



GEORGE DYSON
DEPUTY TOWN CLERK
TELEPHONE: 01273 585493
E-MAIL: deputyclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

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

AGENDA

13th September 2023

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 19th September 2023 at 7.30pm.

George Dyson
Deputy Town Clerk

AGENDA

C1081 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C1082 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1083 TO APPROVE APOLOGIES FOR ABSENCE.

C1084 TO RECEIVE DECLARATIONS OF INTERESTS.

C1085 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 25TH JULY 2023

C1086 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

- i. To receive the meeting minutes of the 4th July 2023.
- ii. To receive the meeting minutes of the 25th July 2023.
- iii. To receive the meeting minutes of the 15th August 2023.
- iv. To note the draft meeting minutes of the 5th September 2023.
- v. To receive a report from the Bus Service Improvement Plan TFG and agree recommendations.

b. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.
- ii. To receive the 2022/23 External Auditors Report.
- iii. To approve the internal auditor's engagement letter up to March 2026.
- iv. To receive the meeting minutes of the 27th June 2023.
- v. To note the draft meeting minutes of the 12th September 2023.
- vi. To note the draft Community House Sub-Committee meeting minutes of the 7th September 2023.
- vii. To appoint members to the Grants Sub-Committee.

c. Personnel Committee.

- i. To receive the meeting minutes of the 5th July 2023.
- ii. To receive the meeting minutes of the 18th July 2023.
- iii. To receive the meeting minutes of the 8th August 2023.
- iv. To note the draft meeting minutes of 12th September 2023.

d. Leisure, Amenities & Environment Committee;-

Agenda for the Meeting of Peacehaven Town Council – 19th September 2023

- i. To receive the meeting minutes of the 30th May 2023.
 - ii. To note the draft meeting minutes of the 18th July 2023.
 - iii. To arrange for dealing with tenders received for the Centenary Park Pathway.
- e. **Civic & Community Events Committee:-**
 - i. To receive the meeting minutes of the 20th June 2023.
 - ii. To note the draft meeting minutes of the 1st August 2023.
 - iii. To receive a report and agree plans for a Community Space Scheme.
 - iv. To agree plans for a Halloween party

C1087 TO AGREE AND MAKE FINAL APPOINTMENTS TO OUTSIDE BODIES

C1088 TO AGREE MEMBERS OF THE PUBLIC RIGHTS OF WAY TFG

C1089 TO RECEIVE REPORTS FROM OUTSIDE BODIES (Verbal).

C1090 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN.

C1091 TO AGREE THE REVISED NEIGHBOURHOOD DEVELOPMENT PLAN FOR SUBMISSION TO REGULATION 16 CONSULTATION.

C1092 MOTION BY CLLR FABRY TO PROPOSE SUPPORT FOR ENERGY CHAMPIONS IN PEACEHAVEN

C1093 TO RECEIVE A REPORT AND AGREE ACTIONS REGARDING COUNCILLOR PRINTING COSTS

C1094 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1095 DATE OF NEXT MEETING – TUESDAY 7TH NOVEMBER 2023 AT 7.30PM.

C1096 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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:-

C1097 Personnel Committee:-

- i. To receive a report on the outcome of a complaint investigation.
- ii. To agree a TFG to review the former Town Clerk's exit interview.
- iii. To note and approve progress on the recruitment of a new Town Clerk.
- iv. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.

C1098 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE

C1099 TO RECEIVE A CONFIDENTIAL REPORT RELATING TO AN ONGOING COMPLAINT

C1100 TO AGREE THE CYCLE HUB LEASE WITH EAST SUSSEX COUNTY COUNCIL

C1101 TO RESOLVE THAT THE AGREED GATEWAY CAFÉ LEASE BE EXECUTED



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

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DRAFT CONFIDENTIAL Minutes of the meeting of the Extraordinary Council meeting held in the Anzac Room, Community House, on Tuesday 25th July 2023 at 6.00pm

Present: Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Wendy Veck, Cllr Paul Davies, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Jude Smith, Cllr Claude Cheta, Cllr Lee Ashby-Parkin, Cllr Aimee Harman.
Town Clerk, Tony Allen.

Two members of the public were in attendance to observe the meeting.

C1073 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting and covered the housekeeping items.

C1074 PUBLIC SESSION.

No items.

C1075 TO APPROVE APOLOGIES FOR ABSENCE.

It was resolved to accept apologies from Cllr Norcott-Jones, Cllr Donovan & Cllr Smith.

C1076 TO RECEIVE DECLARATIONS OF INTERESTS.

Cllr Seabrook as a member of the recruitment panel for the new Town Clerk.

C1077 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 11th JULY 2023.

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

[All members of the public left the meeting].

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:-

[Cllr Seabrook vacated the Chair. It was resolved that Cllr Veck takes the Chair for the next item].

C1078 TO RECEIVE A REPORT FROM THE PERSONNEL COMMITTEE & THE CLERK REGARDING THE APPOINTMENT OF A NEW TOWN CLERK.

The Clerk's report was received and noted.

Cllr Seabrook reported on the process followed by the recruitment panel, its actions and the outcomes from the process.

Options going forward were discussed, including any impact on current staff members.

[18:17 – Cllr Sharkey & Cllr Gallagher joined the meeting]

Cllr Gallagher gave a supplementary chronological report on the process followed by the recruitment panel, reports at meetings, the panel's actions, records file kept and the outcomes from the process.

Minutes of the Extraordinary Meeting of Peacehaven Town Council – 26th July 2023

Cllr Campbell asked whether it would be legal to offer the position of Town Clerk to the person who 'came second' in the recently completed recruitment process, and whether that would still be the case even if the individual did not also take up the RFO job. The Clerk responded yes, and that this approach has been taken by the Council in the past.

It was reported that ESALC had been consulted throughout the process and had advised that the interview panel was sufficiently experienced to proceed without his presence, or that of an experienced Clerk.

Further options going forward were discussed.

[Cllr Seabrook returned to the Chair].

C1079 TO AGREE THE IMMEDIATE RETENTION OF A LOCUM CLERK & OR RFO TO FACILITATE THE HANDOVER FROM THE CURRENT TOWN CLERK.

Cllr Gallagher reported that ESALC had identified a suitably experienced locum Town Clerk/RFO and gave outline details of the person concerned.

The Chairman highlighted the urgent need for Council to take action, in view of the current Town Clerk's impending departure, noting that there is no spare capacity within the current staffing team, and that the retention of the locum identified by Trevor Leggo seemed to be the best solution.

Timescales, costs and the effect on the current staffing team and projects were discussed.

It was noted that the Council needs to take firm action at its September 2023 meeting, to ensure the swift recruitment of a permanent Town Clerk/RFO; Personnel Committee to develop options and proposals.

It was resolved to use the locum Town Clerk/RFO identified by ESALC to cover the handover from the current Town Clerk/RFO and the interim period until a new Town Clerk/RFO is employed; to start as soon as possible and to be engaged for a maximum of 30 hour/week.

C1080 DATE OF NEXT MEETING – Wednesday 20th SEPTEMBER 2023 AT 7.30PM.

There being no further business the meeting ended at 18:47.



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

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MERIDIAN WAY
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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 4th July 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. PH1648 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedure and informed the Committee that all resolutions from the previous Committee meeting have been actioned and thanked the Committees and Assistant Projects Officer for her work.

The Chair further informed the Committee that the Neighbourhood Plan as it appears in the Lewes District Council documents has only had cosmetic changes since sent there so can be treated as the plan that will be going to referendum. The Chair stated that there was one specific area that seemed to be very different from what was consulted on: the development areas, as removing their boundaries in the latest version of the plan appears to have opened up all of Peacehaven for development.

2. PH1649 PUBLIC QUESTIONS

A member of the public spoke about concerns surrounding application LW/23/0276.

The Chair informed the member of the public that the Lewes District Councillors would raise the matter with the District Council.

1 member of the public left at this point

3. PH1650 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies have been received.

Cllr Cheta was absent.

4. PH1651 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1652 TO ADOPT THE MINUTES OF 13TH JUNE 2023

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

6. PH1653 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Alexander asked about the transfer from EMR for noticeboards. The Deputy Clerk confirmed that this was as agreed at Committee.

Cllr Gallagher enquired about what budget code 4101 Repair/ Alteration of Premises is used for. The Deputy Clerk will speak with the Finance Officer to get an answer and circulate the information to Committee members.

The Committee **noted** the budgetary report.

7. PH1654 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that the Chairs Announcement in item PH1648 was not entirely factual, and that as that Neighbourhood Plan was being developed, the Government changed the algorithm for calculating housing numbers, and that as a result Lewes District are having to redo their own local plan. Lewes District therefore asked that the Peacehaven and Telscombe Neighbourhood Plan not include allocated sites, and that Lewes District will administer this.

What has not happened is that it has become a free for all for developers.

The policies and design guides are all as the original plan, all changes have now been made and should go back to Lewes District this week.

Training for Councillors will be available soon, starting this weekend at the Summer Fair.

8. PH1655 TO DISCUSS GRASS VERGE CUTTING

Cllr Sharkey introduced and summarised the report.

There was a discussion on the item. It was the proposed that the Committee agree to share more information on noticeboards and Social media about grass cutting around Peacehaven.

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

9. PH1656 TO INFORM THE PLANNING COMMITTEE – CRIME IN PEACEHAVEN

Cllr Seabrook introduced the report.

Cllr Alexander highlighted a number of inaccuracies in the report.

The Chair informed the Committee that as part of the business plan, the Committee will receive regular updates on the crime figures.

The Committee **noted** the report.

The Chair informed the Committee that items PH1657 and PH1658 would be discussed together.

- 10. PH1657 MOTION BY CLLR SEABROOK TO REQUEST THE ESCC ROAD SAFETY MANAGER REVIEW PARKING AROUND THE JUNCTION OF GLYNN ROAD WITH PELHAM RISE**
- 11. PH1658 MOTION BY CLLR GORDON-GARRETT TO IMPROVE ACCESSIBILITY TO BUSES IN PELHAM RISE**

Cllr Gordon-Garrett read out the report in full. There was then a brief discussion on the matter.

It was proposed that Officers liaise with ESCC Officers about the recommendations in the report and report back to Committee.

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

1 member of the public left at this point

12. PH1659 TO RECEIVE A REPORT FROM THE COMMITTEES BUSINESS PLAN TFG

The Chair summarised the report.

It was proposed that the Committee agree to recommendation 1 of the report.

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

It was proposed that wildflower verges be added to the business plan.

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

It was proposed that receiving regular reports on road accidents be added to the business plan.

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

It was proposed that the Committee agree to recommendation 2 of the report.

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

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

PH1660 – LW/23/0347 7 Cliff Avenue

There was a brief discussion on the planning application. It was proposed that the Committee support this application.

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

PH1661 – LW/23/0329 61 Downs Walk

Cllr Gordon-Garrett introduced the item and gave several reasons why the Committee should object to the application.

Cllr Gallagher added some further reasons as to why the Committee should object.

It was proposed that the Committee Object to the application on grounds that it does not meet DM 2 – DM12 of the Lewes District Plan part 2, that the PEA is not in the documents and no tree survey done, that the documents submitted are not sufficiently truthful, that there is no net biodiversity gain as per Lewes District Local Plan Part 1 Policy 8.4, that it would set a precedent for further development, that the site is contaminated due to an old landfill site, that the sustainability checklist has not been met, and that it goes against policies PT1 and design code 3.09 of the emerging Neighbourhood Development Plan.

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

PH1662 – LW/23/0358 6 Rustic Road

It was proposed the Committee support this planning application, subject to the condition that no further development take place on site.

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

PH1663 – LW/23/0328 39 Arundel Road

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.

PH1664 – LW/23/0275 52B Gladys Avenue

It was proposed that the Committee support this planning application.

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

PH1665 – LW/23/0334 1 Johns Close

It was proposed to object to this application on the grounds that the development goes against Lewes District Council Local Plan Part 2 Policy DM25 and policy PT1 of the emerging Neighbourhood Development Plan, it is overdevelopment of the site, on a dangerous corner, and does not demonstrate a net biodiversity gain.

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

PH1666 – LW/23/0368 11 The Dewpond

After a brief discussion it was proposed that the Committee support this planning application.

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

PH1667 – LW/23/0324 108 Dorothy Avenue North

It was proposed that the Committee support this planning application.

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

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

PH1668 – LW/23/0364 66 Abbey Close

The Committee **noted** this permitted development notification.

PH1669 – LW/23/0355 86 Malines Avenue

It was proposed that the Committee support this planning application.

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

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

14. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1670 – LW/23/0370/CD Land Between Greenacres and Highsted Park Telscombe Road

The Committee **noted** the planning application.

15. PH1671 NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Chair gave a brief update with regard to complaint 61, that a planning enforcement officer is investigating the matter.

Cllr Seabrook gave some background information to complaint 71.

The Committee **noted** the complaints.

16. PH1671 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Action from agenda item PH1658 to be added to the action plan.

The Committee **noted** the action plan.

17. PH1647 DATE OF NEXT MEETING 25TH JULY 2023 AT 7.30PM.

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

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



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TOWN CLERK
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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 25th July 2023 at 7.30pm

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

Officers: George Dyson (Deputy Town Clerk).

2 members of the public were in attendance.

1. PH1674 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:29, welcomed everyone and went through the building fire procedure.

2. PH1675 PUBLIC QUESTIONS

A member of the public raised that the start of the Morrisons development is now less than 6 months away and it's all gone very quiet, in particular there are still concerns regarding the Post Office.

They also queried about the local transport plan going quiet, and asked about an update regarding the East Sussex County Council Bus Stop audit and Bus Service Improvement Plan (BSIP).

The Chair informed the resident that the Committee Action Plan which will be discussed as agenda item PH1692 includes an update regarding bus stops.

Cllr Seabrook also informed the resident that a meeting is scheduled this Thursday about the BSIP feedback.

1 member of the public left at this point (19:35)

3. PH1676 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Gordon-Garrett.

4. PH1677 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1678 TO ADOPT THE MINUTES OF 4TH JULY 2023

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

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

6. PH1679 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1680 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that Nancy Astley was planning to attend tonight, however, due to the extraordinary Council meeting preceding this Committee meeting there was not time to accommodate. Nancy is hoping to start training and Councillor briefings soon though.

Lewes District Council received the amended plan last week, which explains why things have been quiet for a little while, but things should start moving along now.

8. PH1681 TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1682 – LW/23/0332 14 Keymer Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey Seconded by: Cllr Gallagher
The Committee **resolved** to **support** this planning application.

PH1683 – LW/23/0373 20 Southview Road

The Chair introduced this application, Cllr Alexander raised a query about the balcony that appears on the plans.

It was proposed that the Committee support this planning application.

Proposed by: Cllr Wood Seconded by: Cllr Gallagher
The Committee **resolved** to **support** this planning application.

PH1684 – LW/23/0395 1 Bramber Avenue

The Committee discussed the application, including how the reasons for the District Council refusing the previous application have now been addressed.

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook Seconded by: Cllr Wood
The Committee **resolved** to **support** this planning application.

PH1685 – LW/23/0385 273 South Coast Road

There was a lengthy discussion on the application.

It was proposed that the Committee object to this planning application on the grounds that the transport plan is inadequate, the application goes against LDC Local Plan Part 2 policy DM25(2) and policy PT1 of the emerging Neighbourhood Development Plan, that there is no net biodiversity gain, and that the Committee also had concerns over the effect on access to the Dell park.

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

PH1690 – LW/23/0374/CD 53 Steyning Avenue

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

9. TO COMMENT ON THE FOLLOWING TPO APPLICATIONS:-

PH1686 – TW/22/0097/TPO 14 Anzac Close

It was proposed that the Committee support this TPO application.

Proposed by: Cllr Wood Seconded by: Cllr Gallagher
The Committee **resolved** to **support** this works to trees application.

PH1687 – TW/23/0054/TPO 2 Louvain Gardens

There was a lengthy discussion on this application.

It was proposed that the Committee object to this application on the grounds of loss of biodiversity, totally contrary to Lewes District Council Local Plan part 2 policy DM25 (4), the value to public amenity of the trees is well documented in the public representations associated with planning application LW/21/0014, and concerns about bats habitat being affected by the removal of the trees, something raised in a letter sent by the owners of the trees in response to application LW/21/0014 (attached for convenience) and by other public representations.

In addition, it is unclear whether the LPA have been informed about the damage already caused to these trees, and the Committee request whether or not this is the case, that Officers take the appropriate enforcement action.

Proposed by: Cllr Wood Seconded by: Cllr Gallagher
The Committee **resolved** to **object** to this works to trees application.

PH1688 – TW/23/0055/TPO 2 Louvain Gardens

It was proposed that the Committee object to this application citing the same reasons as the objects raised in item PH1687.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood
The Committee **resolved** to **object** to this works to trees application by majority, with 2 abstentions.

PH1689 – TW/23/0058/TPO 3 Stanley Road

It was proposed that the Committee support this TPO application.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook
The Committee **resolved** to **support** this works to trees application.

10. PH1691 TO NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Committee **noted** the complaints.

11. PH1692 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair gave an update about the Pelham Rise bus stops following a meeting with an East Sussex County Council Officer. The Action Plan is to be updated to include monitoring the improvements that ESCC will be making.

Cllr Seabrook thanked Cllr Campbell and Cllr Gordon-Garrett for their work in progressing this item.

The Deputy Clerk informed the Committee that the TFG looking into the South Coast Road public realm is yet to meet and make recommendations to Committee regarding the advertising on planters, and that as a result of this a local business who has enquired some time ago about advertising has not yet had a response.

Cllr Gallagher informed the Committee that this TFG is yet to meet, and could an updated list of TFGs be circulated to ensure the correct members are included in the meeting.

The Chair also informed the Committee that the allotment noticeboard has now been installed.

12. PH1693 DATE OF NEXT MEETING 15TH AUGUST 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 15th August 2023.

1 member of the public left at this point (20:38)

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:-

13. PH1694 TO NOTE THE RESPONSE FROM THE CHAIR OF COUNCIL TO A COMPLAINT REGARDING THE PLANNING AND HIGHWAYS COMMITTEE.

Cllr Seabrook summarised the complaint and the response.

It was proposed that the consultation deadline date of planning applications be added to future agendas which will allow Committee the option to defer responses to future meetings if the dates allow.

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

There being no further business the meeting ended at 20:47.



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TONY ALLEN
TOWN CLERK
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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 15th August 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 Ian Alexander, Cllr Sherral Wood.

Officers: Victoria Onis (Committees & Assistant Project Officer)

4 members of the public were in attendance.

1 PH1695 CHAIR ANNOUNCEMENTS

The Chair opened the meeting, welcomed everyone and went through the fire procedure.

2 PH1696 PUBLIC QUESTIONS

A member of the public informed the Committee that on behalf of Telscombe residents' association they are reviewing and writing a response to ESCC on the Bus improvement plan.

The Resident is interested in both PTC and TTC's views on the Bus improvement plan proposals for the Towns and alerted the Committee that there are inaccuracies with the Bus improvement plan proposals, and these have been highlighted to ESCC who have advised they are going to review the points raised.

Cllr Sharkey informed the Resident that the Bus Improvement plan will be discussed at Telscombe Town Council's Planning & Highways meeting on the 4th September.

It was agreed by the Committee that the plans including the Newhaven proposals, need to be looked at again and in depth, due to the many problems with the plans which will have knock-on effects for Peacehaven and Telscombe; the plan for each Town cannot be looked at in isolation.

2 members of the public entered the meeting (19:40)

Members of the public raised concerns with the condition of the pavements when on a mobility scooter and would like to report overhanging brambles on the narrow Cycle path from South Coast Road to Downlands & from Tudor rose down to Newhaven.

The Committees Officer informed the Resident that the issue with the overhanging brambles has been reported to ESCC numerous times and again last week to Neighbourhood First who have updated that it is on ESCC's list of works but there is no exact time scale for work to be actioned and only that the work will be carried out shortly.

The Chair informed the Resident that this work needs to be actioned by ESCC, we can only keep reporting which will be monitored by PTC Officers.

3 PH1697 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were present.

4 PH1698 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Gordon-Garrett as an acquaintance of the applicant PH1711
Cllr Campbell as a life member of the woodland trust. PH1703

5 PH1699 TO ADOPT THE MINUTES FROM THE 25th JULY 2023

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

Proposed by: Cllr Sharkey

Seconded by: Cllr Wood

6 PH1700 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee noted the budgetary report

7 PH1701 TO DISCUSS ESCC BUS SERVICE IMPROVEMENT PLAN CONSULTATION

Cllr Campbell informed the Committee that she and Cllr Seabrook have spent some time looking at this proposal and monitoring the buses for periods of time in the rush hour to gauge what the real problems are in this area.

The below recommendations were discussed.

1. PTC should place posters of the proposals, especially those concerning the Sutton Avenue junction, on all noticeboards and on the PTC website, along with details of the September 7 events and website consultation address.

It was agreed to accept this recommendation

Proposed by: Cllr Sharkey **Seconded by:** Cllr Seabrook
1 abstention

2. This Report should be sent to all councillors so that they can inform their constituents and participate in the discussion at P&H on August 15 if they wish to do so.

This recommendation has already been actioned by Officers.

3. A5 leaflet replicas of the posters should be made available to councillors to distribute to addresses they think may be particularly affected.

This recommendation was not supported by Committee

4. A further Report should be brought to P&H meeting on September 5 for a recommended response to the consultation to Full Council on September 19.

It was agreed to accept this recommendation.

It was proposed that a small TFG is set up to create a report to present to the P&H Committee meeting on the 5th September and to report to Full Council on 19th September to consist of Cllr Seabrook, Cllr Campbell, Cllr Gallagher and Cllr Alexander

Proposed by: Cllr Seabrook **Seconded by:** Cllr Wood

1 member of the public left the meeting (20:00)

8 PH1702 TO AGREE A RESPONSE TO THE PROPOSED TELECOMMUNICATIONS UPGRADE – PEACEHAVEN FOOTBALL CLUB

The letter from the Telecommunications Company was discussed and noted. It was noted that the mast is already there and well away from residential properties, no extra cabinets. It was recommended by the Committee that the contract is to be checked to make sure there are no contractual implications. Otherwise no comment.

9 PH1703 TO NOTE AND RECOMMEND TREE PRESERVATION ORDERS

The below recommendations were discussed

1. LDC TPO officers be asked to publish a map of all TPOs and TPO areas in Peacehaven (as eg Tunbridge Wells has done)
2. Copies of the 1992 TPO order be hand delivered as soon as possible by volunteer councillors to all dwellings within or bordering the Valley Road TPO areas.
3. Over time, LDC TPO officers be asked to identify all current land-owners affected by ALL TPOs in Peacehaven and send copies to them so that the Downlands Walk problems are not repeated and Peacehaven's few remaining bits of woodland/outstanding individual trees are protected.

The 3 recommendations were agreed.

Proposed by Cllr Gallagher **Seconded by** Cllr Gordon-Garrett

1 abstention

10 PH1704 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that there hopefully will be a further update for Full Council 19th September. Submitted version still under review at LDC.

1 member of the public left (20:15)

11 TO COMMENT on the following Planning applications as follows:-

PH1705 LW/23/0445 46a Victoria Avenue Peacehaven

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Gallagher
The Committee **resolved** to **support** this planning application

2 members of the public left the meeting (20.20)

PH1706 LW/23/0448 3 Slindon Avenue Peacehaven

The online Objection was noted. Cllr Campbell informed Committee that she has spoken to the resident and noted the objection was due to overlooking which was agreed won't be a concern.

It was proposed that the Committee support this planning application.

Proposed by: Cllr Wood **Seconded by:** Cllr Seabrook
The Committee **resolved** to **support** this planning application

PH1707 LW/23/0435 4 Second Road Peacehaven

It was proposed that the Committee **support** this planning application

Proposed by: Cllr Gallagher **Seconded by:** Cllr Shakey
The Committee **resolved** to **support** this planning application

PH1708 LW/23/0434 4 Second Road Peacehaven

It was proposed that the Committee **support** this planning application but would like it to be noted that there is a concern that with the 'new' extension to the house - Planning application LW/23/0435. The concern is that the size of the new outbuilding might then exceed the permitted development guidelines and we recommend that LDC look at both LW/23/0435 & LW/23/0434 together.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Sharkey
The Committee **resolved** to **support** this planning application

PH1709 LW/23/0467 Meridian Community Primary School Peacehaven

The Committee noted this application

PH1710 LW/23/0403 26 Mayfield Avenue Peacehaven

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Gallagher
The Committee **resolved** to **support** this planning application

PH1711 LW/23/0427 5 Greenhill Way Peacehaven

The Committee noted this application

12 TO NOTE the following Planning Application:-

PH1712 LW/23/0438/CD Land to East and west of Downs Walk Peacehaven

This application was noted.

13 PH1713 NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Committee **noted** the complaints.

14 PH1714 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Brighton & Hove Bus Company along with ESCC Highways had joined Cllrs Campbell, Gordon-Garrett and the Committees & Assistant Projects Officer on a site visit of the 2 bus stops in Pelham Rise. B&H bus company advised that the 2 bus stops of concern do not comply with the new regulations and need updating. ESCC Highways have requested that PTC contact the Traffic Safety team at ESCC for advice on the process and costs involved for requesting dropped kerbs and bus cages on the road at this location.

It was agreed to add this item to the action plan.

15 PH1715 DATE OF NEXT MEETING CONFIRMED AS 5TH SEPTEMBER 2023 AT 7.30PM

There being no further business the meeting ended at 20.39



PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
DEPUTY TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: deputyclerk@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 5th September 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 Sherral Wood, Cllr Ian Alexander.

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

2 members of the public were in attendance.

1. PH1716 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedure.

2. PH1717 PUBLIC QUESTIONS

A member of the public raised concerns about traffic problems around schools at the start/end of the school day and asked when the Public Safety TFG could meet to discuss this.

Cllr Seabrook responded that group would meet soon.

Another member of the public informed the Committee of an update from a recent meeting that had taken place about the Bus Service Improvement Plan, that is to be discussed later in this meeting.

3. PH1718 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies have been received.

4. PH1719 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1720 TO ADOPT THE MINUTES OF 15TH AUGUST 2023

Proposed by: Cllr Sharkey. Seconded by: Cllr Gordon-Garrett.

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

6. PH1721 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Seabrook raised a question about the transfer from EMR for noticeboards which the Deputy Clerk answered.

The Committee **noted** the budgetary report.

7. PH1722 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that there's been some good news this week following communication from Troy Planning. Lewes District Council Officers are also not making any changes to the draft plan.

The updated draft plan will be going to Full Council on 19th September, and once approved by both Peacehaven and Telscombe Town Councils, will go out for another regulation 16 consultation for another 6 weeks. Some comments have been made about the plan which are being looked at.

8. PH1723 TO CONSIDER BUS STOPS/SHELTERS. REPORT TO FOLLOW

The Chair introduced the item and explained that some decisions need to be made around the Pelham Rise bus shelters.

There was a lengthy discussion on the item.

It was proposed that the Committee ask that a bus shelter not be put on the East side of Pelham Rise.

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

It was proposed that Committee ask Officers to enquire with ESCC about the style of shelter – possibly with a panel removed on opposing sides at the front and back of the shelter.

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

It was proposed that the clear panels of the bus shelter be glass rather than polymer.

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

It was proposed that the bus shelter have a green roof.

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

9. PH1724 TO DISCUSS THE BSIP AND AGREE RECOMMENDATION

There was a lengthy discussion on the report, which the Committees and Assistant Projects Officer also showed on the screen.

It was proposed that:

1. We work with ESCC and their consultants to get the best outcome from the BSIP, including alternative solutions, to aid them by providing local information and to request a site meeting with them during the peak morning rush hour.

2. PTC strongly supports the provision of pedestrian crossings at the southern end of Sutton Avenue and the South Coast Road near the roundabout.

Proposed by: Seabrook. Seconded by: Cllr Gordon-Garrett.
The Committee **resolved to agree** to this proposal by majority with 1 abstention.

2 members of the public left at this point (20:23)

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

PH1725 – LW/23/0449 170-172 South Coast Road

It was proposed that the Committee support this application, subject to ensuring that there is sufficient sound proofing between each flat, as well as between the flats and the retail space below.

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

PH1726 – LW/23/0480 241 South Coast Road

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook Seconded by: Cllr Alexander
The Committee **resolved** to **support** to this planning application.

PH1727 – LW/23/0518 42 Steyning Avenue

It was proposed the Committee support this planning application, subject to the condition that it does not adversely restrict the light to neighbouring properties.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

PH1728 – LW/23/0398 35 Horsham Avenue

It was proposed that the Committee object to this planning application due to the effect on the street scene, contrary to policy PT1 of the emerging Neighbourhood Development Plan, Policy DM25 of the Lewes District Council Local Plan Part 2, and a lack of net biodiversity gain. Grass verges and pavements are important in the public realm in this neighbourhood, which should have a maximum of 1 car on each property, as well as a border between the curtilage of the property and the public realm.

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

PH1729 – LW/23/0391 21 Victoria Avenue

It was proposed that the Committee support this planning application.

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

11. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1730 – LW/23/0470/CD 41 Firle Road

The Committee **noted** the planning application.

12. PH1731 NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

Cllr Seabrook gave a brief update on complaint 89, that the nettles and scrub have been cut back, although more could have been done.

The Committee **noted** the complaints.

13. PH1732 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Gallagher gave an update on the Kaner Olette report item, that this group will be meeting soon.

Cllr Seabrook gave an update on the concrete path, that this is now open again so the work of the public rights of way TFG will need to resume.

Cllr Seabrook also reported that the Wildflower verges survey is almost ready, although some adjustments are still required.

The Committee **noted** the action plan.

14. PH1647 DATE OF NEXT MEETING 26TH SEPTEMBER 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 26th September 2023.

There being no further business the meeting ended at 20:53.

Agenda Item: C1086bi
Committee: Full Council
Date: 19 September 2023
Title: Financial position of the council year to date
Report Author: 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 4 (July 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 July 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 38.2% of the budgeted expenditure has been spent so far, and 56.5% of the budgeted income has been received as at the end of month 4 (July 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 – 30 June & 31 July 2023
- Bank reconciliation statement for cashbook 1 – 30 June & 31 July 2023
- Bank reconciliation statement for cashbook 2 – 30 June & 31 July 2023
- Credit Card reconciliation statement – May & June 2023
- Detailed income and expenditure month 4 (31 July 2023)
- Detailed balance sheet month 4 (31 July 2023)

**Bank Reconciliation Statement as at 30/06/2023
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	30/06/2023		50,003.45
Current Account	30/06/2023		712,362.13
			<hr/> 762,365.58
<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	
14/03/2023 205393 TIANNA KING		50.00	
19/05/2023 205413 MENCAP		750.00	
31/05/2023 205423 SUSSEX MAYORS ASSOCIATION		60.00	
14/06/2023 205433 PETER SHAYLER		200.00	
15/06/2023 BACS8 Tates of Sussex		317.97	
27/06/2023 205434 HMRC		8,151.90	
			<hr/> 9,754.99
			752,610.59
<u>Receipts not Banked/Cleared (Plus)</u>			
30/06/2023		50.00	
			<hr/> 50.00
			752,660.59
		Balance per Cash Book is :-	752,660.59
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
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	16/06/2023		180,956.40
			<u>180,956.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,956.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,956.40
		Balance per Cash Book is :-	180,956.40
		Difference is :-	0.00

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 June 2023

Business Current Accounts

Business Current Account Statement	£50,003.45
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£712,362.13
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,956.40
.....	
Sort Code 20-49-76 • Account No 83521656	

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



PEACEHAVEN TOWN COUNCIL

Sort Code 20-49-76
Account No 10701173

SWIFTBIC BUKBGB22

IBAN GB80 BUKB 2049 7610 7011 73

Issued on 03 July 2023

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

Your Business Current Account

At a glance

24 - 30 Jun 2023

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			50,016.80
26 Jun	Cheque Issued Ref: 120928	50.00		49,966.80
	Cheque Issued Ref: 205430	50.00		49,916.80
	Direct Credit From The Book Squad Ref: Inv 14217 Gobbledy		15.00	49,931.80
	Direct Credit From BCard1041619230623		15.00	49,946.80
	Transfer From Account 30701211		38.20	49,985.00
	Direct Credit From Dyer J Ref: 14215 Dyer		15.00	50,000.00
27 Jun	Transfer to Account 30701211	1,575.12		48,424.88
	On-Line Banking Bill Payment to British Gas Busine Ref: 6035056060	21.24		48,403.64
	On-Line Banking Bill Payment to Screwfix Direct LI Ref: 1373616334	55.03		48,348.61
	On-Line Banking Bill Payment to British Gas Busine Ref: 6035056080	76.96		48,271.65
	On-Line Banking Bill Payment to M.D.J Lightbrother Ref: 105110	88.80		48,182.85
	On-Line Banking Bill Payment to Travis Perkins Ref: 119431	91.40		48,091.45
	On-Line Banking Bill Payment to Lewes District Cou Ref: 6251328 / 6251307	1,152.45		46,939.00

Start balance £50,016.80

Money out £5,888.99

► Commission charges £0.00














► Interest paid £0.00

Money in £5,875.64

End balance £50,003.45

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

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				46,939.00
27 Jun	 Direct Credit From BCard1041619260623		64.00	47,003.00
	 Direct Credit From P Clements Ref: Sew Happy		100.80	47,103.80
	 Direct Credit From The Pcc For Sussex Ref: Spa1 2000365145 K		2,809.20	49,913.00
	 Deposit at Barclays 64927 Ref: 12.4527Junkpob000		83.00	49,996.00
	 Direct Credit From P-Haven + T FBL Ref: Repaymentptfc		4.00	50,000.00
28 Jun	 Transfer to Account 30701211	1,141.12		48,858.88
	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	49,700.20
	 Direct Credit From H Bonwick Ref: Inv 14260		15.00	49,715.20
	 Direct Credit From Williams Debra Ref: Harlequins 14258		284.80	50,000.00
29 Jun	 Direct Debit to Totalenergies G&P Ref: 1221874	1,571.87		48,428.13
	 Direct Credit From J Calway-Vale Ref: Jayne Calway 14269		15.00	48,443.13
	 Direct Credit From Brighton Kemptown Ref: Inv 14145		15.60	48,458.73
	 Direct Credit From BCard1041619280623		79.60	48,538.33
	 Deposit at Barclays 64927 Ref: 14.1229Junkpob000		102.55	48,640.88
	 Transfer From Account 30701211		1,359.12	50,000.00
30 Jun	 Transfer to Account 30701211	15.00		49,985.00
	 Direct Credit From BCard1041619290623		15.00	50,000.00
	 Deposit at Barclays Post Office Credit Ref: 201393		3.45	50,003.45
30 Jun	Balance carried forward			50,003.45
Total Payments/Receipts		5,888.99	5,875.64	

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

Bank of England Base Rate Information

Rate effective from 22 Jun 2023 5.000%
was

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

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

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

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

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Online

barclays.co.uk

On the phone

0345-717-1819

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

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

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


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

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Barclays Business
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Using your debit card in the UK and abroad

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

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

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

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

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

Getting information from Barclays

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

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

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**Bank Reconciliation Statement as at 31/07/2023
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	31/07/2023		50,000.00
Current Account	31/07/2023		641,376.40
			<u>691,376.40</u>
<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	
14/03/2023 205393 TIANNA KING		50.00	
14/06/2023 205433 PETER SHAYLER		200.00	
15/06/2023 BACS8 Tates of Sussex		317.97	
25/07/2023 205442 HANNAH GALLARDO		200.00	
25/07/2023 205443 LYNDESEY READ		50.00	
25/07/2023 205444 ST JOHNS		50.00	
25/07/2023 205445 HMRC		9,347.23	
			<u>10,440.32</u>
			680,936.08
<u>Receipts not Banked/Cleared (Plus)</u>			
06/07/2023		4.25	
11/07/2023		35.00	
13/07/2023		14.00	
14/07/2023		14.00	
17/07/2023		35.00	
18/07/2023		610.80	
19/07/2023		7.00	
21/07/2023		14.00	
21/07/2023		14.00	
28/07/2023		50.00	
31/07/2023		30.00	
31/07/2023		100.80	
31/07/2023		14.04	
31/07/2023		130.00	
31/07/2023		2.35	
31/07/2023		4.35	
			<u>1,079.59</u>
			682,015.67
Balance per Cash Book is :-			682,015.67
Difference is :-			0.00

Bank Reconciliation Statement as at 31/07/2023
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	16/06/2023		180,956.40
			<u>180,956.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,956.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,956.40
		Balance per Cash Book is :-	180,956.40
		Difference is :-	0.00

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 28 July 2023

Business Current Accounts

Business Current Account Statement	£50,045.70
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£639,956.06
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,956.40
.....	
Sort Code 20-49-76 • Account No 83521656	

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



PEACEHAVEN TOWN COUNCIL

Sort Code 20-49-76
Account No 10701173

SWIFTBIC BUKGB22

IBAN GB80 BUKB 2049 7610 7011 73

Issued on 31 July 2023

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

Your Business Current Account

At a glance






















22 - 28 Jul 2023

Date	Description	Money out £	Money in £	Balance £
22 Jul	Start Balance			51,724.10
24 Jul	Direct Debit to Health Assured Ltd Ref: 000Pea026	60.00		51,664.10
	Direct Debit to BCard Commercial Ref: 5476760307525801	674.61		50,989.49
	Cheque Issued Ref: 205423	60.00		50,929.49
	Cheque Issued Ref: 205435	10.00		50,919.49
	Transfer to Account 30701211	1,384.49		49,535.00
	Direct Credit From Peacehaven Youth Ref: 14323		150.00	49,685.00
	Direct Credit From Peacehaven Youth Ref: 14324		315.00	50,000.00
25 Jul	Direct Debit to Peacehaven TC Ref: BACS	27,674.14		22,325.86
	Deposit at Barclays 64927 Ref: 11.3925jullkpob000		67.70	22,393.56
	Deposit at Barclays 64927 Ref: 13.3925jullkpob000		599.19	22,992.75
	Transfer From Account 30701211		26,970.05	49,962.80
	Direct Credit From E-Payments PL Ref: Inv 14297		37.20	50,000.00
26 Jul	Direct Debit to Pitney Bowes Ref: 6335052400165274	200.62		49,799.38
	On-Line Banking Bill Payment to British Gas Busine Ref: 6035056060	19.00		49,780.38









Continued

Start balance	£51,724.10
Money out	£62,126.48
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£60,448.08
End balance	£50,045.70

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,780.38
26 Jul	 On-Line Banking Bill Payment to Andrew Picton Ref: Jun/Jul Mileage	41.85		49,738.53
	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056080	66.63		49,671.90
	 On-Line Banking Bill Payment to Ricoh UK Ltd Ref: 102284444	1,053.38		48,618.52
	 On-Line Banking Bill Payment to Havens Community C Ref: Ptc Sla	3,000.00		45,618.52
	 On-Line Banking Bill Payment to Poplett of Peaceha Ref: 13	4,404.00		41,214.52
	 Direct Credit From Lewes C of C Ref: Lewes Chamber		15.00	41,229.52
	 Transfer From Account 30701211		8,380.08	49,609.60
	 Direct Credit From Ransom D A L Ref: Hall-Hire-Ransom		390.40	50,000.00
27 Jul	 Cheque Issued Ref: 205446	100.00		49,900.00
	 On-Line Banking Bill Payment to Vitax Limited Ref: 0000036914	11.86		49,888.14
	 On-Line Banking Bill Payment to Mr David Seabrook Ref: May/June Expenses	44.85		49,843.29
	 On-Line Banking Bill Payment to Amp Services Ref: 766951	72.00		49,771.29
	 On-Line Banking Bill Payment to City Electrical FA Ref: Bre/563196	124.68		49,646.61
	 On-Line Banking Bill Payment to Scottish Water Bus Ref: 2789187/2873739	411.01		49,235.60
	 On-Line Banking Bill Payment to East Sussex County Ref: Peacehaven July	10,060.98		39,174.62
	 Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		96.00	39,270.62
	 Direct Credit From The Deans Senior T Ref: Deans Tea Club 149		208.08	39,478.70
	 Deposit at Barclays Post Office Credit Ref: 201405		45.70	39,524.40
	 Transfer From Account 30701211		10,319.70	49,844.10
	 Direct Credit From Operacional-P Ref: Ccuk Inv 14233		201.60	50,045.70
28 Jul	 Direct Debit to Cocardless Ref: Northstarit-Twk654	4,343.40		45,702.30

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				45,702.30
28 Jul	 Direct Debit to Edfenergy Cust PLC Ref: 1581870182	4,451.91		41,250.39
	 Direct Debit to Edfenergy Cust PLC Ref: 2067576607	923.64		40,326.75
	 Direct Debit to Edfenergy Cust PLC Ref: 7866008810	2,833.43		37,493.32
	 Cheque Issued Ref: 205441	100.00		37,393.32
	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	38,234.64
	 Direct Credit From N'Haven& P'Haven U Ref: 14235		75.60	38,310.24
	 Deposit at Barclays 64927 Ref: 13.3128Jullkpob000		329.87	38,640.11
	 Transfer From Account 30701211		11,405.59	50,045.70
28 Jul	Balance carried forward			50,045.70
Total Payments/Receipts		62,126.48	60,448.08	

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

Bank of England Base Rate Information

Rate effective from 22 Jun 2023 was	5.000%
-------------------------------------	--------

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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Transactions

Peace Sweep

20-49-76 30701211

Available balance	£641,601.88
Last night's balance	£641,549.15
Overdraft limit	n/a

Showing 1 transaction between **31/07/2023** and **31/07/2023** from 31/07/2023 to 31/07/2023

Date	Description	Money in	Money out	Balance
31/07/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£1,420.34		£641,376.40

Need to view older transactions?

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).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC, Registered no. 9740322, Barclays Insurance Services Company Limited, Registered no. 973765, Barclays Investment Solutions Limited, Registered no. 2752982, Barclays Bank PLC, Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

List of Payments made between 01/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2023	EMMA BUDD	205430	50.00		E.BUDD DEPOSIT RETURN
08/06/2023	EDF	BACS	417.32		MAY ELECTRICITY
08/06/2023	Wightman & Parrish Ltd	BACS1	421.54		CLEANING MATERIAL
08/06/2023	East Sussex Security	BACS2	324.00		RECHARGEABLE LEAD ACID BATTERY
08/06/2023	GTA CIVILS & TRANSPORT	BACS3	1,920.00		FOOTWAY DRAINAGE/BRIDLE DESIGN
08/06/2023	CASTLE WATER	BACS4	228.56		MAY WATER
08/06/2023	CTLA	BACS	6,500.00		CTLA SLA
08/06/2023	CITIZENS ADVICE	BACS5	11,500.00		CAB SLA
08/06/2023	ANDREW PICTON	205431	16.65		A PICTON MILEAGE
12/06/2023	The Fuelcard People	DD	170.04		HK06 WMJ FUEL
12/06/2023	Barclays	DD1	64.01		PDQ CHARGES - MAY
13/06/2023	Reserve Account	TFER	2,484.25		correct error
13/06/2023	Reserve Account	TFR	4,968.50		CORRECT ERROR
14/06/2023	KATIE LITTLECHILD	205432	44.00		K.LITTLECHILD REFUND
14/06/2023	PETER SHAYLER	205433	200.00		FUNFAIR DEPOSIT
15/06/2023	AMP Services	BACS	325.10		MOWER REPAIRS
15/06/2023	Caroline Reid	BACS1	609.00		JUNE CLEANING
15/06/2023	Radius Connect	BACS2	347.05		TELEPHONE/WIFI - MAY
15/06/2023	ESALC Limited	BACS3	300.00		CLLR TRAINING
15/06/2023	NOTICEBOARD COMPANY (UK)	BACS4	962.34		ALLOTMENT NOTICE BOARD
15/06/2023	The Play Inspection Company Lt	BACS5	1,140.00		APP LICENCE FEE
15/06/2023	R.J.Meaker Fencing Ltd	BACS6	10.51		NAILS/SCREWS/WASHERS
15/06/2023	Tansleys Printers Limited	BACS7	118.80		SUMMER FAIR BANNER
15/06/2023	Tates of Sussex	BACS8	317.97		PLANTS
15/06/2023	WORKNEST	BACS9	483.76		MAY HR SUPPORT
15/06/2023	XL DISPLAYS LTD	BACS10	230.40		A1 NOTICEBOARD
15/06/2023	AMAZON	CC1	206.68		WALKIE TALKIES
15/06/2023	AMAZON	C1	-206.68		AMAZON
19/06/2023	HEALTH ASSURED LTD	DD	60.00		EAP = JUN/JUL
19/06/2023	Northstar IT	DD1	13.50		OFFICE 365
20/06/2023	TRAVIS PERKINS Trading	BACS	91.40		DRAIN COVER
20/06/2023	BRITISH GAS	BACS1	21.24		17MAY-16JUN GAS
20/06/2023	BRITISH GAS	BACS2	76.96		17MAY-16 JUNE ELECTRICITY
20/06/2023	M.D.J Light Brothers Ltd	BACS4	88.80		SKIP COLLECTION
22/06/2023	Credit Card A/c	CC MAY	673.42		MAY CC
23/06/2023	JUNE SALARIES	JUNE PAY	25,643.10		JUNE SALARIES
26/06/2023	EMMA BUDD	120928	50.00		E.BUDD DEP REFUND
27/06/2023	HMRC	205434	8,151.90		JUNE SALARIES
27/06/2023	Trade UK	BACS5	55.03		MAINTENANCE
27/06/2023	Lewes District Council	BACS6	1,152.45		01/07-30/09 BINS
29/06/2023	TOTAL GAS & POWER	DD	1,571.87		MAY GAS
29/06/2023	SUSSEX MAYORS ASSOC	205435	10.00		DS & GUEST MEAL
03/07/2023	The Fuelcard People	DD	119.30		HK66WMJ FUEL
04/07/2023	AMY WILSON	205437	50.00		A.WILSON REFUND
05/07/2023	02	DD2	171.73		JUNE MOBILES
05/07/2023	Barclays	DD4	3.00		COM CHARGES
06/07/2023	AVS FENCING SUPPLIES LTD	BACS	78.20		WIRE NAILS / SAWN PALISADE

List of Payments made between 01/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2023	Business Sream	BACS1	18.75		19MAR-19 JUNE WASTE
06/07/2023	Anthony Meadows Antique Repair	BACS2	185.00		MAYORAL NAME
06/07/2023	Heatcraft And Ventilation ltd	BACS3	1,026.60		FAN REPAIRS
06/07/2023	CASTLE WATER	BACS4	950.55		JUNE WATER
06/07/2023	Cinemobile	BACS5	1,605.25		THE LOST KING
06/07/2023	Radius Connect	BACS6	347.05		JUNE TELEPHONES
06/07/2023	EAST SUSSEX PENSION FUND	BACS7	8,419.16		JUNE SALARIES
06/07/2023	Northstar IT	DD1	1,493.70		MONTHLY SUPPORT - JULY
10/07/2023	Barclays	DD	62.00		pdq charges june
10/07/2023	The Fuelcard People	DD1	13.20		fuel card charges
11/07/2023	ISOBEL SHARKEY	205438	26.00		TRAVEL COSTS
11/07/2023	CHANDLERS BUILDING SUPPLI	205440	27.42		CHANDLERS BUILDING SUPPLI
11/07/2023	Trade UK	BACS	19.99		HAMMERITE BLACK
11/07/2023	Trade UK	BACS1	21.37		PLYWOOD / CHAINS
11/07/2023	EDF	BACS2	443.38		JUNE ELECTRICITY
11/07/2023	Hugh Page Sussex ltd	BACS3	295.30		VEHICLE REPAIRS
11/07/2023	WORKNEST	BACS4	473.44		HR SUPPORT - JUNE
11/07/2023	C.E.F	BACS5	104.10		LIGHT REPAIS CH
11/07/2023	Safe I.S. Ltd	BACS6	775.20		FIRE RISK ASSESSMENT - HUB
11/07/2023	AHGTC	BACS7	15.00		AHGTC - 2023/24
11/07/2023	SOUTHCOAST LOCKSMITHS LTDBACS8		79.30		KEYS
11/07/2023	CTLA	BACS9	250.00		SUMMER FAIR BUS
11/07/2023	CHANDLERS BUILDING SUPPLIES	205440	27.42		HUB GUTTERING REPAIRS
11/07/2023	MERCHANDISE LTD	BACS10	176.40		LANYARDS
11/07/2023	N.E DISCOS	BACS11	140.00		COMPERE SUMMER FAIR
11/07/2023	ROADIES MOBILE BAR	BACS12	50.00		REFUND SF STALL
11/07/2023	ANNA LAIRD	BACS13	40.00		REFUND SF STALL ANNA LAIRD
11/07/2023	TRACEY PICKETT	205439	50.00		T.PICKETT REFUND
11/07/2023	CHANDLERS	205440	-27.42		DUPLICATE ENTRY
17/07/2023	The Fuelcard People	DD	34.08		FUEL
18/07/2023	Caroline Reid	BACS	609.00		JUNE CLEANING
24/07/2023	HEALTH ASSURED LTD	DD4	60.00		EAP - 19/07-18/08
24/07/2023	Credit Card A/c	CCjun	674.61		JUNE CC
25/07/2023	SHARDAI LOADER	205441	100.00		S.LOADER REFUND
25/07/2023	HANNAH GALLARDO	205442	200.00		H.GALLARDO REFUND
25/07/2023	LYNDSEY READ	205443	50.00		L.READ REFUND
25/07/2023	ST JOHNS	205444	50.00		ST JOHNS REUND
25/07/2023	HMRC	205445	9,347.23		JULY SALARIES
25/07/2023	Farrington Property Developmen	BACS	4,404.00		UNIT 14 W/C 19/07
25/07/2023	Ricoh Capital Ltd	BACs1	1,053.38		P/COPY RENT 01/04-30/06
25/07/2023	ANDY PICTON	BACS3	41.85		A.PICTON MILEAGE
25/07/2023	BRITISH GAS	BACS4	19.00		17 june-16 JUL
25/07/2023	BRITISH GAS	BACS5	66.63		17JUNE-13 JUL
25/07/2023	HAVENS COMM CARS	BACS6	3,000.00		HAVENS SLA
25/07/2023	LOUISE CLARKSON	205446	100.00		L.CLARKSON REFUND
25/07/2023	Pitney Bowes LTD	DD7	200.62		FRANKING MACHINE TOP UP
25/07/2023	JULY SALARIES	JUL PAY	27,674.14		JULY SALARIES

List of Payments made between 01/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/07/2023	Business Sream	BACS1	411.01		12APR-11 JUL WASTE SERVICES
27/07/2023	C.E.F	BACS2	124.68		CH LIGHTING REPAIRS
27/07/2023	Vitax Limited	BACS3	11.86		CAPS FOR SPRAY
27/07/2023	AMP Services	BACS4	72.00		ROLLER INSPECTION / REPAIR
27/07/2023	EAST SUSSEX PENSION FUND	BACS5	10,060.98		JULY SALARIES
27/07/2023	DAVID SEABROOK	BACS6	44.85		MAYORAL EXPENSES
28/07/2023	EDF	DD	4,451.91		18MAR-17 JUN ELECTRICITY
28/07/2023	EDF	DD1	923.64		18 MAR-17 JUN ELECTRICITY
28/07/2023	EDF	DD2	2,833.43		18 MAR-17 JUN ELECRCITY
28/07/2023	Northstar IT	DD5	4,343.40		SERVER DEPOSIT
31/07/2023	The Fuelcard People	DD6	107.33		FUEL HK66 WMJ
31/07/2023	SUM UP	JULY SUMUP	0.73		CARD CHARGES

Total Payments	<u>160,414.22</u>
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Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/05/2023

and recorded as minute reference:

C1045, b.v

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk




peacehaventowncouncil.gov.uk

Section 2 – Accounting Statements 2022/23 for

Peacehaven Town Council

RE-STATED BOX 9

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	576,378	628,658	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	640,705	687,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	285,071	275,278	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	481,089	531,009	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	392,407	384,410	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	628,658	675,598	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	622,686	678,846	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,920,224	5,035,963	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

04.05.2023

I confirm that these Accounting Statements were approved by this authority on this date:

16/05/2023

as recorded in minute reference:

C1045.b.vi

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Peacehaven Town Council- ES0070

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the 2021/22 figure when adding assets in Section 2, Box 9. There are a number of assets detailed as being purchased pre-2022/23 that have been included as additions in 2022/23. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name:

PKF LITTLEJOHN LLP

External Auditor Signature:



Date:

03/08/2023



MULBERRY & CO

Chartered Certified Accountants
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

e office@mulberryandco.co.uk
w www.mulberryandco.co.uk
t + 44(0)1483 423054

Our Ref: MARK/PEA001

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

31 August 2023

Dear Mr Allen,

Engagement Letter – Local Authority

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

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

1. Period of engagement

- a. This letter is effective for accounting periods up to and including 31st March 2026. (The 2025/26 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

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

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

3. Scope of Audit

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law

or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.
- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic Publication

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

5. Communication

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iii. We shall of course contact you on a regular basis regarding both audit and other matters.
 - iv. Our report will be issued in .Pdf format via a secure server, which is password protected.

6. Other services

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

7. Limitation of liability

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

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the period of your engagement letter are £65 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel from the auditors home address.
- d. Our fees are payable on presentation of invoice.

9. Cancellation of Services

- a. Services can be cancelled at any time in writing
- b. Cancellation will be effective from the end of the period to which this letter of engagement applies. (para 1a.)
- c. All outstanding fees become payable

10. Agreement of terms

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

Yours faithfully,

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

Mulberry & Co

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

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.

The Finance Officer left at this point.

The Chair rearranged the order of the next 2 items.

PEACEHAVEN TOWN COUNCIL

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

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.

The Parks Officer left at this point.

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

Cllr Gallagher, followed by Cllr Davies, spoke to say that this item was at the wrong Committee and should rightly be at the Personnel Committee.

Cllr Davies added that the consequences of ad-hoc contract changes could have impacts from employment law.

2 attendees became agitated and the Chair asked Cllr Davies to leave the meeting.

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.

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

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

PEACEHAVEN TOWN COUNCIL

George Dyson
DEPUTY TOWN CLERK
TELEPHONE: (01273) 585493
E-MAIL: deputyclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Thursday 7th September 2023 at 7.30pm.

Present: Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Davies, Cllr Donovan and Cllr Veck.

Officers: Victoria Rutt (Locum Clerk and RFO) and Zoe Malone (Finance Officer).

CH001 CHAIRS ANNOUNCEMENTS

Cllr Griffiths welcome members to the first sub-committee of Community House and welcomed Victoria Rutt as the Locum Clerk and RFO.

CH002 PUBLIC QUESTIONS

There were no members of the public present.

CH003 TO CONSIDER APOLOGIES FOR ABSENCES AND SUBSTITUTIONS

No apologies had been received.

CH004 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH005 TO ELECT A VICE-CHAIR FOR THE SUB-COMMITTEE

Cllr Seabrook proposed Cllr Davies as the Vice-Chair. This was seconded by Cllr Donovan. All Councillors voted and agreed.

CH006 TO NOTE THE SUB-COMMITTEE TERMS OF REFERENCE

Cllr Donovan asked if a terms of reference is needed, Cllr Griffiths confirmed that they are needed as this is a sub-committee to the Policy and Finance Committee. All Councillors noted the Terms of Reference.

CH007 TO NOTE THE SUB-COMMITTEE BUDGETARY UPDATE

The Finance Officer previously circulated a report. Cllr Griffiths asked if there was any money in reserves for Community House. The Finance Officer confirmed there was not. The budget update was noted.

CH008 TO DISCUSS HEATING PROBLEMS AT COMMUNITY HOUSE

The Finance Officer reported that the current heating system in Community House is failing and parts can't be sourced to repair. 3 quotes will be received within the next week to consider. Cllr Seabrook attended one of the contractors visits and is concerned about the heating system for the hall.

Cllr Seabrook also raised concerns about possible aerated concrete in the roof that needs investigating. It was suggested that grants could be applied for and it may be worth looking into a Public Works Loan Board which can be paid off over the next 20 years.

It was agreed that the financial implications will be looked into greater detail when the quotes are received, the Finance Officer confirmed that there are no funds available in the reserves for this project. Cllr Seabrook proposed to consider both heating systems and to await quotes. This was seconded by Cllr Davies. All Councillors agreed.

CH009 TO NOTE THE COMMUNITY HOUSE BUILDING SURVEY AND DISCUSS ADDITIONAL CLIMATE CHANGE SURVEYS

The Finance Officer updated that the survey is starting on Monday 11th September. A discussion was held around the risk of asbestos but Cllr Davies confirmed it will be a legal requirement for Morrisons to ensure that the area is safe when demolition works commence.

Cllr Seabrook proposed that a climate change survey is commissioned and stated there is money in earmarked reserves for this purpose. Cllrs Davies stated that whilst the survey is important and does need to be done, it was felt that the matter should be deferred until all quotes are received and more clarity is known about what works are required.

Cllr Veck proposed to wait until the next meeting when the Morrison survey should have been undertaken. This was seconded by Cllr Davies. All agreed.

CH010 TO DISCUSS GETTING EXPERT INPUT FOR THE NEXT MEETING REGARDING GREEN WALLS AND ROOF

Cllr Davies proposed that Mr Duncan Baker-Brown or Building Green is invited to the next meeting to give input on green walls. This was seconded by Cllr Seabrook. All agreed.

CH011 TO CREATE A SUB-COMMITTEE ACTION PLAN

The following actions were agreed to go on the plan:

1. Morrisons surveys completed.
2. Quotes received for the heating works.
3. Climate change survey commissioned, in due course.
4. Mr Duncan Baker-Brown or Building Green to attend the next meeting.

CH012 TO AGREE THE DATE OF THE NEXT MEETING

The next meeting was agreed for Monday 16th October at 19:30.

CH013 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

The meeting recording was turned off.

CONFIDENTIAL ITEMS

CH014 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS WITH MORRISONS

A meeting was held this week regarding the Head of Terms. The Finance Officer reported that there could be a large area to use for the foyer but this is being taken away by legal to ensure PTC hold the rights. Parking was discussed and it will be fed back that it would not work for users of the centre if parking is limited to 2 hours. A discussion was held around the Post Office situation and the lack of contingency when it closes. Cllr Seabrook is going to try to connect the Annex Stores in Peacehaven with the Post Master in the Co-op to further discuss.

CH015 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT

There is no update as yet. Contingency plans will be discussed at the next meeting when more information is known.

The meeting ended at 20:35.



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 Personnel Meeting held in the Anzac Room, Community House on Wednesday 5th July 2023 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr David Seabrook, (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Debbie Donovan, Cllr Paul Davies, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Wendy Veck.

Officers: None.

1. E352 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, and gave a brief reminder of the building fire procedures, and of the following upcoming events:

- Summer Fair is Saturday 8th July.
- Next Bingo and Cinema are both on 19th July.

2. E353 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta.

Cllr Seabrook made the following statement: "The Clerk sends his apologies as he's not available for this meeting. He had arranged for a substitute locum, but the Chair of Committee decided it was not necessary and the meeting can be held without an Officer. The locum was informed that she's no longer required. It's not for me to speculate as to why the Clerk is unavailable."

3. E354 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

The Chair of Committee stated that she proposed that instead of items from E355 being inside Confidential are treated as non-confidential except for items E356 and E358. The reason for this is that there is no Officer present to advise and take minutes, the meeting can be recorded and they are procedural issues. Only E356 and E358 are concerning employees.

Proposed by: Cllr Gallagher Seconded by: Cllr Alexander.

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

4. E355 TO ADOPT THE TO ADOPT THE CONFIDENTIAL MINUTES OF 6th JUNE 2023 MEETING

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

5. E357 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

It was noted that the salaries budget is almost fully allocated for the year, and a breakdown of these costs was requested for the next meeting.

There was also a discussion on a breakdown of sickness absences, annual leave, TOIL, and overtime, and that these items could be a standing item on the Committee agendas.

The Chair of Committee highlighted that there is earmarked money in the training budget that needed to be clarified with the Finance Officer.

The Committee **noted** the budgetary update.

6. E359 TO RECEIVE A REPORT FROM THE TFG FOR THE RECRUITMENT OF A NEW TOWN CLERK

Cllr Donovan gave a verbal update on the progress of the TFG. Cllr Seabrook thanked Cllr Donovan for her hard work as part of the TFG.

There was a discussion on what provision might be needed in the interim period of the current Town Clerk leaving and a new one starting in post.

The Chair announced that an Extraordinary Committee meeting may need to be called once interviews have taken place to allow the Committee to receive the recommendations of the interview panel.

7. E360 TO SET UP A TFG TO REVIEW THE RESULTS OF THE RECENT STAFF EXIT

It was proposed that this item be deferred to the next Committee meeting.

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

8. E361 TO RECEIVE A REPORT FROM THE TFG FOR SPECIFYING AN INDEPENDENT REVIEW OF PTC RECRUITMENT & RETENTION PRACTICES (FROM COUNCIL).

2 different reports had been circulated to Committee members about this item, and there was a discussion surrounding the confusion that had led to this.

It was proposed that the Committee agree the Terms of Reference for a review of PTC Recruitment and Retention Practices with the following details:

1. Purpose – To review PTC Recruitment and Retention Practice.
2. Methodology – To use exit interviews and any other documents relating to recruitment and retention practice along with interviews with current PTC staff to identify any trends regarding staff leaving, why staff stay and what we can improve going forward.
3. To make recommendations to Council.
4. Time frame – June – September 2023

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

Cllr Griffiths made a statement which is to be confidentially appended to these minutes.

Existing TFG members agreed to continue with the task.

Cllr Alexander raised a concern regarding an email that was circulated with regard to the reports from this TFG, which the Chair advised would be heard during a confidential section of the Committee meeting.

9. E362 TO RECEIVE A REPORT FROM THE TRAINING REVIEW TFG

The Chair gave an update on the progress of the training review TFG.

There was a discussion on the importance of accurate training records, up to date statutory compliance training, and that Civility and Respect training is high on the agenda.

10. E363 TO RECEIVE A REPORT FROM THE EMPLOYEE HANDBOOK REVIEW TFG

This item to be deferred to the next Committee meeting.

11. E364 TO DEVELOP A WORK-RELATED STRESS RISK ASSESSMENT

The Committee discussed including this in the employee handbook review TFG.

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:-

12. E356 TO REVIEW THE COMMITTEE'S ACTION PLAN

The Committee **noted** the action plan.

13. E358 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE

The Committee discussed the confidential report, and in particular highlighted an inconsistency relating to a staff member's job title which requires clarification.

A new sickness certificate for another member of staff was also discussed and how the Council could best support the staff member.

It was proposed that the Chair of Committee, Chair of Council, and Town Clerk should meet to review a staff member's contract of employment in relation to their annual leave and sickness records.

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

14. E365 DATE OF NEXT MEETING

The next Committee meeting was confirmed as 8th August 2023 at 7.30pm.
There will additionally be an Extraordinary Committee meeting on 18th July 2023 at 6pm.

There being no further business the meeting ended at 21:30.



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 Personnel Meeting held in the Anzac Room, Community House on Tuesday 18th July 2023 at 6pm.

Present: Cllr Cathy Gallagher (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook, (Chair of Council), Cllr Mary Campbell, Cllr Paul Davies, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Wendy Veck.

Officers: George Dyson (Deputy Clerk).

1. E366 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:00, welcomed everyone, and gave a brief reminder of the building fire procedures, explained her background knowledge relating to employment law, and congratulated staff on delivering a successful Summer Fair.

Cllr Fabry was initially noted as absent, but arrived at this point (18:04).

2. E367 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta, Cllr Sharkey, Cllr Alexander, and Tony Allen (Town Clerk).

3. E368 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

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:-

4. E369 TO ADOPT THE TO ADOPT THE CONFIDENTIAL MINUTES OF 5TH JULY 2023 MEETING

Cllr Veck was initially noted as absent, but arrived at this point (18:08).

There was a discussion on the accuracy, format, and appropriateness of the minutes.

It was proposed that the minutes not be adopted, and that they be returned to the Town Clerk to be reverified and the inaccuracies to be addressed.

Proposed By: Cllr Veck

Seconded By: Cllr Seabrook

The Committee **resolved** to **agree** to this proposal and **not adopt** the minutes of 5th July 2023 meeting.

5. E370 TO RECEIVE A REPORT FROM THE INTERVIEW PANEL FOR THE NEW TOWN CLERK AND AGREE RECOMMENDATIONS TO COUNCIL.

The Chair explained the process used for the recruitment and informed the Committee that there were 5 applicants in total, with 4 of them being called for interview.

Cllr Donovan then explained the protocols at the interview and how fairness was ensured.

*The Deputy Town Clerk was excluded from the meeting at this point (18:29)
The remaining minutes were completed from notes provided by the Committee Chair.*

The panel reported that they unanimously recommend one of the candidates, and that Committee endorses this decision and the candidate is offered the job.

Cllr Donovan and Cllr Seabrook left the room to make a phone call to the successful candidate, who did not answer, so a message was left on their voicemail, before Cllr Donovan and Cllr Seabrook returned to the room.

The Committee also discussed the return to work of a member of staff, which will be included as an item on the next meeting agenda.

6. E371 TO DISCUSS AND AGREE ACTIONS CONCERNING STAFF MEMBER RESIGNATION.

The Committee discussed the handover from the staff member, which is to be handled by Cllr Seabrook as the Chair of Council. Cllr Seabrook reported that a list of handover items is growing as more items are being added.

The Chair asked that the list of handover items is shared with other members of this Committee.

Cllr Donovan will update Trevor Leggo (ESALC), Cllr Gallagher will inform the unsuccessful candidates of the outcome of the interviews.

7. E372 DATE OF NEXT MEETING

The next Committee meeting was confirmed as Tuesday 8th August 2023 at 7.30pm.

There being no further business the meeting ended at XX:XX.



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 Personnel Meeting held in the Anzac Room, Community House on Tuesday 8th August 2023 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Vice-Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Paul Davies, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Claude Cheta.

Officers: George Dyson (Deputy Town Clerk)

1. E373 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, and gave a brief reminder of the building fire procedures.

2. E374 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Veck, Cllr Seabrook, and Tony Allen (Town Clerk).

3. E375 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. E376 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The Chair briefly ran through the key budget points.

The Deputy Clerk will clarify with the Finance Officer the amount of money in Earmarked Reserves for Training.

The Committee **noted** the budgetary update.

5. E377 TO DECIDE ON IMPLEMENTING THE HEALTH AND SAFETY EXECUTIVE STRESS MANAGEMENT STANDARDS.

The Deputy Clerk briefly introduced the report.

It was proposed that the Committee agree to the recommendation to form a TFG to look at the implementation of the Stress Management Standards.

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

The TFG will consist of Cllr Sharkey, Cllr Alexander, Cllr Griffiths, and 3 members of staff to be represented from different teams – Officers, Grounds Team, and Caretakers.

6. E378 DATE OF THE NEXT MEETING – 12TH SEPTEMBER 2023 at 6PM.

The next meeting was confirmed for 12th September at 6pm.

7. E379 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Davies

Seconded by: Cllr Fabry

The Committee **resolved** to **agree** to exclude the press and public.

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:-

8. E380 TO ADOPT THE MINUTES OF 5th & 18th JULY 2023 MEETINGS.

It was proposed to adopt the minutes of the 5th July 2023.

Proposed by: Cllr Griffiths

Seconded by: Cllr Sharkey

The minutes of 5th July were **agreed** and **adopted**.

It was proposed to adopt the minutes of the 18th July 2023.

Proposed by: Cllr Griffiths

Seconded by: Cllr Donovan

The minutes of 18th July were **agreed** and **adopted**.

9. E381 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Chair introduced this item.

It was discussed that several of the items could be combined to fall under the Employee Handbook Review item.

Cllr Donovan highlighted that the skills and training audit needs to be added to the Action Plan.

10. E382 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

A staff members sickness absence was discussed, in particular how contact with the member of staff would be managed during the period of sickness absence.

It was proposed that the contact with the staff member on sick leave be handled by the Deputy Town Clerk.

Proposed by: Cllr Gallagher

Seconded by: Cllr Donovan

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

The Committee then discussed the report regarding the ongoing return to work of another member of staff.

11. E383 TO RECEIVE A VERBAL REPORT FROM THE CHAIR ON MATTERS RELATING TO:

i. The leaving arrangements for a member of staff and procedures to be followed.

The Chair gave a verbal update on the situation with a member of staff leaving.

Cllr Fabry gave thanks to all staff for their hard work during a challenging period, all Councillors agreed with this.

The Deputy Clerk gave an update to the Committee on the advice received from the Council's HR consultants.

The Committee **noted** the verbal report.

ii. The staffing arrangements for the transition period.

The Chair gave an update on the transition period, and how this has been impacted by a staff members sickness.

The Chair also reported that a Locum has been found, who can offer 15 hours per week to support the Council, at a cost of £1,800 for 4 weeks from 1st September.

The Committee discussed the process to move from the transition period to a permanent solution.

The Committee **noted** the verbal report.

iii. The engagement of a Locum.

The Chair informed the Committee that she will be in contact with the Locum to confirm a start in September, and once this is done, will pass details to the Deputy Clerk to also make contact.

The Chair called a recess at this point (20:41) The meeting reopened at 20:49.

12. E384 TO DISCUSS CURRENT STAFFING ARRANGEMENTS AND CONSIDER FUTURE REQUIREMENT

The Chair informed the Committee that we remain a staff member down, and that once a new Town Clerk is appointed, work can begin on developing and recruiting for the vacant role, but whilst we are a staff member down there will need to be a scaling down of expectations and focus on priorities.

The Chair moved item E385 to the end of the agenda to be discussed last.

13. E386 TO RECEIVE A VERBAL REPORT FROM THE SKILLS AND TRAINING AUDIT TFG

Cllr Donovan introduced the item and gave the background to it, and the staff that she has spoken to so far.

Cllr Fabry and Cllr Davies commented that as members of the TFG they could start undertaking some of the Councillors audits.

The Chair informed the Committee of the staff she has spoken to so far and a brief summary of the meetings, but that there is more to be done.

The Committee **noted** the verbal report.

14. E387 TO RATIFY THE DECISION OF POLICY AND FINANCE COMMITTEE TO INCREASE A STAFF MEMBER'S HOURS, AGREE AN INCREMENT FOR THEIR QUALIFICATION ACHIEVEMENT AND DISCUSS THE ROLE.

There was a discussion surrounding the awarding of an increment for the qualification achievement.

It was proposed that the Committee approve the increment increase, subject to HR advice to ensure that this complies with our Employee Handbook, and that this increase be backdated to the date of the qualification.

Proposed by: Cllr Campbell **Seconded by:** Cllr Sharkey

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

The increase of hours was then also discussed.

It was proposed that the Committee note and regret the matter of the breach of Financial Regulation 7.3, but agree to ratify the outcome of the Policy and Finance Committee to agree the increase in hours.

Proposed by: Cllr Campbell **Seconded by:** Cllr Davies

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

15. E385 TO RECEIVE A REPORT FROM THE DISCIPLINARY INVESTIGATION PANEL

Cllr Fabry summarised the process the panel went through, thanking all those who have taken the time to be interviewed, noted that the disciplinary procedure isn't fit for purpose, and went through the recommendations of the panel as laid out in the report.

The Complaint was about an incident at a Policy and Finance Committee meeting on 27th June 2023 and the complaint was found to have substance.

The recommendations will be reported to Full Council on 19th September 2023.

The Chair and other members of the Committee expressed regret that Cllr Davies had had a terrible time and that he is an asset to the Council.

Cllr Davies expressed a wish that Council would now be able to work together positively moving forward.

The Chair thanked Cllr Fabry and the other members of the panel for their patience and hard work on this matter.

It was proposed that a summary of the recommendations be referred to Full Council.

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

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



PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
DEPUTY TOWN CLERK
TELEPHONE: (01273) 585493
E-MAIL: deputyclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 12th September 2023 at 6.00pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Wendy Veck, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Claude Cheta, Cllr Cathy Norcott-Jones.

Officers: George Dyson (Deputy Town Clerk)

1. E388 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:02, welcomed everyone, gave a brief reminder of the building fire procedures, and asked that everyone please be kind to each other during the meeting.

2. E389 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Donovan, Cllr Davies, and Cllr Seabrook.

Cllr Norcott-Jones is substituting for Cllr Donovan.

3. E390 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. E391 TO ADOPT THE MINUTES OF 8th AUGUST 2023 MEETING.

It was proposed that the minutes of item E387 being amended to include the phrase 'and regret' after 'the Committee note'.

Proposed by: Cllr Campbell **Seconded by:** Cllr Sharkey

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

It was proposed that the minutes of item E385 be amended to expand on the discussion that the Committee had.

Proposed by: Cllr Fabry **Seconded by:** Cllr Alexander

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

It was proposed, subject to these amendments, to adopt the minutes of 8th August 2023.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Cheta

Subject to amendments, the minutes of 8th August were **agreed** and **adopted**.

5. E392 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The Chair briefly ran through the key budget points.

There was a brief discussion on the pay award that is still to be agreed by the Unions and the impact this could have on the staffing budget.

The Committee **noted** the budgetary update.

6. E393 DATE OF THE NEXT MEETING – 10TH OCTOBER 2023 at 6PM.

The next meeting was confirmed for 10th October at 6pm.

7. E394 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to exclude the press and public.

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:-

8. E395 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Deputy Clerk will add the Stress Management TFG to the Action Plan.

The Committee **noted** the action plan.

9. E396 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Deputy Clerk summarised the report and gave an update on the return to work of a staff member.

The Chair asked whether all the documentation is in place to support the return to work, which the Deputy Town Clerk answered, confirming the paperwork that is in place.

10. E397 TO RECEIVE AN UPDATE ON THE OUTGOING TOWN CLERK AND AGREE ANY ACTIONS

The Deputy Clerk summarised the report, which the Committee **noted**.

11. E398 TO NOTE THE ENGAGEMENT OF A LOCUM CLERK & RESPONSIBLE FINANCIAL OFFICER

The Chair introduced the item and explained that the Locum Clerk and RFO has now been here around a week and a half, working 15 hours per week. A copy of the letter of engagement is included in the confidential meeting papers, and in addition to this the Council will need to cover mileage expenses.

The Deputy Clerk explained that the arrangement has been working well with the Locum Clerk and RFO.

It was proposed that Committee extend the engagement of the Locum Clerk and RFO for the month of October.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Cheta

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

The Chair moved item E399 to the end of the agenda.

12. E400 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Recruitment and retention

Cllr Griffiths summarised the report and read out the summary of recommendations.

Cllr Alexander asked a question around the process for staff taking TOIL. The Deputy Clerk explained that there are different sources of reference for staff overtime/ TOIL and that this is something that the Employee handbook review would need to consider.

It was proposed that Committee accept the recommendations of the recruitment and retention TFG.

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander

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

b. Skills and Training Audit (Verbal update)

The Chair summarised the progress that she and Cllr Donovan have made with this TFG.

Cllrs Fabry and Davies are keen to get started on the Councillors audit too and are looking at options for a tick box form.

Cllr Gallagher added that planning training will now be starting before Committee meetings. General training in Standing Orders/ Financial Regulations, and other information that is typically part of Councillor 'onboarding' will also be offered, to be delivered by relevant Officers.

The Committee **noted** the verbal report.

13. E401 TO AGREE THE REMIT AND MEMBERSHIP OF THE FOLLOWING TFGs:

a. Employee Handbook Review

Cllr Gallagher, Cllr Donovan, Cllr Davies, and Cllr Fabry.

b. Disciplinary Procedure

Cllr Veck, Cllr Fabry, and Cllr Davies.

c. Grievance Procedure

To be conducted alongside the disciplinary procedure by the same TFG members.

14. E402 TO AGREE TRAINING TO COMENCE FROM SEPTEMBER 2023

This was partly discussed as part of item E400b.

Additional training required is still the Civility & Respect training, and Chairmanship training. Both of which will be discussed at the next Committee meeting.

15. E403 TO DISCUSS CIVIC SUPPORT (Referred from CCE Committee)

Cllr Veck introduced this item and explained the importance of having Civic support and gave some examples of where there have been gaps in this.

The Chair reiterated the importance of this support being in place and explained that this will be looked at in more detail once the recruitment of the Town Clerk and RFO is completed.

16. E404 TO AGREE AND INCREMENT INCREASE FOR A STAFF MEMBER FOLLOWING COMPLETION OF A SPECIFIED QUALIFICATION

Proposed by: Cllr Cheta **Seconded by:** Cllr Sharkey

The Committee **resolved** to **agree** to award the increment increase recommended in the report.

Cllr Alexander also asked that the Committee add their congratulations to the staff member on the completion of the qualification.

The Deputy Clerk left the meeting at this point (19:21).

17. E405 TO AGREE ITEMS TO BE REFERRED TO FULL COUNCIL FROM THIS COMMITTEE

This item was deferred.

18. E399 TO NOTE ARRANGEMENTS FOR RECRUITMENT AND AGREE JOB DESCRIPTION AND PERSONAL SPECIFICATION FOR:

- a. Town Clerk**
- b. Responsible Financial Officer**

The Chair introduced the documents and highlighted the salaries and requirement for a presentation as specified. The timetable advert display from and emails to staff 13th September, applications by Monday 25th September, interviews 29th September. Job Offer starting 1st October and Extraordinary Council meeting 2nd October.

Interview Panel to consist of Victoria Rutt, Cllrs Cheta and Ashley-Parkin.

Proposed by: Cllr Cheta **Seconded by:** Cllr Norcott-Jones

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

There being no further business the meeting ended at 19:30.



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.

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.



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 July 2023 at 7.30pm

Present: Cllr Ashby-Parkin (Vice Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Smith, Cllr Campbell (non-voting).

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

2 members of the public were present.

1 LA806 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:35, welcomed everyone and went through the building fire procedures, and informed the Committee of the following:

- The Parks Officer has been successful in securing funding from the football foundation.
- The next Bingo is tomorrow, 2pm – 4pm in the Anzac Room.
- The next Cinema is tomorrow, tickets still available from the Information Office.

2 LA807 PUBLIC QUESTION TIME

A member of the public raised concerns about the allotment path not being accessible for all.

The Parks Officer responded that this is scheduled to be sorted within the coming weeks.

The member of the public also raised concerns that some allotment tenants are not keeping their plots to an acceptable standard.

The Parks Officer responded that that any issues with the plots are being handled in line with the Terms & Conditions, but that this is a private matter between the Tenant and Peacehaven Town Council.

3 LA808 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta and Cllr Sharkey.

It was also noted that Cllr Alexander has withdrawn from the Committee since the summons were issued.

4 LA809 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 LA810 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 30TH MAY 2023

Proposed By: Cllr Griffiths

Seconded By: Cllr Fabry

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th July 2023

The minutes of the meeting held on 30th May 2023 were **agreed and adopted**.

6 LA811 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budget update.

7 LA812 TO NOTE ACTION PLAN

Cllr Seabrook informed the Committee that the funding and plans are in place to proceed with the path at Howard Park, there was a brief discussion on where the path would go. The Parks Officer also advised that Planning Permission may need to be sought.

Cllr Griffiths advised that the Ouse Valley cares bid would get an update as part of the next Committee meeting.

Cllr Norcott-Jones asked why the License for the Park Run Container is still not resolved despite a planned completion date of December 2021. The Parks Officer advised that the matter is with Park Run, but that the Clerk has been chasing up the matter.

8 LA813 TO NOTE THE BUSINESS PLAN

The Deputy Clerk clarified that Council has now set up a TFG to revise the business plan, and that the information from the report on this item would feed into this TFG via the Committee Chair.

9 LA814 TO NOTE THE ALLOTMENT UPDATE

The Parks Officer briefly summarised the report.

The Committee **noted** the Parks Officers report.

10 LA815 TO NOTE MANAGEMENT/MAINTENANCE PLAN

The Parks Officer introduced the plan and explained the background to the item.

Cllr Seabrook thanked the Parks Officer for his good work on the plan.

Cllr Griffiths highlighted that an amendment is needed, that Foxhill and Abbey Close do not have playgrounds.

The Committee **noted** the management/maintenance plan.

11 LA816 TO NOTE CENTENARY PARK PHASE 2 PATHWAY

The Parks Officer gave an update on the progress of the matter, and informed the Committee that once the Tenders come back then there will need to be Councillors appointed to open them as per financial regulations.

The committee **noted** the report.

12 LA817 TO NOTE INTRODUCTION AND UPDATE ON THE GREEN INFRASTRUCTURE PLAN

Cllr Gallagher introduced the item and explained that this is something that has come out of the Neighbourhood Plan, and that it is intended to help protect the green spaces.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th July 2023

There was a discussion on the plan, and that it would be useful if the spreadsheet could show which land is owned by Peacehaven Town Council, and which ward it is in.

A Working Group will continue to develop the Green Infrastructure Plan, to be made up of Cllr Fabry, Cllr Smith, Cllr Norcott-Jones, Cllr Ashby-Parkin, and Cllr Gallagher.

13 LA818 TO CONFIRM DATE OF NEXT MEETING AS THE 3RD OCTOBER 2023

The next meeting of this Committee was **confirmed** for 3rd October 2023.

There being no further business, the meeting closed at 20:02.



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.



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 1st August 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice Chair), Cllr David Seabrook (Chair of Council), Cllr Cathy Norcott-Jones, Cllr Jude Smith, Cllr Ian Alexander, Cllr Mary Campbell, Cllr Aimee Harman.

Officers: George Dyson (Deputy Town Clerk), Karen Bray (Information & Community Facilities Officer), Jerome O'Meara (Marketing & Communications Officer).

1 member of the public was in attendance.

1. CCE317 CHAIRMAN'S ANNOUNCEMENTS

The chair opened the meeting at 19:31 and informed the Committee of the following:

- Next Bingo is 16th August, 2-4pm at Community House – more volunteers are welcome to support.
- Next Cinema is 20th September, showing Indiana Jones and the Dial of Destiny, tickets £7.
- Deadline for content submissions for September eNews is 22nd August.
- The Mayor is hosting an Afternoon Tea on 22nd August in aid of Breast Cancer Now – everyone is encouraged to attend.
- The Mayors Civic Service will be taking place on 21st September in Howard Park to celebrate International Peace Day.

The Chair briefly ran through the fire procedures, asked that phones be put onto silent, and reminded everyone of Standing Orders to please raise hands when they would like to speak.

2. CCE318 PUBLIC QUESTIONS

A member of the public commented that they had enjoyed the Summer Fair.

3. CCE319 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Ashby-Parkin.

Cllr Campbell is substituting for Cllr Ashby-Parkin.

4. CCE320 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE321 TO ADOPT THE MEETING MINUTES OF 20TH JUNE 2023

Proposed by: Cllr Donovan Seconded by: Cllr Smith
The minutes of 20th June 2023 were **resolved** and **adopted**.

6. CCE322 TO NOTE THE BUDGETARY UPDATE

Cllr Donovan queried the overspend on the staff overtime at the Summer Fair. The Deputy Clerk explained some of the reasons for this, and that overall the Summer Fair was delivered well within budget.

The budgetary report was **noted**.

7. CCE323 TO REVIEW THE 2023 COMMUNITY SUMMER FAIR

The Information and Community Facilities Officer summarised the information in the report.

Cllr Seabrook commented that we may need to consider separate space for dignitaries reception in the future, as the rain meant it became very crowded and confusing in the marquee.

Cllr Donovan commented on the success of not having the parking onsite.

Cllr Seabrook further added that it would be good to get an idea from the CTLA of how many people used the bus service.

The Chair asked about how much money was raised at the fair for the Mayors fund.

The Information and Community Facilities Officer gave the totals raised by donations, raffle, and funfair, which came to £699.

Cllr Alexander stated that everyone he had spoken to on the day had a really good time and proposed a vote of thanks to the staff for their work in putting on the event.

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

The Committee then further discussed when preparation would need to start taking place for the 2025 event, and how Peacehaven Town Council might be involved with the Telscombe Summer Fair next year.

8. CCE324 TO DISCUSS CIVIC SUPPORT FOR THE MAYOR AT FORMAL EVENTS

Cllr Donovan introduced the item.

Cllr Seabrook gave a background on the areas he felt needed some improvement from his experience at the Summer Fair, which was primarily communication when dignitaries arrived and knowing where they were throughout the event.

Cllr Alexander suggested that the 2-way radios could have been utilised better – perhaps with a dedicated channel for Civic support.

It was proposed that the Committee refer the matter of Civic Support to the Personnel Committee to discuss the current lack of a Civic Officer and consider solutions to this.

Proposed by: Cllr Donovan Seconded by: Cllr Smith
It was **resolved** to **agree** to this proposal.

9. CCE325 TO NOTE THE STAFFING FOR CINEMA UPDATE

The Committee **noted** the report.

10. CCE326 TO NOTE THE START OF PREPARATIONS FOR REMEMBRANCE DAY

The Deputy Clerk introduced the item and informed the Committee that a meeting is set for next Tuesday 8th August.

Cllr Donovan and the Information and Community Facilities Officer gave an overview of Armistice and Remembrance Days
The Committee **noted** the report.

11. CCE327 TO NOTE AND UPDATE THE ACTION PLAN AND EVENTS CALENDAR

There was a discussion about the Warm Haven scheme, the Deputy Clerk will write a report for this to come to the next Committee meeting.

Cllr Seabrook also highlighted that there is a meeting planned for 15th August to discuss the warm spaces in Lewes District, the Information and Community Facilities Officer will attend the meeting.

There was a brief discussion about the actions involved with the election of the Youth Mayor.

There was a lengthy discussion on the proposed foraging event. It was proposed that the foraging event be rescheduled to 30th September 2023.

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

12. CCE328 TO DISCUSS MAYORAL AWARDS

Cllr Norcott-Jones introduced and summarised the report.

It was proposed that an awards ceremony be included at the Civic Reception in April, and that the Committee set up a TFG to look at the wider community awards.

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

TFG to consist of: Cllr Seabrook, Cllr Norcott-Jones, Cllr Smith, and Cllr Donovan.

13. CCE329 TO DISCUSS A PROPOSAL FOR A CHINESE NEW YEAR EVENT

There was a lengthy discussion about the report.

It was proposed that the Lion Dance group be invited to perform at the Mayors Civic Reception.

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

14. CCE330 TO DISCUSS POSSIBLE ORGANISATIONS TO NOMINATE FOR A KINGS AWARD FOR VOLUNTARY SERVICE

Cllr Seabrook introduced the report and gave some background to the item.

Cllr Donovan suggested that The Marketing and Communications Officer could take this item forward to get the information about the awards out to residents.

The Marketing and Communications Officer will put together a plan to share the information.

15. CCE331 TO DISCUSS OTHER CIVIC EVENTS

Cllr Norcott-Jones commented about whether we should be planning some sort of event for the closing of the Meridian Centre, the Committee discussed this briefly.

The Marketing and Communications Officer will put a report together on this for the next Committee meeting.

Cllr Donovan asked whether there is any progress in the planning of the Carol concert, and offered her support in organising the event until a TFG is formed at the next Committee to take this further.

16. CCE332 TO NOTE THE RESOLUTION OF THE POLICY & FINANCE COMMITTEE TO FORM A COMMUNITY HOUSE SUB-COMMITTEE

The Chair introduced the report and gave a brief overview of the item which has come to this Committee as the Terms of Reference state that Community House is jointly managed between Policy & Finance and the Civic & Community Events Committee.

Cllr Donovan requested to also join the Sub-Committee.

The Committee **noted** the report.

17. CCE333 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 10TH OCTOBER 2023

The next Committee meeting was confirmed as 10th October 2023.

There being no further business the meeting ended at 21:14.

Agenda Item: C1086eiii

Committee: Full Council

Date: 19th September 2023

Title: Community Space

Report Authors: Deputy Town Clerk

Purpose of Report: To discuss and agree

Introduction

A community space scheme was suggested at a recent meeting, held by Lewes District Council, attended by Cllr Veck and the Information and Community Facilities Officer to support people who might struggle over the winter with the cost of living and loneliness.

Background

Last year PTC ran a successful Warm Haven – a warm space that people could come during the winter for a hot drink, snack, and some company, as well as offering a selection of free warm clothing that had been donated. The Community Space scheme is slightly different as its focus is more about a social drop in hub rather than focused on somewhere to go to get warm.

Analysis

In discussions with representatives from Telscombe Town Council, it has been suggested that our Councils could work together in operating a scheme – with PTC running a drop in at Community House until Christmas 2023, and then TTC running it at Telscombe Civic Centre in the New Year. The following details were suggested:

1. Could run Mondays 10am-1pm at Community House, Meridian Centre 2nd October to 18th December
2. Cllr Veck has offered to lead on the space, providing tea, coffee, and biscuits for free. Small charge for toast or tea cakes.
3. Volunteers needed to act as hosts, meeting and greeting. Both councils to ask for this help
4. Provide a “Spare Coat” drop off and collect service. To include hats and school uniforms
5. These items will need to be steamed before being given away.
6. TTC Cllr O’Connor agreed to liaise with TTC about the suggestions.
7. It was suggested that there be a councillor volunteer rota to act as hosts at the Community Space.

Conclusions

Hosting a community space would be of significant social value for people struggling financially, and for tackling isolation and loneliness. PTC hosting up to Christmas also means that the space will not be impacted by any work that begins on the Meridian Centre redevelopment.

There are still discussions to be had around whether a shuttle service/ dial-a-ride could be arranged to transport people wanting to use the space between Telscombe and Peacehaven.

Recommendations

To agree to open the Community House Foyer on a Monday morning from 10am – 1pm for a Community Space.

To agree to run a ‘Spare coats and warm clothing’ scheme this winter.

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?	Increased cost of utilities Marketing costs.
---	---

<ul style="list-style-type: none"> • Reduced expenditure? • Increased income? • Budget provision? 	
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Risk Assessments will need to be completed.
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Support for residents struggling over the winter months.

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?



Want to meet new people?

**Come and join us for a cuppa and a chat
at our community drop in!**

A space where all are welcome

- Free Tea and Coffee
- Snacks at a small cost
- Wifi Internet Access
- Child Friendly
- Disabled Access
- Toilet Access



**Every Monday from
October 2nd - December 18th 2023
10-1pm**

**Community House,
Meridian Centre,
BN10 8BB**

**Every Monday from
January - March
Teslcombe Town Council,
BN10 7ES**





SPARE COATS

GLOVES, HATS SCARFS?



Can you help us to help the community this winter by donating clean coats, gloves, scarves, hats and socks so we can donate to people and help keep their toes and fingers toasty. Every little donation will warm the heart of the person in need.



Please bring your clean and unused clothes into the information desk at Meridian Centre, Meridian Way, Peacehaven BN10 8BB



Thank you for your support!





HALLOWEEN

HALF-TERM PARTY

OCTOBER 28TH
5-7PM

AT MERIDIAN CENTRE
MAIN HALL,
COMMUNITY HOUSE

TICKETS:
£5 PER ADULT
£5 PER CHILD

SNACK BOX WILL BE PROVIDED
PER PAID TICKET!

GAMES, ACTIVITIES, CRAFTS

FACEPAINTING £2

Tickets available from
information desk,
Community House, Meridian
Centre

WIN PRIZES
FOR THE BEST
COSTUME!

UNACCOMPANNED
ADULTS WILL BE
EATEN!





PEACEHAVEN TOWN COUNCIL

Agenda Item: C1087

Committee: Full Council

Date: 19th September 2023

Title: Members to serve on outside bodies, associations & community groups

1. Citizens Advice Bureau

The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.

- Cllr Cheta, Cllr Sharkey
- Contact ceo@lewesdistrictca.org.uk

2. Community Transport Lewes Association (CTLA)

Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.

- Cllr Alexander
- Contact - info@ctla.org.uk

3. Crime Stoppers

Independent Charity that gives people the power to speak up and stop crime – 100% anonymously.

- Cllr Seabrook, Cllr Gordon-Garrett
- Contact - **0800 555 111**

4. Lewes District Association of Local Councils

The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales

- Cllr Seabrook.
- Contact – Councillor Zoe Nicholson Zoe.Nicholson@lewes.gov.uk

5. Peacehaven & Telscombe Housing Association

We are a charitable Housing Association providing 17 quality sheltered housing for retired people at Dorothy House in Peacehaven.

We promote independent living with support.

- Cllr Fabry
- Contact - [01273 587817](tel:01273587817) info@ptha.co.uk

6. Peacehaven & Telscombe Access Group

Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.

.– Cllr Fabry, Cllr Seabrook?

Contact - Cllr Sue Griffiths or Cllr Seabrook

7. Royal British Legion

The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities

– Cllr Davies.

Contact - Johan (Johanvvuuren@yahoo.co.uk)

8. The House Project

The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton

– Cllr Gallagher.

Contact - Jean Farmalo (houseprojectpeacehaven@outlook.com)

9. Town Forum

Not yet running (previous Councillor looking at restarting)

– Cllr Seabrook

10. Community Orchard

The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.

– Cllr Griffiths, Cllr Norcott-Jones.

Contact Cllr Griffiths

11. Community Garden

The Peacehaven Community Garden exists for members to grow produce, share ideas and learn garden-ing skills and knowledge using permaculture principles

– Cllr Norcott-Jones, *Cllr Seabrook?*

Contact ??

12. South Downs National Park Authority

Get to know the amazing history, species and communities of the South Downs

– Cllr Gallagher, Cllr Gordon-Garrett, Cllr Smith

Contact 01730 814810

13. Allotments

– Cllr Wood, Cllr Gallagher, Cllr Sharkey

Contact - Kevin Bray (parksofficer@peacehaventowncouncil.gov.uk)

14. Peacehaven & District Residents Association

Group to discuss and try to resolve issues facing the town

– Cllr Gordon-Garrett, *Cllr Donovan*, *Cllr Alexander*

Contact – *Alison 01273 589502 ??*

15. Green Havens Network

This group was set up to support community groups who are volunteering to protect your green spaces and bring them to life.

Cllrs

Contact - contact@greenhavens.network

16. Lewes & Havens Community Network –

Group for voluntary, community groups and all others working in the local community organised in partnership by 3VA and East Sussex County Council Locality Link Workers. It's one of 8 Locality Networks supporting community resilience across East Sussex

Cllrs

Contact - alison.tutt@3va.org.uk, or call 01323 639 373 ext. 215

17. Downlands Court

Extra Care Unit in Peacehaven

Cllrs Campbell

Contact downlandscourt@careathomeservices.co.uk

18. Joint Action Group (JAG)

– Cllr Seabrook.

Contact - **Strategy & Partnership Lead – Housing & Communities,
Lewes & Eastbourne Council**

Oliver.Jones@lewes-eastbourne.gov.uk | 07939 578 415

19. ESALC/NALC/SSALC

– Cllr Campbell

Contact -

20. Havens Health PPG

To work with the surgery and residents to resolve any service user issues.

– Cllr Campbell, Cllr Griffiths

Contact –

21. Peacehaven Chamber of Commerce

Peacehaven & District Chamber of Commerce is a thriving modern membership organization and is the responsible voice of business in the local area.

– Cllr Gallagher, Cllr Campbell.

Contact - Mark Derrick (mark@jarlands.com) & Simon Studd

22. Kempton House

Aim Is to Support The Whole Community. **Kempton house** day Centre puts the needs of the community first, helping elderly people within the area– Cllr Campbell, Cllr Donovan.

Contact - Sue Hill (Sue@kemptonhousedaycentre.com)

23. Peacehaven and Telscombe Football Club

– Cllr Gallagher, Cllr Fabry, Cllr Norcott-Jones.

Contact - Sue Norward (suenorwood1962@icloud.com)

24. Sustrans

Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.

– Cllr Alexander

Contact - ania (ania.woodgate@sustrans.org.uk)

25. Community Speed Watch

The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn

- Cllr Alexander, Cllr Gordon-Garrett, Cllr Seabrook

Contact - Cllr Seabrook

26. Havens Hub & Cars

Hub - We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.

Cars - Havens Community Cars CIO is a volunteer car scheme that provides residents in the Havens area access to transport provided by our wonderful team of volunteer drivers.

– Cllr Davies, Cllr Sharkey

Contact - Paula Woolvan (rebeccawoolven@yahoo.co.uk)

27. Community Supermarket

Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.

– Cllr Donovan

Contact - Emily (Emily.clarke@sussexcommunity.org.uk)

28. Rampion/Offshore

– Cllr Campbell

Contact - info@rampionoffshore.com

29. Joff Youth Hub

– Cllr Fabry

Contact - 01273 336930 eh.keyworkleweshavens@eastsussex.gov.uk

30. Peacehaven Community School

– Cllr Fabry

Contact josie.turner@swale.at

31. Lewes District Cost of Living Partners Action Group (CoLPAG)

The Cost-of-Living Partners Action Group (CoLPAG) was formed following the first CoL Summit that was hosted by LDC in October 2022.

For info, below are the key activities of CoLPAG detailed in our Terms of Reference

- To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
- To assist residents in accessing the necessary advice and support
- To work with partners to identify and support residents who are digitally excluded
- To ensure partners are aware of available resources and information to be able to signpost customers/residents
- To identify, discuss and agree actions for inclusion within the action plan to be developed by Lewes District Council
- To develop consistent information, advice and guidance whilst recognising the individuality of the separate organisations
- To ensure dignity for residents accessing food banks and warm spaces
- To provide support and guidance for safeguarding policies
- To identify counselling (supervision)/coaching and guidance for support to the VCSE
- To share good practice

Here is the list of partners that currently attend these meetings:

3VA, Age UK, East Sussex College Group (ESCG), East Sussex Energy Partnership, Foundry Healthcare Lewes, Homelink, Lewes District Citizens Advice, Lewes District Council, Lewes District Food Partnership, Ovesco, Peacehaven Town Council, Sussex Community Development Association (SCDA), TechResort, Tenants of Lewes District (TOLD), Wave Community Bank

Cllr Seabrook (when available) Cllr Fabry

Contact seanne.sweeney@lewes-eastbourne.gov.uk

V50 – 3rd July 2023

Agenda Item: C1088

Committee: Full Council

Date: 19th September 2023

Title: Members of the Public Rights of Way TFG

Report Authors: Deputy Town Clerk

Purpose of Report: To agree

Introduction & Background

The Public Rights of way TFG was first formed at Planning & Highways Committee on 9th April 2019, item PH612 and has involved various different Councillors and members of the public.

On 25th May 2023, Planning & Highways Committee agreed to refer the TFG to come under Full Council, with Cllr Griffiths, Cllr Gordon-Garrett, and 2 members of the public expressing an interest in being involved.

Analysis

There are still ongoing public rights of way concerns, and in particular still work to be done surrounding the concrete path alongside the Lower Hoddern Farm development.

Recommendations

To agree membership of the Public Rights of Way TFG and confirm which Committee (or Full Council) the TFG should report to.

Agenda Item: C1091
Committee: Full Council
Date: September 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 and agree submission to Lewes District Council

Introduction

The Joint Peacehaven and Telscombe Neighbourhood Development Plan was originally put out for Regulation 16 consultation by Lewes District Planning Department for the period 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.

During the consultation period a comment was made about similarities with another Towns Neighbourhood Plan. The Consultant re-wrote sections of the Peacehaven and Telscombe Plan starting in March 2023. Local Council Elections and staffing issues at Lewes District Council all added to the delays . Now all obstacles have been resolved the latest version of the Neighbourhood Development Plan is ready to be submitted to LDC for a further 6 weeks, Regulation 16 Consultation.

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.

When the Schedule 16 Consultation is complete , The Plan will be examined by a Government Inspector followed by the final stage – Referendum.

Community Infrastructure Levy (CIL) will increase from 15% to 25% once the plan is accepted.

RECOMMENDATION

1. To agree to submit Peacehaven and Telscombe Neighbourhood Development Plan to Lewes District Council .

The Peacehaven and Telscombe Neighbourhood Plan



Neighbourhood Plan Steering Group



Contents

Section 1

Introduction to the Neighbourhood Plan 2

Aspirations	5
Who prepared the plan	6
What is the plan?	6
What's not in the plan	7
The Neighbourhood plan process	8

Section 2

Peacehaven & Telscombe Area 10

The area today	10
Overview and concerns	12
The vision for tomorrow	14
Aims and objectives	15
The 20-minute neighbourhood	17

Section 3

Area Wide Policies 18

High Quality Design	19
PT1 High quality design	20
PT2 Innovation & good management	21
PT3 Landscaping	22
PT4 South Downs National Park	23
PT5 Sustainable design	24

Council Project 1 25

Housing Policies	27
PT6 Housing design	33
PT7 Adaptable housing	34
PT8 Low-cost housing	35
PT9 Housing mix	38
PT10 Reusing the existing	39

Council Project 2 39

Movement Policies	40
PT11 Travel planning	43
PT12 Enhancing accessibility to the National Park and coastal areas	45
PT13 Enhancing public transport	46

Council Project 3 48

Open Space & Amenity Policies	52
PT14 Protection of greenspaces	53
PT15 Amenity and greenspace	54

Council Project 4 55

Greenspace infrastructure plan	55
PT16 Enhancement of sports areas and playspace equipment	56

Council Project 5 56

PT17 Biodiversity protection	58
PT18 Biodiversity net gain	58
PT19 Urban greening	58

Council Project 6 59

Coastal Protection & Flooding 60

Reaching Net Zero 62

Council Project 7 63

PT22 Net zero	64
PT23 Air quality	64

Employment Space 65

PT24 Providing a mix of employment opportunities	65
PT25 Open workspace	66
PT26 Tourism	66
PT27 Local labour agreement	68
PT28 Digital infrastructure	68

Historical Character 69

Community Facilities	71
PT30 Community facilities	71
PT31 Loss of community facilities	72
PT32 Statement of community involvement	72

Advertisements 73

Council Project 8 73

A259 Feasibility study	73
PT33 Shutters	74
PT34 Signage	74

Section 4

Shaping Growth	76
PT35 Masterplanning	78
PT36 Design and placemaking	80

Section 5

A Centre for Peacehaven	81
PT37 Peacehaven centre	84
PT38 Community facilities in Peacehaven centre	85
PT39 Market place & outdoor events	85

Section 6

Community Infrastructure Levy 86

Section 7

Glossary 88



Foreword

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

Growth of urban areas is inevitable as we need to cater for increasing population sizes and longer life expectancy rates, but it doesn't mean that growth is negative. Growth can be influenced and used as a vehicle to improve the area as a whole. The Town Council's have taken the pragmatic approach that growth in Peacehaven and Telscombe should be positive; that increased Community Infrastructure Levy can be invested back into the local community to enhance facilities, and that this Neighbourhood Plan can be used to improve the quality of the local built environment and the well-being of their residents.

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

Peacehaven and Telscombe Town Councils

A Long-Term plan for Peacehaven and Telscombe

This is the Regulation 15 Neighbourhood Plan. It covers the towns of Peacehaven and Telscombe, as illustrated in Diagram 1.

Our daily routines of where we work, how we travel, where we live, where our children go to school are all shaped by the development of our built environment. New development is adjudicated by the District Council in accordance with planning policies set out within the Local Development Plan and since 2012 local areas have been able to shape some of the detail of those planning policies via a Neighbourhood Plan.

The purpose of a Neighbourhood Plan is to allow residents, community groups and businesses within the area to express ideas for how they see their local area evolving over time and bringing forward their thoughts on what should be included in the area for future generations.

The development journey of this neighbourhood plan has been ongoing since 2018 and has allowed many people from all aspects of the community to come together and have a say on what they would like their local area to look like and include over the coming decade. The Neighbourhood Area covers the towns of both Peacehaven and Telscombe as set out in the following diagram.

Neighbourhood Plan Area



Structure of the Plan

Following this introduction, the Plan comprises further sections:

Section 1 - Introduction

Background to the Neighbourhood Plan, its structure, content, process and objectives.

Section 2 - Peacehaven & Telscombe Area

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

Section 3 - Area Wide Policies

Sets out the design and planning policies for the towns.

Section 4 - Future Growth Policies

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

Section 5 - A Centre for Peacehaven

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

Section 6 - Community Infrastructure Levy

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

Section 7 - Glossary

Helps to explain planning jargon and phrase.



Future opportunities

“Within our dreams
and aspirations, we find
our opportunities”

Sugar Ray Leonard

On the journey of developing the neighbourhood plan, local people were asked to bring forward what they thought the future of the area should look like. To describe what could be done to help the local people live better and healthier lives. Obviously not everyone's vision is the same, and therefore it is important that the Neighbourhood Plan looks at providing as much of those aspirations as is possible. Therefore, not only does the plan set out traditional style policies but also highlights possible projects that the local town councils can take forward and develop.

It is important that this plan is read alongside the accompanying Design Codes and Strategic Environmental Assessment that have been produced with this plan so that a full picture of the community vision can be gained.

Who's been Involved?

Peacehaven Town Council and Telscombe Town Council have come together to develop this plan. They established a Steering Group which consisted of Councillors, residents, business representatives and community leaders to work through the main planning issues and to use their combined networks for information sharing and gathering.

The Town Council's would like to take this opportunity to thank all those steering group members that helped develop this Plan.

The benefits of having a Neighbourhood Plan

Residents of Peacehaven and Telscombe often express via social media how they have been forgotten. How other nearby towns such as Lewes or Seaford get better developments, or more facilities.

Following on from the Pelham Rise development, the Town Council felt that they needed to promote opportunities for the area, to influence better quality spaces and building design and most of all to seek additional social infrastructure which would benefit the well-being of residents. This neighbourhood plan has therefore taken time to develop supporting policies that will help influence changes for the better.



The Scope of the Plan

It has been important for the neighbourhood plan to be developed in such a way as not to repeat planning policies that have already been set by the District Council in the Lewes District Local Plan Part 1¹ and Part 2², but to add local information that can help shape future development and growth of the area.

Growth of the local area isn't unwanted, it is viewed by the Town Council's as an opportunity to provide much needed facilities for future generations, but it must be done in a sympathetic and sustainable way. This plan is seen as a tool for enabling growth to occur, so that the benefits of growth can be shared throughout the whole area.

¹ <https://www.lewes-eastbourne.gov.uk/planning-policy/lewes-core-strategy-local-plan-part-1/?assetdetb15f5c56-9bf9-4867-b307-cdbef931760d=257159>

² https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/287648.pdf

The Neighbourhood Plan Journey

The starting point for the Neighbourhood Plan journey, was to engage with the community and discuss the main planning issues that were likely to be faced during the next decade. Issues such as traffic generation and lack of social infrastructure and services featured highly.

Once the main issues were identified, evidence was then collected from a variety of different sources and technical professionals to scope out policies that would help manage those issues for the future. These policies were set out in a draft plan which went out to resident's consultation (Regulation 14) in 2021.

From the feedback gained, a further draft plan has been prepared. This is known as the Regulation 15 document. This Regulation 15 document has been submitted to Lewes District Council who will hold their own consultation and together with the Town Council's will submit the Neighbourhood Plan to an independent examination process which will look at whether the plan is in general conformity with national and local adopted planning policy. If all is acceptable then the plan will be put to a local referendum where residents can vote to adopt the plan.

If fully adopted, then additional funding can be gained through the Community Infrastructure Levy towards local community projects. This Neighbourhood Plan should remain up to date and relevant and this includes a commitment to reviewing the Neighbourhood Plan when a new Lewes Local Plan is made.

For more information about the stages of the Neighbourhood Plan then go to the Government's website:

www.gov.uk/guidance/neighbourhood-planning--2#evidence-to-support-a-neighbourhood-plan

or contact Peacehaven Town Council or Telscombe Town Council:

www.telscombetowncouncil.gov.uk

www.peacehaventowncouncil.gov.uk



Peacehaven and Telscombe Plan Area

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

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

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

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

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



Overview of the Neighbourhood Plan Area

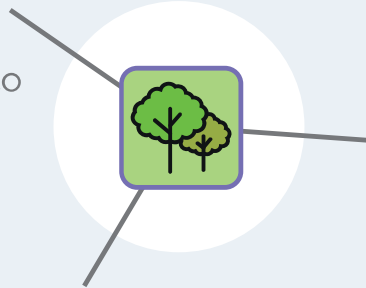
Large amounts of development over the last 10 or 20 years has done little to improve local infrastructure and has taken place in a piecemeal fashion. There have been approximately 700 new homes delivered in Peacehaven and Telscombe since 2009 and much of this has been through windfall sites.

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

- Poor quality development that has used poor quality materials given the coastal location.
- Poor cycling or pedestrian infrastructure linking main points of town, and therefore creating greater dependency on car travel.
- Poor public transport connectivity with the area and to neighbouring areas making local journeys time consuming and costly.
- Poor provision of good quality commercial space to meet the needs of local businesses, meaning that more people commute to place of employment.
- Lack of managed recreational open spaces and sports pitches.
- High demand for health services, poor access to NHS dentists and doctors. According to 2011 census Peacehaven has some of the worst health outcomes of the entire District.
- Meeting the needs of a growing ageing population while providing facilities for young people in the area.

Peacehaven and Telscombe, a Snapshot

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

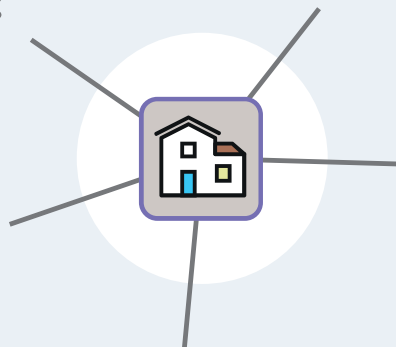


Telscombe Village has 16 listed buildings including Grade 1 church. St. Laurence. There are also 3 scheduled ancient monuments on the Tye.

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

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

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

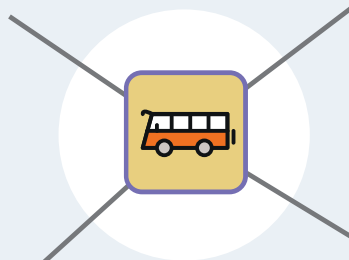


Shortage of formal play spaces and sports facilities.

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

Nearest train station is over 6km away at Newhaven.

Lack of cycle and walking routes. Reliance on cars.



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

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

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

Peacehaven and Telscombe of the Future

The Vision

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

Aims of the Neighbourhood Plan

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

The timeframe of the plan, is aligned to the existing Lewes Local Plan (Part 1: Joint Core Strategy 2010-2030 and Part 2: Site Allocations and Development Managements Policies 2020)³ and will regularly undergo reviews to ensure that the vision is progressing in accordance with emerging new policies set by Lewes District Council and future changes to the wider planning system.

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

Objectives

The objectives following from the vision are:

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

The neighbourhood plan is looking to provide sustainable development for future generations that will allow residents to feel proud of the identity of their area, increase access to local services, local employment and local housing and in doing so will improve inclusivity of its community.

Meeting the Vision

The Twenty-Minute Neighbourhood

Peacehaven and Telscombe are neighbouring urban areas that geographically are quite flat. However, one of the largest subjects of concern raised by local residents, was poor accessibility to local services, such as doctors, dentists and nursery care. Through adopting the concept of a twenty-minute neighbourhood, the Town Councils are hoping to raise awareness of the current closeness of local service provision and work towards increasing the amount of local service provision so that accessibility becomes easier for all.



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

The importance of creating better connected communities, is supported by Sport England's "Uniting the Movement Strategy"⁴ as well as draft National Model Design Code (updated January 2021)⁵, which contains useful guidance on delivering 20-minute areas

⁴ Uniting the Movement | Sport England - <https://tinyurl.com/yc8kpsnw>

⁵ National Model Design Code - www.gov.uk/government/publications/national-model-design-code

Section 3

Neighbourhood Development Plan - Area Wide Policies

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

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

A major application consists of . . .

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

High Quality Design and Local Distinctiveness

The achievement of high-quality design is a core principle of the National Planning Policy Framework (NPPF)⁶, which is the Governments' key planning document. It states, at paragraph 126, that "the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities".

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

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

⁶ <https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input>



Policy PT1: High Quality Design

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



Innovative Design

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

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

Policy PT2: Innovation and Good Management

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

Landscaping

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

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

Policy PT3: Landscaping

All new development schemes should:

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



South Downs National Park

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

Policy PT4: Impacts on the South Downs National Park

- (1) Development within close proximity to the South Downs National Park should have a landscape led approach (as set out in the South Downs National Park Development Plan⁷), having regard to the setting of the National Park and its visual amenity on the local area.
- (2) Development should respect the views to and from the South Downs National Park and its main features of biodiversity, geology and its tranquil characteristics.
- (3) Development should seek to protect the dark skies of the South Downs National Park and be carried out in accordance with the Technical Advice Note from the South Downs National Park⁸.

⁷ www.southdowns.gov.uk/planning-policy/south-downs-local-plan/local-plan

⁸ South Downs National Park Dark Skies TAN
www.southdowns.gov.uk/wp-content/uploads/2021/11/DNS-TAN-2021-accessibility.pdf



Sustainable Design

Peacehaven Town Council declared a climate emergency in 2021 and have undertaken a commitment to be carbon neutral by 2030. Planning applications seeking to reduce carbon dioxide emissions and other air pollutants will contribute to these objectives and will help tackle the effects of man-made climate change.

In addition, Peacehaven and Telscombe are classified as a “water stressed area”⁹ by the Government and as such this resource needs to be managed effectively, particularly given the complexities of the towns location on eroding cliff tops and chalk strata levels.

All new development proposals need to show how thought has been given to being climate friendly and should seek to demonstrate that the sourcing of materials, facilities and water-drainage strategy are contributing towards the aim of having a net emission rate of zero. Further guidance set out by Lewes DC Sustainable Development Technical Guidance Note¹⁰(or its successor)

Older traditional buildings seeking to renovate as part of a refurbishment programme should seek to undertake a whole building holistic approach in accordance with PAS 2035 (PAS 2035:2019 Specification for the energy retrofit of domestic buildings¹¹)

⁹ Government classified water stressed areas 2021
www.gov.uk/government/publications/water-stressed-areas-2021-classification

¹⁰ <https://www.retrofitacademy.org/wp-content/uploads/2019/10/PAS-2035.pdf>

¹¹ Guide to PAS 2035
www.retrofitacademy.org/wp-content/uploads/2019/10/PAS-2035.pdf



Policy PT5: Sustainable Design

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

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

Council Project 1. Promoting Sustainability

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



Housing - Creating high quality housing for all

The neighbourhood development plan seeks to encourage the appropriate re-development of brownfield sites to help meet housing needs and encourage housing development to cater for all ages and abilities within the community. In particular, the neighbourhood plan seeks to bring forward innovative affordable housing options to meet the defined need as established by the Housing Needs Assessment for Peacehaven and Telscombe 2022¹².

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

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

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

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

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

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

The Neighbourhood Plan Steering Group, Lewes District Council and AeCOM (Strategic Environmental Report¹³) have therefore collaborated in bringing forward the relevant housing policies for this plan.

¹² Housing Needs Assessment 2022
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_2fc9b64bb41342b69760b831e29e7418.pdf

¹³ AECOM Strategic Environmental Assessment
www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk



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

Area 1: East Saltdean

Area 2: Telscombe Village

Area 3: South Downs Fringe

Area 4: Telscombe & North Peacehaven

Area 5: Plotlands

Area 6: Peacehaven Centre

Area 7: Coastal Plotlands and Coast Road

Area 8: East Peacehaven and Mobile Homes

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

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

Area 1: East Saltdean

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

Area 2: Telscombe Village

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

Area 3: South Downs Fringe

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

Area 4: Telscombe & North Peacehaven

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

Area 5: Plotlands

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

Area 6: Peacehaven Centre

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

Area 7: Coastal Plotlands and Coastal Road

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

Area 8: East Peacehaven and Mobile Homes

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



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

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

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

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

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

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

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

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

Section 3 Area Wide Policies

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

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

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

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

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



Policy PT6:

Housing Design

- (1) All new residential development (including conversions) must meet the nationally described internal space standards for each individual unit.
- (2) Be arranged to ensure that primary habitable rooms have an acceptable level of daylight and where possible will receive direct sunlight.
- (3) Be designed to minimise disturbance to occupants from other land uses and from sources of noise and pollution.
- (4) Provide an efficient layout, including internal storage areas, areas for working from home and good quality outdoor amenity space.
- (5) Have regard to street layout, density, plot sizes, scale, landscaping characteristics and roofscapes of the surrounding area and protect important views such as those into the South Downs National Park or to the sea.
- (6) Create a safe environment, incorporating measures to reduce opportunities for crime and incorporating opportunities for natural surveillance of public places and include the principles of Secured by Design¹⁴.
- (7) Provide for accessible and well-designed secure bicycle storage areas, e-bikes and electric car charging points, and waste recycling areas.
- (8) Provide access to hi-speed wi-fi infrastructure
- (9) Where possible, include smart technology for protection and safety, such as water leakage notification, fire-safety and security systems
- (10) Where possible incorporate smart demand energy systems to reduce energy and water usage.
- (11) Be in conformity with the design guides for the area.

¹⁴ Secured by Design 2019
www.securedbydesign.com/images/downloads/HOMES_BROCHURE_2019_update_May.pdf

Adaptable Housing

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

The NHS Sussex Partnership produced a document in July 2020 – A strategic plan for integrating housing and mental health across Sussex¹⁵.

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

¹⁵ <https://www.sussex.ics.nhs.uk/wp-content/uploads/sites/9/2022/07/Integrating-Mental-Health-and-Housing-Services-for-Better-and-More-Fulfilling-Lives-4.pdf>



Policy PT7:

Adaptable Housing

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

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

Affordable Housing

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

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

Policy PT8: Low Cost Housing

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

For major development applications, applicants should provide a robust "open book" appraisal to demonstrate the proposed levels of affordable housing taking into consideration the Peacehaven and Telscombe Housing Needs Assessment. Appraisals should be undertaken in accordance with the Assessing Viability in Planning under National Planning Policy Framework 2019 – RICS March 2021¹⁶ and should be based on Benchmark Land Values as undertaken by a qualified RICS Assessor.

¹⁶ RICS March 2021
www.rics.org/profession-standards/rics-standards-and-guidance/sector-standards/land-standards/assessing-viability-in-planning-under-the-national-planning-policy-framework-2019-for-england-rics-guidance-note-1st-edition



Housing Mix

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

Policy PT9: Housing Mix

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

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



Policy PT10: Reusing the Existing

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

Council Project 2 - Housing

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

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



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

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

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

East Sussex County Council have also been undertaking a consultation on the local cycling and walking infrastructure. As part of their research (LCWIP Consultation 2020¹⁷), ESSC commissioned the charity Sustrans to look at cycling and walking infrastructure in the NP area. This found that the area had good potential for large numbers of active travel users, and significant potential to increase the use of “chain-journeys” by linking active travel to public transport hubs. To enable this to be achieved investment will be needed to improve crossings and cycle parking (incorporating charging points for e-bikes) at key destinations.

Active Movement

Peacehaven and Telscombe are relatively well laid out towns, with grid-like streets and level topography. Most everyday services are within a 15–20-minute walk, cycle or bus journey, but connectivity is not easy. Road surfacing is of a poor quality and car parking is widely available for free. This discourages people from making more healthier and sustainable travel choices.

Health indicators show that Lewes District residents are generally more inactive than other districts in the South-East. The 2018 survey by East Sussex County Council shows that approximately 9% of residents within the Lewes District were inactive (less than 30 mins activity per day) compared to 6% for Brighton and Hove and 8% in Eastbourne (Public Health England, Physical Activity¹⁸)

The Town Councils would like to start the process of improving travel choices with the aim of getting to the point where walking or cycling are the most convenient choice for short journeys of less than 15-20 minutes. This would be good for the environment, for health and social well-being and for saving money¹⁹.

17 <https://consultation.eastsussex.gov.uk/economy-transport-environment/essc-lcwip-2020>

18 www.eastsussexjsna.org.uk/media/1r0bu44g/healthy-eating-physical-activity-data-briefing-apr-2018.pdf

19 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf



On longer distances people should be given an option of good quality and affordable travel modes so that they can make informed decisions as to how they travel. To enable this to happen public transport and road infrastructure has to be improved, in frequency, quality and accessibility. If traffic congestion on the A259 Coast Road is to get better, the neighbourhood plan must look at ways of how new developments can help in reduce car dependency.^{20 21 22}

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

21 Survey findings https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_541be6aee654455684bb6e6497120707.pdf

22 Where to start with electric bikes: all you need to know - <https://www.sustrans.org.uk>



Policy PT11:

Travel Planning

- (1) All planning applications should set out the site connectivity to nearby services and community spaces. These statements should be proportionate to the size of the proposed development and be tailored to address local circumstances.
- (2) Statements should positively support higher levels of walking, cycling and public transport use by demonstrating how the proposed scheme links to existing walking, cycling and public transport infrastructure.
- (3) Statements should promote the role of local shared transport alternatives by setting out links to local cycle hire schemes and local car clubs.
- (4) For larger proposals where new development is proposing new pathways and vehicle highways, documents should set out the time frames of infrastructure development, any planned changes to existing infrastructure and a long-term management strategy for their care and maintenance.
- (5) Where off road parking provision is not available or suitable, statements should reflect the important role existing nearby parking facilities can play when seeking to promote sustainable forms of travel. These existing parking facilities can seek to include new provisions of cycle parking (incorporating e-bike charging points), cycle/electric cycle hire schemes, changing facilities and lockers where appropriate.
- (6) Where new parking facilities are incorporated into the development proposals these should include opportunities to promote sustainable travel, through park and cycle, park and walk schemes and inclusion of electric vehicle charging infrastructure.
- (7) New parking facility layouts should seek to include covered cycle storage and ensure that disabled access and dementia friendly parking spaces are catered for.

Encouragement is given for developers to set out new parking areas in accordance with the South Downs National Park Supplementary Guidance that follows a landscape approach to designing parking facilities.



Policy PT12:

Enhancing Accessibility to the South Downs National Park and Coastal Areas

Proposals for development that enhance the quality and accessibility of the South Downs National Park, Coastal Path or undercliff walkways are welcomed²³.

Improvements may include:

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

²³ https://www.southdowns.gov.uk/wp-content/uploads/2021/04/Appendix-2_Parking-SPD_Accessible.pdf



Public Transport

A good public transport system helps reduce congestion, improves air quality and can save people money.

Current public transport provision in the area is focused along the A259 corridor providing travel from Brighton to Seaford. The majority of the town's residents are not within easy access of this bus service and the current local bus route to the north and east of the neighbourhood plan area is infrequent and has significant gaps in the provision of service. While this is to be partially improved as part of the East Sussex Bus Service Improvement Programme (BSIP)²⁴ with proposed increase service provision to the route no. 14 between North Peacehaven and Newhaven, there still remains connectivity issues between East Saltdean and the Meridian Centre, North Peacehaven and the South Coast Road.

Telscombe Village has no access to any public transport, thus residents of the village are totally reliant on car use.

²⁴ East Sussex Bus Improvement programme
<https://www.eastsussex.gov.uk/media/znybvybw/east-sussex-county-council-bus-service-improvement-plan-2021.pdf>

Policy PT13:

Enhancing Public Transport in the Neighbourhood Plan Area

All major developments of ten houses or more and commercial spaces (major) should seek to:

- (1) Help to deliver and facilitate a better public transport connection between East Saltdean, East Peacehaven, North Peacehaven and the Meridian Centre and South Coast Road.
- (2) Deliver a better public transport connection between East Saltdean, East Peacehaven, North Peacehaven and the Meridian Centre.
- (3) Provide bus shelters that are well designed and located in front of cycle lanes. Bus shelters should contain live departure information and journey details.
- (4) Link secure cycle parking to bus routes enabling greater "Chain Journeys" to be undertaken.
- (5) Should seek to extend times of existing services in poorly served areas.
- (6) Design walkways to bus stops so that they are well lit, easily viewed and feel safe and secure, particularly after dark.

Council Project 3 – Travel Planning

Through the work on the Neighbourhood Plan, a series of possible projects have been identified which the Town Councils will continue to lobby for. With regards to public transport improvements there are three main priorities.

- (1) The delivery of a frequent, direct, and high-quality transport connection from all parts of the towns to the Meridian site and nearby health facilities.
- (2) The delivery of a frequent and direct public transport route from North Peacehaven to the South Coast Road.
- (3) The upgrade of bus shelter infrastructure to provide comfortable waiting areas with real time travel information. With regards to walking and cycling routes, the Town Councils will work closely with East Sussex County Council, Lewes District Council and Sustrans to bring forward a high-quality route network (as set out below) that links education, health, retail, leisure and employment facilities across the towns.

The quality of surface infrastructure, as well as new routes and services should be enhanced. This means for example, better pedestrian crossing facilities, improved public realm designs, dedicated local cycle, and walking lanes, better junction crossing for pedestrians and cyclists. These projects are also an opportunity for direction of funds payable to the Town Councils through CIL.



Provisional Improved Routemap

Map key

- Potential walking and cycling routes
- Potential improved green walking routes
- 20 Minute walking distance from the Meridian Centre
- Meridian Centre
- Community House
- + Doctors Centre + Pharmacy
- Peacehaven
- Community School
- Football Club
- Bowls Club
- ▲ Dentists
- Shops along A259
- Public Park or Garden
- Meridian Industrial Estate (employment area)
- ◆ Vets
- Play Space
- Allotments or Community Growing Spaces
- Greenwich Timeline Monument
- War Memorial
- † Places of Worship





Open Space and Amenity

Peacehaven and Telscombe benefits from lots of open spaces of various sizes within and bordering the neighbourhood plan area. During the Covid pandemic these spaces became sanctuaries to the local community and continue to serve the area by being spaces that help improve health and well-being. There is generally a good provision of young children's play spaces across the towns and they are well maintained and where possible improved by the local Town Councils.

The Town Council's also provide some football pitches within the local area which are free to use, but there is a shortage of supply of courts, non-football pitches, and indoor sports venues.

Accessibility to larger areas of open space is limited and parts of the South Downs National Park, and coastal undercliff areas are poorly signposted so often people don't know how to access them.

As well as poor legibility, many of the neighbourhood's green spaces are poorly managed and offer little biodiversity gain, often comprising overly mown grass areas that are used for dog walking but little else.

The policies within this plan therefore seek to protect existing areas of open space, while seeking to improve green spaces and their contribution towards combating climate change.

The neighbourhood plan seeks that new open space provision should seek to link with existing areas, providing new green corridors that will enhance habitats and improve accessibility and legibility to wider landscapes.



Policy PT14:

Protection of Green Spaces within the Neighbourhood

- (1) All development proposals should take every opportunity to contribute to a connected recreational green network and provision of new open spaces, playing fields and urban greening.
- (2) Development which would result in the loss of existing areas of formal and informal recreational space such as playing fields, amenity spaces and allotments as listed should demonstrate that the facility is surplus to requirements and should seek to make alternative provision elsewhere in the neighbourhood plan area that is equivalent in terms of size, quality, and amount of facilities offered or would result in a net improvement in the quality of facilities available.

1. Robert Kingham Park
2. Chatsworth Park
3. Lake Drive Pond
4. Meridian Park
5. Howard / Peace Park
6. The Dell
7. The Oval
8. Centenary Park
9. Cornwall Avenue Allotments
10. Telscombe Cliffs Playing Fields
11. Epinay Park
12. The Copse
13. Shepherds Down.
14. Joff Field
15. The Bricky / Cinque Foil Playground
16. Ashington Gardens

Greenspace, such as parks, woodlands, fields and allotments as well as natural elements including green walls, roofs and incidental vegetation, are increasingly being recognised as an important asset for supporting health and well being. "This natural capital can help local authorities address local issues that they face, including improving health and well being, managing health and social care costs, reducing health inequalities, improving social cohesion and taking positive action to address climate change." p.19 A Green Future: Our 25 year plan to improve the environment (Government 2018)

The provision of better, more accessible water features and green infrastructure within the neighbourhood plan area will make a more attractive place to live and work and bring about long-term improvements in people's health.

Policy PT15: Amenity, Green and Blue Spaces

The neighbourhood plan area is situated between the sea and the South Downs, both of which consist of protected habitats that are of benefit to the health and well being of the residents neighbourhood area.

Applications will therefore be encouraged to:

- (1) Explore ways of connecting these spaces, through enhancing and strengthening the landscapes along the connecting routes and creating public realm improvements.
- (2) Improve accessibility to all open spaces and improving opportunities for residents and visitors to experience the nature they contain.
- (3) Increase the number of native trees and hedgerow planting within the neighbourhood area.
- (4) Provide long term management plans of all green infrastructure contained on the sites.
- (5) Contribute to net gains in biodiversity by incorporating features such as green roofs and walls, soft landscaping, bird and bat boxes, habitat restoration and expansion and improved green links.

Council Project 4 – The development of Green Spaces Infrastructure

The Councils long-term vision is where the water features and local green spaces are used, enjoyed and maintained as public health assets for the whole of the local community, regardless of age, gender, race or mobility.

The Town Councils will seek to work with the South Downs National Park, East Sussex County Council and Lewes District Council to examine ways to increase the accessibility of areas, so they have a central role in

- Increasing physical activity levels
- Improving mental health
- Increasing social inclusion and reducing loneliness

Sports

The availability of formal sports recreation facilities in Peacehaven and Telscombe is a topic of concern, where demand is already outpacing provision. Lewes District Council's Infrastructure Delivery Plan 2020²⁵, which sets out the key strategic infrastructure needed to meet the demands of new development, recognises the need for additional outdoor sports facilities in the Neighbourhood Area.

This is supported by the Lewes District Council's playing pitch strategy July 2020²⁶ which shows that there is a general deficit in pitch provision and the existing pitch provision needs improvement as many pitches have become overplayed in response to larger demand.

25 Lewes DC Infrastructure Delivery Plan 2012
https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/286463.pdf

26 Lewes DC Playing Pitch Strategy 2020
www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/313336.pdf



Policy PT16: Enhancement of Formal Sports Areas and Children's Equipped Play Spaces

- (1) The provision of new equipped play areas will be encouraged. Particularly those which provide for all-inclusive use.
- (2) Proposals for new formal sports facilities and/or upgrading the existing sports infrastructure will be supported.
- (3) Proposals for development of the Hub building in accordance with the AeCOM site options assessment²⁷ (Site Ref: PTNP5) for sports and leisure/community facilities (Use Class F1.F2) will be supported.

Swimming and water safety have been a statutory element of the national curriculum for PE in England since 1994. All primary schools must provide swimming and water safety lessons in either key stage 1 or 2 and every pupil is required to be able to perform safe self-rescue in different water-based situations.

The impact of lockdowns on school swimming and the closure of the local swimming pool means that many children no longer have the opportunity to swim, and many schools cannot afford the transport to swimming pools in neighbouring areas.

Council Project 5 – to provide local sports facilities

The Town Councils will work together with Lewes District Council, sports clubs and schools to review existing sport provision and assess what future provision / improvements may be required to meet increasing demand.

The Town Councils will also look at the potential for all-inclusive sports provision, swimming provision and the use of CIL funding to bring forward such facilities as identified in a feasibility strategy.

²⁷ www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_671d4323b7454f53ab5c8bc8bc31ae11.pdf

Biodiversity

There are a variety of Biodiversity Action Plan (BAP) Priority Habitats located within or within proximity to the Neighbourhood Plan area, predominantly areas of good quality semi-improved grassland, areas of deciduous woodland, and areas of maritime cliff and slope.

The Sussex Biodiversity Records Centre contains records of protected or notable species within the Neighbourhood Plan area. This includes records of several species of birds, mammals, bats, insects, grasses, trees, amphibians and reptiles; many of which are protected under the Wildlife and Countryside Act 1981 (as amended) and under Section 41 of the Natural Environment and Rural Communities Act 2006. In this respect, the BAP Priority Habitats (2016) ecological designations within and surrounding area are likely to support populations of protected species.

To the north-eastern edge of the neighbourhood plan area is the Bollens Bush Nature Reserve which is partly a Site of Nature Conservation Importance (SNCI) and contains woodland and ancient woodland indicator species. The whole Neighbourhood Plan area lies within the Living Coast UNESCO²⁸ world biosphere area, the Brighton to Newhaven Cliffs Site of Special Scientific Interest (SSSI) (including Priority Habitat Inventory Maritime Cliffs and Slopes), and Marine Conservation Zone. The Neighbourhood Plan area is a priority area for Countryside Stewardship measures addressing Redshank habitat issues and is within the People and Nature Network (PANN)²⁹ area as set out by the South Downs National Park.

An objective of the plan is to encourage the clothing of buildings with living green walls and roofs to help urban cooling, sustain wildlife and habitats and encourage green corridors to be developed.

²⁸ <https://thelivingcoast.org.uk/home-v1>

²⁹ <https://www.southdowns.gov.uk/national-park-authority/our-work/partnership-management/people-and-nature-network-pann/>



Policy PT17: Protection of Biodiversity and Habitats

- (1) Any proposal that is likely to have a negative impact on protected habitats or species should be accompanied by an ecological assessment that sets out a clear mitigation strategy and ensures that a qualified ecologist will be on site throughout the main construction phases.

Policy PT18: Biodiversity Net Gain

- (1) All developments should seek to incorporate safe nesting spaces such as bat and bird boxes, insect housing and pollinators. Proposals should be in accordance with Lewes District Council's Biodiversity guidance set out in the Biodiversity Net Gain Technical Advice Note. (Or successor)

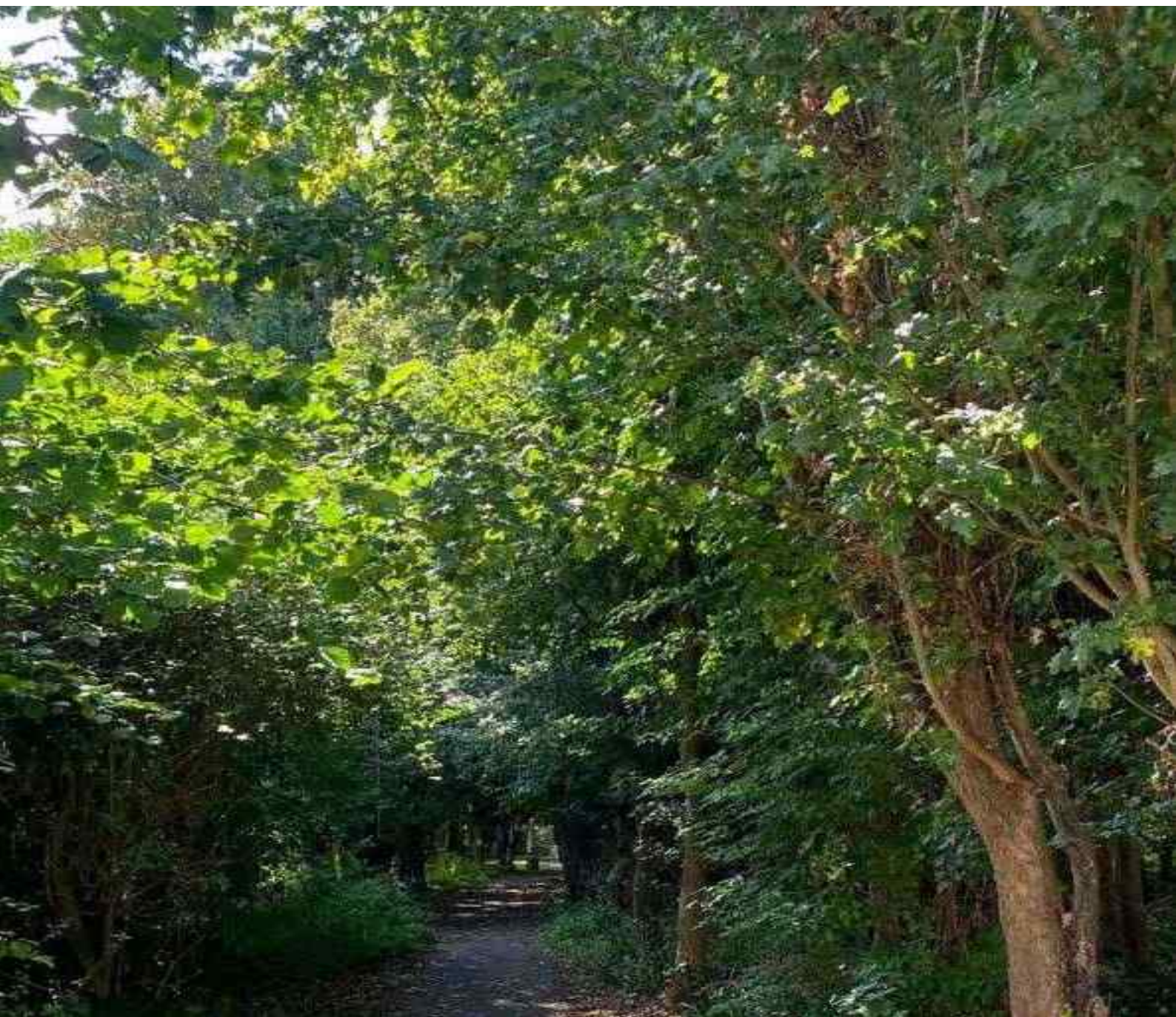
Policy PT19: Urban Greening

- (1) In order to ensure that green assets are technically feasible and commercially viable and can thrive over the long term, all development proposals are encouraged to:
 - (a) provide the maximum practicable coverage.
 - (b) Keep and maintain existing mature landscaping where possible.
 - (c) Include a clear planting plan demonstrating resilience to disease, pests and climate.
- (2) Major applications should also include a watering system, particularly utilising rainwater harvesting techniques to minimise water usage and incorporate a management plan for long term management of growth, disease control and plant failure to ensure that plants that die are replaced and any failure does not harm the fabric of the building or its setting.
- (3) Schemes should be designed to ensure maximum visibility from the public realm and capture associated well-being benefits for the whole community.

Council Project 6 – to encourage urban greening.

Urban Greening is an important element of the Neighbourhood Plan and as such the Town Councils could use CIL funding to bring forward a programme of public realm improvements, and council building/land improvements such as street trees, community allotments, living walls or green roofs on Council properties.

The Town Councils will work with partners to explore how underused green spaces and roadside verges might be better used to increase biodiversity value, provide new wildlife habitats and space for local food production. Use of such space for pocket parks and community gardens is encouraged.



Coastal Protection & Flooding

Along the currently undefended sections of the frontage of the Neighbourhood Plan area, the cliffs are currently experiencing an average rate of coastal erosion between 0.28m - 0.48m per year. Along the protected parts this is lessened but is reliant on defences being maintained and reinforced.

During this plan's lifespan, coastal defence strategies will need to be progressed by Lewes District Council to help slow the erosion rates in accordance with the Brighton Marina to Newhaven Western Arm Plan 2016³⁰.

Sea defences, where available, only protect the base of the cliff, and do not protect the erosion on the top of the cliff which is caused by weathering, poor surface water drainage and natural cliff changes. The increase in rainfall and temperatures from climate change is exacerbating the erosion of the cliff top. In addition, there are areas of Peacehaven and Telscombe that have a medium-high surface water flood risk, primarily impacting the local road network. This includes sections of South Coast Road, Telscombe Cliffs, Saltdean's Banning's Bottom, Buckhurst Road, Cliff Gardens, Ashington Gardens, The Oval, View Road, Firle Road, and at Peacehaven Sewage Treatment Works.



Implementation of sustainable urban drainage systems (SUDS) could help reduce the risk from surface water runoff, both for the purposes of flooding and coastal erosion, though it will continue to be important that new development has non-permeable hardstanding rather than traditional forms of hardstandings to ensure that surface water run-off is managed effectively.

30 www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/258572.pdf

Policy PT20: Drainage Management

- (1) All development proposals within the Neighbourhood Plan area should demonstrate clearly how developments will provide for the drainage of surface water and sewerage systems.
- (2) Proposals should ensure that surface water run-off is managed as close to its source as possible in line with the following drainage hierarchy:
 1. Store rainwater for later use.
 2. Use infiltration techniques, such as porous surfaces away from cliff edge.
 3. Attenuate rainwater in ponds or open water features for gradual release.
 4. Attenuate rainwater by storing in tanks or sealed water features for gradual release.
 5. Discharge rainwater direct to a watercourse.
 6. Discharge rainwater to a surface water sewer/drain.
 7. Discharge rainwater to the combined sewer.
- (3) Where possible all developments should seek to utilise sustainable urban drainage systems (SUDS).



Reaching Net Zero

The De-carbonisation agenda set by Government to reach “net zero”³¹ by 2050 means that planning policies must seek to help the transition from fossil fuels and encourage greater use of other modes of energy and movement.

Residents and visitors to the area should be exploring ways to undertake fewer car journeys, particularly for shorter trips as this helps us tackle some of the most challenging issues we face as a society, not just climate change, but improving air quality, health and well being, addressing inequalities, and tackling congestion and noise pollution on our roads. Increased levels of active travel can improve everyday life for us all.

Existing buildings will need to be made more energy efficient, firstly by ensuring they are well insulated and draught free. White goods should be of a high energy efficient rating and taps, showers and toilets should be water saving.

New buildings will need to install low carbon heating, whether this be via ground source heat pumps, dual ready heating systems that can use both electric and hydrogen sources, or on larger schemes implementing a heating network that can mean several properties benefit from one heating source.

All buildings should be looking towards including renewable energy sources whether from solar or wind gain, and the Town Council would welcome the opportunity to explore with partners the development of local community energy schemes.

31 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1033990/net-zero-strategy-beis.pdf



Policy PT21:

Renewables and Energy Efficiency

Applications are encouraged to support the provision of renewable energy, energy efficiency and promote sustainable development generally by:

- (1) Optimising design, layout and orientation of development to minimise energy use,
- (2) Including measures to provide high quality and low emissivity fenestration systems and doors, insulation to roof and walls, low water usage fixtures and fittings, and high energy efficient white goods.
- (3) Encouraging the installation of the renewable energy equipment and low carbon usage heating,
- (4) Encouraging appropriate free-standing renewable energy schemes,
- (5) Encouraging high standards of sustainable construction including the use of recycled construction materials.
- (6) Encouraging developments to attain high energy efficiency ratings with minimum impact on the landscape and biodiversity.

Council Project 7 – Renewable energy

The Town Council will seek to work with other stakeholders and partners to look at potential sites for battery storage which could then either be sold back to the grid or used at a local level to provide local initiatives such as a community electrical charging scheme for the towns.



Policy PT22: Net Zero

Proposals should seek to include the:

- (1) Installation of rapid electric vehicle charging points, wireless, induction pads, public e-bike charging stations or other such technologies.
- (2) The inclusion of electric car/bike/Motorbike sharing schemes.
- (3) The use of low pollution/electric freight vehicles during construction phases.

The 2019 (pre Covid) Air Quality Annual Status Report for Lewes District³² confirms that there are three diffusion tubes within Peacehaven which monitor air quality, including: South Coast Road (Cornwall Avenue o/s 223), Steyning Avenue, and South Coast Road (o/s 53).

South Coast Road (part of the A259) is the main route into and out of Peacehaven, and the air quality monitoring is kerbside (approximately 3m from the road). Reflecting the results of the air quality monitoring, all three sites did not exceed the national objective of 40µg/m³ for the annual mean concentrations of NO₂ throughout 2017 or 2018. The average concentration was 24.6µg/m³ across the three sites. Any future growth of the area should seek to maintain good air quality.

Policy PT23: Air Quality

- (1) Development should not damage the health of the air by increasing emissions of harmful pollutants to it. Such pollutants include: greenhouse gases; those considered by the United Nations to cause adverse impacts to the natural environment; and particles and gases considered by the World Health Organisation (WHO) to be harmful to human health. Any proposal that results in a significant increase in air pollution (in particular, NO₂ levels) will only be justified in exceptional circumstances.
- (2) Development should comply at least with all minimum UK environmental requirements in relation to air pollutants.
- (3) On major developments including construction stages, the proposals should aim to be at least 'air quality neutral' and not cause or contribute to worsening air quality. This should be demonstrated where necessary by an air quality assessment setting out the impact of the development on the neighbourhood plan area and proposed mitigation measures.

32 Air Quality status report - <https://sussex-air.net/reports/AnnualStatusReports/ASR-Lewes-2019.pdf>

Employment Space

Peacehaven and Telscombe have relatively small amounts of employment space, providing only 3.2% of the district's employment land (Lewes Employment & Economic Land Assessment 2010)³³ and meaning that many of the residents of the NP area travel to work outside the area, principally to Brighton and Hove.

Research undertaken by the University of Brighton for the Neighbourhood Plan (Diversifying the Local Economy Report 2020)³⁴ suggests that employment expansion could be towards the tourism market, expanding a night-time economy and where possible creating flexible workspaces with good quality digital infrastructure.

Peacehaven has a higher level of self-employed people (12.4%) compared to the national average (9.9%) East Sussex average (10.7%³⁵). Providing more flexible business space could be a good opportunity to stimulate economic growth and to harness local entrepreneurial spirit. Provision of such uses, including opportunities for home working, can support the future sustainability of development, reduce commuting and car usage, and encourage business development.

Policy PT24: Providing for a mix of employment opportunities

- (1) Support will be given for the sustainable economic development and regeneration of Peacehaven and Telscombe with a particular focus on improving local skills and increasing skilled employment opportunities within the towns.
- (2) Support will be given for applications for new employment uses, including the temporary use of vacant spaces with the use of "meanwhile leases".
- (3) Support will be given to applications that provide for sustainable growth through the allocation of accessible land for employment and employment generating uses (including retail, leisure, culture and tourism and education).

Given that a large proportion of employment in Peacehaven is based around sole traders and the skilled manual sector, there is a need for high quality serviced offices and meeting spaces that can be used flexibly. The South-East Creative Economy Network uses the term "open workspace" to refer to employment spaces that seek to bring together professionals to flexibly share high quality workspace and allow the reduction of costs. Such spaces include incubators, accelerators, co-working spaces and artist studios³⁶.

³³ Lewes Employment and Economic Land Assessment 2010

³⁴ www.lewes-eastbourne.gov.uk/planning-policy/employment-land-review/?assetdet39e14ce8-bfa6-4bb1-a5b3-2c92d6811d83=255404

³⁵ https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/_files/ugd/6d59de_2fa8f9ca9d7b4ed3b0509ca58d5e09e2.pdf

³⁶ Census and Labour Market Statistics: www.nomisweb.co.uk/reports/localarea?compare=E34003343

³⁷ Labour market profile: www.nomisweb.co.uk/reports/lmp/la/1941962883/report.aspx?town=East%20Sussex#tabempunemp

Policy PT25: Open Workspace

- (1) Proposals for high quality "open workspace" will be supported (subject to other policies in the development plan) to provide flexible working spaces for SME's in the local area.

The neighbourhood plan area has lots of potential to encourage a greater tourism industry in the area and help widen the local economy. This was particularly noticeable during the Covid pandemic when lots of people used the open spaces which in turn encourages more mobile cafes and food vans to open.

Applications that seek to support or strengthen the role of tourism within the neighbourhood area will be supported. This will include opportunities to capitalise on the presence of the South Downs National Park, the cliff tops open space, the National Coastal Path and Greenwich Meridian line. Applications will also be welcomed that promote and expand local leisure and cultural uses as will applications that seek to improve the public realm as part of the overall visitor experience to the area.

The Town Councils would welcome the opportunity to work with partners to bring forward open space events, such as markets, conferences and festivals that help support local businesses within the area.

Policy PT26: Tourism

- (1) Support will be given to applications that improve the quality and diversity of tourist facilities, attractions, accommodation and infrastructure, including cultural infrastructure. Applicants for new build tourist facilities should seek to create a strong sense of place by connecting to existing assets in the neighbourhood plan area.

The Index of Multiple Deprivation

The Index of Multiple Deprivation (IMD) 2019 has seven domains, these are income, employment, health and disability, education, training and skills, barriers to housing and services, living environment and crime. People may be counted in more than one domain.

The IMD scores are recorded by Super Output Areas (SOA's) which are then ranked from 1 most deprived to 34,844 least deprived. Three SOA's within Peacehaven are ranked within the higher deprived areas in England.

SOA

Lewes 007d ranked 6771

Lewes 010d ranked 6876

Lewes 010c ranked 9796

IMD

Reports for education, training and skills, place the vast majority of Peacehaven and Telscombe Cliffs in the higher deprived areas in England.

SOA

Lewes 010c ranked 4059

Lewes 010d ranked 4064

Lewes 006e ranked 5642

Lewes 007d ranked 5770

Full year reporting for apprenticeships across all sectors in 2018/2019 for Lewes District Authority returned a total of 440 starts. Reporting for quarter 1 and 2 ending January 2020 returns 220 starts of which only 20 were for construction, planning and the built environment sector.

South East LEP, with the Construction Industry Training Board (CITB) commissioned Whole Life Consultants to undertake a construction labour and skills analysis for Kent and East Sussex in 2018³⁷. One of the recommendations of the report was to improve the construction industry outreach. "Build a more positive image of construction with young people and adults. Increase recruitment through new entrance points, career changes and re-skilling. Emphasize that construction offers a high rewarding value career for all".

³⁷ [Construction labour and skills analysis for the Coast to Capital LEP area 2018](https://www.citb.co.uk/media/hzjk4asw/coast_to_capital_lep_area_april2018.pdf)
www.citb.co.uk/media/hzjk4asw/coast_to_capital_lep_area_april2018.pdf

Policy PT27: Local Labour Agreement

- (1) All construction of approved development schemes, should consider employing from the local area, using local trades and local apprenticeship schemes.
- (2) For major applications, a local labour agreement should be established setting out employment opportunities within a set radius of the site.
- (3) Educational and training opportunities such as providing curriculum support, careers advice, enterprise events, apprenticeships and work experience.
- (4) Where the use of local trades and suppliers is not possible, a contribution to Sussex Community Development Association (SCDA) or Peacehaven Chamber of Commerce should be secured to use towards local employment initiatives which aim to improve local employment opportunities and help remove barriers for employment and progression.

In a recent survey conducted by Lewes District Council (2018) 75% of SME's said that they would welcome faster and stronger digital networks across the district to help their businesses. Peacehaven and Telscombe suffer from poor mobile network coverage and from slow speed broadband provision, particularly in Telscombe Village, North Peacehaven and East Saltdean where signal coverage is poor and inconsistent.

To help business growth in the Neighbourhood Plan Area the digital services provided have to be improved.

Policy PT28: Digital Infrastructure

- (1) Development that facilitates improved digital infrastructure and better communication coverage such as high-speed broadband access for businesses and homeworkers will be welcomed as long as it accords to other policies within the plan and design codes.

Historical Character

The neighbourhood plan area is a gateway to the South Down National Park and its protected flora and fauna and range of nature. The area also benefits from proximity to coast and cliff tops (part of the protected UNESCO's Biosphere Reserve) and hosts the point where the Greenwich Meridian Line leaves the country.

This area is also rich in history, with the Telscombe Tye having three scheduled ancient monuments, a Saxon funeral path leading to Telscombe Village and the Church of St. Laurence (Grade 1 listed 11th Century nave and chancel), as well as Telscombe Village having several Grade 2 and Grade 2* listed buildings.

East Sussex Heritage Environment Record shows that over the years there have been some significant historical finds locally, such as axe heads and scrapes from the Neolithic and Bronze Age, that now reside at the Brighton Museum. East Sussex County Council's website also shows that large parts of Peacehaven and Telscombe are within Archaeological Priority Notification Areas.

To a lesser degree but just as interesting are the buildings and structures within the Neighbourhood Plan Area that are currently not recorded or protected but would deserve their heritage assessed as part of any forthcoming development. For example, the former Gracie Fields Home and Orphanage on Telscombe Cliffs Way, The Coach House on Bannings Vale, Coastguard Cottages and Smugglers Rest on the A259, to name a few.





Policy PT29: Heritage Assessment

- (1) It is encouraged that all applications for developments undertake a proportionate heritage assessment of the site. Recording whether the development is within an Area of Archaeological Notification, nearby listed buildings, Conservation Areas, the buildings age, design, quality and features. The assessment should identify historical characteristics within the building and surrounding area. All impacts to features and historic characteristics should be recorded, and where required an appropriate mitigation strategy included as part of the planning application.

Community facilities

Local community facilities provide a range of social care, education and welfare services that once lost are not easily replaced. Having such facilities locally is important socially, economically and also reduces the need for longer travel distances. It is therefore important that these services and facilities are protected over the longer term. Such facilities and services include (but not exclusively) schools, nurseries and places of learning such as libraries. Places of worship. Healthcare provision. Community centres, local theatres and galleries/exhibition halls. Post offices and banks.

In particular the following community facilities should be safeguarded:

Peacehaven Library, Tyedean Hall, Telscombe Village Hall, The Scouts Hut in Arundel Road, East Brighton Masonic Centre (Seaview Road), Community House, Telscombe Civic Centre, Community Centre for Peace and Mosque, Kempton House Day Centre, The Joff Youth Centre, Central Avenue Post Office.

Policy PT30: Community Facilities

All major applications are encouraged to contribute towards the provision of local community facilities both commercial and not for profit.

New provision of community facilities are encouraged to facilitate shared uses, and where possible to encourage existing buildings to expand service provision close to the district centre (Meridian Centre) where public transport networks are available.

New facilities outside of the district centre, should provide an appropriate level of parking, including different types of parking such as cycle parking, dementia friendly parking and safe drop off zones, to encourage greater accessibility and social inclusion.

Delivery of new community services and facilities should be introduced at an early stage of the development to encourage greater integration and social cohesion.

Policy PT31: Loss of Community Facilities

Proposals that include the loss or change of use of a community facility will only be supported where:

- (1) adequate alternative provision exists or will be provided in an equally accessible or more accessible location within 800 metres walking distance; and
- (2) all reasonable efforts have been made to preserve the facility, but it has been demonstrated that it would not be economically viable, feasible or practicable to retain the facility or provide any other type of community service within the site/building.

The local community must be fully involved to gain a proper understanding of the importance of any community facility and the implications of any proposal which may affect it. Applicants proposing to redevelop or convert facilities which are of established community value will be expected to engage with local communities at an early stage in the planning process about the relative importance of the facility to its users.

Policy PT32: Statement of Community Engagement

- (1) Applicants proposing major developments, or proposals involving community uses are strongly encouraged to submit a Statement of Community Engagement to the Town Councils for early consultation and inclusion as part of the planning application. The Statement should set out where the proposal and associated construction management plan can be viewed and how the local community can provide early comments prior to the application determination.

Advertisements

There are a wide range of commercial business premises operating in the local shopping areas. These include shops and offices, bars, cafes and restaurants and clubs. Inevitably, the quality of design of their frontages and associated signage varies considerably.

The quality of the shop fronts along the A259 and Longridge Avenue and within the town centre, has an influence on the appearance and attractiveness of the NP area. During consultation, the poor visual quality of buildings was raised: many people thought that the upkeep and maintenance of the buildings in local retail and employment areas could be improved, and that a consistent approach to signage and shopfronts would make an improvement to the experience of using commercial areas.

Poor quality signs and materials undermine the visual quality of the neighbourhood plan area and do not help attract visitors to the towns. It is thus considered important that shopfronts respond better to local character and bring a consistency of style to the commercial areas. Equally, the use of shop signage on pavements should be limited to reduce clutter. Any new signage on pavements that is associated with the business of the individual premises should have due consideration for the character and design of street furniture in the wider area and should seek to enhance the public realm.

Council Project 8

The Town Councils will in collaboration with other relevant stakeholders and public bodies explore the possibility of producing a feasibility study for the A259 to look at the quality of the public realm and signage.



Policy PT33: Shutters

- (1) Applications for external roller shutter or removeable grills will generally not be supported unless they are concealed or incorporated into the fabric of the building.

Policy PT34: Signage

- (1) Applications for retail and commercial frontages will be supported where the depth of the fascia is in scale with the building and is set below the first-floor windows. The use of large areas of acrylic or other shiny materials should be avoided.
- (2) The use of box fascia's should be sympathetic to the scale of the building and should not project too far from the building. Lighting should be by a small number of uplighters or LED trough/halo lighting behind individual letters.
- (3) Projecting signs should only be allowed where they are in proportion to the building.
- (4) Free-standing monolith and totem pole signs should be in keeping with the scale and size of the building and where possible should use uplighters for illumination.



Section 4

Shaping Growth

Peacehaven and Telscombe do offer some limited opportunities for urban growth. Where these developments are sought, there needs to be policies that can help deliver a sustainable approach which enables the wider community to engage and a balance between existing and new to be achieved. It will therefore be encouraged that those applications for major sized developments be informed by a masterplanning process which will encompass a landscape led approach to design.

Masterplanning

Masterplanning is a method by which developers can set out a clear and coherent route map to the delivery of a development. It helps applicants to demonstrate and communicate an understanding of the site's constraints and connectivity to the surrounding area. It shows that a coherent approach has been undertaken in analysing information and provides a design that is bespoke to that location.

The neighbourhood area is enveloped by designated protected open space, and as such a landscape design approach to masterplanning should be undertaken. A landscape design approach will require developers to sensitively design in terms of scale to the landscape context of being between clifftops and the South Downs National Park. The approach will also be required to deliver on the wider challenges such as the effects of climate change and health and well-being and how it can contribute to the wider area by supporting community benefits, local economies and promoting sustainability, culture, biodiversity and heritage.

Masterplans should be subject to a programme of community consultations and supported by a statement referencing the AECOM Design Codes and corresponding Consultation Statement to build on and learn from previous planning schemes within the area.



Policy PT35:

Masterplanning

All masterplans should incorporate the following:

- (1) Consideration of the unique characteristics of the site and surrounding area, in particular analysing how the landscape will deliver local community and economic benefits and supports health and well-being.
- (2) Set up a cooperative structure that will involve all landowners in and around the site to form a coherent approach to development delivery.
- (3) Set out clear aims and objectives of the development and what the long-term landscape design success will look like. Undertake early consultation on these with the local community.
- (4) Establish a context appraisal for the site which will include the landscape design criteria.
- (5) Create a land use plan, which will also look at plot sizes, heights, points of connectivity.
- (6) Develop a movement framework that will set out the street hierarchy and public realm improvements.
- (7) Establish a green infrastructure plan which will set out the landscape design and open space network. The plan should include green corridors and habitat links to the wider area. The Green Infrastructure plan should contain a long-term management plan for the landscaping and how these areas are set out to be for the long-term resilience to the local effects of climate change, including being within a defined water stressed area.

A placemaking approach.

Placemaking is an approach to growth which focuses on how people interact with the built environment and spaces around them. It seeks to set a context of how areas are used for living, working and spending leisure time.

Successful placemaking helps rejuvenate community areas by uplifting the public realm and reconnecting people to the architecture that surrounds them. It is not completely design led and involves a more collaborative approach where landowners and users of public space come together to look at how new spaces can be created that will encourage greater public interaction, social cohesion and improve health and well-being. This approach also helps rejuvenate local economies as more people use an area.

Placemaking is not separate from masterplanning. The two can be combined to provide for a greener more landscaped approach for the creation of new public realm within larger growth areas.

For a successful placemaking approach to be undertaken, flexibility and responsive design needs to be incorporated as trends often change and people look to find new experiences. Long term management and maintenance of these areas also has to be incorporated to ensure that they remain safe and well used.



Policy PT36: Design and placemaking principles

Major applications should seek to encompass a placemaking approach by including the following:

- (1) Putting people first – create a hierarchy of open spaces, from parks to grass verges and ensure that all are easily accessible for all ages and abilities. Create good wayfinding with safe and legible routes to from and within the site. Encourage active and sustainable movement, especially walking and cycling between open spaces.
- (2) Make it good for people and the planet – encourage community food growing and allotments, farmers markets and places where people can buy local wholesome produce. Prioritise the development of brownfield sites and develop these to the maximum density that the local context will allow, before developing greenfield sites.
Don't waste space. Resource efficiency through using recycled materials, rainwater harvesting, and smart technology such as metres and lighting.
- (3) Future proofing and resilience – take a long term look at the life cycle of the development. Make it flexible and adaptable to changes in the economic market and the environment. Undertake a risk and resilience plan which looks at the effect of increased heating on buildings and spaces, impacts of extreme weather events, climate related health impacts, fluvial and surface water risk and water scarcity.
- (4) Measure the success – set targets for the long- term gains of the development. mode of transport usage and modal changes. Set energy consumption targets measuring the ongoing demand reductions and renewable percentages. Biodiversity net gain targets. Social indicators such as improvements in health and well- being and people's happiness levels. Economic indicators such as affordability and commercial viability.

Section 5

A Centre for Peacehaven

The policies in this section relate to the central retail district known as the Meridian Centre and surrounding area.

This area has been the subject of a full masterplanning and consultation exercises undertaken by the Neighbourhood Plan Steering Group during 2020-2021. As such, these policies set out to meet the aspirations of the residents of the towns as well as the Neighbourhood Plan Steering Group³⁸.



³⁸ Masterplan Consultation Statement March 2021
<https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input>

Town centre

Currently the Meridian Centre is a district retail centre which hosts a medium sized supermarket, post office, library, nursery, town council offices, and approximately a dozen smaller units, many of which are vacant, due to impending redevelopment.

But new floorspace alone will not deliver the step change required in the centre. It is hoped that Peacehaven Centre will become the core of the wider neighbourhood plan area, where public, economic and cultural life all come together. The Brighton University Study undertaken in 2020 suggests that the quality of the public realm in the town centre should be enhanced as well as the commercial spaces be improved, as could connectivity to and within the centre area itself. Improving the connectivity of the site and the public realm will enhance the visitor experience.

Providing for some new residential development in the town centre may also help create life and activity and offer new housing close to facilities for those starting out in first homes, as well as those downsizing.

Town centre weaknesses

The main issues as identified within the masterplan are:

- The area has many differing land uses, many of which will need to be retained but could potentially be relocated to other parts of the site.
- Limited active frontages within the site area, with uninviting entrances contributing to possible opportunities for anti-social behaviour.
- Main pedestrian route through the site is through the Meridian Centre providing only limited permeability for pedestrians.
- Not enough retail provision.
- There are many mature trees surrounding the car park which should be retained.
- Parking is not always at full capacity. Retaining parking is essential however spaces need to be utilized properly.
- Poor active modes of movement and poor public transport links to the site.
- Poor relationship to the nearby industrial estate.
- Poor link to the retail area on the A259.
- Lack of vibrancy, evening economy or cultural activities.
- No link to nearby employment areas.

Development of the town centre should capitalise on the site's potential and encompass a vibrant mix of uses which meet the needs identified in the town centre masterplan .

A larger retail offering as well as covered shopping areas and a covered market should be incorporated into the centre area to provide greater diversity and encourage more people to use the area throughout the day and evening.

Key opportunities

The main opportunities as identified within the masterplan are³⁸:

- Creating a well-designed, good quality mixed development that would enhance vibrancy, expand existing employment uses, and improve the green infrastructure of the site.
- Strengthening the key connections through the site linking green spaces in the wider area.
- Pedestrian/cycle pathway through the centre of the site from north to south. The route should contain plenty of street trees and shelter to protect from wind and rain.
- Pedestrian/cycle pathways from east to west allowing leisure, school and industrial estate to become better connected to the centre.
- Encourage better public transport links to leisure, school and industrial estate facilities and reduce reliance on cars.
- Promote public realm improvements consisting of public squares which can provide flexible space and allow for a range of social and cultural activities.
- Encourage modal shift from car use to more active movement modes, including the use of chain journeys to and from the site.
- Creating active well-articulated frontages is incredibly important for creating vibrancy. To make the most of the active frontage there should be entrances and large ground floor windows at the ground floor level allowing people to see inside as well as people seeing out. Following feedback from the public consultation, frontages should also seek to be covered to allow outside activities and protect from the wind.

³⁸ [https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input/Town Centre masterplan 2020](https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/copy-of-your-input/Town%20Centre%20masterplan%202020)

Policy PT37:

Peacehaven Centre

Applications for development in the centre of Peacehaven (area defined in the masterplan document) will seek to encourage the following:

- (1) Promote the area as a mixed-use area comprising leisure, business, residential and community spaces.
- (2) Seek to introduce “open workspace” and training facilities to support the local economy.
- (3) Seek to improve the public realm and create open spaces which can be enjoyed by all people of all ages and abilities.
- (4) Encourage integration with the nearby school, leisure centre, health centre and Hoyle Road Industrial estate.
- (5) Will retain and enhance the community facility provision.
- (6) Will seek to reduce car trips within the area and promote, walking, cycling and public transport use.
- (7) Will demonstrate good placemaking principles and a landscape approach as set out in policies PT35 and PT36.
- (8) Will promote the area as a vibrant and enjoyable experience for residents and visitors.

Policy PT38:

Community Facilities in Peacehaven Centre

Applications for new or enhanced community, health and cultural facilities within the Peacehaven Centre are welcomed.

Applications should seek to offer an inclusive and flexible facilities that cater for all ages and all abilities and capitalise on the benefits of the centre location to promote shared vehicle usage, public transport, cycling and walking.

Applications for community, health and cultural facilities should seek to undertake an holistic approach in service provision and undertake additional community engagement to help define the services needed for the area and in accordance with good placemaking principles.

Policy PT39:

Market Place and Outdoor events

- (1) Applications for the provision of a sheltered outdoor marketplace and for other outdoor events that help encourage tourism and community cohesion will be supported subject to there being no adverse impacts on amenity, landscape or biodiversity.

Section 6

Neighbourhood Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge that local authorities can set on new developments in their area. Its purpose is to raise funds for infrastructure needs in the area to support growth.

Lewes District Council is responsible for collecting and allocating the neighbourhood element to Town & Parish Councils that fall within the Lewes District Charging Authority Area. Telscombe village and the surrounding rural area lies outside the Lewes District and as such the South Downs National Park are the collecting and allocating authority.

The legislation which sets out how CIL is spent requires that a portion of the CIL income raised from development, within a charging authority area is paid to the Town Council where the development has taken place. This is referred to as Neighbourhood CIL. The Neighbourhood CIL is increased to 25% in areas that have an adopted Neighbourhood Plan.

CIL receipts are to be spent by Town councils within five years of receipt and it must be spent on (see Regulation 59C of the CIL Regulations 2010 as amended):

- providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or
- anything else concerned with addressing the demands that development places on the area.

Within this Neighbourhood Plan the Town Councils have identified possible projects that it would like to take forward and it is hoped that CIL receipts would enable these to commence.



Final Comment

The Neighbourhood Plan is a starting point to gaining better quality developments and placemaking in the area. Future delivery of the projects and policies of this plan are intended to be monitored and reviewed regularly to ensure progression and implementation.

The Town Councils will therefore work alongside a variety of partners in a coordinated and cohesive manner and will update the residents of the neighbourhood area regularly to ensure that all the necessary information is provided in an easy to access way.

This will include:

- A review of planning decisions and appeal decision to ensure the neighbourhood plan policies are given due consideration.
- A survey of applicants/developers to ensure that the policies are relevant and useable.
- Review the production of materials both electronic and printed to communicate with residents on the neighbourhood plan.
- Engagement with developers in the use of the neighbourhood plan and future delivery of policy objectives.
- Interim recommendations for changes and amendments for future Neighbourhood Plan development.

Planning Jargon Explained

The following definitions are to help understand the planning language and acronyms used within this document. These definitions have been shaped from Locality's Neighbourhood Planning Glossary 2021³⁸.

Adoption – The final confirmation of a local plan by a local planning authority.

AECOM – A global provider of professional, technical and management support services, specifically in the areas of master planning, transportation, facilities, engineering etc.

Biosphere – A designated urban biosphere reserve, helping to protect the living coast between Newhaven and Shoreham-by-Sea in Sussex.

Community Infrastructure Levy (CIL) – Allows Local Authorities to raise funds from developers undertaking new building projects in their area. Money can be used to fund a wide range of infrastructure such as transport schemes, schools, health centres, leisure centres and parks.

Department of Levelling Up, Housing and Communities – The Government department with responsibility for planning, housing, urban regeneration and local government.

Design Code – A design code provides detailed design guidance for a site or area they prescribe design requirements (or 'rules') that new development within the specified site or area should follow

Development Plan – A development plan is a document which details the overall strategy of the council for the proper planning and sustainable development of an area and generally consists of a written statement and accompanying maps. The plan usually includes the broad aims of the council for specific topics, e.g. housing, infrastructure, community facilities which are reinforced by more detailed policies and objectives.

Evidence base – A body of information and statistics that are used to scope out planning issues.

Greenfield site – Land where there has been no previous development.

Greenspace – Green space – Those parts of an area which are occupied by natural, designed or agricultural landscape as opposed to built development; open space, parkland, woodland, sports fields, gardens, allotments, and the like.

³⁸ Locality Neighbourhood Plan Glossary <https://neighbourhoodplanning.org/toolkits-and-guidance/neighbourhood-planning-glossary/>

Independent Examination – An examination of a proposed Neighbourhood Plan carried out by an independent person to consider whether a Neighbourhood Development Plan conforms with the relevant legal requirements.

Infrastructure – Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities.

Infill Development – Development on a vacant or underused plot within an already developed site.

Listed Building – Listed buildings – Any building or structure which is included in the statutory list of buildings of special architectural or historic interest.

Local Planning Authority – Local government body responsible for formulating planning policies and controlling development; a district council, metropolitan council, county council, a unitary authority or national park authority.

Local Plan – The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and subject to an examination before an independent Planning Inspector. These set planning policies for the area as well as allocating land for development or protection. A Local Plan is part of the development plan for an area.

Local Development Documents (LDDs) - These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Framework (LDF) – The Local Development Framework (LDF) is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents. An LDF is comprised of:

- Development Plan Documents (which form part of the statutory development plan)
- Supplementary Planning Documents

The local development framework will also comprise of:

- Statement of Community Involvement
Local Development Scheme
- Authority Monitoring Report
- Any Local Development Orders or Simplified Planning Zones that may have been added

Local Development Order – An Order made by the local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a site-specific development or classes of development.

Local Development Scheme – The local planning authority's scheduled plan for the preparation of Local Development Documents. This essentially provides the timetable for Local Plan production

National Park – The statutory purposes of national parks are to conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for public understanding and enjoyment of their special qualities. National parks are designated by Natural England, subject to confirmation by the Secretary of State under the National Parks and Access to the Countryside Act 1949.

National Planning Policy Framework – Sets out the Government's planning policies for England and how these are expected to be applied.

Neighbourhood Development Order - A neighbourhood planning tool that allows communities to essentially grant planning permission for a specific form of development either on a specific site or over a wider area. The process is subject to independent examination and a community referendum as per a neighbourhood plan.

Neighbourhood Development Plan – A local plan prepared by a Town or Parish Council for a particular Neighbourhood Area, which includes land use topics.

Planning Permission - Formal approval granted by a Council in allowing a proposed development to proceed.

Planning Practice Guidance – Planning Practice Guidance adds further context to the National Planning Policy Framework (NPPF) and it is intended that the two documents should be read together.

Previously Developed Land – Land which is or was occupied by a permanent structure or garden space.

Public Realm – relates to all parts of the built environment where the public has free access. It encompasses: all streets, squares, and other rights of way, whether predominantly in residential, commercial or civic uses.

Settlement Development Boundary – Also referred to as the extent of the built-up area, settlement or development boundaries seek to set clear limits to towns and villages. They are designed to define the existing settlement and to identify areas of land where development may be acceptable in principle, subject to other policies and material planning considerations.

Site of Special Scientific Interest (SSSI) – A statutory conservation designation denoting a protected area due to its fauna, flora, geological or physiographical features in the United Kingdom.

Soundness – The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified (founded on robust and credible evidence and be the most appropriate strategy), whether the plan is effective (deliverable, flexible and able to be monitored), and whether it is consistent with national and local planning policy.

Stakeholder – People who have an interest in an organisation or process including residents, business owners and national organisations and government departments.

Statement of Community Involvement – This sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions.

Sustainable Communities – Places where people want to live and work, now and in the future. Sustainable Development – An approach to development that aims to allow economic growth without damaging the environment or natural resources.

Use Classes Order – The Town and Country Planning (Use Classes) Order 1987(as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. Planning permission must be obtained to change the use of a building or land to another class.



Agenda Item: C1092

Committee: Full Council

Date: 19th September 2023

Title: Motion to propose support for Energy Champions in Peacehaven

Report Authors: Cllr Fabry

Purpose of Report: To provide background for Progress on recruiting Energy Champions.

Introduction and Background

Energise South Coast have a 3 year lottery funded project to train and support volunteers to become Energy Champions and offer energy advice and set up energy related to keeping down their energy bills and save energy. Energy Champions might also set up Community Energy projects such as thermal imaging for local homes, solar streets, hosting energy workshops and more.

Energy Champions are friendly, helpful and knowledgeable local people. Energy Champions are good with people and happy to attend local events and chat to local people about their energy use. No specific background is needed as full training is provided.

Energise South Coast is offering free energy champion training. This requires a 1 day in person training session and 2.5 hour zoom on community engagement training.

The Energy Champion role is very rewarding as it's a chance to genuinely help people in a very tangible way. Energy Champions do something about climate change by bringing down carbon emissions and help address the cost of living by helping people bring their energy costs down.

<https://www.energisesussexcoast.co.uk/energychampions/>

Proposal

I am proposing that PTC:

1. Makes a call out to residents and to find volunteers who would be willing to take on this training.
2. Helps any volunteers to complete their application for training and ask them to agree to use their training to work with PTC to help residents and local businesses
3. Support any volunteer who comes forward by allowing them free use of Community House to hold drop ins. To be agreed by the clerk.
4. PTC maximises their reach by advertising events and advise on social media
5. Offers them free space at any council events like town fairs so they can make contact with more residents.
6. Allows them to make applications for small grants for energy reduction materials like draft excluders, reflective tape etc that would be used in resident properties.
7. Do all the above for any Telscombe energy champion who comes forward as they are trying to implement the same plan.

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Possible small grants to support energy reduction materials.
<u>Legal</u>	N/A

<ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	N/A
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	<p>Community working with residents.</p> <p>Support for vulnerable residents with energy bill reduction/cost of living.</p> <p>Liaising with community groups.</p>
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	<p>Promoting Energy Champions will be a huge benefit to the Peacehaven Community. This will promote wider discussions on sustainability and carbon footprint. IT will also potentially save residents money on energy bills.</p>

Appendices/Background papers

<https://www.energisesussexcoast.co.uk/energychampions/>

Agenda Item: C1097

Committee: Full Council

Date: 19th September 2023

Title: To discuss Councillor Printing Costs

Report Authors: Deputy Town Clerk

Purpose of Report: To agree recommendations

Introduction

Councillors request paper copies of agendas, papers, and documents (such as PTC policies) to be printed on a regular basis, which Officers are quite happy to accommodate.

Background

Councillors are legally entitled to a printed copy of the meeting agenda. It is important that Councillors are also able to access all meeting papers and reports in advance of any Council or Committee meetings in order to be able to familiarise themselves with the contents, undertake any additional research/ ask any questions, and to be able to full engage in an informed debate.

Analysis

When using the standard printing charges at the Information Desk (15p per A4 side) In July 2023 Councillor printing amounted to £301, in August it amounted to £150.80, and up to 9th September 2023 has amounted to £51.30. The cost of paper has risen dramatically, as well as the cost of envelopes that are necessary when papers are confidential.

It is important that Councillors are able to obtain documents in a format suitable and accessible to them, whether that is digitally or printed – printing also gives the option to enlarge and print on different coloured paper which helps to ensure inclusivity.

However, the cost of this printing is currently being absorbed by the general printing budget, which is not sustainable now that more Councillors are regularly requesting printed copies of papers.

Conclusions

Councillors being able to request printed documents is important, however, some decisions need to be made about how this is budgeted.

Recommendations

To agree to create a new budgetary code for the 2024/25 budget for Councillor printing costs.

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?	Costs as highlighted in the report.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	The Local Government Act 1972 The Local Government (Electronic Communications) (England) Order 2015

	Equality Act 2010
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Importance of access of information to Councillors.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Reducing reliance on paper and the use of toner has a positive environmental impact.

Appendices/Background papers

Total	
Open	10
Closed	96
Referred	2

Method of Contact		
Email	25	23%
In Person	35	33%
Phone	46	43%
Letter	1	1%
Raised by PTC	1	1%

Time taken to resolve		
Same day	62	58%
1 - 7 days	16	15%
8 - 30 days	9	8%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epina Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car													0
Access	1	2				2		1					6
Animals						1	1	2					4
Antisocial behaviour	2	3		1			1						7
Bins (household)						2	1						3
Bins (non-household)							1						1
Boundaries													0
Dog Bins						1							1
Drains						1							1
Environmental Health													0
Fencing													0
Flooding													0
Fly Tipping				1		1	3						5
Grass verges						7	13						20
Health & Safety							1						1
Illegal advertising													0
Litter		1											1
Misc/Other	2	5				6	5			2			20
Overgrown paths							5						5
Overhanging foliage						1	4	2				1	8
Park Enhancements		1											1
Parking		1											1
Pavement/verge obstruction													0
Pavements													0
Personnel	7												7
Planning							2						2
Rights of way													0
Road conditions						3							3
Road signs													0
Street lights													0
Trees													0
Vandalism		6				4							10
Weeds													0
TOTALS	12	19	0	2	0	29	37	5	0	2	0	1	107
	Allotments	Centenary Park	Community House	Epina Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	