**DRAFT Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 27th September 2022 at 7.30pm.**

**The Committee Meeting was preceded with a presentation from Nancy Astley & Jim Boot on the emerging Neighbourhood Development Plan.**

**Present:** Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Chris Collier, Cllr Cathy Gallagher, Cllr Alan Milliner, Cllr Emilia Simmons, Cllr Katie Sanderson, Cllr Isobel Sharkey, Cllr Ron White, Cllr Lynda Duhigg, Cllr Claude Cheta, Cllr Sue Griffiths.

**Officers**: Tony Allen (Town Clerk), George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer).

Six members of the public were in attendance.

Nancy Astley & Jim Boot were also in attendance as consultants on the Neighbourhood Development Plan.

1. **C947 MAYORS/CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 19:34, welcomed everyone, asked that mobile phones be put onto silent, and went through the building fire procedures, as well as asking members of the public to ensure they state their name when speaking, and for Councillors to please stand when responding.

* 1. **A minute’s silence in memory of former Mayor Jackie Harrison Hicks, who passed away on the 19th September 2022.**

A minute’s silence was duly observed.

* 1. **Other announcements.**

The Chair notified the Council of the following:

Peacehaven Evangelical Free Church are celebrating their 100th Anniversary on 30th October and invite all Councillors to celebrate with them – there will be a service at the Church at 10:30am, followed by a lunch in their Friendship Centre.

If any Councillors are available on 29th October, then we are asking for volunteers to help with our Halloween Event – please speak with Sue M if you can assist at all.

Next Bingo is 19th October, 2 – 4pm at Community House.

Next Cinema is 19th October, playing Elvis at 7pm.

10th October is the 100th anniversary of the Peacehaven hotel for which we will be doing social media awareness.

The Chair then passed around copies of the Mayoral Highlights since the last Council meeting.

1. **C948 PUBLIC QUESTIONS**

Vivian Carrick asked the following questions:

1. In the Lewes District Council approval of the Planning Application for the Lower Hoddern Farm Development, as part of the £3m Section 106/CIL money, £750,000 was allocated for the supply of 3 off 12X buses to serve this development and thus as far as the local authorities were concerned, enable the occupants of the estate to use public transport instead of their cars. To date Brighton & Hove Buses have not requested allocation of this money. Peacehaven Town Council have enquired of ESCC whether this money could be re-allocated to subsidise a local bus service to link up North, West, East and South Peacehaven and Newhaven including the railway station. However, ESCC stated that this money has already been transferred to them by Lewes District Council and has been allocated towards ‘construction of measures identified in the new A259 Study between Brighton & Newhaven and would not be re-allocated to Peacehaven TC. We believe that this money may not be spent for the benefit of Peacehaven in general or Lower Hoddern Farm in particular, the latter which was a condition of the LDC Planning Approval.

Therefore, please clarify and confirm in detail the reasons why this money was transferred by LDC to ESCC, and whether it will be spent for local Peacehaven Projects, such as a local bus service to benefit Peacehaven residents, as was the intention of the Planning Approval. Also, ESCC stated they plan to present to the preferred A259 package to stakeholders, including Peacehaven Town Council in September. Has this meeting been arranged yet?

Please confirm answers to my above questions in writing.

2. It is over a year since Peacehaven Focus Group were invited to attend a Lower Hoddern Farm Progress Meeting with LDC/ESCC/Barratt Wilson Homes/PTC and about 4 years since Lewes District Council approved the Lower Hoddern Farm Development, however there are still items in the LDC Planning Approval Document that have appeared not yet to be actioned, such as Telscombe Cliffs Way Traffic Light re-configuration, new Bus stop on Pelham Rise, Bus Time Table electronic board on Chalkers Rise Estate, numerous updated electronic time table bus stops in Peacehaven, new Pedestrian Crossing on Arundel Road, all Travel Plan items etc, as part of a £4m package for the development passed by LDC Planning Applications Committee.

Therefore, please can you confirm status in detail of all above items in writing to myself.

3. With regard to the 6 foot high safety perimeter fence around the SUDS Infiltration Basin on the Lower Hoddern Farm Development, please confirm in writing to myself if Barratt David Wilson Homes have issue revised drawings to note this change and have the drawings been approved by Lewes District Council. Please also confirm in writing to myself, when this fence shall be erected.

4. Following comments by our Focus Group members regarding the Parklet at Piddinghoe Avenue Car Park, which incidentally all the flowers died in it, due to no care in the summer heat, please confirm in writing to me, when this Parklet will be moved to a more suitable location. This question has asked of LDC over the last 8 months, lastly just over a month ago to our LDC councillor.

Mike Gatti then asked the following questions:

1. As the Morrison's redevelopment is now moving forward, can Peacehaven Town Council assure the existing loyal traders in the Meridian Centre that the Council will endeavour to do their utmost to address their concerns as to their future in the Town. These businesses have supported the Town for many years in some cases, and we believe that such loyalty deserves due consideration. If agreed would the Council be good enough to confirm this in writing

2. Peacehaven Town Council advertised that Kaner Olette would be hosting a Public Consultation at Community House on 27 September from 2:30 pm to 5:30 pm to present their ideas on The Peacehaven High Street Regeneration Feasibility Study which all members of the Community were invited to – several residents have been in contact to say that they arranged to come to the meeting, including some taking time off work to do so, only to find it had been cancelled – why was the postponement not publicised?

The Town Clerk responded to Mr Gatti’s second question, apologising that this was not publicised, however the Town Council has had to postpone or cancel numerous events recently following the sad death of Her Majesty, and the short notice given to the Council about the postponement of this meant it was not publicised in time.

Frank Flood shared an update from the Friends of Peacehaven and Telscombe library, and asked to what extent the Council are aware of the following points:

* Our analysis of ESCC accounts and other data demonstrated conclusively that Peacehaven & Telscombe Library sits near the bottom of virtually all “league tables” of country-wine Public Library provision.
* At the same time, our Library would appear to suffer disproportionately in terms of rent, services, rates, and other charges/deductions.
* Given that ESCC have apparently asked Morrisons to plan for a new Library building with a total floor area of only 300m2 (as opposed to the 970m2 of our current Library), it is clear that this would not only leave our community far worse provided for than others in the county (for example, Lewes Library has a total floor area of 650m2 for a considerably smaller population; some Libraries in other parts of the county do even better), but would also seem to contravene current national guidance concerning Public Library provision.

Mr Flood also asked to what extent Peacehaven Town Council are co-ordinating with Telscombe Town Council.

The Town Clerk reassured Mr Flood that Peacehaven Town Council is fighting hard on the size of the library, however, it comes down to an ESCC decision. He also explained that currently the meetings with Morrisons are directed by them and are just with Peacehaven Town Council, and Morrisons have not wanted to invite Telscombe Town Council at this time, but we are aware of the need to liaise with them.

The Town Clerk also explained that current meetings between Morrisons and Peacehaven Town Council are in relation to Community House and access rights, and not about the specifics of the development itself.

Cllr White added that there was formerly a joint Committee with Telscombe Town Council, but it didn’t go anywhere.

Mary Campbell informed the Committee that the Government guidance regarding new Library buildings appears to have not been followed by ESCC as they should have taken steps including consulting with the population, and following planning guidance for Libraries before making decisions, such as specifying the size. Is Peacehaven Town Council aware if ESCC have done any of this?

Cllr Seabrook responded that ESCC have not consulted with Peacehaven Town Council or the Community regarding the Library, and could Ms Campbell please forward on any information about this.

*Six members of the public left at this point*

1. **C949 TO APPROVE APOLOGIES FOR ABSENCE**

Apologies were received Cllr Hill, Cllr Veck, and Cllr Paul.

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

Cllr Harris and Cllr Goble were also absent.

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

Cllr Symonds informed the Committee that she would have to leave part way through the meeting due to work commitments, and that Cllr Seabrook would take over as Chair at that point.

1. **C950 TO RECEIVE DECLARATIONS OF INTERESTS.**

Cllr Griffiths declared a non-pecuniary interest in agenda item C959 as a friend of one of the sub-contractors.

Cllr Collier declared a non-pecuniary interest in agenda item C954 as he will be involved with this at Lewes District Council when it is submitted to them.

*The Chair brought forward agenda item C954 whilst Nancy Astley and Jim Boot were still present.*

1. **C954 TO RECOMMEND THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN SUBMISSION TO LEWES DISTRICT COUNCIL FOR SCHEDULE 15 CONSULTATION** (Pages 93-190)

Cllr Seabrook proposed that the Council agree to send forward the Neighbourhood Development Plan to Lewes District Council for Schedule 15 consultation.

**Proposed By:** Cllr Seabrook **Seconded By:** Cllr Gallagher

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

The Chair asked Nancy Astley and Jim Boot for clarification on a couple of details in the Neighbourhood Plan, relating to some of the photos used, the designation of areas, and the impact of neighbouring towns on active movement.

Cllr Seabrook requested that accessible versions of the plan be available when it goes to public consultation.

Cllr Gallagher added that they are hoping to have some funds left in the steering group budget to get some copies professionally printed.

*Nancy Astley and Jim Boot left the meeting at this point*

1. **C951 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 2ND AUGUST 2022**.

**Proposed By:** Cllr Duhigg **Seconded By:** Cllr Collier

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

1. **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.**

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

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

**iii. To note the draft public meeting minutes of the 30th August 2022.**

The minutes were **noted.**

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

Cllr Seabrook informed the Council that he was concerned that only a 4% increase in salaries has been budgeted for 2022/23 when unions are currently campaigning for a 10% rise.

Cllr Gallagher raised concerns about the potential impact of utility and power costs, and that room hiring seems to be down again.

Cllr White asked if a detailed breakdown of Council energy use can be provided to allow a detailed forecast of energy costs next year.

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

**Proposed By:** Cllr Collier **Seconded By:** Cllr Milliner

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

**ii. To receive the 2021/22 external auditor’s report.**

The Council **received** and **noted** thisreport.

The Chair also extended the Council’s thanks to Zoe Malone for her excellent work which is reflected in the external auditor’s report.

**iii. To approve the internal auditor’s engagement letter for 2022/23.**

**Proposed By:** Cllr Collier **Seconded By:** Cllr Cheta.

The Council **resolved** to **approve** the engagement letter.

**iv. To agree funding for the purchase of an electric vehicle.**

Cllr Seabrook explained that we could purchase an electric for £30k – the financing option costs more, but would require less upfront.

Cllr Gallagher added that leasing might be a better option as there isn’t a big outlay and no expense to fix if something goes wrong.

Cllr Duhigg informed the Council that there is a significant environmental impact caused by the mining of lithium needed for electric batteries.

Cllr Seabrook stated that the current vehicle will need replacing soon, and delaying arranging a new vehicle is only going to cost more in the long run.

Cllr Collier informed the Council that he felt a contract hire agreement is safer and easier to budget for.

It was proposed that the Council begin the process of a contract hire/lease agreement for an electric Toyota van by getting the costs involved with this option.

**Proposed By:** Cllr Gallagher **Seconded By:** Cllr Seabrook.

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

**v. To agree funding for the provision of a new water refill station at centenary park.**

It was proposed that Council agree a budget of up to £7k for the provision of a water fountain in Centenary Park, and that the Town Clerk in agreement with the Mayor can make the decision about the site to locate the station.

**Proposed By:** Cllr Griffiths **Seconded By:** Cllr White.

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

**vi. To discuss ways of supporting hirers, groups & residents during challenging economic times.**

Cllr White suggested that we should be writing to ESCC to petition them to provide support, and increase the hours that the Library is open for.

Cllr Cheta said that as a minimum we should look to collate information that we can provide to residents to refer and signpost people where they can get support. Cllr Symonds agreed that having the knowledge of support available from local organisations would be a good idea.

Cllr Seabrook informed the Council that he had recently met with Officers from Lewes District Council who will be co-ordination the winter support. In addition Cllr Seabrook has previously raised at Civic and Community Events Committee about a Warm Havens scheme, which the Events, Amenities, and Project Officer is currently writing a report about.

The Chair asked all Councillors to pass on details of organisations offering support over winter or any schemes that they are aware of to Officers to be collated.

**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’.**

The Events, Amenities, and Project Officer informed the Committee that when the shingle was removed from the area around the Changing Places toilet, it has left a gully which will need to be covered to allow wheelchair access to the toilet. There will be a cost of £2700 for this additional work.

**Proposed By:** Cllr Collier **Seconded By:** Cllr White

The Council **resolved** to **agree** to the use of CIL monies to repair the pathway.

**c. Personnel Committee:-**

No reports

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

**i. To receive the public meeting minutes of the 5th July 2022.**

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

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

**ii. To note the draft meeting minutes of the 16th August 2022.**

The minutes were **noted.**

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

**i. To receive the public meeting minutes of the 12th July 2022.**

**Proposed By:** Cllr Duhigg **Seconded By:** Cllr Sanderson

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

**ii. To note the draft meeting minutes of the 6th September 2022.**

The minutes were **noted.**

1. **C953 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.**

Cllr Sharkey attended a meeting with the Citizens Advice Bureau online – it was mentioned that they would be starting to meet with Council representatives soon to give local Councils the opportunity to raise any questions.

Cllr White went to a Friends of Peacehaven and Telscombe Libraries meeting, he reported that they are very well organised.

Cllr Seabrook informed the Council that Green Havens have now become a Community Interest Organisation.

1. **C955 TO RECEIVE A REPORT FROM THE COMPLAINTS PANEL.**

Cllr Sharkey reported that there is a lot of detail in the paper, and that it has been a long process getting to this point.

The complaints were identified as:

1. Concerns re damage to their property i.e., Fences

2. The handling of their complaints and the failure 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 conclusion that the complaints panel came to were:

1. That the Council repairs any damage to fences and completes the other actions as outlined in the hearing summary.

2. That the complaints concerning the Council should be followed up by the Personnel Committee.

3. That a review of the Allotment Policy and Procedures and maintenance of the Allotments should be undertaken through a Task and Finish Group.

Cllr Gallagher informed the Council that the complainants were very organised and have photographs going back several years and were not unreasonable at all. One problem that the panel came up against was that things continued happening at the allotments whilst the panel met.

Cllr Seabrook suggested that the allotment policy review would need to be ready for approval by mid-December, and that a review of the complaints policy in light of the panel experience might also be a good idea.

Cllr Symonds thanked the panel for the work they’d put in.

The Town Clerk informed the Council that he has had to take professional advice on this matter and that the complaints policy had not been followed at all. The Town Clerk stated that he believed that his and the Parks Officer’s Civil rights had been beached, and that the panel had not been impartial, did not act in good faith and had acted arbitrarily.

This report was noted by all members without dissent.

1. **C956 TO CONSIDER REVIVING THE POSITION OF YOUTH MAYOR & DEPUTY YOUTH MAYOR**

The Deputy Town Clerk informed the Council that the Youth Mayor election process has now begun at PCS, with requests for expressions of interest from year 10 students going out last Friday (23rd September). The election will take place at the expense of PCS.

Cllr White suggested that it would be good to revive the Youth Engagement Task and Finish Group once a Youth Mayor is in place.

This verbal report was **noted.**

*Cllr Symonds left at this point and Cllr Seabrook took over as meeting Chair.*

**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:-***

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

**Proposed By:** Cllr Gallagher **Seconded By:** Cllr Milliner

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

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

**a. General update.**

The Town Clerk provided a brief update to the Council on the meeting that Councillors had with its legal and commercial advisers on 8th September 2022.

This report was **noted**.

Cllr Seabrook commented about a matter he would like to see included in the Heads of Terms.

**b. To approve the retention of LDC solicitors and Montagu Evans.**

**Proposed By:** Cllr White  **Seconded By:** Cllr Gallagher

The Council **resolved** to **agree** to retain LDC solicitors and Montagu Evans.

**13. C959 PERSONNEL COMMITTEE:-**

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

The Town Clerk informed the Council that there will be a report going to Personnel about the staffing structure to the next Committee meeting.

The Town Clerk also informed the Council about the progression of staff currently in their probationary periods.

**ii. To review council’s sub-contractors’ employment.**

It was proposed that a sub-contractor is retained for a further 3 months to provide marketing and communication support before reviewing the contract.

**Proposed By:** Cllr Seabrook  **Seconded By:** Cllr Duhigg

The Council **resolved** to **agree** to retain the sub- contractor for up to another 3 months.

It was proposed that a sub-contractor is retained for a further 6 months to provide cleaning services.

**Proposed By:** Cllr Duhigg  **Seconded By:** Cllr Sharkey

The Council **resolved** to **agree** to retain the sub-contractor for another 6 months.

*The Chair moved up agenda item C961 ahead of item C960*

**14. C961 TO APPROVE A NEW HIRING OF THE HUB BUILDING**

Cllr Gallagher gave the Council a brief update from the Hub Task & Finish group.

The Town Clerk informed the Council of the circumstances surrounding the change of hirer.

It was proposed that the Council accept the recommendation in the report to agree to the new hirer arrangements from 3rd October.

**Proposed By:** Cllr Duhigg **Seconded By:** Cllr Griffiths.

The Council **resolved** to **approve** this proposal by a majority of 11 in favour, and 1 against.

**15. C960 TO RECEIVE A CONFIDENTIAL REPORT FROM THE COMPLAINTS PANEL**

Cllr Gallagher stated that she felt some, or all, Officers should be excluded for the discussion.

Cllr Duhigg objected and stated that she felt all Officers should stay.

*Tony Allen (Town Clerk), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer), and Sue Moscatelli (Events, Amenities, and Projects Officer) all left at this point.*

Cllr Gallagher informed the Council of the outcome of the Complaints panel in relation to Council staff.

*Cllr Milliner left at this point*

There was a discussion on the matter.

It was proposed that a fact-finding panel be set up.

**Proposed By:** Cllr Collier **Seconded By:** Cllr Cheta.

The Council **resolved** to **approve** to set up a fact-finding panel to establish whether there are grounds to go to a disciplinary panel.

Cllrs Duhigg, Simmons, and Cheta will form the fact-finding panel, with the Mayor, Cllr Symonds, also being invited to join the panel.

**16. C962 DATE OF NEXT MEETING – TUESDAY 6TH DECEMBER 2022 at 7.30PM.**

*There being no further business the meeting ended at 21:47.*