



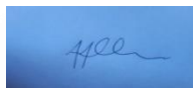
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# PEACEHAVEN TOWN COUNCIL

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27<sup>th</sup> July 2022

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 2<sup>nd</sup> August 2022 at 7.30pm.



Tony Allen  
Town Clerk

## A G E N D A

### C933 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C934 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

### C935 TO APPROVE APOLOGIES FOR ABSENCE.

### C936 TO RECEIVE DECLARATIONS OF INTERESTS.

### C937 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 21<sup>st</sup> JUNE 2022.

### C938 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM

#### COMMITTEES & TFG's:-

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

- i. To receive the public meeting minutes of the 7<sup>th</sup> June 2022.
- ii. To receive the public meeting minutes of the 28<sup>th</sup> June 2022.
- iii. To note the draft public meeting minutes of the 19<sup>th</sup> July 2022.

#### b. Policy & Finance Committee:-

- i. To receive the financial reports, authorise payments and signing of Bank Reconciliation.
- ii. To receive the public meeting minutes of the 14<sup>th</sup> June 2022.
- iii. To note the draft public meeting minutes of the 26<sup>th</sup> July 2022.

#### c. Personnel Committee:-

- i. To receive the public meeting minutes of the 31<sup>st</sup> March 2022.
- ii. To note the draft public meeting minutes of the 7<sup>th</sup> July 2022.

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

- i. To receive the public meeting minutes of the 31<sup>st</sup> May 2021.
- ii. To note the draft meeting minutes of the 5<sup>th</sup> July 2022.

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

- i. To receive the public meeting minutes of the 17<sup>th</sup> May 2022.
- ii. To note the draft meeting minutes of the 12<sup>th</sup> July 2022.

#### f. To receive a report from The Hub TFG

### C939 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.

### C940 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP.

### C941 MERIDIAN CENTRE REDEVELOPMENT - TO APPOINT A TEAM FOR LIAISING WITH MORRISONS

### C942 PROPOSAL BY CLLR SEABROOK THAT THE AGENDAS FOR ALL COMMITTEES SHOULD INCLUDE 'CLIMATE CHANGE CONSIDERATIONS' AS A STANDARD ITEM.

**CONFIDENTIAL**

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

**C943 Policy & Finance Committee:-**

- i. To receive the confidential meeting minutes of the 14<sup>th</sup> June 2022.
- ii. To note the draft confidential meeting minutes of the 26<sup>th</sup> July 2022.

**C944 Personnel Committee:-**

- i. To receive updates on confidential staffing matters and agree any actions required.
- ii. To receive the confidential meeting minutes of the 31<sup>st</sup> March 2022.
- iii. To note the draft confidential meeting minutes of the 7<sup>th</sup> July 2022.

**C945 TO RECEIVE A REPORT FROM THE COMPLAINTS PANEL.**

**C946 DATE OF NEXT MEETING – TUESDAY 27<sup>th</sup> SEPTEMBER 2022 at 7.30PM.**



# **PEACEHAVEN TOWN COUNCIL**

## **Peacehaven Town Council**

### **Draft minutes of the Council Meeting held on 21<sup>st</sup> June 2022**

Present: Cllr Symonds (Mayor), Cllr Seabrook (Deputy Mayor), Cllr Griffiths, Cllr Collier, Cllr Simmons, Cllr Harris, Cllr White, Cllr Duhigg, Cllr Sanderson, Cllr Goble, Cllr Gallagher, Cllr Paul.

Officers: Kevin Bray (Parks Officer), Sue Moscatelli (Events, Amenities & Projects Officer), Zoey Malone (Finance Officer), Stephen Keogh (Locum Town Clerk),

Members of the public: 3

### **C919 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.**

I am privileged and honoured to have been elected as mayor of Peacehaven Town.

During my time as Mayor, I will be focusing on reducing isolation for all increasing participation and inclusion- and creating more opportunities. It's going to be a busy year and I will be working closely with my Deputy Mayor Cllr David Seabrook and with you, my councillor colleagues, to make positive things happen for Peacehaven.

### **Highlights**

**26<sup>th</sup> May** - Peacehaven Annual Assembly – welcoming Lloyd Russell Moyle our MP to give his keynote speech meeting Peacehaven residents and visiting the community marketplace stalls.

**1<sup>st</sup> June**- Hosted BBC Tv's Southeast Today Sara Smith who did a live feed back to the Studio from the Peacehaven & Telscombe War Memorial in advance of HM the Queen's Platinum Jubilee Beacon lighting event.

**2<sup>nd</sup> June** – Hosted the Platinum Jubilee Beacon lighting event.

**4<sup>th</sup> June** – Representing Peacehaven at the Service of Thanksgiving to celebrate HRH Her Majesty the Queens Platinum Jubilee at Chichester cathedral. The service featured music by the Cathedral Choir and an address by the Bishop of Chichester the Right Reverend Dr Marin Webster I also attended a networking reception.

**10<sup>th</sup> June** – Represented Peacehaven at the Peacehaven Players' production of Lights out Over London and dressed for the part in a Land Girl uniform.

**16<sup>th</sup> June** – David and I hosted the flag raising for Sussex Day.

**20<sup>th</sup> June** – Represented Peacehaven at a reception at Westfield House County Hall. The purpose of the gathering was for the lord Lieutenant to meet the new Mayors and Chairs and to explain the role of the lieutenancy in the County and ways in which we, in the County, can work together.

**21<sup>st</sup> June** – I attended the Chamber of Commerce business breakfast meeting and gave a short talk on Peacehaven, my vision and focus for the coming year and explained how members of the Chamber can join with us to make a difference, get involved and make positive changes.

### **Meetings:**

I have had some excellent meetings with engage Sussex and the Havens Hub – both who I am glad to say will be my two charities for the year. The conversations we have had are extremely positive and I will share the exciting way forward at our next Council meeting.

I have also got a meeting organised with Sussex Pet Rescue.

### **Planning**

I have been busy planning my Civic Service and Civic Reception and a range of summer initiatives.

Civic Service will be on 26<sup>th</sup> June (all Councillors have been invited) and the reception will be on Friday 11<sup>th</sup> November.

And to give the heads up one of the summer events will get you up dancing – more to follow.

### **Filming**

On Sunday 12<sup>th</sup> June the production company behind the Beauty Rewind Clinic filmed the contributor walking and chatting with the presenter at the Lower Cliffs Walk. No release date is currently known but as soon as we hear I will let everyone know.

### **David's Highlights**

**13<sup>th</sup> May** – Represented Peacehaven at the Seahaven Business awards 2022 in the presence of the Lord Lieutenant, the Vietnamese Ambassador, Maria Caulfield MP Lloyd Russell- Moyle MP, the Mayors of Seaford, and Newhaven and the presidents of the Chambers of Commerce from Peacehaven, Newhaven and Seaford. The guest speaker was BBC presenter John Young

**5<sup>th</sup> June** – Attended Kempton House Platinum Jubilee Celebrations. Met the Kempton House team and members of the community who were enjoying the Platinum Jubilee celebrations.

**17<sup>th</sup> June** – Represented Peacehaven at SCDAs 25<sup>th</sup> Anniversary Summer Vintage Tea event at Denton Island Community Centre.

### **Dates for the diary**

Mayor's Service– 26<sup>th</sup> June 2022 10.30am

Horticultural Society – Open Gardens – 25<sup>th</sup> & 26<sup>th</sup> June

Bingo – Wednesday 29<sup>th</sup> June 2.00pm – 4.00pm

Telscombe Fair – 2<sup>nd</sup> July 2022

Comedy Show – 2<sup>nd</sup> July 2022

Peacehaven Summer Fayre – 9<sup>th</sup> July 2022.

**C920 PUBLIC SESSION.** *Members of the public may ask questions on any relevant **Council** matter.*

*Two residents of Bee Road commented about the increased dust from the building site and the effect on their lives. The two residents both spoke for themselves but stated that there were several other*

*people who had been affected, both by the nuisance and the issues of health, asthma and hay fever were noted as being affected.*

Cllr Symonds commented that there had been dialogue with the developers and that this would continue.

*Mike Gatti asked the following question regarding the parking issues close to schools:*

*As many Councillors and residents are aware the issue of parking outside of schools is an issue in Peacehaven. ESCC have launched the 'Safe Space' programme to highlight the importance of not parking on "Keep Clear" "Zig Zag" and other road markings during the specified times.*

*Civil Enforcement Officers are holding workshops in Primary Schools to promote this and have done so at Telscombe Cliffs Primary School. Would it be possible for PTC to contact the schools in our Town and see if they would take this up?*

Cllr Symonds commented that she had been in contact with NLS and that she has asked if the initiative can be trialed at Meridian Primary School.

Cllr Symonds will report back to future meetings.

#### **C921 TO APPROVE APOLOGIES FOR ABSENCE.**

Cllr Sharkey gave apologies due to a health issue.

Cllr. Veck gave apologies as she was on holiday.

These Apologies were **NOTED**.

Cllrs Cheta, Millner, Hill were absent

#### **C922 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no Declarations of Interest.

#### **C923 TO ADOPT THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 10<sup>th</sup> MAY 2022.**

The minutes were **AGREED** and **ADOPTED**.

#### **C924 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM COMMITTEES & WORKING PARTIES: -**

##### **a. Planning & Highways Committee: -**

- i. To receive the public meeting minutes of the 3<sup>rd</sup> May 2022.
- ii. To receive the public meeting minutes of the 24<sup>th</sup> May 2022.

The minutes were **AGREED** and **ADOPTED**.

- iii. To note the draft public meeting minutes of the 7<sup>th</sup> June 2022.

The minutes were **NOTED**.

##### **b. Policy & Finance Committee: -**

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

- ii. **To receive the public meeting minutes of the 26<sup>th</sup> April 2022.**

The minutes were **AGREED** and **ADOPTED**.

- iii. **To note the draft public meeting minutes of the 14<sup>th</sup> June 2022.**

The minutes were **NOTED**.

**c. Personnel Committee.**

No Minutes to report.

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

- i. **To receive the public meeting minutes of the 12<sup>th</sup> April 2021.**

The minutes were **AGREED** and **ADOPTED**.

- ii. **To note the draft meeting minutes of the 31<sup>st</sup> May 2022.**

The minutes were **NOTED**.

- iii. **Recommendation for Council to set up a Task and Finish group to take the consultations and future plans for The Hub forward.**

The Park's Officers Report circulated with the agenda was **NOTED**.

It was **AGREED** that the following Councillors would make up the Task and Finish group to take the consultations and future plans for The Hub forward:

Cllrs. White, Gallagher and Millner (Subject to confirmation)

- iv. **Request for permission to install a 3G football pitch by Peacehaven Football Club.**

The Town Council had been working with the Football Club along with the Football Association to install a 3G artificial pitch at the County Ground, Piddinghoe Avenue.

The Park's Officers Report circulated with the agenda was **NOTED**.

It was **AGREED** to ratify the decision of the Leisure, Amenities & Environment Committee to install a 3G artificial pitch at the County Ground, Piddinghoe Avenue.

**Cllr Simmons** stated her opposition to the project as she felt that the artificial pitch was less environmentally friendly than the grass pitch and felt that the pitch should remain a natural surface.

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

- i. **To receive the public meeting minutes of the 19<sup>th</sup> April 2022.**

The minutes were **AGREED** and **ADOPTED**.

- ii. **To note the draft meeting minutes of the 17<sup>th</sup> May 2022.**

The minutes were **NOTED**

**C925 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.**

**Cllr Gallagher**

**PTFC**

The Club are very excited about the prospect of the 3G pitch and the new season. There are possibilities of promotion of the Pitch is installed.

#### **House Project**

Projects and Grants Assessor is keen to be involved in local projects.

#### **Chamber of Commerce**

Breakfast meetings are popular, keen to continue the buy local initiative.

Sue Moscatelli recently joined the chamber, and this strengthens the link between the Chamber and the Council.

#### **Cllr. Simmons**

Attended a Tenants Association Conference in Plumpton.

The day was well organised from the refreshments to the transport very informative and Lewes District Council should be applauded for ensuring people from all areas could attend.

One of the subjects was anti-social behaviour and the way they hope to deal with the issues quicker.

Cllr. Symonds added that ASB was a problem that many groups are trying to tackle due to the health and safety aspects of the problem.

CCTV cameras are installed at the Big Park to try to reduce the impact of the joy riders and motorbikes.

#### **Cllr. Veck**

#### **The Bricky & Cinque Foil residents Association**

Attended a Community Working Together meeting.

#### **Cllr. Seabrook**

Attended the Seahaven Network AGM

The same committee was elected. Soon to be a community interest Company.

Reminder that the Community Garden was one of the Open Gardens over the weekend.

#### **Cllr Harris**

#### **Crimestoppers**

There has been an increase in the number of domestic violence cases in Brighton and some of the surrounding areas.

Residents are encouraged to call Crimestoppers if they are concerned or if they want to report any instances of domestic violence.

#### **C926TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP.**

Cllr. Gallagher stated that the details of the last meeting of the Steering Group were documented in the minutes, circulated with the agenda.

The verbal report was **NOTED**.

**C927 TO CONSIDER A REQUEST FROM WAVE LEISURE FOR SUMMER FAIR & GRANT FUNDING.**

The funds were required to pay a cost of £960.00 for the staffing of the arena activities.

The Park's Officers Report circulated with the agenda was **NOTED**.

Cllr Griffiths was concerned that if the grant was awarded there may be criticism for trying to hide a cost. It was felt that the payment should be transparent, and this may mean showing a loss or being over budget.

It was proposed that £400 could be taken from the left-over Mayors fund and the remainder taken from the Summer Fair budget.

The Events, Amenities and Projects Officer stated that they had received £2000 in sponsorship so this could cover the cost.

It was **AGREED** that the £960.00 would be awarded to Wave Leisure, using £400 from the Mayors Fund and the remaining £560 from the Summer Fair budget.

**C928 TO AGREE TEMPORARY FUNDING TO ALLOW THE CHANGING PLACES PROJECT TO PROCEED.**

The Events, Amenities and Projects Officer's Report, circulated with the agenda was **NOTED**.

Cllr white was very supportive of the project

Cllr Gallagher asked for confirmation that the £27,500 would not be returned

The Events, Amenities and Projects Officer confirmed that the £27,500 would be taken from the Councils CIL fund and not returned.

The Events, Amenities and Projects Officer also confirmed for members that the maintenance of the facility would be managed by the Council. This schedule was required in order to fulfill the requirements of the grant, to receive the refund of the £45,000.

It was **AGREED** that the Town Council would provide the full £72,000 from CIL funds, of which £45,000 would be returned once the unit was in installed.

**CONFIDENTIAL**

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**C929 Policy & Finance Committee: -**

- i. To receive the confidential meeting minutes of the 26<sup>th</sup> April 2022.

The minutes were agreed and adopted.

- ii. To note the draft confidential meeting minutes of the 14<sup>th</sup> June 2022.

The minutes were **NOTED**.

**C930 Personnel Committee: -**

- i. To receive updates on confidential staffing matters and agree any actions required.



Cllr Seabrook reported that the new Deputy Town Clerk & Civic Officer, George Dyson, had started in the role on Monday 20<sup>th</sup> June 2022.

**C931 TO SET UP A COMPLAINTS PANEL TO HEAR A FORMAL COMPLAINT FROM A MEMBER OF THE PUBLIC *(No discussion of the actual complaint)*.**

It was **AGREED** that the following Councilors would make up the Complaints Panel.

Cllrs. Gallagher, Sanderson and Seabrook.

The details of the issue would be circulated to the three named and a meeting date set.

**C932 DATE OF NEXT MEETING – TUESDAY 2<sup>nd</sup> AUGUST 2022 at 7.30PM.**

This was **AGREED**

## Minutes of the Planning & Highways Committee - Tuesday 7<sup>th</sup> June 2022



### PEACEHAVEN TOWN COUNCIL

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**DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 7<sup>th</sup> June 2022**

**Present:** Cllr Sharkey, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Griffiths

**Public:** two members of public

#### **1 PH1387 CHAIR ANNOUNCEMENTS**

Cllr Sharkey noted that as Vice Chair she will be standing in for the Chair, Cllr Milliner

#### **2 PH1388 PUBLIC QUESTIONS**

Question from Mr Carrick, Secretary of the Peacehaven Focus Group :-

'Peacehaven Focus Group Committee strongly believe there is a need in Peacehaven for a regular local single decker bus service to operate in Peacehaven to link up east, west, & north Peacehaven, Telscombe, and also going to Newhaven to link up with the railway & retail units. Following our discussions with Patrick Warner of Brighton & Hove, it appears to us that the above service is not economic to them and not in their future business plan which is based on double decker hydrogen buses. Peacehaven Focus Group also believe that BHBC have not yet claimed the £750,000 Section 106/CIL money allocated for 3 off 12X Buses to serve the Lower Hoddern Farm Development and that Peacehaven Town Council should pursue this matter to re-allocate funds with Leigh Palmer/Head of Planning LDC/EBC.

Therefore, are Peacehaven Town Council resurrecting the Working Group set up by Michelle Edser (which our Group was a part of) to discuss this matter & other transport matters?

Councillors clarified and discussed with Mr Carrick and Mr Gatti the background to their question. The Chair summarised by saying that all Councillors were in agreement with the need to improve internal Town bus services and Agenda item PH1395 (9) referred to this. Chair suggested this item be brought forward on the Agenda. All agreed.

***Item 9 PH1395 was brought forward for discussion***

#### **3 PH1389 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies received from Cllrs.Symonds, Seabrook and Locum Town Clerk K.Kingston

#### **4 PH1390 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest

## Minutes of the Planning & Highways Committee - Tuesday 7<sup>th</sup> June 2022

### **5 PH1391 TO ADOPT THE MINUTES FROM THE 24<sup>TH</sup> MAY 2022**

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

### **6 PH1392 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The report was received and noted.

### **7 PH1393 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher provided an update. Steering Group meeting had been held 7<sup>th</sup> June . Members: Town Clerks from Telscombe and Peacehaven plus 3 Councillors from each Council. Finances and timetable agreed for next 3 months. NDP document being amended and expected to be discussed at PTC Council 2/8/22 and 15/9/22. Then LDC will take over and Government Inspector appointed. Referendum anticipated May 2023. Also agreed at Steering Group Nancy Astley to lead on High Street Regeneration and Social Infrastructure Project and respond to Peacock & Smith , Planners for Morrisons with regard to Neighbourhood Development Plan.

Consultants will arrange further liaisons with Council Officers, Councillors and residents

### **8 PH1394 TO DISCUSS INFILTRATION BASIN**

The Chair referred to update received from Cllr Collier by email that a fence would be constructed around the infiltration basin

### **9 PH1395 TO AGREE TO SETUP A SUSTAINABLE TRANSPORT TASK AND FINISH GROUP AND NOMINATE MEMBERS**

***It was resolved to bring this item forward for discussion in advance of item 3 to allow the public to exit the meeting.***

Cllr Griffiths advised that this item had arisen after questions and discussion at the recently held Annual Town Meeting.

Cllr Seabrook had submitted via Cllr Griffiths a Task and Finish proposal.

“ To consult with residents and bus companies, investigate costs and funding opportunities to provide a town bus service and buses for shopping while the Meridian Centre development takes place. Finish date will be March 2023”

Standing Orders suspended to allow Mr Carrick and Mr Gatti to participate.

The proposal from Cllr Seabrook was considered too narrow, did not address Mr Carrick and Mr Gatti's question or the motion as stated on the Agenda.

Cllr Gallagher proposed “ to agree to setup a sustainable transport (Buses) Task and Finish Group and nominate members” Cllr Paul seconded , All agreed.

Group members nominated. Cllrs Seabrook, Gallagher, White Mr Carrick, Mr Gatti and an Officer. First meeting to be arranged asap.

***8pm Mr Carrick and Mr Gatti left the meeting.***

## **Minutes of the Planning & Highways Committee - Tuesday 7<sup>th</sup> June 2022**

### **10 The following Planning Applications were discussed: -**

#### **PH1365 LW/22/0396 29 Neville Road, Peacehaven**

There were no objections to this application

#### **PH1397 LW/22/ 0302 128 Arundel Road, Peacehaven**

There were no objections to this application

#### **PH1398 LW/22/0371 6 Wellington Road, Peacehaven**

There were no objections to this application

#### **PH1399 LW/22/0347 36 Cairo Ave, Peacehaven**

There were no objections to this application

### **11 The following Planning Application Decisions were NOTED**

**PH1400 LW/22/0040** – 21 Downs Walk, Peacehaven

**PH1401 LW/22/0223** - 17 Coney Furlong, Peacehaven

**PH1402 LW/21/0906** - 78 The Promenade, Peacehaven

**PH1403 LW/22/0249** - 12 Jason Close, Peacehaven

### **12 PH1404 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.**

reviewed and agreed that an entry be added to cover Chalkers Rise phase 3 Residents and Councillors concerns regarding impact of construction and liaison with Barretts and LDC Planning Enforcement.

Cllr Gallagher referred to an email received from Toby Collins, Senior Case Worker Planning First who is has taken up issues, visited the site and has given contact details.

### **13 PH1405 TO CONFIRM THE DATE OF NEXT MEETING AS 28<sup>TH</sup> JUNE 2022**

*There being no further business, the meeting closed at 20.20pm*



**Draft minutes of The Planning & Highways Committee Meeting held in the Anzac Room,  
Community House at 7.30pm on 28<sup>th</sup> June 2022**

Present: Cllr Sharkey (Vice Chair), Cllr Seabrook (Deputy Mayor), Cllr Griffiths, Cllr White, Cllr Gallagher.

Officers: George Dyson (Deputy Town Clerk), Vicky Onis (Committees & Assistant Projects Officer),  
Stephen Keogh (Locum Town Clerk),

Members of the public: 14

**1. PH1406 CHAIRMAN'S ANNOUNCEMENTS.**

Cllr Sharkey noted that as Vice Chairman she would be standing in for Chairman Cllr Millner.

The Chairman stated that there was no fire drill expected and that if the alarm goes off it will be a real emergency, she pointed out the fire exits

**2. PH1407 PUBLIC QUESTIONS.**

*North Ward residents asked why the planning application LW/22/0380 for Installation of 15m Monopole Tower to support antenna and associated radio equipment housing had been badly advertised and no information had been circulated.*

*The residents had carried out a short poll of the neighbours close to the proposed site and only two residents were aware officially and others were only aware due to their own diligence and a mobile phone app.*

*The residents were frustrated that there was no way of making their comments known.*

The Admin Assistant commented that the LDC planning website was closed for maintenance and that an extension to the application deadline was requested.

The Locum Clerk commented that the Town Council was the first opportunity, to comment but it had yet to be discussed at the District Council committee.

Cllr Sharkey explained that the residents whose property was closest to the site would be informed directly.

Members were disappointed that there were no notices close to the site.

*The resident also stated that all neighbours and people made aware of the phone mast were not in favour.*

Cllr Sharkey encouraged the residents to write and to use the portal to upload their comments as the site would be back in action very soon.

*One resident asked why the site was chosen.*

Cllr Griffiths commented that other sites had been investigated, but this was deemed to be the best one.

*Residents commented that there had been a number of traffic accidents in the vicinity and some near misses. The pole is too close to the properties. Chances are that the pole may be hit and may damage properties.*

Cllr Sharkey commented that the North Ward District Councillor Cllr. Keira Rigden should be informed.

Cllr Duhigg should also be contacted and informed that residents are not happy with the proposal.

**3. C1408 TO APPROVE APOLOGIES FOR ABSENCE.**

Cllr Millner gave apologies due to a health issue.

Cllr. Paul gave apologies due to a work commitment.

These Apologies were **NOTED**.

Cllrs Harris, was absent

**4. PH1409 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no Declarations of Interest.

**5. PH1410 TO ADOPT THE MINUTES OF THE MEETING HELD ON THE 7<sup>TH</sup> JUNE 2022.**

The minutes were **AGREED** and signed as a true record

**6. PH1411 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER ON THE NEIGHBOURHOOD PLAN.**

Cllr. Gallagher stated that the details of the last meeting of the Steering Group were documented in the minutes, reported at Full Council.

THEY ARE NOW WORKING WITH Lewes District Council and planning consultants to finish the document in order for it to be included in the agenda for Council on 2<sup>nd</sup> August.

The verbal report was **NOTED**.

**7. PH1412 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The report circulated with the agenda was **NOTED**

**8. TO COMMENT on the following Planning Applications as follows**

**PH 1413 LW/22/0408                      37 Vernon Avenue Peacehaven**

There were **NO OBJECTIONS** to this application.

**PH1414 LW/22/0380                      Heathy Brow Peacehaven**

**Installation of 15m Monopole Tower to support antenna and associated radio equipment housing.**

Cllr Seabrook was concerned that the pavement was too narrow to take the pole. And support equipment. ESCC Councillor Christine Robinson should be informed.

He also commented that there were many more poles expected as the need for 5G increases.

Cllr Gallagher commented that the Town Council were involved in creating a Neighbourhood Plan which includes the creation of strategies for infrastructure linked to employment and increased population. These poles may become necessary for these plans to be met.

Planning policies are in support of building.

It was **AGREED** to object for the following reasons:

Impact on visual amenity.

proximity to residential dwellings.

Members of their public were encouraged to make their comments known to the planning committee at Lewes.

**PH1415 LW/22/0393/CD** Sweetwater, 26 Blakeney Avenue, Peacehaven

The discharge of conditions were **NOTED**.

There were **NO OBJECTIONS** to this application.

**9. The following planning application decisions were NOTED**

**PH1416** **LW/21/0962** – Land to the rear of 137 South Coast Road

**PH1417** **LW/210975** – 24 Steyning Avenue

**PH1418** **LW/22/0041-** 137 South Coast Road Peacehaven.

**PH1419** **LW/22/0010/TPO** – 32 Anzac Close, Peacehaven.

It was **AGREED** that the Planning Process needs to be on the website explaining the planning process for residents, to help them understand the process and what the Town Council can and cannot do.

Members were interested to know why there had been a number of applications approved following objections on planning grounds.

Cllr White asked for a meeting to be set up or a visit from the head of planning to explain the reasons behind the officer's decisions, so the Members can understand more.

**PH1420 TO REVIEW AND UPDATE THE P & H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

It was **AGREED** that the following items be added to the Action Plan.

Planning Training for Members and those staff who are new to the process.

The Sustainable Transport Task and finish Group.

First meeting needed.

**DATE OF NEXT MEETING – TUESDAY 19<sup>th</sup> July 2022 at 7.30PM.**

This was **AGREED**

*There being no further business, the meeting closed at 8.25pm*



# PEACEHAVEN TOWN COUNCIL

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MERIDIAN CENTRE  
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BN10 8BB

## **DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 19<sup>th</sup> July 2022 at 7.30pm**

**Present:** Cllr Alan Milliner (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths, Cllr Cathy Gallagher.

**Officers:** George Dyson (Deputy Town Clerk & Civic Officer), Vicky Onis (Committees & Assistant Projects Officer).

One member of the public was in attendance.

### **1. PH1421 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:27, welcomed everyone and went through the building fire procedures.

### **2. PH1422 PUBLIC QUESTIONS**

Mike Gatti, from Peacehaven Focus group, read out the following statement:

*On behalf of Aimee Harman and the 'Heathy Browers' residents group, they would like to thank Cllr's Sue Griffiths and David Seabrook and also Vicky Onis of PTC for their help and support with the planning application LW/22/0380 to install a phone mast on Heathy Brow. They are most grateful for their kind assistance.*

*This planning application has raised an important issue. That of the woeful notification of planning applications to residents, and the abysmal planning portal website, that unless you know how to navigate it, is impossible to use. Even our LDC District Councillor couldn't find the logged comments!*

*May I ask that this committee requests that a review of the notification process and the planning portal is made to ensure that it is fit for purpose, in order that residents can be given sufficient notice to consider applications, and make comments and take action as they see fit. As there are more of these masts proposed for the town this is becoming more of an issue with residents.*

Vicky Onis (Committees & Assistant Projects Officer) reported that she has already contacted Lewes District Council by email about this concern and is currently waiting for a response.

### **3. PH1423 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received from Cllr Paul, Cllr White, and Cllr Harris.

### **4. PH1424 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**



There were no declarations of interest.

#### **5. PH1425 TO ADOPT THE MINUTES OF 28<sup>TH</sup> JUNE 2022**

Proposed by: Cllr Sharkey. Seconded by: Cllr Griffiths.

The minutes of the above meeting were **resolved and adopted**.

#### **6. PH1426 TO RECEIVE AN UPDATE FROM CLLR CATHY GALLAGHER ON THE EMERGING NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Gallagher informed the Committee work on the Neighbourhood Development Plan is progressing at quite a pace now in preparation for the schedule 14 consultation.

The plan will be going to full council meeting in September as August is now too soon.

Nancy Astley will now be giving her training session on the use of the neighbourhood development plan design guides & policies in response to planning applications at 7pm on 9<sup>th</sup> August 2022.

This report was **noted**.

#### **7. PH1427 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The Committee **noted** this report.

#### **8. PH1428 – TO REVIEW THE PLANNING CODE OF GOOD PRACTICE POLICY**

After a discussion on this policy, the Committee felt it would be a good idea to send the policy to Nancy Astley to get her comment on the policy at the next Committee meeting.

#### **9. PH1429 – TO NOTE AND DISCUSS CORRESPONDENCE RECEIVED FROM CLARKE TELECOM**

Cllr Seabrook raised some concerns with regard to the correspondence from Clarke Telecom, including:

- Some of the details in the document do not appear to add up, in particular why the new masts are needed to operate at a frequency that they're not using.
- It would be good to see a 'bigger picture' – if these masts will need to be put in at approximately half mile intervals, what other sites are being looked at.
- A 20m mast (as is proposed) is around the height of a 6 storey building – considerably higher than the nearby flats at the proposed site.
- What effect might this have on Honeybees and insects – Professor Dave Goulson from Sussex University has expressed concern about the lack of research done on 5G and insects.
- Why aren't these masts being shared by multiple phone companies.

Cllr Seabrook also asked whether phone masts are mentioned in the Neighbourhood Plan, and whether Lewes District Council have a policy on the subject.

Cllr Gallagher asked whether we need to contact Lewes District Council about any plans relating to policies on phone masts, or whether it is just done on an ad-hoc basis.

Cllr Griffiths asked if there has been any consideration for mitigating against visually impaired people walking into the mast, and pointed out the correspondence had been sent to District Councillors in the North ward, whereas the proposed development is in the West ward.

Cllr Milliner suggested that we should make comments back, and to make enquiries with Lewes District Council as to whether there is a policy relating to phone masts.

**Action** – Town Clerk to respond to the correspondence from Clarke Telecom with appropriate comments from this Committee.

**Action** - Committees & Assistant Projects Officer to contact Lewes District Council regarding whether there is a policy relating to phone masts.

#### **10. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-**

**PH1430** – LW/22/0447, 213 Arundel Road West

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey. Seconded by: Cllr Griffiths.

The Committee **resolved** unanimously to this proposal.

**PH1431** – LW/22/0414, 60 The Promenade

Lewes District Council are not accepting comment on this application as it is a permitted development.

The Committee **noted** this application.

**PH1432** – LW/22/0392, 196 Arundel Road

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Sharkey.

The Committee **resolved** unanimously to this proposal.

#### **11. PH1433 – TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS**

LW/22/0261, 36 Cornwall Avenue

LW/22/0344, 38 Vernon Avenue

LW/22/0302, 128 Arundel Road

LW/22/0346, 29 Neville Road

LW/22/0292, 95 Malines Avenue

LW/22/0225, 82 The Promenade

The Committee **noted** these planning application decisions.

#### **12. PH1434 – TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

The Committee highlighted that the action plan had not been updated following the previous Committee Meeting.

Cllr Seabrook asked that in relation to agenda item 1, that the Town Clerk investigate whether Barratts would be open to giving Peacehaven Town Council the concrete path from Lower Hoddern Farm to Centenary Park along with the green area they have already agreed to. **Action** – Town Clerk.

Actions to also be added onto the action plan as per agenda item PH1424.

The next meeting of this Committee was confirmed for 9<sup>th</sup> August 2022.

*There being no further business the meeting ended at 20:14.*

<b>Agenda Item:</b>	<b>PF</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	26 July 2022
<b>Title:</b>	Financial position of the council year to date
<b>Report Author:</b>	Zoe Malone, Finance Officer
<b>Purpose of Report:</b>	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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### **Summary of recommended actions**

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

### **Introduction**

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 3 (June 2022) 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 30 June 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 32.5% of the budgeted expenditure has been spent so far, and 60.4% of the budgeted income has been received as at the end of month 3 (June 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:

<b><u>Financial</u></b>	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.
<b><u>Legal</u></b>	There are no direct legal impacts.
<b><u>Environmental and sustainability</u></b>	There are no direct environmental or sustainability impacts.
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder impacts.

### **Appendices/Background papers**

- Barclays Bank account summary balances – 30 June 2022
- Bank reconciliation statement for cashbook 1 – 30 June 2022
- Bank reconciliation statement for cashbook 2 – 30 June 2022
- Detailed income and expenditure month 3 (June 2022)
- Detailed balance sheet month 3 (June 2022)

Date: 07/07/2022

Peacehaven Town Council

Page 1

Time: 09:32

**Bank Reconciliation Statement as at 30/06/2022  
for Cashbook 2 - Reserve Account**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2022		180,200.02
			<hr/> 180,200.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			180,200.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			180,200.02
		<b>Balance per Cash Book is :-</b>	<b>180,200.02</b>
		<b>Difference is :-</b>	<b>0.00</b>

## List of Payments made between 01/06/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/06/2022	The Fuelcard People	DD	38.09		GY06PPX FUEL
07/06/2022	M.D.J Light Brothers Ltd	205001	370.20		SKIP HIRE
07/06/2022	L&N CONSULTANCY LIMITED	205002	594.00		MAY CONSULTANCY
07/06/2022	C.E.F	205003	557.94		PAT TESTER
07/06/2022	R.J.Meaker Fencing Ltd	205004	164.35		POSTMIX
07/06/2022	GTA CIVILS & TRANSPORT	204005	600.00		DRAWINGS FOR PID
07/06/2022	WICKSTEED LEISURE LTD	205006	12,541.75		ROUNABOUT FOR FIRLE ROAD
07/06/2022	AMADEUS	205007	161.94		STATIONARY
07/06/2022	Wightman & Parrish Ltd	205008	354.29		CLEANING PRODUCTS
07/06/2022	Tates of Sussex	205009	500.00		PLANTS
07/06/2022	CASTLE WATER	205010	190.19		MAY WATER
07/06/2022	MR A ALLEN	205011	7.09		ANNUAL TOWN REFRESHMENTS
07/06/2022	BEN COVE	205012	50.00		B.COVE - DEPOSIT REFUND
07/06/2022	SULAI MAN MIAH	205013	200.00		S.MAN MIAH DEPOSIT REFUND
07/06/2022	1ST PEACEHAVEN RAINBOWS	205014	348.50		1ST PEACEHAVEN RAINBOWS
07/06/2022	FAMILY SUPPORT WORK	205015	406.62		FAMILY SUPPORT WORK
07/06/2022	LISA HAYWARD	205016	1,615.96		LISA HAYWARD - MAY CONSULT
07/06/2022	JAMES BOOT	205017	187.65		MARCH / APR CONSULTANCY
07/06/2022	COUNTRYWISE PEST CONTROL	205018	144.00		COUNTRYWISE PEST CONTROL
07/06/2022	AVS FENCING SUPPLIES LTD	205019	280.42		oval maintenance
08/06/2022	Northstar IT	DD1	90.00		ANNUAL DOMAIN
08/06/2022	Northstar IT	DD2	1,420.43		MONTHLY SUPPORT - JUNE
08/06/2022	02	DD3	117.12		MAY BILLING
08/06/2022	Barclays	DD	3.00		COMM CHARGES
10/06/2022	SUSSEX MAYORS ASSOCIATION	205020	60.00		SUSSEX MAYORS ASSOCIATION
10/06/2022	EDF	205021	717.35		MAY ELECTRICITY
10/06/2022	R.J.Meaker Fencing Ltd	205022	96.22		POSTMIX FOR BENCHES
10/06/2022	Safe I.S. Ltd	205024	261.06		FIRE RISK ASSESSMENT
10/06/2022	Radius Connect	205025	480.72		JUNE TELEPHONES
10/06/2022	Rigby Taylor	205023	328.75		EUROFLOR FLOWER MIX
10/06/2022	MBI Sound & Light	205026	240.00		20 2 WAY RADIOS
10/06/2022	AMP Services	205027	399.97		BLADER CARRIER & THROWPLATE
10/06/2022	Barclays	DD4	62.00		MAY PDQ CHGS
13/06/2022	The Fuelcard People	DD	155.96		HK66 WMJ FUEL
14/06/2022	Aquarius Solutions	205028	422.40		GRAFFITI REMOVALS
14/06/2022	Caroline Reid	205029	609.00		JUNE CLEANING
14/06/2022	Brewers and Sons Ltd	205030	106.08		PAINT & BRUSHES
14/06/2022	Hugh Page Sussex Ltd	205031	105.72		VEHICLE REPAIRS
14/06/2022	JODIE DUNN	205032	50.00		J.DUNN - DEPOSIT REFUND
14/06/2022	MAYORS ASSOC	205033	10.00		ANNUAL MEMBERSHIP
14/06/2022	P.D SHAYLER	205034	200.00		FUN FAIR DEPOSIT RETURNED
14/06/2022	MICHAEL RIPLEY	205035	5.67		HOOKS FOR HALL DOORS
14/06/2022	WENDY VECK	205036	11.58		JUBILEE EXPENSES
15/06/2022	TOTAL GAS & POWER	DD	494.78		APRIL GAS
17/06/2022	MARTIN CROMBIE	205037	50.00		MARTIN CROMBIE
17/06/2022	L.J SYMONDS	205038	107.87		LUCY SYMONDS EXPENSES
17/06/2022	Lewes District Council	205039	1,152.45		01/07-30/09 DOGWASTE COLLECTION



## List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/06/2022	L&N CONSULTANCY LIMITED	205040	396.00		HIGH STREET FEASIBILITY
20/06/2022	The Fuelcard People	DD	107.16		GY06 PPX FUEL
21/06/2022	Rigby Taylor	205041	131.40		HOOKS FOR GOALS
21/06/2022	BRITISH GAS	205042	70.20		17MAY-16JUNE - ELECTRIC
21/06/2022	BRITISH GAS	205043	22.98		17 MAY - 16 JUN GAS
21/06/2022	The Play Inspection Company Lt	205044	306.00		POST INSTALLATION INSPECT
21/06/2022	SOUTH COAST GLAZING	205045	22.82		SUPPLY & FIT GLASS FRAME
21/06/2022	Acacia Groundcare Equipment Re	205046	628.80		DISC SEEDER HIRE
21/06/2022	Fiddes & Son Ltd T/A Bowcom	205047	843.60		MARKING FLUID
21/06/2022	Block Busters Contracts Ltd	205048	189.60		BLOCKAGE CLEARANCE
21/06/2022	KEVIN BRAY	205049	29.98		WELDING KIT
21/06/2022	VICKY HILL	205050	50.00		V.HILL DEPOSIT
22/06/2022	CC PURCHASES	MAY CC	802.84		CC PURCHASES
24/06/2022	JUNE SALARIES	JUN PAY	24,514.41		JUNE SALARIES
27/06/2022	The Fuelcard People	DD	40.81		GY06 PPX FUEL
29/06/2022	SUSSEX AREA OF NAFAS	205051	100.00		NAFAS REFUND
29/06/2022	CHRIS GAULT	205052	50.00		C.GAULT REFUND
29/06/2022	LISA HAYWARD	205053	1,415.37		JUNE CONSULTANCY
29/06/2022	LEWES DISTRICT CITIZENS	205054	11,500.00		CAB - SLA
29/06/2022	MARTLETS HOSPICE	205055	30.00		MARTLETS DONATION
29/06/2022	STEVE KEOGH	205056	155.75		S.KEOGH CLERK FEES
29/06/2022	AMADEUS	205057	46.24		STATIONARY
29/06/2022	Safe I.S. Ltd	205058	226.86		FIRE RISK ASSESSMENT
29/06/2022	C.E.F	205059	13.80		MEMORIAL LIGHTS
29/06/2022	Society Of Local Council Clerk	205060	327.00		A.ALLEN MEMBERSHIP
29/06/2022	Rigby Taylor	205061	38.40		CLIPS FOR GOAL NETS
29/06/2022	Business Sream	205062	7.04		WASTE - MAY-JUNE
29/06/2022	ALLEN CONCRETE	BACS	294.70		ALLEN CONCRETE
<b>Total Payments</b>			<b>69,432.88</b>		

13/07/2022

## Peacehaven Town Council

13:35

## Balance Sheet as at 30/06/2022

31/03/2022

31/03/2023

## Current Assets

13,475	Debtors Control	7,688
4,960	VAT Control A/c	11,628
50	Deposit Aqua	50
441,980	Current Bank A/c	658,565
180,186	Reserve Account	180,200
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

858,651

641,172 Total Assets

858,651

## Current Liabilities

8,024	Creditors	0
1,220	Mayor's Appeal	289
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,597

12,514

2,886

628,658 Total Assets Less Current Liabilities

855,766

## Represented By

131,155	General Reserves	315,631
10,000	Vehicle Reserve	10,000
3,000	Tree Works	3,000
1,269	Staff training	1,269
999	Elections	999
17,500	Service Charges	17,500
8,836	Covid-19 Recovery Reserves	6,038
650	Noticeboards	650
1,000	Office Move	216
530	Monument & War Memorial	530
4,000	P/H Youth Task Group	4,000
319,507	CIL	367,361
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	339

13/07/2022

Peacehaven Town Council

13:35

Balance Sheet as at 30/06/2022

31/03/2022		31/03/2023
	3,914 Professional Fees - Legal	3,114
	2,300 Neighbourhood Plan	1,640
	52,399 Capital Receipts Reserve	52,399
	<u>628,658</u>	<u>855,766</u>

The above statement represents fairly the financial position of the authority as at 30/06/2022 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	343,541	687,081	343,540			50.0%	
1010 CIL Income	90,705	0	(90,705)			0.0%	90,705
1011 Groundwork UK	12,772	0	(12,772)			0.0%	
1013 Income from Photocopying	38	0	(38)			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1100 Interest Received	14	200	186			6.8%	
1309 Other Income	3	1,000	997			0.3%	
<b>General Administration :- Income</b>	<b>462,272</b>	<b>703,481</b>	<b>241,209</b>			<b>65.7%</b>	<b>90,705</b>
4154 Sponsorship	180	0	(180)		(180)	0.0%	(32)
4345 CTLA Service Level Agreement	0	6,500	6,500		6,500	0.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
<b>General Administration :- Direct Expenditure</b>	<b>14,680</b>	<b>21,000</b>	<b>6,320</b>	<b>0</b>	<b>6,320</b>	<b>69.9%</b>	<b>(32)</b>
4001 Salaries	96,122	406,640	310,518		310,518	23.6%	
4002 Employer N.I Contributions	9,266	42,640	33,374		33,374	21.7%	
4003 Employer Pension Contributions	16,022	75,228	59,206		59,206	21.3%	
4004 Overtime	653	1,000	347		347	65.3%	
4011 Training	120	5,000	4,880		4,880	2.4%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	465	500	35		35	93.0%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	797	5,000	4,203		4,203	15.9%	
4307 Stationery	287	500	213		213	57.5%	
4310 Professional Fees - Consultanc	2,384	2,000	(384)		(384)	119.2%	
4311 Professional Fees - Legal	1,210	2,000	790		790	60.5%	800
4312 Professional Fees - Other	1,997	2,000	3		3	99.8%	
4314 Audit Fees	150	3,000	2,850		2,850	5.0%	
4315 Insurance	11,331	10,500	(831)		(831)	107.9%	
4321 Bank Charges	38	100	62		62	38.1%	
4322 BACS Charges	9	200	191		191	4.5%	
4323 PDQ Charges	110	800	690		690	13.8%	
4325 Postage	741	1,000	259		259	74.1%	
4326 Telephones	1,251	6,000	4,749		4,749	20.9%	
4327 Computers	4,800	15,000	10,200		10,200	32.0%	
4333 Members Allowance	1,500	3,500	2,000		2,000	42.9%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	3,757	1,017	(2,740)		(2,740)	369.4%	2,799
4342 Subscriptions	3,076	5,500	2,424		2,424	55.9%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	120	0	(120)		(120)	0.0%	
General Administration :- Indirect Expenditure	<b>156,206</b>	<b>600,625</b>	<b>444,419</b>	<b>0</b>	<b>444,419</b>	<b>26.0%</b>	<b>3,599</b>
<b>Net Income over Expenditure</b>	<b>291,386</b>	<b>81,856</b>	<b>(209,530)</b>				
6000 plus Transfer from EMR	3,567						
6001 less Transfer to EMR	90,705						
<b>Movement to/(from) Gen Reserve</b>	<b>204,247</b>						
<b>110 Civic Events</b>							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	<b>789</b>	<b>0</b>	<b>(789)</b>				<b>0</b>
4348 Civic Gifts	0	1,470	1,470		1,470	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>0</b>	<b>3,170</b>	<b>3,170</b>	<b>0</b>	<b>3,170</b>		<b>0</b>
4331 Mayor's Allowance	343	1,500	1,157		1,157	22.9%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	583	1,000	417		417	58.3%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	1,100	1,100		1,100	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<b>926</b>	<b>5,800</b>	<b>4,874</b>	<b>0</b>	<b>4,874</b>	<b>16.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(136)</b>	<b>(8,970)</b>	<b>(8,834)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	720	4,000	3,280			18.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	<b>820</b>	<b>8,500</b>	<b>7,680</b>			<b>9.6%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	0	3,250	3,250		3,250	0.0%	
4329 Advertising	500	1,000	500		500	50.0%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	<b>500</b>	<b>4,750</b>	<b>4,250</b>	<b>0</b>	<b>4,250</b>	<b>10.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>320</b>	<b>3,550</b>	<b>3,230</b>				

## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	448	0	(448)			0.0%	
Neighbourhood Plan :- Income	<u>448</u>	<u>0</u>	<u>(448)</u>				<u>0</u>
4337 Neighbourhood Plan	2,663	5,000	2,337		2,337	53.3%	660
Neighbourhood Plan :- Indirect Expenditure	<u>2,663</u>	<u>5,000</u>	<u>2,337</u>	<u>0</u>	<u>2,337</u>	<u>53.3%</u>	<u>660</u>
<b>Net Income over Expenditure</b>	<u>(2,215)</u>	<u>(5,000)</u>	<u>(2,785)</u>				
6000 plus Transfer from EMR	660						
<b>Movement to/(from) Gen Reserve</b>	<u>(1,555)</u>						
<u>200 Planning &amp; Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	12	600	589		589	1.9%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>12</u>	<u>1,850</u>	<u>1,839</u>	<u>0</u>	<u>1,839</u>	<u>0.6%</u>	<u>0</u>
4101 Repair/Alteration of Premises	0	700	700		700	0.0%	
4111 Electricity	49	1,092	1,043		1,043	4.5%	
4171 Grounds Maintenance Costs	417	500	83		83	83.3%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>9,330</u>	<u>11,156</u>	<u>1,826</u>	<u>0</u>	<u>1,826</u>	<u>83.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(9,341)</u>	<u>(13,006)</u>	<u>(3,665)</u>				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,648	6,000	4,352		4,352	27.5%	
4203 Fuel	2,445	5,500	3,055		3,055	44.5%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure	<u>4,416</u>	<u>13,000</u>	<u>8,584</u>	<u>0</u>	<u>8,584</u>	<u>34.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(4,416)</u>	<u>(13,000)</u>	<u>(8,584)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	4,609	13,845	9,236			33.3%	
1039 S/P Cats	200	0	(200)			0.0%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	1,588	3,000	1,412			52.9%	
1046 Stall Income (Events)	60	0	(60)			0.0%	
1061 S/P Court Hire	780	5,406	4,626			14.4%	
Sports Park :- Income	<u>11,487</u>	<u>26,751</u>	<u>15,264</u>			<u>42.9%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	29,000	0	(29,000)		(29,000)	0.0%	29,000
4111 Electricity	0	5,000	5,000		5,000	0.0%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	
4161 Cleaning Costs	2,436	8,000	5,564		5,564	30.4%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	3,049	10,000	6,951		6,951	30.5%	
<b>Sports Park :- Indirect Expenditure</b>	<b>37,775</b>	<b>29,845</b>	<b>(7,930)</b>	<b>0</b>	<b>(7,930)</b>	<b>126.6%</b>	<b>29,000</b>
<b>Net Income over Expenditure</b>	<b>(26,288)</b>	<b>(3,094)</b>	<b>23,194</b>				
6000 plus Transfer from EMR	29,000						
<b>Movement to/(from) Gen Reserve</b>	<b>2,712</b>						
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	839	5,000	4,161		4,161	16.8%	500
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	215	500	285		285	42.9%	
4112 Gas	84	300	216		216	28.1%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	309	1,000	692		692	30.9%	
4173 Fertilisers & Grass Seed	3,707	6,000	2,293		2,293	61.8%	
4303 Machinery Mtce/Lease	524	3,500	2,976		2,976	15.0%	
<b>Big Park :- Indirect Expenditure</b>	<b>14,587</b>	<b>36,516</b>	<b>21,929</b>	<b>0</b>	<b>21,929</b>	<b>39.9%</b>	<b>500</b>
<b>Net Expenditure</b>	<b>(14,587)</b>	<b>(36,516)</b>	<b>(21,929)</b>				
6000 plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,087)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	2,065	8,823	6,758			23.4%	
1111 Electricity	2,292	6,000	3,708			38.2%	
<b>Gateway Cafe :- Income</b>	<b>4,357</b>	<b>14,823</b>	<b>10,466</b>			<b>29.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	3,000	3,000		3,000	0.0%	
4111 Electricity	0	6,000	6,000		6,000	0.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,526	1,500	(26)		(26)	101.7%	
4326 Telephones	243	972	729		729	25.0%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>2,085</b>	<b>12,972</b>	<b>10,887</b>	<b>0</b>	<b>10,887</b>	<b>16.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,272</b>	<b>1,851</b>	<b>(421)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,056	5,100	(956)			118.7%	
1050 Allotment Rent	150	2,445	2,295			6.1%	
1303 Water Charges	50	0	(50)			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>6,481</b>	<b>7,545</b>	<b>1,064</b>			<b>85.9%</b>	<b>0</b>
4104 Vandalism Repairs	402	1,500	1,098		1,098	26.8%	
4105 Tree Works	240	2,000	1,760		1,760	12.0%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>642</b>	<b>7,500</b>	<b>6,858</b>	<b>0</b>	<b>6,858</b>	<b>8.6%</b>	<b>0</b>
4101 Repair/Alteration of Premises	3,171	5,000	1,829		1,829	63.4%	2,900
4141 Water Services	457	5,000	4,543		4,543	9.1%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,914	4,000	2,086		2,086	47.8%	
4301 Purchase of Furniture/Equipmen	10,223	5,000	(5,223)		(5,223)	204.5%	10,451
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>15,921</b>	<b>21,000</b>	<b>5,079</b>	<b>0</b>	<b>5,079</b>	<b>75.8%</b>	<b>13,351</b>
<b>Net Income over Expenditure</b>	<b>(10,081)</b>	<b>(20,955)</b>	<b>(10,874)</b>				
6000 plus Transfer from EMR	13,351						
<b>Movement to/(from) Gen Reserve</b>	<b>3,270</b>						
<b>355 The Hub</b>							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	3,604	16,646	13,042			21.7%	
<b>The Hub :- Income</b>	<b>3,594</b>	<b>16,646</b>	<b>13,052</b>			<b>21.6%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
<b>The Hub :- Direct Expenditure</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	0	2,000	2,000		2,000	0.0%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	73	2,000	1,928		1,928	3.6%	
<b>The Hub :- Indirect Expenditure</b>	<b>2,738</b>	<b>8,000</b>	<b>5,262</b>	<b>0</b>	<b>5,262</b>	<b>34.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>857</b>	<b>8,146</b>	<b>7,289</b>				



## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>360 Community House</b>							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	1,765	6,120	4,355			28.8%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	890	7,280	6,390			12.2%	
1076 C/H Main Hall	3,169	18,280	15,111			17.3%	
1077 C/H Anzac Room	2,948	9,065	6,117			32.5%	
1078 C/H Main Kitchen	233	892	659			26.1%	
1079 C/H Anzac Kitchen	241	500	259			48.1%	
1080 C/H Foyer	30	1,642	1,612			1.8%	
1081 C/H Equipment Hire	191	928	737			20.6%	
1090 Storage Income	358	0	(358)			0.0%	
1091 Cinema Income	1,426	4,500	3,074			31.7%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
<b>Community House :- Income</b>	<b>13,139</b>	<b>61,037</b>	<b>47,898</b>			<b>21.5%</b>	<b>0</b>
4167 Cinema Costs	332	1,000	668		668	33.2%	
4175 Music Licence	0	1,250	1,250		1,250	0.0%	
<b>Community House :- Direct Expenditure</b>	<b>332</b>	<b>2,250</b>	<b>1,918</b>	<b>0</b>	<b>1,918</b>	<b>14.7%</b>	<b>0</b>
4101 Repair/Alteration of Premises	382	7,000	6,618		6,618	5.5%	
4102 Maintenance of Buildings	3,220	5,000	1,780		1,780	64.4%	
4111 Electricity	2,120	10,000	7,880		7,880	21.2%	
4112 Gas	2,955	6,000	3,045		3,045	49.2%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	7,860	15,800	7,941		7,941	49.7%	
4141 Water Services	594	8,000	7,406		7,406	7.4%	
4151 Fixtures & Fittings	790	1,500	710		710	52.7%	785
4161 Cleaning Costs	180	1,000	820		820	18.0%	
4162 Cleaning Materials	198	1,000	802		802	19.8%	
4163 Personal Hygiene	593	2,500	1,907		1,907	23.7%	
4305 Uniform	0	600	600		600	0.0%	
<b>Community House :- Indirect Expenditure</b>	<b>18,892</b>	<b>78,400</b>	<b>59,508</b>	<b>0</b>	<b>59,508</b>	<b>24.1%</b>	<b>785</b>
<b>Net Income over Expenditure</b>	<b>(6,085)</b>	<b>(19,613)</b>	<b>(13,528)</b>				
6000 plus Transfer from EMR	785						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,300)</b>						
<b>430 Summer Fair</b>							
1045 Event Sponsorship	2,500	500	(2,000)			500.0%	
1046 Stall Income (Events)	1,090	1,500	410			72.7%	

## Detailed Income &amp; Expenditure by Budget Heading 12/07/2022

Month No: 4

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Other Customer & Client Receipt	950	800	(150)			118.8%	
Summer Fair :- Income	<u>4,540</u>	<u>2,800</u>	<u>(1,740)</u>			<u>162.2%</u>	<u>0</u>
4329 Advertising	28	900	872		872	3.1%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	880	1,200	320		320	73.4%	
Summer Fair :- Indirect Expenditure	<u>908</u>	<u>3,250</u>	<u>2,342</u>	<u>0</u>	<u>2,342</u>	<u>28.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,632</u>	<u>(450)</u>	<u>(4,082)</u>				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	<u>0</u>	<u>1,800</u>	<u>1,800</u>			<u>0.0%</u>	<u>0</u>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(360)</u>	<u>(360)</u>				
<u>450 Mayoral Charity Events</u>							
1045 Event Sponsorship	1,790	0	(1,790)			0.0%	
Mayoral Charity Events :- Income	<u>1,790</u>	<u>0</u>	<u>(1,790)</u>				<u>0</u>
<b>Net Income</b>	<u>1,790</u>	<u>0</u>	<u>(1,790)</u>				
Grand Totals:- Income	<u>509,717</u>	<u>843,383</u>	<u>333,666</u>			<u>60.4%</u>	
Expenditure	<u>282,610</u>	<u>868,944</u>	<u>586,334</u>	<u>0</u>	<u>586,334</u>	<u>32.5%</u>	
<b>Net Income over Expenditure</b>	<u>227,107</u>	<u>(25,561)</u>	<u>(252,668)</u>				
plus Transfer from EMR	<u>47,862</u>						
less Transfer to EMR	<u>90,705</u>						
<b>Movement to/(from) Gen Reserve</b>	<u>184,265</u>						

**Bank Reconciliation Statement as at 30/06/2022  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/06/2022		679,597.88
Current Account	30/06/2022		50,000.00
			<hr/> 729,597.88

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
09/03/2022 120878 KAYLEIGH WATTS	50.00
12/04/2022 122928 EMMA BUDD	50.00
21/04/2022 204937 KIRSTIN WINGROVE	50.00
10/05/2022 204968 KIRSTIN WINGROVE	50.00
10/05/2022 204969 LEWES DISTRICT COUNCIL	93.60
12/05/2022 204975 PEACEHAVEN BABY BANK	750.00
24/05/2022 204997 LAUREN HOPKINS	50.00
07/06/2022 205011 MR A ALLEN	7.09
07/06/2022 205019 AVS FENCING SUPPLIES LTD	280.42
10/06/2022 205020 SUSSEX MAYORS ASSOCIATION	60.00
10/06/2022 205025 Radius Connect	480.72
10/06/2022 205026 MBI Sound & Light	240.00
14/06/2022 205033 MAYORS ASSOC	10.00
14/06/2022 205034 P.D SHAYLER	200.00
14/06/2022 205035 MICHAEL RIPLEY	5.67
14/06/2022 205036 WENDY VECK	11.58
17/06/2022 205040 L&N CONSULTANCY LIMITED	396.00
21/06/2022 205044 The Play Inspection Company Lt	306.00
21/06/2022 205045 SOUTH COAST GLAZING	22.82
21/06/2022 205047 Fiddes & Son Ltd T/A Bowcom	843.60
21/06/2022 205050 VICKY HILL	50.00
29/06/2022 205051 SUSSEX AREA OF NAFAS	100.00
29/06/2022 205052 CHRIS GAULT	50.00
29/06/2022 205053 LISA HAYWARD	1,415.37
29/06/2022 205054 LEWES DISTRICT CITIZENS ADVICE	11,500.00
29/06/2022 205055 MARTLETS HOSPICE	30.00
29/06/2022 205056 STEVE KEOGH	155.75
29/06/2022 205057 AMADEUS	46.24
29/06/2022 205058 Safe I.S. Ltd	226.86
29/06/2022 205059 C.E.F	13.80
29/06/2022 205060 Society Of Local Council Clerk	327.00
29/06/2022 205061 Rigby Taylor	38.40
29/06/2022 205062 Business Sream	7.04
	<hr/> 17,917.96
	711,679.92

Receipts not Banked/Cleared (Plus)

24/06/2022	50.00
27/06/2022	12.96
29/06/2022	50.00
30/06/2022	25.00

Date: 07/07/2022

Peacehaven Town Council

Page 2

Time: 09:31

**Bank Reconciliation Statement as at 30/06/2022  
for Cashbook 1 - Current Bank A/c**

User: ZM

	<u>Amount</u>	<u>Balances</u>
30/06/2022	135.68	
30/06/2022	35.00	
30/06/2022	30.70	
		<u>339.34</u>
		712,019.26
<b>Balance per Cash Book is :-</b>		<b>712,019.26</b>
<b>Difference is :-</b>		<b>0.00</b>

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14<sup>th</sup> June 2022 at 7.30pm in Community House**

**Present** – Cllr A Goble (Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher, Cllr C Cheta, Cllr L Duhigg, Cllr A Milliner.  
Town Clerk T Allen; Finance Officer Z Malone.

*[It was resolved that, in the absence of the Committee Chairman, Cllr Seabrook would chair the meeting until the election of the Vice-Chairman].*

**PF766 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and referred to Sussex Day on the 16<sup>th</sup> June and the raising of the flag at the war memorial.

**PF767 PUBLIC QUESTIONS**

There were no public questions.

**PF768 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr C Collier were approved.

**PF769 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths, re. Item PF784; personal interest as a friend of one of the Council's sub-contractors.

**PF770 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Cheta should be the Committee's Vice-Chairman.

*[Cllr Cheta took the chair].*

**PF771 TO ADOPT THE PUBLIC MINUTES OF 26<sup>th</sup> APRIL 2022**

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

**PF772 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and resolved 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 April & May 2022 payments amounting to £185,965.88, as scheduled in the meeting papers.

**8. Review of external contracts, SLA's & their ongoing authorisations.**

No items for discussion.

**9. Funding report for buildings equipment maintenance works.**

Received and noted.

## **Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 14<sup>th</sup> June 2022**

### **PF773 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Clerk reported that the move of staff to the Fields & Robson rooms will take place on the 1<sup>st</sup> July 2022. The Clerk reported that the approved repair of the hearing loop in the main hall of Community House was underway.

Regarding the study of energy use and solutions for all Council buildings, Cllr Gallagher reported that the main focus currently has been on The Hub, although all Council buildings will be assessed by Dr Mark Earthey and Ovesco.

### **PF774 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

The Clerk reported that the Draft new Plan, as specified at the Committee's March 2022 meeting, will be sent to Committee Chairs; to be followed by meetings with officers, prior to submission to Council.

### **PF775 TO AGREE FUNDING FOR CONSULTANTS WORK FOR THE LANDSCAPE & DESIGN STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL INFRASTRUCTURE (HSSI) FUND**

This matter was discussed in detail.

Cllr Gallagher and the Clerk outlined the background, scope and purpose of this study and its relationship with the Neighbourhood Development Plan.

Clerk to check that the consultants' expenses will be included in the approved grant amount.

It was resolved that an amount of up to the estimated £2,772 can be spent on planning consultancy support from L&N Consultancy; to be funded from the consultancy earmarked reserves.

The Clerk stated that it was within Financial Regulations for this work to be awarded directly to L&N Consultancy.

### **PF776 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE**

It was noted that specific reference to the Committee's responsibility for Community House, in liaison with the CCE Committee, should be included in its T-o-R's.

It was resolved to adopt the T-o-R's, subject to the above amendment.

### **PF777 TO ELECT MEMBERS TO THE GRANTS SUB-COMMITTEE**

It was resolved that Cllr Collier, Cllr Griffiths, Cllr Cheta, Cllr Milliner, the Mayor & Deputy Mayor should be elected to this Sub-Committee, to be Chaired by Cllr Cheta.

### **PF778 TO ELECT MEMBERS TO THE CIL TASK & FINISH GROUP**

Noted that this TFG includes S.106 funding as well.

Agreed that the TFG's purpose is to monitor & review CIL/S.106 monies, and assess larger funding matters, for presentation to the Committee.

It was resolved that Cllr Collier, Cllr Gallagher, Cllr Milliner, the Mayor & Deputy Mayor should be elected to this TFG.

### **PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE**

The Clerk referred to his report, noting three elements to this project:-

1. Internal mechanical & electrical survey of Community House.
2. External building & fabric survey of Community House.
3. Insurance valuation of Community House.

The quotes received were discussed.

It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.

### **PF780 TO RECEIVE A REPORT ON THE LEWES CITIZENS ADVICE SLA REVIEW MEETING AND AUTHORISE RELEASE OF GRANT MONIES**

The Clerk related the background to this item and reported on the SLA review meeting held recently with Lewes CA.

## **Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 14<sup>th</sup> June 2022**

It was resolved to pay the full 2022/23 budgeted amount of grant money to Lewes CA and that room hire for the current financial year would be free of charge.

### **PF781 TO CONSIDER ANY BENEFITS FROM JOINING THE RURAL MARKET TOWNS GROUP**

The purpose of this group and the benefits of joining it were discussed.

It was resolved by majority to join this group for the current year and review the matter again for 2023.

*[Cllr Griffiths voted against].*

### **PF782 TO DISCUSS AND AGREE SUPPLEMENTARY PTC CIL FUNDING FOR THE APPROVED REPLACEMENT BUS SHELTER AT SUTTON AVENUE**

The Clerk outlined the salient points from the circulated paper.

It was resolved that the new amount of £9,312 for this replacement bus shelter should be funded from PTC CIL monies, plus the installation of the larger notice board.

*[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.]*

### **PF783 TO ADOPT THE CONFIDENTIAL MINUTES OF 26<sup>th</sup> April 2022**

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

### **PF784 TO REVIEW SUB-CONTRACTORS ARRANGEMENTS**

The Clerk reported on changes to these arrangements.

It was resolved that these changes be adopted.

### **PF785 AGED DEBT ANALYSIS**

The Finance Officer's report was received and noted.

The Finance Officer reported on current matters.

### **PF786 TO CONSIDER A PROPOSAL FROM TELECOM INFRASTRUCTURE PARTNERS (TIP) TO PURCHASE THE EXISTING LEASE THAT PTC AND THE FOOTBALL CLUB HAVE WITH O2**

Cllr Seabrook referred to his circulated paper.

It was resolved that this offer be declined.

### **PF787 DATE OF NEXT MEETING – TUESDAY 26<sup>TH</sup> JULY 2022 AT 7.30PM**

*There being no further business, the meeting closed at 20:43.*

# **PEACEHAVEN TOWN COUNCIL**

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26<sup>th</sup> July 2022 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher, Cllr C Cheta, Cllr L Duhigg, Cllr A Milliner.  
Town Clerk T Allen; Finance Officer Z Malone.

## **PF788 CHAIRMAN'S ANNOUNCEMENTS**

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

## **PF789 PUBLIC QUESTIONS**

There were no public questions.

## **PF790 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr A Goble & Cllr L Symonds.

## **PF791 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

## **PF792 TO ADOPT THE PUBLIC MINUTES OF 14<sup>th</sup> JUNE 2022**

Cllr Seabrook noted that 'Peacehaven Town Council' was missing from the minute headers. It was resolved to adopt the minutes as a true record, as amended.

## **PF793 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 on the following matters:-

- Overall, income had been better than forecast, with around 50% of the previous year's income having been achieved already this year.
- Larger than forecast expenditure for Community House had been incurred, resulting in this budget already being overspent, with more expenditure expected.
- Income from The Dell had already exceeded that forecast.
- Essential maintenance for The Hub has caused this budget to now be overspent.
- Overall, income and expenditure performance was in a good position at this time in the financial year.

### **2. Bank account summary**

Received and noted.

### **3. Bank Reconciliation statements (for signing)**

Received and resolved 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 June 2022 payments amounting to £69,432.88, as scheduled in the meeting papers.

**PEACEHAVEN TOWN COUNCIL**



# **PEACEHAVEN TOWN COUNCIL**

## **Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 26<sup>th</sup> July 2022**

### **8. Review of external contracts, SLA's & their ongoing authorisations.**

No items for discussion.

### **9. Funding report for buildings equipment maintenance works.**

Received and noted.

### **PF794 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Clerk reported that the move of staff to the Fields & Robson rooms had taken place on the 1<sup>st</sup> July 2022, as planned.

The Clerk reported that the approved repair of the hearing loop in the main hall of Community House was underway.

It was noted that, at its last meeting, the Committee had deferred the internal & external surveys of Community House, pending discussions with Morrisons.

Regarding the study of energy use and solutions for all Council buildings, Cllr Gallagher reported that the main focus currently has been on The Hub, although all Council buildings can be assessed by Dr Mark Earthey and Ovesco, as well as the Football Club and the Bowls Club.

It was agreed that this matter should be taken forward by the Council's Hub TFG and that the assessment of Community House is deferred, pending discussions with Morrisons.

### **PF795 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

The Clerk reported that the Draft new Plan, as specified at the Committee's March 2022 meeting, had been produced and discussed at a meeting Committee Chairs; an updated draft will be seen at the Committee's next meeting.

### **PF796 TO RECEIVE A REPORT ON THE CTLA SLA REVIEW MEETING AND AUTHORISE RELEASE OF GRANT MONIES**

The Clerk related the background to this item and reported on the SLA review meeting held recently with CTLA.

It was resolved to pay the full 2022/23 budgeted amount of £6.5K grant money to CTLA and that room hire in Community House for the current financial year (if required) would be free of charge.

### **PF797 TO DISCUSS & AGREE THE FUNDING FOR KANER OLETTE EXPENSES TO UNDERTAKE THE A259 HIGH STREET FEASIBILITY STUDY**

The Clerk reported that these expenses had not been included in the accepted bid for this study, which had accounted for the full amount of the grant awarded.

It was resolved to allocate up to £550 for these expenses, in line with the estimate provided by Kaner Olette; to be funded from the Professional Fees earmarked reserve.

***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.***

### **PF798 TO DISCUSS & AGREE THE RECOMMENDED TENDER FOR THE CENTENARY PARK FOOT-WAY WORKS**

The Clerk's paper was received and noted.

The Clerk reported on the tender selection process followed and the tender amounts received.

It was resolved to accept the recommended tender.

# **PEACEHAVEN TOWN COUNCIL**

## **Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 26<sup>th</sup> July 2022**

### **PF799 TO ADOPT THE CONFIDENTIAL MINUTES OF 14<sup>th</sup> JUNE 2022**

Cllr Seabrook noted that 'Peacehaven Town Council' was missing from the minute headers. It was resolved to adopt the minutes as a true record, as amended.

### **PF800 AGED DEBT ANALYSIS**

The Finance Officer's report was received and noted.

### **PF801 DATE OF NEXT MEETING – TUESDAY 20<sup>th</sup> SEPTEMBER 2022 AT 7.30PM**

*There being no further business, the meeting closed at 19:50.*



# **PEACEHAVEN TOWN COUNCIL**

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EAST SUSSEX  
BN10 8BB

**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 31<sup>st</sup> March 2022 in Community House, Peacehaven**

**Present** – Cllr. D Seabrook (Chairman), Cllr C Gallagher, Cllr A Milliner, Cllr K Sanderson, Cllr C Collier, Cllr L Symonds and Cllr L Duhigg.

Town Clerk, Tony Allen.

## **E232 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and covered the housekeeping arrangements. The Chairman informed the meeting about the 'Net 0' climate event happening on the 9<sup>th</sup> April 2022.

## **E233 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr I Sharkey, Cllr G Hill, Cllr W Veck and Cllr J Harris; with Cllr Duhigg substituting for Cllr Harris.

## **E234 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

## **E235 TO ADOPT THE PUBLIC MINUTES OF 3<sup>rd</sup> February 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 are excluded from the discussion of the following items.***

## **E236 TO ADOPT THE CONFIDENTIAL MINUTES OF 3<sup>rd</sup> February 2022 MEETING**

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

## **E237 TO REVIEW THE COMMITTEE'S ACTION PLAN**

**Staff Appraisals** - The Clerk reported that all appraisals will be completed by the end of the first week of April 2022.

**Training Plans** – The Clerk noted the progress of the staff and Councillors training. Additional training requirements were noted.

**Staffing Structure Review** – agreed that this task would be put on-hold while the new members of staff settle down into their roles.

## **E238 TO REVIEW COMMITTEE'S BUDGETARY POSITION**

The Chairman reported on budget performance.

The Clerk reported on monies to be carried forward to the new financial year.

**E239 TO NOTE PROGRESS OF EMPLOYMENT/RECRUITMENT FOR:**

**1. CARETAKER**

The Clerk noted reported that a new member of staff will be joining the team on the 11<sup>th</sup> April, making the Caretaking team up to full complement.

**2. DEPUTY CLERK / CIVIC OFFICER**

The Clerk noted that, despite a reasonable level of interest, no suitable candidates had been identified and that ESALC is continuing to assist in this matter.

**3. EVENTS & AMENITIES PROJECT OFFICER**

The Clerk noted that this position had now been filled.

**4. COMMUNICATIONS AND MARKETING OFFICER**

The Clerk noted that this position had now been filled.

**5. TEMPORARY CIVIC & COMMUNICATIONS OFFICER**

The Clerk reported on the temporary arrangements in place.

**6. TEMPORARY DEPUTY CLERK & MINUTES OFFICER**

The Clerk reported on the temporary arrangements in place.

The Clerk reported on the relocation of the staff office.

**E240 TO NOTE THE RECEIPT OF AN OFFICIAL COMPLAINT**

The Clerk reported on this item and the arrangements being put in place.

**E241 DATE OF THE NEXT MEETING**

Thursday 23<sup>rd</sup> June 2022 at 7.30pm

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



# **PEACEHAVEN TOWN COUNCIL**

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**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 7<sup>th</sup> July 2022 in Community House, Peacehaven**

**Present** – Cllr. D Seabrook (Chairman), Cllr C Gallagher, Cllr G Hill, Cllr C Collier, Cllr S Griffiths. Town Clerk, Tony Allen. Sue Moscatelli, Events, Amenities & Projects Officer.

## **E242 CHAIRMAN'S ANNOUNCEMENTS**

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

## **E243 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr K Sanderson, Cllr Symonds & Cllr Veck. It was resolved that Cllr Griffiths will substitute for Cllr Symonds and Cllr Hill will substitute for Cllr Veck.

## **E244 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

## **E245 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Sanderson will be the Committee's Vice-Chairman.

## **E246 TO ADOPT THE PUBLIC MINUTES OF 31<sup>st</sup> March 2022 MEETING**

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

## **E247 TO SELECT MEMBERS TO SERVE ON THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP**

It was resolved that Cllr Seabrook and Cllr Sanderson would form this TFG.

It was agreed to wait a few months before the next meeting of the TFG, to allow the new members of staff to settle in.

## **E248 TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE**

*[To be taken at the Committee's next 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 discussion of the following items.*

## **E249 TO ADOPT THE CONFIDENTIAL MINUTES OF 31<sup>st</sup> March 2022 MEETING**

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

## **E250 TO REVIEW THE COMMITTEE'S ACTION PLAN**

The Clerk reported that all staff appraisements had been completed.

The other items on the Action Plan were on the meeting's Agenda.

## **Minutes of Peacehaven Town Council Personnel Committee – 7<sup>th</sup> July 2022**

### **E251 TO REVIEW COMMITTEE'S BUDGETARY POSITION**

The Chairman reported that the salaries budget was underspent, noting that the 2022/23 cost-of-living increases had yet to be agreed and applied.

### **E252 TO NOTE PROGRESS OF EMPLOYMENT/RECRUITMENT & AGREE REQUIRED ACTIONS**

The Clerk and Mrs Moscatelli reported on employment, recruitment and probationary matters. Actions were agreed and resolved.

### **E253 TO REVIEW THE TRAINING PROGRAMME**

The Chairman reported that he and the Clerk had reviewed the training requirements for staff and Councillors, noting that planned expenditure was within budget. Additional requirements were discussed, agreed and resolved.

### **E254 TO SET UP A TASK & FINISH GROUP TO REVIEW THE REPORT FOR AN OFFICIAL COMPLAINT & DRAFT AN ACTION PLAN**

It was resolved that Cllr Hill and Cllr Sanderson should form this TFG, to produce an action plan from the report's recommendations, for the Committee's next meeting.

### **E255 DATE OF THE NEXT MEETING – TO BE AGREED**

Thursday 8<sup>th</sup> September 2022 at 7.30pm.

*There being no further business, the meeting closed at 20:12.*

**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 31<sup>st</sup> May 2022 at 7.30pm**

Present: Cllr Griffiths, Cllr Seabrook, Cllr Sharkey, Cllr White, Cllr Gallagher, Cllr Paul, Cllr Symonds, Cllr Veck, Kevin Bray (Parks Officer), Kevin Kingston (Locum Town Clerk)

In attendance for item 2 – Cllr Collier (Lewes District Council and ESCC), Cllr Robinson (Lewes District Council and ESCC)

No members of the public were in attendance.

**1 LA 678 CHAIRS ANNOUNCEMENTS**

The chair informed the meeting of the following

- Sue Moscatelli has successfully passed her ILCA qualification
- Thursday 2 June at 9pm lighting of the Beacon at Meridian Park for the Queens Jubilee
- Kempton House have a Jubilee tea party on Sunday 5 June from 2 – 4pm - Tickets £7
- Peacehaven players are presenting their new play “Lights out over London” on 9, 10 & 11 June starting at 7.30pm
- Next Film is Downton Abbey on 22 June – tickets £7
- Next Bingo in aid of Mayors fund is on 29 June at Community House from 2-4 pm

**2 LA 679 PUBLIC QUESTION TIME**

There were no public questions.

Cllr Collier and Cllr Robinson addressed the meeting with reference to agenda items 12 & 13. Cllr Collier and Cllr Robinson informed the meeting that Lewes District Council and ESCC were fully supportive of the proposals to install 3G football pitch in Peacehaven as it accords with their 2020 playing pitch strategy. They also stated that Peacehaven & Telscombe has a lack of playing fields and new facilities are essential to encourage active lifestyles. They both hoped and encouraged the Town Council to agree to the installation as it was a great opportunity.

**3 LA 680 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies for absence were received from Sue Moscatelli (Events, Amenities and Project Officer)

**4 LA 681 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5 LA 682 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 12<sup>TH</sup> APRIL 2022**

The minutes of the meeting held on 12 April were **agreed and adopted**.

**6 LA 683 TO ELECT A VICE CHAIR OF THE OF THE COMMITTEE**

It was unanimously **agreed** that Cllr Seabrook would be the Vice Chair of the Committee for 2022/23.

**7 LA 684 TO REVIEW THE TERMS OF REFERENCE FOR THE ENVIRONMENT, LEISURE AND AMENITIES COMMITTEE.**

The Terms of reference as set out in the report were **agreed and adopted**.

**8 LA 685 BUDGET UPDATE**

The budget update report was noted. Cllr Seabrook pointed out that the annual servicing costs for the Hub were already overspent. The Parks Officer was unsure what these costs were and would discuss with the Finance Officer and email all Councillors on the Committee with the current position. **Action: Kevin Bray**

**9 LA 686 ACTION PLAN**

The report was noted.

Cllr Symonds informed the meeting that the new cameras would be installed shortly.

Cllr Gallagher asked why the deadlines for a number of actions in the plan were 'not set'. The Parks Officer agreed to review and update the plan for the next meeting. **Action: Kevin Bray**

**10 LA 687 CIL BID UPDATES**

This report was **noted**

**11 LA 688 THE HUB BUILDING FUTURE**

The report was introduced by the Parks Officer and was discussed at some length and it was agreed that as the Hub was a key asset to the Town Council that the future of the Hub should be discussed at a future Policy & Finance and a Full Council meeting. This was **agreed**.

The Committee however **agreed** to spend £3,900 from reserve on roof repairs pending discussions on the long-term future of the Hub building. **Action: Parks Officer**

It was agreed that a Hub redevelopment task and finish group should be set up and recommended to draw up a timetable for consultation with existing and potential new users, develop a project scope and plan for the re-development, develop a feasibility study with detailed costings and a review of the suggested options detailed in the Parks Officer report.

The meeting **agreed** that a report should be prepared for, and considered by, Full Council on 21 June 2022 outlining next steps for the future of the Hub. **Action: Parks Officer/Town Clerk**

It was agreed that the Locum Town Clerk would contact the Town Clerk to explain the outcome of the meeting and the decisions made and agreed who should compile the report detailed above. **Action: Locum Town Clerk**

**12 LA 689 3G FOOTBALL PITCH MEETING REPORT**

The Parks Officer introduced the report detailing how the pitch would be funded with monies secured through the Football Association (over £700K), Lewes District Council (£300K) and CIL monies (potentially £500K). The Parks officer also explained that the FA would help maintain the pitch for 21 years plus with Peacehaven & Telscombe FC setting aside some £35K per year to maintain the pitch and provide a sinking fund.



## **Minutes of the meeting of the Leisure, Amenities & Environment Committee – 31<sup>st</sup> May 2022**

Cllr Seabrook asked what would happen after 21 years ie would the pitch be re surfaced. The Parks Officer explained that the pitch would be replaced every 10 years and as the 21<sup>st</sup> year would be the first year of a new pitch this effectively means that the pitch would have a lifetime of 30 years.

Cllr Sharkey asked if the carbon footprint of the pitch would be offset. The Parks Officer confirmed that it would.

The report was **noted**.

### **13 LA 690 REQUEST FOR PERMISSION TO INSTALL A 3G FOOTBALL PITCH BY PEACEHAVEN FOOTBALL CLUB**

The Parks Officer introduced the report. The meeting agreed the report subject to the clarification of the following issues/concerns:

- That the use of the pitch is inclusive in that other community groups, organisations, schools and other appropriate sports are afforded fair access to the facilities to include disability and low income groups.
- That carbon footprint associated with the construction is offset.
- That clear end of life arrangements re the decisions on re-instatement are specified in the contract and that the Town Council are involved in these decisions at the time.
- That the community usage of the pitch is agreed and guaranteed.

The report was **agreed** subject to the four conditions set out above being confirmed.

### **14 LA 691 DELL ZIP LINE REPORT**

The Parks Officer introduced the report. The meeting discussed various options for the zip wire including where it is placed and the surrounding the play park and pathways and concluded that the repair of the current zip wire which is over 13 years old would be un-economic and un-viable.

The Parks Officer was asked to bring a further report to this meeting re the price of a new zip wire and its positioning and proposals for spending the £50K CIL monies reserved for use at the Dell. **Action: Kevin Bray**

It was **agreed** that the new zip wire would be funded by PTC CIL money.

### **15 LA 692 TO SELECT MEMBERS TO SERVE ON THE HUB TASK & FINISH GROUP**

*(this report should cross referenced with agenda item 11)*

There was a long discussion on this report as detailed in item 11 of the minutes detailed above. It was agreed that a task and finish group should be set up and agreed by Full Council to prepare a full survey/questionnaire to ascertain future user needs and recommend to full council that a task and finish group is set up to investigate the outcome of the survey and come up with a scope for the possible upgrade/ extension of the Hub building project.

Cllrs Gallagher, White, Symonds & Sharkey (with support of Parks Officer, Kevin Bray) would be prepared to sit of Task & Finish Group subject to the agreement of Full Council 21 June. **Action: Full Council**

**16 LA 693 TO SELECT MEMBERS TO SERVE ON THE SIGNAGE TASK & FINISH GROUP**

The Parks Officer introduced the report.

It was agreed that a coherent sign strategy that included QR codes and consistent design including discussions with SDNPA authority where appropriate should be developed and agreed and completed by November 2022.

The meeting **agreed** that the following Councillors (supported by Leigh.....) should sit on this Task & Finish Group : - Cllrs Seabrook, Gallagher, Griffiths, Paul.

**17 LA 694 TO NOTE THE REPORT ON THE SURVEY OF THE OVAL AND EPINAY PARK**

Cllr Griffiths informed the meeting that some 211 responses have now been received for the Oval and 198 responses received for Epinay Park. A report will be prepared by Sue Moscatelli following the end of the consultation period and will be reported to the next meeting of this Committee. **Action: Sue Moscatelli.**

The responses to the survey will also be fed into the Green Infrastructure Plan and the Neighbourhood Development Plan.

**18 TO CONFIRM DATE OF NEXT MEETING**

The next meeting of this Committee was confirmed for 5 July 2022.

*There being no further business, the meeting closed at 9.10pm*



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# **PEACEHAVEN TOWN COUNCIL**

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## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 5<sup>th</sup> July 2022 at 7.30pm**

Present: Cllr Griffiths (Chair), Cllr Seabrook (Vice-Chair), Cllr Sharkey, Cllr White, Cllr Gallagher, Cllr Symonds, Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk); Sue Moscatelli (Events, Amenities & Projects Officer).

No members of the public were in attendance.

### **1 LA 695 CHAIRS ANNOUNCEMENT**

The Chair informed the meeting of the following

- Kevin Kingston has had a stroke, a card is going around for Councilors and Officers to sign.
- Agenda item LA708 is being deferred until after the complaints panel finish the review that they are undertaking.
- The Peacehaven Community Summer Fair is being held this Saturday, 9<sup>th</sup> July, and Centenary Park, 11am – 4pm.
- The Mayor's parade will be taking place to open the summer fair, leaving Community House at 10:15am, some additional marshals are still needed to support this.
- Next film is Operation Mincemeat on 20<sup>th</sup> July.
- Next Bingo in aid of the Mayors fund is on 27<sup>th</sup> July, 2 – 4pm.

### **2 LA 696 PUBLIC QUESTION TIME**

There were no public questions.

### **3 LA 697 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Cheta, Cllr Paul, and Cllr Veck.

These apologies were **noted**.

### **4 LA 698 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5 LA 699 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 31<sup>ST</sup> MAY 2022**

The minutes of the meeting held on 31<sup>st</sup> May were **agreed and adopted**.

### **6 LA 700 BUDGET UPDATE**

The budget update report was **noted**.

The Parks Officer informed the Committee that the overspend on the purchase of furniture and equipment was due to paying for a roundabout and that money has been moved from reserves to pay for this.

**7 LA 701 TO NOTE THE ACTION PLAN UPDATE**

The Chair informed the Committee that tenders for the Centenary park bridle path resurfacing will be open in a week so that they will be ready for Policy and Finance Committee.

The Parks Officer informed the Committee that a quote for the water supply for the Centenary park water fountain is expected within the next 20 days.

The action plan update was **noted**.

**8 LA 702 TO AGREE PARK RUN SIGNAGE REQUEST**

The Committee felt that the request for the signage was lacking detail, particularly surrounding the location of the signs, the Health and Safety implications, maintenance, aesthetics, and permanence of the signage.

The Committee **agreed** to ask officers to request more information.

**9 LA 703 TO DECIDE ON THE MUGA COURT SUMMER OPENING TIMES**

The Committee **agreed** to leave the MUGA open during the six week summer period, to publicise recurring bookings, and to not charge recurring bookings during this period.

**10 LA 704 VERBAL UPDATE CHANGING PLACES TOILET PROJECT**

The Events, Amenities & Projects Officer informed the Committee that the finances for the changing places toilet has been agreed by the Policy and Finance Committee and that the toilet is planned for a September installation.

A maintenance programme will need to be put into place once the installation is complete, the toilet can then be registered, and will be subject to inspection.

A plan for the opening and marketing/promotion of the toilet is also in place.

The verbal report was **noted** by the Committee.

**11 LA 705 TO NOTE THE ALLOTMENT UPDATE**

This report was **noted** by the Committee.

**12 LA 706 TO DECIDE THE OVAL AND EPINAY PARK SURVEY REPORT**

The Committee discussed how best to use the information gathered from the park survey reports and how this will link in with the neighborhood plan and green infrastructure plan.

The Events, Amenities & Projects Officer informed the Committee that members of the public who fed into the survey have made contact to ask about the outcomes from it.

It was proposed that a task and finish group be set up with Councilors from North ward to analyse the information gathered from the reports and return to the committee with recommendations.

The Committee felt that the task and finish group should not be limited to Councilors from the North ward only, and that all Councilors should be given the opportunity to be included. The initial proposal was amended to this effect.

## **Minutes of the meeting of the Leisure, Amenities & Environment Committee – 5<sup>th</sup> July 2022**

The Committee **agreed** to set up a task and finish group, open to all Councilors, to analyse the results of the Oval and Epina park surveys, and return to the Committee with recommendations.

Cllr Gallagher volunteered to join existing members to form the new task and finish group. Sue Moscatelli will support the group.

### **13 LA 707 TO NOTE THE GREEN INFRASTRUCTURE UPDATE REPORT**

Cllr Gallagher explained to the Committee that the green infrastructure report is a working document which will be updated continuously.

The report was **noted** by the Committee.

### **14 LA 708 TO NOTE AND DECIDE ALLOTMENT POLICY**

This item has been **deferred**, as noted in agenda item LA695.

The next meeting of this Committee was confirmed for 16<sup>th</sup> August 2022.

*There being no further business, the meeting closed at 20:27.*

**Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 17 May 2022 at 7.30pm**

**Present:** Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Sue Griffiths, Cllr David Seabrook, Cllr Job Harris, Cllr Emilia Simmons, Cllr Lucy Symonds, Cllr Katie Sanderson.

**Officers:** Kevin Kingston – Locum Town Clerk; Karen Bray – Information Officer; Sue Moscatelli - Events, Amenities and projects Officer.

**Public:** There were no members of the public present

**1. CCE176 CHAIRMAN’S ANNOUNCEMENTS**

The Chair congratulated Cllr Seabrook on his appointment as Deputy Mayor and wishes him every success in the coming mayoral year. The Chair informed the meeting of the following events ;

22 May – Cinema ‘Downton Abbey’ £6 entry

25 May – Bingo 2-4pm

26 May – Annual Town meeting including keynote speech by Lloyd Russell Moyle MP

29 May – War memorial tidy up

2 June – Queens jubilee Beacon Lighting 9.15 start and 9.45 Lighting at War Memorial – all details on Councils web-site

5 June – Jubilee tea party at Kempton House 2-4pm £7 – contact Sue at Kempton House for tickets

9, 10 & 11 June Lights over London – Peacehaven Players

9 July - Summer Fair 11- 4pm Centenary Park – more details on website

**2. CCE177 PUBLIC QUESTIONS**

There were no members of the public in attendance

**3. CCE178 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Hill. Cllr Griffiths substituted for Cllr Hill.

**4. CCE179 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths, Cllr Duhigg and Cllr Harris as members of coffee mornings.

**5. CCE180 TO ELECT A VICE CHAIRMAN FOR THE COMMITTEE**

Cllr Duhigg nominated Cllr Veck and this was seconded by Cllr Simmons and supported by all members of the Committee.

**6. CCE181 TO SELECT MEMBERS TO SERVE ON THE COMMUNITY EVENTS TASK & FINISH GROUP**

All Councillors agreed for this group at Annual Council meeting and in addition Cllr Hill & Cllr Veck.

**7. CCE182 TO SELECT MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK & FINISH GROUP**

This was discussed at the last meeting of this Committee (see agenda item CCE174) further work to be carried out By Sue Moscatelli and a further report would be brought back to this **Committee at a later date. Action : Sue Moscatelli**

**8. CCE183 TO ADOPT THE MINUTES OF 19th APRIL 2022**

The minutes of the above meeting were adopted as a true record.  
Proposed: Cllr Veck, Seconded: Cllr Simmons

## 9. CE184 TO NOTE THE BUDGETARY UPDATE

The update was noted.

Cllr Seabrook questioned what the budget item London Bridge was. Sue Moscatelli informed the meeting that London Bridge is the call word that will be used when the Queen passes and the agreed National action plan is put into place.

Sue informed the Committee that a new Deputy Town Clerk/Civic Officer has been appointed and would take over this role once in place

## 10. CCE185 TO REVIEW THE COMMITTEES TERMS OF REFERENCE

These were reviewed and it was agreed that the following sentence would be added to the Terms of Reference:

To manage and oversee the safe delivery of all community events carried out by the Town Council.

## 11. CC186 TO RECEIVE AN UPDATE FROM SUE MOSCATELLI ON ACTION POINTS FROM PREVIOUS MEETING

Sue Moscatelli updated the meeting as follows in italics and stated that all appropriate Terms & Conditions Hire would be updated as appropriate.

- 25's only for DJ's as it could be aged discriminatory – ***over 18s can be DJ's and if night club need to be aged 21 ...all equipment must be PAT Tested and DJ has valid insurance.***
- Check public liability £2 million cover with insurer as it is thought this should be £4 million - ***£2 million is adequate cover.***
- Check that we have a licence for the Hub – ***no licence required however if hirers want to sell /serve alcohol they will need to obtain a licence from Lewes District Council.***
- State on terms of conditions the Councils single plastic use policy and point this out with reference to the use of balloons – ***T&C's to be updated as discussed***
- Contact Lewes District Council re the annual EHO visit to check on Health & Safety and Food Hygiene standards and check with EHO the number of people that should be in the kitchen at any one time. ***LDC's Environmental Health officers attended and gave the kitchen(s) a five star rating (thanks were recorded and will be passed on to Caretaking staff) stating that a max of 4 people could be in kitchen at any one time.***

In addition Sue informed the committee that there are a wealth of new Food Hygiene and Health & Safety regulations to be considered with many forms to complete and these need to be simplified and added to our Hirers Terms & Conditions including :

- food that is brought which will require hirers to be registered food suppliers,
- a poster identifying food 14 allergens need to be provided and clearly displayed,
- hirers would need to maintain and keep a management log when using the kitchen,
- an accident book should be available,
- any accidents reported need to be registered under RIDDOR regulations

After some discussion it was agreed that the Town Council would organize a forum and invite all hirers to meet with the Council and if possible, Lewes District Council – Environmental Health to discuss the regulations and to answer

any queries they may have. It was agreed that the Town Council would try and simplify procedures to ensure the smooth running of our facilities for hirers. **Action: Sue Moscatelli**

## **12. CCE187 TO NOTE ACTION IN RELATION TO THE NEW MAYOR AND RECEIVE THE CIVIC OFFICERS UPDATE**

Sue Moscatelli read out the list of planned Mayors events that were noted.

Cllr Duhigg stated that it was a great start to the mayoral year but requested that all the events attended by the Mayor or Deputy Mayor should be stated on Full Council agenda and on our website so that the residents of Peacehaven were aware of the range of duties and activities that is carried out. This was fully supported by the Committee and it was agreed that this should be discussed at the next full Council meeting. **Action: Sue Moscatelli/Town Clerk**

## **13. CC188 TO NOTE ARRANGEMENTS FOR THE JUBILEE BEACON LIGHTING**

The arrangements were noted and Sue thanked for her work.

Sue Moscatelli informed the meeting of the arrangements for the event and that invites have been sent out to appropriate schools, businesses, organisations and community groups and confirmed that the arrangements would be posted on website, social media and press releases will be issued nearer the date.

## **14. CCE189 TO NOTE THE UPDATED EVENTS CALENDAR**

The events calendar was noted and welcomed.

Sue Moscatelli informed the meeting that the last cinema was cancelled due to lack of ticket sales and as a result it was decided that we would review the Cinema and the regular Bingo sessions which has also suffered lack of take up. However, Summer Fair looking promising with 45 stalls lined up, with pony rides, however still looking for further sponsorship for the event. It was agreed that a meeting of the task and finish group need to be set up urgently to discuss the events and it was agreed that Karen Bray would organize meeting date. **Action: Karen Bray**

Cllr Seabrook would like to include a sustainable fashion show later in the year but further discussions are required with the school.

**The meeting ended at 8.30pm**

**DATE OF NEXT MEETING OF THE COMMITTEE – 12<sup>th</sup> JULY 2022**





# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 12<sup>th</sup> July 2022 at 7.30pm**

**Present:** Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Lucy Symonds, Cllr David Seabrook, Cllr Sue Griffiths, Cllr Katie Sanderson.

**Officers:** George Dyson (Deputy Town Clerk & Civic Officer); Sue Moscatelli (Events, Amenities and projects Officer).

Two members of the public were in attendance.

### **1. CCE190 CHAIRMAN'S ANNOUNCEMENTS**

The Chair welcomed everyone and went through the building fire procedures, then introduced George Dyson to the committee and presented him with his ILCA certificate and congratulated him on this achievement.

The Chair informed the meeting of the following upcoming events:

20<sup>th</sup> July – Cinema showing Operation Mincemeat  
27<sup>th</sup> July – Bingo 2-4pm.

### **2. CCE191 PUBLIC QUESTIONS**

Frank Flood (West Ward) informed the committee that he and Alison Beaumont (East Ward) were present on behalf of the Friends of Peacehaven & Telscombe Library and were particularly interested in agenda item CCE196 as items of local historical interest are currently displayed in the library and some items stored in the Keep. Both felt it important to ensure that these items are kept in the local area and expressed an interest in joining the task and finish group as per agenda item CCE196.

### **3. CCE192 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received from Cllr Harris, Cllr Simmons, and Karen Bray (Information and Bookings Officer).

Cllr Griffiths substituted for Cllr Simmons.

Cllr Veck was noted as absent initially, however arrived at 19:50.

### **4. CCE193 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5. CCE194 TO ADOPT THE MINUTES OF 8<sup>TH</sup> FEBRUARY 2022**

Proposed by: Cllr Griffiths. Seconded by: Cllr Sanderson.

The minutes of the above meeting were **resolved and adopted**.

#### **6. CCE195 TO NOTE THE BUDGETARY UPDATE**

This report was **noted**.

#### **7. CCE196 TO NOTE TO SELECT MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK AND FINISH GROUP (SEE AGENDA ITEM CCE174 & CCE182) – SUE MOSCATELLI**

Sue Moscatelli informed the Committee that this item has come up on the previous two agendas of this Committee (items CCE174 and CCE182), and that the previous outcome was to return to the item at a later date.

After a discussion, it was proposed that a task and finish group be set up to investigate the setting up of a historical society.

Proposed by: Cllr Griffiths. Seconded by: Cllr Seabrook.

The Committee **resolved** unanimously to this proposal.

#### **8. CCE197 – TO NOTE A VERBAL UPDATE ON T&C'S FOR COMMUNITY HOUSE AND THE HUB – SUE MOSCATELLI**

Sue Moscatelli informed the Committee that the T&Cs for Community House and the Hub are close to being finalised, and will include certain hirers needing to complete risk assessments.

This report was **noted** by the Committee.

#### **9. CCE198 TO RECEIVE A VERBAL UPDATE ON PEACEHAVEN COMMUNITY SUMMER FAIR – SUE MOSCATELLI**

Sue Moscatelli reported to the Committee that the fair went well with over 70 stalls in attendance plus the car boot sale, stud farm, and cycle hub. Some of the stalls have already enquired about pitches for next year. Early estimates suggest that there is a surplus of around £1,300 to go towards the Mayor's charities.

The Committee discussed that some training for staff and volunteers in customer service and other soft skills might be useful for future events.

Cllr Symonds gave thanks to the officers, staff, ground staff, and Councillors for their hard work in pulling off such a well-attended and fantastic event.

Cllr Veck also gave her thanks to everyone involved.

The Chair added her thanks to Sue and the team for their hard work.

The Committee **noted** the verbal report.

#### **10. CCE199 TO NOTE CONTROL OF EVENTS BETWEEN PTC COMMUNITY AND MAYOR CIVIC - SUE MOSCATELLI / GEORGE DYSON**

Sue Moscatelli and George Dyson explained that their roles had some overlap in roles and responsibilities, particularly in relation to Civic events, but this was being managed between them.

It was suggested that the Committee be kept updated with who is the primary contact for each event being organised.

The Committee were also informed that Leigh O'Loughlin (Communications Officer) has now left employment at the Council. The communications role will be covered by other Officers with the support of an external contractor until the role can be filled.

The Committee **noted** this report.

#### **11. CCE200 TO NOTE CIVIC UPDATE ON MAYOR, CHARITIES & EVENTS (SEE AGENDA ITEM CCE187) – GEORGE DYSON**

George Dyson reported that the Mayor and Deputy Mayor had a busy schedule the past few weeks, and that there are a number of planned Civic events coming up throughout the rest of this year, including:

10<sup>th</sup> September – Community workshops & Barn dance

21<sup>st</sup> September – Fitness Day

8<sup>th</sup> October – Wrestling

28<sup>th</sup> October – Civic Reception

The Youth Mayor elections are also planned to take place in September, pending discussions with PCS.

The Committee **noted** this report.

#### **12. CCE201 TO AGREE CHRISTMAS PROPOSAL 2022 – SUE MOSCATELLI**

There was a lengthy discussion on this proposal, including that clearly defined terms and conditions would need to be included with the proposed event.

It was proposed that the Committee agree the proposal in the report for the Christmas fair in 2022, and that the Town Council also plan a proper Frost Fair in early 2023.

Proposed by: Cllr Griffiths. Seconded by: Cllr Seabrook.

The Committee **resolved** by majority to the proposal, 5 Councillors were for and 2 against.

#### **13. CCE202 TO DISCUSS COFFEE MORNINGS APPLICANTS AT COMMUNITY HOUSE - SUE MOSCATELLI**

Sue Moscatelli reported to the Committee that there are a limited number of tables available in the foyer of Community House for coffee mornings, and that applicants for the coffee mornings have been told they cannot sell items in the foyer.

This was discussed by the Committee.

It was proposed that this Committee directs that the tables are fully reinstated, providing that access for disabled users is not compromised, and that it remains in line with fire regulations, including a table in front of the hatch for the sale of goods by the hirer of the kitchen for the benefit of the community.

Proposed by: Cllr Veck. Seconded by: Cllr Sanderson.

The Committee **resolved** unanimously to this proposal.

#### **14. CCE203 - TO NOTE THE UPDATED EVENTS CALENDER – SUE MOSCATELLI**

The Committee **noted** this report.

#### **15. CCE204 – TO DECIDE AND APPROVE THE CREATION OF SOCIAL MEDIA ACCOUNTS FOR THE MAYOR**

Following a lengthy discussion about the report, it was proposed that the recommendations in the report be accepted.

Proposed by: Cllr Veck. Seconded by: Cllr Hill.

The Committee **resolved** by majority to the proposal, 5 Councillors were for and 2 abstained.

The next meeting of this Committee was confirmed for 6<sup>th</sup> September 2022.

*There being no further business the meeting ended at 21:44.*

## **HUB TASK AND FINISH GROUP (TFG)**

12.7.22. Initial meeting over coffee attendees Project Officer, Cllrs White and Gallagher.

1hr meeting in public setting. Yemini Café empty.

Background.

3 attendees were present at Hub when Energy Assessment meetings took place with Skyline Energy Assessor (P&F)

At L.A. & E Committee 31/5/22 A TFG set up to devise a survey to use for Stakeholders with aim to completely rebuild/renovate Hub. Members Parks Officer, Cllrs Gallagher, Symonds, Sharkey, White.

This group met and a survey compiled. To be taken to Council 23/6/22

At Council report from Parks Officer decision by Councillors to rule out re-redoing building as is and to set up a further TFG to move to new building.

Members of TFG Cllrs White, Gallagher, Sharkey. Officer undecided now agreed Project Officer and Parks Officer.

### **Task**

**Scope of works, consultation users and public. Feasibility study for costings and possibilities, how to be funded.**

**Reporting to Council recommendations and data by Dec,22.**

MEETING 12<sup>th</sup> December.

Cllrs White, Gallagher and Project Officer

Meeting held to make a start on methodology before Cllr White begins a month's holiday.

T & F instructions from Town Clerk were gone through 1 by 1 to ensure no difficulties.

Task defined as above with latest finish date

PO not expected to lead or do all the work but will front dealings with ESCC, LDC and Bus Companies.

All agreed email and zoom acceptable to make swift progress.

CG showed examples of surveys done as part of research for NDP and through Business Development Committee.

CG showed paper plans and diagram from architects commissioned by Town Manager some 5 plus years ago. Town Clerk may have digital copies.

Section 106. CIL from LDC and PTC, Government Loan could all be potential sources of funding.

## **NEXT STEPS**

Surveys to be taken to users for completion.

PO to Nursery, CG to PT Football Club

PO to find out who other regular users are?

PO to set up a Zoom update before starting her holiday in early August.

CG 16<sup>th</sup> July 2022

## **Peacehaven and Telscombe Neighbourhood Plan Steering Group**

### **Notes**

**Thursday 7<sup>th</sup> July 2022 by Zoom Time 4pm**

### **Attendees**

Tony Allen, Stella Newman, Nancy Astley, Jim Boot, Cathy Gallagher, Isobel Starkey

Apologies

Ron White, David Judd, Dawn Paul

#### **1. Update of by Consultants**

Nancy has done all of the second re-draft gone to Gaston who has realised that his time commitment is going to be a lot more than he had anticipated  
LDC Officers Michael Payne and Nadeem Dim had been at a virtual meeting with Nancy, Jim and Laurence.

Very useful, they had sent through changes around affordable housing to make sure our plan fits with LDC policy

Next meeting 22<sup>nd</sup> July 4pm

JB has drafted Consultation statement some additions to be made

Tony asked if consultation statement part of Health Check? JB said Yes. Other questions. What is included in Health Check? Is there a cost implication?

Are there any more Grants?

NA Condition statement which covers how queries and comments from consultation are dealt with in final draft. Nancy has done the major part of this.

#### **2. Update on Budget**

Estimate TTC £ 2000 Budget £2161 Earmarked reserves.

PTC £3500 budget CG estimate

Graphics to be paid approx. £500 originally this figure was considered but it is likely to be more. The amount of work required from Consultants to get finished is more than anticipated.

#### **3. Update re Kaner Olette re High street regeneration and social infrastructure grant.**

Expenses approximately £550 will need to be paid additionally by PTC. TA is taking to P&F and does not anticipate a problem

Kaner Olette are visiting Peacehaven on 13<sup>th</sup> July. NA anticipates meeting with them.

NA has helped them source maps and provided info.

#### **4. A259**

Laurence reported on his various involvement as a LDC Councillor and A259 Campaign link with ESCC and LDC.

Laurence is concerned that there are several A259 studies taking place.

Kaner Olette need to be aware of this. The A259 consultation is being led by Richard Lambert at ESCC

## **5. Meridian Centre / Morrisons**

CG and IS gave feedback from presentation by Morrisons 29<sup>th</sup> June

30,000 sq feet supermarket to replace 20,000 sq feet Coop. Virtually in same place.

320 parking spaces in same place. 2 other retail 10,000 sq ft and 10 to 12 smaller units.

All single storey, no housing. Community House staying where is with cladding and changes, including new roof.

New library building smaller than current. ESCC will not agree more at present.

Public area and playground?

No details or landscaping all still to be done.

Hoping for plans to go in September this year , demolish and build will take up to 2 years, Peacehaven will be without supermarket.

They seem to listen and want agreement from PTC.

## **6. Cycle Paths and Library**

Very crucial to the plan, campaigning needs to continue to influence ESCC and LDC

## **7. Presentation to Council**

CG voiced concerns that some Councillors still believe that they can change and ignore NDP when final draft is presented to Council.

A discussion followed and various steps suggested such as getting someone possibly Leigh Palmer to come to talk to Councillors either at P & H Committee or Council  
NA said she could do some training before P & H Committees perhaps 30 mins.

Agreed by Town Clerks

Start 7.00pm

18<sup>th</sup> July TTC

19<sup>th</sup> July PTC

Also Consultants to speak/ present before Full Council where Council will be asked to endorse/accept the final draft NDP to go LDC for Schedule 15.

Meeting ended

Cathy Gallagher 12<sup>th</sup> July 2022





## Neighbourhood Plan breakdown June 2022

Date	Activity	Hours
7th	Zoom steering group meeting, update and forthcoming work	1
9th	Re writing Neighbourhood plan, cross referencing with consultation responses	5
13th	Re writing Neighbourhood plan, cross referencing with consultation responses	2
15th	Meeting with Cathy	1
16th	Re writing Neighbourhood plan, cross referencing with consultation responses	6
18th	Re writing Neighbourhood plan, cross referencing with consultation responses	3
23rd	Re writing Neighbourhood plan, cross referencing with consultation responses	4
24th	Meeting with LDC	1
28th	Re writing Neighbourhood plan, cross referencing with consultation responses	3
30th	Re writing Neighbourhood plan, cross referencing with consultation responses	3
General	Admin, emails, Report writing, project management,	3
		32 hrs.

Sections 1-4 of the latest version of the NP have now been rewritten taking into account comments received from consultees during the last consultation. Many of these are from statutory consultees such as Southern Water, East Sussex County Council, SDNPA and LDC.

The plan has therefore been reformatted and updated to accommodate their input. Sections 1-4 have been sent to Gaston who is preparing the final report layouts and designs.

Meetings have been undertaken with new officers at LDC, who are now helping move the plan forward and of the steering group members to ensure they are updated.

Work continues to complete the NP and will shortly start on the basic conditions statement which is required to accompany the NP for submission.

## Peacehaven & Telscombe Neighbourhood Plan supported in consultation

The latest round of community engagement (March/April 2022) showed that 90% of the consultation responses received, supported the Peacehaven & Telscombe Neighbourhood Plan (PTNP) vision for the towns to be sustainable, with clean air and an environment providing a good quality of life and well-being for all inhabitants and visitors.



Responses also emphasised the need for more social infrastructure and services such as health services, school places and retail provision. Other points raised include:

- Why the plan isn't explicitly seeking a new GP surgery or school. The plan does require all major applications to contribute to the provision of local and social infrastructure including education, healthcare, childcare facilities and community halls.
- Why the plan was no longer allocating sites – this was following the advice of LDC as this will be addressed in the next District wide Local Plan.
- Concerns related to traffic and the A259. The plan requires any medium or large planning for development to agree with East Sussex County Council (ESCC) Highways (as part of the planning process) measures to lessen the impact of further traffic generation on the A259 through encouraging a shift from car to more sustainable transport methods particularly public transport improvements.
- The PTNP is also seeking improvements for cycling, walking, mobility scooters, pushchairs and public transport (20-minute neighbourhood).



- Some people also wanted 'better' shops. While the plan can't specify the brand of shops, it has policies on retaining shops and not reducing the amount of floor space available. It also argues for retaining a 'weekly shop' sized supermarket.
- Many people didn't want any more housing. The Housing Needs Assessment commissioned by the two councils identified the need for more housing particularly affordable housing for residents on low or modest incomes and so the plan, while not allocating sites, does make provision for affordable housing to meet local needs.
- Another common concern was that no more homes should be built without better infrastructure (roads, school, doctors etc) and that the infrastructure should be built first. The PTNP aims to address this through the Community Infrastructure Levy (CIL). A portion of CIL is payable to the Town Councils for spending on local projects in the Neighbourhood Plan area. When the Neighbourhood Plan is 'made' (or adopted), the Town Councils will receive 25% of all CIL monies paid to Lewes District Council. Alongside CIL, the District Council will continue to negotiate Section 106 agreements with applicants.

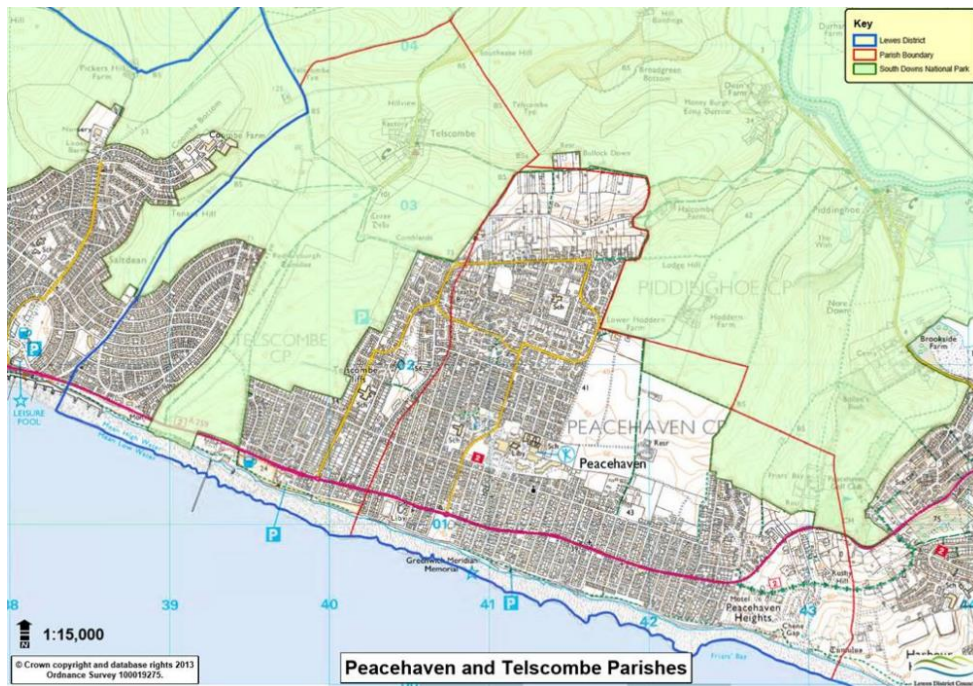
Areas where the plan will be changing are in relation to the future management of estates or developed land as poor ongoing management or maintenance is recognised as a weakness in some recent developments. Planting native species of trees, grasses and wildflowers in new developments that are suitable for the cliff top / maritime location is now specified.

Greening up the two towns, creating outdoor community spaces such as allotments, community gardens and pocket parks are all encouraged. Also, rather than demolish existing buildings, developers will be encouraged to retrofit or refurbish existing buildings as this has a much-reduced impact on the environment. And while the revised plan still doesn't allocate sites for development it does identify opportunities and constraints for development across the two towns across eight character areas.

The plan and accompanying reports have collated these responses as part of the evidence base for the draft Neighbourhood Plan policies and these will be presented to both Town Councils in the Autumn. The documents will then be submitted to Lewes District Council for further technical checks and assessments and hopefully this will lead to a local referendum for adoption of the document in 2023.



PEACEHAVEN & TELSCOMBE  
**NEIGHBOURHOOD PLAN**  
STEERING GROUP



If adopted the Neighbourhood Plan will be the start of an on-going living document that will help Peacehaven and Telscombe manage area changes and encourage future economic growth. The plan will continue to be reviewed and updated through to its replacement in 2030.

Cllr David Judd, Chair of Steering Group

[www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk](http://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk)

**Facebook:** [Peacehaven & Telscombe Neighbourhood Plan](#)

**Twitter:** [@TelscombePlan](#)

**Email:** [ptsteergroup@yahoo.co.uk](mailto:ptsteergroup@yahoo.co.uk)

**Social media post:**

Consultation responses show that 90% support the Peacehaven & Telscombe Neighbourhood Plan (PTNP) vision for the towns to be sustainable, with clean air and an environment providing a good quality of life and well-being for all inhabitants and visitors