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## **PEACEHAVEN TOWN COUNCIL**

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BN10 8BB

### **Draft Minutes of the meeting of Peacehaven Town Council, held at 7pm on Tuesday 15<sup>th</sup> March 2022, Main Hall, Community House.**

**Present:** Cllr Chris Collier, Cllr Claude Cheta, Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr David Seabrook, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner, Cllr Emilia Simmons.

**Officers:** Civic & Marketing Officer, Deborah Donovan; Parks Officer, Kevin Bray.

**Public:** One member of public was present

#### **Election of Chairman**

It was **AGREED** that Cllr Collier would sit in as Chairman for the meeting in the absence of the Mayor and Deputy Mayor.

#### **C865 Mayor's/Chairman's announcements.**

The Chairman announced that there was a celebrity coin available for all staff and Members as a gift from the mayor, to commemorate the Queens Platinum Jubilee

#### **C866 Public session.**

##### **\*Suspend Standing Orders\***

##### **1. To welcome our new PCSOs, Ryan Pritchard & Eva Collins.**

The PCSO introduced himself to the Members and gave a brief account of their work in the Town. He explained that the contact details would be available, but these were not for emergencies and residents and Members should still use 101 and 999 for majority of police issues.

There would be more of a presence in the Town

Cllr Harris introduced himself as the Crimestoppers rep.

Cllr Simmons asked if they would be just in Peacehaven

The PCSO explained that once qualified he will be in Peacehaven the Majority of the time, but there may be occasions when he is needed elsewhere.

Cllr Collier informed them that there is a room available for the police officers to use in Community House.

Cllr Cheta asked how the Council can help the PCSOs.

They explained that information regarding incidents of crime was the best way to help.

##### **2. Other public matters.**

A resident asked to thank Mrs Donovan for her hard work over the years and with the PTC Focus Group.

##### **\*Reinstate Standing Orders\***

#### **C867 To approve apologies for absence.**

There were apologies received from the following Members:

**Cllrs. Veck, Paul, Hill, Sharkey, White,**

These apologies were **NOTED** and **APPROVED**.

## Agenda for the Meeting of Peacehaven Town Council – 15<sup>th</sup> March 2022

### C868 To receive declarations of interests.

Cllr Collier declared a non-pecuniary interest in item 874 as he was a County Councillor

### C869 To adopt the public minutes of the Council meeting held on the 25<sup>th</sup> January 2022.

It was **AGREED** to accept the minutes, subject to minor date alteration, of the meeting held on 25<sup>th</sup> January 2022 and Cllr Collier signed them as a true record.

### C870 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.  
**AGREED**

- ii. To receive the public meeting minutes of the 18<sup>th</sup> January 2022.  
It was **AGREED** to adopt the minutes

- iii. To receive the public meeting minutes of the 10<sup>th</sup> February 2022.  
It was **AGREED** to adopt the minutes

- iv. To note the draft public meeting minutes of the 1<sup>st</sup> March 2022.  
It was **AGREED** to adopt the minutes

- v. To note the agreed method for producing the Council's Business Plan and agree project priorities.  
It was **AGREED** to the methods for producing the Business Plan and to the priorities set out in the report.

- vi. To note progress and agree actions for CIL projects and bids.  
The verbal report was **NOTED**.  
It was **AGREED** to support the application for the CCTV at the Park  
It was **AGREED** to support the bid for the Howard Park access walkway once quotes have been received.  
Cllr Harris stated that the access to Howard Peace Park needs to be improved if it is to be accessible to those in wheelchairs.

It was **AGREED** to support the bids for the cycle routes at Centenary Park, with the North/South route being the most likely to succeed.  
Other routes require more work.

The service road at Centenary Park needs attention.  
Tarmac at Piddinghoe Avenue may affect the biodiversity of the area  
It was **AGREED** to defer the projects back to the CIL Sub Committee for completion.  
*\*Cllr Miliner Arrived at 7.22pm*

The new Projects Officer who starts soon may be able to take these as a priority project.

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

- i. To receive the public meeting minutes of the 14<sup>th</sup> of December 2021.  
It was **AGREED** to adopt the minutes.
- ii. To receive the public meeting minutes of the 1<sup>st</sup> of February 2022.  
It was **AGREED** to adopt the minutes.



## Agenda for the Meeting of Peacehaven Town Council – 15<sup>th</sup> March 2022

- iii. **To receive the public meeting minutes of the 23<sup>rd</sup> of February 2022.**  
It was **AGREED** to defer to the next Full Council meeting for adoption as the minutes were incorrect ones.

- iv. **To note the draft public meeting minutes of the 8<sup>th</sup> of March 2022.**  
**NOTED.**

**c. Personnel Committee: -**

- i. **To receive the public meeting minutes of the 20<sup>th</sup> of January 2022.**  
It was **AGREED** to adopt the minutes.
- ii. **To note the draft public meeting minutes of the 3<sup>rd</sup> of February 2022.**  
**NOTED**

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

- i. **To receive the public meeting minutes of the 30<sup>th</sup> of November 2021.**  
It was **AGREED** to adopt the minutes.  
*\*Cllr Sanderson arrived at 7.30pm*
- ii. **To note the draft meeting minutes of the 22<sup>nd</sup> of February 2022.**  
**NOTED**
- iii. **To ratify the Committee's decision to purchase battery powered equipment from AMP services.**  
It was **AGREED** to ratify the decision to purchase battery powered equipment from AMP Services.

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

- i. **To receive the public meeting minutes of the 5<sup>th</sup> of October 2021.**  
It was **AGREED** to adopt the minutes.
- ii. **To note the draft meeting minutes of the 8<sup>th</sup> of February 2022.**  
**NOTED**
- iii. **To receive and note the Committee's Action Plan.**  
It was **AGREED** to **NOTE** the action plan

**f. Working Party reports: -**

- i. **PTC Climate Change Working Party: -**
  - 1. **To receive the meeting notes of the 2<sup>nd</sup> February 2022.**  
It was **AGREED** to **NOTE** the minutes.
  - 2. **To receive the joint PTC/TTC meeting notes of the 23<sup>rd</sup> February 2022.**  
It was **AGREED** to **DEFER** the notes as they were not included in the agenda..
- ii. **PTC Libraries Working Party**  
The verbal report was **NOTED**  
No meetings have been held, although the 'Friends of Peacehaven Library' are quite active.  
No further information from ESC or Morrisons regarding the building
- iii. **Youth Working Party.**  
The verbal report was **NOTED.**  
DWP yet to meet to discuss the project.
- iv. **CCTV Working Party.**  
No further meetings had been held, while the CCTV bid has been prepared.  
The verbal report was **NOTED**

**v. History Working Party.**

The verbal report was **NOTED**

The recent meeting was well attended but there has been no interest in the role of Chairman once Mrs Donovan leaves.

This will be discussed at the next Civic Meeting.

**vi. Road Safety Working Party.**

The notes from the meeting were **NOTED**

**1. To ratify WP name, change to 'Public Safety WP'.**

It was **AGREED** to ratify the name change to the 'Public Safety Working Party'

It was **AGREED** to accept the terms of reference as stated in the notes from the meeting.

**C871 To receive a report from the Neighbourhood Development Plan Steering Group.**

The verbal report was **NOTED**

Public consultation finished on Monday 14<sup>th</sup> March 2022

7000 leaflets had been distributed

Most comments received have been constructive

Statutory consultees have started to produce their reports and comments, initially Morrisons and SDNP.

The consultation now moves to the next stage, District wide.

The consultation has been dogged by Covid issues.

**C872 To receive reports from representatives to outside bodies.**

**PTFC** Cllr Gallagher had attended a meeting of the club and they are doing very well; the crowds have increased, and they are working well in the community.

Chamber of commerce, Cllr Gallagher has attended the breakfast meetings with interesting speakers, are still very popular and well supported.

Chamber has visited the majority of businesses in the Town to enlist members.

The work of the chamber is also linked to the Neighbourhood Plan.

Green halves

The report from Cllr Griffiths was **NOTED**.

Access Group

The Report from Cllr Griffiths was **NOTED**

Community Orchard

The verbal report from Cllr Seabrook was **NOTED**

The storm had damaged the orchard and so the fence was repaired.

More trees have been planted.

Thanks to all Members who attend outside bodies.

**C873 To agree arrangements for the Annual Town Meeting to be held on the 26<sup>th</sup> of May 2022.**

The date was **NOTED**.

All members need to complete their reports in good time for the Annual Report.

**C874 To receive a Motion from Cllr Griffiths for certain measures to be taken in support of Ukraine.**

It was **AGREED** to accept the motion as stated in the Motion.

Cllr Collier commented that the County Council may have started to do the works to divest in any companies linked to Russia, but the letter should still be sent, and the motion be advertised on social media and website.

It was **AGREED** to purchase a Ukrainian flag to show solidarity with the people of the country.



## Agenda for the Meeting of Peacehaven Town Council – 15<sup>th</sup> March 2022

The Locum Clerk also explained that NALC had produced an action plan for Councils, and this would be circulated to Members.

### **C875 To receive a report on the Energy review for The Hub, Bowls Club, Gateway Café and PTFC.**

The Verbal Report was **NOTED**

The group had made a start with data from the Parks Officer regarding the energy usage.

There will be a meeting with the RFO to translate the data into figures which can be used.  
All commercial properties need to have an energy efficiency rating above 'E'

### **C876 To receive a report on the Welcome Back Fund Event.**

The Verbal Report was **NOTED**

The fund was set up to help communities to restart after Covid lockdowns and to encourage local people to use their community shops etc.

There is an event being arranged for the weekend of 26<sup>th</sup> and 27<sup>th</sup> March 11.00am – 4.00pm  
Volunteers are needed.

## **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: -*

### **C877 To adopt the confidential minutes of the Council meeting held on the 25<sup>th</sup> of January 2022.**

It was **AGREED** to adopt the minutes.

### **C878 Policy & Finance Committee: -**

- a. To receive the confidential meeting minutes of the 18<sup>th</sup> of January 2022.

It was **AGREED** to adopt the minutes.

- b. To receive the confidential meeting minutes of the 10<sup>th</sup> of February 2022.

It was **AGREED** to adopt the minutes.

- c. To note the draft confidential meeting minutes of the 1<sup>st</sup> of March 2022.

**NOTED**

### **C879 Personnel Committee: -**

- a. To receive the confidential meeting minutes of the 20<sup>th</sup> of January 2022.

It was **AGREED** to adopt the minutes.

- b. To note the draft confidential meeting minutes of the 3<sup>rd</sup> of February 2022.

It was **AGREED** to adopt the minutes.

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

The new caretaker was starting on 11<sup>th</sup> April having worked at the Council previously.

The new Events, Amenities & Projects Officer and Communications Officer had a start date of 21<sup>st</sup> March 2022.

Many applicants had been received for the Deputy Town Clerk & Civic Officer post, but none have fitted the job description.

It was **AGREED** to **NOTE** the details of the Sub Committee and to **AGREE** the Actions so far completed as laid out in the minutes.

**Agenda for the Meeting of Peacehaven Town Council – 15<sup>th</sup> March 2022**

The Members gave their best wishes to the Town Clerk who was recovering from a medical procedure and to Mrs Donovan for her forthcoming retirement.

**C880 Date of next meeting – Annual Council meeting - Tuesday 10<sup>th</sup> May 2022 at 7.30pm.**