



PEACEHAVEN TOWN COUNCIL

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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.

Detailed Income & Expenditure by Budget Heading 22/09/2022

Month No: 6

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	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	474	500	26		26	94.9%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	18,983	11,156	(7,827)	0	(7,827)	170.2%	9,312
Net Expenditure	(19,196)	(13,006)	6,190				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(9,884)						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	19,196	13,006	(6,190)	0	(6,190)	147.6%	
Net Income over Expenditure	(19,196)	(13,006)	6,190				
plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(9,884)						

Agreement and Evidence Documents

From last year we requested all who decided to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send them back to us. We then Seal both and send one copy back to you for your records.

The Agreement must be signed and sent back to us before the contractor commences work on the highway.

Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the Highways Act, 1980 and the New Roads and Streetworks Act (NRSWA), 1991.

They must also be trained and competent as required by the Safety at Streetworks and Roadworks Code of Practice, 2013. This includes training in traffic management as well as the use of machinery.

Further information on Street Works qualifications.

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to contracts.managementgroup@eastsussex.gov.uk **before** the contractor commences work on the highway.

From: Contracts Management Group <Contracts.ManagementGroup@eastsussex.gov.uk>
Sent: 16 September 2022 10:21
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Urban Grass Cutting Options 2023

Dear Peacehaven Town Council,

I am writing in relation to the urban grass cutting service for 2023. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for next year.

Grass Cutting Maps

You can now access the [grass cutting maps online here](#), please scroll in on the map until the grass loads. This map is being continually updated and validated by our asset team and they welcome any feedback through the contact us button within the link.

Please be advised, the m2 for Urban has been validated for this year and the allocated amounts confirmed as below. Any changes to the map will affect the allocated amounts for the following year. All Parish/Town Councils receive the same amount per each m2.

Options

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Town Council. Urban grass will be managed for safety purposes only.

Option 2 - Extra cuts: Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of £9,041 for the year.

Option 3 - Self delivery: Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Town Council the sum of £4,521 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Town Council if you opt to self-deliver. Further details are available in the attached document.

I would be grateful if you could indicate which option your Council would like to choose by **16th December**. Please be aware that if we have not heard back by this date, we will default to Option 1 - two standard cuts.

If you require any further information you can contact me at contracts.managementgroup@eastsussex.gov.uk.

Best Regards,

Fenella Lillywhite

Service Support Officer

Contracts Management Group, Communities, Economy and Transport

fenella.lillywhite@eastsussex.gov.uk

Website: www.eastsussexhighways.com



Agenda Item: PH1480

Committee: Planning & Highways.

Date: 7th September 2022

Title: PTC owned street lamps

Report Authors: George Dyson

Purpose of Report: To discuss

Introduction

PTC owns 7 street lamps around Peacehaven, which are located as follows:

Roderick Avenue
Firle Road
Firle Road
Roderick Avenue
Highway The
Blakeney Avenue
Roderick Avenue

Of these lights, only 2 are currently LED lamps, with the remainder being different forms of sodium lamp.

Background

Looking into upgrading these street lights was first discussed at this Committee on 10th November 2020, and has been on the Action plan since 4th January 2021.

Analysis

Eric Ware from East Sussex Highways has provided a quote of £3200.00 to replace the current lanterns with LED ones. This quote is assuming that other equipment (column, pole bracket, control box) and supply is in a suitable condition, and does not also need replacing.

The cost of the lighting in it’s current form to PTC is:

£192 per year maintenance paid to ESCC

£54.45 per month paid to EDF Energy for the electricity on a fixed, unmetered tariff.

Upgrading the lamps will have no affect on these annual/monthly costs to PTC.

Sodium lamps and LED lamps have very little difference in their energy efficiency (LEDs average between 37 and 120 lumens/watt, LPS average between 50 and 160 lumens/watt).

If we do look to change the lights, then a lighting design should also be conducted – this is likely to cost in the region of £950 per street, the lighting design will most likely say the current lighting is not sufficient so additional columns and lanterns would be required which then adds even more costs to this.

Conclusions

Upgrading the current lights will likely slightly improve the illumination of the street, due to the better system efficiency of LED, however have little to no effect elsewhere.

Recommendations

The committee are asked to:

- Discuss this report and update the action plan accordingly.

Implications

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

<u>Financial</u>	£3200 to replace current lanterns, plus any additional replacement of equipment if necessary.
<u>Legal</u>	If making the upgrades to lighting, a street lighting design may need to be completed, and ensure compliance with BS5489-1:2020.
<u>Environmental and sustainability</u>	Negligible difference in current vs upgraded street lighting. Waste created by means of disposing of removed lanterns.
<u>Crime and disorder</u>	The College of Policing states that the evidence suggests that improved street lighting can reduce crime.
<u>Climate</u>	No impact.

Appendices/Background papers

Agenda Item: PH1481

Committee: Planning and Highways

Date: 26th September 2022

Title: Update from Sustainable Transport (Buses) Task and Finish Group

Report Author: Cllr Cathy Gallagher

Purpose of Report To inform Planning and Highways Committee

Introduction

The Planning and Highways meeting 7th June 2022 resolved "to agree to setup a sustainable transport (Buses) Task and Finish Group and nominate members"

Members are : Cllrs Whie, Gallagher. Seabrook ,the Deputy Town Clerk and Mike Gatti and Viv Carrick.

Meeting held 5th September 2022, next meeting 10th October 2022.

Remit of the Group was defined as :

- 1, investigate the possibility of an "internal " Peacehaven bus service ,linking up East, West, North Peacehaven and improved services to Newhaven (currently bus service 14)
2. Investigating costs and funding possibilities reporting back to Planning and Highways with Evidence.
3. Aiming to achieve a shoppers bus service when Coop supermarket closes , possibly with Morrisons.
4. Investigate S106 750,000 relating to Chalkers Rise

Information

Deputy Town Clerk to establish contacts with Brighton & Hove Buses, Compass, Big Lemon. Cuckmere CTLA buses.

Also Local Councils regarding how they operate their Local Services.

Find out who at ESCC has responsibility for Buses.

Ask Finance Officer about £750,000 S106.

Cllr Gallagher to contact Paula Woolven From Havens Community Hub to see if she will join TFG.

Buses survey done 2021 to be shared.

Conclusions

£750,000 not available for local bus service. ESCC has issued the following statement.

" both amounts have been allocated towards 'construction 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 are near completion of the Major Road Network (MRN) corridor study . We plan to present the preferred package to stakeholders , including Peacehaven TC, in September.

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 a particular identified schemes.

A further email from WSP he A259 Consultants undertaking the study dated 11th August 2022 sets out the following :

“ Following our previous update on the A259 South Coast Road Corridor Study in May, the study team has continued refining the scheme package options , started working on testing the options and working on reporting required for submitting the Strategic Outline Business Case in the Autumn.”

We will be presenting the scheme package to key stakeholders in late September before submitting the business case to the Department of Transport.

Recommendations

Report to be noted

Planning & Highways Committee - Action Plan

updated 31/08/22

CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	Public rights of way TFG - Concrete path from Lower Hodder Farm to Centenary Park.	Cllr Griffiths requested help from other councillors filling in evidence forms (extend of usage prior to 2005)	Cllr Griffiths - ongoing	Cllr Griffiths noted that ESCC Officers had been asked for a simpler way of filling in evidence forms relating to the Hodder Farm to Centenary Park footpath 24/9/21 Town Clerk to contact Barratts regarding this action point. 20/7/22 Deputy Clerk has sent correspondence to Barratts. 08/08/2022.
2	04/01/2021	6 Lampposts	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.		11/1 Zoom organised with Eric Ware on 1st Feb with Parks officer, Cllr Seabrook & Cllr Symonds long process being looked in to - Cllr Seabrook Report put together for Committee to receive on 4th October 2022.
3	17/05/2022	Infiltration basin			1.6.22 Cllr Collier has confirmed that planners are in the process of agreeing a proper fence around the pond (this will be a fence and not a knee rail). First meeting held - 05/09/2022
4	28/06/2022	Sustainable Transport TFG	To set up the sustainable transport TFG and arrange the first meeting.	DCCO	Update report put together for Committee to receive on 4th October 2022.
5	19/07/2022	LDC policy on phone masts	To make contact with Lewes District Council, enquiring as to whether they have a planning policy relating to phone masts.	Admin Officer	Admin officer provided an update on 09/08/22 that she is awaiting a response from LDC. Admin officer chasing up with LDC, 28/09/2022.
6	09/08/2022	Speed activated sign	For the Public Safety TFG to investigate, discuss, and liaise with Telcombe Town Council about the speed activated sign, and report back to the P&H Committee.		Planned to be discussed at next Public Safety Group meeting on 28th October 2022.
7	30/08/2022	Planning Code of Good Practice Policy Review TFG	To set up a TFG group to review the Planning Code of Good Practice Policy.	DCCO	First meeting held on 22nd September - DCCO and Admin officer are working on policy following on from TFG comments.

