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PEACEHAVEN TOWN COUNCIL

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21st September 2022

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 27th September 2022 at 7.30pm.



Tony Allen
Town Clerk

A G E N D A

C947 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

- a. A minute's silence in memory of former Mayor Jackie Harrison Hicks, who passed away on the 19th September 2022.
- b. Other announcements.

C948 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C949 TO APPROVE APOLOGIES FOR ABSENCE.

C950 TO RECEIVE DECLARATIONS OF INTERESTS.

C951 TO ADOPT THE PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON THE 2nd AUGUST 2022.

C952 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM COMMITTEES & TFG's:-

a. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 19th July 2022.
- ii. To receive the public meeting minutes of the 9th August 2022.
- iii. To note the draft public meeting minutes of the 30th August 2022.

b. Policy & Finance Committee:-

- i. To receive the financial reports, authorise payments and signing of Bank Reconciliation.
- ii. To receive the 2021/22 external auditor's report.
- iii. To approve the internal auditor's engagement letter for 2022/23.
- iv. To agree funding for the purchase of an electric vehicle.
- v. To agree funding for the provision of a new water refill station at centenary park.
- vi. To discuss ways of supporting hirers, groups & residents during challenging economic times.
- vii. To approve the use of PTC CIL monies to ensure the pathway to the Changing Places toilet is repaired and accessible to wheelchair users'

c. Personnel Committee

d. Leisure, Amenities & Environment Committee:-

- i. To receive the public meeting minutes of the 5th July 2022.
- ii. To note the draft meeting minutes of the 16th August 2022.

e. Civic & Community Events Committee:-

- i. To receive the public meeting minutes of the 12th July 2022.
- ii. To note the draft meeting minutes of the 6th September 2022.

C953 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.

C954 TO RECOMMEND THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN SUBMISSION TO LEWES DISTRICT COUNCIL FOR SCHEDULE 15 CONSULTATION

C955 TO RECEIVE A REPORT FROM THE COMPLAINTS PANEL

C956 TO CONSIDER REVIVING THE POSITION OF YOUTH MAYOR & DEPUTY YOUTH MAYOR

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:-

C957 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 2nd AUGUST 2022.

C958 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT:-

- a. General update.
- b. To approve the retention of LDC solicitors and Montagu Evans.

C959 Personnel Committee:-

- i. To receive updates on confidential staffing matters and agree any actions required.
- ii. To review council's sub-contractors' employment.

C960 TO RECEIVE A CONFIDENTIAL REPORT FROM THE COMPLAINTS PANEL

C961 TO APPROVE A NEW HIRING OF THE HUB BUILDING

C962 DATE OF NEXT MEETING – TUESDAY 6th DECEMBER 2022 at 7.30PM.



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DRAFT Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 2nd August 2022 at 7.30pm.

Present: Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Chris Collier, Cllr Wendy Veck, Cllr Cathy Gallagher, Cllr Alan Milliner, Cllr Emilia Simmons, Cllr Katie Sanderson, Cllr Isobel Sharkey.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities & Projects Officer) Kevin Bray (Parks Officer).

Two members of the public were in attendance.

1. C933 MAYORS/CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, asked that mobile phones be put onto silent, and went through the building fire procedures.

The Chair notified the Council of the following:

The next Bingo session is Wednesday 17th August 2022 at Community House at 2:00 p.m - £4 for 8 games.

There is a Community Field to Fork event, and Barn Dance planned for 10th September 2022.

The next Cinema is 21st September 2022, showing Top Gun: Maverick – tickets £7.

The Chair then shared the following Mayoral Highlights with the Council:

During my term as Mayor, I will be focusing on reducing isolation for all, increasing participation and inclusion - and creating more opportunities. It's proving to be a very busy year so far, and I am working to make positive things happen for Peacehaven.

My Highlights – in date order:

23rd June – attended a preview of Peacehaven Horticultural Society Open Gardens, visited 7 gardens plus the community gardens.

26th June – Civic service at Peacehaven Evangelical Free Church, service led by Jeff Collington and Pastor Graham King, followed by tea/coffee and cake afterwards.

2nd July – Attended Telscombe Summer Fair as a guest of Telscombe Mayor, Cllr. David Judd.

2nd July – Attended the Newhaven RNLI Summer fair as an invited VIP guest.

9th July – Opened the Peacehaven Community Summer Fair with a parade featuring Earthquake Drummers, led by myself, Russell Lloyd-Moyle MP, and Jon Borthwick. Hosted a reception at the fair for Mayors of surrounding towns, judged part of the dog show, and summer bonnet competition.

13th July – Attended the Sussex Mayors Association AGM and luncheon at West Hove golf club.

20th July – Attended the Bishop of Chichester's afternoon reception for Civics and Heads of Local Government at The Bishop's Palace followed by Evensong at Chichester Cathedral.

31st July – Attended the Mayor of Seaford's Civic service at Seaford Baptist Church.

Meetings:

6th July - Meeting with Jan & Sheila from Sussex Pet Rescue. The meeting confirmed my third Mayor's charity, which are: Sussex Pet Rescue, Havens Community Hub, and Engage Sussex.

Sussex Pet Rescue is a small registered charity working in Sussex. Their aim is to relieve the suffering of sick and abandoned animals and to re-home companion animals. We are hoping that with this partnership we can increase the number of pet foster carers in the Peacehaven area.

14th July – Meeting with Paula from Havens Community Hub, one of my charities, to arrange the start of the 'support the supporters' breakfasts.

14th July – Meeting with Dan & Mike from Engage Sussex to discuss the events and projects they want to be involved with as one of my charities.

Planning:

I have big plans for the rest of 2022, currently in the pipeline, we are looking at:

Afternoon Tea with Engage Sussex (9th August 2022)
Support the supporters breakfasts (commencing 12th August 2022)
Mayor's Fitness Challenge Day (18th September 2022)
Youth Mayor Election (September 2022)
Wrestling (8th October 2022)
Mayor's Civic Reception (22nd April 2023)

Also, after much demand from members of the community, we are investigating restarting regular Quiz Nights in support of the Mayor's charities.

Media / Filming:

Expanding the online presence of the Mayor of Peacehaven, following CCE committee meeting on 12th July, approval has been given for the creation of a Mayoral Facebook and Instagram page.

Deputy Mayor's Highlights:

25th June – Represented Peacehaven at Seahaven Veterans & Armed Forces Day.
26th June – Attended Mayor of Peacehaven's Civic Service.
6th July – Represented Peacehaven at the Horticultural Society's Open Gardens Presentation.
9th July – Attended the Peacehaven Community Summer Fair, promoting the council's climate change initiatives.
20th July – Alongside Lucy, attended the Bishop of Chichester's afternoon reception for Civics and Heads of Local Government at The Bishop's Palace followed by Evensong at Chichester Cathedral.

Other:

7th July – Cllr. Gloria Hill represented Peacehaven at the PCS Summer Music Concert.

2. C934 PUBLIC QUESTIONS

There were no questions from the public.

The Chair provided an update to the public regarding the parking around schools; this has been chased up and a scheme will be implemented in the new term.

3. C935 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Tony Allen (Town Clerk), and Cllrs Hill, Harris, Duhigg, Griffiths, White, Cheta, Paul, and Goble.

These apologies were **noted** by the Council.

4. C936 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no Declarations of Interest.

5. C937 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 21st JUNE 2022.

Cllr Seabrook noted that page 5 of the minutes stated that he had attended the Seahaven Network AGM – this should say that he had Attended the Greenhavens Network AGM.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Milliner

The minutes were **agreed** and **adopted**.

6. C938 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM COMMITTEES & TFG's: -

a. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 7th June 2022.**
- ii. To receive the public meeting minutes of the 28th June 2022.**

Proposed By: Cllr Milliner **Seconded By:** Cllr Sharkey

The minutes were **agreed** and **adopted**.

- iii. To note the draft public meeting minutes of the 19th July 2022.**

The minutes were **noted**.

b. Policy & Finance Committee:-

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

Proposed By: Cllr Collier **Seconded By:** Cllr Seabrook

The financial reports, authorising payments and signing of Bank Reconciliation were **agreed** and **adopted**.

- ii. To receive the public meeting minutes of the 14th June 2022.**

Proposed By: Cllr Collier **Seconded By:** Cllr Gallagher

The minutes were **agreed** and **adopted**.

iii. To note the draft public meeting minutes of the 26th July 2022.

The minutes were **noted**.

c. Personnel Committee:-

i. To receive the public meeting minutes of the 31st March 2022.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Sanderson

The minutes were **agreed** and **adopted**.

ii. To note the draft public meeting minutes of the 7th July 2022.

The minutes were **noted**.

d. Leisure, Amenities & Environment Committee:-

i. To receive the public meeting minutes of the 31st May 2021.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Sharkey

The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 5th July 2022.

The minutes were **noted**.

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 17th May 2022.

Proposed By: Cllr Veck **Seconded By:** Cllr Sanderson

The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 12th July 2022.

The minutes were **noted**.

f. To receive a report from The Hub TFG

Cllr Gallagher reported that the Hub TFG had met on 12th July and are going to be moving forward by conducting a survey of current regular hub hirers.

This report was **noted**.

7. C939 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.

Cllr Seabrook - The Orchard has been successful in a CIL bid to plant another 600 trees.

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

Cllr Gallagher reported that the steering group has occasional meetings, and that there is some training planned before the next Planning and Highways Committee meeting on 9th August 2022.

Kaner Olette have also commenced their project, looking at how South Coast Road can be improved.

This verbal report was **noted**.

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

After a discussion, it was proposed that Cllrs Griffiths, White, Sharkey, Collier, and Seabrook should attend the first meeting for liaison with Morrisons and then report back to the Council.

Proposed By: Cllr Sharkey **Seconded By:** Cllr Veck
The Council **resolved** to accept this proposal.

The 2 members of the public left at this point.

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

Cllr Seabrook explained to the Council that as the Climate Change TFG doesn't have the power to make decisions, and can only make reports to Committees, by including this as a standard agenda item on every Committee meeting then more could be done and gave some examples of how each Committee could have an impact on climate change, as well as making the Council's actions on Climate Change more transparent.

After much discussion, it was proposed that it should be taken for discussion at the Leisure, Amenities, & Environment Committee to discuss the inclusion of Climate Change Considerations as a standard item on every agenda, or inclusion on every action plan.

Proposed By: Cllr Gallagher **Seconded By:** Cllr Seabrook
The Council **resolved** to accept this proposal.

The Parks Officer left at this point.

CONFIDENTIAL

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11. C943 POLICY & FINANCE COMMITTEE:-

- i. To receive the confidential meeting minutes of the 14th June 2022.**

Proposed By: Cllr Collier **Seconded By:** Cllr Gallagher
The minutes were **agreed** and **adopted**.

- ii. To note the draft confidential meeting minutes of the 26th July 2022.**
The minutes were **noted**.

12. C944 PERSONNEL COMMITTEE:-

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

Cllr Seabrook updated members on recent developments and ongoing matters.

The Council **noted** this verbal report.

- ii. To receive the confidential meeting minutes of the 31st March 2022.**

Proposed By: Cllr Seabrook **Seconded By:** Cllr Sanderson
The minutes were **agreed** and **adopted**.

iii. To note the draft confidential meeting minutes of the 7th July 2022.

The minutes were **noted**.

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

Cllr Gallagher gave a verbal report to the Council on the progress of the Complaints Panel.

The Council **noted** this verbal report.

14. C946 DATE OF NEXT MEETING – TUESDAY 27th SEPTEMBER 2022 at 7.30PM.

This was **agreed**.

There being no further business the meeting ended at 20:26.



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

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

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

One member of the public was in attendance.

1. PH1421 CHAIRMAN'S ANNOUNCEMENTS

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

2. PH1422 PUBLIC QUESTIONS

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

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

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

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

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

3. PH1423 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

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

4. PH1424 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1425 TO ADOPT THE MINUTES OF 28TH JUNE 2022

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

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

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

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

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

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

This report was **noted**.

7. PH1427 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** this report.

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

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

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

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

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

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

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

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

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

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

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

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

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

It was proposed that the Committee support this planning application.

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

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

PH1431 – LW/22/0414, 60 The Promenade

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

The Committee **noted** this application.

PH1432 – LW/22/0392, 196 Arundel Road

It was proposed that the Committee support this planning application.

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

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

11. PH1433 – TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

LW/22/0261, 36 Cornwall Avenue

LW/22/0344, 38 Vernon Avenue

LW/22/0302, 128 Arundel Road

LW/22/0346, 29 Neville Road

LW/22/0292, 95 Malines Avenue

LW/22/0225, 82 The Promenade

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

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

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

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

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

The next meeting of this Committee was confirmed for 9th August 2022.

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



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 9th August 2022 at 7.30pm

Present: Cllr Isobel Sharkey (Vice Chair), Cllr Lucy Symonds (Chair of Council), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths, Cllr Cathy Gallagher, Cllr Dawn Paul, Cllr Job Harris.

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

Two members of the public were in attendance.

1. PH1435 CHAIRMAN'S ANNOUNCEMENTS

Cllr Sharkey noted that as Vice Chair of the Committee she would be standing in as Chair, in the Absence of Cllr Milliner.

The Chair opened the meeting at 19:31, welcomed everyone, asked that mobile devices were put onto silent, and went through the building fire procedures.

The Chair also extended her thanks, on behalf of the Committee, to Nancy Astley for her informative training session that preceded the meeting.

Cllr Symonds was initially noted as absent, but arrived at 19:32.

2. PH1436 PUBLIC QUESTIONS

A member of the public representing residents of Bee Road, informed the Committee that the building works taking place on the Chalkers Rise development is still causing a problem with dust, and that there is also now a concern about the damage that might have been caused to the roads as a result of vibrations from the building site; the roads appear to be collapsing and coming up in places, causing safety hazards and accessibility problems.

The Chair explained that roads are an ESCC issue, and that concerns can be passed to them.

The Committee was informed by the member of the public that ESCC have been out to assess the road.

Cllr Symonds added that she has had some prior involvement with this issue, that the dust problems are now being exacerbated by the hot, dry weather, and that further meetings between the residents and the building developers are already planned.

3. PH1437 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr White.

Cllr Milliner was also absent.

4. PH1438 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1439 TO ADOPT THE MINUTES OF 19TH JULY 2022

Proposed by: Cllr Griffiths. Seconded by: Cllr Gallagher.

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

6. PH1440 TO RECEIVE AN UPDATE FROM CLLR CATHY GALLAGHER ON THE EMERGING NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher informed the Committee that Nancy Astley has completed the necessary rewrites on the Neighbourhood Plan, and that the aim is now to be ready to go to Peacehaven and Telscombe Councils with the plans at the end of September.

2 Officers from Lewes District Council will also be coming to speak with the Town councils, followed by the handover of the Neighbourhood Plan to Lewes District Council.

This verbal report was **noted**.

7. PH1441 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** this report.

8. PH1442 – TO DECIDE ON THE PROPOSAL OF A JOINT SPEED ACTIVATED SIGN WITH TTC

Cllr Symonds reported to the Committee that this is something being discussed in the Public Safety task and finish group, and that it needs further discussion and work on the matter, as well as liaison with Telscombe Town Council.

Cllr Seabrook raised a number of questions regarding the speed activated sign, including;

- Training in the setup, calibration, and use of the sign would be required.
- If it's portable, what's going to prevent it being stolen.
- It will need to be moved at least every 3 months, what would the plan for this be.
- A risk assessment would need to be conducted for each site it was used at.
- The sign would need to be upgraded to have the solar panel option included.
- What is the cost of the required license
- We would need to be very careful of the location it's used at – some of the speeding hot spots would be inappropriate places to have the sign placed.
- Will people actually take notice of it.

Cllr Seabrook also suggested that the Community Speed Watch programme is more effective and cheaper, however, requires more volunteers.

The matter will need to go back to the Public Safety TFG for further discussion before coming back to Committee.

Vicky Onis (Committees & Assistant Projects Officer) was initially noted as absent, but arrived at 19:50.

9. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1443 – LW/22/0466, 21 Slindon Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Griffiths. Seconded by: Cllr Gallagher.

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

PH1444 – LW/22/0485, 30A Roderick Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.

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

PH1445 – LW/22/0482, 1 Johns Close

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr Seabrook.

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

PH1446 – LW/22/0480, 17 Arundel Road

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr Paul.

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

PH1447 – LW/22/0478, 39 Hodder Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Harris.

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

PH1448 – LW/22/0495, 94 Gladys Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Paul. Seconded by: Cllr Harris.

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

10. TO NOTE THE FOLLOWING PLANNING APPLICATIONS

PH1449 LW/22/0491/CD, 86 Pelham Rise

PH1450 LW/22/0492/CD, 16 – 28 Cripps Avenue

PH1451 LW/22/0493/CD, Land between Greenacres and Highsted Park.

The Committee **noted** these planning applications.

11. – TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

PH1452 LW/22/0371, 6 Wellington Road

PH1453 LW/21/0708/CD, The Sussex Coaster, 80 – 82 South Coast Road

PH1454 LW/22/0283, 116 South Coast Road

PH1455 LW/22/0408, 37 Vernon Avenue

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

12. PH1456 – TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Committee discussed the following updates to be made to the action plan;

- Planning training (Item 5) can now be removed, as this was given prior to this Committee meeting.
- Responding to the communication from Clarke Telecom (Item 7) has been completed so can now be removed from the action plan.
- Discussions regarding the speed activated sign, as per agenda item PH1442 to be added to the action plan.

The next meeting of this Committee was confirmed for 30th August 2022.

There being no further business the meeting ended at 20:10.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 30th August 2022 at 7.30pm

Present: Cllr Alan Milliner (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Cathy Gallagher, Cllr Dawn Paul, Cllr Ron White.

Officers: George Dyson (Deputy Town Clerk & Civic Officer).

No members of the public were in attendance.

1. PH1457 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, and went through the building fire procedures.

2. PH1458 PUBLIC QUESTIONS

There were no public questions.

3. PH1459 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Griffiths. Cllr Harris, and Cllr Seabrook.

4. PH1460 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1461 TO ADOPT THE MINUTES OF 9TH AUGUST 2022

Proposed by: Cllr Sharkey. Seconded by: Cllr Paul.

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

6. PH1462 TO RECEIVE AN UPDATE FROM CLLR CATHY GALLAGHER ON THE EMERGING NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher informed the Committee that the final draft of the Neighbourhood Development Plan is now being proof read which should be done by next week and ready to bring to Full Council on 27th September.

This verbal report was **noted**.

7. PH1463 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee discussed the £8738 overspend on Repair/Alteration of Premises, and requested some further details of this.

The Committee **noted** this report.

8. PH1464 – TO REVIEW THE PLANNING CODE OF GOOD PRACTICE POLICY

The Committee briefly discussed the draft planning code of good practice policy and felt that the policy needed some further work before being adopted.

It was proposed that a Task & Finish group meeting be set up to go through the papers and provide a short, composite policy.

The Task and Finish Group is to consist of Cllr Gallagher, Cllr Sharkey, George Dyson, and a message to go out to offer other Councillors the opportunity to join the group.

Proposed by: Cllr Gallagher. Seconded by: Cllr Sharkey.

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

9. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1465 – LW/22/0506, 19 Rustic Road

It was proposed that the Committee support this planning application, with the provision that the Juliette balcony and windows be reduced to protect the privacy of neighbours.

Proposed by: Cllr Gallagher. Seconded by: Cllr White.

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

PH1466 – LW/22/0521 82 The Promenade

It was proposed that the Committee support this planning application.

Proposed by: Cllr Paul. Seconded by: Cllr Gallagher.

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

PH1467 – LW/22/0520 Land To The Front of 295 South Coast Road

It was proposed that the Committee support this planning application although did note that there have been residents objections, and the Committee would like to see an overview of policy on masts going forward.

Proposed by: Cllr White. Seconded by: Cllr Gallagher.

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

PH1468 – LW/22/0524 60 The Promenade

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey. Seconded by: Cllr Gallagher.

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

PH1469 – LW/22/0547 The Sussex Coaster 8 – 82 South Coast Road

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr Paul.

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

10. – TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

PH1470 LW/22/0392 196 Arundel Road

The Committee **noted** this planning application decision.

11. PH1471 – TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Committee discussed the following updates to be made to the action plan;

- Item 3 (replacement bus shelter at Sutton Avenue) can now be removed as this has now been installed.
- The Committee would like an update on item 2 (6 Lamp posts).
- Setting up a Planning Code of Good Practice Policy Review Task and Finish Group meeting to be added to the action plan.

The next meeting of this Committee was confirmed for 4th October 2022.

There being no further business the meeting ended at 20:34.

Agenda Item:	C952-b-i
Committee:	Council
Date:	27 September 2022
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, Finance Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement
3. To **authorise** payments as presented

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 5 (August 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 August 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 47.9% of the budgeted expenditure has been spent so far, and 102.9% of the budgeted income has been received as at the end of month 5 (August 2022)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2022, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

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

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 30 June, 31st July & 31st August
- Bank reconciliation statement for cashbook 1 – 30 June, 31st July & 31st August
- Bank reconciliation statement for cashbook 2 – 30 June, 31st July & 31st August
- Detailed income and expenditure month 6 (August 2022)
- Detailed balance sheet month 6 (August 2022)

Agenda Item:

Committee: Policy & Finance

Date: 20th September 2022

Title: CIL Report Update

Report Authors: Zoe Malone

Purpose of Report: To note the current CIL position

Summary of recommended actions

To note the current CIL position and committed expenditure.

Introduction

We receive two CIL payments from Lewes each year for developments within the town. This money should be spent as follows;

*“Spending the CIL receipts in Local Councils In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Peacehaven Town Council, or any part of it, by **funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area.***

The current amount in our CIL account is **£321,798.72**

See below for expenditure so far this financial year;

CIL Expenditure 2022/23			
Supplier	Description	Amount	Comments
Joseph Ash	Gates for gym	2,900.00	
GTA Civils	Drawings for PID (Part of Bridleway BID)	500.00	
Wicksteed	Roundabout for Firle Road Playground	10,451.46	
Rise	Changing Places toilet at Big Park	29,000.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise. Therefore £2,000 of this money will come back to us.
GW Solutions	Bus Shelter for Sutton Avenue	9,312.00	
Rise	Changing Places toilet at Big Park	35,250.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
		87,413.46	

Analysis

This shows funds spent from our CIL pot so far this financial year. Please note that changing places toilet will be fully paid for by PTC and £45,000 recovered from Rise once installed and registered.

See below for committed expenditure as agreed at committee;

CIL Committed Expenditure 2022/23			
Supplier	Description	Amount	Comments
Hobart	Bridlepath - CIL BID	10,000.00	Due to length of time this has taken to get this work scheduled this will likely cost us more. LDC to pay £30,000
	Building Survey	5,000.00	On hold pending discussions with Morrisons on centre development
ESHRC	Hearing Loop	950.00	
LDC	Gateway Café Lease	800.00	Awaiting Lewes to respond
Chromavision	CCTV Upgrade	10,000.00	
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Howard Park - CIL Bid	6,000.00	LDC to make improvements therefore costs may be lower than expected.
N/A	Big Park Resurface - CIL BID	25,097.00	Have contacted Hobart to see if they can fit these works into Bridlepath works
Rise	Changing Places Toilet	27,000.00	PTC proportion of project - remaining amount to be paid for by Rise
		85,847.00	

Analysis

This shows committed expenditure as agreed at P&F and should councillors be aware of changing costs then to please notify the Finance Officer ASAP.

106 Monies

		883,278.34		
Planning Ref	Site	Amounts	Held by / For	Comments from ESCC / PTC
LW/09/0680	200-204 South Coast Road & 17 Dorothy Ave Peacehaven	14,105.06	ESCC for accessibility improvements within the area of the site	<i>ESCC - I have checked our s106 database and both amounts (LW09/0680 & LW2009/1093) have been allocated towards 'construction of measures which are identified in the new A259 study between Brighton and Newhaven' these contributions are nominally down for spend in 2024/25. We are currently finalising the preferred package of transport interventions for the A259 as we near the completion of the Major Road Network (MRN) corridor study. We plan to present the preferred package to stakeholders, including Peacehaven TC, in September.</i>
LW/2009/1093	16-16a South Coast Road	17,207.14	ESCC for accessibility improvements within the area of the site	<i>As part of the SOBC for the MRN we need to demonstrate a 15% local contribution and the s106 (and CIL funding) is an important element of that. Therefore, both of these contributions will be put forward as part of that 15% and we will relate these respective funds to particular identified schemes</i>
LW/11/1318 now LW/15/0023	184 South Coast Road	48,148.26	LDC for the Del - DDA equipment, pathways , furniture	Projects Officer identifying potential spends
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements

LW/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

Implications

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

<u>Financial</u>	Funds have been passed from Lewes and CIL Bids must be spent for it's intent and purpose. Any additional costs to PTC should be agreed and noted at committee.
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

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

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

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

Receipts not Banked/Cleared (Plus)

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

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

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

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		180,200.02
			<u>180,200.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,200.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,200.02
		Balance per Cash Book is :-	180,200.02
		Difference is :-	0.00

List of Payments made between 01/07/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/07/2022	The Fuelcard People	DD	38.77		GY06 PPX FUEL
04/07/2022	Barclays	DD	3.00		comm chgs
05/07/2022	CASTLE WATER	205063	273.13		JUNE WATER
05/07/2022	THOMAS DOOR & WINDOW	205064	684.00		SERVICE INTERNAL DOORS
05/07/2022	Your Franking Ltd	205065	127.20		franking machine cartridge
05/07/2022	Safe I.S. Ltd	205066	226.86		CAFE FIRE RISK ASSESSMENT
05/07/2022	L&N CONSULTANCY LIMITED	205068	1,584.00		JUNE CONSULTANCY
05/07/2022	LIZZIE HORNSBURY	205069	50.00		L.HORNSBURY DEPOSIT
05/07/2022	STEVE KEOGH	205070	155.75		STEVE KEOGH
05/07/2022	RISE ADAPTATIONS LTD	205071	34,800.00		RISE ADAPTATIONS LTD
05/07/2022	SOPHIE SMITH	205072	50.00		SOPHIE SMITH REFUND
05/07/2022	HMRC	205073	8,559.39		JUNE SALARIES
05/07/2022	EAST SUSSEX PENSION FUND	205074	6,963.12		JUNE SALARIES
05/07/2022	LIZZIE HORNSBURY	205069	-50.00		REISSUE CHEQUE
06/07/2022	Northstar IT	DD1	1,420.43		MONTHLY SUPPORT JULY
06/07/2022	02	DD2	117.12		JUNE MOBILES
08/07/2022	EDF	205075	550.81		JUNE ELECTRICITY
08/07/2022	Rialtas Business Solutions Ltd	205076	70.80		MTD ANNUAL FEE
08/07/2022	SIEMENS FINANCIAL SERVICES	205077	281.83		QUARTERLY FRANKING CHG
08/07/2022	SOUTHCOAST LOCKSMITHS LTD	205078	60.00		CALL OUT FOR CARPARK
08/07/2022	LAND REGISTRY	205079	80.00		LAND REGISTRY
08/07/2022	KANER OLETTE	205080	2,553.60		KANER OLETTE
08/07/2022	A ALLEN	205081	36.94		A ALLEN
08/07/2022	Pitney Bowes LTD	DD1	200.00		FRANKING MACHINE TOP UP
11/07/2022	The Fuelcard People	DD	10.80		FUEL CARD CHARGES
11/07/2022	Barclays	DD1	62.00		JUNE CARD CHARGES
12/07/2022	Brewers and Sons Ltd	205082	13.85		PAINT & BRUSHES
12/07/2022	Codec Facilities Ltd	205083	770.99		BENCH
12/07/2022	Trade UK	205084	167.31		HOSE FOR OUTSIDE TAP
12/07/2022	Caroline Reid	205085	609.00		JULY CLEANING
12/07/2022	ELIZABETH HORNSBURY	205086	50.00		E.HORNSBURY DEPOSIT REFUND
12/07/2022	TOTAL GAS & POWER	DD2	433.74		MAY GAS
14/07/2022	Ricoh Capital Ltd	205087	1,032.95		CLICK CHARGES
14/07/2022	AHGTC	205088	30.00		2022/23 MEMBERSHIP
14/07/2022	Radius Connect	205089	480.60		TELEPHONES - JULY
14/07/2022	R.J.Meaker Fencing Ltd	205090	4.18		SCREWS & WASHERS
14/07/2022	THOMAS DOOR & WINDOW	205091	294.00		RELIN SCREENS AND BOLTS
14/07/2022	Business Sream	205092	102.58		WASTE WATER APR - JUN
18/07/2022	The Fuelcard People	DD1	292.87		FUEL GY06PPX & HK66WMJ
19/07/2022	BRITISH GAS	205093	20.71		GAS - 17 JUNE-16 JULY
19/07/2022	BRITISH GAS	205094	70.81		ELECTRICITY - JUNE - 18 JULY
19/07/2022	Farrington Property Developmen	205095	4,404.00		UNIT 14 20/07 - 13 WEEKS
19/07/2022	Wightman & Parrish Ltd	205096	347.32		CLEANING PRODUCTS
19/07/2022	LISA HAYWARD	205097	94.50		E-NEWS FOR JULY
19/07/2022	DANIELLE MCDONALD	205098	50.00		D.MCDONALD DEPOSIT
19/07/2022	IVOR LAWRENCE	205099	100.00		I.LAWRENCE - DEPOSIT
19/07/2022	SALTDEAN PRIMARY	205100	200.00		SALTDEAN PRIMARY

List of Payments made between 01/07/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/07/2022	02	DD	19.07		MOBILE CHARGES`
25/07/2022	JULY SALARIES	JULY BACS	29,034.64		JULY SALARIES
25/07/2022	BARCLAYCARD	JUNE CC	519.71		JUNE CC PAYMENTS
26/07/2022	EAST SUSSEX PENSION FUND	205104	7,567.54		JULY SALARIES
26/07/2022	HMRC	205105	10,248.54		JULY SALARIES
26/07/2022	R.J.Meaker Fencing Ltd	205102	50.58		FENCING & SCREWS
26/07/2022	Cinemobile	205106	1,073.00		OPERATION MINCEMEAT
26/07/2022	C.E.F	205107	133.08		LIGHTING FOR MEMORIAL
27/07/2022	EDF	DD	3,396.18		18MAR - 17 JUNE ELECTRICITY
27/07/2022	EDF	DD1	761.66		18MAR - 17 JUN ELECTRICITY
27/07/2022	EDF	DD2	1,859.47		18 MAR - 17 JUNE ELECTRICITY
28/07/2022	CASTLE WATER	205108	200.57		JULY WATER
28/07/2022	R.J.Meaker Fencing Ltd	205109	64.80		FENCE REPAIRS FOR BIG PARK
28/07/2022	Wightman & Parrish Ltd	205110	19.42		FLOOR CLEANER
28/07/2022	CTLA	205111	6,500.00		CTLA - SLA
29/07/2022	LISA HAYWARD	BACS	781.00		JULY CONSULTANCY
29/07/2022	TOTAL GAS & POWER	DD4	91.96		JUNE GAS - CH
01/08/2022	The Fuelcard People	DD	38.76		HK66WMJ
01/08/2022	Northstar IT	DD1	576.00		OFFICE MOVE
04/08/2022	Northstar IT	DD2	1,433.60		AUG MONTHLY SUPPORT
04/08/2022	02	DD	145.20		MOBILES - JULY
04/08/2022	Barclays	DD1	3.00		COMM AUG
08/08/2022	The Fuelcard People	DD	70.02		HK66 WMJ FUEL
09/08/2022	HR Services Partnership	205112	180.12		JULY ADVICE
09/08/2022	COUNTY OFFICE SUPPLIES LTD	205113	29.82		STATIONARY
09/08/2022	CATERCRAFT SUPPLIES LTD	205114	540.00		KITCHEN DUCT CLEAN
09/08/2022	KANER OLETTE	205115	2,704.80		FEASIBILITY STUDY
09/08/2022	PKF Littlejohn LLP	205116	1,920.00		ANNUAL AUDIT FEES
09/08/2022	Spaldings Limited	205117	414.00		GROUNDS MAINTENANCE
09/08/2022	L&N CONSULTANCY LIMITED	205118	792.00		JULY CONSULTANCY
09/08/2022	EDF	205119	512.04		JULY ELECTRICITY
09/08/2022	Brewers and Sons Ltd	205120	151.14		PAINTS/BRISHES/WHITE SPIRIT
09/08/2022	R.J.Meaker Fencing Ltd	205121	53.70		FENCE REPAIRS FOR DELL
09/08/2022	NATASHA TREE	205122	50.00		N.TREE DEPOSIT REFUND
09/08/2022	CTLA	205123	220.00		CAR BOOT REFUND
09/08/2022	Lewes District Council	205124	162.00		SUMMER FAIR BINS
09/08/2022	COUNTY OFFICE SUPPLIES	205113	-29.82		CHEQUE ERROR
09/08/2022	COUNTY OFFICE SUPPLIES	205113	24.85		CORRECT CHQ ERROR
10/08/2022	Barclays	DD	97.85		JULY PDQ CHARGES
11/08/2022	Hugh Page Sussex ltd	205125	545.51		GEAR BOX ASSY
11/08/2022	THOMAS DOOR & WINDOW	205126	408.00		SUPPLY/INSTALL DORMA
15/08/2022	The Fuelcard People	DD	138.96		hk66wmj FUEL
16/08/2022	MEGAN ROSS KING	205127	50.00		M.ROSS KING DEPOSIT
16/08/2022	AMBER CRONIN	205128	50.00		A.CRONIN - DEPOSIT
16/08/2022	JAMES BOOT	205129	581.25		J.BOOT APR-JULY CONSULT
16/08/2022	Caroline Reid	205130	609.00		AUGUST CLEANING
16/08/2022	COUNTY OFFICE SUPPLIES LTD	205131	35.71		A4 DIARY

List of Payments made between 01/07/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/08/2022	RURAL SERVICES PARTNERSHIP	205132	156.00		APR-MAR GROUP MEMBERSHIP
16/08/2022	Block Busters Contracts Ltd	205133	189.60		CCTV SURVEY
16/08/2022	GW SHELTER SOLUTIONS LTD	205134	11,174.40		BUS SHELTER - SUTTON AVE
16/08/2022	Interserve FS UK Ltd	205135	84.92		FIRE EQUIP SERVICE 2021!
16/08/2022	BRITISH GAS	205136	97.17		UNIT 14 ELECTRICITY
16/08/2022	BRITISH GAS	205137	26.09		UNIT 14 GAS
16/08/2022	Radius Connect	205138	480.60		AUGUST TELEPHONES
16/08/2022	Rigby Taylor	205139	356.40		BOWLS GREEN
16/08/2022	CVS TYRES LTD	205140	334.90		WIPER MOTOR SUPPLY & FIT
18/08/2022	BLT DIRECT	205141	162.00		MUGA COURT LIGHT
22/08/2022	The Fuelcard People	DD	134.36		GY06PPX FUEL
22/08/2022	EDF	DD	165.06		MAY - JULY ELECTRICITY
22/08/2022	Credit Card A/c	correct	968.40		CORRECT PREV T/FER
24/08/2022	Peacehaven Community School	205142	35.00		HALF PAGE ADVERT
24/08/2022	COUNTY OFFICE SUPPLIES LTD	205143	4.72		A4 DIARY
24/08/2022	Trade UK	205144	21.17		MAINTENANCE STUFF
24/08/2022	BRITISH GAS	205145	10.38		30 JUL - 16 AUG GAS
24/08/2022	CASTLE WATER	205146	202.65		AUGUST WATER
24/08/2022	CLAUDE CHETA	205147	50.00		C.CHETA DEPOSIT REFUND
24/08/2022	PHS Group	DD1	91.27		28/08 - 27/11 SANITARY / WASTE
25/08/2022	PHS Group	DD2	619.82		28/08-27/11 PERSONAL HYGIENE
25/08/2022	AUGUST SALARIES	AUG PAY	25,565.92		AUGUST SALARIES
30/08/2022	TOTAL GAS & POWER	DD	96.22		JULY GAS - CH
30/08/2022	LISA HAYWARD	BACS	2,035.00		AUG CONSULTANCY
Total Payments			186,369.74		

THE OFFICIALS
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Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 01 July 2022

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£681,506.63
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,200.02
.....	
Sort Code 20-49-76 • Account No 83521656	
















[This is the end of your account summary.](#)

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PEACEHAVEN TOWN COUNCIL
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Your Business Current Account

At a glance

25 Jun - 01 Jul 2022

Date	Description	Money out £	Money in £	Balance £
25 Jun	Start Balance			50,000.00
27 Jun	 Direct Debit to Fuel Card Services Ref: Ffb017243	40.81		49,959.19
	 Cheque Issued Ref: 205049	29.98		49,929.21
	 Transfer to Account 30701211	5,235.21		44,694.00
	 Direct Credit From K Gorringer Ref: K Gorringer 13086		10.00	44,704.00
	 Direct Credit From Williams C Ref: Harlequin Studios		10.00	44,714.00
	 Direct Credit From H Bonwick Ref: Invoice 13182		10.00	44,724.00
	 Direct Credit From Fundraising Auctio Ref: 13178		10.00	44,734.00
	 Direct Credit From BCard1041619240622		24.00	44,758.00
	 Direct Credit From Danielle McDonald Ref: Dani McDonald		122.00	44,880.00
	 Direct Credit From Hsbct Tef Ref: 202206203		5,100.00	49,980.00
	 Direct Credit From Laycock S Ref: Invoice 13170		10.00	49,990.00
	 Direct Credit From Laycock S Ref: Invoice 13174		10.00	50,000.00
28 Jun	 Cheque Issued Ref: 205031	105.72		49,894.28
	 Cheque Issued Ref: 205046	628.80		49,265.48
	 Cheque Issued Ref: 205048	189.60		49,075.88

Continued

Start balance £50,000.00

Money out £11,925.17







▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £11,925.17

End balance £50,000.00

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			49,075.88
28 Jun	 Giro Transfer to Account 30701211	1,941.90		47,133.98
	 STO Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		826.02	47,960.00
	 Giro Direct Credit From The Pcc For Sussex Ref: Spa1 2000353138 K		2,040.00	50,000.00
29 Jun	 Cheque Issued Ref: 205042	70.20		49,929.80
	 Cheque Issued Ref: 205043	22.98		49,906.82
	 Giro Transfer to Account 30701211	217.37		49,689.45
	 Giro Direct Credit From Smith SC Ref: Soph Sweets 09July		50.00	49,739.45
	 Giro Direct Credit From Telscombe T.C ZZ8 Ref: 13121 & 13122		260.55	50,000.00
30 Jun	 Cheque Issued Ref: 205039	1,152.45		48,847.55
	 Cheque Issued Ref: 205041	131.40		48,716.15
	 Giro Direct Credit From BCard1041619290622		74.50	48,790.65
	 Giro Direct Credit From East Sussex Genera Ref: Escs 5002315058 K		14.40	48,805.05
	 Giro Transfer From Account 30701211		1,194.95	50,000.00
1 Jul	 Cheque Issued Ref: 205034	200.00		49,800.00
	 Cheque Issued Ref: 205050	50.00		49,750.00
	 Giro Transfer to Account 30701211	1,908.75		47,841.25
	 Giro Direct Credit From BCard1041619300622		35.00	47,876.25
	 Giro Direct Credit From Scott Stafford Ref: Wed Vet Football		123.75	48,000.00
	 Giro Direct Credit From Main Grants		2,000.00	50,000.00
1 Jul	Balance carried forward			50,000.00
	Total Payments/Receipts	11,925.17	11,925.17	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 16 Jun 2022 1.250%
was

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow. For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

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barclays.co.uk

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0345-717-1819

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or use our 24-hour automated
service**

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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[www.linkedin.com/
Barclays Business
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Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

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Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 02 September 2022

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£850,598.60
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,200.02
.....	
Sort Code 20-49-76 • Account No 83521656	















[This is the end of your account summary.](#)

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Your Business Current Account

At a glance

27 Aug - 02 Sep 2022

Date	Description	Money out £	Money in £	Balance £
27 Aug	Start Balance			50,103.62
30 Aug	 Direct Debit to Totalenergies G&P Ref: 1221874	96.22		50,007.40
	 Cheque Issued Ref: 205129	581.25		49,426.15
	 Cheque Issued Ref: 205135	84.92		49,341.23
	 On-Line Banking Bill Payment to Lisa Hayward Ref: August Consultancy	2,035.00		47,306.23
	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		826.02	48,132.25
	 Direct Credit From BCard1041619260822		14.00	48,146.25
	 Direct Credit From Thrive Tribe Limit Ref: Thrive Tribe Ltd		93.60	48,239.85
	 Direct Credit From NHS Blood Transpla Ref: 2293972		240.00	48,479.85
	 Deposit at Barclays 53739 Ref: 13.2030Auglcpob000		93.20	48,573.05
	 Transfer From Account 30701211		1,530.57	50,103.62
31 Aug	 Cheque Issued Ref: 205139	356.40		49,747.22
	 Cheque Issued Ref: 205145	10.38		49,736.84
	 Cheque Issued Ref: 205146	202.65		49,534.19
	 Transfer to Account 30701211	74.19		49,460.00

Continued

Start balance £50,103.62

Money out £12,935.03



▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £12,831.41

End balance £50,000.00

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,460.00
31 Aug	 Direct Credit From Aquarius Sols Zzl Ref: Aquarius Solutions		200.00	49,660.00
	 Direct Credit From Care Unbound Limit Ref: Inv 13286		340.00	50,000.00
	 Deposit at Barclays Post Office Credit Ref: 201206		105.95	50,105.95
1 Sep	 Direct Debit to Lewes District Cou Ref: 100792496	1,173.00		48,932.95
	 Direct Debit to Lewes District Cou Ref: 101237387	7,859.00		41,073.95
	 Cheque Issued Ref: 205140	334.90		40,739.05
	 Cheque Issued Ref: 205144	21.17		40,717.88
	 Direct Credit From BCard1041619310822		76.50	40,794.38
	 Direct Credit From Poore C Ref: Chelsea Poore		104.00	40,898.38
	 Transfer From Account 30701211		9,103.57	50,001.95
	 Direct Credit From Carlo D Ref: Party Booking		104.00	50,105.95
2 Sep	 Cheque Issued Ref: 205121	53.70		50,052.25
	 Transfer to Account 30701211	52.25		50,000.00
2 Sep	Balance carried forward			50,000.00
Total Payments/Receipts		12,935.03	12,831.41	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 04 Aug 2022 was 1.750%

Dispute resolution

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What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

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- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow. For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

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Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Online

barclays.co.uk

On the phone

0345-717-1819

**Talk to an advisor 7am - 11pm
or use our 24-hour automated
service**

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:


- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.


Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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 [www.linkedin.com/
Barclays Business
Banking](http://www.linkedin.com/BarclaysBusinessBanking)

Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 29 July 2022

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£588,877.99
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,200.02
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business Current Account

At a glance

23 - 29 Jul 2022

Date	Description	Money out £	Money in £	Balance £
23 Jul	Start Balance			50,095.40
25 Jul	DD Direct Debit to Peacehaven TC Ref: BACS	29,034.64		21,060.76
	DD Direct Debit to BCard Commercial Ref: 5476760307525801	519.71		20,541.05
	 Cheque Issued Ref: 205087	1,032.95		19,508.10
	 Cheque Issued Ref: 205093	20.71		19,487.39
	 Cheque Issued Ref: 205094	70.81		19,416.58
	Giro Direct Credit From Hannah Townsend Ref: Allotment Inv13210		25.00	19,441.58
	Giro Direct Credit From Williams N & A Ref: Allotment17		25.00	19,466.58
	Giro Direct Credit From Mullins SK& Ref: in 13217		161.00	19,627.58
	Giro Transfer From Account 30701211		30,467.82	50,095.40
26 Jul	 Cheque Issued Ref: 204975	750.00		49,345.40
	 Cheque Issued Ref: 205083	770.99		48,574.41
	 Cheque Issued Ref: 205097	94.50		48,479.91
	Giro Transfer to Account 30701211	576.47		47,903.44
	Giro Direct Credit From Gearing James Ref: 12463/12541		40.80	47,944.24
	Giro Direct Credit From B Cove Ref: 13204		100.00	48,044.24

Continued

Start balance £50,095.40

Money out £52,688.95























▶ Commission charges £0.00

▶ Interest paid £0.00









Money in £52,593.55

End balance **£50,000.00**

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				48,044.24
26 Jul	 Direct Credit From A Cronin Ref: Amber Cronin 13224		104.00	48,148.24
	 Direct Credit From Know Dementia Ref: 13235		297.00	48,445.24
	 Direct Credit From Rainbow Child Care Ref: 13212		624.00	49,069.24
	 Direct Credit From BCard1041619250722		838.70	49,907.94
	 Deposit at Barclays 53739 Ref: 10.2926jullkpob000		92.06	50,000.00
27 Jul	 Direct Debit to Edfenergy Cust PLC Ref: 1581870182	3,396.18		46,603.82
	 Direct Debit to Edfenergy Cust PLC Ref: 2067576607	761.66		45,842.16
	 Direct Debit to Edfenergy Cust PLC Ref: 7866008810	1,859.47		43,982.69
	 Direct Credit From Lewes C of C Ref: Lewes Chamber		15.00	43,997.69
	 Direct Credit From Gateway Cafe Ref: 13196 Electricity		2,750.54	46,748.23
	 Transfer From Account 30701211		3,251.77	50,000.00
28 Jul	 Cheque Issued Ref: 205054	11,500.00		38,500.00
	 Cheque Issued Ref: 205092	102.58		38,397.42
	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		826.02	39,223.44
	 Direct Credit From Release Counsellin Ref: 13222		40.00	39,263.44
	 Direct Credit From BCard1041619270722		44.70	39,308.14
	 Direct Credit From P Clements Ref: Sew Happy Quilting		78.00	39,386.14
	 Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		80.00	39,466.14
	 Direct Credit From N'Haven& P'Haven U Ref: U3A Invoice 13246		86.40	39,552.54
	 Direct Credit From The Deans Senior T Ref: Deans Tea Club		141.27	39,693.81
	 Direct Credit From Cliffe Bonfire Ltd Ref: Cliffe Bonfire Bar		200.00	39,893.81
	 Transfer From Account 30701211		10,106.19	50,000.00

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				50,000.00
29 Jul	 Direct Debit to Totalenergies G&P Ref: 1221874	91.96		49,908.04
	 Cheque Issued Ref: 205064	684.00		49,224.04
	 Cheque Issued Ref: 205091	294.00		48,930.04
	 Cheque Issued Ref: 205096	347.32		48,582.72
	 On-Line Banking Bill Payment to Lisa Hayward Ref: July Consultancy	781.00		47,801.72
	 Direct Credit From Justna Rahman Ref: 13259		37.44	47,839.16
	 Direct Credit From Justna Rahman Ref: 13260		107.14	47,946.30
	 Transfer From Account 30701211		2,053.70	50,000.00
29 Jul	Balance carried forward			50,000.00
Total Payments/Receipts		52,688.95	52,593.55	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 16 Jun 2022	1.250%
was	

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow. For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

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– 24 hours

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**Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022		859,649.92
Current Account	31/08/2022		50,105.95
			<u>909,755.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/04/2022 122928 EMMA BUDD		50.00	
10/05/2022 204968 KIRSTIN WINGROVE		50.00	
10/05/2022 204969 LEWES DISTRICT COUNCIL		93.60	
24/05/2022 204997 LAUREN HOPKINS		50.00	
10/06/2022 205026 MBI Sound & Light		240.00	
14/06/2022 205036 WENDY VECK		11.58	
29/06/2022 205060 Society Of Local Council Clerk		327.00	
19/07/2022 205098 DANIELLE MCDONALD		50.00	
19/07/2022 205099 IVOR LAWRENCE		100.00	
19/07/2022 205100 SALTDEAN PRIMARY		200.00	
09/08/2022 205112 HR Services Partnership		180.12	
09/08/2022 205113 COUNTY OFFICE SUPPLIES LTD		29.82	
09/08/2022 205114 CATERCRAFT SUPPLIES LTD		540.00	
09/08/2022 205121 R.J.Meaker Fencing Ltd		53.70	
11/08/2022 205126 THOMAS DOOR & WINDOW CONTROLS		408.00	
16/08/2022 205131 COUNTY OFFICE SUPPLIES LTD		35.71	
16/08/2022 205132 RURAL SERVICES PARTNERSHIP LTD		156.00	
16/08/2022 205138 Radius Connect		480.60	
16/08/2022 205140 CVS TYRES LTD		334.90	
18/08/2022 205141 BLT DIRECT		162.00	
24/08/2022 205142 Peacehaven Community School		35.00	
24/08/2022 205143 COUNTY OFFICE SUPPLIES LTD		4.72	
24/08/2022 205144 Trade UK		21.17	
24/08/2022 205147 CLAUDE CHETA		50.00	
			<u>3,663.92</u>
			906,091.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			906,091.95
Balance per Cash Book is :-			906,091.95
Difference is :-			0.00

**Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022		180,200.02
			<u>180,200.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,200.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,200.02
		Balance per Cash Book is :-	180,200.02
		Difference is :-	0.00

Balance Sheet as at 31/08/2022

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	10,443
4,960	VAT Control A/c	19,266
50	Deposit Aqua	50
441,980	Current Bank A/c	827,511
180,186	Reserve Account	180,200
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

1,037,990

641,172 Total Assets

1,037,990

Current Liabilities

8,024	Creditors	0
1,220	Mayor's Appeal	568
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,797

12,514

3,365

628,658 Total Assets Less Current Liabilities

1,034,625

Represented By

131,155	General Reserves	540,395
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	0
530	Monument & War Memorial	530
4,000	P/H Youth Task Group	4,000
319,507	CIL	321,799
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	339

Balance Sheet as at 31/08/2022

31/03/2022		31/03/2023
	3,914 Professional Fees - Legal	2,988
	2,300 Neighbourhood Plan	1,640
	52,399 Capital Receipts Reserve	52,399
	<u>628,658</u>	<u>1,034,625</u>

The above statement represents fairly the financial position of the authority as at 31/08/2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	687,081	687,081	0			100.0%	
1010 CIL Income	90,705	0	(90,705)			0.0%	90,705
1011 Groundwork UK	8,516	0	(8,516)			0.0%	
1013 Income from Photocopying	81	0	(81)			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1100 Interest Received	14	200	186			6.8%	
1309 Other Income	3	1,000	997			0.3%	
General Administration :- Income	801,599	703,481	(98,118)			113.9%	90,705
4154 Sponsorship	180	0	(180)		(180)	0.0%	(32)
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
General Administration :- Direct Expenditure	21,180	21,000	(180)	0	(180)	100.9%	(32)
4001 Salaries	169,730	406,640	236,910		236,910	41.7%	
4002 Employer N.I Contributions	16,158	42,640	26,482		26,482	37.9%	
4003 Employer Pension Contributions	27,188	75,228	48,040		48,040	36.1%	
4004 Overtime	1,238	1,000	(238)		(238)	123.8%	
4011 Training	280	5,000	4,720		4,720	5.6%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	488	500	12		12	97.5%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	1,657	5,000	3,343		3,343	33.1%	
4307 Stationery	361	500	139		139	72.1%	
4310 Professional Fees - Consultanc	150	2,000	1,850		1,850	7.5%	
4311 Professional Fees - Legal	1,336	2,000	664		664	66.8%	926
4312 Professional Fees - Other	762	2,000	1,239		1,239	38.1%	
4314 Audit Fees	1,750	3,000	1,250		1,250	58.3%	
4315 Insurance	11,331	10,500	(831)		(831)	107.9%	
4321 Bank Charges	42	100	58		58	42.4%	
4322 BACS Charges	12	200	188		188	6.0%	
4323 PDQ Charges	256	800	544		544	32.0%	
4325 Postage	751	1,000	250		250	75.0%	
4326 Telephones	2,027	6,000	3,973		3,973	33.8%	
4327 Computers	6,474	15,000	8,526		8,526	43.2%	480
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	4,500	1,017	(3,483)		(3,483)	442.5%	2,799
4342 Subscriptions	3,568	5,500	1,932		1,932	64.9%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	120	0	(120)		(120)	0.0%	
General Administration :- Indirect Expenditure	251,680	600,625	348,945	0	348,945	41.9%	4,205
Net Income over Expenditure	528,739	81,856	(446,883)				
6000 plus Transfer from EMR	4,173						
6001 less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	442,206						
110 Civic Events							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	789	0	(789)				0
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	0	3,170	3,170	0	3,170		0
4331 Mayor's Allowance	343	1,500	1,157		1,157	22.9%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	311	1,000	689		689	31.1%	
4336 Civic Service	47	500	453		453	9.3%	
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	701	5,800	5,099	0	5,099	12.1%	0
Net Income over Expenditure	89	(8,970)	(9,059)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	1,320	4,000	2,680			33.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	1,420	8,500	7,080			16.7%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	0	3,250	3,250		3,250	0.0%	
4329 Advertising	535	1,000	465		465	53.5%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	535	4,750	4,215	0	4,215	11.3%	0
Net Income over Expenditure	885	3,550	2,665				

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
1101 Neighbourhood Plan	1,301	0	(1,301)			0.0%	
Neighbourhood Plan :- Income	1,301	0	(1,301)				0
4337 Neighbourhood Plan	3,904	5,000	1,096		1,096	78.1%	660
Neighbourhood Plan :- Indirect Expenditure	3,904	5,000	1,096	0	1,096	78.1%	660
Net Income over Expenditure	(2,603)	(5,000)	(2,397)				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	(1,943)						
200 Planning & Highways							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	213	600	387		387	35.5%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	213	1,850	1,637	0	1,637	11.5%	0
4101 Repair/Alteration of Premises	9,438	700	(8,738)		(8,738)	1348.3%	9,312
4111 Electricity	206	1,092	886		886	18.9%	
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	18,925	11,156	(7,769)	0	(7,769)	169.6%	9,312
Net Expenditure	(19,138)	(13,006)	6,132				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(9,826)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	2,567	6,000	3,433		3,433	42.8%	
4203 Fuel	3,016	5,500	2,484		2,484	54.8%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure	5,907	13,000	7,093	0	7,093	45.4%	0
Net Expenditure	(5,907)	(13,000)	(7,093)				
310 Sports Park							
1025 Rent & Service Charge	8,590	13,845	5,256			62.0%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	1,788	3,000	1,212			59.6%	

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1061 S/P Court Hire	935	5,406	4,471			17.3%	
Sports Park :- Income	15,562	26,751	11,189			58.2%	0
4101 Repair/Alteration of Premises	29,064	0	(29,064)		(29,064)	0.0%	29,000
4111 Electricity	538	5,000	4,462		4,462	10.8%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	
4161 Cleaning Costs	3,045	8,000	4,955		4,955	38.1%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	3,713	10,000	6,287		6,287	37.1%	
Sports Park :- Indirect Expenditure	39,651	29,845	(9,806)	0	(9,806)	132.9%	29,000
Net Income over Expenditure	(24,088)	(3,094)	20,994				
6000 plus Transfer from EMR	29,000						
Movement to/(from) Gen Reserve	4,912						
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	962	5,000	4,038		4,038	19.2%	500
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	375	500	125		125	74.9%	
4112 Gas	139	300	161		161	46.3%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
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	609	3,500	2,891		2,891	17.4%	
Big Park :- Indirect Expenditure	18,679	36,516	17,837	0	17,837	51.2%	500
Net Expenditure	(18,679)	(36,516)	(17,837)				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	(18,179)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	3,442	8,823	5,381			39.0%	
1111 Electricity	2,292	6,000	3,708			38.2%	
Gateway Cafe :- Income	5,734	14,823	9,089			38.7%	0
4101 Repair/Alteration of Premises	0	3,000	3,000		3,000	0.0%	
4111 Electricity	2,292	6,000	3,708		3,708	38.2%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,572	1,500	(72)		(72)	104.8%	

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4326 Telephones	405	972	567		567	41.7%	
Gateway Cafe :- Indirect Expenditure	4,585	12,972	8,387	0	8,387	35.3%	0
Net Income over Expenditure	1,149	1,851	702				
<u>330 Parks & Open Spaces</u>							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,086	5,100	(986)			119.3%	
1050 Allotment Rent	175	2,445	2,270			7.2%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,536	7,545	1,009			86.6%	0
4104 Vandalism Repairs	402	1,500	1,098		1,098	26.8%	
4105 Tree Works	240	2,000	1,760		1,760	12.0%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	642	7,500	6,858	0	6,858	8.6%	0
4101 Repair/Alteration of Premises	3,189	5,000	1,811		1,811	63.8%	2,900
4141 Water Services	1,683	5,000	3,317		3,317	33.7%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	2,276	4,000	1,724		1,724	56.9%	
4301 Purchase of Furniture/Equipmen	10,223	5,000	(5,223)		(5,223)	204.5%	10,451
Parks & Open Spaces :- Indirect Expenditure	17,527	21,000	3,473	0	3,473	83.5%	13,351
Net Income over Expenditure	(11,632)	(20,955)	(9,323)				
6000 plus Transfer from EMR	13,351						
Movement to/(from) Gen Reserve	1,719						
<u>355 The Hub</u>							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	7,158	16,646	9,488			43.0%	
The Hub :- Income	7,148	16,646	9,498			42.9%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	725	2,000	1,275		1,275	36.3%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	102	2,000	1,898		1,898	5.1%	
The Hub :- Indirect Expenditure	3,493	8,000	4,507	0	4,507	43.7%	0
Net Income over Expenditure	3,655	8,146	4,491				

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Community House</u>							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	2,848	6,120	3,272			46.5%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	1,923	7,280	5,357			26.4%	
1076 C/H Main Hall	5,777	18,280	12,503			31.6%	
1077 C/H Anzac Room	4,876	9,065	4,189			53.8%	
1078 C/H Main Kitchen	416	892	476			46.7%	
1079 C/H Anzac Kitchen	453	500	47			90.5%	
1080 C/H Foyer	384	1,642	1,258			23.4%	
1081 C/H Equipment Hire	341	928	587			36.8%	
1090 Storage Income	433	0	(433)			0.0%	
1091 Cinema Income	1,756	4,500	2,744			39.0%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	21,096	61,037	39,941			34.6%	0
4167 Cinema Costs	1,405	1,000	(405)		(405)	140.5%	
4175 Music Licence	0	1,250	1,250		1,250	0.0%	
Community House :- Direct Expenditure	1,405	2,250	845	0	845	62.4%	0
4101 Repair/Alteration of Premises	382	7,000	6,618		6,618	5.5%	
4102 Maintenance of Buildings	4,484	5,000	516		516	89.7%	
4111 Electricity	4,157	10,000	5,843		5,843	41.6%	
4112 Gas	3,496	6,000	2,504		2,504	58.3%	
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	658	8,000	7,342		7,342	8.2%	
4151 Fixtures & Fittings	840	1,500	660		660	56.0%	520
4161 Cleaning Costs	367	1,000	633		633	36.7%	
4162 Cleaning Materials	215	1,000	785		785	21.5%	
4163 Personal Hygiene	1,109	2,500	1,391		1,391	44.4%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	23,567	78,400	54,833	0	54,833	30.1%	520
Net Income over Expenditure	(3,876)	(19,613)	(15,737)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(3,356)						
<u>430 Summer Fair</u>							
1045 Event Sponsorship	2,500	500	(2,000)			500.0%	
1046 Stall Income (Events)	1,150	1,500	350			76.7%	

Detailed Income & Expenditure by Budget Heading 31/08/22

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Other Customer & Client Receipt	1,235	800	(435)			154.4%	
Summer Fair :- Income	4,885	2,800	(2,085)			174.5%	0
4329 Advertising	139	900	761		761	15.5%	
4500 Event Staff Overtime	2,369	1,150	(1,219)		(1,219)	206.0%	
4900 Miscellaneous Expenses	1,045	1,200	155		155	87.1%	
Summer Fair :- Indirect Expenditure	3,554	3,250	(304)	0	(304)	109.4%	0
Net Income over Expenditure	1,331	(450)	(1,781)				
<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	0	1,800	1,800			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(360)	(360)				
<u>450 Mayoral Charity Events</u>							
1045 Event Sponsorship	1,990	0	(1,990)			0.0%	
Mayoral Charity Events :- Income	1,990	0	(1,990)				0
Net Income	1,990	0	(1,990)				
Grand Totals:- Income	868,061	843,383	(24,678)			102.9%	
Expenditure	416,147	868,944	452,797	0	452,797	47.9%	
Net Income over Expenditure	451,914	(25,561)	(477,475)				
plus Transfer from EMR	57,516						
less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	418,725						

**Bank Reconciliation Statement as at 31/07/2022
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	31/07/2022		588,877.99
Current Account	31/07/2022		50,000.00
			<hr/> 638,877.99

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
09/03/2022 120878 KAYLEIGH WATTS	50.00
12/04/2022 122928 EMMA BUDD	50.00
10/05/2022 204968 KIRSTIN WINGROVE	50.00
10/05/2022 204969 LEWES DISTRICT COUNCIL	93.60
24/05/2022 204997 LAUREN HOPKINS	50.00
07/06/2022 205011 MR A ALLEN	7.09
10/06/2022 205025 Radius Connect	480.72
10/06/2022 205026 MBI Sound & Light	240.00
14/06/2022 205035 MICHAEL RIPLEY	5.67
14/06/2022 205036 WENDY VECK	11.58
21/06/2022 205044 The Play Inspection Company Lt	306.00
21/06/2022 205047 Fiddes & Son Ltd T/A Bowcom	843.60
29/06/2022 205055 MARTLETS HOSPICE	30.00
29/06/2022 205057 AMADEUS	46.24
29/06/2022 205058 Safe I.S. Ltd	226.86
29/06/2022 205060 Society Of Local Council Clerk	327.00
05/07/2022 205065 Your Franking Ltd	127.20
05/07/2022 205066 Safe I.S. Ltd	226.86
08/07/2022 205081 A ALLEN	36.94
14/07/2022 205089 Radius Connect	480.60
14/07/2022 205090 R.J.Meaker Fencing Ltd	4.18
19/07/2022 205095 Farrington Property Developmen	4,404.00
19/07/2022 205098 DANIELLE MCDONALD	50.00
19/07/2022 205099 IVOR LAWRENCE	100.00
19/07/2022 205100 SALTDEAN PRIMARY	200.00
26/07/2022 205104 EAST SUSSEX PENSION FUND	7,567.54
26/07/2022 205105 HMRC	10,248.54
26/07/2022 205102 R.J.Meaker Fencing Ltd	50.58
26/07/2022 205106 Cinemobile	1,073.00
26/07/2022 205107 C.E.F	133.08
28/07/2022 205108 CASTLE WATER	200.57
28/07/2022 205109 R.J.Meaker Fencing Ltd	64.80
28/07/2022 205110 Wightman & Parrish Ltd	19.42
28/07/2022 205111 CTLA	6,500.00
	<hr/> 34,305.67
	604,572.32

Receipts not Banked/Cleared (Plus)

28/07/2022	50.00
28/07/2022	54.00

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	<u>104.00</u>
	604,676.32
Balance per Cash Book is :-	604,676.32
Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2022
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	31/07/2022		180,200.02
			<u>180,200.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,200.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,200.02
		Balance per Cash Book is :-	180,200.02
		Difference is :-	0.00

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

PEACEHAVEN TOWN COUNCIL – ES0070

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The figure in Section 2, Box 9 of the prior year comparative column does not agree to the prior year final signed AGAR. The figure should read £3,528,637.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

03/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

05 August 2022

Dear Mr Allen

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility. It should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com

1 Period of engagement

- a This letter is effective for accounting periods ending on or after 31st March 2023 (The 2022/23 Council year)
- b It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

- a The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines. In forming this opinion, we shall:
 - i Review the accounting records and all other relevant records and related information, including minutes of all meetings.

- ii If deemed necessary conduct two or more reviews per annum to verify both the procedural and financial aspects of the council
 - iii Report to you in writing any such adjustments that we may consider necessary or those areas where we think your systems may require improvement
 - iv Sign off the Annual Governance and Accountability Return (AGAR) as internal auditors
- d We have a professional responsibility to report if the financial statements do not comply in any material respect with applicable accounting standards unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
 - i whether the departure is required in order for the financial statements to give a true and fair view; and
 - ii whether adequate disclosure has been made concerning the departure
- e As with other professional services firms we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you and retain some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time there may be circumstances in which we are not able to proceed with the audit appointment.
- f The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and as such partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

- a Our audit will be conducted in accordance with current practices and guidelines and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c The nature and extent of our procedures will vary according to our assessment of the council's accounting system and where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention we shall report them to you. Any such report may not be provided to third parties without our prior written consent. Such consent will be granted only on the basis that such reports are not prepared with the interests of anyone other than the council in mind and that we accept no duty or responsibility to any other party as concerns the reports.
- d As part of our normal audit procedures we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular where we bring misstatements in the accounts to your attention that are not adjusted we shall require written representation of your reasons.
- e In order to assist us with the examination of your financial statements we shall request sight of all documents or statements including minutes and reports which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with you. However we shall endeavour to plan our

audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud error or non-compliance with law or regulations) but our examination should not be relied upon to disclose all such material misstatements or frauds errors or instances of non-compliance as may exist

- g Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year However we expect that you will inform us of any material event occurring between the date of our report and that of the Annual Meeting which may affect the financial statements
- h We appreciate that the present size of your council renders it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council In the running of your council we understand that the officers are closely involved with the control of the council's transactions In planning and performing our audit work we shall take account of this supervision

4. Electronic Publication

- a Where audited financial information is published on a website or by other electronic means it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner
- b It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information We are not required to carry out ongoing review of the information after it is first published The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted

5. Communication

- a In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i We shall contact you by telephone or email prior to each year-end for preliminary discussions concerning the audit
 - ii We may arrange a meeting to discuss the forthcoming audit prior to the expected start date
 - iii We may arrange a meeting to discuss any matters arising from completing the on-site work
 - iv We shall of course contact you on a regular basis regarding both audit and other matters
 - v Our report will be issued in Pdf format via a secure server to which only the clerk has password access

6. Other services

- a You may request that we provide other services from time to time We will issue a separate letter of engagement and scope of work to be performed accordingly Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken

7. Limitation of liability

- a We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others
- b There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors

8. Fees

- a Our fees are calculated using a stand rate per hour plus disbursements and VAT and the standard applicable rate
- b Our fees for the 2022/23 council year are £60 per hour + VAT
- c Where applicable we charge £0 45p per mile for travel
- d Our fees are payable on presentation of invoice

9. Agreement of terms

- a This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know.
- c This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'M. Mulberry', with a long, sweeping horizontal stroke extending to the right.

Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

Agenda Item: C952-b-v
Committee: Council
Date: 27th September 2022
Title: Purchase of an electric vehicle
Report Authors: Kevin Bray
Purpose of Report: To recommend

Introduction

At the L&A meeting held on the 3rd of November 2020 Cllr Seabrook submitted a report (LA 485), to consider recommendations to replace plant and machinery used by the Grounds Team, the committee approved this and passed the recommendation to replace the diesel Peugeot van within the next two years with a fully electric vehicle to the P&F committee.

This was presented to the P&F committee on the 17th of November 2020 (PF 562) and it was resolved that the L&A present a fully detailed and costed proposal with options and different quotes.

Background

PTC run several vehicles in its fleet and the oldest road vehicle is the Peugeot van which is used for everything from watering flowers and trees to transporting the handyman and his tools around the town.

Analysis

The parks officer has researched different types of vehicle from dedicated small golf cart type trucks to larger vans and concluded a similar style of van to the current enclosed Peugeot partner van is most suitable to the groundstaffs needs as we require on road and off-road capabilities.

All of the small electric vans in this style are basically the same wheelbase with a small few tweaks on specification and body panels, so three of the nearest dealer options are

Vauxhall Combo-e (Eastbourne) quoted price of £29,992 ~~£22,992~~ **£vat** (no discount offered) the link to the web site is [New Vauxhall Combo-e Cargo Van Offers \(evanshalshaw.com\)](https://www.evanshalshaw.com/new-vauxhall-combo-e-cargo-van-offers)

Peugeot e-Partner (Eastbourne) quoted price of £29,952 ~~£25,952~~ **£vat** (no discount offered) the link to the web site is [PEUGEOT PARTNER: the utility van for business users](https://www.peugeot.co.uk/vehicles/e-partner)

Toyota Proace city-e (Telscombe) quoted price of £25,997 ~~£29,997~~ **£vat** (this includes a 14% discount) the link to the web site is [Proace City Electric Icon | Short Panel Van | Toyota UK](https://www.toyota.co.uk/vehicles/proace-city-e)

All offer a 50-kwh battery and claim up to 170 miles of range on one full charge with fast charge options available.

Note: There would also be a charge for installation of a charging point for the groundstaff unit this can range from £800 to £1500

Examples of finance options are as follows

To have finance to buy the van over 60 months

Van example price of £36,923.02 inc vat

Initial Deposit £3000

Loan amount £33923.02

Interest on the loan £8801.18

Total cost £45724.20

Then

60 payments of £712.07 at the end of the term you own the vehicle.

Business contract hire 48 months

Initial rental fee £1069.89 excl Vat

Initial maintenance payment £60.33 excl Vat

Then

46 monthly payments of £356.63 at the end of the term you return the vehicle and start a new contract for a new vehicle.

Conclusions

On the road prices are all similar before any discounts with varying warranty options

Vauxhall warranty statement: *manufacturing defects 3 years, battery 8 years*

Peugeot warranty statement: *diagnostics 3 year on the vehicle, paintwork 2 years, corrosion 3 years plus 8 years warranty on the battery also with 8 years roadside assistance included.*

Toyota Warranty statement: *We are so confident in the quality, durability, and reliability of our vehicles that every new Toyota comes with a 3-year manufacturer warranty followed by a 12 months or 10,000 miles additional warranty, with every service.*

Every time you complete a Toyota service, 12 or 24 months warranty dependent on vehicle servicing schedule will be included for your vehicle, up to 100,000 miles, or 10 years.

Funding for the new van could come from several different sources

- 106 money for maintenance of Centenary Park from chalkers rise
- Capital reserve
- Earmark vehicle reserve

Note lead time on delivery is approximately 3-4 months minimum currently

My recommendation would be to look at the Toyota Proace city as the preferred vehicle as they are all basically the same and having the dealer close by seems to be the best option.

Recommendations

The committee are asked to

1. Decide how the electric vehicle is to be purchased
2. Where the funds to purchase the vehicle are to come from.
3. To agree to the Toyota Proace city-e being the preferred option

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Use of capital, replacement of an asset, some budget provision, possible reduction in expenditure
<u>Legal</u>	
<u>Environmental and sustainability</u>	PTC Environmental impact reduced changing to battery power
<u>Crime and disorder</u>	
<u>Social value</u>	Less noise pollution
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	PTC Carbon footprint reduced over the lifetime of the vehicle.

Appendices/Background papers

Example of what the van would look like depending on who supplies it

New Combo-e Dynamic



Dynamic OTR £29,388.33*

Infotainment:

- Radio
- 5-inch mono display
- AM/FM/DAB digital radio
- Bluetooth®
- USB connection
- Four speakers
- Vauxhall Connect

Interior convenience/styling:

- Steering column adjustable for reach and rake
- Full-width overhead storage shelf
- Air conditioning
- Driver's top-lidded glovebox
- Cruise control with speed limiter
- Steering wheel mounted audio controls
- Six-way adjustable driver's seat with manual lumbar adjustment and armrest
- Four-way adjustable front passenger's seat with underseat storage

Exterior convenience/styling:

- Electrically adjustable/heated door mirrors
- Electrically operated front windows with one-touch facility
- Nearside sliding side-access door
- Twin solid rear doors
- Rear parking distance sensors
- Emergency tyre inflation kit
- Side-protection mouldings
- 16-inch steel wheels with centre caps

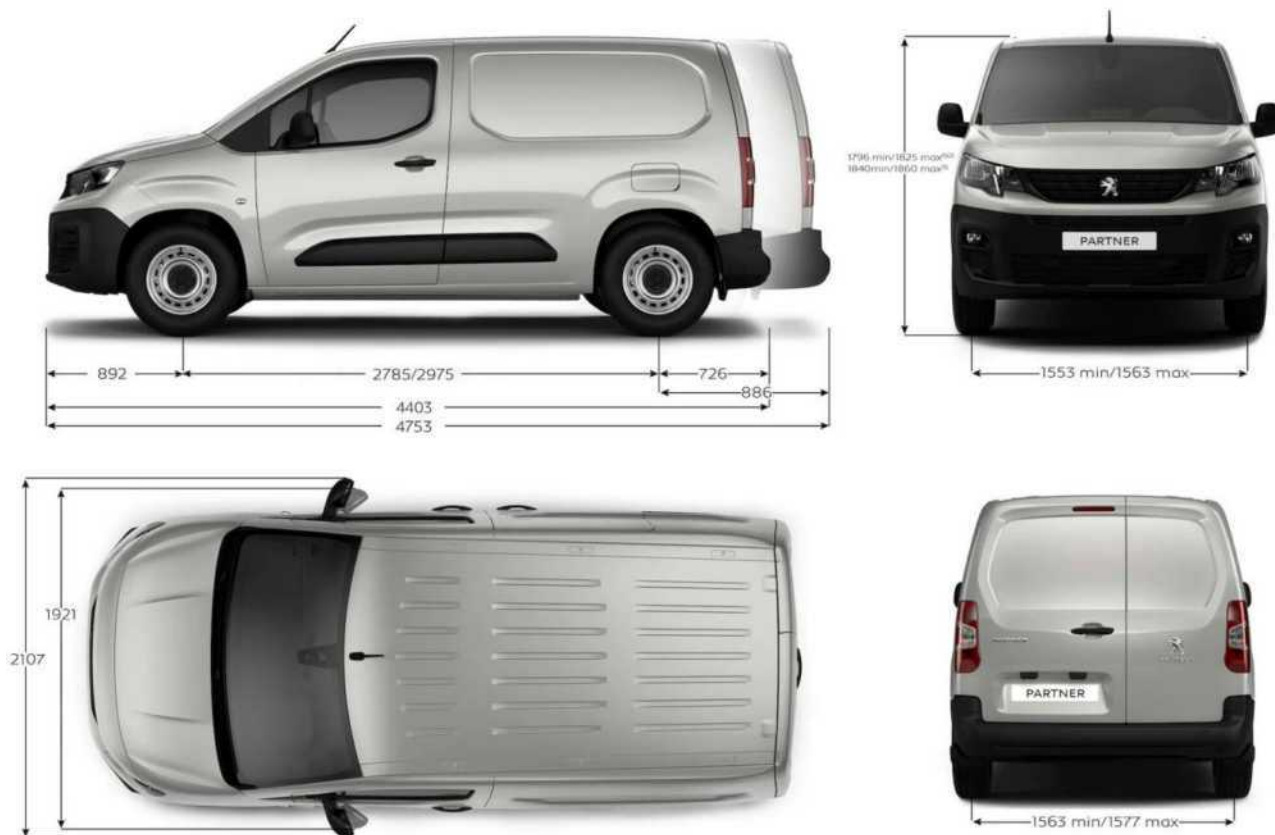
Safety/security:

- Driver's airbag
- Height-adjustable front seatbelts
- Electronic stability programme with traction control
- Anti-lock braking system
- Full-height steel bulkhead
- Hill start assist
- Daytime running lights
- Remote control central deadlocking
- Engine deadlock immobiliser
- Electronically protected audio equipment
- Remote control security alarm system

Crew Van OTR £32,238.33*

Additionally feature:

- Three-seat second-row bench
- Vinyl load floor covering
- Nearside and offside sliding side-access doors
- Rear lap and diagonal seatbelts
- Two-position moveable ladder frame bulkhead
- Front passenger's airbag
- Driver and front passenger's side-impact airbags



Agenda Item: C952-b-vi
Committee: Council
Date: 27th September 2022
Title: water re refill station at Centenary Park
Report Authors: Kevin Bray
Purpose of Report: to recommend

Introduction

At Centenary Park there is a drinking fountain located between the cycle hub and the café this is a small stainless steel item which regularly gets blocked up with debris. This needs to be relocated because of the new changing place toilet being installed in the area directly in front of the fountain.

Background

It was proposed LA 672 12/02/2022 to investigate the possibility of installing a bottle filling station near to the playgrounds with a rough estimate of £500 for south east water put in a supply from the parks officer, this was not an accurate estimate, and the cost has come back as £2000 to just supply a pipe ready to supply the refill station.

Analysis

A combined water refill station and drinking fountain matching the one installed in the Dell is approximately £3715 to buy, this added to the £2309 means a total cost before fitting of £6024

Conclusions

The current water fountain is now tucked away behind the new toilet and needs to be moved, the current fountain is a poor construction and suffers from vandalism regularly, so a more robust fountain with the water bottle filling addition would be a great addition to Centenary Park. This Maybe, could be part funded by 106 money from Chalker's Rise as well as PTC CIL?

Recommendations

The committee are asked to

1. Recommend to go ahead with the southeast water works at £2000
2. Recommend purchasing a combined drinking fountain/ water bottle filling station similar to the one in the Dell, £3715 including fitting by the grounds team.
3. To recommend this is funded by either PTC and 106 Moneys or a combination of both.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital• Replacement of asset• Reduced expenditure• Increased income• Budget provision	Use of CIL and 16 moneys Replacement of the old drinking fountain
<u>Legal</u>	Drinking fountain is CEAS approved
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	An item for all residents to use
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint	

Appendices/Background papers



Agenda Item: C952-b-vii

Committee: Council

Date: 27th September 2022

Title: ACO Drainage

Report Authors: Sue Moscatelli

Purpose of Report: To approve quote for repair of drainage for the Changing Places accessibility

Summary of recommended actions

To approve the quote received from Hobarts dated 16th September

Introduction

After preparation work for the Changing Places toilet took place, we were informed by the contractors the pathway up to the door of the toilet was not level, drains were exposed and this would affect wheelchair users/buggy's etc being able to access the toilet sufficiently. Previously these drains had been covered by shingle and once this was removed, the uneven pathway became visible.

Background

It was decided at a previous L&AE meeting to remove the shingle directly in front of the Gateway Café, and the current toilets, as this was causing issues with blockages in sinks, toilets and the water fountain. It was affecting the Gateway Café as shingle was being transported on the bottom of users shoes. It was agreed that the shingle would be removed when works for the Changing Places toilet would be commenced. On inspection, it was noted that the drains cannot be covered over with concrete as these are workable drains and access is required for the soakaway. This was not included in the original costs for the Changing Places toilet

Analysis

In order for the door to the Changing Places toilet to be accessible to all, especially wheelchair users, plus ensure the drains are accessible, I recommend we accept the quote from Hobarts to rectify and ensure a smooth pathway is created. Attached is an image of the current situation where it is clearly visible that this action is required

Implications

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

<u>Financial</u>	The quote from Hobarts is £2,756, which would be paid from PTC CIL monies.
<u>Environmental and sustainability</u>	ACO offers a sustainable, integrated drainage system designed to protect the environment

Appendices/Background papers

Quote

Image of the current situation

From: Chris Sumners ☐ Hobart Paving ☐Chris.Sumners☐ hobartpaving.co.uk☐

Sent: 16 September 2022 12:15

To: parksofficer☐ peacehaventowncouncil.gov.uk

Subject: ACO drainage

Afternoon Kevin

Following on your inquire to stop water pooling in area attached. The cost of installing ACO and connecting to assisting drainage would be ☐2756

Kind regards

Chris Sumners

Hobart Paving & Civil Engineering.

Head Office Wellingham House, Holmbush Potteries, Crawley ☐oad, Faygate, Horsham, West Sussex, ☐H12 4SE

Tel: 01293 851 155

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 5th July 2022 at 7.30pm

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

No members of the public were in attendance.

1 LA 695 CHAIRS ANNOUNCEMENT

The Chair informed the meeting of the following

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

2 LA 696 PUBLIC QUESTION TIME

There were no public questions.

3 LA 697 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

These apologies were **noted**.

4 LA 698 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 699 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 31ST MAY 2022

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

6 LA 700 BUDGET UPDATE

The budget update report was **noted**.

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

7 LA 701 TO NOTE THE ACTION PLAN UPDATE

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

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

The action plan update was **noted**.

8 LA 702 TO AGREE PARK RUN SIGNAGE REQUEST

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

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

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

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

10 LA 704 VERBAL UPDATE CHANGING PLACES TOILET PROJECT

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

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

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

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

11 LA 705 TO NOTE THE ALLOTMENT UPDATE

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

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

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

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

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

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

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 5th July 2022

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

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

13 LA 707 TO NOTE THE GREEN INFRASTRUCTURE UPDATE REPORT

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

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

14 LA 708 TO NOTE AND DECIDE ALLOTMENT POLICY

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

The next meeting of this Committee was confirmed for 16th August 2022.

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



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 16th August 2022 at 7.30pm

Present: Cllr Griffiths (Chair), Cllr Seabrook (Vice-Chair), Cllr Hill, Cllr Veck, Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Cheta, Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk).

2 members of the public were in attendance.

1 LA 709 CHAIRS ANNOUNCEMENT

The Chair welcomed everyone and informed the meeting of the following:

- Ext Bingo in aid of the Mayors fund is on 17th August 2022, 2 – 4pm.
- The Barn Dance is being held on 10th September, with tickets now on sale.

2 LA 710 PUBLIC QUESTION TIME

A representative from the Gateway Caf  spoke to the Committee regarding agenda item LA717, and had heard that there was some controversy surrounding the use of the trailer. She informed the Committee that there was several months wait for a kiosk, so the trailer was brought in as it was available much sooner. The trailer was chosen as it is in keeping with the general look of the caf , and does not look tacky. It keeps queues shorter in the caf , and also means that people are able to get a drink quickly, not having to go inside to do so.

3 LA 711 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr White, and Cllr Symonds.

These apologies were **noted**.

Cllr Hill is substituting for Cllr Symonds.

4 LA 712 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 713 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 5th JULY 2022

Proposed By: Cllr Seabrook **Seconded By:** Cllr Sharkey

The minutes of the meeting held on 5th July 2022 were **agreed and adopted**.

The Chair brought forward agenda item LA717 to be discussed now as the members of the public were interested in this item.

6 LA 717 TO REVIEW THE CONTINUED USE OF A MOBILE TRAILER KIOSK AT THE GATEWAY CAF 

After a discussion on the report, it was proposed that the Committee allow the continued use of the trailer during the summer, and that the report is taken to the next Full Council meeting, as per standing orders, to change the previous decision of this Committee to approve the installation of the kiosk.

Proposed By: Cllr Seabrook

Seconded By: Cllr Paul

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

The 2 members of the public left the meeting at 19:48.

7 LA 714 BUDGET UPDATE

The budget update report was **noted**.

8 LA 715 TO NOTE THE ACTION PLAN UPDATE

Cllr Gallagher asked for some updates regarding action plan items 2 (Bridle path resurfacing), 6 (Dell access path), and 12 (Park surveys), which the Parks Officer gave a response and will update the action plan accordingly.

Cllr Gallagher also raised that item 7 (Café & Hub heating survey) can be removed.

Cllr Seabrook provided an update on action plan items 17 (access to Howard Park) and 18 (Handrail to the beach), which are being taken over by Lewes District Council so can also be removed from the action plan.

The Chair informed the Committee that item 25 (Tree Warden Scheme) on the action plan has now been passed onto the Events, Amenities & Projects Officer to action.

Cllr Seabrook raised that the Cycle Hub license needs to be added onto the action plan.

Cllr Seabrook also suggested that with the current issues around BBQ's, action plan item 26 (BBQ Area) should be removed, and that as the Committee did not want to progress with the report on allotments, item 24 (Allotments) can also be removed.

The action plan update was **noted**.

9 LA 716 TO DECIDE ON THE LARGE POLYTUNNEL REQUEST ON THE ALLOTMENTS

A proposal was made that this Committee **refuse** the request for the polytunnel.

Proposed By: Cllr Sharkey

Seconded By: Cllr Cheta

The Committee **resolved** unanimously to **refuse** the request for the polytunnel due to the site breaking the Allotments policy.

10 LA 718 TO RECOMMEND ON THE OPTIONS FOR ELECTRIC VEHICLE

It was proposed that the Committee agree the need for an electric vehicle, and therefore pass the report to the Policy & Finance Committee to discuss funding options for an electric vehicle.

Proposed By: Cllr Gallagher

Seconded By: Cllr Seabrook

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

11 LA 719 TO RECOMMEND WATER REFILL STATION AT CENTENARY PARK

After a brief discussion on the water refill station, it was proposed that the Committee support the recommendations in the report to install a water refill station at Centenary Park, and pass the report to the Policy and Finance Committee to agree funding.

Proposed By: Cllr Gallagher

Seconded By: Cllr Cheta

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

12 LA 720 TO NOTE THE FIRE RISK ASSESSMENT OF THE HUB & GATEWAY CAFÉ AND TO ADOPT PERSONAL DEVICES POLICY

The Parks Officer reported to the Committee that following a recent visit from the Fire Risk Assessor, Peacehaven Town Council buildings generally came out very favourably, with only a few remedial actions needed – one of which is to implement a personal devices policy.

The Committee noted the fire risk assessment and, after some discussion, proposed to adopt the personal devices policy.

Proposed By: Cllr Cheta

Seconded By: Cllr Sharkey

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

13 LA 721 TO DISCUSS THE DOG FOULING

Cllr Seabrook reported that he had recently been to Centenary Park and picked up over 100 pieces of dog mess, mostly from an area in which children are known to play, he then explained some of the health risks that can be associated with dog mess, and emphasised the importance of doing something to keep residents safe.

Cllr Seabrook informed the Committee that he is working with Lisa Hayward to create a significant publicity campaign to tackle the dog fouling problem, and is looking to get the neighbourhood First involved too.

The Committee **noted** the report.

14 TO CONFIRM DATE OF NEXT MEETING AS THE 13TH SEPTEMBER 2022

The next meeting of this Committee was **confirmed** for 13th September 2022.

There being no further business, the meeting closed at 20:39.



PEACEHAVEN TOWN COUNCIL

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BN10 8BB

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

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

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

Two members of the public were in attendance.

1. CCE190 CHAIRMAN'S ANNOUNCEMENTS

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

The Chair informed the meeting of the following upcoming events:

20th July – Cinema showing Operation Mincemeat
27th July – Bingo 2-4pm.

2. CCE191 PUBLIC QUESTIONS

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

3. CCE192 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

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

Cllr Griffiths substituted for Cllr Simmons.

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

4. CCE193 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE194 TO ADOPT THE MINUTES OF 8TH FEBRUARY 2022

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

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

6. CCE195 TO NOTE THE BUDGETARY UPDATE

This report was **noted**.

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

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

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

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

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

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

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

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

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

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

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

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

Cllr Veck also gave her thanks to everyone involved.

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

The Committee **noted** the verbal report.

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

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

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

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

The Committee **noted** this report.

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

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

10th September – Community workshops & Barn dance
21st September – Fitness Day
8th October – Wrestling
28th October – Civic Reception

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

The Committee **noted** this report.

12. CCE201 TO AGREE CHRISTMAS PROPOSAL 2022 – SUE MOSCATELLI

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

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

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

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

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

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

This was discussed by the Committee.

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

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

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

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

The Committee **noted** this report.

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

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

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

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

The next meeting of this Committee was confirmed for 6th September 2022.

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



PEACEHAVEN TOWN COUNCIL

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MERIDIAN CENTRE
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EAST SUSSEX
BN10 8BB

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 6th September 2022 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Lucy Symonds, Cllr David Seabrook, Cllr Gloria Hill, Cllr Job Harris, Cllr Emelia Simmons,

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities and projects Officer), Karen Bray (Bookings and Information Officer).

No members of the public were in attendance.

1. CCE205 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:28 and informed the meeting of the following upcoming events:

Field to Fork event & Barn Dance – 10th September
PTC Fitness Event – 18th September
Bingo – 21st September 2pm-4pm
Cinema – Top Gun, Maverick - 21st September 7.30pm
Wrestling – 8th October 7.30pm

Upcoming notable dates:

Battle of Britain – 15th September 2022
World Alzheimer's Day – 21st September
National Fitness Day – 21st September

2. CCE206 PUBLIC QUESTIONS

No public questions

3. CCE207 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Cllr Sanderson was absent.

Cllr Symonds was noted as absent initially, however arrived at 19:32.

4. CCE208 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE209 TO ADOPT THE MINUTES OF 12TH JULY 2022

Proposed by: Cllr Veck. Seconded by: Cllr Harris.

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

6. CCE210 TO NOTE THE BUDGETARY UPDATE & START CONSIDERING 2023/24 BUDGETARY REQUIREMENTS

This report was **noted**.

Cllr Symonds arrived at 19:32

7. CCE211 TO RECEIVE ADDITIONAL COUNCILLOR NOMINATIONS FOR CCE TFG & PEACEHAVEN HISTORY TFG

Sue Moscatelli informed the Committee that during a recent meeting of the Community Events TFG it was discussed that it may be beneficial to have more Councillors join the group.

Sue then also informed the Committee that 4 local residents have expressed an interest in joining the Peacehaven History TFG, and that whilst this group has been dormant for sometime it would be good to start meetings again.

Cllr Hill volunteered to join the Community Events TFG

Cllrs Symonds, Harris, and Duhigg, with support from Sue Moscatelli would form the new meetings for the Peacehaven History TFG. Sue Moscatelli will also approach the residents who had expressed an interest in joining, and Cllr Griffiths, who was part of the previous Peacehaven History TFG.

8. CCE212 TO NOTE AND APPROVE CLIMATE CHANGE CONSIDERATIONS WITHIN THE CCE COMMITTEE

Cllr Seabrook reported that this was something discussed at Full Council, and that when reports are completed for Committees, the climate change consideration section of the report should always be completed and considered.

It was proposed that the Committee approve this.

Proposed by: Cllr Harris. Seconded by: Cllr Veck.

The Committee **resolved** to **approve** the consideration of climate change on future reports.

9. CCE213 TO DISCUSS A WARMER HAVENS FOR PEACEHAVEN RESIDENTS

Cllr Seabrook informed the Committee that he has recently spoken with Cllr James MacCleary of Lewes District Council, who is championing a scheme of 'Heat Banks', so that people have somewhere to go to get warm free of charge, during this winter.

Cllr Seabrook would like to develop this idea into a Warm Havens scheme, where Community House is open 4 days a week (in addition to current activities that already take place) for people to keep warm, with hot drinks also available. Cllr Seabrook would also like the usual Christmas shut down of Community House to be deferred until later in the year.

There was a lengthy discussion on this which concluded with the proposal that the Committee calls an extraordinary meeting of the CCE Committee, and invite other stakeholders to attend, at a date to be advised, to receive an Officers report, for further discussion, approval, and agree the setting up of a Haven of Warmth.

Proposed by: Cllr Veck. Seconded by: Cllr Seabrook.

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

10. CCE214 TO DISCUSS MAYORAL ROLE IN CONNECTION WITH PTC EVENTS

The Chair informed the Committee that she had asked for this item to be put onto the agenda as now that the Marketing and Civic Officer role has been split into the responsibilities of different Officers, there needs to be a defined Officer leading on each event.

Cllr Symonds stated that from a Councillor point of view the events that have taken place have been really positive, well received by the Community, and that the feedback from residents has been lovely.

The Committee discussed in detail the role of each Officer in relation to events, and concluded that they would like to see an action plan in place for events that will note which officer is responsible for which events.

Cllr Symonds left the meeting at 20:34

11. CCE215 TO RECEIVE A VERBAL UPDATE ON FIELD 2 FORK WORKSHOP & BARN DANCE 10TH SEPTEMBER 2022

George Dyson reported that the Field 2 Fork workshops are all ready to go on 10th September, the workshops are all free to attend and local organisations including the Horticultural Society, SCDA, and Havens Community Hub are leading workshops.

The barn dance is also all organised, and everything in place for the event.

Ticket sales for both the Field 2 Fork and the Barn Dance have been slow though, and we are doing a big marketing push on both now to try to increase numbers.

George also extended thanks to the Community Events TFG for their support in planning the events, to Cllr Veck for helping organised the food, and to all the Councillors who have volunteered time for on the day.

The Committee **noted** this verbal report.

12. CCE216 TO RECEIVE A VERBAL UPDATE ON MAYORS FITNESS WEEK

George Dyson informed the Committee that the Mayors Fitness Day will be taking place on Sunday 18th September – right at the start of Fitness Week. We have had a great response from local instructors volunteering their time to run a session, and are working closely with Wave Leisure who also have plans to celebrate Fitness Week.

The event will be completely free to attend, and is being held at the Hub. The day is planned with something for everyone, including children, and those with limited mobility.

The Committee **noted** this verbal report.

13. CCE217 TO NOTE CIVIC UPDATE ON MAYOR, CHARITIES, & FUTURE EVENTS

George Dyson reported to the Committee that in addition to the updates provided in items CCE215 and CCE216, there is also the upcoming Wrestling, Youth Mayor elections, and remembrance service.

The Committee also discussed that it would be nice to investigate the possibility of having a Christmas Carol service this year, as this has not happened since pre-COVID.

The Committee **noted** this verbal report.

14. CCE218 TO DISCUSS AND AGREE ACTION FOR THE WORLD'S BIGGEST MCMILLAN COFFEE MORNING ACTIVITY ON 30TH SEPTEMBER 2022

Sue Moscatelli explained to the Committee how a McMillan Coffee Morning works, and that she would like to investigate the possibility of Peacehaven Town Council hosting one this year.

Karen Bray then informed the Committee that one will already be taking place at Community House which the Horticultural Society are hosting.

15. CCE219 TO RECEIVE APPROVAL TO PROCEED WITH HALLOWEEN NATURE TRAIL FOR CHILDREN 29TH OCTOBER 2022

Sue Moscatelli informed the Committee that she would like to put on a Halloween nature trail where Children can find things hidden in the park, and some additional activities, such as a wordsearch that they can do – it will be a nice Halloween event, and something a bit different to just Trick or Treating.

Karen Bray suggested that it would probably not be a good idea to run this event at Centenary Park due to the amount already in the park on a Saturday, such as Football and Park Run.

The Committee discussed, and felt that the Oval would be a better location for the event.

It was proposed that the Committee agree to the Halloween Nature Trail being run on 29th October.

Proposed by: Cllr Harris. Seconded by: Cllr Hill.

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

16. TO NOTE CHRISTMAS PROPOSAL FROM TRACY PICKETT

Sue Moscatelli provided a brief update to the Committee about which rooms of Community House had been booked for the Christmas event, and informed the Committee that in addition to the hire costs, a donation to the Mayor's charities would also be made.

The Committee **noted** this report.

17. TO NOTE CONTINUATION OF BRAND GUIDELINES/ WEBSITE/ SOCIAL MEDIA'S TONE OF VOICE WITH REFERENCE TO EVENT POSTERS

Sue Moscatelli informed the Committee that she and Lisa Hayward have been working on Peacehaven Town Council brand guidelines, which are due to be presented internally on 14th September, and will be presented to Full Council once they are completed.

The Committee **noted** this verbal report.

18. TO NOTE ONGOING FUNDRAISING OPPORTUNITIES

Sue Moscatelli informed the Committee that she hopes to be able to include some money in next years budget for the Summer Fair, but that she would also like to conduct some additional fundraising activities to go towards the cost of the Fair and other events that Peacehaven Town Council hosts.

Sue is planning on a Vinted online shop, a bring and buy sale, book sale, swap shop, online jumble sale, and a children's pantomime in conjunction with the Youth Mayor

The Committee added that holding some Tea Dances to fundraise would be a nice idea.

The Committee **noted** this verbal report.

19. TO AGREE AND APPROVE 8TH JULY AS DATE FOR THE 2023 SUMMER FAIR

Sue Moscatelli informed the Committee that she has checked with other local Councils to ensure there are no clashes of dates for the Summer Fair, and that most of the surrounding areas have said that they do not plan to hold one at all in 2023.

It was proposed that the Committee accept the 8th July as the date for the 2023 Summer Fair.
Proposed by: Cllr Hill Seconded By: Cllr Veck

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

20. TO NOTE THE UPDATED EVENTS CALENDAR

The Committee **noted** the events calendar.

The next meeting of this committee was confirmed for 25th October 2022.

There being no further business the meeting ended at 21:20.

The Peacehaven and Telscombe Neighbourhood Plan



SAMPLE

Neighbourhood Plan Steering Group



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Forward

Since 2018, The Neighbourhood Plan Steering Group have been working hard with residents, and businesses to identify the towns issues and needs in light of recent growth.

The areas expansion, like all areas in the South East is inevitable, if the area is to cater for additional jobs and facilities for local people. However through the adoption of a neighbourhood plan, growth can be influenced to help meet specific needs and through the enhanced Community Infrastructure Levy the Town Councils can invest more in the local area to help improve and create better community facilities for their residents.

The production of the plan has involved a lot of commitment from a lot of people; from those that answered surveys or attended events to provide ideas and views, to those that gave their time and expertise freely to research evidence and bring all the information together. This plan could not have been achieved without all of those and we thank you.

Peacehaven and Telscombe Town Councils

A Plan for Peacehaven and Telscombe

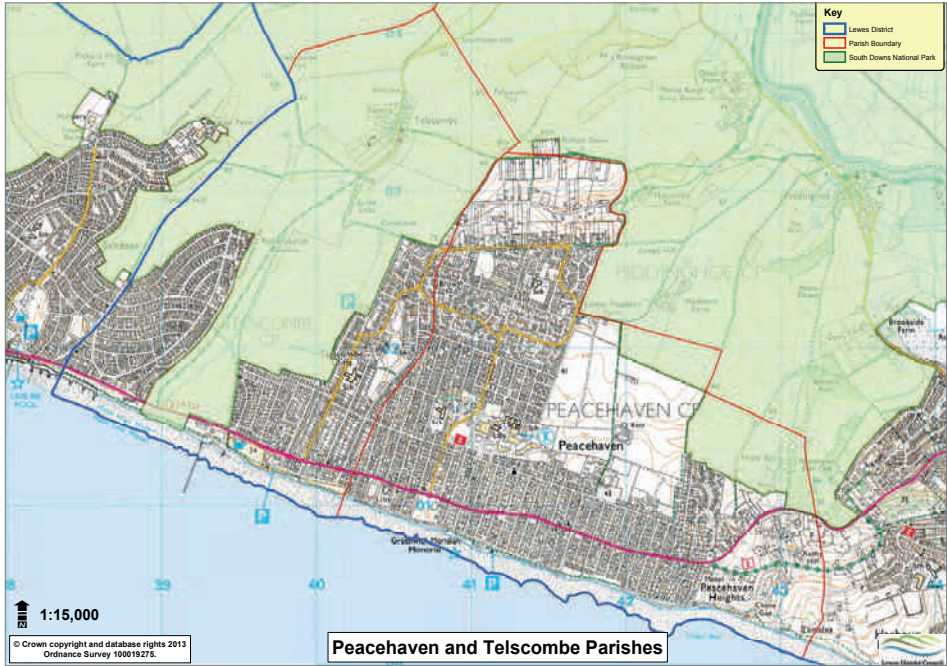
This is the Regulation 14 Neighbourhood Plan. It covers the towns and of Peacehaven and Telscombe, as illustrated in Diagram 1.

This plan sets out the local community's aspirations for Peacehaven and Telscombe over the period to 2022 - 2030 and establishes policies in relation to land use and development. These are policies that will influence future planning applications and decisions in the area, but the Neighbourhood Plan is much more than this. It represents the community's manifesto for the area, bringing together more than just traditional planning matters.

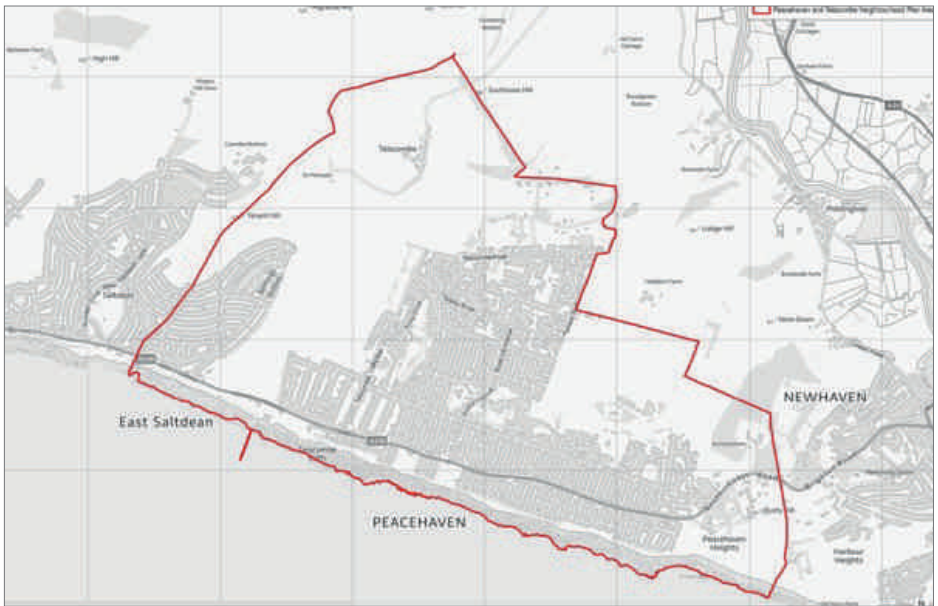
The purpose of neighbourhood planning is to give local people and businesses a much greater say in how the places they live, and work should change and develop over time. Neighbourhood planning is designed to give local people a very real voice in deciding the look and feel of an area, from determining the location of shops, offices, and schools for example, to identifying sites and development standards for new housing.

The Neighbourhood Plan for Peacehaven and Telscombe is helping to bring residents and businesses together as a stronger, more inclusive community. The Town Councils has spoken to many people through the process of making this plan and has real pride in the way the community has come together. It is clear, that the community is passionate about the area and the Town Councils hope the Neighbourhood Plan will influence change that makes it a better place to live, grow up, work, and do business.

Peacehaven and Telscombe boundaries



Neighbourhood Plan Area



Structure of the plan

Following this introduction, the Plan comprises further sections:

Section 1 - Introduction

Background to the Neighbourhood Plan, it's structure, content, process and objectives.

Section 2 - Peacehaven & Telscombe Area

'Peacehaven and Telscombe Today', presents an overview of the area covered by the Neighbourhood Plan, some of the current issues and barriers and what the towns' vision, aims and objectives are for the future.

Section 3 - Area Wide Policies

Sets out the design and planning policies for the towns.

Section 4 - Future Growth Policies

Sets out how larger planning applications for growth should be managed and encourage participation of the local community.

Section 5 - A Centre for Peacehaven

Sets out the town's aspirations for a vibrant and mixed centre for Peacehaven that encourages employment, provides homes and where people can live, shop, work and come together for social and cultural activities.

Section 6 - Community Infrastructure Levy

Explains the Community Infrastructure Levy and how an enhanced amount of levy will benefit the towns.

Section 7 - Glossary

Help to explain planning jargon and phrases.



Aspirations

The Neighbourhood Plan covers more than just traditional planning matters as it presents the community's vision for the area. Items that the community are seeking, but that cannot be delivered through planning policy, are identified and contained in project / aspiration boxes. These projects will be led by the Town Councils to encourage new pathways to be explored and issues addressed at further Neighbourhood Plan reviews.

It is important that the plan is read as a whole. The plan should be read in conjunction with the Design Codes and Strategic Environmental Assessment that have been produced in parallel to support the plan. All policies should be viewed together and not in isolation when preparing or considering planning matters, and it should be remembered that these are not all short-term plans, but seek to provide better environments for future generations as well.

Who has Prepared The Plan?

The Localism Act 2011 gave communities the power to develop neighbourhood plans, to be progressed by Town and Parish Councils or neighbourhood forums as opposed to the local authority.

Work on this plan has been led by Peacehaven and Telscombe Town Councils who established a steering group of council members and interested residents to consult upon and develop the plan.

Through work on the plan the steering group endeavoured to engage, enthuse and energise residents and the wider community, including businesses and other stakeholders and organisations, to have their say on the town's future and help shape the Neighbourhood Plan.

What is in the Neighbourhood Plan?

Neighbourhood Plans can take many different shapes and forms. They can set out detailed policies and allocate sites for development, they can present generic principles for an area, and they can focus on a particular theme or issue. There is no prescribed format.

Based upon the work undertaken, including the engagement and consultation exercises, the Town Councils think there are opportunities in Peacehaven and Telscombe to influence the quality of future development, to improve the look and feel of the towns, the shops and services within it, to enhance the quality of green spaces, access and movement around the town. Locally specific policies and proposals in the Neighbourhood Plan will help influence the nature of future change.

What is not in the Neighbourhood Plan?

Existing planning policy for the area is set out through a combination of national planning policies (see the National Planning Policy Framework: NPPF¹) and Local Policy set out in the Lewes District Local Plan Part 1² and Part 2³.

These documents set out the strategic policy directions that need to be provided over the plan period, and where a particular issue or subject is not covered in the Neighbourhood Plan, the NPPF and Lewes District Council's Local Plan will provide the policy framework for shaping and determining planning applications.

The Town Councils are aware that lots of development has occurred in the towns over recent years and the continued pressure to develop new housing is likely to mean that further development will take place in the future. The Town Councils have taken the pragmatic view that if change is to happen, then the Neighbourhood Plan is the vehicle for shaping this, such that it is done in the 'right way' and brings benefits to the Peacehaven and Telscombe.

The Neighbourhood Plan is very much an opportunity, not a threat, and fleshes out how future change should come forward to benefit the Neighbourhood Plan area as a whole. It is important to note that this Neighbourhood Plan does not allocate sites for new housing development at this time.

¹ www.gov.uk/guidance/national-planning-policy-framework

² www.lewes-eastbourne.gov.uk/planning-policy/lewes-core-strategy-local-plan-part-1

³ www.lewes-eastbourne.gov.uk/planning-policy/lewes-local-plan-part-2-site-allocations-and-development-management-policies

What is the Process for Preparing the Neighbourhood Plan?

There are several stages involved in preparing a Neighbourhood Plan. Broadly, they include:

- a) Initial consultation to identify issues, concerns, and areas of focus for the Neighbourhood Plan.
- b) Collection of 'evidence' on the issues and potential options, ideas and strategies to be progressed through the Plan.
- c) Production of and consultation on emerging policy ideas.
- d) Drafting and consulting residents and stakeholders on the Pre-Submission (Regulation 14) and Submission (Regulation 16) Neighbourhood Plan.
- e) Review of the Neighbourhood Plan to see whether it is in general conformity with the strategic objectives of the development plan and prepare a version for pre-submission consultation
- f) Submit and test the Neighbourhood Plan through an independent examination process.
- g) Subjecting the Neighbourhood Plan to a local referendum.
- h) Adopting ('making') the Neighbourhood Plan as a policy document – if more than 50% of people vote 'yes' at the referendum.

More information on the neighbourhood planning process can be found on the Department for Levelling up, Housing and Communities website:

www.gov.uk/government/organisations/departments-for-levelling-up-housing-and-communities

The plan is at Regulation 15 stage, which means that the plan is at a stage where it is ready to be submitted to Lewes District Council and the South Downs National Park Authority for formal consultation and to arrange for its final independent examination in preparation for adoption via referendum.

Should the plan be fully adopted the Town Councils will need to ensure that the plan remains up to date and relevant. This includes a commitment to reviewing the Plan and updating it as necessary as and when a new Lewes Local Plan is adopted.

For more information about the plan or to provide comments then go to:

www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk

or contact Peacehaven Town Council or Telscombe Town Council:

www.telscombetowncouncil.gov.uk

www.peacehaventowncouncil.gov.uk



Peacehaven and Telscombe Today

The Neighbourhood Plan area comprises of two coastal towns between Brighton and Newhaven. In 2011 the neighbourhood plan area had a total of 21,544 residents occupying 9,694 dwelling units. The Office for National Statistics Mid 2018 population estimate for the area is 23,371 indicating a growth of 1,827 individuals (approx. 220 people per year). Peacehaven and Telscombe are formed from geographically separate areas that each have an individual history.

Telscombe contains three distinct settlements, separated by the Telscombe Tye. The village of Telscombe is a small village within the South Downs National Park. Consisting of approximately 30 houses (of which 50% are listed) and a Saxon church. It is a rural village within a conservation area, where the only employment locally is via farming or livery and a small amount of tourism generated by the amazing National Park scenery.

The area of East Saltdean was mainly developed during the 1920's and 30's as an extension to the Saltdean Seaside resort with Butlins Hotel, but the area of East Saltdean always remained within the parish boundary of Telscombe and even though various debates have occurred to examine the separation of East Saltdean from Telscombe and inclusion within Brighton boundary, this has never occurred.

Peacehaven and Telscombe were mainly developed from the first quarter of the twentieth century, from speculative resort development schemes, but Peacehaven in particular, relates to the later inter-war years of plotland developments, where people were encouraged to buy (or won via raffles) individual plots to build homes for themselves¹. The grid like street pattern throughout the neighbourhood plan area typifies these developments.

Peacehaven, Telscombe and East Saltdean extends above the chalk cliffs to the open downland of the South Downs National Park and lies within Lewes District in East Sussex. Though separated areas, the national park and the sea provide a common link throughout, and one that can be used to provide cohesion for the future.

¹ Historic Character Assessment 2004.
www.peacehaventowncouncil.gov.uk/wp-content/uploads/2017/07/peacehaven_eus_report_maps.pdf



Overview of the Neighbourhood Plan Area

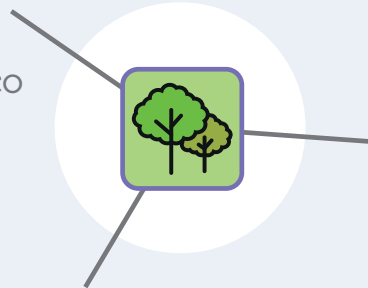
Large amounts of development over the last 10 or 20 years has done little to improve local infrastructure and has taken place in a piecemeal fashion. There have been approximately 700 new homes delivered in Peacehaven and Telscombe since 2009 and much of this has been through windfall sites.

Although there is a reasonable offer of facilities and services, there continues to be a lack of good quality social infrastructure in the area and increased growth has led to high demand for services, in particular health services. In addition, housing growth and commuting patterns have over recent years placed severe pressure on the A259 South Coast Road. The Neighbourhood Plan consultation exercises have raised the following concerns.

- Historically poor-quality sporadic developments which have failed to create locally distinctive places or increase accessibility throughout the towns.
- Lack of comprehensive cycling and pedestrian infrastructure from North to South or East to West (linking services) leading to higher dependency on car travel.
- No train station and poor access via public transport making it difficult to access local employment, education, services and facilities without a car.
- Under provision of good quality retail and commercial space to meet the needs of local businesses or attract sustained inward investment.
- Lack of leisure and sports facilities which are well connected, or responsive to local need/demand.
- High demand for health services, poor access to NHS dentists and doctors. According to 2011 census Peacehaven has some of the worst health outcomes of the entire District.
- Meeting the needs of a growing ageing population while providing facilities for young people in the area.

Peacehaven and Telscombe, a Snapshot

The entire coastline and cliff top between East Saltdean to Newhaven is a Marine Conservation Area and lies within the Living Coast UNESCO world biosphere area.



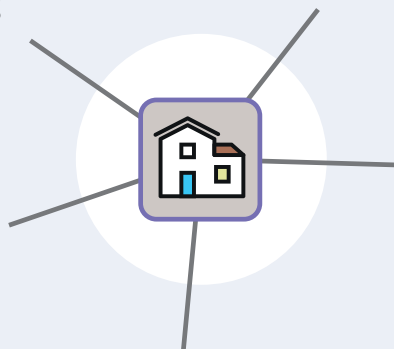
Telscombe Village has 16 listed buildings including Grade 1 church. St. Laurence. There are also 3 scheduled ancient monuments on the Tye.

South Downs National Park encloses the Neighbourhood Plan area to the north and west, while the Channel encloses the NP area to the South.

Population of 23,273 (incl. East Saltdean) mid populations estimates IONS 2018 8% increase since 2011.

Main shopping area Meridian site subject of current major redevelopment proposal.

Shortage of formal play spaces and sports facilities.



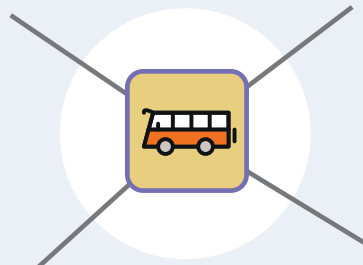
Property is generally unaffordable for lower quartile. Average fat price is 8 times average salary. Rent for one bed property 40% of average salary.

Nearest train station is over 6km away at Newhaven.

Lack of cycle and walking routes. Reliance on cars.

Only one road A259 that leads in and out of towns. Road is full capacity during peak hours.

Main bus route only serves southern part of towns. Poor or no bus service throughout rest of town areas.



Significant proportion of people travel outside the area for work. Significantly higher than elsewhere in the District.

Peacehaven and Telscombe of Tomorrow

The Vision

Peacehaven and Telscombe Towns aim to be sustainable, with clean air and a healthy environment providing a good quality of life for all inhabitants and visitors.

Aims of the Neighbourhood Plan

- ✓ By 2030, the area will incorporate active movement for all ages by creating better accessibility to public transport, better cycle routes and walkways. Thus, improving air quality and people's well-being.
- ✓ There will be better designed buildings contributing to the character of the area.
- ✓ There will be improvements to the public realm, encouraging more outside events and social gatherings.
- ✓ Better quality (both physical and technological) employment spaces, encouraging more people to work locally.
- ✓ A wider and more diverse range of retail and leisure outlets that will support the needs of the local community, encourage a more vibrant centre and discourage travel to neighbouring towns for essential goods and services.
- ✓ Improvements to community facilities such as libraries, food growing spaces, and meeting spaces, to enable more community interaction and knowledge sharing.
- ✓ Improvement to the accessibility of the National Park, Telscombe Village and the cliff top/beach areas which will attract visitor and develop a tourism market.

The timeframe of the plan, is aligned to the existing Lewes Local Plan (Part 1: Joint Core Strategy 2010-2030 and Part 2 Site Allocations and Development Managements Policies 2020) and will regularly undergo reviews to ensure that the vision is progressing in accordance with emerging new policies set by Lewes District Council and future changes to the wider planning system.

Objectives

The objectives following from the vision are:

- All new development will be designed to deliver a better quality environment for the area.
- Access to and through the National Park and along the Coastal Path will be improved as multifunctional routes for tourism, travel and recreation, further linking the areas within Peacehaven and Telscombe to surrounding areas.
- New developments will create well connected, attractive cycling and pedestrian routes, providing seamless integration with the existing towns facilities and public green spaces to encourage a reduction in car-based travel.
- Improvements to existing walking and cycling routes will be undertaken to encourage more active travel modes.
- Existing habitats and green infrastructure networks are protected and enhanced through sensitive development, to encourage local habitat improvement and creation.
- Improve local air quality and provide reductions in carbon emissions by supporting local renewable energy generation.
- Encourage the appropriate re-development of previously developed land to help meet housing need and encourage housing development to cater for all ages and abilities within the community. In particular, creating innovative affordable housing opportunities.
- Protect and encourage the development of retail and leisure spaces which meet identified local need and encourage an evening/nighttime economy for all ages and abilities to use.
- Encourage flexible and high technological working spaces to encourage new business development and expansion within the local area.

This Neighbourhood Plan is forward looking. It embodies the principles of sustainable development, and it seeks to direct and shape growth and change, such that it enhances the quality of life and place for current and future generations: such that Peacehaven, Telscombe & East Saltdean become a really great place to live and work. This means looking at the way the area as a whole works and identifying areas for improvement.

It is also important to remember that a "great place" will need to be integrated into the wider area to enable it to be successful. It is therefore important that people of all ages, incomes and abilities have provision and easy access to a wide range of services and activities that go beyond the NP area.

Meeting the Vision

The Twenty-Minute Neighbourhood

Peacehaven and Telscombe are relatively compact urban areas. The importance of creating interactive environments and connecting communities together is supported by Sport England's "Uniting the Movement Strategy"² as well as draft National Model Design Code (updated January 2021)³, which contains useful guidance on delivering 20-minute areas.



The 20-minute town is about creating attractive, interesting, safe, walkable environments in which people of all ages and levels of fitness are happy to travel actively for short distances from home, to the destinations that they visit and the services they need to use day to day –shopping, school, community and healthcare facilities, places of work, green spaces, and more. These places need to be easily accessible on foot, by cycle or by public transport as well as car and accessible to everyone, whatever their budget or physical ability, so that people can make an informed choice about their journeys and not be solely reliant on a car. The 20-minute town idea is also about strengthening local economies by keeping jobs and money local and facilitating local food production to create jobs and supply affordable healthy food for all; about empowering communities to have a direct say in how their neighbourhoods change; and about doing all this in ways that create places that meet the needs of the least healthy and the least well-off.

A key aspiration is for Peacehaven and Telscombe Town Councils is to make a safe place, where people of all ages and abilities can easily access the services they need, including schools, healthcare, shops, leisure and cultural activities. But more than this, the towns need to develop in such a way that social networks are strengthened, that people can easily meet their friends and family, that the mix of housing provides for cohesive communities, and that people can work close to home.

² Uniting the Movement | Sport England - <https://tinyurl.com/yc8kpsnw>

³ National Model Design Code - www.gov.uk/government/publications/national-model-design-code

Section 3

Neighbourhood Development Plan - Area Wide Policies

This section of the Neighbourhood Development Plan presents policies that apply across the towns as a whole. They relate to:

- Design
- Housing
- Movement
- Open Space and biodiversity
- Drainage Management
- Air quality Management
- Employment Spaces
- Tourism
- Community facilities
- Renewables
- Advertisements

A major application consists of ...

- Ten or more units of residential accommodation
- New commercial development of 1,000 square metres or more
- Change of use of 1,000 square metres or more
- Amendment or removal of a condition relating to a major development
- Site area exceeding 0.5 hectares where it is not known how many dwellings are to be created
- Development site area is 1 hectare or more
- Departure from local plan
- Development effecting public right of way
- Waste development
- Winning and working of minerals

High Quality Design and Local Distinctiveness

The achievement of high-quality design is a core principle of the National Planning Policy Framework (NPPF), which is the Governments' key planning document. It states, at paragraph 126, that "the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities".

The NPPF goes on to note that 'Design policies should be developed with local communities so they reflect local aspirations and are grounded in an understanding and evaluation of each area's defining characteristics. Neighbourhood planning groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development, both through their own plans and by engaging in the production of design policy, guidance and codes by local planning authorities and developers.' (Paragraph 127 NPPF).

The Neighbourhood Plan Steering Group with AECOM have produced a set of design codes to inform all development across the towns. All development should accord to the design codes and reflect the principles contained within¹.

¹ www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input



Policy PT1: High Quality Design

- (1) All proposals for developments and public spaces should be designed to be accessible and safe to use by people of all ages and for those whose mobility may be impaired.
- (2) Proposals should demonstrate how they have a positive impact, considering the local context, the landscaping and longer views of the South Downs National Park and coastal areas.
- (3) Proposals should incorporate opportunities to address climate change including enhancing biodiversity, green roofs and walls, green technologies, water saving and SUDs in accordance with Lewes District Council and South Downs National Park supplementary guidance and TAN's. (Technical Advice Notes).
- (4) Proposals should demonstrate how they have taken into consideration the local design guides for the neighbourhood plan area.



Innovative Design

Innovative design, that raises the standard and quality of buildings in Peacehaven and Telscombe, promotes local distinctiveness, as well as addresses the needs of climate change are welcomed. New buildings should be designed so that they can respond to changing social, environmental and technological needs. Contemporary design approaches may be acceptable where it responds positively to the surrounding landscape.

Good management of buildings and public spaces also contributes to resilience, attractiveness and beauty of a place. Good management provides clearly defined spaces that are well maintained and cared for.

Policy PT2: Innovation and Good Management

- (1) Development proposals that incorporate new methods of sustainable design and digital infrastructure are welcomed, (where they comply with other planning policies). Proposals for new developments should seek to provide flexible and adaptable spaces that have high speed digital connectivity in order to provide options and information to help education, social interaction, business and home working.
- (2) Major application proposals should set out management and maintenance systems for areas of public car-parking, waste management, internal communal areas and shared outside spaces over the long term to ensure that they are well maintained.

Landscaping

Landscaping and the public realm can contribute significantly to the local character of an area, green infrastructure, wildlife and biodiversity, as well as to the local amenity and well-being of residents. Poorly designed landscaping has the potential to impact negatively on the character and residential amenity.

Landscaping also helps mitigate the impact of new developments and can be used to complement the design of new buildings.

Policy PT3: Landscaping

All new development schemes should:

- (1) Protect and enhance natural features by incorporating existing landscaping into the design. In particular, proposals should seek to retain mature trees and hedges.
- (2) Use appropriate high-quality materials, and native species that are suitable for the cliff top location.
- (3) Contribute to the urban greening of the street scene.
- (4) Landscaping on major applications should seek to include outdoor community spaces such as food growing areas, communal allotments, community gardens or pocket parks.



South Downs National Park

Peacehaven and Telscombe are enveloped by the South Downs National Park and as such, the towns benefit from the wonderful landscapes, the wildlife and cultural heritage the National Park brings. It is therefore important that any future growth protects those benefits as well as protecting the National Park itself.

Policy PT4: Impacts on the South Downs National Park

- (1) Development within or proximity to the South Downs National Park should have a landscape led approach (as set out in the South Downs National Park Development Plan²), having regard to the setting of the National Park and its visual amenity on the local area.
- (2) Development should respect the views to and from the South Downs National Park and its main features of biodiversity, geology and its tranquil characteristics.
- (3) Development should seek to protect the dark skies of the South Downs National Park and be carried out in accordance with the Technical Advice Note from the South Downs National Park³.

² <https://www.southdowns.gov.uk/planning-policy/south-downs-local-plan/local-plan>

³ South Downs National Park Dark Skies TAN
www.southdowns.gov.uk/wp-content/uploads/2021/11/DNS-TAN-2021-accessibility.pdf



Sustainable Design

Reducing carbon dioxide emissions and other air pollutants will contribute to objectives to reduce greenhouse gas emissions and tackle the effects of man-made climate change. Peacehaven and Telscombe are classified as a “water stressed area” by the Government⁴ and as such this resource needs to be managed effectively. Growth in population and employment is likely to make it challenging to reduce water consumption and air pollution. However, growth also provides several opportunities for securing reduced emissions, including the construction of highly energy efficient homes, the development of decentralised energy networks and retrofitting of existing homes to reduce energy and water use.

All development in Peacehaven and Telscombe towns will be expected to make use of the best available sustainable design and technology to meet these challenges. Proposals for development are expected to minimize the use of resources, mitigate against and be resilient to the impact of climate change.

All new development proposals should aim to demonstrate that proposed buildings have a net emission rate of zero in accordance with the guidance set out by Lewes DC Sustainable Development Technical Guidance Note (or its successor)

Older traditional buildings seeking to renovate as part of a refurbishment programme should seek to undertake a whole building holistic approach in accordance with PAS 2035 (PAS 2035:2019 Specification for the energy retrofit of domestic buildings⁵)

⁴ Government classified water stressed areas 2021
www.gov.uk/government/publications/water-stressed-areas-2021-classification

⁵ Guide to PAS 2035
www.retrofitacademy.org/wp-content/uploads/2019/10/PAS-2035.pdf



Policy PT5: Sustainable Design

All development within the Neighbourhood Plan area should seek to achieve high standards of sustainable development and where appropriate demonstrate in proposals how design, construction and operation has sought to:

- 1) Promote the use of natural resources, reuse or recycle existing resources.
- 2) Where appropriate support the use of sustainable urban drainage systems (SUDS).
- 3) Meet the Building Regulations water efficiency standard of a maximum of 110 litres per person per day (or subsequent standards)
- 4) Show how the proposals seek to be resilient to the impacts of climate change such as heat and water stresses.
- 5) Renovation of traditional buildings should, where appropriate, use the holistic building approach undertaken in accordance with the principles set out in PAS 2035 (or its successor).

Council Project 1. Promoting Sustainability

The Town Councils will investigate with partners, to create a Local Eco annual Conference and Open House weekend, drawing on existing buildings and operations within the towns to demonstrate Passive Haus design principles, good residential landscape design for cliff top areas, water saving, and carbon reducing technologies.



Housing - Creating high quality housing for all

The neighbourhood development plan seeks to encourage the appropriate re-development of brownfield sites to help meet housing needs and encourage housing development to cater for all ages and abilities within the community. In particular, the neighbourhood plan seeks to bring forward innovative affordable housing options to meet the defined need as established by the Housing Needs Assessment for Peacehaven and Telscombe 2022⁶.

It is important to acknowledge that this version of the Neighbourhood Development Plan does not allocate housing sites for new development. Nevertheless, the Neighbourhood Plan is supportive in principle of proposals which would (amongst other considerations):

- Retrofit existing buildings rather than demolish and rebuild.
- Prioritise the development on brownfield sites.
- Meet the identified local area needs.
- Maximise the development of sites in accordance with other planning policies.
- Facilitate a mix of housing (i.e. type, tenure, and affordability) which is accessible and adaptable for all users.

The current core strategy (adopted 2016) sets out the District Councils aims to improve the quality and amount of affordable housing, both rented and shared ownership, due to the relatively high house prices in the district and below average wages particularly along the coastal strip.

"To deliver homes and accommodation for the needs of the district and ensure the housing growth requirements are accommodated in the most sustainable way" Lewes Core Strategy (May 2016)

Other Core Strategy housing policies look at how new housing will be distributed across the district, the housing type, mix and density of proposed housing developments and the amount of affordable housing needed.

It should be noted that at the time of writing this Neighbourhood Plan, delivery of a five-year housing supply has not been able to be demonstrated by the local authority and therefore some of the housing policies within the Lewes Core Strategy will be weighted in favour of the sustainable development aims set out in the National Planning Policy Framework.

The Neighbourhood Plan Steering Group, Lewes District Council and AeCOM (Strategic Environmental Report⁷) have therefore collaborated in bringing forward the relevant housing policies for this plan.

⁶ Housing Needs Assessment 2022
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_2fc9b64bb41342b69760b831e29e7418.pdf

⁷ ECOM Strategic Environmental Assessment
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_bef29ee315f04b608934bfff702450ce5.pdf



As mentioned, the plan is not allocating sites for housing following advice from Lewes District Council. However, the Steering Group (and community) are keen to consider the potential constraints and opportunities for development within broad locations for development within the Neighbourhood Plan area. It was determined that the character areas identified within the Peacehaven, and Telscombe Design Code and Strategic Environmental Assessments (2021) would provide a good basis for identifying sub-areas to explore the potential constraints and opportunities associated for development. The Design Codes identifies a total of ten areas, and it was appropriate that some of these were combined for the purposes of housing.

Area 1: East Saltdean

Area 2: Telscombe Village

Area 3: South Downs Fringe

Area 4: Telscombe & North Peacehaven

Area 5: Plotlands

Area 6: Peacehaven Centre

Area 7: Coastal Plotlands and Coast Road

Area 8: East Peacehaven and Mobile Homes

For each of the eight areas a narrative is provided below to identify any potential constraints as well as opportunities for development.

A summary of the key findings is provided, within the detailed appraisals for each area provided within Chapter 4 in the main body of the Strategic Environmental Report.

Area 1: East Saltdean

While there are a number of constraints within and surrounding this area, any development would have good accessibility to the services and facilities within the local area.

Area 2: Telscombe Village

There are a number of significant constraints to development within this area as a result of landscape and historic environment sensitivity. These constraints and the scale of the existing settlement mean that only small-scale growth could be accommodated.

Area 3: South Downs Fringe

Development in this area would be set away from the facilities and services on offer in the existing settlement. Further to this, existing development within this area is at a much lower density compared to the rest of the settlement. The lower density of housing and the presence of the South Downs National Park may restrict potential opportunities for development.

Area 4: Telscombe & North Peacehaven

While there are a number of constraints within and surrounding this area, any development would have relatively good accessibility to the services and facilities within the existing settlement.

Area 5: Plotlands

While there are a number of constraints within and surrounding this area, any development would have good accessibility to the services and facilities within the existing settlement.

Area 6: Peacehaven Centre

The area contains a number of important community assets including the Peacehaven Community School, Leisure Centre and Meridian Surgery. There is also a number of existing employment areas. The Meridian Centre is an out-of-date, low-rise building surrounded by large car parks. As the area is designed for vehicles, it is not very pedestrian friendly and therefore does not support active transport. Development could present an opportunity to provide a mix use scheme that would improve the pedestrian environment and connectivity to surrounding areas (including the strategic site allocation at Chalker's Rise, Peacehaven, which is located immediately to the north of the Meridian Centre)

Area 7: Coastal Plotlands and Coastal Road

While there are a number of constraints within and surrounding this area, any development would have good accessibility to the services and facilities within the existing settlement.

Area 8: East Peacehaven and Mobile Homes

The area contains and is in close proximity to a number of constraints, including the South Downs National Park and a range of designated natural assets. Development in the west of this area is likely to have reasonable access to the services and facilities in Peacehaven, although if development is delivered in the east of the area, then accessibility would be reduced.



The issue of affordability of both market and rental accommodation affects all neighbourhood plan areas. Not having a good supply of affordable housing in the town is leading to those on the lowest earnings, such as public sector workers, essential local workers, or young people starting their careers, being unable to live in the area they work in.

This also means that it will be harder for local employers to find a labour supply in the local area and the area will find it difficult to recruit key posts, such as nurses, teaching assistants, nursery staff etc. Traffic generation and overcrowding is an off shoot of this issue as more people need to commute out of the area for employment or to visit family.

Average prices Peacehaven & Telscombe have increased substantially since 2011. Median average prices have increased by 48% over the period 2011-2020. Lower quartile prices (the cheapest 25% of properties) have increased at a similar rate- just below 50%. In absolute terms, the median average house price is almost £100k more in 2020 than in 2011 with the lower quartile price £87.5k higher than in 2011 (AECOM Housing Needs Assessment 2022).

A key objective of the Neighbourhood Plan is to support a better balance between jobs and homes in Peacehaven & Telscombe.

The Housing Needs Assessment shows that the number of older households has not grown as significantly as expected, but there has been a significant growth in the proportion of households with non-dependent children. This has suppressed the formation of single and couple households largely driven by affordability for young people to move out and those providing care of an elderly relative.

In addition to affordability, the housing mix in the town does not meet current demographic needs. The towns have historically built detached houses or bungalows of two or three bedrooms, small family homes, many now owned by elderly couples whose adult children have moved out of the area.

Freeing up these detached houses and bungalows by encouraging more elderly housing in the area doesn't address the affordability problem. It just means there are more family dwellings on the market and those wanting smaller units for young adult starter homes, will still have to move further afield due to lack of appropriate affordable stock. Adapting existing housing stock to meet needs will be required.

In addition, a lot of the housing stock within the area is out of date and doesn't meet modern building regulations standards, meaning that a lot of housing is inefficient, costly and will require much refurbishment to meet the aspiration of being carbon neutral or achieving zero emission ratings. The costs of housing are a large contributing factor to mental well-being. Achieving affordable, well insulated homes that are cheaper to heat and reduce carbon emissions is essential for a healthy, sustainable community.

Section 3 Area Wide Policies

As outlined by the National Planning Policy Framework (NPPF) it is important that the design and quality of new housing stock is well-designed and adaptable to provide good living conditions for future occupants. It is also important that development should address the character and appearance of its surroundings in relation to the immediate vicinity and the broad locality within which the site is located.

Schemes taking account of local topography and accessibility, innovation and originality in design will be supported. Our accompanying design codes and guides set out the general characteristics of each of the ten neighbourhood character areas, and these should be used as a tool to guide the design of all planning applications.

The introduction of a design code at a local level is thought to be justified to ensure that moving forward all new homes provide suitable and adequate space for day-to-day living, irrespective of type and numbers of bedrooms.

Advances in technology are an important element in reducing the climate impact. Technology can help cut emissions through reducing energy and water consumption and can help reduce vehicle trip generation through working and studying from home.

In light of the recent changes to the Permitted Development Order, these policies apply to conversions of non-residential buildings to residential uses as well as new build developments. In flatted developments, provision of secure storage facilities for bulkier items such as prams/powerful chairs and e-bikes, whether communal or private will be encouraged.



Policy PT6:

Housing Design

- (1) All new residential development (including conversions) must meet the nationally described internal space standards for each individual unit.
- (2) Be arranged to ensure that primary habitable rooms have an acceptable level of daylight and where possible will receive direct sunlight.
- (3) Be designed to minimise disturbance to occupants from other land uses and from sources of noise and pollution.
- (4) Provide an efficient layout, including internal storage areas, areas for working from home and good quality outdoor amenity space.
- (5) Have regard to street layout, density, plot sizes, scale, landscaping characteristics and roofscapes of the surrounding area and protect important views such as those into the South Downs National Park or to the sea.
- (6) Create a safe environment, incorporating measures to reduce opportunities for crime and incorporating opportunities for natural surveillance of public places and include the principles of Secured by Design⁸.
- (7) Provide for accessible and well-designed secure bicycle storage areas, e-bikes and electric car charging points, and waste recycling areas.
- (8) Provide access to hi-speed wi-fi infrastructure
- (9) Where possible, include smart technology for protection and safety, such as water leakage notification, fire-safety and security systems
- (10) Where possible incorporate smart demand energy systems to reduce energy and water usage.
- (11) Be in conformity with the design guides for the area.

⁸ Secured by Design 2019
www.securedbydesign.com/images/downloads/HOMES_BROCHURE_2019_update_May.pdf

Adaptable Housing

The plan aims to provide a range of housing types that supports the varying needs of a diverse population. This is important for inclusion and community development. The design of housing is especially important to the health and well-being of residents.

The NHS Sussex Partnership produced a document in July 2020 – A strategic plan for integrating housing and mental health across Sussex⁹

“The homes that we live in are a key determinant of positive physical and mental wellbeing. In the past few months, our partnership and our communities have been dealing with the Covid-19 Coronavirus Pandemic. We have all spent much more time in our homes than ever imagined, and our home environment has become even more critical in keeping us safe and well. It is therefore appropriate that as we move forward, housing is recognised as an even more critical factor that enables us to live well. In driving forward our plans and transformation priorities, we have identified the need for a more integrated and strategic approach with housing. What is critical is that both the home environment and the care and support that is available, promotes the greatest levels of independence and recovery possible for the individual, their carers and families.”
Para 1.4 p.3

⁹ Mental health and housing strategy
www.sussexpartnership.nhs.uk/node/6755/attachment.pdf



Policy PT7:

Adaptable Housing

Support will be given for the adaption of existing buildings as well as new development that creates high-quality sustainable accommodation suitable for people of differing levels of physical and mental abilities. Housing should seek to be:

- (1) Easily accessible to shops, public transport, medical facilities, community facilities and services appropriate to the needs of the intended occupiers.
- (2) Demonstrate that proposals meet or exceed the Building Regulations requirements for "Accessible and adaptable dwellings" M4(2) or successor regulations.
- (3) Developments/adaptations should include adequate amenity space indoors as well as outdoors and where appropriate, should consider opportunities for sitting together, socializing, gardening and the promotion for active leisure and community pursuits.
- (4) Where appropriate, provide suitable facilities for care/medical staff and visitors, such as day rooms, dedicated parking, additional washrooms and overnight accommodation.
- (5) Developments should seek to include adaptations for those with differing physical and mental abilities to reside, such as wheelchair accessible rooms, wet rooms, one touch taps, talking appliances, smart technology, and high levels of security etc.

Affordable Housing

The National Planning Policy Framework sets out at paragraph 64 that in a proportion of affordable housing can only be sought on sites of 10 or more homes. Larger sites are therefore key to delivering significant levels of affordable housing. However, it is recognised that the term "affordable housing" in planning policy usage is unlikely to provide enough homes for those on low to average incomes. Many people, including the young, or those with specific needs cannot access the local housing market, as it stands.

It has been a concern at both district and local levels that many applications seeking housing development do not provide enough robust information to determine the levels of affordable housing needed and therefore often only minimal limits are achieved. The housing needs assessment highlights that the number of affordable houses provided in the area has been lower than expected.

Policy PT8: Low Cost Housing

- (1) Support will be given (subject to other development plan policies) to well-designed schemes within Areas 1, 4, 5 & 6 developed through community land trusts, housing associations or co-operative housing schemes which demonstrate that they help meet the needs of the local area.
- (2) Support will be given (subject to other development plan policies) for well-designed schemes within Areas, 1, 4, 5 & 6 which involve the provision of land for self-build projects which demonstrate that they help meet the needs of the local area.
- (3) Support will be given to (subject to other development plan policies) for well-designed Build to Rent or live-work schemes within Areas 1,4,5 & 6 where a reasonable percentage of the units are provided (and maintained in perpetuity) for affordable private rent.
- (4) All schemes involving affordable housing, will be considered on the basis of site-by-site circumstances considering the needs outlined in the Peacehaven and Telscombe Housing Needs Assessment.

For major development applications, applicants should provide a robust "open book" appraisal to demonstrate the proposed levels of affordable housing taking into consideration the Peacehaven and Telscombe Housing Needs Assessment. Appraisals should be undertaken in accordance with the Assessing Viability in Planning under National Planning Policy Framework 2019 – RICS March 2021¹⁰ and should be based on Benchmark Land Values as undertaken by a qualified RICS Assessor.



Housing Mix

It is acknowledged that the type and size of housing in Peacehaven and Telscombe which is mainly medium sized family units, presents a barrier to those who need or can only afford smaller properties or are seeking to downsize. However, the delivery of smaller units needs to be part of a larger housing strategy that provides the Neighbourhood Plan Area with a balanced mix of housing stock that meets the needs, across all ages, abilities and income levels, this includes providing larger types of housing for extended families. (Housing Needs Assessment).

Policy PT9: Housing Mix

- (1) All new residential developments should seek to provide homes of an appropriate type and size to meet the needs of the local community. The proposed housing mix should respond appropriately to the relevant evidence set out in Peacehaven and Telscombe's Housing Needs Assessment and address any site-specific requirements contained in this or other relevant local plan documents and guidance.
- (2) Proposals should seek to meet these requirements, unless it can be demonstrated that it is not financially viable or technically feasible to do so, that there would be no need or market demand for a particular size of homes (as may be the case for certain types of specialist accommodation), or that doing so would have an adverse impact on the character of the surrounding area.

Robust "open-book" assessments should be undertaken in accordance with the Assessing Viability in Planning under National Planning Policy Framework 2019 – RICS March 2020 and should be based on Benchmark Land Values as undertaken by a qualified RICS Assessor.



Policy PT10: Reusing the Existing

- (1) Support will be given (subject to other development plan policies) to proposals efficiently using existing suitable brownfield land and buildings within the built-up boundaries and/or seek to retrofit existing buildings in accordance with PAS 2035 (PAS 2035:2019 Specification for the energy retrofit of domestic buildings)

Council Project 2 - Housing

The Towns Councils would welcome an opportunity to work with the District Authority to bring forward a longer-term housing strategy for the plan area based on the recent Housing Needs Assessment and to explore whether Neighbourhood Development Orders could be used to meet those needs identified. In particular, the Council would like to assess, the opportunity of creating a Neighbourhood Development Order for the Old Motel Site on the South Coast Road to bring forward an affordable housing scheme.

The Town Councils will also seek to work with community-led groups, housing associations, housing trusts and other partners to facilitate the provision of truly affordable housing in the area, through innovative schemes that will help subsidize or lower costs.



Movement: Promoting active, smarter and more sustainable modes of travel.

The A259 (South Coast Road) is the only road link to and from the Neighbourhood Plan area.

The A259 corridor is a key part of the Major Route Network (MRN) due to the high level of mixed-use traffic that uses it and its economic importance to the area. At the time of writing the Neighbourhood Plan, a study of the route is being undertaken by East Sussex County Council. It is intended that a programme of prioritized outputs from this study will be included in an outline business case and submitted to the Department for Transport later in 2022. These will meet with the five objectives of the MRN which include reducing congestion, supporting economic growth and rebalancing, supporting housing delivery, supporting all road users, and supporting the Strategic Route Network.

East Sussex County Council have also been undertaking a consultation on the local cycling and walking infrastructure. As part of their research (LCWIP Consultation 2020¹¹), ESSC commissioned the charity Sustrans to look at cycling and walking infrastructure in the NP area. This found that the area had good potential for large numbers of active travel users, and significant potential to increase the use of “chain-journeys” by linking active travel to public transport hubs. To enable this to be achieved investment will be needed to improve crossings and cycle parking (incorporating charging points for e-bikes) at key destinations.

Active Movement

Peacehaven and Telscombe are relatively well laid out towns, with grid-like streets and level topography. Most everyday uses are within a 15–20-minute walk, cycle or bus journey of the home. But current infrastructure provision does not support short route travel by more sustainable modes.

Peacehaven and Telscombe only provides approx. 5% of the total employment within the district. Consequently, most residents must travel outside the Neighbourhood Plan area to work, particularly to Brighton. The A259 Coast Road is the only vehicular route in and out of the towns and suffers from congestion and near full capacity especially at peak travel times.

There is a frequent bus service with priority measures along some of the routes to and from Brighton. However this only serves the southern part of the NP area. Public transport services northwards, into Peacehaven and Telscombe towns are much less frequent and accessible. There is no railway station within the town and the nearest railway is 6km away. Car dependency is high, and the lack of alternative modes of transport means the towns suffer from congestion and poor parking.

11 Cycling and Walking Infrastructure Plan consultation 2020
<https://consultation.eastsussex.gov.uk/economy-transport-environment/essc-lcwip-2020>

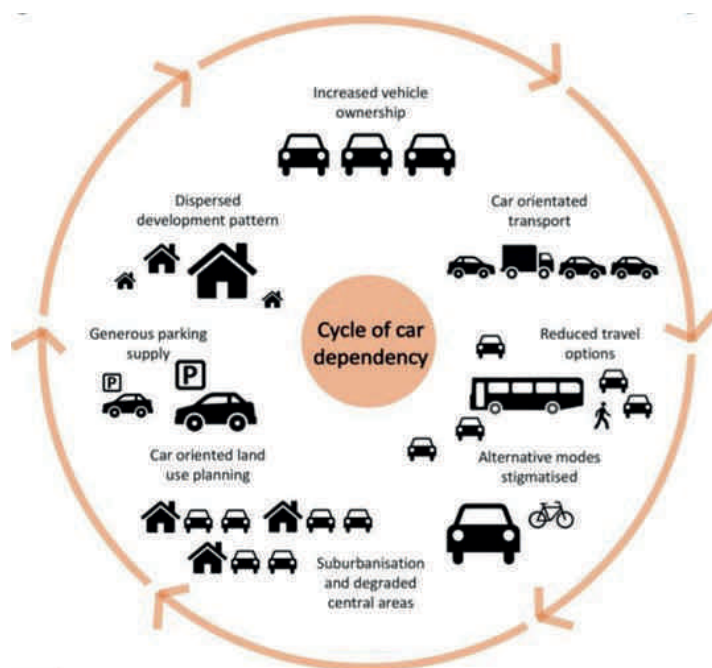
Health indicators show that Lewes District residents are generally more inactive than other districts in the South-East. The 2015 survey by Government shows that approximately 9% of residents within the Lewes District were inactive (less than 30 mins activity per day) compared to 6% for Brighton and Hove and 8% in Eastbourne (Public Health England, Physical Activity Data¹⁵)

A key aspiration of Telscombe and Peacehaven is to improve access across the towns so services including schools, healthcare, shops, leisure and employment areas can be within a 15–20-minute easy reach. Thus, rebalancing active movement, smart movement and land use.

Walking and cycling should be the default choice for moving around the towns on short journeys of 20 minutes or less. This would be good for the environment, for health and social well-being and for the economy.

For longer distances, or for those who have mobility difficulties then bus or shared vehicles should be the attractive alternative. This will mean providing an accessible frequent bus service that connects across the main points of the towns, provision of good waiting facilities and cycle storage facilities, coupled with route priority and good quality zero emission vehicles that provide comfort and affordability. Ultimately travel by foot, bike, bus or shared vehicle should be a delight and a good alternative to private car use.

All modal transport changes need to go hand in hand with reducing our reliance on private car journeys. As the “cycle of car dependency” shows, if the neighbourhood plan just seeks to provide more road space, and car parking, this will encourage greater demand, creating additional traffic and supporting growth of lower density less efficient development. (Transport for New Homes¹²).



¹² Building car Dependency

www.transportfornewhomes.org.uk/wp-content/uploads/2022/02/Building-Car-Dependency-2022.pdf

Walking, Cycling and Horse Riding

In a Neighbourhood Plan survey¹³ at the beginning of 2020, the residents showed a desire for pedestrianized streets and for the installation of cycle lanes and cycle storage facilities. The survey found that 23% of respondents wanted to see more pedestrianized areas and 17.5% wanted better cycle lanes.

To help progress active movement in the towns, the neighbourhood plan and other planning policies will need to seek to improve the quality of streets and spaces, to make them safe, accessible and attractive for people to use.

New routes and connections are needed that provide for direct links between places that people want to travel to, and this will need to include junction and pedestrian crossing improvements. Streets should be redesigned to recognise that they are places too and therefore should provide people with enjoyment as they travel along them. Surface parking should also be decreased over time allowing pavement areas to widen and create public realm initiatives

Existing Public Rights of Way and Bridleways within the towns linking to the surrounding countryside and cliff tops should be retained and improvements to their quality and maintenance sought. In particular, improvements to crossings and pathway surfaces, which can otherwise act as a barrier to those of differing physical abilities in accessing the neighbourhood plan green areas.

Along-side the provisions of safe street conditions and junctions to help improve walking and cycling¹⁴, is a need to increase provision of secure cycle parking and cycle hire schemes including for electric cycles, particularly linking the Meridian Centre area to other service points across the towns, such as schools or health facilities.

Safe and secure cycle parking facilities should be accommodated within the design of the public realm, so it responds positively to the character and quality of the built environment. Covered cycle parking is encouraged, particularly within new commercial developments and should also provide shower and locker facilities for cyclists where possible.

High quality walking and cycling routes should be integrated within new developments. The overall quality of the town's movement network will only be as good as the missing links or gaps in the routes that are not invested in.

The Town Councils thus propose that a proportion of CIL payments received from developments within the area are directed to an improved town wide walking and cycling network for the benefit of existing and new residents.

¹³ NP Survey
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_541be6aee654455684bb6e6497120707.pdf

¹⁴ Sustrans
www.sustrans.org.uk/our-blog/get-active/2021/everyday-walking-and-cycling/where-to-start-with-electric-bikes-all-you-need-to-know/#rechargebattery

Policy PT11: Promoting All-Inclusive Travel

- (1) All applications are encouraged to demonstrate how they support all-inclusive active travel through reducing the reliance on private car movements, providing efficient parking management and encouraging delivery of walking, cycling and shared transport as sustainable alternatives (public transport, car clubs, cycle hire schemes etc).
- (2) Where new walking and cycling routes are provided as part of new areas of development, they must be direct, safe, and convenient to use. The layout of all proposed new development should allow for the natural surveillance of routes through overlooking with active development frontages.
- (3) Proposals for new development are encouraged to demonstrate how they link into the existing pedestrian and cycle network providing connections between schools, employment, green spaces, residential, retail, leisure and community uses.
- (4) Proposals for commercial, leisure and community uses, should support and enable all-inclusive sustainable travel choices through inclusion of safe, secure and convenient cycle parking (incorporating e-bike charging points), cycle/electric cycle hire schemes, changing facilities and lockers where appropriate.





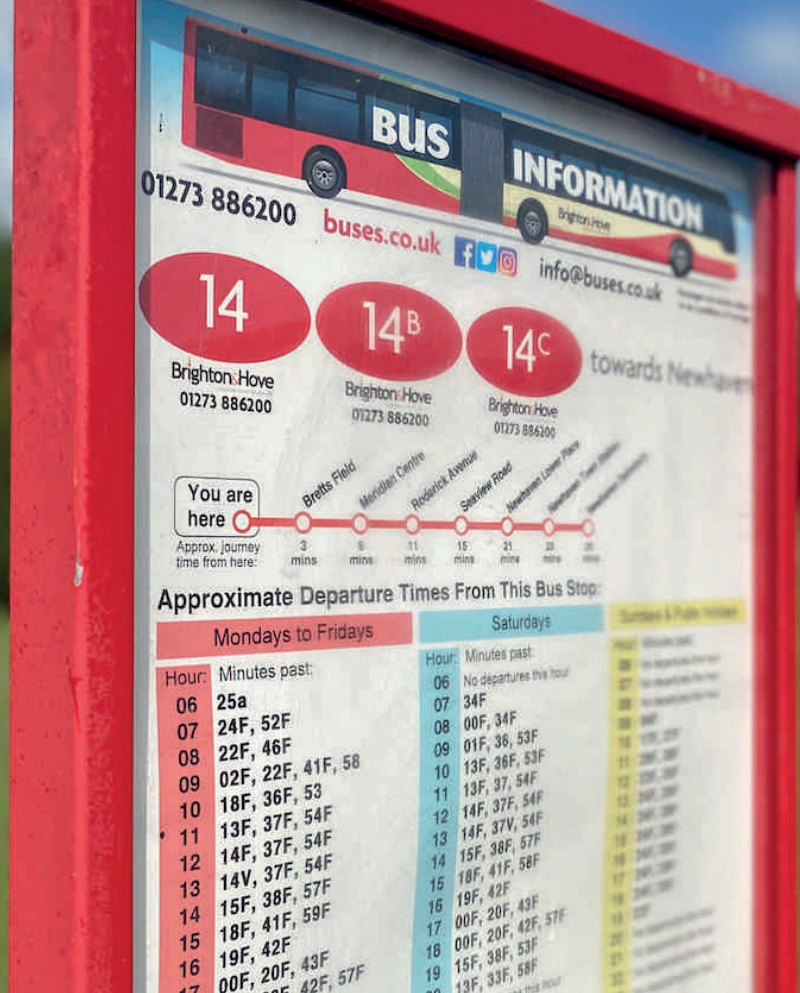
Policy PT12:

Enhancing Accessibility to the South Downs National Park and Coastal Areas

Proposals for development that enhance the quality and accessibility of the South Downs National Park, Coastal Path or undercliff walkways are welcomed.

Improvements may include:

- (a) Incorporating new links and junctions for pedestrians, cyclists, and horse-riders.
- (b) Integrating with an enhanced walking, cycling and horse-riding network across the Neighbourhood Plan area.
- (c) Creation of new active frontages along routes which enhances safety and security through natural appropriately designed and located surveillance.
- (d) Provision of appropriately designed and located signs and notices that improve the legibility of routes for users
- (e) Development that encourages people of all abilities to enjoy walking, cycling or horse-riding in these areas.



Public Transport

A good public transport network helps ensure access to school, health services, employment, and leisure facilities. Areas of future growth within the NP area which are likely to take place on the rural fringes of the towns will be situated some distance from services and employment provision and as such a good public transport system needs to be available to provide a viable alternative to the car. Public transport is also inclusive, it allows everyone, of all ages and abilities to move around and access services.

Current public transport provision is focused along the A259 corridor providing travel from Brighton to Seaford. The majority of the town's residents are not within easy access of this bus service and the current local bus route to the north and east of the town is infrequent and has significant gaps in the provision of service. Though this is to be partially improved as part of the East Sussex Bus Service Improvement Programme (BSIP¹⁵) with proposed increase service provision to the route no. 14 between North Peacehaven and Newhaven.

Provision gaps exist between East Saltdean and the Meridian Centre, North Peacehaven and the South Coast Road. Telscombe Village has no access to any public transport, thus residents of the village are totally reliant on car use.

¹⁵ Bus Service Improvement Programme - <https://tinyurl.com/ytrawu64>

Policy PT13:

Enhancing public transport in the Neighbourhood Plan Area

All major developments of ten houses or more and commercial spaces (major) should seek to:

- (a) Help to deliver and facilitate a better public transport connection between East Saltdean, East Peacehaven, North Peacehaven and the Meridian Centre and South Coast Road.
- (b) Provide high-quality, well-designed waiting facilities that incorporate green roof shelters/solar panel shelters with integrated real time travel information.
- (c) Link secure cycle parking to bus routes enabling greater "Chain Journeys" to be undertaken.
- (d) Should accommodate routes for bus services, either new or integrating with existing provision.
- (e) All streets must be carefully designed to balance the needs of competing users and avoid conflicts between bus users, pedestrians, cyclists, and horse-riders
- (f) Provide appropriately designed and located parking, including electric vehicle charging, and ensuring that disabled access and dementia friendly spaces are catered for.

Where possible parking should be provided in accordance with the South Downs National Park Supplementary Planning Guidance on Parking¹⁶

¹⁶ <https://www.southdowns.gov.uk/planning-policy/supplementary-planning-documents/supplementary-planning-documents/parking-spd/>

Council Project 3 – All Inclusive Active Transport and Movement

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

- a) The delivery of a frequent, direct, and high-quality transport connection from all parts of the towns to the Meridian site and nearby health facilities.
- b) The delivery of a frequent and direct public transport route from North Peacehaven to the South Coast Road
- c) The upgrade of bus shelter infrastructure to provide comfortable waiting areas with real time travel information. With regards to walking and cycling routes, the Town Councils will work closely with East Sussex County Council, Lewes District Council and Sustrans to bring forward a high-quality route network (as set out below) that links education, health, retail, leisure and employment facilities across the towns.

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

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J. Wagstaff & Co. Estate Agents and Valuers

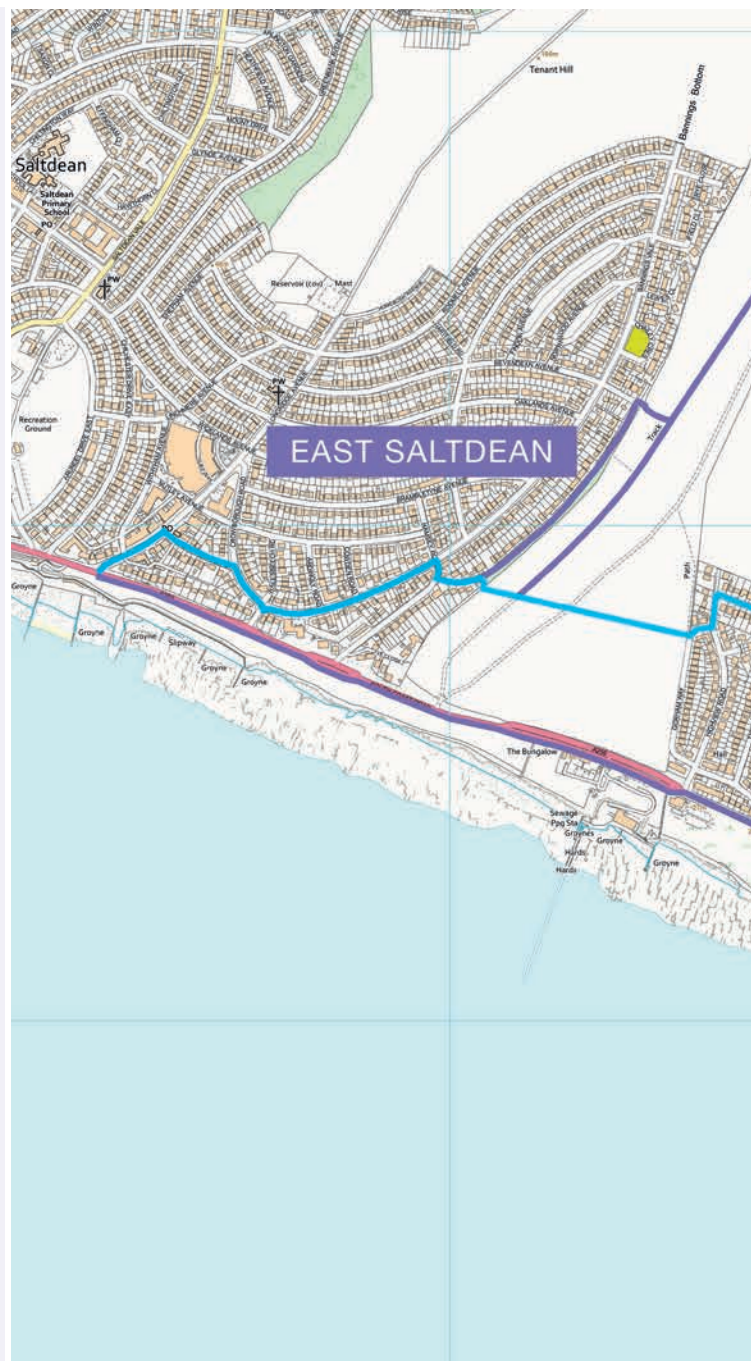
FUNERAL DIRECTOR



Provisional Improved Routemap

Map key

- Potential walking and cycling routes
- Potential improved green walking routes
- 20 Minute walking distance from the Meridian Centre
- Meridian Centre
- Community House
- + Doctors Centre + Pharmacy
- Peacehaven Community School
- Football Club
- Bowls Club
- ▲ Dentists
- Shops along A259
- Public Park or Garden
- Meridian Industrial Estate (employment area)
- ◆ Vets
- Play Space
- Allotments or Community Growing Spaces
- Greenwich Timeline Monument
- War Memorial
- † Places of Worship





Open Space and Amenity

Peacehaven and Telscombe benefit from green open spaces both within and around the existing built-up area. However access to green space is limited and poorly signposted to parts of the South Downs National Park, cliff top and undercliff walkways.

Any proposals for major growth in Peacehaven and Telscombe, including those to the edge of the built-up area, will be required to provide green space as part of proposals in line with open space standards in the adopted Development Plan (and any new standards that will be adopted in a new Local Plan). Combined with good walking and cycling routes, linking with existing neighbourhoods, the potential for increasing access to green space exists.

Within the built-up area of Peacehaven and Telscombe there is a relatively good degree of amenity green space. However, the quality and use of the space varies: in some places play equipment is limited and in others the space represents no more than mown grass.

This includes large areas of roadside verges and open spaces that offer the local community little more than a setting for the buildings themselves. Such spaces are often known as 'space left over after planning'. It has a limited role or function. It is considered that spaces within Peacehaven and Telscombe could be made to work much harder, increasing their use and biodiversity value. Green verges and other under-used areas of public space could be transformed into wild-flower meadows, community gardens and allotments. Some of these aspirations can be delivered as part of proposed new developments. Elsewhere, they represent projects which the Town Council will actively pursue.



Policy PT14:

Protection of Green Spaces within the Neighbourhood

- (1) All development proposals should take every opportunity to contribute to a connected recreational green network and provision of new open spaces, playing fields and urban greening.
- (2) Development which would result in the loss of existing areas of formal and informal recreational space such as playing fields, amenity spaces and allotments as listed should demonstrate that the facility is surplus to requirements and should seek to make alternative provision elsewhere in the neighbourhood plan area that is equivalent in terms of size, quality, and amount of facilities offered or would result in a net improvement in the quality of facilities available.

1. Robert Kingham Park
2. Chatsworth Park
3. Lake Drive Pond
4. Meridian Park
5. Howards Peace Park
8. The Dell
9. The Oval
10. Centenary Park
11. Cornwall Avenue Allotments
12. Telscombe Cliffs Playing Fields
13. Epinay Park
14. Robert Kingam
15. The Copse
16. Telscombe Playing Fields
17. Shepherds Down.
18. Joff Field
19. The Bricky (Ashington Gardens)

"Greenspace, such as parks, woodland, fields and allotments as well as natural elements including green walls, roofs and incidental vegetation, are increasingly being recognised as an important asset for supporting health and wellbeing. This 'natural capital' can help local authorities address local issues that they face, including improving health and wellbeing, managing health and social care costs, reducing health inequalities, improving social cohesion and taking positive action to address climate change." Our 25 year plan to improve the environment Government 2018¹⁷.

The provision of better, more accessible water features and green infrastructure within the neighbourhood plan area will make a more attractive place to live and work and bring about long-term improvements in people's health.

Policy PT15: Amenity and Green Spaces

Subject to other policies in the Neighbourhood Plan, support will be given to proposals for development that (subject to other policies):

- (a) Create new wildlife habitats, connects, enhances, and retains existing wildlife habitats and water features.
- (b) Provides opportunities for gardening, wildlife and food production within existing and new residential areas, including the utilisation of underused roadside verges for wildlife habitat, where it is safe to do so.
- (c) Provide good quality outdoor space including private and community gardens, as well as contributing to the provision of new tree cover.
- (d) Improve green connections between Peacehaven, Telscombe and the surrounding landscape, upgrading the quality of the multifunctional landscape along these routes and strengthening connections to the South Downs National Park, Cliff tops and undercliff walkways.
- (e) Enhance the quality of the public realm and the streetscape within the built-up area, including new tree planting, landscaping, sustainable urban drainage, pocket parks and public art.

While the surroundings of Peacehaven and Telscombe provides interesting informal recreation space with the South Downs and the sea, these attributes are beyond the confines of the main parts of the town and access to downland and beach areas can be difficult, particularly to those with limited mobility and to new visitors to the area. Improved accessibility and signage to enable easier use of this resource would benefit all.

¹⁷ A Green Future

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf

Council Project 4 – The development of Green Spaces Infrastructure

The Councils long-term vision is where the water features and local green spaces are used, enjoyed and maintained as public health assets for the whole of the local community, regardless of age, gender, race or mobility.

The Town Councils will seek to work with the South Downs National Park, East Sussex County Council and Lewes District Council to examine ways to increase the accessibility of areas, so they have a central role in

- Increasing physical activity levels
- Improving mental health
- Increasing social inclusion and reducing loneliness

Sports

The availability of formal sports recreation facilities in Peacehaven and Telscombe is a topic of concern, where demand is already outpacing provision. Lewes District Council's Infrastructure Delivery Plan 2020¹⁸, which sets out the key strategic infrastructure needed to meet the demands of new development, recognises the need for additional outdoor sports facilities in the Neighbourhood Area.

This is supported by the Lewes District Council's playing pitch strategy July 2020¹⁹ which shows that there is a general deficit in pitch provision and the existing pitch provision needs improvement as many pitches have become overplayed in response to larger demand.

¹⁸ Lewes DC Infrastructure Delivery Plan 2020
www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/286459.pdf

¹⁹ Lewes DC Playing Pitch Strategy 2020
www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/313336.pdf



Policy PT16: Enhancement of Formal Sports Areas and Children's Equipped Play Spaces

- (1) The provision of new equipped play areas will be encouraged. Particularly those which provide for all-inclusive use.
- (2) Proposals for new formal sports facilities and/or upgrading the existing sports infrastructure will be supported.
- (3) Proposals for development of the Hub building in accordance with the AeCOM site options assessment²⁰ (Site Ref: PTNP5) for sports and leisure/community facilities (Use Class F1.F2) will be supported.

Swimming and water safety have been a statutory element of the national curriculum for PE in England since 1994. All primary schools must provide swimming and water safety lessons in either key stage 1 or 2 and every pupil is required to be able to Perform safe self-rescue in different water-based situations.

The impact of lockdowns on school swimming and the closure of the local swimming pool means that many children no longer have the opportunity to swim, and many schools cannot afford the transport to swimming pools in neighbouring areas.

Council Project 5 – to provide local sports facilities

The Town Councils will work together with Lewes District Council, sports clubs and schools to review existing sport provision and assess what future provision /improvements may be required to meet increasing demand.

The Town Councils will also look at the potential for all- inclusive sports provision, swimming provision and the use of CIL funding to bring forward such facilities as identified in a feasibility strategy.

²⁰ Site Assessment Options
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_671d4323b7454f53ab5c8bc8bc31ae11.pdf

Biodiversity

There are a variety of Biodiversity Action Plan (BAP) Priority Habitats located within or within proximity to the Neighbourhood Plan area, predominantly areas of good quality semi-improved grassland, areas of deciduous woodland, and areas of maritime cliff and slope.

The Sussex Biodiversity Records Centre contains records of protected or notable species within the Neighbourhood Plan area. This includes records of several species of birds, mammals, bats, insects, grasses, trees, amphibians and reptiles; many of which are protected under the Wildlife and Countryside Act 1981 (as amended) and under Section 41 of the Natural Environment and Rural Communities Act 2006. In this respect, the BAP Priority Habitats (2016) ecological designations within and surrounding area are likely to support populations of protected species.

To the north-eastern edge of the neighbourhood plan area is the Bollens Bush Nature Reserve which is partly a Site of Nature Conservation Importance (SNCI) and contains woodland and ancient woodland indicator species. The whole Neighbourhood Plan area lies within the Living Coast UNESCO²¹ world biosphere area, the Brighton to Newhaven Cliffs Site of Special Scientific Interest (SSSI) (including Priority Habitat Inventory Maritime Cliffs and Slopes), and Marine Conservation Zone. The Neighbourhood Plan area is a priority area for Countryside Stewardship measures addressing Redshank habitat issues* and is within the People and Nature Network (PANN)²² area as set out by the South Downs National Park.

An objective of the plan is to encourage the clothing of buildings with living green walls and roofs to help urban cooling, sustain wildlife and habitats and encourage green corridors to be developed.

²¹ Biosphere map - <https://sxbr.org.uk/naturemap/map/mapping.html>

²² South Downs National Park PANN report - <https://tinyurl.com/2c48upyn>



Policy PT17: Protection of Biodiversity and Habitats

- (1) Any proposal that is likely to have a negative impact on protected habitats or species should be accompanied by an ecological assessment that sets out a clear mitigation strategy and ensures that a qualified ecologist will be on site throughout the main construction phases.

Policy PT18: Biodiversity Net Gain

- (1) All developments should seek to incorporate safe nesting spaces such as bat and bird boxes, insect housing and pollinators. Proposals should be in accordance with Lewes District Council's Biodiversity guidance set out in the Biodiversity Net Gain Technical Advice Note. (Or successor)

Policy PT19: Urban Greening

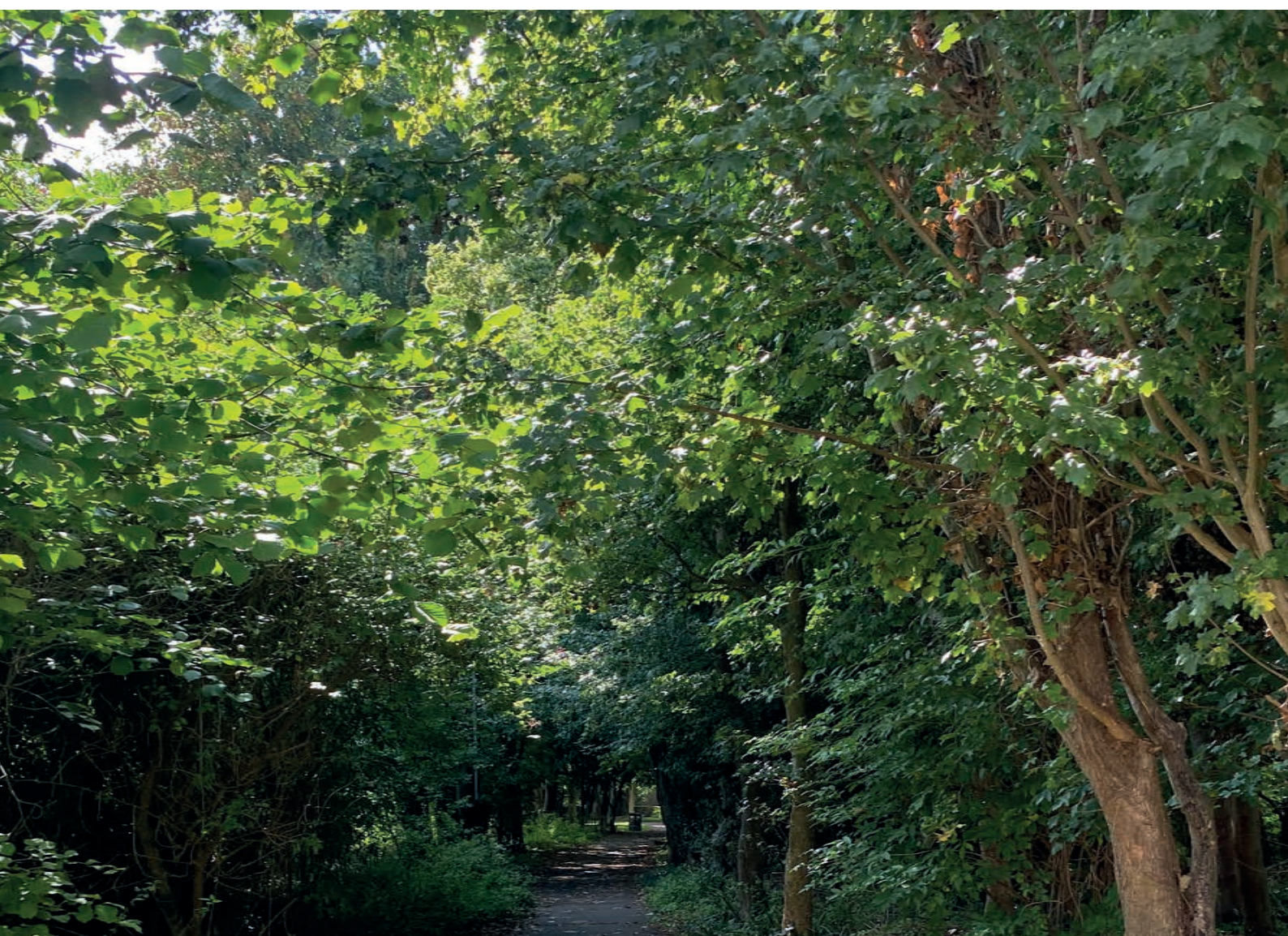
- (1) In order to ensure that green assets are technically feasible and commercially viable and can thrive over the long term, all development proposals are encouraged to:
 - (a) provide the maximum practicable coverage.
 - (b) Keep and maintain existing mature landscaping where possible.
 - (c) Include a clear planting plan demonstrating resilience to disease, pests and climate.
- (2) Major applications should also include a watering system, particularly utilising rainwater harvesting techniques to minimise water usage and incorporate a management plan for long term management of growth, disease control and plant failure to ensure that plants that die are replaced and any failure does not harm the fabric of the building or its setting.
- (3) Schemes should be designed to ensure maximum visibility from the public realm and capture associated well-being benefits for the whole community.

Council Project 6 – to encourage urban greening.

Urban Greening is an important element of the Neighbourhood Plan and as such the Town Councils could use CIL funding to bring forward a programme of public realm improvements, and council building/land improvements such as street trees, community allotments, living walls or green roofs on Council properties.

The Town Councils will work with partners to explore how underused green spaces and roadside verges might be better used to increase biodiversity value, provide new wildlife habitats and space for local food production. Use of such space for pocket parks and community gardens is encouraged.

²³ Brighton Marina to Newhaven Western Harbour Arm 2016
www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/258572.pdf

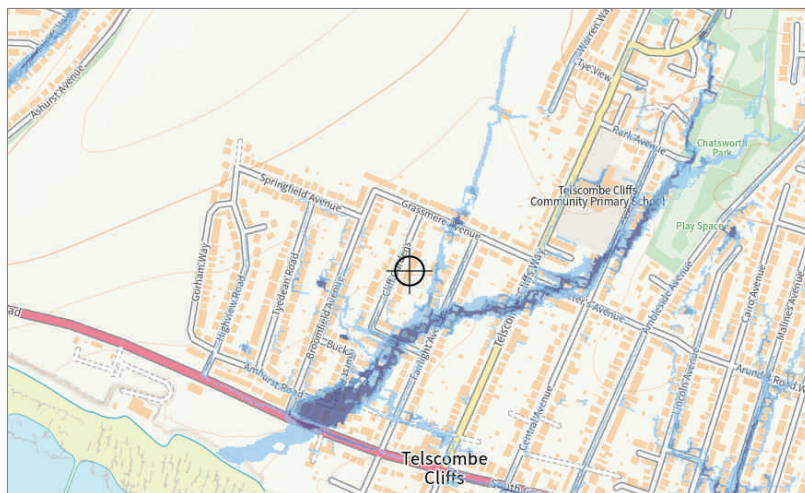


Coastal Protection & Flooding

Along the currently undefended sections of the frontage of the Neighbourhood Plan area, the cliffs are currently experiencing an average rate of coastal erosion between 0.28m - 0.48m per year. Along the protected parts this is lessened but is reliant on defences being maintained and reinforced.

During this plan's lifespan, coastal defence strategies will need to be progressed by Lewes District Council to help slow the erosion rates in accordance with the Brighton Marina to Newhaven Western Arm Plan 2016²³.

Sea defences, where available, only protect the base of the cliff, and do not protect the erosion on the top of the cliff which is caused by weathering, poor surface water drainage and natural cliff changes. The increase in rainfall and temperatures from climate change is exacerbating the erosion of the cliff top. In addition, there are areas of Peacehaven and Telscombe that have a medium-high surface water flood risk, primarily impacting the local road network. This includes sections of South Coast Road, Telscombe Cliffs, Saltdean, Banning's Bottom, Buckhurst Road, Cliff Gardens, Ashington Gardens, The Oval, View Road, Firle Road, and at Peacehaven Sewage Treatment Works.



Implementation of sustainable urban drainage systems (SUDS) could help reduce the risk from surface water runoff, both for the purposes of flooding and coastal erosion, though it will continue to be important that new development has non-permeable hardstanding rather than traditional forms of hardstandings to ensure that surface water run-off is managed effectively.

Policy PT20: Drainage Management

- (1) All development proposals within the Neighbourhood Plan area should demonstrate clearly how developments will provide for the drainage of surface water and sewerage systems.
- (2) Proposals should ensure that surface water run-off is managed as close to its source as possible in line with the following drainage hierarchy:
 1. Store rainwater for later use.
 2. Use infiltration techniques, such as porous surfaces away from cliff edge.
 3. Attenuate rainwater in ponds or open water features for gradual release.
 4. Attenuate rainwater by storing in tanks or sealed water features for gradual release.
 5. Discharge rainwater direct to a watercourse.
 6. Discharge rainwater to a surface water sewer/drain.
 7. Discharge rainwater to the combined sewer.
- (3) Where possible all developments should seek to utilise sustainable urban drainage systems (SUDS).



Reaching Net Zero

The Decarbonisation agenda set by Government to reach “net zero” by 2050 means that planning policies must seek to help the transition from fossil fuels and encourage greater use of other modes of energy, whether through renewables or walking and cycling.

Buildings should be designed to incorporate technologies that maximise the use of energy from renewable sources. Proposals for new development are encouraged to incorporate the following:

- Solar photovoltaic panels
- Solar Thermal Panels
- Air Source Heat Pumps
- Ground Source Heat Pumps
- Biomass Boilers

The Town Councils are particularly encouraging of proposals for new buildings that follow Passivhaus principles. The Town Councils welcomes the opportunity to work with parties who would like to explore renewable energy schemes in Peacehaven and Telscombe, particularly community-led micro generation projects. Where such schemes are brought forward, they will need to comply with the wider policy framework, including landscape and design implications.

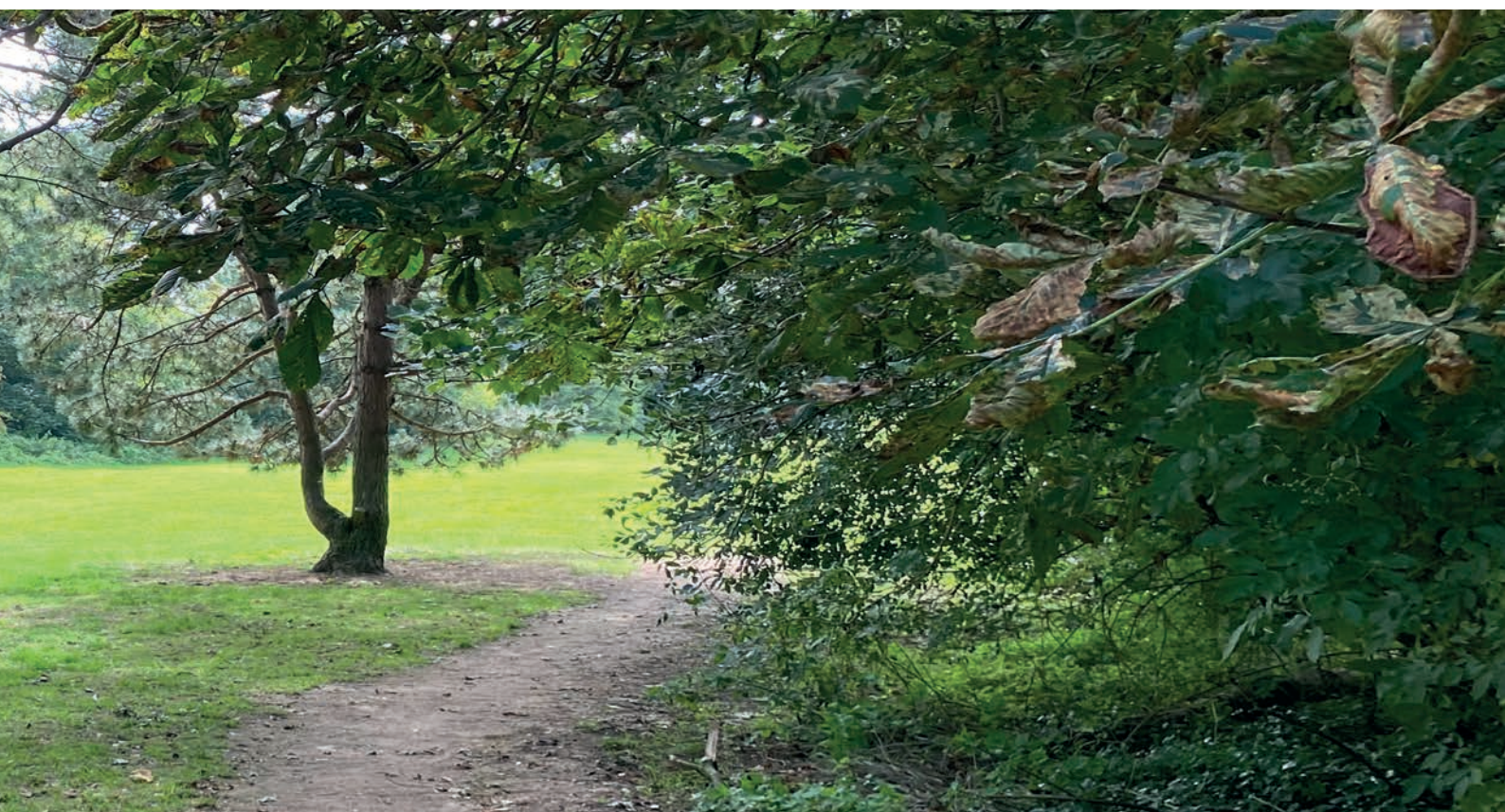


Policy PT21: Renewables

- (1) Applications for renewable energy schemes will be supported if they can demonstrate that they do not have a significant adverse effect on the landscape or biodiversity.
- (2) Community initiatives which seek to deliver renewable and low carbon energy will be encouraged.
- (3) Where a proposed development is identified as being likely to have negative impact on renewable or low carbon energy supply, the applicant will need to undertake the relevant analysis to demonstrate that the impact can be mitigated.
- (4) Buildings should be designed to reduce energy and water usage and incorporate technologies that maximise the use of energy from renewable sources.

Council Project 7

The Town Council will seek to work with other stakeholders and partners to look at potential sites for battery storage which could then either be sold back to the grid or used at a local level to provide local initiatives such as a community electrical charging scheme for the towns.



Policy PT22: Net Zero

Proposals should seek to include the:

- (1) Installation of rapid electric vehicle charging points, wireless, induction pads, public e-bike charging stations or other such technologies.
- (2) The inclusion of electric car/bike/Motorbike sharing schemes.
- (3) The use of low pollution/electric freight vehicles during construction phases.

The 2019 (pre Covid) Air Quality Annual Status Report for Lewes District²⁴ confirms that there are three diffusion tubes within Peacehaven which monitor air quality, including: South Coast Road (Cornwall Avenue o/s 223), Steyning Avenue, and South Coast Road (o/s 53).

South Coast Road (part of the A259) is the main route into and out of Peacehaven, and the air quality monitoring is kerbside (approximately 3m from the road). Reflecting the results of the air quality monitoring, all three sites did not exceed the national objective of 40µg/m³ for the annual mean concentrations of NO₂ throughout 2017 or 2018. The average concentration was 24.6µg/m³ across the three sites. Any future growth of the area should seek to maintain good air quality.

Policy PT23: Air Quality

- (1) Development should not damage the health of the air by increasing emissions of harmful pollutants to it. Such pollutants include: greenhouse gases; those considered by the United Nations to cause adverse impacts to the natural environment; and particles and gases considered by the World Health Organisation (WHO) to be harmful to human health. Any proposal that results in a significant increase in air pollution (in particular, NO₂ levels) will only be justified in exceptional circumstances.
- (2) Development should comply at least with all minimum UK environmental requirements in relation to air pollutants.
- (3) On major developments including construction stages, the proposals should aim to be at least 'air quality neutral' and not cause or contribute to worsening air quality. This should be demonstrated where necessary by an air quality assessment setting out the impact of the development on the neighbourhood plan area and proposed mitigation measures.

²⁴ Air Quality status report - <https://sussex-air.net/reports/AnnualStatusReports/ASR-Lewes-2019.pdf>

Employment Space

Peacehaven and Telscombe have relatively small amounts of employment space, providing only 3.2% of the district's employment land (Lewes Employment & Economic Land Assessment 2010)²⁵ and meaning that many of the residents of the NP area travel to work outside the area, principally to Brighton and Hove.

Research undertaken by the University of Brighton for the Neighbourhood Plan (Diversifying the Local Economy Report 2020)²⁶ suggests that employment expansion could be towards the tourism market, expanding a night-time economy and where possible creating flexible workspaces with good quality digital infrastructure.

Peacehaven has a higher level of self-employed people²⁷ (12.4%) compared to the national average (9.9%) East Sussex average (10.7%²⁸). Providing more flexible business space could be a good opportunity to stimulate economic growth and to harness local entrepreneurial spirit. Provision of such uses, including opportunities for home working, can support the future sustainability of development, reduce commuting and car usage, and encourage business development.

Policy PT24: Providing for a mix of employment opportunities

- (1) Support will be given for the sustainable economic development and regeneration of Peacehaven and Telscombe with a particular focus on improving local skills and increasing skilled employment opportunities within the towns.
- (2) Support will be given for applications for new employment uses, including the temporary use of vacant spaces with the use of "meanwhile leases".
- (3) Support will be given to applications that provide for sustainable growth through the allocation of accessible land for employment and employment generating uses (including retail, leisure, culture and tourism and education).

Given that a large proportion of employment in Peacehaven is based around sole traders and the skilled manual sector, there is a need for high quality serviced offices and meeting spaces that can be used flexibly. The South-East Creative Economy Network uses the term "open workspace" to refer to employment spaces that seek to bring together professionals to flexibly share high quality workspace and allow the reduction of costs. Such spaces include incubators, accelerators, co-working spaces and artist studios.

²⁵ Lewes Employment and Economic Land Assessment 2010
www.lewes-eastbourne.gov.uk/planning-policy/employment-land-review/?assetdet39e14ce8-bfa6-4bb1-a5b3-2c92d6811d83=255404

²⁶ Brighton University Report Diversifying the Local Economy 2020
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input

²⁷ Census and Labour Market Statistics: www.nomisweb.co.uk/reports/localarea?compare=E34003343

²⁸ Labour market profile: www.nomisweb.co.uk/reports/lmp/la/1941962883/report.aspx?town=East%20Sussex#tabempunemp

Policy PT25: Open Workspace

- (1) Proposals for high quality "open workspace" will be supported (subject to other policies in the development plan) to provide flexible working spaces for SME's in the local area.

The towns assets and attractions are not fulfilling their potential, and the full economic benefits of the tourism industry and day-trippers is not being captured. Applications for uses and interventions that seek to strengthen the role of the NP area as a centre for the tourism industry are welcome. This includes promoting leisure and cultural uses, strengthening the retail offer and enhancing the quality of the public realm as part of the visitor experience.

Opportunities that strengthen the presence of the South Downs National Park, the cliff tops and undercliff areas as well as the coastal path and Greenwich Meridian Monument/line are sought. Alongside this the potential for maximising the economic benefit of tourism and attracting inward investment will be supported.

Policy PT26: Tourism

- (1) Support will be given to applications that improve the quality and diversity of tourist facilities, attractions, accommodation and infrastructure, including cultural infrastructure. Applicants for new build tourist facilities should seek to create a strong sense of place by connecting to existing assets in the neighbourhood plan area.

The Index of Multiple Deprivation

The Index of Multiple Deprivation (IMD) 2019 has seven domains, these are income, employment, health and disability, education, training and skills, barriers to housing and services, living environment and crime. People may be counted in more than one domain.

The IMD scores are recorded by Super Output Areas (SOA's) which are then ranked from 1 most deprived to 34 844 least deprived. Three SOA's within Peacehaven are ranked within the higher deprived areas in England. 32

SOA – Lewes 007d ranked 6771
Lewes 010d ranked 6876
Lewes 010c ranked 9796

IMD reports for education, training and skills, place the vast majority of Peacehaven and Telscombe Cliffs in the higher deprived areas in England.

SOA – Lewes 010c ranked 4059
Lewes 010d ranked 4064
Lewes 006e ranked 5642
Lewes 007d ranked 5770

Full year reporting for apprenticeships across all sectors in 2018/2019 33 for Lewes District Authority returned a total of 440 starts. Reporting for quarter 1&2 ending January 2020 returns 220 starts of which only 20 were for construction, planning and the built environment sector.

South East LEP, with the Construction Industry Training Board (CITB) commissioned Whole Life Consultants to undertake a construction labour and skills analysis for Kent and East Sussex in 2018²⁹. One of the recommendations of the report was to improve the construction industry outreach. "Build a more positive image of construction with young people and adults. Increase recruitment through new entrance points, career changes and reskilling. Emphasize that construction offers a high rewarding value career for all".

²⁹ Construction labour and skills analysis for the Coast to Capital LEP area 2018
www.citb.co.uk/media/hzjk4asw/coast_to_capital_lep_area_april2018.pdf

Policy PT27: Local Labour Agreement

- (1) All construction of approved development schemes, should consider employing from the local area, using local trades and local apprenticeship schemes.
- (2) For major applications, a local labour agreement should be established setting out employment opportunities within a set radius of the site.
- (3) Educational and training opportunities such as providing curriculum support, careers advice, enterprise events, apprenticeships and work experience.
- (4) Where the use of local trades and suppliers is not possible, a contribution to Sussex Community Development Association (SCDA) or Peacehaven Chamber of Commerce should be secured to use towards local employment initiatives which aim to improve local employment opportunities and help remove barriers for employment and progression.

In a recent survey conducted by Lewes District Council (2018) 75% of SME's said that they would welcome faster and stronger digital networks across the district to help their businesses. Peacehaven and Telscombe suffer from poor mobile network coverage and from slow speed broadband provision, particularly in Telscombe Village, North Peacehaven and East Saltdean where signal coverage is poor and inconsistent.

To help business growth in the Neighbourhood Plan Area the digital services provided have to be improved.

Policy PT28: Digital Infrastructure

- (1) Development that facilitates improved digital infrastructure and better communication coverage such as high-speed broadband access for businesses and homeworkers will be welcomed as long as it accords to other policies within the plan and design codes.

Historical Character

The neighbourhood plan area is a gateway to the South Down National Park and its protected flora and fauna and range of nature. The area also benefits from proximity to coast and cliff tops (part of the protected UNESCO's Biosphere Reserve) and hosts the point where the Greenwich Meridian Line leaves the country.

This area is also rich in history, with the Telscombe Tye having three scheduled ancient monuments, a Saxon funeral path leading to Telscombe Village and the Church of St. Laurence (Grade 1 listed 11th Century nave and chancel), as well as Telscombe Village having several Grade 2 and Grade 2* listed buildings.

East Sussex Heritage Environment Record shows that over the years there have been some significant historical finds locally, such as axe heads and scrapes from the Neolithic and Bronze Age, that now reside at the Brighton Museum. East Sussex County Council's website also shows that large parts of Peacehaven and Telscombe are within Archaeological Priority Notification Areas.

To a lesser degree but just as interesting are the buildings and structures within the Neighbourhood Plan Area that are currently not recorded or protected but would deserve their heritage assessed as part of any forthcoming development. For example, the former Gracie Fields Home and Orphanage on Telscombe Cliffs Way, The Coach House on Bannings Vale, Coastguard and Smugglers Rest on the A259, to name a few.





Policy PT29: Heritage Assessment

- (1) It is encouraged that all applications for developments undertake a proportionate heritage assessment of the site. Recording whether the development is within an Area of Archaeological Notification, nearby listed buildings, Conservation Areas, the buildings age, design, quality and features. The assessment should identify historical characteristics within the building and surrounding area. All impacts to features and historic characteristics should be recorded, and where required an appropriate mitigation strategy included as part of the planning application.

Community facilities

The provision of local social and community infrastructure is critical to ensuring that residents have access to essential services and facilities to maintain health and well-being.

Provision of social and community facilities, including schools, healthcare, libraries and community centres, which are well located and integrated with other local and town centre uses, will help contribute towards a sense of place and identity. Locating such uses in easy access of the home and co-located with other activities will help increase access and use by the whole community.

These facilities will help meet the needs of the growing community as well as benefiting existing residents. Overall, it will help create better equality through greater inclusion.

Policy PT30: Community Facilities

- (1) All major applications will need to contribute towards the provision of local and social infrastructure. Applications that enhance and provide additional community facilities will be supported. Local and social infrastructure for the purposes of this policy includes education, libraries, post offices, healthcare facilities, childcare facilities and community halls. Flexible multi-functional buildings that allow for the widest possible use and activity are encouraged.
- (2) All facilities should be easily accessible to everyone, and provide for good walking and cycling connections, and where possible, be located close to public transport.
- (3) Proposals for new community facilities, should provide for the appropriate level of parking provision, including differing types of parking such as disability parking, dementia friendly parking, secure cycle parking, and safe drop off zones.
- (4) Wherever possible, new community uses should be delivered during the early phases of development to help build a sense of community and integration with existing surrounding communities.

Policy PT31: Loss of Community Facilities

- (1) The loss of existing community buildings will be resisted unless it can be demonstrated that demand within the locality for the facility no longer exists or that suitable, adequately sized alternative provision is made elsewhere. In particular, the loss of Peacehaven Library, Tyedean Hall, Telscombe Village Hall, the scouts hut (Arundel Road), places of worship, EBM Centre (Seaview Road), Community House, Telscombe Civic Centre, Community Peace Centre and Mosque, Kempton House Day Centre, The Joff Youth Centre should be resisted.

Whilst the provision of social and community infrastructure within any area of major new development should principally be focussed on addressing the needs of that development, they should also complement and, where possible, respond positively to the needs of existing communities upon whom development will impact. This will help strengthen community cohesion between new and old.

Policy PT32: Statement of Community Engagement

- (1) Applicants proposing major developments, or proposals involving community uses are strongly encouraged to submit a Statement of Community Engagement to the Town Councils for early consultation and inclusion as part of the planning application. The Statement should set out where the proposal and associated construction management plan can be viewed and how the local community can provide early comments prior to the application determination.

Advertisements

There are a wide range of commercial business premises operating in the local shopping areas. These include shops and offices, bars, cafes and restaurants and clubs. Inevitably, the quality of design of their frontages and associated signage varies considerably.

The quality of the shop fronts along the A259 and Longridge Avenue and within the town centre, has an influence on the appearance and attractiveness of the NP area. During consultation, the poor visual quality of buildings was raised: many people thought that the upkeep and maintenance of the buildings in local retail and employment areas could be improved, and that a consistent approach to signage and shopfronts would make an improvement to the experience of using commercial areas.

Poor quality signs and materials undermine the visual quality of the neighbourhood plan area and do not help attract visitors to the towns. It is thus considered important that shopfronts respond better to local character and bring a consistency of style to the commercial areas. Equally, the use of shop signage on pavements should be limited to reduce clutter. Any new signage on pavements that is associated with the business of the individual premises should have due consideration for the character and design of street furniture in the wider area and should seek to enhance the public realm.

Council Project 8

The Town Councils will in collaboration with other relevant stakeholders and public bodies explore the possibility of producing a feasibility study for the A259 to look at the quality of the public realm and signage.



Policy PT33: Shutters

- (1) Applications for external roller shutter or removeable grills will generally not be supported unless they are concealed or incorporated into the fabric of the building.

Policy PT34: Signage

- (1) Applications for retail and commercial frontages will be supported where the depth of the fascia is in scale with the building and is set below the first-floor windows. The use of large areas of acrylic or other shiny materials should be avoided.
- (2) The use of box fascia's should be sympathetic to the scale of the building and should not project too far from the building. Lighting should be by a small number of uplighters or led trough/halo lighting behind individual letters.
- (3) Projecting signs should only be allowed where they are in proportion to the building.
- (4) Freestanding monolith and totem pole signs should be in keeping with the scale and size of the building and where possible should use uplighters for illumination



Section 5

Future Growth Policies

This section of the Neighbourhood Plan introduces policies that apply to any planning applications that may come forward in relation to major development and growth within the Neighbourhood Plan area. This includes those sites identified in the site options and assessments reports and others which may potentially come forward through a new Local Plan.

Masterplanning

Wherever development takes place, it should help deliver a comprehensive approach to development, particularly where opportunities for growth comprise a mix of different landownerships. Through work on the Neighbourhood Plan, the view has been taken that any major developments must be delivered in a coordinated manner, demonstrating good placemaking principles and generating benefits to the quality of place for existing residents.

The Neighbourhood Plan recommends that proposals for major development should be informed by the production of masterplans that comprise part of a development framework. This should place the site in its wider context and avoid narrowly looking at landownership boundaries and should encourage developers to incorporate the site into the wider area, looking at wider transport and movement corridors, environmental issues and the community infrastructure supporting the area.

Masterplans will help deliver comprehensive development. This approach applies to all land around Peacehaven and Telscombe that might come forward for major development in the future. Masterplans should be prepared with consultation of the local Town Councils and local community prior to any application for development being submitted. Masterplans should establish the design principles for the sites, including integration with existing areas and neighbourhoods, connections and linkages allowing movement for all, the location and mix of uses, and provision of community infrastructure and green space.



Masterplans should help create places of distinct character and variety, responding to local building types and materials, how the place will be used and need to adapt over time.

Consideration should be given to a sensible and logical approach to phasing, such that new development works well from the outset, with the impact of ongoing development on new and existing residents minimised. Given the towns are within a defined “water stress” area, provision of wastewater treatment and appropriate surface water drainage is essential and must be agreed with the relevant organisations, including the statutory water company and the Environment Agency, as well as the lead local flood authority and, the South Downs National Park.

All infrastructure shall be well designed and accord with best practice and design principles outlined in the development plan and other relevant guidance.

Masterplans should be subject to a programme of community consultations and supported by a statement referencing the AECOM Design Codes, Centre of Peacehaven Masterplan and corresponding Consultation Statement to build on and learn from previous master planning in the area.

Policy PT35:

Masterplanning

- (1) Applicants for development schemes for any major development within the NP Area are encouraged to prepare masterplans as part of the planning application documents. Where a site crosses multiple land ownerships, the different landowners are encouraged to work together to prepare a joint masterplan that demonstrates how comprehensive development will be delivered.
- (2) The masterplan should demonstrate how good placemaking can be achieved through establishment of:
 - (a) A clear vision and concept for the development.
 - (b) A development and land use plan showing the mix and type of development to come forward, including the broad locations of necessary supporting services, including local centres, health and education.
 - (c) Masterplans establishing the intended form and grain of development, character areas, densities and building typologies, which respond to local character and context.
 - (d) A movement plan establishing the street hierarchy and typologies, and sustainable transport measures prioritising walking, cycling and public transport.
 - (e) A green infrastructure plan setting out the network and typology of green spaces, links and areas of ecological and biodiversity importance.
 - (f) A water drainage plan showing how surface water and wastewater will be treated and disposed of. Where possible the plan will incorporate Sustainable Urban Drainage systems to efficiently manage water usage.
 - (f) A phasing and delivery plan, demonstrating a logical pattern of development that helps build community with supporting facilities provided at the right time.

Design and placemaking principles.

Planning applications for major areas of development provide the opportunity to provide a mix of uses, including, for example, schools, healthcare, parks and play-spaces. Such uses should be located such that they are in easy walking, or cycle, distance of the home, and do not result in additional and unnecessary traffic movements, either within the development area or on the existing highway network. Planning and design strategies that promote sustainable travel to school are encouraged.

Within each area the network of proposed new streets should be considered, identifying how this facilitates movement, connects with existing neighbourhoods, and which presents an optimal balance between different modes of travel, including provision of extended bus routes.

New green and blue spaces will also need to be provided, providing a combination of amenity space for local play, leisure and recreation, as well as water features and natural space which will help respond to the setting of and proximity to the South Downs National Park.

Proposals for development in the Neighbourhood Plan Area should also create places of character and interest, responding both to the site-specific opportunities but also the positive characteristics displayed within the built form as outlined in the Neighbourhood Plan Design Codes including, for example, the use of materials.



Policy PT36: Design and placemaking principles

For major applications, applicants should seek to demonstrate how they meet the following design principles:

- (1) Achieve a high quality, attractive, accessible, and safe environment.
- (2) Promote innovation in design so that contemporary and traditional design approaches are proposed where appropriate.
- (3) Achieve a high level of integration between the existing communities and new development and ensure that the new development is part of a cohesive whole.
- (4) Create a sense of place within each character area and reinforce local distinctiveness where appropriate.
- (5) Create a legible layout with buildings addressing road frontages, public area frontages and a coherent structure of buildings, open space, and routes for movement (walking, cycling, public transport, private car).
- (6) Locate community uses and facilities, such as nurseries, schools, healthcare, and parks, to maximise potential for walking and cycling.
- (7) Optimise the placemaking function of streets, allowing for public transport connectivity but without vehicles dominating the street environment.
- (8) Ensure that a mix of housing types and styles are provided across the site and therefore a diversity of building forms and a varied street scene taking into account the Design Codes.
- (9) Ensure that the edges of the sites, where development meets the surrounding countryside, is addressed sensitively in landscape and biodiversity terms.
- (10) Ensure that new development respects the scale, massing, and proportions of buildings within the adjoining residential areas of Peacehaven and Telscombe.
- (11) Secure attractive and clearly defined public and private spaces that will enable retention and enhancement of the existing landscape, trees, and vegetation.
- (12) Include green technology and infrastructure.

Section 5

A Centre for Peacehaven



This section of the Neighbourhood Plan presents policies that apply to change and development in the central area of Peacehaven. For the avoidance of doubt, these policies apply to the town centre area as indicated in the map above.

The centre of Peacehaven has been the subject of a full masterplanning and consultation³⁰ exercises undertaken by the Neighbourhood Plan Steering Group during 2020 -2021 . As such, these policies set out to meet the aspirations of the residents of the towns as well as the Neighbourhood Plan Steering Group³⁰.

³⁰ Masterplan Consultation Statement March 2021 <https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input>

Town centre

Currently the Meridian Centre is a district retail centre which hosts a medium sized supermarket, post office, library, nursery, town council offices, and approximately a dozen smaller units, many of which are vacant, due to impending redevelopment.

But new floorspace alone will not deliver the step change required in the centre. It is hoped that Peacehaven Centre will become the core of the wider neighbourhood plan area, where public, economic and cultural life all come together. The Brighton University Study undertaken in 2020 suggests that the quality of the public realm in the town centre should be enhanced as well as the commercial spaces be improved, as could connectivity to and within the centre area itself. Improving the connectivity of the site and the public realm will enhance the visitor experience.

Providing for some new residential development in the town centre may also help create life and activity and offer new housing close to facilities for those starting out in first homes, as well as those downsizing.

Town centre weaknesses

The main issues as identified within the masterplan are:

- The area has many differing land uses, many of which will need to be retained but could potentially be relocated to other parts of the site.
- Limited active frontages within the site area, with uninviting entrances contributing to possible opportunities for anti-social behaviour.
- Main pedestrian route through the site is through the Meridian Centre providing only limited permeability for pedestrians
- Not enough retail provision
- There are many mature trees surrounding the car park which should be retained.
- Parking is not always at full capacity. Retaining parking is essential however spaces need to be utilized properly.
- Poor active modes of movement and poor public transport links to the site.
- Poor relationship to the nearby industrial estate.
- Poor link to the retail area on the A259
- Lack of vibrancy, evening economy or cultural activities.
- No link to nearby employment areas

Development of the town centre, should capitalise on the site's potential and encompass a vibrant mix of uses which meet the needs identified in the masterplan.

A wider range of independent and highstreet retailers, as well as covered shopping areas and a covered market should also be encouraged to locate in the centre, providing for a greater diversity and activity throughout the day, drawing people in at different times and thus supporting retail and other commercial activities.

Key opportunities

The main opportunities as identified within the masterplan are:

- Creating a well-designed, good quality mixed development that would enhance vibrancy, expand existing employment uses, and improve the green infrastructure of the site.
- Strengthening the key connections through the site linking green spaces in the wider area.
- Pedestrian/cycle pathway through the centre of the site from north to south. The route should contain plenty of street trees and shelter to protect from wind and rain.
- Pedestrian/cycle pathways from east to west allowing leisure, school and industrial estate to become better connected to the centre.
- Encourage better public transport links to leisure, school and industrial estate facilities and reduce reliance on cars.
- Promote public realm improvements consisting of public squares which can provide flexible space and allow for a range of social and cultural activities.
- Rationalising major junctions to provide a better balance between competing users, making conditions safer for pedestrians and cyclists.
- Creating active well-articulated frontages is incredibly important for creating vibrancy. To make the most of the active frontage there should be entrances and large ground floor windows at the ground floor level allowing people to see inside as well as people seeing out. Following feedback from the public consultation, frontages should also seek to be covered to allow outside activities and protect from the wind.

Policy PT37:

Peacehaven Centre

- (1) All development within the Peacehaven Centre (boundary shown in the accompanying masterplan document) will seek to ensure its vitality and create a vibrant and all-inclusive place where people can come together to shop, work and enjoy.
- (2) Proposals for new retail development and other complementary town centre uses within the town centre are welcome, particularly where they strengthen the retail offer and visitor experience. Suitable town centre uses include:
 - Retail development and markets
 - Leisure and entertainment
 - Flexible office developments
 - Arts, culture and tourism
- (3) Applications for town centre uses that contribute to the evening and night-time economy, including leisure, cultural and community facilities are welcome. These will be required to enhance and diversify the offer within the town centre, subject to assessment of scale, character, location and impact of the proposed uses.
- (4) Proposals that contribute to an improved range and quality of office and business accommodation, including shared space for start up businesses, or serviced office hubs are encouraged.
- (5) Applications for residential development as part of a balanced mixed use scheme and meeting the housing policies will be supported.
- (6) Applications for new development within the Peacehaven Centre area will be required to demonstrate how they respond to good design principles in accordance with Policy PT37, including giving consideration to the supporting Masterplan and Design Codes.
- (7) Development proposals will be required to be acceptable in terms of the impact of traffic generation and vehicle movements (including servicing arrangements) on the highway network and be both pedestrian and cycle friendly.
- (8) All proposals must contribute to the delivery of an improved public realm which is inclusive, age friendly and creates places where people can meet informally promoting social interaction

Policy PT38:

Community Facilities in Peacehaven Centre

- (1) Applications for development that seek to enhance existing community facilities or provide new community facilities in the town centre will be supported.
- (2) Proposals associated with community uses should:
 - (a) Ensure that all facilities are easily accessible to everyone.
 - (b) Successfully capitalise upon opportunities to promote walking, cycling and public transport.
 - (c) Offer an internal layout that will allow for the future adaptability of internal spaces to aid with the co-location of other appropriate community uses and functions.

Policy PT39:

Market Place and Outdoor events

- (1) Applications for the provision of a sheltered outdoor marketplace and for other outdoor events that help encourage tourism and community cohesion will be supported subject to there being no adverse impacts on amenity, landscape or biodiversity.

Section 6

The Community Infrastructure Levy and future delivery of the plan

The Community Infrastructure Levy (CIL) is a charge levied on development which is payable to the local authority and is intended to be spent on infrastructure projects in the district that help address the demands placed on an area resulting from growth. This might include, for example, spending on new transport infrastructure, health and educational facilities, open spaces and sports facilities.

A portion of CIL is payable to the Town Council for spending on local projects in the Neighbourhood Plan area. When the Neighbourhood Plan is made the town councils will receive 25% of all CIL monies paid to Lewes District Council (associated with development within the neighbourhood plan area).

The neighbourhood portion of CIL can be used for a wider range of planning issues than infrastructure as long as they are concerned with addressing the demands that development places on an area.

The Lewes District Council CIL Charging Schedule came into effect on 1 December 2015. All applications for development that are above the necessary thresholds will be subject to this charging schedule, or any subsequent updates to it. Associated with the Charging Schedule is a 'Regulation 123 List' which outlines the infrastructure items that the District will spend CIL receipts on.

Through consultation and work on the Neighbourhood Plan a series of projects have been identified which the Town Council intends to direct the neighbourhood portion of CIL towards. These are referred to through the neighbourhood plan, in the blue 'projects' boxes and referenced within the following CIL policy.

Alongside CIL, the District Council will continue to negotiate Section 106 agreements with applicants which can provide funds or works to make development more acceptable in planning terms. The Town Council



will liaise with the District Council as to the most appropriate form of Section 106 agreement relating to applications within the neighbourhood plan area.

This Neighbourhood Plan is a starting point to help create a better understanding and a better quality of development in the local area. Future delivery of the projects and policies of this plan are intended to be monitored and reviewed regularly to ensure the progression and implementation of the projects and policies.

The Town Councils will therefore work alongside a variety of partners in a coordinated and cohesive manner and will update the residents of the neighbourhood plan regularly to ensure that all the necessary dissemination of information is provided in an easy to access way. This is likely to include:

- The review of planning decisions and appeal decision to ensure the neighbourhood plan policies are given due consideration.
- Survey of applicants/developers to ensure that the policies are relevant and useable.
- Review the production of materials both electronic and printed to communicate with residents on the neighbourhood plan.
- To engage with developers in the use of the neighbourhood plan and future delivery of policy objectives.
- To recommend changes and amendments for future Neighbourhood Plan review.

Planning Jargon Explained

Adoption – The final confirmation of a development plan by a local planning authority. The equivalent terminology for a Neighbourhood Plan is that the document is 'made', rather than 'adopted'.

AECOM – A global provider of professional, technical and management support services, specifically in the areas of master planning, transportation, facilities, engineering etc.

Biosphere - A designated urban biosphere reserve, helping to protect the living coast between Newhaven and Shoreham-by-Sea in Sussex.

Community Infrastructure Levy (CIL) – Allows Local Authorities to raise funds from developers undertaking new building projects in their area. Money can be used to fund a wide range of infrastructure such as transport schemes, schools, health centres, leisure centres and parks.

Department of Levelling Up, Housing and Communities – The Government department with responsibility for planning, housing, urban regeneration and local government.

Design Code – A set of illustrated design rules and requirements which instruct and may advise on the physical development of a site or area. The graphic and written components of the code are detailed and precise, and build upon a design vision such as a masterplan or other design and development framework for a site or area.

Development Plan - Includes the adopted Lewes Core Strategy (and any future adopted Local Plan which may replace it) and Neighbourhood Development Plans which are used to determine planning applications.

Evidence base - The background information that any Development Plan Document is based on and is made up of studies on specific issues, such as housing need for example.

Greenfield site - Land where there has been no previous development, often in agricultural use

Greenspace - Those parts of an area which are occupied by natural open space, parkland, woodland, sports fields, gardens, allotments and the like.

Independent Examination – An assessment of a proposed Neighbourhood Plan carried out by an independent person to consider whether a Neighbourhood Development Plan conforms with the relevant legal requirements.

Infrastructure – Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities.

Infill Development – Small scale development filling a gap within an otherwise built-up frontage.

Listed Building – Building of special architectural or historic interest.

Local Planning Authority – Local government body responsible for formulating planning policies and controlling development; a district council, metropolitan council, county council, a unitary authority or national park authority.

Local Plan – The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and subject to an examination before an independent Planning Inspector. These set planning policies for the area as well as allocating land for development or protection. A Local Plan is part of the development plan for an area.

Local Development Documents (LDDs) – These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Framework (LDF) – The Local Development Framework (LDF) is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents. An LDF is comprised of:

- Development Plan Documents (which form part of the statutory development plan)
- Supplementary Planning Documents

The local development framework will also comprise of:

- Statement of Community Involvement
- Local Development Scheme
- Authority Monitoring Report
- Any Local Development Orders or Simplified Planning Zones that may have been added.

Local Development Order – An Order made by the local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a site-specific development or classes of development.

Local Development Scheme – The local planning authority's scheduled plan for the preparation of Local Development Documents. This essentially provides the timetable for Local Plan production

National Park – The statutory purposes of national parks are to conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for public understanding and enjoyment of their special qualities. National parks are designated by Natural England, subject to confirmation by the Secretary of State under the National Parks and Access to the Countryside Act 1949.

National Planning Policy Framework – Sets out the Government's planning policies for England and how these are expected to be applied.

Neighbourhood Development Order - A neighbourhood planning tool that allows communities to essentially grant planning permission for a specific form of development either on a specific site or over a wider area. The process is subject to independent examination and a community referendum as per a neighbourhood plan.

Neighbourhood Development Plan – A local plan prepared by a Town or Parish Council for a particular Neighbourhood Area, which includes land use topics.

Planning Permission - Formal approval granted by a Council in allowing a proposed development to proceed.

Planning Practice Guidance – Planning Practice Guidance adds further context to the National Planning Policy Framework (NPPF) and it is intended that the two documents should be read together.

Previously Developed Land – Land which is or was occupied by a permanent structure or garden space.

Public Realm – relates to all parts of the built environment where the public has free access. It encompasses: all streets, squares, and other rights of way, whether predominantly in residential, commercial or civic uses.

Settlement Development Boundary – Also referred to as the extent of the built-up area, settlement or development boundaries seek to set clear limits to towns and villages. They are designed to define the existing settlement and to identify areas of land where development may be acceptable in principle, subject to other policies and material planning considerations.

Site of Special Scientific Interest (SSSI) – A statutory conservation designation denoting a protected area due to its fauna, flora, geological or physiographical features in the United Kingdom.

Soundness – The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified (founded on robust and credible evidence and be the most appropriate strategy), whether the plan is effective (deliverable, flexible and able to be monitored), and whether it is consistent with national and local planning policy.

Stakeholder – People who have an interest in an organisation or process including residents, business owners and national organisations and government departments.

Statement of Community Involvement – This sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions.

Sustainable Communities – Places where people want to live and work, now and in the future. Sustainable Development – An approach to development that aims to allow economic growth without damaging the environment or natural resources.

Use Classes Order – The Town and Country Planning (Use Classes) Order 1987(as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. Planning permission must be obtained to change the use of a building or land to another class.



Allotment Complaints Chronological Order

Summary August 2022

Complaint Panel: Cllr Gallagher, Cllr Sanderson, Cllr Sharkey

Residents referred to as R1 and R2

Peacehaven Town Council Staff Members referred to as SM1 and SM2

Dates

Pre- 2018 R1 and R2 had problems with the previous plot holder and Amenities Officer

Enforced Allotment Policy and 60cm(2ft) boundary clearance.

2018 – March 22 No problems

March 22 R1 contacted PTC and entered into emails with SM2 . R1 asked for Allotment Policy, not received so 2018 Policy downloaded from Website.

March 27th SM2 supplied Allotment Policy different from 2017 version. Water butts 1cm from fence acceptable

April 6th, 2022, SM1 emailed gap should be 6inches and nothing placed against fence, he would write to allotment holders. SM1 would arrange access for R1 to his fence from allotments.

April 27th, 2022, R1 requested copy of Complaints Policy. SM1 would no longer deal with issues as Formal Complaint being made.

R2 spoke on the phone to SM1 regarding various allotment issues and requested a copy of Allotments Policy. SM1 terminated the call and hung up.

May 3rd, 2022, R1 reported rats sighting on water butts.

SM1 issued via email unreserved apology he had not noticed in Allotment Policy 60cm (2ft) boundary. R1 confirmed he would drop complaint if SM1 kept his promises and enforced the Allotment Policy. SM1 meeting with PH on site. Rat holder could put down poison.

May 17th, 2022, R1 asked SM1 for update. SM1 back tracked on apology and promises.

Complaint being dealt with by Cllr Seabrook all communications to him and nobody else (R1 had been included East Peacehaven Councillors in emails)

June 21st, 2022, At Full Council Complaint Panel set up.

July 2nd, 2022, PH removed water butts. Shed removed

July 3rd, 2022, PH continues to remove shed.

July 4th Larger shed installed by PH.

July 5th, 2022, R2 reports Criminal Damage to fence to Police.

July 8th, 2022, Panel met with R2 at home.

July 12th, 2022, R2 views fence from allotments with two PCSO's

July 15th, 2022, R1 reported all sorts of debris against fence sending photos to PTC

July 30th, 2022, PH & R1 interaction photos taken by PH

R1 contacted Police who advised wait for outcome of PTC Complaint and contact MP. R1 has done this.

August 18th, 2022. Complaint Panel Hearing held, and findings and decision given.

August 22nd, 2022.

Complaint Panel findings and decision with immediate actions detailed sent to

SM1 and SM2, Mayor and Deputy Mayor

Cllrs Gallagher, Sharkey and Sanderson 30th August 2022.

Agenda Item: C955

Committee: Council

Date: 27th September 2022

Title: Report from Complaint Panel Allotments

Report Authors:

Purpose of Report To note the Complaint Panel decisions and way forward.

Introduction

On 21st June 2022 at the Council meeting a Panel of three Councillors was authorised to investigate with the aim of resolving a series of complaints from two separate residents regarding the Allotment Gardens in Cornwall Avenue.

The complaints dated from March 2022 and were made by email and telephone to the Town Clerk and Parks Officer.

On May 10th, 2022, at Annual Council Meeting Peacehaven Town Council adopted a Complaints Policy which was used as a base document by the Panel for Conduct and Procedure.

21st June these particular complaints were advised to Council.

Councillor Gallagher, Councillor Sanderson and Councillor Seabrook were the Complaint Panel members.

Councillor Seabrook withdraw on 4th July 2022 because of conflict of interest and was replaced by Councillor Sharkey

Background

The full chronological progress of these Complaints and the Complaints Panel actions forms part of these papers.

The Complaints Panel visited the allotments on 27th June 2022 and took photographs.

The Complaints Panel were asked to verify that there were genuine complaints and define them, to do this a meeting was arranged with each Complainant separately. The meetings took place at the residential homes of the complainants on 8th July and 22nd July.

The complaints were verified and defined in brief as:

1. Concerns re damage to their property i.e., Fences
2. The handling of their complaints and the failure by Officers of the Council and non-implementation Of the Allotment Policy
3. The non-implementation of the Allotment Policy by Peacehaven Town Council particularly the rules affecting their properties.

The Complaints Panel agreed with the Complainants that they could deal with the Panel confidentially and that regular (weekly) updates of progress would be made.

They were advised that Leisure, Amenities and Environment Commitment was responsible for the allotments and that all Minutes and other papers were in the public domain and could be viewed through the Council website. The Complainants extensively studied the Committee papers and the Allotment Policy 2018 and Complaints Policy 10 May 2022.

Arrangements were made for the Complaints Panel to meet with the two Officers on 2nd August 2022

The meeting with the Parks Officer took place but the Town Clerk meeting did not.

Arrangements were made for the Complaint Panel Hearing to take place 18th August 2022

Arrangements were made by email with all participants from the beginning of August.

Analysis

The Complaints Panel Councillors endeavoured to follow the Complaints Procedure 10th May 22 as far as practically possible given the circumstances of a long running complex set of complaints with incomplete records. Meeting at an early date to hear verbally the views of both Complainants was vital and necessary.

The Panel Members worked with The Code of Practice in mind and based on the concept of reasonableness and natural justice (no 2 in the Complaints Policy) i.e. what would a reasonable person decide?

The Panel Members are not Lawyers and worked without administration support.

Conclusions

As part of this report there are a number of documents including those relating to the complaint Panel Hearing re of 18th August 2022

There are a number of photographs including a display of 3 boards which are available to view.

There is an audio recording of Panel Hearing and of SM2 interview.

Recommendations

1. Council notes the Decisions and Immediate actions detailed in the Panel Hearing Findings and accepted by the Complainants as being resolution of their complaints when actions completed.
 - a. Peacehaven Town Council to rectify the damage to your fences with immediate effect
A fencing professional should be consulted and a professional carry out the work.
 - b. The 2ft (60cm) boundary to be cleared and all debris be removed to allow inspection and repair.
 - c. The makeshift fence on the northern boundary should be removed to 2ft (60cm) away from Residents fence.
 - d. The owners of the fences should be included in the plans to repair fences,
 - e. The owners of the fences should have an opportunity to do monthly inspections from the allotment of their property accompanied by an Officer of the Council
 - f. The Allotment Policy needs immediate revision and adoption by Council
2. The complaints concerning two members of Staff should be followed up in accordance with Peacehaven Town Council's Disciplinary Procedures.
3. As per 1 f above. The Allotment Policy and Procedures and maintenance of the Allotments should be undertaken through a Task and Finish Group.

Attachments

1. Allotment complaints chronological order
2. Welcome and opening statement Allotment Hearing 18.8.2022
3. Notes from Allotment Panel Hearing 18.8.2022
4. Hearing Procedure
5. Allotment hearing closing Statement
6. Peacehaven Town Council -Complaints Procedure adopted 10th May 2022.

Allotment Complaint Hearing Closing Statement

18th August 2022

Prepared by Cllr Cathy Gallagher

Agreed by Cllr Isobel Sharkey and Cllr Katie Sanderson.

Overall the panel finds that the evidence and verbal accounts given by the complainants is credible and the emails , record keeping and photos are detailed and thorough.

They have provided factual and visible evidence which is time stamped and gives continuity.

We find the complaints to be valid and we will be calling for immediate action in some areas and referring matters concerning employees of the Council internally as per the Complaints Policy Procedure to be dealt with by internally disciplinary procedure.

The immediate actions are

- a. Peacehaven Town Council to rectify the damage to your fences with immediate effect
A fencing professional should be consulted and professional carry out the work.
- b. The 2ft (60cm) boundary to be cleared and all debris removed to allow inspection and repair
- c. The makeshift fence on the northern boundary should be removed to 2ft (60 cm) away from the residents' fences.
- d. The owners of the fences should be included in plans to repair fences
- e. The owners of the fences should have an opportunity to do monthly inspections from the allotment s of their property accompanied by an Officer of the Council.
- f. The allotment policy needs immediate revision and adoption by Council.

The panel members have started a simplification and clarification and will work with others to complete .

Other findings and proposals will be included in report due to Council 30th August 2022

Allotment Complaint Panel Hearing 18th August 2022 at Community House.

Procedure

- 5.2 Cllr Gallagher to welcome and introduce everyone.
- 5.3 Cllr Gallagher to explain procedure and read out opening statement.
- 5.4 C1 to outline grounds for complaint
- 5.5 Panel members to ask questions of C1
- 5.4a C2 to outline grounds for complaint
- 5.5a Panel members to ask questions of C2
- 5.6 The Town Clerk or Nominated Officer to explain the Council Position (If relevant)
- 5.7 Panel members to ask questions of the Town Clerk or Nominated Officer (if relevant)
- 5.8 Offer of last word. As per procedure.
- 5.9 All leave the room and return to room to hear if Panel Members agree grounds for complaint have been made.
- 5.10 All back to hear decision and actions going forward.

Hearing Closed

Prepared by Cllr Gallagher as Chair of Panel based on Peacehaven Town Council -Complaints Procedure

Adopted by Council at its Annual Meeting on the 10th May 2022

Notes from Allotment Complaint Panel Hearing . 18th August 2022 held in the Anzac Room , Community House.

Attendees

Complaint Panel Cllrs Cathy Gallagher (Chairperson)

Cllr Isobel Sharkey

Complainants C1

C2

Non-Attendees Complaint Panel Member – Cllr Katie Sanderson (ill health)

SM!

SM2

The meeting was audio recorded by Cllr Gallagher and C1

5.2 Chairperson welcomed those present and explained that nobody else would be joining us. The display of photographs on 3 panels were pointed out for use as clarification.

C1 and C2 expressed disappointment that they would not be able to address the Officers directly and hear their comments.

The Complainants agreed to go ahead with The Hearing as they were wanted to hear the Panels decisions and findings.

Mr C2 asked a couple of questions regarding the use, purpose and length of term that the audio recording would be stored. The Chair undertook to get answers as per PTC Data Protection Policy but pointed out that the recording would be on her personal device.

5.3 Chairperson read out statement attached

5.4 C1 read out a later version of the statement attached. There were not major adjustments

5.5 The Panel members asked for clarification of some dates and how he knew that the persons calling to him from the Allotments were the Plot Holder of 36a and her husband. He described them and said that he had seen them many times working on the allotment.

5.4 a C2 referred to his emails and information on his laptop.

He was familiar with the main aspects of the Allotment Policy as it was more or less the same as the 2018 version.

He recalled phone calls to SM! a copy of the latest policy which was never received and the call terminated 27/4/22.

He was at that time trying to understand the Policy and not making a complaint.

3rd May 2022 he was told letters had gone to Allotment Holders , he requests a copy.

He was never given a date to inspect fence from allotment by PTC and has only visited with Community Police Officer and they could not get close because no clear passage.

2 Community Police Officers visited allotments with C2 on 15th July at 10.41am.

One PCSO stayed by the entrance of the allotments as other allotment holders wished to speak to her, the other with C2 tried to view his fence.

He considers Council to be negligent and liable as it has failed to take action .

Criminal damage incident 5th July , Plot Holder has admitted on tape and undertake to provide replacement post (not done). He has been told that it is their Private Land and he cannot access.

He referred to Code of Conduct and said he felt that all 6 tenants had been failed by Officers

Plot holder 36a and her husband had breached their contracts by failing to adhere to the Terms and Conditions in the Allotment Policy .

Why does the Council not enforce ?

The Policy 2022 watered down Bonfires section from 2017 . Why? He asthma as is badly affected.

5.5a

The photo boards were consulted as well as Mr Dyer's photo library. The Panel members checked dates and property boundaries on photos.

5.6. and 5.7 were not covered as no representative from Town Council present.

5.8 Nothing significant added. Investigations had provided many emails and Panel Members had their own time stamped photos and report evidence.

5.9 and 5.10pm Complainants left the room for Panel Members to consider , taped turned off.

Returned after 10 mins approx. 5.45 pm

Decision made and findings delivered. As per statement attached.

Clarification given on Panel's expectations on what will happen next .

Meeting closed at 5.55pm Room cleared 6pm.

Prepared by Cllr Cathy Gallagher

Agreed by Cllr Isobel Sharkey.

PEACEHAVEN TOWN COUNCIL - COMPLAINTS PROCEDURE

1. Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

2. Guidelines

- 2.1 The code of practice that follows is aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.
- 2.2 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.
- 2.3 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to Catherine Knight District Council, Monitoring Officer
Employee conduct	Dealt with by internal disciplinary procedure

3. The code of practice

- 3.1 The aims of the code of practice are:
- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
 - To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
 - To make the process reasonable, accessible and transparent.
 - At all times, the rules of natural justice will apply:

- i. That every person whose civil rights are affected, must have a reasonable notice of the case he has to meet.
 - ii. That he must have reasonable opportunity of being heard in his defence.
 - iii. That the hearing must be by an impartial tribunal.
 - iv. That the authority must act in good faith and not arbitrarily.
 - v. The order should be a speaking order.
- All complaints shall be heard by the council's complaints panel, which shall consist of three (3) Councillors, and shall report its findings to Peacehaven Town Council.

4. Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Mayor in writing, marked private and confidential.
- 4.3 The Clerk/Mayor shall acknowledge the receipt of the complaint within seven (7) working days and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the council with copies of any documentation or other evidence, which they intend to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5. At the meeting

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The panel chairman to introduce everyone.
- 5.3 The panel chairman to explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.

- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
- 5.10 The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

6. After the meeting

- 6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.

WELCOME AND OPENING STATEMENT ALLOTMENT HEARING 18th August 2022

I am Cllr Cathy Gallagher as Chair of the Complaints Panel I will set out the order for this meeting and an opening statement setting out the task undertaken by this Panel.

SM1 and SM2 have not attended this meeting and as they are the only Officers with knowledge of matters to be covered today there will be no representation of Peacehaven Town Council's position.

This Hearing was arranged starting on 2nd August and the 18th August was confirmed and 7 days notice given on 11th August .

CI and C2 confirmed attendance immediately as did Cllrs Gallagher, Sharkey and Sanderson, with the proviso that she may be unable to attend if an urgent work meeting came up.

The Complaint Panel was authorised by Full Council on 21st June 2022, the volunteer members being Cllrs Gallagher, Sanderson and Seabrook.

The 3 councillors met at 5.30pm 27th June at the allotments to survey the plots and fences. Plots 36 and 36a)

Cllr Seabrook was approached by a plot holder and it became apparent he knew her.

Cllr Seabrook withdraw from the Complaints Panel and was replaced by Cllr Sharkey.

8th July . The panel met with C2 at his home where he set out his complaints and showed us his backgarden and fence.

22nd July we followed up by meeting Jason , first available date because of his work commitments. We visited his home where he sent out his complaints and showed us his garden and fence.

2nd August Panel arranged to meet SM1 and SM2 separately .

The meeting with SM2 took place but SM1 was not in the office that day.

No meeting with the SM1 has taken place.

The Complaint Panel are not lawyers and we have carried out our remit as per Council authorisation and come to our decisions based on reasonableness and natural justice as required by the Complaints Procedure adopted by Council. May 2022.

We have referred to the Complaints Procedure and Allotments Policy 2018 (as displayed on Website until July 2022)

Versions 2021 and 2022.

We have been advised that the policy is revised annually and sent in January each year with a hire agreement which is signed by the allotment tenant and returned with the annual hire fee.

Since the start of July during the investigation further complaints have arisen due to a live situation in that the allotments 36 and 36a are still being worked and the fences have continued to be impacted.

The main themes:

1. Damage to property
2. Handling of Complaint etc

3. Enforcement of Allotment Policy and Complaint Procedure.

Prepared by C Gallagher