



# 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 17<sup>th</sup> October 2023 at 7.30pm**

**Present:** Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr Cathy Gallagher.

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

1 member of the public was in attendance.

## 1. PH1746 CHAIR ANNOUNCEMENTS

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

## 2. PH1747 PUBLIC QUESTIONS

A member of the public asked a question relating to the Committee Chair's representation at the recent District Council Planning Meeting regarding application LW/23/0276 and raised concerns about the accuracy of the information presented.

The Chair clarified the situation and explained that it seemed to be a matter of misinterpretation.

## 3. PH1748 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllrs Seabrook, Sharkey, Alexander, and Wood.

## 4. PH1749 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

## 5. PH1750 TO ADOPT THE MINUTES OF 26<sup>th</sup> SEPTEMBER 2023

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

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

## 6. PH1751 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

**7. PH1752 TO AGREE THE GRASS CUTTING REQUIREMENT FOR 2024/25**

The Committee briefly discussed the report and the substantial increase in cost.

It was proposed that the matter be referred to the next Full Council meeting.

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

**8. PH1753 TO DISCUSS 2024/25 BUDGET REQUIREMENTS**

The Committee **noted** the report.

**9. PH1754 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher gave some information on the timeline of the NHDP since the process first began in 2018 and in particular how the residents broad priorities of the plan have not changed throughout this process.

**10. PH1755 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs):**

a. Wildflower Grass Verge Survey

The Committees and Assistant Projects Officer informed the Committee that the survey has now closed and the TFG will be meeting next Thursday to start looking at the results.

b. Planters and public realm along South Coast Road

Cllr Gallagher gave an update on the advertising on planters and some of the obstacles the TFG has faced. The TFG is planning on meeting next Wednesday (during half term).

c. Public Safety Working Party

No update.

**11. PH1756 TO NOTE REPORT AND PROPOSED TREE PRESERVATION ORDERS (TPOs)**

It was proposed that the Committee agree to all the TPO applications in the report.

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

**12. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-**

**PH1757 – TW/23/0083TPO – 3 Wendale Drive**

It was proposed that the Committee support this Tree Works application

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

**PH1758 – LW/23/0588 38 Friars**

Cllr Gordon-Garrett introduced the application and gave some background from when she had visited the site.

It was proposed that the Committee support this planning application subject to a condition that as much grass verge is retained as possible between the vehicular entrances and subject to the planning Officer being satisfied that the neighbours right of way is maintained.

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

**PH1759 – LW/23/0593 42 Steyning Avenue**

The Committee **noted** this application.

**PH1760 – LW/23/0498 15 Ashmore Close**

The Committee **noted** this application.

**13. TO NOTE THE FOLLOWING PLANNING DECISIONS:-**

**PH1761 – TW/23/0054/TPO**

**PH1762 – TW/23/0058/TPO**

The Committee **noted** these planning decisions.

**14. TO NOTE DISCHARGE OF CONDITIONS**

**PH1763 – Relating to approval LW/22/0257**

The Committee **noted** the discharge of conditions.

**15. PH1764 TO NOTE PLANNING AND HIGHWAYS COMPLAINTS SINCE THE LAST MEETING**

The Committee **noted** the complaint.

**16. PH1765 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

The Chair informed the Committee that there was a need to clarify some of the details relating to item 5 on the action plan (bus shelters on Pelham Rise) following an email from an ESCC Officer. The Committees and Assistant Projects Officer is following this matter up.

The Committee **noted** the Action Plan.

**17. PH1766 DATE OF NEXT MEETING 14<sup>TH</sup> NOVEMBER 2023 AT 7.30PM.**

The next meeting of this Committee was confirmed for 14<sup>th</sup> November 2023.

**18. PH1767 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS.**

Proposed by: Cllr Gordon-Garrett      Seconded by: Cllr Gallagher  
The Committee **resolved** to exclude press and public from the remaining items.

*In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-*

**19. PH1768 TO AGREE ANY NECESSARY RESPONSE TO A NOTICE FROM HM LAND REGISTRY.**

The Committee briefly discussed the report and felt that no action was necessary.

*There being no further business the meeting ended at 20:23.*





09:25 Detailed Income & Expenditure by Budget Heading 07/11/2023

Month No: 7 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 &amp; Highways</u>							
4851 Noticeboards	994	650	(344)		(344)	152.9%	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>994</u>	<u>1,850</u>	<u>856</u>	<u>0</u>	<u>856</u>	<u>53.7%</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>(11,469)</u>	<u>(14,483)</u>	<u>(3,014)</u>				
6000 plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(10,475)</u>						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	11,469	14,483	3,014	0	3,014	79.2%	
Net Income over Expenditure	<u>(11,469)</u>	<u>(14,483)</u>	<u>(3,014)</u>				
plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(10,475)</u>						



## Business Plan

### RESPONSIBILITY

Planning & Highways

PURPOSE	PROJECT	ACTIVITY REQUIRED	CURRENT POSITION
<b>Environment &amp; Climate Change:</b> 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	Liaison with neighbourhood first and awareness of LDC policies	Type of bins required TBA and communication to staff & public
<b>Leisure &amp; Tourism:</b> 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
<b>Crime &amp; Policing:</b> 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
<b>Crime &amp; Policing:</b> To decrease anti-social and violent crime in the town	Promote road safety campaigns	Action plan to be created	Action plan to be created
<b>Housing &amp; Planning:</b> 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
<b>Housing &amp; Planning:</b> To monitor house build and planning applications	Work with stakeholders to deliver homes and accommodation for the needs of the town and ensure the housing growth requirements are accommodated in the most sustainable and affordable way	Action plan to be created	Action plan to be created
<b>Housing &amp; Planning:</b> To monitor house build and planning applications	Be ready for 'shovel ready' projects	Action plan to be created	Action plan to be created
<b>Business:</b> 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

## Business Plan

<b>Highways &amp; Transport:</b> 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
<b>Highways &amp; Transport:</b> 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
<b>Devolvement:</b> Local Town Council to take on certain LDC and ESCC functions	Car parks	Action plan to be created	Action plan to be created
<b>Devolvement:</b> Local Town Council to take on certain LDC and ESCC functions	Toilets	Action plan to be created	Action plan to be created



**Agenda Item: PH1777**

**Committee: Planning and Highways**

**Date: 14/11/2023**

**Title: Public Realm Advertising and Sponsorship of Planters**

**Report Authors: Committees and Assistant Projects Officer/ Cllr Cathy Gallagher**

**Purpose of Report. To inform and Consult**

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### **Introduction**

Peacehaven Town Council has several planters throughout the Town.

Traditionally local businesses and organisations have advertised by way of a sign attached to the planter.

In a report prepared by Kaner Olette on the A359 public realm the deterioration of the street furniture including the planters was highlighted.

The Grounds team renovated the planter by Roderick Avenue and removed the deteriorated existing signs.

This report is to recommend a way forward regarding new advertising signs.

### **Background**

In 2021 Peacehaven Town Council agreed an advertising package including how to deal with sponsorship of the town's planters.

The page covering planters is attached to this paper.

sizes of planter were detailed with initial costs for purchase and an annual maintenance charge .

Planting seasonally was to be charged at cost .

As well as the original costs a new planter placed on the pavement/public highway would require a Licence from East Sussex County Council costing approximately £300

As per 2021 Advertising Brochure

Size	Initial Cost	Ongoing Cost
8' x 4'	£792	£110
4' x 4'	£564	£90
4' x 2'	£468	£70

### **RECOMMENDATION**

The administration of sponsorship of planters and the costs association with maintaining the planters and the street scene along the A259 have to be considered particularly as a local company wishes to advertise with a new sign.

Planters are in place and so there is no initial costs.

The ongoing costs of maintaining the planters and filling them with soil and plants needs to be agreed as well as consideration to different ways of dealing with maintaining the planters.

In this specific case ,two small planters near the A259 Lights at Roderick Avenue are the place where the signs would go.

SUGGESTED ACTIONS AND PRICES

- 1. A sign of 24inches width and 18 inches height to be purchased and fixed to the 2 small planters either side of the A259.
- 2. Wording to be agreed with local company and Peacehaven Town Council
- 3. The material of the sign ,the colour and the style and colour of the lettering to be approved by PTC.

NB PTC has a policy on Branding and Marketing and all signs attached to planters should be of the same quality and design.

Suggested background white with dark green lettering and at the bottom of the sign  
Peacehaven Town Council (wording) and Logo.

- 4. It is suggested that business commissions the sign directly with sign manufacturer with final agreement from PTC
- 5. The size of the sign and the fixing of the sign to the planter to be checked and then carried out by PTC Grounds staff.
- 6. The annual charge for a small planter is suggested to be £80 per annum.
- 7. A signed agreement needs to be in place with the business to make the annual payment in return for continued advertising.

Conclusions

As the planters are part of the highways those item has been brought to this Committee for consideration and further thoughts.

The Public Realm and Planters are part of a TFG already set up to find a way to action the Kaner Olette feasibility study. Council approve starting with Sutton Ave/ Dell area of West Peacehaven before continuing to extend the area for consideration along the A259 to Bramber Ave and Edith Avenue.

Branding and Marketing Policy was accepted by Council in 2022 and should be used to provide a unifying continuity through the whole Town

Recommendations and comments from this Committee will be taken forward by the Town Clerk and appropriate Officers and if a further Working Party or TFG is appropriate, this can be established.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none"><li>• Income generation</li></ul>
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<u>Legal</u>	<ul style="list-style-type: none"> <li>• All legal responsibilities of dealing with public Highways to be observed</li> <li>•</li> </ul>
<u>Health &amp; Safety</u>	<ul style="list-style-type: none"> <li>• Risk Assessments for Planters and workers to be undertaken</li> </ul>
<u>Planning</u>	None at this stage but if a new planter was required PTC and ESCC to be consulted
<u>Environmental and sustainability</u>	<ul style="list-style-type: none"> <li>• significant environment benefits will be achieved</li> </ul>
<u>Crime and disorder</u>	. A more attractive Town reduces anti-social behaviour
<u>Social value</u>	<ul style="list-style-type: none"> <li>• Potential for all residents / charities/voluntary organisations</li> <li>• Community facilities more substantiable in terms of finance and comfort.</li> </ul>
<u>Climate</u>	<ul style="list-style-type: none"> <li>• Carbon footprint awareness. Increased bio-diversity</li> </ul>

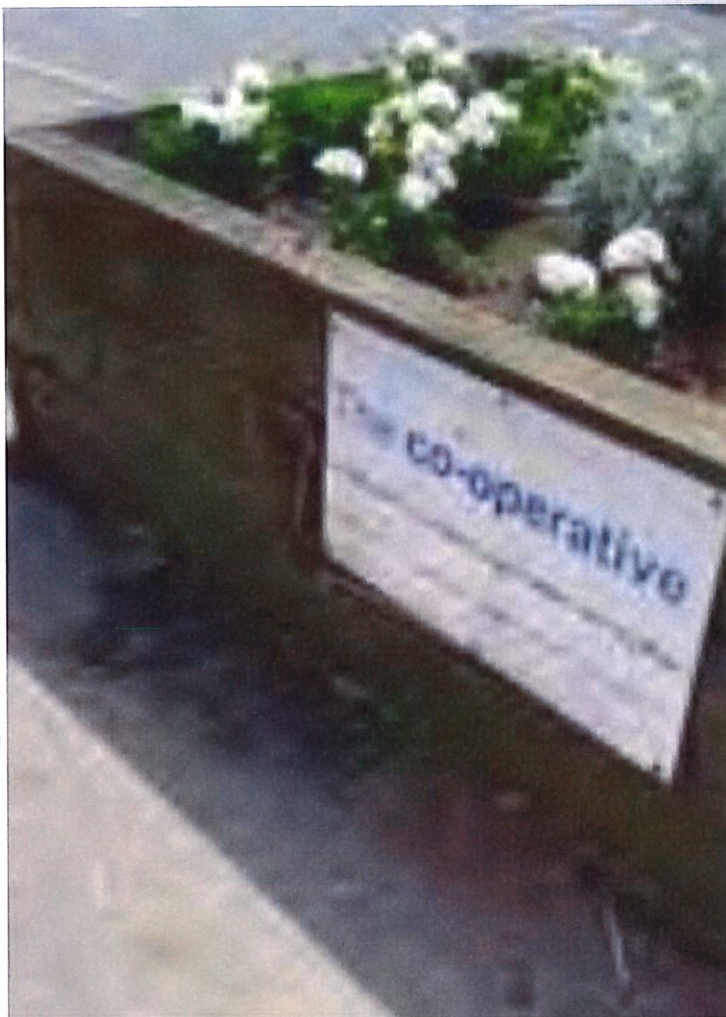
#### Appendices/Background papers

Screenshot of 2021 Planters advertising

Photos of planters







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PEACEHAVEN TOWN COUNCIL

ADVERTISING PACKAGE 2021 / 2022 | MATT GUNN

## Planters

The Town Council have introduced a planter bed sponsorship scheme specifically to improve the visual appearance along the A259 South Coast Road and have identified 24 potential and licensed locations for these planters.

We have 3 planter bed sizes and the inclusive costs\* and annual maintenance costs are detailed below:-

Size	Initial Cost	Ongoing Cost
8' x 4'	792	110
4' x 4'	564	90
4' x 2'	468	70



\*Total cost is inclusive of build, installation, filling and planting and the provision of 2 signs promoting the name and contact details of the sponsor.  
 \*\* This does not include the provision of any new plants—which will be charged at cost.

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PEACEHAVEN TOWN COUNCIL

ADVERTISING PACKAGE 2021 / 2022 | MATT GUNN

## Our Clients





# Peacehaven

## Broadband Impact Report



### The Broadband Effect

Boosting Business and Beyond



### Level the Playing Field

Social Equality and Connectivity



### Quality of Life

The Role of Reliable Broadband





# Broadband is more than fast speeds and computers.

It's the backbone of **thriving communities**, powering everything from **businesses** to **schools**, **healthcare services** to **entertainment**.

Strong broadband can turn a town into a place **full of opportunities**, while poor connectivity can leave it **lagging behind**.



In this Broadband Impact Report, we explore how **Peacehaven** compares against its local area and the broader UK landscape, and discuss how this affects three vital areas: economic growth, social equality, and quality of life.


*Picture a kid, eager to do well, struggling to do their homework, unable to load BBC Bitesize or watch lessons on YouTube.*

*They're not failing because they lack ambition; they're being held back by inadequate broadband.*

Thomas Buck | Head of Broadband, Fair Internet Report

[View the Latest Peacehaven Broadband Statistics](#)



Next: Peacehaven's Local Context 



# Peacehaven vs East Sussex

## DOWNLOAD SPEED



11% Slower

COMPARED TO EAST SUSSEX

## SMALL TOWN RANKING



2nd Slowest

SMALL TOWN IN EAST SUSSEX

## UPLOAD SPEED



35% Slower


COMPARED TO EAST SUSSEX

## REGIONAL RANKING



12th Slowest

OF ALL EAST SUSSEX LOCATIONS

Next: Peacehaven's National Context 

# Peacehaven vs National Performance

## DOWNLOAD SPEED



**50% Slower**

COMPARED TO THE UK

## SMALL TOWN RANKING



**123rd Slowest**

SMALL TOWN IN THE UK

## UPLOAD SPEED



**65% Slower**

COMPARED TO THE UK

## NATIONAL RANKING



**1,115th Slowest**

OF ALL UK LOCATIONS

Next: [Why This Matters](#) ➔





# Why Peacehaven's Broadband Matters

The quality of broadband in Peacehaven is **more than a matter of convenience**; it's a **crucial factor** affecting local businesses, education, and even the **work-life balance** of people who live here.

## Business & Economy

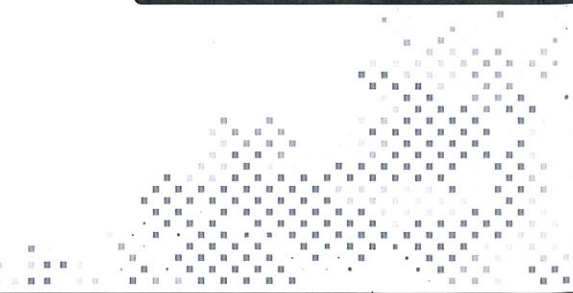

Weak broadband networks can **stifle the entrepreneurial spark**. Slow or unreliable connections could make Peacehaven **unattractive for startups**, which rely on good internet for their operations. Similarly, existing businesses could find their growth hamstrung by poor connectivity.

## Social Equality

Lacklustre broadband **exacerbates social inequalities**. When online learning becomes a struggle due to Peacehaven's poor connections, **children are at an educational disadvantage**. The same applies to healthcare and job hunting, where a slow or **unreliable connection can be a significant hurdle**. What's worse, areas with better broadband offer their residents a considerable leg-up in life, making it **easier to apply for jobs**, book medical appointments, and access educational resources. This **widens the gap** between those who have reliable broadband and those who don't, **deepening social divides**.

## Quality of Life

Poor broadband **disrupts residents' quality of life**. Those unable to rely on their home connection for work or study find themselves **tethered to offices** or places with better internet, **disrupting their work-life balance**. Meanwhile, those with dependable broadband enjoy an invisible lift in life quality, **free from such hassles**.



Next: Path to Success ➤

# From Awareness to Expansion: A Path to Better Broadband

A common response to people talking about better broadband is: *But what can we, a local council, do about it?* Here are a few points to consider.

## Raise Local Awareness

By simply **bringing attention to the issue**, we can help people **feel less isolated**, ease any self-blame, and pave the way for **collective action**. A straightforward **questionnaire about broadband quality** - such as our Peacehaven campaign - could be distributed and its **results shared in your newsletter**, website, or on community boards. Publicising any problems with local broadband **serves more than one purpose**: it unifies the community and sets the stage for collective action.

## Community-led Solutions to Connectivity Issues

Poor broadband's effects **ripple through the wider community**, with impact on education, remote work, access to services, and even social interactions.

**Communities can create support mechanisms to help**. For instance, local businesses could offer **free Wi-Fi hotspots**, and community centres could provide internet access during set hours. Neighbours could also form "**broadband co-operatives**" where those with better connectivity share with those who have less.

## Build Interest for Network Builders

While it may be difficult to get the attention of major telecoms providers, **smaller independent networks**, often referred to as "altnets," are **more flexible and willing to expand**. By gauging local interest, you can **make a strong business case** to attract these providers.

Next: Action Points ➔



# Action Points for Peacehaven

Though Peacehaven may be grappling with less-than-ideal broadband, it's not a lost cause; there are practical steps that can be taken to make a substantial difference.

- **Spread the Word:** Share Peacehaven's broadband statistics on local community and parish websites (or newsletters!):  
<https://fairinternetreport.com/United-Kingdom/East-Sussex/Peacehaven>
- **Join the Campaign:** Share our campaign for better broadband in Peacehaven. The more voices, the harder to ignore:  
<https://fairinternetreport.com/United-Kingdom/East-Sussex/Peacehaven#campaign>
- **Invite Local Businesses to Speak Up:** Poor broadband isn't just a residential issue; it affects businesses too. Encourage local businesses to express their concerns.
- **Raise Awareness in Schools:** Equip parents and teachers with information on how poor broadband impacts education.
- **Engage the Media:** Get local newspapers or blogs involved to help spread awareness of the need for better broadband.

**Please share this PDF report.** You do not need our permission to share quotes or statistics from it, a reference to our Peacehaven Broadband page is fine.

## Contacts

If you have any questions or would like to talk to us about this report, please email:

Thomas Buck, Head of Broadband: [tom.buck@FairInternetReport.com](mailto:tom.buck@FairInternetReport.com)

Amy Jones, Senior Analyst: [amy.jones@FairInternetReport.com](mailto:amy.jones@FairInternetReport.com)

Next: Data Summary ➔

# Data Summary: Peacehaven

Data correct as of 1st November 2023

Peacehaven Median Download Speed	36.12 Mbps
East Sussex Median Download Speed	40.46 Mbps
UK Median Download Speed	60.02 Mbps

Peacehaven Median Upload Speed	9.15 Mbps
East Sussex Median Upload Speed	13.06 Mbps
UK Median Upload Speed	17.92 Mbps

## Speed Data

### Major City Comparison

Major City	Speed
Croydon is faster	65.90 Mbps
Sutton is faster	65.60 Mbps
Brighton is faster	66.79 Mbps
Luton is slower	20.48 Mbps

### East Sussex Comparison

Location	Speed
Heathfield and Waldron is faster	38.67 Mbps
Uckfield is faster	47.88 Mbps
Lewes is faster	41.41 Mbps
Seaford is slower	35.67 Mbps

## Broadband Speed Trends

FIVE YEARS



**11% Increase**  
IN FASTER SPEEDS

12 MONTHS



**0.67% Increase**  
IN FASTER SPEEDS



Fair Internet Report is a telecom market research and data aggregation company. We build reliable consumer broadband analysis tools, based on open and vérifiable data sources. We provide open-source speed test analysis.

## Fair Broadband Statistics. Free Of Bias.

We aggregate millions of rows of speed test data, network analytics, and consumer reviews to produce the most accurate open database of broadband performance data in the UK, Europe, and around the globe.

## Data Distribution For Broadband Research

Our team's expertise in broadband data has resulted in data-sharing, citations, and partnerships for leading institutions including Microsoft, The Zofnass Program for Sustainable Infrastructure at Harvard University, and the University of Virginia Department of Media Studies.





Complaint No.	Date Received	Area	Category	Details of Complaint	Actions taken	Current Status
115	10/23/2023	Misc/ Other	Health & Safety	concern from resident regarding heavy traffic in and out of the valley area.	email contact with LDC - Tony collins planning enforcement investigating	Open
117	10/25/2023	Misc/ Other	Misc/Other	Resident concerns that Planning conditions not being met on a property in the Lookout and property being used for purposes not approved. Planning Enforcement investigating.	CAP Officer has contacted Planning enforcement and they are investigating	Open
118	10/26/2023	Non PTC land	Road signs	4 tatty posts on verge opposite yemini cafe. posts with signage which are blank due to age. rusty bent bike rack. have requested that items are removed.	Neighbourhood first investigating CAP Officer dealing,	Open

Committee:	Planning & Highways
Start Date:	11/10/2023
End Date:	06/11/2023
Status:	All



# Planning & Highways Committee - Action Plan

updated 31/10/2023

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 - 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.
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.  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. <b>Need to decide on a closing date.</b> 31.10.23 email sent to 23 residents who have left an email address and would like to volunteer.
4	23/05/2023	Kaner Olette Report	To go through the report and create actionable items.	TFG	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.
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	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.

