



PEACEHAVEN TOWN COUNCIL

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

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

Minutes of the Planning & Highways Committee – Tuesday 3rd May 2022

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

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

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

Public; Mike Gatti, V Garrick, Derek Barton

1 PH1325 CHAIR ANNOUNCEMENTS

There were no Chairs announcements

2. PH1326 PUBLIC QUESTIONS

There were no public questions

3. PH1327 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

4. PH1328 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1329 TO ADOPT THE MINUTES FROM THE 5th APRIL 2022

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

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

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

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

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

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

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

7. PH1331 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The budgetary report for the Committee was noted and agreed.

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

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

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

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

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

Cllr Gallagher left the meeting

9. To comment of the following planning applications

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

There were no objections to this application

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

There were no objections to this application

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

There were no objections to this application

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

There were no objections to this application

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

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

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

10. To note the following planning applications

The following applications were noted :

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

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

11. To note the following planning application decisions

The following application decisions were noted:

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

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

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

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

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

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

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

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

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

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

The action plan was noted.

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

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

Action: Vicky Onis

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

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

Detailed Income & Expenditure by Budget Heading 12/05/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>0</u>	<u>1,850</u>	<u>1,850</u>	<u>0</u>	<u>1,850</u>	<u>0.0%</u>	<u>0</u>
4101 Repair/Alteration of Premises	0	700	700		700	0.0%	
4111 Electricity	(3)	1,092	1,095		1,095	(0.2%)	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>8,861</u>	<u>11,156</u>	<u>2,295</u>	<u>0</u>	<u>2,295</u>	<u>79.4%</u>	<u>0</u>
Net Expenditure	<u>(8,861)</u>	<u>(13,006)</u>	<u>(4,145)</u>				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	8,861	13,006	4,145	0	4,145	68.1%	
Net Income over Expenditure	<u>(8,861)</u>	<u>(13,006)</u>	<u>(4,145)</u>				
Movement to/(from) Gen Reserve	<u>(8,861)</u>						

PEACEHAVEN TOWN COUNCIL - COMMITTEE TERMS OF REFERENCE

GENERAL

The standing committees of the council shall be as follows:

- Civic and Community Events
- Leisure, Amenities and Environment
- Personnel
- Planning and Highways
- Policy and Finance

The Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and three other members.

The Planning & Highways Committee shall have 9 members, if possible to include at least one Member from each Ward of the Town

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee

PLANNING AND HIGHWAYS COMMITTEE

The Planning and Highways Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Make representations to the Local Planning Authority on applications for planning permission
- Make representations in respect of appeals against the refusal of planning permissions
- Make recommendations regarding street names
- Consider and monitor the Town and other developmental plans and the making of all appropriate representations
- Facilitate economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies
- Make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to
- Make representations to the appropriate authority in respect of highway matters and public transport services
- Make representations to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally
- Manage the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be responsible for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee

Agenda Item: PH1364

Committee: Planning & Highways

Date: 18/5/22

Title: Replacement bus shelter Sutton Ave – **request approval**

Report Author: Victoria Onis

Purpose of Report: To discuss and agree on the updated quotes

Background and Update

On the 26/4/22 the Policy & Finance Committee approved the quote for a replacement bus shelter at a cost of £5,729. Unfortunately, the quote received was misleading and the price approved was not correct.

The actual figure will be £9,232 or £9,312 depending on the size of the information board.

The correct quote has been received from GW Shelter solutions and I have obtained a further quote from Externiture to compare which is £11,514

The quotes have been back to Planning & Highways to discuss and make a decision on the Sutton Avenue Bus Shelter.

QUOTATION

Peacehaven Town Council
Peacehaven Town Council
Community House
Meridian Centre
PEACEHAVEN
Peacehaven
Sussex
BN10 8BB
GBR

Quotation Date
03 May 2022

Expiry
02 Jun 2022

Account Number

Quotation Number
7525

Reference
Sedum Roof shelter

VAT Number
256 4018 13

Externiture Ltd
Unit 3 Daytona Drive
Thatcham
Berkshire
RG19 4ZD
UNITED KINGDOM
Tel: 01635 862100

Manufacture and install 3 bay front entry front exit sedum roof bus shelter

Hi Vicky

As requested please find below revised quotation to manufacture and install 3 bay front entry front exit sedum roof bus shelter

Installation of 4m x 1.8m concrete base to suit 3 bay shelter

3 bay enclosed Mono shelter front entry front exit
Aluminium framed
RAL 6005 moss green (TBC)
6mm polycarbonate glazing all round
Sedum roof
Bench seat with handles
Double Royal Poster Case

Removal of existing shelter
Installation of new

Quotation does not include any permit costs or additional TM requirements

Quotation for requested items only, any additional costs can be quoted separately

Description	Quantity	Unit Price	VAT	Amount GBP
Removal of Existing bus shelter	1.00	360.00	20%	360.00
Installation of new bus shelter	1.00	1,025.00	20%	1,025.00
Manufacture 3 bay enclosed Sedum roof Mono bus shelter	1.00	5,891.60	20%	5,891.60
Installation of concrete base 1.8m x 4m to suit 3 bay	1.00	2,318.40	20%	2,318.40

Description	Quantity	Unit Price	VAT	Amount GBP
shelter				
			Subtotal	9,595.00
			Total VAT 20%	1,919.00
			TOTAL £	11,514.00

Quotation				
Quote No	GWQ698b.1	Date	28/09/2021	
Customer	Peacehaven Town Council Community House The Meridian Centre Peacehaven, BN10 8BB	Site Address	Sutton Avenue o/s Community Centre Peacehaven BN10 7NL	
Contact	Vicky Onis admin@peacehaventowncouncil.gov.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To supply, deliver and install a FLAT ROOF Arun enclosed shelter to the following specification:	1	£5,729.00	£5,729.00
1a	3.93m (3 bay) long x 1.375m wide			
1b	Steel sandwich composite roof with aluminium surround			
1c	6mm Clear polycarbonate panels			
1d	Mid rails			
1e	Two front entrances			
2. Extras				
2a	3 bay aluminium seat	1	£375.00	£375.00
2b	Non illuminated single sided information case bespoke sized 630mm x 1200mm	1	£358.00	£358.00
2c	Non illuminated single sided information case standard sized 635mm x 1016mm	1	£278.50	£278.50
2d	Sedum roof	1	£1,300.00	£1,300.00
3. Colour				
3a	Polyester powder coated Green BS218	inc		
4. Install				
4a	For dig into level site at back of path	inc		
4b	Standard give / take traffic management	inc		
5. Hardstand				
5a	To provide new concrete hardstand approximately 4.5m x 1.8m	1	£1,400.00	£1,400.00
6. Removal				
6a	To remove and dispose of existing shelter at time of new installation	1	£150.00	£150.00
7. Exceptions				
7a	Out of hours or exceptional working	exc		
7b	Exceptional Traffic management	exc		
	<i>Any site specific method statements, risk assessment, permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra</i>			

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- Quotation is valid for 30 days
 - Terms of payment - strictly 30 days nett
 - GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
 - Slopes in excess of 150mm must also be notified
 - Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
 - Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost
- Please refer to additional document for full terms and conditions

GW Shelter Solutions Ltd
28 Woodstock Avenue
Hordean, Waterlooville
Hampshire PO8 9TG

www.gwsheltersolutions.co.uk
glen@gwsheltersolutions.co.uk
02392 210052

Registered in England: 11996824 VAT Number: 323 2730 36

£ 5,729 + extras.
= 9232 or 9312
depending on
size of information
case.

Planning & Highways Committee -
Action Plan

updated 17/5/22

CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	PUBLIC RIGHTS OF WAY WORKING GROUP - CONCRETE PATH LOWER HODDERN FARM TO CENTENARY PARK	<p>Clr Griffiths requested help from other councillors filling in evidence forms (extend of usage prior to 2005)</p> <p>The Parks Officer Kevin Bray has been in contact with Eric Ware (electrical supervisor East Sussex Highways) and a meeting will be held to discuss all of our outside lighting issues once the covid restrictions have eased.</p>	<p>Clr Griffiths - ongoing</p> <p>Clr Griffiths noted that ESCC Officers had been asked for a simpler way of filling in evidence forms relating to the Hoddern Farm to Centenary Park footpath 24/9/21</p>	
2	04/01/2021	6 lampposts		<p>11/1 Zoom organised with Eric Ware on 1st Feb with Parks officer, Clr Seabrook & Clr Symonds</p> <p>long process being looked in to - Clr Seabrook</p>	
3	25/08/2021	replacement bus shelter at sutton Ave	<p>two updated quotes received for the shelter to be reviewed by P&H</p> <p>admin officer</p>	<p>the approved quote was misleading - Admin officer has now received correct total and obtained a further quote. Which will be presented to P&H 24/5/22</p>	
4	17/05/2022	Infiltration basin		<p>letter to request a formal site visit from LDC was sent to Clr Gauntlett on 6/5/22; who has referred on 9/5 to Leigh Palmer - no response.</p>	

