



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 14th November 2023 at 7.30pm

Present: Cllr Campbell (Chair), Cllr Gordon-Garrett (Vice Chair), Cllr Alexander, Cllr Gallagher, Cllr Sharkey, Cllr Wood and Cllr Seabrook

Officers: Emma Tingley, Locum Administration Officer, Victoria Onis (Committees and Assistant Projects Officer).

7 members of the public were in attendance.

1 PH1769 CHAIR ANNOUNCEMENTS:

The Chair opened the meeting at 19.30 and welcomed everyone.

2 PH1770 PUBLIC QUESTIONS There were 7 members of the public present.

- 2.1 A member of the public asked a question regarding change of use at 73 Ashington Gardens. There was a problem with parking at this site and refuse and noise issues. Neighbours were concerned with all of these issues. A neighbour had also opposed this application. It was advised that objections be made to Lewes District Council.
- 2.2 Another question was raised regarding Edith Avenue. A report that East Sussex County Council (ESCC) were proposing to erect an 8ft fence that would limit access for children to their school. It was agreed that officers would contact East Sussex County Council to establish more details on this.
- 2.3 Another question was asked regarding trees with TPOs on them under threat. The Chair advised that objections should be logged with the Tree Officer at Lewes District Council.
- 2.4 A question was raised regarding the width of the road approaching the Lookout. This road is unadopted and emergency services would struggle to attend in an emergency.
- 2.5 A member of the public raised concerns on a retrospective application at Sweetwater, this application had been strongly opposed.
- 2.6 A request was made, after giving notice, to set up a liaison TFG Group to oversee the construction work at No 1 South Coast Road. The Chair stated that various options had been examined and advised that residents form a local group to input concerns directly to LDC's 'Planning First' and with this Committee. East ward local Cllr Gallagher said she would take up concerns.

3 PH1771 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTION

There were no apologies for absence.

4 PH1772 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Alexander declared an interest in LW/23/0621 in that he is a near neighbour.

5 PH1773 TO ADOPT THE MINUTES FROM THE 17TH OCTOBER 2023

Proposed by Cllr Gallagher: Seconded by Cllr Wood

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

6 PH1774 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the report.

The Committee asked the RFO to consider renaming spending item 4101 to reflect the spending on planters and bus shelters.

The Chair brought forward the following 3 applications to be discussed next

13 TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1782 73 Ashington Gardens Peacehaven

The change of use appeared to have caused a public nuisance. Parking in the area is extremely limited and it was noted that the disposal of smoking materials is a concern and a letter be sent to the Charity raising their concerns.

It was resolved that that the Committee neither support or object to this application.

Proposed by Cllr Gallagher Seconded by Cllr Sharkey

PH1783 LW/23/0621 66A Telscombe Road Peacehaven

The change of use appeared to have caused a public nuisance. Parking in the area is extremely limited and it was noted that the disposal of smoking materials is a concern and a letter be sent to the Charity raising their concerns.

It was resolved that the Committee neither support, nor object to this application.

Proposed by Cllr Gallagher Seconded by Cllr Sharkey

PH1781 LW/23/0520 Sweetwater 26 Blakeney Avenue Peacehaven

The Committee object to the variation of condition set out in the proposals and felt that there was a lack of clarity regarding the variation of conditions set out in this proposal.

Proposed by Cllr Wood Seconded by Cllr Gordon-Garrett

It was resolved that the Committee object to this application.

14 PH1775 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported that there had been a recent meeting of the Steering Group. The Town Clerks of Peacehaven and Telscombe were both in attendance. Cllrs Gallagher and Gordon-Garrett were representing Peacehaven Town Council on the group and Cllrs O'Connor and Judd were representing Telscombe Town Council. The group were finalising the Steering Group terms of reference to bring the NDP process up to date. The mayors of both towns had issued a statement highlighting that the consultation on the draft NDP would end on the 24th November. The Local Plan (Lewes District Council) would be starting a consultation at the end of November. That consultation would be for three months. Cllr Gallagher explained that Council should be very clear on their NDP as distinct from the Lewes District Local Plan, which will allocate housing. The Committee was also informed that policies set out in the NDP can be quoted in future planning applications.

15 PH1776 to review and prioritise items for the business plan relevant to this Committee

The Chair informed the meeting that there had been a recent meeting with all Committee Chairs and other Cllrs that had volunteered to discuss the business plan. It had been decided that each Committee of PTC prioritise five items. The business plan had been adopted by the Planning and Highways Committee in July and priorities had been suggested by the Committee. The Chair suggested that the Committee pick five items from the plan to be discussed at the next meeting of this Committee.

It was resolved that this item be deferred to the next meeting of the Planning and Highways Committee on the 5th December 2023.

16 PH1777 Public Realm advertising and sponsorship of planters

Cllr Gallagher reported on this item. There were several planters across the town in various states of repair or may need upgrading. Local businesses and organisations advertise on the planters with a sign attached to the planter. Licences for new planters need to be obtained from East Sussex County Council (ESCC). Council have a policy on branding and marketing. The Committee discussed whether the PTC branding should be separate from the advertisements and whether advertisers could use their own colours and brands or whether style and colour of the lettering should be of the same quality and design. Concern was raised that PTC showing their logo on planters could be considered as endorsing businesses in the town.

It was noted that the charging rates be decided by the RFO and that this item be researched by PTC officers and a motion be proposed at the next Full Council meeting.

17 PH1778 To receive updates from Task and Finish Groups (TFG's)

a. Wildflower grass verge survey.

Cllr Seabrook informed the Committee that the survey had been completed. There was an area of grass near Nationwide Building Society and Roderick Avenue car park which was believed to be ESCC owned. This would not be an area to be concerned about road safety and could be a wildflower meadow. It was proposed that a report be brought to the Committee after discussions with East Sussex County Council and Lewes District Council.

b. Planters and public realm along South Coast Road.

Cllr Gallagher reported that there had been a meeting off site so that the group could familiarise themselves with the area. The group were going to liaise with Neighbourhood First and Lewes District Council to see what input they could give. Local businesses would also be approached for this initiative. This item would be reported to Full Council.

c. Public Safety Working Party

Cllr Seabrook informed the Committee that the working party had met the previous day and that there was a detailed action plan that would be distributed to Cllrs. The action plan would be an agenda item at the next Planning and Highways meeting.

18 PH1779 To discuss Peacehaven Broadband Report

Members considered this report. The Chair informed the Committee that Lewes District Council were supportive in extending broadband to households, however ESCC were not proactive system in trying to find sites for 5G masts. There was a discussion on the need for broadband in households and what families can afford.

The Chair stated that this subject would be a continuing issue at future meetings of the Committee.

19 COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1780 TW/23/0070/TPO 11 Tor Road Peacehaven

It was proposed that the Committee support this application.

Proposed by Cllr Gordon-Garrett Seconded by Cllr Sharkey
The Committee resolved to support this application.

PH1784 LW/23/0628 41 Rowe Avenue Peacehaven

It was proposed that the Committee support this application.

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

PH1785 LW/23/0635 120 Edith Avenue Peacehaven

There was some concern raised regarding a Velux window in a neighbouring property and that loss of light to this property would be affected. It was suggested that the applicant check with the planning authority regarding the proposals in the application.

It was proposed that the Committee support this application.

Proposed by Cllr Wood Seconded by Cllr Sharkey
The Committee resolved to support this application.

PH1786 LW/23/0627 1 Vernon Avenue Peacehaven

It was proposed that the Committee support this application.

Proposed by Cllr Wood Seconded by Cllr Alexander There was one abstention.
The Committee resolved to support this application.

PH1787 LW/23/0654 Braeside The Esplanade Telscombe Cliffs

The Committee noted that the proposals had little detail, however it was proposed that the Committee support this application.

Proposed by Cllr Wood Seconded by Cllr Gorden-Garrett
The Committee resolved to support this application.

PH1788 LW/23/0655 Land to The East of Blakeney Avenue Peacehaven

The Committee considered the proposals in this application would destroy biodiversity in the area which was a wildlife corridor. The proposed application was beyond the urban boundary, was out of character for the area and would provide no benefit to Local Housing needs and would set a precedent. The proposals did not comply with policies LLP2 DM1-12 and NPPF paragraph 11 no (ii) in that the adverse impacts would significantly and demonstrably outweigh the benefits. The proposal is set on heritage cliffs in close proximity to the South Downs National Park and could cause potential drainage problems and damage to the A259. The building was out of character with the site with big windows unsuitable for viewing from the SNDP across the valley. Therefore, the Committee objected to this application.

Proposed by Cllr Seabrook Seconded by Cllr Gorden-Garrett
It was resolved that the Committee object to this application.

PH1789 LW/23/0632 127 The Promenade Peacehaven

The Chair did not make a comment on this application as the owner is an acquaintance.

The Committee supported this application with one abstention.

Proposed by Cllr Sharkey Seconded by Cllr Seabrook
The Committee resolved to support this application.

20. To note the following planning decisions:

PH1790 – LW/23/0543
PH1791 – LW/23/0398
PH1792 – LW/23/0521
PH1793 – LW/23/0522 – It was noted that comments set out by PTC had not been considered in this application by Lewes District Council.
PH1794 – LW/23/0225
PH1795 – LW/23/0398

21. PH1796 Note Planning and Highways complaints since the last meeting.

It was noted that miscellaneous complaints recently seen by Council had been vague and that it was useful that Committees would consider correspondence in more detail at individual meetings.

22. PH1797 To review and update the P&H Action Plan and agree any actions required
There were no comments made by the Committee.

23. PH1798 Date of the Next Meeting 5th December 2023 at 7.30pm

Minutes of the Planning & Highways Committee - Tuesday 14th November 2023

The next meeting of this Committee was confirmed for 5th December 2023.

Detailed Income & Expenditure by Budget Heading 27/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Planning & Highways</u>							
4851 Noticeboards	998	650	(348)		(348)	153.6%	994
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>998</u>	<u>1,850</u>	<u>852</u>	<u>0</u>	<u>852</u>	<u>54.0%</u>	<u>994</u>
4101 Repair/Alteration of Premises	1,429	2,000	571		571	71.4%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>10,475</u>	<u>12,633</u>	<u>2,158</u>	<u>0</u>	<u>2,158</u>	<u>82.9%</u>	<u>0</u>
Net Expenditure	<u>(11,473)</u>	<u>(14,483)</u>	<u>(3,010)</u>				
6000 plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(10,479)</u>						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	11,473	14,483	3,010	0	3,010	79.2%	
Net Income over Expenditure	<u>(11,473)</u>	<u>(14,483)</u>	<u>(3,010)</u>				
plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(10,479)</u>						

PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337 Neighbourhood Plan
Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

4101 Repairs & Alterations
4111 Streetlight Electricity
4171 Grounds Maintenance Costs
4850 Grass Cutting Contract
4851 Noticeboards
4852 Monument & War Memorial
4853 Street Furniture
Planning & Highways: Expenditure

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2023/24 Budget	Draft 2024/25 Budget	% Change
5,000	3,000	-40.0%
5,000	3,000	-40.0%
5,000	3,000	-40.0%
2,000	2,500	25.0%
1,092	1,092	0.0%
500	500	0.0%
9,041	11,536	27.6%
650	650	0.0%
600	600	0.0%
600	600	0.0%
14,483	17,478	20.7%
14,483	17,478	20.7%
19,483	20,478	5.1%
0	0	
19,483	20,478	5.1%

Agenda Item: PH1806

Committee: Planning & Highways

Date: 5/12/23

Title: To agree Committee priorities relating to the Community & Business plan

Report Authors: Town Clerk/ Business plan TFG

Purpose of Report: To discuss and agree

Introduction & Background

On 11th July 2023, Full Council formed a TFG to revise the community and business plan. The business plan is a working, strategic document that sets the direction of Peacehaven Town Council for the next 4 years.

It is important that the plan focuses on the strategic aims and not small projects or objectives towards those aims.

Careful consideration needs to be given to the resource allocation (which includes factors such as Councillor/ Officer time, financial implications, facilities/ infrastructure required) – the intention is that the plan should be realistically achievable within the 4 year period.

Analysis

The current Community and Business plan provides a good basis for creating the new one, although it requires a lot of refining. The TFG has therefore asked that each Committee considers the points on the current plan relevant to the Committees delegated areas of responsibility, priorities these, and ensures that they are aligned with the Councils core values.

The Council's core values set out in the plan are:

Growing the economy sustainably

Valuing the environment

Empowering and supporting the community

Supporting residents in need

Helping children and young people

Improve the quality of life for residents and visitors to Peacehaven

Items in the plan should align with one or more of these values wherever possible.

Conclusions

It is asked that if each Committee could aim to have around 5 priorities to put forward for inclusion in the community and business plan – these could be items from the current plan (in the attached table), amended items from the current plan, or new items that perhaps weren't priorities when the previous plan was created.

Recommendations

To discuss and agree around 5 priorities for the Community and Business plan relevant to the Committee's areas of responsibility to be reported back to the TFG.

Implications

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

Financial <ul style="list-style-type: none">• Use of capital?• Replacement of asset?	Consideration for financial implications of priorities over the next 4 years.
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<ul style="list-style-type: none"> • Reduced expenditure? • Increased income? • Budget provision? 	
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Any priorities need to be within the power of the Council to achieve – PTC currently has GPC so can generally do anything that an individual is normally permitted to do.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	When considering projects and resource allocation, H&S implications and completion of Risk Assessments will need to form part of action plans.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	Some items on the plan may require planning permission to be sought – consideration for resource allocation.
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Aligns with the core values as set out in the report.
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Aligns with the core values as set out in the report.
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Aligns with the core values as set out in the report.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Aligns with the core values as set out in the report.

Appendices/Background papers

Relevant Committee projects on current community and business plan.

RESPONSIBILITY

Planning & Highways

PURPOSE	PROJECT	ACTIVITY REQUIRED	CURRENT POSITION
Environment & Climate Change: To seek to improve air quality and take measures to create a Green Town	Implement an EV charger policy and increase number of chargers in the Town	Liasion with neighbourhood first and awareness of LDC policies	Type of bins required TBA and communication to staff & public
Leisure & Tourism: To promote Peacehaven as a local tourist place to stay and increase wealth to the town	Seek solutions to provide access to facilities ie cycle routes, path ways and electric bus	Action plan to be created	Some projects underway and waiting for CIL approval in July 23
Crime & Policing: To decrease anti-social and violent crime in the town	Assist with a neighbourhood watch network across the town	Action plan to be created	Action plan to be created
Crime & Policing: To decrease anti-social and violent crime in the town	Promote road safety campaigns	Action plan to be created	Action plan to be created
Housing & Planning: To monitor house build and planning applications	Monitor & recommend local development in the town within the context of any change of policies from LDC	Action plan to be created	Action plan to be created
Housing & Planning: To monitor house build and planning applications	Work with stakeholders to deliver homes and accomodation for the needs of the town and ensure the housing growth requirements are accomodated in the most sustainable and affordable way	Action plan to be created	Action plan to be created
Housing & Planning: To monitor house build and planning applications	Be ready for 'shovel ready' projects	Action plan to be created	Action plan to be created

Business: To support local businesses	Work with agencies to provide better broadband for the town	Ensure location of masts meets the town's needs	Currently negotiating 5g mast in Heathy Brow
Highways & Transport: To maintain the standard of our highways and provide a better service	Seek to decrease limits outside schools and with the town, where applicable	Action plan to be created	Action plan to be created
Highways & Transport: To maintain the standard of our highways and provide a better service	Work with ESCC to ensure footpaths and potholes are maintained and usable	Action plan to be created	Action plan to be created
Devolvement: Local Town Council to take on certain LDC and ESCC functions	Car parks	Action plan to be created	Action plan to be created
Devolvement: Local Town Council to take on certain LDC and ESCC functions	Toilets	Action plan to be created	Action plan to be created

Agenda Item: PH1659

Committee: Planning and Highways

Date: 26th June 2023

Title: Report and recommendations on P&H elements in the Draft Community Business Plan

Report Authors: Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Isobel Sharkey and Cllr Cathy Norcott-Jones

Purpose of Report: To identify and prioritise the Committee's Business Plan projects and activity

Introduction

At the P&H Committee meeting on May 23, it was resolved to set up a Task and Finish Group to look at the P&H Projects in the draft Community Business Plan and provide recommendations to the Committee. At its meeting on June 13, a preliminary draft was circulated and the Committee resolved that the TFG should meet again to go through the circulated report as a discussion paper and report back to the Committee. The TFG met on June 19. Cllr Gallagher briefly informed the TFG about a previous PTC Business Plan, after telling the TFG at the last moment that she had to attend another meeting but that Cllr Sharkey was briefed about her ideas. The remaining four members of the TFG worked for well over two hours to reach unanimous conclusions, also incorporating almost all of Cllr Gallagher's written proposals. However, in recognition of the fact that she was not present, we have not included her name among the authors, whilst being grateful for her input.

Background

In 2019, the Policy and Finance Committee (P&F) resolved that its Business Plan Working Party should be upgraded to a full Committee, a proposal adopted in September 2019 by full Council. From January 2020, the work of the new 'Business Development and Communications Committee' included preparing a draft Business Plan. This draft 'Internal Business Plan' was adopted by Full Council in July 2020, apparently for twelve months. On 28 September 2021, the Council resolved by majority not to adopt the continuation of the Internal Business Plan as then drafted. Following a series of wide-ranging discussions and reports over a period of months, the Council on January 25 2022 unanimously resolved that the Business Development and Communications Committee should be dissolved. The resolution as agreed included an amendment proposed by Cllr Chris Collier that 'the Policy and Finance Committee (P&F) now takes responsibility for an appropriately structured Business plan with full input from councillors and officers'. The result was the draft Community Business Plan circulated to the councillors elected in May 2023, which was adopted by P&F on 11 October 2022. The minutes of the P&F Committee meeting state: 'It was noted that this was a living/evolving document. It was resolved that the Plan would be kept 'fresh' by the Committees, which will decide their own actions, priorities, budgetary impacts and timescales for the elements of the Plan relevant to them. The Plan will also continue to be reviewed by the Policy and Finance Committee for delivery to the 'new' Council in May 2023. The former Events, Amenities & Projects Officer was commended for her hard work in producing an excellent first draft of the Plan.'

Analysis

the elements of the Community Business Plan are presented in the Plan in tabular form as 'Projects' (listed under a number of **main headings**). Each Project is assigned to a particular Council Committee. In line with the October 2022 resolution that the Plan would be kept 'fresh' by Committees, we assume the main **Headings** in the Business plan to be a given, but propose a few revisions to the **Project** titles (including updating to take account of changed contexts) and also propose the addition of three **Projects** for P&H. We assume that changing the 'Projects' ('elements') requires approval from P&F. We also propose an initial set of **actions** for each of them, knowing that the P&H Committee can at any time change these without reference to P&F. We have also provisionally allocated responsibility for each 'action point' to a particular group or individual, together with an indication of its degree of urgency from 1-5. (See draft tabular Appendix, which will be recirculated before the next P&H meeting, with any revisions decided by Committee on July 4, and better formatting).

We have not at this stage proposed the elimination of any Projects on the October 2022 list. The wording revisions that we have proposed for Projects already in the Plan are as follows:

- Under the 'Crime and Policing' heading we propose that 'neighbourhood watch network' should be pluralised to 'networks' and we have added 'including online groups'. It has proved very difficult (even impossible) to set up traditional Neighbourhood Watch groups in Peacehaven, due to lack of individuals prepared to organise them.
- Under 'Housing and Planning' heading, we have added 'National Government' to LDC and ESCC as a potential changer of the policy context. We have also altered the substantive housing Project to take account of National Government's announcement that 'requirements' have/will become advisory, which also enables our policy to prioritise local needs as identified in the Housing Assessment done to inform the Neighbourhood Plan (instead of simply counting planned extra dwellings, regardless of whether they fulfil local need or just the aspirations of millionaires from eg London).

The three additional Projects we propose are as follows:

- Under the Heading 'Environment and Climate Change: to seek to improve air quality and take measures to create a 'Green Town,' add two new Projects. First, 'Preserve the town's existing assets of nature and culture' which encapsulates Lewes' and Peacehaven's green/biodiversity and 'Community asset' aims in planning and other policies; second, 'Identify and design implementation plans to move the built environment towards net zero by 2030,' a project which extends PTC's existing ambitions for its own Community House to the area that it serves.
- Under the Heading 'Leisure and Tourism: to promote Peacehaven as a local place to stay and increase wealth to the town': add new project 'Improve the Public Realm', giving a Project home to proposals such as those in the Kaner Olette Report on the public realm in part of the A259.

In proposing Action Points, we have assigned responsibility to officers, groups and individual councillors. This may be controversial, and some actions must of course be done by the Council's officers. But PTC is too small a Council to employ research staff and councillors not only have broad knowledge and interests but also stood for election because they wanted to make a difference. Councillors also can test out ideas in their wards to see if they are worth pursuing via action by officers who are short of time. Lewes District councillors can often solve problems in a trice that it would take PTC council officers effort and bureaucracy to achieve: Cllr Sharkey confirmed overnight that LDC had refused planning permission for the Steyning Avenue 5G mast and Cllr Seabrook checked that all Peacehaven's schools had 20mph speed limits around their gates, eliminating those two tasks from the original P&H list of action points.

The Community Business Pan will be used by officers, overseen by the Town Clerk. It will be used to set objectives for officers, including the Town Clerk. It should set the direction for the Council for the next four years, being reviewed every year. Also relevant is the emerging Neighbourhood Development Plan which the Community Business Plan elements will need to link in with.

Conclusions

This report updates the list of Projects assigned to P&H in the draft Community Business Plan adopted by P&F Committee in October 2022 and fills what we believe to be a few omissions. In line with the P&F Committee's resolution that the Plan would be 'kept fresh' by each Committee, who would decide its own action points, and stay flexible, this report sets out a programme of action for the next year.

Recommendations

1. That the Committee REQUEST Policy and finance Committee to revise the list of Projects assigned to P&H as set out above.
2. That the Committee APPROVE the provisional list of action points set out in the Appendix.

Implications

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

Financial <ul style="list-style-type: none"> • Use of capital? 	
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<ul style="list-style-type: none"> • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	This will; form the Councils future projects some of which will need to be budgeted.
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	N/A
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Some of the proposed actions would improve these
<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? 	The proposed changes would improve environmental performance
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	The proposed changes would improve public safety and road safety
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Area improvements and community benefits will be supported
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	The proposals start a programme to reduce Peacehaven's carbon footprint

Appendices/Background paper

Tabular Presentation of P&H Action Points for the Projects assigned to it in the draft Community Business Plan

Appendix: Community Business Plan Projects and Action points for P&H

Project	Action Points	Responsibility	Urgency 1-5 (5 least urgent)	Progress
Environment and Climate Change				
1. Implement an EV Charger Policy and increase number of chargers in town.	1. Identify type of chargers 2. Monitor Morrison's plans 3. Pressure on LDC ¹ to put chargers in car parks.	P&H Committee decide Morrison's transition team District Councillors? Town Clerk/ Deputy Clerk	3 Ongoing 3	Report Sept? Report Sept
2. Preserve the town's existing assets of nature and culture.	1. Identify existing TPOs ² : ask LDC 2. Consider if more trees need TPOs 3. Identify existing PEAs ³ 4. Promote regular surveys of seawater 5. Identify built assets of community value	Town Clerk/ Deputy Clerk Ward Councillors Ward Councillors? Chair of Committee Ward Councillors	2 3 3 4 3	Report Aug Report autumn Report autumn Report autumn Report autumn
3. Identify and design implementation plans to move the built environment towards net zero by 2030.	1. Invite ideas and investigate them 2. Follow up on earlier work on communal solar panel options etc. 3. Identify further conditions, if any, to ask LDC to apply to planning applications	P&H Committee/ Councillors Chair of Committee Vice-Chair of Committee	Ongoing 3 3	Report autumn Report autumn
Leisure and Tourism				
1. Seek solutions to provide access to facilities i.e. cycle routes, pathways, and electric bus (joint with LA&E ⁴)	1. Set up joint TFG ⁵ with LA&E Committee	Cllr Seabrook	1	No meeting yet
2. Improve the public realm	1. Set up TFG to consider planters and Kaner Olette Report.	TFG members selected	2	No meeting yet

¹ Lewes District Council

² Tree Preservation Order

³ Preliminary Ecological Assessment

⁴ Leisure, Amenities, and Environment Committee

⁵ Task & Finish Group

Crime and Policing

1. Assist with neighbourhood watch networks across the town, including via online groups.	1. Public Safety TFG to report back	Public Safety TFG	Ongoing	See Agenda
2. Promote road safety campaigns	2. Monitor Crime Trends	Cllr Seabrook	Ongoing	
	1. Support speed measuring campaign	Public Safety TFG	2	Vice-Chair has done course
	2. Pedestrian crossings/ traffic islands need/ need to move	Ward Councillors to survey & report back	3	
	Arundel Road risks	Ward Councillors to survey & report back	3	
	Pelham Rise risks	Ward Councillors to survey & report back	3	
	Hoyle Road risks	Ward Councillors to survey & report back	3	
				See Agenda

Housing and Planning

1. Monitor and recommend/ oppose local development in the town within the context of any change of policies from LDC, ESCC ⁶ , or National Government.	1. Investigate and report back at least quarterly on such changes	Chair of Committee LDC Councillors	Ongoing	Report Due Jul 25 P&H.
2. Work with stakeholders to deliver homes and accommodation for the needs of the town and ensure housing growth prioritises those identified as being in acute need as well as being implemented in the most sustainable and affordable way	1. Investigate and report latest data on groups in acute need	Chair of Committee	2	Report Due Aug 15 P&H
	2. Investigate and report back on sustainability measures already required and identify improvements	Vice Chair of Committee	3	Report Due Sep 5 P&H
	3. Investigate and report back sites that might be available to satisfy housing needs of town.	Ward Councillors	3	Reports Due Sep 5 P&H
	4. Investigate and report back on numbers of 'unplanned' planning permissions granted and types	Chair of Committee	3	Report Due Aug 15 P&H
3. Be ready for 'shovel ready' projects	1. Report on what this implies		3	Report Due Sep 15 P&H

⁶ East Sussex County Council

4. Work with agencies to provide better broadband for the town	1. Monitor 5G mast applications	P&H Committee	Ongoing	Permission already refused for Heathy Brow and Steyning.
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Highways and Transport

1. Seek to decrease speed (limits) within the town, where applicable	1. Check limits outside schools 2. Invite ideas, including 20's plenty	Cllr Seabrook Ward Councillors	1 4	Done: all are 20mph Report Due 14 Nov P&H
2. Work with ESCC to ensure footpaths and potholes are maintained and useable.	1. Monitor potholes and report to ESCC 2. Pressure ESCC to install tarmac footpath on East side of Pelham Rise.	Admin & Info Officers Chair/ Vice Chair & Deputy Clerk	Ongoing 1	See Agenda

Devolvment: from LDC and ESCC?

1. Car Parks	1. Get them declared as assets of community value after increasing use and incorporation into town	Cllr Gallagher	?	No staff/money to manage at present and don't want to charge
2. Public toilets	1. Identify sites for more 2. Pressurise LDC to improve	Cllr Gallagher Cllr Gallagher	? Ongoing	No staff/ money to clean/ manage complaints.



PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

Community Safety Working Party Terms of Reference

1. To identify road and public safety issues and make recommendations to Council on any matters relating to community safety.
2. To liaise with emergency services in relation to community safety matters e.g. ESFRS, Police and Ambulance services.
3. To liaise with local planning & highways authorities on community safety matters e.g. LDC, ESCC Highways,
4. To liaise with Police, ESFRS, District Council, County Council, NHS, Housing and environment agency etc. on community safety matters.
5. To link with schools on road safety.
6. To work with and promote the Community Speedwatch group.
7. To organise and promote community safety events.
8. To provide representatives to attend Sussex Police Forum, JAG, etc

Membership

Elected at Annual Council - Cllrs Seabrook & Alexander, Lucy Symonds, Mike Gatti plus representatives from stakeholders as required.

Meetings

bi-monthly.



PEACEHAVEN TOWN COUNCIL

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Peacehaven Town Council Public Safety Action Plan

Action	Target Date	Responsible	Notes	Date Completed
1	Parking on Pelham Rise	P&H Committee	<p>A proposal has been made by ESCC to implement an extended bus bay for Glynn Road North bus stop. This will help to prevent parking on this dangerous bend. Junction markings to be repainted. Review once this in place as further double yellow lines may be required.</p> <p>New bus shelter to be installed early December.</p> <p>ESCC have put forward a proposal for consultation to provide zig zag lines in Cripps Avenue, next to school entrance and double yellow lines around the junction of Cripps Avenue and Pelham Rise.</p>	
2	Parking around schools		<p>All three schools have 20mph speed limits, road humps and zig zag lines.</p> <p>Ask Steve O'Connell, head teachers, governors and PTA to the next meeting in January.</p> <p>Consider a social media discussion about how to make roads outside schools safer. Create a Poll?</p> <ol style="list-style-type: none">1. Voluntary one way system.2. Close the road outside schools.3. Encourage more car sharing.4. School walking bus.5. Additional signposting eg banners on railings5. Any other ideas.6. Comments	

Action	Target Date	Responsible	Notes	Date Completed
3	Pot Holes and other hazards	P&H Committee	<p>The ESCC Highways Asset Inspection Document is due for review in 2023. The current document does not consider the impact of potholes and ridging of the roads on cyclists. Write to County Councillors DJS.</p> <p>Potholes must be 40mm deep and 300mm wide in all directions to warrant a repair.</p> <p>Firle Road west end to be checked.</p>	
4	Mobile Speed Indicator Devices		Needs to be solar powered and collect data with smiley faces. Request officers to obtain cost information. Funding streams to be identified. A member of staff will need to be trained in siting the device. Invite Steve O'Connell to next meeting.	
5	Community Speed Watch Campaigns		<p>We now have 3 operators that have completed training and 1 who has done the online training. Lucy and Ian to do the online training.</p> <p>To arrange measurement of speeds using road strips by ESCC costs £400 a week.</p> <p>Book speedwatch sessions 12th January (DS) 10:00 Pelham Rise by Chalkers Rise 10:30 Annexe Stores, Roderick Avenue</p>	
6	HGV's using Keymer Avenue & Dorothy Avenue		This will become a serious issue if the BSIP plan removes the roundabout at the same time as the Meridian Centre is redeveloped. There has been a previous request from residents of Dorothy Avenue to stop HGV's using this road as a short cut. A traffic regulation order may be required. Evidence needed of use by HGV's. ESCC are investigating.	

	Action	Target Date	Responsible	Notes	Date Completed
7	South Coast Road Pedestrian Crossings			<p>Possibly will be provided as a part of the BSIP plan. Otherwise one is needed between Rowe Avenue and Hoddern Avenue. Criteria for scoring the need for a crossing is available.</p> <p>Ask Steve O'Connell about accident statistics.</p>	
8	CCTV - linking to police			<p>CCTV in place in Centenary Park. Is it being used?</p> <p>Partnership agreement with Sussex Police to be agreed. Jo Atkinson at Sussex Police will be able to help in the new year (2024)</p>	
9	Defibrillators			<p>Which app is the one that counts? Most defibrillators in Peacehaven are not registered. Could they be added to the Peacehaven App? Lucy to talk to defib guy. Signage needs improving.</p> <p>Device in Meridian Centre will need relocating in January. Can we organise a public CPR/Defib course? LS/DS</p>	
10	Safe Spaces			<p>Promotion of Safe Space Sussex App. Only three spaces in Peacehaven, PTC, Well Pharmacy & Tesco Express.</p> <p>Share to Peacehaven Focus Group https://www.safespacesussex.org.uk/safe-space-sussex-app/ MG</p> <p>Need to engage with businesses. Chamber of Commerce? Can we mail out businesses. Need a leaflet to give businesses, particularly on coast road. eNews article appeared in November eNews. Are there any publicity leaflets available.</p> <p>This scheme has been paused for evaluation and may be re-launched in April</p>	

	Action	Target Date	Responsible	Notes	Date Completed
11	Chalkers Rise infiltration pond	P&H Committee		Fencing style has been approved by LDC Planners and accepted by PTC. Waiting on Barratts to complete building and fencing of the pond. Additional lifesaving equipment and signage may be required.	
12	Off road motorbikes			Police report (JAG) that historically they see a rise in the summer, off-road bikes particularly in Peacehaven & along the coast. They have managed to arrest a couple of people but very difficult to arrest. They need community intelligence – report incidents/patterns. CCTV should identify them. Fencing along southern edge of park east of football club has been improved to limit access. Rose, Liam 41461 Liam.Rose@sussex.police.uk is contact at Sussex police.	
13	Dog Fouling	P&H Committee		On action plan for committee but no action has been taken to date. See Pooper Snooper app. Chase at next LAE meeting (DJS) IS this something the schools could create.	
14	Scammers			Elaine Bowdery, Project Officer, Safer East Sussex Team elaine.bowdery@eastsussex.gov.uk Tel: 01273 335670 A resource Pack is available See Scam Marshall facebook page https://nbcc.police.uk/crime-prevention/cyber-and-fraud/little-book-of-big-scams-fifth-edition	
15	Linking with stakeholders:			PCSO's & Police	
				Sussex Safer Roads Partnership (SSRP) Steve O'Connell - Stephen.OConnell@sussex.police.uk	

Action	Target Date	Responsible	Notes	Date Completed
			East Sussex Fire & Rescue Service (ESFRS) Darren Grubb - Darren.Grubb@esfrs.org	
			ESCC Highways	
		DJS	Joint Action Group Gary Batchelor Gary.Batchelor@lewes-eastbourne.gov.uk	07/09/23
			Peacehaven Community School	
			Peacehaven Heights School	
			Merdian School	
16	Sanctuary Scheme	IA	Report from Lewes District Council soon.	
17	Anti Social Behaviour			

Defibrillators in Peacehaven and Telscombe

Location	Availability	Comments	Registered Secamb?
Meridian Centre by Community House BN10 8BB	Opening Hours only		Yes
Kempton House (around the back)	24/7		
Gateway Café, Centenary Park, Piddinghoe Avenue, BN10 8RH	24/7		Yes
Big Mouths, South Coast Road, BN10 8LB	24/7		Yes
Telscombe Civic Centre, South Coast Road, BN10 7ES	24/7		Yes
Peacehaven Football Club			
Telscombe Community Church, Buckhurst Road, Telscombe Cliffs, BN10 7AH	24/7		Yes
Tesco Kirby Drive	7am to 11am		
Catholic Church Edith Avenue			
Wave Leisure		During opening hours only	
Peacehaven Heights Junior School BN10 7QY			Yes

Location	Availability	Comments	Registered Secamb?
Meridian Primary School Roderick Avenue, BN10 8BZ			Yes
Bowling Club, Piddinghoe Avenue			
Bayview Road		Needs electricity to install	
Friendship Centre Mayfield Avenue			
Greggs / Costa Coffee South Coast Road			
South Coast Dental			
The Joff Roderick Avenue			
Havens Health Surgery Meridian Way, BN10 8NF			Yes
Downlands Court BN10 8TG			Yes
Central Club Edith Avenue	Opening Hours only		

Safe Space Sussex Peacehaven and Telscombe – This scheme has been paused

[illegible]

Com plai nt No.	Date Received	Area	Category	Details of Complaint	Actions taken	Current Status
132	11/28/2023	Non PTC land	Grass verges	corner of Roderick Ave and Mount Cabern - Grass not cut	reported to ESCC	Referred to ESCC

Planning & Highways Committee - Action Plan

updated 28.11.2023

CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	Public rights of way TFG - Concrete path from Lower Hoddern Farm to Centenary Park.	Clr Griffiths requested help from other councillors filling in evidence forms (extend of usage prior to 2005)	Clr Griffiths - ongoing	23/05/23 - Committee agreed members for the TFG - Clr Griffiths, Clr Gordon-Garrett, and a member of the public. 5/9/23 Clr Seabrook - the concrete path, that this is now open again so the work of the public rights of way TFG will need to resume.
2	09/08/2022	Speed activated sign	For the Public Safety TFG to investigate, discuss, and liaise with Telcombe Town Council about the speed activated sign, and report back to the P&H Committee.	Committees & Assistant Projects Officer	Public Safety TFG to be resumed to consist of Clr Seabrook, Clr Alexander, 2 members of the public and for all Councillors to be invited to join. Safety TFG Group resumed on 13th November. Attended by Mike Gatti / Lucy Symonds / Victoria Onis and Clr Seabrook. Speed data will need to be collated in order to proceed with the next step of purchasing a SID. Need volunteers and data.
3	01/11/2022	Wildflower Verges	To conduct a survey via eNews and Social Media regarding possible locations for Wildflower verges in the town	Committees & Assistant Projects Officer	In discussion with Events, Amenities, and Projects Officer about getting out a survey - will likely be early in 2023. Survey questions and where to be advertised, to be discussed at the next P&H 23.5.23 23/05/23 - Committee agreed to form a TFG consisting of the Committee and Assistant Projects Officer and Clrs Seabrook & Norcott-Jones. 13/06/23 - TFG reported back to Committee, agreed that the TFG will proceed to: 1. carry out a survey of residents using social media. 2. identify suitable sites and complete a baseline site survey. (Max 3) and apply for licences from ESCC where appropriate. 3. identify funding sources 4. attempt to form a Wildflower Community Group 5. consult residents adjacent to the selected sites 6. Report back to the Planning & Highways Committee Communications & Marketing Officer is in the process of preparing the survey.
4	23/05/2023	Kaner Olette Report	To go through the report and create actionable items.	TFG	5/9/23 Clr Seabrook also reported that the Wildflower verges survey is almost ready, although some adjustments are still required 19/9/23 Marketing officer sent draft to Clr Seabrook for final approval 10/10/23 good response 114 responses as of 10.10.23. Need to decide on a closing date. 31.10.23 email sent to 23 residents who have left an email address and would like to volunteer. 20.11.23 contact made with 3 residents who would be happy to support and request made to landowners LDC to use the land. Awaiting response.
5	04/07/2023	Pelham Rise Bus Stops	Officers to liaise with ESCC Officers about accessibility on Pelham Rise, particularly bus stops.	Committees & Assistant Projects Officer	23/05/23 - TFG formed to look at the report, alongside the public realm, and advertising on planters. 13/06/23 - Clr Gallagher informed Committee that a TFG meeting will be organised soon, and that LDC & ESCC Clrs are being invited to join. 13/07/23 - Committees & Assistant Projects Officer attended a site meeting with Clrs Campbell & Gordon-Garrett with ESCC Highways Officers & Brighton & Hove Buses representative. Report to come back to Committee. 25/7/23 - To monitor progress by ESCC in relation to the bus stops. w/c 29/9/23 ESCC Traffic Safety site visit to Pelham rise to discuss access to bus stops and proposal re access and shelter needs. Await response. 19/9/23 - proposed design & extras of shelter in pelham rise agreed by suppliers. just need to select colour and order will be placed. Projects officer has requested 2 colours so that the shelter is two tone to aid visually impaired bus users 10/10/23 design and colour were forwarded to ESCC on 21/09/23 - Committees Officer sent follow up 10/10 for timeframes. 17/10/23 - bus shelter to be installed w/c 11th or 18th December
6	31/10/2023	Lake Drive Pond	The pond needs some care and to bring it back to the happy thriving place for wildlife it once was.	Committees & Assistant Projects Officer	CAP Officer has been trying to push for a ecologist /management plan for nearly 2 years. Pond is in poor state, stagnant and wildlife has all disappeared. 22.11.23 Email sent (with attached 2 year timeline) to councillors & Andy Frost for an update on this pond due to resident complaints and concerns - awaiting response

