PH1206 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and related the housekeeping information and the rules of conduct for the meeting.

2 PH1207 PUBLIC QUESTIONS

i) PUBLIC REPRESENTATIONS RE APPLICATION FOR 1 BRAMBER AVENUE LW/21/0803

A number of members of the public spoke against approval of this application, covering the following points:-

- Previous Town Council policy has been in support of nursing/older people homes, which are much needed in the Town.
- Parking at the site is inadequate for the proposed new use of this building.
- Concerns regarding the safety of residents and responsibility for any incidents.
- The MP has stated that he is not in favour of this application.
- A petition against the application now has over 1400 signatures.
- No Police station or Police presence in Peacehaven.
- Not an appropriate location for the proposed new use of this building.
- High re-offending levels.
- Peacehaven does not afford a structured place for the integration of ex-offenders.
- Problems have occurred with similar set-ups in other areas.

i) OTHER PUBLIC QUESTIONS

There were no other public questions.

2 PH1208 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr I Sharkey, Cllr S Griffiths, and Cllr D Paul. Cllr C Gallagher to substitute for Cllr Paul.

3 PH1209 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

4 PH1210 TO ADOPT THE MINUTES FROM THE 12th OCTOBER AND THE 2ND NOVEMBER 2021

It was resolved to adopt these two sets of minutes as a true record of the meetings.

5 PH1211 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Minutes of the Planning & Highways Committee – Tuesday 23rd November 2021

Minutes of the Planning & Highways Committee - Tuesday 23rd November 2021

Cllr Gallagher reported that the Draft NDP had been approved by both Town Council's and that the Plan will now go out for consultation, including a six-week public consultation to start in the third week of January 2022.

It was noted that the NDP Design Guides are now being used by LDC in determining planning applications. Cllr Gallagher reported on the reformation of the NDP Steering Group in order to manage the Plan's progress to completion.

6 PH1212 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee's finance report was received and noted.

Cllr Milliner stated that he will be meeting with the Finance Officer to discuss the Committee's budget for 2022/23.

7 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS:-

PH1213 LW/3445/CC Peacehaven Youth Centre Roderick Ave Peacehaven	<u>Temporary change of use from Class E(f) day centre to mixed use Class E(f) & F1(d) Library.</u> Peacehaven Town Council recommends <u>REFUSAL</u> of this request for change of use, for the following reasons:- <ul style="list-style-type: none">• There is no sound reason to move the library from its current location. There will be plenty of warning should a new developer come on the scene, and it is usual for developers to make amicable arrangements for existing users• The current facilities are far superior to the inadequate facilities at the Joff• Access for people with disabilities at the Joff is poor• No proper detailed plans have been submitted. Information provided is confusing.• The proposed layout at the Joff is not sensible and is unworkable. There would be virtually no room for the public when all members of the library staff are on site. It is much too small• Parking at the Joff site is poor• There is no suitable pedestrian access to the Joff. Current access is dangerous for pedestrians• There is no suitable ventilation in the area of the Joff proposed for library use• Moving the library to the Joff would represent yet another degrading of public services in Peacehaven
PH1214 LW/21/0803 1 Bramber Avenue Peacehaven East Sussex	<u>Removal of Condition 1 of E/68/0850 and condition 2 of E/71/0883</u>

Minutes of the Planning & Highways Committee - Tuesday 23rd November 2021

BN10 8LR	<p>Peacehaven Town Council recommends <u>REFUSAL</u> of this request to remove these Conditions, for the following reasons:-</p> <ul style="list-style-type: none">• Absence of car parking facilities and provision for pedestrians, wheelchairs and prams• 1Increase of traffic & congestion• Exacerbate existing parking problems• Parking & highway safety issues• Local drainage needs to be improved• The Housing Needs Assessment, recently produced for the Town's Neighbourhood Development Plan, clearly shows an existing and increasing need for older people's homes• There should not be an 'open' class of use for this property; the owners should have to apply for a change of use for specific purposes• The property concerned is not in a suitable location for the proposed rehabilitation of offenders, as there is not the structured environment for this purpose• The Town Council requests that this application is called into the LDC Planning Committee for consideration
<p>PH1215 LW/21/0853 7 Horsham Avenue Peacehaven</p>	<p><u>Demolition of the existing bungalow and detached garage and erection of 2no 3-bedroom detached bungalows</u></p> <p>Peacehaven Town Council recommends <u>REFUSAL</u> of this application, for the following reasons:-</p> <ul style="list-style-type: none">• Back garden/creeping development• Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly• Inadequate local infrastructure - including A259, surgeries, school• Detrimental Effect on local character - surrounding area included• Density of layout & over development - too large for plot• Increase of traffic & congestion• Local drainage needs to be improved - not really for us, but sometimes there is problem if the drain goes under the neighbour's garden or path• No detailed building information to prove compliance with the Peacehaven Design Guides and sustainability

Minutes of the Planning & Highways Committee - Tuesday 23rd November 2021

<p>PH1216 LW/21/0836 1 Roderick Avenue Peacehaven East Sussex</p>	<p><u>Single-storey extension to side, insertion of roof lights with alterations to front access.</u></p> <p>Peacehaven Town Council recommends <u>APPROVAL</u> of this application.</p>
<p>PH1217 LW/21/0798 196 Arundel Road Peacehaven</p>	<p><u>Erection of 1no. 3-bedroom dormer bungalow adjacent to existing property</u></p> <p>Peacehaven Town Council recommends <u>REFUSAL</u> of this application, for the following reasons:-</p> <ul style="list-style-type: none"> • No detailed building information to prove compliance with the Peacehaven Design Guides and sustainability • Proposed new dwelling is squeezed in at the side of a small house; there is no room for this
<p>PH1218 LW/21/0846 53 Steyning Avenue Peacehaven</p>	<p><u>Demolition of garage and erection of 1no 2-bedroom two-storey detached dwelling</u></p> <p>Peacehaven Town Council recommends <u>REFUSAL</u> of this application, for the following reasons:-</p> <ul style="list-style-type: none"> • No detailed building information to prove compliance with the Peacehaven Design Guides and sustainability • Proposed new dwelling is squashed into the site; there is no room for this • Over development • Back garden development
<p>PH1219 LW/21/0837 2 Capel Avenue Peacehaven</p>	<p><u>Demolition of existing garage and new single storey annexe subservient to existing house</u></p> <p>Peacehaven Town Council recommends <u>APPROVAL</u> of this application.</p>
<p>PH1220 LW/21/0255 Land north of 50 Cornwall Avenue Peacehaven</p>	<p><u>Construction of a two-storey building containing 2 two-bedroom flats</u></p> <p>Peacehaven Town Council recommends <u>REFUSAL</u> of this application, for the following reasons:-</p> <ul style="list-style-type: none"> • No detailed building information to prove compliance with the Peacehaven Design Guides and sustainability • Not enough information to make an informed decision. Suggest LDC seeks more detail from the applicant, before assessing this application

Minutes of the Planning & Highways Committee - Tuesday 23rd November 2021

PH1221 LW/21/0722 16-28 Cripps Avenue, Peacehaven	<u>Variation of Condition 1 to reflect updated proposal drawings showing a revised flat block design; Drawing numbers changed to reflect updated proposals</u> Peacehaven Town Council recommends <u>APPROVAL</u> of this application.
PH1222 LW/21/0775/CD 139 South Coast Road Peacehaven	<u>Approval of Conditions 2 (Material Samples), 3 (Construction Management Plan), 4 (Flood Risk Calculations), 5 (Renewable Energy) and 9 (eV charging) relating to application LW/20/0616</u> Noted that this was forwarded to PTC by LDC just for noting.
PH1223 LW/21/0813 Lower Hoddern Farm, Hoddern Farm Lane, Peacehaven	<u>Reserved matters approval pursuant to condition 28 of hybrid planning permission LW/17/0226 for layout, scale, appearance and landscaping for 58 residential units</u> Peacehaven Town Council recommends <u>APPROVAL</u> of this application, subject to the developer demonstrating that it has met all Conditions and S.106 payments relating to prior phases of this development.

9 The following Planning Application Decisions were noted:-

PH1224 LW/21/0717 79 Malines Avenue, Peacehaven, East Sussex, BN10 7RR,	Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH1225 LW/21/0689 191 Roderick Avenue North, Peacehaven, East Sussex, BN10 8BZ,	Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH1226 LW/21/0592 The Lookout, 4A Mayfield Avenue, Peacehaven, East Sussex, BN10 8PB,	Lewes DC Refused Peacehaven's Planning & Highways Committee supported this application
PH1227 LW/21/0410 Land Adjoining 138, Bramber Avenue North, Peacehaven, East Sussex	Lewes DC Grants permission Peacehaven's Planning & Highways Committee Objected to this application
PH1228 TW/21/0057/TPO	<u>T1 - Sycamore - fell to ground level, T2 - Ash - fell to</u>

Minutes of the Planning & Highways Committee - Tuesday 23rd November 2021

47 Valley Road Peacehaven Case Officer Nick Jones	<u>ground level, T3 Lawson cypress - fell to ground level</u> Reasons for the Works: Various reasons including concerns surrounding safety, nuisance and structural damage. In pursuance of its powers under the above-mentioned Act and Regulations and the Tree Preservation Order made by the Lewes District Council (hereinafter called 'the Council') on the 17/08/2021, the Council HEREBY CONSENT to the following specified works at 47 Valley Road, Peacehaven, East Sussex, BN10 7UE
PH1229 TW/21/0051/TPO 9 The Compts, Peacehaven	To fell the sycamore trees Lewes DC Refused

2 PH1205 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.
The Committee's Action Plan was received and noted.

DATE OF NEXT MEETING 14TH DECEMBER 2021 AT 7.30 PM

There being no further business, the meeting closed at 20:51.



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Main Hall, Community House, at 7.30pm on Tuesday 14th December 2021

Present Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr R White, Cllr G Hill, Cllr J Harris, Cllr D Paul, Cllr C Gallagher.

Officers Town Clerk, Tony Allen; Admin & Meetings Officer, Vicky Onis.

1. PH1206 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and related the housekeeping information and the rules of conduct for the meeting.

2 PH1207 PUBLIC QUESTIONS

There were no members of the Public present.

3 PH1208 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr I Sharkey, Cllr S Griffiths and Cllr Goble.

Cllr Gallagher was invited to join the table in a non-voting capacity.

4 PH1209 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH1234 TO ADOPT THE MINUTES FROM THE 23RD NOVEMBER 2021

It was proposed to adopt the minutes a true record.

6 PH1235 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

The circulated report was noted.

7 PH1236 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was noted. The Chair reported that he has met with the Finance Officer and the remaining £530 of this years budget has been moved to the earmarked reserves.

8 PH1237 TO APPROVE THE CHANGE OF LOCATION FOR THE REPLACEMENT BUS SHELTER IN SUTTON AVENUE

At the Planning & Highways Committee meeting on 12/10 it was resolved to install a new 3 bay bus shelter north of the existing shelter in Sutton avenue. After discussions with Brighton & Hove Bus Company and the landowner LDC, the preferred location is south of the existing shelter. Therefore it has been resolved to accept the recommendations and install the new shelter south of the existing location. All in Favour.

9 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS:

-

<p>PH1238 LW/21/0804 Bramber Nursing home 1 Bramber Ave Peacehaven</p> <p>Case Officer Julie Cattell</p>	<p>Increase of bedroom capacity from 21 to 27 rooms, Planning Application - Increase from 21 to 27 bedrooms, new vehicular access with formation of car parking bays, cycle store and bin store, hard and soft landscaping, erection of porch canopy to front, erection of enclosure to external escape stair, installation of solar panels to roof, installation of first floor dormer, insertion of new roof light and various alterations to windows and doors on elevations for Seetec Limited</p> <p>Comments This is the second part of application LW/21/0803 which was discussed and Objected to by Peacehaven Town Council's Planning & Highways Committee on 23/11/21</p> <p>Peacehaven Town Council recommends <u>REFUSAL</u> of the Increase of Capacity to 1 Bramber Avenue</p> <ul style="list-style-type: none"> • Insufficient car parking facilities for the number of staff that will be working there and visitors. Parking at this site is inadequate for the proposed new use of this building and increase in capacity. Provision for only 2/3 off road parking spaces in this already heavily congested area. Strict no parking along the Promenade. Steyning Ave & Bastion Steps car park is full every day with Commuters, dog walkers, shoppers. • Inadequate sewage/drainage provision, the drainage is unable to cope with the present number of Residents. There are serious ongoing issues with sewage leaking from drains in this area; the sewage leaks from drains and crosses the road through The Bastion Steps Car Park; public and Dog walkers have to walk through this which is an Environmental Health Hazard. • Detrimental effect on local Character, over development and Cramped. • Inadequate local infrastructure. No local
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Minutes of the Planning & Highways Committee - Tuesday 14th December 2021

	<p>police station due to closure, closure of Doctors Surgeries which now results in just one Doctors Surgery for a Town of 25k residents.</p> <ul style="list-style-type: none"> • No detailed building information to prove compliance with the Peacehaven Design Guides and sustainability • The Town Council requests that this application is called into the LDC Planning Committee for consideration at the same time as application LW/21/0803
<p>PH1239 LW/21/0892 11 Piddinghoe Avenue, Peacehaven</p> <p>Case Officer James Emery</p>	<p>Removal of existing extension and replacement of single storey rear extension including, front and rear windows, front juliette balcony, raised pitch to roof , front and rear hip to gable , side dormer & side rooflight.</p> <p>Peacehaven Town Council recommends <u>APPROVAL</u> of this application</p>
<p>PH1240 LW/21/0843 16-28 Cripps Avenue, Peacehaven</p> <p>Case Officer James Smith</p>	<p>Variation of Condition 2 (Drainage) relating to application LW/21/0398 to change the way it has been worded.</p> <p>This application was noted.</p>
<p>PH1241 LW/21/0906 78 The Promenade Peacehaven</p> <p>Case Officer Julie Cattell</p>	<p>Raise external walls and replacement roof to facilitate the conversion of bungalow into two-storey dwelling and addition of dual pitch roof to detached garage</p> <p>Peacehaven Town Council recommends <u>APPROVAL</u> of this application</p>
<p>PH1242 LW/21/0829 South Coast Dental Surgery 274 South Coast Road</p> <p>Case Officer James Emery</p>	<p>First-floor extension to existing dental surgery</p> <p>Peacehaven Town Council recommends <u>APPROVAL</u> of this application</p>

10 The following planning applications were noted:-

<p>PH1243 TW/21/0084/TPO 2 Wendale Drive Peacehaven</p> <p>Case Officer Nick Jones</p>	<p>T1 - Sycamore - Crown reducing & thinning up to 30% including trimming of lower branches</p> <p>T3- Sycamore - Crown reducing & thinning up to 30% including trimming of lower branches</p> <p>T4 - Cherry Tree - Crown reducing & thinning up to 30% including trimming of lower branches</p>
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Minutes of the Planning & Highways Committee - Tuesday 14th December 2021

	T2 - Ash Tree - Crown reducing & thinning up to 30% including trimming of lower branches T5 - Ash Tree - Crown reducing & thinning up to 30% including trimming of lower branches T6 - Ash Tree - Crown reducing & thinning up to 30% including trimming of lower branches
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11 The following Planning Application Decisions were noted:-

PH1244 LW/21/0740 118 Roderick Ave, Peacehaven	Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application
PH1245 LW/21/0499 169 Arundel Road Peacehaven	Lewes DC REFUSED Peacehaven's Planning & Highways Committee Objected to this application
PH1246 TW/21/0070/TPO 3 Wendale Drive Peacehaven Case Officer Nick Jones	3 Ash trees (T1,T2, T3) need crown thinning up to 30%; crown lifting up to 6ft above ground level as low branches obstruct the pavement in Telscombe Road; removal of dead branches. Work needs to be done to prevent excessive shading which prevent sufficient light penetration to plants and grass, light on the patio and in the house. Excess shading affects adjacent properties at 2 Wendale Drive and Telscombe Close APPROVED

12 PH1247 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

- The delayed review of the six lamp posts will be looked in to by The Town Clerk and Admin Officer.

12 PH1248 TO DISCUSS THE USE OF DELEGATED POWERS WHERE POSSIBLE, FOR APPLICATIONS RECEIVED OVER THE CHRISTMAS PERIOD UP UNTIL THE NEXT COMMITTEE MEETING, SCHEDULED FOR THE 1ST FEBRUARY 2022

It was agreed to allow Planning applications to be decisioned using Delegated powers over the Christmas period.

THE DATE OF THE NEXT MEETING CONFIRMED AS 1ST FEBRUARY 2022 AT 7.30PM

There being no further business, the meeting closed at 20.13



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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 4th November 2021 in Community House, Peacehaven

Present – Cllr. D Seabrook (Chairman), Cllr L Symonds (Vice-Chairman), Cllr A Milliner, Cllr R White, Cllr G Hill, Cllr C Collier, Cllr W Veck, Cllr K Sanderson.
Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

E190 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

E191 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr I Sharkey and Cllr C Gallagher and that Cllr R White will substitute for Cllr C Gallagher.

E192 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

E193 TO ADOPT THE PUBLIC MINUTES OF 23rd September 2021 MEETING

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

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the discussion of the following items.

E194 TO ADOPT THE CONFIDENTIAL MINUTES OF 23rd September 2021 MEETING

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

E195 TO REVIEW OUTSTANDING HR CASES & RECEIVE PANEL REPORTS

The report from the Panel was received and discussed.

Improvements in practices, policies, training requirements and staff support were highlighted. It was noted that a number of these recommendations were already being addressed.

It was resolved to accept the Panel's report and recommendations.

E196 TO REVIEW THE COMMITTEE'S ACTION PLAN

It was noted that the review of the staffing structure had been deferred until after the appointment of the SPO and Communications Officer.

The Clerk reported that he and the Chairman were finalizing a draft Equality, Diversity & Inclusion Policy.

E197 TO REVIEW STAFFING MATTERS

Caretakers Recruitment report.

Mrs Donovan reported that the Caretaking team was now back up to full complement.

Minutes of Peacehaven Town Council Personnel Committee – 4th November 2021

Communications & Marketing Officer recruitment update.

Mrs Donovan reported recruitment progress for this vacancy.

Senior Projects Officer recruitment update.

The Clerk reported recruitment progress for this vacancy.

E198 TO REVIEW COMMITTEE'S BUDGETARY POSITION AND REQUIREMENTS FOR 2022/23

The Committee's finance report was received and discussed.

The Chairman reported on the Committee's draft budget for 2022/23 .

E199 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS

The training schedules were received and discussed.

E200 HR SERVICES REVIEW OF EMPLOYMENT HANDBOOK & HYBRID WORKING POLICY

The Chairman related the background to this item.

It was resolved that the Clerk would tidy-up this document accordingly, for approval by the Committee at its next meeting.

E201 DATE OF THE NEXT MEETING

Thursday 16th December 2021 at 7.30pm.

There being no further business, the meeting closed at 20:11.



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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 16th December 2021 in Community House, Peacehaven

Present – Cllr. D Seabrook (Chairman), Cllr G Hill, Cllr C Gallagher, Cllr L Symonds and Cllr L Duhigg.
Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

E202 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping arrangements.

E203 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr I Sharkey, Cllr A Milliner, Cllr J Harris, Cllr C Collier, and Cllr K Sanderson and that Cllr L Duhigg will substitute for Cllr K Sanderson.

E204 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

E205 TO ADOPT THE PUBLIC MINUTES OF 4th November 2021 MEETING

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

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the discussion of the following items.

E206 TO ADOPT THE CONFIDENTIAL MINUTES OF 4th November 2021 MEETING

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

E207 TO REVIEW THE COMMITTEE'S ACTION PLAN

All items for discussion follow on the Agenda.

E208 TO REVIEW STAFFING MATTERS

1. Caretakers Recruitment report.

Mrs Donovan detailed the recruitment process followed, shortlisting and interviews held.
It was resolved to approve the recruitment panel's recommendation.

2. Communications & Marketing Officer recruitment update.

Mrs Donovan reported that the chosen candidate, Mr Jack Wood, was now in place.

3. Senior Projects Officer recruitment update.

The Clerk's paper was noted and discussed.

The Clerk detailed the recruitment process followed, shortlisting and the one interview held.

It was resolved to approve the recruitment panel's recommendation.

Minutes of Peacehaven Town Council Personnel Committee – 16th December 2021

E209 TO REVIEW COMMITTEE'S BUDGETARY POSITION AND AGREE REQUIREMENTS FOR 2022/23

The reports were received and noted.

Final discussions to be held on the 11th January 2022 at the arranged budget setting meeting.

E210 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS

The Clerk reported that a Chairmanship training session would be provided and that the autism awareness online training course was almost ready to proceed.

E211 TO ADOPT THE UPDATED VERSION OF THE EMPLOYEE HANDBOOK & HYBRID WORKING POLICY

The Clerk reported that these documents had been updated, following comments received at the Committee's last meeting.

It was resolved to adopt these documents.

E212 TO ADOPT THE EQUALITY, DIVERSITY & INCLUSION POLICY

The Chairman related the background to the construction of this policy.

It was resolved to adopt the policy, as drafted

E213 DATE OF THE NEXT MEETING – TO BE AGREED

Thursday 20th January 2022, at 7.30pm.

There being no further business, the meeting closed at 20:06.



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Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 19th October 2021 at 7.30pm

Present: Cllr S Griffiths (Chair), Cllr D Seabrook, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr D Paul, Cllr G Hill, Cllr W Veck, Cllr K Sanderson

Officers: Kevin Bray (Parks Officer),

Public 3 members of the public.

Cllr C Gallagher stated that she was making an audio recording of the meeting.

1 LA 610 CHAIR ANNOUNCEMENT

The Chair welcomed everyone to the meeting and read the Health & Safety Announcement.

- Thanks to Peacehaven youth football club who did a litter park around Centenary Park on 16th October, collecting 7 bags of rubbish from the buses.
- Bingo on Wednesday afternoon and 10th November in the Main Hall Community House.
- Remembrance Service armistice day at the war memorial meridian park, service starts at 11am all invited to attend.
- Service of Remembrance on Sunday 14th November, there will be a short parade and service. For more details contact the Civic Officer Deborah Donovan.

1 LA 611 PUBLIC QUESTION TIME

A member of the public spoke regarding item 11 on the Agenda. The Chair confirmed an email has also been received and circulated by the Town Clerk in advance of the Meeting.

The comments were noted and will be discussed at item 11.

2 LA 612 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Cheta, Cllr White and Cllr Symonds (Substituted by Cllr Sanderson)

3 LA 613 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul declared an interest in Item 8 LA617: Action Plan, as being involved in the Park Run.

It was resolved to bring forward item 11 To discuss and agree the allotment greenhouse, to allow the members of public to leave.

It was resolved to bring forward item 9 Gateway to the Downs.

4 LA 614 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 7TH SEPTEMBER 2021

It was resolved to accept the minutes as a true record of the proceedings.

5 LA 615 TO NOTE AND DISCUSS THE COMMITTEES BUDGETARY REPORT

The Committee received and noted the circulated report and queries were addressed and resolved by the Parks Officer.

6 LA 616 TO DISCUSS THE BUDGET REQUIREMENTS FOR 2022/23

The Circulated report was noted. There were no further items suggested to add to next year's budget.

Cllr Gallagher asked to be involved in setting the budget, the Parks Officer stated he would take advice on this from The Town Clerk

7 LA 617 TO NOTE THE ACTION PLAN

Cllr Gallagher discussed the validity of the action list. The Parks Officer explained that all the items on the list had been voted on by the L&A committee in the past but had stalled due to funding and other issues. The Parks Officer reported that the items on the list are still projects that required actioning.

Cllr Gallagher was not happy with the item '*management plans to be produced for the parks*' and asked why it said 'not started' when Cllr Gallagher had been bringing a green spaces report to Committee over the past year, Cllr Griffiths stated that the green spaces reports were not a management plan. The Parks Officer suggested that confirmation should be sought from the Town Clerk as to what a management report was, this would help to resolve this matter.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Harris, to accept the action plan with the proviso that clarification of what a management plan is, to be confirmed by the Town Clerk.
All in Agreement

8 LA 618 GATEWAY TO THE DOWNS

Cllr Griffiths reported that a meeting took place this morning. It has been agreed that detailed plans will come back to committee if funding is received from the Ouse Valley Cares Lottery Bid.

- Local artist Aimee Harman spoke and shared her ideas for Signage in Centenary Park leading to the entrance of the South Downs National Park
- Mosaic signs with a wildlife and nature theme
- Involvement from local Residents / Children / Schools
- The signage can also be stretched to other areas around the Town including the Meridian line walking route which the History WP are working on.

1 LA 619 TO AGREE THE ALLOTMENT POLICY REVIEW

It was **Proposed** by Cllr Paul and **Seconded** by Cllr Veck, to accept the amendments for the Allotment Policy, on the proviso of inclusion of wording regarding no offensive structures on plots and to amend the shed/greenhouse size to 8ft by 6ft max.
All in Agreement

2 LA 620 TO DISCUSS AND AGREE THE ALLOTMENT GREENHOUSE

This item was brought forward and discussed in advance of item 5

Due to a misunderstanding with the allotments policy and that the installation will not affect neighbouring plots, it was **Proposed** by Cllr Gallagher and **Seconded** by Cllr Seabrook to allow the installation of the greenhouse.

All in Agreement

3 LA 621 TO DISCUSS AND AGREE THE REPLACEMENT ROUNDABOUT AT FIRLE ROAD PLAYGROUND

The Circulated report was discussed. It was resolved to replace the roundabout at Firle Road playground with an inclusive style roundabout. **Proposed** by Cllr Sanderson and **Seconded** by Cllr Paul

All in Agreement

To recommend to the Policy and Finance committee that PTC CIL funds should be allocated to purchase the replacement roundabout. **Proposed** by Cllr Paul and **Seconded** Cllr Harris

All in Agreement

To recommend a budget of up to a maximum of £9000.00 ex vat for the project (three quotes will be sought) **Proposed** by Cllr Paul **Second** Cllr Harris

All in Agreement

4 LA 622 TO NOTE THE PLAY EQUIPMENT LIFE EXPECTANCY SURVEY REPORT

The Circulated report was noted

5 LA 623 TO NOTE THE TRACTOR REPAIR

The Circulated report was noted

6 LA 624 TO DISCUSS AND AGREE THE FOOTBALL DRINKING FOUNTAIN REQUEST

The Circulated report was discussed. It was decided to defer recommendations 1&2 until more information has been gathered.

It was resolved to arrange a meeting with the Football Club to discuss options further and will be reported back to this Committee. **Proposed** by Cllr Gallagher and **Seconded** by Cllr Veck.

All in Agreement

7 LA 625 TO AGREE ACTION ON PURCHASE OF EQUIPMENT CLLR SEABROOK

Cllr Seabrook presented his report.

Cllr Gallagher stated she did not think capital funds should be used for this and that other ways of paying should be looked into.

It was proposed that we purchase the battery powered equipment as in the report and that the P&F committee look at how it can be funded. **Proposed** by Cllr Seabrook and **Seconded** by Cllr Veck

All in Agreement

8 LA 626 TO NOTE THE WORKS UPDATE

The circulated report was noted.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

9 LA 627 TO DISCUSS AND AGREE THE ALLOTMENT PROVISION IN PEACEHAVEN

Cllr Seabrook presented his report to the committee regarding land that could be suitable for allotments. Most areas looked at were either already at planning stages or were too restrictive in size/ location

Councillors discussed this report at length and concerns were raised about access, parking and how the purchase of any land would be funded.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Paul that further investigation be done to see if any areas of land are viable

All in Agreement

10 TO CONFIRM DATE OF NEXT MEETING AS THE 30TH NOVEMBER 2021

There being no further business, the meeting closed at 21.20



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 30th November 2021 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr Symonds (Vice Chair), Cllr D Seabrook, Cllr W Veck, Cllr R White, Cllr C Cheta, Cllr D Paul, Cllr E Simmons, Cllr C Gallagher

Officers: Tony Allen (Clerk); Kevin Bray (Parks Officer)

1 LA 628 CHAIR ANNOUNCEMENT

The Chairman made the following announcements: -

- The Chairman noted the sad passing of our past Councilor Anna Appleton and Andy Erskine, the partner of Peacehaven Town Council's Senior Caretaker, Michael Ripley.

A Minutes silence was held for former Cllr Anna Appleton and Andy Erskine.

- Tuesday 7th December at 11 opening Ceremony for the water refill station at the Dell, Chairman of LDC Christine Brett and the Deputy Mayor Cllr Gloria Hill will be in attendance.
- News came through in the last week that we have been successful in our bid for the Urban Tree Fund which we are part funding. This will be used to plant trees along the steep bank by Southern Water access road.

Cllr Gallagher stated that she would be recording the meeting.

1 LA 629 PUBLIC QUESTION TIME

There were no public questions.

2 LA 630 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Hill, Cllr Sharkey and Cllr Harris.

3 LA 631 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Simmons as an acquaintance of Mr David King. Agenda item LA 639

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 30th November 2021

4 LA 632 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 19TH OCTOBER 2021

It was noted that Cllr Symonds was not present at the last Committee meeting.

It was resolved to adopt the minutes as amended.

It was resolved to bring forward Agenda Item LA 638 to allow the member of public to exit the meeting.

5 LA 633 TO NOTE AND DISCUSS THE COMMITTEES BUDGETARY REPORT

The circulated report was noted and discussed.

The Town Clerk stated that questions should be directed to the Finance Officer and himself at any time before the meeting.

6 LA 634 TO AGREE THE 2022/23 BUDGET

The Town Clerk reported that the final draft of the Budget will be taken to the P&F Committee on the 7th December.

- The Electricity budget was discussed; the budget for electric has remained the same as the previous year, it should be noted that electricity has gone up 40% and due to Covid we have not had hirers using the Facilities so the electricity will be higher next year compared to 21/22. It was noted that this needs to be factored in to the 22/23 Budget.

1 LA 635 TO NOTE AND DISCUSS THE ACTION PLAN

The action plan was discussed and noted.

The Town Clerk reported that it is acceptable for Committee to Agree a supplier of a Replacement roundabout at Firle Road Playground.

It was Proposed by Cllr Seabrook and Seconded by Cllr Cheta to use the supplier Wicksteed Leisure LTD to install a roundabout at Firle Road Playground, at a cost of £10,451 the Policy and Finance committee to be informed of the extra cost by the Clerk.

All in Favour.

2 LA 636 TO DISCUSS AND AGREE A REQUEST FOR SETTING UP AN ALLOTMENTS SOCIETY

The Town Clerk reported that a request has been made by a few Allotment holders to form an allotment group. This Group will be open to all Allotment holders and a letter of invitation will be sent to all Allotment holders in January by the proposers of this initiative. This isn't a Society to take over the management of the Allotments, it is a Community Group.

3 LA 637 TO AGREE ACTION ON THE REPLACEMENT OF THE GREEN GYM ROWER

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 30th November 2021

The Parks Officer has reported that the rower in the outside Gym is now badly worn and needs replacing.

It was proposed by Cllr White and Seconded by Cllr Seabrook to replace this item as set out in the Park Officers report.

All in Favour

4 LA 638 TO DISCUSS AND AGREE THE REQUEST A MILITARY WORLD EVENT TO BE HELD AT CENTENARY PARK

It was resolved to bring this item forward for discussion in advance of item 6 to allow the public to exit the meeting.

The Parks Officer briefed the Committee on the proposal and questions that have arisen for the request to hire Centenary Park for a Military Event from 24th-26TH June 2022.

19.40 Standing orders were suspended to allow Mr King to answer questions regarding his proposal.

19.48 Standing orders reinstated.

It was Proposed by Cllr Cheta and Seconded by Cllr Paul to approve in principle the proposal of a Military Event at Centenary Park, subject to various risk assessments and other details being agreed.

Agreed by Majority.

19.55 Standing orders were suspended to allow Mr King to speak

Mr King stated that an events management plan would be submitted 3 months before the Event.

19.56 Standing orders reinstated.

5 LA 639 UPDATE ON THE PROGRESS OF THE PEACEHAVEN GREEN SPACES REPORT AND AGREE TO PROGRESSION OF A GREEN INFRASTRUCTURE PLAN

Cllr Gallagher gave an update on the Green Infrastructure Plan which has also been included in the papers. If Councillors have any comments regarding the report they should be emailed to Cllr Gallagher.

The Parks Officer reported that the original volunteers who supported this initiative were Cllr Sharkey, Cllr Paul, Cllr Hill, Cllr Seabrook and Cllr Mills.

It was recommended that work continues with The Green Infrastructure Plan and the re-establishment of volunteers to work with Cllr Gallagher and Nancy Astley to complete this. It was resolved that Cllr Symonds, Cllr Paul and Cllr Seabrook are to be included and The Town Clerk will check with Cllr Hill if she wishes to continue.

6 LA 640 TO NOTE AND DECIDE ON OPTIONS FOR THE MAYOR TREE PLANTING EVENT

It was proposed by Cllr Symonds and Seconded by Cllr Cheta that there should be engagement and an invitation to local schools, organisations and businesses to take part in this project and it

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 30th November 2021

was agreed to plant the Mayors tree behind the football clubs back wall and to plant saplings in the fire damaged area of planting on Centenary Park.
All in Favour

7 LA 641 TO NOTE THE WORKS UPDATE

The circulated report was noted.

8 THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 22nd FEBRUARY 2022

There being no further business, the meeting closed at 21.10

Responses sent to the Town Clerk regarding the PTC Internal Business Plan & Committee, as actioned by Council.

1. Many find the plan very muddled with no clear responsibilities, financial implications or end dates.
2. Pages 2-5 aren't necessary as it is an internal document.
3. Under responsibilities should only one Officer and Committee be there for clarity.
4. Many are not really happy about all the abbreviations.
5. Under financial, rather than a broad statement about rebuilding General Reserves to 40%, surely this should be the goal, but we need to show what progress we have made.
6. It states reducing costs etc. but this could be read as cuts. If we are to improve infrastructure, then this will actually increase costs, so this is unachievable. The example given was looked into during the life of the last council and Planning Officers at LDC told us that a building the size that we needed would not be allowed in the park.
7. Prepare bids for LDC CIL 2021-2022. Why is this under Bus. Dev. & Comms? This is for the P&F Committee, through the CIL working Party.
8. Exploring funding opportunities – Ouse Valley Cares bid has always sat with the LA&E Committee. Changing Places Fund can only be accessed by LDC not Town/Parish Councils.
9. We should also at this stage not include Neighbourhood Development Plan items as these have not been accepted by residents. These can be added after a successful referendum as the NDP will then shape the way forward.
10. Global Warming mitigations are the responsibility of all committees and the Climate Change working party.
11. LDC recycling policies to be implemented in full. What are they and maybe we would like to do better? Where will funding come from? Yet again no mention of the Climate Change working party and responsibilities of individual committees.
12. Doesn't increasing car parking provision break our commitment in the climate emergency resolution and when was this agreed by Council?
13. Devolution of car parks should read 'from LDC'. How much will this cost and where will money come from?
14. Identify areas for potential installation of electric charging points on PTC land. Except for Community House this should be progressed by the LA&E Committee.
15. Cycle racks should be the responsibility of P&H and LA&E Committees.
16. Review of public realm – all these items are the responsibility of P&H and LA&E Committees.
17. Take out Civic Centre. It is Community House which has Council Offices in it.
18. Community Energy Scheme has never been brought to Council as an idea for a decision. This is bigger than PTC and if it is to go forward needs a residents group to do it.
19. Bid for a Changing Places unit in Centenary Park. Previous SPO made LDC aware of our wish for this, but it is down to LDC which sites it puts a bid in for.

20. Inclusive Play etc – Council has rejected having a professional report commissioned.
21. In all matters, the Bus. Dev. & Comms should be writing the plan, not be responsible for implementing it.
22. Why is the Bus. Dev. & Comms Committee responsible for long term future of the Gateway Café? The Hub, Café and football club are all the responsibility of LA&E Committee, through delegated powers.
23. To produce and monitor the implementation of the internal business plan and Town Plan. Surely this should be for the P&F Committee & Council to monitor.
24. Wouldn't it be better for the whole Plan to be set out by committee, as the Personnel one is?
25. The Committee should consist of chairs of all committees, relevant staff and officers, as there are similarities and crossovers for business to be determined and conducted.
26. The current Internal BP Committee acts like a cabinet in an unofficial capacity.
27. Internal BP Committee interferes and overrides and takes over in some cases from some standing committees that have delegated powers and sound T-O-R's.
28. Projects need to be **SPECIFIC**, e.g. It is pointless just adding a general heading like "Improve Air Quality".
29. Projects need to be **ACHIEVEABLE** by Peacehaven Town Council. We should not include projects that are outside of our control and would be managed by other authorities such as ESCC, LDC or the NHS.
30. Projects need to be **MEASURABLE**. Vague ideas are not measurable and if we cannot measure them, we do not know whether they are even worth doing.
31. Projects must be **REALISTIC** and they need to have **realistic target dates**.
32. Responsibilities for Projects must be clear and not involve multiple committees and officers.
33. Ideas for inclusion in the business plan should come from the standing committees rather than the Business Plan Committee itself.
34. The current plan includes items such as devolving the Car Parks from LDC in Peacehaven, this has not been discussed by Council so why is it in the plan? There are significant financial implications in taking over the car parks that must be considered first.
35. The Leisure, Amenities and Environment Committee now has a complete action plan which is detailed and includes far more work than can be achieved in the timescales available. We should resist adding more items in a separate Business Plan.
36. Improving Air Quality is not something PTC can achieve. The only way to improve air quality in Peacehaven is to reduce the number of fossil fuel powered cars and lorries which is down the central government policy, the Highways Authority and the Planning Authority.
37. The NDP does the opposite by encouraging more house building. Electric vehicles still pollute 2.5-micron particles which are the most damaging to health from brake dust and tyre wear as well as just moving the carbon pollution elsewhere. EV's have greater tyre and brake wear due to the more rapid acceleration possible.

38. The Plan needs to cover a period of at least 5 years and probably **10 years**. Plans for replacing playground equipment, machinery, vehicles and upgrades to the HUB and Community House will take place over ten years and we need to budget accordingly for this.
39. The Plan has been described as an Internal Business Plan. This means things that we can directly address as opposed to things we can influence.
40. **We need a complete reset.** The Business Plan should be an overarching strategy rather than a detailed action plan that interferes with the work of the standing committees. We can have a Business (Strategy or Town Plan) which can be written by the Business Development Committee and presented to Council. Committees can then use this to create their detailed action plans which are more or less in place anyway. The Business Plan is perhaps a set of principles rather than detailed actions.
41. There need to be very clear Terms of Reference for the Business Development Committee that do not get altered, except by Council.
42. The original idea was for the Business Development Committee to just focus on creating business opportunities for the Council to reduce our reliance on the precept. This has got totally lost. Overlapping responsibilities DO NOT WORK, they cause confusion and conflict.
43. The plan needs to refocus and be rewritten. In its current state it is not fit for purpose. Significant changes are needed. Keep it simple is a good rule to follow. It is bogged down in detail at the moment and should be a strategy document.

Compiled by the Town Clerk

11th December 2022

BUSINESS DEVELOPMENT AND COMMUNICATIONS COMMITTEE

UPDATE AND REVIEW 15th December 2021.

ZOOM MEETING

Attendees: Cllr Cathy Gallagher (Chair) Cllr Ron White (Vice-Chair) Cllr Claude Cheta and Cllr Alan Milliner.

Apologies for Absence: Cllr. Chris Collier. Cllr Gloria Hill. Cllr Katie Sanderson. Cllr Job Harris.

AGENDA

1. Terms of Reference
2. Internal Business Plan
3. Welcome Back Fund

WELCOME / INTRODUCTION.

Chair opened the meeting and refreshed the background information that Staff shortages at PTC have meant that the last Committee meeting held was 25th August 2021 supported by Communications Officer.

The Senior Project Officer (Business Development and Planning) left the Council in August 2021.

Both positions are vacant.

The Town Clerk following the Council meeting of 22nd September 2021 has compiled a set of comments concerning the Internal Business Plan and the remit and Terms of Reference for this Committee. The Chair has also spoken to many Councillors and supplied them with a paper copy of the Internal Business Plan. At the Council meeting of 28th September 2021, it was impossible to use electronic reports as the change of programme during the day had locked Councillors out.

TERMS OF REFERENCE

The current Terms of Reference was adopted at Council May 21.

The Committee and members were confirmed at Annual Council, April 2021.

The original Terms of Reference was adopted by Council 26th November 2019.

Cllr Alan Milliner was Chair and Cllr Cathy Gallagher, Vice -Chair.

Due to ill health Cllr Milliner stood aside and Cllr Gallagher was confirmed as Chair in April 2021.

The Terms of Reference changed very little except to confirm the title of the Committee and to re-emphasise the long-term nature of the projects.

This Committee supports the SPO (Bus Dev and Planning) and Communications Officer and has always operated within the Terms of Reference. The Town Clerk and other Officers have attended some meetings particularly pre- appointment of the SPO in August 2020.

Reports have been submitted to Council following every meeting.

RESPONSE TO COMMENTS MADE – INACCURATE

PROPOSED ACTIONS -.

- 1) THE REVIEW OF ALL TERMS OF REFERENCE REVIEW CONTINUES
With the new employees starting in January 2022 and changes amongst existing employee roles a review to remove as much duplication and overlapping is completed.
- 2) A review of the number of Committees and their functions in light of the demands on Town Councils in 2022 and with the particular regeneration projects for PTC.
- 3) The use and roles of Working Parties/ Task and Finish Groups be implemented as per Town Clerks Guidance Paper.
They do not have decision making powers or budgets,

INTERNAL BUSINESS PLAN

With a new Administration elected in May 2019 and a permanent Town Clerk confirmed in August 2019 a focussed Business Plan was needed to clarify the direction and priorities of the Council.

The last such plan was 2012-2016.

As confirmed in a report to this Committee on 22nd January 2020.

The Committee decided to “Keep it Simple”

No 1 priority to establish a firm financial position, operating within budget and with reserves within the safety net recommended (40% to 50% of Precept)

The plan to exclude parts of Officers normal job descriptions and the regular responsibilities of Committees.

The Plan should set out main directions and then the development and structure be added in more detail by the Committees and person who own the ACTIONS.

At Council in July 2020 a plan was adopted after lots of debate and alternation.

In February 2021 the SPO and Communications Officer began a consultation for the updated Plan scheduled for annual update in July 21 the anniversary of adoption.

Many comments and simplifications were again considered and answered, the SPO as well as preparing an updated plan also did a full review on the July 20, First Edition to show the progress made.

Comments about Committees taking on project, in practice this means that Officers are responsible for carrying out projects.

An example is that everything added to Leisure, Amenities and Environment falls to Kevin Bray , who has a full Operational Role as Parks Officer.

Projects added to Business Development and Communications is covered by SPO (Bus. Dev and Planning) and Communications Officer.

Further Comments are attached on a separate sheet.

WELCOME BACK FUND

This fund will give PTC a quick boost to the Coast Road, Cliff Tops and Centenary Park entrance.

Various Businesspeople are ready to help, and the scope has been set out to LDC by the SPO

Approximately £11,500 to be spread over many things. TTC have started explorations and their findings can be shared.

Officer support has not been identified but possible Event and admin support has been for the £1000 amount specified.

Because of the delay in starting and Xmas and New Year, not to mention Covid.

CG will bring together those willing to help in the New Year.

All agreed we cannot lose financial boost.

SUMMARY

The Neighbourhood Plan Consultation will be completed at the end of Feb, this will further add to the public consultations taken over the last 4 years evidencing acceptance of Vision and policies.

There are 2 new Officers bringing knowledge and qualifications from outside of Local Government.

A changed set of Strategic plans may be appropriate later in the year.

The use of Actions Plans on Committees should to be developed further. There is overlapping and items on plans for over 12 months.

Members of the Business Development and Communications wish to speak directly with Town Clerk asap.

Cllr Cathy Gallagher

Agenda Item: C855-f-iii
Committee: Council
Date: 25th January 2022
Title: Update report from Business Development and Communications Committee
Report Authors: Cllr Cathy Gallagher/ Business Development and Communications Committee
Purpose of Report: To update and recommend future actions.

Introduction

At the last Council meeting 9th November 2021, the Town Clerk presented a paper "To give direction regarding the future operation of this committee"

The outcome of that debate and resolutions by Council are recorded in the minutes of that meeting.

There was a long debate of 28 minutes before the votes were taken

The lack of direct Communication and misunderstandings due to the impact of Covid 19 restrictions on meetings and the resignation of the Senior Project Officer (Business Development and Planning) and The Communications Officer who both were vital to this Committee had meant Zoom and email were the main communications mode since March 2020.

Background

Between 9th November 2021 to date, it has not been possible for members of the Business Development and Communications committee to meet with the Town Clerk, for various reasons.

A list of comments from Councillors was compiled by the Town Clerk and sent to the Committee.

Some were historic, others were touching on matters way beyond the remit of this Committee

The SPO (Bus. Dev & Planning), the Committee and the Communications Officer were aware of many of the comments and had responded appropriately previously,

An Update and Review meeting of the Committee was held on the 15th of December 2021, notes attached to this report.

Feedback was sent to the Town Clerk who replied by email on 21st December 2021,

"I will have no more involvement in this matter before it goes back to Council on the 25th of January

For the Council meeting, I will need the following by the 20th of January

1. Response by the Committee to the comments raised by the Councillors
2. Proposed Committee T-o-R's going forward
3. Proposed Business Plan going forward"

Analysis

Christmas and New year intervened and Covid 19 restrictions Plan B was introduced.

With Communication and misunderstandings being a main source of comments

The Committee has had to reset its thinking and responses.

This Committee is one which deals with the future.

Looking to the future with the Neighbourhood Development Plan about to go to Schedule 14 consultation and with all that has been researched and surveyed over the past months and years the information and direction is now there for a 10-year, 5 year and 12 month strategic and operational plans.

New staff members will be joining the Council Team and bringing qualifications and experiences gained elsewhere.

Now is the time to commence these plans for Peacehaven Town.

Conclusions

To directly address

1. Response to comments raised by Councillors.

A Working Party to include members of the Committee, other Councillors and Officers to be set up report by April 22

2. Terms of Reference to remain as agreed at Council May 21

A Working Party to be set up to review all Terms of Reference to prevent overlap. This is to support the Town Clerk on the review already started and should be completed in time for Annual Council (April 22)

3. The “Business Plan” to be produced as part of the establishment of 10year, 5year and 1-year Plans

With defined purposes and agreed titles. The brief to be completed by April 22

At this stage in the cycle of the Council and the pandemic. now is not the time for wholesale change.

Pending appointment of additional Officers to support the Town Clerk this Committee proceeds with the background research and projects it has been working on.

an Action Plan for the next 3 months is produced

CONCLUSION.

Council to note the contents of this report and approved the conclusions as above.

Implications

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

There are no implications at this stage as this Committee does not have a budget and recommendations would need to go to Policy and Finance and/or Council.

Appendices/Background papers

1. Terms of Reference May 21
2. Notes from Business Development and Communications Update and Review Meeting 15th December 21.

DRAFT TO BE REVIEWED BY ALL INTERESTED PARTIES

Peacehaven Town Council

Internal Business Plan January to December 2022



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

PROGRESS KEY: **GREEN = ACHIEVED** **AMBER = ON-GOING** **RED = NOT YET STARTED**

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

Key Strands and Objectives:

- | | |
|--------------------|---|
| Financial | To establish financial stability |
| Environment | To seek to improve Air Quality and take measures to create a "Green Town" |
| Place | To create a sustainable and visually attractive Town |
| Community | To build an inclusive, healthy and vibrant community |
| Business | To make Peacehaven Town the first choice for locating a business |
| People | To encourage development and realisation of potential |

INTRODUCTION

Peacehaven Town Council provides a range of local services and community facilities. The population in 2021 is estimated at 18,000 living to the east, west and north of a central point which is the Meridian Centre. Bordered to the south by the sea and to the north by the South Downs National Park. Peacehaven is a growing town location between Newhaven (a port town with links to Europe) to the east and the City of Brighton and Hove to the west. The results of the 2021 Census are due in the spring of 2022 when up to date data will be available for the population of Peacehaven.

Since March 2020 Peacehaven Town Council has been adversely affected by the measures introduced to halt the spread of Covid 19 , a global pandemic is still having impact on health, wealth and prosperity. Despite the pandemic the core functions of the Town Council have been maintained. New homes are being built and additional residents are added to existing numbers. Approximately 400 new homes have been delivered in the last two years with a further 200 plus in the next few years. Infrastructure is strained particularly the A259 Coast Road and access to medical provision. East Sussex County Council (ESCC) are commencing a study on the A259 in Autumn 2021.

Peacehaven Town Council needs to be prepared and ready to embrace the opportunities and challenges which come with increased development and the emergence from a pandemic.

INTERNAL BUSINESS PLAN

In July 2020 Peacehaven Town Council adopted an Internal Business Plan (IBP) . This IBP was the first plan to be agreed by Council for many years ,it was set initially for 12 months with quarterly reviews. The pandemic caused a disruption to the timetabling and the development of longer-term plans and a Town Plan which would include public involvement. A separate report has been produced identifying progress made on the 2020-21 plan.

The IBP is a tool to aid Peacehaven Town Council to focus and set priorities including financial ones for the next 12 months (2021-22). A robust but aspirational Internal Business Plan will enable the Council to focus on key ambitions and improvement whilst maintaining a balanced budget and increasing the General Reserves.

PLAN CONTEXT

The IBP is part of a series of plans the Town Council needs to function efficiently and monitor performance and progress:

The Neighbourhood Development Plan	A high level vision with policies for the plan area
The Internal Business Plan	A strategy for the Town with a series of short, medium and long term objectives and projects to be used By Staff and Councillors. This will include a separate plan for Community House itself (to be produced).
Committee and Working Party Action Plans	To ensure actions on items agreed by Committees are followed up and completed
Town Plan	An external document for wide publication setting out Town ambitions after consultation with stakeholders.
Personal Performance Plans	To inform staff appraisal processes and set SMART performance goals in accordance with PTC's

NEIGHBOURHOOD DEVELOPMENT PLAN

In 2013, Peacehaven and Telscombe was designated as an area for a Neighbourhood Development Plan. The Localism Act 2011 gave communities the power to influence sites for housing and commercial development within their Neighbourhoods and to also identify areas for protection.

Government grants and the provision of professional technical reports have been made available to Peacehaven Town Council. The two Town councils are the Authorised Bodies to bring the Neighbourhood Development Plan forward and there is a process which needs to be followed set out by the Government. A Steering Group has been making the Plan a reality and the draft plan will be completed by early Autumn 2021 ready for public consultation and review by a Government Inspector.

CIVIC CENTRE / COMMUNITY HOUSE

Peacehaven Town Council own the freehold land and building which is known as Community House which is positioned in the area known as the Meridian Centre. The future physical presence of the Town Council and what type and configuration of the Civic Building is required in the post pandemic 21st Century Peacehaven is still under consideration. Peacehaven Town Council will continue to work with the Local Planning Authority (Lewes District Council). The Highways Authority (East Sussex County Council) and all the other stakeholders to ensure the public facilities are providing the maximum amenity and benefit for the residents.

TOURISM AND EMPLOYMENT

Changing Peacehaven from a drive through Town on the South Coast Road (A259) to a destination for tourism, retail and leisure will boost the local economy and provide employment opportunities. Peacehaven Town Council aims to improve local amenity facilities to capitalise on natural assets such as access to the South Downs National Park, our Site of Special Scientific Interest (SSSI) Cliffs, the Marine Conservation Zone and UNESCO Designated Biosphere. Peacehaven has a stunning coastline, rolling countryside and nearby links to Europe. Lewes District Council has responsibility for tourism and culture for the District and Peacehaven Town Council will increase contact to ensure that the unique features of Peacehaven are highlighted.

PEACEHAVEN TOWN COUNCIL ANNUAL REPORT

Our annual report was produced in May 2021 giving further details of the work of Peacehaven Town Council, it's Committees and People. Annual Financial information is publicly available on the Town Council website.

BACKGROUND INFORMATION

Lewes District Council is the Planning Authority for the Town, including policies for the built environment, housing, recreation facilities and protecting local green spaces and the environment. East Sussex County Council has responsibility for Adult Social Care, Early Years, Educational, Highways and Transport. Peacehaven Town Council aims to influence ESCC to implement road safety measures to make the town a safer place with improved public transport, green cycle ways and walking routes.

Projects are identified below in accordance with our Business Plan key strands and objectives

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
PERS	Personnel
PTNPSG	Peacehaven and Telscombe Neighbourhood Development Plan Steering Group

Officers

TC	Town Clerk	AO	Administrative Officer
SPO	Senior Project Officer	RFO/FO	Responsible Financial Officer / Financial Officer

CCE
SC

Civic & Community Events Officer
Senior Caretaker

CO
PO

Communications Officer
Parks Officer

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
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FINANCIAL: To establish Financial Stability

<p>To ensure all Committee Chairs are provided with relevant and up to date financial reports.</p> <p>All Committees to take responsibility for the management of their budget.</p>	<p>RFO. FO</p> <p>All Committee Chairs</p> <p>P&F</p>	<p>Continue to include as Agenda item for Committees to discuss Quarterly monitoring</p>	<p>Reports included on Agendas</p> <p>Committees to be more aware</p>	<p>April 22</p> <p>Next Quarterly report Jan 22</p>	
<p>To rebuild General Reserve ratio to 40% of Precept within two years.</p> <p>Increase income streams</p>	<p>RFO. FO</p> <p>P&F</p> <p>Bus. Dev & Comms</p>	<p>Action Plan to be prepared in include Ideas to increase financial efficiency</p>	<p>Ideas to be gathered from Committees and staff</p>	<p>April 22</p> <p>Next Quarterly Report Jan 22</p>	
<p>Reduce costs and make efficiency savings eg: parks team storage shed, bring on to PTC land</p>	<p>TC</p> <p>Parks Officer</p> <p>P&F</p>	<p>Review of leases</p>	<p>Outline plans being prepared</p>	<p>Reports to Council</p> <p>Jan 2022</p>	
<p>Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves (eg: S106 funds for Centenary Park are finite)</p>	<p>TC</p> <p>Parks Officer</p> <p>LAE / P&F</p>	<p>Audit of current status and update requirements</p>	<p>Forward estimates needed</p>	<p>March 2022</p>	
<p>Monitor and allocate Section 106 and PTC CIL</p> <p>Prepare Project bids for LDC CIL 2021-22 (New bids)</p>	<p>SPO. FO</p> <p>Bus Dev & Comms</p> <p>P&F</p>	<p>Project Action Plan/Timetable to be established</p> <p>Projects to be identified and prioritised</p>	<p>Historic Audit complete - keep Master Spreadsheet up to date</p> <p>CIL bids open autumn 2021</p>	<p>April 22</p> <p>6 monthly reports to Council</p>	

Explore funding opportunities including grants as they occur Eg Welcome back fund	SPO FO	Establish links with LDC and ESCC to	2 applications made	April 22	
Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved

ENVIRONMENT: To seek to improve Air Quality and take measures to create a “Green Town “

<p>Within Peacehaven Town Complete the green infrastructure plan</p> <p>(Carbon Capture to examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality)</p>	<p>Steering Group NDP</p> <p>SPO</p> <p>Bus. Dev & Comms</p>	<p>Audit of greenspaces</p> <p>LDC Playing pitch Strategy to be incorporated</p> <p>LDC Green spaces report to be incorporated</p>	<p>Management Plan/ review commenced</p> <p>NDP Group working with Jim Boot/ Dr Berg and University of Brighton.</p> <p>Composite Action Plan required Individual Action Plans being prepared</p>	<p>Jan 22</p> <p>Reports Quarterly to PTC through NDP and L.A. & E</p>	
<p>LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc</p>	<p>Parks Officer and Senior Caretaker</p> <p>Caretakers / Ground Staff</p> <p>Bus. Dev & Comms</p>	<p>Awareness of LDC Policies</p> <p>Liaison with Neighbourhood First</p>	<p>Audit of bins started</p> <p>Type of replacement bins available TBA</p> <p>Communications to staff and public TBA</p>	<p>April 22</p> <p>Report Quarterly Jan 22</p>	
<p>To produce an Environmental Audit</p> <p>Covering Air Quality Recycling Local effects of Global warming.</p>	<p>SPO</p> <p>NDP</p> <p>Bus Dev & Comms</p>	<p>Action Plan to be produced incorporating info from NDP</p>	<p>Work has been undertaken; Actions need to be carried forward</p>	<p>Reporting to Bus. Dev & Comms</p> <p>Through to Council Quarterly 2022</p>	

Set up a procedure for reporting to appropriate Committee and Council Regarding Regular Health and Safety risk assessments of open spaces, public buildings and play equipment.	TC Parks Officer P&F	Audit of what is currently being done, identify improvements	Work has been undertaken; actions need to be carried forward by Council Staff, reporting lines not yet identified	Jan 22 Quarterly Policy and Finance	
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PLACE: To create a sustainable and visually attractive town

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>To Complete the Peacehaven and Telscombe Neighbourhood Development Plan (NDP)</p> <p>To Implement the policies and proposals of the NDP in stages as being prepared and in entirety once adopted.</p>	<p>SPO Steering Group</p> <p>P & H</p> <p>Bus. Dev & Comms</p>	<p>Draft by Sept/Oct 21 (completed)</p>	<p>On timetable as per NDP</p>	<p>Report to P&H and Council (on- going) through 2022</p>	
<p>Improving and future proofing infrastructure</p> <p>Increasing Car Parking provision and quality</p> <p>Devolution of Carparks from PTC . Piddinghoe, Steyning Roderick Ave South</p>	<p>SPO</p> <p>Bus Dev & Comms</p>	<p>Report to be prepared March 22</p>	<p>Asset of Community Value status achieved (dates TBC)</p>	<p>Report to Council June 22</p>	

Identify car free areas eg: around schools , parks, shopping	SPO	Report to be prepared March 22	Not started	Reporting to Council through 2022	
Identify areas for potential installation of electric Charging points on PTC land	Bus Dev & Comms				
Continue to identify ways to increase the availability and usage of Sustainable Transport i.e. buses, cycles and walking	SPO	Projects started through WP	Report by Jan 22	Reporting to Council through 2022	
Cycle routes and walkways away from pollution. Resting points, public toilets	Bus Dev & Comms	Green infrastructure plan	Already started Through Green Infrastructure Plan		
Increase the Installation of cycle racks.					
Increase sports and leisure facilities.	SPO	Feasibility Study required	Audit started	March 22	
(Improve health and wellbeing/LDC playing pitch strategy)	Parks Officer			Reporting to Council	
	Bus Dev & Comms				
Complete review of Public Realm (open Space , benches, planters, signs) plan for and implement upgrades	SPO	Welcome Back Funding secured	Action plan	Jan 22	
	Steering Group		Identify and consult stakeholders	Reporting to Council	
	Bus Dev & Comms				

<p>Identify Infrastructure projects vital for the Medium to long term future of PTC and the community</p> <p>Sustainable projects requiring capital investment to generate revenue. E.g. The Hub, Civic Centre (Community House)</p>	<p>SPO Bus Dev & Comms Council</p>	<p>Workshops to seek views of all stakeholders.</p> <p>Feasibility studies</p>	<p>Outline ideas produced by HDD for Civic Centre</p> <p>CCE draft Community House Business Plan</p>	<p>Report end of Jan 22</p> <p>On-going monthly reports</p> <p>Reports to Council through 2022</p>	
<p>Civic Centre (Community House) Business Plan</p>	<p>SPO Bus Dev & Comms P&F</p>	<p>Complete plan incorporating financial information and outcome from workshops</p>	<p>Outline ideas produced by HDD for Civic Centre</p> <p>CCE draft Community House Business Plan</p>	<p>Report end of end of Jan 22</p> <p>On-going monthly reports</p> <p>Reports to Council through 2022</p>	
<p>Continue to develop Community Energy Scheme</p>	<p>SPO Bus Dev & Comms</p>	<p>Continue to work with OVESCO</p>	<p>Consultant appointed</p> <p>Potential sies identified</p> <p>Working with OVESCO</p>	<p>Report Jan 2022</p> <p>On-going quarterly update</p>	

Identify Public Art Project opportunities	SPO Bus Dev & Comms	To increase artistic offer and create a distinctive character	Centenary Park Keith Pettit Sculptures S106, CIL	Report Jan 2022	
Asset List Review	SPO Parks Officer Town Clerk P&F	Ensure up to date records of all assets	Land list under review	Report quarterly to P&F March 22	

COMMUNITY: To build an inclusive, healthy and vibrant community

Promote Peacehaven town- Identify unique features to promote	CMO CO BD&C	Revisit logo & brand, colours, text etc Workshops	Work started Linked with advertising for business	Report Jan 2022	
Improve communication with the wider community in Peacehaven (Various Channels- Messages to all stakeholders). Digital Audit- Breakthrough Comms- Set a Communications Budget.	CMO CO BD&C P&F	Budget to be identified to allow CO to purchase software and commission printing	Limitation on quality and quantity of communications	Report by Feb 2022 On-going	
Develop a schedule of events to include all sectors of the demographic (Pre plan events) Outdoor policy	CMO CO P&F	Plan to be produced Report to Council	Plan and policy underway	Report Jan 22 Quarterly thereafter	
Establish a complaint reporting procedure to Council	Town Clerk Admin Officer Report to Council	Spreadsheet required Policy and process to be established Research other councils' best	No central logging No consistency reporting to Council	Report prepared by Jan 22	

		practice			
<p>Ensure a Changing Places facility is delivered in the redevelopment of the Meridian Centre</p> <p>Bid for Changing Places facility funding for Centenary Park</p>	<p>Town Clerk</p> <p>Parks Officer</p> <p>Bus Dev & Comm</p>	<p>Work with stakeholders and community groups</p>	<p>Bidding process opened Aug 2021</p>	<p>Report by Jan 2022</p>	
<p>Deliver a wider range of inclusive and accessible play equipment and seating across all Peacehaven parks</p>	<p>Town Clerk</p> <p>Parks Officer</p> <p>LAE</p> <p>P&F</p>	<p>Professional Access reports to be Commissioned</p>	<p>Main Playgrounds and Green space</p> <p>Recommendation report prepared SPO Aug 21</p>	<p>P&F report Jan 2022</p>	

To acquire more allotment spaces	Parks Officer LA&E	Propose possible locations. Feasibility studies of each location including financial implications	Not started	Report to P&H March 22 On-going	
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BUSINESS: To make Peacehaven the first choice for locating a business

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions.	SPO Bus Dev & Comms P&F	Complete SWOT Incorporate Uni of Brighton student reports	Business surveys complete	Report Jan 2022 Complete March 2022	
Develop a strategy for advertising and promoting Peacehaven town as a place to do Business	SPO BD&Comms Comms Officer	Appropriate software required	Work started To be completed and presented to Committee	Report Jan 2022 Complete March 2022	
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	SPO BD&Comms Comms Officer	Contacts to be strengthened to identify income and benefits	Start made post Covid 19 Links to be improved	Report Jan 2022 Complete March 2022	

PEOPLE: To encourage development and realisation of potential

To ensure all policies and procedures are reviewed on a regular basis and reflect current employment legislation	PERSONNEL	See detailed programme on Personnel Cttee action plan	On-hold due to Covid 19 Restart	March 2022	
To ensure staffing structure, roles and job descriptions meet the needs of the Town Council	PERSONNEL	Review annually Review contracts Job descriptions	Working Party formed TC Cllrs Seabrook & Gallagher	2/3 complete, remainder by March 2022	
To ensure all staff are trained to meet the needs of the job	PERSONNEL	Training plan to be devised. See Personnel Cttee action plan	Ground Staff training started	March 2022	
To ensure that councillors are offered training opportunities	PERSONNEL	Training opportunities to be passed on to Cllrs	Some courses have been offered	On-going	
To ensure a procedure is in place for the timing and content of Staff Appraisals	PERSONNEL	Reviewed process Report to Cttee	Appraisals carried out. SMART goals to be included	March 2022	
To ensure that development plans and attainment goals are in place for all Staff	PERSONNEL	As part of interim appraisal procedure	To be reviewed and report to Cttee	March 2022	

PEACEHAVEN TOWN COUNCIL

BUSINESS DEVELOPMENT & COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

GENERAL

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

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

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

Additionally, the council must (FR 1.14):

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

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

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

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

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

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

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

BUSINESS DEVELOPMENT & COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

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

All Committees will feed into the Business Development Committee.

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

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

Membership- Elected at Annual Council

Meetings- Quarterly as a minimum.

Agenda Item: C855-f-iv
Committee: Council
Date: 25th January 2022
Title: Renewable Energy options for Peacehaven Town Council
Report Authors: Cllr Cathy Gallagher/ Business Development and Communications Committee
Purpose of Report: To note update and confirm actions.

Introduction

In 2018 through the Neighbourhood Development Plan both Peacehaven and Telscombe Councils were introduced to idea of creating a Community Energy Scheme which would include a battery storage facility. The possibility of income and savings for the Councils and the decommissioning of the large fossil fuel power plants being the incentive for change.

Dr Mark Earthey was authorised by PTC to represent the Council. Through the various initiatives to reduce the dependence on fossil fuels and greenhouse gases contact has been made with Chris Rowland, Chief Executive Officer and Director of Ovesco.

OVESCO is the Ouse Valley Energy Services Company set up in 2007 and it is a pioneering community energy company. In 2014 Community Energy South, a support network for community groups across the southern region was set up to work with Ovesco.

OVESCO work closely with Lewes District Council and parishes and Towns in the District. The Chief Executive Chris Rowland has addressed Council.

Ovesco provide support to Town Councils including advice and direction for Grant applications and **financing**.

Background

Peacehaven Town Council has declared a Climate Emergency and is working to reduce its carbon footprint and reliance on fossil fuels.

The Hub and Civic Centre/Community House have gas boilers which are energy inefficient, over and 40 years old. The Solar panels at the Gateway Café and Civic Centre/Community House are also inefficient and need replacing.

Parts are hard to source, and engineers prepared to work on them are increasingly difficult to find.

The Bowls Club, Football Club, Cats Club and Gateway Café are all electricity dependant supplied by the National Grid.

All of the aforementioned buildings are positioned on Peacehaven Town Council Land.

There is at present a global energy crisis, the causes of which are complex. Gas prices worldwide have surged with knock on effects on other power sources.

Domestic bills are protected by a price cap until February 2022, but Commercial bills are not, significant price rises are being experienced by PTC and it's tenants immediately.

There is unlikely to be a quick fix to the global prices crisis and the UK is preparing to deal with high prices for at least 2 years. This has all made the need to find alternative power sources more urgent.

PTC has an opportunity to benefit from the free advice from the local experts Dr Earthey and Chris Rowlands.

RECOMMENDATION

Through the Business Development and Communications Committee and Policy and Finance Committee the Town Clerk has been authorised to officially contact Dr Earthey and Chris Rowland to carry out the following recommendations.

Dr Earthey and Chris Rowland have offered support to Peacehaven Town Council to examine and report on

1. existing power suppliers, solar panels and boilers and insulation to advise on efficiency savings in terms of costs and emissions.
2. Installation of a new systems for heating and hot water.
3. The possibly of a closed system of power generation, use and storage

Conclusions Council is being asked to note the report and to confirm the actions taken by the Town Clerk and the scope of the report as set out in 1 to 3 above.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• None at this stage
<u>Legal</u>	<ul style="list-style-type: none">• N/A at this stage•
<u>Health & Safety</u>	<ul style="list-style-type: none">• Due regard will be applied within report
<u>Planning</u>	None at this stage
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• significant environment benefits will be achieved
<u>Crime and disorder</u>	N/A
<u>Social value</u>	<ul style="list-style-type: none">• Potential for all residents / charities/voluntary organisations• Community facilities more substantiable in terms of finance and comfort.
<u>Climate</u>	<ul style="list-style-type: none">• Carbon footprint awareness. Reductions in greenhouse gases

Appendices/Background papers

Agenda Item: C855-f-v
Committee: Council
Date: 25th January 2022
Title: The Welcome Back Fund
Report Authors: Cllr Cathy Gallagher/ Business Development and Communications Committee
Purpose of Report: To update Council on progress project .

Introduction

The Welcome Back Fund is sharing £56million funded by the European Regional Development Fund (ERDF) to support the safe return to high streets and help to build back better from the pandemic

Lewes District Council has been allocated £248,355. It has been extended to Coastal Areas and High Street

Peacehaven Town Council have been allocated £11,250. The Bid generated by the SPO, Cllr Cathy Gallagher and the NDP Consultants met the eligible criteria and the list of items submitted was agreed as suitable by Lewes District Council.

There are specific requirements re branding, media contacts and procurement which need to be complied with.

Funds to be used and event/events to be held by end of March 2022. Events should be free. Funds to be used for “Temporary” signage etc. i.e. not as part of Council budgets

Background

The “Welcome Back Fund” has come from the measures taken by the UK Government and the European Union to aid economic and social recovery after Covid 19 recovery.

The Fund was extended in the summer of 2021 to include smaller shopping areas and tourist recovery.

To quote Lisa Rawlinson Lead Officer at LDC “any activity needs to be linked to an action plan or an agreed strategy and needs to be in response to the Covid-19 situation”

The PTC application centred on the area from The Dell to Piddinghoe Avenue and up through the entrance to Centenary Park. The South Coast Road businesses and retail outlets and the Coastal Path are to be highlighted.

Analysis

The Bid contained the following

Marshalls/Security	£ 500	and Event/consultant	£1000
Purchase of Marque/s	£2000		
Exhibition stands	£750		
Purchase flexible chairs/tables	£2000		
Hire of storage container	£ 400		
Signage access to greenspaces etc.	£1500		
Benches	£2000		

Planters etc.

£600

Progress has been made in identifying goods for purchase, and hire. The planning of events for two weekends in March has started, the link with the Chamber of Commerce has been confirmed.

The Secretary of Peacehaven and Telscombe Chamber of Commerce and her counterpart at Seaford Chamber of Commerce have agreed to carry out the Event Management role.

There will be exhibitions held in a Marquee at The Dell and possibly the Hub.

Parks Officer has discussed and confirmed feasibility of arrangements so far.

Conclusions

A Working Party needs to be formed and meet to continue with arrangements. Interest and support has been forthcoming from local organisations including SCDA and the South Downs National Park.

The exhibitions are expected to centre around what business exist in Peacehaven and the amenities and natural beauty of the Town. The idea is to have something to interest all ages and encourage walking and shopping locally.

The events will be held on behalf of Peacehaven Town Council so support and expertise is required from Officers.

The support required is:

1. To ensure that Health and Safety and Insurance for events is in place.
2. To raise purchase orders and work with LDC re invoices and payments
3. Parks Officer and team to prepare for Marquee and container and for delivery and storage of other items. A start has been made on this

Recommendations

1. Council confirms support for this Town project
2. Council confirms establishment of a Working Party and identifies Officers and Councillors to be involved.

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• Terms and Conditions of Welcome Back Fund
<u>Health & Safety</u>	<ul style="list-style-type: none">• Any events or equipment purchase will need to be in accordance with relevant H&S laws
<u>Planning</u>	None required as Temporary measures

<u>Environmental and sustainability</u>	<ul style="list-style-type: none"> • No damage to environment, encourage local retail and leisure
<u>Crime and disorder</u>	Marshalls employed as appropriate
<u>Social value</u>	<ul style="list-style-type: none"> • Potential for charities/voluntary organisations • Support for those in need • Links with youth • Inclusivity • Community benefits • Free events
<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint awareness.

Appendices/Background papers



PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

The Climate Emergency Motion was adopted by Peacehaven Town Council on 23rd July 2019.

Action	Target Date	Notes	Date Completed
General 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
Research the climate emergency plans of other Town and Parish Councils and report to Council.	19/02/2020		Complete
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
Covenant of Mayors Deadline	31/01/2022	Progress needs to be reported to Covenant of Mayors Should we now be in the UK organisation? Isobel to discuss with Civic & marketing officer. A report needs to be sent to the Covenant of Mayors by Jan 2022. Target date for draft by 9 th November 2021 The spreadsheet provided on their website is too complex and too time consuming for a Town Council to complete. Discuss with Covenant of Mayors and other Town Councils e.g. Frome & Tring.	

Action	Target Date	Notes	Date Completed
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
Tree Planting and carbon Capture		<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. This bid includes watering for three years. Bid has been successful.</p> <p>A bid has also been made to the Trees for the Downs fund for 20 trees. Confirmed.</p> <p>The Ouse Valley Cares Bid for trees as a Gateway to the Downs has been submitted.</p> <p>The Orchard will be getting 100 trees from the South Downs National Park in January. Confirmed.</p> <p>A Tree Wardens scheme was discussed at LAE Committee on 8/9/21. Agreed to advertise to setup an autonomous Tree Wardens Group.</p>	
Climate Change Strategy Policy to write		Review Lewes District Council document. Discuss with Town Clerk	
Climate Emergency Working Group to arrange an audit of the Peacehaven Town Council's activities that impact on its carbon footprint.		Keep it simple.	
The Climate Emergency Working Group to report to council every six months.	30/11/2021		
<p>Training for Staff, Officers and Councillors on climate change and Sustainable Procurement training.</p> <p>Climate policy to be included in the staff handbook.</p>	09/09/2021	<p>This has been added to the Personnel committee's business plan. DJS will be attending the Carbon literacy for local authorities at the Centre for Alternative Technology with a view to cascading training to staff and Councillors. Waiting on resources from Carbon Literacy Trust.</p> <p>Added climate change training to Personnel Business Plan.</p>	

Action	Target Date	Notes	Date Completed
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. Publicise WWF Footprint calculator?	
Wildflower Planting in the Dell.	30/11/2021	CIL bid submitted by Leisure Amenities and Environment Wildflower planting has been completed. Cornflowers have appeared for the first time in the Dell. The rotovated area has a good variety of new wildflowers. The other areas that were seeded on grass may take 2 or 3 years to show improvement. Grass to be cut late Autumn to allow seeds to set.	30/11/21
Budget to be agreed for 2022/23	30/11/21		

CLIMATE EMERGENCY ACTION PLAN – INTERNAL EMISSIONS

Buildings			
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 with automatic lighting controls. <p>See note below</p> <ul style="list-style-type: none"> • Rainwater harvesting for toilets. • Building needs to be insulated. 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>A survey has been completed. Waiting on report. Duncan Baker Brown will then advise on retrofitting.</p>	

Upgrade of the Hub – to make climate change recommendations to ensure carbon neutral by 2030		<p>CLlr 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> <p>The £1000 included in the budget for Climate Change provision can be used to fund a report on heating options.</p>	
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. New lease to be negotiated. (SG) Discuss with Nicola.</p>	

Waste

Recycling of waste by Peacehaven Town Council

Waste is collected by Lewes District Council

- Black Bag waste is collected weekly; we have four 1100 litre bins and are charged £0.00 per bin
- Recycling is collected fortnightly; we have two 1100 litre bins and are charged £9.90 per bin collection

The bins are not locked and are used by other businesses in the shopping centre. Provision of combination locks to be investigated. (VO)

We need to recycle more – at least 50%

Consider a trial dual bin in Centenary Park, recycling and all other waste. If recycling is contaminated it cannot be recycled. Report to LAE with costings.

Paper can be placed in the normal recycling bins or sacks for shredding.

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.

Energy

Investigate the source of electricity and gas supplies.	31/03/2021	<p>Ovesco delivered a presentation to Council on 28/09/21.</p> <p>Contracts signed with EDF and www.crowncommercial.gov.uk for Zero Carbon Electricity.</p> <p>Renewable Energy to be sourced.</p> <p>Need to change meters to smart meters second generation.</p>	
Use of non - renewable natural gas to be phased out for heating and cooking	18/10/2021	<p>No new Gas Appliances to be purchased. Report to write with proposal to be made to policy and finance. (DJS)</p>	
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.</p> <p>To be discussed with Ovesco and Dr Mark Earthy who have been invited to the Joint Working Party. Dr Earthy has attended the joint working party.</p>	
<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>	01/09/2023	<p>An audit has been carried out by our caretakers to identify lighting that may need replacing.</p> <p>Light fittings in Community Houses are either LED or low wattage fluorescent tubes. There are no halogen lamps. Additional savings could be made by using automatic controls.</p> <p>Exemptions will be in place for lamps designed and marketed specifically for stage-lighting use in theatres or other entertainment events.</p> <p>Light fittings in the Hub are either LED or fluorescent tubes. There are no halogen lamps. The fluorescent tubes need to be replaced with low energy lighting before 2023 when the sale of replacement tubes will be banned. The savings in electricity can be offset against</p>	

		<p>the initial cost of installation. LED lights last many times longer than normal fluorescent lights.</p> <p>A report is required with costings to update the lighting in the hub to go to LAE Committee to include in the budget for next year. (VO/DT)</p> <p>The Café is 100% LED lighting.</p>	
Street Lighting upgrades to LED lighting.		<p>Report sent to Planning & Highways Committee on 10th Oct 2020. 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. 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

Procurement			
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
Sustainable Procurement Policy		A Sustainable Procurement Policy needs to be written and implemented. Based on LDC policy and updated.	
Climate Emergency Working Group to investigate the investments of the Local Government Pension Plan in the Fossil Fuel Industry.	30/11/2020	<p>£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 29th 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 which should halve its exposure to oil and gas companies.”</p>	28/07/2020
Update on implementation of the Single Use Plastic Policy.	29/7/2020	<p>Policy agreed by Council on 29th July 2020</p> <p>A meeting is being arranged with the Cafe and the Town Clerk. There is a need to update all staff. Review invoices to see what we are buying.</p> <p>Plastic Free Peacehaven has been formed and has the support of Peacehaven Town Council</p> <ul style="list-style-type: none"> • Council Representative on steering Group • Agreed to support plastic free initiatives • Agreed to lead by example: 	

Vehicle and Equipment Emissions			
Replacement of vehicles	As per schedule	<p>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.</p> <p>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.</p> <p>A reserve of £10,000 per year will be created to cover replacement of vehicles and equipment.</p>	
Replacement of Equipment	As per schedule	<p>The Parks Officer has supplied an inventory list of equipment that uses fossil fuels together with replacement dates.</p> <p>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.</p> <p>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.</p> <p>At P&F 26/10/21 It was resolved that the four highlighted items (hand roller mowers x 2, strimmers x 3, hedge cutters x 2, blowers x 2) be funded from capital receipts. Parks Officer to obtain three quotes for all items. Capital receipts will be used. A reserve of £10,000 per year will be created to cover replacement of vehicles and equipment.</p>	
Transition from E5 to E10 petrol		<p>https://www.gov.uk/guidance/e10-petrol-explained</p> <p>It is possible that we will need to make use of fuel stabilisers and to empty fuel tanks before storage. There may be difficulties starting equipment.</p>	

		<p>The transition to electrically powered equipment will reduce the need for petrol.</p> <p>The Peugeot van can run on E10 petrol.</p> <p>No further action required.</p>	
Purchase of a Shredder to enable recycling of green waste on site.	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

Water Use			
Water refill station in The Dell to reduce single use plastic drink bottles by the community.	07/12/21	<p>Water refill station has been installed. Accessibility is an issue and requires further amendments. Dog Bowl is separate.</p> <p>Unveiling Event on 7th dec 2021 with Cllr Christine Brett, Chair of LDC and organiser of Water Refill Seaford and Gloria Hill Deputy Mayor. Refillable bottles have been obtained including 11 metal ones from South East Water.</p> <p>Water refill station added to the National network</p>	
Monitoring of water usage.		<p>Consider impact of watering new trees for three years. Each tree may need up to 140 litres a year depending on the weather.</p> <p>Consider alternative sources such as water harvesting.</p>	

CLIMATE EMERGENCY ACTION PLAN –EMISSIONS WE CAN INFLUENCE

General			
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
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	<p>CLlr 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.</p> <p>This project will be taken forward by the Joint Telscombe / Peacehaven Climate Change Group.</p>	
Involvement of Peacehaven Community School and primary schools.		<p>Isobel, Debbie and Matt meeting with Peacehaven Community Council on 17th June to renew contacts.</p> <p>Also will be involved in the Climate Change Event. School to come back with ideas in January.</p>	
Community Garden.		<p>Relaunched. two groups are now making regular use of the garden:</p> <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. <p>A management committee will be formed shortly to oversee the management of the garden.</p>	
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.	18/01/2020
Repair Café		<p>Joint Climate Change Working Party met with repair Café organisers in Rottingdean.</p> <p>Joined the Southeast region repair café group who can provide lots of information and support</p>	
Climate Café	31/012022	SCDA Are arranging a Climate Café for January 2022 as part of the current Ouse Valley Cares project	

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; Cllrs Seabrook & Griffiths will be attending various sessions virtually from 21 st September to 3 rd October 2020.	03/10/2020
Climate Emergency Working Group to link with other agencies including LDC, ESCC, NHS and other Town Councils and other sectors including housing and health.		Lewes District Climate Forum has been established but not met recently.	

Waste			
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.	
Recycling Directory		Consider the possibility of creating a recycling directory for items not recycled by Lewes District Council e.g. crisp packets, tetra packs	

Energy			

Transport			
Car Share Scheme – why is this not electric?	22/07/2020	<p>Email sent to Enterprise Car Club 21/7/20</p> <p>“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”.</p> <p>“Currently not an EV planned due to infrastructure, but more likely a self-charging hybrid.” Tony Barnard, Head of Car Club Southeast Region</p> <p>This has still not happened. TRO’s are required to be put in place. Being progressed through the Planning Liaison Working Group</p>	

Housing

Neighbourhood Development Plan Design Codes and impact of climate change.

WG has considered the impact of climate change on Design Codes.
Suggestions sent to NDPSG

Complete

Report to the Council 25th January 2022

CCTV Development

Author Cllr Lucy Symonds

Just to keep everyone up to date.

After a meeting between Nick Hoad, Sussex Police, and Chromavision reviewing the CCTV at the Big Park, I am currently waiting for the quote from Chromavision which will include all the costs to upgrade the current system and link in with the Sussex Police Partnership. I have been advised that the delay has been in relation to staffing issues at Chromavision. I have been in touch with Nick Hoad and have been advised that this is imminent.

Phase I of the CCTV upgrade will focus on the current system located at the Big Park.

Phase II will be extending CCTV in the park. Further phases will proceed once these have been established which, will include PTC facilities and the wider town area.

I am hopeful that I should receive this report prior to the Full Council meeting. If this is the case then a proposal will be forthcoming.

In addition to the above, as you may be aware, I have been researching the possibility of solar energy light/cctv units. Omniflow is the only unit that I have come across at the currently time which, provides both of these components together with air quality as standard. In addition, there are adaptations that can be included such as charging points.

At the current time, the evidence of effectiveness in the UK is limited and therefore I am putting together a proposal, to be shared at the next Leisure and Amenities Committee, where one unit can be purchased using CIL money as a trial. Using this unit, we will be able to monitor the energy usage and effectiveness. Overall, these units will be cost effective, as no installation of cabling will be required and, will meet Climate Change due to solar energy being used. They are also mobile units so easily moveable, if required.

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	VICKY	FROM THE TOWN'S FOUNDATION TO DATE. Gradually coming together	ONGOING
PLACES OF INTEREST MAP	VICKY	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS	ONGOING
TO IMPROVE THE WEBSITE		TO ENABLE VIRTUAL MUSEUM On task list It was suggested at the November 21 meeting if the Fields & Robson rooms be used as a museum Deborah to enquire about a new menu on website	ONGOING
TO DESIGN A POST FOR SOCIAL MEDIA	COMMS/MARKETING	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL.	ONGOING
ARGUS ARCHIEVES	DANIEL	THE ARGUS HAVE PLENTY OF PICTURES AVAILBLE IN THEIR ARCHIEVES IF WE NEED THEM	ONGOING

		<p>Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.</p> <p>Trying to locate the memory stick given to Matt!</p>	
PEACEHAVEN HOTEL	DANIEL	<p>LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP</p>	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> <p>Kempton House have advised that their members are available to be interviewed.</p> <p>Perhaps we should also try members of the Deans Club</p> <p>Daniel will be arranging the visits to film the interviews in December, either at Community House or Kempton House – dates to be advised</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 	ONGOING

		<p>now?</p> <ul style="list-style-type: none"> Is there something that is not in the town now which you'd like to see return? 	
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 He would like to take a similar film in Peacehaven Daniel will send a drone to follow the planned Meridian Line Walking leaflet route</p>	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	TO WRITE A STORY WITH PICTURES PICKING A SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION	ONGOING
POLICE BOX	LYNDA	WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH	ONGOING
PLOTLANDS	LYNDA	<p>RESEARCHING THIS SUBJECT</p> <p>Lucy, can you send the link to the Plotlands video please</p>	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	<p>STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR</p> <p>The slides have been converted and are available, see notes above</p> <p>Slides have been returned to Cllr. Duhigg. Images on a memory stick ready for publication on the virtual museum on the PTC website</p>	COMPLETED
POSTCARD COLLECTION	SUE	POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE	ONGOING

		ADMINISTERED Cllr. Griffiths has asked if the postcards can be scanned so her catalogue can be returned.	
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 investment?	END
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	VICKY	<p>10-14TH OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER</p> <p>https://en.wikipedia.org/wiki/Anthony_Fokker</p> <p>To organise an event to mark this 100th year occasion. PUT INTO THE PTC DIARY OF EVENTS</p> <p>Derek suggested we apply for a licence so we can show the film https://www.sussexgliding.co.uk/ to have a glider fly over</p>	ONGOING

		A suggestion was made to have a fly our kites on one of the weekend dates, on Howards Park, this instead of the gilder	
E-NEWS	DEREK & STANLEY	TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS This was completed for the August edition. Both Stanley & Derek will work on a piece about Peacehaven's water supply	COMPLETE ONGOING ON A MONTHLY BASIS
RESEARCH	DEREK & OTHER MEMBERS VICKY	THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL To create a social media post to see if any residents still have these statues	ONGOING
PTFC	STANLEY	CURRENTLY RESEARCHING INFORMATION REGARDING THE STRIP COLOURS USED BY PTFC FROM 1966 Ann Harrison advised on the colours	COMPLETE
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 To check that all documents are in the library before they move	
DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	COMPLETE
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS	COMPLETE

		(https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf)	
MERIDIAN LINE WALK	DEBORAH	<p>Graham & Hilda will give a talk at the meeting on 22nd September at 11.00am</p> <p>Daniel Suggested we also contact 'The Bald Explorer' Richard Vobes who is an avid walker & has many followers on YouTube.</p>	<p>WALK TOOK PLACE ON THURSDAY 15TH JULY FROM THE MONUMENT AT 10.00AM</p> <p>Daniel will advise how we can contact RICHARD VOBES</p>
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, early in the New Year

Neighbourhood Plan breakdown November and December 2021

Date	Activity	Hours
17 th November	Consultation Meeting Jim Boot et al	1.5 hrs
24 th November	Meeting with Peacehaven Focus Group	2 hrs
24 th November	Consultation meeting Jim Boot et al	1 hr
1 st December	Consultation meeting Jim Boot et al	1 hr
3 rd December	Green Infrastructure plan and data collection	1 hr
5 th December	Green Infrastructure Plan	2 hrs
9 th December	Meeting with Cathy re Green Infrastructure	1.5 hrs
16 th December	Green Infrastructure data collection	2 hrs
16 th December	Meeting with George and Cathy re leaflet and consultation	1 hr
21 st December	Green Infrastructure excel worksheets	4 hrs
22 nd December	Green Infrastructure data collection/site visits	2 hrs
28 th December	Leaflet wording and mapping for Gaston	2 hrs
29 th December	Green Infrastructure mapping	3 hrs
30 th December	Reports, project management, emails etc.	1 hr
	Total	25 hours.

Reports.

Consultation for Regulation 14 has needed to be deferred till the beginning of February, firstly to reflect that the Town Councils are closed over the Christmas break and to take account of the new Covid variant. As such, it has been agreed to devise a consultation leaflet that will go out on January 15th to Deans Directory and E-newsletter and other publications and then delivered by hand.

In addition, two drop-in events have been scheduled as well as a zoom meeting which will allow people to gain further information about the Neighbourhood Plan.

While the consultation is being prepared, we have been gathering additional data about the towns green spaces and the facilities provided. This is because that there is a lot of data currently collected but it is spread in many differing documents and is very difficult to connect. The open space data has now been gathered and an online excel spread sheet created. We have also produced a large A1 map setting out the locations of the space and facilities. An accompanying report will be written to connect the information about open space in the towns with the Neighbourhood Plan policies.

15 November 2021

Emily Simpson
Admin & Finance Assistant
East Sussex Association of Local Councils

Our ref: East Suss 21/005

Your ref:

Dear Emily

Client: Peacehaven Town Council

Subject matter: Neighbourhood Development Plan

Thank you for your email of 28 October 2021. Peacehaven Town Council ("the Council") has requested advice on a joint Neighbourhood Development Plan (NDP) the Council is producing with Telscombe Town Council (TTC) with a joint NDP area formally designated by Lewes District Council. The clerk says the NDP is well on its way to completion. Thus far the process has been managed by a constituted steering group (SG), but the SG feels that it has done its job and wants to pass on control to the Council and TTC. The clerk has asked if anything prevents two separate councils from making decisions unilaterally about a NDP that includes the area of another council or if two council can meet jointly on this.

Advice

I will first say that NALC's advice is for member councils and members enjoy equal access to NALC's services. On the basis TTC is in NALC membership, a copy of the advice will also be sent to TTC and I would be grateful if you would send this advice on.

NALC's Legal Topic Note 83 sets out general advice on neighbourhood planning. The Neighbourhood Planning (General) Regulations 2012 set out the detail of the procedure for making NDPs (at Part 5). My understanding of these Regulations is that NDPs relate to a parish council's area. Government [guidance](#) provides as follows:

In a multi-parished neighbourhood area when does a town or parish council need to gain the consent of the other town or parish council/s in order to take the lead in producing a neighbourhood plan or Order?

A single parish or town council (as a relevant body) can apply for a multi-parished neighbourhood area to be designated as long as that multi-parished area includes all or part of that parish or town council's administrative area. But when the parish or town council begins to develop a neighbourhood plan or Order (as a qualifying body) it needs to secure the consents of the other parish councils to undertake neighbourhood planning activities. Gaining this consent is important if the pre-submission publicity and consultation and subsequently the submission to the local planning authority are to be valid.

Paragraph 19 of LTN 83 confirms this point and provides that as per s.61f (2) of the Town and Country Planning Act 1990, if the area which is the subject of an application includes the whole or any part of the area of another parish council, the parish council's application can only proceed if the other parish council have given their consent.

I hope this has been of assistance.

Yours sincerely

Jane Moore

Senior solicitor and head of member services

Jim Boot MSc, Executive Diploma in Management
Freelance Community Planner/Planning for Real Consultant
Apple Tree Cottage, Main Street, Northiam TN31 6LE M: 07732 393780 E:
jimbootcp@gmail.com

INVOICE

Invoice number: PT013

Invoice date: 27th December 2021

To:	Peacehaven Town Council Meridian Centre, Peacehaven, East Sussex BN10 8BB	Telscombe Town Council Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex BN10 7ES
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Your contact names: Cllr Cathy Galagher and Tony Allen, Town Clerk, Peacehaven Town Council; Cllr Laurence O'Connor and Stella Newman, Town Clerk, Telscombe Town Council

Description: Peacehaven and Telscombe Neighbourhood Plan – Community Planning and Project Management Support November & December 2021

Dates	Proposed activities	Fee
3 rd November	Project plan 2.5hrs@£37.50hr	£93.75
17 th November	Project plan, SEA and meeting 2hrs	£75.00
18 th November	Follow up on project plan, SEA and Pre-submission Neighbourhood Plan (PSNP) 2.5hrs	£93.75
24 th November	PSNP consultation project meeting 1hr	£37.50
1 st December	PSNP consultation project meeting 1hr	£37.50
15 th December	PSNP consultation project plan 1hr	£37.50
16 th December	PSNP consultation project meeting 1hr	£37.50
17 th December	High Street Social Infrastructure meeting with Locality 2hrs and PSNP consultation project plan 1hr. Total 3hrs	£112.50
	Invoice total	£525.00

Invoice Payment to be sent to:

James Boot, Apple Tree Cottage, Main Street, Northiam, East Sussex TN31 6LE

Bank Details for BACS payment

Bank name Barclays Bank
Account number 80040339
Sort code 20-02-62

Please contact: Jim Boot Tel: 07732 239780 or E-mail: jimbootcp@gmail.com if you have any queries.

Terms: Payment within 14 days is appreciated.

Jim Boot MSc, Executive Diploma in Management
Freelance Community Planner/Planning for Real Consultant
Apple Tree Cottage, Main Street, Northiam TN31 6LE **M:** 07732 393780 **E:**
jimbootcp@gmail.com



CONSULTANCY LIMITED

INVOICE LNP – 00124

DATE 30/12/2021

BILL TO	ADDRESS	DESCRIPTION
Peacehaven and Telscombe Neighbourhood Plan Steering Group	C/o Town Clerk, Telscombe Town Council, 360 South Coast Road, East Sussex	See attached report for full break down of hours and work undertaken for November & December 2021

	Net	VAT	Total
Nov & Dec 2021 – Work on Neighbourhood Plan 3.5 days @ £330.00 per day	£1155	£231	£1386
	TOTAL TO BE PAID		£1386.00
	Date to be Paid		30.01.2022

Thank you for your business!

Make payments to L & N Consultancy Ltd.

Bank Account: Santander
Sort Code: 09-01-29
Account Number: 28540245

Please make cheques payable to **L & N Consultancy Ltd.**

L & N Consultancy Ltd,
34 Coombe Vale, Brighton, East Sussex, BN2 8HL
Website: www.lnplanning.co.uk
email: info.sussexplanning@gmail.com
Tel: 01273 245234
Company no:- 11223424
Vat no:- 299652145

Peacehaven and Telscombe Neighbourhood Plan Project Plan (Gantt Chart) Nov 21 to Dec 22

Task / activity	Assigned to	Supporting	Nov	Dec	Jan 22	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Steering Group Committee meetings	Cathy	Jim & Nancy														
Prepare for Regulation 14 Draft Neighbourhood Plan Consultation	Jim	Gaston, George, PTC Communications Officer	x													
<ul style="list-style-type: none"> Fix dates, public events and venues – one each Peacehaven and Telscombe 	Jim	Cathy, Nancy & town clerks				Event/s 10 th , 16 th & 21 st										
<ul style="list-style-type: none"> Prepare public notice for local paper 	Jim	Town clerks	x	Send												
<ul style="list-style-type: none"> Prepare and distribute press release 	George	Jim & Nancy	Draft		Distribute mid Jan											
<ul style="list-style-type: none"> Prepare paper survey 	Jim, Gaston	PTC Communications Officer														
<ul style="list-style-type: none"> Prepare online survey (surveymonkey) 	Jim, Gaston	PTC Communications Officer														
Finalise Regulation 14 Draft Neighbourhood Plan	Nancy	Jim, Cathy														
<ul style="list-style-type: none"> Seek input from LDC & SDNPA 	Nancy	Jim	x	Amend												
<ul style="list-style-type: none"> Final amendments to plan 	Nancy	Jim	x	x												
<ul style="list-style-type: none"> Commission proposals map and maps for LGS, views and transport / movement 	Jake Gaston	Nancy, Jim		x												

Kommentar [JB1]: Do we need graphic designer or can we do this in house?

Sep	Oct	Nov	Dec
x			
	x	x	
	x	x	
			x
			x
			January

[illegible]

Sep	Oct	Nov	Dec
			2023

[illegible]

Agenda Item:

Council

Date: 25th January 2022

Title: Neighbourhood Development Plan (NDP) Update

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To note the changes to the Steering Group

To agree the revised Terms of Reference.

INTRODUCTION

The draft Neighbourhood Development Plan is ready to be consulted on as per Schedule 14 regulations.

An amended Terms of Reference to reflect the changes to the composition of the Steering Group has been prepared and are attached to this report for Council agreement. It has been adopted by Telscombe Town Council.

Items in red are additions and items in red with a line through are removed.

The Town Clerks of both Councils are now full voting members

INFORMATION

The intention is to have 3 Councillors from both Councils ie. Up to 6 in all.

Members of the public are no longer members of the Steering Group because the Neighbourhood Development Plan is now in a process and procedure stage which is Town and District Council lead.

The Steering Group has elected the following positions :

Chair- Cllr David Judd

Vice – Chair Cllr Laurence O'Connor

Communication and Project Co-ordinator Cllr Cathy Gallagher

Members Cllr Ron White, Cllr Dawn Paul, Town Clerks , Stella Newman and Tony Allen.

Steering Group agreed to continue working with Professional Consultants.

Planning L & N Consultancy (Nancy Astley)

Project Management Jim Boot

Graphics/Website Management Gaston Mallia

Press Comms, Blog,Social Media, George White

Secretarial Rachel Brown

The minutes of the September 21 Steering group meeting are attached as they are important as a background to Schedule 14.

There is a 6 weeks consultation period at Reg.14 starting 1st February to midnight 14th March 22.

The attached record of the Steering group meeting 11th January 2022 by Zoom gives further information.

FINANCIAL

The latest invoices including updated report from Consultants, Jim Boot and L & N Consultancy are attached for your information.

A budget until the end of financial year 21/22 has been agreed.

As a consequence of the resignation of the Senior Project Officer (Business Development and Planning) in September 2021, the Consultants are being asked to do additional.

Telscombe continues to pay 1/3rd of expenses and Peacehaven Town Council 2/3rds.

Budgets were agreed at last Council meeting to cover NDP expenses until the end of financial year

£14,250 was identified as being required until the end of March 2021.

£9,500 from PTC and £4,750 from TTC.

RECOMMENDATIONS

- 1. Revised Terms of Reference to be adopted by Council**
- 2. A Councillor to self-identify to join the Steering Group**
- 3. Volunteers to self-identify to promote Schedule 14 and the Neighbourhood Plan**

Attachments

1. Terms of Reference
2. Notes Steering Group Meeting 11th Jan 2022
3. Minutes Steering Group September 2021
4. Project Plan Spreadsheet
5. Invoice and report Jim Boot
6. Invoice and Report L & N Consultancy

Lewes District Open Space Strategy November 2020

Lewes District Council Playing Pitch Strategy Needs Assessment July 2020.

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

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

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

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

The evidence gathering and report compilation continues.

Introduction

Background

Analysis

Conclusions

Recommendations

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?	

<ul style="list-style-type: none"> • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Peacehaven and Telscombe Neighbourhood Plan
Steering Group Meeting
9th September 2021 at 7pm via Zoom**

IN ATTENDANCE:

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
C & P Bowman (C/PB)	Steering Group Committee
N Watts (NW)	Steering Group Committee
G White (GW)	Steering Group Committee
R White (RW)	Steering Group Committee
T Allen (TA)	Peacehaven Town Clerk
J Boot (JB)	Planning Consultant
M Edser (ME)	SPO Peacehaven Town Council
N Astley (NA)	Planning Consultant
M Gatti (MG)	Peacehaven Focus Group
S Newman (SN)	Telscombe Town Clerk
Dr M Berg (MB)	Ecologist and local resident

1. Welcome, Introductions and apologies

CG welcomed everyone to the meeting. Apologies received from Cllr Robinson, Cllr Sharkey, Cllr D Judd and M Hutley.

2. Acceptance of minutes of meeting of 12th August 2021

Notes of the last meeting had been circulated and agreed as a true record. Past meeting minutes are regularly uploaded to the website and available to the public.

3. Chair's Update

- **CG confirmed the NP was heading for a new phase: CG asked for views on making this meeting the last public meeting as public would now be involved through official public consultation and Town Councils would now be taking work in house. SG Committee role has been completed and work would continue behind the scene but once Draft NDP accepted by Town Council's SG role completed . Discussion followed with advice from JB and NA that the public should be invited to SG Meetings for October at least until Public Consultation documents are issued.**
 - **NA has completed a first draft of the NP (88 pages core document); input from various people awaited so not yet widely circulated. Will be taken to the next two Planning & Highways Committee meetings at both Councils and discussed in 2 sections, half at each meeting within the confidential matters. Meeting dates are:**
 - **TTC: 20 September/11 October (P&H) to full Council on 17 November.**
 - **PTC: 21 September/12 October (P&H) to full Council on 9 November.**
- LDC are also providing feedback. The NP will then be amended to incorporate comments.**

4. Towards Regulation 14

- a) JB applauded the excellent work done by NA on the draft NP – it was very comprehensive and captured all the various threads, reports and research carried out. The 88 pages were likely to increase with further input from Town Councils, LDC, SDNP and the UoB as well.
- b) **The draft NP was nearly ready for Regulation 14 but both Councils must sign it off first. After that it will go out to public consultation for at least 6 weeks.**
- c) NA confirmed LDC have commented on the HNA which must go back to AECOM to be finalised and signed off. Environmental scoping report to be tested and other pieces of evidence, but most of the tweaking should be minor.
- d) JB gave a presentation summarising the key points to be included (using another town's NP which had just gone out to consultation - slides to be circulated by JB). **ACTION JB**
- e) **Summary leaflet to go to every household explaining why the NP is needed and the difference between that and the (Lewes) Local Plan, promoting some local face to face**

consultation events. Suggested one via Zoom (which can be uploaded onto the website for anyone to view), followed up by an in-person event (held twice, once in each town).

- f) A survey then to be carried out from the website (with links on the leaflet) also a paper response form for those without digital access. Vision and objectives to be included together with maps showing 5/10 minute walking/cycling routes together with green spaces, areas for development etc. JB had a contact for this using mapping compatible with those of Planning authorities so they can be integrated into their development plans, using OS maps and Town Council licences.
- g) Experience from the Masterplan could be drawn on and JB proposed using the same person to analyse the responses to the survey as before, to provide a succinct summary to be included in the consultation statement.
- h) JB explained that Regulation 14 is the second formal part of the NP process and a consultation for 6 weeks is a requirement following sign off by both Town Councils.
- i) Discussion took place regarding a 'health check' – JB felt it would be useful to have this from Locality but at the next stage following feedback from planning policy teams (Regulation 15 and 16). NA agreed it made sense to do it afterwards.

Questions:

- NW asked about the Meridian Centre site? JB confirmed there was a section in the plan with detailed policies from the Masterplan work and consultation feedback, using some of the UoB studies which were summarised.
- RW asked when the consultation would take place? JB advised that Town Councils will be asked to sign off the NP in November; following that - out to consultation. If that period covers Christmas, then the consultation should be 8 weeks.
- CG said the SG had been considering ways to capture the interest of Councils and the public – perhaps showing the journey to get to this point from the First Conversation.
- Timings and budgets: JB has submitted a 6-month budget for consideration.
- LOC (as Vice Chair) to meet with CG to be updated with the content of e-mails he has not seen yet.

5. Draft NDP and Consultation at Council Planning & Highways (NA)

CG confirmed SG members would receive the draft plan shortly. It would not be made public until Town Council procedures have been observed.

Presentation from NA on creating 20-minute neighbourhoods. Key points:

- The concept was explained covering the 3 main areas of health/wellbeing, environment/climate change and social/cultural wellbeing as everything is connected to the place people live.
- The cities of Paris, Portland (USA) and Melbourne (Australia) started researching this in 2016; everyone around the world is suffering with similar barriers to change which were outlined. Local areas should compact and improve facilities - towns developed around the motor car were more expansive making roads busier. Hailsham's 10-minute Town was exemplified on how priorities in their NP incorporated all the required elements. The Town & Country Planning Association website has more information, also the Sustrans website features creating active neighbourhoods with videos.
- RW queried whether the timing of 10, 15 or 20 minute towns/neighbourhoods was by foot, car or bus? NA stated the time was irrelevant – it was about compacting the distance between facilities to reduce travelling. The local area designation reflected retail policy in the Lewes Local Plan but this may change when the new one is published and LDC may have some input.
- NW suggested towns like Horsham with a bus station, pedestrianised centre, a stream with planters and good landscaping could be a model. NA responded that Horsham had a population closer to 90,000 with far more development. Pedestrianisation excludes cars and unless there is a bus link, that can create different issues - retail and industry should be closely accessible to reduce car journeys.
- ME said policies and aspirations to improve towns were welcome but the A259 is a problem not easily solved as County Council are involved. The NP should maximise what was already in the town with sustainable links - Councillors must support the NP to

feed into the new Lewes Local Plan and Bus Back Better strategy which provides evidence of what residents want in the town.

- TA observed there should be more cohesion within the Town Council – for example air quality covered several committees and Councillors appeared to be struggling to understand how the NP fits as it is additional to the usual Council orbit. NA's illustration showed that the key elements covered the fundamental areas of local living applying to all committees and everything the Council does - Town Clerks can help Councillors understand this is a PLAN not a WISH LIST.
- (The NDP is a Strategic plan which becomes part of the legal weight governing Planning law at with substantial financial beneficial impacts once adopted)

6. Next Steps

- TA proposed circulating the draft plan to Planning and Highways Councillors to give them time to read it. NA to send a covering e-mail requesting feedback on the policy boxes, remind them it was confidential. Also, point out it is only the first 40 pages, not the entire plan. **ACTION NA**
- TA asked whether other local authorities (Brighton & Hove, Newhaven and Lewes) should be part of the consultation – NA confirmed this was correct.
- NA said Town Clerks should be aware that much of the supporting evidence gave more up-to-date information than LDC could provide – for the first time there were specific reports for Telscombe and Peacehaven covering housing, transport, and environmental matters - it was important for Councillors to use that information as it was current.
- Dr Berg felt the NP would be instrumental in influencing Lewes' plans to ensure other space was protected, not just urbanised development. Using a more local approach was very timely as fewer people are now commuting and realising the value of their local community and facilities.
- GW reported that the green spaces story was used last month in Peacehaven Directory and the Focus Group (116 views on Facebook) so communications are continuing. He was also posting on Shoreliners about events and local issues. Need to plan the October communications.

7. Any Other Business

- a) ME was invited to update on the A259 and confirmed it is the responsibility of the County Council not Highways England. A study is commencing this autumn to review again but has been a long-standing problem and not easy to resolve. The local Council could put forward measures to include ped-cycle links and car club spaces; the NP would give the town a stronger voice.
- b) NW asked if there were plans to install electric charging points in Peacehaven car parks? ME said District and County Councils will have guidance promoting parking management which is being pushed at higher level and the NP supports it. LOC agreed to take this point forward to LDC as they own the 3 car parks. Steyning/Piddinghoe Avenue car parks are being resurfaced.
- c) PB was concerned any public feedback would focus on the A259 and the Meridian Centre so residents would be asking about more doctors and school places. NA responded the whole point of the NP was to encourage less car use and protect local facilities so people didn't need to travel, developing the coast road area so people don't use the A259 as much. **There was no promise to increase health facilities although more CIL money could be used on other projects to improve facilities. At present the town appears to be doing nothing and getting nowhere – with the NP there is a chance and other options could result as well as a greater proportion of CIL money.**
- d) JB added that 'infrastructure' was mentioned numerous times in the NP more than A259, therefore well covered within the scope of what can be done. Other infrastructure elements are the responsibility of County and District Councils. Policies and projects in the NP address most of the issues PB mentioned and emphasis could be made in the summary leaflet to anticipate those questions and address them.
- e) RW noted there is much evidence that in the local community, people are happier and healthier with less demand on GP services: empower people to create community and a place they want to be as illustrated by the 20-minute Neighbourhood. The Steering Group are trying to implement changes to make the area a better place. CG added the NP area

was the perfect environment to create a supportive community – many mental health issues can be addressed by creating such communities. The NP cannot stop creeping development or the use of pre-existing conditions –however it requires any development to conform to the NP conditions which is a positive move. ME cited a recent appeal decision where the Inspector had supported a NP, so it can help change decisions but not able to stop further building – need to work with developers.

- f) RW asked if LDC had health impact assessments for all new major developments? This could help with pressure on GP services (Brighton and Eastbourne have it). LOC said was not aware of that at Lewes, however it should be in the new NPPF as LOC is on the steering group.

As this was the last meeting attended by ME, CG thanked her for her help, support and input into the NP and was sorry to lose her; this was echoed by others.

8. Next Steering Group meeting:

Next meeting 14th October at 7pm

Meeting closed at 8.45pm.

IN ATTENDANCE:

C Gallagher (CG)	
L O'Connor (LOC)	
R White (RW)	
D Judd (DJ)	
D Paul (DP)	
S Newman (SN)	Telscombe Town Clerk
N Astley (NA)	Planning Consultant
J. Boot (JB)	Planning Consultant
G. Mallia (GM)	Consultant
G. White (GW)	Consultant

1. Welcome, Introductions and apologies

CG welcomed everyone to the meeting and thanked everyone for their attendance. Tony Allen, Town Clerk of Peacehaven Town Council is currently isolating at home. This is the first meeting of the newly formed Steering Group and there are a couple of procedural issues and the schedule and planning for Schedule 14 to be agreed.

JB advised that Aecom have apologised for delay with Strategic Environmental Assessment. Now expected 1st Feb

2. Acceptance of minutes of meeting of 14th October 2021

Notes of the last meeting before change to Steering Group membership with members of the public present. Minutes agreed as a true record.

3. Review of 9th September 21 Steering Group Minutes.

This was the last meeting attended by Senior Project Officer (Business Development and Planning for Peacehaven Town Council. The forthcoming changes as moving towards Schedule 14 and the roles of Town Councils and Steering Group were explored. Both the Sept and October 21 Minutes were agreed as important going forward. All minutes are now on Steering Group website.

4. Steering Group Composition and Terms of Reference January 22.

All have received a copy of the latest Terms of Reference with changes annotated in red.

ACTION All agreed that the changes were as agreed and understood that they will go to Full Council at both Councils before the end of the month to be agreed.

There are up to 6 Councillors to be on the Steering Group, preferably 3 from PTC and 3 from TTC. Peacehaven identified Councillors due to agreement and previous active involvement:

Cllrs Dawn Paul and Ron White

Telscombe identified Councillors due to agreement and previous active involvement:

Cllr Laurence O'Connor and David Judd

Cllr Cathy Gallagher is a councillor at both Councils so could carry out the role for either or both Councils.

ACTION All agreed Peacehaven Town Council should be asked for a volunteer to take up vacant position before Telscombe Town Council is approached.

This will be done at the upcoming Full Council meeting

Nominations and agreement of positions within Steering Group.

Cllr Gallagher has been Chair since inception in 2017, CG felt that at this point a new Chair may provide a new approach and could be beneficial.

CG thanked everyone who wished her to continue but was determined that it would be beneficial to the ultimate completion of the plan for both towns if she concentrated on Communication and Public Consultation, continuing to organise meetings and notes and networking. (Project co-editor)

After discussion it was agreed unanimously that the following roles are adopted within the Steering Group.

Chair	David Judd
Vice-Chair	Laurence O'Connor
Communications	Cathy Gallagher
Project Co-ordinator	
Committee Members	Dawn Paul, Ron White.? Stella Newman, Tony Allen .

Agreed to continued working with Professional Consultants as follows:

Planning	Nancy Astley
Project Management	Jim Boot
Graphics/ Website/Marketing	Gaston Mallia
Press Comms, Blog, Social Media	George White
Secretarial	Rachel Brown

Budgets agreed by both Council until end of March 22.

5. Towards Regulation 14

As agreed at previous meeting 1st Feb to 14th March (midnight)

Latest version of leaflet reviewed; more amendments needed but 90% complete will be ready for printing shortly. All agreed excellent work by GM and NA.

NB Chamber of Commerce Breakfast presentation 1st Feb at 7am, Nancy and Cathy, all welcome

Dates of Zoom Consultation for the Public

10th Feb 7pm for an hour. Possibly 30mins presentation and 30 mins questions. (NA and JB)
SN has set up Zoom Link. Available on website afterwards.

Drop-in sessions at Civic Centres

16th Feb PTC 2pm to 7pm

21st Feb TTC 1.30pm to 4.30pm

Displays, graphics, inter active possibilities all to be planned, purchased and who will be present on the day to be organised.

Use of Tansleys unless too expensive discussed, number of flyers and how much coverage discussed, Master planning 15,000 produced approx. 12,000 delivered.
Cost through Leaflet frog £721.

SN, NA and GM will liaise and co-ordinate
Posters and Banners also needed.
A budget has been set for this.

Survey Monkey to be set up on the account at TTC. SN and JB will liaise immediately to set this up.
Paper copies to be delivered through 2 Civic centres, Gateway Café, Library, Wave Leisure, Football Club

NOT TO FORGET SALTDEAN, East Saltdean included in NDP.

Digital copies through Saltdean Res. Ass other local Websites and social media.
6 weeks to achieve maximum coverage.

ANALYSIS

Survey Monkey will provide some, there will be lots of text needing collation and the Expert Analysis (as per Master planning survey) Budgeted for.

6. Next Steering Group meeting:

Tuesday Jan 18th at 5.30 Pm Zoom

Nancy has sent links

Meeting closed at 6.20pm

GREENHAVENS NETWORK MEETING 19th JANUARY 2021

The first speaker at the meeting was Dan Danahar who is the Butterfly Conservation Officer at The Living Coast and a Biodiversity Educationist.

He spoke about how to create a Butterfly Haven by creating butterfly banks and geoglyphs.

The second speaker was Connie Chap the learning Officer for this area for Frog Life.

We were told about the 13 species of reptiles and amphibians in Sussex and about the Dewponds that they have worked on in the SDNP and about the Sussex Green Pathway project.

Unfortunately the funding for Connie's project has come to an end but the Frog Life website is a fount of information.

Cllr. Sue Griffiths

Peacehaven Town Council - motion to support the campaign for 20mph where people live, work and play

20's Plenty for Us is asking Parish and Town Councils in East Sussex to pass a motion to support the campaign for 20mph where people live, work and play in order to:

- 1) Achieve a 20mph speed limit on roads which are currently 30mph, with exceptions where a higher speed limit is demonstrably safe, particularly for vulnerable road users.
- 2) Demonstrate to the Highways Authority the demand for 20mph county-wide, making it both cheaper and easier to implement across the county and achieving better driver compliance.

Speed limits are set by East Sussex County Council as the Highway Authority, which also makes Traffic Regulation Orders to erect signs or change other road features like paint roundels or remove centre lines. Demonstrating widespread local community support is critical to securing the County's agreement to implement 20mph widely. Other counties, such as Oxfordshire and Lancashire in England, have agreed 20mph for every settlement, as have counties throughout Wales. Scotland has promised to offer 20mph widely and places like Warrington have 20mph in all their satellite villages.

Motion

Proposed by Cllr R White, and Seconded by Cllr C Gallagher, that Peacehaven Town council:

- 1) Supports the *20's Plenty for East Sussex* campaign;**
- 2) Calls on East Sussex County Council to implement 20mph in Peacehaven; and**
- 3) Writes to East Sussex County Council to request that the county:**
 - a) makes 20mph the default speed limit on streets throughout East Sussex in places where people live, work, shop, play or learn, leaving 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit; and**
 - b) allocates a ring-fenced amount from public health, sustainability and transport budgets to enable 20mph to be implemented county-wide within 5 years.**

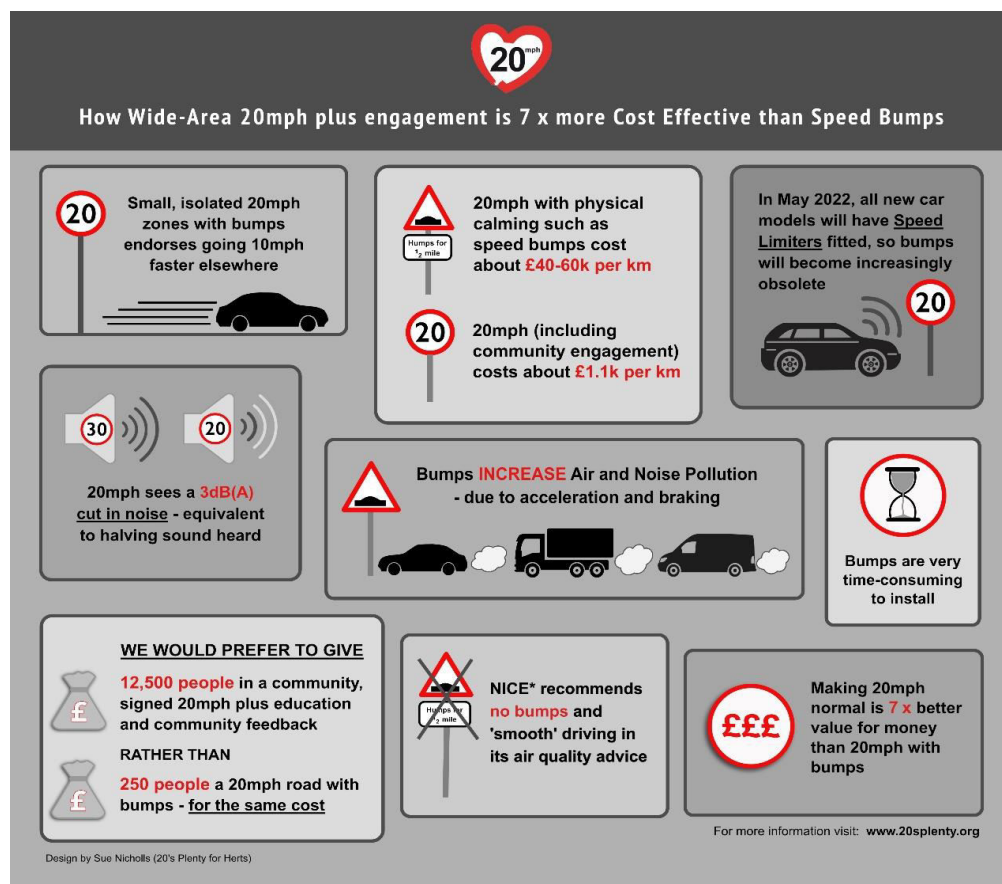
Background information on 20mph speed limits

1. **Accepted** as normal by local authorities where 25m people in the UK live, including the whole of Wales and (soon) Scotland. 20mph is global best practice where people mix with motor traffic.
2. **Popular:** Government and other surveys consistently find 70% support in residential streets which rises after 20mph limits are introduced.
3. **Affordable and cost effective**, with multiple societal, environmental, economic, and climate benefits.
4. **Prioritise quality of life:** 20mph helps to create places where human activity, including walking, cycling and social interaction, takes precedence over traffic.
5. **Safer:** The UK's Department for Transport estimates that speed a reduction of 1mph in built-up areas reduces casualties by 6%. 20mph schemes typically lead to up to 20% fewer casualties.
6. **Better for the environment:** 20mph reduces CO2 emissions by 26% and NOx by 28% compared with 30mph and is 50% quieter.
7. **Enforceable**, like any speed limit.
8. **Little impact on journey times:** The 'stop-start' nature of traffic in built up areas is a much more significant factor. Roads can stay at 30mph where the needs of vulnerable road users are met. Bus journeys and timetables times are generally unaffected.
9. **Speed reductions** occur, even without regular Police enforcement, to the benefit of all road users. Note: all new car models will have in-car speed limiters from 2022.
10. **Few signs needed:** 1 or 2 signs on entry and some repeaters to remind drivers and no need for physical calming.
11. **Sustainable:** Ties in closely with other policies to address climate change, improve air quality and enable more people to walk and cycle – especially for short journeys.

Signed schemes and public engagement are cost-effective and offer seven times better value for money than heavily-engineered schemes.

More on Benefits of Wide Area 20mph

1. Wide area 20mph is 7x more cost effective



2. Safer streets for all, particularly children and the elderly

Significantly reduced risk of serious injury, especially for vulnerable road users together with less fear and intimidation from motor vehicles. Children under 14 years old cannot correctly judge traffic speeds and adults have to keep them safe by setting speed limits and driving at speeds that reduce danger. Being hit at 20mph is around 7x less serious than being hit at 30mph. It's like falling from the 1st floor rather than the 3rd floor of a building.

The effect of speed

	Average for all ages	Over 60 year olds
At 40 mph	• 31% are killed	• 98% are killed
At 30 mph	• 7% are killed	• 50% are killed
At 20 mph	• 1% are killed	• 5% are killed

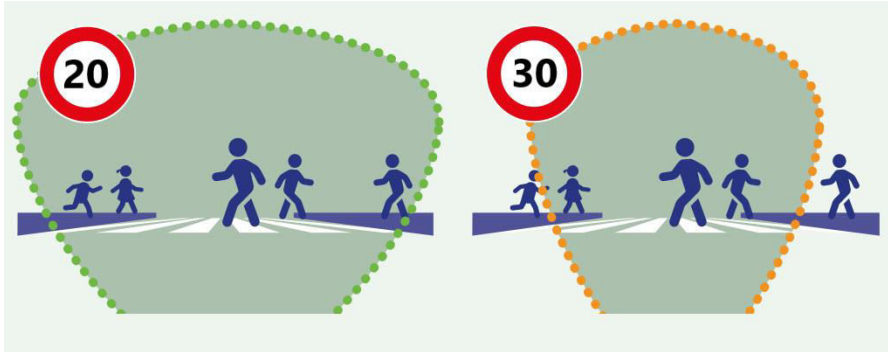
Data from Road Safety Web Publication No. 16 Relationship between Speed and Risk of Fatal Injury: Pedestrians and Car Occupants - Department for Transport (September 2010)





3. More time to see...

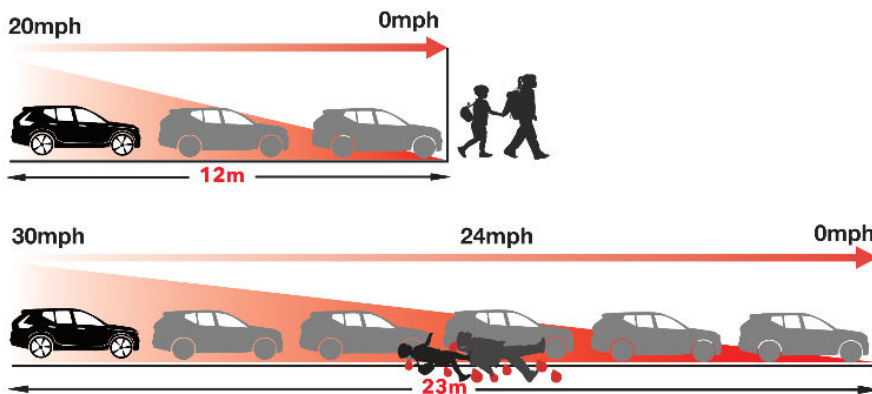
At 20mph your range of vision is greater, enabling you to anticipate danger better.



4. ...and more time to stop

Not only do you see danger earlier, you can stop more quickly. At the point that a car going at 20mph has stopped, a car at 30mph is still travelling at 24mph.

Thinking Distance + Braking Distance = Stopping Distance



5. Promoting healthy lifestyle: better public health, less pollution, better community



Inactivity and pollution are major causes of early death in the UK and 20mph is associated with higher levels of activity. As well as reducing obesity, heart disease and loneliness, increased walking and cycling reduces pollution, improves sleep patterns (vehicles at 20mph emit 50% less noise than at 30mph), makes people less anxious and more sociable.

The elderly and vulnerable retain independent mobility longer, keeping them self-sustaining in daily life which reduces social care costs. Children can play out and learn independent mobility, with less taxi duty for parents and carers. Finally, 20mph enables lifestyle changes, renewed community life and a positive atmosphere. Our towns and villages will be more attractive, liveable and sustainable places.

6. Enforcement

- As with any speed limits, 20mph is enforceable. Individual police forces choose to place different priorities on speed management. Some, such as Avon and Somerset and Metropolitan Police are very active; others less so.
- Even without regular enforcement 20mph limits reduce speeds, collisions and casualties, particularly where there is driver education through community engagement, such as Community Speedwatch.
- Compliance will increase over time, as drivers become used to 20mph. Compliant drivers effectively become pacer vehicles to enforce 20mph on the traffic behind them.
- The introduction of “in car speed limiters” – likely to be mandatory on new models from 2022 and all vehicles from 2024 – will further increase compliance without external enforcement. Although drivers can choose to override the limiter, most will welcome the reassurance that they are not breaking the law inadvertently. Vehicles will also have black boxes fitted, which can record the speed limit in the event of a collision, affecting a driver’s liability.

7. Strengthening the local economy

20mph aids local business as people want to shop, socialise and live in 20mph places. Helps fight the trend to online buying towards the local economy and, in particular, our local high streets and town centres.

8. Lowering the cost of traffic danger

Road casualties are responsible for the loss of over 2% of GDP. Collisions are predictable and preventable. Introducing a safer system by reducing speed brings down casualties, saves money as well as pain and suffering. The trend towards 20mph is well-established in the UK and other countries. With 20mph coming, don’t let where you live be left behind.

Wide area 20mph limit schemes typically cost no more than £5-6 per head. Where several places are made 20mph, together some costs, such as the Traffic Regulation Order, can be shared. Larger areas tend to be cheaper per person, since they required fewer signs.

20mph is not expensive and the investment cost brings benefits for years; typically it pays back within months. A calculator on the 20’s Plenty website – see example below – can show the cost benefit for your Highway Authority: https://www.20splenty.org/cost_benefit_calculator.

Whole country calculator		Country	England	
		Cost per person	£5.00	Note 3
		Streets converted	80%	Note 4
		Casualty savings	20%	Note 5
Cost:benefit of implementing 20mph		All roads	30mph roads	Note
DfT reported road casualties in England in 2019		139,695	78,998	57% 1
Of which, casualties on 30mph roads in LAs not yet committed to 20mph			50,607	36%
Of which: Killed			333	
Seriously injured			8,044	
Slightly injured			42,230	
Cost of reported casualties		£10,260m	£3,252m	32% 2
Casualty cost per person per year			£83	
Cost per person to implement 20mph			£5	
One-off implementation cost @ £5 per person living in LAs not committed to 20mph			£197m	
Expected casualty reduction of 20%			8,097 (all severities)	
Expected annual benefit			£520m	Based on 20% casualty savings
Payback (months); first year IRR; 5 year benefit			4.5 264%	£2,403m
<p>* Implementing 20mph on 80% of 30mph roads in England for a one-off cost of £197m could save 8,097 casualties and £520m each year. The investment pays back in 4.5 months with a first year IRR of 264%, saving £2,403m over five years.</p> <p>* Costs for 20mph would be significantly less when implemented as a national default.</p> <p>* DfT statistics, based on police records (note 1) show 139,695 casualties in England in 2019, of which 50,607 or 36% were on 30mph roads in Local Authorities not yet committed to 20mph, at a cost (note 2) of £3,252m. That's the equivalent of £83 per person per year.</p>				

9. Signed only limits reduce road speeds

Road safety is improved even without 100% compliance with a 20mph limit. Studies, such as those below show that reductions in average speeds are achieved without physical traffic calming or enforcement and such reductions are greatest on faster roads. Even relatively small changes in average speed result in significant casualty savings.

Over time, as 20mph limits become more established and in-car speed limiters become more widespread, compliance levels will increase and average speeds reduce further.

CASE STUDY - Bristol

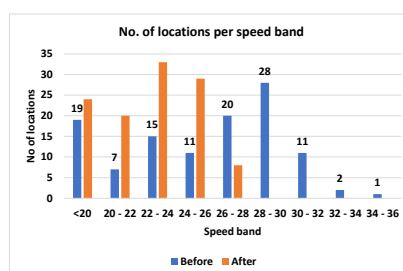
Much of Bristol is now 20 mph. Studies have found that speeds on 94% of surveyed roads had fallen, with an overall 2.7mph reduction in average speeds offering estimated casualty reductions per year of 4.53 fatalities, 11.3 serious injuries and 159.3 slight injuries.

These total an estimated cost saving of over £15 million per year - annual savings over 5 times greater than the one-off roll-out cost of £2.77m mostly funded by Government. Over a ten-year period, 20mph in Bristol will have saved 45 lives, 113 serious injuries, 1,593 minor injuries, and save over £147m net - a fantastic return on a public health investment! It also saves drivers on average £50 per vehicle per year on fuel.

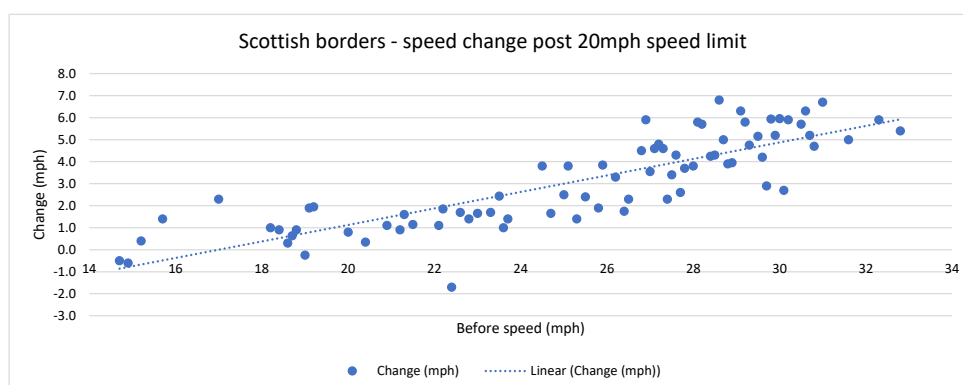
CASE STUDY - Scottish Borders

In a trial involving over 100 communities in the Scottish Borders, speeds were shown to reduce by an average of 3mph, with greater reductions in places with higher pre-speeds.

Scottish borders 20mph data		
	Reduction	
Pre-speed	mph	%age
Up to 24mph	1.0	4.8%
24 - 27mph	3.3	12.5%
28+	5.3	17.5%



As well as lowering speeds overall, the number of places with higher speeds also reduced. Before the scheme, locations experiencing average speeds above 28mph fell from over 40 to **NONE** after implementation.

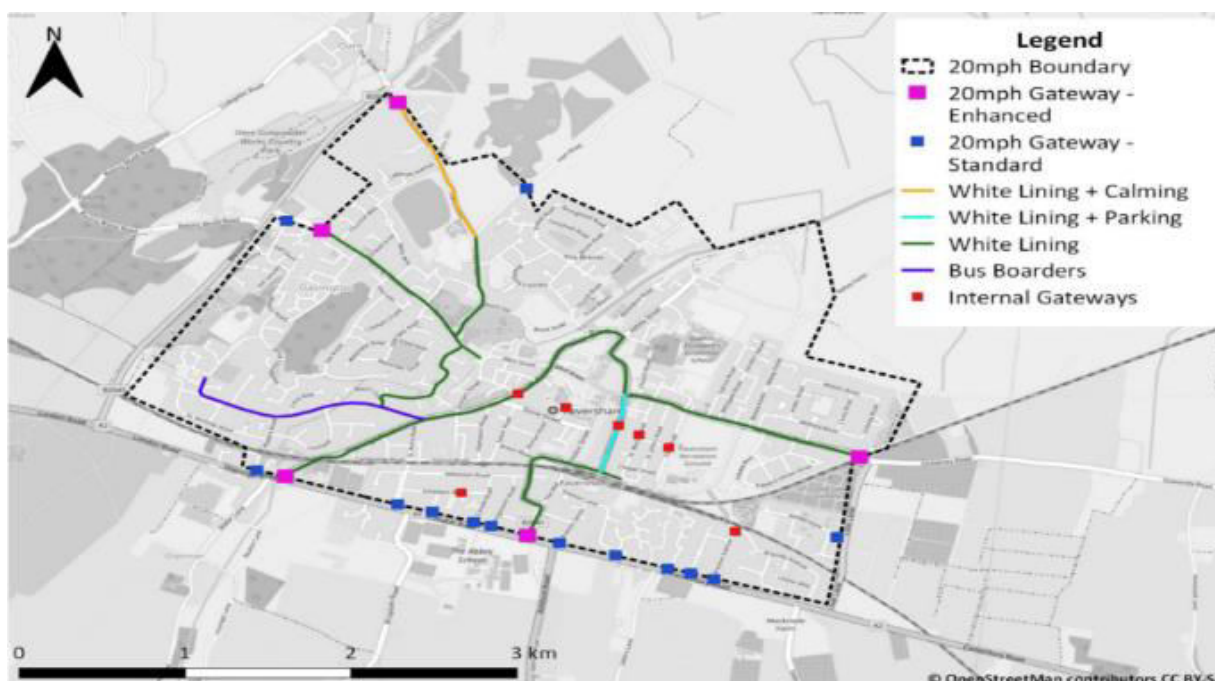


CASE STUDY - Faversham

In this historic market town of 20,000 people in Kent, 20's Plenty for Faversham successfully campaigned for a town-wide 20mph limit, which went live in September 2020. As well as being popular, speeds reduced by 4 – 5 mph on the faster roads.

Initially opposed by Kent County Council, strength of local support and the technical design showed that it would be more cost-effective to implement a town-wide 20mph speed limit.

Low-cost techniques to reduce traffic speeds were accepted by the highway authority: attractive gateways to the settlement announcing the speed limit change and resident-led 'Community Corners', - as planters at key locations.



December 2021

Dear Parish and Town Councillors

20mph Where People Are

I am writing to ask you for your support for a proposal for East Sussex County Council (ESCC) to set 20mph as the normal speed limit, and 30mph as the exception, in residential streets and in town and village centres – in other words in those places where people live, work, learn and play.

Traffic speed impacts the safety and quality of life for all East Sussex residents. Current ESCC policy has made it very difficult to seek speed limit reduction on a case-by-case basis, stating: 'For a speed limit to be effective, and as far as possible self-regulating, **it must appear reasonable to a driver** and adequately reflect the environment through which the road passes.'

Yet the past few decades have seen remarkable changes to what is perceived as reasonable. Smoking in indoor public spaces, not wearing seatbelts, drink driving are just some examples of what was once deemed reasonable.

This same type of sea change is happening on 'reasonable' speeds, with 20mph increasingly seen as a reasonable default speed in areas with people.

Sadly, ESCC also has a very specific reading of the requirements for engineering improvements alongside signage if vehicles travel above a particular speed (24mph on average). This creates a catch-22 situation for many parish councils, whereby they pay large amounts for speed surveys or consultations, only to be told that the required traffic calming measures for reducing speeds are too prohibitive.

We have proof that standardisation of speed reduction over a wide area – with signage alone plus education – is often more effective and simplifies implementation; it also increases compliance.

Reduction to 20mph has been shown to:

- **Reduce casualties** – casualties fall by 5% for every 1mph of speed reduction; 20mph schemes typically lead to 20% fewer casualties overall (UK Department of Transport).

[\[http://www.20splenty.org/20mph_casualty_reduction.\]](http://www.20splenty.org/20mph_casualty_reduction.)

The most common cause for any type of accident is driver's reaction error. Going 20mph rather than 30mph is proven to improve reaction times as well as lessen impact. This lessens fatalities – there are 7-10 times fewer fatalities at 20mph than 30mph.

- **Reduce greenhouse gases and air/noise pollution** – 20mph leads to a 25% reduction in greenhouse gas emissions and 50% reduction in noise pollution. [\[https://www.20splenty.org/new_research_on_emissions\]](https://www.20splenty.org/new_research_on_emissions).

By overlooking this, ESCC is running counter to their own Climate Emergency Action Plan, which states it will: 'review ESCC's policies, strategies, programmes, projects and practice to align with the climate emergency'; and that: 'Policy should provide clear and stable direction and a simple set of rules that supports corporate climate change mitigation and adaptation.'

- **Improve wellbeing** – 20mph leads to active travel increases by at least 20%, rising over time.

https://www.20splenty.org/20mph_limits_encourage_walking_and_cycling

When roads are safer, we see more community cohesion – people walk and cycle more, and we have a safer community for vulnerable users, including the elderly, children and those with disabilities. Social isolation, anxiety and obesity decreases, mental and physical health increase. Improved community cohesion leads to a healthier, more robust town or village, with thriving schools, community centres, pubs, businesses, post offices and shops. 20mph encourages people to cycle to work. See link:

<https://cyclingindustry.news/traffic-speeds-cycling-to-work-study/>

- **Cost effective** – 20mph signage and rollout costs approximately £3-5 per person. This is an incredibly small amount when placed against the costs of vehicle accidents themselves, not just to the driver but to society as a whole, for ambulance, police, hospital, clean up and damages. Wide-area 20mph

limits are also seven times more cost effective per mph speed reduction than isolated zones with physical calming.

[https://www.20splenty.org/20mph_limits_vs_isolated_20mph_zones]

- **Popular** – people from across all demographics want this (70% popularity with 10% unsure) <http://20splenty.org/why20mph>. Phil Jones, Cabinet Member for Transport in Camden said: “20mph is the most popular decision I ever made”.

Over 26 million people in the UK live in a community with a default speed limit of 20mph. This includes the whole of Wales, Lancashire, Cheshire West and Chester, and (soon) in Scotland, Cornwall and Oxfordshire. A speed limit of 20mph/30kph is recognised as international best practice wherever people and motor vehicles mix.

Putting 20mph in place typically costs under 1% of what it costs a given area each year for road traffic accidents and for the impacts of physical inactivity.

http://www.20splenty.org/casualty_and_physical_inactivity_costs

A parish council that supports this proposal can better serve its residents. It can help compel ESCC to deliver significant improvements to wellbeing, to the climate and to a community's overall health while making huge financial savings – savings that accrue year on year.

Thank you for reading this letter, but please also take the time to watch a very clear and concise [7-minute video](#).

Please support this motion and join forces across East Sussex to deliver road speeds that our communities need.

Please also advise us if your parish council has given support to 20mph in any form.

Yours sincerely

Kevin Moore

20s Plenty for East Sussex

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C859

Motion Proposed by Cllr D Seabrook that Council investigates getting a Public Space Protection Order put in place in Centenary Park under the Anti-social Behaviour, Crime and Policing Act 2014

I would like to propose that we investigate getting a public space protection order put in place in Centenary Park under the Anti-social Behaviour, Crime and Policing Act 2014 to tackle the anti-social behaviour particularly around the use of off-road motor bikes which are uninsured, untaxed and probably ridden by people without a driving licence.

Dealing with this problem through normal channels i.e. reporting to the police is ineffective. It takes anything up to two hours for a response by which time the culprits have gone and even when the police do get there in time they just vanish over the fields

This order could also include controlling the behaviour of dog owners, (dog fouling and not picking it up).

Under the Act, authorised officers have the power to issue fixed penalty notices (FPNs) to anyone they reasonably believe is in breach. Failure to pay would mean court action and bailiffs and possible confiscation of the property (bikes).

We know who these people are, we have photographic evidence, and they even give their identity away on Facebook.

Our parks are being damaged, children, pensioners and dogs are being put at risk of serious injury. If we need to employ a private security company then perhaps we should. The police seem unable to sort this problem.

Cllr David Seabrook
Peacehaven West Ward

Public Spaces Protection Orders

Guidance for councils

Foreword

Local authorities understand well how anti-social behaviour can blight the lives of people in their local communities, with those affected often feeling powerless to act. Councils have a key role to play in helping make local areas safe places to live, visit and work and tackling anti-social behaviour continues to be a high priority for local authorities and their partners across the country.

Councils know the issues that affect their localities the most and are well placed to identify how best to respond. Public Spaces Protection Orders (PSPOs), introduced in 2014, sit amongst a broad range of powers and tools to help tackle anti-social behaviour locally. PSPOs are aimed at ensuring public spaces can be enjoyed free from anti-social behaviour. They are not about stopping the responsible use of the night-time economy, or preventing young people from seeing their friends – but they do provide councils with another instrument to help deal with persistent issues that are damaging their communities.

PSPOs have not been welcomed by all, attracting some criticism over their introduction, or about how particular PSPOs have been implemented. As a result, in December 2017 the Home Office updated its statutory guidance on anti-social behaviour powers, according to the Anti-Social Behaviour, Crime and Policing Act 2014. The changes are reflected in this document. In light of the updated guidance, councils may find it useful to consider the current restrictions in their local area and whether the PSPO needs to be amended at the time of its renewal. It's important to note, that when used appropriately, proportionately and with local support, PSPOs can be a positive device that help to prevent anti-social behaviour, and can provide an effective response to some of the issues local residents and businesses face on a daily basis.

This guidance aims to set out the issues to consider where local areas are contemplating introducing a PSPO, and offers practical guidance on the steps to take if councils choose to do so. It should be read in conjunction with the Home Office's statutory guidance on the Anti-social Behaviour, Crime and Policing Act 2014.

Councillor Anita Lower

Deputy Chair and Anti-social Behaviour Champion
LGA Safer and Stronger Communities Board

Public Spaces Protection Orders

Legislative background

The Anti-social Behaviour, Crime and Policing Act 2014 introduced several new tools and powers for use by councils and their partners to address anti-social behaviour (ASB) in their local areas. These tools, which replaced and streamlined a number of previous measures, were brought in as part of a Government commitment to put victims at the centre of approaches to tackling ASB, focussing on the impact behaviour can have on both communities and individuals, particularly on the most vulnerable.

PSPOs are one of the tools available under the 2014 Act. These are wide-ranging and flexible powers for local authorities, which recognise that councils are often best placed to identify the broad and cumulative impact that ASB can have. The Act gives councils the authority to draft and implement PSPOs in response to the particular issues affecting their communities, provided certain criteria and legal tests are met.

Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. PSPOs differ from other tools introduced under the Act as they are council-led, and rather than targeting specific individuals or properties, they focus on the identified problem behaviour in a specific location.

The legislation provides for restrictions to be placed on behaviour that apply to everyone in that locality (with the possible use of exemptions). Breach of a PSPO without a reasonable excuse is an offence.

Powers to create PSPOs came into force in October 2014. As well as enabling local authorities to address a range of different issues, the Orders replace Designated Public Place Orders (DPPOs), Gating Orders and Dog Control Orders.¹ Existing DPPOs, Gating Orders and Dog Control Orders which automatically become PSPOs (as of 20 October 2017).

Overview of Public Spaces Protection Orders

The Anti-social Behaviour, Crime and Policing Act 2014 provides a broad legal framework within which PSPOs can be implemented.

Orders can be introduced in a specific public area where the local authority² is satisfied on reasonable grounds that certain conditions have been met. The first test concerns the nature of the anti-social behaviour, requiring that:

- activities that have taken place have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will take place and that they will have a detrimental effect
- the effect or likely effect of these activities:
 - is, or is likely to be, persistent or continuing in nature
 - is, or is likely to be, unreasonable

1 Replacing orders under The Criminal Justice and Police Act 2001, the Highways Act 1980 and the Clean Neighbourhoods and Environment Act 2005 respectively.

2 This covers district councils, London Boroughs, county councils in an area where there is no district council in England (along with City of London and the Council of the Isles of Scilly) and county councils or a county borough councils in Wales.

- justifies the restrictions being imposed.

The Home Office statutory guidance re issued in December 2017 states that proposed restrictions should focus on specific behaviours and be proportionate to the detrimental effect that the behaviour is causing or can cause, and are necessary to prevent it from continuing, occurring or recurring.³

A single PSPO can be used to target a range of different ASB issues. Orders allow councils to introduce reasonable prohibitions and/or requirements regarding certain behaviours within the specified public area, and may also include prescribed exemptions.

As a minimum, each PSPO must set out:

- what the detrimental activities are
- what is being prohibited and/or required, including any exemptions
- the area covered
- the consequences for breach
- the period for which it has effect.

There are further specific provisions regarding some types of PSPO, which will be covered in detail below.

A PSPO can last for up to three years, after which it must be reviewed. If the review supports an extension and other requirements are satisfied, it may be extended for up to a further three years. There is no limit on the number of times an Order may be reviewed and renewed.

The legislation sets out a number of additional requirements for consultation and communication before an Order is introduced, once it is implemented and where it is extended, varied or discharged. PSPOs can be legally challenged under the 2014 Act on certain grounds.

Beyond this broad framework, detailed further below, councils can decide how best to implement PSPOs in their local areas. This guidance sets out some suggested

approaches based on good practice from around the country.

Using Public Spaces Protection Orders

Local partners have a vast range of tools and powers at their disposal to respond to concerns about anti-social behaviour in their locality, from measures aimed at tackling the causes of ASB, awareness-raising, through to enforcement.

Used proportionately and in the right circumstances, PSPOs allow local areas to counter unreasonable and persistent behaviour that affects the quality of life of its residents. They can send a clear message that certain behaviours will not be tolerated, and help reassure residents that unreasonable conduct is being addressed.

However, PSPOs will not be suitable or effective in all circumstances, and it is important to consider carefully the right approach for identifying and addressing the problem behaviour. This is especially important when the activities may also have positive benefits. Other options should actively be considered before a PSPO is pursued – and where a PSPO is used, it should be carefully framed and employed alongside other approaches as part of a broad and balanced anti-social behaviour strategy. Considering non-statutory solutions, perhaps delivered in partnership with community, civic or membership organisations may be equally valid in the right circumstances.

Choosing the right tool

Choosing the right approaches for responding to the ASB should start with identifying the specific issue or issues of concern, and considering what is likely to be the most targeted and effective response in the circumstances.

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670180/2017-12-13_ASB_Revised_Statutory_Guidance_V2_0.pdf

Some issues may be adequately addressed using other tools. For instance, awareness-raising campaigns about the impact of certain activities on others, improved community engagement, or offering support to those exhibiting certain behaviours may be enough to address the ASB identified.

In some areas, codes of practice around certain practices such as busking⁴, or posters setting out ‘good behaviour’ associated with activities such as skateboarding, have provided effective solutions in responding to particular concerns.

Street fundraising for instance, is governed by an independently set Code of Fundraising Practice and the Institute of Fundraising provides a free service for councils to limit the location, number and frequency of fundraising visits. Around 125 councils have taken advantage of these voluntary agreements, rather than use PSPOs.

In other circumstances it may be more appropriate to use tools such as community protection notices (CPNs). CPNs are used against specific individuals responsible for causing harm, or for tackling particular problem premises, unlike PSPOs which create a broader ban covering a whole area. Similarly, in many cases existing legislation covering various forms of anti-social behaviour or public order may be adequate.

Feedback from councils suggests that effective consultation with partners, stakeholders and the wider community can help to identify the best way forward (see also support evidence and consultation, below).

“PSPOs aren’t the answer for everything – you need to start by looking at what the issue really is. Often there are easier and more effective tools for dealing with the problem.”

Cheshire West and Chester Council

Where local areas decide that introducing a PSPO may be appropriate, it should be noted that the most robust Orders directly address the detrimental behaviour, rather than activities which may not in themselves be detrimental or which target characteristics that might be shared by some of those responsible (or with the wider public). The Home Office’s statutory guidance reiterates that PSPOs should be used responsibly and proportionately, only in response to issues that cause anti-social behaviour, and only where necessary to protect the public.

There are also a number of practical considerations which should be borne in mind when choosing the right tool. PSPOs can be resource-intensive to introduce and enforce and there will need to be commitment from partners to ensure it can be implemented effectively.

Councils will need to be satisfied that where they choose to pursue introducing an Order as part of their strategy, they have met the requirements of the legislation. This is covered in detail in the following sections.

Introducing a PSPO

Where councils have identified that a PSPO may be a suitable response to a particular local issue, they will then need to consider how to ensure they meet the statutory criteria. This will include determining:

- the appropriate scope of the Order
- the area covered by the restrictions
- the potential impact of the proposals
- how each of the restrictions meets the legal test.

Councils will also need to consider how best the Order should be worded and establish an evidence base to support the proposals, incorporating a consultation process. Other issues, such as the practical implications around implementation and what is possible to enforce, will also need to be borne in mind.

⁴ See, for example, City of York Council: https://www.york.gov.uk/info/20081/arts_and_culture/1155/busking_in_york

Early engagement with partners and stakeholders can be useful in understanding the nature of the issue, how best to respond – and, if an Order is proposed, how it might be drafted. This is likely to require involvement, and pooling of information, from a variety of sources, including councillors and officers from across council departments (including, for example, community safety, environmental health, parks, equalities, legal), police colleagues and external agencies.

It is useful for local areas to seek early contact with interest groups when scoping their proposals, to help identify how best to approach a particular issue, before the formal statutory consultation takes place. For example, a local residents' association or regular users of a park or those involved in specific activities in the area, such as buskers or other street entertainers. An effective consultation process with a range of stakeholders will also help to assess the impact of the ASB and where an appropriate balance for restrictions on behaviour should lie (see supporting evidence and consultation, below).

“Engagement with representative groups early on was really constructive – they helped advise us on other legislation we needed to be mindful of, and helped us draft something that worked.”

Carmarthenshire County Council

Ongoing engagement with, and commitment from, partners will be crucial for introducing, implementing and enforcing a PSPO and ensuring there are resources available to support it.

Activity subject to an Order – overview

PSPOs can be used to restrict a broad range of activities. Under section 59 of the 2014 Act, local authorities must be satisfied on reasonable grounds that the activity subject to an Order:

- has a detrimental effect on the quality of life of those in the locality (or it is likely

that activities will take place and have such an effect)

- is (or is likely to be) persistent or continuing in nature
- is (or is likely to be) unreasonable
- justifies the restrictions being imposed.

PSPOs must set out clearly what the detrimental activities are. What may be regarded as ‘anti-social’ is a subjective concept, and similarly determining whether or not behaviour is detrimental and unreasonable can present some challenges and will require careful consideration.

Councils will need to assess how certain behaviours are perceived, and their impact – both on the community broadly, and on its most vulnerable individuals. Some areas have included an additional test locally that the behaviour needs to be severe enough to cause alarm, harassment or distress. Collating evidence that illustrates the detrimental impact of particular activities will be important (see supporting evidence and consultation, below).

When assessing what is ‘unreasonable’ activity, councils will need to balance the rights of the community to enjoy public spaces without ASB, with the civil liberties of individuals and groups who may be affected by any restrictions imposed. Further, some of those affected by possible restrictions may be vulnerable and councils need to look carefully at what impact the proposals might have on certain groups or individuals (see assessing potential impact and the Equality Act, below).

Appropriate restrictions

As set out above, the restrictions imposed by an Order must be reasonable, and either prevent or reduce the detrimental effect of the problem behaviour, or reduce the risk of that detrimental effect continuing, occurring or recurring. Ensuring that the prohibitions or requirements included in a PSPO are solid, easily understood and can withstand scrutiny is key.

Orders must state what restrictions are being imposed to either prohibit certain things, and/or require certain things to be done by those

engaged in specific activities. PSPOs are most effective and most robust to challenge where they are **tightly drafted and focus on the precise harmful behaviour identified**. Being clear on addressing the problem behaviour in an Order can help avoid the risk of unduly pursuing individuals who may not be causing any real harm.

Homeless people and rough sleepers

The Home Office guidance sets out that PSPOs should not be used to target people based solely on the fact that someone is homeless or rough sleeping, as this in itself is unlikely to mean that such behaviour is having an unreasonably detrimental effect on the community's quality of life which justifies the restrictions imposed. It suggests the council should consider whether the use of a PSPO is the appropriate response and if it will have a detrimental impact on homeless people and rough sleepers. Councils will find it useful to consult with national or local homeless charities on this issue, when councils are considering restrictions or requirements that could affect homeless people and rough sleepers.

Groups hanging around/standing in groups/playing games

It is important that any Orders put in place do not inadvertently restrict everyday sociability in public spaces. Restrictions that are too broad or general in nature may, for instance, force young people into out-of-the-way spaces and put them at risk. It is useful to consider whether there are alternative spaces that they can use. The Home Office guidance notes that people living in temporary accommodation may not be able to stay in their accommodation during the day and may find themselves spending extended time in public spaces. It's important to consider when putting in place any restrictions that public spaces are available for the use and enjoyment of a broad spectrum of the public, and that people of all ages are free to gather, talk and play games.

In the London Borough of Brent, residents and park users identified issues with public defecation, alcohol use, public disturbances and intimidation. The council introduced a PSPO targeting the cause of the ASB – groups congregating, attracted by offers of casual labour. The council was keen not to enforce against rough sleepers or job-seekers but instead outlaw the offering of employment within the area, and the running of an unlicensed transport service. The aim was to deter those seeking to exploit casual labourers and those profiting from bringing certain groups to the area.

Proposals should clearly define which specific behaviours are not permitted or are required, and any exemptions that might apply. Careful wording will help people to understand whether or not they are in breach once the Order has been implemented and give them an opportunity to modify their behaviour. It will also help to avoid any unintended consequences. Councils' legal teams should be able to advise on the precise wording to use.

Limitations

There are some limitations set out in the legislation regarding behaviours that can be restricted by PSPOs. Under the 2014 Act, local authorities must have regard to the freedoms permitted under articles 10 and 11 of the Human Rights Act 1998 when drafting, extending, varying or discharging an Order. These cover freedom of expression, and freedom of assembly and association respectively (although it is worth noting here that PSPOs might be considered appropriate for addressing aggravating behaviours such as the use of noise-enhancing equipment like amplifiers). Wherever proposals for an Order have the potential to impinge on the rights under articles 10 and 11, consideration must be given as to how to demonstrate that they satisfy the requirements of paragraph 2 in each of the articles.

Where a PSPO covers alcohol prohibition, section 62 of the 2014 Act lists a number of premises to which an Order cannot apply – such as licensed premises.

Further, there are some restrictions under section 63 on what action might be taken for a breach of an Order that prohibits consumption of alcohol (see enforcement and implementation, below).

Where Orders will restrict public rights of way, section 64 of the Act requires authorities to consider a number of issues, including the impact on those living nearby and the availability of alternative routes – and sets out some categories of highway where rights of way cannot be restricted. Councils may also conclude that PSPOs restricting access should only be introduced where the ASB is facilitated by the use of that right of way – otherwise it may be more appropriate to draft an Order focussed on the problem behaviour instead.

Some PSPOs have been introduced to address ASB linked with ingesting new psychoactive substances (NPS). The Psychoactive Substances Act 2016 introduces new legislation regarding the production and supply of NPS, but, unlike controlled drugs, does not criminalise the possession of substances alone.⁵ Effective implementation and enforcement of PSPOs that deal with the consumption of psychoactive or intoxicating substances will require particularly careful consideration. Wording of these Orders should be precise to avoid any unintended consequences, ensuring it is clear what substances are covered or exempted.⁶

Area subject to an Order

The Act and Home Office statutory guidance set out the types of land which can be subject to a PSPO, or where additional considerations or requirements apply (eg when undertaking the consultation process). The activity restricted by an Order must be carried out in a public place, which is defined in the legislation as ‘any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission’.

There may be some restrictions on the activities that can be prohibited on certain types of land (registered common land, registered town or village greens and open access land) which should also be considered. For instance, restrictions on access to registered common land may be subject to a separate consents process under The Commons Act 2006.⁷ Further, for Orders that restrict public rights of way, section 65 of the 2014 Act sets out certain categories of highway to which such an Order cannot apply.

For addressing behaviour on privately-owned open spaces, other approaches may be more effective and appropriate. Private landowners are responsible for behaviours which occur upon their land and where landowners can be identified and traced, councils should work with them to address problem behaviour. Where landowners do not engage, councils may utilise other tools and powers available to them, such as Community Protection Notices or Civil Injunctions.

In Oldham, the council has successfully worked with a group of landowners and residents to enable them to find their own solutions to improve security and reduce ASB.

Determining the extent of the geographical area covered by an Order will mean identifying what is proportionate in the circumstances and restricting activities only where necessary – ie only where the legal test is met. It may be difficult to demonstrate that the statutory criteria under section 59 have been met across an entire broad geographical area; evidence about the extent of the anti-social behaviour within a locality should be used to inform appropriate boundaries (see supporting evidence and consultation, below).

⁵ Unless in a custodial institution.

⁶ It may be useful to refer to The Psychoactive Substances Act 2016, which includes a list of substances that might be deemed to produce a psychoactive effect when consumed but which are exempt from the scope of the 2016 Act – for instance medicinal products, nicotine or caffeine.

⁷ Further information and links to additional guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364851/Public_and_open_spaces_information_note.pdf

In some cases of course it will not be appropriate to introduce broad-scale restrictions. When drafting an Order placing restrictions on dogs for instance, it should be considered that owners have a duty under the Animal Welfare Act 2006, to provide for their animal's welfare, which includes exercising them. In determining the area covered by restrictions, councils should therefore consider how to accommodate the need for owners to exercise their animals.

The area which the PSPO will cover must be clearly defined. Mapping out areas where certain behaviours **are** permitted may also be helpful; for instance identifying specific park areas where dogs can be let off a lead without breaching the PSPO.

Controlling the presence of dogs

The Home Office guidance encourages councils to publish a list of alternative sites which dog walkers can use to exercise their dogs without restrictions. Councils should also consult dog law and welfare experts, for example, vets or animal welfare officers and organisations affected by restrictions before seeking to a PSPO. It may be useful to consult the Kennel Club on these issues.

The Department for Environment, Food and Rural Affairs has produced guidance in the form of a practitioner's guide on a range of tools available to deal with irresponsible dog ownership, for example, the use of a Community Protection Notice.

Where parish and town councils wish to deal with dog control issues, they are advised to approach the relevant authority, including whether a PSPO would provide the means to address the issues being experiencing by the local community. If the principal authority is satisfied that the legal tests for the use of the power are met and that it is a proportionate response to the level of harm and nuisance being caused it should consider consulting on putting in place a PSPO.

Practical issues, such as effective enforcement and erecting signs in (or near) an area subject to an Order – as required by the legislation – should also be borne in mind when determining how large an area the Order proposals might cover.

Displacing behaviour

Notwithstanding the requirements outlined above, when defining the area restrictions should cover, consideration should be given as to whether prohibitions in one area will displace the problem behaviour elsewhere, or into a neighbouring authority. It is worth noting here that the legislation allows for Orders to address activity that 'is likely to' occur in that public place. Local areas can therefore consider whether there are any legitimate concerns that introducing an Order in one area, and not another, could simply move issues somewhere else – and thus whether it would be appropriate to extend into a larger area or adjacent street. Councils will however need to ensure that a proportionate approach is taken overall, and that there is evidence to support using a broader approach.

Where there are concerns that activity may be displaced into other areas, authorities should contact neighbouring councils to discuss managing any unintended consequences.

Order exemptions

The legislation allows for Orders to apply only in particular circumstances and may include certain exemptions. Restricting behaviours only at certain times of day, or on a seasonal basis, can help to balance the needs of different groups and may be easier to enforce. Orders might only cover times of day when the issue is particularly acute, or when the problem behaviour will have more of an impact on others. Similarly, some types of ASB can be seasonal in their nature, for example relating to school holidays or summer weather. It may be the case that only at certain times will the behaviour be regarded as sufficiently 'detrimental' to satisfy the legislative test.

Exemptions for particular groups may be appropriate. For instance, for PSPOs controlling the use of dogs, it is likely that

assistance dogs should be exempt; this will need to be explicitly stated in the wording of the Order.⁸ Exemptions might also cover particular circumstances where restrictions may or may not apply. Undertaking an effective impact assessment (see assessing potential impact and the Equality Act, below) should help to identify the consequences of a proposed Order on specific groups and therefore whether certain exemptions would be appropriate.

Assessing potential impact and the Equality Act 2010

It is important for councils to consider carefully the potential impact of a PSPO on different sections of their communities. In introducing an Order, councils must take care to ensure that they comply with the requirements of the public sector equality duty under the Equality Act 2010. The Equality Act requires public authorities to have due regard to a number of equality considerations when exercising their functions. Proposals for a PSPO should therefore be reviewed to determine how they might target or impact on certain groups.

Although it is not a specific requirement of the legislation, it is recommended that areas undertake an Equality Impact Assessment (EIA) to assess whether the proposed PSPO will have disparate impact on groups with protected characteristics.⁹ This process will help councils to establish any potential negative impacts and consider how to mitigate against these. This exercise will also help to ensure transparency.

Areas that have undertaken an EIA before introducing a PSPO have reported how useful this was¹⁰, providing an opportunity to give full and separate consideration to the effect that each of the prohibitions or requirements might have on those in particular groups, and

enabling areas to consider how they could minimise any negative consequences – both in terms of the scope of the proposals and in how they might be implemented. Undertaking an EIA before introducing a PSPO can help to inform how best to balance the interests of different parts of the community, and provide evidence as to whether or not the restrictions being proposed are justified – as required by section 59 of the 2014 Act.

Duration of PSPOs

Orders can be introduced for a maximum of three years, and may be extended beyond this for further three-year period(s) where certain criteria are met (see extension, variation and discharge, below). The proposed length should reflect the need for an appropriate and proportionate response to the problem issue. Some areas have introduced shorter Orders to address very specific issues, where it is felt that a longer-term approach is unnecessary.

Supporting evidence and consultation

Local areas will, of course, need to satisfy themselves that the legislative requirements are met before an Order can be introduced, and obtaining clear evidence to support this is important. Collating information about the nature and impact of the ASB subject to the PSPO are core elements of the evidence-gathering and consultation process and will help inform the council's view as to whether the requirements under section 59 of the Act have been fulfilled.

The evidence will need to be weighed up before authorities can determine whether or not it is appropriate and proportionate to introduce a PSPO at all, and if so, whether the draft proposals are suitable. It can be used to help shape the scope of the Order, including any exemptions – such as times of day when a behaviour might be prohibited – and can also help to determine what area the Order should cover and how long it should last. The most robust Orders will be supported by a solid evidence base and rationale that sets out how

⁸ This differs from some Dog Control Orders, which automatically excluded assistance dogs from restrictions.

⁹ The Equality Duty covers: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. Marriage and civil partnership are also covered in some circumstances.

¹⁰ See example from Oxford City Council: <http://mycouncil.oxford.gov.uk/ieDecisionDetails.aspx?AId=10095>

the statutory criteria for each of the proposed restrictions have been met, and demonstrates a direct link between the anti-social behaviour and the PSPO being proposed in response.

The nature of this evidence, and how it should be weighted, is largely down to councils to determine, although obtaining a range of data from different sources as part of this process will be particularly useful in informing decision-making, and may help to avoid challenge further down the line (see further evidence, below, for specific examples). The Act does however require that there is a consultation process before an Order can be made (and held again when an Order is extended, varied or discharged).

Statutory consultation – who to contact?

Before introducing, extending, varying or discharging a PSPO, there are requirements under the Act regarding consultation, publicity and notification (see also publication and communication, below).

Local authorities are obliged to consult with the local chief officer of police; the police and crime commissioner; owners or occupiers of land within the affected area where reasonably practicable, and appropriate community representatives. Any county councils (where the Order is being made by a district), parish or community councils that are in the proposed area covered by the PSPO must be notified.

There are additional requirements under the Act regarding Orders that restrict public rights of way over a highway (see below), but beyond this, and the broad requirements above, local authorities can determine for themselves what an appropriate consultation process might entail. However, this does provide an important opportunity to seek a broad range of views on the issue and can be invaluable in determining ways forward, establishing the final scope of the proposals and ascertaining their impact.

Encouraging open discussion as part of the consultation process can help to identify how best to balance the interests of different groups – both those affected by the anti-social

behaviour and those who will be restricted by the terms of an Order – and a chance to explore whether there may be any unintended consequences from the proposals; in particular, any adverse impacts on vulnerable people.

‘Community representatives’ are defined broadly in the Act as ‘any individual or body appearing to the authority to represent the views of people who live in, work in or visit the restricted area’. This gives councils the freedom to determine who best to contact given local circumstances and the scope of the proposals. Those who will be directly affected by the Order, or groups representing their interests, should be directly approached. Further, several areas have reported that they found it useful to actively seek out stakeholders who might oppose the proposals during their consultation.

In several areas early discussions with stakeholders who might be affected by a PSPO have proven very useful. This engagement, often before a more formal consultation process, not only provides an opportunity to discuss the anti-social behaviour and its impact on others, but also gives the council an in-depth understanding of stakeholders’ key concerns, and tests the impact that any restrictions on behaviour might have. This has helped scope the proposals and in some cases identified alternative ways of tackling the problem behaviour.

Identifying appropriate stakeholders to approach will obviously depend on the nature and scope of the PSPO in question. Alongside residents, users of the public space, and those likely to be directly affected by the restrictions, this might include residents’ associations, local businesses, commissioned service providers, charities and relevant interest groups.

The Kennel Club (via KC Dog) has been contacted by several councils looking to introduce PSPOs affecting dogs and their owners. Where an Order will restrict access over land, utility service providers should be included within the consultation process.

Consultation approaches

Councils should use a range of means to reach out to potential respondents, some of whom may be unable to feed back in certain ways, eg online. Local demographics and the characteristics of those who may be most affected by the ASB or the Order can also help to identify the best mechanisms for ensuring a comprehensive consultation process (for instance, using social media where young people may be particularly affected). Similarly, different tools may be utilised in various ways to enrich the information gathered – for instance, a survey of park users which is repeated at various times of day to cover a range of people using the public space.

Existing meetings such as ward panels may provide opportunities to discuss the issue and encourage more formal consultation responses. Securing written statements from those particularly affected, such as landowners, can be particularly useful in building the evidence base for supporting the introduction of a PSPO.

In Cheshire West and Chester their PSPO consultation not only asked respondents whether or not they found particular activities problematic, but also whether or not that behaviour should be addressed via a PSPO. By asking open questions that allowed for free comments, it provided an opportunity for respondents to give their views on what they felt should be a proportionate response to each specific issue identified.

An effective consultation should provide an overview of what the local issues are, set out why a PSPO is being proposed, and what its impact would be. Publishing details of the extent of the problem behaviour can assist respondents to understand why a PSPO is being considered and help inform views on whether it would therefore be an appropriate response.

The consultation should also provide sufficient means for respondents to oppose the proposals and may also be used to elicit

views on alternative approaches. Achieving a healthy response rate, with considered responses, will help to support the evidence base for introducing an Order and refuting challenge.

“The open consultation format was actually really useful in identifying new issues. We haven’t lost anything from the process; all these things have gone into action plans to try and sort out.”

Cheshire West and Chester

Examples of consultation methods from local areas include:

- online questionnaires
- postal surveys
- face-to-face interviews
- contact with residents’ associations
- focus groups with stakeholders and interest groups representing those who will be affected
- discussions with service providers working directly with affected groups
- discussions at ward panel meetings
- publicity via local press or social media
- publications in libraries and other public buildings
- on-street surveys
- drop-in sessions in the area subject to the PSPO.

Surveys or questionnaires have been an integral part of councils’ consultation processes for PSPOs and provide a chance to test the extent to which the proposals satisfy the statutory requirements under section 59. The questions might explore:

- what effect the activities in question have on residents, businesses and visitors – and whether this is detrimental

- how safe respondents feel and what impacts on this
- how often problem behaviours are personally encountered by individuals
- when and where problems occur
- whether the behaviour is so unreasonable that it should be banned.

Feedback from some areas suggests that seeking expert advice on drafting questions and undertaking consultations can help ensure that questions are appropriately phrased, clear and objective.

There are no statutory requirements about the length of the consultation process. However it should be ensured that its duration allows sufficient time to meaningfully engage with all those who may be impacted by the Order, taking into account for instance any holiday periods that may affect response rates – this may take several weeks or even months. Some issues may require time to fully explore and understand – councils should not be reluctant to extend the initial consultation period if it is clear that this would be beneficial in the longer-term.

Additional requirements for PSPOs restricting public rights of way

In the case of Orders restricting access over public highways (eg through the installation of gates), the Act sets out specific additional requirements for the consultation process. The council must notify those who may be potentially affected by the Order, let them know how they can see a copy of the PSPO proposals and when they need to submit any responses, and is required to consider any representations made. Councils must also consider the effect of the restrictions on occupiers of premises adjacent to or adjoining the highway, on other people in the locality and, where this is a through route, whether a reasonably convenient alternative is available. These considerations should include, for example, access for emergency services or utility companies.

Achieving support from the local community for these types of Orders is particularly

important for ensuring their success; if gates are regularly left open by residents then it is unlikely that the ASB will be addressed.

In Oldham, a two-stage process is used for consultation for PSPOs that restrict access over public highways.

After local discussions it was found that often directly-affected properties were occupied by transient residents who were less likely to respond to a consultation process. This negatively impacted upon settled residents as non-responses were not counted towards the approval rate for schemes and failure to reach the agreed approval rate resulted in proposals not being progressed any further.

Working with residents and councillors, the policy was amended and now states that if, after two contacts, there is no response from a household directly affected by the proposal, and in the absence of a clear objection, the default position becomes support for the proposed Order, thus achieving a much higher level of support for the proposals. In order to achieve a balance the approval rate required to move to the next step of broader consultation was increased to 90 per cent.

Consultation outcomes

Consultation responses will clearly require some analysis once they are collected. Councils might consider examining the demography of respondents to the consultation. This can help to gauge whether they are, for example, residents or visitors, and can be useful in determining who is likely to be impacted most by either the problem behaviour or restrictions on behaviour. This can be useful in helping to shape the final Order provisions.

“The consultation allowed us to measure the fear of crime – often things are not reported and the statistics don’t show this.”

Cheshire West and Chester Council

Councils may wish to publish the outcomes of their consultation process, and other supporting evidence, in the interests of transparency (subject to data protection requirements).

Further evidence

As noted above the 2014 Act requires local authorities to formally consult with the police and the police and crime commissioner (PCC) – and there should be further engagement with relevant lead officers from the police to help build the evidence base and identify the potential impact of an Order. Early engagement with and support from police partners is likely to be key in introducing an Order. As well as assisting with identifying the problem behaviour and therefore the scope of any responses, this can also help to draw out some of the more practical implications of introducing an Order, such as how it will be enforced – which may shape how the PSPO is drafted.

Alongside eliciting views from the police and PCC, there may be a number of additional sources of information that help to inform decision-making and support (or oppose) the introduction of an Order or specific prohibitions. These might include:

- the community safety partnership's strategic assessment
- police data on crime and anti-social behaviour incidents (including the impact of some problem behaviours, such as excessive drinking)
- hospital data on ingesting new psychoactive substances
- calls to 101
- calls to council services reporting incidents
- residents' logs and photographs of anti-social behaviour
- mapping of problem areas
- data on the effectiveness of previous Gating Orders or Dog Control Orders
- CCTV footage of incidents
- reports from council staff such as park wardens and cleaners.

Collecting data covering a prolonged period may help to satisfy the legislative requirement that the activities subject to the draft Order are persistent. Some areas have collated evidence covering a two year period in order to demonstrate this.

Political accountability, scrutiny and sign-off

Within the confines of the framework outlined above (and subject to legal challenge), councils have the freedom to determine their own procedures for introducing a PSPO, ensuring that the statutory requirements have been met and giving final approval for an Order to go ahead.

Close involvement of councillors and ensuring political buy-in throughout the implementation process are key. This provides political accountability for decisions taken – which is particularly important if the proposals may attract some opposition, and where insufficient member involvement may lead to challenge. Political support is also important to ensure that sufficient resources will be made available to implement and enforce the PSPO throughout its duration. Many areas have agreed that final approval and sign-off of PSPOs should be undertaken at cabinet/ executive or Full Council level.

In ensuring that the requirements under section 59 of the 2014 Act have been satisfied, councillors will have a significant role to play in unpicking what might be regarded as unreasonable and detrimental behaviour in the locality and what would constitute reasonable restrictions or requirements.

Discussions at senior political level by those who understand their local areas best, will help to ensure that the views of all parts of the community are reflected, and find an appropriate balance between the interests of those affected by the ASB and those likely to be affected by the proposed restrictions.

Councillors will also have an important role in examining the processes used in drafting the proposals. This will include analysing the outcomes of the consultation process and other supporting evidence offered to satisfy the statutory criteria, and determining whether, on balance this provides sufficient grounds to proceed (it should be noted here the need to ensure compliance with data protection legislation when sharing this information).

Several areas have used overview and scrutiny committees to examine draft Orders and challenge proposed ways forward. This adds a further element of democratic accountability and helps to ensure that decisions made are sound and transparent. In several cases, involvement from scrutiny committees has helped to focus the scope of Orders proposed.

Committees provide a useful mechanism to test the proposals and their potential impact, and the evidence base for introducing them; front-line councillors can provide different perspectives and may also offer suggestions for alternative approaches.

Suggested questions for overview and scrutiny committees

What evidence is there that the anti-social behaviour is or is likely to be persistent, detrimental and unreasonable?

Why is a PSPO being proposed to address this issue or issues?

Is the proposed restriction proportionate to the specific harm or nuisance that is being caused?

What alternative approaches are available and why is a PSPO appropriate in these circumstances?

Will the proposals alleviate each of the problem behaviours?

Have exemptions been considered?

What might be the unintended consequences for each aspect of the

PSPO?

What will be the impact on different groups? Has an equalities impact assessment been undertaken and what were its findings? What can be done to mitigate against any negative consequences?

How have the consultation outcomes and other evidence collated been taken into account?

How will the PSPO be enforced for each restriction/requirement? Are there sufficient resources to do this effectively?

Enforcement and implementation

Enforcement protocols

As noted earlier, issues regarding some of the more practical aspects of implementation and enforcement of PSPOs should be borne in mind from the beginning of the planning process – and may help shape the scope and wording of the Order itself. Further, effective implementation of a PSPO is likely to be part of a broader strategic approach that includes a number of different initiatives to tackle the problem issues.

Beyond this, local areas will want to develop specific protocols regarding enforcement action, before the Order is implemented. These protocols should incorporate expert input on the issues related to the ASB in question, and, recognising that there may be other options available to address a particular ASB incident, provide guidance on what might be the most appropriate legislative (or other) tool to use in different circumstances. Some areas have developed a process map to provide a step-by-step diagram to agreed enforcement procedures.

Protocols should also cover what should be done in the event of a breach. It is an offence under section 67 of the 2014 Act to breach an Order without a reasonable excuse. In the case of Orders that prohibit alcohol

consumption, where it is reasonably believed that a person has been or intends to consume alcohol, it is an offence under section 63 either to fail to comply with a request not to consume or to surrender alcohol (or what is reasonably believed to be alcohol or a container for alcohol).

Procedures should therefore consider circumstances where there may be a 'reasonable excuse' for breaching the Order, for instance a medical reason for public urination (such circumstances may be covered explicitly as exemptions in the wording of the Order). Protocols also provide a further opportunity to recognise that some of those responsible for the behaviour covered in the Order may themselves be vulnerable and in need of support; they should therefore include referral pathways where there are any safeguarding concerns, and signpost to other services.

In the London Borough of Brent enforcement of the PSPO is shared between the police and the council with joint visits from UK Border Agency and Brent's employment and skills team, who seek to offer routes into legitimate employment for jobseekers.

Who is responsible for enforcement will vary across areas. In some, enforcement will be undertaken by council officers – this may include ASB officers, housing officers, park wardens, etc – and in others this may be undertaken in partnership with police officers and/or police community support officers. Protocols may therefore require agreement regarding patrolling activity and reporting arrangements – some of which will be informed by the specific behaviour in question. Some authorities have also encouraged local people to report incidents of possible breaches, which can help shape enforcement responses going forward, particularly around timetabling patrols.

“Local communities have helped to identify the peak periods for problems in the park – patrol times can then be planned accordingly.”

Coventry City Council

As well as developing protocols, training will help delegated officers to understand how the Order should be enforced in practice. In Cheshire West and Chester, this included training from the ambulance service to reinforce that the safety of individuals was paramount and help officers understand, for instance, the possible dangers of ingesting psychoactive substances.

Some areas have used a 'soft-launch' period as the Order becomes live. This provides an opportunity to test protocols with officers before full implementation. It also gives councils the chance to raise awareness of the new pending prohibitions – and demonstrate that some behaviours have been causing concern. However areas should consider how to manage any risks if implementation is delayed.

Fixed penalty notices

As noted above, it is an offence under section 67 to breach an Order without reasonable excuse, and where Orders prohibit alcohol consumption, it is an offence under section 63 to fail to comply with a request not to consume or to surrender alcohol (or what is reasonably believed to be alcohol/a container for alcohol).

Under the Act, authorised officers have the power to issue fixed penalty notices (FPNs) to anyone they reasonably believe is in breach. Section 68 sets out a framework for issuing FPNs but councils will also have their own broader protocols around issuing fines to which they should also refer – this might cover, for instance, whether or not fines are issued to those aged under 18. Protocols should also cover when it would be appropriate to pursue an individual further where an FPN is issued but remains unpaid after the prescribed period. In addition, there will be a need to plan for practical elements before implementation, such as developing

specific FPN templates for dealing with PSPO breaches.

“There was some concern that a £100 FPN might not be an adequate deterrent and that a broader financial range for FPNs, up to £400, would be preferred. However, the current arrangements do allow for a summons to court to be issued for persistent offenders where multiple FPNs have been issued.”

Royal Borough of Kensington and Chelsea

It will not always be appropriate to issue FPNs. Warnings may often be sufficient, and in many areas this is the initial preferred response. In some, advice sheets are handed out in the majority of cases, informing recipients that their behaviour breaches an Order, giving them the chance to comply or providing an opportunity for them to be moved on. Councils have reported that in most cases this has been sufficient to address the behaviour and there has been no need to take further action.

Publication and communication

Using an effective communication strategy to raise awareness about a PSPO is important throughout the implementation process, and should incorporate contact with partners and stakeholders as well as members of the public. Successful communications can help with informing the appropriate scope of an Order, engaging members of the community and others during the consultation process, and ensuring effective enforcement.

The legislation also sets out a number of requirements. Draft proposals for a PSPO must be published as part of the consultation process. For new or varied Orders the text must be published; for extended or discharged Orders the proposal must be publicised.

Home Office guidance suggests the close or direct involvement of elected members will help to ensure openness and accountability. The guidance suggests this can be achieved, for example, where the decision is put to the Cabinet or full council.

The area covered by the proposals must be well defined; publishing maps of the affected area will help to clarify where behaviours are controlled. There are requirements in the legislation for notifying any parish or community councils in the affected area, and for notifying the county council where the Order is being made by a district council. There are further requirements for formal notifications regarding Orders that restrict access to public highways (see also supporting evidence and consultation, above).

Regulations set out additional requirements regarding the publication of PSPOs¹¹ that have been made, varied or extended, stipulating that these must be:

- published on the local authority’s website
- erected on or adjacent to the place the Order relates to, and is sufficient to draw attention, setting out the effect of the Order and whether it has been made, varied or extended.

The same requirements apply where an Order has been discharged, and must also include the date at which it ceases to have effect.

Signs publishing the Order in the affected locality do not necessarily need to set out all the provisions of the Order, but rather state where this information can be found. Multiple signs are likely to be required, particularly where the Order covers a large area.

These requirements should be regarded as a minimum and a range of options should be explored; in practice it is helpful to use a variety of means to help publicise the Order to raise awareness, avoid confusion and give people the opportunity to comply.

¹¹ Statutory Instruments 2014 no. 2591 The Anti-social Behaviour Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders)

Effective communication helps people understand what behaviours are expected in particular areas, and reduces the need to rely on enforcement measures.

In some areas leaflets have been printed detailing the new prohibitions in different languages, for distribution by officers. Similarly the nature of the Order itself may suggest some communication channels may be more effective than others. For instance, an Order covering the ingestion of legal highs at a music festival in Chelmsford was promoted via a social media campaign to reflect the demographics of those most likely to be attending the festival and who are likely to be reached via these means.

Effective communication with residents and partners throughout can also help manage expectations about the impact of introducing an Order. Putting a PSPO in place can be a lengthy process and it is important to maintain communication about when it will come into effect and/or be enforced and if other measures are being utilised in the interim. In addition this can help residents to understand that simply having an Order in place is unlikely to resolve an issue overnight – which may be even more important where there has been media interest in the proposals.

Legal challenge

PSPOs can be challenged under the Act on the grounds that the local authority did not have the power either to make the Order or include particular prohibitions or requirements, or that proper processes had not been followed as prescribed by the legislation. Challenges must be made to the High Court within six weeks of the Order being made, and by an individual who lives in, regularly works in or visits the restricted area. The High Court can uphold, quash or vary the PSPO and may decide to suspend the operation of the PSPO pending the verdict. As with all orders and powers, the making of a PSPO can be challenged by judicial review on public law grounds within three months of the decision or action subject to challenge.

Extension, variation and discharge

A PSPO can be made for a maximum duration of up to three years, after which it may be extended if certain criteria under section 60 of the Act are met. This includes that an extension is necessary to prevent activity recurring, or there has been an increase in frequency or seriousness of the activity. Extensions can be repeated, with each lasting for a maximum of three years. Effective evaluation of Orders will be important when determining whether any extensions or variations would be appropriate.

Councils should consider carefully what length of time would be reasonable and proportionate given the nature of behaviour in question and the impact of the restrictions being posed – byelaws, which are permanent, may be more appropriate if the issue concerned is unlikely to be transient. The impact of the original Order should be evaluated before any extensions are approved – where ASB has been completely eradicated as a result of a PSPO, it is proportionate and appropriate to consider the likelihood of recurrence of problems if the Order is not extended.

Orders can also be varied under the Act, by altering the area to which it applies, or changing the requirements of the Order. The same legislative tests of detrimental impact, proportionality and reasonableness need to be satisfied, as set out earlier in this guidance. Similarly, PSPOs can be discharged before their original end date.

Where PSPOs are varied, extended or discharged, there are statutory requirements regarding publishing or publicising this and councils are required to undertake a further consultation process (see publication and communication, above). Similarly, under section 72 councils are required at all of these stages to have particular regard to articles 10 and 11 of the Human Rights Act 1998 (see limitations, above).

In light of the updated statutory guidance from the Home Office on anti-social behaviour powers, published in December 2017, councils should review their PSPOs

when they are up for renewal and take into account these recent changes to the statutory guidance.

protocols are being used and whether practices are appropriate and consistent.

Existing Designated Public Place Orders, Gating Orders and Dog Control Orders

Any DPPOs, Gating Orders or DCOs are automatically treated as if they were provisions of a PSPO. The transitioned Order will then remain in force up to a maximum of three years (2020) from the point of transition.

There is no requirement in the legislation for councils to undertake a new consultation process where existing DPPOs, Gating Orders or DCOs automatically transition, although local areas may consider reviewing these current Orders ahead of this time to ensure their provisions meet the legal tests for PSPOs. It is recommended that councils publicise any PSPOs that replace existing DPPOs, Gating Orders or DCOs to help raise public awareness.

Local councils have the discretion to consider what changes to signage are needed to notify members of the public. Any extension, variation or discharge of a transitioned PSPO would mean the local councils should carry out the necessary consultation and publication of the proposed Order.

Evaluating impact

As noted above, evaluating the impact of a PSPO will be important when considering extending or varying an Order, however assessing the effects, and effectiveness of the Order, should form part of ongoing performance management. Several areas have introduced procedures to monitor the impact of an Order at regular intervals.

A thorough evaluation will help to determine if the PSPO has addressed each aspect of the problem behaviour, whether discharging or varying the Order would be appropriate – and why – and what any variations might look like. Crucially it will also help measure the impact on people, including identifying any unintended consequences of the provisions. It should consider whether there has been any displacement of the issue to other areas and might also look at how enforcement

Resources

Anti-social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers – Statutory guidance for frontline professionals

Home Office, December 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670180/2017-12-13_ASB_Revised_Statutory_Guidance_V2_0.pdf

A councillors' guide to tackling new psychoactive substances

LGA 2016

<http://www.local.gov.uk/councillors-guide-tackling-new-psychoactive-substances>

A guide to community engagement for those contemplating management on common land

Natural England, 2012

www.historicengland.org.uk/images-books/publications/common-purpose/

Dealing with irresponsible dog ownership: Practitioner's manual

Defra, 2014

www.gov.uk/government/uploads/system/uploads/attachment_data/file/373429/dog-ownership-practitioners-manual-201411.pdf

Ending rough sleeping by 2012:

A self-assessment health check

Department for Communities and Local Government, 2009

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/documents/housing/pdf/endroughsleeping.pdf>

Reform of anti-social behaviour powers: Public and open spaces

Home Office information note, Home Office, 2014

www.gov.uk/government/uploads/system/uploads/attachment_data/file/364851/Public_and_open_spaces_information_note.pdf

Legislation

Anti-social Behaviour, Crime and Policing Act 2014

www.legislation.gov.uk/ukpga/2014/12/part/4/chapter/2

Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/2591/contents/made>

Human Rights Act 1998

www.legislation.gov.uk/ukpga/1998/42/contents

Psychoactive Substances Act 2016

www.legislation.gov.uk/ukpga/2016/2/contents



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