



TONY ALLEN
TOWN CLERK
TELEPHONE: 01273 585493
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

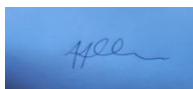
PEACEHAVEN TOWN COUNCIL

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

A G E N D A

5th July 2023

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 11th July 2023 at 7.30pm.



Tony Allen
Town Clerk

A G E N D A

C1053 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C1054 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

1. Public Questions.

2. Demonstration of a dedicated mobile app. for Peacehaven Town.

C1055 TO APPROVE APOLOGIES FOR ABSENCE.

C1056 TO RECEIVE DECLARATIONS OF INTERESTS.

C1057 TO AGREE COUNCIL'S POSITION WITH REGARD TO A DEDICATED MOBILE APP. FOR PEACEHAVEN TOWN.

C1058 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 16th MAY 2023

C1059 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

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

- i. To receive the public meeting minutes of the 4th April 2023.
- ii. To receive the public meeting minutes of the 23rd May 2023.
- iii. To receive the public meeting minutes of the 13th June 2023.
- iv. To note the draft public meeting minutes of the 4th July 2023.
- v. To appoint additional members to the Public Safety WG.

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

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.
- ii. To receive the public meeting minutes of the 7th March 2023.
- iii. To note the draft public meeting minutes of the 27th June 2023.
- iv. To approve the purchase of a new file server for the computer network.
- v. Local Government Pension Scheme – Resolution for compliance.

c. **Personnel Committee.**

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

- i. To receive the public meeting minutes of the 18th April 2023.
- ii. To note the draft meeting minutes of the 30th May 2023.
- iii. Allotments TFG report.

e. Civic & Community Events Committee:-

- i. To receive the public meeting minutes of the 2nd May 2023.
- ii. To receive the public meeting minutes of the 25th May 2023.
- iii. To note the draft public meeting minutes of the 20th June 2023.

C1060 TO PROGRESS THE COMMUNITY & BUSINESS PLAN

C1061 TO FINALISE STRUCTURE AND MAKE FINAL APPOINTMENTS TO:-

1. Committees.
2. Outside bodies.
3. Council's Working Groups – Youth, Library, The Hub & Climate Change.

C1062 PROPOSALS BY CLLR CAMPBELL:-

1. That Peacehaven TC engages with ESCC regarding the new library facilities to be developed as part of the Morrisons project.
2. That Peacehaven TC forthwith permits the careers officer at Peacehaven Community School to use rooms at Community House free of charge during school hours and subject to availability.

C1063 TO RECEIVE REPORTS FROM OUTSIDE BODIES.

C1064 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN & ARRANGE COUNCILLORS BRIEFING SESSION.

C1065 TO CONSIDER A MEETING OFFER FROM SUSSEX COMMUNITY HOUSING HUB

C1066 LAND WEST OF CORNWALL AVENUE – TO APPOINT AND AUTHORISE COUNCILLORS TO LIAISE WITH DEVELOPERS.

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:-

C1067 Personnel Committee:-

- i. To receive the confidential meeting minutes of the 2nd May 2023.
- ii. To receive the confidential meeting minutes of the 30th May 2023.
- iii. To receive the confidential meeting minutes of the 20th June 2023.
- iv. To note the draft confidential meeting minutes of the 5th July 2023.
- v. To note and approve progress on the recruitment of a new Town Clerk.
- vi. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.

C1068 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE

C1069 TO AGREE ACTION IN RELATION TO AN APPROACH BY TROY PLANNING REGARDING THE NEIGHBOURHOOD DEVELOPMENT PLAN.

C1070 NOTIFICATION OF A COMPLAINT MADE TO THE CHAIRMAN OF COUNCIL.

C1071 TO ARRANGE FOR DEALING WITH TENDERS RECEIVED FOR THE HUB FEASIBILITY STUDY.

C1072 DATE OF NEXT MEETING – TUESDAY 19th SEPTEMBER 2023 AT 7.30PM.



TONY ALLEN
TOWN CLERK
TELEPHONE: 01273 585493
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DRAFT Minutes of the Annual meeting of Council held in the Anzac Room, Community House on Tuesday 16th May 2023 at 7.30pm.

Present: Cllr L Symonds (Outgoing Mayor), Cllr D Seabrook (Mayor), Cllr I Sharkey (Deputy Mayor), Cllr C Gallagher, Cllr S Griffiths, Cllr W Veck, Cllr L Ashby-Parkin. Cllr C Cheta, Cllr S Wood, Cllr M Campbell, Cllr J Smith, Cllr D Donovan, Cllr C Norcott-Jones, Cllr K Gordon-Garrett, Cllr N Fabry, Cllr P Davies, Cllr A Harman.

Officers: Tony Allen (Town Clerk), George Dyson (Deputy Town Clerk), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer).

Twelve members of the public were also in attendance.

C1013 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS

a) Presentation of Mayor's badge and gifts of recognition of service for Deputy Mayor and Mayor's Consort.

Cllr Symonds welcomed everyone to the meeting and related the recent engagements of herself and the Deputy Mayor.

Cllr Symonds gave a personal statement relating to her time as Mayor.

There was a Presentation of the Mayor's badge and gifts of recognition of service for Deputy Mayor and Mayor's Consort.

b) Former Cllr Reigna Mitchell has passed away – a minute's silence will be held for her.
A minute's silence was held.

C1014 ELECTION OF MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

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

Cllr Seabrook gave a personal statement in support of his candidacy for Mayor; nominated by Cllr Griffiths and seconded by Cllr Wood.

There were no other candidates.

b) Voting.

Cllr Seabrook was unanimously voted in as Chairman and Mayor.

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

Cllr Seabrook signed the Declaration of Acceptance of Office form, which was witnessed by the Town Clerk, and also signed the Mayor's Handbook.

C1015 STATEMENT FROM NEW MAYOR

Cllr Seabrook gave a personal statement, thanking the outgoing Mayor and setting out his aims and intentions for his term of office.

C1016 TO CO-OPT A COUNCILLOR TO FILL THE VACANCY IN THE WEST WARD - NOT FILLED BY THE RECENT ELECTIONS

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

There were three candidates.

Ms A Harman and Mrs J Bye addressed the meeting and answered questions.

The Chairman reported that Ms K Sanderson was not able to be present and read out her personal statement to the meeting.

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b) Voting.

By a majority vote, Ms Harman was duly co-opted.

C1017 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2023-2024

Cllr Seabrook gave a statement in support of his three chosen charities, which were as follows:-

1. The Sussex Heart Charity.
2. The Ann Bickmore Children's fund.
3. The Newhaven, Lewes & District Mencap Group.

It was resolved that these charities should be adopted.

C1018 ELECTION OF DEPUTY MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

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

Cllr Sharkey gave a personal statement in support of her candidacy for Deputy Mayor; nominated by Cllr Fabry and seconded by Cllr Davies.

There were no other candidates.

b) Voting.

Cllr Sharkey was unanimously voted in as Vice-Chairman and Deputy Mayor.

c) Deputy Mayor/Vice-Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.

Cllr Sharkey signed the Declaration of Acceptance of Office form, which was witnessed by the Town Clerk, and also signed the Mayor's Handbook.

d) Statement from the new Deputy Mayor.

Cllr Sharkey referred to her statement given earlier in the meeting.

C1019 TO AGREE MAYOR'S CONSORT

It was agreed that the Mayor's Consort would be Ms Kathy Harding.

C1020 PUBLIC QUESTION TIME

A member of the public highlighted the need for a new pavement in Pelham Rise, for the school children who currently have to walk across the grass. The Chairman stated that whilst the Town Council was not directly responsible, it would take this matter forward with the appropriate authority.

A member of the public referred to a letter that he had received from the Council regarding an allotments complaint matter, stating that he had requested it to be rescinded. The Chairman stated that this matter was noted and will be discussed further at the Leisure & Amenities Committee.

C1021 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr (elect) Alexander and that he may sign his Declaration of Acceptance of Office form, to be witnessed by the Town Clerk, as soon as possible.

C1022 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interests.

C1023 TO ADOPT STANDING ORDERS

It was resolved to adopt the Standing Orders as drafted.

C1024 TO ADOPT FINANCIAL REGULATIONS

It was resolved to adopt the Financial Regulations as drafted.

C1025 TO REAFFIRM ELIGIBILITY FOR THE USE OF THE GENERAL POWER OF COMPETENCE (GPC)

The Chairman noted that the Council qualifies for the use of the GPC and it was resolved to reaffirm its use by Council.

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C1026 TO ADOPT A COMPLAINTS POLICY

It was resolved to adopt this Policy as drafted.

C1027 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME

It was resolved to adopt this Policy as drafted.

C1028 TO ADOPT A MEDIA & COMMUNICATIONS POLICY

It was resolved to adopt this Policy as drafted.

C1029 TO ADOPT THE TERMS OF REFERENCE FOR COMMITTEES

It was resolved to adopt these T-o-R's as drafted.

C1030 TO APPOINT MEMBERS TO SERVE ON COMMITTEES

C1031 TO APPOINT CHAIRMEN OF COMMITTEES

It was resolved to appoint members to serve on Committees, and the Chairmen of Committees as follows:-

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

Cllr Campbell (Chairman), Cllr Wood, Cllr Gallagher, Cllr Sharkey, Cllr Cheta, Cllr Alexander, Cllr Garrett, Cllr Norcott-Jones.

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

Cllr Griffiths (Chairman), Cllr Seabrook, Cllr Campbell, Cllr Gallagher, Cllr Donovan, Cllr Veck, Cllr Sharkey, Cllr C Cheta.

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

Cllr Sharkey (Chairman), Cllr Wood, Cllr Gallagher, Cllr Fabry, Cllr Alexander, Cllr Griffiths, Cllr Ashby-Parkin, Cllr Norcott-Jones, Cllr Smith, Cllr Cheta.

- **MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Gallagher (Chairman), Cllr Veck, Cllr Campbell, Cllr Donovan, Cllr Davies, Cllr Cheta, Cllr Alexander, Cllr Griffiths, Cllr Fabry.

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

Cllr Veck (Chairman), Cllr Donovan, Cllr Alexander, Cllr Norcott-Jones, Cllr Smith, Cllr Harman.

C1032 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

It was resolved to appoint Cllr Gallagher and Cllr Gordon-Garrett.

C1033 TO APPOINT MEMBERS TO SERVE ON CLIMATE CHANGE WORKING GROUP

It was resolved to defer this item to the next meeting of Council and to include all other Council Working Groups (Hub, Library & Youth).

C1034 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ORGANISATIONS

It was resolved that the Town Clerk will compile this list in liaison with Councillors.

C1035 TO NOTE THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY

This was noted.

C1036 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS

This Finance Officer's report was noted.

C1037 TO APPROVE THE MAYOR'S ALLOWANCE

This was approved as £1,500.

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C1038 TO APPROVE THE CORPORATE RISK ASSESSMENT

This Town Clerk's report was approved.

C1039 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

The retention of Mulberry & Co. as the Council's Internal Auditors was approved.

C1040 TO APPROVE BANKING SIGNATORIES & BACS WORKING

It was resolved that the Council's bank signatories are as follows-

- Cllr C Gallagher
- Cllr D Seabrook
- Cllr S Griffiths
- Cllr M Campbell
- Town Clerk, A Allen
- Deputy Town Clerk, G Dyson

C1041 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE

Noted; not relevant due to the Council's decision to exercise its Power of General Competence.

C1042 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

The current Policy was approved. The Chairman noted that the Internal Auditor's recommendation to increase the Council's fidelity cover had been acted upon

C1043 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

This Statement was adopted.

C1044 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 21st MARCH 2023

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

C1045 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

i. To receive the public meeting minutes of the 14th March 2023.

It was resolved to receive these adopted minutes.

ii. To note the draft public meeting minutes of the 4th April 2023.

It was resolved to note these minutes.

b. Policy & Finance Committee:-

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

The Finance Officer's report was received and noted.

It was resolved to authorise payments for March and April 2023 amounting to £95,688.07 and to sign the Bank Reconciliation.

ii. To note the draft public meeting minutes of the 7th March 2023.

It was resolved to note these minutes.

iii. To receive meeting minutes and approve the grants recommendations from the Sub-Committee.

It was resolved to receive these minutes and approve the recommended grants payments.

iv. To note and approve the 2022/23 end-of-year Internal Audit report.

It was resolved to approve the Auditor's report.

v. To approve 2022/23 Annual Governance Statement.

It was resolved to approve this Statement, compiled by the Finance Officer.

vi. To approve 2022/23 Annual Accounting Statement.

It was resolved to approve this Statement, compiled by the Finance Officer.

Minutes - Annual Meeting of Peacehaven Town Council – 16th May 2023

c. Personnel Committee.

No items for the public session.

d. Leisure, Amenities & Environment Committee:-

i. To receive the public meeting minutes of the 28th February 2023.

It was resolved to receive these adopted minutes.

ii. To note the draft meeting minutes of the 18th April 2023.

It was resolved to note these minutes.

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 14th February 2023.

It was resolved to receive these adopted minutes.

ii. To receive the public meeting minutes of the 11th April 2023.

It was resolved to receive these adopted minutes.

iii. To note the draft public meeting minutes of the 2nd May 2023.

It was resolved to note these minutes.

C1046 TO RECEIVE URGENT MATTERS/REPORTS FROM TFG's & OTHER BODIES

There were no items raised.

C1047 TO RECEIVE THE COMMUNITY & BUSINESS PLAN

This Plan was received.

C1048 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE (NOT FOR DISCUSSION)

There were no items raised.

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 were excluded from the discussion of the following items:-

C1049 TO ADOPT THE CONFIDENTIAL MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 21st MARCH 2023

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

C1050 Personnel Committee:-

i. To receive the confidential meeting minutes of the 16th March 2023.

It was resolved to receive these adopted minutes.

ii. To note the draft confidential meeting minutes of the 2nd May 2023.

It was resolved to note these minutes.

iii. To note the resignation of the Town Clerk and agree action required.

This was noted.

It was agreed to hold an additional meeting of the Committee, at 6.30pm on the 30th May 2023, with one business Agenda item; 'To agree and initiate actions required as a result of the Town Clerk's resignation'.

iv. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.

The Clerk reported on current staffing vacancies and recruiting progress.

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C1051 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE & TO APPOINT MEMBERS TO SERVE ON THE MORRISONS DEVELOPMENT WORKING GROUP

The Town Clerk's report was received and noted.

It was resolved that Cllr Davies, Cllr Seabrook and Cllr Griffiths would be the appointed members of the Working Party.

C1052 DATE OF NEXT MEETING – TUESDAY 18th JULY 2023 AT 7.30PM.

There being no further business, the meeting closed at 21:55.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 4th April 2023 at 7.30pm

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

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

1 member of the public was in attendance.

1. PH1587 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedure. The Chair then informed the Committee of the recent passing of Brian Vernon, and a minutes silence was held.

2. PH1588 PUBLIC QUESTIONS

A member of the public commented that he was still waiting for a response from the question he asked to Committee on 21st February regarding the Neighbourhood Liaison Group for Chalkers Rise.

The Deputy Clerk responded that the question has been sent to the Head of Planning at Lewes District Council more than once, and that we are yet to receive a response or acknowledgement, but that the matter is still being chased up.

3. PH1589 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Sharkey.

Cllr Harris, Cllr Paul, and Cllr White were also absent.

4. PH1590 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1591 TO ADOPT THE MINUTES OF 14TH MARCH 2023

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

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

6. PH1592 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1593 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher gave a brief update on the NDP, that Nancy Astley has now started work reviewing the plan following the District Council consultation and has met with Planning Officers.

The Neighbourhood Plan has also been noted in 2 recent planning application refusals – LW/22/0859 and LW/23/0047.

8. PH1594 SOUTH DOWNS LOCAL PLAN REVIEW – INVITATION TO CONTRIBUTE TO LOCAL PLAN REVIEW

Cllr Gallagher informed the Committee that this had been raised at Full Council under the reports from outside body representatives, and that this doesn't really affect Peacehaven, especially as we have a Neighbourhood Development Plan.

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

PH1595 – LW/23/0104 3 Slindon Avenue

It was proposed that the Committee support this planning application

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal

PH1596 – LW/23/0089 Unit B5, Meridian Industrial Estate

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.
The Committee **resolved** to **agree** to this proposal.

PH1597 – LW/23/0156 11 The Dewpond

There was a brief discussion on the planning application.

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.
The Committee **resolved** to this proposal by a majority, with 1 abstention.

PH1598 – LW/23/0131/CD Land East and West of Downs Walk

The Committee **noted** this discharge of conditions application.

10. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1599 – TW/23/0018/TPO 3 Stanley Road

The Committee **noted** this planning application.

11. TO NOTE THE FOLLOWING PLANNING DECISIONS:-

The Committee **noted** these planning decisions.

12. PH1601 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Deputy Clerk highlighted the recent Communication from the Planning Manager at Barratts regarding the attenuation pond fence – Committee discussed this and were in agreement that the suggested fence is suitable, Deputy Clerk to respond to this communication.

Cllr Gallagher asked that the recent Kaner Olette report be included in the action plan – there will likely be a need to have a TFG formed when the new Council comes in to go through the report and create actionable items.

There was a brief discussion about the need to action the Wildflower verges survey – the Deputy Clerk advised Committee members that recent staff changes had meant this hasn't been progressed yet, but will prioritise.

Cllr Seabrook informed the Committee that a recent Speedwatch had resulted in a speeding letter and a speeding ticket.

13. PH1602 DATE OF NEXT MEETING 25TH APRIL 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 25th April 2023.

There being no further business the meeting ended at 20:12.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 23rd May 2023 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr David Seabrook (Chair of Council), Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Cathy Norcott-Jones, Cllr Paul Davies, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Sue Griffiths (non-voting).

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

11 members of the public were in attendance.

1. PH1603 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:29, welcomed everyone and went through the building fire procedure and briefly explained the Committees function to the public in attendance.

2. PH1604 PUBLIC QUESTIONS

A resident expressed to the Committee their objection to application LW/23/0187 and its conflict with the Lewes District Council Local Plan.

Another resident then expressed objection to application LW/23/0276, particularly citing loss of view, problems with wind, and parking issues.

Another residents also expressed concerns over application LW/23/0276 with concerns about traffic management, in particular during the construction period.

Another resident also expressed concern regarding application LW/23/0276 that it goes against the District Council Core Strategy, and concerns over where the monies specified for bus service improvements would be spent if the application is approved.

The Chair then read out a statement that had been emailed in by a resident in support of application LW/23/0219.

3. PH1605 TO ELECT A VICE CHAIRMAN FOR THE COMMITTEE.

2 candidates were put forward for Vice-Chair of Committee.

Cllr Cathy Gallagher
Cllr Kiera Gordon-Garrett

Proposed by: Cllr Sharkey
Proposed by: Cllr Wood

Seconded by: Cllr Alexander
Seconded by: Cllr Norcott-Jones

Cllrs Gallagher and Gordon-Garrett gave short statements as to why they should be elected as Vice-Chair.

The Committee **resolved** to elect Cllr Gordon Garrett as Vice-Chair of Committee by a majority vote of 5.

4. PH1606 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Cheta.

Cllr Davies is substituting for Cllr Cheta.

5. PH1607 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Campbell declared that she would abstain from voting on one of the applications which she has discussed with the Town Clerk.

6. PH1608 TO ADOPT THE MINUTES OF 4TH APRIL 2023

Cllr Gallagher highlighted that the minutes of the 4th April stated that the next meeting would be 25th April, however, this meeting did not take place due to no planning applications being submitted.

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

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

The Chair brought forward items PH1617 and PH1616 to discuss whilst the public were present.

7. PH1617 – LW/23/0276 1 South Coast Road

There was a discussion about the application, the Committee expressed concerns over the location, lack of net biodiversity gain, lack of affordable housing, overdevelopment, height, effect on the road, construction vehicles, public transport provision, road safety, and drainage.

It was proposed that the Committee object to the application on the basis that it goes against LDC policy DM25 and the policies and design guide of the emerging Neighbourhood Development Plan. The application does not demonstrate a net biodiversity gain and there are concerns over the access to South Coast Road.

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

The Committee unanimously **resolved to object** to this planning application.

It was further proposed that if Lewes District Council do approve the application then they consider applying the following conditions:

- Right turns in and out of the site be prohibited, or the developer consider installing a roundabout.
- A wheel wash facility for vehicles be provided on site.
- Sufficient parking be provided onsite for all construction contractors and workers.
- Restrictions on working hours for the site be considered.

Proposed by: Cllr Sharkey Seconded by: Cllr Alexander.

The Committee **resolved to agree** to ask Lewes to consider applying the above conditions if the application is approved.

8. PH1616 – LW/23/0187 Land Adjacent to No. 45 The Lookout

Cllr Gordon-Garrett introduced the item as ward Councillor and outlined her concerns with the application.

5 members of the public left at this point – 20:28

There was a discussion about the application, including considering some of the Public comments made on the District Planning Portal.

The Chair suspended standing orders to allow a member of the public to participate

A member of the public informed the Committee of the District Council policies that he felt this application contravenes.

It was proposed that the Committee object to the planning application on the grounds that it is against Policy 13 of the Lewes District Local Plan Part 1, and policies DM27, DM24, DM25, and DM35 of the Lewes Local Plan part 2, as well as against the emerging Neighbourhood Development Plan Design Statement. Additionally, that as this is in an area classified as Countryside, policies DM2 – DM12 of the Lewes Local Plan Part 2 must apply.

Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett.
The Committee **resolved** to **object** to this planning application.

The Chair reinstated Standing Orders.

5 members of the public left at this point – 20:37

9. PH1609 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

There was a query surrounding the £69 expenditure on noticeboards, that the Deputy Clerk will speak with the Finance Officer about and circulate an answer to Committee members.

It was also highlighted that there is £1300 in the Earmarked Reserves allocated for Noticeboards.

The Committee **noted** the budgetary report.

10. PH1610 TO NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Chair spoke about complaint 31 on the log which was a Public comment from the recent Annual Council meeting. The matter will be referred to the wards ESCC Councillor.

The Committee **noted** the complaints.

11. PH1611 TO DECIDE A259 PLANTERS UPDATE

Cllr Gallagher introduced the item and gave some background information.

After a brief discussion it was proposed that the Committee agree to recommendation 1 of the report to replace the planters with a dark grey recycled plastic.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal

It was further proposed that as per recommendation 2 of the report, the Committee agree to recommendation 2b to continue the wildflowers in planters for another year and that the others are planted with perennials, and that Paradise Park is approached to provide plants and sponsor the planters.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal

12. TO AGREE QUESTIONS FOR THE WILDFLOWER GRASS VERGE SURVEY, WHICH WAS RESOLVED TO ACTION ON 1ST NOVEMBER 2022 AND TO CONSIDER OTHER LOCATIONS FOR WILDFLOWERS

It was proposed that a Task & Finish Group be formed to investigate the matter and bring recommendations back to Committee.

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey.
The Committee **resolved** to **agree** to this proposal

The TFG will consist of: Cllr Norcott-Jones, Cllr Seabrook, and the Committees and Assistant Projects Officer.

13. PH1613 TO RECEIVE A REPORT ON THE PURCHASE OF NOTICEBOARDS AND REVIEW NEW QUOTES

The Committee noted the Officers report, and that there is 2 years worth of noticeboard budget (totalling £1300) in the Earmarked Reserves which can be used to fund these boards.

The Committee discussed the replacement of the noticeboard behind the Roderick Avenue bus stop first.

It was proposed to proceed with the purchase of the noticeboard in quote number 3 of the report.

Proposed by: Cllr Seabrook Seconded by: Cllr Norcott-Jones.
The Committee **resolved** to **agree** to this proposal

Cllr Gallagher highlighted the importance of ensuring that the board is in line with the approved brand guidelines.

The Committee then discussed a board for Cornwall Avenue, outside of the Allotments.

It was proposed that the Committee go ahead with the noticeboard on Cornwall Avenue, outside of the allotments.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey.
The Committee **resolved** to **agree** to this proposal by majority, with one abstention.

It was further proposed to proceed with the purchase of the noticeboard in quote number 3 of the report, at a cost of £794.40.

Proposed by: Cllr Sharkey Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal

14. PH1614 TO DISCUSS ADVERTISING ON OUR PLANTERS

After a brief discussion, it was proposed that this be referred to a Task and Finish Group to look at the planters, and the wider public realm, particularly following the Kaner Olette report.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood.
The Committee **resolved** to **agree** to this proposal

TFG to consist of Cllr Gallagher, Cllr Norcott Jones, and all other Councillors be invited to join the group.

Cllr Seabrook also informed the Committee that he is aware of an enquiry from a local company about advertising on these planters.

1 member of the public left at this point – 21:14.

15. PH1615 TO PROGRESS BUSINESS PLAN ELEMENTS

It was proposed to set up a Task and Finish Group to look at the Business Plan and provide recommendations back to Committee.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey.
The Committee **resolved** to **agree** to this proposal

TFG to consist of Cllr Sharkey, Cllr Gordon-Garrett, Cllr Norcott-Jones, Cllr Gallagher, and Cllr Campbell.

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

PH1618 – LW/3475/CC Peacehaven Youth Centre, Roderick Avenue
Cllr Campbell introduced and summarised the application.

It was proposed that the Committee support this planning application

Proposed by: Cllr Seabrook Seconded by: Cllr Gallagher.

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

It was further discussed that the Committee request that a condition be applied requesting the retention of the wood block flooring and it be given special protection during the construction process on grounds of sustainability.

PH1619 – LW/23/0084 90 Hoddern Avenue

The Committee **noted** this as a Permitted Development.

PH1620 – LW/23/0224 273 South Coast Road

There was a brief discussion on the planning application.

It was proposed that the Committee object to this planning application on the grounds that it goes against Lewes District Council Core Policies 6 and 13, shows a lack of good design as per policy DM25, and is not aligned with the Neighbourhood Development Plan Coastal Plotland design guides.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.

The Committee **resolved** to **object** to this planning application.

PH1621 – LW/23/0225 60A Glynn Road

It was proposed that the Committee not comment on this application at this time, on the grounds that there is insufficient information provided and concerns that there may be grounds for an enforcement matter.

Proposed by: Cllr Gallagher Seconded by: Cllr Norcott-Jones.

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

PH1622 – LW/23/0229 88 Malines Avenue

It was proposed that the Committee support this planning application, but note concerns over boundary issues.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood.

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

PH1623 – LW/23/0248 24 Tollgate

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey Seconded by: Cllr Norcott-Jones.

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

PH1624 – LW/23/0177 45 Arundel Road

It was proposed that the Committee support this planning application, but comment that they would like to see more of the grass verge retained.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood.
The Committee **resolved** to **agree** to this proposal.

PH1625 – LW/23/0219 127 The Promenade

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey.
The Committee **resolved** to **agree** to this proposal by majority, with one abstention

PH1626 – LW/23/0181 14 South Coast Road

There was a brief discussion on the application.

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies.
The Committee **resolved** to **agree** to this proposal by majority with 3 abstentions.

PH1627 – LW/23/0239/CD

Cllr Seabrook briefly introduced the item.

It was proposed that the Committee support this planning application, and that a letter in support of the discharge of condition application is written.

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey.
The Committee **resolved** to **agree** to this proposal.

17. PH1628 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Griffiths and Cllr Gordon-Garrett, as well as a member of the public would like to be involved with the public rights of way TFG. Agreeing this TFG to be referred to Full Council.

The infiltration pond item can now be removed from the Action Plan.

The wildflower verges item can be updated.

SDNPA funding item should be taken off.

Kaner Olette report needs to be included on the Action plan - there will likely be a need to have a TFG formed to go through the report and create actionable items.

18. PH1629 DATE OF NEXT MEETING 20TH JUNE 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 13th June 2023.

There being no further business the meeting ended at 21:57.



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 13th June 2023 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Cathy Norcott-Jones, Cllr Sherral Wood, Cllr Ian Alexander.

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

2 members of the public were in attendance.

1. PH1630 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedure and informed the Committee that there will be a flag raising at Meridian Park at 10am on Friday in celebration of Sussex Day.

2. PH1631 PUBLIC QUESTIONS

A member of the public spoke in support of reforming the Public Safety TFG (Agenda item PH1638).

Nancy Astley then gave a brief presentation to the Committee on the Neighbourhood Development Plan, including the Kaner Olette study.

3. PH1632 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies have been received.

Cllr Cheta was absent.

4. PH1633 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1634 TO ADOPT THE MINUTES OF 23RD MAY 2023

Proposed by: Cllr Sharkey. Seconded by: Cllr Gordon-Garrett.
The minutes of the above meeting were **resolved and adopted**.

6. PH1635 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1636 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Nothing further to add beyond what was covered during the presentation in item PH1631.

8. PH1637 TO NOTE PROGRESS OF THE COMMITTEES TFG'S

a. Planters and Public Realm along South Coast Road following the Kaner Olette report.

It was reported that this TFG has not yet met. Cllr Gallagher will organise the first meeting and also invite Cllrs from Lewes District Council and East Sussex County Council to join.

b. Wildflower grass verge survey

The Committee discussed the report circulated in the papers. It was proposed that the Committee agree for the TFG to:

1. carry out a survey of residents using social media. Questions below.
2. identify suitable sites and complete a baseline site survey. (Max 3) and apply for licences from ESCC where appropriate.
3. identify funding sources
4. attempt to form a Wildflower Community Group
5. consult residents adjacent to the selected sites
6. Report back to the Planning & Highways Committee

Proposed by: Cllr Seabrook Seconded by: Cllr Wood
The Committee **resolved** to **agree** to this proposal.

c. The business plan

The Committee briefly discussed the circulated report from the TFG.

It was proposed that the TFG meet again to go through the report as a discussion document and report back to Committee.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** to this proposal.

9. PH1638 TO DECIDE WHETHER TO REFORM THE PUBLIC SAFETY TFG

Cllr Seabrook introduced the item.

It was proposed to reform the Public Safety group as a Working Party.

Proposed by: Cllr Seabrook Seconded by: Cllr Alexander.
The Committee **resolved** to **agree** to this proposal

The group will consist of: Cllr Alexander, Cllr Seabrook, 2 members of the public, and other Cllrs to be invited to join.

10. PH1639 TO NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

Cllr Sharkey reported that a report will be coming to the next Committee meeting about grass verges.

Cllr Seabrook noted that the pot holes in question on the complaints log relate to Telscombe Town Council rather than Peacehaven.

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

PH1640 – LW/23/0289/CD Land To Rear Of 137 South Coast Road

The Committee **noted** this discharge of conditions application.

PH1641 – LW/23/0287 19 Outlook Avenue

Cllr Gallagher introduced the item and raised some concerns about the application, including that it's beyond the planning boundary, is out of character for the urban fringe area, and the access of construction traffic.

Cllr Wood added concerns about vehicles causing more damage to the track.

Cllr Gordon-Garrett also raised concerns about construction vehicles coming out onto a dangerous stretch of the A259.

It was proposed to object to the application on the grounds that it is beyond the planning boundary, the design is not aligned with the design guides for the urban fringe in the emerging Neighbourhood Development Plan, and concerns over the construction traffic going along an unadopted road where access and egress is straight onto a dangerous part of the A259.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **object** to this planning application.

The Chair added that if Lewes District Council are minded to approve the application, that they use provisions in DM5 of the Local Plan Part 2 to remove permitted development rights for the property.

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal.

PH1642 – LW/23/0284 85 South Coast Road

It was proposed the Committee support this planning application, subject to the condition that the retail outlet is fully accessible.

Proposed by: Cllr Sharkey Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal.

PH1643 – LW/23/0320 31 Firlie Road

There was a brief discussion on the application.

It was proposed that the Committee object to the application on grounds of overdevelopment of the site and destruction of the grass verges against the emerging Neighbourhood Development Plan design guide and policies.

Proposed by: Cllr Campbell Seconded by: Cllr Wood.
The Committee **resolved** to **object** to this planning application.

PH1644 – LW/23/0222 20 Bretts Field

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett.
The Committee **resolved** to **agree** to this proposal.

12. TO NOTE THE FOLLOWING PLANNING DECISIONS:-

PH1645 – TW/23/0018 3 Stanley Road

The Committee **noted** the planning decisions.

13. PH1646 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Committee **noted** the action plan.

14. PH1647 DATE OF NEXT MEETING 4TH JULY 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 4th July 2023.

There being no further business the meeting ended at 20:58.

Agenda Item:	C1059-b-i
Committee:	Council
Date:	11 th July 2023
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

Introduction

This style of briefing note was first provided to members in August 2019 and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 2 (May 2023) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 May 2023 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 18.5% of the budgeted expenditure has been spent so far, and 51.6% of the budgeted income has been received as at the end of month 2 (May 2023)

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 2024, 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 – 31 May 2023
- Bank reconciliation statement for cashbook 1 – 31 May 2023
- Bank reconciliation statement for cashbook 2 – 31 May 2023
- Credit Card reconciliation statement – 28 Apr 2023
- Detailed income and expenditure month 2 (31 May 2023)
- Detailed balance sheet month 2 (31 May 2023)

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/05/2023		50,000.00
Current Account	31/05/2023		770,362.54
			<hr/> 820,362.54

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
17/11/2022 205292 MARIA LIDON	3.62
31/01/2023 205344 ALEX FITZPATRICK	50.00
07/02/2023 205349 Cinemobile	171.50
21/02/2023 205367 ANTHONY ALLEN	9.00
14/03/2023 205393 TIANNA KING	50.00
20/04/2023 121046 SUSSEX PET RESCUE	845.53
03/05/2023 205401 IVOR LAWRENCE	100.00
03/05/2023 205404 INCLUSIVE COMMUNICATION	231.00
16/05/2023 205407 SUSSEX PET RESCUE	422.76
19/05/2023 205411 ASSOCIATION OF CARERS	400.00
19/05/2023 205413 MENCAP	750.00
23/05/2023 205414 GIGLOO LTD	601.52
23/05/2023 205415 TELSCOMBE RAIDERS	54.00
23/05/2023 205416 JOHN LAWSON CIRCUS	200.00
23/05/2023 205417 VALERIE HARVEY	36.69
23/05/2023 205418 CHICKLET CREW	338.00
23/05/2023 205419 LAUREN RIVERS	50.00
31/05/2023 205421 HMRC	8,299.29
31/05/2023 205422 EAST SUSSEX PENSION FUND	9,188.97
31/05/2023 205423 SUSSEX MAYORS ASSOCIATION	60.00
31/05/2023 205424 SEAHAVEN RSSG	60.00
31/05/2023 205427 SIEMENS FINANCIAL SERVICES	281.83
31/05/2023 205426 AMADEUS	70.81
31/05/2023 205425 AMP Services	5.48
31/05/2023 205429 Heatcraft And Ventilation Ltd	1,440.00
	<hr/> 23,720.00
	796,642.54

Receipts not Banked/Cleared (Plus)

31/05/2023	87.35
31/05/2023	421.54
31/05/2023	146.15
31/05/2023	0.45
31/05/2023	0.30
	<hr/> 655.79
	797,298.33
Balance per Cash Book is :-	797,298.33
Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2023
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	28/04/2023		180,579.90
			<u>180,579.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,579.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,579.90
		Balance per Cash Book is :-	180,579.90
		Difference is :-	0.00

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>							
1001 Precept	374,607	749,213	374,606			50.0%	
1010 CIL Income	39,463	0	(39,463)			0.0%	39,463
1013 Income from Photocopying	87	200	113			43.5%	
1016 Housing Benefit Claims LDC	15,807	15,350	(457)			103.0%	
1100 Interest Received	0	200	200			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	<u>429,964</u>	<u>765,963</u>	<u>335,999</u>			<u>56.1%</u>	<u>39,463</u>
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	0	3,000	3,000		3,000	0.0%	
General Administration :- Direct Expenditure	<u>18,000</u>	<u>21,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>85.7%</u>	<u>0</u>
4001 Salaries	62,955	422,906	359,951		359,951	14.9%	
4002 Employer N.I Contributions	5,759	45,198	39,439		39,439	12.7%	
4003 Employer Pension Contributions	12,314	82,000	69,686		69,686	15.0%	
4004 Overtime	76	1,000	924		924	7.6%	
4011 Training	331	2,000	1,669		1,669	16.6%	455
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	12	500	488		488	2.4%	
4301 Purchase of Furniture/Equipmen	0	1,500	1,500		1,500	0.0%	
4302 Purchase of Materials	59	500	441		441	11.8%	
4306 Printing	700	5,000	4,300		4,300	14.0%	
4307 Stationery	35	500	465		465	6.9%	
4310 Professional Fees - Consultanc	974	2,000	1,026		1,026	48.7%	
4311 Professional Fees - Legal	750	2,000	1,250		1,250	37.5%	750
4312 Professional Fees - Other	180	2,000	1,820		1,820	9.0%	
4314 Audit Fees	139	3,000	2,861		2,861	4.6%	
4315 Insurance	12,872	12,000	(872)		(872)	107.3%	
4321 Bank Charges	0	100	100		100	0.0%	
4322 BACS Charges	6	200	194		194	3.0%	
4323 PDQ Charges	55	800	745		745	6.9%	
4325 Postage	670	1,000	330		330	67.0%	
4326 Telephones	247	3,168	2,921		2,921	7.8%	
4327 Computers	2,783	15,000	12,217		12,217	18.6%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	3,290	10,000	6,710		6,710	32.9%	
4342 Subscriptions	3,998	5,500	1,502		1,502	72.7%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	2	0	(2)		(2)	0.0%	
General Administration :- Indirect Expenditure	<u>108,207</u>	<u>637,872</u>	<u>529,665</u>	<u>0</u>	<u>529,665</u>	<u>17.0%</u>	<u>1,205</u>
Net Income over Expenditure	<u>303,757</u>	<u>107,091</u>	<u>(196,666)</u>				
6000 plus Transfer from EMR	1,205						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	<u>265,499</u>						
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	292	700	408		408	41.7%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<u>292</u>	<u>1,700</u>	<u>1,408</u>	<u>0</u>	<u>1,408</u>	<u>17.2%</u>	<u>0</u>
4331 Mayor's Allowance	120	1,500	1,380		1,380	8.0%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	285	1,200	915		915	23.8%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	550	550		550	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<u>405</u>	<u>5,250</u>	<u>4,845</u>	<u>0</u>	<u>4,845</u>	<u>7.7%</u>	<u>0</u>
Net Expenditure	<u>(697)</u>	<u>(6,950)</u>	<u>(6,253)</u>				
<u>120 Marketing</u>							
1048 E-News Advertising	150	100	(50)			150.0%	
1049 Banner Board	400	2,500	2,100			16.0%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<u>550</u>	<u>4,600</u>	<u>4,050</u>			<u>12.0%</u>	<u>0</u>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
4306 Printing	0	300	300		300	0.0%	
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	193	700	507		507	27.5%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<u>193</u>	<u>3,800</u>	<u>3,607</u>	<u>0</u>	<u>3,607</u>	<u>5.1%</u>	<u>0</u>
Net Income over Expenditure	<u>357</u>	<u>700</u>	<u>343</u>				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Planning & Highways</u>							
4851 Noticeboards	69	650	581		581	10.6%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	69	1,850	1,781	0	1,781	3.7%	0
4101 Repair/Alteration of Premises	0	2,000	2,000		2,000	0.0%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,046	12,633	3,587	0	3,587	71.6%	0
Net Expenditure	(9,115)	(14,483)	(5,368)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	133	6,600	6,467		6,467	2.0%	
4203 Fuel	1,737	6,050	4,313		4,313	28.7%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	1,846	14,150	12,304	0	12,304	13.0%	0
Net Expenditure	(1,846)	(14,150)	(12,304)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	3,781	13,845	10,064			27.3%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	1,782	3,000	1,218			59.4%	
1061 S/P Court Hire	449	2,500	2,052			17.9%	
Sports Park :- Income	12,394	25,110	12,716			49.4%	0
4111 Electricity	0	7,250	7,250		7,250	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	1,218	10,500	9,282		9,282	11.6%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	4,654	10,000	5,346		5,346	46.5%	
Sports Park :- Indirect Expenditure	7,979	35,095	27,116	0	27,116	22.7%	0
Net Income over Expenditure	4,415	(9,985)	(14,400)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	1,665	5,000	3,335		3,335	33.3%	1,600
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	98	500	402		402	19.6%	
4112 Gas	48	500	452		452	9.6%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	290	1,000	710		710	29.0%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	1,828	4,000	2,172		2,172	45.7%	161
4355 Wifi	51	585	534		534	8.7%	
Big Park :- Indirect Expenditure	14,112	38,825	24,713	0	24,713	36.3%	1,761
Net Expenditure	(14,112)	(38,825)	(24,713)				
6000 plus Transfer from EMR	1,761						
Movement to/(from) Gen Reserve	(12,352)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	1,402	8,999	7,597			15.6%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	1,402	18,999	17,597			7.4%	0
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	28	972	944		944	2.9%	
4355 Wifi	64	540	476		476	11.8%	
Gateway Cafe :- Indirect Expenditure	92	17,012	16,920	0	16,920	0.5%	0
Net Income over Expenditure	1,310	1,987	677				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	4,815	5,500	685			87.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	4,815	8,000	3,185			60.2%	0
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	2,000	2,000		2,000	0.0%	
4106 Signage	0	1,000	1,000		1,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	0	4,500	4,500	0	4,500	0.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	70	5,000	4,930		4,930	1.4%	
4141 Water Services	447	3,500	3,053		3,053	12.8%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	224	4,000	3,776		3,776	5.6%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	819	17,000	16,181	0	16,181	4.8%	0
Net Income over Expenditure	3,996	(13,500)	(17,496)				
<u>355 The Hub</u>							
1084 Sports Pavilion	3,226	16,979	13,753			19.0%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	90	270	180			33.3%	
1303 Water Charges	25	150	125			16.7%	
1355 Wifi	35	210	175			16.7%	
The Hub :- Income	3,376	17,879	14,503			18.9%	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	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	0	2,000	2,000		2,000	0.0%	
4355 Wifi	40	420	380		380	9.5%	
The Hub :- Indirect Expenditure	(460)	10,920	11,380	0	11,380	(4.2%)	0
Net Income over Expenditure	3,836	6,459	2,623				
<u>360 Community House</u>							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	1,148	6,242	5,094			18.4%	
1072 C/H Copper Room	2,000	9,216	7,216			21.7%	
1075 C/H Charles Neville	1,077	7,426	6,349			14.5%	
1076 C/H Main Hall	2,608	18,646	16,038			14.0%	
1077 C/H Anzac Room	2,607	9,246	6,639			28.2%	
1078 C/H Main Kitchen	257	910	653			28.2%	
1079 C/H Anzac Kitchen	275	510	235			54.0%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	294	0	(294)			0.0%	
1091 Cinema Income	1,004	3,000	1,996			33.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
1303 Water Charges	40	0	(40)			0.0%	
Community House :- Income	13,919	60,659	46,740			22.9%	0
4167 Cinema Costs	0	2,400	2,400		2,400	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	0	3,300	3,300	0	3,300	0.0%	0
4101 Repair/Alteration of Premises	525	7,000	6,475		6,475	7.5%	
4102 Maintenance of Buildings	2,341	5,000	2,659		2,659	46.8%	
4111 Electricity	540	15,000	14,460		14,460	3.6%	
4112 Gas	0	9,000	9,000		9,000	0.0%	
4122 Service Charge	0	30,000	30,000		30,000	0.0%	
4131 Rates	6,550	15,800	9,250		9,250	41.5%	
4141 Water Services	0	5,000	5,000		5,000	0.0%	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	248	1,000	752		752	24.8%	
4162 Cleaning Materials	289	1,000	711		711	28.9%	
4163 Personal Hygiene	666	2,603	1,937		1,937	25.6%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	11,159	93,603	82,444	0	82,444	11.9%	0
Net Income over Expenditure	2,760	(36,244)	(39,004)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	75	500	425			15.0%	
1046 Stall Income (Events)	1,105	1,500	395			73.7%	
1094 Other Customer & Client Receipt	0	1,000	1,000			0.0%	
Summer Fair :- Income	1,180	3,000	1,820			39.3%	0
4329 Advertising	0	500	500		500	0.0%	
4500 Event Staff Overtime	0	1,500	1,500		1,500	0.0%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	737	1,200	463		463	61.4%	
Summer Fair :- Indirect Expenditure	737	5,200	4,463	0	4,463	14.2%	0
Net Income over Expenditure	443	(2,200)	(2,643)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
Christmas Market :- Income	0	2,160	2,160			0.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	0				
Grand Totals:- Income	467,599	906,370	438,771			51.6%	
Expenditure	172,496	931,470	758,974	0	758,974	18.5%	
Net Income over Expenditure	295,104	(25,100)	(320,204)				
plus Transfer from EMR	2,966						
less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	258,607						

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	CASTLE WATER	121058	218.45		MAR/APR WATER
02/05/2023	Spaldings Limited	205405	221.98		grounds maintenance
02/05/2023	The Fuelcard People	DD	21.56		gy06 ppx FUEL
03/05/2023	Rialtas Business Solutions Ltd	121059	99.29		MTD SOFTWARE / SUBS
03/05/2023	THOMAS DOOR & WINDOW	121060	582.00		WINDOW REPAIR - EMCOR ROOM
03/05/2023	IVOR LAWRENCE	205401	100.00		I.LAWREND DEPOSIT REFUND
03/05/2023	HOLLY BAILEY	205402	50.00		H.BAILEY DEPOSIT REFUND
03/05/2023	Acacia Groundcare Equipment Re	205403	962.40		SCARIFIER HIRE
03/05/2023	INCLUSIVE COMMUNICATION	205404	231.00		MAKATON TRAINING
03/05/2023	HOLLY BAILEY	205402	-50.00		CANCEL CHQ
04/05/2023	Pitney Bowes LTD	DD3	200.59		POSTAGE
05/05/2023	02	DD1	168.82		APRIL MOBILES
05/05/2023	Trade UK	BACS	179.99		CONCRETE BREAKER
09/05/2023	PAULINE CARRON	205406	100.00		H.BAILEY REFUND
09/05/2023	HEFFERNANS GARDEN	BACS	70.00		FENCE REPAIRS
09/05/2023	Mulberry &Co	BACS2	166.68		INTERNAL AUDIT 2022/23
09/05/2023	The Fuelcard People	DD	162.10		HK66 WMJ FUEL
09/05/2023	Northstar IT	DD1	190.80		ADOBE SUBSCRIPTIONJS
09/05/2023	Northstar IT	DD2	1,479.00		MONTHLY MAY SUPPORT
09/05/2023	Barclays	DD3	3.00		COMMS
09/05/2023	TOTAL GAS & POWER	DD5	1,304.41		MARCH GAS
11/05/2023	Barclays	DD4	62.00		APRIL PDQ CHARGES
15/05/2023	ENVIRONMENT AGENCY	DD	171.00		SUBSISTENCE BOWLS CLUB
16/05/2023	SUSSEX PET RESCUE	205407	422.76		SX PET RESCUE MAYORS DONATION
16/05/2023	HAVENS COMMUNITY HUB	205408	422.76		HAVENS HUB MAYORS DONATION
16/05/2023	R.J.Meaker Fencing Ltd	BACS1	136.98		POST MIX
16/05/2023	Rigby Taylor	BACS2	541.26		COMPOST TEA STARTER PACK
16/05/2023	WORKNEST	BACS3	1,168.50		HR ADVICE TJ & SM
16/05/2023	M.D.J Light Brothers Ltd	BACS4	348.00		SKIP HIRE
16/05/2023	Caroline Reid	BACS5	609.00		MAY CLEANING
16/05/2023	Zurich Municipal	BACS6	12,871.78		JUNE 23/JUNE 24 INSURANCE
16/05/2023	RJ MEAKER	79890	-136.98		CORRECT KEY IN ERROR
16/05/2023	RJ MEAKER	79890	139.68		CORRECT ERROR
19/05/2023	ABC FUND	205409	338.00		ABC FUND - GRANT
19/05/2023	SCDA	205410	750.00		SCDA - GRANT
19/05/2023	ASSOCIATION OF CARERS	205411	400.00		ASSOCIATION OF CARERS - GRANT
19/05/2023	FRIENDS OF LIBRARY	205412	300.00		FRIENDS OF LIBRARY - GRANT
19/05/2023	MENCAP	205413	750.00		MENCAP - GRANT
22/05/2023	The Fuelcard People	DD	31.73		FUEL HK66 WMJ
22/05/2023	HEALTH ASSURED LTD	DD1	60.00		EAP - MAY/JUN
23/05/2023	GIGLOO LTD	205414	601.52		GIGLOO LTD
23/05/2023	TELSCOMBE RAIDERS	205415	54.00		T.RAIDERS GRANT
23/05/2023	JOHN LAWSON CIRCUS	205416	200.00		CIRCUS. DEPOSIT REFUND
23/05/2023	VALERIE HARVEY	205417	36.69		FIBRO REFUND
23/05/2023	CHICKLET CREW	205418	338.00		CHICKLET CREW GRANT
23/05/2023	LAUREN RIVERS	205419	50.00		L.RIVERS DEPOSIT REFUND
23/05/2023	EDF	DD2	163.15		FEB-APR ELECTRICITY

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2023	Credit Card A/c	CC APR	812.77		APRIL CREDIT CARD
24/05/2023	PHS Group	DD3	799.27		JUN-AUG PHS
24/05/2023	MAY SALARIES	MAY PAY	24,668.46		MAY SALARIES
25/05/2023	R.J.Meaker Fencing Ltd	BACS	31.10		PITCH REPAIRS
25/05/2023	East Sussex Security	BACS1	409.20		MAINTENANCE RENEWAL
25/05/2023	Acacia Groundcare Equipment Re	BACS2	858.90		DISC SEEDER HIRE
25/05/2023	AMP Services	BACS3	154.47		MOWER REPAIRS
25/05/2023	EDF	BACS4	493.38		APRIL ELECTRICITY
25/05/2023	BRITISH GAS	BACS5	67.33		17 APR16 MAY ELECTRICITY
25/05/2023	BRITISH GAS	BACS6	22.34		17APR-16 MAY GAS
31/05/2023	HMRC	205421	8,299.29		HMRC
31/05/2023	EAST SUSSEX PENSION FUND	205422	9,188.97		MAY SALARIES
31/05/2023	SUSSEX MAYORS ASSOCIATION	205423	60.00		DS MEAL
31/05/2023	SEAHAVEN RSSG	205424	60.00		SEAHAVEN RSSG
31/05/2023	SIEMENS FINANCIAL SERVICES	205427	281.83		FRANK MACHINE RENTAL JUN-SEP
31/05/2023	AMADEUS	205426	70.81		lanyard name badges
31/05/2023	AMP Services	205425	5.48		spark plug
31/05/2023	Heatcraft And Ventilation ltd	205429	1,440.00		MAINTENANCE & SERVICE
Total Payments			75,015.50		



Transactions

Peace Sweep

20-49-76 30701211

Available balance	£772,303.71
Last night's balance	£770,538.10
Overdraft limit	n/a

Showing 1 transaction between **31/05/2023** and **31/05/2023** from 31/05/2023 to 31/05/2023

Date	Description	Money in	Money out	Balance
31/05/2023	Transfer TRANSFER 10701173 TRANSFER 10701173		-£1,754.86	£770,362.54

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If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

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13/06/2023

Peacehaven Town Council

09:07

Balance Sheet as at 31/05/2023

31/03/2023

31/03/2024

	Current Assets		
8,012	Debtors Control	14,352	
3,174	VAT Control A/c	1,280	
50	Deposit Aqua	50	
498,013	Current Bank A/c	778,006	
180,580	Reserve Account	180,580	
520	Petty Cash	520	
0	PAYE	0	
<u>690,349</u>		<u>974,788</u>	
690,349	Total Assets	974,788	
	Current Liabilities		
267	Credit Card A/c	0	
1,498	Creditors	0	
2,537	Mayor's Appeal	140	
7,354	Accruals	0	
0	NIC	0	
3,097	Deposits Received	3,947	
<u>14,751</u>		<u>4,087</u>	
675,598	Total Assets Less Current Liabilities	970,702	
	Represented By		
142,690	General Reserves	401,296	
10,000	Vehicle Reserve	10,000	
588	Warm Havens Grant	588	
1,405	Tree Works	1,405	
3,881	Staff training	3,426	
9,999	Elections	9,999	
1,467	Members Training	1,467	
37,500	Service Charges	37,500	
1,300	Noticeboards	1,300	
917	Monument & War Memorial	917	
4,000	P/H Youth Task Group	4,000	
343,300	CIL	381,163	
59,080	Big Park	59,080	
3,100	Hub Improvements	3,100	
5,000	Climate Change	5,000	
798	Sponsorship	798	

09:07

Balance Sheet as at 31/05/2023

Signed : _____
Responsible _____
Financial _____ Date : _____

Date: 31/05/2023

Peacehaven Town Council

Page 1

Time: 10:13

Bank Reconciliation Statement as at 30/04/2023
for Cashbook 5 - Credit Card A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Allen CC	28/04/2023		-336.43
Z Malone CC	28/04/2023		-476.34
			-812.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			-812.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			-812.77
		Balance per Cash Book is :-	-812.77
		Difference is :-	0.00

STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760055803988
Statement date: 28 April 2023
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
30 Mar 2023	VIZPRO WHITEBOARD CONGLETON LND	82.68
310385383903	ADVERTISING SERVICES	
31 Mar 2023	HARVEYS LEWES GBR	17.95
030405272463	PACKAGE STORES, BEER, LIQUOR	
6 Apr 2023	ROGER BROWN TROPHIES BRIGHTON	25.00
070455203343	TYPESETTING, PLATE MAKING & RELATED SERVICES	
11 Apr 2023	BOOKER LTD - 38537454 WELLINGBOROUGH GBR	215.51
120405272463	GROCERY STORES, SUPERMARKETS	
18 Apr 2023	ROGER BROWN TROPHIES BRIGHTON	8.00
190455203343	TYPESETTING, PLATE MAKING & RELATED SERVICES	
19 Apr 2023	AMZNMktplace amazon.co.uk GBR	21.00
200452692013	MISCELLANEOUS AND RETAIL STORES	
20 Apr 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	93.21
210485389243	MISCELLANEOUS AND RETAIL STORES	
24 Apr 2023	Canva* 03764-12470342 Sydney AUS	12.99
240412301993	COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	
8 new purchases / cash advances. Total of spending.		£476.34

SUMMARY FOR PEACEHAVEN TOWN COUNCIL

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

The Bank of England Base Rate has increased from 4.0% to 4.25%. As your simple standard and cash interest rates move in line with the Base Rate, they've also increased by 0.25%. These rates take effect immediately and will show on your next monthly statement, but rest assured they won't apply to any promotional rates you may have.

Company reference:	5476760307525801
Statement date:	28 April 2023
Page number:	1 of 4
Monthly spend limit:	£10,000.00
Date of previous statement:	28 March 2023
Previous balance:	£266.65
Payment received:	£266.65 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£812.77
New balance:	£812.77
Minimum payment:	£8.12
Payment due by:	23 May 2023
Available to spend:	£9,187.23
Total cashback earned this month (£):	0.00
Total cashback earned since anniversary (£):	0.00
Cashback redeemed (£):	0.00

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 1****173 at 20 -**- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 23 May 2023. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- **By Debit Card:** Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.

- **By Bank Transfer:** From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.

- **At a Branch:** Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- **By Post:** Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £27.30

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	812.77	2.102%	27.30	
CASH	0.00	2.304%	0.00	
Totals	£812.77		£27.30	

Paid in by and date

bank giro credit  ABC

812.77

8.12

5476760307525801

23 May 2023

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 020004 BBA2860A 10231
MR A ALLEN
PEACEHAVEN TOWN COUNCIL
MERIDIAN LEISURE CENTRE
MERIDIAN CENTRE
PEACEHAVEN
BN10 8BB



Barclays Bank PLC
Automated Bulk Credit Clearing
Barclaycard
Commercial
04-06

25-16-29

Total Cash *

Cheques +

£



TAX INVOICE

Web Order (Stripe)

Order No. 4851/200	Invoice Checked Against Order <i>Ym</i>
Cheque No.	Payment Authorised

Invoice Date
30 Mar 2023

Invoice Number
INV-12974

Reference
#24922

VAT Number
973 5956 64

Viz-Pro Ltd
Unit 11 Greenfield Farm
Industrial Estate
Congleton
Cheshire
CW12 4TR
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Viz Pro A1 External Lockable Poster Display (Felt)	1.00	68.90	20%	68.90

Delivery:
victoria onis
town council office, meridian centre, meridian way
peacehaven
east sussex
BN10 8BB

Subtotal	68.90
TOTAL VAT 20%	13.78
TOTAL GBP	82.68
Less Amount Paid	82.68
AMOUNT DUE GBP	0.00

Due Date: 30 Mar 2023

Natwest Bank

Account Name – Viz-Pro Ltd
Account Number - 39741656
Sort Code – 01-05-41

PLEASE USE INVOICE NUMBER AS REFERENCE FOR THE PAYMENT

Harvey's Brewery Shop
6 Cliffe High Street
Lewes, BN7 2AH

Till 1
Matt.

31 Mar 2023 16:29

Acc No: 8926

1 6x500ml Bag = 17.95

Total £17.95

Payment Receipt

EFT. £17.95

20% VAT included £2.99

Receipt no. 63/7856

VAT No. 211234958

Thank you for visiting the Harvey's
Brewery Shop, we look forward to seeing
you again soon!

SALE (Contactless)

Total: £17.95

No Cardholder Verification

This copy to be retained by the customer

Date/Time: 31/03/2023 16:29:00

ROGER BROWN TROPHIES & ENGRAVING



VAT INVOICE

Peacehaven Town Council
Attention: Deborah Donovan
Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven
BN10 8BB

Invoice Date
6 Apr 2023

Invoice Number
IN-026521

Reference
23-337

VAT Number
218 0864 10

Hanoy Ltd. t/a Roger
Brown Trophies &
Engraving
372 Carden Avenue
Brighton
BN1 8LJ

Order No. 4335/110	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

Item	Description	Quantity	Unit Price	VAT	Amount GBP
STELL	Large Glass Beer Tankard, engraved	1.00	25.00	20%	25.00
INCLUDES VAT 20%					4.17
TOTAL GBP					25.00
Less Amount Paid					25.00
AMOUNT DUE GBP					0.00

Due Date: 13 Apr 2023

Goods supplied remain the property of Hanoy Ltd. until paid in full. Any queries must be raised within 5 days of receipt of goods.
BACS payment details; account name: Hanoy Ltd t/a Roger Brown Trophies; sort code: 089299; account number: 69564558

[illegible]

ROGER BROWN TROPHIES & ENGRAVING



VAT INVOICE

Peacehaven Town Council
Attention: Deborah Donovan
Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven
BN10 8BB

Invoice Date
14 Apr 2023

Invoice Number
IN-026538

Reference
23-384

VAT Number
218 0864 10

Hanoy Ltd. t/a Roger
Brown Trophies &
Engraving
372 Carden Avenue
Brighton
BN1 8LJ

Order No. 4335/110	Invoice Checked Against Order <i>RM</i>
Cheque No.	Payment Authorised

Item	Description	Quantity	Unit Price	VAT	Amount GBP
	2 x Engraved Name Plates	1.00	8.00	20%	8.00
INCLUDES VAT 20%					1.33
TOTAL GBP					8.00
Less Amount Paid					8.00
AMOUNT DUE GBP					0.00

Due Date: 21 Apr 2023

Goods supplied remain the property of Hanoy Ltd. until paid in full. Any queries must be raised within 5 days of receipt of goods.
BACS payment details; account name: Hanoy Ltd t/a Roger Brown Trophies; sort code: 089299; account number:69564558

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID 2hjFJ6Mf37Yk6hZHF13
Sold by Mandstrad Ltd
VAT # GB708467123

Invoice date / Delivery date 19 April 2023
Invoice # INV-GB-117595851-2023-2872
Total payable £21.00

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Caretakers
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, East Sussex, BN10 8BB
GB

Sold by

Mandstrad Ltd
Unit 1 Bradware Industrial Park
Leonard Street
Bingley, West Yorkshire, BD16 1DP
GB
VAT # GB708467123

Order information

Order date 19 April 2023
Order # 206-4403066-9948345

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Everyday A5 White Printer Copier Paper 80gsm (500 Sheets / 1 Ream) ASIN: B00YUV8DPY	3	£5.83	20%	£7.00	£21.00
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £21.00

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£17.49	£3.51
Total	£17.49	£3.51

Order No. 43071100	Invoice Checked Against Order <i>Km</i>
Cheque No.	Payment Authorised

Total 93.22

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID: 6Q3KAND2SV0

Sold by Pujiang MaiGuo trade Co.ltd.

Invoice date / Delivery

date 19.04.2023

Invoice # DS-ASE-INV-GB-2023-145884787

Total payable £25.58

VAT declared by Amazon Services Europe S.a.r.L.

VAT # GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

Pujiang MaiGuo trade Co.ltd.
PUJIANG MAIGUO TRADE CO LTD E1
83 DUCIE STREET
MANCHESTER, M1 2JQ
CN

Order information

Order date 19.04.2023
Order # 206-4507113-6169127

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Light Up Balloons, 10 Packs 20 Inches Led Bobo Balloons with 10ft Lights for Valentines Day Wedding Christmas Birthday Party Decoration [B09T6LC1MJ ASIN: B09T6LC1MJ	2	£10.66	20%	£12.79	£25.58
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £25.58

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
----------	------------------------------	--------------

20%	£21.32	£4.26
-----	--------	-------

Total	£21.32	£4.26
-------	--------	-------

Order No. 4335/110	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-B10-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number: LU19647148

VAT declared by Amazon

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID 6Q3KAND2SV0
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date 19 April 2023
Invoice # GB32G64A3AEUI
Total payable £6.73

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Andy picton	Andy picton	Amazon EU S.à r.l., UK Branch
PEACEHAVEN TOWN COUNCIL COMMUNITY	PEACEHAVEN TOWN COUNCIL COMMUNITY	1 Principal Place, Worship Street
HOUSE MERIDIAN CENTRE	HOUSE MERIDIAN CENTRE	London, EC2A 2FA
PEACEHAVEN, BN10 8BB	PEACEHAVEN, BN10 8BB	United Kingdom
GB	GB	VAT # GB727255821

Order information

Order date 19 April 2023
Order # 206-4507113-6169127

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Q-Connect Fanfold Quick Notes, 75 x 75 mm KF02161 - Yellow, Pack of 12 ASIN: B0091R1LX8	1	£5.61	20%	£6.73	£6.73
Shipping Charges		£0.00		£0.00	£0.00
Invoice total					£6.73

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£5.61	£1.12
Total	£5.61	£1.12

Order No. 4302/100	Invoice Checked Against Order UM
Cheque No.	Payment Authorised

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-B10-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 - Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch - Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales - Branch Registration No. BR017427 - VAT No. GB 727255821

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID 6Q3KAND2SV0
Sold by Economy of Brighton BCreative Limited
VAT # GB854792385

Invoice date / Delivery date 19 April 2023
Invoice # INV-GB-100010831-2023-58466
Total payable £13.95

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

Economy of Brighton BCreative Limited
Unit 1, Westergate Business Centre
Westergate Road
Brighton, East Sussex, BN2 4AN
GB
VAT # GB854792385


Order information

Order date 19 April 2023
Order # 206-4507113-8169127

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
A5 White Paper Printer Paper A5 Copy Paper - Smooth A5 Printer Paper 80gsm Ream 100 Sheets Plain White Paper ASIN: B097Q3JV2Q	3	£3.87	20%	£4.65	£13.95
Shipping Charges		£0.00		£0.00	£0.00
Invoice total					£13.95

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£11.61	£2.34
Total	£11.61	£2.34

Order No. 4302/100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID 6Q3KAND2SVO
Sold by USB International Ltd
VAT # GB610954258

Invoice date / Delivery date 19 April 2023
Invoice # INV-GB-124458101-2023-58448
Total payable £20.97

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

USB International Ltd
Unit 5, Russel House
Hornsby Way
BASILDON, Essex, SS15 6TF
GB
VAT # GB610954258

Order information

Order date 19 April 2023
Order # 206-4507113-8169127

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Olsen & Smith Christmas Decorations Fairy Lights 30m 98ft with 300 LEDs Xmas Warm White Indoor Fairy Lights for Living Room Hallway Conservatory 8 Lighting Modes Mains Powered ASIN: B09KC7K96F	1	£5.82	20%	£6.99	£6.99
Olsen & Smith Christmas Decorations Fairy Lights 30m 98ft with 300 LEDs Xmas Warm White Indoor Fairy Lights for Living Room Hallway Conservatory 8 Lighting Modes Mains Powered ASIN: B09KC7K96F	2	£5.82	20%	£6.99	£13.98
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £20.97

Order No. 4335/100	Invoice Checked Against Order YLM
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£17.46	£3.51
Total	£17.46	£3.51

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID: E9lyfU5ZBbZ6AJqCqlyG
Sold by Yiwu Zilue Trading Co., Ltd.

Invoice date / Delivery date: 20.04.2023
Invoice #: DS-ASE-INV-GB-2023-150044738
Total payable: £25.98

VAT declared by: Amazon Services Europe S.a.r.l.
VAT #: GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

Yiwu Zilue Trading Co., Ltd.
Qingkou Houcun
202, Unit 5, Building 16,
yiwu, jiangdong Street, zhejiang, 322000
CN

Order information

Order date: 19.04.2023
Order #: 206-4507113-6169127

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Paper Fans Party Decorations, Hanging Round Black and Gold Paper Fan for Wedding Birthday Graduation Party Events Accessories Pack of 8 B0BL2H1CP1 ASIN: B0BL2H1CP1	2	£10.82	20%	£12.99	£25.98
Shipping Charges		£0.00		£0.00	£0.00

Invoice total: £25.98

Order No 4335/110	Invoice Checked Against Order
Cheque No	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£21.64	£4.34
Total	£21.64	£4.34

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-B10-04

Amazon Services Europe S.a r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19847145

VAT declared by Amazon



Tax Invoice

Invoice Date

23 April 2023

Invoice no.

03764-12470342

To

Peacehaven Council

peacehavenc@gmail.com

Peacehaven Town Council

BAEOxuX7RRw

Subscriptions**Canva Pro**

iAFg7hnxyG8

23 April 2023

£12.99

Total

£12.99

Includes tax

£2.16

Total charged

£12.99

Paid with MasterCard ** 3988**

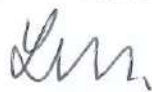
Your payment may be processed internationally. Additional bank fees may apply.

Please retain for your records.

Canva Pty. Ltd. ABN 80 158 929 938, VAT EU372042198

110 Kippax St. Surry Hills NSW 2010 Australia

Copyright © 2023 Canva Pty. Ltd.. All rights reserved.

Order No. 4342/100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

STATEMENT FOR A E ALLEN

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760244958354
28 April 2023
1 of 1
£1,000.00

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
01 Apr 2023	ONLINE JOB ADS INDEED DUBLIN IRL	192.55
030415265673	EMPLOYMENT AGENCIES, TEMPORARY HELP SUPPLY SERVICES	
03 Apr 2023	ZOOM.US 888-799-9666 SAN JOSE CA	143.88
040482711163	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.DIST. CALLS,CR CARDCALLS	
2 new purchases / cash advances. Total of spending.		£336.43

MR A E ALLEN
16 ASHDOWN CHASE
NUTLEY
BUCKFIELD
TN22 3LY

**Indeed Ireland Operations Ltd**

124 St. Stephen's Green

Dublin 2

Ireland

VAT# IE 98 209 58W

Invoice

Invoice #: 77175577

Date: 31/03/2023

Due Date: 31/03/2023

Bill to:

16 Ashdown Chase

Nutley

Uckfield

TN22 3LY

United Kingdom

marketingassistant@peacehaventowncouncil.gov.uk

Total Amount: 192.55 GBP

Total Due: 0.00 GBP

Description / Memo	Amount	
Sponsored Jobs on Indeed.com	218.70 EUR	192.55 GBP
VAT @ 0% on 192.55	0.00 EUR	0.00 GBP
Total Amount	192.55 GBP	

The recipient of this service will account for VAT on the reverse charge basis, if applicable

PAID INVOICE**THIS INVOICE IS FOR YOUR RECORDS****Date: 31/03/2023****Terms: Due upon receipt****Due Date: 31/03/2023**

Information in "Bill To" section may be updated

Order No. 4329/120	Invoice Checked Against Order LM
Cheque No.	Payment Authorised

Invoice

zoom

Zoom Video Communications Inc
55 Almaden Blvd, 6th Floor
San Jose, CA 95110

Invoice Date: Apr 3, 2023
Invoice #: INV195959633
Payment Terms: Due Upon Receipt
Due Date: Apr 3, 2023
Account Number: 117910867
Currency: GBP
Payment Method: MasterCard *****8354
Account Information: Peacehaven Town Council

Zoom's VAT Registration Number: GB37314290

Purchase Order Number

Customer VAT/Tax Number

[Zoom W-](#)

Sold To Address: Peacehaven Town Council Offices, Community
House, Meridian Centre
Peacehaven, East Sussex BN10 8BB
United Kingdom

Bill To Address:

townclerk@peacehaventowncouncil.gov.uk
Peacehaven Town Council Offices, Community
House, Meridian Centre
Peacehaven, East Sussex BN10 8BB
United Kingdom

townclerk@peacehaventowncouncil.gov.uk

Order No. 4342100	Invoice Checked Against Order LM
Cheque No.	Payment Authorised

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Standard Pro Annual				
Quantity: 1 Unit Price: GBP119.90	Apr 3, 2023 - Apr 2, 2024	GBP119.90	GBP23.98	GBP143.8
			Subtotal	GBP119.9
			Total (Including Taxes, Fees & Surcharges)	GBP143.8
			Invoice Balance	GBP0.0

**Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE
held on Tuesday 7th March 2023 at 7.30pm in Community House**

Present – Cllr C Collier (Chair), Cllr C Cheta (Vice-Chair), Cllr D Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr S Griffiths.
Town Clerk, Tony Allen.

PF859 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting and covered the housekeeping matters. The Chairman noted that this was the last Committee meeting in the Council term and thanked Committee members and Officers for their input which had created significant improvements in the Council's financial position.

PF860 PUBLIC QUESTIONS.

There were no public questions.

PF861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

It was resolved to accept apologies from Cllr Duhigg, Cllr Gallagher, Cllr A Goble, Cllr Sanderson & Cllr Symonds; and that Cllr Griffiths substitutes for Cllr Duhigg.

PF862 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

Cllr Griffiths re. Item 870, as a friend of one of the Council's sub-contractors.

PF863 TO ADOPT THE COMMITTEE'S MINUTES OF 24th JANUARY 2023.

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

PF864 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report.

The Finance Officer's reports were received and noted.

Clerk to supply Committee members with a copy of the Warm Havens Agreement and an inventory of income & expenditure for this project.

2. Bank account & Bank Reconciliation statements (for signing).

Received and resolved for signing.

3. Income & Expenditure report.

Received and noted.

4. Balance Sheet.

Received and noted.

5. CIL & S.106 report (income, expenditure & bids).

Received and noted.

6. List of payments (for approval).

It was resolved to approve the January & February 2023 payments amounting to £125,554.09, as scheduled in the meeting papers.

7. Review of external contracts, SLA's & their ongoing authorisations.

Noted that the review meetings for the SLA's with CTLA, Lewes CA & Havens Cars are currently being arranged.

8. To note 2022/23 Earmarked Reserves going forward.

The Finance Officer's report was received and noted.

It was resolved that the following additional EMR's should be included for 2023/24:-

- a. Youth fund (Joff).
- b. Tree planting.
- c. Warm Havens – ring fenced for a future event.

PEACEHAVEN TOWN COUNCIL

CONFIDENTIAL Minutes of the POLICY AND FINANCE COMMITTEE Meeting - 7th March 2023

9. Funding report for buildings equipment maintenance works.

Received and noted.

The Chairman noted that LDC Officers had indicated permission to proceed with the first phase of the Howard Park project.

PF865 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

It was noted that the hearing loop works in the main hall at Community House had been completed.

It was noted that the planned surveys of Community House remain on-hold as these are being requested as part of the Morrisons redevelopment project.

PF866 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN.

It was noted that there had been no additions/amendments to the Plan since the Committee's last meeting.

PF867 TO AGREE A SPECIFICATION FOR THE HUB FEASIBILITY STUDY.

The Parks Officer's report was received and noted.

The Clerk related the background to this item.

It was resolved to approve the specification and for tenders to be sought for presentation to the 'new' Council to progress.

PF868 TO ADOPT A REVISED VOLUNTEER POLICY.

Cllr Seabrook related the background to this item.

It was resolved to adopt this policy.

PF869 TO CONSIDER ROLLING OUT A PHISHING POLICY AS PART OF HAVING A CYBER ESSENTIALS CERTIFICATION

The Deputy Clerk's report was received and noted.

The Clerk related the background to this item.

It was resolved to recommend to the 'new' Council that it adopts a Cyber Essentials Certificate, phishing policy and arranges suitable training for staff and Councillors.

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

PF870 TO AGREE TENDERING & SPECIFICATION FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.

It was resolved to approve the Specification and for tendering to proceed, subject to the inclusion of all items/aspects as set out in the changing places cleaning specification, such as the bed and hoist.

It was resolved that the Council's current sub-contractor will be asked to carry on with the cleaning of the external Gateway Café toilets in the interim. [Cllr Griffiths abstained from voting].

PF871 AGED DEBT ANALYSIS.

The Finance Officer's report was received and noted.

The Committee expressed its thanks to the Finance officer for the continued reduction in outstanding debts.

PF872 DATE OF NEXT MEETING – TUESDAY 4th JULY 2023 AT 7.30PM.

There being no further business, the meeting closed at 19:58

Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE held on Tuesday 27th June 2023 at 7.30pm in Community House

Present – Cllr Seabrook (Chair of Council), Cllr Griffiths (Committee Chair), Cllr Campbell, Cllr Gallagher, Cllr Davies, Cllr Gordon-Garrett, Cllr Sharkey, Cllr C Cheta.

PF873 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting and covered the housekeeping matters and noted that proper conduct and respect should be observed.

The Chairman noted that the Finance Officer had gained her Level 3 AAT Diploma; the Finance Officer was congratulated by all present.

PF874 PUBLIC QUESTIONS.

There were no public questions.

PF875 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

It was resolved to accept apologies from Cllr Donovan & Cllr Veck; and that Cllr Davies substitutes for Cllr Donovan and Cllr Gordon-Garrett substitutes for Cllr Veck.

PF876 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interests.

PF877 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE.

It was resolved by majority that Cllr Campbell becomes the Committee's Vice-Chairman.

[Clerk's Note – Due to an equality of votes, the Chairman used her casting vote in favour of Cllr Campbell].

PF878 TO ADOPT THE COMMITTEE'S MINUTES OF 7th MARCH 2023.

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

PF879 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report.

The Finance Officer's reports were received and noted.

2. Bank account & Bank Reconciliation statements (for signing).

Received and resolved for signing.

3. Income & Expenditure report.

Received and noted.

4. Balance Sheet.

Received and noted.

5. CIL & S.106 report (income, expenditure & bids).

Received and noted.

6. List of payments (for approval).

It was resolved to approve the May 2023 payments amounting to £75,015.50, as scheduled in the meeting papers.

7. Review of external contracts, SLA's & their ongoing authorization.

The Clerk reported that the Havens Cars SLA review meeting is scheduled for the 12th July 2023.

8. Funding report for buildings equipment maintenance works.

The Finance Officer's report was received and noted.

PF880 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

The Clerk reported that the internal and external surveys of Community House are to be arranged and paid for by Morrisons.

Clerk to update the Action Plan with all of the Committee's ongoing tasks.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting - 27th June 2023

PF881 TO ADOPT A DIGNITY AT WORK POLICY.

It was resolved to adopt the Policy. Clerk to ensure that all relevant references refer to 'employees and Councillors' and that the PTC logo is inserted at the top of the document.

PF882 TO APPROVE THE PURCHASE OF A REPLACEMENT FILE SERVER.

After discussion, it was agreed to refer this matter to Council for the financial authority and approval. Clerk to cover the following additional aspects for the report to Council:-

1. Alternative PC/server model options and costs.
2. Alternative solutions to having a file server and costs.
3. Ability to upgrade from Windows 10 to Windows 11.
4. Reliability of SSD drives.
5. Size of main and backup storage required.
6. Are the backup drives proposed external to the main server.
7. What is the current method of off-site backup.
8. Cloud backup options and costs.
9. Government policy restricting the use of certain manufacturers.

PF883 TO ADOPT A REVISION TO THE COUNCIL'S MEDIA & COMMUNICATIONS POLICY.

It was resolved to adopt this revised Policy.

PF884 TO REVIEW COUNCIL'S INVESTMENTS & RETURNS.

The Clerk reported that he and the Finance Officer are now looking at better options for the Council's money on deposit. A full report will be made to the Committee in due course.

PF885 TO APPROVE NORTHSTAR TO GO AHEAD WITH IMPLEMENTING A CYBER ESSENTIALS CERTIFICATION FOR PEACEHAVEN TOWN COUNCIL.

With no funding available in the current budget for this certification, it was resolved to defer this item for six months, for consideration as part of the budget setting process for 2024-25.

PF886 PROPOSAL BY CLLR GRIFFITHS FOR THE FORMATION OF A COMMUNITY HOUSE SUB-COMMITTEE.

After discussion, it was resolved by a majority vote that this Sub-Committee should be formed, adopting the Terms-of-Reference as proposed. Members to be Cllr Griffiths, Cllr Seabrook, Cllr Veck, Cllr Davies and Cllr Cheta; Cllr Griffiths to be the Chair.

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

PF887 TO APPROVE THE CONTRACT & TERMS & CONDITIONS FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.

After discussion, it was resolved that this contract and terms & conditions should be approved on an initial one-year term.

PF888 AGED DEBT ANALYSIS.

The Finance Officer's report was received and noted.

The Finance Officer reported on debt recovery progress and reporting formats.

PF889 TO APPROVE A SMALL INCREASE IN THE FINANCE OFFICER'S WORKING HOURS.

After discussion, it was resolved by a majority vote to amend the Finance Officer's contract to allow the additional 1.5 hours per week proposed.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting - 27th June 2023

[NOTE: During this part of the meeting, Cllr Davies displayed disorderly conduct towards the Town Clerk and after repeated requests by the Chairman to desist or leave the meeting, the Chairman quoted Standing Orders and Cllr Davies was instructed to leave the meeting].

PF890 TO APPROVE THE TENDERING FOR THE PHASE 2 PATHWAY RESURFACING AT CENTENARY PARK.

After discussion, it was resolved that the Tender be approved, subject to corrected wording regarding the adherence of the new top surface to the bitumen layer, and noting that the 'French' drain is essential and its provision is to be costed separately.

PF891 DATE OF NEXT MEETING – TUESDAY 12TH SEPTEMBER 2023 AT 7.30PM.

There being no further business, the meeting closed at 21:00

Agenda Item: C1059-b-iv
Committee: Council
Date: 11th July 2023
Title: Purchase of a new office network file server
Report Authors: Town Clerk
Purpose of Report: To approve purchase

Introduction

A file server is a specialised computing device that controls all of the office PC's hanging off of it.

Background

The Council's retained IT experts, NorthStar IT have advised that the current file sever needs to be replaced to ensure a secure and efficient network going forward.

Analysis

This is what NorthStar has quoted (price may be subject to a small increase from the date of this quote):-

- Fujitsu TX series server,
- Intel XEON SILVER processor,
- 32Gb RAM,
- 4x 480Gb SSD,
- RAID 5 controller with battery back up,
- Dual hot swap power supplies,
- Windows Server 2022 with 15 CALs,
- 5-year 4-hour response (office hours) onsite hardware warranty,
- 2x 4Tb WD backup drives.
- £7229+VAT & delivery

NOTE:- If the amount of memory in the server is reduce to 16Gb and the second power supply is removed (which would however take the redundancy away), the cost of the server can be reduced by £280+VAT. This is NOT recommended.

Analysis

Response by NorthStar IT to the following questions raised by Councillors at the Policy & Finance Committee (27th June 2023):-

1. Alternative PC/server model options and costs? NorthStar can reduce the spec slightly (reduction in memory, remove one hot swap PSU, but other than that it is the minimum spec we recommend), the only other brand we ever consider with servers is Dell, but all but one server we currently have installed in the last 10 years are all Fujitsu with exceptional reliability and service backup). Dell is usually very comparable on price. I wouldn't recommend reducing that spec to save a small amount of money.

2. Alternative solutions to having a file server and costs. With the RBS system you use, this is really the only other option as moving you into Azure (the cloud server solution from Microsoft) will be more expensive over the longer term. Unless you were mostly working remotely, I don't see the extra cost offering a benefit.
3. Ability to upgrade from Windows 10 to Windows 11. All of your desktops and laptops are W11 compatible. There is a chance we may need to change some older monitor cables, or worst case a monitor but I think it would be minimum as I am sure we replaced them all. I would say if you wanted to move onto W11, the laptops could do with upgrading the RAM memory to 16Gb which is what all your desktops have. But other than that, you should be good to go with it. The contract covers any labour.
4. Reliability of SSD drives? The ones in the server are enterprise grade and are designed for 24/7 use in a server so have exceptionally good reliability. They are also decent in a desktop/laptop and are the benchmark standard now. You ONLY have mechanical hard drives if you need exceptionally large amount of storage as they are slower on a like for like basis.
5. Size of main and backup storage required? Currently your server has 1.7Tb of storage in total, with about 800Gb being used. So what I have quoted is more than sufficient and would be faster than the current mechanical hard drives too.
6. Are the backup drives proposed external to the main server? Yes they are and should be swapped around regularly.
7. What is the current method of off-site backup? Daily into the cloud with a 500Gb storage allowance.
8. Cloud backup options and costs? You already have it for the server! But if you wanted it on the laptops for remote users not storing everything on the server, and unlimited storage option costs for a non-server platform £19+VAT a month, per computer.
9. Government policy restricting the use of certain manufacturers? I am not aware of any hardware restrictions in relation to desktops, laptops or servers. But as Fujitsu is a Japanese/German based company, you will be in safe hands there. Any third-party components that will have a Chinese connection, will be the same, no matter which brand of computer you have as most of those sorts of components come from the same place.

Conclusions

Purchase is necessary to ensure a secure and efficient PTC network.

Council should be advised by its retained experts.

Recommendations

Council is asked to approve the purchase of this new file server, as originally specified by NorthStar IT, to be funded from PTC capital funds.

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? 	<p>C. £7,500 at today's prices.</p> <p>From PTC capital funds.</p>
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IN STRICTEST CONFIDENCE

Agenda Item: C1059-b-v

Committee: Council

Date: 11th July 2023

Title: Local Government Pension Scheme (LGPS) - Compliance

Report Authors: Town Clerk/Finance Officer

Purpose of Report: To seek a Resolution from Council

During a review meeting with LGPS representatives, it was stated that the LGPS records do not have a minuted resolution by Council regarding staff membership of the scheme.

To maintain compliance, council is asked to resolve as follows:-

“THAT ALL EMPLOYEES ARE ELIGIBLE FOR THE LGPS SCHEME PROVIDING THEIR CONTRACT IS MORE THAN 3 MONTHS”



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

PEACEHAVEN TOWN COUNCIL

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 18th April 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Seabrook (Vice Chair), Cllr Griffiths, Cllr Gallagher, Cllr White.

Officers: Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk)

7 members of the public were present.

1 LA 767 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:32, welcomed everyone and went through the building fire procedures, and informed everyone that the next Bingo is 26th April, 2-4pm, and Cinema also 26th April, 7.30pm.

2 LA 768 PUBLIC QUESTION TIME

A member of the public informed the Committee that he was verbally abused at the Allotments on Sunday and now has a crime reference number for this after reporting it to the police.

The Parks Officer responded that we are aware of the incident but cannot comment at this time as it is an ongoing matter.

Another member of the public informed the Committee that he has received a letter from this Committee regarding a formal complaint; the member of the public summarised the incident that the complaint related to and expressed that he was disappointed that he had not been invited to the Committee to speak when the complaint was initially discussed.

A member of the public also commented that the main footpath in the allotments has some very deep ruts and could pose an accessibility problem for persons with disabilities.

3 LA 769 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Paul and Cllr Symonds.

These apologies were **noted**.

Cllr Veck and Cllr Cheta were also absent.

4 LA 770 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 771 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 28TH FEBRUARY 2023

Cllr Griffiths highlighted a spelling error on item LA729 – pervious should be previous.

Proposed By: Cllr Griffiths

Seconded By: Cllr Seabrook

The minutes of the meeting held on 8th November 2022 were **agreed and adopted** subject to the spelling correction.

6 LA 772 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA 773 TO NOTE THE ACTION PLAN UPDATE

Cllr Griffiths highlighted that under the license for the Park Run Container item, the current position update refers to a lease not a license.

Cllr Gallagher highlighted that whilst the action plan has now had the latest projects added to it, the plan would benefit from some more detailed information.

Cllr Griffiths reported that the Permaculture Tree Planting is showing on the Action Plan is complete, however this is incorrect as there are outstanding trees to be planted still.

Cllr Seabrook asked for an update on the status of the Howard Park item.

The Parks Officer responded that he has recently spoken with an Officer from Lewes District Council and that following this there is no further update.

The Committee **noted** the Action Plan update.

8 LA 774 TO AGREE THE ALLOTMENT TFG REPORT

The Parks Officer gave a brief summary to the Committee of the report from the Allotment TFG.

Cllr Griffiths asked who would be responsible for maintaining and mowing the grass in the 2' gap.

The Parks Officer responded that this would be the same as the grass walkways, that tenants would be responsible.

Cllr Seabrook asked about who would be levelling and seeding these gaps, and also whether help would be offered to people needing to move sheds.

The Parks Officer responded that we would endeavor to provide help where possible.

It was proposed that the Committee accept the recommendations in the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr White

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

9 LA 775 TO NOTE THE ALLOTMENT UPDATE REPORT

The Parks Officer gave a brief summary of the report.

The Committee **noted** the allotment update.

10 LA 776 TO NOTE THE DELL BANNER BOARD REMOVAL

Cllr Gallagher highlighted that this report seems to be based on the Full Council meeting on 21st March, but minutes have not been made available from this meeting yet. There were many reasons why Council resolved to remove the Banner Board, and aesthetics was only a very small part of this, and that it's surprising to see that bookings are in place until Christmas.

The Parks Officer clarified the content of the minutes from Full Council meeting, and who the booking is for in December.

The Committee **noted** the Dell Banner Board Removal

11 LA 777 TO AGREE THE URBAN TREE CHALLENGE FUND REPORT

Cllr Griffiths gave some background and a summary of the report.

The Parks Officer highlighted the amount of staff time and resources needed to water these trees.

Cllr Griffiths responded that there is the option to go out for tender for the watering contract as this is paid for by the fund.

It was proposed to accept the recommendation in the report.

Proposed By: Cllr Griffiths

Seconded By: Cllr White

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

12 LA 778 TO INFORM COMMITTEE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher summarised the report.

The Committee **noted** the green infrastructure report.

13 LA 779 TO NOTE COMPLAINTS RECEIVED

The Parks Officer summarised the report of the complaints received.

Cllr Seabrook asked what can be done about dog poo in the green gym, the Committee briefly discussed this.

The Committee **noted** the complaints received.

14 LA 780 TO NOTE WORKS UPDATE

The Parks Officer summarised the report.

The Committee **noted** the works update.

15 LA 781 TO NOTE FOOTBALL FOUNDATION PITCHPOWER FUNDING UPDATE

The Parks Officer summarised the report.

The Committee **noted** the update.

16 LA 782 TO CONFIRM DATE OF NEXT MEETING AS THE 30TH MAY 2023

The next meeting of this Committee was **confirmed** for 30th May 2023.

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



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

PEACEHAVEN TOWN COUNCIL

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 30th May 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Alexander, Cllr Fabry, Cllr Cheta, Cllr Harman, Cllr Campbell.

Officers: Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk)

1 member of the public was present.

1 LA783 CHAIRS ANNOUNCEMENT

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

- Next Bingo is 21st June 2023 – 2 – 4pm
- Cinema is also 21st June 7.30pm should The Unlikely Pilgrimage of Harold Fry
- Summer Fair is 8th July 11 – 4pm – all Cllrs asked to attend please.
- Deadline for content submissions for July eNews is COP 23rd July 2023.
- Peacehaven & Telscombe FC have just won the RUR Cup.

2 LA784 PUBLIC QUESTION TIME

A member of the public advised the Committee that the main path in the allotments has ruts and holes that are getting very deep in places and starting to cause access issues.

The Parks Officer advised that he will look into the path.

3 LA785 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Ashby-Parkin & Smith.

These apologies were **noted**.

Cllr Harman is substituting for Cllr Ashby-Parkin, and Cllr Campbell is substituting for Cllr Smith.

4 LA786 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood and Cllr Norcott-Jones declared that they are allotment tenants.

5 LA787 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

Cllr Seabrook proposed Cllr Ashby-Parkin as Vice Chair, Seconded by Cllr Wood. Cllr Seabrook read out a statement from Cllr Ashby Parkin about why she would like to be vice chair.

Cllr Alexander proposed Cllr Cheta as Vice Chair, Seconded by Cllr Fabry. Cllr Cheta gave a statement as to why he would like to be vice chair.

6 voted in favour of Cllr Ashby Parkin as Vice Chair, 4 in favour of Cllr Cheta.

Cllr Ashby-Parkin was elected Vice-Chair of Committee.

6 LA788 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 18TH APRIL 2023

Proposed By: Cllr Gallagher

Seconded By: Cllr Seabrook

The minutes of the meeting held on 18th April 2023 were **agreed and adopted**.

7 LA789 TO NOTE THE BUDGET UPDATE

There was a brief discussion on the Committees budget generally, and that CIL funds are also available for projects.

The Committee **noted** the budgetary update.

8 LA790 TO NOTE THE ACTION PLAN UPDATE

The Parks Officer introduced the item.

Cllr Seabrook updated the Committee about action plan item 8 (Howard Park), that although the District Council have lost the expected funding for the access path, we should still go ahead with the resin bonding of the path and accessible picnic bench.

Cllr Gallagher gave a brief update on item 12 (Green Spaces Audit), that a lot of this was done as part of the Neighbourhood Development Plan, continued evidence gathering is required.

Cllr Gallagher also asked for an update on item 4 (Big Park pathway). The Parks Officer informed that we are still awaiting contractors drawings to come back to us.

The Committee **noted** the Action Plan update.

9 LA791 TO PROGRESS BUSINESS PLAN ELEMENTS

The Chair gave an overview of this item.

It was proposed that Councillors pick their 5 top priorities from the business plan elements relevant to this Committee and email the Town Clerk with their choices, which the Town Clerk will collate and a Task & Finish Group be set up to look at.

Proposed by: Cllr Gallagher

Seconded by: Cllr Seabrook

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

The Task and Finish Group to consist of Cllrs Gallagher, Sharkey, and Norcott-Jones.

10 LA792 TO NOTE ALLOTMENT UPDATE

The Parks Officer gave a summary of the report, in particular that the warning letter sent to allotment tenants whose plots needed improvement was poorly received.

It was proposed that the Committee set up a Task & Finish Group to look at the allotment policy and terms & conditions, and how it is working in practice.

Proposed by: Cllr Gallagher

Seconded by: Cllr Fabry

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

The Task and Finish Group to consist of Cllrs Gallagher and Sharkey, supported by the Parks Officer.

11 LA793 TO NOTE EPINAY AND OVAL SURVEY

It was proposed that the Task and Finish Group be reformed to look at the results of the survey now that the analysed results are available.

Proposed by: Cllr Griffiths

Seconded by: Cllr Cheta

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

The Task and Finish Group to consist of Cllrs Griffiths, Seabrook, and Harman, supported by the Committees and Assistant Projects Officer.

12 LA794 TO DECIDE RESURFACING CARPARK

The Parks Officer summarised the report.

There was a discussion on the item, the suitability of the proposed surface, including consideration for parent & child and disabled parking provision.

It was proposed that the Parks Officer proceed with getting quotes for a crushed stone surface, with consideration for parent & child, and disabled spaced.

Proposed By: Cllr Gallagher

Seconded By: Cllr Seabrook

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

13 LA795 TO DECIDE MUGA COURT OPENING ISSUE

There was a discussion on the issue, with points including that it is a public amenity, damage to fence/courts, anti-social behaviour, paying hirers, alternative fencing options, and neighbours all being discussed.

It was proposed that the MUGA be left open.

Proposed by: Cllr Gallagher

Seconded by: Cllr Fabry

The Committee **resolved** to **agree** to this proposal by majority with one abstention.

14 LA796 TO DECIDE FOOTBALL FOUNDATION FUNDING

The Parks Officer summarised the report.

It was proposed that the Committee approve the recommendations in the Officers report.

Proposed by: Cllr Gallagher

Seconded by: Cllr Fabry

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

15 LA797 COMPLAINTS MAY 2023

The Committee discussed the complaints that have been logged since the last meeting, highlighting that most of the complaints PTC has responsibility for were in relation to the allotments.

The Committee **noted** the report.

16 LA798 TO REVIEW THE STATUS AND REQUIREMENT FOR THE SIGNAGE TFG

The Committee discussed the previous signage TFG and the need to standardise town signs in line with the brand guidelines.

It was proposed to reform the Signage Task and Finish Group.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

The Task and Finish Group to consist of Cllrs Griffiths, Norcott-Jones, and Fabry, with support from the Committees and Assistant Projects Officer, and Cllrs Smith and Ashby-Parkin who are not present at the meeting to be asked if they would like to participate.

17 LA799 OPEN GARDENS REQUEST BY HORTICULTURAL SOCIETY

There was a lengthy discussion on the matter.

It was proposed that the Horticultural Society be allowed to include the allotments in the Open Gardens event, subject to limits on the times it is advertised as open, suitable Risk Assessments being provided, and that the allotments must be stewarded throughout the period it is open for the event.

Proposed by: Cllr Cheta **Seconded by:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

1 member of the public left at this point – 20:36

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:-

18 LA800 TO APPROVE THE TOILET CLEANING CONTRACTOR

There was a discussion about the terms and conditions of the cleaning contract.

It was proposed that the Committee approve the new cleaning contract.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Cheta
The Committee **resolved** to **agree** to this proposal by majority, with 2 abstentions.

19 LA801 TO REQUEST FOR A WARNING LETTER TO BE RESCINDED BY AN ALLOTMENT HOLDER

The Chair introduced the item and gave some background information.

The Committee discussed the confidential report.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 30th May 2023

It was proposed that the Committee not rescind the letter, but given that no further complaints against the plot holder in question have been made in the past 3 months, that the Committee agree to strike the letter from the record, and that the Committee Chair be authorised to write to the plot holder to this effect.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

20 LA802 ALLOTMENT COMPLAINT LETTERS RE HARRASMENT

The Parks Officer gave a summary of the confidential report and background to the items.

It was proposed that a warning letter be written to the plot holder referenced in the report, citing the Allotment terms and conditions relating to nuisance and harassment, and to include a request that if any mitigating circumstances, or viewpoints that may not have been considered by Committee are applicable, that the plot holder inform us of this.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Cheta
The Committee **resolved** to **agree** to this proposal by majority with 2 abstentions.

21 LA803 COMPLAINT REGARDING SITE VISITS TO THE ALLOTMENTS

The Parks Officer summarised the confidential report and gave some background to the item.

The Committee discussed that monthly visits seemed excessive and unnecessarily onerous on Officer time, however, it was highlighted that we can't change the inspection schedule, just reinforce that any visits are only permitted when accompanied by Officers.

It was proposed that Officers meet with the plot holder to discuss the matter.

It was proposed that the Committee approve the recommendations in the Officers report.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal by majority with 2 abstentions.

22 LA804 COMPLAINT RE PLOT X

The Committee **noted** the confidential report.

23 LA805 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH JULY 2023

The next meeting of this Committee was **confirmed** for 18th July 2023.

There being no further business, the meeting closed at 21:22.

Agenda Item:**Committee:** Council**Date:** 11th July 2023**Title:** Report from Allotment Task and Finish Group**Report Author:** Cllr Cathy Gallagher**Purpose of Report To update and seek agreement to next steps.**

Introduction

At the last Leisure, Amenities and Environment meeting on May 30th, 2023, a Task and Finish Group was set up and Cllr Cathy Gallagher and Cllr Isobel Sharkey were appointed as official liaison Councillors for the Allotments and Council

A task and Finish group was set up to work with the Parks Officer to move forward with any plots where the plot holders were not carrying out the Terms and Conditions and Allotment Policy for 2023.

Particularly.

Areas of cultivation

Rubbish clearance.

Maintaining a 2ft 60cm clear boundary on the perimeter edge with Residents properties.

On the 9th of June members of the TFG, Parks Officer, Cllr Sharkey and Cllr Gallagher visited the allotments to view and discuss the problems identified by the Parks Officer.

Task

The Councillor gave the Parks Officer advice on whether to issue a 2nd warning letter or not. A number of the Allotment holders were able to talk to the TFG and the visit was pleasant and sociable,

The Officers of the Peacehaven Horticultural Society were on site and were asked if Cllr Sharkey and Cllr Gallagher could base themselves at the Garden Shed, they have on site.

They agreed that they open the Shed to sell produce on Friday afternoons fortnightly which would be a good time for the Councillors to attend,

FINISH

No specific finish date was agreed as the initial problems identified by the Parks Officer will take time to rectify.

Parks Officer will provide a status report regarding the Allotments at each Leisure, Amenities and Environment Committee

Recommendations

1. This update is noted.
2. Authorise the removal of the restriction on Councillors activities.

Standing Order 25.

A1 Inspect any land and/or premises which the Council has a right or duty to inspect.

In regard to Cllr Gallagher and Cllr Sharkey to enter the allotments



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 2nd May 2023 at 7.00pm

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

Officers: George Dyson (Deputy Town Clerk), Karen Bray (Information and Community Facilities Officer).

4 members of the public were in attendance.

1. CCE280 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:59, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Former Cllr. Reigna Mitchell has passed away – a minutes silence will be held for her at the next Full Council Meeting.
- Next Cinema – showing Allelujah is 24th May at 7.30pm, tickets £7.
- Next Bingo – 24th May in the Anzac Room, 2-4pm.
- Deadline for June eNews content – 22nd May 2023.
- Summer Fair is 8th July 2023, 11am – 4pm.

2. CCE281 PUBLIC QUESTIONS

A member of the public informed the Committee that they have attempted to book Community House for an event on 25th November, but has been advised that until this Committee has decided on dates for Winter events the booking would not be able to be taken. Could this Committee please agree for the booking to go ahead.

The Chair advised the member of the public that this would be discussed tonight as part of agenda item CCE288.

Another member of the public raised that at the last meeting of this Committee there was a discussion about a Mayoral Gift, and what the outcome of this was.

The Deputy Clerk responded that the wording of the Mayor's Handbook was agreed at the last meeting to include that an Outgoing Mayor would receive a Past Mayors badge and a gift – Officers are in the process of procuring the Past Mayors badge.

The member of the public further asked whether the current Mayor will be presented with something.

The Deputy Clerk responded that yes, the current Mayors gift has been organised in line with the 2022/23 Mayors Handbook.

The member of the public further asked whether anything is being done to recognise the contribution of long serving Councillors who are stepping down this month.

The Deputy Clerk responded that nothing has been discussed or agreed at Committee about this, but that recognition and thanks from the Mayor formed part of the recent Civic Reception, and that he will further discuss the question with the Town Clerk.

Another member of the public raised a point regarding the booking of The Dell on 8th July for a car boot sale, that they are aware this matter came to a Full council meeting, but were not aware of a resolution being made as Councillors did not have enough information to be able to make a decision. Do the Council have a policy for events like this, and do we have Risk Assessments, Health and Safety information, and an impact assessment including the impact on the A259 for this event.

The Deputy Clerk responded that the Council does have an Outdoor Events Policy that is being followed for this booking, albeit being overdue for a review, and that Officers are currently in ongoing discussions about the Health and Safety information and other required information from the hirer about the event.

3. CCE282 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Job Harris and Cllr Lucy Symonds.

Cllr Sue Griffiths is substituting for Cllr Job Harris.

Cllr Hill was also absent.

4. CCE283 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE284 TO ADOPT THE MEETING MINUTES OF 11TH APRIL 2023

Proposed by: Cllr Griffiths. Seconded by: Cllr Veck.
The minutes of the above meeting were **resolved and adopted**.

6. CCE285 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE286 TO NOTE COMMUNICATION REGARDING THE CAR BOOT SALE AT THE SUMMER FAIR

The Deputy Clerk informed the Committee that the letter in the papers is a communication received from the Car Boot Sale organisers, that they would like to proceed with a Car Boot sale at the Dell on 8th July, not at Centenary Park.

Cllr Seabrook stated that with regard to comments about the Car Boot sale made during Public Questions, he has attended many Car Boot sales run by this hirer, and that they have all been run well and with no issues, and that we just need to make sure we get the last few bits of paperwork in place.

The Committee **noted** the communication.

8. CCE287 TO RECEIVE A VERBAL UPDATE ON THE PLANNING OF THE SUMMER FAIR

The Information & Community Facilities Officer gave a verbal update on the planning of the Summer Fair, including a brief run through of some of the bookings taken for the fair so far.

Cllr Seabrook asked how many bookings there were in total, and how many were left.

The Information & Community Facilities Officer responded that around 45 had booked so far and that there is capacity for up to another 40.

Cllr Seabrook asked whether there are plans for a procession to open the Summer Fair.

The Deputy Clerk responded that the procession last year was the Mayors decision as a way to open the event, and that until we have a Mayor elected for 2023/24 we won't know how they want to open the event.

The Chair added her thanks to the Information and Community Facilities Officer for all of her hard work on this event.

9. CCE288 TO DECIDE ON A WINTER EVENT

The Deputy Clerk and the Information & Community Facilities Officer introduced the item and highlighted the importance of agreeing a date due to limited availability in December.

There was a brief discussion on the possible events that could be run.

It was proposed that we agree that a Childrens Party takes place on 15th December, a Carol Concert on 24th November, and an Adults Afternoon Tea on 20th December.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Sanderson
The Committee **resolved** to **agree** to this proposal.

There was a brief discussion on options for Halloween events.

Cllr Veck suggested that a Halloween Kids party, similar to the successful Christmas party might be a good option.

The Information & Community Facilities Officer reported that there were limited dates available, but that the 27th October was free for this.

The Chair asked that the 27th October be provisionally booked for the Kids Halloween Party.

It was proposed that the Committee allow a booking for a Christmas Market from a hirer to go ahead on 25th November.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

10. CCE289 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27TH JUNE 2023

It was proposed that the next meeting take place on 25th May 2023.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Veck
The Committee **resolved** to **agree** to this proposal.

There being no further business the meeting ended at 19:34.



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Thursday 25th May 2023 at 7.00pm

Present: Cllr Wendy Veck (Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Aimee Harman, Cllr Sue Griffiths, Cllr Mary Campbell (non-voting).

Officers: George Dyson (Deputy Town Clerk), Karen Bray (Information and Community Facilities Officer).

2 members of the public were in attendance.

1. CCE290 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Next Bingo is 21st June 2023 – 2 – 4pm
- Cinema is also 21st June 7.30pm should The Unlikely Pilgrimage of Harold Fry
- Summer Fair is 8th July 11 – 4pm – all Cllrs asked to attend please.
- Deadline for content submissions for July eNews is COP 23rd July 2023.

2. CCE291 PUBLIC QUESTIONS

There were no public questions.

3. CCE292 TO ELECT A VICE CHAIR OF THE CIVIC & COMMUNITY EVENTS COMMITTEE

Cllr Donovan was proposed to be Vice-Chair of the Committee and Cllr Gallagher read a short statement in support of this proposal.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

4. CCE293 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Norcott-Jones and Cllr Donovan.

Cllr Griffiths is substituting for Cllr Norcott Jones.
Cllr Gallagher is substituting for Cllr Donovan.

Cllr Smith was also absent.

5. CCE294 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

6. CCE295 TO ADOPT THE MEETING MINUTES OF 11TH APRIL 2023

Proposed by: Cllr Griffiths. Seconded by: Cllr Seabrook.
The minutes of the above meeting were **resolved and adopted**.

7. CCE296 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

8. CCE297 TO RECEIVE A VERBAL UPDATE ON THE PREPARATIONS FOR THE COMMUNITY SUMMER FAIR

The Information and Community Facilities Officer gave an update to the Committee on the preparations with the following points:

- Money is now coming in from stall bookings and £275 sponsorship money has been pledged.
- The events licence has been granted by the District Council.
- There are plans to include a Scarecrow competition in the Arena.
- The Arena programme is now full.
- A map of free shuttle bus stops is being produced along with a Summer Fair leaflet.
- All Cllrs are asked to be at the Fair by 11am for a briefing.
- Cllr Harman is going to run a raffle in aid of the Mayors Charities.
- Budget is looking good, although some more expenditure to come.

There was a discussion and Councillors asked some further questions that the Information and Community Facilities Officer provided answers to.

The Chair asked the Information and Community Facilities Officer to circulate a copy of the shuttle bus map to Committee members.

Cllr Harman asked whether selling raffle tickets online or having a portable card reader on the day to take payments was possible. The Deputy Clerk will follow up with the Finance Officer about this next week.

9. CCE298 TO DISCUSS THE OPENING OF THE SUMMER FAIR

There was a brief discussion on the item, and it was suggested that when the Chair and Deputy Clerk meet with Peacehaven Community School in 2 weeks time, they ask whether tying in the Fair opening with the Schools Colour Run would be an option.

Cllr Griffiths added that it would be nice to also include local uniformed groups such as the Brownies and Scouts.

10. CCE299 TO APPOINT MEMBERS TO THE COMMUNITY EVENTS TFG

The Chair briefly introduced the item.

2 members of the public left at this point – 20:04.

It was proposed that a Task & Finish Group be set up for the planning of the Halloween event, to consist of Cllrs Harman, Alexander, and Seabrook, and that all Councillors are emailed with an invite to participate in the TFG.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Alexander
The Committee **resolved** to **agree** to this proposal.

11. CCE300 TO NOTE THE PLANNING OF A WINTER EVENT

The Information and Community Facilities Officer and Deputy Town Clerk gave a summary of the information in the report.

The Committee **noted** the planning of the Winter Events.

12. CCE301 TO DISCUSS POSSIBLE HALLOWEEN EVENTS

As per item CCE299, a TFG will be working on this.

13. CCE302 TO DISCUSS OTHER CIVIC EVENTS FOR 2023

Cllr Seabrook highlighted that there is still some money set aside for a Field to Fork type event and that this could be used to put on a Foraging to Cooking workshop which would use the kitchen and foyer.

The Chair suggested that this would be good for the Halloween event TFG to look at alongside the Halloween event as it would be around Harvest Festival time.

It was proposed to run the foraging event.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Griffiths

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

Cllr Seabrook further suggested that rather than having a Civic Service before the end of July as is customary, the service be held on 21st September 2023, which is international peace day, and to host an event at the Peace park with all local religions and people invited.

It was proposed to vary the Mayor's Handbook and have the Civic Service on 21st September 2023.

Proposed by: Cllr Harman **Seconded by:** Cllr Seabrook

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

14. CCE303 TO AGREE THE PLANNED FLAG FLYING DATES FOR 2023

Cllr Seabrook asked that 2024 dates also be brought to the next Committee meeting to give a full year overview.

The Committee **noted** the 2023 dates.

15. CCE304 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27TH JUNE 2023

The date of the next meeting was confirmed for 20th June 2023 at 7.30pm.

There being no further business the meeting ended at 20:17.



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 20th June 2023 at 7.30pm

Present: Cllr Debbie Donovan (Vice-Chair), Cllr Cathy Norcott-Jones, Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Jude Smith, Cllr Lee Ashby-Parkin (non-voting), Cllr Mary Campbell (non-voting).

Officers: George Dyson (Deputy Town Clerk), Jerome O'Meara (Marketing & Communications Officer).

No members of the public were in attendance.

1. CCE305 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and informed the Committee of the following:

- The Mayor raised the County Flag for Sussex day on Friday 16th June; it would have been nice to see more Councillors in attendance.
- Welcome to Jerome O'Meara, the new Marketing & Communications Officer.
- Next Bingo is tomorrow (21st June) 2-4pm.
- Next Cinema is also tomorrow (21st June) 7.30pm, showing The Unlikely Pilgrimage of Harold Fry.
- eNews deadline for content submissions for the July edition is this Friday (23rd June).
- Peacehaven Community Summer Fair is on 8th July 2023; 11am – 4pm.
- Peacehaven Horticultural Society Open Gardens are taking place this weekend (24th & 25th June).

The Chair also went through the building fire procedures and asked that phones be switched off or put onto silent.

2. CCE306 PUBLIC QUESTIONS

There were no public questions.

3. CCE307 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Veck and Cllr Harman.

4. CCE308 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE309 TO ADOPT THE MEETING MINUTES OF 25TH MAY 2023

There were 2 spelling errors highlighted in the minutes; it was proposed that the minutes be adopted, subject to the corrections.

Proposed by: Cllr Seabrook. Seconded by: Cllr Norcott-Jones.

The minutes of the above meeting were **resolved and adopted** subject to the spelling corrections.

6. CCE310 TO NOTE THE BUDGETARY UPDATE

There was a brief discussion on the budgetary update. Including the need to rename the 'Operation London Bridge' budget code, which the Deputy Clerk will speak with the Finance Officer about.

The Committee also raised that the Summer Fair budget is not included in the papers.

The budgetary update was **noted**.

7. CCE311 TO RECEIVE AN UPDATE REGARDING PREPARATIONS FOR THE COMMUNITY SUMMER FAIR

The Information and Community Facilities Officer's report was discussed, and a copy of the bus route leaflet circulated to Councillors; The Marketing & Communications Officer will publicise the free transport and bus route through the website and social media channels.

The Committee **noted** the report.

8. CCE312 TO NOTE FEEDBACK FROM THE RECENT MEETING WITH PCS

The Deputy Clerk summarised the report to the Committee. There was a short discussion on the possibility of the Mayors entrance to the Summer Fair linking in to the Schools Colour Run event, and that that School Band are unavailable to play in the Arena.

The Committee **noted** the report.

9. CCE313 TO RECEIVE AN UPDATE FROM THE HALLOWEEN TFG AND AGREE NEXT MEETING DATE

The Chair introduced the item and relayed that more help would be needed for the event; Cllr Norcott-Jones offered her time for this.

In addition to the information in the report, it was discussed that the event would be run from 5 – 7pm in the Main Hall at Community House.

10. CCE314 TO NOTE 2024 FLAG FLYING DATES

The Committee **noted** the 2024 flag flying dates.

There was some discussion about designing a new Peacehaven Flag, which could be a community competition. This will be added as an agenda item at the next meeting.

The Committee also asked that a page be created on the website to show the flag flying dates; The Marketing & Communications Officer will action this.

11. CCE315 TO NOTE COMPLAINTS RELEVANT TO COMMITTEE RECEIVED SINCE LAST MEETING

There has only been one complaint received, which was regarding there being no car parking for those that don't have blue badges at the Community Summer Fair. The Committee discussed this and highlighted that there are many reasons for not having the car parking, and that other provisions, including the free shuttle bus are in place.

The Committee **noted** the complaint.

12. CCE316 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 1st AUGUST 2023

The date of the next meeting was confirmed for 1st August 2023 at 7.30pm.

There being no further business the meeting ended at 20:05.

Agenda Item: C1060
Committee: Council
Date: 11th July 2023
Title: Development of Peacehaven Community & Business Plan
Report Authors: Town Clerk
Purpose of Report: To agree way forward

The Plan developed by the previous Council was passed to the new Council at its inaugural meeting on the 16th May 2023.

The aim was that each Committee would review and update its section of the Plan, to be coordinated and reported to Council by the Town Clerk.

This approach is potentially very time consuming, inefficient and unworkable. For example, this has brought about the creation of several TFG's already.

A suggested approach is that instead Council sets up a Working Group for this purpose, comprising of all Committee Chairs.

It may also be worth revisiting the Plan structure, which is not very user friendly and quite repetitive.

Council is asked to discuss this matter and agree the way forward.



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

PEACEHAVEN TOWN COUNCIL

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

COUNCILLOR MEMBERSHIP OF COMMITTEES, TFG's & OTHER BODIES

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

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

Cllr Campbell (Chairman), Cllr Wood, Cllr Gallagher, Cllr Sharkey, Cllr Cheta, Cllr Alexander, Cllr Garrett, Cllr Norcott-Jones.

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

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.

Cllr Griffiths (Chairman), Cllr Seabrook, Cllr Campbell, Cllr Gallagher, Cllr Donovan, Cllr Veck, Cllr Sharkey, Cllr C Cheta.

MEMBERS TO SERVE ON THE COMMUNITY HOUSE SUB-COMMITTEE.

Cllr Griffiths (Chairman), Cllr Seabrook, Cllr Veck, Cllr Davies and Cllr Cheta.

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

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

Cllr Sharkey (Chairman), Cllr Wood, Cllr Gallagher, Cllr Fabry, Cllr Alexander, Cllr Griffiths, Cllr Ashby-Parkin, Cllr Norcott-Jones, Cllr Smith, Cllr Cheta.

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

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

Cllr Gallagher (Chairman), Cllr Veck, Cllr Campbell, Cllr Donovan, Cllr Davies, Cllr Cheta, Cllr Alexander, Cllr Griffiths, Cllr Fabry.

MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE

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

Cllr Veck (Chairman), Cllr Donovan, Cllr Alexander, Cllr Norcott-Jones, Cllr Smith, Cllr Harman.

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

Cllr Donovan, Cllr Sharkey, Cllr Fabry, Cllr Griffiths.

Final allocation to be agreed by the Committee.

**MEMBERS TO SERVE ON THE COMMUNITY EVENTS TASK & FINISH GROUP
(PARENT = Community & Civic Events COMMITTEE - to review need)**

MEMBERS TO SERVE ON THE CIL TASK & FINISH GROUP (PARENT = Policy & Finance Committee- to review need)

MEMBERS TO SERVE ON THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP (PARENT = Personnel Committee - to review need)

**MEMBERS TO SERVE ON THE PUBLIC SAFETY TASK & FINISH GROUP
(PARENT = Planning & Highways Committee - to review need)**

**MEMBERS TO SERVE ON THE BUSINESS PLAN TASK & FINISH GROUP
(PARENT = Policy & Finance Committee - to review need)**
Committee Chairs.

**MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK & FINISH
GROUP (PARENT = Community & Civic Events COMMITTEE - to review need)**

**MEMBERS TO SERVE ON THE RIGHTS OF WAY TASK & FINISH GROUP
(PARENT = Planning & Highways Committee - to review need)**
Cllr Garrett,

**MEMBERS TO SERVE ON THE SIGNAGE TASK & FINISH GROUP (PARENT =
LEISURE, AMENITIES & ENVIRONMENT COMMITTEE - to review need)**

**MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY WORKING
GROUP (PARENT = Council)**

**MEMBERS TO SERVE ON THE LIBRARIES WORKING GROUP (PARENT =
Council)**
Cllr Campbell,

**MEMBERS TO SERVE ON THE MORRISONS WORKING GROUP (PARENT =
Council)**

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

**MEMBERS TO SERVE ON THE YOUTH ENGAGEMENT WORKING GROUP
(PARENT = Council)**
Cllr Campbell, Cllr Fabry

**MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING
GROUP**
Cllr Gallagher, Cllr Gordon-Garrett.

MEMBERS TO SERVE ON THE ESCC SLR FORUM

[Participation in this Forum is currently under review.]
Cllr Campbell,

NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS

1. Citizens Advice Bureau – Cllr Cheta, Cllr Sharkey.
2. Community Transport Lewes Association –
3. Crime Stoppers –
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association –
6. Peacehaven & Telscombe Access Group –
7. Royal British Legion –
8. The House Project – Cllr Gallagher.
9. Town Forum –
10. Community Orchard – Cllr Griffiths, Cllr Seabrook.
11. Community Garden –
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – *[still in existence?]*.
14. Green Havens Network – Cllr Griffiths, Cllr Seabrook.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Campbell,
17. Joint Action Group –
18. ESALC/SSALC – Cllr Campbell,
19. Havens Health PPG –
20. Peacehaven Chamber of Commerce – Cllr Gallagher, Cllr Campbell.
21. Kempton House – Cllr Campbell,
22. Peacehaven and Telscombe Football Club – Cllr Gallagher.
23. Seahaven Mascots – *[still in existence?]*.
24. Sustrans –
25. Community Speed Watch - Cllr Seabrook.
26. Allotments – Cllr Wood
27. Havens Hub & Cars –
28. Community Supermarket – Cllr Donovan



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

PEACEHAVEN TOWN COUNCIL

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

MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS

1. Citizens Advice Bureau – Cllr Cheta, Cllr Sharkey.
2. Community Transport Lewes Association – Cllr Alexander
3. Crime Stoppers – Cllr Seabrook, Cllr Gordon-Garrett.
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association – Cllr Fabry
6. Peacehaven & Telscombe Access Group –
7. Royal British Legion – Cllr Davies.
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Seabrook,
10. Community Orchard – Cllr Norcott-Jones.
11. Community Garden – Cllr Norcott-Jones
12. South Downs National Park Authority – Cllr Gallagher, Cllr Gordon-Garrett, Cllr Smith.
13. Peacehaven & District Residents Association – Cllr Gordon-Garrett
14. Green Havens Network –
15. Lewes & Havens Community Network –
16. Downlands Court – Cllr Campbell,
17. Joint Action Group – Cllr Seabrook.
18. ESALC/NALC/SSALC – Cllr Campbell, Cllr Seabrook.
19. Havens Health PPG – Cllr Campbell, Cllr Griffiths
20. Peacehaven Chamber of Commerce – Cllr Gallagher, Cllr Campbell.
21. Kempton House – Cllr Campbell, Cllr Donovan.
22. Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Fabry, Cllr Norcott-Jones.
23. Seahaven Mascots – *[still in existence?]*.
24. Sustrans – Cllr Alexander
25. Community Speed Watch - Cllr Seabrook, Cllr Alexander, Cllr Gordon-Garrett.
26. Allotments – Cllr Wood, Cllr Gallagher, Cllr Sharkey
27. Havens Hub & Cars – Cllr Davies, Cllr Seabrook, Cllr Sharkey
28. Community Supermarket – Cllr Donovan
29. Rampion/Offshore – Cllr Campbell
30. JOFF – Cllr Fabry
31. Peacehaven Community School – Cllr Fabry
32. Lewes District Cost of Living Partners Action Group (CoLPAG)

Task & Finish Groups

Full Council

TFG	Members	Date set up & agenda item	Notes
Neighbourhood Development Plan Steering Group	Cllr Gallagher Cllr Gordon-Garrett	16/05/2023 C1032	
Climate Change	Forming of TFGs deferred to next Council meeting (C1033)		
Library			
Hub			
Youth Engagement			
Morrisons Development	Cllr Davies Cllr Seabrook Cllr Griffiths Tony Allen	16/05/2023 C1051	
Public Rights of Way	Referred to Full Council for next meeting from Planning & Highways Committee (item PH1628) – Cllr Griffiths and Cllr Gordon-Garrett would like to be involved.		

Civic & Community Events Committee

TFG	Members	Date set up & agenda item	Notes
Halloween event	Cllr Harman Cllr Alexander Cllr Seabrook	25/05/2023 CCE299	TFG open to other Cllrs to join. First meeting: 12/06/2023

Planning & Highways Committee

TFG	Members	Date set up & agenda item	Notes
Wildflower grass verge survey	Cllr Norcott-Jones Cllr Seabrook Vicky Onis	23/05/2023 PH1612	First meeting: 08/06/2023
Planters and public realm along South Coast Road	Cllr Gallagher Cllr Norcott-Jones	23/05/2023 PH1614	TFG open to other Cllrs to join.
Provide the Planning & Highways Committee with recommendations from the business plan	Cllr Sharkey Cllr Gordon-Garrett Cllr Norcott-Jones Cllr Campbell Cllr Gallagher	23/05/2023 PH1615	

Leisure, Amenities, and Environment Committee

TFG	Members	Date set up & agenda item	Notes
To prioritise business plan elements relevant to the LA&E Committee.	Cllr Sharkey Cllr Gallagher Cllr Norcott-Jones	30/05/2023 LA791	
Allotment policy and Terms & Conditions	Cllr Gallagher Cllr Sharkey Kevin Bray	30/05/2023 LA792	

Provide recommendations from the Epina Park & Oval Survey results	Cllr Griffiths Cllr Seabrook Cllr Harman Vicky Onis	30/05/2023 LA793	
Signage	Cllr Griffiths Cllr Norcott-Jones Cllr Fabry Vicky Onis	30/05/2023 LA798	Cllr Smith & Cllr Ashby-Parkin to be asked if they would like to participate as absent when the TFG was agreed.

Personnel Committee

TFG	Members	Date set up & agenda item	Notes
Seeking advice on the recruitment of a Town Clerk	Cllr Gallagher Cllr Fabry Cllr Donovan	30/05/2023 E335	
Training Plans	Cllr Gallagher Cllr Fabry Cllr Donovan Cllr Davies	06/06/2023 E342	
Employee Handbook	Cllr Gallagher Cllr Donovan Cllr Davies	06/06/2023 E342	
Determining the terms-of-reference for an independent review of PTC recruitment & retention practice.	Cllr Griffiths Cllr Davies Cllr Fabry Tony Allen	06/06/2023 E349	
Staffing structure review	Cllr Gallagher Cllr Donovan	06/06/2023 E350	

Resolution to be put to Peacehaven TC at Council July11

Proposed by Mary Campbell

Seconded by Cllr N Feabry

Peacehaven Town Council notes with approval the provision in Morrisons' planning for the Meridian Centre redevelopment of a further 302 square metres (Unit Q) in addition to the 302 square metre unit (Unit P) already agreed with East Sussex County Council as the site of a new public library.

Peacehaven Town Council now calls on East Sussex County Council and/or Lewes District Council to work with the Town Council to ensure that Unit Q is built and used to provide Library and related community services (e.g. adult and lifelong learning, coding and maths/numeracy clubs, after-school clubs, Citizens advice etc) currently in such short supply across our community.

Mary Campbell
June 2023

From: Mary Campbell <Cllr.MaryCampbell@peacehaventowncouncil.gov.uk>
Sent: Thursday, June 29, 2023 12:43 PM
To: townclerk@peacehaventowncouncil.gov.uk
Cc: georgina.pellett@swale.at
Subject: Re: AGENDA FOR THE NEXT COUNCIL MEETING - 11th JULY.

Thank you for including the motion in my name (and now seconded by Cllr Fabry) about the potential extra Community space in Morrisons' Building Q.

I have a second one to propose, which I have mentioned to you in the past. Please could you add it to the Agenda for July 11th: viz

`That Peacehaven Town Council forthwith permits the Careers Officer at Peacehaven Community School to use rooms at Community House free of charge during school hours and subject to availability. `

Reason: During school hours, all rooms at PCS are occupied. Presentations by potential employers and interviews with pupils spill over into the PCS canteen or even cannot take place at all: neither of these does much for Peacehaven's students, nor is good for the image of Peacehaven with employers. But, with budgets tight, the Careers Office cannot afford the published charges currently charged by PTC. This is urgent since the next couple of weeks as the summer term ends are a critical period.

[I have copied in the PCS Librarian, who works on careers jointly with the careers officer, Jemma Newman]

Agenda Item:**Committee:** Full Council**Date:** 11th July 2023**Title:** Update on the Peacehaven and Telscombe Neighbourhood Development Plan.**Report Authors:** Chair of Steering group , Cllr Cathy Gallagher**Purpose of Report:** To note.

Introduction

After some six years of evidence gathering the Peacehaven and Telscombe Neighbourhood Plan has now been through Regulation 16 Consultation Stage undertaken by Lewes District as part of the Statutory stages on the path to Independent examination and Referendum carried out by the Electoral Commission.

All of the documents and evidence gathered and compiled has been submitted and accepted at Lewes District Council Statutory Consultees without queries.

The Regulation 16 consultation period was from 18th January 2023 to Thursday 8th March 2023. The consultation was online or by post with paper documents available at both Peacehaven Town and Telscombe Town Civic Offices, as well as Lewes District Council Offices at Southover House.

Delays in the process have resulted from the Local Council Elections (May 4th) and the Consultant and Graphic Designer taking time to adjust the narrative and links to take into account latest Housing and Planning Policies and to make the document easier to read.

Background

The plan has been written to ensure that policies are in place to protect the unique landscape and biodiversity of the two towns , recognising the Climate Pledge signed by both Councils and the move towards net zero carbon emissions.

The Design Guide will help in Planning Decisions and will when the NDP is adopted at Referendum later this year will carry the same weight as the Lewes District Plan and National Planning Policy Framework when the Planning Authority (Lewes District Council) is making decisions for Peacehaven and Telscombe Towns.

There are over 40 documents produced as part of the evidence and research to support this NDP.

Further Information

To inform new Councillors a copy of the Consultation Document is attached . This document is a mandatory document required by the Government.

It sets out the consultations carried out from the start of the Plan to date .

Briefings for Councillors are being arranged to align with Planning & Highways Committee .

Individual briefing sessions can be arranged .

Peacehaven and Telscombe Neighbourhood Plan

Pre-Submission (Regulation 14) Consultation Statement

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Introduction

This consultation statement, required by the Neighbourhood Plan regulations, sets out the main issues and ideas raised by residents and stakeholders over the period 2018 to 2022. It also includes a detailed analysis of submissions to the consultation on the Pre-Submission Neighbourhood Plan carried out between 1st February and midnight on 14th March 2022.

The Locality Roadmap (guidance on Neighbourhood Plans) suggests the following approach to consulting the community (residents) and stakeholders (groups, businesses or organisations with a stake in the area):

- Details of people and organisations consulted about the proposed neighbourhood plan;
- Details of how they were consulted;
- A summary of the main issues and concerns raised through the consultation process;
- Descriptions of how these issues and concerns were considered and addressed in the proposed neighbourhood plan.

In line with this guidance, the responses which are listed in full in the Appendix are summarised here. Some issues such as those in relation to the A259, housing numbers and community infrastructure were raised frequently. A summary of these Frequently Asked Questions (FAQs) and how the PTNP has responded to them are also listed towards the end of this report. A few issues raised, particularly by residents, while legitimate are outside the scope of the PTNP to address. These are also addressed in the FAQs. All the responses to the Pre-Submission PTNP Consultation are included in their entirety in Appendix E but have also been summarised towards the end of this report.

The Submission PTNP has been altered as a result of these submissions and will be brought formally to the two town councils in the summer of 2022 – Peacehaven Town Council on 2nd August and Telscombe Town Council on 15th September. Following the agreement of the two town councils, acting jointly as the qualifying body, the PTNP will then be submitted to Lewes District Council for the Submission or Regulation 16 Consultation to take place in the autumn of 2022. Accompanying documents will include:

- This Consultation Statement
- A Basic Conditions Statement or Report setting out how the PTNP complies with neighbourhood planning regulations.
- The Strategic Environmental Assessment – Environment Report – which has also been updated to reflect the changes in the PTNP
- The Design Codes

Other supporting evidence documents will remain on the PTNP Steering Group website including:

- Housing Needs Assessment
- Masterplan and Masterplan Consultation Statement
- Reports produced by post-graduate students at the University of Brighton on behalf of the PTNP steering group

Timeline

The PTNP process started in late 2017. Delays have resulted from changes in national and local plans and the pandemic. To follow is a timeline that sets out the key steps in developing the PTNP.








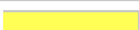




2017	2018	2019	2020	2021	2022	2023
Steering group formed Consultants appointed	First conversations events and drop ins		Business Event and Survey	Masterplan consultation Design Codes	PSNP consultation SNP consultation (Autumn)	Examination Referendum

First Conversation April 2018

With the help of Planning Consultants Homer O’Neil, an event was held on 3rd April at Peacehaven Community House where a SWOT analysis (strengths, weaknesses, opportunities, threats) was carried out. A survey was developed and promoted at a series of consultation drop-in events were held between April 7th and April 21st at the Saltdean Lido Community Hall, the Community House and Telscombe Civic Centre (see Appendix A Exhibition Boards). The results of that survey which can be found in Appendix B Survey Summary 2018 were the foundation for developing the plan. The first question that was asked was:

- Which of the future visions set out would you most like the Neighbourhood Plan to follow.
Future 1. A shorter term plan of 10 -15 years concentrating on locating new housing (255 units) to meet the Government Targets set for the area? **Future 2. A middle term plan 15 - 20 years looking at locating new housing and redefining the Meridian Centre and South Coast road business area.** Future 3. A longer term plan 2030 years looking at creating a new town centre which would cater for Peacehaven, Telscombe and East Saltdean and provide new housing, new business space, new leisure facilities etc.

- Future 2 had the highest level of support (in bold) with 42% (82 responses) followed by Future 3 with 30.5% (59 responses).
- Question 2 asked about residents' worries about future development with 'Increased traffic' ranked highest at 15.3% (155 respondents), followed by 'oversubscribed medical facilities' 14.9% (151 respondents) and 'overstretched amenities' by 12.6% (128 respondents). These have consistently been the highest ranked concerns over the course of the continuing consultation and again in 2022 in response to the Pre-Submission Neighbourhood Plan.

2. What worries you about further development in the area? (You can tick more than one)					Response Percent	Response Total
1	A weaker sense of community.				4.3%	44
2	Air Quality				6.1%	62
3	Increase in crime and anti-social behaviour				11.2%	113
4	Increased traffic				15.3%	155
5	Lack of adequate parking				6.6%	67
6	Lack of school places				8.6%	87
7	Loss of countryside/open space				10.1%	102
8	Overstretched Local Amenities				12.6%	128
9	Oversubscribed Medical Facilities				14.9%	151
10	Undermine local business				2.6%	27
11	Unsafe pedestrian routes				3.9%	40
12	Insufficient Sports and Leisure Facilities				3.1%	32
Analysis					answered	174
	Mean:	43.48	Std. Deviation:	97.17	Satisfaction Rate:	333.33
	Variance:	9442.71	Std. Error:	18.7		
					skipped	19

- Question 3, asked about the type of housing most needed, with 'low cost housing' prioritised by 14.2% (69 respondents) followed by 2-3 bed house by 13.8% (67 respondents). This is addressed in the housing chapter and policies
- Question 4 showed that people didn't support taller buildings (4-8 storeys) at the Meridian Centre which was borne out in the consultation on the Masterplan that happened in 2021.
- Question 5 for employment showed greatest support at 30% for 'shops and retail' with 'market stalls' next at 14.3% and 'starter units' at 14%. These are all reflected in the PSNP. Question 6 asked about allocating land for the 'visitor economy' and was well supported by 70% (126 respondents). Question 7 related to retail along the A259 with 75.2% of respondents supporting more retail and question 8 referring to increased retail on Longridge Avenue with 62% respondents supporting extending the area to provide more shops for East Saltdean.
- Question 9 related to the environment with 14.8% supporting more land for walking routes, 13.7% each for parks and green corridors, bridleways 12.1%, cliff tops 11.9% and cycling networks 9.9%.
- Question 10 related to heritage assets with the following being proposed for conservation:
- Dew Drop Inn, Central Club, Peacehaven Pillars, Telscombe Village, Bells Club, Meridian Monument, Chatsworth Park, Peacehaven Oval, The Big Park, Telscombe Tye, The Dell, Telscombe Playing Fields Under Park Cliff Walk, Peace /Howard Park, Pinnorr Bungalow, War

Memorial, Shepherd's Cottage, Saxon Church (St. Laurence), Gracie Fields House, Coast Guard Cottages. Again these are reflected in the list of Local Green Spaces and Local Heritage Assets proposed for protection in the PSNP.

Steering group

Following the First Conversations, a steering group was formed that then met during the remainder of 2018 and 2019 to gather evidence and support for the Neighbourhood Plan. These minutes of these meetings can be found on the Steering Group's website: <https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/>:

- December 2017 – first steering group meeting different futures discussed
- January 2018 – discussions with MP and Neighbourhood Planning Officer at LDC
- February 2018 – First Conversations launch event and drop-ins in April proposed
- March 2018 – 1000 leaflets printed and 2040 visioning
- June 2018 – initial results of survey
- August 2018 – discussions and visioning on Meridian Centre, walking and cycling routes and call for sites (for 255 homes proposed by LDC)
- September 2018 – reports on work with local businesses, Environment Group and meeting proposed by the Co-op
- October 2018 – updates on call for sites, meeting with Co-op and LDC's Strategic Housing and Economic Land Allocations Assessment (SHELAA)
- November 2018 – reports on business involvement, Strategic Environmental Assessment, Meridian Centre and Call for Sites.
- December 2018 – reports on St Aubyns development in Rottingdean, site assessments and the Tye
- January 2019 – Locality grant of £9000 confirmed and freelance support agreed
- August 2019 – updates on AECOM Site Assessments, Community Energy Scheme and freelance support.
- April 2020 – updates on Co-op plans, social media and website, withdrawal of St Modwens Valley Road Proposal, Masterplanning and Design Guidance, Reports and Policy Recommendations by the University of Brighton.
- July 2020 – appointment of planning consultant
- February 2020 – update on Masterplan consultation, Character Assessment and Design Guidance, Housing Needs Assessment, Strategic Environmental Assessment Scoping Report, plan writing.

Business Survey February 2020

It had proven challenging to engage with the business community in the neighbourhood plan area. A business networking meeting was held in January 2020 and followed up with a survey of local businesses. Key issues for a minority of businesses included:

- Poor transport connections
- Small premises
- Poor ICT connections or services
- Premises in need of improvement / refurbishment

Asked what would improve their business environment businesses listed:

- More banks / financial services
- Meeting spaces
- Better parking

Key markets included:

- Local (within 10 miles)
- EU
- East Sussex
- Lewes District

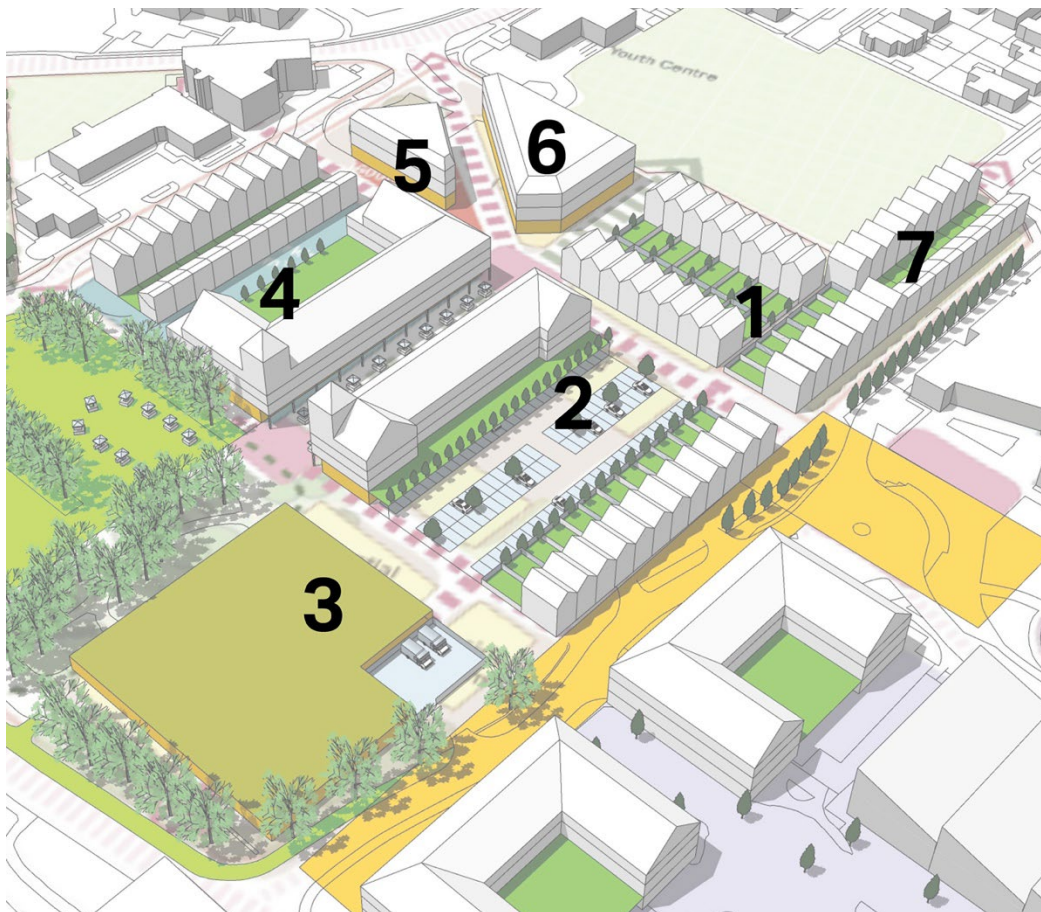
The full report can be found in Appendix C Business Survey

Masterplan development and consultation winter 2020-21

Over the winter of 2020-21 residents of Peacehaven and Telscombe (including East Saltdean) were asked their views on a Masterplan for the redevelopment of the Centre of Peacehaven including the Meridian Centre. The Masterplan was drawn up by an Urban Design Team from international civil engineering and planning consultants AECOM working closely with the PTNP Steering Group.

To develop the Masterplan, a project initiation meeting, walkabout and then a visioning and design workshop were held with the PTNP Steering Group over the summer of 2020. A 1st draft Masterplan was drawn up in the autumn of 2020, reviewed by the Steering Group and a draft Masterplan with a preferred option was then shared with residents.

A summary leaflet was designed including the preferred option and delivered to every house in Peacehaven and Telscombe. There were 844 responses – 223 on paper and 621 online– which generated 2327 separate piece of data to be analysed.



No. of building	Commerical		Communtiy	Residential- Flats		Residential- House	
	Floor area (sqmt)	No. of units	Floor area (sqmt)	Floor area (sqmt)	No. of units	Floor area (sqmt)	No. on units
1	0	0	0	0	0	2530.00	23
2	766.85	12	0	1886.50	34	1310.00	12
3	2485.12	1	0	0	0	0	0
4	766.85	12	0	1886.50	34	1200.00	11
5	0	0	1007.78	0	0	0	0
6	0	0	3031.11	0	0	0	0
7	0	0	0	0	0	670.00	9
Total	4018.82	25	4038.89	3773.00	68	5710.00	55

While the majority of respondents agreed with the proposed new pedestrian streets and squares for the new centre, a majority also disagreed with the Masterplan overall. From an analysis of the comments made in response to the question “What other comments would you like to make ... about the Masterplan” it appeared that:

- 204 respondents were concerned over the impact on roads and traffic, particularly the A259;
- 167 were opposed to more housing particularly its impact on infrastructure;
- 156 wanted more retail particularly smaller shops;
- 136 were concerned about the impact on GPs and Dentists;
- 126 respondents wrote about the proposals to reduce the size of the current Co-op supermarket and of these 39 wanted to retain a large (or larger supermarket) for the weekly shop and 87 wanted a new provider or competition for the Co-op;
- 77 respondents wanted the community centre library retained or enhanced;
- 62 respondents wanted to see a greater hospitality offer including cafes and restaurants.

There is a fuller analysis of the responses on pages 16-25 of the Masterplan Consultation Statement report which can be found the PTNP Steering Group website. The Masterplan Consultation was an important milestone in the development of the Neighbourhood Plan.

Junior (young people survey) February 2021

It had also proven difficult to engage young people, particularly through the other consultation events and activities, and so a survey just for young people was devised and prompted with Peacehaven Community College. New sports areas identified were overwhelmingly a new swimming pool, followed by ten pin bowling. New play items for play parks were (top 3):

1. Slides
2. Zip wire
3. Climbing wall

Young people generally hung out (top 3):

1. Home
2. School
3. Meridian Centre

Words used to describe Peacehaven and Telscombe were (top 4):

1. Peaceful
2. Quiet
3. Dull
4. Boring

When asked if they planned to stay in the area as adults, the majority were unsure, while roughly equal numbers were positive and negative. The full report can be found in Appendix D Junior Survey.

Newsletters

Newsletters or updates have been published from time to time to keep residents and groups updated on the progress of the plan.

- April 2021 – to update residents on the consultation on the Masterplan and provide a layperson's guide to the Neighbourhood Plan.
- June 2021 – a layperson's guide to the public realm, how Design Codes could be used to improve the appearance of the two towns and the Strategic Environmental Assessment.

Design codes November 2020 to May 2021

Much less contentious than the Masterplan and perhaps ultimately more long-lasting was a parallel exercise to identify Character Areas and develop Design Codes for the Neighbourhood Plan. The same Masterplanning team from AECOM, now familiar with the area were appointed to develop the Design Codes. As a first step they worked with the PTNP Steering Group to identify a series of Character Areas for the area:



Each character area was described in detail (layout, height, street, plot, building) followed by the design codes for each area (street codes, building codes, sections) and then specific codes for each area ie coastal road shop front codes. The Character Areas and Design Codes were consulted on alongside the PSNP.

Pre-Submission Neighbourhood Plan (Regulation Consultation)

The Pre-Submission Neighbourhood Plan consultation was carried out between 1st February and midnight on 14th March 2022. Following the model developed for the Masterplan consultation, a summary leaflet was printed and circulated widely. Articles were sent to the media and posted on line on both town council's Facebook pages.

Links to the PTNP Steering Group website which hosted the online survey were also posted on the two council's websites. Public events were held on Zoom on 10th February, at Peacehaven Community House on 16th February 2-7pm and at Telscombe Civic Centre on 21st February at 1-4.30pm. Full copies of the PTNP were also made available at:

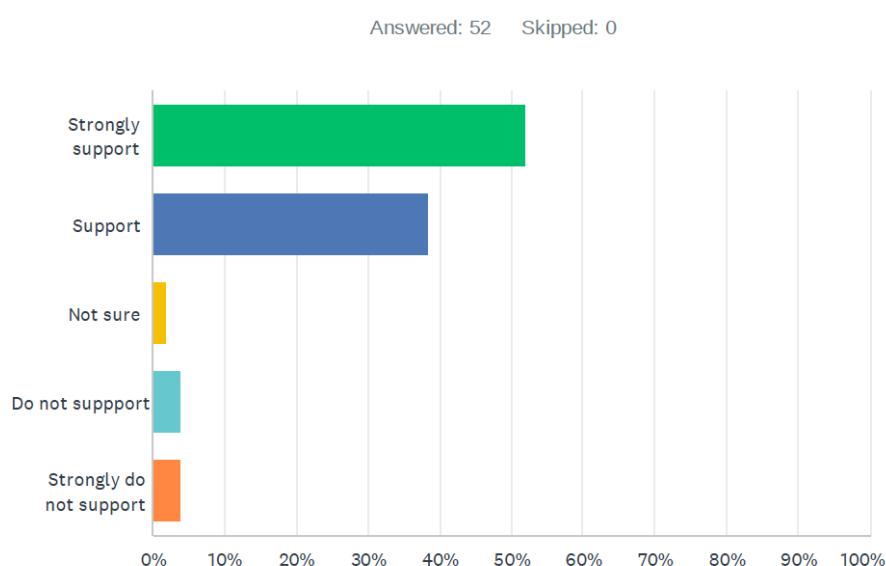
- Peacehaven Community House
- Telscombe Civic Centre
- Gateway Café, Peacehaven
- Pharmacies
- The library in Peacehaven
- Wave Leisure Centre, Peacehaven

A list of statutory consultees, including neighbouring parishes and boroughs including Brighton and Hove City Council and the South Downs National Park Authority, was provided by SDNPA and checked with LDC and an email notification sent to them, as well as landowners and developers.

The number of submissions was much lower than for the Masterplan. This may in part have been due to the less contentious nature of the PSNP. Of the 52 respondents, 25 of them were from Peacehaven, 7 from Telscombe, 6 from Saltdean (part of Telscombe) and 3 from outside the area. Most gave their postcodes and all gave their email addresses.

The online survey encouraged participants to give responses on the Vision, the Objectives, generally on the Policies contained in the PSNP and then detailed responses to specific policies. Most of the questions were open ended (see Appendix E) but a few closed questions were also used:

Q7 Do you support the vision statement (please tick one box only)?
"Peacehaven and Telscombe Towns aim to be sustainable, with clean air and an environment providing a good quality of life for all inhabitants and visitors."



Positively the vast majority strongly supported or supported the vision (90.36%). There were 37 comments or suggestions on the Vision. These are set out in Appendix each with a response on behalf of the PTNP Steering Group. And while people generally supported the plan as a whole, they did raise a number of issues. For example:

- A number of people asked why the plan isn't explicitly seeking a new GP surgery or school. The plan does require all major applications to contribute to the provision of local and social infrastructure including education, healthcare, childcare facilities and community halls.
- Also, they asked why the plan was no longer allocating sites – this was following the advice of LDC as this will be addressed in the next District wide Local Plan.
- A large number of concerns related to traffic and the A259. The plan requires any medium or large planning for development to agree with ESCC Highways (as part of the planning process) measures to lessen the impact of further traffic generation on the A259 through encouraging a shift from car to more sustainable transport methods particularly public transport improvements.
- The PTNP is also seeking improvements for cycling, walking, mobility scooters, pushchairs and public transport (hence 20 minute neighbourhood).
- Some people also wanted 'better' shops. While the plan can't specify the brand of shops, it has policies on retaining shops and not reducing the amount of floor space available. It also argues for retaining a 'weekly shop' sized supermarket.

- Inevitably many people didn't want any more housing. The Housing Needs Assessment commissioned by the two councils identified the need for more housing particularly affordable housing for residents on low or modest incomes and so the plan, while not allocating sites, does make provision for affordable housing to meet local needs.
- Another common concern was that no more homes should be built without better infrastructure (roads, school, doctors etc) and that the infrastructure should be built first. The NP aims to address this through the Community Infrastructure Levy (CIL). A portion of CIL is payable to the Town Councils for spending on local projects in the Neighbourhood Plan area. When the Neighbourhood Plan is 'made' (or adopted), the Town Councils will receive 25% of all CIL monies paid to Lewes District Council. Alongside CIL, the District Council will continue to negotiate Section 106 agreements with applicants.

Areas where the plan will be changing are in relation to the future management of estates or developed land as poor ongoing management or maintenance is recognised as a weakness in some recent developments. Planting native species of trees, grasses and wildflowers in new developments that are suitable for the cliff top / maritime location is now specified. Greening up the two towns, creating outdoor community spaces such as allotments, community gardens and pocket parks are all encouraged. Also, rather than demolish existing buildings, developers will be encouraged to retrofit or refurbish existing buildings as this has a much reduced impact on the environment. And while the revised plan still doesn't allocate sites for development it does identify opportunities and constraints for development across the two towns across eight character areas

Frequently Asked Questions

Q1. What is Neighbourhood Planning?

A. A set of tools to help local communities to get better quality development or 'the right types of development in the right place'.

Q2. How much influence does a Neighbourhood Plan have?

A. Once a plan is adopted, the planning policies have the same weight as the policies in the Local Plan.

Q3. How can I respond to the Neighbourhood Plan?

A. Our preference is online via the survey form on the website, but you can also download and complete a paper form and return it to either town council office or simply write a letter.

Q4. Why is the Neighbourhood Plan not seeking a new GP surgery or a new school?

A. Policy Com1: Community Facilities will require all major applications to contribute to the provision of local and social infrastructure including education, healthcare, childcare facilities and community halls.

Q5. Why is the Neighbourhood Plan no longer allocating sites for development?

A. This is in response to advice received from Lewes District Council. This will be addressed either in the next Local Plan or else in a future revised Neighbourhood Plan.

Q6. What will be the impact of the Neighbourhood Plan on the A259?

- Any medium or large planning proposals for development will need to agree with ESCC Highways (as part of the planning process) measures to lessen the impact of further traffic generation on the A259 through encouraging a shift from car to more sustainable transport methods.
- The Neighbourhood Plan is seeking improvements for cycling, walking, mobility scooters, pushchairs and public transport (hence 20 minute neighbourhood).
- Also see LDC Local Plan Spatial Policy 2 and PSNP Policy TR1 & TR3.

Q7. Can we have better shops?

A. The neighbourhood plan cannot specify the brand of shops. Instead it has policies on retaining shops and not reducing the floor space available. It argues for retaining a 'weekly shop' sized supermarket.

Q8. We don't need any more housing

A. The housing needs assessment identified the need for more housing particularly affordable housing for residents on low or modest incomes. See policy HS4 Low-Cost Housing Tenure.

Q9. Can the plan make provision for a swimming pool?

A. There is already the Lido at West Saltdean, a swimming pool at Newhaven and another at Seaford. It is therefore unlikely that Lewes District Council would support another pool when others are available, unless Peacehaven's population was to grow dramatically. Also see Lewes District Council sports provision policies.

Q10. Can we have a direct walking / cycling route to Brighton?

A. The NP can only make provision for walking and cycling linked to new developments. It is likely that these will mainly be in the north of the two towns. However, the plan does suggest improvements and links to create more joined up cycling and walking provision – see policies TR1 Active Travel and TR2 Promoting accessibility to the South Downs and Coastal Areas.

Q11. No more housing without infrastructure / put in the infrastructure first.

This is an ongoing challenge for all areas where major housebuilding is taking place. The health service is responsible for improvements in primary care (including GP surgeries) and the county council for highways (A249). The NP aims to influence decisions makers and identify infrastructure needs and measures needed to address these. In a small way, the NP can address local infrastructure needs through the Community Infrastructure Levy (See PTNP Section 7 page 92 Community Infrastructure Levy). A portion of CIL is payable to the Town Councils for spending on local projects in the Neighbourhood Plan area. When the Neighbourhood Plan is made the Town Council will receive 25% of all CIL monies paid to Lewes District Council. Alongside CIL, the District Council will continue to negotiate Section 106 agreements with applicants.

16 Market Street
Lewes
East Sussex BN7 2NB
Tel: 01273 473422
Email: sussexhousinghub@ruralsussex.org.uk
www.sussexcommunityhousinghub.org

Dear Tony

13th June 2023

RE: Sussex Community Housing Hub – Information and meeting offer

I am writing to you and your council about the Sussex Hub and to see if you may be interested in a meeting with us. The Sussex Community Housing Hub (the Hub) is an enabling service which provides technical advice and support to community led housing groups and projects across East and West Sussex.

Community-led housing (CLH) involves local people playing a leading and lasting role in solving housing problems, creating genuinely affordable homes and strong communities. These are the main models of community led housing:

- **Community Land Trusts (CLTs)**
- **Co-Housing**
- **Co-operative Housing**
- **Self-Build**

Further information about these models can be found at:

www.communitylandtrusts.org.uk / www.cohousing.org.uk / www.cch.coop.org.uk / www.nacsba.org.uk

The Hub is supported by Local Authorities in Sussex including Lewes District Council with whom we work in partnership to enable community led projects to happen.

Throughout a project, enabling support from the Hub includes;

- helping to establish a local group and engaging / involving local communities
- enabling groups to make informed choices by providing a full suite of processes, tools, and options;
- providing information and advice on funding, finance, development and housing management;
- providing guidance on governance, management and community organising;
- providing access to a range of technical support professionals;
- acting as an intermediary between professionals/local authorities and community groups to facilitate understanding, constructive discussion, and decision making

Sussex Rural Community Council (SRCC) is a charity and company limited by guarantee.

Charity Reg No. 1035401

VAT Reg No. 587494379

Company registered in England No. 2907172

Action in rural Sussex is a member of
the ACRE Network

Action in rural Sussex has been operating a housing enabling service for over 15 years, helping to deliver many local needs schemes. Experience has shown that continuous technical support from locally-based, expert advisers is the key to helping communities navigate their way through affordable housing projects.

There are some truly inspiring examples of where community led housing projects have had a transformative effect on communities - meeting housing needs and providing wider community benefit. This can include protecting or providing other community assets such as a post office, pub or community shop.

In Sussex there is an ever growing number of community led housing groups and projects which are embracing this bottom up and innovative approach to the provision of local needs housing and stewardship of community assets.

The Sussex Hub can organise an **'introduction to community-led housing'** meeting for your council, or another community based organisation. We can also undertake a **scoping exercise** with one of our fully accredited Community Led Housing Advisers. They will produce a report detailing your ideas, ambitions, opportunities and give recommendations for your group. The report will also support further applications for funding.

If you would like to explore this further and to better understand how these models might be able to address housing issues in your community then, please get in touch with one of the Hub's two Community Led Housing Advisor's below.

Tom Warder: tom.warder@ruralsussex.org.uk

Tel: 07932 743403

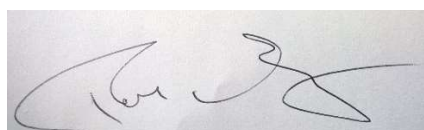
Graham Maunders: graham.maunders@ruralsussex.org.uk

Tel: 07824 900092

We are happy to visit you whenever suits, attend an event or discuss your ideas or queries online, over the phone or via e – mail.

In the meantime, please see enclosed a Hub Flyer and State of the Sector report.

Best wishes,



Tom Warder
Community Led Housing Adviser & Deputy CEO – AirS

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Find out more

If you would like to discuss your ideas or arrange a visit to consider what might be possible in your community – contact us today!

Tom Warder

Community Led Housing Manager

Tel: 01273 407302 / 07932 743403

Email: tom.warder@ruralsussex.org.uk

Graham Maunders


Community Led Housing Advisor

Tel: 01273 407329 / 07824 900092

Email: graham.maunders@ruralsussex.org.uk

www.sussexcommunityhousinghub.org

**Sussex Community
Housing Hub**
Action in rural Sussex

 @SussexHub

A 'One Stop Shop' for
community led housing

- Community Land Trusts
- Co-Housing
- Co-operative Housing
- Self-Build



*Enabling Sussex communities to
develop truly affordable homes*

AirS' vision is for a rural Sussex that is thriving, economically active and full of choice and opportunities for everyone, regardless of their circumstance.

Our full range of services includes:

- COPES – support for Children and Families
- Neighbourhood and Community Planning
- Affordable Housing
- Village Agents and Village Care
- Community Buildings advice and support
- Advocacy for rural communities in Sussex

AirS is an independent charity and our work with rural people and communities throughout Sussex is funded by members' subscriptions, donations, and legacies. In addition, some of our services are paid for, and specific projects receive grant funding from trusts, foundations and the public sector to address priority needs in agreed areas.

Suites F7-F9,
The Waterside Centre, North Street,
Lewes, East Sussex BN7 2PE
Tel: 01273 473422

Fax: 01273 483109

Email: info@ruralsussex.org.uk

www.ruralsussex.org.uk

 @RuralSussex

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Charity Reg No. 1035401. VAT Reg No. 587494379.
Company registered in England No. 2907172.

Presidents: Mrs Susan Pyper, Lord Lieutenant of West Sussex and Peter J Field, Lord Lieutenant of East Sussex

Chief Executive: J J Leggett

Action in rural Sussex is a member of
the Rural Community Action Network





Sussex Community Housing Hub

What is the Sussex Community Housing Hub?

The Hub has been established to provide essential support for urban and rural communities across Sussex wishing to pursue successful community led housing projects.

Its aim is to empower local communities to increase the supply of community led housing, primarily affordable homes, to meet local needs.

We provide advice, support and guidance – increasing knowledge, developing skills and building capacity to realise development opportunities.

We offer:

- Solutions to meet local housing need – maximising community benefit
- Expertise, skills and experience – everything to help delivery
- A long track record of successfully delivering community led projects
- Independent technical advice, support and information
- Extensive networks locally and nationally – informing best practice



Opening of
a Community
Land Trust
Housing Scheme.



Many thanks for all your hard work. I think the way you have guided us through this process thus far is very impressive and your expertise is certainly invaluable.

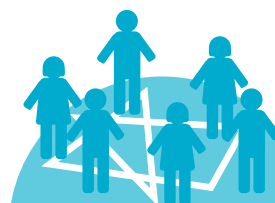
Tim Arnold
Slaugham Parish CLT
founding director

We can help by...

- Explaining the different routes to achieving community-led housing
- Supporting – independent advice throughout a project
- Enabling informed choices by providing a full suite of processes, tools, options
- Training on governance, management, development, community organising
- Acting as an intermediary between professionals, local authorities and community groups
- Facilitating understanding, constructive discussion and decision making
- Providing access to a range of technical support professionals
- Sharing good practice – what works / how to address things that go wrong



The Hub is an urban and rural pan Sussex initiative supported by **9 Local Authorities**



January 2018:
working with
20 Active Groups
across Sussex



State of the Community Land Trust Sector 2023

communitylandtrusts.org.uk

Executive Summary

Across England and Wales there are people who want to see more homes built, green spaces better managed, derelict buildings converted into new workspace.

People who recognise that 4 in 10 people are struggling to meet their housing costs, that poorly insulated homes cost us £6 billion a year in wasted energy, and that left behind areas are only getting a third of their fair share of charitable funding.

People who are willing to volunteer their time and energy, over a period of years, to do something about this. To make their communities more sustainable.

The Community Land Trust movement has grown rapidly in the last decade as the numbers overleaf show. Their impact is felt not only in the increased access for affordable homes, but also in reduced greenhouse gas emissions, greater social cohesion and better health.

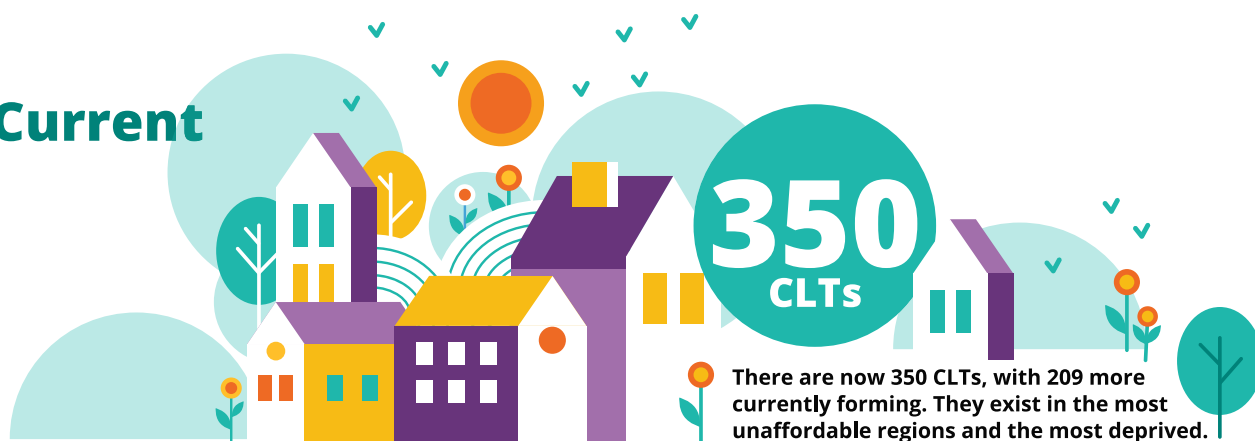
CLTs are not doing this alone. They are working in partnership with councils, developers, housing associations and landowners.

With CLTs, communities become clients for architects, not consultees; partners to developers, not opponents; campaigners with, rather than against, councils.

This report is an invitation to industry and government - to join with us. To partner with CLTs on projects. But also to help us to find new ways to make partnership a success. To write, with us, a pattern book of partnership. To develop products that can be replicated at scale up and down the country.

Working together, in partnership, communities, industry and government have the power to do amazing things.

Current



1711

Affordable homes



£0.5bn

Notional asset value



5413

Homes in pipeline



£1.2bn

Potential social value

60%

CLTs in areas protected by planning system



100 +

Other assets. Including green spaces, workspaces, community centres, shops, community energy systems and more



Critical to success



39 Housing associations partnering on 123 projects



More private developers partnering on 30 projects



49% of councils are actively engaged with CLH



Our ambition



With the right policy and industry support, the CLT movement could take replicable products to scale, building 278,000 CLT homes. 80% of these homes are additional, they wouldn't be built without the CLT.

The opportunities:

30k

30,000 homes on rural exception sites delivered in partnership with housing associations.

20k

20,000 homes using portions of large sites, whether urban regeneration or greenfield garden villages.

117k

117,000 homes on larger community led housing exception sites in partnership with developers.

33k

33,000 homes in urban infill sites.

78k

150 new CLTs forming across cities and towns across the country to deliver 500 homes each - 78,000 in total.



Introduction

Community land trusts, or CLTs, are democratic, non profit organisations that own and develop land for the benefit of the community.

What is a CLT?

The legal definition of a CLT enshrines three key principles:

Community

Their focus is a defined geographic community, anybody who lives or works in the area can join as a member, and the CLT is governed democratically by its members.

Land

They exist to steward and develop land and assets, such as affordable homes, community gardens, civic buildings, pubs, shops, shared workspace, energy schemes and conservation landscapes.

Trust

They hold these assets in trust for the local community, ensuring that homes stay affordable, shops meet local needs and habitats are well managed in perpetuity.

CLTs develop a range of assets on their land for community benefit.

The most common focus is affordable housing, often in mixed-use schemes. CLTs also own workspace, parks and gardens, community centres, pubs and shops. Some are established purely for purposes like buying farmland and managing it for biodiversity and climate resilience. Some run community services like food banks, or use their surpluses to fund local groups.



Market Context

Why do CLTs exist?

Across England and Wales there are people who want to see more homes built, green spaces better managed, derelict buildings converted into new workspace.

People who recognise that 4 in 10 people are struggling to meet their housing costs¹, that poorly insulated homes cost us £6 billion a year in wasted energy², and that left behind areas are not being invested in, attracting only a third of their fair share of charitable funding³ and similar shortfalls of public and private investment.

People who are willing to volunteer their time and energy, over a period of years, to make their communities more sustainable.

People like Andy, desperate at the lack of housing options for young people growing up in Dartmoor, echoed in rural tourist hotspots across England and Wales.

People like Kitt in East Cambridgeshire, living with family and friends because her work as a technician at a vet's won't pay the rent or mortgage on a home of her own where she grew up and her family still live.

They recognise the problems their communities face - severe housing affordability pressures, too few job and training opportunities for young people, the unfolding climate crisis.

They are willing to do something when they read that more than 271,000 people are homeless in England; that 4 in 10 people are struggling to meet their housing costs or falling behind on payments⁴; and that high prices coupled with rising interest rates are pushing more than one million homeowners into poverty⁵.

They also know that terms like 'housing crisis' miss the very varied local markets across the country.

Most CLTs form in two sorts of places:

Deprived areas

There are a disproportionate number of CLTs in deprived communities in places like Liverpool, Tower Hamlets and Jaywick Sands. While housing can still be unaffordable in many of these places, people in these places also struggle with derelict buildings, absentee landlords who don't look after their homes, and a lack of job and training opportunities. **CLTs give communities a tool to restore pride in their local place.**

Expensive areas

There are also high numbers of CLTs in the most unaffordable parts of each region, including tourist hotspots in the South West and Cumbria, commuter villages in Cambridgeshire and expensive cities like London and Bristol. CLTs give communities a tool to develop their place without displacement.

Market Opportunity

Scope for growth

Housebuilding is worth £47bn per year, representing 40% of all construction activity in the UK⁶. So it is a significant opportunity for communities to exercise agency and build local wealth. While the number of CLTs has risen rapidly in the last decade, they are only just beginning to show their true potential.

The Community Land Trust Network - our staff and members - are starting to identify, develop and roll out replicable, scalable and investable propositions using the CLT model.

In the last decade, half a thousand flowers - over 500 nascent CLTs - have bloomed. In amongst this diversity we have begun to **identify a pattern book** of proven solutions to recurring problems, such as how to incorporate a CLT, access land, obtain planning permission and raise development finance.

Drawing on this pattern book, our network can see **replicable products** emerging, which bundle together a package of patterns into a form of CLT project that can be replicated again and again in certain market contexts. And we have begun to develop **enabling services** that can support communities, landowners and developers to roll these products out at scale.

This report focuses on five replicable housing products. Using the numbers of different types of settlement from the ONS⁷, and estimates of the potential scale of each type **we estimate that there is a market opportunity to develop at least 278,000 community led homes** through scaling out these products. If built, this would increase the notional value of the assets of CLTs **from £550 million to £47 billion**.

How we can build 278,000 homes

Product	Where	Opportunity
CLT housing association partnerships	Rural exception sites in one third of the 6,116 villages and small communities	15 homes each = 30,000 homes
CLT developer partnerships	Larger community led exception sites in 944 small and medium towns, and 10% of the 6,116 villages and small communities	75 homes each = 117,000 homes
CLTs owning portions of large sites, whether urban regeneration or greenfield garden villages	CLTs owning some of the 393,000 planned homes in 107 sites with more than 1,500 homes each ⁸	5% of these as CLH = 20,000 homes
CLT-led suburban infill with local MMC factories	Low density inter-war council estates with 1.1 million existing homes	3% intensification = 33,000 homes⁹
CLTs developing multiple projects of their own	One CLT in each of the 155 cities and large towns	500 homes each = 78,000 homes

Impact Thesis

We believe that if communities can play an active role, as landowners with agency, then they can develop assets that benefit local people, places and the planet.

If (inputs)	Then (outputs)	Meaning (outcomes)
Communities shape or control asset development	Greater priority is given to affordability	Better access to genuinely affordable housing
Communities own and steward the land and other assets	Greater priority is given to environmental consideration and sustainable lifestyles	Less greenhouse gas emissions, resource extraction, impact on local ecology
Communities have the capacity and expertise to be active agents	Local people become active agents in local change and in community activity	More social cohesion and reduced loneliness
	More emphasis is given to local views and insights	Opposition to new development is reduced

With CLTs, communities become clients for architects, not consultees; partners to developers, not opponents; campaigners with, rather than against, councils.

Independent academic evidence suggests that housebuilding is no slower when communities are involved in this way¹⁰. But CLTs are far from reaching the market opportunity we have identified.

Communities, landowners, developers and councils aren't aware of the CLT option. There are too-few replicable patterns and products, and skilled enabling services to scale them. Communities lack the skills and knowledge to set up and manage an effective CLT. There is often a lack of affordable finance at key project stages, particularly when securing a site and at planning consent.

Public policy, at the local and national levels, doesn't recognise or support CLTs as well as it might.

So the Community Land Trust Network exists to create the conditions in which the CLT movement can realise its full market potential.

Our mission is to make community ownership of land and affordable housing commonplace.

Our mission is to
make community
ownership
of land and
affordable housing
commonplace.





How

We can see a growing number of projects adopting replicable products, based on a pattern book of solutions to recurring problems.



Every CLT project is, in a sense, unique and bespoke to its place. But we can see a growing number of projects adopting replicable products, based on a pattern book of solutions to recurring problems.

We have identified five housing products developed by CLTs in the market opportunity for growth. Together these could, if taken to scale, see 278,000 homes built or renovated, coming into community ownership.

The following section describes how four of these housing products actually work. We have not included the fifth product - CLT-led suburban infill with local MMC factories - as it is less well developed at the time of writing.

CLTs don't only develop homes, but they are often there in the mix.

Calder Valley CLT has a broad range of projects: they have built six completed bungalows for independent later life living; are buying and refurbishing empty flats and cottages; have bought, refurbished and now steward a Victorian community hall, and have refurbished two connected affordable homes; are buying a disused signal box and will turn it into a heritage centre; are planning to build a new enterprise centre, part-funded by the Todmorden Town Fund bid.

These projects are a mixture of their own direct development, and partnerships with local housing associations, almshouses, community associations and town and borough councils.



There is a
market opportunity
to develop at
least 278,000
community led homes.

Solo product:

CLT developing multiple projects

A significant minority of CLTs choose to develop multiple projects and to aim for rapid growth. Often they develop the new homes and other assets themselves. They can develop the internal capacity, project teams, relationships with funders and lenders, and relationships with local authorities, to grow their stock in a sustainable way.

Some develop themselves but also partner with housing associations and developers. For example, London CLT has completed 34 homes in total, 23 of which were a developer partnership, and has a mixed portfolio of 145 in development. Other examples include: Cornwall CLT (260 homes completed and 285 in development) and Keswick CLT (40 homes completed and one new project in its early stages).

Roles explained

The following table (right) describes the role of the CLT, a regional enabler service and the Community Land Trust Network in this product.

Together, we ensure that the CLT has the capacity and expertise to be active agents, and can buy, steward and develop land and other assets. Through this CLT, the local community can shape or control development in their area.

CLT

Establishes as a steering group, and then an incorporated CLT

Recruits and builds up a diverse and inclusive board and membership, and builds the capacity and skills among volunteers and staff to undertake projects

Builds strong relationships with local authorities and undertakes local advocacy work to make the case for their CLT and new projects

Registers with the Regulator for Social Housing if acting as landlord (optional)

Finds, and buys, land and buildings to develop. Takes freehold, or long lease, of land to steward for community benefit

Undertakes housing needs surveys if needed, and community engagement. Takes the project through the full RIBA Plan of Work, with ongoing and deep community involvement

Raises funds through a mixture of local donations, community shares, social investment, charitable and government grants and bank lending

CLT Network

Incorporation service to establish the CLT, and legal support from Wrigleys and Anthony Collins.

Healthcheck, handbooks, resources, webinars and training to support good governance and management.

Enabler service

Helps CLT identify local housing needs, find and secure a site, and undertake early feasibility and planning work.

Facilitates partnership agreement between CLT and housing association or developer where applicable, ensuring the CLT is an informed and professional partner.

Supports the CLT to act as developer, where applicable, providing - or sourcing - a full development management support package.

Partnership Products:

CLT - housing association

With this product, CLTs and housing associations partner to develop small numbers of affordable homes on rural exception sites. **43 schemes** of this type have completed so far delivering a total of **666 homes** with an **average scheme size of 15; 80 more** are in the works, delivering a pipeline of **1,172 homes**. These kinds of projects represent **55%** of all completed schemes.

It has proven popular in touristic and remote rural areas where housing associations lack the resources to bring projects forward, and communities don't want to take full and sole responsibility for the development and management of the homes.

At least half of all rural CLT-housing association partnership schemes are navigating specific planning designations, being as they are located in Areas of Natural Beauty, National Parks or on Green Belts.

- CLTs provide the local knowledge, win the local community around, and steward the development for community benefit in perpetuity.
- The housing association brings its technical expertise in housing development and management, and its access to development finance and Homes England capital grants.

Roles explained

CLT

Finds site and negotiates with landowner

Leads on housing needs survey and community engagement

Co-produces project designs, tenure choices, allocations policy, other assets/amenities

Takes ownership of freehold of land and stewards for community benefit

CLT Network

Incorporation service to establish the CLT, and legal support from Wrigleys and Anthony Collins

Healthcheck, handbooks, resources, webinars and training to support good governance and management

Housing Association

Co-finance pre-development work to obtain planning consent

Finance and builds homes, transfers land to the CLT

Manages homes with 125 year lease from the CLT

Enabler service

Helps CLT identify local housing needs, find and secure a site, and undertake early feasibility and planning work

Facilitates partnership agreement between CLT and housing association, ensuring the CLT is an informed and professional partner

Spotlight on...

Appledore CLT



Key features: Additional supply benefits of community led housing; area with high levels of second and holiday homes.

Appledore CLT in Torridge District Council, North Devon, was incorporated in 2009 in response to locals being squeezed out by second and holiday homes, which was around 40% of the housing stock.

With very few opportunities for new housing of any kind, the CLT bought a vertiginous piece of land outside the settlement boundary. Despite having spectacular views across the confluence of the Rivers Torridge and Taw, the land had been of no interest to commercial developers because of the unprepossessing approach through an ex-local authority estate.

The CLT partnered with Aster Housing group to deliver the project. The project has not been without its challenges though, mainly due to the very high cost of development on the side of a hill but also because of the negotiation of access rights.

A first attempt to develop had to be aborted due to lack of sufficient capital grant to fund the nine affordable rented homes (six two-bedroom homes, two one bedroom and one three bedroom).

A second attempt subsequently succeeded due to a combination of a Community Housing Fund grant from Torridge District Council, Affordable Homes Programme grant from Homes England, recycled grant from Aster Group, and Aster Housing Group's private borrowing.

Completed in 2019, the project benefits from beautiful views and is an excellent example of how community led housing is providing additional supply that wouldn't otherwise be made available.

Spotlight on...



Stretham and Wilburton CLT

Key features: strength of relationship with the developer and local authority; scale of delivery of both affordable and market housing in rural context.

The two villages of Stretham and Wilburton in East Cambridgeshire joined forces in 2011 to start a new CLT, formally incorporating it in October 2012. They wanted to give the people who live or work in the villages more say over how to develop locally and in ways that could benefit the whole community. They were concerned about the lack of housebuilding in the area, particularly of affordable homes that would enable local people to live closer to their work, schools, shops, clubs, friends and families. Local average house prices are more than 12 times the median local income.

The CLT partnered with local SME Laragh Homes for their first project. Laragh's CEO had already been speaking to a college that owned a farm on the edge of Stretham, and together they persuaded the landowner that a CLT-developer partnership would be the way to go.

Unable to sell the land with planning permission to a mainstream developer and aware that the Council was prepared to make exceptions for mixed developments put forward by local communities, the landowner struck a deal with the CLT and developer which delivered an increased land value from the change of use to housing. Cross-subsidy for the affordable homes came through the sale of market housing on the site.

Two years of intensive community engagement followed. The CLT got planning permission in 2014 for 75 homes with a new village green, GP surgery and workspace. Construction began in June 2015, with the development built out in phases. Funding for the GP surgery has only just been secured in 2023, enabling a fourth and final phase to begin.

The CLT and Laragh homes later embarked on a second, larger project in Wilburton. A planning application is awaiting a decision at the time of writing.

Partnership Products:

CLT - private developer

With this product, CLTs and private developers partner to build larger numbers of homes on the edges of villages and small towns, often providing a significant number of open market sale as well as affordable homes, and other amenities such as new village greens and GPs.

There are currently 30 projects known to be using this model. Of projects completed to date, 21% are developer partnerships. It has worked particularly well in East Cambridgeshire, where the District Council introduced the concept of 'community led exception sites'.

These are described in a Local Plan policy with an accompanying Supplementary Planning Document. They permit CLTs to develop affordable homes on unallocated sites within, or on the edge of, settlements. Market housing is allowed, up to a level required to cross-subsidise the affordable homes and other amenities. The policy creates a land value that is higher than a rural exception site, but lower than an allocated site, and the market sales can fully cross-subsidise the affordable homes without need for capital grant. The policy has provided a strong incentive for landowners and developers to adopt this CLT product.

CLTs provide the local knowledge, win the local community around, and steward the development for community benefit in perpetuity. The CLT may manage the affordable homes itself, or partner with a housing association as above, as is the case with 7 of the currently planned schemes. The developer brings its technical expertise in housing development, and its access to development finance.

Roles explained

CLT

May find the site, or agree to take on an allocation in a developer's land-led project

Leads housing needs survey & community engagement

Co-produces project designs, tenure choices, allocations policy, other assets/amenities

Takes ownership of freehold of affordable homes and amenities and stewards for community benefit

CLT Network

Incorporation service to establish the CLT, and legal support from Wrigleys and Anthony Collins

Healthcheck, handbooks, resources, webinars, training to support good governance & management

Private developer

Co-finances pre-development work to obtain planning consent

Finances and builds homes

Sells land and homes to the CLT for £1 (cross-subsidised by market) or for the capitalised rental value of the homes, lending from banks like our partners Ecology Building Society and Triodos.

Enabler service

Helps CLT identify housing needs, find and secure site, undertake early feasibility and planning work

Facilitates partnership agreement between CLT and housing association, ensuring the CLT is an informed and professional partner

Partnership Products:

CLT allocation in a major developer-led site

With this product, CLTs are allocated a portion of homes as part of a major site being built out by a master developer. In some cases the CLT also becomes the management company for the whole development upon completion, stewarding the homes and amenities for community benefit. Landowners and developers can either sell the plots of land to the CLT to develop itself, or develop the homes in partnership with the CLT and sell them turnkey upon completion.

CLTs provide the local knowledge, win the local community around, and steward the development for community benefit in perpetuity. The CLT may manage the affordable homes itself, or partner with a housing association as above. The developer - if not just selling the plots for CLT-led development - brings its technical expertise in housing development, and its access to development finance.

Examples include St Clement's in Tower Hamlets (London CLT with GLA as landowner and Galliford Try as developer), Kennett Garden Village in East Cambridgeshire (Kennett CLT with Bellway Homes as developer and a local private landowner) and Bayswater in South Oxfordshire (new CLT to be established, with Christ Church College as landowner and developer to be confirmed).



Roles explained

CLT

Leads on housing needs survey and community engagement for only its plots or for the whole site.

Optionally co-produces project designs, tenure choices, allocations policy, other assets/amenities.

Optionally sits on development partnership overseeing the phased build-out of the project.

Takes ownership of freehold of affordable homes and other amenities and stewards for community benefit.

CLT Network

Incorporation service to establish the CLT, and legal support from Wrigleys and Anthony Collins.

Healthcheck, handbooks, resources, webinars, training to support good governance & management.

Landowner/private developer

Identifies and secures site, leads on planning application and community consultation.

Finances and builds homes and other amenities.

Sells land and homes to the CLT for £1 (cross-subsidised by market) or for the capitalised rental value of the homes, lending from banks like our partners Ecology Building Society and Triodos.

Optionally transfers other assets like green spaces and community centres to the CLT with endowment from the land value to support maintenance in addition to estate/service charges.

Enabler service

Helps CLT identify local housing needs, and to establish itself as a landlord or find a partner housing association.

Facilitates partnership agreement between CLT and developer and other partners, ensuring the CLT is an informed and professional partner.

“Just days after moving in, a resident dropped their debit card outside St Clement’s and a neighbour retuned it to them within hours because they already knew who they were.

Such interactions can restore faith in humanity and hope in the ability of a community to care for you.”

London CLT staff member

A person is shown from behind, wearing a light-colored long-sleeved shirt and blue jeans, working on a roof. They are leaning over a large, rectangular solar panel that is being tilted upwards. The roof is covered with dark shingles. In the background, other solar panels are visible, and a white vent pipe protrudes from the roof. The entire image has a purple tint and a dark purple geometric overlay in the top left corner.

What

In 2023, there are 350 active CLTs, with another 209 communities exploring or forming one.

350
active CLTs



Increase in number of CLT initiatives

Between 1983 (when England's first CLT was formed) and 2008, 79 CLT homes were completed by 20 active CLTs. In 2023, there are 350 active CLTs, with another 209 communities exploring or forming one.

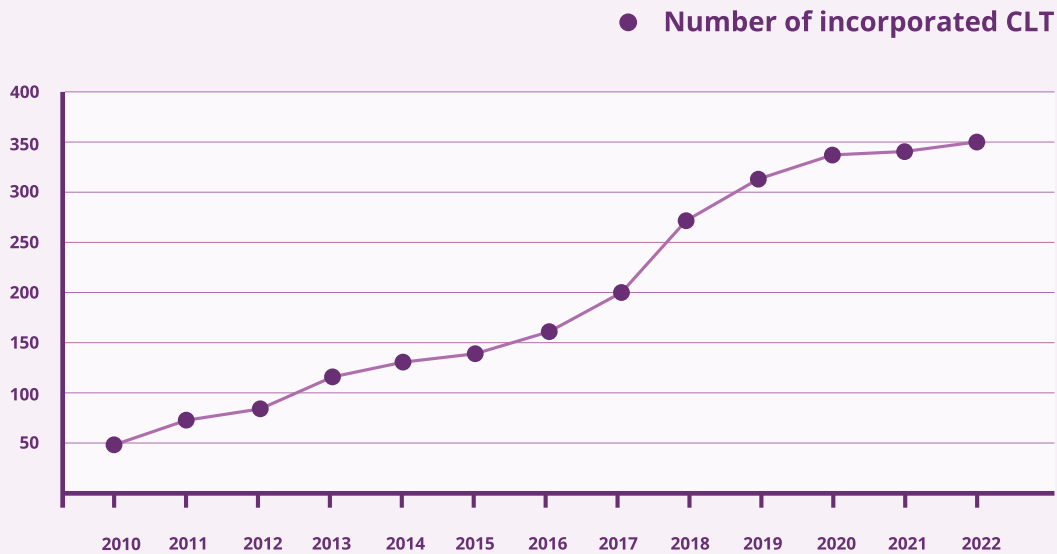


2008



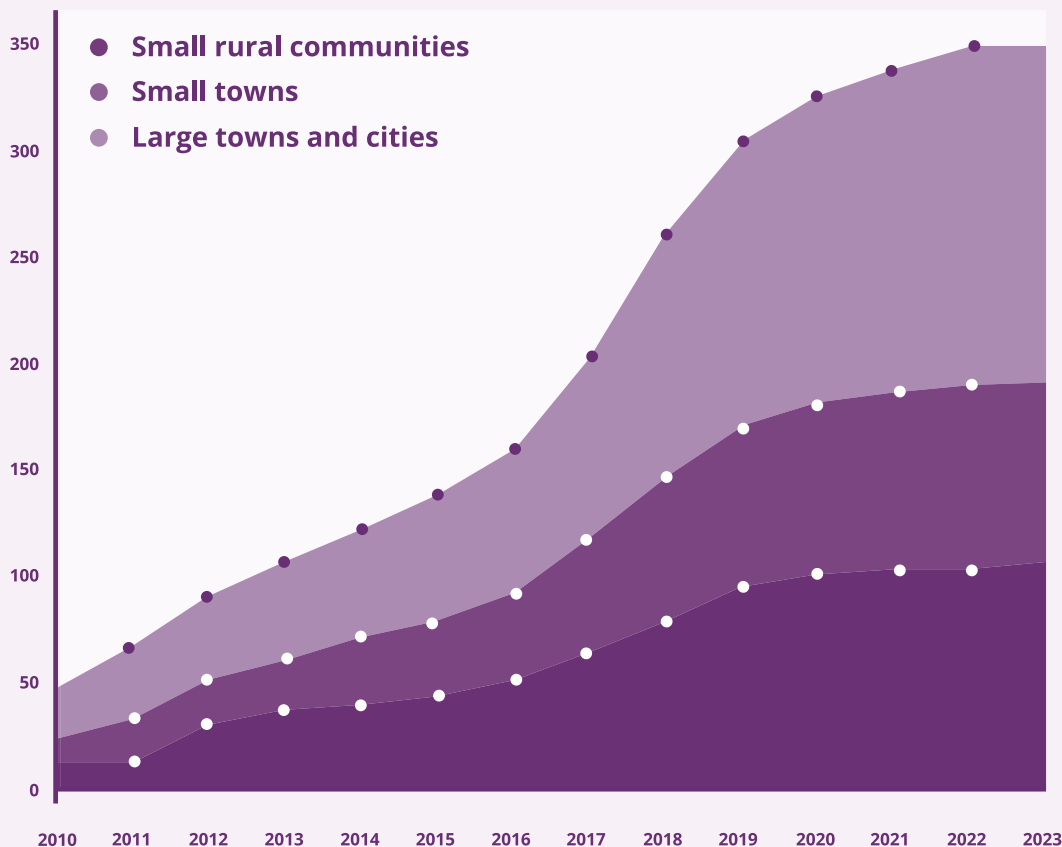
2023

Number of CLT initiatives



Diverse locations

Of the 350 CLTs that are incorporated, 106 are in small rural communities, 85 in small towns, 159 in large towns and cities.

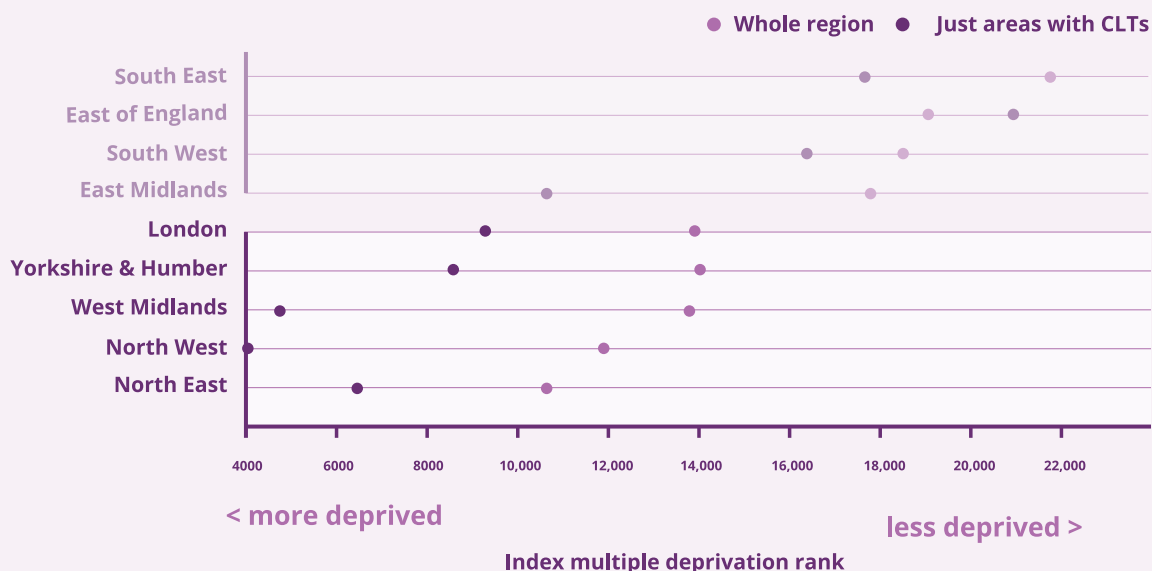


CLTs typically form in two types of place:

One is in the least affordable parts of the least affordable regions:



The other is in the most deprived areas of the most deprived regions:



In 2021 we produced an analysis for Local Trust (unpublished) showing that there is also a disproportionate amount of Community Led Housing activity in left behind areas, i.e. more than you would expect if the activity were evenly spread across England. This includes a significant number of CLTs in places like South Bank (ranked the 160th most deprived community out of 32,844 in England) and Jaywick Sands (ranked 1st). We also found 276 Community Led Housing projects active within 2.5 miles of the 206 left behind areas across England identified by Local Trust, together owning, building or planning 20,600 homes. Many of these organisations could extend into those neighbouring left behind areas, or catalyse new community activity.

If all the CLT homes currently in the pipeline were built, the stock value would rise to £2 billion, creating £1.2 billion of social value.

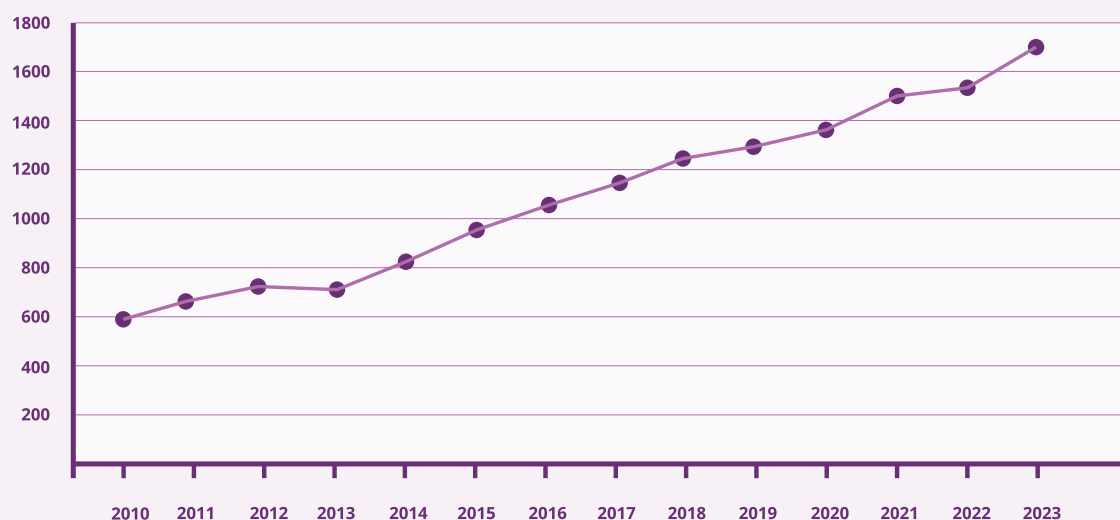
A global movement

The UK is now home to more CLTs than any other country in the world. Together with the 118 CLTs in Scotland¹², we can count 468 British CLTs. We have overtaken the 225 CLTs in the United States, where the CLT model originated. We are also a leading member of a new European network bringing together our members with at least another 8 CLTs in Ireland, France, Germany, Belgium and the Netherlands. They are part of a wider network of similar organisations exploring the CLT model, using UK examples to build off.



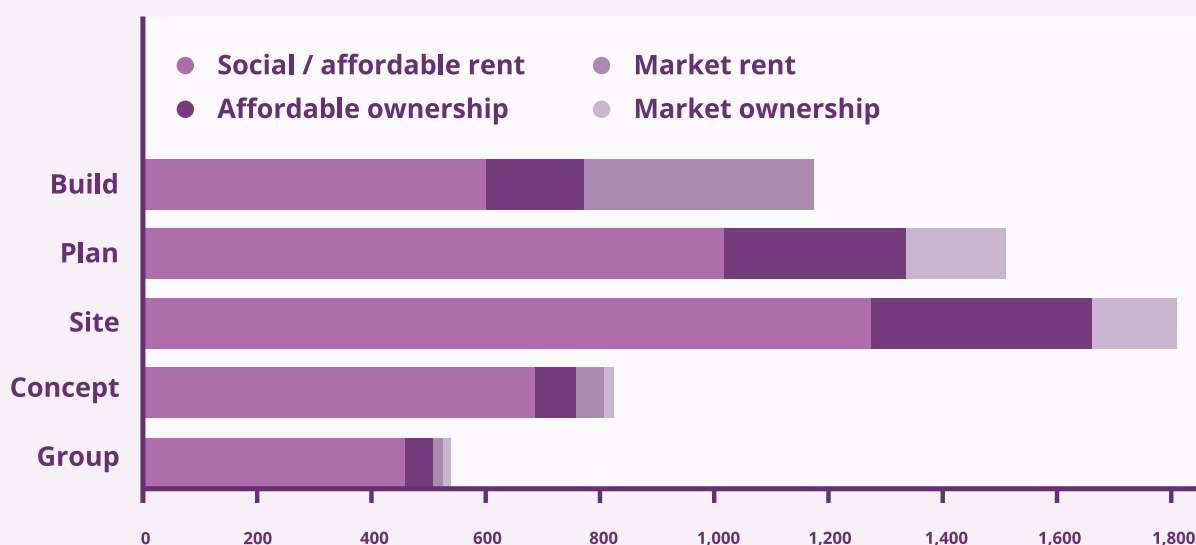
Increase in assets that meet local needs

The most common type of asset CLTs own are affordable homes - they now own 1,711.



The notional market value of all these homes is £550 million¹³. The social value, accounting for access to affordable and quality housing, the reduction in greenhouse gas emissions and ecological impact, better social cohesion and reduced loneliness, and local economic benefits from jobs and local spend, stands at £220 million¹⁴.

There are 5,413 more homes in the pipeline. The following chart shows the breakdown by stage (group just forming, early concept work, seeking a site, working towards a planning application or on site and building) and the tenure of the homes. The majority of homes coming through are for social or affordable rent, reflecting the needs identified by CLTs in their communities.

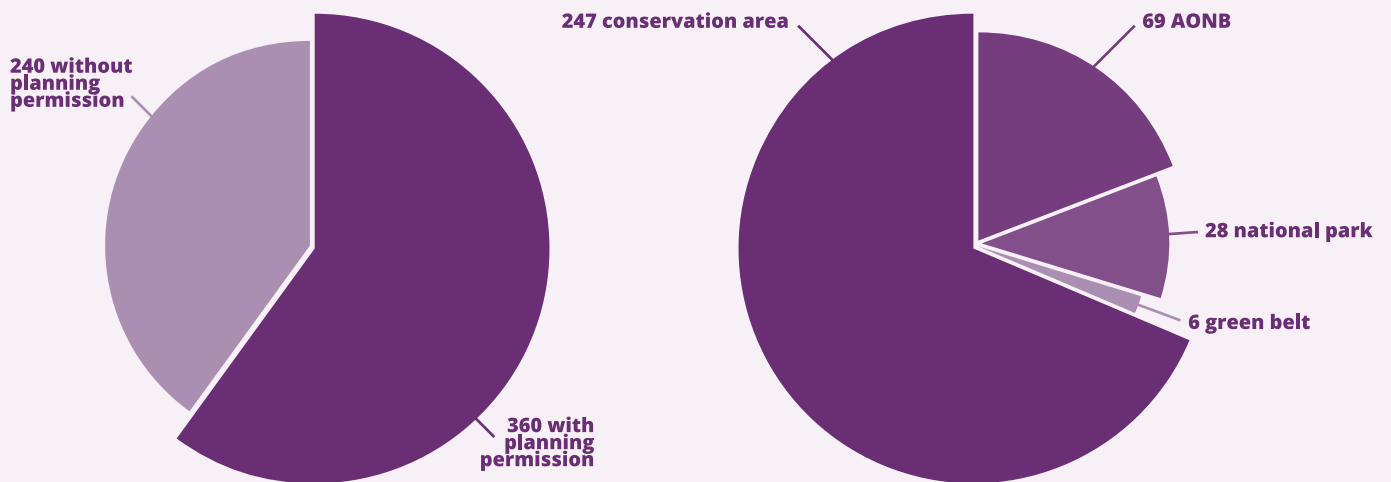


Able to build in sensitive areas

Six in ten CLT projects are in an area with some kind of protection in the planning system.

The most common protection is the conservation area, affecting 247 projects. But there are also 69 projects in Areas of Outstanding Natural Beauty, 38 in National Parks and 6 in the Green Belt. Some projects can tick two or more of these boxes.

CLTs have proven themselves adept at choosing the right sites, designing sensitive schemes, and winning local community support in places where developers and housing associations can otherwise struggle.



Community-led development, more than homes

In its evaluation of Power to Change's Homes in Community Hands programme, the Centre for Regional Economic and Social Research (CRESR) at Sheffield Hallam University found that the 44 funded organisations (not all CLTs) were also investing in high streets, green spaces, agricultural provision, renewable energy infrastructure, commercial space, community centres and other much-needed amenities.

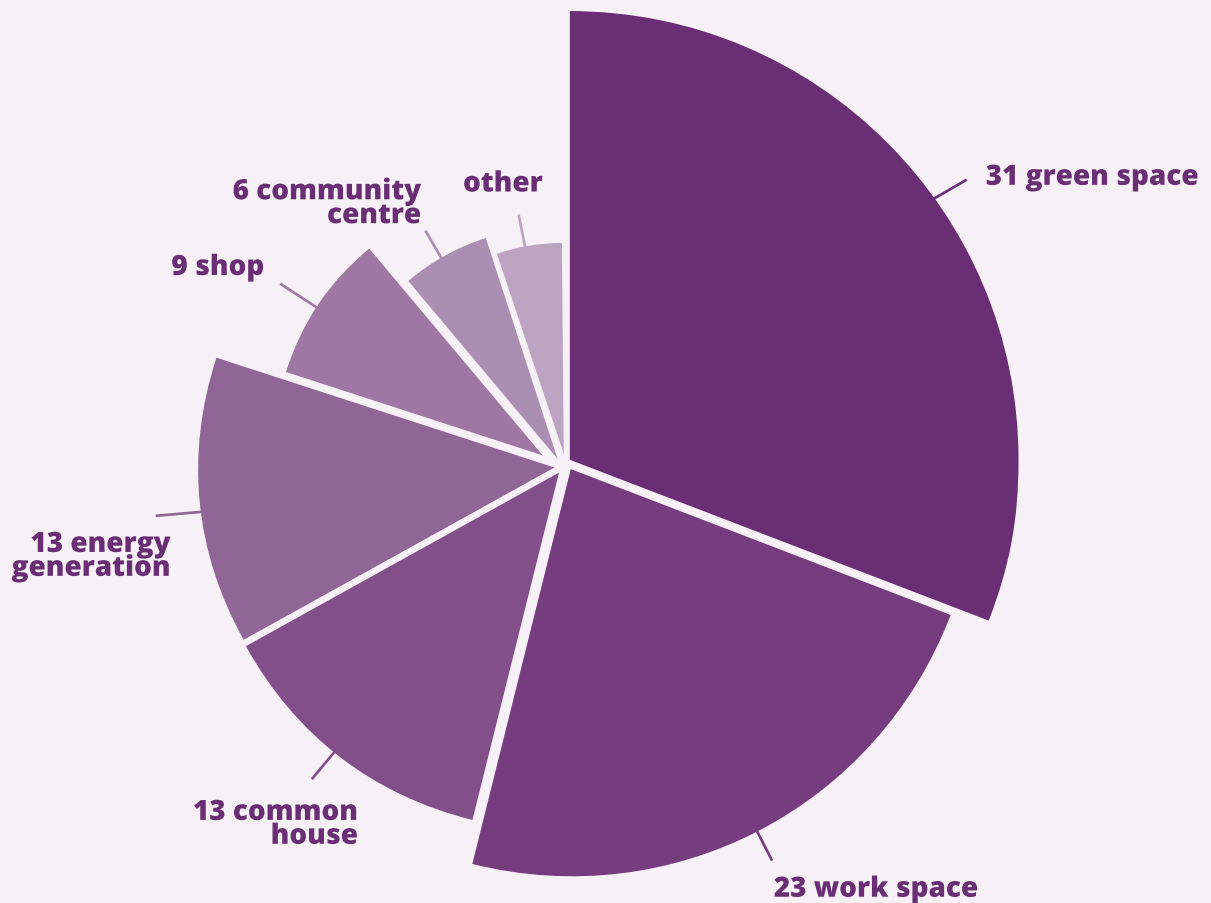
In total, over a third of the development budget for projects in the programme was allocated to non-residential assets.

Many of these 44 organisations were CLTs like Homebaked CLT in Liverpool (which hosts a bakery and is developing new retail and workspace), New Ferry CLT in Wirral (which converted a disused bank building into new retail space and affordable flats), and South Bank CLT (which opened a food bank alongside buying and refurbishing poor quality private rented homes)¹⁵.

In another survey undertaken by Capital Economics, 60% of community led housing organisations reported providing or intending to provide non-housing amenities to their local community. These included parks and green spaces, renewable energy infrastructure, community centres, work space, sports facilities, shops, pubs, post offices, libraries and other assets¹⁶.

More than housing - a breakdown

Our records show 13% of CLT housing projects are planning on delivering more than housing. In a recent survey of 103 of our members this rises to 42%, with the most popular assets planned being some form of green space, be it farmland, nature reserve or park, and workspaces.



Increased awareness and engagement with CLTs

As the number of CLTs and their projects has grown, so too has support from key stakeholders.

Widespread Local Authority support

Our research, using freedom of information requests sent in November 2021, found that half of councils in England and Wales are actively supporting community led development by CLTs and other bodies, with a slight rise in the number giving high levels of support compared to the previous survey in 2019.

One in three councils has adopted policies specifically to support community led development, and two in three have provided grants or loans for housing projects¹⁷.

Increasing housing association and developer support

We have recorded 39 partners, HAs and developers, and growing. Of these, we can count 123 CLT projects adopting the partnership product with housing associations.

We also count 30 projects being delivered with developers. These are pioneers of a new product, seen in examples like Stretham & Wilburton CLT (with Laragh Homes), Newton & Noss CLT (with Pillar Land Securities), Kennett CLT (with Bellway Homes) and London CLT (with Galliford Try, now part of Vistry Partnerships).

The value these partners bring is well understood by many CLTs. The data for the sources of land is very patchy, but we have recorded 77 different private landowners selling or transferring land to CLTs.

“There’s a benefit of delivering a relatively small number of homes in terms of the positive publicity it generates for the organisation. The brand awareness helps develop our working relationships with local authorities, Homes England and others. There’s the feel-good factor of working with CLTs too.

Our board and executive team really believe in CLTs and staff from other areas of the business really love working on these projects and see the benefits as well. It’s a win-win for both sides.”

Housing association development manager

“We got on really well and worked very much in partnership to find the right solution to put together a deal that worked for everyone.”

SME developer



Why

“It utterly transformed our life... we have our own home, which is big enough, in the place that we set down roots twenty years ago.”

London CLT resident



As our impact thesis states, we believe that if communities can play an active role, as landowners with agency, then they can develop more socially, economically and environmentally sustainable homes and other assets. There is a growing body of evidence to support this thesis.

But it's more than the bricks and mortar (or perhaps wood panels...). The impact CLTs and their developments and activities are having a ripple effect far and wide. Lives really are transformed and communities are strengthened.

A study we commissioned from Capital Economics in 2020 assessed the value for money of community led housing including CLT projects using an analytical framework, the Green Book, employed by government officials to evaluate spending proposals¹⁸.

They found that over a thirty-year horizon, CLTs deliver £3.10 of public benefit for every £1 of public support, representing high value for money.

“There’s more housing coming but we’re doing lots of other things too - there’s a climate project, we support other groups through our small grants scheme, we work with the community larder - this was something that was set up in lockdown, and has continued, to help people who were struggling to get food, be that because of food poverty or insecurity, or because the affordable supermarkets are a long bus ride away.”

Christow CLT resident and board member



Increased access to genuinely affordable housing

The 1,711 affordable homes owned by CLTs, and the 5,413 in development, are all significantly increasing access to affordable housing in those communities.

Around 80% of CLT homes are estimated to be 'additional' - that is, they wouldn't be built (or brought back into use) without the CLT's involvement. This additionality comes from CLTs being able to develop in sensitive areas, on small sites others wouldn't touch, and by gaining community support for higher densities.

CLT rental homes are protected from the Right to Buy and Right to Shared Ownership. So communities and landowners can be confident that they will stay affordable in perpetuity.

Further additionality also comes from and being able to win greater local support for larger projects.

We Can Make is a CLT based in Bristol. They are unlocking microsites and infill land for affordable community led housing. The 'unlocking' is made easier because of the true bottom-up nature of the CLT. The CLT has identified 1500 microsites where one or two-bed homes could fit, with their analysis indicating that the existing urban infrastructure could viably take an additional 150 homes (developing 10% of the available sites). Making use of the end of a large and underutilised back garden, We Can Make completed its first one-bed, carbon neutral, eco-home in June 2022.

"Like a lot of villages, we got the curse of becoming fashionable, which has had a major effect on housing for local people - at the time 42% of the housing in Appledore was second homes. When the invitation went out to people to apply we received over 240 applications, with around half actually qualifying, for the nine dwellings. To be able to fill the properties ten times over at least shows the need."

Appledore CLT board member

Reduced greenhouse gas emissions, resource extraction, impact on local ecology

More than half of CLTs in one survey stated that developing environmentally friendly homes with low running costs was a key motivation¹⁹.

We tested whether this motivation translates into practice. In 2021 we commissioned an energy expert to study a random sample of 100 homes across 11 CLT projects. He used information from their approved planning applications to model the expected energy consumption and CO2 emissions from the homes. The study found that every CLT would meet, and many would exceed, local authority targets, and all would significantly exceed national targets²⁰.

Sustainability isn't just a priority for new build developments, it steers renovating and retrofit projects as well. Homebaked CLT in Liverpool is rescuing a derelict terrace of nine houses. There will be new build aspects, but by keeping a large part of the existing terrace by way of preserving the buildings' frontage the embodied carbon in the buildings won't be released.

Some CLTs also see environmental concerns as their main focus. For example, Middle Marches CLT was set up to buy and steward land in the Shropshire Hills Area of Outstanding Natural Beauty. In just a few years they have raised the funds to

buy a 47 acre hill farm, 16 acres of productive grassland next to a village, and a 3 acre water meadow. All the land will be managed to protect, conserve, restore and enhance the ecology as well as bring social and economic benefits to the local community.

When I look at friends that rent privately or own their own homes, with less eco friendly heating, they're really struggling at the moment. If you have to fork out for a whole tank of oil to heat your home over the winter. This house has underfloor heating and I've put a wood burner in. Both makes it really cheap to run and environmentally friendly. My bills are monthly and really manageable."

Stretham and Wilburton CLT resident and board member



Increased social cohesion and reduced loneliness

There has been growing interest and concern as to how homes and communities can be designed to reduce loneliness, and build more cohesive communities.

Research commissioned by the government from the London School of Economics and Political Science found a positive link between community led housing, including CLTs, and a reduction in loneliness²¹.

One simple reason was that communities, when they can design the homes and streetscape, tend to ask for more sociable places. CLTs often design in shared gardens and greens, and move parking away from homes.

But CLTs also bring added dimensions through the participation of their members and residents - the joint activities of meeting, designing homes, organising community consultations, and so on. The more the CLT works to recruit and involve members, the more it reduces loneliness in its local community. The more meaningful the interactions, the more they give people a sense of power over their lives and their local area, the better.

This LSE study shows that the relationships we foster through being involved with a CLT, and the control it gives participants over their lives and the changes affecting their local area, make the communities more cohesive and the individuals less lonely.

These findings echo an academic literature review undertaken by University of the West of England in 2019²², which found a clear link with better social cohesion. Residents of community led housing schemes reported an increased sense of belonging and connection to their neighbours. This not only led to people feeling more connected but also provided more practical outcomes such as shared childcare, or reducing time spent preparing meals, in turn creating more leisure time and reducing time pressure related stress.

Improved health outcomes

The same UWE literature review also found a range of health benefits from community led housing.

These included more support for residents to undertake physical activity and healthier eating behaviours. There is a particular opportunity for healthier ageing, with stronger social and intergenerational ties. In some cases, living in a community led project was perceived to slow age-related health decline through actions such as supporting each other to exercise and eating healthy meals together.

A study of CLTs in the USA also found positive health outcomes²³. These included improved mental health resulting from increased housing stability and affordability. The researchers also found health benefits arising from improvements in housing quality and neighbourhood amenities, services and partnerships with healthcare organisations, and the participation of residents in the CLT's democratic governance.

“We have a WhatsApp group for neighbours to exchange food, borrow things, it's a really nice environment to live in. The CLT means a lot, the opportunity to live within a two minute drive of my elderly parents or pop over to my parents on my wages. You can't put a price on that. I've lived locally, grown up locally, I've got so many friends and family locally. I feel part of the community by being in a house that I can pay for and maintain myself. I can't really describe how many things it has done for me.”

Stretham and Wilburton CLT resident and board member

Get involved

This report is an invitation to housing associations, developers, landowners and councils - to join with us.

You can partner with CLTs on projects

Communities across England and Wales are looking for landowners, developers, housing associations and councils that share their values. If you are committed to high quality development that is inclusive and sustainable; if you are interested in working in partnership with communities, rather than in opposition; then CLTs want to hear from you.

You can initiate projects and create new CLTs around them. We, and our network of enablers, have the knowledge and skills to integrate CLTs into developments of any scale, including creating community stewardship and ownership strategies for large sites and new settlements.

You can also partner with the national network on product development.

The Community Land Trust Network is also looking for help to develop new ways to make partnership a success. We want to work with leading landowners, developers, housing associations and councils to write, together, our pattern book of partnership. To develop products that can be replicated at scale up and down the country.

We have established an industry growth programme to discover, define and develop these replicable products, and to then deliver them at scale. This work is delivered jointly with the UK Cohousing Network and the European CLT Network.

Find out how you can work in partnership with the CLT movement on our website:

communitylandtrusts.org.uk/working-together



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Images

Image of St Clements, Mile End, designed by architects and masterplanners JTP on page 18 is by Craig Auckland / Fotohaus. All other primary images by Ian Miles for the Community Land Trust Network.

With thanks

The Community Land Trust Network is one node in a network of CLTs, enabler hubs, local authorities, funders, lenders, housing associations, and others in the wider community led housing and community land movements -- our achievement is a collective one.

We would like to share a special thank you to The Good Economy for their valuable guidance to craft this report; Ecology Building Society for sponsoring the report's parliament launch; and our core funders, Esmée Fairbairn Foundation and Nationwide Foundation.

Our corporate partners

Thank you for your ongoing support. Together we can make community ownership of land and affordable housing commonplace.

Ecology Building Society

Ecology specialises in supporting properties and projects that promote sustainable communities.

They provide:

- Development finance for CLTs to build
- Mortgages for CLTs to own rental homes, and buy turnkey off developers
- Mortgages to residents including innovative low cost ownership products

Triodos Bank UK

As one of the world's most sustainable banks, Triodos has been financing housing projects for over 40 years.

They provide:

- Development finance for CLTs to build
- Mortgages for CLTs to own rental homes, and buy turnkey off developers
- Lending up to £10m

Anthony Collins Solicitors

Anthony Collins is a specialist law firm with a clear purpose – to improve lives, communities and society.

Their legal services include:

- Help with incorporation and governance
- Contracts with project partners, landowners
- Long-term management matters

Wrigleys Solicitors

At the forefront of the community led housing movement for over 30 years, Wrigleys has a wealth of experience.

Their legal services include:

- Help with incorporation and governance
- Contracts with project partners, landowners
- Member agreements and leases



Anthony Collins
solicitors

Triodos Bank

WRIGLEYS
— SOLICITORS —



THE
GOOD
ECONOMY



communitylandtrusts.org.uk

Agenda Item: C1066
Committee: Council
Date: 11th July 2023
Title: Land west of Cornwall Avenue
Report Authors: Town Clerk
Purpose of Report: To appoint and authorise Councillors to liaise with the developer.

From: Cath | Bree Prenton <cath@breeprenton.co.uk>
Sent: Wednesday, June 21, 2023 1:13 PM
To: DCCO@peacehaventowncouncil.gov.uk <DeputyClerk@peacehaventowncouncil.gov.uk>
Cc: Cllr. Cathy Gallagher <cllr.cathygallagher@telscombetowncouncil.gov.uk>;
townclerk@peacehaventowncouncil.gov.uk
Subject: RE: Land west of Cornwall Avenue

Afternoon George

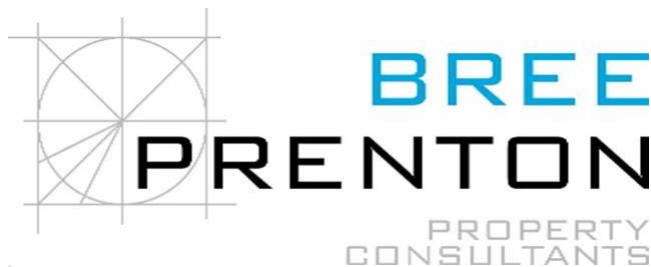
Thank you for coming back to me.

Understood. I will wait to hear back from you after the next Full Council meeting on Tuesday 11th July, and we can arrange a mutually convenient time to liaise with the authorised Councillors.

Kind regards

Cath Prenton BA BSc(Hons) MRICS
For and on behalf of Bree Prenton Property Consultants

22 Beaconsfield Road, Brighton, BN1 4QH
Direct Dial: 01273 894622



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Bree Prenton Property Consultants is the trading name of Havelock Estates Ltd

From: DCCO@peacehaventowncouncil.gov.uk <DeputyClerk@peacehaventowncouncil.gov.uk>

Sent: 21 June 2023 10:00

To: Cath | Bree Prenton <cath@breeprenton.co.uk>

Cc: Cllr. Cathy Gallagher <cllr.cathygallagher@telscombetowncouncil.gov.uk>;
townclerk@peacehaventowncouncil.gov.uk

Subject: RE: Land west of Cornwall Avenue

Dear Cath,

Following our conversation this morning, I have checked our policy on liaising with developers, and it is not a responsibility that has been delegated to a Committee; "*Council will appoint and authorise Councillors to liaise with developers.*"

This matter will therefore need to go to our next Full Council meeting on Tuesday 11th July, at which the Council can authorise Councillors to liaise with you on this matter for which a mutually convenient time for yourselves and the appointed Councillors to meet can then be arranged.

Many Thanks,

George.

George Dyson
Deputy Town Clerk

Phone: 07749 491877

Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB



Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council. The Councils' Privacy Policy sets out how we collect, use, and securely hold your data, and can be viewed on the Council website.

From: Cath | Bree Prenton <cath@breeprenton.co.uk>

Sent: Wednesday, May 24, 2023 12:36 PM

To: Cllr. Cathy Gallagher <cllr.cathygallagher@telscombetowncouncil.gov.uk>

Subject: RE: Land west of Cornwall Avenue

Afternoon Cathy

Further to our correspondence in April I was hoping we could arrange a time for a phone conversation regarding my client's land at Cornwall Avenue.

Could you let me know when you might be available, and we can get a date and time in the diary.

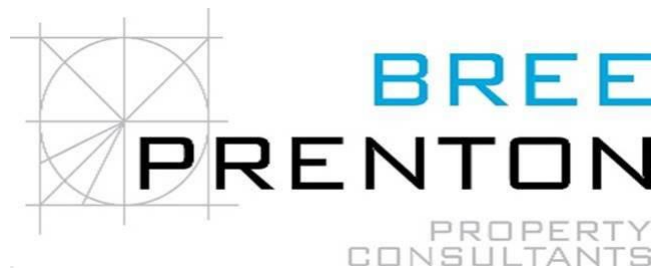
Thanks and kind regards

Cath Prenton BA BSc(Hons) MRICS

For and on behalf of Bree Prenton Property Consultants

22 Beaconsfield Road, Brighton, BN1 4QH

Direct Dial: 01273 894622



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