



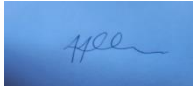
TONY ALLEN  
TOWN CLERK  
TELEPHONE: 01273 585493  
E-MAIL: [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

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

15<sup>th</sup> June 2022

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 21<sup>st</sup> June 2022 at 7.30pm.



Tony Allen  
Town Clerk

## A G E N D A

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

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

**C921 TO APPROVE APOLOGIES FOR ABSENCE.**

**C922 TO RECEIVE DECLARATIONS OF INTERESTS.**

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

**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.
- iii. To note the draft public meeting minutes of the 7<sup>th</sup> June 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 26<sup>th</sup> April 2022.
- iii. To note the draft public meeting minutes of the 14<sup>th</sup> June 2022.

**c. Personnel Committee.**

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

- i. To receive the public meeting minutes of the 12<sup>th</sup> April 2021.
- ii. To note the draft meeting minutes of the 31<sup>st</sup> May 2022.
- iii. Recommendation for Council to set up a Task and Finish group to take the consultations and future plans for The Hub forward.
- iv. Request for permission to install a 3G football pitch by Peacehaven Football Club.

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

- i. To receive the public meeting minutes of the 19<sup>th</sup> April 2022.
- ii. To note the draft meeting minutes of the 17<sup>th</sup> May 2022.

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

**C926 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP.**

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

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

**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:-*

**Agenda for the Meeting of Peacehaven Town Council – 21<sup>st</sup> June 2022**

**C929 Policy & Finance Committee:-**

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

**C930 Personnel Committee:-**

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

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

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



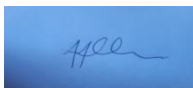
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**C932 DATE OF NEXT MEETING – TUESDAY 2<sup>nd</sup> AUGUST 2022 at 7.30PM.**

## **Peacehaven Town Council**

### **Draft minutes of the Annual Council meeting held on 10 May 2022**

**Present:** Cllr Sharkey (Mayor), Cllr Hill (Deputy Mayor), Cllr Seabrook, Cllr Griffiths, Cllr Collier, Cllr Simmons, Cllr Harris, Cllr White, Cllr Duhigg, Cllr Cheta, Cllr Symonds, Cllr Veck, Cllr Gallagher, Cllr Milliner

**Officers:** Tony Allen (Town Clerk) , Kevin Bray (Parks Officer), Sue Moscatelli (Events, Amenities & Projects Officer), Leigh O'Loughlin (Communications Officer), Kevin Kingston (Locum Town Clerk), Jon Borthwick (Town Crier),

**Members of the public:** Paul Peters, Mike Gatti, Shirley Symonds

### **C881 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS**

#### **a) Presentation of Mayor's badge.**

Cllr Sharkey as the outgoing Mayor thanked the Councillors and staff for their support in a difficult year and thanked Cllr Hill for taking over and standing in for her during her illness. Cllr Sharkey announced that the mayors fund stood at £1219 with £406 being divided between her three charities and Cllr Sharkey handed over a gift of thanks to Cllr Hill.

### **C882 ELECTION OF MAYOR FOR 2022-2023 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

#### **a) Statement(s) from candidate(s).**

#### **b) Voting.**

#### **c) Mayor/Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.**

The new Mayor's statement was noted and supported and there was unanimous agreement and support to the appointment of Cllr Symonds for the position of Mayor of Peacehaven Town Council in the Council year 2022/23.

The new mayor received her chain of office and signed the declaration and acceptance of Office and Mayors Handbook.

The new Mayor thanked all for voting for her stating that it will be a privilege to serve the Town as Mayor and that she would work hard to build on the work of the Town Council over what has been a difficult period of time for the Town and its residents during the pandemic.

Her theme for the year for the year would be to try and reduce isolation in the community and bring the community together; to assist and support and work proactively with ESCC & Lewes District Council and other partners to stimulate proactive change to redevelop the Meridian Centre and the facilities of the Town.

### **C884 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2022-2023**

The adoption of the Havens Community Hub was agreed as the Mayors Charity for the coming year. Cllr Symonds may also nominate further charities in the near future and these would be reported to the next full Council meeting.

**C885 ELECTION OF DEPUTY MAYOR FOR 2022-2023 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

- a) Statement(s) from candidate(s).
- b) Voting.
- c) Deputy Mayor/Vice-Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.
- d) Statement from the new Deputy Mayor.

The statements of the two Councillors standing for Deputy Mayor were noted.

The Town Clerk announced that the Councillors asked that a confidential paper vote be carried out for appointment of Deputy Mayor. The vote was carried out and the Town Clerk announced that the result of the vote was 7 votes for Cllr Seabrook and 7 votes for Cllr Sharkey. As the vote was tied the new Mayor would have the casting vote and Cllr Symonds voted for Cllr Seabrook as Deputy Mayor for the Council year 2022/23.

*[Cllr Seabrook abstained from voting].*

The new Deputy Mayor received his chain of office and signed the declaration and acceptance of Office and Mayors Handbook.

The new Deputy Mayor thanked the Councillors for voting for him and stated that he would support the new Mayor whenever necessary in the new Council year

**C886 TO AGREE MAYOR'S CONSORT**

It was agreed that Cllr Symonds mother Shirley Harvie would be the Mayor's Consort for the council year 2022/23.

**C887 PUBLIC QUESTION TIME**

Paul Peters (Resident of Bee Road) informed the meeting that many residents in his road have complained to the Town & District Councils about the dust and Health & Safety issues (including the contravention of working practices) arising from the Barratts development site and that many roads leading to the site require resurfacing due to the movement of heavy lorries and machinery.

The Town Clerk stated that he was aware of the ongoing issues and was in regular contact with Lewes District Council and the developers and as soon as he has an update he would contact Mr Peters.

**C888 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Sanderson and Lisa Murray.

**C889 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr Hill declared an interest as a Trustee of Kempton House.

**C890 TO ADOPT STANDING ORDERS**

It was resolved to adopt standing orders as drafted and circulated.

**C891 TO ADOPT FINANCIAL REGULATIONS**

It was resolved to adopt financial regulations as drafted and circulated.

**C892 TO ADOPT A COMPLAINTS POLICY**

It was resolved to adopt the complaints policy as drafted and circulated.

**C893 TO ADOPT FOI/DATE PROTECTION POLICY & MODEL PUBLICATION SCHEME**

It was resolved to adopt FOI/Date protection policy and model publication scheme as drafted and circulated

**C894 TO ADOPT A MEDIA & COMMUNICATIONS POLICY**

It was resolved to adopt the media and communications policy as drafted and circulated

**C895 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

The Town Clerk informed the meeting that the terms of reference for all Committees would be reviewed and decided at the next meeting of each committee.

**C896 TO APPOINT MEMBERS TO SERVE ON COMMITTEES**

Resolved, as follows:-

**C897 COUNCILLOR MEMBERSHIP OF COMMITTEES, TFG's & OTHER BODIES**

**MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE**

Cllr Milliner, Cllr Paul, Cllr Griffiths, Cllr White, Cllr Gallagher, Cllr Harris, Cllr Sharkey

**MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE**

Cllr Collier, Chairman and Vice-Chairman of Council, Cllr Goble, Cllr Seabrook, Cllr Gallagher, Cllr Cheta, Cllr Griffiths, Cllr Milliner, Cllr Duhigg.

**MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE**

Cllr Griffiths, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Symonds, Cllr Veck, Cllr Cheta, Cllr Sharkey.

**MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Seabrook, Cllr Collier, Cllr Gallagher, Cllr Veck, Cllr Sanderson.

**MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE**

Cllr Duhigg, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Sanderson, Cllr Harris, Cllr Simmons.

**MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY TASK & FINISH GROUP (PARENT = Council)**

Cllr Griffiths, Cllr Seabrook, Cllr Gallagher, Cllr White, (plus Youth Mayor & Deputy Youth Mayor, other PCS students as appropriate).

**MEMBERS TO SERVE ON THE LIBRARIES TASK & FINISH GROUP (PARENT = Council)**

Cllr Goble, Cllr White, Cllr O'Connor (TTC).

**MEMBERS TO SERVE ON THE YOUTH ENGAGEMENT TASK & FINISH GROUP (PARENT = Council)**

Cllr White, Cllr Paul, Cllr Ciarron Clarkson (TTC), Ms Vicky Phillips.

## **Minutes of the Annual Meeting of Peacehaven Town Council – 10<sup>th</sup> May 2022**

The Clerk noted the ownership of the Committees Task & Finish Groups, stating that these will be reviewed by the parent Committees at their next meeting.

### **C897 TO APPOINT CHAIRMEN OF COMMITTEES**

The Town Clerk informed the meeting that all existing Chairs of each Committee would like to continue as Chairs for the new Council year 2022/23; this was resolved.

### **C898 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Resolved as Cllr Paul, Cllr White, Cllr Gallagher, Cllr Sharkey.

### **C899 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM**

It was agreed that the Councillor that would represent the Council on the ESCC SLR forum would be decided at the next Planning & Highways Committee/Health & Safety working group.

### **C900 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS**

#### **MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS**

1. Citizens Advice Bureau – Cllr Cheta, Cllr Sharkey
2. Community Transport Lewes Association – Cllr Paul.
3. Crime Stoppers – Cllr Harris.
4. Lewes District Association of Local Councils – Cllr Seabrook
5. Peacehaven & Telscombe Housing Association – Cllr Collier.
6. Peacehaven & Telscombe Access Group – Cllr Duhigg.
7. Royal British Legion – Cllr Harris
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Simmons.
10. Community Orchard – Cllr Griffiths, Cllr Seabrook.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – *not sure if group still in existence- Town Clerk to check*
14. Green Havens Network – Cllr Griffiths, Cllr Seabrook.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Collier.
17. Joint Action Group – Cllr Symonds
18. ESALC/SSALC – Cllr White.
19. Havens Health PPG – Cllr Paul, Cllr Simmons.
20. Peacehaven Chamber of Commerce – Cllr Gallagher.
21. Kempton House – Cllr Hill.
22. Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Collier.
23. Seahaven Mascots – *group name may have changed – to be checked by Town Clerk*
24. Sustrans – Cllr Paul.
25. Community Speed Watch - Cllr Seabrook.

### **C901 TO NOTE THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY**

The inventory and asset register of Council property was noted.

Cllr White asked if depreciation was applied to the assets and the Town Clerk responded stating that the assets were now valued at insurance cover value.



## **Minutes of the Annual Meeting of Peacehaven Town Council – 10<sup>th</sup> May 2022**

Cllr Gallagher stated that Cornwall Avenue allotments were not stated on the register and Cllr Seabrook stated that the container next to the Gateway Café didn't appear on the register – the Town Clerk agreed to check the list stating that both should be on the register of assets.

### **C902 TO NOTE ANNUAL SUBSCRIPTIONS**

These were noted, agreed and approved.

### **C903 TO APPROVE THE MAYOR'S ALLOWANCE**

This was noted, agreed and approved.

### **C904 TO APPROVE THE CORPORATE RISK ASSESSMENT**

This was noted, agreed and approved.

### **C905 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR**

This was noted, agreed and approved as being Mulberry & Co.

### **C906 TO APPROVE BANKING SIGNATORIES**

The bank signatories were noted, agreed and approved

### **C907 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE**

The Town Clerk informed the meeting that there is no planned Section 137 expenditure and the Town Council holds the General Power of Competence

### **C908 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

The arrangements were noted, agreed and approved.

### **C909 TO APPROVE THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

The Town Clerk informed the meeting that these were reviewed in autumn 2021. They were noted, agreed and approved

### **C910 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

The East Sussex model was agreed and adopted.

### **C911 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 15<sup>th</sup> MARCH 2022**

The minutes were noted, agreed and adopted.

### **C912 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

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

- i. To receive the public meeting minutes of the 8<sup>th</sup> March 2022.
- ii. To receive the public meeting minutes of the 5<sup>th</sup> April 2022.
- iii. To note the draft public meeting minutes of the 3<sup>rd</sup> May 2022.

## **Minutes of the Annual Meeting of Peacehaven Town Council – 10<sup>th</sup> May 2022**

The minutes of the above meetings were received and noted.

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

- i. **To receive the financial report, authorise payments and signing of Bank Reconciliation.**
- ii. **To receive the public meeting minutes of the 1<sup>st</sup> March 2022.**
- iii. **To note the draft public meeting minutes of the 26<sup>th</sup> April 2022.**
- iv. **To approve the grants recommendations from the Sub-Committee.**
- v. **To note and approve the 2021/22 end-of-year Internal Audit report.**
- vi. **Approve 2021/22 Annual Governance Statement.**
- vii. **Approve 2021/22 Annual Accounting Statement.**

The minutes of the above meetings, the financial reports, payments and bank reconciliations were received and noted. The grants recommendations and the Annual Governance & Accounting Statements were agreed and approved.

Cllr Collier recommended that Councillors should take some time to read through (v) above as it was important report and wished to place on record thanks to the Finance Officer – Zoe Malone for all her hard work and indeed the hard work of all officers in improving the Councils financial position over the past year.

### **c. Personnel Committee:-**

- i. **To receive the public meeting minutes of the 3<sup>rd</sup> February 2022.**
- ii. **To note the draft public meeting minutes of the 31<sup>st</sup> March 2022.**

The minutes of the above meetings were received and noted.

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

- i. **To receive the public meeting minutes of the 22<sup>nd</sup> February 2021.**
- ii. **To note the draft meeting minutes of the 12<sup>th</sup> April 2022.**

The minutes of the above meetings were received and noted.

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

- i. **To receive the public meeting minutes of the 8<sup>th</sup> February 2022.**
- ii. **To note the draft meeting minutes of the 19<sup>th</sup> April 2022.**

The minutes of the above meetings were received and noted.

## **C913 TO RECEIVE URGENT MATTERS/REPORTS FROM WORKING PARTIES & OTHER BODIES**

There were no urgent matters to report.

## **C914 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE (NOT FOR DISCUSSION)**

There were no urgent items to consider or note

**C915 TO NOTE ARRANGEMENTS FOR THE ANNUAL TOWN MEETING TO BE HELD ON THE 26<sup>th</sup> MAY 2022.**

The Town Clerk informed the meeting that the MP would be attending the annual Town Meeting and that the arrangements for the Queens Jubilee celebrations would be announced and confirmed at the meeting. He wanted to place on record his thanks to Lisa Murray, Sue Moscatelli and Leigh O'Loughlin for all their help and support with the arrangements for these celebrations

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**C916 Policy & Finance Committee:-**

- i. To receive the confidential meeting minutes of the 1<sup>st</sup> March 2022.
- ii. To note the draft confidential meeting minutes of the 26<sup>th</sup> April 2022.

The minutes of the above meetings were received and noted.

**C917 Personnel Committee:-**

- i. To receive the confidential meeting minutes of the 3<sup>rd</sup> February 2022.
- ii. To note the draft confidential meeting minutes of the 31<sup>st</sup> March 2022.
- iii. To receive updates on confidential staffing matters and agree any actions required.

The minutes of the above meetings were received and noted.

The Town Clerk informed the meeting that over the past two weeks Cllr Seabrook, the Town Clerk with the support of Locum Town Clerk, Kevin Kingston have interviewed two candidates for the position of Deputy Town Clerk/Civic Officer and have offered the position to Mr George Dyson.

The Town Clerk asked that this appointment be noted and approved – it was duly approved.

Cllr Seabrook informed the meeting that, on starting, Mr Dyson would immediately commence ILCA training.

**C918 DATE OF NEXT MEETING – TUESDAY 21<sup>st</sup> JUNE 2022 AT 7.30PM.**

This was agreed.

*The meeting ended at 8.35pm*



## **PEACEHAVEN TOWN COUNCIL**

TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

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### **Minutes of the Planning & Highways Committee – Tuesday 3<sup>rd</sup> May 2022**

**DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 3<sup>rd</sup> May 2022**

**Present:** Cllr A Milliner (Chair), Cllr D Seabrook, Cllr C Gallagher, Cllr D Paul, Cllr S Griffiths, Cllr R White

**Officers:** Kevin Kingston, Locum Clerk; Victoria Onis, Admin & Support

**Public:** Mike Gatti, V Garrick, Derek Barton

#### **1 PH1325 CHAIR ANNOUNCEMENTS**

There were no Chairs announcements

#### **2. PH1326 PUBLIC QUESTIONS**

There were no public questions

#### **3. PH1327 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllrs A Goble, I Sharkey, G Hill, J Harris and were noted.

#### **4. PH1328 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

#### **5. PH1329 TO ADOPT THE MINUTES FROM THE 5<sup>th</sup> APRIL 2022**

It was resolved that the minutes of the meeting of 5 April should be agreed and adopted.

#### **6. PH1330 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher introduced the report stating that since the last meeting on 5<sup>th</sup> April 2022, matters have moved quickly. On the 6 April the Town Clerk confirmed PTC commitment to the High Street Regeneration and Social Infrastructure grant.

Due diligence was carried out and the 2 Consultants pitched for the work.

The £14,900 grant from Groundworks has been received by PTC.

## **Minutes of the Planning & Highways Committee - Tuesday 3 May 2022**

The Architectural and Landscape practice selected has great experience working with Coastal communities and the need to unlock further funding and investment.

The application for LDC CiL monies for the North/South walk/Cycle path on the bridleway from Gateway Café to the access road as part of the Active Travel infrastructure network identified by NDP as an alternative for residents to using the car and the South Coast Rd and links together the Green Infrastructure Plan to these reports and working on the Regulation 14 feedback means that the Consultants and the Steering Group are heavily committed at present.

### **7. PH1331 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The budgetary report for the Committee was noted and agreed.

*Standing orders were suspended for the next agenda item to allow Mr Garrick, Mr Barton and Mr Gatti to participate in the discussions*

### **8. PH1332 TO DISCUSS THE NEXT STEPS FOR THE INFILTRATION POND**

Cllr Seabrook introduced his report and 4 recommendations. There was a long discussion about the pond in particular the safety, depth and responsibility for the pond and fencing around the pond and the contribution and expertise of the 3 members of the public were great appreciated by the Council. The four recommendations detailed in Cllr Seabrook's report were unanimously agreed and it was agreed that the first stage would be for the Town Clerk to write an official letter to Lewes District Council inviting them to a site meeting with Peacehaven Town Council, Peacehaven Focus Group members and if appropriate the developers (Barratts) and Hydrok (the consultants).

It was felt that if the Town Council's safety concerns were not adequately addressed then the Town Council would not take over responsibility for the adjacent green space.

**Action : Town Clerk to write letter to LDC setting out the Town Councils concerns and requesting a site meeting with all appropriate parties.**

*Cllr Gallagher left the meeting*

### **9. To comment of the following planning applications**

#### **PH1333 LW/22/0249 – 12 Jason Close, Peacehaven**

There were no objections to this application

#### **PH1334 LW/22/0261 – 36 Cornwall Avenue, Peacehaven**

There were no objections to this application

#### **PH1335 LW/22/0223 – 17 Coney Furlong, Peacehaven**

There were no objections to this application

#### **PH1336 LW/22/0257 – Land between Greenacres and Highsted Park, Telscombe Road, Peacehaven**

There were no objections to this application

#### **PH1337 LW/22/0268 – 169 Arundel Road, Peacehaven**

## **Minutes of the Planning & Highways Committee - Tuesday 3 May 2022**

There was no objection to this application. However the committee agreed that a comment should be made on LDC planning portal stating that double yellow lines should be marked out at the end of the road and that no obstructions to National Cycle route 2 should be permitted during construction. The Committee also wanted it noted that the Town Council's agreed and LDC's approved design statement should be adhered to in the construction of the 2 dwellings. **Action: Vicky Onis**

### **10. To note the following planning applications**

The following applications were noted :

**PH1338 LW/21/07222** - 19 Cripps Avenue, Peacehaven

**PH1339 LW/22/0227/CD** - 79 Malines Avenue, Peacehaven

### **11. To note the following planning application decisions**

The following application decisions were noted:

**PH1340 LW/21/0997** – 139 South Coast Road, Peacehaven

**PH1341 LW/22/0043** – 111 Sutton Avenue North, Peacehaven

**PH1342 LW/22/0060** – 117 Arundel Road, Peacehaven

**PH1343 LW/22/0062** – 53 Telscombe Road, Peacehaven

**PH1344 LW/21/0381** – 6 Rustic Road, Peacehaven

**PH1345 LW/22/0119** – 5 Highsted Park, Peacehaven

**PH1346 LW/21/0798** – 196 Arundel Road, Peacehaven

**PH1347 LW/21/0924** – Caxton House, 143 South Coast Road, Peacehaven

**PH1348 LW/22/0095** – 86 Pelham Rise, Peacehaven

### **12. PH1349 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

The action plan was noted.

Vicky Onis explained that there was a misunderstanding detailed in the successful quote for the new bus shelter and that the total cost would be £9232.50 or £9312 depending on the size of the information case and not £5,729 as stated. Vicky also confirmed that she had contacted ESCC who informed her that the kerb next to the bus shelter may need to be dropped at an approx. cost of £10,000 and Vicky is waiting for confirmation.

It was agreed that the costings would be reviewed further with possible changes to the bus shelter to reduce costs and that a further report with costings would be presented to a future Policy & Finance Committee.

**Action: Vicky Onis**

### **TO CONFIRM THE DATE OF NEXT MEETING AS 24th MAY 2022**

*There being no further business, the meeting closed at 8.35pm*



## **PEACEHAVEN TOWN COUNCIL**

TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

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

### **Minutes of the Planning & Highways Committee – Tuesday 24<sup>th</sup> May 2022**

**Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 24<sup>th</sup> May 2022**

**Present:** Cllr A Milliner (Chair), Cllr S Griffiths, Cllr D Paul, Cllr R White, Cllr I Sharkey, Cllr D Seabrook,

**Officers:** K Kingston, Locum Town Clerk; V Onis, Admin Officer

**Public:** Mike Gatti

#### **1 PH1350 CHAIR ANNOUNCEMENTS**

There were no Chairs announcements.

#### **2 PH1351 PUBLIC QUESTIONS**

There were no public questions. However, Mike Gatti informed the meeting that Morrisons will be publishing their masterplan for the Meridian Centre within the next 2-3 weeks when public consultation will commence.

#### **3 PH1352 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received and accepted from Cllr C Gallagher

#### **4 PH1353 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul declared an interest as a neighbour of the Planning application LW/22/0280 – 15 Ashmore Close, Peacehaven.

#### **5 PH1354 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

Cllr Sue Griffiths proposed Cllr Isobel Sharkey. This was seconded by Cllr Seabrook and agreed by Committee

#### **6 PH1355 TO SELECT MEMBERS TO SERVE ON THE PUBLIC SAFETY TASK & FINISH GROUP**

Cllr Seabrook and Cllr Symonds have agreed to serve on this task & finish group. No further Councillors have come forward at this stage.

#### **7 PH1356 TO SELECT MEMBERS TO SERVE ON THE RIGHTS OF WAY TASK & FINISH GROUP**

Cllr Griffiths, Cllr Paul and Cllr Seabrook have agreed to serve on this task and finish group and will be joined by Peter Seed – resident of Peacehaven

**8 PH1357 TO DISCUSS THE USEFULNESS OF THE ESCC SLR MEETINGS**

There was a long discussion about ESCC SLR and its usefulness and it was decided that joint meetings with Telscombe Town Council should continue and that before each SLR meeting there should be a pre SLR Town Council meeting to identify the issues and concerns to be raised at the SLR meeting with ESCC. **Action: Town Clerk**

**9 PH1358 TO SELECT MEMBERS TO SERVE ON THE ESCC SLR FORUM**

Cllr Seabrook and Cllr White agreed to sit on the ESCC SLR forum. This was agreed and supported by the Committee.

**10 PH1359 TO ADOPT THE MINUTES FROM THE 3<sup>RD</sup> MAY 2022**

The minutes of the meeting held on 3 May 2022 were agreed and adopted.

**11 PH1360 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER ON THE EMERGING NEIGHBOURHOOD DEVELOPMENT PLAN**

There was no verbal update/report as Cllr Gallagher was unable to attend the meeting on this occasion. Members of the Committee were however very supportive of the work being carried out on the Neighbourhood Plan.

**12 PH1361 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

This was noted and reviewed

**13 PH1362 TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE**

These were agreed with the additional sentence as detailed below added :-

"To determine and agree the frequency and the contractor for highway grass verge cutting on an annual basis".

**14 PH1363 TO DISCUSS NEXT STEPS WITH THE INFILTRATION POND**

The Locum Town Clerk read out and update from Cllr Collier re the infiltration pond and thanked him for the information. The Committee agreed that Lewes District Council through Cllr Collier should be pressed further for a site meeting to discuss fencing around the Pond and other safety aspects. If no meeting was forthcoming then the Town Council would press ahead with recommendation 2 that was detailed in Cllr Seabrook report discussed at the Planning & Highways Meeting on 2 May 2022. **Action: Town Clerk to contact Cllr Collier**

**15 PH1364 TO DISCUSS THE UPDATED QUOTE FOR SUTTON AVENUE BUS SHELTER**

The revised cost for the bus shelter was noted and the Committee agreed that as this was to be funded from CIL monies the revised price and cost would need to be agreed by the Policy & Finance Committee. **Action: Town Clerk**



## Minutes of the Planning & Highways Committee - Tuesday 24<sup>th</sup> May 2022

### **16 The following Planning applications were discussed:-**

**PH1365 LW/22/0280** - 15 Ashmore Close, Peacehaven

The Committee lodged an objection to this application citing ground of over- development and loss of privacy. It was also agreed to report the construction to planning enforcement. **Action: Vicky Onis**

**PH1366 LW/21/0975** - 24 Steyning Avenue Peacehaven

The Committee lodged an objection to this application siting over development.

**PH1367 LW/22/0328** - 6 Heathdown Close Peacehaven

The committee lodged an objection to this application for the reasons stated in the original application.

**PH1368 LW/22/0225** - 82 The Promenade Peacehaven

The committee objected to this application siting over development, parking and highway safety issues and inadequate local infrastructure.

**PH1369 LW/22/0283** - 116 South Coast Road, Peacehaven

The Committee objected to this application siting parking and highway safety as vehicles would need to back onto A259 to leave the property

**PH1370 LW/22/0292** - 95 Malines Avenue Peacehaven

There were no objections to this application

**PH1371 LW/22/0310** - South Coast Road Peacehaven

There were no objections to this application. However, the committee would like to comment that the placing of monopole on pavement has safety concerns for blind and disabled people and is detrimental to street scene.

**PH1372 LW/22/0293** -15 Edith Avenue Peacehaven

There were no objections to this application

**PH1373 LW/22/0265** - 40 Firle Road Peacehaven

The Committee objected to this application siting over development and out of keeping with street scene

**PH1374 LW/22/0344** - 38 Vernon Ave Peacehaven

There were no objections to this application.

### **17 The following planning applications were noted:-**

**PH1376 LW/22/0257** - Land between Greenacres and Highsted Park Telscombe Road

### **18 The following Planning Application Decisions were noted:-**

**PH1377 LW/22/0140** - 60 The Promenade, Peacehaven, East Sussex, BN10 8PD

**PH1378 LW/21/0888** - 22 Glynn Road, Peacehaven, East Sussex, BN10 8AT

**PH1379 LW/21/0846** - 53 Steyning Avenue, Peacehaven, East Sussex, BN10 8HN

**PH1380 LW/22/0141** - 34 Gladys Avenue, Peacehaven, East Sussex, BN10 8RN

**PH1381 LW/21/0255** - Land North Of, 50 Cornwall Avenue, Peacehaven,

**PH1382 LW/21/0969** - East Brighton Masonic Centre, 16 Seaview Road, Peacehaven,

**PH1383 LW/22/0185** - 1A Sunview Avenue, Peacehaven, East Sussex, BN10 8PJ

**Minutes of the Planning & Highways Committee - Tuesday 24<sup>th</sup> May 2022**

**PH1384 LW/20/0390** - Sweetwater, 26 Blakeney Avenue, Peacehaven, East Sussex, BN10 8UY

**19 PH1385 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.**

The P&H action plan was noted and reviewed. Cllr Seabrook is still discussing the lampposts and will update Committee when further information available. All other issues are currently being progressed.

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

**20 PH1386 TO NOTE THE REPORT AND LETTER FROM TELECOM INFRASTRUCTURE PARTNERS (TIP) AND DISCUSS RECOMMENDATIONS.**

Cllr Seabrook introduced his report. It was agreed that Cllr Seabrook's report would be discussed at a future Policy & Finance Committee because of the budgetary implications although the P&H Committee were not keen on the idea of selling the lease. It was agreed that further information ie the length of the current lease and the income generated from the lease should be added to the Cllr Seabrooks report.

**Action: Vicky Onis/Town Clerk**

**TO CONFIRM THE DATE OF NEXT MEETING AS 7<sup>TH</sup> JUNE 2022**

*There being no further business, the meeting closed at 9.00pm*

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



### PEACEHAVEN TOWN COUNCIL

#### **TOWN CLERK**

**TELEPHONE: (01273) 585493 OPTION 6**

**FAX: 01273 583560**

**E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)**

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

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

**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 Hodder 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**

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

There were no declarations of interest

### **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.***

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

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

**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*

<b>Agenda Item:</b>	<b>PF</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	14 June 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 2 (May 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 31 May 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 20.8% of the budgeted expenditure has been spent so far, and 57.8% of the budgeted income has been received as at the end of month 2 (May 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 April & 31 May 2022
- Bank reconciliation statement for cashbook 1 – 30 April & 31 May 2022
- Bank reconciliation statement for cashbook 2 – 30 April & 31 May 2022
- Detailed income and expenditure month 2 (May 2022)
- Detailed balance sheet month 2 (May 2022)



**Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022		781,441.43
Current Account	30/04/2022		50,093.60
			<hr/> 831,535.03

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/01/2022 204917 MR EREQI	50.00
26/01/2022 120826 LUCY OVETT	50.00
09/03/2022 120878 KAYLEIGH WATTS	50.00
12/04/2022 122928 EMMA BUDD	50.00
12/04/2022 120930 G.HARTFIELD	50.00
21/04/2022 204921 JOSEPH ASH MEDWAY	3,480.00
21/04/2022 204922 Lewes District Council	93.60
21/04/2022 204925 C.E.F	512.40
21/04/2022 204927 SYNERGY PRODUCTS LTD	216.29
21/04/2022 204928 B & S CHAINS Ltd	129.55
21/04/2022 204931 The Play Inspection Company Lt	1,044.00
21/04/2022 204933 ESALC Limited	2,359.79
21/04/2022 204937 KIRSTIN WINGROVE	50.00
27/04/2022 204939 Tansleys Printers Limited	33.60
27/04/2022 204940 Wightman & Parrish Ltd	246.95
27/04/2022 204941 AMP Services	215.15
27/04/2022 204942 CASTLE WATER	183.78
27/04/2022 204943 Chris Bartholomew Electrical C	2,784.00
27/04/2022 204944 Business Sream	365.73
27/04/2022 204945 HMRC	9,103.65
27/04/2022 204946 EAST SUSSEX PENSION FUND	6,858.39
27/04/2022 204947 GOPAK	87.00
27/04/2022 204948 BRITISH GAS	44.89
27/04/2022 204949 HAVENS COMMUNITY CARS	3,000.00
	<hr/> 31,058.77
	800,476.26

<u>Receipts not Banked/Cleared (Plus)</u>	
29/04/2022	98.88
29/04/2022	50.00
29/04/2022	18.00
29/04/2022	1,724.10
29/04/2022	0.15
	<hr/> 1,891.13
	802,367.39
<b>Balance per Cash Book is :-</b>	<b>802,367.39</b>
<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/04/2022  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2022		180,186.44
			<u>180,186.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,186.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,186.44
		<b>Balance per Cash Book is :-</b>	<b>180,186.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/05/2022  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/05/2022		180,186.44
			<u>180,186.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,186.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,186.44
		<b>Balance per Cash Book is :-</b>	<b>180,186.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/05/2022  
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	31/05/2022		727,287.06
Current Account	31/05/2022		51,067.68
			<u>778,354.74</u>
<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 204963 CHICHESTER DIOCESAN		406.62	
10/05/2022 204964 DEANS SENIOR TEA CLUB		406.62	
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	
12/05/2022 204976 1ST PEACEHAVEN RAINBOWS		348.50	
19/05/2022 204979 East Sussex Security		379.20	
19/05/2022 204981 AMADEUS		77.08	
19/05/2022 204986 GIGLOO		553.90	
24/05/2022 204989 R.J.Meaker Fencing Ltd		59.58	
24/05/2022 204990 Business Sream		30.76	
24/05/2022 204992 Lewes District Assoc. of Local		20.00	
24/05/2022 204995 SOUTH EAST WATER		83.00	
24/05/2022 204997 LAUREN HOPKINS		50.00	
26/05/2022 204998 HMRC		8,975.04	
26/05/2022 204999 EAST SUSSEX PENSION FUND		7,171.06	
			<u>19,604.96</u>
			758,749.78
<u>Receipts not Banked/Cleared (Plus)</u>			
27/05/2022		50.00	
30/05/2022		12.96	
31/05/2022		560.38	
			<u>623.34</u>
			759,373.12
<b>Balance per Cash Book is :-</b>			<b>759,373.12</b>
<b>Difference is :-</b>			<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## 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	14,900	0	(14,900)			0.0%	
1013 Income from Photocopying	(11)	0	11			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1100 Interest Received	0	200	200			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
<b>General Administration :- Income</b>	<b>464,334</b>	<b>703,481</b>	<b>239,147</b>			<b>66.0%</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	0	11,500	11,500		11,500	0.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
<b>General Administration :- Direct Expenditure</b>	<b>3,180</b>	<b>21,000</b>	<b>17,820</b>	<b>0</b>	<b>17,820</b>	<b>15.1%</b>	<b>(32)</b>
4001 Salaries	64,933	406,640	341,707		341,707	16.0%	
4002 Employer N.I Contributions	6,233	42,640	36,407		36,407	14.6%	
4003 Employer Pension Contributions	10,709	75,228	64,519		64,519	14.2%	
4004 Overtime	241	1,000	759		759	24.1%	
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	242	500	258		258	48.4%	
4310 Professional Fees - Consultanc	840	2,000	1,160		1,160	42.0%	
4311 Professional Fees - Legal	800	2,000	1,200		1,200	40.0%	800
4312 Professional Fees - Other	180	2,000	1,820		1,820	9.0%	
4314 Audit Fees	150	3,000	2,850		2,850	5.0%	
4315 Insurance	10,117	10,500	383		383	96.4%	
4321 Bank Charges	3	100	97		97	3.1%	
4322 BACS Charges	6	200	194		194	3.0%	
4323 PDQ Charges	55	800	745		745	6.9%	
4325 Postage	201	1,000	799		799	20.1%	
4326 Telephones	737	6,000	5,263		5,263	12.3%	
4327 Computers	2,357	15,000	12,643		12,643	15.7%	
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	3,702	1,017	(2,685)		(2,685)	364.0%	2,799
4342 Subscriptions	2,650	5,500	2,850		2,850	48.2%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
<b>General Administration :- Indirect Expenditure</b>	<b>107,037</b>	<b>600,625</b>	<b>493,588</b>	<b>0</b>	<b>493,588</b>	<b>17.8%</b>	<b>3,599</b>
<b>Net Income over Expenditure</b>	<b>354,117</b>	<b>81,856</b>	<b>(272,261)</b>				
6000 plus Transfer from EMR	3,567						

## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 less Transfer to EMR	90,705						
<b>Movement to/(from) Gen Reserve</b>	<b>266,978</b>						
<u>110 Civic Events</u>							
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	135	1,500	1,365		1,365	9.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	479	1,000	521		521	47.9%	
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>615</b>	<b>5,800</b>	<b>5,185</b>	<b>0</b>	<b>5,185</b>	<b>10.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>175</b>	<b>(8,970)</b>	<b>(9,145)</b>				
<u>120 Marketing</u>							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	840	4,000	3,160			21.0%	
1301 Filming	0	4,000	4,000			0.0%	
Marketing :- Income	<b>840</b>	<b>8,500</b>	<b>7,660</b>			<b>9.9%</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	0	1,000	1,000		1,000	0.0%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	<b>0</b>	<b>4,750</b>	<b>4,750</b>	<b>0</b>	<b>4,750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>840</b>	<b>3,550</b>	<b>2,710</b>				
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	220	0	(220)			0.0%	
Neighbourhood Plan :- Income	<b>220</b>	<b>0</b>	<b>(220)</b>				<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 Neighbourhood Plan	1,155	5,000	3,845		3,845	23.1%	660
Neighbourhood Plan :- Indirect Expenditure	<b>1,155</b>	<b>5,000</b>	<b>3,845</b>	<b>0</b>	<b>3,845</b>	<b>23.1%</b>	<b>660</b>
<b>Net Income over Expenditure</b>	<b>(935)</b>	<b>(5,000)</b>	<b>(4,065)</b>				
6000 plus Transfer from EMR	660						
<b>Movement to/(from) Gen Reserve</b>	<b>(275)</b>						
<u>200 Planning &amp; Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>0</b>	<b>1,850</b>	<b>1,850</b>	<b>0</b>	<b>1,850</b>	<b>0.0%</b>	<b>0</b>
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	<b>9,330</b>	<b>11,156</b>	<b>1,826</b>	<b>0</b>	<b>1,826</b>	<b>83.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,330)</b>	<b>(13,006)</b>	<b>(3,676)</b>				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,227	6,000	4,773		4,773	20.4%	
4203 Fuel	2,128	5,500	3,372		3,372	38.7%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<b>3,644</b>	<b>13,000</b>	<b>9,356</b>	<b>0</b>	<b>9,356</b>	<b>28.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,644)</b>	<b>(13,000)</b>	<b>(9,356)</b>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	3,581	13,845	10,264			25.9%	
1039 S/P Cats	200	0	(200)			0.0%	
1041 S/P Telephone Masts	0	4,500	4,500			0.0%	
1043 S/P Football Pitches	1,028	3,000	1,972			34.3%	
1046 Stall Income (Events)	60	0	(60)			0.0%	
1061 S/P Court Hire	755	5,406	4,651			14.0%	
Sports Park :- Income	<b>5,624</b>	<b>26,751</b>	<b>21,127</b>			<b>21.0%</b>	<b>0</b>
4111 Electricity	0	5,000	5,000		5,000	0.0%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	

## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4161 Cleaning Costs	1,218	8,000	6,782		6,782	15.2%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	1,850	10,000	8,150		8,150	18.5%	
Sports Park :- Indirect Expenditure	<b>5,299</b>	<b>29,845</b>	<b>24,546</b>	<b>0</b>	<b>24,546</b>	<b>17.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>325</b>	<b>(3,094)</b>	<b>(3,419)</b>				
<u>315 Big Park</u>							
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	148	500	352		352	29.5%	
4112 Gas	62	300	238		238	20.8%	
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	0	3,500	3,500		3,500	0.0%	
Big Park :- Indirect Expenditure	<b>13,974</b>	<b>36,516</b>	<b>22,542</b>	<b>0</b>	<b>22,542</b>	<b>38.3%</b>	<b>500</b>
<b>Net Expenditure</b>	<b>(13,974)</b>	<b>(36,516)</b>	<b>(22,542)</b>				
6000 plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<b>(13,474)</b>						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	1,377	8,823	7,446			15.6%	
1111 Electricity	0	6,000	6,000			0.0%	
Gateway Cafe :- Income	<b>1,377</b>	<b>14,823</b>	<b>13,446</b>			<b>9.3%</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	1,337	1,500	163		163	89.1%	
4326 Telephones	162	972	810		810	16.7%	
Gateway Cafe :- Indirect Expenditure	<b>1,815</b>	<b>12,972</b>	<b>11,157</b>	<b>0</b>	<b>11,157</b>	<b>14.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(438)</b>	<b>1,851</b>	<b>2,289</b>				
<u>330 Parks &amp; Open Spaces</u>							
1025 Rent & Service Charge	185	0	(185)			0.0%	
1044 Hire of the Dell	4,716	5,100	384			92.5%	
1050 Allotment Rent	0	2,445	2,445			0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	<b>4,951</b>	<b>7,545</b>	<b>2,594</b>			<b>65.6%</b>	<b>0</b>
4104 Vandalism Repairs	50	1,500	1,450		1,450	3.3%	
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%	
Parks & Open Spaces :- Direct Expenditure	<b>290</b>	<b>7,500</b>	<b>7,210</b>	<b>0</b>	<b>7,210</b>	<b>3.9%</b>	<b>0</b>
4101 Repair/Alteration of Premises	3,091	5,000	1,909		1,909	61.8%	2,900
4141 Water Services	184	5,000	4,816		4,816	3.7%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	1,281	4,000	2,719		2,719	32.0%	
4301 Purchase of Furniture/Equipmen	10,451	5,000	(5,451)		(5,451)	209.0%	10,451
Parks & Open Spaces :- Indirect Expenditure	<b>15,085</b>	<b>21,000</b>	<b>5,915</b>	<b>0</b>	<b>5,915</b>	<b>71.8%</b>	<b>13,351</b>
<b>Net Income over Expenditure</b>	<b>(10,424)</b>	<b>(20,955)</b>	<b>(10,531)</b>				
6000 plus Transfer from EMR	13,351						
<b>Movement to/(from) Gen Reserve</b>	<b>2,927</b>						
<u>355 The Hub</u>							
1084 Sports Pavilion	1,637	16,646	15,009			9.8%	
The Hub :- Income	<b>1,637</b>	<b>16,646</b>	<b>15,009</b>			<b>9.8%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	<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	2,476	2,000	(476)		(476)	123.8%	
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%	
The Hub :- Indirect Expenditure	<b>2,549</b>	<b>8,000</b>	<b>5,451</b>	<b>0</b>	<b>5,451</b>	<b>31.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(912)</b>	<b>8,146</b>	<b>9,058</b>				
<u>360 Community House</u>							
1069 C/H Police Room	0	2,295	2,295			0.0%	
1070 C/H Phoenix Room	1,083	6,120	5,037			17.7%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	572	7,280	6,708			7.9%	
1076 C/H Main Hall	1,700	18,280	16,580			9.3%	
1077 C/H Anzac Room	2,140	9,065	6,925			23.6%	

## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1078 C/H Main Kitchen	73	892	819			8.2%	
1079 C/H Anzac Kitchen	169	500	331			33.9%	
1080 C/H Foyer	30	1,642	1,612			1.8%	
1081 C/H Equipment Hire	106	928	822			11.4%	
1090 Storage Income	325	0	(325)			0.0%	
1091 Cinema Income	737	4,500	3,763			16.4%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	<b>7,125</b>	<b>61,037</b>	<b>53,912</b>			<b>11.7%</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%	
Community House :- Direct Expenditure	<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	0	7,000	7,000		7,000	0.0%	
4102 Maintenance of Buildings	2,432	5,000	2,568		2,568	48.6%	
4111 Electricity	912	10,000	9,088		9,088	9.1%	
4112 Gas	2,543	6,000	3,457		3,457	42.4%	
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	587	8,000	7,413		7,413	7.3%	
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%	
Community House :- Indirect Expenditure	<b>16,095</b>	<b>78,400</b>	<b>62,305</b>	<b>0</b>	<b>62,305</b>	<b>20.5%</b>	<b>785</b>
<b>Net Income over Expenditure</b>	<b>(9,302)</b>	<b>(19,613)</b>	<b>(10,311)</b>				
6000 plus Transfer from EMR	785						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,517)</b>						
<b>430 Summer Fair</b>							
1045 Event Sponsorship	300	500	200			60.0%	
1046 Stall Income (Events)	690	1,500	810			46.0%	
1094 Other Customer & Client Receipt	0	800	800			0.0%	
Summer Fair :- Income	<b>990</b>	<b>2,800</b>	<b>1,810</b>			<b>35.4%</b>	<b>0</b>
4329 Advertising	28	900	872		872	3.1%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	680	1,200	520		520	56.7%	
Summer Fair :- Indirect Expenditure	<b>708</b>	<b>3,250</b>	<b>2,542</b>	<b>0</b>	<b>2,542</b>	<b>21.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>282</b>	<b>(450)</b>	<b>(732)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 07/06/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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>				
Grand Totals:- Income	<b>487,886</b>	<b>843,383</b>	<b>355,497</b>			<b>57.8%</b>	
Expenditure	<b>181,107</b>	<b>868,944</b>	<b>687,837</b>	<b>0</b>	<b>687,837</b>	<b>20.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>306,779</b></u>	<u><b>(25,561)</b></u>	<u><b>(332,340)</b></u>				
plus Transfer from EMR	<b>18,862</b>						
less Transfer to EMR	<b>90,705</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>234,936</b></u>						

07/06/2022

## Peacehaven Town Council

14:10

## Balance Sheet as at 07/06/2022

31/03/2022

31/03/2023

## Current Assets

13,475	Debtors Control	7,322
4,960	VAT Control A/c	6,766
50	Deposit Aqua	50
441,980	Current Bank A/c	759,373
180,186	Reserve Account	180,186
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

954,218

641,172 Total Assets

954,218

## Current Liabilities

8,024	Creditors	16,315
1,220	Mayor's Appeal	269
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,197

12,514

18,781

628,658 Total Assets Less Current Liabilities

935,437

## Represented By

131,155	General Reserves	366,303
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	396,361
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	339

07/06/2022

Peacehaven Town Council

14:10

Balance Sheet as at 07/06/2022

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>935,437</u>

The above statement represents fairly the financial position of the authority as at 07/06/2022 and reflects its Income and Expenditure during the year.

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

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

## List of Payments made between 01/04/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2022	Lewes District Council	DD	7,859.50		CH NNDR
01/04/2022	Lewes District Council	DD	1,172.30		HUB RATES NNDR
04/04/2022	The Fuelcard People	DD	170.03		HK66 WMJ
04/04/2022	Barclays	DD2	3.00		COMM CHARGES
06/04/2022	02	DD1	106.06		MARCH MOBILES
06/04/2022	Northstar IT	DD	7.20		REMOTE USER ACCESS - APRIL
06/04/2022	Northstar IT	DD1	1,409.63		MONTHLY SUPPORT - APRIL
11/04/2022	Barclays	DD2	62.00		MARCH PDQ CHARGES
11/04/2022	The Fuelcard People	DD	10.80		FUELCARD
12/04/2022	SIEMENS FINANCIAL SERVICES	120937	281.83		lease rental
12/04/2022	Rigby Taylor	120925	194.16		GREENS ON SOIL TURF
12/04/2022	Ernest Doe & Sons Ltd	120926	730.61		KAWASAKI MAINTENANCE
12/04/2022	Radius Connect	120927	480.60		APRIL TELEPHONES
12/04/2022	PRICEWATCH LIMITED T/A LOCAL	120932	2,187.07		ULTRA LOW SULPHUR SERV
12/04/2022	East Sussex County Council	120933	10,636.80		ANNUAL GRASS CUTS
12/04/2022	Lewes District Council	120934	1,058.85		APR - JUNE BINS
12/04/2022	Lewes District Council	120935	5,239.50		NNDR FOR UNIT 14
12/04/2022	Farrington Property Developmen	120936	4,404.00		UNIT 14 RENT W.C 20/04/22
12/04/2022	EMMA BUDD	122928	50.00		E.BUDD DEPOSIT
12/04/2022	I. ONEYEKE	122929	50.00		I.ONEYEKE DEPOSIT
12/04/2022	G.HARTFIELD	120930	50.00		G.HARTFIELD DEPOSIT
12/04/2022	THE BIG LEMON CIC	120931	180.00		THE BIG LEMON CIC
12/04/2022	Caroline Reid	120938	609.00		APRIL TOILET CLEANING
12/04/2022	ANTHONY ALLEN	120939	143.88		ZOOM SUBSCRIPTION
21/04/2022	JOSEPH ASH MEDWAY	204921	3,480.00		GATES FOR GYM
21/04/2022	Lewes District Council	204922	93.60		DOG WASTE COLLECTION APR-JUN
21/04/2022	R.J.Meaker Fencing Ltd	204923	242.19		DECKING/POSTMIX
21/04/2022	Bourne Amenity LTD	204924	384.00		BULK BAG SAND
21/04/2022	C.E.F	204925	512.40		WAGOBX
21/04/2022	Sats4u	204926	316.00		CCTV SYSTEM SERVICE
21/04/2022	SYNERGY PRODUCTS LTD	204927	216.29		SOLID TINE
21/04/2022	B & S CHAINS Ltd	204928	129.55		ZIP WIRE PARTS
21/04/2022	EH TREECARE LTD	204929	288.00		TREE WORKS
21/04/2022	Ricoh Capital Ltd	204930	955.82		CLICK CHARGE
21/04/2022	The Play Inspection Company Lt	204931	1,044.00		INSPECTION APP LICENCE FEE 22
21/04/2022	Acacia Groundcare Equipment Re	204932	465.96		TOP DRESSER
21/04/2022	ESALC Limited	204933	2,359.79		ESALC/NALC SUBS 22/23
21/04/2022	BRITISH GAS	204934	88.29		16 MAR-A6 APR ELECTRICITY
21/04/2022	GIGLOO LTD	204935	237.38		GIGLOO LTD
21/04/2022	MR SUNNY ROY	204936	50.00		S.RO - DEPOSIT
21/04/2022	KIRSTIN WINGROVE	204937	50.00		KIRSTIN WINGROVE
21/04/2022	Lewes District Council	204938	21.00		event licence
21/04/2022	LEWES DISTRICT COUNCIL	204922	-93.60		RETURNED CHQ
22/04/2022	EDF	DD	55.31		MARCH STREET LIGHTS
22/04/2022	BARCLAYS CREDIT CARD	MARCH CC	981.24		VARIOUS PAYMENTS
22/04/2022	INTEREST ON CASH	MARCH CC	0.15		0.2075%
25/04/2022	ARPIL SALARIES	APR PAY	26,259.80		ARPIL SALARIES

## List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2022	The Fuelcard People	DD	138.89		GY06 PPX FUEL
27/04/2022	Tansleys Printers Limited	204939	33.60		SUMMER FAIR A1 BOARDS
27/04/2022	Wightman & Parrish Ltd	204940	246.95		CLEANING MATERIAL
27/04/2022	AMP Services	204941	215.15		MOWER REPAIRS
27/04/2022	CASTLE WATER	204942	183.78		APRIL WATER
27/04/2022	Chris Bartholomew Electrical C	204943	2,784.00		HUB EICR / TEST LIGHTING
27/04/2022	Business Sream	204944	365.73		WASTE WATER NOV-APR
27/04/2022	HMRC	204945	9,103.65		APRIL SALARIES
27/04/2022	EAST SUSSEX PENSION FUND	204946	6,858.39		APRIL SALARIES
27/04/2022	GOPAK	204947	87.00		TABLE LEGS FOR HUB
27/04/2022	BRITISH GAS	204948	44.89		GAS UNIT 14 17MAR - 16 APR
27/04/2022	HAVENS COMMUNITY CARS	204949	3,000.00		SLA 2022/23
29/04/2022	EDF	DD	2,322.74		JAN - MARCH ELECTRICITY
29/04/2022	EDF	DD1	874.60		JAN - MAR ELECTRICITY
29/04/2022	EDF	DD2	4,207.05		JAN - MARH ELECTRICITY
05/05/2022	CVS TYRES LTD	204950	516.11		SUPPLY & FIT WIPTE BLADES
05/05/2022	Rialtas Business Solutions Ltd	204951	151.20		ALLOTMENT SOFTWARE
05/05/2022	L&N CONSULTANCY LIMITED	204952	792.00		APRIL CONSULATION
05/05/2022	Vitax Limited	204953	1,461.12		FERTLISER
05/05/2022	Mulberry &Co	204954	180.00		INTERNAL AUDIT 2021/22
05/05/2022	TOTAL GAS & POWER	204955	2,967.34		cancel cn 257625879/22cr
05/05/2022	LISA HAYWARD	204956	854.98		APRIL CONSULTANCY
05/05/2022	Rigby Taylor	204957	2,502.64		GRASS SEED
05/05/2022	Zurich Municipal	204958	11,331.22		2022/23 INSURANCE
05/05/2022	EDF	204959	958.08		APRIL ELECTRICITY
05/05/2022	POST OFFICE	204960	290.00		GY06 PPX CARTAX
05/05/2022	ANTHONY ALLEN	204961	16.98		PERSONALISE STAMP
05/05/2022	02	DD1	117.12		MONTHLY MOBS - APRIL
06/05/2022	Northstar IT	DD	1,409.63		MONTHLY SUPPORT - MAY
09/05/2022	The Fuelcard People	DD2	141.42		HK66WMJ FUEL
10/05/2022	CATS CLUB	204962	406.62		MAYORS CHARITIES
10/05/2022	CHICHESTER DIOCESAN	204963	406.62		CHICH MAYORS CHARITY
10/05/2022	DEANS SENIOR TEA CLUB	204964	406.62		MAYORS CHARITIES
10/05/2022	SARAH SMITH	204965	50.00		S.SMITH - DEPOSIT
10/05/2022	HEIDI COOPER	249666	50.00		H.COOPER DEPOSIT
10/05/2022	SUNNY ROY	204967	50.00		S.ROY DEPOSIT
10/05/2022	KIRSTIN WINGROVE	204968	50.00		K.WINGROVE DEPOSIT
10/05/2022	LEWES DISTRICT COUNCIL	204969	93.60		DOG WASTE 01/04-30-06
10/05/2022	MICHAEL RIPLEY	204971	54.97		RUG DOCTOR / SOLUTION
10/05/2022	Barclays	DD	3.00		14 APR - 12 MAYBACS
10/05/2022	Barclays	DD1	62.00		PDQ CHARGES - APR
10/05/2022	JOHN LAWSON CIRCUS	204970	200.00		DESPOSIT REFUND
10/05/2022	CHICHESTER DIOCESAN	204963	-406.62		CANCEL CHEQUE
12/05/2022	PEACEHAVEN HORTICULTURAL	204972	750.00		HORTICULT GRANT
12/05/2022	3RD PEACEHAVEN GUIDES	204973	750.00		3RD PEACEHAVEN GRANT
12/05/2022	PEACEHAVEN ART CLUB	204974	200.00		P/H ART CLUB GRANT
12/05/2022	PEACEHAVEN BABY BANK	204975	750.00		BABY BANK GRANT

## List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/05/2022	1ST PEACEHAVEN RAINBOWS	204976	348.50		1ST PEACEHAVEN RAINBOWS GRANT
12/05/2022	Caroline Reid	204977	609.00		MAY CLEANING
12/05/2022	Anthony Meadows Antique Repair	204978	170.00		NEW MAYORAL NAME ON BOARD
12/05/2022	1ST PEACEHAVEN RAINBOWS	204976	-348.50		CACEL CHEQUE
16/05/2022	The Fuelcard People	DD	36.04		GY06 PPX FUEL
16/05/2022	Northstar IT	DD2	941.40		F&R CONNECTION
16/05/2022	ENVIRONMENT AGENCY	DD3	171.00		SUBSISTENCE CHARGES
19/05/2022	East Sussex Security	204979	379.20		ANNUAL MAINTENANCE
19/05/2022	Radius Connect	204980	480.60		MAY TELEPHONES
19/05/2022	AMADEUS	204981	77.08		STATIONARY
19/05/2022	BRITISH GAS	204982	38.03		29 APR - 16 MAY ELECTRIC
19/05/2022	BRITISH GAS	204983	10.29		17 APR - 28 APR GAS
19/05/2022	BRITISH GAS	204984	28.73		17 APR - 28 APR ELECTRIC
19/05/2022	BRITISH GAS	204985	10.38		29 APR - 16 MAY GAS
19/05/2022	GIGLOO	204986	553.90		PORTABLE TOILET SUMMER FAIR
19/05/2022	DAVID SEABROOK	204987	18.20		MAYORAL DUTIES
19/05/2022	BECKY ROBERTS	204988	50.00		BECKY ROBERTS
23/05/2022	CREDIT CARD - MAY	APR CC CHG	550.23		CREDIT CARD - MAY
24/05/2022	R.J.Meaker Fencing Ltd	204989	59.58		VANDALISM REPAIRS EPINAY
24/05/2022	Business Sream	204990	30.76		29 DEC-17 MAY WASTE WATER
24/05/2022	Acacia Groundcare Equipment Re	204991	732.30		SCARIFIER FOR PITCHES
24/05/2022	Lewes District Assoc. of Local	204992	20.00		LDALC ANNUAL SUBS
24/05/2022	Cinemobile	204993	281.75		THE DUKE
24/05/2022	DAVID SEABROOK	204994	116.98		MAYORAL EXPENSES
24/05/2022	SOUTH EAST WATER	204995	83.00		APP FOR WATER PIPE AT BIG PARK
24/05/2022	STEVE BRIGDEN	204996	800.00		COMPLAINT INVESTIGATION
24/05/2022	LAUREN HOPKINS	204997	50.00		L.HOPKINS PART DEPOSIT
24/05/2022	EDF	DD	54.45		APRIL STREET LIGHTS
24/05/2022	Pitney Bowes LTD	DD2	200.59		FRANING MACHINE TOP UP
25/05/2022	PHS Group	DD1	711.10		JUNE - AUG SERVICES
25/05/2022	MAY SALARIES	MAY PAY	25,428.25		MAY SALARIES
26/05/2022	HMRC	204998	8,975.04		HMRC - MAY SALARIES
26/05/2022	EAST SUSSEX PENSION FUND	204999	7,171.06		EAST SUSSEX PENSION FUND
26/05/2022	Chris Bartholomew Electrical C	205000	3,818.60		electrical works
30/05/2022	The Fuelcard People	DD	38.88		GY06 PPX FUEL
31/05/2022	Northstar IT	DD1	2.40		TBR BACK UP
<b>Total Payments</b>			<b>185,965.88</b>		



**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26<sup>th</sup> April 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 A Milliner.

Town Clerk T Allen; Finance Officer Z Malone.

**PF742 CHAIRMAN'S ANNOUNCEMENTS**

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

**PF743 PUBLIC QUESTIONS**

There were no public questions.

**PF744 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

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

**PF745 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF746 TO ADOPT THE PUBLIC MINUTES OF 1<sup>st</sup> MARCH 2022**

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

**PF747 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 end-of-year processes, noting that the 2021-22 internal audit had been completed without any issues being identified.

It was noted the transfer of funds to general reserves had been lower than expected, due to earmarked funds, but the Council's financial position continues to strengthen.

It was also noted that the 2021/22 end-of-year analysis will follow the external audit for this year.

**2. Bank account summary**

Received and noted.

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

Received and approved for signing.

**4. Income & Expenditure report**

Received and noted.

**5. Balance Sheet**

Received and noted.

**6. CIL & S.106 report**

Received and noted.

**7. List of payments (for approval)**

It was resolved to approve the March 2022 payments amounting to £81,316.77, as scheduled in the meeting papers.

**8. Review of external contracts & their ongoing authorisations.**

No items for discussion.

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

Received and noted.

**PF748 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Clerk reported on the arrangements for the move of office staff to the Fields & Robson rooms.

It was noted that the contact at the East Sussex Hearing Resource Centre (ESHRC) has left, which has caused a delay to the agreed planned works.

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

It was noted that the contacts for the internal & external surveys of Community House were no longer engaging on this matter, which has caused a delay in obtaining the agreed surveys.

The Clerk reported that he had identified three other recommended companies and will report in full at the Committee's next meeting.

Cllr Gallagher reported on the energy rating assessment for The Hub.

There was a discussion on the short-term energy issues for The Hub and its longer term needs and development.

It was resolved that Cllr Gallagher will talk to Dr Mark Earthey about possible short-term energy improvements for The Hub and for him to carry out an energy assessment for Community House.

Clerk to include these items on the Committee's Action Plan.

### **PF749 TO NOTE PROGRESS ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

The Clerk reported that he and Mrs Moscatelli are developing a new Plan, based on the criteria agreed at the Committee's last meeting.

### **PF750 TO DISCUSS AND AGREE NEW SLA WITH HAVENS CARS**

It was resolved to adopt the SLA as drafted and circulated.

### **PF751 TO DISCUSS AND AGREE NEW POLICY FOR DEALING WITH ABUSIVE, PERSISTENT & VEXATIOUS COMPLAINTS**

It was resolved that the proposed new policy should form part of the main Complaints Policy.

For further review by the Committee and then to Council.

### **PF752 TO DISCUSS AND AGREE NEW COUNCIL INSURANCE POLICY**

It was resolved to proceed with the new 3-year agreement, which has a 2-year extension option at a cost of £11,331.22 p.a.

### **PF753 TO NOTE AND DISCUSS GROUNDWORK UK GRANT FOR LANDSCAPE /DESIGN STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL INFRASTRUCTURE (HSSI) FUND**

The Clerk and Cllr Gallagher reported on this matter.

*(See Item PF764 below)*

### **PF754 TO DISCUSS AND AGREE THE PURCHASE OF PAT TESTING EQUIPMENT**

It was resolved to purchase the PAT testing equipment, as proposed.

### **PF755 TO DISCUSS AND AGREE THE USE OF PTC CIL MONIES TO UPGRADE THE CCTV AT THE BIG PARK**

It was resolved to approve the use of up to £10K of PTC CIL money for Phase 1 of the CCTV project, as per the Chromavision quote.

### **PF756 TO DISCUSS AND AGREE UPDATED T&C'S FOR HIRING COMMUNITY HOUSE AND THE HUB**

Item deferred for further work by the CCE Committee

### **PF757 TO DISCUSS AND AGREE THE RECOMMENDED QUOTE FOR THE REPLACEMENT BUS SHELTER AT SUTTON AVENUE**

It was resolved to approve the use £5,729 of PTC CIL money for the installation of this replacement bus shelter, as per the GW Shelter Solutions quote.

### **PF758 TO DISCUSS AND AGREE THE POTENTIAL DISCOUNT FOR REGULAR BOOT FAIR HIRERS**

It was resolved to implement a flexible block-booking arrangement for hirers, with an allowance of up to 50% discount on published hire prices.

**Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> April 2022**

**PF759 TO NOTE FINAL REPORT FOR WELCOME BACK FUND WITH ASSETS NOW THE PROPERTY OF PEACEHAVEN TOWN COUNCIL**

Cllr Gallagher's report was noted.

**PF760 TO NOTE APPLICATIONS TO LDC CIL FUND FOR CENTENARY PARK & HOWARD PARK**

These two applications were noted.

It was noted that the estimated matched funding from the Howard Park application may need to be reviewed; the amount requested from LDC CIL is £30K, with PTC CIL matched funding of £6K.

**PF761 TO APPROVE THE USE OF PTC CIL MONIES FOR A SEWER/DRAINAGE SURVEY TO BE UNDERTAKEN PRIOR TO IMPLEMENTATION OF CHANGING PLACES TOILET**

It was resolved to approve the use of up to £1K of PTC CIL money for this survey to be conducted.

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

**PF762 TO ADOPT THE CONFIDENTIAL MINUTES OF 1<sup>st</sup> MARCH 2021**

It was resolved to adopt the minutes as a true record, noting that they were identical to the public minutes.

**PF763 AGED DEBT ANALYSIS**

The Finance Officer's report was received and noted.

**PF764 CONFIDENTIAL ASPECTS RELATING TO ITEM PF753 ABOVE – TO RATIFY THE NDP STEERING GROUP'S RECOMMENDED TENDER**

It was resolved that the Committee ratifies the NDP Steering Group's choice of Architects to undertake the A259 High Street Feasibility Study, as part of the financially approved project from Locality.

**PF765 DATE OF NEXT MEETING – Tuesday 14<sup>th</sup> June 2022 at 7.30pm**

*There being no further business, the meeting closed at 21:11.*

**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.*



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

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

## **PEACEHAVEN TOWN COUNCIL**

### **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 12<sup>th</sup> April 2022 at 7.30pm**

Present: Cllr Griffiths (Chair), Cllr Symonds (Vice Chair), Cllr Cheta, Cllr Seabrook, Cllr White, Cllr Gallagher, Cllr Paul, Cllr Simmons, Cllr Veck, Cllr Duhigg.

Officers: Kevin Kingston, Locum Clerk; Kevin Bray, Parks Officer; Vicky Onis, Admin Officer, Sue Moscatelli,

#### **1 LA 659 CHAIRS ANNOUNCEMENTS**

The Chair introduced the Locum Town Clerk - Kevin Kingston and the new Events, Amenities and Projects Officer – Sue Moscatelli

Upcoming events:

- Bingo on 20 April between 2 – 4pm at Community House
- Next film is The Duke on 27 April at 8.30pm, Tickets £7

There is a charity football match between the coaches of Peacehaven & Telscombe FC and Seaford Town FC on 29 April . KO 7.30pm. Entry by donation in aid of the people of Ukraine.

The Community Summer Fair will be held on 9 July between 11am – 4pm at Centenary Park.

#### **2 LA660 PUBLIC QUESTION TIME**

There were no members of the public in attendance

#### **3 LA 661 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Harris and Cllr Duhigg substituted for Cllr Harris

#### **4 LA 662 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul declared an interest in item 11 as her property adjoins Epina Park

Cllr Symonds declared an interest in item 15 as her job role is associated with safety and security

#### **5 LA 663 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 22<sup>ND</sup> FEBRUARY 2022**

It was resolved to adopt the minutes as a true record

## **6. LA664 TO NOTE THE BUDGETARY UPDATE**

Cllr Seabrook expressed concern that the electricity costs are overspent . The Parks Officer responded stating that we are due a rebate which should reduce the overspend.

Cllr White if there was anything we could do operationally to reduce electricity use. The Parks officer informed the meeting that thermostats have been adjusted and time clocks changed and other measures investigated.

The report was noted.

## **7. LA665 TO NOTE THE ACTION PLAN**

Howard Park - Cllr Seabrook stated various issues with the path in Howard Park and access to the beach – it was agreed to proceed with the path

Centenary Park – it was agreed to add the overflow car park to the action plan

Centenary Park - the Parks Officer informed the meeting that he was expecting a quote from Sussex Driveways for the resin pathway at Centenary Park

Tree Warden Scheme - Cllr Gallagher asked whether the Tree Warden Scheme should remain on the action plan has there has been no progression on this action. The Parks Officer responded that this hasn't progressed due to staff vacancies and pressure of work however he would now revisit.

Allotments – The Parks Officer informed the meeting that signs have now been erected re no BBQ's, Cllr Hill is investigating further.

Green spaces infrastructure audit – Cllrs Seabrook and Gallagher with the support of Peter Seed are progressing the audit and information has been fed back to Nancy Astley.

The report was noted.

## **8. LA666 TO DECIDE ON THE RECOMMENDATION FOR A KIOSK AT GATEWAY CAFE**

There was a long discussion including the need for any kiosk to be 'in-keeping' with the Gateway Café in terms of design and finish, ownership , insurance, planning (no planning permission would be required) and as being separate from the Gateway Café building.

The Parks officer informed the meeting at Lewes District Council's Legal Services are preparing the lease which is was agreed should include the issues stated above including insurance, rent, ownership and design.

The recommendation for a kiosk was **AGREED** subject to the terms of the lease and the issues detailed above. It was agreed that the lease would be reported to the Policy & Finance for approval and decision. **Action: Parks Officer**

## **9. LA667 TO NOTE THE REPORT FOR THE PROPOSED 3G FOOTBALL PITCH**

The Parks Officer introduced the report and outlined discussions between him, Zoe Malone and Christopher Bibb at Lewes District Council.

Cllr White stated that there is a clear need for more sports facilities in the Town but at present there are no rugby, cricket or hockey played in the Town although wondered if there was a need for these sports. He felt that discussions should be held with schools to ascertain there needs for joint use. Cllr White also asked about the timescale for development if it were to go ahead



## **Minutes of the meeting of the Leisure, Amenities & Environment Committee – 12<sup>th</sup> April 2022**

Cllr Cheta & Cllr Simmons stated that they wanted to ensure that all groups benefitted from our sports facilities.

Cllr Gallagher felt there was a need for a pros & cons document to be prepared for any final decision is made and felt that the implications for the Town should be clearly stated.

Cllr Seabrook stated that perhaps we should commission a survey of residents to ascertain what they would like.

The Locum Clerk felt that this was too good an opportunity to miss and would bring significant benefits to the Town and suggested that the Council contacted Ringmer Football Club to discuss how there 3G pitch was secured, its benefits to the community and the relationship with the Ringmer Academy School.

The Parks Officer informed the meeting that the FA in conjunction with Lewes District Council would like to carry out a presentation to the Council on the plans including the business plan that they will prepare where all the questions that are posed would hopefully be answered and addressed.

The report was noted and the Parks Officer to request a presentation to a future full Council meeting.

### **10. LA668 TO DECIDE ON THE TREE WORKS REQUEST FOR THE OVAL**

The Parks Officer introduced the report.

It was **AGREED** that the tree works could commence providing the home owner paid for the work and TPO's were checked with Lewes District Council.

### **11. LA669 TO DECIDE ON THE TREE WORKS REQUEST FOR EPINAY PARK**

The Parks Officer introduced the report referring to the Council Tree management policy which states :

*“requests from residents for tree management due to issues with overshadowing and falling debris/leaves and concerns about general tree size in proximity to property and overhanging will not usually be taken forward”.*

With the Tree management policy in mind, and following discussion, the request was **REFUSED**.

### **12. LA670 TO NOTE UPDATE AND AGREE RECOMMENDATIONS FOR GOODS PURCHASED FOR THE WELCOME BACK EVENT**

Cllr Gallagher introduced the report . Concerns were expressed about the location and placement of benches and planters and the need to try and deter anti-social behaviour and people stealing the quite lightweight planters. Cllr White suggested that if the planters were not robust perhaps they could be offered to charities or used as Mayors fund prizes.

The Councillor's then suggested a number of locations for the installation of benches and planters and it was agreed that all requests would be forwarded to Park officers who would carry out an audit of the locations suggested.

**13. LA671 TO INFORM THE COMMITTEE OF THE URBAN TREE CHALLENGE FUND**

Cllr Griffiths introduced the report and explained, with the support of the Parks Officer, the grant proposal. The Parks Officer went through the options available and costs.

After due consideration the recommendations were **AGREED**.

**14. LA672 TO DECIDE ON THE PROVISION OF A WATER FILL STATION - NORTH OF GATEWAY CAFÉ**

Cllr Griffiths introduced the report. The Parks Officer pointed out that getting a water supply there might be difficult but thought it shouldn't cost more than £500, the Parks Officer to investigate the water supply with SE Water.

Following discussions the proposal was **AGREED** in principle subject to a full costs proposal being presented to Policy & Finance Committee.

**15. LA673 TO DECIDE ON THE UPGRADE OF CCTV AT CENTENARY PARK**

Cllr Symonds introduced the report expressing the urgency to have system installed before Summer because of increased anti-social behaviour at the park. Cllr Symons also explained the benefits of the partnership with Sussex Police who are also supportive of the proposal.

Cllr White questioned the use of our CIL monies and encouraged a bid for CIL monies from Lewes District Council however it was decided that due to impending deadline and decision making for LDC CIL bids that this would delay installation.

The proposal was **AGREED** and should be funded from Peacehaven CIL monies subject to approval at Policy & Finance Committee.

**16. LA674 TO REVIEW THE TERMS OF REFERENCE**

Cllr Griffiths introduced the report explaining that all Committee terms of reference should be reviewed annually. Cllr Gallagher raised a number of questions including why financial matters are included in terms of reference and shouldn't these be in Policy & Finance Committee terms of reference.

The Locum Clerk pointed out that the Council should have a scheme of terms of delegations to respective Committees and stated that it is impossible for Policy & Finance to decide on all financial and operational matters. However all significant matters of finance decided at other Committees should be reported to and decided upon by Policy & Finance Committee and endorsed at a Full Council meeting if appropriate.

The Locum Clerk also suggested that certain 'cross council policies' should be stated in all Committee Terms of Reference.

**17. LA675 TO NOTE UPDATE ON LDC CIL APPLICATIONS 2022**

The report was noted.

**18. LA676 TO NOTE THE UPDATE ON THE HUB ENERGY ASSESSMENT AND DECIDE ON NEXT STEPS**

The report was noted. Cllr Seabrook requested information on how figures were arrived at.

It was **AGREED** that a full report and costings would be presented to a future Policy & Finance Committee.

**19. LA677 TO NOTE THE CHANGING PLACES REPORT**

Sue Moscattelli introduced report and explained that the unit would be placed behind the Gateway Café and that a drain survey would be needed which would need to be funded from the Peacehaven CIL monies. The report and initiative was welcomed and it was **AGREED** that the report would be presented to Policy & Finance Committee for approval.

**20. THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 31<sup>ST</sup> MAY 2022**

*There being no further business, the meeting closed at 9.30pm*

**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*

<b>Agenda Item:</b>	<b>C924-d-iii</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>21/06/2022</b>
<b>Title:</b>	<b>The Hub building</b>
<b>Report Authors:</b>	<b>Kevin Bray</b>
<b>Purpose of Report:</b>	<b>To create a task and finish group</b>

---

## **Introduction**

The Hub was built some 40 years ago as a sports and leisure building with a kitchenette, a hall with a high ceiling, male and female WC's, sports changing area and showers.

Is it now time to decide on the future of the Hub building, do we continue to spend money repairing/ renewing, installing new complete energy efficient heating system, better insulation, suspended ceilings, renewal of the electrical systems, making the building more inclusive to users, etc or do we look at extending or extending and rebuilding the Hub to make it a sustainable and suitable building?

## **Background**

With the original gas boilers are still in place, one for heating and separate one for heating water, parts are now very scarce and expensive. The roof of the building has always leaked even after the original construction with another attempt to repair it on order now to try and seal the building for current users until a full solution can be found.

The building has been the subject of many repairs and refurbishment attempts, and still has many issues regarding accessibility that make it less than suitable for the modern era.

## **Analysis**

At the last L,A&E meeting held on the 31<sup>st</sup> May 2022 the future of the Hub building was discussed by the committee, the conclusion was that this needs to be looked at as a project and that a task and finish group should be set up comprising of Councillors from all committees as this could be a major project for the town.

The task would be to come up with a scope of works, to include surveying the residents, feasibility studies and researching how any works could be funded, making recommendations to council on the results of these surveys and research within 6 months.

## **Conclusions**

The L,A&E committee set up a task and finish group to compile a draft survey to consult current users, stakeholders about what they would want from the Hub in the future to help progress the project swiftly, this is attached to this report. This consultation should be aimed at service users/regular hirers first, prior to any consultation being put to the wider audience in the community due to the sensitive nature of the consultation.

## **Recommendations**

The Council are asked to

- ▮ Form a Task and Finish group to set up surveys and take the project forward and analyse the information from this first stage of the project including how any works could be funded."



## Implications

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

<b><u>Financial</u></b>  <input type="checkbox"/> Use of capital? <input type="checkbox"/> Replacement of asset? <input type="checkbox"/> Reduced expenditure? <input type="checkbox"/> Increased income? <input type="checkbox"/> Budget provision?	Use of capital Use of CIL Money Possible increase in income Replacement/ refurbishment of an asset Reduction in energy costs
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	Any new works will need to be focused on being energy efficient
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	The Hub is a vital community asset used by residents and stake holders
<b><u>Climate</u></b>  <input type="checkbox"/> Carbon footprint?	The carbon footprint of any works will need to be researched and offset.

## Appendices/Background papers

### Service Users Consultation



The Hub is a sports and leisure building at the entrance to Centenary Park. The building is over 40 years old and requires major financial investment from Peacehaven Town Council to make it fit for purpose and to give it a sustainable future. Peacehaven Town Council wants your ideas to help up provide an amenity building for all of the community.

Please complete this survey to start the consultation and the journey to a facility for all.

1. Have you used The Hub?

Yes / No

If yes how often do you use the Hub (Tick one box)

Daily ☐ 2-3 times a week ☐ Weekly ☐ Monthly ☐

2. As a regular service user/regular hirer what do you use the Hub for?

Children's Activities ☐ Physical activities ☐ Dog training ☐ Parties ☐ Football Club ☐ Other ☐

**If other please specify:**

3. What do you like most about The Hub?

Price ☐ Car Parking ☐ Kitchenette ☐ Size of Hall ☐ Location ☐ Other ☐

**If other please specify:**

4. What improvements would you like to see made for The Hub?

5. How would you rate the accessibility of the building?

Not important      1      2      3      4      5      Very Important

6. Have you experienced any accessibility issues with the building? If so, please can you describe these?

7. How could we make The Hub more accessible?

8. How important do you think this facility is to the community?

Not important      1      2      3      4      5      Very Important

**Comments on your scoring**

9. What else could The Hub be used for?

Exhibitions ☐ music venue ☐ art classes ☐ Other ☐

**If other please specify**

10. Any further comments on the future of the hub?

*Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from us. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or councillors, Lewes District Council and/or East Sussex County Council in order to provide the information you have requested. The councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website.*



**Agenda Item:****Committee:** Council**Date:** 21<sup>st</sup> June 2022**Title:** Request to install a 3G football pitch at Peacehaven FC**Report Authors:** Kevin Bray**Purpose of Report:** To Decide

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**Introduction**

Peacehaven Football club are requesting permission to install a 3G football pitch in conjunction with the football foundation and LDC on their grass football pitch at Centenary Park. The land is owned by PTC and the football club rent this on a 25-year lease.

The LA&E committee agreed to this

**Background**

Peacehaven and Telscombe FC, established in 1922, is the longest standing sports club in the local area and has evolved with the changing times for 100 years now. In the 1980's it was recognised that youth football was a requirement in the town and by 2015 the club had 1 adult and 6 youth teams. In 2016 the club was saved from extinction with spiralling debts and moved to community ownership. Operating as a one member one vote not-for-profit Community Benefit Society, we have grown to 7 Adult and 21 youth teams with Women's football contributing greatly to recent new teams.

**Analysis****Implications of the project**

We believe a 3G pitch available for hire to the entire community all year round for up to 13 hours a day will lead to an increase in football participation. The physical & mental health benefits will impact large areas of the community including:

- Girls and Boys grassroots teams
- Ladies and Men's grassroots teams
- Veterans teams
- Walking football teams
- Disability teams and charity groups
- Lower social economic groups - Free turn up and play levelling up, inclusivity & diversity sessions
- After school groups (Peacehaven Academy, CATS, PLAY, Develop Outdoors)

Having increased from 7 to 28 teams in the last 6 years, it is clear the demand for safe and affordable grassroots football is greater than ever. In the last 3 years we have started 3 girls teams and a Senior Ladies team which has been a great success. However, as we continue to grow year on year, pitches and space is at a premium. Increasingly wet winters have led to many weekends of cancelled football with teams playing little football in December and January. This leads to fixture congestion and injuries in March and April as we cram in games to try and complete the season before it ends. Peacehaven & Telscombe Cliffs have a requirement for disability football, walking football, veterans football and additional youth girls and boys teams. However, we cannot expand further and have reached the maximum capacity with the current training and matchday facilities available.

An enclosed safe usable pitch with changing room and kitchen facilities means we can serve the increasing demand and offer additional services like football therapy football sessions (in partnership with Albion in the Community) as well as free 'levelling up, inclusivity and diversity' turn up and play games with other community groups who have expressed an interest in partnering us.

The current Sports Park grass pitch can only have 3 games per week and 1 training session due to the wear and impact on the grass. During winter months this reduces to no training and only 2 games per week. A report has been completed by the Football Foundation identified Peacehaven Town and our club as a good location for a 3G pitch to enable football participation to grow: <https://localplans.footballfoundation.org.uk/local-authorities-index/lewes/lewes-local-football-facility-plan/#tab-section-introduction>

#### **Financial benefits:**

As a not-for-profit Community Benefit Society, we are reliant on the money we generate ourselves through memberships, subs, sponsorship, venue/pitch hire and matchday sales. In recent years we have had to use Football foundation grant money for 3 major projects: new floodlights, new clubhouse roof & new clubhouse wall at a cost of nearly £100,000. Without the Football foundation we would not have been able to continue club. We need to ensure we are self-sufficient in the future and save money into a much-needed contingency fund. We have demonstrated a sound usage programme and future business plan to the Football Foundation and Lewes District Council. Without this, they would not be prepared to fund this project.

#### **Environmental Impact:**

Replacing a grass pitch with a plastic one does have the obvious environmental impact. Whilst we feel it is important to balance this with the positive effects of increased participation will have on the physical and mental health of the community, we also accept we could do more as a club to reduce our carbon footprint. We will therefore:

- Encourage and educate players and parents to walk/cycle to training and matches
- Increase our big park litter picking sessions
- Continue to replace our kitchen/bar food packaging with eco-friendly alternatives
- A tree planting initiative is an idea we would like to secure some funding for

Please be rest assured that the **pitch will be recycled**. To ensure that end of life synthetic turf pitches are processed in a way considered acceptable by the Football Foundation and its partners, a Football Foundation Approved List - Synthetic Turf Recycling Companies is being developed. Only the recycling companies and their listed processes will be authorised for use on AGP Framework funded projects (see attached document). Under no circumstances shall end of life synthetic turf surfacing be disposed of by repurposing or land fill. All end of life synthetic turf components shall be disposed of in accordance with the AGP Framework 2020 Employer's Requirements.

#### **Sustainable benefits and Social value**

- Healthier and happier people in Peacehaven and Telscombe Cliffs
- More youth and adult football participation
- More community and charity groups using the pitch and clubhouse
- Securing the long-term future of Peacehaven & Telscombe FC
- Reduction in antisocial behaviour

#### **Other Sports**

We are acutely aware that there are very few other sports clubs in the area. Whilst it is not the football club's responsibility to increase participation of other sports in the area, we would certainly welcome all sports groups to the community and help in any way we can. Indeed, a recent meeting with the football foundation indicated that as part of our application, funds could become available to upgrade the MUGA at Piddinghoe Avenue allowing Tennis, Netball and Basketball usage in the future. We would love to make this happen. We are also talking to Lewes Rugby Club to identify if there is a demand for Rugby here. This would involve a shock pad to be installed beneath the 3G carpet. Lastly, we will upgrade our clubhouse flooring to enable dance and fitness clubs to utilise the premises.

## **Benefits of football in reducing levels of anti-social behaviour:**

Since the community buy out for the club, our clubhouse has not been broken into. In the 5 years before this would happen at least a few times a year. The kids are proud of their club, they are part owners, they wear their club colours and tracksuits around the community and they have little time for people who misbehave around the club's location. We truly believe we have had a huge impact in getting kids off the street and focusing on something worthwhile to their physical and mental health.

## **Summary**

We believe to enable football participation in Peacehaven & Telscombe Cliffs to continue to increase line with demand and population, it is necessary to install a 3G pitch on the current grass pitch at the Sport Parks ground on Piddinghoe Avenue. This will be managed and maintained by our Community owned not-for-profit football club. The new carpet will be financially sustainable and recyclable. The club will pay for the carpet's maintenance and have an annual sink fund of £25,000 to ensure that the quality of the pitch is sustained and replaced when required. Our business plan has been approved by the Football Foundation and Lewes District Council as part of the application to fund this project. Full site surveys are being carried out and planning applications will be completed. We hope to start work in April 2023.

In the future, Peacehaven & Telscombe Cliffs has the potential to be recognised as a major sports hub where children and adults, regardless of ability and social background, can participate improving their physical and mental health. Primary school obesity statistics in both towns are above the national average and it would be fantastic to contribute to this declining.

PEACEHAVEN & TELSCOMBE 3G PITCH

DATE: 18<sup>TH</sup> May 2022

AUTHOR: Sue Norwood

## **Conclusions**

The football club and FA have done some extensive research in to the need for this type of facility in the town and the FA have pledged support for the club throughout the pitch life expectancy.

The committee are asked to look at whether the environmental impact on the area is offset enough by the benefits to the current and future youth of the town.

The L,A&E committee voted to agree with the request but with the proviso that the following questions were given in writing with guarantees

- ┆ 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.



## **Recommendations**

The Council is asked to ratify the LA&E committees decision to agree to allow a 3G pitch to be constructed at Peacehaven & Telscombe Football Club with the proviso that the following questions are answered received in writing with guarantees

- 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.

**[See PTFC response on these points below].**

## **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>□ Use of capital?</li><li>□ Replacement of asset?</li><li>□ Reduced expenditure?</li><li>□ Increased income?</li><li>□ Budget provision?</li></ul>	□ PTC 106 money held by LDC being used to part fund the project
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	Plastic football pitch replacing the existing grass pitch
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>□ Carbon footprint?</li></ul>	Large carbon footprint

## **Appendices/Background papers**

Response from PTFC on the above four points in 'Recommendations'.

The football foundations document on recycling 3G pitches

**From:** Sue Norwood <suenorwood1962@icloud.com>  
**Sent:** 13 June 2022 13:58  
**To:** townclerk@peacehaventowncouncil.gov.uk  
**Cc:** Mike Bradbury <mike@sussexteachers.co.uk>; Mark Shutt <mark.shutt@hotmail.com>  
**Subject:** Re: PERMISSION TO INSTALL A 3G FOOTBALL PITCH BY PEACEHAVEN FOOTBALL CLUB

Hi Tony

Thank you for confirmation that the town council are in agreement to Peacehaven and Telscombe Football Club installing a 3G surface at the ground.

Below are our response in respect of any concerns that they might have and hope this mitigates them.

1) Pitch is inclusive of other community groups - we as a club have already contacted all schools, disability groups, special needs and other sports to ask if they would be interested in utilising the facilities. We will definitely be maintaining these contacts with such groups and hopefully once the pitch is installed more groups will require hire. The cost of hire will be at cost price only. We are a non-profit making community club so certainly are not looking for a profit. There will be different prices available for hire depending on prime times, which will allow us to offer very competitive prices for low-income groups.

2) We are continually working on improving our carbon footprint at the club. We have already put in place, recyclable products for our kitchen sales, and hard reusable plastic glasses at the bar. We have installed LED floodlighting and bulbs within the clubhouse. As a club we are part of the Southern Combination Football League sustainability group and working as a county to make improvements where ever possible. We have been in conversations with solar panel companies and hope we will be able to gain installation for this in the near future. We recommend all our members to walk or ride their bikes to training and home games, which we will run special projects throughout the year to encourage this further.

Installation of a 3G pitch will require less water, and reduced energy for regular grass cutting.

3) End of Life arrangements are part of the Sports for England Council documented requirements for all pitches that they finance and install. We have previously shared these documents with yourselves and hope that Peacehaven Councillors will have the confidence in the Football Association and Sports for England to ensure that procedures are adhered too. Once we have sight of a contract and agreement, we are happy to share a copy with yourselves.

4) Community usage is as per number 1 above. We will ensure fair usage is across all sectors and this is also part of the agreement in place with Sports for England. This was discussed at length in the meeting we had with Peacehaven Councillors. As a club our first team only get priority for training 1 night per week at a maximum of 2 hours and a Saturday match day from 1.30 to 5.30. All other slots are made available for everyone to book in advance.

Let me know if you require any further information or if we can now progress to next stages, which requires as a club for us to be financially tied.

Regards

Sue Norwood

## The football foundations document on recycling 3G pitches

### 1 Introduction

The Football Foundation and its partners wish to take a proactive approach to the end of life disposal of synthetic turf pitches; whenever they grant aid the resurfacing or conversion of an existing synthetic turf sports field.

End of life disposal of synthetic turf pitches comprise a number of different components and the requirements of the Football Foundation, detailed in this document, apply to all of them. This includes:

- Synthetic turf carpets
- Performance infill
- Stabilising infill
- Pre-fabricated shockpads
- Insitu laid shockpads and elastic layers

In accordance with UK legislation<sup>1</sup>, a synthetic turf sports surface that has reached the end of its service life and is lifted to enable replacement, becomes a 'waste' material.

Notes:

- 1 This definition has been the subject of much legal debate and subsequent judicial rulings, but essentially the test of the definition has to be applied objectively and the word 'discard' is understood to mean 'to get rid of'. As a worn-out synthetic turf sports surface is being removed and discarded and will not be reused in its current condition for the purpose for which it was designed, it is classified as 'waste' under the regulations.
- 2 In the case of the infill within the pile of the carpet, this will have become contaminated over time, meaning that it cannot be classed as a suitable replacement for 'new' material in its untreated state, (i.e. the infill needs to be processed or cleaned before being suitable for reusing as an infill), meaning it is still classified as 'waste'.

### Waste Hierarchy

The basic principles of the handling of waste are defined in the Waste Hierarchy, which seeks to ensure waste is handled in the most sustainable way by ranking waste management options according to what is best for the environment. It gives highest priority to preventing waste in the first place. When waste is created, it gives precedence to preparing it for reuse, then recycling, then energy recovery, and finally disposal (e.g. landfill). The Waste Hierarchy is derived from the revised Waste Framework Directive

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(Directive 2008/98/EC) and was incorporated into legislation via the Waste (England and Wales) Regulations 2011, as amended.

It is a legal requirement to make sure that any waste produced is dealt with in accordance with this hierarchy, i.e. the synthetic turf waste should be sent for recycling rather than energy recovery or disposal whenever possible. Additionally, and in accordance with EU Decision 2000/532/EC, waste materials must be classified using the most appropriate six digit code found in the European Waste Catalogue (EWC).

Once a synthetic turf surface reaches its end of life, it cannot be used/reused further, so it needs to be disposed of, and following the principles of the Waste Hierarchy this should be by recycling. Recycling takes two principal forms, open-loop, and closed-loop. These may be defined as<sup>2</sup>:

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<sup>1</sup> based on the Waste Framework Directive (Directive 2008/98/EC) which states: *Waste means any substance or object which the holder discards or intends to, or is required, to discard*

<sup>2</sup> Based on definitions detailed in Guidance on applying the waste hierarchy; 2017. Scottish Government

### Closed-loop Recycling

Where a product is used, discarded, captured, and then the component materials are recycled into a new product of similar functionality which is then itself used, discarded, and captured, to be recycled again, continuously cycling the material resource through the supply chain.

Closed-loop recycling is the Football Foundation's preferred form of recycling. Ultimately, they wish to see all the components that make-up a synthetic turf surface that is being replaced as part of the pitch resurfacing or conversion, being processed in closed-loop operations.

The Football Foundation will work with the AGP 2020 Framework Suppliers and larger UK recycling supply chain to facilitate this.

Examples of synthetic turf surfacing closed-loop recycling include:

- recovery and processing of pile yarns to create new pile yarns for use in synthetic turf surfaces
- recovery and processing of primary and/or secondary backings to form new primary and/or secondary backings for synthetic turf surfaces
- clean, grade and reuse of performance or stabilising infill within a new synthetic turf surface
- recovery and processing of shockpads to form new shockpads

### Open-Loop Recycling

Where material is recycled in an open-loop process the output product is not the same as the material being recycled. The material is made into a substantially different product with different properties. The product is often non-recyclable or has degraded recycling capabilities.

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Examples of synthetic turf surfacing open-loop recycling include:

- agglomeration of synthetic turf carpets and shockpads for processing as secondary use plastics
- thermochemical conversion (pyrolysis) of synthetic turf carpets, shockpads or infill into secondary use raw materials
- cleaning, grading and reuse of performance or stabilising infills for applications other than synthetic turf infills
- re-melting of performance infills and use in thermoset products other than performance infills

Within the sports industry a number of open-loop processes are being used to produce components that are then re-used in the construction of new sports facilities. This approach is viewed positively by the Football Foundation, as it encourages a commercially viable intramural approach to the recycling of synthetic turf surfaces by the sports surfacing industry.

Examples of sports component open-loop recycling include:

- agglomeration of synthetic turf carpets and shockpads for processing into materials to make shockpads or polymeric infills.

### Football Foundation Approved List - Synthetic Turf Recycling Companies

To ensure that end of life synthetic turf pitches are processed in a way considered acceptable by the Football Foundation and its partners, a *Football Foundation Approved List - Synthetic Turf Recycling Companies* will be developed. Only the recycling companies and their listed processes will be authorised for use on AGP 2020 Framework funded projects. The Football Foundation will also publish the list and encourage other UK sports' governing bodies and users of synthetic sports surfaces to incorporate the list into their synthetic turf replacement project specifications.

Note - inclusion of a recycling company/process on the Football Foundation List will not remove the need for the recycling company, or anyone using its services, from ensuring all aspects of a synthetic turf pitch's removal, handling and recycling are undertaken in accordance with UK legislation.

## End of life disposal

All end of life synthetic turf components shall be disposed of in accordance with this section of the AGP 2020 Employer's Requirements.

### Football Foundation requirements

- End of life synthetic turf components shall be disposed of by a company and process listed on the *Football Foundation Approved List - Synthetic Turf Recycling Companies*.

Note - Details of the criteria a company needs to satisfy to appear on the list are described in Annex A of this document.

- Dispensation from these requirements will only be granted in exceptional circumstances. In such cases the end of life synthetic turf surface shall be disposed of by energy recovery (incineration)
- Under no circumstances shall end of life synthetic turf surfacing be disposed of by repurposing or land fill.
- If an AGP Framework Supplier wishes to recycle performance or stabilising infill for use in a new AGP framework 2020 funded installation, they shall supply test results showing the infill's compliance with the appropriate quality requirements of the AGP 2020 Employer's Requirements. These shall be submitted to the Framework Managing Consultant prior to the installation of the infill into the new surface.

Note – these requirements partly superseded the AGP Framework 2020 Employers Requirements document 04.

## Waste Management Sites

All end of life synthetic turf components shall be disposed of at sites that comply with this section of the AGP 2020 Employer's Requirements.

### Football Foundation requirements

- The operator of any UK site that accepts waste that is under the control of the AGP Framework Supplier shall either have an Environmental Permit or be registered with the Environment Agency for an appropriate Waste Exemption. Appropriate means that the permit or exemption states that the European Waste Code (EWC) applicable for waste synthetic turf surfacing, can be accepted and that the operations to which the waste will be subjected, are permitted at the specific site.
- AGP Framework Suppliers shall submit a copy of the relevant Environmental Permit or appropriate Waste Exemption certificate to the Framework Managing Consultant prior to Waste materials being transported for processing.

## 5 Transportation of end of life synthetic turf pitches

Recycling processes are primarily undertaken off site from the location of the pitch. This will require the transportation of materials. All end of life synthetic turf components shall be transported in accordance with this section of the AGP 2020 Employer's Requirements.

### Football Foundation requirements

- Transportation of waste shall only be undertaken by companies registered with the Environment Agency.
- AGP Framework Suppliers shall ensure that they have a copy of the waste transporter's registration certificate, prior to waste being collected from their site.
- If the waste material is to be transported across national borders, the Framework Supplier, or their agent, shall apply for all necessary classification papers and transport permits from the relevant local authorities prior to waste being collected from their site. Copies of the permits shall be available for inspection.

Note: The Trans-frontier Shipment of Waste Regulations (2007), as amended, introduced extra requirements over and above the requirements applicable within the UK if waste is to be exported. Expert opinion considered it likely that synthetic turf surfaces (as a mixture of materials) will fall within the scope of the Amber List contained within the regulations.

- If Waste Brokers or Waste Dealers, including companies who do not take physical possession of the waste, are used, they shall also be registered with the Environment Agency and the AGP Framework Supplier shall ensure they have a copy of their registration certificate(s) prior to dealing with them.

## Annex A – Criteria for inclusion on the Football Foundation's list of Approved Recycling Suppliers - Synthetic Turf Surfaces

The Football Foundation and Football Association wish to take a proactive approach to the end of life disposal of synthetic turf pitches.

Only recycling processes that are listed on the Football Foundation's *Approved Recycling Suppliers - Synthetic Turf Surfaces* list may be used on Football Foundation AGP 2020 Framework funded projects.

The Football Foundation also plan to publish their list of approved synthetic turf recycling suppliers and will encourage other sports governing bodies and users of synthetic sports surfaces to incorporate the list into their synthetic turf replacement projects.

This annex defines the necessary requirements for a process and company to be included on the Football Foundation list.

### Criteria for Football Foundation Approval

Companies wishing to appear on the *Football Foundation Approved List - Synthetic Turf Recycling Companies* should apply and provide proof of compliance with the following criteria:

- 1 Operate a process that has been audited and verified under a recognised environmental technology verification (ETV) scheme, such as:

- BS EN ISO 14034<sup>3</sup>
  - European Union's - Environmental Technology Verification pilot programme
  - BS EN 15343<sup>4</sup>
  - Plastics Recyclers Europe - EuCertPlast programme
  - or an internationally recognised equivalent scheme
- 2 Operate a quality management system complying with BS EN ISO 9001<sup>5</sup>. 3 Operate an environmental management system certified to BS EN ISO 14001<sup>6</sup>
- 4 The operator of any UK recycling site shall either:
- have an appropriate Environmental Permit
  - or be registered with the Environment Agency for an appropriate Waste Exemption.

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Note: Appropriate means that the permit or exemption states that the applicable European Waste Code (EWC) for waste synthetic turf surfacing can be accepted and that the operations to which the waste will be subjected, are permitted at the specified site.

5 Operators of recycling sites located outside the UK shall provide proof that their operations and site have all necessary permits, etc, as required by the national regulations applicable in the country of operation.

6 All works are undertaken in full compliance with all appropriate environmental and waste management / handling regulations.

#### Application for approval

A company may apply to be included on the Football Foundation list of approved recycling suppliers at any time. Companies wishing to apply shall submit full details of the company, their process(s), production locations, and certifications.

Applications should be submitted to:

Dr Kathryn Severn  
 Framework and Procurement Manager  
 The Football Foundation  
 10 Eastbourne Terrace  
 Paddington  
 London  
 W2 6LG

Email: [kathryn.severn@footballfoundation.org.uk](mailto:kathryn.severn@footballfoundation.org.uk)

The Football Foundation reserve the right to remove any company that is initially approved and subsequently found to fall below the specified criteria, for whatever reason, at any time.

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<sup>3</sup> BS EN ISO 14034 Environmental Management: Environmental Technology Verification

<sup>4</sup> BS EN 15343 Plastics. Recycled plastics. Plastics recycling traceability and assessment of conformity and recycled content

<sup>5</sup> BS EN ISO 9001: Quality Management System <sup>6</sup> BS EN ISO 14001: Environmental management systems.

**Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 19<sup>th</sup> April 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.

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

**1. CCE163 CHAIRMAN’S ANNOUNCEMENTS**

The Chair informed the meeting of the following events ;

Bingo – 20 April 2022

Cinema – 27 April 2022. Film – ‘The Duke’

**2. CCE164 PUBLIC QUESTIONS**

There were no members of the public in attendance

**3. CCE165 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received from Cllr Sanderson & Cllr Symonds.

Cllr Seabrook substituted for Cllr Sanderson and Cllr Griffiths substituted for Cllr Symonds

**4. CCE166 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths as a hirer of kitchen and facilities and as member of History group

Cllr Seabrook as a member of access group

Cllr Duhigg as the Councils representative on access group

**5. CCE167 TO ADOPT THE MINUTES OF 8<sup>TH</sup> FEBRUARY 2022**

The minutes of the above meeting were adopted as a true record.

Proposed : Cllr Veck, Seconded Cllr Harris

**6. CCE168 TO NOTE THE BUDGETARY UPDATE**

This report was noted.

**7. CCE169 TO DISCUSS THE 5<sup>TH</sup> JUNE JUBILEE AT KEMPTON HOUSE.**

Cllr Harris informed the meeting that he had planted a tree at Kempton House and agreed to forward pictures of the event to Sue Moscatelli. **Action: Cllr Harris**

Sue Moscatelli informed the meeting that on 5 June Kempton House would be hosting a tea party and 60 invitations would be sent out. Sue would be attending a meeting next week to discuss and would update the Committee on arrangements following the meeting. **Action: Sue Moscatelli**

**8. CCE170 THE LIGHTING OF THE BEACON – UPDATE FROM THE INFORMATION OFFICER.**



Sue Moscatelli informed the meeting that the Beacon would be lit at 9.15pm on Thursday 2 June at the War memorial. A piper has been appointed and will play at 9.09pm.

There are plans to hold an activity for the children and entertainment and for a refreshment van to be present and flag to be raised. This would all take place around 8pm. Cllr Harris asked if there would be any leaflets that can be distributed for the event.

#### **9. CCE171 TO APPROVE THE UPDATED HIRERS POLICY AND TERMS AND CONDITIONS FOR COMMUNITY HOUSE & THE HUB FACILITY**

There was a long discussion about the policies and terms of conditions and the following actions were agreed :

Sue Moscatelli and Karen Bray to :

- Obtain legal advice re over 25's only for DJ's as it could be aged discriminatory.
- Check public liability £2 million cover with insurer as it is thought this should be £4 million
- Check that we have a licence for the Hub.
- State on terms of conditions the Councils single plastic use policy and point this out with reference to the use of balloons.
- 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.

Cllr Simmons stated that the toilets in mall , whilst not the Town Councils responsibility, were in a sorry state and could the Town Council send a letter of complaint to the Managing Agents stating the Town Councils concerns.

The Locum Town Clerk advised the meeting that he felt that the Town Council as a principal user of the mall have a responsibility to write to the managing agents in this respect and would contact the Town Clerk.

Cllr Duhigg and Cllr Seabrook wanted to ensure that all the policies and terms of conditions were accurate and up to date as they were quasi legal documents.

It was agreed that the policies and terms of conditions were noted and that they would be brought back to a future meeting of this committee once the issues detailed above have been resolved, answered and amended. **Action: Sue Moscatelli/Karen Bray**

#### **1. CCE172 TO ARRANGE A DATE FOR THE NEXT CCE WP TO DISCUSS 2022 EVENTS.**

It was agreed that a working party would be set up to look at events and would include Sue Moscatelli, Karen Bray, Cllr Veck , Cllr Duhigg, Cllr Symonds and the working party would report to this Committee on progress and updates with events. It was also agreed that the terms of reference for all working parties should be reviewed and report through each appropriate committee and then onto Policy & Finance Committee for approval. **Action : Town Clerk/Sue Moscatelli**

Cllr Seabrook commented that many of the Councillors have a wealth of experience and knowledge that should be used as and when appropriate. The Locum Town Clerk suggested that each Councillor wrote a couple of paragraphs (skills audit) about their knowledge and experience that could be used and drawn upon as and when appropriate by officers in the planning of events.

It was also noted that it was important to canvass and consult with residents and where appropriate partners (ie PCS, Wave Leisure) with regard to the events organized by Town Council.

Sue Moscatelli informed the meeting of the plan and arrangements for the Summer Fair the prizes that have been donated to date.

#### **2. CCE173 CLIMATE CHANGE UP DATE - VERBAL UPDATE FROM CLLR SEABROOK**

Cllr Seabrook report was noted and Cllr Veck wished to place on record big thanks to Cllr Seabrook for he's input for fantastic event. The meeting also discussed other ways to ensure that residents were fully aware of the work of the Town Council. The Locum Town Clerk suggested that the annual town meeting maybe a good vehicle to promote the work of other partners in the Town.

## **12. CCE174 TO NOTE THE HISTORY WP REPORT**

The report was noted but any further action put on hold for the present time pending further discussions.

It was suggested that perhaps a specific community group comprising relevant people/local historians (ie David Barton, Stanley Barnard) progress the work with the support of the Town Council. It was agreed that Sue Moscatelli would take forward this issue and report back to the Committee at a later date. **Action: Sue Moscatelli**

## **13. CCE175 TO NOTE THE YEARLY WORK PLAN**

This was discussed as part of CCE172 and was therefore withdrawn

**The meeting ended at 9.18pm**

**DATE OF NEXT MEETING OF THE COMMITTEE – 17<sup>TH</sup> MAY 2022**

**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:

The 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**

## Neighbourhood Plan breakdown May 2022

Date	Activity	Hours
9th	Drafting basic conditions statement	3
10th	Drafting basic conditions statement	3
12th	Zoom meeting with steering group members	1
14th	Meeting with Gaston to discuss the final report layout and design	1
26th	Attendance at Annual Town Council	1
General	Admin, project management,	2
		11 hrs.

Work towards the revised version of the neighbourhood plan has commenced this month, with all the responses to the consultation now recorded and being analysed by Jim. Meetings have been undertaken with the graphic designer Gaston to set out how the final report should be set out to meet accessibility legislation for web users.

June should see the revised version finished and being prepared for Town Councils in August and September.



## High Street Feasibility Study Report May 2022

Date	Activity	Hours
9 <sup>th</sup> May 2022	Set up with consultants and town councils contract admin.	1.5
13 <sup>th</sup> May 2022	Meeting with Town Clerk, Councillors and consultants on site	3
19 <sup>th</sup> May 2022	Research for consultants on site history documents and mapping	2
27 <sup>th</sup> May 2022	Project admin and management	1

May saw the commencement of the High Street Feasibility study with consultants Kaner Olette along part of the A259. To enable commencement, consultants met with Councillors and Clerk and myself on the site to go through the background of the area, links to the Neighbourhood Plan and other related projects in the area.

Following on from this meeting, I have sent a range of maps, documents and research background to the consultants for their research and project. It is anticipated a draft programme for the project management of the study will be forthcoming by the middle of May and further updates will be provided.

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

**7<sup>th</sup> June by Zoom**

**Attendees : Nancy Astley, Jim Boot, Tony Allan , Stella Newman, Laurence O'Connor, David Judd, Cathy Gallagher, Ron White, Dawn Paul.**

### **AGENDA**

#### **1. Finances**

**The Consultants had produced an estimate for the next 3 months and the work needed to transfer NDP to LDC for Schedule 16. Circa £7500. Funds for Gaston Mallia and George White needed for graphics and communication.**

**TTC figures £2161 in Earmarked Reserves and £2500 Budget  
PTC figures in the region of £4500.**

**Funds may need to be vired to cover if estimates are to be paid.**

#### **2. Actions and deadlines discussed.**

**Plan to go to PTC Council 2<sup>nd</sup> August and TTC 15<sup>th</sup> September**

#### **3. Discussion on how to overcome obstructions and lack of knowledge at Councils. Between now and beginning of August opportunities to spread the word need to be identified.**

**Cllr O'Connor updated from LDC . Changes coming through from Central Government re Planning and National Guidance ,prepaahs changing allocations of housing numbers mean LDC not rushing to allocate numbers.**

**Local Plan consultation results and amendments have been issued for public view.**

**Countryside policies have been removed by Government.**

**Michael Payne a Planning Policy Officer , who is helping with our NDP has been in touch ,it was agreed that Nancy,Jim . Laurence and the Town Clerks possibly should deal with initial contact.**

#### **4. Discussion re Kaner Olette, High Street regeneration and Social Infrastructure Project.**

**Report going to Policy and Finance at PTC to confirm payment for Nancy Astley to lead on this. Nancy, Tony and Ron attended first visit to site by Consultants . Nancy has contacted them about the brief, possible timescales 6 months.**

#### **5. Peacock and Smith have been in touch with Town Clerks and PTSTEER GROUP about making contact. They had provide comments to Schedule 14 consultations, particularly on Masterplanning and policies for Town Centre /Meridian Area.**

**After discussion it was agreed that Nancy would establish contact about NDP issues but not Community House. Tony confirmed that PTC had not heard any more for several weeks but a Resident had advised that Morrison's will be revealing plans late summer.**



**Concerns raised that we may be offered a large supermarket without the mixed use including housing for the site.**

**Meeting Closed.**

**Cathy Gallagher 9.6.22.**

**Agenda Item:** C927  
**Committee:** Full Council  
**Date:** 21/06/2022  
**Title:** Summer Fair  
**Report Authors:** Kevin Bray  
**Purpose of Report:** To agree grant funding for Wave Leisure

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**Wave Leisure – Proposal for Managing, Arranging and Hosting the Arena at The Peacehaven Community Fair 2022**

**1. Scenario of Requirements**

As a central hub at our annual Community Summer Fair, there is a community arena which is used to engage and entertain all attendees, regardless of their age or ability.

The Arena provides not only the Council, but all those who attend the Community Fair with a constant and ongoing series of intergenerational and inclusive activities, games, demonstrations and competitions.

Most of the activities are interactive, whilst others are demonstrations by local clubs, showing what is out, and available, in Peacehaven.

The Arena provides a lively and entertaining community space and is the base within the Fair where the Mayor opens and closes the event.

The Arena will be compared by Jon Borthwick, Peacehaven's Town Crier.

**2. Why Wave**

Since the first Peacehaven Community Summer Fair, Wave Leisure has undertaken the role of hosting, arranging and managing the Arena and all arena activities.

Their Team has a wealth of knowledge and experience in delivering these types of interactions to a wide range of participants, ensuring safety, inclusiveness and enjoyment throughout the day.

The Wave Team is able, through extensive experience and training, to engage with the audience and promote participation in the broad and diverse offering the Team provides throughout the day.

**3. What Wave will deliver – and why**

The Wave Team will set-up and co-ordinate the delivery of an agreed wide and diverse programme of interactive, accessible and inclusive activity in the Arena at The Peacehaven Community Summer Fair.

Lisa Hayward is meeting with Liz Allsobrook at Wave to confirm timings on 16<sup>th</sup> June. Once agreed, this will form the itinerary for the day. It will be shared publicised by the Council on its website,

social media channels and in the event flyer and additional promotional material, for example, pre-event press release.

**Provision of Activity:**

- DJ – playing a wide spectrum of music and entertaining the crowds all day. Note, this is Wave's own Equipment.
- The Wave Team will devise and deliver a series of fun sport activities and will provide all required equipment. For example, Sports Day Races and easy access obstacles e.g. Hola hoops, bean bags, hurdles, pop goals etc).
- Wave has arranged for a gymnastics demonstration by Peacehaven Leisure Centre Coaches, including the set-up of equipment and attending coaches.
- Wave will host a Fitness Challenge which will run throughout the day.
- The ever popular and interactive Class demonstrations will be spread throughout the day and be:
  - Community Participation High Energy Class of Body Combat and Functional Fit exercises
  - The holistic Les Mills Body Balance session
  - Lively and fun 'Zumba with Nuno'

As Wave is hosting the Arena for insurance purposes, they will provide Arena First Aid Support.

In line with the Council's – and new Mayor's – goal of promoting participation and inclusion, supporting families and people throughout the summer holiday period and supporting health and wellbeing, Wave Leisure will:

Provide vouchers giving low or no cost access to activities during the summer. They will be vouchers for access to Peacehaven residents to Wave run activities across all Wave sites (e.g. Peacehaven Leisure Centre), Sky High Trampoline Park in Peacehaven or Newhaven Fort.

**4. Cost**

£960.00

**5. Benefits for PTC re Summer Activity Link**

Given the current climate, both the Council and Peacehaven's Mayor are keen to ensure families, children and residents are able to enjoy their summers without the increased, added burden of additional costs.

The vouchers will give recipients the ability and choice to visit Newhaven Fort for a day and enjoy the historic building, the air raid shelter experience, haunted tunnels, stunning views and classic tea rooms and / or participate in a range of activities from trampolining, wide range of age appropriate and ability exercise offers e.g. Senior's Gym and Seated Exercise to group exercise classes such as Zuma, Body Pump and Kettle Bells to swimming. Therefore, the Council is underpinning its commitment to promoting health and wellbeing, encouraging and supporting, participation, inclusion and diversity.

## **Peacehaven Fair - Saturday 9<sup>th</sup> July 2022**

To set up and co-ordinate delivery of activity in the arena of The Peacehaven Community Summer Fair at Centenary Park.

Timings to be confirmed.

Provision of activity:

- DJ and Equipment £ 130 whole of day
- Fun sport activities to be provided with equipment. Sport day races and easy access obstacles (Hola hoops, bean bags, hurdles, pop goals etc) £80 Whole day pop up activities
- Gymnastics Demo from Peacehaven Leisure Centre coaches x2 £50 (to include set-up and demo)
- Fitness Challenge set-up. Travel between Wave sites. No cost
- Class demos: £50 for all three sessions to be delivered.
  - High Energy and community participatory. Body Combat and Functional Fit style
  - Les Mills Body Balance Holistic Class
  - Zumba with Nuno
- Provision of Arena First Aid Support, co-ordinating on the day and planning and prep £250

Total whole of day cost for delivery £560

Provision of low or no cost access to activities during the summer. Providing vouchers for access to Peacehaven residents to Wave run activities across all Wave sites, Sky High Trampoline Park or Newhaven Fort for a £1. Based on previous uptake £400 contribution to costs to enable.

**Agenda Item:** C928  
**Committee:** Full Council  
**Date:** 21<sup>st</sup> June 2022  
**Title:** Funding approval for the implementation of the Changing Places Toilet, Centenary Park  
**Report Authors:** Events, Amenities and Projects Officer  
**Purpose of Report:** Approval of funding

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**Summary of recommended actions:**

Dynarod has surveyed the drainage to the toilets at the Gateway Café and has approved their usage for the additional Changing Places toilet. A full report will follow in 7 days. Rise, working on behalf of Muscular Dystrophy, has recommended a suitable pod and the specification has been approved by the charity, who are fitting these pods in other local communities. Confirmation of approval to proceed has been sought, and agreed, from LDC, who have received £45k of funding for Peacehaven from MDUK & MHCLG Changing Places £30million funding. The total cost is £72k and, once installed, registration will need to be approved by MDUK before the funding is paid out plus a maintenance programme will need to be implemented. The pod is ready for installation, but we have been advised that planning permission is recommended by LDC. We also would need to pay the £72k upfront and be reimbursed £45k when the pod has been registered by MDUK

**Background**

In 2021 a group of residents, councillors and officers met to discuss accessible playground equipment at Centenary Park. At this meeting toilet facilities came up and an adult changing facility was recommended as something that would enhance the park. The Senior Project Manager at PTC, at the time, started a request for funding but was advised that LDC had been granted funds from the MDUK & MHCLG Changing Places £30million funding.

**Recommendations**

A planning application will need to be raised but we recommend that we proceed with the proposal from Rise and commence implementation of the Pod.

**Implications**

A maintenance programme will need to be implemented as the pod will remain on the MDUK register and can be inspected at any time. MDUK will issue guidelines of maintenance, but this will be an additional annual cost to PTC.

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

<b><u>Financial</u></b>	£72,000, of which £27,000 from PTC CIL and a temporary payment of £45,000 from PTC CIL, which will be reimbursed when the pod is registered and within this financial year.
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**Appendices/Background papers**

Changing places guidelines

Proposal from Rise (which is the same specification given to all awarded Councils)

# CHANGING PLACES FUND IMPLEMENTATION GUIDANCE

The Secretary of State for the Department of Levelling Up, Housing and Communities has determined under Section 31 of the Local Government Act 2003 that grant has been awarded from the Changing Places Fund to Local Authorities for the sole purpose of the installation of Changing Places Toilets in existing buildings and the provision of modular Changing Places Toilets.

This document provides guidance on the implementation of the Changing Places Fund.

## 1. GENERAL

1.1. The Changing Places Grant Funding (the Grant) is confined to capital expenditure relating to the design, construction, and completion of Changing Places Toilets at the agreed venues. The Grant cannot be used for purposes other than eligible expenditure relating to the provision of Changing Places Toilets.

1.2. Local Authorities awarded the Grant will be asked to provide the Department of Levelling Up Housing and Communities (DLUHC) with:

- an updated (from the Expression of Interest) profile of expenditure for financial years 22/23 and 23/24
- a detailed breakdown of key milestones for implementation for each Changing Places Toilet
- a breakdown of expenditure for the duration of the implementation period for each facility and
- provide information requested by DLUHC to monitor progress.

## 2. ELIGIBILITY

2.1. To be eligible for funding Changing Places Toilets must be registered with the Changing Places UK Consortium on completion (via MDUK Changing Places Support Officers).

2.2. The Grant may only be used in respect of:

- a) Provision of Changing Places Toilets in venues agreed by the Secretary of State, details of which are included in annex A of the grant award letter issued to the

Local Authority.

- b) Design, construction, and completion of Changing Places Toilets in existing buildings.
- c) Design, purchase, construction, and completion of modular Changing Places Toilets.
- d) Design and construction of an addition to an existing structure to accommodate a Changing Places Toilet.
- e) Access improvements that are essential for the provision of a Changing Places Toilet.
- f) Purchase and installation of equipment required for a Changing Places Toilet.
- g) Professional fees associated with the points above.
- h) The design, purchase and installation of the required Changing Places fund plaque on completion

2.3. The grant may not be used in respect of:

- a) Toilet facilities that are not registered with the Changing Places UK Consortium, regardless of the specification.
- b) Changing Places Toilets installed as part of the construction of a new building.
- c) Privately accessible venues: Changing Places Toilets may be funded in premises where it is necessary to pay an entry charge if the public have accessibility, but not where public access is restricted.
- d) Changing Places Toilets installed on modes of transport e.g., ferries, trains.
- e) Cleaning, repair, and maintenance costs, including the costs of service and or maintenance agreements.
- f) Changing Places Toilets where the installation detracts from existing toilet provisions of any kind, meaning there is a net loss of existing toilet provision. A new Changing Places Toilet must be additional to existing provision or replace an existing toilet.
- g) Any building works, including access improvements that are not essential to the provision of a Changing Places Toilet.

### 3. WORKING WITH CHANGING PLACES DELIVERY PARTNER MUSCULAR DYSTROPHY UK (MDUK)

- 3.1. MDUK is the contracted delivery partner for the Changing Places Fund, acting on behalf of the Changing Places UK Consortium and DLUHC. MDUK Changing Places Support Officers will be assigned to support Grant recipients throughout the process.
- 3.2. Changing Places Support Officers will support Local Authorities by signposting to expertise and support in the design and construction of Changing Places Toilets. The Changing Places Support Officers will help ensure that registration requirements are understood and met. Changing Places Support Officers will share information, good practice and help guide Local Authorities through the registration process.
- 3.3. Local Authorities are expected to engage with the MDUK Changing Places Support Officers over the duration of the Grant, specifically:
- I. Identifying a **Single Point of Contact** within the Local Authority for communication with DLUHC and MDUK in respect of facilities that the Local Authority is delivering itself and those facilities developed by third parties.
  - II. Engaging with the MDUK Changing Places Support Officers (via the single point of contact) to receive and provide information on progress, including regular progress reports, on all facilities supported by the Changing Places Fund.
  - III. Participation by the Local Authority (not necessarily the single point of contact but an appropriate representative) in the mandatory Changing Places technical training conducted by the Changing Places UK Consortium.

### 4. CHANGING PLACES PRACTICAL GUIDE

- 4.1. The Changing Places UK Consortium has developed *Changing Places, A Practical Guide*, which provides information and guidance on all aspects of the specification plan, design and installation of a Changing Places Toilet. You can find a copy of the guide on the [Changing Places website](http://toiletmap.s3.eu-west-1.amazonaws.com/content/Changing%20Places%20a%20Practical%20Guide.pdf)<sup>1</sup>.

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<sup>1</sup> <http://toiletmap.s3.eu-west-1.amazonaws.com/content/Changing%20Places%20a%20Practical%20Guide.pdf>



4.2. The Changing Places UK Consortium recommends that all architects, suppliers and those third parties involved with the project should be signposted to Changing *Places*, *A Practical Guide* in order that the registration requirements are understood and adhered to.

## 5. DESIGN SPECIFICATION

5.1. To ensure the facility is developed in line with the requirements for registration, Local Authorities should submit a **design proposal** for each Changing Places Toilet to the Changing Places Support Officers for consideration and approval.

5.2. The design proposal must include, as a minimum: floor dimensions, ceiling height, door width, details of supplier, installer and/or contractor(s) (if different or additional), proposed equipment and positioning, accessibility (including access to/from and within the venue and/or location where the Changing Places Toilet will be sited), flooring and decoration.

5.3. To ensure on-going adherence to the registration standards, any changes to the design proposal that may occur during the build should be discussed with the Changing Places Support Officers before any building work commences.

5.4. It is strongly recommended that Local Authorities seek advice from an Access Consultant or accredited representative from the The National Register of Access Consultants (NRAC) <https://www.nrac.org.uk/> to support the development of Changing Places Toilet design proposals.

## 6. REGISTRATION

6.1. To be recognised and attract Changing Places funding, each Changing Places Toilet must be registered with the Changing Places UK Consortium.

6.2. Local Authorities must register a venue via the Changing Places Support Officers, this can be completed online. The registration must be completed before the facility is opened to the public.

6.3. The Changing Places UK Consortium will include registered Changing Places Toilets on the Changing Places Toilets website and toilet map to assist users.

## **7. PAYMENTS**

7.1. During the financial years 2022/23 and 2023/24 (as appropriate<sup>2</sup>) Local Authorities should complete a return, quarterly, on the DELTA reporting system to receive funding for each completed venue.

7.2. Payments to Local Authorities are subject to the authority's Section 151 Officer certifying that:

- all costs have been defrayed on the intended purpose.
- registration has been secured.
- that sufficient revenue funding has been identified by those responsible for the cleaning, repair up-keep and maintenance of all the Changing Places Toilets delivered through the Grant for the lifetime of the asset.

## **8. MONITORING REPORTING AND EVALUATION**

8.1. Local Authorities will be required to provide quarterly progress reports to DLUHC via the DELTA system, including those periods where no funding is being claimed. This will include updates on both completed and ongoing projects.

8.2. Regular contact should be maintained with the Changing Places Support Officers regarding the development of each facility.

8.3. Local Authorities are expected to participate in any Changing Places Fund evaluation activity, sharing their experience, insights, case studies, learning, good practice and the impact of the funding in the locality.

## **9. PROMOTIONAL ACTIVITY**

9.1. Each Changing Places Toilet funded by the Grant is required to display a plaque including the Changing Places Toilet, Department for Levelling Up Housing and Communities and Muscular Dystrophy UK logos and branding. Details will be provided in a Changing Places Fund plaque design guide. Plaques should be displayed in a prominent external location at the facility. Plaques may also include the logo/branding

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<sup>2</sup> For the duration of the local programme, returns will not be required once all of the Changing Places Toilets have been installed and the grant has been paid.

of any other third parties involved in the funding or location.

9.2. Local Authorities are required to work with the Department for Levelling Up, Housing and Communities and Changing Places Support Officers to co-ordinate any press or promotional activity in respect of the launch and opening of Changing Places Toilets.

9.3. Local Authorities should liaise with the Changing Places Support Officers regarding any launch/opening events and promotion, including via social media. The Changing Places Support Officers can provide guidance regarding the scheduled promotion.

## **10. ONGOING COSTS AND MAINTENANCE**

10.1. Local Authority Section 151 Officers in submitting claims for reimbursement will certify that sufficient revenue funding has been identified by those responsible for the cleaning, repairs and maintenance of all Changing Places Toilets delivered through this Grant for the lifetime of the asset.

10.2. A maintenance and service agreement for the Changing Places Toilet equipment is a mandatory requirement of registration of each facility.

10.3. Changing Places Toilets funded by the Grant are expected to remain in use and be publicly accessible for the lifetime of the asset. In cases where Local Authorities pass the Grant on to a third party to install facilities in the latter's premises, it is recommended that the Grant is made under an agreement that enables the Local Authority to recover the Grant (or an element of it) should the facility cease to be available (for possible reinvestment in alternative facilities).

10.4. Any temporary change in the Changing Places Toilet's availability should be reported to a Changing Places Support Officer at the earliest opportunity, for its availability to be updated on the Changing Places website.

## **Contact information**

The Department for Levelling Up, Housing and Communities can be contacted at [changingplaces@levellingup.gov.uk](mailto:changingplaces@levellingup.gov.uk).

The Changing Places Support Officers can be contacted at [cpt.support@musculardystrophyuk.org](mailto:cpt.support@musculardystrophyuk.org).





# QUOTATION FOR A MODULAR CHANGING PLACES TOILET /

04/05/2022 // Prepared for Peacehaven

## INTRODUCTION

Hi Sue,

I am delighted to share our proposal to support Peacehaven with the installation of a new modular Changing Places toilet.

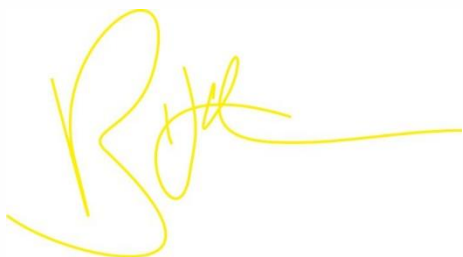
At RISE, our offering is niche. But we strongly believe that we are better placed than any other organisation in the UK to deliver a project of this nature.

The following pages explain why, and I have included our proposed cost, specification, as well as some previous examples of our work.

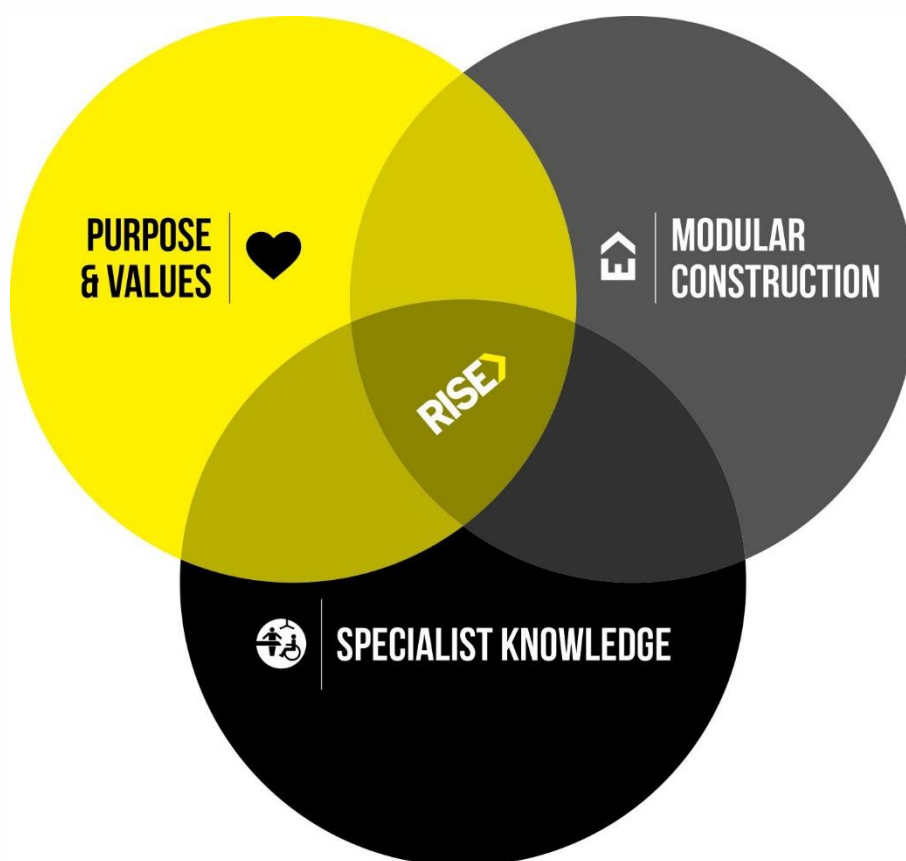
If you would like to learn more about Changing Places, we have a wealth of resources online here: <https://riseadapt.co.uk/cp-hub>

If you have any questions about any aspect of this proposal, please do not hesitate to get in touch.

Thank you for this opportunity,



Ben Hickey  
Director, RISE Adaptations Ltd.  
[ben@riseadapt.co.uk](mailto:ben@riseadapt.co.uk)  
07788 915 226



## PERFECT PARTNERS

RISE is uniquely positioned as the only dedicated modular construction company with specialist knowledge, experience, and passion for Changing Places.

### 1. Modular Construction

We specialise in modular Changing Places. Through our people and subcontract network, we provide a full turnkey service and complete project ownership.

### 2. Specialist Knowledge

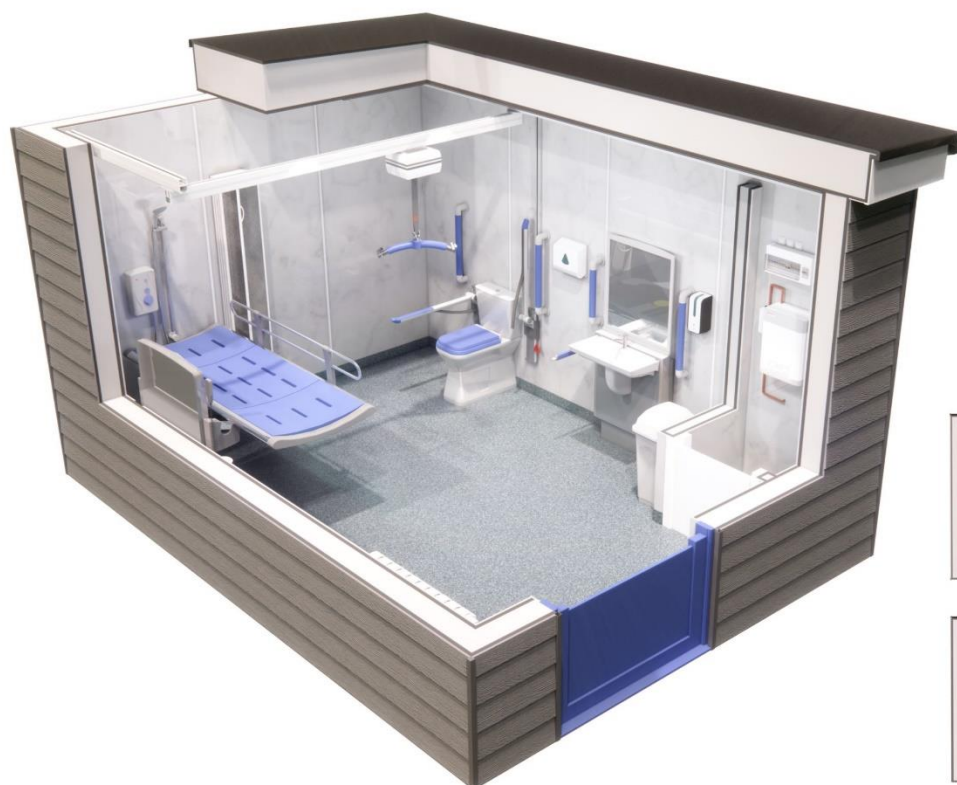
We're not just builders. We stand as one of the leading authorities on CP toilets and come highly recommended by the Changing Places Consortium.

### 3. Purpose & Values

We believe in access for all and put our purpose into action through our 'High Five Promise', free CP seminars and consultancy, plus a host of other CSR activity.

We believe that these three factors combined, place us as the perfect partners for your upcoming project.





*Our modular CP facilities are available with side or front entrance*

## PREMIUM BUILD

Our modular Changing Places are unrivalled in quality. We use premium materials and skilled tradespeople, closely managing all works at our Doncaster factory.

Everything is built in full adherence to building regs, with a build methodology that mirrors that of our residential extensions. As a result, our pods are built to last, with excellent thermal and acoustic performance.

The design provides 12sqm internal floorspace and an internal ceiling height of 2.4m. Each complete unit is built offsite and can be installed within a day.

### Complete Project Ownership

A key question to ask all potential partners for this project is: *"Who is actually building our facility?"* Many Changing Places providers outsource building works, so it's important to understand who will be acting as principal contractor for the duration of your project. In our case, it's RISE — everything is closely managed in-house.



*RISE Changing Places facility (CP+2) installed trackside at Dewsbury Railway Station*

## PREMIUM EQUIPMENT

We work independently and have access to specialist equipment from all leading manufacturers across Europe. Our proposed equipment will be fully compliant with BS 8300 and is guaranteed to be registered by the Changing Places Consortium.

As part of our proposed scope of works, we will install the following items:

- Height-adjustable changing bench
- Ceiling track hoist system
- Height-adjustable basin with mixer
- Peninsular toilet
- Dropdown rails/vertical grab rails
- Wide paper roll dispenser
- Retractable privacy screen
- Full-length mirror
- Paper towel dispenser
- General waste bin and sanitary bin
- Coat hooks
- Colostomy bag shelf
- Shower



## SCOPE OF WORKS: 10 WEEK BUILD PROGRAMME

All works will adhere to strict H&S measures and will be monitored by Temple Safety Ltd, including all required documentation, site supervision and site security.

In addition to the design, build, delivery, and installation of your CP Pod, our fully project managed service will include all required groundworks and services connections.

The pod itself will be fully constructed and finished in Doncaster. Once we have received a formal instruction (and final specification) from yourselves, we can build and deliver your complete facility within 10 WEEKS. This includes one week onsite to complete all groundworks, which includes all required plant, materials, and labour for the following\*:

- Excavation for foundations and disposal of all waste
- Installation of new concrete slab foundations, including sub-base
- Foul water drainage and connections
- Surface water drainage and connections, plus aco drain
- Connection and commissioning of electrical services
- Reinstatement of area upon completion

The CP Pod itself is sized at 3.4m x 4.8m and in addition to all specialist equipment features the following:

- Steel superstructure with super insulated timber frame.
- Marley Cedral Lap weatherboard cladding
- Large steel security door with radar lock and over dead lock
- Insulated flat EPDM roof with front canopy and LED downlights
- uPVC fascias, soffits and rainwater goods
- Internal walls clad in high impact multipanel, with x1 graphic feature wall
- Commercial grade Polyflor flooring and coving throughout
- Electric heating via Rointe KYROS electric radiator (with safety grill)
- LED downlights with PIR system and safety alarm(s)

Within the proposed price, we will deliver your facility and lift into position onto newly built concrete foundations. Our electrician and plumber will then connect, test and commission all services prior to handing over your facility. We also engage with building control throughout the build and provide all required certification upon completion.

\*Pricing for groundworks is based on full uninterrupted access to the work areas during normal working hours, and local services being within ten metres of required connections. We have not allowed for any hazardous or contaminated land related works, nor have we allowed for excavation through rock or dewatering over or above what would be deemed expectable to finish.



*Training Partners: Jane Cooper and Gillian Scotford of Access For All UK*

## FREE CHANGING PLACES TRAINING

If you don't know a severely disabled person, it's likely that you've never considered some of the obstacles they come across trying to do the most basic of everyday needs. One such obstacle is using toilet facilities whilst out and about with their families or carers.

That's why we've developed an online Changing Places workshop with our training partners *Access For All UK*. Our workshop can be delivered at your convenience, and they're a great way to educate your team on the needs of Changing Places users.

The 90-minute session covers practical tips on caring for and maintaining your facility, as well as how best to promote and market your facility.

Best of all, we provide this session free-of-charge for all clients that we install Changing Places for (modular or adaptation projects).



*Recent modular Changing Places installation at Frimley Park Hospital, Surrey*

## AFTERCARE & GUARANTEES

Your Changing Places facility will come with a 12-month guarantee on all workmanship, as well as a 10-year guarantee on the structure itself.

### Standard Equipment Warranty

Included within the price, we will provide a one-year equipment warranty, including an annual service and two LOLER inspections of your hoist system.

### Enhanced Equipment Warranty (Additional £1,800)

For an additional £1,800, we can extend your warranty to provide regular maintenance and ensure that legal obligations are covered for a fixed cost. Labour and parts are included\*. Over a five-year period, we will provide the following on an annual basis:

- One annual service (required under PUWER regulations), complete with full report following our engineer's visit
- Two LOLER inspections of hoist (required under LOLER 1998 regulations)

Breakdown callouts. Should your equipment fail, we will attend site without charge to repair your equipment

*\*Full terms and Conditions apply. Please contact us for further details.*

## PROJECT TEAM

We will be using a proven team that have successfully delivered more modular Changing Places than any other over the past 12-months. Key people and organisations include:

Alex Spataru – Operations Director

Your dedicated project manager and main point of contact, Alex has worked on Changing Places projects for the past five years and coordinates all RISE CP build programmes.

Ben Hickey – Director & Head of Changing Places

Ben has been at the forefront of the Changing Places campaign for over a decade. He works closely with the CP Consortium and regularly consults for organisations large and small. Ben ensures optimal quality and regulatory compliance.

Pat McMahon – Technical Director

A qualified architectural technician, Pat forms part of our in-house team that will prepare all technical drawings and specifications pre-build in collaboration with our architectural partners, Farrar Bamforth Associates Ltd.

In-House & Subcontract Labour

We combine our in-house build teams with a select group of subcontract partners, including *MBE Commercial Services Ltd* (plumbing subcontractor) and *Fitz Electrical Ltd* (electrical subcontractors) – both of which have installed a wealth of Changing Places.

Temple Safety Ltd.

All works completed will adhere to strict H&S measures and will be monitored by Temple Safety Ltd., including the provision of all H&S documentation prior to works commencing.

Assent Building Control Ltd.

We typically work with Assent Building Control to provide building regs sign-off for all works completed, though we are happy to liaise directly with local authority building control teams if that is preferable.

Access For All UK

Experts in their field, providing specialist Changing Places training to all RISE clients, as well as offering a range of accessibility training and auditing.



## PAST PROJECTS & REFERENCES

In addition to contacting Karen Hoe OBE from the Changing Places Consortium for a reference ([k.hoe@muscular dystrophyuk.org](mailto:k.hoe@muscular dystrophyuk.org)), here is a selection of previous modular Changing Places relevant to your upcoming project.

Shorne Woods County Park, Kent – Principal Contractor / Contract Value: £81k

Full turnkey delivery of a modular CP Pod and comprehensive groundworks, including upgrades of existing services. The facility was custom clad in sweet chestnut, and was delivered on time and on budget, within an 8-week build programme.

Case Study: <https://riseadapt.co.uk/shorne-woods>

Kingsbury Waterpark – Subcontractor / Contract Value: £60k

Working as nominated subcontractor, we provided all groundworks services and installed a second CP toilet for North Warwickshire Council. The project was delivered turnkey.

Case Study: <https://riseadapt.co.uk/kingsbury>

Frimley Park Hospital – Principal Contractor / Contract Value: £170k

Having won separate tenders for both groundworks and Changing Places facility, we took full project ownership to support Frimley Health NHS Foundation Trust. Complex civils work was quickly followed by the installation of a RISE modular CP Pod.

Crosby Lakeside Adventure Centre – Subcontractor / Contract Value: £58k

Working with Sefton Council and third-party groundworks team, RISE installed a modular Changing Places toilet at the popular Crosby Lakeside. The project ran seamlessly, and we were rewarded with a second modular CP Pod for the Sefton team (work in progress).

Preston Railway Station – Subcontractor / Contract Value: £70k

Working as nominated subcontractor, we erected a CP Pod directly on the platform on behalf of Avanti West Coast Rail. Working just three metres from a live track, we built, commissioned and sign-off the complete facility within a month.

*It's worth noting that we also adapt existing spaces. Over the past 12-months, we have built Changing Places for Cineworld Hull, Dewsbury Train Station, Lappa Valley, Manchester Airport, National Botanic Garden of Wales, The National Trust, Warwick Castle, West Mersea Council, and West Sussex NHS Foundation Trust.*

*References can be provided upon request.*



*RISE Changing Places toilet installed trackside at Preston Railway Station*

# COSTS

Below are our proposed costs to deliver your new CP Pod with groundworks:

Modular CP Pod: £58,500.00

*Design, build, delivery, installation, commissioning, registration, training, and warranties.*

Groundworks & Services: £14,000.00

*Concrete foundation system with services connections. Includes all professional fees.*

Total Cost: £72,500.00

*Excluding VAT. Pricing valid for 90-days. Payment terms TBC.*

Enhanced Equipment Warranty: £1,800 (Optional)

*Additional 4-years equipment maintenance, as detailed on page 08.*



*Some of the RISE team fundraising for a local Changing Places project at Sandall Park, Doncaster*

## SUMMARY

Installing a new modular Changing Places facility at Peacehaven will significantly enhance accessibility in and around your area. We have a proven record and the in-house expertise to help you achieve this quickly and with minimal input from your team.

I look forward to talking with you soon. If you have any questions in the meantime, please do not hesitate to get in touch. Thank you again, Ben.



We're passionate about boosting the number of Changing Places toilets across the country — they can be the difference between someone staying at home or living their life! We put our money where our mouth is too, by donating five per cent of our time and annual profits to the Changing Places campaign.





# Department for Levelling Up, Housing & Communities

Department for Levelling Up,  
Housing and Communities

4th Floor,  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Name: Homira Javadi

Role: Chief Finance Officer

Local Authority: Lewes District Council

Date 24 March 2022

By Email

Dear Colleague,

## **Changing Places Fund**

On behalf of the Department for Levelling Up, Housing and Communities (DLUHC), I'd like to thank you for responding to the invitation to apply for funding under the Changing Places Fund.

I am writing to confirm that following the assessment of your Expression of Interest DLUHC has indicatively allocated £155,000 to support the installation of Changing Places toilet(s) as defined within section 3 of the [Changing Places Fund Prospectus](#).

The funding is available over three financial years, 2021/22, 2022/23 and 2023/24. Funding can only be used to install Changing Places Toilet(s) at the venues listed in Annex A.

We appreciate this confirmation of your allocation is late in the 2021/22 financial year, however in order to maximise expenditure this year we are seeking :

- (i) Confirmation of any costs that have been incurred relating to the installation of Changing Places toilets at the venues listed in Annex A in 2021/22.

This includes any costs that the organisation that incurred them will allocate to the 2021/22 financial year in its accounts. It is not necessary for you to have reimbursed costs incurred by third parties this year.

- (ii) Updated expenditure profiles for 2022/23 and 2023/24

Please provide this information in the format set out in Annex B.

Please provide this information to the Changing Places Fund team at the address below by **17:00 on the 5 April 2022**.

We will contact you under separate cover seeking additional monitoring information. This will include basic financial details on each venue and indicative key milestones. We intend to collect this information via the Delta system. Following receipt of this information we will confirm annual allocations with you.

### **Funding Requirements.**

The award of funding under the Changing Places Fund is subject to the conditions set out in the annual Grant Determination documents, which will be issued under separate cover. Changing Places Fund Grant Implementation Guidance is attached as Annex C.

### **Other**

Local Authorities are reminded that they are responsible for ensuring that expenditure is spent in accordance with all applicable legal requirements. This includes, for example, subsidy control and public procurement law. Where Local Authorities pass the grant to organisations that are not Contracting Authorities, they should ensure that procurements achieve value for money.

Local Authorities are also reminded of their statutory obligations under the Public Sector Equality Duty as set out in Section 149 of the Equality Act 2010.

We will work closely with grant recipients to review progress on a regular basis to gain assurance that the installation of your Changing Places Toilet(s) remains on schedule. We

may reduce your funding allocation, overall or to a specific year if you do not comply with the performance monitoring requirements or if we believe progress on project delivery is unsatisfactory or the future of the project/s supported is/are at risk.

I am copying this letter to the Section 151/73 officer.

If you have any queries regarding this letter, please contact the Changing Places Fund team at the following address: [changingplaces@levellingup.gov.uk](mailto:changingplaces@levellingup.gov.uk). In the meantime I look forward to receiving the information requested above on or before **5 April**

My colleagues both in DLUHC and MDUK look forward to working with you to deliver this investment and bring forward these vital, life enhancing facilities in our communities.

**Yours sincerely,**

A handwritten signature in black ink, appearing to read 'D Malpass', with a long horizontal flourish extending to the right.

**David Malpass**

Deputy Director

European Programmes and Communities

### **ANNEX A: Changing Places Fund**

Funding must be used to implement Changing Places Toilet facilities in the following venue(s) only.

Venue 1	Friars Walk BN7 2PG
Venue 2	Lower Place toilets BN9 9BH
Venue 3	Centenary Park BN10 8RJ
Venue 4	
Venue 5	
Venue 6	
Venue 7	
Venue 8	
Venue 9	
Venue 10	

## ANNEX B SUMMARY OF CHANGING PLACES EXPENDITURE

Local Authority:	Lewes District Council
------------------	------------------------

	2021/2022	2022/2023 (Estimate)	2023/2024 (Estimate)	Total*
Total expenditure on CPT Provision at venues listed in Annex A	£	£	£	£
Total Amount of Changing Places Fund grant requested	£	£	£	£

\*Must not Exceed £155,000

## **ANNEX C – CHANGING PLACES FUND GRANT IMPLEMENTATION GUIDANCE**

### **CHANGING PLACES FUND IMPLEMENTATION GUIDANCE**

The Secretary of State for the Department of Levelling Up, Housing and Communities has determined under Section 31 of the Local Government Act 2003 that grant has been awarded from the Changing Places Fund to Local Authorities for the sole purpose of the installation of Changing Places Toilets in existing buildings and the provision of modular Changing Places Toilets.

This document provides guidance on the implementation of the Changing Places Fund.

#### **1. GENERAL**

1. The Changing Places Grant Funding (the Grant) is confined to capital expenditure relating to the design, construction, and completion of Changing Places Toilets at the agreed venues. The Grant cannot be used for purposes other than eligible expenditure relating to the provision of Changing Places Toilets.
2. Local Authorities awarded the Grant will be asked to provide the Department of Levelling Up Housing and Communities (DLUHC) with:
  - an updated (from the Expression of Interest) profile of expenditure for financial years 22/23 and 23/24
  - a detailed breakdown of key milestones for implementation for each Changing Places Toilet
  - a breakdown of expenditure for the duration of the implementation period for each facility and
  - provide information requested by DLUHC to monitor progress.

#### **2. ELIGIBILITY**

1. To be eligible for funding Changing Places Toilets must be registered with the Changing Places UK Consortium on completion (via MDUK Changing Places Support Officers).
2. The Grant may only be used in respect of:
  - a. Provision of Changing Places Toilets in venues agreed by the Secretary of State, details of which are included in annex A of the grant award letter issued to the Local Authority.
  - b. Design, construction, and completion of Changing Places Toilets in existing buildings.
  - c. Design, purchase, construction, and completion of modular Changing Places Toilets.
  - d. Design and construction of an addition to an existing structure to accommodate a Changing Places Toilet.
  - e. Access improvements that are essential for the provision of a Changing Places Toilet.
  - f. Purchase and installation of equipment required for a Changing Places Toilet.
  - g. Professional fees associated with the points above.
  - h. The design, purchase and installation of the required Changing Places fund plaque on completion

3. The grant may not be used in respect of:

- a. Toilet facilities that are not registered with the Changing Places UK Consortium, regardless of the specification.
- b. Changing Places Toilets installed as part of the construction of a new building.
- c. Privately accessible venues: Changing Places Toilets may be funded in premises where it is necessary to pay an entry charge if the public have accessibility, but not where public access is restricted.
- d. Changing Places Toilets installed on modes of transport e.g., ferries, trains.
- e. Cleaning, repair, and maintenance costs, including the costs of service and or maintenance agreements.
- f. Changing Places Toilets where the installation detracts from existing toilet provisions of any kind, meaning there is a net loss of existing toilet provision. A new Changing Places Toilet must be additional to existing provision or replace an existing toilet.
- g. Any building works, including access improvements that are not essential to the provision of a Changing Places Toilet.

### 3. **WORKING WITH CHANGING PLACES DELIVERY PARTNER MUSCULAR DYSTROPHY UK (MDUK)**

1. MDUK is the contracted delivery partner for the Changing Places Fund, acting on behalf of the Changing Places UK Consortium and DLUHC. MDUK Changing Places Support Officers will be assigned to support Grant recipients throughout the process.

2. Changing Places Support Officers will support Local Authorities by signposting to expertise and support in the design and construction of Changing Places Toilets. The Changing Places Support Officers will help ensure that registration requirements are understood and met. Changing Places Support Officers will share information, good practice and help guide Local Authorities through the registration process.

3. Local Authorities are expected to engage with the MDUK Changing Places Support Officers over the duration of the Grant, specifically:

- I. Identifying a **Single Point of Contact** within the Local Authority for communication with DLUHC and MDUK in respect of facilities that the Local Authority is delivering itself and those facilities developed by third parties.
- II. Engaging with the MDUK Changing Places Support Officers (via the single point of contact) to receive and provide information on progress, including regular progress reports, on all facilities supported by the Changing Places Fund.
- III. Participation by the Local Authority (not necessarily the single point of contact but an appropriate representative) in the mandatory Changing Places technical training conducted by the Changing Places UK Consortium.

### 4. **CHANGING PLACES PRACTICAL GUIDE**

1. The Changing Places UK Consortium has developed *Changing Places, A Practical Guide*, which provides information and guidance on all aspects of the specification plan, design and installation of a Changing Places Toilet. You can find a copy of the guide on the [Changing Places website<sup>1</sup>](#).

2. The Changing Places UK Consortium recommends that all architects, suppliers and those third parties involved with the project should be signposted to *Changing Places, A Practical Guide* in order that the registration requirements are understood and adhered to.

## 5. **DESIGN SPECIFICATION**

1. To ensure the facility is developed in line with the requirements for registration, Local Authorities should submit a **design proposal** for each Changing Places Toilet to the Changing Places Support Officers for consideration and approval.

2. The design proposal must include, as a minimum: floor dimensions, ceiling height, door width, details of supplier, installer and/or contractor(s) (if different or additional), proposed equipment and positioning, accessibility (including access to/from and within the venue and/or location where the Changing Places Toilet will be sited), flooring and decoration.

3. To ensure on-going adherence to the registration standards, any changes to the design proposal that may occur during the build should be discussed with the Changing Places Support Officers before any building work commences.

4. It is strongly recommended that Local Authorities seek advice from an Access Consultant or accredited representative from the The National Register of Access Consultants (NRAC) <https://www.nrac.org.uk/> to support the development of Changing Places Toilet design proposals.

## 6. **REGISTRATION**

1. To be recognised and attract Changing Places funding, each Changing Places Toilet must be registered with the Changing Places UK Consortium.

2. Local Authorities must register a venue via the Changing Places Support Officers, this can be completed online. The registration must be completed before the facility is opened to the public.

3. The Changing Places UK Consortium will include registered Changing Places Toilets on the Changing Places Toilets website and toilet map to assist users.

## 7. **PAYMENTS**

1. During the financial years 2022/23 and 2023/24 (as appropriate<sup>2</sup>) Local Authorities should complete a return, quarterly, on the DELTA reporting system to receive funding for each completed venue.

2. Payments to Local Authorities are subject to the authority's Section 151 Officer certifying that:

- all costs have been defrayed on the intended purpose.
- registration has been secured.
- that sufficient revenue funding has been identified by those responsible for the cleaning, repair up-keep and maintenance of all the Changing Places Toilets delivered through the Grant for the lifetime of the asset.

## 8. **MONITORING REPORTING AND EVALUATION**

1. Local Authorities will be required to provide quarterly progress reports to DLUHC via the DELTA system, including those periods where no funding is being claimed. This will include updates on both completed and ongoing projects.



2. Regular contact should be maintained with the Changing Places Support Officers regarding the development of each facility.

3. Local Authorities are expected to participate in any Changing Places Fund evaluation activity, sharing their experience, insights, case studies, learning, good practice and the impact of the funding in the locality.

#### **9. PROMOTIONAL ACTIVITY**

1. Each Changing Places Toilet funded by the Grant is required to display a plaque including the Changing Places Toilet, Department for Levelling Up Housing and Communities and Muscular Dystrophy UK logos and branding. Details will be provided in a Changing Places Fund plaque design guide. Plaques should be displayed in a prominent external location at the facility. Plaques may also include the logo/branding of any other third parties involved in the funding or location.

2. Local Authorities are required to work with the Department for Levelling Up, Housing and Communities and Changing Places Support Officers to co-ordinate any press or promotional activity in respect of the launch and opening of Changing Places Toilets.

3. Local Authorities should liaise with the Changing Places Support Officers regarding any launch/opening events and promotion, including via social media. The Changing Places Support Officers can provide guidance regarding the scheduled promotion.

#### **10. ONGOING COSTS AND MAINTENANCE**

1. Local Authority Section 151 Officers in submitting claims for reimbursement will certify that sufficient revenue funding has been identified by those responsible for the cleaning, repairs and maintenance of all Changing Places Toilets delivered through this Grant for the lifetime of the asset.

2. A maintenance and service agreement for the Changing Places Toilet equipment is a mandatory requirement of registration of each facility.

3. Changing Places Toilets funded by the Grant are expected to remain in use and be publicly accessible for the lifetime of the asset. In cases where Local Authorities pass the Grant on to a third party to install facilities in the latter's premises, it is recommended that the Grant is made under an agreement that enables the Local Authority to recover the Grant (or an element of it) should the facility cease to be available (for possible reinvestment in alternative facilities).

4. Any temporary change in the Changing Places Toilet's availability should be reported to a Changing Places Support Officer at the earliest opportunity, for its availability to be updated on the Changing Places website.

#### **Contact information**

The Department for Levelling Up, Housing and Communities can be contacted at [changingplaces@levellingup.gov.uk](mailto:changingplaces@levellingup.gov.uk).

The Changing Places Support Officers can be contacted at [cpt.support@muscular dystrophyuk.org](mailto:cpt.support@muscular dystrophyuk.org).