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PEACEHAVEN TOWN COUNCIL

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

Minutes of the meeting of Peacehaven Town Council, held at 7.30pm on Tuesday 25th January, Main Hall, Community House

Present – Cllr Gloria Hill (Chairman), 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, Cllr L Duhigg, Cllr J Harris, Cllr L Symonds, Cllr E Simmons.

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

Public – Two members of the public were present.

C850 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.

C851 Public session.

1. Presentation of Mayor's Certificate of Appreciation to Helen Attree.

Cllr Hill presented the certificate to Mrs Attree and thanked her for her service to the Council and the community.

2. Other public matters.

A member of the public raised the following questions:-

- "Having received information that the preferred developer of the site has withdrawn from any plan to redevelop the centre, and that a new developer is expressing interest, can Council shed any light on this?"
In response, Councillors and the Clerk confirmed that the Council had no new information on this matter.
- "Phase 3b of Chalkers Rise is being submitted to LDC. In the plans there is a large 'Infiltration pond' which will serve the development's excess surface water run off requirements. This pond appears to have been 'Gifted' to PTC to become part of Centenary park. Does this mean that our Council will be liable for any ongoing maintenance and safety measures?"
In response, Councillors and the Clerk confirmed that the Council had no intention of taking on this responsibility.

[Mrs Attree left the meeting]

C852 To approve apologies for absence.

It was resolved to accept apologies from Cllr I Sharkey and Cllr C Gallagher.

C853 To receive declarations of interests.

Cllr Veck, re. Item 855.a.vi, as a hirer of these facilities.

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

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

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.

The financial reports were received and noted.
Cllr Collier stated that the Council's accounts were on-track at the approach to the end of the financial year and thanked the Finance Officer for her hard work and diligence.
It was resolved to sign the Bank Reconciliations and to approve the December 2021 payments totalling £60,286.97.

ii. **To receive the public meeting minutes of the 26th October 2021.**

It was resolved to receive these minutes.

iii. **To receive the public meeting minutes of the 7th December 2021.**

It was resolved to receive these minutes.

iv. **To note the draft public meeting minutes of the 18th January 2022.**

These draft minutes were noted.

v. **To approve the 2022/23 budget & precept request to LDC.**

The circulated draft budget was received and discussed. Cllr Collier noted that it had been subject to extensive consultation.
It was resolved to adopt a budget of £868,384 (expenditure), £181,303 (income), with a Precept requirement to LDC of £687,081.

The following four items were taken en-bloc and were all resolved/approved:-

1. **To move 4164/330 (trade refuse) from LAE to 4164/200 under Planning &**

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**

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 will-**

ing hires.

The Finance Officer's report was received and discussed.

It was resolved that markets can make a full return following Covid restrictions, including the use of the main kitchen and foyer (subject to suitable health & safety measures), with charges and proposed changes to hours of operation to be discussed and agreed by the CCE Committee.

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

i. **To receive the public meeting minutes of the 2nd November 2021.**

It was resolved to receive these minutes.

ii. **To receive the public meeting minutes of the 23rd November 2021.**

It was resolved to receive these minutes.

iii. **To note the draft public meeting minutes of the 14th December 2021.**

These draft minutes were noted.

c. **Personnel Committee:-**

i. **To receive the public meeting minutes of the 4th November 2021.**

It was resolved to receive these minutes.

ii. **To receive the public meeting minutes of the 16th December 2021.**

It was resolved to receive these minutes.

- iii. **To note the draft public meeting minutes of the 20th January 2022.**
These draft minutes were noted.

d. Leisure, Amenities & Environment Committee:-

- i. **To receive the public meeting minutes of the 19th October 2021.**
It was resolved to receive these minutes.

- ii. **To note the draft meeting minutes of the 30th November 2021.**
These draft minutes were noted.

e. Civic & Community Events Committee.

Cllr Duhigg stated that there were no reports, noting that the Committee had not met since the last meeting of Council.

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.**
It was resolved to receive these notes.

- iii. **To receive a report and approve recommendations on moving forwards with an approved Business Plan and Committee Terms of Reference.**

The above three items were taken en-bloc.

The reports were received and discussed at great length.

The following points were covered in discussion:-

- Lack of confidence in the Committee to be able to effectively deliver for the Town Council and residents.
- Other Committees are being left out and some of their work is being duplicated.
- Council has an obligation to produce a business plan, whether or not some Councillors choose not to participate.
- Delivery of projects is currently affected by significant staff vacancies.
- What has gone wrong with this Committee?
- A dynamic, professional, clearly structured business plan is needed for transparency and to deliver for our residents.
- The current plan is not a clear strategic plan.
- The PTC plan should only contain items that are within the remit/control of PTC.

Cllr Griffiths Proposed that the Business Development & Communications Committee be dissolved, to include an Amendment by Cllr Collier that the Policy & Finance Committee now takes on the responsibility for producing a clearly structured an appropriate business plan, with full input from Councillors and Officers. This was Seconded by Cllr Veck and unanimously resolved.

- iv. **Renewable Energy options for Peacehaven Town Council – to receive a report and agree recommendations.**

The Clerk introduced this item and referred to Cllr Gallagher's circulated report and recommendations.

After discussion it was resolved that the production of the energy report should go ahead.

- v. **The Welcome Back Fund – to receive a report and agree recommendations.**

The Clerk introduced this item and referred to Cllr Gallagher's circulated report and recommendations.

After discussion it was resolved that the WP is formed to deliver this project, consisting of Cllr Gallagher, Cllr Paul, Cllr Veck, Cllr White & Cllr Symonds. Clerk to approach the Parks Officer about him joining this WP.

g. Working Party reports:-

i. PTC Climate Change Working Party:-

1. To receive WP Action Plan and report.

The WP's latest Action Plan was received. Cllr Seabrook reported that a climate change event will be held on the 9th April 2022 to inform residents about climate change and to give practical tips.

ii. PTC Libraries Working Party.

Cllr Goble reported on a meeting with ESCC, held on the 24th January 2022, at which it was confirmed that the library will be moving to The Joff before June 2022. Cllr Goble and Cllr White outlined the impracticalities of this action, questioning de-cision making, lack of consultation, waste of public money and lack of coordination by ESCC. It was noted that ESCC is to talk to the Co-Op about the latest plans for the Meridian Centre and a further meeting will be held in 4-6 weeks' time.

iii. Youth Working Party.

Cllr Symonds reported on discussions with DWP regarding the establishment of a Youth Hub service in Peacehaven, for 16-25-year-olds, one day per week. Cllr Symonds noted that East Sussex College is involved as the programme funders and that it was essential to demonstrate a need in all the areas where support is much wanted. It was resolved that, if required, space for this project would be found in Community House as a form of matched funding.

iv. CCTV Working Party.

Cllr Symonds referred to her circulated report. Cllr Symonds reported that she will be submitting a CIL Expression of Interest to LDC, for funding the upgrade of existing CCTV equipment. Cllr Symonds stated that she will also be putting a report to the next meeting of the LA&E Committee, seeking the use of PTC CIL monies for a trial 'Omniflow' light unit for the skate park.

v. History Working Party.

Mrs Donovan referred to the circulated action plan, noting that the WP had not met since the last meeting of Council.

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

The reports and minutes from Cllr Gallagher were received and noted. Cllr White referred to the need to set up a joint PTC/TTC body for taking the NDP work forward in the future. The Clerk stated that this had already been started with a reorganization of the NDP Steering Group and that any further proposals would need to be clearly set out and agreed by both councils.

C857 To receive reports from representatives to outside bodies.

Cllr Griffiths' report on a recent Green Havens meeting was noted. Cllr Paul passed on the thanks from SCD A for the food bank parcels organized by the Council staff, noting that the community supermarkets are doing well. Cllr Harris reported on a recent Crimestoppers meeting, noting that Covid restrictions had caused an increase in domestic violence and that it is important for this to be reported.

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.

The circulated papers were noted and discussed.

Because of the high costs of the scheme, the fact that it is not monitored properly, the dependance on ESCC Highways for implementation and political activist links, it was resolved that the Clerk will resurrect the Council's Road Safety Working Party, to encompass the various strands such as Speed Watch, ESCC SLR and other various safety reviews within Council.

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.

Cllr Seabrook stated that the serious anti-social behaviour in the park needs to be addressed, noting that this matter is to be referred to the LA&E Committee.

The good and bad points regarding the uses of PSPO's was briefly discussed.

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:-

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

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

C861 Policy & Finance Committee:-

- a. **To receive the confidential meeting minutes of the 26th October 2021.**
It was resolved to receive these minutes.
- b. **To receive the confidential meeting minutes of the 7th December 2021.**
It was resolved to receive these minutes.
- c. **To note the draft confidential meeting minutes of the 18th January 2022.**
These draft minutes were noted.

C862 Personnel Committee:-

- a. **To receive the confidential meeting minutes of the 4th November 2021.**
It was resolved to receive these minutes.
- b. **To receive the confidential meeting minutes of the 16th December 2021.**
It was resolved to receive these minutes.
- c. **To note the draft confidential meeting minutes of the 20th January 2022.**
These draft minutes were noted.
- d. **To discuss confidential staffing matters and agree actions required.**
Cllr Seabrook, the Clerk and Mrs Donovan reported on current vacancies, staffing structure changes and recruitment plans.
After discussion, actions were agreed, with further reference to the Personnel and Policy & Finance Committees as required.

In view of staff vacancies, Cllr Griffiths referred to the need to identify and prioritise all projects and actions across Council and its Committees. It was agreed that the Clerk will produce a template for completion by Committees, Councillors and Officers, to be used as a standard report for discussion and agreement at Council.

C863 Leisure, Amenities & Environment Committee:-

- a. **To receive the confidential meeting minutes of the 19th October 2021.**
It was resolved to receive these minutes.

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

There being no further business, the meeting closed at 21:53.

Agenda Item:	C870-a-i
Committee:	Council
Date:	15 th March 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 7 (October 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 Jan 2022. 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 90.1% of the budgeted expenditure has been spent so far, and 111.7% of the budgeted income has been received as at the end of month 10 (January 2022)

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 – 31st January 2022
- Bank reconciliation statement for cashbook 1 – 31st January 2022
- Bank reconciliation statement for cashbook 2 – 31st January 2022
- Detailed income and expenditure month 10 (January 2022)
- Detailed balance sheet month 10 (January 2022)

Available balance £512,413.08

Last night's balance £511,959.40

Interest rate

Interest rates are variable. Interest is paid annually on 31 December is a non-working day, interest will usually be paid on the next working day.

Balance £1 and over 0.01

Gifts pa % 0.01

AIR %

For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to [HMRC's website](#).

Please note: It is your responsibility to ensure that any tax due on interest payments received is paid to the appropriate tax authority.

Additional account details

Transactions

Showing 1-20 of 20 transactions between 9 Jan 22 and 8 Feb 22

Date	Description	Money In	Money Out	Balance
Mon, 7 Feb 22	TRANSFER 10701173	£453.68		£512,413.08
Fri, 4 Feb 22	TRANSFER 10701173		-£8,740.26	£511,959.40
Thu, 3 Feb 22	TRANSFER 10701173	£946.07		£520,699.66
Wed, 2 Feb 22	TRANSFER 10701173		-£697.00	£519,753.59
Tue, 1 Feb 22	TRANSFER 10701173	£486.71		£520,450.59
Mon, 31 Jan 22	TRANSFER 10701173	£2,317.24		£519,963.88
Fri, 28 Jan 22	TRANSFER 10701173	£574.74		£517,646.64

Tue, 1 Feb 22	ST JOHNS SCHOOL BGC	£96.00	£49,973.10
Tue, 1 Feb 22	Sussex Film Office	£450.00	£49,877.10
Tue, 1 Feb 22	BCARD1041619310122 BGC	£85.00	£49,427.10
Tue, 1 Feb 22	TRANSFER 30701211	-£486.71	£49,342.10
Tue, 1 Feb 22	204916	-£142.22	£49,828.81
Tue, 1 Feb 22	120821	-£78.97	£49,971.03
Mon, 31 Jan 22	PINKER S	£25.00	£50,050.00
Mon, 31 Jan 22	P-HAVEN + T FBL	£181.80	£50,025.00
Mon, 31 Jan 22	P-HAVEN + T FBL	£242.40	£49,843.20
Mon, 31 Jan 22	POST OFFICE CREDIT	£50.00	£49,600.80
Mon, 31 Jan 22	BCARD1041619280122 BGC	£110.00	£49,550.80
Mon, 31 Jan 22	MAUREEN WILSON	£25.00	£49,440.80
Mon, 31 Jan 22	TRANSFER 30701211	-£2,317.24	£49,415.80
Mon, 31 Jan 22	204918	-£50.00	£51,733.04

Bank Reconciliation Statement as at 31/01/2022
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
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Saver Account

31/01/2022

50,050.00

Current Account

31/01/2022

519,963.88

570,013.88

Unpresented Cheques (Minus)

Amount

NEWHAVEN LEWES & DISTRICT MENC

750.00

ACCESS GROUP

150.00

GEORGIE HAIRFIELD

98.39

COUNTY OFFICE SUPPLIES LTD

60.48

BRUNEL ENGRAVING COMPANY

160.02

R.J.Weaker Fencing Ltd

24.82

Business Stream

142.22

MR EREQI

50.00

Ricoh Capital Ltd

1,283.76

FENLAND LEISURE PRODUCTS LTD

547.92

RESTORE DATASHRED

78.97

GREENTECH LTD

82.80

RURAL SERVICES PARTNERSHIP LTD

60.00

Audience Systems Ltd

620.88

SPORTS EQUIPMENT

62.40

LUCY OVERTT

50.00

HOLLY GILLESPIE

106.46

IVOR LAWRENCE

380.00

EAST SUSSEX PENSION FUND

6,625.45

HMRC

6,969.12

EDF

670.64

18,974.33

551,039.55

Receipts not Banked/Cleared (Plus)

31/01/2022

35.00

31/01/2022

11.40

31/01/2022

5.50

51.90

551,091.45

Balance per Cash Book is :-

Difference is :-

0.00

Detailed Income & Expenditure by Budget Heading 23/02/2022

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>							
1001 Procept	640,705	640,705	0			100.0%	
1010 CIL Income	134,218	0	(134,218)			0.0%	134,218
1013 Income from Photocopying	380	0	(380)			0.0%	
1016 Housing Benefit Claims LDC	15,486	15,200	(286)			101.9%	
1050 Allotment Rent	595	0	(595)			0.0%	
1094 Other Customer & Client Receipt	240	0	(240)			0.0%	
1100 Interest Received	68	300	232			22.5%	
1309 Other Income	222	2,000	1,778			11.1%	
General Administration :- Income	791,914	658,205	(133,709)			120.3%	134,218
4345 CTIA 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	305,889	385,900	80,011		80,011	79.3%	
4002 Employer N.I Contributions	27,122	40,000	12,878		12,878	67.8%	
4003 Employer Pension Contributions	54,042	70,200	16,158		16,158	77.0%	
4004 Overtime	1,055	1,000	(55)		(55)	105.5%	
4011 Training	5,164	5,000	(164)		(164)	103.3%	3,150
4212 Mileage Costs	206	500	294		294	41.2%	
4301 Purchase of Furniture/Equipmen	100	500	400		400	20.1%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	5,025	4,000	(1,025)		(1,025)	125.6%	379
4307 Stationery	211	500	289		289	42.2%	
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	3,899	2,000	(1,899)		(1,899)	195.0%	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	60	100	40		40	59.9%	
4322 BACS Charges	27	200	173		173	13.5%	
4323 PDQ Charges	512	800	288		288	64.0%	
4325 Postage	1,517	1,000	(517)		(517)	151.7%	
4326 Telephones	4,491	6,000	1,509		1,509	74.8%	
4327 Computers	15,258	12,000	(3,258)		(3,258)	127.2%	
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	11,319	10,000	(1,319)		(1,319)	113.2%	1,779
4342 Subscriptions	4,832	5,000	168		168	96.6%	
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 23/02/2022

Month No: 11

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%	
1300 Donations Received	(500)	0	500			0.0%	500
Neighbourhood Plan :- Income	<u>3,391</u>	<u>0</u>	<u>(3,391)</u>				<u>500</u>
4337 Neighbourhood Plan	14,174	15,100	926		926	93.9%	
Neighbourhood Plan :- Indirect Expenditure	<u>14,174</u>	<u>15,100</u>	<u>926</u>	<u>0</u>	<u>926</u>	<u>93.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,783)</u>	<u>(15,100)</u>	<u>(4,317)</u>				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	<u>(10,283)</u>						
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	<u>70</u>	<u>2,300</u>	<u>2,230</u>	<u>0</u>	<u>2,230</u>	<u>3.0%</u>	<u>(530)</u>
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	617	1,092	475		475	56.5%	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	<u>10,446</u>	<u>11,279</u>	<u>833</u>	<u>0</u>	<u>833</u>	<u>92.6%</u>	<u>1,010</u>
Net Expenditure	<u>(10,516)</u>	<u>(13,579)</u>	<u>(3,063)</u>				
6000 plus Transfer from EMR	480						
Movement to/(from) Gen Reserve	<u>(10,036)</u>						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	5,592	6,900	1,308		1,308	81.0%	
4203 Fuel	3,738	5,600	1,862		1,862	66.7%	
4204 Road Fund License	550	600	50		50	91.7%	
4303 Machinery Mtce/Lease	84	0	(84)		(84)	0.0%	
4305 Uniform	623	800	177		177	77.9%	
Grounds Team General Exp :- Indirect Expenditure	<u>10,587</u>	<u>13,900</u>	<u>3,313</u>	<u>0</u>	<u>3,313</u>	<u>76.2%</u>	<u>0</u>
Net Expenditure	<u>(10,587)</u>	<u>(13,900)</u>	<u>(3,313)</u>				
310 Sports Park							
1025 Rent & Service Charge	16,179	13,574	(2,605)			119.2%	

	Actual Year To Date	Current Annual Bud	Variance	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1039 S/P Cats	1,200	0	(1,200)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	6,288	2,550	(3,738)			246.6%	
1061 S/P Court Hire	4,756	5,406	650			88.0%	
Sports Park :- Income	<u>32,673</u>	<u>25,830</u>	<u>(6,843)</u>			<u>126.5%</u>	<u>0</u>
4111 Electricity	2,979	3,000	21		21	99.3%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	6,699	8,000	1,301		1,301	83.7%	
4164 Trade Refuse	4,220	4,500	280		280	93.8%	
4171 Grounds Maintenance Costs	11,114	10,000	(1,114)		(1,114)	111.1%	4,669
Sports Park :- Indirect Expenditure	<u>27,358</u>	<u>25,500</u>	<u>(1,858)</u>	<u>0</u>	<u>(1,858)</u>	<u>107.3%</u>	<u>4,669</u>
Net Income over Expenditure	<u>5,315</u>	<u>330</u>	<u>(4,985)</u>				
6000 plus Transfer from EMR	4,669						
Movement to/(from) Gen Reserve	<u>9,984</u>						
315 Big Park	58,918	3,000	(55,918)	(55,918)	(55,918)	1963.9%	58,001
4101 Repair/Alteration of Premises	298	0	(298)	(298)	(298)	0.0%	
4111 Electricity	176	0	(176)	(176)	(176)	0.0%	
4121 Gas	14,680	15,000	320		320	97.9%	
4121 Rents	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	3,426	5,000	1,574		1,574	68.5%	
4303 Machinery Mica/Lease	2,942	3,000	58		58	98.1%	
Big Park :- Indirect Expenditure	<u>105,949</u>	<u>29,500</u>	<u>(76,449)</u>	<u>0</u>	<u>(76,449)</u>	<u>359.1%</u>	<u>78,377</u>
Net Expenditure	<u>(105,949)</u>	<u>(29,500)</u>	<u>76,449</u>				
6000 plus Transfer from EMR	78,377						
Movement to/(from) Gen Reserve	<u>(27,571)</u>						
316 Gateway Cafe	7,572	8,650	1,078			87.5%	
1025 Rent & Service Charge	4,800	0	(4,800)			0.0%	
1111 Electricity	1,246	3,000	1,754		1,754	41.5%	998
4101 Repair/Alteration of Premises	6,356	4,200	(2,156)		(2,156)	151.3%	
4111 Electricity	12,372	8,650	(3,722)			<u>143.0%</u>	<u>0</u>
Gateway Cafe :- Income							

Detailed Income & Expenditure by Budget Heading 23/02/2022

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	891	420	(471)		(471)	212.1%	
Gateway Cafe :- Indirect Expenditure	9,559	10,120	561	0	561	94.5%	998
Net Income over Expenditure	2,813	(1,470)	(4,283)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	3,810						
330 Parks & Open Spaces							
1025 Rent & Service Charge	75	0	(75)			0.0%	
1044 Hire of the Doll	5,196	5,100	(96)			101.9%	
1050 Allotment Rent	1,557	2,145	588			72.6%	
1102 106 Receipts	6,000	0	(6,000)			0.0%	6,000
1108 Tree Planting	116	0	(116)			0.0%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	13,044	7,245	(5,799)			180.0%	6,000
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	284	1,000	716		716	28.4%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	3,936	9,500	5,564	0	5,564	41.4%	3,058
4101 Repair/Alteration of Premises	2,537	5,000	2,463		2,463	50.7%	
4141 Water Services	3,693	5,000	1,307		1,307	73.9%	
4164 Trade Refuse	378	2,000	1,622		1,622	18.9%	
4171 Grounds Maintenance Costs	2,706	4,000	1,294		1,294	67.6%	134
4301 Purchase of Furniture/Equipmen	11,359	6,000	(5,359)		(5,359)	189.3%	6,613
Parks & Open Spaces :- Indirect Expenditure	20,673	22,000	1,327	0	1,327	94.0%	6,747
Net Income over Expenditure	(11,565)	(24,255)	(12,690)				
6000 plus Transfer from EMR	9,805						
6001 less Transfer to EMR	6,000						
Movement to/(from) Gen Reserve	(7,760)						
355 The Hub							
1084 Sports Pavilion	12,349	16,320	3,971			75.7%	
The Hub :- Income	12,349	16,320	3,971			75.7%	0

Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
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4175	Music Licence	407	500	93	93	81.4%
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The Hub :- Direct Expenditure						
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4103	Annual Servicing Costs	232	2,000	1,768	93	81.4%
4111	Electricity	2,370	1,500	(870)	(870)	158.0%
4112	Gas	2,506	1,500	(1,006)	3,833	4.2%
4171	Grounds Maintenance Costs	167	4,000	3,833	3,724	58.6%
0						

The Hub :- Indirect Expenditure						
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5,276	9,000	3,724	0	3,724	58.6%	0
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6,666	6,820	154	Net Income over Expenditure			
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360	Community House	1,556	2,295	740	67.8%
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1069	C/H Police Room	5,417	6,120	703	88.5%
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1070	C/H Phoenix Room	4,888	12,903	8,016	37.9%
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1072	C/H Copper Room	1,399	10,404	9,005	13.4%
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1075	C/H Charles Neville	5,569	26,112	20,543	21.3%
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1076	C/H Main Hall	4,360	12,954	8,594	33.7%
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1077	C/H Anzac Room	292	1,275	983	22.9%
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1078	C/H Main Kitchen	126	714	588	17.7%
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1079	C/H Anzac Kitchen	(135)	2,346	2,481	(5.8%)
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1080	C/H Foyer	12	1,326	1,314	0.9%
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1081	C/H Equipment Hire	307	4,500	4,193	6.8%
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1090	Storage Income	406	500	94	81.2%
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1091	Cinema Income	263	0	(263)	0.0%
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1092	Electricity Feed-in Tariff	307	4,500	4,193	6.8%
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4167	Cinema Costs	0	1,000	1,000	0.0%
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4175	Music Licence	1,008	0	(1,008)	0.0%
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Community House :- Direct Expenditure						
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1,008	1,000	(8)	0	(8)	100.8%	0
4101	Repair/Mitigation of Premises	6,692	4,000	(2,692)	(2,692)	167.3%
4102	Maintenance of Buildings	3,379	1,000	(2,379)	(2,379)	337.9%
4111	Electricity	10,344	4,000	(6,344)	(6,344)	258.6%
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%
4131	Rates	11,800	15,800	4,000	4,000	74.7%
4141	Water Services	(6,307)	8,000	14,307	14,307	(78.8%)
4151	Fixtures & Fittings	0	1,500	1,500	1,500	0.0%
4161	Cleaning Costs	649	1,000	351	351	64.9%
4162	Cleaning Materials	249	2,000	1,751	1,751	12.5%
4163	Personal Hygiene	1,735	2,000	265	265	86.7%

15,500	
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Detailed Income & Expenditure by Budget Heading 23/02/2022

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Uniform	566	600	34		34	94.3%	
Community House :- Indirect Expenditure	52,245	62,900	10,655	0	10,655	83.1%	15,500
Net Income over Expenditure	(28,794)	17,549	46,343				
6000 plus Transfer from EMR	15,500						
Movement to/(from) Gen Reserve	(13,294)						
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Recalp	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				
Grand Totals:- Income	900,043	805,749	(94,294)			111.7%	
Expenditure	739,316	820,609	81,293	0	81,293	90.1%	
Net Income over Expenditure	160,727	(14,860)	(175,587)				
plus Transfer from EMR	117,076						
less Transfer to EMR	140,218						
Movement to/(from) Gen Reserve	137,584						

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/01/2022	Playsafe Playgrounds Ltd	204891	6,390.00		SWING INSTALLATION
04/01/2022	L&N CONSULTANCY LIMITED	204892	1,386.00		NOV & DEC CONSULTATION
04/01/2022	Heatecraft And Ventilation ltd	204893	613.80		HEAT PUMP MAINTENANCE
04/01/2022	GeoXphere Ltd - Parish Online	204894	270.00		PARISH ONLINE DEC 21-22
04/01/2022	Business Stream	204895	10.32		WASTER SERVICES 27 OCT-17 DEC
04/01/2022	EDF	204896	7,196.00		OCT-DEC ELECTRICITY
04/01/2022	REBECCA COYNE	204898	100.00		R.COYNE REFUND DEPOSIT
04/01/2022	JAMES BOOT	204899	525.00		NOV - DEC CONSULTING
04/01/2022	The Fuelcard People	DD	154.75		hk66 wmf fuel
06/01/2022	Barclays	DD2	3.00		COMM CHGS - DECEMBER
06/01/2022	Northstar IT	DD3	1,376.04		MONTHLY SUPPORT - JANUARY
06/01/2022	02	DD4	106.54		DECEMBER MOBILES
10/01/2022	Radius Connect	204900	480.60		JANUARY TELEPHONES
10/01/2022	Rialtas Business Solutions Ltd	204901	355.20		ANNUAL SUPPORT & MAINT
10/01/2022	TOTAL GAS & POWER	204902	2,582.74		DECEMBER GAS - HUB
10/01/2022	Trade UK	204903	46.81		FLOODLIGHT FOR CARPARK
10/01/2022	CASTLE WATER	204904	27.99		NOV/DEC WATER
10/01/2022	The Fuelcard People	DD	10.80		FUEL CARD CHARGES
10/01/2022	Barclays	DD1	62.00		PDO CHARGES - DECEMBER
12/01/2022	BRITISH GAS	204881	-97.12		CHEQUE REISSUED
12/01/2022	BRITISH GAS	204905	97.12		BRITISH GAS - UNIT 14
12/01/2022	Farrington Property Developmen	204906	4,404.00		W/C 20/01 - UNIT 14
12/01/2022	Caroline Raid	204907	609.00		JANUARY CLEANING
12/01/2022	SIMPLICITY FIRST AID TRAINING	204908	380.00		FIRST AID TRAINING
19/01/2022	Safe I.S. Ltd	204909	474.00		FIRE WARDEN TRAINING
19/01/2022	Lewes District Council	204910	50.00		01/02/23 LOAN CONTRIBUTION
19/01/2022	Cotec Facilities Ltd	204911	726.99		MEMORIAL BENCH
19/01/2022	BRITISH GAS	204912	57.35		GAS - 17 DEC - 16 JAN
19/01/2022	BRITISH GAS	204913	37.52		ELECTRICITY 17 DEC - 16 JAN
19/01/2022	BRUNEL ENGRAVING COMPANY	204914	160.02		mayors badge
19/01/2022	R.J.Meaker Fencing Ltd	204915	24.82		POST MIX
19/01/2022	Business Stream	204916	142.22		WASTE WATER - 4 SEPT - 11 NOV
19/01/2022	MR EREQI	204917	50.00		EREQI - DEPOSIT REFUND
19/01/2022	MICHELLE FUNNELL	204918	50.00		MICHELLE FUNNELL - DEP REFUND
24/01/2022	CC PAYMENTS - DEC	DEC CC	859.97		CC PAYMENTS - DEC
24/01/2022	The Fuelcard People	DD	95.33		GY06 PPX FUEL
25/01/2022	EDF	DD	55.31		DECEMBER STREET LIGHTING
25/01/2022	JANUARY SALARIES	JAN SALARI	22,347.09		JANUARY SALARIES
26/01/2022	Ricoh Capital Ltd	204919	1,283.76		01/01 - 31/03/22 PHOTOCOPIER
26/01/2022	FENLAND LEISURE PRODUCTS	204920	547.92		MATS / WETPOUR
26/01/2022	RESTORE DATASHRED	120821	78.97		DATASHRED BAGS
26/01/2022	GREENTECH LTD	120822	82.80		STEEL FIXING PINS
26/01/2022	RURAL SERVICES PARTNERSHIP	120823	60.00		DEC - MAR 22 MEMBERSHIP
26/01/2022	Audience Systems Ltd	120824	620.88		SERVICE/INSPECT THEATRE SEATS
26/01/2022	SPORTS EQUIPMENT	120825	62.40		BACKBAR BRACKETS
26/01/2022	LUCY OVETT	120826	50.00		LUCY OVETT - REFUND DEPOSIT
26/01/2022	HOLLY GILLESPIE	120827	106.46		HOLLY GILLESPIE - PART REFUND

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/01/2022	SIMPLICITY FIRST AID	204908	-380.00		FIRST AID - REISSUE CHQ
26/01/2022	IVOR LAWRENCE	120828	380.00		IVOR LAWRENCE
26/01/2022	EAST SUSSEX PENSION FUND	120829	6,625.45		EAST SUSSEX PENSION FUND
26/01/2022	HMRC	120830	6,969.12		HMRC- JAN SALARIES
26/01/2022	EDF	120831	670.64		DECEMBER ELECTRICITY
31/01/2022	The Fuelcard People	DD	31.06		HK66 WMJ
Total Payments			69,410.67		

31/03/2020		31/03/2021	
581,458		739,854	
Total Assets		Total Assets	
581,458		739,854	
Current Assets		Current Assets	
85,294	Debtors Control	9,747	
0	VAT Control A/c	2,356	
50	Deposit Aqua	50	
315,425	Current Bank A/c	546,999	
180,168	Reserve Account	180,182	
520	Pelly Cash	520	
0	PAYE	0	
581,458		739,854	
Current Liabilities		Current Liabilities	
4,000	VAT Control A/c	0	
9	Mayor's Appeal	1,003	
0	NIC	0	
1,072	Deposits Received	1,747	
5,080		2,749	
576,378		737,105	
Total Assets Less Current Liabilities		Total Assets Less Current Liabilities	
576,378		737,105	
Represented By		Represented By	
130,960	General Reserves	258,044	
0	Vehicle Reserve	10,000	
4,250	Tree Works	1,192	
4,419	Staff training	1,269	
15,500	Service Charges	0	
10,615	Covid-19 Recovery Reserves	8,836	
650	Noticeboards	650	
0	Monument & War Memorial	530	
4,000	P/H Youth Task Group	4,000	
279,310	CIL	327,817	
91	Electricity	0	
59,080	Big Park	59,080	
7,000	Hub Improvements	7,000	
5,000	Climate Change	5,000	
2,436	Professional Fees - Legal	998	
289	Neighbourhood Plan	289	
52,778	Capital Receipts Reserve	52,399	
576,378		737,105	

23/02/2022

Peacehaven Town Council

09:46

Balance Sheet as at 23/02/2022

31/03/2020

31/03/2021

The above statement represents fairly the financial position of the authority as at 23/02/2022 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Bank Statement Account Name (s)	Business Premium Account
Statement Date	31/01/2022
Page No	
Balances	180,181.95
	<u>180,181.95</u>
Unpresented Cheques (Minus)	Amount
	<u>0.00</u>
	0.00
	<u>180,181.95</u>
	0.00
Receipts not Banked/Cleared (Plus)	
	0.00
	<u>180,181.95</u>
Balance per Cash Book is :-	180,181.95
Difference is :-	0.00

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.

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 Earthey (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 and 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.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Thursday 10th February 2022 at 7.30pm in Community House

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

PF721 CHAIRMAN'S ANNOUNCEMENTS

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

PF722 PUBLIC QUESTIONS

There were no public questions.

PF723 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr I Sharkey, Cllr C Gallagher Cllr A Milliner, Cllr G Hill and Cllr A Goble were approved.

PF724 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF725 TO ADOPT THE PUBLIC MINUTES OF 18th January 2022

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

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

PF726 TO ADOPT THE CONFIDENTIAL MINUTES OF 18th January 2022

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

PF727 RECRUITMENT OF A LEISURE, AMENITIES & EVENTS OFFICER:-

- a. TO RECEIVE A REPORT, COSTINGS AND JOB DESCRIPTION FROM THE PERSONNEL COMMITTEE.**
- b. TO DISCUSS AND AGREE TO PROCEED.**

[The above two items were taken en bloc].

The following aspects of this item were covered:-

- Financial savings from current vacancies.
- Recruitment methods.
- Staff expertise.
- Job Descriptions.

It was resolved to approve the proposed salary starting points for the agreed new posts, to fill the current vacancies.

PF728 DATE OF NEXT MEETING – Tuesday 1st March 2022 at 7.30pm

There being no further business, the meeting closed at 19:40.

Present – Cllr D Seabrook, Cllr S Griffiths, Cllr White, Cllr Milliner, Cllr Duhigg, Finance Officer, Zoe Malone; Admin Officer, Victoria Onis; Civic & Marketing Officer, Deborah Donovan.
Public – two members of the public were present, Mrs Pickett and Mr Parkes (Market Hires)

A G E N D A

PF729 CHAIRMAN'S ANNOUNCEMENTS

Mrs Donovan welcomed everyone to the meeting and reported that there are apologies from the Chair of this Committee Cllr Collier and the Vice Chair also absent. Under standing orders there will be a need to elect a Chair to convene the meeting. Cllr Griffiths proposed that Cllr Seabrook stands in as Chair to convene the meeting. All in favour.

The Chairman welcomed everyone and covered housekeeping matters.

PF730 PUBLIC QUESTIONS

Resident and long-term Market hirer Mrs Pickett spoke regarding item PH737. Mrs Pickett spoke of the benefits of the markets and car boots. Mrs Pickett stated that The Market has been a Community Event for over 20 years and there is now concern that due to the new fees and the introduction of a possible Commercial rate, it will not be affordable to continue to run either Events.

PF731 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr Sharkey, Cllr Gobie, Cllr Hill, Cllr Collier, Cllr Gallagher and the Town Clerk.
It was resolved that Cllr White will be substituting for Cllr Collier.

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

PF732 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths – community interest in mini markets
Cllr Griffiths – interest in item PF743 as a friend of the Council's contractors.
Cllr Seabrook – interest in item PF740 as a person requesting authorization to spend money on the climate event.

PF733 TO ADOPT THE PUBLIC MINUTES OF 10th FEBRUARY 2022

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

It was resolved to bring item PF737 forward

PF734 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Finance Officers report was received and it was noted that the item should read 2021/22

2. Bank account summary

The finance officer reported that projecting the expenditure and income up until 31st March 22, there should be a carry forward of approx. 40k to general reserves.

3. Bank Reconciliation statements (for signing)

Noted received and approved for signing

4. Income & Expenditure report

Noted and received

5. Balance Sheet

Noted and received

6. CIL & S.106 report

Noted and received

7. List of payments (for approval)

It was resolved to approve the January 2022 payments amounting to £69,410.67, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

1) Emergency lighting repairs at Community House, quote received for £1,114.88

2) Electrical works at Community House for £1,689.37

It was resolved to accept the above recommended quotes and for work to commence.

9. Funding report for buildings equipment maintenance works.

Received and noted

PF735 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

It was resolved to defer the inspection of the Robson room until the next meeting when all Committee members are in attendance.

The Hearing loop in main hall – is waiting for a part.

PF736 TO PRODUCE A CLEARLY STRUCTURED AND APPROPRIATE BUSINESS PLAN WITH FULL INPUT FROM COUNCILLORS AND OFFICERS (FROM COUNCIL)

Cllr Seabrook suggested that the Committee could look at the Bridport town plan and is a good example of setting out priorities with a strategic plan for the Council.

Cllr Seabrook suggested that all Chairs of Committees convene to devise this plan and produce to council.

It was **Proposed** by Cllr Griffiths and **Seconded** by Cllr Milliner that Committee follow the chairs suggestion. That an internal business plan is created, by convening the chairs who will create a strategic plan that will be agreed by Full Council and given to individual committees who will agree their own priorities. It was also agreed for staff to be included in the formation of the business plan.

Agreed by majority

PF737 TO DISCUSS AND AGREE CHARGING RATES, HOURS & POLICY FOR COMMUNITY HOUSE MARKETS & COFFEE MORNINGS AND HIRE COSTS

(This item was brought forward in advance of item PF734)

The Finance officer, reported that further to CCE meeting a few weeks ago, some of the hirer costs were spoken about and being some further queries and so has brought back the figures for the hire costs of the indoor hall hire and outdoor spaces.

The finance officers report was discussed:-

- It was **Proposed** by Cllr White and **Seconded** by Cllr Milliner to agree the Finance Officers recommendation:-
1) To remain with the proposed charges of £65 (including vat) for the Market & Kitchen or £50 excluding the kitchen (including vat) for the market per session. It was also stated that market hirers can also hire the hall and / or kitchen by the hour as per the current price list.
All in favour

- It was **Proposed** that we offer regular hirers of the markets at Community house and the car boots at the Dell a discount. It was agreed that the Finance Officer produces a report with what discounts we could offer regular hirers of the markets and car boots at the Dell and refer this to the next P&F meeting.
Proposed by Cllr White and **Seconded** by Cllr Milliner
All in favour

- It was **Proposed** that Coffee mornings are reinstated from 1st April – it was suggested that we have a welcome back coffee morning with previous hirers of the coffee mornings to get things moving again. Mrs Donovan will request that the Information Officer writes to local charity organisations and Community Groups, to invite them for a complimentary Coffee morning.
Proposed Cllr White
Seconded Cllr Milliner
All in favour

*Standing orders were suspended to allow Mr Parkes to speak 20.11
Standing orders reinstated 20.12*

Both members of the public left the room

PF738 TO DISCUSS AND AGREE CHARGING FOR STORAGE IN COMMUNITY HOUSE

The charge for a small storage fee for hirers to store their personal items at Community House, was discussed. It was resolved to go with the Finance Officers' recommendations to charge from £2.50 per week for those with one or two cupboards, increasing this amount to £5 per week for anything more

Proposed Cllr White
Seconded Cllr Milliner
All in favour

PF739 TO AGREE REPLACEMENT GATES FOR THE GREEN GYM

Cllr Griffiths report was noted. The gates at the green gym no longer close properly allowing dogs and wildlife to access the area.
It was resolved to purchase two mono hinge self-closing gates for the gym at £1350 per gate total cost £2700+vat to be installed by the Ground staff and the funding to come from the PTC CIL Fund.

Proposed Cllr Griffiths
Seconded Cllr White
All in favour

PF740 TOWARDS ZERO CARBON PEACEHAVEN - to request authorisation to spend up to £600 from the climate change reserve to deliver climate change event on 9th April.

It was noted that the Agenda said £600, the report presented in the papers said to request authorization to spend up to £750

The Climate Change working party is in the process of organising an event that will take place on Saturday 9th April 2022.

The Event has an offer of sponsorship from Rampion for £1000 which will cover the cost of the event, in the unlikely event that this falls through or we cannot meet their conditions, a request is being made for the committee to underwrite the event up to £750 which will come from the Climate Budget

It was **resolved** to underwrite the expenditure of the climate event on the 9th April if needed. **Proposed** Cllr Milliner and **Seconded** Cllr White
All in favour.

Cllr Duhigg left the meeting

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

PF741 TO ADOPT THE CONFIDENTIAL MINUTES OF 10th FEBRUARY 2021

This item was deferred to the next meeting as only two Councillors in attendance that can vote.

PF742 AGED DEBT ANALYSIS

The Finance Officer reported on the aged debt and advice received on how to proceed.

PF743 TO REVIEW SUB-CONTRACTOR ENGAGEMENTS

Existing Contractor roles were discussed and agreed.

PF744 DATE OF NEXT MEETING – Tuesday 26th April 2022 at 7.30pm

There being no further business, the meeting closed at 21.09

REGISTRATION

DATE

TIME

LOCATION

STATUS

REMARKS

REMARKS

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Agenda Item:	C870-a-v
Committee:	Council
Date:	15th March 2022
Title:	Producing the Council's Business Plan
Report Author:	Town Clerk
Purpose of Report:	To note progress

Summary of recommended actions

To note progress and to arrange the first meeting of the new Working Party.

Introduction

At the Council meeting on the 25th January 2022, it was resolved that the Business Development & Communications Committee be dissolved and that the Policy & Finance Committee now takes on the responsibility for producing a clearly structured and appropriate business plan, with full input from Councillors and Officers.

Background

At the Policy & Finance Committee meeting on the 1st March 2022, it was resolved that an internal Business Plan is created, by convening the Committee Chairs who will create a strategic plan that will be agreed by Full Council and given to individual committees who will agree their own priorities. It was also agreed for Officers to be included in the formation of the business plan.

Analysis

At the Council meeting on the 25th January 2022, it was also resolved that In view of staff vacancies, the Clerk will identify all projects and actions across Council and its Committees, for subsequent prioritising. This has been done and a copy is attached.

Recommendations

The first meeting of the new Working Party is convened a.s.a.p.

STATUS CODES:										
		Complete								
		Underway								
		Not Yet Started								
		Complete But Not Issued								
		On Hold								
		Cancelled								
		To Be Advised								
Priority Number	Status Code (as above)	Title	Description	Council Committee Agreement/Sign-off Approved	Owner(s)	Officers	Councillors	Target Completion Date	Budget Guideline(s)	Actual Completion Date
1		RECRUITING	DEPUTY CLERK/CIVIC OFFICER	PERSONNEL	PERSONNEL	DD/TA	DS	Mar-22		
2		RECRUITING	COMMUNICATIONS & MARKETING OFFICER	PERSONNEL	PERSONNEL	DD/TA	DS	Mar-22		
3		RECRUITING	CARETAKER/CLEANER	PERSONNEL	PERSONNEL	DD/TA	DS	Mar-22		
4		RECRUITING	EVENTS/AMENITIES/PROJECTS OFFICER	PERSONNEL	PERSONNEL	DD/TA	DS	Mar-22		
		Cycle and walking routes	Esp east west as it would improve connectivity (ie big park to meridian centre , school, gp)and reduce need for cars				RW			
		Life long learning centre to improve life chances for our kids, adult education and training as well as reduce isolation	Councils , school and community continue to build a case				RW			
		Improve employment opportunities locally as it is the single biggest factor in improving health in working age adults	Work with school and chamber of commerce				RW			
		Work with other agencies , councils, bus company , employers to reduce congestion on A259					RW			
		Contacting Barratts about the concrete path		P&H						
		Centenary Park Bridleway.		LAG&E						
		Dell Play Area \$106 spend on inclusivity.		LAG&E						
		Finishing any outstanding leases and licences.		LAG&E						
		Reducing energy use in Hub and Gateway Cafe.		LAG&E						
		Future CLC bid to LDC for the continuation of the bridleway at Centenary Park		LAG&E						
		New inclusive pathway at Centenary Park	replace the unmade bridle path with an inclusive tarmac path	LAG&A	PTC, ESOC	Kevin Bray		Oct-22	£40 000	

	The Dell Access Path/ playground inclusivity	105 money to be used on inclusivity at the Dell	L&A	unknown/ PTC	Kevin Bray		not set	£50,000	
	Café and Hub Heating Survey	changing to a more sustainable heating source	L&A			Clir Seabrook, Clir Griffiths, Clir Gallagher	not set		
	CCTV upgrade	improve the CCTV and connect to Sussex police	L&A	PTC,	Kevin Bray	clir Symonds	not set	£24,000	
	safe cycle route	create a safe cycle route through peacehaven	L&A	PTC, ESCC, LDC	Kevin Bray	clir White	not set	£250,000	
	Gym Self Closing gates	self closing gates no longer work	L&A	PTC/ LDC	Kevin Bray		not set	£2,000	
		re new playground equipment							
	Epina Park / Playground		L&A	PTC,	Kevin Bray	Clir paul, Clir Griffiths, Clir symonds	not set		
	Outside toilet upgrade	improvement of drainage and an inclusive cubicle	L&A	PTC,	Kevin Bray	Clir Griffiths	not set	not set	
	Howard park improvements/ accessibility	Clir Seabrook's report improvements to be implemented				Clir Seabrook, Clir Griffiths, Clir Gallagher	not set		
	Allotments – Investigate new allotment provision	PTC need more allotments so sites are being sort	L&A	PTC,	Kevin Bray	Clir Seabrook	not set	not set	
	Engagement of professional surveyor(s) to carry out detailed internal and external surveys of Community House	Community House is now over 40 years old and its internal and external fabric, fixtures, fittings and equipment are becoming increasingly difficult to maintain and repair.	P&F		TA				
	New Gateway Café Lease	To replace current Lease which expires on 31/03/2022	L&A		TA				
	Establish an SLA with Havens Community Cars	On a similar basis to the SLA's established with CAB and CTLA.	P&F		TA				
	LDC CIL EOI submission - CCTV	CCTV upgrade adding a more modern and comprehensive system which will allow the system to feed into the Sussex Police Partnership			TA/keB	LS			
	LDC CIL EOI submission - Cycle route	Creation of an active travel cycle routes/paths to connect Centenary Park to wider area.			TA	CG/RW/DS			
	LDC CIL EOI submission - Howard Park	Howard Peace Park Accessibility Project			TA	DS			

Agenda Item:

C870-a-vi

Committee:

Council

Date:

15th March 2022

Title:

Producing business cases for the Council's CIL projects

Report Author:

Town Clerk

Purpose of Report:

To note progress and prioritise actions

Summary of recommended actions

To note progress and agree actions for CIL projects and bids:-

1. Community Orchard.
2. Walking/cycle paths across Centenary Park.
3. CCTV.
4. Howard Park.

Introduction/ Background

Expressions of interests (EOI's) were lodged with LDC for access to the LDC CIL pot of money for the above projects. LDC has indicated that these can now progress to full bids and business cases need to be constructed for each project.

Analysis

There are concerns regarding the shortage of Officer support for these projects, due to current vacancies.

Regarding the walking/cycle paths across Centenary Park project, there is concern regarding the ability to deliver the fully specified project, particularly as a result of Peacehaven Community School being unwilling to participate.

Recommendations

To agree the way forward and priorities.

Lewes District Council

CIL Bidding Expressions of Interest

Project Description:	CCTV upgrade adding a more modern and comprehensive system which will allow the system to feed into the Sussex Police Partnership
Project Address Location:	Centenary Park, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RH
Name of Provider bidding for funds:	Peacehaven Town Council
Which source of funding are you applying for?	Local Pot
Type of Infrastructure:	Community Safety
Items of infrastructure that it is proposed CIL Funding will pay for:	Upgraded CCTV cameras and associated installation costs for x3 cameras.
Estimated Project Cost (£):	£24,000
Amount being requested from CIL (£):	£20,000

<p>YES</p>	<p>This is part of the wider "Secure by design" standards that are being put in the NP</p>	<p>Does the project appear in the IDP/ Neighbourhood Plan/ or other relevant document?</p>
		<p>Can the project be delivered in the next 5 years?</p>
	<p>Site meetings have taken place with Sussex Police and Chromavision and we are currently awaiting the final quotation regarding the upgrade and installation. It is anticipated that once funds have been received this project can be progressed immediately.</p>	<p>If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support?</p>
	<p>n/a</p>	<p>How has development resulted in the need for this infrastructure?</p>
	<p>Centenary Park (the big park) opened in 2015 and boasts approximately 11 acres of green space. The park has two playgrounds with a range of wooded play equipment and serves both young and older children. Within the park, there is a skate park which is used by all ages ranging to adults and is suitable for scooters, bikes or skaters. There are also football pitches which are utilised most weekends by many youth teams. Also, at weekends there is a weekly Parkrun with over 100 runners regularly completing the 5k route and Junior Parkrun which supports 4-14 years old completing the 2k course. Throughout the year, the park is used for many events such as dog shows, football tournaments, bike rides and summer fetes. There are also some new events being planned for the forthcoming year. In addition, and within the park there is a popular café which serves a magnitude of food and refreshments and is a very popular spot for visitors to the park area. Close by there are also other facilities that hold events</p>	

for all ages such as Peacehaven Football Club, Peacehaven and Telscombe Bowls Club, MUGA and the hub which offers hiring facilities to a nursery during the weekdays, party venue, dog training and fitness classes.

Due to the above activities and the day-to-day function of the park and surrounding areas, there are many visitors that attend the park for a variety of reasons help promote health and well-being to include dog walking, bike riding, social walking, jogging.

Unfortunately, due to the vast area and the many activities that take place, the park does attract anti-social behaviour due to off road bikes causing criminal damage, underage drinking and drug use. There has also been reports of crime including theft, public order, violence and sexual offences involving all ages. Following an analysis with Sussex Police the big park was identified as a hotspot for crime.

The upgrade and linking to the Sussex Police Partnership will allow improved footage of any incidents directly to Sussex Police and will support the Police with evidence to support any prosecutions as well as become a resource for the prevention of crime.

This area will also form part of a planned safe walking and cycling route to school, as well as for other residents.

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

CIL.Lewes@lewes-eastbourne.gov.uk

Once this form is completed please send to

Project Contact:	<p>Peacehaven Town Council Project lead: Cllr Lucy Symonds Mobile 07590 982766 CllrLucyJoSymonds@peacehaven-towncouncil.gov.uk</p> <p>Town Clerk: Tony Clerk Contact 01273 585493 townclerk@peacehaven-towncouncil.gov.uk</p> <p>Parks Officer: Kevin Bray Contact 01273 585493 parks officer@peacehaven-towncouncil.org.uk</p>
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Lewes District Council

CIL Bidding Expressions of Interest

Project Description:	Howard Peace Park Accessibility Project
Project Address Location:	Howard Park, Peacehaven
Name of Provider bidding for funds:	Peacehaven Town Council
Which source of funding are you applying for?	Local Pot (Towns, Parishes and District Council)
Type of Infrastructure:	Green infrastructure Community facilities.
Items of infrastructure that it is proposed CIL Funding will pay for:	<ol style="list-style-type: none"> 1. Provision of access path to enable wheelchair / mobility scooter / buggy access into Howard Peace Park from the South Coast Road. 2. Provision of a handrail from Howard Park down to the beach. 3. Resin bond the path around the pebbled area to enable access to person with disabilities. 4. Provision of an accessible Picnic Bench.
Estimated Project Cost (£):	£40,000 estimated cost
Amount being requested from CIL (£):	£32,000

Does the project appear in the IDP/ Neighbourhood Plan/ or other relevant document?	YES
Can the project be delivered in the next 5 years?	YES
If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support?	YES
How has development resulted in the need for this infrastructure?	<p>The significant increase and ongoing development including densification of housing within Peacehaven coupled with an increased age and disability demographic is putting pressure on all of the green spaces within Peacehaven. These improvements will allow better use of an underused facility which has very poor access.</p> <p>This park is primarily used for reflection, contemplations, relaxation and as a memorial. Further memorial enhancements are planned.</p> <p>Cycle racks are being provided by Peacehaven Town Council in Howard Park. Further tree planting is also being carried out.</p> <p>These improvements have been identified as a part of an extensive consultation with residents, users of the park and the Peacehaven & Telcombe Access Group.</p>
YES	NO

Project Contact:	<p>Name: Tony Allen, Town Clerk</p> <p>Peacehaven Town Council</p> <p>Address: Meridian Way, Peacehaven BN10 8BB</p> <p>Telephone: 01273 585493</p> <p>Email: townclerk@peacehaventowncouncil.gov.uk</p>
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Once this form is completed please send to

CIL.Lewes@lewes-eastbourne.gov.uk

**If you do have any queries please do not hesitate to contact us. Please dial
01273 41000 and ask to speak to a Member of Planning Policy.**



Lewes District Council

CIL Bidding Expressions of Interest

Project Description:	Creation of an active travel cycle routes/paths to connect Centenary Park to wider area.
Project Address Location:	Centenary Park. Peacehaven. Exact Routes to be defined by Feasibility Study.
Name of Provider bidding for funds:	Peacehaven Town Council
Which source of funding are you applying for?	<ul style="list-style-type: none"> ○ Strategic Pot ○ Local Pot (Towns, Parishes and District Council) ○ Community Pot ○ Community Small Projects Pot
Type of Infrastructure:	<ul style="list-style-type: none"> ○ Green infrastructure ○ Utilities ○ Modes of transport ○ Community facilities ○ Education

	<ul style="list-style-type: none"> o Health o Emergency services o Other
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Items of infrastructure that it is proposed CIL Funding will pay for:	<ol style="list-style-type: none"> 1. Cycle path/route connecting East Peacehaven/Newhaven with Centenary Park, Meridian Centre and beyond. 2. Cycle Path/Route connecting North Peacehaven, Chalkers Rise Development with Centenary Park, South Coast Road (National Cycle route 2), Meridian Centre and beyond. 3. Cycle Path/Route from Centenary Park/Meridian Centre to C7/Egrets Way through National Park gateway. 4. In addition will provide active travel opportunity linking other residential areas of Peacehaven directly to the town centre/ health and leisure facilities. It will create a safe route avoiding high vehicular traffic areas and unsafe industrial estate traffic of Hoyle Road. 5. Lighting and CCTV to be included to ensure a safe and practical route joining the town together over a longer period of the day. <p>Initial step will be to undertake a feasibility study and from this consideration will be given to:</p> <p>Deciding preferred options Obtaining permissions Costings, quotes</p>
	£250,000
	Estimated Project Cost (£): Amount being requested from CIL (£): £125,000

Does the project appear in the IDP/ Neighbourhood Plan/ or other relevant document?	Yes - The Neighbourhood Plan which is currently at Reg 14 consultation Policy Projects NPTravel 1 - Active Movement chapter with aim of improving health and well being by increasing opportunities for active movement. "that with regards to walking and cycling routes, the Town Councils of Peacehaven & Telscombe will work closely with East Sussex County Council, SDNPA, Lewes District Council and Sustrans to bring forward a high-quality route network that links education, health, retail, leisure and employment facilities across the towns. Policy TR1 encourages developers to demonstrate how they support active travel through reducing the reliance on private car movements, providing efficient parking management and encouraging delivery of walking, cycling and shared transport (public transport, car clubs, cycle hire schemes etc).
Can the project be delivered in the next 5 years?	Yes - It is anticipated that preliminary works and phases will be completed within 5 years. It is possible that further phases linking the wider area will be undertaken within a further two years from that time.
If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support?	Majority of the project is within the LDC charging area. Small extension through National Park has been discussed with National Park Authority and this was initially received favourably and work is being undertaken with Sustrans and Accessibility officers to bring forward subsequent bid.
How has development resulted in the need for this infrastructure?	The towns of Peacehaven and Telscombe have increased substantially over the last decade with population forecast mid 2018 estimates showing increase of population by 228 people per year (2011 - 21544 /2018 -23371) Yes. The immediate area of Centenary Park has seen extensive development and would benefit from this proposed infrastructure improvement. A total of 291 homes have been built as follows <ul style="list-style-type: none"> Land north of Keymer Avenue, Peacehaven LW/13/0686. 48 homes built 2015 Thakeham Homes Land To The East Of The Sports Park Piddinghoe Avenue Peacehaven East Sussex LW/09/1135 – 188 homes – Bovis Homes Completed 2015

	<p>Land On The North Side Of Arundel Road Peacehaven East Sussex LW/13/0644 55 homes completed 2016</p> <ul style="list-style-type: none"> Land to the north west by about 200 metres a development of 450 at Chalkers Rise LW/17/0226 <p>The creation of Centenary Park following the building of the Peacehaven Water Treatment works completed in 2013 has created the opportunity to link previous developments in East Peacehaven to the town centre, leisure centre and health facilities, avoiding the use of the busy road network. Cycle routes/paths would provide a practical, healthy and environmentally friendly means of accessing the town centre.</p>
Project Contact:	<p>Councillor Project Leads: Cllr Ron White cllr.ron.white@peacehaventowncouncil.gov.uk Cllr. Cathy Gallagher Cllr.cathy.gallagher@peacehaventowncouncil.gov.uk</p> <p>Officers ;</p> <p>Tony Allen, Town Clerk & RFO, 01273 585493 townclerk@peacehaventowncouncil.gov.uk</p> <p>Kevin Bray, Parks Officer Peacehaven Town Council - groundstaff@peacehaventowncouncil.gov.uk</p> <p>Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven BN10 8BB</p>

Once this form is completed please send to CIL.Lewes@lewes-eastbourne.gov.uk

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

Proposed New Cycle route – Peacehaven East Link

< Great Britain: National Cycle Network

National Cycle Network legend

- **Trailing five years** are the **National Cycle Normals**
- **7-10-15-20** years (and on the **National Cycle Normals**)
- **General rule** on the **National Cycle Normals**
- **General rule** not on the **National Cycle Normals**
- **National Cycle Normals** are **not** the **National Cycle Normals**

Proposed Cycle Route

Route Link to Chalker's Rise



Connection of cycle path to National Route 2 – cycle network.

Projects: NPTRAVEL1

Through the work on the Neighbourhood Plan, a series of possible projects have been identified which the Town Councils will continue to lobby for. With regards to public transport improvements there are three main priorities.

- a) The delivery of a frequent, direct, and high-quality transport connection from all parts of the towns to the Meridian site and nearby health facilities.
- b) The delivery of a frequent and direct public transport route from North Peacehaven to the South Coast Road
- c) The upgrade of bus shelter infrastructure to provide comfortable waiting areas with real time travel information.

With regards to walking and cycling routes, the Town Councils will work closely with East Sussex County Council, Lewes District Council and [Sustrans](#) to bring forward a high-quality route network that links education,

health, retail, [leisure](#) and employment facilities across the towns.

The quality of surface infrastructure, as well as new routes and services should be enhanced. This means for example, better pedestrian crossing facilities, improved public realm designs, dedicated local cycle, and walking lanes, better junction crossing for pedestrians and cyclists. These projects are also an opportunity for direction of funds payable to the Town Councils through CIL.



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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.

<p>PH1238 LW/21/0804 Bramber Nursing home 1 Bramber Ave Peacehaven</p> <p>Case Officer Julie Cattell</p>	<p>Comments</p> <p>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 REFUSAL 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 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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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	

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

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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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 1st February 2022

Present: Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr R White, Cllr S Griffiths.

Officers: A Allen, Town Clerk.

Public: Mr M Gatti & Mr V Carrick, Peacehaven Focus Group.

1 PH1249 CHAIR ANNOUNCEMENTS

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

2 PH1250 PUBLIC QUESTIONS

Members of PFG asked to make a report at Item 10. In the Agenda.

3 PH1251 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received from Cllr I Sharkey, Cllr G Hill, Cllr D Paul, Cllr J Harris, Cllr A Goble, Cllr C Gallagher & Admin. Officer V Onis.

4 PH1252 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr R White re. Item 9, as a Partner of the Meridian Surgery.

5 PH1253 TO ADOPT THE MINUTES FROM THE 14th DECEMBER 2021

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

6 PH1254 TO RECEIVE AN UPDATE FROM THE STEERING GROUP FOR THE NDP

Cllr White and the Clerk reported on arrangements for the consultation on the Draft Neighbourhood Development Plan, which commenced on the 1st February 2022.

7 PH1255 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was received and noted. There were no matters arising.

8 PH1256 TO DISCUSS THE WILDLIFE VERGE SCHEME

After discussion it was resolved to notify agreement to this proposal, subject to a management plan/long-term commitment remaining in place to ensure that this area is properly maintained as a wildlife verge.

9 PH1257 TO DISCUSS AND MAKE RECOMMENDATIONS ON THE PROPOSED CLOSURE OF PART OF RODERICK AVENUE

After discussion it was resolved to notify agreement to this proposal, subject to access for people with disabilities and the emergency service remaining.

[It was resolved to suspend Standing Orders to allow public participation in this item].

10 PH1258 TO DISCUSS CHALKERS RISE DRAINAGE BASIN

The following main points were noted in discussion with the two PFG members present:-

- Schedules 7&8 of the S.106 Agreement are not being adhered to by the developer.
- The large infiltration pond creates a safety hazard with steep sides and varying water levels.
- The Phase 3B plans remove the agreed fencing from around this pond.

It was resolved to write to Leigh Palmer, LDC, and to seek Clir Colliers support, to ensure that meetings with the developer are maintained; to fully address the above concerns and to get LDC to enforce the developer's obligations in all areas.

[It was resolved to restore Standing Orders].

11 PLANNING APPLICATION DECISIONS AS FOLLOWS:-

<p>PH1259 LW/LW/21/0941 34 Gladys Avenue Peacehaven</p> <p>Recommendation made by the Town Clerk under delegated powers.</p> <p>It was resolved to ratify the Town Clerk's recommendation for REFUSAL of this application, for the following reasons:-</p> <p>All of the dwellings in this road are single storey bungalows. A few have loft extensions with windows on the front elevation. What is proposed is a significant change to the front elevation which will be out of character with the rest of this street. The extension is changing it from a two-bedroom modest bungalow to a five bedroom house.</p> <ul style="list-style-type: none"> • Out of keeping with street scene/over development. • Absence of car parking facilities - provision for pedestrians, wheelchairs and prams • Increase of traffic & congestion • Exacerbate existing parking problems • Parking & Highway safety 	<p>PH1260 LW/21/0908 15 Vernon Avenue Peacehaven</p> <p>Recommendation made by the Town Clerk under delegated powers.</p> <p>It was resolved to ratify the Town Clerk's recommendation for APPROVAL of this application.</p> <p>There are no online objections to this application and no planning reasons to object.</p> <ul style="list-style-type: none"> • Overall footprint is no different to either side • The roof conversion is similar to houses either side • The front garden provides parking and bin storage. <p><i>Conversion of existing residential dwelling house into 2no. flats</i></p>	<p>PH1261 LW/21/0975 24 Steyning Avenue Peacehaven</p> <p>Demolition of bungalow and erection of 2no 2 storey semi-detached and 1no 3 storey terraced dwellings</p>
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Minutes of the Planning & Highways Committee - Tuesday 1st February 2022

	<p>It was resolved to recommend REFUSAL for the following reasons:-</p> <ul style="list-style-type: none"> • Inadequate local infrastructure - including A259, surgeries, school • Density of layout & over development - too large for plot • Absence of car parking facilities - provision for pedestrians, wheelchairs and prams • Increase of traffic & congestion - is there an alternative • Exacerbate existing parking problems
<p>PH1262 LW/21/0722 16 - 28 Cripps Avenue Peacehaven</p>	<p><i>Variation to Condition 1 (approved plans) attached to planning permission LW/19/0398 to allow for revised flat block design, alterations to layout to allow development to merge with neighbouring approved development and amended dwelling design</i></p> <p>It was resolved to recommend APPROVAL</p>

12 THE FOLLOWING PLANNING APPLICATIONS WERE NOTED:-

<p>PH1264 TW/21/0084/TPO 2 Wendale Drive Peacehaven</p> <p>Case Officer Nick Jones</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0084/TPO</p>	<p>Tree Work Application – Tree Preservation Order No.1 (1986) Proposal:</p> <p>T1 - Sycamore - Crown reducing & thinning up to 30% including trimming of lower branches</p> <p>T2 - Ash Tree - 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> <p>T5 - Ash Tree - Crown reducing & thinning up to 30% including trimming of lower branches</p> <p>T6 - Ash Tree - Crown reducing & thinning up to 30% including trimming of lower branches</p> <p>Reasons for the Works: Ongoing cyclical maintenance</p> <p>Consideration: Having undertaken an inspection of the trees the works as proposed are considered to accord with sound arboricultural practice and are acceptable subject to the conditions outlined below.</p> <p>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 13/11/2021, the Council HEREBY CONSENT to the following specified works at 2 Wendale Drive</p>
<p>PH1265 LW/22/0038 121 Hodder Avenue Peacehaven</p> <p>Case Officer James Emery</p>	<p>Prior notification under The Town and country Planning (General Permitted Development) (England) Order 2015(as amended) – Schedule 2, Part 1, Class A for a single -storey rear extension to measure 4.00m total length, 2.70m eaves height and 2.77m total height.</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/22/0038</p>
<p>PH1266 LW/21/0997 139 South Coast Road Peacehaven</p> <p>Case Officer Julie Cattell</p>	<p>Variation of Condition 4 (Drainage details) in relation to approval LW/20/0616 139 South Coast Road Peacehaven East Sussex BN10 8NL</p>

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0997	<p>PH1267 LW/21/0924 143 South Coast Road Peacehaven</p> <p>Case Officer Julie Cattell</p> <p>Variation of Condition 1 (Plans) and Removal of Conditions 3 (Above Ordnance Datum), 4 (Details of Positions, Design, Materials and Type of Boundary treatment) and 9 (Details of Windows) in relation to approval LW/17/1068</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0924</p>	<p>PH1268 LW/21/0956 39 Steyning Avenue Peacehaven</p> <p>Case Officers James Emery</p> <p>Prior Notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A for a single-storey rear extension to measure 7.00m total length, 2.90m eaves height and 2.90m total height</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0956</p>	<p>PH1269 LW/21/0980/CD The Sussex Coaster 80 - 82 South Coast Road Peacehaven</p> <p>Case worker Rita Burns</p> <p>Approval of Conditions 2 (External Materials), 4 (Boundary Treatment), 10 (Cycle Parking), 12 (Landscaping), 19 (EV Charging) and 20 (Sustainability) relating to application</p> <p>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0980/CD</p>
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11 TO NOTE the following Planning Application Decisions:-

<p>PH1270 LW/21/0892 11 Piddinghoe Avenue, Peacehaven</p> <p>Lewes DC Grants permission</p> <p>Peacehaven's Planning & Highways Committee supported this application</p>	
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12 PH1271 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

1. Public rights of way working group - concrete path Lower Hodder Farm to Centenary Park – Town Clerk to make contact with Barratts.
2. Outside Lighting - Cllr Seabrook reported on a meeting held with Eric Ware, ESCC, on the 1st February 2022.
5. Installation of bollards on the A259 - It was noted that the bollards are being installed on the 7th February 2022. Questioned whether businesses affected had been informed.

Refurbishment of the War Memorial to be added to the Action Plan.

DATE OF NEXT MEETING 8TH MARCH 2022

There being no further business, the meeting closed at 20:32



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DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 23rd February 2021.

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

Officers; Tony Allen (Town Clerk), Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer),

Public; Six members of public were present.

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

1 PH1002 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH1003 PUBLIC QUESTIONS

There were no public questions – observing only.

3 PH1004 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members of the Committee were present.

4 PH1005 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

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

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

6 PH1007 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following:-

Completion of the master plan survey

- Survey is now complete with over 800 responses received.
- Results from the digital surveys were collected by survey monkey which automatically produces analysis..
- Around 250 Paper surveys have been received, these will take longer to analyse - many comments to manually look through.
- Most popular type of housing that people are looking for is small town houses and flats/apartments, less popular are shared housing for over 55s/60s and care homes.
- Range of ages participated in the survey, evenly spread.
- Full report coming shortly.

- The Neighbourhood Steering Group
- The next Neighbourhood Steering zoom will be on the 11th March at 7pm (every second Thursday of the month) open to the public.
- At the next NDP meeting the work on design codes character areas and green spaces will continue.
- There has been a lot of concern about the roads changing and bungalows disappearing with flats appearing in their place, work is going on to identify policies to stop this happening in the future.

1 PH1008 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was received and noted.

2 PH1009 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE – VERBAL UPDATE

No DLWP meeting has been held since the last Planning & Highways Committee meeting; there are no updates on this occasion. The next Developers Liaison meeting will be on the 5th March.

The Town Clerk praised the hard work of the SPO, Michelle Edser and Resident Mike Gatti.

3 PH1010 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT – VERBAL UPDATE

The SPO reported that the meeting of the Internal Business Plan Committee was held last week and the feedback from the Planning Committee is being taken forward.

4 PH1011 LEWES DISTRICT LOCAL PLAN – LAND AVAILABILITY ASSESSMENT – VERBAL UPDATE

The SPO reported on the following: -

This is potentially of interest to all Councillors and staff members therefore consultation will go beyond the Planning and Highways Committee to ensure everyone has been given the opportunity to contribute to the technical planning process. The reports have today been circulated via email to All Councillors and Officers, for consideration.

In summary:

- This list is the results of previous "calls for sites" where landowners have suggested areas for potential housing development
- All of these sites are early in the process and have not been assessed yet as "suitable" but are now in the mix to now be looked at by Lewes DC Planners
- Just because sites are on this list does not mean they will make it further in the process BUT if approved they could be allocated in the future Local Plan and eventually built upon for housing
- There are national requirements to deliver housing, some will have to be in Peacehaven. This is an opportunity to steer where we feel development is most suited, we will not be able to block all development
- Important work on looking at sites is also being undertaken as part of the Neighbourhood Plan however this response will be that of the Town Council
- Any comments you make should relate to factual information and matters such as suitability, availability, achievability (see Stage 2 or the Draft Methodology attached for details)
- There will be further full public consultations undertaken as part of the Local Plan process, for anyone to get involved, this stage is for Town level input only
- The 'Issues and Options' (Regulation 18) stage for the new Local Plan (including public consultation) is anticipated Spring/summer 2021.

This has relevance for a planning application at Downs Walk, which will be discussed at the PTC Planning Committee this evening. This is a site which has been put forward and a planning application has been submitted already, ahead of this process.

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

The SPO will be coordinating all PTC's comments as ONE response. Timescales are short, therefore **initial comments need to be received by the end of next Monday 1 March**. A draft will then be put together for Full Council on the 9th March. This needs to be finalised and with LDC by **March 12th**.

1 TO CONSIDER Planning applications as follows:-

<p>PH1012 LW/21/0014 Land East And West Of Downs Walk Peacehaven</p> <p>Case Officer Julie Cattell</p> <p>Comments by 5th March</p>	<p>Erection of 3 detached two storey houses and 6 detached bungalows, along with parking and associated landscaping Land East And West Of Downs Walk Peacehaven</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <p>Comments 13 online objections noted.</p> <ul style="list-style-type: none">• Site outside planning boundary,• Already been included in the LDC call for sites, which is waiting assessment, trying to preempt the assessment of the site, making it premature.• Ecological assessment was carried out after the site had been cleared therefore any useful habitat had already been destroyed.• The shelter belt trees on the west boundary have been misidentified as Leylandii but they are actually Cypress trees.• On the Design and Access statement, they quote national guidance relating to rural communities such as villages, Peacehaven isn't a village.• Flawed assessment of the site.• 'Meaningful use' of an area can also include leaving it as open space/diversity. <p><i>Standing orders were suspended to allow one member of the public to speak.</i></p> <p>A member of the public spoke of his objections regarding this application.</p> <p><i>Standing orders reinstated.</i></p> <p>It was resolved that the SPO and Admin. Officer to make the response to LDC, based on the Committee's discussions and taking into account the views of residents.</p>
<p>PH1013 LW/21/0031 48 Victoria Avenue Peacehaven</p>	<p>Single storey extension and replacement of conservatory Roof</p>

<p>Case Officer James Emery</p> <p>Comments by 3rd March</p>	<p>It was resolved to recommend approval.</p> <p>Comments</p> <p>One online objection was noted – not grounds to refuse.</p> <p>Proposed extension is at the rear of the property and at the same level.</p> <p>No overlooking issues were apparent.</p>
<p>PH1014 LW/20/0800</p> <p>24 Steynling Avenue Peacehaven</p> <p>Case Officer James Smith</p> <p>Comments by 3rd March</p>	<p>It was resolved to recommend refusal</p> <p>Comments</p> <p>One online objection was noted.</p> <ul style="list-style-type: none"> • Problems with parking already on this over developed area at the end of this narrow road. • Road not built for this amount of housing, all at the entrance to the coast road. • Double yellow lines along this road, only 3 parking spaces proposed on the site for these 3/4 bedroom houses. • There will be a loss of privacy and adverse impacts for immediate neighbours in respect of outlook. • Proposals will result in unacceptable overlooking and are too close to neighbouring boundaries. • There will be a significant impact on the neighbouring property, complete loss of light. • The proposed units are considered to be over-development of this small plot in terms of bulk, form, height, massing and proportions. • This is a creeping form of development which needs to be stopped.
<p>PH1015 LW/21/0092</p> <p>18A Lincoln Avenue Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 8th March</p>	<p>Prior notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A for a single storey flat roof extension to measure 6m in length, 3m total height and 2.8m eaves height.</p> <p>This Permitted Development planning notification was noted.</p>

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

<p>PH1016 LW/20/0791 42 Arundel Road (the new house will be 44 Arundel Road)</p> <p>Case Officer James Smith</p> <p>Comments by 23rd Feb PTC have requested extension</p>	<p>This application was deferred from Planning & Highways on the 2nd Feb 2021, due to application changes after the Agenda had been released.</p> <p>It was resolved to recommend approval.</p> <p>Comments The Planning application was looked at in detail and there are no reasons to object. Similar proposal to that already achieved next door. No foreseen impact on neighbouring properties.</p>
<p>PH1017 LW/20/0760 48 Arundel Road (the new house will be 46 Arundel Road)</p> <p>Case Officer James Smith</p> <p>Comments by 11th March</p>	<p>Erection of 1 x 2 bed bungalow</p> <p>It was resolved to recommend approval.</p> <p>Comments The Planning application was looked at in detail and there are no reasons to object. There is adequate room at this site.</p>
<p>PH1018 LW/21/0029 5a Stanley Road Peacehaven</p> <p>Case Officer James Emery</p> <p>Comments by 11th March</p>	<p>Ground floor single storey side and rear extension</p> <p>It was resolved to recommend approval</p> <p>Comments The Planning application was looked at in detail and there are no reasons to object. The proposal represents a small extension to the dwelling, with adequate room at the site for this.</p>

1 TO NOTE the following Planning Applications:-

The below Planning Decision was noted

<p>PH1019 TW/21/0002/TPO 23 Downs Walk Peacehaven</p> <p>Case Officer Daniel Wynn</p>	<p>Tree to receive 2m crown reduction. Tree to be reduced due to proximity to property, some lateral branches now within a metre of property Tree also causing heavy shade throughout garden, All works completed to BS 3998</p>
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13 TO NOTE the following planning application Decision Notices:-

No planning notices have been received.

14 PH1020 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The circulated Action plan was noted.

unadopted - draft



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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 20th January 2022 in Community House, Peacehaven

Present – Cllr. D Seabrook (Chairman), Cllr G Hill, Cllr C Gallagher, Cllr L Symonds, Cllr S Griffiths, Cllr W Veck, Cllr K Sanderson, Cllr R White and Cllr L Duhigg.
Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

E214 CHAIRMAN'S ANNOUNCEMENTS

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

E215 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr I Sharkey, Cllr C Collier, Cllr J Harris and Cllr A Milliner.

E216 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

E217 TO ADOPT THE PUBLIC MINUTES OF 16th December 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.

E218 TO ADOPT THE CONFIDENTIAL MINUTES OF 16th December 2021 MEETING

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

E219 TO REVIEW THE COMMITTEE'S ACTION PLAN

The Action Plan was discussed and progress noted, with further actions agreed.

E220 TO REVIEW STAFFING MATTERS

1. Caretakers Recruitment update.

The Clerk and the Civic & Marketing Officer reported on recent developments.

2. Communications & Marketing Officer recruitment update.

The Clerk and the Civic & Marketing Officer reported on recent developments.

3. Senior Projects Officer recruitment update.

The Clerk reported on recent developments.

4. To report the retirement of the Civic & Marketing Officer.

It was noted that Mrs Donovan will be retiring on the 31st March 2022.

Mrs Donovan was thanked by all present for her sterling work for the Council and community after almost 20 years in the job.

5. To review and agree a revised staffing structure.

The Clerk's paper was received and discussed at length.

The current staffing structure and job roles were discussed.

The Clerk introduced the proposed staffing structure and job roles w.e.f. from 1st April 2022,

which were discussed at length.

Temporary and full-time measures were agreed.

E221 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chairman noted that the Committee's budgetary position was on-track.

E222 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS

The Clerk reported that he was finalising the meeting/chairmanship training with ESALC.

Arrangements for the autism training were discussed.

It was noted that fire warden and first aid training had been given to staff and that a team building event had been held very recently.

E223 DATE OF THE NEXT MEETING – TO BE AGREED

Thursday 3rd February 2022 at 7.30pm

There being no further business, the meeting closed at 21:10.



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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 3rd February 2022 in Community House, Peacehaven

Present – Cllr. D Seabrook (Chairman), Cllr G Hill, Cllr C Gallagher, Cllr S Griffiths, Cllr W Veck, Cllr A Milliner, **Cllr J Harris** Cllr K Sanderson, Cllr C Collier and Cllr L Duhigg.
Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

E224 CHAIRMAN'S ANNOUNCEMENTS

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

E225 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr I Sharkey and Cllr L Symonds; with Cllr Griffiths substituting for Cllr Symonds.

E226 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

E227 TO ADOPT THE PUBLIC MINUTES OF 20th January 2022 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.

E228 TO ADOPT THE CONFIDENTIAL MINUTES OF 20th January 2022 MEETING

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

E229 TO AGREE KEY RESPONSIBILITIES, JOB DESCRIPTION AND BUDGETARY REQUIREMENTS FOR THE PROPOSED LEISURE, AMENITIES AND EVENTS OFFICER.

Job Description, Person Specification and dovetailing with current roles were discussed and agreed.

E230 TO NOTE PROGRESS OF RECRUITMENT FOR:

1. CARETAKER / CLEANER

Mrs Donovan reported that the recruitment for this vacancy was underway.

2. DEPUTY CLERK / CIVIC OFFICER

3. COMMUNICATIONS AND MARKETING OFFICER

[The above two items were taken en bloc]

Mrs Donovan reported that the recruitment for these two vacancies was underway.

4. TEMPORARY COMMUNICATIONS OFFICER

Mrs Donovan on temporary arrangements that had been put in place..

E231 DATE OF THE NEXT MEETING – TO BE AGREED

Thursday 10th March 2022 @ 7.30pm.

There being no further business, the meeting closed at 20:05.



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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 Councillor 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

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

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



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 22nd February 2022 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 C Gallagher, Cllr L Duhigg, Cllr J Harris
Officers: Kevin Bray, Parks Officer; Vicky Onis, Admin Officer

1 LA 642 CHAIRS ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and covered the housekeeping items and forthcoming events.

- During the storm a couple of trees have been lost, one in Epiny park and one in The Oval.
- 20 trees have been provided by Trees for the Downs and have been planted at the east end of Centenary Park, two silver birch trees have also been planted in the park for the Queens Platinum Jubilee and 25 bare rooted trees donated by Nicola Papanicolaou have been planted by the Head Teacher and students of Peacehaven Community School.

- 13 trees have been planted along the southern water road in partnership with Brighton Permaculture Trust and jointly funded with the urban tree fund.

- A rowan tree has been donated to Epiny Park by a local resident.

- The Community Orchard has also planted 100 trees funded by trees for the Downs and has had two pot grown oak trees donated by residents.

- The public consultation about Epiny Park & The Oval has now gone live on the Council website and hard copies will be delivered in the vicinity of both parks.

- Bingo – The next Bingo session will on Wednesday 30th March – Community house at 2-4pm. CASH prizes & FREE refreshments

- Cinema in the Main Hall, 23rd February at 7.30pm, will be showing the film *Westside Story* and again on the 23rd March at 7.30pm, showing the film *Belfast*

- Wrestling in the Main Hall 26th March at 7.30pm

- Towards Zero Carbon Peacehaven, the Towns Climate Change Event will be on the 9th April.

1 LA 643 PUBLIC QUESTION TIME

There were no members of the public present

2 LA 644 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr Simmons who was substituted by Cllr Duhigg

3 LA 645 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Symonds as an employee of an employer who may have an interest in item LA651 & LA657

4 LA 646 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 30TH NOVEMBER 2021

It was resolved to adopt these minutes as a true record

5 LA 647 TO NOTE THE BUDGETARY UPDATE

Cllr Seabrook noted that the electricity and gas for The Hub is 50% over budget. The Parks Officer reported that a rebate should be due for this.

6 LA 648 TO NOTE THE ACTION PLAN

The action plan was noted

7 LA 649 TO DECIDE ON THE PURCHASE OF BATTERY EQUIPMENT

In order to reach the set targets for PTC to reach net zero CO2 levels it has been decided to swap all hand held grounds team equipment to battery power from petrol

It was Proposed by Cllr Seabrook and Seconded by Cllr Symonds to go with Parks Officers recommendation to choose AMP Services as our supplier, as they have been very proactive in giving us demonstrations and answering questions about the new equipment.

All in favour.

8 LA 650 TO DECIDE ON AN ORIENTEERING EVENT REQUEST

The Town Council has been approached by Southdowns Orienteers with a proposal to hold an event for approximately 60 people. The current hirers of the Park on Saturday have negotiated changes to their plans. The Orienteers have also agreed to encourage car sharing and use the car parks on the A259.

It was proposed by Cllr White and Seconded by Cllr Paul to agree to this Event and set the fee as £50 to cover admin.

All in favour.

9 LA 651 TO DECIDE ON THE RECOMMENDATIONS FOR AN OMNIFLOW LIGHT PURCHASE

The proposed purchase of an Omniflow Unit and pole, powered by solar light, was discussed in detail. It was agreed that further information is needed, i.e high enough to avoid vandalism, stand alone or connected to the grid?

It was agreed by Cllr Scabrook and Seconded by Cllr Veck that if there is no connection to the grid this proposal will be referred to P&F by Cllr Symonds for a decision. If the pole is connected to the grid Cllr Symonds will bring back to L&A for further recommendations.

All in favour.

10 LA 652 TO NOTE THE UPDATE ON THE WELCOMEBACK FUND

Cllr Gallagher reported on the progress of the welcome back fund and answered questions from Committee regarding the event.

The dates for this event have been confirmed as Saturday 26th March and Sunday 27th March. 11-3pm; more details on this event will be shared at the beginning of March.

LA 653 TO NOTE THE MOLES AT THE OVAL

The report was noted and it was suggested that to avoid this in the future would be to install owl boxes, bat boxes, to bring back a natural balance.

11 LA 654 TO NOTE THE UPDATE ON THE PROGRESS OF THE PEACEHAVEN GREEN SPACES REPORT AND AGREE TO PROGRESSION OF A GREEN INFRASTRUCTURE PLAN

The report was noted.

Cllr Gallagher requested that a date for a one off workshop/working group is set up to enable interested persons to come along.

12 LA 655 TO NOTE THE RED DIESEL CHANGES

The Parks Officers report was noted.

13 LA 656 TO NOTE THE SAFE CYCLE ROUTE

The Safe Cycle route project report was noted.

14 LA657 TO AGREE THE RECOMMENDATIONS FOR THE CCTV AT THE GATEWAY CAFE

Cllr Symonds gave a verbal update on the need for CCTV, due to the increase of anti social behaviour, dog attacks and increased use at Centenary Park.

Cllr Symonds will produce a full report once all information is received.

15 LA 658 TO NOTE THE WORKS UPDATE

The Parks Officers report was noted.

16 THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 12TH APRIL 2022

There being no further business, the meeting closed at 20.55

Agenda Item: C870-d-iii
Committee: Council
Date: 15th March 2022
Title: Purchase of battery equipment
Report Authors: Kevin Bray
Purpose of Report: To decide

Introduction

PTC has set targets to reach net zero CO2 levels and to help achieve this we have decided to swap all our hand-held grounds team equipment to battery power from petrol.

Background

The policy and finance committee agreed to financing this from capital funds

Analysis

The groundstaff have had demonstrations of the two current best options Stihl and Husqvarna and after much research Husqvarna was decided to be the better option with better battery life statistics.

I then asked three different companies for quotes for the following items

2x 525iB blowers
3x520iRX strimmer's
1x 520iHD70 hedge cutter
1x 520iHE3 long reach hedge cutter
1x LB 548i push mower
1x 535i XP chainsaw
1x 530iPT5 pole saw

8x QC 330 charger
6x BLi 300 battery
2x BLi200 battery
2x medium battery transport box
3x battery belt flexi
3 x harness for battery belt

Conclusions

Quotes were as follows

Hugh page	£5660 +vat
Amp services	£5,674 +vat
Earnest doe	£6277 +vat

At the L,A +E committee meeting on the 12th February 2022 it was decided to use Amp services as the preferred supplier as we have a good working relationship with them already and they provided machines on demonstration to help us choose the best option for us.

- The council are asked to ratify the L,A+E committees decision and purchase the battery powered equipment from AMP services.

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? 	Use of capital Replacement of assets Possible Reduced expenditure
<u>Legal</u>		
<u>Environmental and sustainability</u>	Reducing CO2 emissions Noise reduction for users and public	
<u>Crime and disorder</u>		
<u>Social value</u>		
<u>Climate</u>	Reducing CO2 emissions Carbon footprint?	

Appendices/Background papers



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Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 5th October 2021 at 7.30pm

Present: Cllr L Duhigg, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr G Hill, Cllr D Seabrook, Cllr J Harris, Cllr D Paul
Officers: Deborah Donovan - Civic & Communications Officer, Karen Bray – Information Officer.

A G E N D A

1. CCE132 CHAIRMAN'S ANNOUNCEMENTS

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

- Bingo this Friday 8th October at 7pm in the Main Hall. All funds collected for the Mayor's charities.

Cllr. Seabrook was invited to join the table in a non voting capacity, to discuss two items on the Agenda.

1. CCE133 PUBLIC QUESTIONS

There were no public questions.

2. CCE134 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies received and accepted from Cllr Sanderson

3. CCE135 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. CCE136 TO ADOPT THE MINUTES OF 13TH JULY 2021

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

5. CCE137 TO ADDRESS AND CONFIRM THE TERMS OF REFERENCE

The Terms of reference were accepted as written.

7. CCE138 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND REQUIREMENTS FOR 2022/23

The circulated Budgetary report was noted and agreed.

Proposed Cllr Symonds and **Seconded** by Cllr Harris

All in favour.

8. CCE139 TO RECEIVE AN UP-DATED REPORT FROM THE EVENTS WP, REFERENCE CHRISTMAS EVENT.
Cllr Veck reported that a meeting has recently taken place, to discuss the possibility of holding an outside Christmas event this year. Although the meeting went well, with good ideas and participation, it has been decided to defer the Event to November 2022, the date has already been booked and planning will begin in February 2022

Cllr Veck confirmed there is still a Christmas Event this year, which is being held at Community House by a regular Hirer.

9. CCE140 ART SHOWCASE QUEENS JUBILEE
The Civic Officer reported that the Art show case has been launched. Artwork can be submitted which depicts people's interpretation of the Queen. Submitted art pieces needed by December.

10. CCE141 TO NOTE THE 2022 PROPOSED EVENTS
Mrs Donovan updated the committee on each of next year's events.

Cllr Symonds enquired about holding a Barn Dance for the Harvest Festival next year – a report to be submitted at next Committee

11. CCE142 CIVIC & COMMUNITY EVENTS YEARLY WORK PLAN
The circulated plan was noted

12. CCE143 TO DISCUSS THE POSSIBILITY OF A PERMANENT CLIMATE CAFÉ IN COMMUNITY HOUSE.
This item was discussed in detail at item CCE145 below

13. CCE144 TO NOTE THE DATE OF THE PEACEHAVEN SUMMER FAIR
Mrs Bray confirmed the date of the summer fair will be the 9th July 2022.

Cllr Paul stated that she will not be available on the date of the Fair.

14. CCE145 TO NOTE A REQUEST HAS BEEN MADE BY THE CLIMATE CHANGE WP TO ORGANISE AN EVENT TO PROMOTE CLIMATE CHANGE IN THE SPRING

Cllr Seabrook would like to organise a Peacehaven climate fair on the 9th April.

The Fair will hopefully lead to other Events such as Climate Cafes and Citizens Panels and will be organised by the Climate Change WP.

- A facilitator will lead the 'café', relaxed chat to talk about anything to do with climate change. A lot of people feeling anxious not knowing how to help climate change. A trial climate café will be introduced during the climate change event on 9th April. This is not a café (serving refreshments) it is a gathering introduced by a facilitator who talks about climate change, how to improve mental health and wellbeing.
- Set up citizens panels – series of meetings on different topics with guest speakers.

Cllr Hill **Proposed** that we accept the proposal for the Climate Change Fair and **Seconded** by Cllr Paul
All in favour

The next PTC Climate WP meeting will be on Wednesday 20th Oct at 4pm at Community House

15. CCE146 TO NOTE THE ACTION PLAN RECEIVED FROM THE HISTORY WP

The circulated report was noted

16. CCE147 TO AGREE THE ATTACHED REPORT FOR A PEACEHAVEN WALK LEAFLET

Mrs Donovan reported that at the last History WP, there was a talk given by our guest speakers Hilda and Graham Heap. Mr & Mrs Heap have written books about The Meridian line. Following on from the meeting Graham has devised a discover Peacehaven Leaflet which walks along the Meridian line in Peacehaven. It is a prototype and hopefully this can be turned into a leaflet by professionals.

Cllr Seabrook noted that this is the same route that The Green Havens also walk, except they include Epinay and Centenary Park, therefore the map could be expanded if needed.

17. CCE148 TO DISCUSS AND AGREE ITEMS TO BE PURCHASED THROUGH THE WELCOME BACK FUND.

Mrs Donovan's report on the Welcome Back Fund was discussed in detail.

- Has the money been allocated elsewhere?
- What are the exact criteria?
- Who will manage the project?
- It was suggested that chairs of each committee form a working party who will then have delegated responsibility for the spend – proposals to full council

It was **Proposed** by Cllr Symonds and **Seconded** by Cllr Hill, to accept all the suggestions which have been put forward by Mrs Donovan, for the use of the Welcome Back Fund.

All in Favour

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Symonds that the Welcome Back Fund is investigated as a matter of urgency by the Civic Officer and a final proposal to be submitted to Full Council, bearing in mind that this will need to be a strong proposal as the deadline for this money to be spent, is March 2022

All in Favour.

16. CCE149 TO DISCUSS ANY ITEMS TO BE ADDED TO THE INTERNAL BUSINESS PLAN

This item has been withdrawn.

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

There being no further business, the meeting closed at 21.00



PEACEHAVEN TOWN COUNCIL

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

TONY ALLEN
TOWN CLERK
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Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 8th February 2022 at 7.30pm

Present: Cllr L Duhigg, Cllr W Veck, Cllr D Seabrook, Cllr E Simmons, Cllr G Hill, Cllr S Griffiths, Cllr J Harris, Cllr D Paul, Cllr Sanderson

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

Public: Four members of the public were present.

AGENDA

1. CCE150 CHAIRMAN'S ANNOUNCEMENTS

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

- Bingo at Community House on February 9th at 2pm in aid of the Mayor Charities.
- On Tuesday 8th February, The Deputy Mayor, Cllr Hill, planted a Silver birch tree to mark the Queens Platinum Jubilee, Green Canopy project at Centenary Park. Cllr Hill was joined by the headteacher from Peacehaven Community School, including school presidents, Meridian Evening WI representatives, Town Council staff and Councillors.

1. CCE151 PUBLIC QUESTIONS

There were no public questions.

2. CCE152 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies received and accepted from Cllr Symonds who was substituted by Cllr Seabrook.
Cllr Griffiths was invited to join the table in a non-voting capacity.

3. CCE153 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

- Cllr Seabrook as a hirer of the rooms at Community House
- Cllr Veck item as a hirer of the Market and kitchen
- Cllr Griffiths as a hirer of the kitchen for charity coffee mornings
- Cllr Paul as a hirer of the kitchen for charity coffee mornings

1. CCE154 TO ADOPT THE MINUTES OF 5TH OCTOBER 2021

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

2. CCE155 PRESENTATION OF THE ART SHOWCASE FOR THE QUEENS PLATINUM JUBILEE

The Deputy Mayor, Cllr. Gloria Hill, presented the three entrants of the Art Showcase with a copy of the book The Queen and a commemorative medal for the Queens Platinum Jubilee.

3. CCE156 TO DISCUSS AND AGREE THE RECOMMENDATIONS FOR THE QUEENS JUBLIEE CELEBRATIONS

Mrs Donovan presented the recommendations to the Committee and requested that these recommended events are agreed to enable to get events under way.

The recommendations were agreed, and it was proposed that that these proposed items will be taken forward at the next Events WP on the 2nd March.

Proposed Cllr Sanderson

Seconded Cllr Harris

All in favour

4. CCE157 TO NOTE THE FEEDBACK FOR THE UPDATES TO THE HIRERS POLICY AND TERMS AND CONDITIONS FOR COMMUNITY HOUSE & THE HUB FACILITY AND TO AGREE FOR THE WORKING PARTY TO MOVE FORWARD.

It was recommended to discuss the changes of the Policy and Terms and conditions for Hire at the Events WP and to remove the PTC water mark on the final copy and reposition.

5. CCE158 TO DISCUSS THE CHARGES AND PROPOSED CHANGES TO HOURS OF OPERATION FOR THE RETURN OF THE MARKETS AND COFFEE MORNINGS AT COMMUNITY HOUSE

The hours of operation were discussed at length. Cllr Seabrook reported that the new charges for April have not yet been approved by the Policy & Finance Committee and should be referred to P&F at the next meeting.

Standing orders were suspended at 20.15 by the Chair to allow members of public to speak

Standing orders reinstated 20.18

It was proposed by Cllr Seabrook that markets should have hourly rates rather than a fixed rate, and that the hours that a hirer wants is negotiated with the information officer; this negotiation will take into consideration the caretakers/office hours and existing afternoon set ups for afternoon hirers. This proposal will be referred to the Policy & Finance Committee on the 1st March 2022.

Proposed Cllr Seabrook

Seconded Cllr Hill

Agreed by Majority

6. CCE159 TO NOTE THE CCE HISTORY ACTION PLAN & TO DISCUSS FUTURE RUNNING OF THE WORKING PARTY

Mrs Donovan requested a decision for either a volunteer to take over the History WP or if the WP committee should disband the group.

It was proposed by Cllr Veck that should the History WP wish to continue without Officer or Councillor involvement we will make a room available to them at Community House at zero cost, on the proviso that the History group keep us informed of any work they are doing which the Town Council could share with the Community.

Proposal Cllr Veck

Seconded Cllr Paul

All in favour.

7. CCE160 TO NOTE THE CCE YEARLY WORK PLAN

The attached report was noted

8. CCET161 TO DECIDE ON A DATE FOR THE WORKING PARTY TO MEET TO DISCUSS THE ORGANISATION FOR THE 2022 EVENTS; TO NOTE, THE ATTACHED LIST OF SIGNIFICANT CIVIC DATES
The attached significant dates were noted. It was agreed to discuss all Events for 2022 at the next Events WP on the 2nd March via zoom/face to face and add the PTC Christmas event for 2022, to the plan.

9. CCET162 TO AGREE TO DISCUSS AT THE CCE WORKING PARTY MEETING HOW THE PROPOSED COMMUNITY HARVEST EVENT AND BARN DANCE CAN BE DELIVERED THROUGH SPONSERSHIP ONLY, AND TO TAKE
FORWARD.

It was proposed to accept the recommendations for a Community Harvest Event and Barn Dance and to set up a Working Party to organise this event. The Working party members can be drawn from the wider community and other Town Council Committees and will report back to the CCE committee.

Proposed Cllr Seabrook

Seconded Cllr Harris

All in favour

The Chair gave thanks to the dedication and hard work of the Civic and Marketing Officer, Mrs Donovan, who will be retiring in March; this will be Mrs Donovan's last Civic & Events Committee meeting.

DATE OF NEXT MEETING OF THE COMMITTEE – 29th MARCH 2022

There being no further business, the meeting closed at 20.45

CIVIC & COMMUNITY EVENTS YEARLY WORK PLAN 2021-2022

DATE/MONTH	EVENT/TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
OCTOBER 2021	TO AGREE THE 2022/23 BUDGET	CIVIC & MARKETING OFFICER (CMO) WITH CHAIR OF COMMITTEE	DRAFT PAPER CCE AGENDA MEETING 5th OCTOBER Committee agreed budget which will be forwarded to policy & finance committee	
NOVEMBER 2022	COMMUNITY WINTER FEST	EVENTS WORKING PARTY	MEETING NOTES FROM FIRST MEETING IN OCTOBER AGENDA – agreed . Next meeting to be arranged	
AUGUST 2021	THE LAUNCH OF THE QUEEN'S PLATINUM JUBILEE ART COMPETITION	CMO	THIS COMPETITION IS NOW LIVE JUDGING HAS TAKEN PLACE, WINNER WILL BE NOTIFIED AND PRESENTED WITH GIFT – WORK DISPLAYED IN CH UNTIL JUNE 2022	
ON-GOING	COMMUNITY HOUSE INTERNAL ACTION PLAN	ALL MEMBERS OF THIS COMMITTEE WORKING PARTY TO TAKE ONBOARD? All office staff & caretakers	THIS DOCUMENT IS IN DRAFT FORM	
NOVEMBER 2021	REMEMBRANCE DAY	CIVIC OFFICER	COMPLETE	
OCTOBER 2021	PUMPKIN COMPETITION	CMO, CO & INFORMATION OFFICER (IO)	PUBLICITY STARTED - COMPLETE	
			WAITING FOR FEEDBACK FROM	

CCE COMMITTEE – YEARLY WORK PLAN – March 2022 rolling events each year

OCTOBER & EVERY MONTH	BINGO SESSIONS	CMO & IO	INITIAL EVENT – WAS WELL SUPPORTED FURTHER DATES ISSUED – EVENING SESSIONS UNSUCCESSFUL SO ONLY DELIVERING AFTERNOON EVENTS	
NOVEMBER 2021	QUIZ	CMO	WAITING TO HEAR FROM QUIZ MASTER – CHASED!	
OCTOBER 2021	2022 DIARY OF EVENTS	CMO	TO RECEIVE DIARY AT THE OCTOBER MEETING All events agreed	
JANUARY/FEBRUARY 2022	THE QUEENS GREEN CANOPY	CMO, Liaise with Parks Officer (LA&E)	TO ARRANGE TREE PLANTING TO SUPPORT THIS INITIATIVE – CMO HAS MADE AN APPLICATION FOR A ROYAL VISIT, WAITING TO SEE IF BID IS SUCCESSFUL. REPORT TO LA&E FOR TREES, done The Deputy planted a tree on 7 th February, schools, cafe and WI also took part at Big Park 10.15am	
APRIL 2022	THE MAYOR'S RECEPTION	CMO, IO	IN PLANNING STAGE	
JUNE 2022	THE QUEENS PLATINUM JUBILEE CELEBRATIONS	EVENTS WP Jon Borthwick notified	TO ORGANISE STREET PARTIES AND LIGHTING THE BEACON Lighting the Beacon will take place on Thursday 2 nd . On 5 th June, a big lunch will be organised in the main hall. CONTACT Kempton House who will organise entertainment.	
JUNE 25 TH 2022	ARMED FORCES DAY FAIR	Independent event	Waiting for booking form	
JULY 5 TH 2022	NHS DAY	CMO, IO	SAME AS 2021 Agreed	
			A barn dance was suggested and	

AUGUST 2022	PARTY IN THE PARK, CHANGED TO A BARN DANCE	CLLR. SYMONDS	agreed. Cllr. Seabrook has offered his help See up-date report from Cllr. Symonds	
10/14 TH OCTOBER 2022	CELEBRATE THE 100 TH YEAR OF THE PEACEHAVEN HOTEL OPENING	HISTORY WP	TO CONTACT SUSSEX GLIDERS TO ASK FOR A FLYOVER – further suggestion a kite flying day	
MAY 2022	TO REVIEW OUR TERMS OF REFERENCE	ALL COMMITTEE MEMBERS	No change	
JULY 9 TH 2022	TOWN'S SUMMER FAIR	ALL COMMITTEE MEMBERS & WP	At centenary park – agreed to go ahead TO CONTACT: PORTALOO CO., ORDER WALKIE TALKIES, BINS FROM LDC, FUN FAIR, DOG AGILITY, ARENA EVENTS	
APRIL 9 TH 2022	CLIMATE CHANGE EVENT & TRIAL CLIMATE CAFE	CLIMATE CHANGE WP	Committee agreed this proposed date, suggested by Cllr. Seabrook To co-ordinate with the WP	
FEBRUARY 2022	CINEMA	INFORMATION OFFICER		
JANUARY 2022	<ul style="list-style-type: none"> ORDER PAST MAYORS BADGE ARRANGE MAYOR'S BOARD TO BE INSCRIBED ADD MAYORS PHOTO TO GALLERY 	CMO	<p>Meeting with Jeweller arranged</p> <p>Action 5th April – board will be collected</p> <p>Printed ready, plaque to be ordered</p>	

CCE COMMITTEE – YEARLY WORK PLAN – March 2022 rolling events each year

	<ul style="list-style-type: none"> HAVE BOTH CHAINS CLEANED & MENDED ORDER YOUTH MAYOR'S BADGE USING OLD SILVER BADGE TO MAKE BIGGER MAYOR'S OFFICIAL PHOTOGRAPH TO BE TAKEN (May) ORDER MAYOR'S CHRISTMAS CARDS 		<p>Completed</p> <p>Meeting with jeweller arranged</p> <p>May</p> <p>Discuss list & order late October</p>	
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Add in Civic events i.e. Remembrance, Mayor's Civic Service, flag flying days, all in accordance with the Mayor's handbook.

DRAFT Notes from the Climate Change Working party
held at Community House, Peacehaven
on Wednesday 2nd February at 4pm

Present: Sue Griffiths, David Seabrook, Ron White, Vicky Onis, Wendy Veck; Lynda Duhigg

Apologies:, Gloria Hill

1. Use of rooms

It was confirmed that we will have the use of the main hall, kitchen and foyer. The Charles Neville Room has also been booked for talks by Heat pump expert and perhaps the Climate Café.

We also need to ask the Coop about using the photo studio shop. The Shopping Mall will be busy with the Saturday market. The Quilters who will be in the Anzac room on that day have been asked but have not replied.

2. Advertising

eNews	Copy Deadline 14th March
Peacehaven Directory	Copy Deadline 14th March
Website	
Social Media	
Shoreline website	
Seahaven FM	Community People 7pm to 8pm Wednesday 6 th April Arrive at Studio 6:15pm Interview with Tom Bonner. It was also suggested that they could be there on the day to interview people, provide music and make announcements.
BBC Radio Brighton	
Sussex Express column	Vicky to arrange.
Posters and leaflets	A3, A4 and A5 sizes to be distributed around the town on PTC bus shelters, notice boards and to schools, care homes and Kempton House.
Banner on Dell	455cm x 82.5 cm eyelets all way round Two weeks on Dell £96 Tansleys Price for PTC Specification Banner is £89 Plus artwork about £15 Delivery 4-5 days. Consider Prismaflex as cheaper.

The designs for their poster and banner were agreed with the addition of a contact number and a black outline to the red title. Logos for PTC, Big Lemon Bus and Rampion to be included
Publicity to be discussed with Lisa (David)

3. Opening of the Event

As both Isobel and Gloria are very unlikely to be unavailable, Christine Brett to be invited as Chair of Lewes District Council to be asked formally to open the event with a representative from Peacehaven Community School. Christine is already attending the event with Water Refill. DS to discuss with Gloria first then discuss invitation with Mrs Donovan. Other options may be to engage the Town Crier.

4. Fundraising

A tombola was discussed. Proceeds to go to the Mayors Fund. Persons need to be identified that can organise and run this. If space is short, this item can be withdrawn.

5. Sponsorship

Rampion have agreed to sponsor the event for £1000. Meeting on Thursday 3rd to discuss details a and ensure we can comply with all their requirements.

6. Signage

Will be required inside and outside of the event to include:

- Green Gym
- Dr Bike & Signup sheet for guided rides from Bike Hub in afternoon.
- Enterprise Cars
- Havens Cars
- Climate Café
- SCDA Activities
- Talk by Paul Pryor on Heat Pumps and possibly Dr Mark Earthy
- Menu for Kitchen
- To Pete's Place

Signage can be A3 and laminated. Arrows will be needed.

Programme of Events board – Use I board on the foyer running a PowerPoint.
“Climate Event Today” banners to be sourced which cost about £10. Wendy to action.
Sponsorship banner from Rampion to be obtained.

7. Climate Bus

Big Lemon buses are willing to provide an electric bus to provide a free bus service to the public which will tour around East and North Peacehaven. The Cost is £180.
Meeting to be arranged with Big Lemon to work out practicalities including bus stops, signage etc.
Ron to action.
A provisional route has been sent to Big Lemon.
This could be seen as a trial run of a more permanent service.

8. Floor Plan

To be completed after 1st March once exhibitors have confirmed. This will need to be circulated to the exhibitors together with other information about a week before the event. Labels will be required for each table. Wendy to work with David on the floor plan asap. There is space for 24 large tables in the Hall.

9. Climate Café

In the foyer behind soundproof screens. Details to be worked out and a facilitator contacted. SCDA have funding from Ouse Valley Cares to run a climate café in Peacehaven. Discuss with Penny Shimmin on Thursday am.

Also, sticky notes on a board – “What do you think about climate change?”, “How does it affect you?”, “Are you concerned?”, “Will you do anything differently after this event”?

10. Use of the Kitchen

Wendy to organise Teas, Coffees, cakes, biscuits etc. Water jugs will be provided on a table near the kitchen for water refill purposes.

Lynda and Chris will be organising the Soup Kitchen for Lunchtime between 12pm and 1pm, Vegetables to be sourced from Havens Community Hub and or Coop. Poster needed for soup kitchen. Two large pans are available. Pay what you think its worth? Kitchen has been booked for Friday afternoon between 2pm and 4pm for preparation. The fridge is available for overnight storage. Ladles are available. A list of ingredients to be created and posted next to the kitchen.

Tokens needed for free tea or coffee for attending the climate café
Tokens needed for lunchtime soup for stall holders.

11. Budget

Discussed at Policy and Finance. Possible sponsorship from Rampion will cover the event and some income from Kitchen.

Big Lemon Bus	£180.00
Hire of Hall and Rooms	£220.32
Purchase of Banner (approx.)	£110.00
Display of Banner	£96.00
Photocopying of posters, leaflets etc	£50.00
Production of Signage	£20.00
	£676.32

12. Exhibitors

Do we ask Morrisons?

Big Lemon Bus Company	£180 for the day. Potential route map sent. Need meeting to discuss practicalities - Ron to organise a meeting.
Brighton Volkswagen	Sent web message 15/02/22 Rob Skinner will call.
Community Orchard / Garden	
Morrisons	Seem interested. Email details.
Cycle without Age	Sent message 19/2/22. One bike at least
Sustrans / Dr Bike	Jamie from Sustrans will deliver Dr Bike in morning and Guided tours in the afternoon and provide cargo bike. Massive advertising needed for this.

Water Blade	Confirmed Attendance
Water Refill	Sent message and letter 15/2/22. Confirmed attendance. Needs one 3 foot table.

13. PCS Events programme

A discussion was held with PCS Deputy Head and students who were very enthusiastic and had prepared a number of ideas including art, drama & practical activities. They will be consolidating these into a more formal plan and getting other students and teachers involved. A further meeting will be needed towards the end of next week David to arrange. Lighting is available on stage but use of theatrical lighting requires a lighting technician and is too expensive

14. Background Music

The need for some background music / entertainment was discussed. This could be provided by Seahaven FM who could also interview stall holders and to announce events. To be confirmed with Kathy Harding.

15. Health and Safety

Risk Assessment to be produced.

Nominated Health and Safety persons identified Lucy and Wendy.

Radios to be sourced (6)

Fire marshal and first aid available. Wendy and David will have current first aid certificates

A control point to be identified and set up e.g. lost children. First Aid etc.

Need to ask markets stall holders not to park in the service yard nicely and they will not be able to load up through Community House at 1pm. (Tracey)

Check if there are any funerals that day. (Will be few days before event obviously).

In the park, Is there a match on? Dr Bike and maybe SDNPA trailer plus Cycle without age will be operating in the park.

Inform Ryan Pritchard PSCO at next Council meeting which he is attending.

16. Covid restrictions

To be kept under review. It is possible that the hall will reach full capacity at times and numbers may need to be controlled. Volunteer marshals will be needed. Hand gel and masks may be suggested. Signage is in place.

17. Volunteers

Volunteers are needed to manage the flow of visitors to avoid overcrowding and the monitor health and safety issues.

Helen Peters – Meet and Greet person on door?

Lynda Duhigg to marshal outside in carpark as stall holders arrive. Ensure cars are parked elsewhere.

Libby to be asked (Sue)

Lucy – Health and Safety

Wendy – Health and Safety – has door supervision licence

Vicky will also be available

18. Date of the Next Meeting

Wednesday 9th March at 1.30pm in the Cooper Room at Community House or Zoom. Room to be booked. Short meeting to review progress.

Present: David Seabrook, Gloria Hill, Lucy Symonds, Lynda Duhigg,

Apologies:

1. Appointment of a Chair

Cllr Lucy Symonds was elected to be the chair of this meeting.

2. Terms of Reference

- a) To identify road safety and other safety issues in the tow.
- b) To work with partner organisations to keep everyone safe.
- c) To make recommendations to appropriate Committees of Council.
- d) Meetings will be held 6 weeks.
- e) The working party will report to Planning & Highways and Leisure and Amenities Committee.
- f) The working party will involve other members of the public.

Members of the public to be invited.

3. Road Surface Issues

Roderick Avenue has been partially resurfaced on the west side of the road near Annex stores. Slow Sign outside the Annex have been repainted.

A third slow sign to be reported to be reported. (LS)

Hoyle Road pothole repair, drain cover has been resurfaced, this is the responsibility of Southern Water.

Sunken pavement outside the Good Companions has been referred BT Openreach. Need contact details to chase up repairs.

Canyon on the South Coast Road does not meet criteria for a repair to be carried out despite being highly dangerous now to cyclists. Report again (DS) and then contact County Councillors.

Website and Social Media posts to be used to advertise how to report different issues. Discuss with Marketing officer.

4. Signage

Cllr Symonds will be discussing speed signage around schools including Meridian School and will discuss with Road Safety Steward Ian Johnson. Parking issues also need to be addressed. Schools do not get involved in monitoring issues due to abuse from parents. To be discussed with PSCO Ryan Pritchard at next Council meeting when they will be attending.

SID (Speed Indicator Display) sign near the Joff has been repaired and now operational. Steve O'Connell will be delivering a monthly online session on speed issues and signage.

A mobile SID to be discussed with Telescombe Town Council as a shared device.

5. Community Speed Watch

Speedwatch needs more people to be involved for it to continue. Interested parties can register online on the speedwath website <https://communityspeedwatch.org>. An online training course needs to be completed before onsite training takes place. Lynda would like to join speedwatch. Could a collective initial training session be organised with tea and biscuits? Discuss with Steve O'Connell. Date to be agreed. Could leaflets be distributed? Thursday Morning stall at market? Thursday 31st March? Discuss with Wendy.

Additional speed watch sites have been identified in Sutton Avenue and Roderick Avenue and need risk assessing by Steve O'Connell.

Speed Watch sessions to be organised after clocks go forward at end of March (DS)

New email address created by Sussex Police for Councils to report speeding issues. All issues to be routed via Cllr Symonds.

6. 20 mph Zones

Proposal for a 20mph zone along Arundel Road was discussed. This would require around 20 double sided speed limit zones, consultation with residents, approval from ESCC and Sussex Police etc. Prices for signs are being obtained. How effective are these zones? Roderick Avenue near the school has an existing 20mph.

7. Bollards

Bollards installed outside Greggs and Subway has been successful in achieving the aims of preventing pavement parking and improved visibility from Bolney Avenue. Generally a good reaction from residents.

8. e-Scooters

Lewes District Association of Local Councils will be writing to Sussex Police about enforcing legislation concerning illegal use of e-scooters on road and pavements. It is impossible to report them on operation crackdown as it requires a registration number. It should be reported as anti social behaviour.

9. Street Lighting

Meeting held with Eric Ware, lighting supervisor at ESCC. A consultation was completed around the Dark Skies Policy which means lights are switched later in the night. A map of the area with lighting schedules has been requested from ESCC and compared with Crime figures. Recommendation can then be made.

Lighting along the footpath at the Coop has been reported to the managing agents several times, no action has been taken so far. Can the Council write to the managing agents? Photos or video needed.

10. CCTV

Reports are going to next Leisure and Amenities meeting on 22nd February. A CIL bid has been submitted for an upgrade to CCTV at the Café and Bowls area in Centenary Park, cost about £9,000 plus installation. Could be funded through our own CIL money. Omniflow unit report is going to LAE meeting for the skate park. This will require an electricity supply, further investigation needed.

11. AOB

No other business

12. Date of the Next Meeting

Monday 29th March at 9:00am on zoom

GREENHAVENS NETWORK

Greenhavens Network has appointed two Network Coordinators. Jessie Rodriguez is continuing with her work on the Wilder Gardens Project and Miriam Thundercliffe will be assisting with running the Network by booking meetings, training courses etc. The posts have been funded by Sussex Community Foundation.

The next Network meeting will be on the 23rd of March from 7-9pm at Robinson Road Hut, Newhaven.

PEACEHAVEN AND TELSCOMBE ACCESS GROUP

The Access Group meet on the first Monday of every month at 2pm in the Copper Room, Community House.

The group has just changed banks and will be restarting fundraising in April with a coffee morning on 22nd or 29th subject to availability.

Members were pleased to hear that the inclusivity improvements at Howard Park had passed the first hurdle to getting CIL funds but were very disappointed at the ESCC response to their questions about the proposed relocation of the library.

The next meeting will be on the 4th April at 2pm.

Cllr Sue Griffiths

Notice of Motion to Peacehaven Town Council meeting on 15th March 2022

The war in Ukraine is having a negative effect on the mental health of our residents but also our residents are stepping up to support the people of Ukraine in any way they can.

This Council condemns the President Putin war being inflicted on the people of Ukraine and supports Ukraine in their resistance to this illegal war.

We call on ESOC to divest of any investments that can be linked to Russia in the same way as the Councils in Kent and Suffolk.

1st March 2022

Proposed – Cllr Sue Griffiths

Seconded – Cllr David Seabrook

