



PEACEHAVEN TOWN COUNCIL

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

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

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

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

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

2 members of the public were in attendance.

1. PH1630 CHAIR ANNOUNCEMENTS

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

2. PH1631 PUBLIC QUESTIONS

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

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

3. PH1632 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies have been received.

Cllr Cheta was absent.

4. PH1633 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

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

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

6. PH1635 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

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

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

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

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

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

b. Wildflower grass verge survey

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

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

Proposed by: Cllr Seabrook Seconded by: Cllr Wood

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

c. The business plan

The Committee briefly discussed the circulated report from the TFG.

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

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

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

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

Cllr Seabrook introduced the item.

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

Proposed by: Cllr Seabrook Seconded by: Cllr Alexander.

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

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

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

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

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

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

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

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

PH1641 – LW/23/0287 19 Outlook Avenue

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

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

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

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

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

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

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

PH1642 – LW/23/0284 85 South Coast Road

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

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

PH1643 – LW/23/0320 31 Firle Road

There was a brief discussion on the application.

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

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

PH1644 – LW/23/0222 20 Bretts Field

It was proposed that the Committee support this planning application.

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

12. TO NOTE THE FOLLOWING PLANNING DECISIONS:-

PH1645 – TW/23/0018 3 Stanley Road

The Committee **noted** the planning decisions.

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

The Committee **noted** the action plan.

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

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

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

	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	1,063	650	(413)		(413)	163.5%	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>1,063</u>	<u>1,850</u>	<u>787</u>	<u>0</u>	<u>787</u>	<u>57.5%</u>	<u>994</u>
4101 Repair/Alteration of Premises	265	2,000	1,735		1,735	13.2%	
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>9,311</u>	<u>12,633</u>	<u>3,322</u>	<u>0</u>	<u>3,322</u>	<u>73.7%</u>	<u>0</u>
Net Expenditure	<u>(10,374)</u>	<u>(14,483)</u>	<u>(4,109)</u>				
6000 plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(9,380)</u>						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	10,374	14,483	4,109	0	4,109	71.6%	
Net Income over Expenditure	<u>(10,374)</u>	<u>(14,483)</u>	<u>(4,109)</u>				
plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(9,380)</u>						

Agenda Item: PH1656

Committee: Planning and Highways

Date: June 2023

Title: Grass verge Cutting

Report Author: Cllr Isobel Sharkey

Purpose of Report: To consider possible new ways of dealing with this contentious issue.

Summary of recommended actions

1. To ask new councillors for new ideas
2. To consider introducing some meadow (wild flower) verges.

Introduction My first two complaints/concerns from residents since the election have been about the grass verge cutting. A quick look at FB community groups show these people are not alone.

Background ESCC pay for 2 cuts per year and we as a town council have been opting for 4 more, contracted to them. (LDC and PTC cut the grassed areas owned by them). The complaints tend to be about when the grass is cut – the dates are laid down by East Sussex whose contractors cut verges in many other towns across the county – and the quality of the work. Many people say they would like the cuttings to be taken away. This service would cost A LOT more than the £9,000 or more we currently pay.

Analysis We last considered this in November 2022 and so can now reconsider ways forward. Money may prevent us from changing things, but wild flower verges (now called meadow verges) may be worth considering.

I have also put together a draft information sheet that we can use on social media and our notice boards in an attempt to explain the issues many residents complain about.

Implications

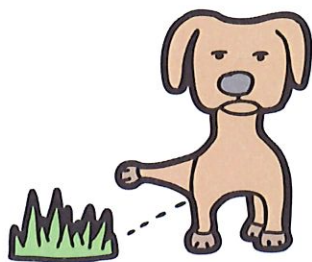
The Town Council has a duty to consider the following implications:

<u>Financial</u>	Cost of any changes
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	Leaving some verges would contribute towards biodiversity
<u>Crime and disorder</u>	N/A
<u>Climate</u>	As above

Appendices/Background papers

See draft poster

Grass Cutting in Peacehaven



East Sussex County Council are responsible for the cutting of grass verges in our town. They pay for 2 cuts a year and we, as a town council, pay for another 4. These 4 cuts cost us just over £9,000 a year. If we wanted the contractors to collect and dispose of the cuttings, this would cost an extra £ xxx

The grass can grow a lot between cuts, especially if the weather has been warm and wet. This does encourage bees and other pollinators, but we know it can sometimes look untidy. It can also cause harm to pets if the wheat grass husks get stuck in the noses or ears. Ironically, it is the urine of dogs that encourages this wheat grass to grow.

(We are considering leaving some verges as meadow (wildflower verges) – this will only be done with the agreement of residents whose houses are fronted by the verge)

Below is the timetable of cuts for this year.

Cut 1	Cut 2	Cut 3	Cut 4	Cut 5	Cut 6
April	May	June	W/b 22 nd July	W/b 24 Aug	W/b 21 Oct

If you have any complaints about the service, please contact
customer@eastsussexhighways.com



Agenda Item: PH1656
Committee: Planning & Highways
Date: 27th June 2023
Title: Crime in Peacehaven
Report Authors: David Seabrook
Purpose of Report: To inform the Planning & Highways Committee

Introduction

Peacehaven is a town located in the Lewes District of East Sussex, England. It is a coastal town with a population of around 15,000 residents. In recent years, there has been growing concern among residents about the levels of crime in the town. This report aims to examine the trends in crime in Peacehaven since 2016 and to identify any changes that have occurred over this period.

Background

To gather data for this report, a review of the official crime statistics for Peacehaven was conducted. The statistics were obtained from the Police.uk website, which provides data on reported crimes in all areas of the United Kingdom. The data covers the period from January 2016 to December 2022.

Analysis

The crime statistics for Peacehaven show that the overall level of crime in the town has decreased since 2016. In 2016, there were 1,032 reported crimes in Peacehaven. This figure decreased to 767 in 2017 and has continued to decrease each year since. In 2022, there were 547 reported crimes in the town, which represents a decrease of 47% since 2016.

The most common type of crime in Peacehaven is anti-social behaviour. This type of crime accounted for 43% of all reported crimes in 2022. However, the number of reported incidents of anti-social behaviour has decreased by 63% since 2016. Other types of crime that have decreased since 2016 include criminal damage and arson, which have decreased by 64%, and theft, which has decreased by 50%.

There have also been some increases in certain types of crime in Peacehaven since 2016. For example, the number of reported incidents of violence and sexual offenses has increased by 30%. However, it should be noted that the increase in these types of crimes may be partly due to changes in reporting and recording practices, rather than an actual increase in the level of crime.

Conclusions

The official crime statistics show that the overall level of crime in Peacehaven has decreased since 2016. This is positive news for the town and its residents. While there have been increases in certain types of crime, such as violence and sexual offenses, the overall trend is one of decreasing crime rates. The decrease in the number of reported incidents of anti-social behaviour is particularly encouraging, as this was the most common type of crime in the town. It is important for the local authorities to continue to monitor and address any changes in crime trends to ensure that Peacehaven remains a safe place for residents and visitors alike.

However, the perception of many residents is that nothing will happen if crime is reported, which means that these figures are probably under reported.

Recommendations

1. To encourage residents to report all crime wither via 101 or the Sussex Police website. This could be achieved through an eNEWS article. <https://www.sussex.police.uk/reportcrime>
2. The Public Safety Working group to continue to monitor crime rates in Peacehaven and to report to the committee every six months.
3. To work with Sussex Police, Neighbourhood Watch, JAG, ESCC, LDC and other stake holders to reduce crime in Peacehaven.
4. To consider major new planning applications from a Crime Prevention by Design point of view.

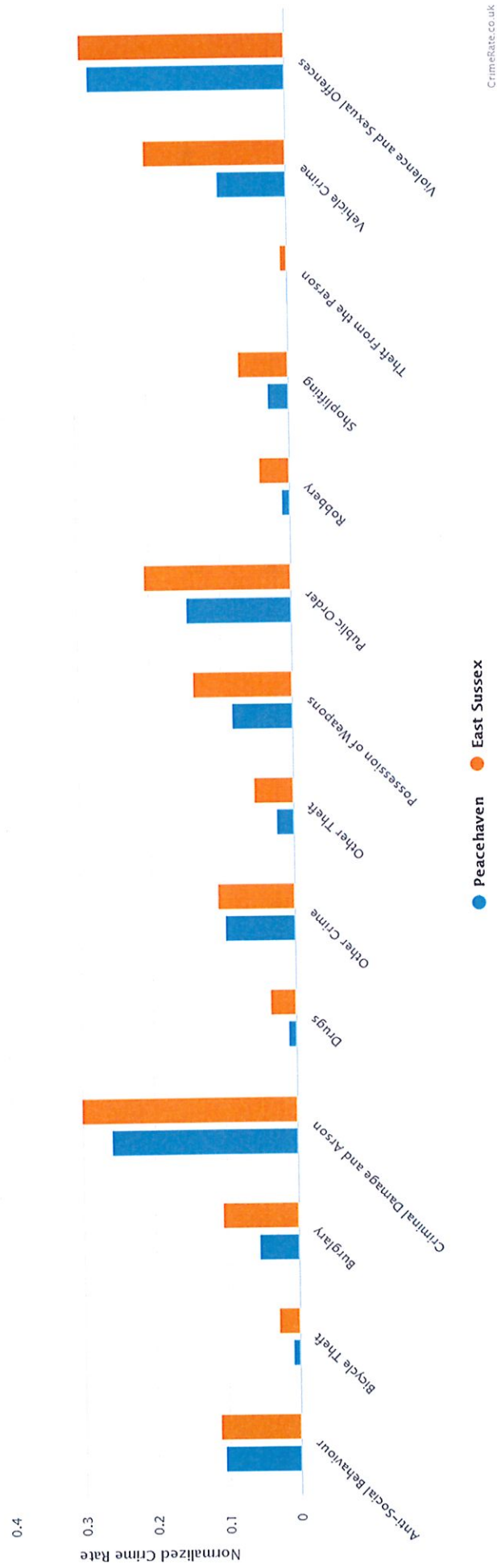
Implications

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

<u>Financial</u>	No financial implications although lower crime rates will reduce insurance claims and other losses.
<u>Legal</u>	The Town Council can really only act as an intermediary and has limited powers, although Public Safety Protection Orders could be implemented
<u>Health & Safety</u>	Use of strong chemicals to remove Tags. Consider alternatives.
<u>Planning</u>	Public spaces should be designed to be safe by avoiding assets that could increase antisocial behaviour. Has this been included in the Neighbourhood development plan? Crime prevention by Design.
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	Responsibility for crime rests with the Sussex Police force
<u>Social value</u>	Feeling safe in the community is important to residents and anti-social behaviour seriously impacts on this.
<u>Climate</u>	N/A

Crime in Peacehaven Compared To East Sussex

Source: <https://crimerate.co.uk/east-sussex/peacehaven>



Peacehaven Compared to Nearby Small Towns

Small Town	Total Crimes	Crime Rate	Rate Difference
Telscombe	268	34.03	↑ 38% safer
Crowborough	795	35.79	↑ 35% safer
Heathfield and Waldron	469	37.99	↑ 31% safer
Seaford	1,007	40.87	↑ 26% safer
Uckfield	641	42.43	↑ 23% safer
Peacehaven	853	55.05	-
Polegate	524	55.92	↓ 1.6% more dangerous
Hailsham	1,387	61.33	↓ 11% more dangerous
Lewes	1,558	86.83	↓ 58% more dangerous
Newhaven	1,258	96.07	↓ 75% more dangerous

Peacehaven Crime Trends

Crime Rate Per 1,000 Residents

Crime	2019	2020	2021	2022	Trend
Anti-Social Behaviour	18	25	26	12	↑ Safer
Bicycle Theft	0.71	0.45	0.06	0.52	↓ Getting worse
Burglary	3.6	3.0	1.6	1.4	↑ Safer
Criminal Damage and Arson	6	6	5	7	↓ Getting worse
Drugs	1.7	1.5	1.7	0.71	↑ Safer
Other Crime	0.97	1.0	0.97	1.4	↓ Getting worse
Other Theft	3.9	2.9	2.8	3.3	↑ Safer
Possession of Weapons	0.90	0.52	0.77	0.52	↑ Safer
Public Order	5	6	6	7	↓ Getting worse
Robbery (inc. mugging)	0.26	0.65	0.26	0.19	↑ Safer
Shoplifting	1.6	3.3	1.7	2.3	↓ Getting worse
Theft From the Person (inc. pickpocketing)	0.39	0.06	0.19	0.13	↑ Safer
Vehicle Crime	7	2.9	1.5	1.9	↑ Safer
Violence and Sexual Offences	24	25	29	29	↓ Getting worse

References

<https://crimerate.co.uk>

<https://www.legislation.gov.uk/ukpga/2014/12/part/4/chapter/2/crossheading/public-spaces-protection-orders/enacted>

<https://www.sussex.police.uk/>

<https://www.police.uk/>

<https://www.saferneighbourhoods.net/crime-prevention-by-design/>

Agenda Item: PH1658

Committee: Planning and Highways

Date: 4th July 2023

Title: Accessibility on Pelham Rise

Report Authors: Cllr Gordon-Garrett and Cllr Campbell

Purpose of Report: To improve accessibility to buses in Pelham Rise

Introduction

The area at issue is the east/southeast side of Pelham rise between the entrance to Chalkers Farm and the bus stop B about 500 metres towards the north end of Pelham Rise. (see sketch 1).

We have visited the site. There is a pavement on the south/southwest side providing pavement access (and dropped kerb access to bus stop D at the north end). But anyone taking the bus in the opposite direction, southwards, with any kind of mobility problems simply cannot reach either of the bus stop(s) A or B without crossing and recrossing Pelham Rise.

Furthermore, there is no island enabling access to the lower bus stop A to/from the west side, with cars parked on bus stop C (see photo 1), the whole area can be reduced to a single lane by nose-to-tail parking on the west side.

When this is the case, cars are perceived to be driving dangerously because they rush to get by the parked cars before seeing an oncoming car travelling south. Or when exiting Glynn Road, their visibility is restricted by the parked cars (as another recent complaint has shown). See letter of complaint at the end of this document.

Background

At the Council Meeting on May 16 2023, a member of the public raised this issue during public questions (pointing out, too, that children from the nearby primary school have no safe crossing place). Soon afterwards, we visited and photographed the pedestrian access to the relevant bus stops north and south of Coney Furlong (see photographs 2&3). When the grass has not been cut, there is a thin grassy lumpy path to both bus stops A and B, including from the traffic island.

Even when the grass HAS been cut (see photographs 4&5) and the pathway is passable for those using walking sticks, it is likely impassable for wheelchairs or mobility scooters. Anyone coming from the south end of Coney Furlong with mobility problems and wanting to catch a bus simply cannot do so without crossing Pelham Rise, going up/down the pavement on the southwest side, until they get opposite a bus stop and then recrossing Pelham Rise to reach bus stop A or B (which has dropped kerb access).

True, there are walkways between the houses higher up Coney Furlong: but one is quite narrow even for a single width pushchair and the other is blocked by a concrete pillar (presumably to stop skateboarders etc ending up in Pelham Rise traffic). Anyone trying to reach the lower bus stop A from eg Pelham Close or Glynn Road has to risk their lives crossing both lanes on the bend because there is no pavement on the other side and no island. In addition, the standing space at bus stop A is narrow and hampered by tree branches. See photo 6.

Analysis

Residents in Chalkers Rise have the option of using the bus stop close to The Bricky, so a pavement is not needed northwards from the Chalkers Rise entrance (although it remains to be seen whether the kerb drops have made enough difference to road crossing to catch/return from a bus going north). The pedestrian space is quite narrow on the stretch between bus stop A on the east side northwards to the entrance to Coney Furlong.

So, to give access to Bus Stop B we suggest that a tarmac strip is placed well set back from the road, in line with Peacehaven pavement design where the grass verge is placed between the pavement and the road. To solve the problem for those who need access to bus stop A from the western side of the road, we suggest two measures: painting a bus stopping space on the road on each side with double yellow lines south/north of bus stops A and C PLUS an island to enable pedestrians to cross. These proposals are shown on Sketch 2. An unintended side effect is likely to be better traffic flow and improved road safety on that stretch of the road: as the bus stops reduce the parking and the island slows the traffic.

Conclusions

The conclusions are as follows:

1. Put a tarmac strip of pavement on the East side of Pelham Rise northwards from Coney Furlong to Bus stop B
2. Mark Bus stops A and C onto the road and place double yellow lines, down from bus stop C to Glynn Road
3. Place an island between bus stops A and C

Recommendations

Subject to analysis from experts we recommend, PTC takes forward these proposals to ESCC, that they are raised with ESCC via the PTC/ESCC liaison mechanism and that the authors try to get an (on-site?) meeting with the relevant officers at ESCC.

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? 	N/A
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	ESCC responsibility
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Much improved accessibility to buses and road safety for those with mobility problems, and for parents/children/children in pushchairs
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	Highways
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Encourages walking and use of public transport
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? 	

<ul style="list-style-type: none"> • Public safety? • Road safety? 	Much improved Road safety
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Improves area by improving access to buses, especially for families with children and those with mobility problems.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Improves public transport access

Appendices/Background papers

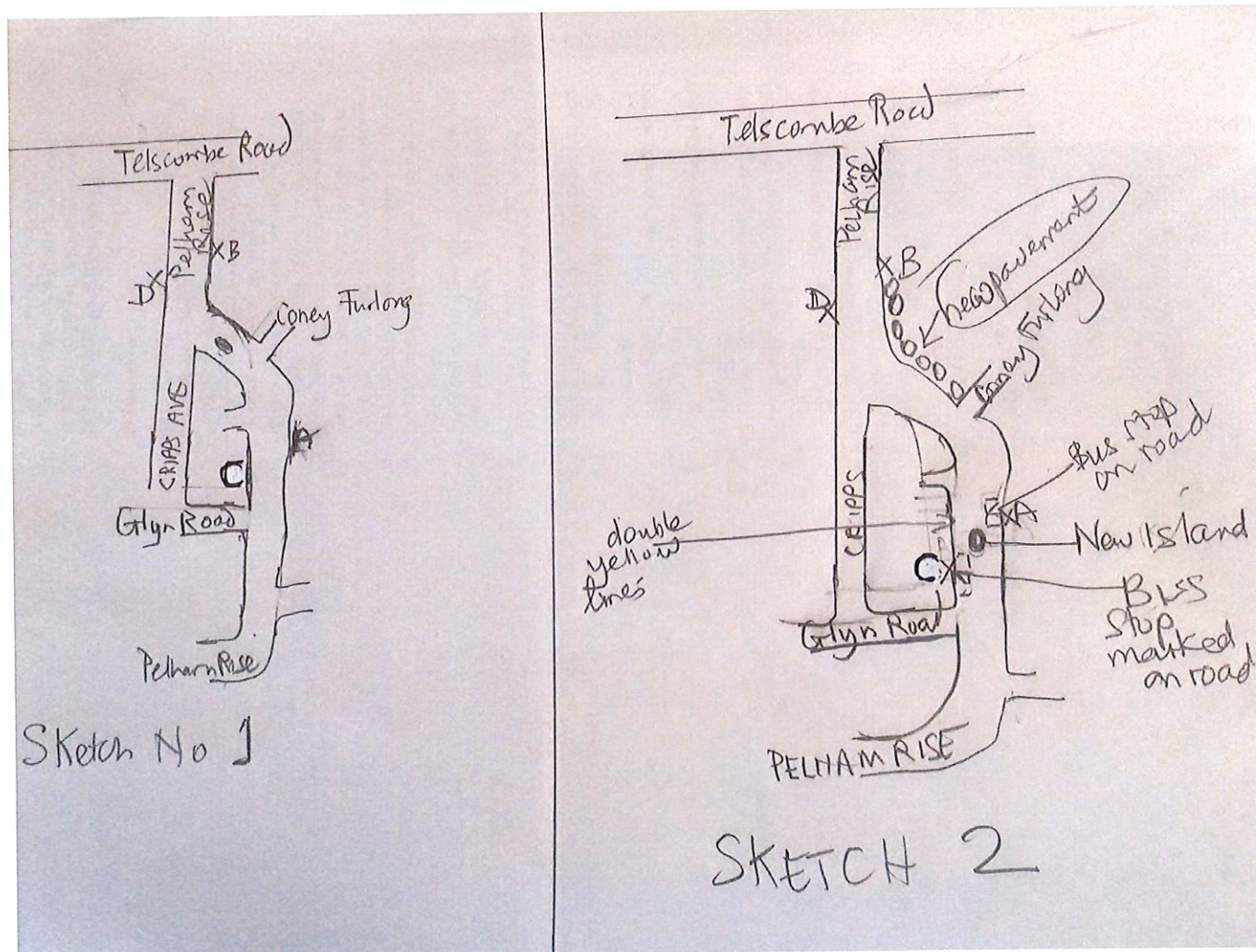


Photo 1



Photo 2



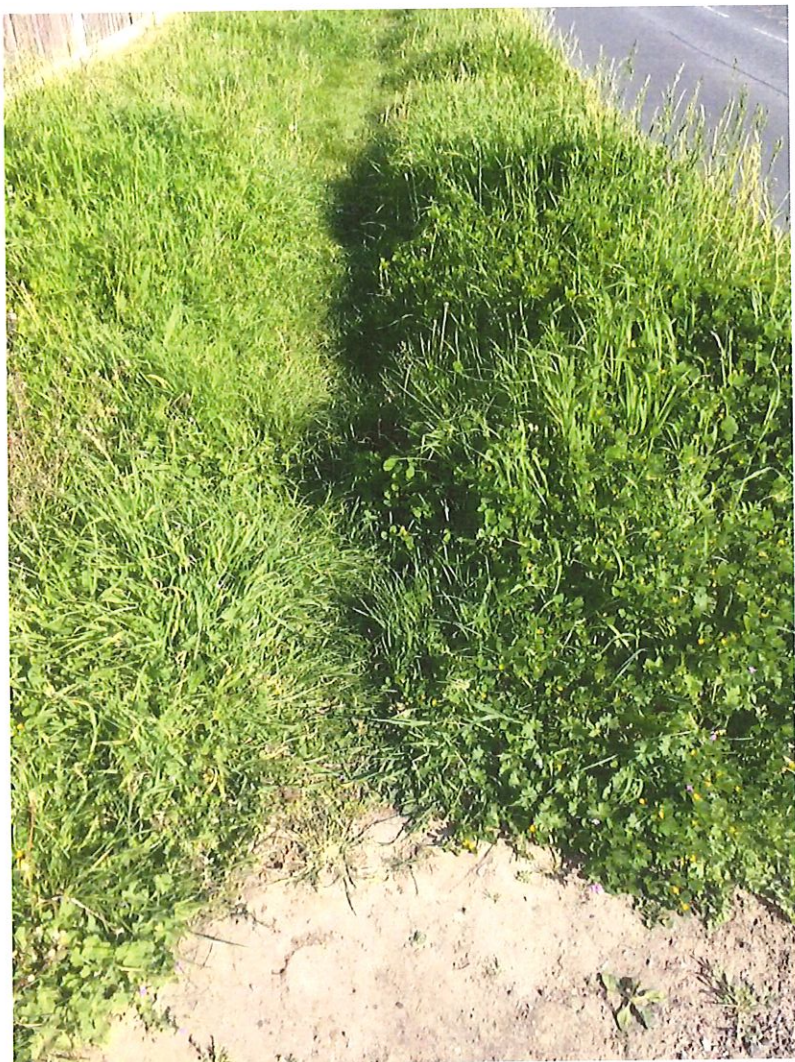


Photo 3

Photo 4



Photo 5



Photo 6



THE LETTER OF COMPLAINT

Subject: Dangerous Street parking

Dear sirs,

I am writing to bring to your attention and for action to be taken about dangerous street parking.

There are always a long row of cars parked on Pelham Rise in Peacehaven that stretches from opposite the Chalkers Rise junction right up th the road and round the corner towards Coney Furlong.

The cars completely obstruct the view of on coming cars in both directions when trying to pull out of Glynn Road.

You have to pull out beyond the middle of of Pelham Rise road to be able to see any incoming cars by which time a serious accident is like and waiting to happen!

Pelham Rise is a main bus route through North Peacehaven, is the only road that leads to Meridian school (as the road continues the name becomes Telscombe Road but is still the only access to the school) which has hundreds of cars dropping off children every morning.

There are no safe pedestrian crossings across Pelham Rise so countless children that come from Chalkers Rise or through The Big Park and numerous other areas have to cross this road to get to school.

There have been accidents on the junction of Glynn/Pelham Rise including a double decker bus as you just can not see anything when pulling out!

There needs to be double yellow lines (by far the easiest and cheapest solution) to stop all cars parking on this section including on the blind corners.

Another solution would be to use some of the extra wide grass verge as a long parking bay so at least drivers would maybe have a slightly better view of oncoming vehicles and would mean cars still have both sides of the road to drive round the corners.

North Peacehaven has had an enormous amount of new housing in very recent years and continuing house building bringing many more cars this way.

Something needs to be done immediately to prevent a serious accident/ child pedestrian death on this section of road.

I have written before and nothing has been done!

The building of Chalkers Rise was on the proviso of added infrastructure so surely knowing the main entrance to their site of 450 homes, most of those having at least 2 cars per household, would increase footfall on Pelham Rise!

I would like a written reply to update me on any action taken to look into this and to solve the dangerous issue.

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? 	
--	--

<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?	3	Report Sept?
		Town Clerk/ Deputy Clerk	Ongoing 3	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	2	Report Aug
		Ward Councillors	3	Report autumn
		Ward Councillors?	3	Report autumn
		Chair of Committee	4	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	Ward Councillors	3	Report autumn
		P&H Committee/ Councillors	Ongoing	
		Chair of Committee	3	Report autumn
		Vice-Chair of Committee	3	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 2. Monitor Crime Trends	Public Safety TFG Cllr Seabrook	Ongoing Ongoing	See Agenda
2. Promote road safety campaigns	1. Support speed measuring campaign 2. Pedestrian crossings/ traffic islands need/ need to move Arundel Road risks Pelham Rise risks Hoyle Road risks	Public Safety TFG Ward Councillors to survey & report back Ward Councillors to survey & report back Ward Councillors to survey & report back Ward Councillors to survey & report back	2 3 3 3 3	Vice-Chair has done course 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 2. Investigate and report back on sustainability measures already required and identify improvements 3. Investigate and report back sites that might be available to satisfy housing needs of town. 4. Investigate and report back on numbers of 'unplanned' planning permissions granted and types	Chair of Committee Vice Chair of Committee Ward Councillors Chair of Committee	2 3 3 3	Report Due Aug 15 P&H Report Due Sep 5 P&H Reports Due Sep 5 P&H 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.
--	---------------------------------	---------------	---------	--

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

Devolvement: 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.

Complaint No.	Date Received	Area	Category	Details of Complaint	Actions taken	Current Status
47	6/8/2023	Misc/ Other	Misc/Other	parking along cliff top by users of the restaurants - unable to park outside own property (telscombe)	1) spoke to TTC who will respond 2)emailed ESCC highways & gave contact details for the parking enforcement but advised that they are not parking illegally.	Closed
50	6/8/2023	Misc/ Other	Grass verges	patch of grass on telscombe road has been missed	emailed escc	Closed
52	6/8/2023	Misc/ Other	Grass verges	resident has put plastic markings down as he doesnt want his grass verge cut as he likes to do this himself	emailed escc	Closed
53	6/12/2023	Non PTC land	Grass verges	lady called cllr christine robertson asking why the green in ashington gardens has not been cut as it 3ft high as is playing with her ashma and is making her poorly	have forwsrded onto ldc as this is there land have passed on the ladies details	Closed
54	6/13/2023	Non PTC land	Grass verges	Complaining about the legnth of grass on verges on the stretch of road between Newhaven & Peacehaven - this has not been cut.	Passed onto ESCC.	Closed
61	6/22/2023	Non PTC land	Planning	building work on a sunday at chalkers rise. still excess dust.	Projects officer has reported to Planning Enforcement at LDC.	Open

62	6/26/2023	Non PTC land	Planning	complaint received from resident. Who nearly had an accident pushing her mother in a wheel chair this weekend. Seaview Avenue.	14.30 scanned & forwarded letter to escc highways requesting the kerb be looked at and repaired. 26/6/23 15.36 - emailed received from escc to advise steward will do a site visit.	Referred to ESCC
63	6/27/2023	Non PTC land	Overgrown paths	over grown pathway, stinking nettles about 5ft high and blocking path. path way from downland ave to south coast road. reporting to highways.	reported to highways	Referred to ESCC
65	6/27/2023	Misc/ Other	Overhanging foliage	large old tree with branches growing from base, blocking the view of pedestrians crossing at this area.	reported on fix my street	Referred to LDC
66	6/27/2023	Misc/ Other	Misc/Other	broken glass all over the pathway at roderick avenue	reported on fix my street	Referred to LDC
71	6/28/2023	Misc/ Other	Vandalism	Complaint received regarding anti social behaviour on the PTC owned bench at Edith Avenue. problem is affecting local businesses.		

CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	Public rights of way TFG - Concrete path from Lower Hodder Farm to Centenary Park.	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 - Cllr Griffiths, Cllr Gordon-Garrett, and a member of the public.
2	09/08/2022	Speed activated sign	For the Public Safety TFG to investigate, discuss, and liaise with Telscombe 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 Cllr Seabrook, Cllr Alexander, 2 members of the public and for all Councillors to be invited to join.
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	<p>In discussion with Events, Amenities, and Projects Officer about getting out a survey - will likely be early in 2023.</p> <p>Survey questions and where to be advertised, to be discussed at the next P&H 23.5.23</p> <p>23/05/23 - Committee agreed to form a TFG consisting of the Committee and Assistant Projects Officer and Cllrs Seabrook & Norcott-Jones.</p> <p>13/06/23 - TFG reported back to Committee, agreed that the TFG will proceed to:</p> <ol style="list-style-type: none"> 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
4	23/05/2023	Kaner Olette Report	To go through the report and create actionable items.	TFG	<p>23/05/23 - TFG formed to look at the report, alongside the public realm, and advertising on planters.</p> <p>13/06/23 - Cllr Gallagher informed Committee that a TFG meeting will be organised soon, and that LDC & ESCC Cllrs are being invited to join.</p>
5	26/06/2023	Planters	To replace to replace the PTC planters on the A259.	Parks Officer	<p>23/05/23 - Committee agreed to replace with a dark grey recycled plastic. Parks Officer to arrange for materials to be ordered.</p> <p>26/06/23 - Materials ordered, delivery expected to take up to 8 weeks.</p>

