George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

13th December 2023

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

George Dyson
Town Clerk

A G E N D A

C1141 MAYOR/CHAIR'S ANNOUNCEMENTS.
C1142 PUBLIC SESSION. ***Members of the public may ask questions on any relevant Council matter.***
C1143 TO APPROVE APOLOGIES FOR ABSENCE.

a. **To note and approve apologies for absence**
b. **To note the resignation of Cllr Cathy Norcott-Jones**

C1144 TO RECEIVE DECLARATIONS OF INTERESTS.
C1145 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 23RD NOVEMBER 2023.
C1146 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. **Planning & Highways Committee:-**
   i. **To receive the meeting minutes of the 17th October 2023.**
   ii. **To receive the meeting minutes of the 14th November 2023.**
   iii. **To note the draft meeting minutes of the 5th December 2023.**
b. **Policy & Finance Committee:-**
   i. **To receive the financial report, authorise payments and signing of Bank Reconciliation statements.**
   ii. **To receive the meeting minutes of the 24th October 2023.**
   iii. **To note the draft meeting minutes of the 12th December 2023.**
   iv. **To receive the Community House Sub-Committee meeting minutes of the 16th October 2023**
   v. **To note the draft Community House Sub-Committee meeting minutes of the 20th November 2023.**
c. **Personnel Committee.**
   i. **To receive the meeting minutes of 1st November 2023.**
   ii. **To note the draft meeting minutes of 5th December 2023.**
d. **Leisure, Amenities & Environment Committee;-**
   i. **To receive the meeting minutes of the 3rd October 2023.**
   ii. **To note the draft meeting minutes of the 21st November 2023.**
e. **Civic & Community Events Committee:-**
   i. **To receive the meeting minutes of the 10th October 2023.**
   ii. **To note the draft meeting minutes of the 28th November 2023.**

C1147 TO APPROVE THE 2024/25 BUDGET & PRECEPT REQUIREMENT DEMAND TO LEWES DISTRICT COUNCIL
C1148 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP
C1149 TO REVIEW THE TERMS OF REFERENCE OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP
C1150 TO AGREE A FILMING AGREEMENT (from CCE Committee)
C1151 TO AGREE THE REVISED SCHEME OF DELEGATION
C1152 TO RECEIVE A REPORT FROM THE HUB TFG AND AGREE RECOMMENDATIONS
C1153 TO REVIEW MEMBERSHIP OF COMMITTEES AND AGREE ANY CHANGES
C1154 TO REVIEW OUTSIDE BODY REPRESENTATIVES
C1155 TO AGREE TO UNDERTAKE A FIRE SURVEY FOR COMMUNITY HOUSE
C1156 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE MUGA
C1157 TO CONSIDER A MOTION FROM CLLR CAMPBELL ON ADVERTISING
C1158 DATE OF NEXT MEETING – TUESDAY 6TH FEBRUARY 2023 AT 7.30PM.
C1159 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

CONFIDENTIAL

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

C1160 TO AGREE THE SPECIFICATION FOR TENDER FOR THE COMMUNITY HOUSE MAIN HALL AIR HANDLING UNITS
C1161 TO RECEIVE A REPORT ON A REQUEST TO HIRE COMMUNITY HOUSE ON A SUNDAY
C1162 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS FROM THE INTERVIEW PANEL FOR THE MEETINGS AND PROJECTS OFFICER POST
C1163 TO RECEIVE A REPORT ON THE 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

NOTICE OF VACANCY
IN OFFICE OF COUNCILLOR

Peacehaven West ward
Peacehaven Town Council

NOTICE IS HEREBY GIVEN

Pursuant to section 87(2) of the Local Government Act 1972, that due to the resignation of Cathy Norcott-Jones, a vacancy has arisen in the Office of Councillor for the West ward, Peacehaven Town Council.

If by 28th December 2023 (14* days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer , Ian Fitzpatrick, Lewes District Council, Southover House, Southover Road, Lewes, BN7 1AB, by TEN electors for the said West ward, Peacehaven Town Council, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place no later than 1st March 2024

Dated: 6th December 2023

George Dyson
Town Clerk
Peacehaven Town Council

* In computing any period of time for this purpose, a Saturday, Sunday, day of the Christmas Eve and ending the with the first week day after Christmas Day which is not a bank holiday, the “Easter Break” means the period beginning with the Thursday before and ending with the Tuesday after Easter Day, and “a bank holiday break” means any bank holiday not included in the Christmas break or the Easter break and the period beginning with the last week day before that bank holiday and ending with next week day which is not a bank holiday are excluded.

PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
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 Extraordinary Full Council meeting held in the Anzac Room, Community House on Thursday 23rd November 2023 at 7.30pm

Present: Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Claude Cheta, Cllr Lee Ashby-Parkin.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

3 members of the public were in attendance.

C1131 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

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

- Carol Concert is tomorrow (Friday 24th November) in the Main Hall at Community House, starting at 4pm.
- Children's Christmas Party is Friday 15th December, 5 – 7pm.
- Mayor's Christmas Afternoon Tea is Wednesday 20th December, 2 – 4.30pm.
- Next Bingo is 13th December, 2 – 4 pm in the Anzac Room.
- Next Cinema is 24th January, 7:30pm, showing The Great Escaper.

C1132 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.

A member of the public requested that members please speak up when talking as he was struggling to hear the Chair.

C1133 TO APPROVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Davies, Cllr Veck, and Cllr Norcott-Jones.

C1134 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

C1135 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 7th November 2023

Proposed by: Cllr Griffiths Seconded by: Cllr Wood
The Council **resolved** to **adopt** the minutes of the 7th November 2023.

C1136 TO APPROVE THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE

It was proposed that the recommendations of the Grants Sub-Committee be agreed.

Proposed by: Cllr Fabry Seconded by: Cllr Donovan
The Council **resolved** to **agree** to this proposal.

C1137 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD

The Chair suspended Standing Orders to allow the candidates to introduce themselves to the Council.

The Candidates introduced themselves to the Council and explained why they would like to become Councillors. The Council then asked questions of the candidates.

In favour of Alison Standing to be Co-opted: Cllrs Gallagher, Sharkey, Fabry, Alexander, Donovan, and Cheta.
In favour of Simon Studd to be Co-opted: Cllrs Harman, Griffiths, Gordon-Garrett, Seabrook, Wood, Campbell, and Ashby-Parkin.

The Council **resolved** that Simon Studd be co-opted to fill the casual vacancy in West Ward.

Mr Studd completed the declaration of acceptance of office form, which the Clerk presented and signed, the newly Co-opted Cllr Studd then joined the table.

Standing Orders reinstated.

C1138 DATE OF NEXT MEETING – TUESDAY 19TH DECEMBER 2023 AT 7:30PM

The next meeting was confirmed as Tuesday 19th December 2023 at 7.30pm.

C1139 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell
The Council **resolved** to **agree** to exclude press and public from the remaining items.

All public left at this point (19:54)

CONFIDENTIAL

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

C1140 TO DISCUSS AND AGREE GOING OUT TO TENDER FOR THE COMMUNITY HOUSE MAIN HALL AIR HANDLING UNITS

Cllr Alexander raised some concerns that the specification needed expanding further and gave a number of examples of additional information that could be included.

The Council discussed additional factors that could be included and the importance of ensuring the tender paper-work is right.

It was proposed that the Council agree to go to tender, subject to amendments being made to the specification document considering points made by Councillors and on the provision of obtaining expert advice.

Proposed by: Cllr Griffiths Seconded by: Cllr Ashby-Parkin
The Council **resolved** to **agree** to this proposal.

There being no further business the meeting ended at 20:09

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

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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 17th 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 26th 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 14TH NOVEMBER 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 14th 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.

PEACEHAVEN TOWN COUNCIL

Ton Allen

GEORGE DYSON
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX

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-Garret (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 I 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 SeabrookSeconded 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

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

George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

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BN10 8BB.

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 5th December 2023 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr Isobel Sharkey (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Ian Alexander, Cllr Sherral Wood, Cllr Simon Studd (non-voting).

Officers: George Dyson (Town Clerk).

2 members of the public were in attendance.

1 PH1799 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:40, welcomed everyone and apologised for the late start, and briefly ran through the building fire procedures.

2 PH1800 PUBLIC QUESTIONS

A member of the public asked a question about whether application LW/23/0520 has been called in by the District Councillors, and why this Committee's comments appear to be redacted on the Planning Portal.

Cllr Gallagher responded that the application hasn't been called in at this time.

The Chair explained that the comments on the planning portal would have been redacted as they weren't relevant to this application.

3 PH1801 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Seabrook.

4 PH1802 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Alexander declared an interest as he lives opposite the application being considered under item PH1809.

5 PH1803 TO ADOPT THE MINUTES FROM THE 14TH NOVEMBER 2023

Proposed by: Cllr Sharkey **Seconded by:** Cllr Wood

The minutes of the 14th November meeting were **agreed** and **adopted**.

6 PH1804 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7 PH1805 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that the regulation 16 consultation has now finished and no changes are coming forward as far as she is aware, but that a full report will be going to the Full Council meeting on 19th December.

Cllr Gallagher then circulated some up to date copies of the plan for Councillors to see, and explained the importance of now implementing the projects in the plan.

8 PH1806 TO REVIEW AND PRIORITISE 5 ITEMS FROM THE BUSINESS PLAN ADOPTED ON 4TH JULY BY THIS COMMITTEE

The Chair introduced the item and the Clerk reinforced some of the key points from the report.

The Chair shared some of her thoughts on what should be considered as priorities, and asked that Councillors on the Committee please email the Chair and Clerk with their thoughts so that responses can be collated and fed back to the Business Plan TFG.

9 PH1807 TOWARDS A LOCAL PLAN SPATIAL STRATEGY & POLICIES (REGULATION 18 CONSULTATION) CONSULTATION DATES: NOVEMBER 29-FEBRUARY 6TH

The Committee **noted** the consultation dates.

10 PH1808 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Wildflower grass verge survey

This TFG reported back to the previous Committee meeting.

b. Planters and public realm along South Coast Road

Cllr Gallagher gave an update on the progress of the TFG and explained that the planters in particular will form part of a larger signage project in 2024.

c. To Note: Revised Action Plan for Public Safety Group

The Committee **noted** the revised action plan.

d. Rights of way

Cllr Gordon-Garrett reported that the TFG had their first meeting around a week ago and identified 3 issues which are being followed up.

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

PH1809 TW/23/0108/TPO 2 Louvain Garden

It was proposed that the Committee object to this planning application on the grounds that the application has not provided evidence of the required expert advice, just their own site survey, that objections in a letter sent by the owners of the trees in response to application LW/21/0014 are still valid, and that the application is inconsistent in its detail relating to the soil – describing it as both deep, but also sandy.

Proposed by: Cllr Wood **Seconded by:** Cllr Gordon-Garrett

The Committee **resolved** to **object** to this application on the above grounds, with one abstention due to a declared interest.

PH1810 TW/23/0109/TPO 2 Wendale Drive

It was proposed to support this application.

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

PH1811 LW/23/0684 129 Edith Avenue

It was proposed to support this application.

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

PH1812 LW/23/0683 144 The Promenade

It was proposed to support this application.

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

PH1813 LW/23/0633 6 Crocks Dean

It was proposed that the Committee does not comment on this application.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Wood
The Committee **resolved** to **not comment** on this application.

PH1814 LW/23/0667/CD Land East And West Of Downs Walk

The Committee **noted** this application.

PH1815 LW/23/0709 241 South coast Road

There was a discussion about how the signage would be lit and the impact this could have on South Coast Road.

It was proposed to support this application.

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

12 TO NOTE the following Planning decisions:-

PH1816 LW/23/0588 38 Friars Avenue

PH1817 LW/23/0498 15 Ashmore Close

The Committee **noted** these planning decisions.

13 PH1818 TO NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Committee **noted** the complaints log.

14 PH1819 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

The Chair went through the items on the Action Plan.

There was a brief discussion about the Lake Drive Pond item and where this item has come from, but that the District Council are monitoring and pushing forward the item.

15 PH1820 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 9TH JANUARY AT 6.30PM TO DISCUSS PLANNING APPLICATIONS AND ANY OTHER URGENT BUSINESS.

The next meeting was confirmed as Tuesday 9th January 2024 at 6:30pm.

There being no further business, the meeting was closed at 20:44.

Agenda Item:	C1146bi
Committee:	Full Council
Date:	19 December 2023
Title:	Financial position of the council year to date
Report Author:	Responsible Financial Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

Introduction

The attached reports summarise the council's overall financial position as at the end of month 8 (November 2023) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 30 November 2023 In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 66.6% of the budgeted expenditure has been spent so far, and 114.4% of the budgeted income has been received as at the end of month 8 (November 2023)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2024, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

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

Financial	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
Legal	There are no direct legal impacts.
Environmental and sustainability	There are no direct environmental or sustainability impacts.
Crime and disorder	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 31 October & 30 November 2023
- Bank reconciliation statement for cashbook 1 – 31 October & 30 November 2023
- Bank reconciliation statement for cashbook 2 – 31 October & 30 November 2023
- Credit Card reconciliation statement – October 2023
- Detailed income and expenditure month 8 (November 2023)
- Detailed balance sheet month 8 (November 2023)

PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
DEPUTY TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: depityclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 24th October 2023 at 7.30pm.

Present: Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Nikki Fabry, Cllr Cathy Gallagher.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

1 member of the public was in attendance.

1. PF911 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, asked that phones be put onto silent, and gave a brief reminder of the building fire procedures, as well as informing the Committee that the next Bingo is tomorrow (25th October 2 – 4pm, and that Remembrance Day is Sunday 12th November 2023.

2. PF912 PUBLIC QUESTIONS

There were no public questions.

3. PF913 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Donovan and Cllr Veck.

Cllr Fabry is substituting for Cllr Donovan.

Cllr Cheta was also absent.

4. PF914 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PF915 TO ADOPT THE COMMITTEE'S MINUTES OF 12TH SEPTEMBER 2023

Proposed By: Cllr Sharkey **Seconded By:** Cllr Campbell
The minutes were **agreed** and **adopted.**

6. PF916 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Griffiths
The minutes were **agreed** and **adopted.**

7. PF917 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

Cllr Campbell highlighted that she was present at this meeting but did not appear on the draft minutes.

The Committee **noted** the draft minutes.

8. PF918 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. **Finance Officer's report**
2. **Bank account & Bank Reconciliation statements (for signing)**
3. **Income & Expenditure report**
4. **Balance Sheet**
5. **CIL & S.106 report (income, expenditure & bids)**
6. **List of payments (for approval)**
7. **Review of external contracts, SLA's & their ongoing authorisations**
8. **Funding report for buildings equipment maintenance work**

The Committee **noted** the reports.

It was proposed that the Committee approve the signing of the Bank account & Bank Reconciliation statements, and approve the list of Payments.

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

Cllr Fabry asked about whether all bank signatories had now been set up correctly. The Clerk confirmed that all signatories are now as per the resolution at the Annual Council meeting.

Cllr Gallagher asked for clarification relating to the CIL report and the building equipment maintenance which the RFO answered.

9. PF919 TO NOTE THE OUTCOME OF THE 2023/24 INTERIM ANNUAL AUDIT & AGREE ANY ACTIONS REQUIRED.

THE RFO summarised the report. The Committee **noted** the interim annual audit.

10. PF920 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Clerk introduced the action plan and reminded the Committee that they had discussed at the last meeting that the action plan would be updated at this meeting.

Cllr Gallagher suggested that the building survey item could now be updated to reflect that the conditions survey has been undertaken and that further ongoing requirements may now be required from this.

Cllr Seabrook highlighted that although the hearing loop has been repaired, there isn't any signage notifying potential users about this.

11. PF921 TO RECEIVE REPORTS FROM COMMITTEE CHAIRS ON SETTING THE 2024/25 BUDGET REQUIREMENTS

The RFO introduced the item, emphasising that this is a draft budget for discussion only and not the final version. Each Committee budget was report as follows:

Policy & Finance: The Chair introduced and highlighted that the Community House maintenance budget might need increasing.

Planning & Highways: Cllr Campbell introduced, commenting the reasons behind the significant increase in grass cutting costs.

Civic & Community Events: Cllr Sharkey asked why there is a Summer Fair budget still included for next year. The RFO explained that this would be carried over for the 2025 Summer Fair.

Leisure, Amenities, & Environment: Cllr Sharkey introduced and explained that most of the budget increases for the Committee were linked to inflation, and that there was a new cost centre being added for allotments.

Personnel: Cllr Gallagher introduced and explained the reasoning behind the proposed salaries budget.

12. PF922 TO DISCUSS AND AGREE RECOMMENDATIONS FROM COMMUNITY HOUSE DOWNPIPE CCTV SURVEY

The Clerk introduced the item and explained the background. The Committee briefly discussed which budget the cost would come from and the guarantee offered with the works.

It was proposed that the Committee agree to the recommended works in the report, subject to confirmation that there is a guarantee on the works completed.

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

13. PF923 TO CONSIDER DIGITAL DEVICES FOR MEMBERS

Cllr Sharkey introduced the report, which was generally supported by the Committee to ensure that the Council is inclusive for all members. Cllr Seabrook also commented that training may be required in the use of any digital devices.

It was proposed that the Clerk email out to members to see how many would take up the offer of a tablet device and report back to Committee.

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

14. PF924 AGREE TO ALLOCATION OF SOLAR PANEL REBATE

The RFO introduced the report and recommendations, the Committee discussed the possible allocation of the funds.

It was proposed that the Committee agree to the recommendation in the report to earmark the money for the heating in the Community House Main Hall.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Campbell
The Committee **resolved** to **agree** to this proposal by majority, with 5 in favour and 1 against.

15. PF925 TO NOTE THE COMPLETION OF REGISTRATION OF THE FIELDS IN TRUST DEED OF DEDICATION FOR THE PEACEHAVEN COMMUNITY ORCHARD

The Committee **noted** the communication from the Land Registry.

16. PF926 TO DISCUSS A CLIMATE CHANGE SURVEY FOR COMMUNITY HOUSE

The Chair introduced the item and gave some background information.

It was proposed that we obtain 3 quotes for Carbon surveys for the Hub and Community House.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal by majority with 5 in favour and 1 abstention.

17. PF927 TO AGREE TO DISPOSE OF THE PEUGEOT VAN

Proposed by: Cllr Seabrook **Seconded by:** Cllr Campbell
The Committee **resolved** to **agree** to dispose of the van.

18. PF928 TO DISCUSS AND AGREE CYBER ESSENTIALS CERTIFICATION FOR 2024/25

There was a brief discussion on the item and the Clerk answered some questions about the certification and its benefits.

It was proposed to proceed with the Cyber Essentials certification in the new financial year.

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

19. PF929 DATE OF NEXT MEETING – TUESDAY 12TH DECEMBER 2023 AT 7:30PM.

The Date of the next meeting was confirmed as 12th December 2023 at 7.30pm.

20. PF930 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey **Seconded by:** Cllr Campbell
The Committee **resolved** to exclude press and public from the following items.

1 member of the public left at this point

CONFIDENTIAL

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

21. PF931 AGED DEBT ANALYSIS.

The Committee **noted** the aged debt analysis.

22. PF932 TO DISCUSS & AGREE ANNUAL/MONTHLY RENT INCREASES FOR FACILITIES IN 2024/25

It was proposed to agree to a 2% increase across the board.

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

23. PF933 TO DISCUSS & AGREE ROOM HIRE CHARGES FOR FACILITIES IN 2024/25

It was proposed to agree to the recommendation in the report.

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

24. PF934 TO DISCUSS & AGREE ADDITIONAL EQUIPMENT CHARGES IN 2024/25

It was proposed to agree to the recommendation in the report.

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

25. PF935 TO DISCUSS & APPROVE ADMIN FEES FOR TICKET SALES

There was a brief discussion in which the Committee felt the proposal represented extremely good value and the need to ensure that any money taken is handled transparently and through the correct accounting processes.

It was proposed to agree to the recommendation in the report.

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

26. PF936 TO AGREE THE ENGAGEMENT OF A CONTRACTOR

The Clerk introduced the item and gave a brief background.

It was proposed to agree to the engagement of the contractor on a rolling monthly basis for up to 3 months.

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

27. PF937 TO RECEIVE AND AGREE RECOMMENDATION FROM LEISURE, AMENITIES, AND ENVIRONMENT COMMITTEE REGARDING CENTENARY PARK PATHWAY TENDERS

It was proposed to agree the recommendation from the Leisure, Amenities, and Environment Committee.

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

28. PF938 TO AGREE THE RUNNING CLUB STORAGE CONTAINER LICENCE

It was proposed to agree to the Park Run storage container licence.

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

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

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Policy & Finance Committee held in the Anzac Room, Community House on Tuesday 12th December 2023 at 7.30pm.

Present: Cllr Sue Griffiths (Chair), Cllr Mary Campbell (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Wendy Veck, Cllr Cathy Gallagher, Cllr Debbie Donovan, Cllr Claude Cheta, Cllr Kiera Gordon-Garrett (non-voting).

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. PF939 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed everyone and informed the Committee that Bingo is tomorrow (13th December) 2 – 4pm, and that the Christmas Afternoon Tea is next Wednesday (20th December).

2. PF940 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF941 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies or substitutions.

4. PF942 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF943 TO ADOPT THE COMMITTEE'S MINUTES OF 24TH OCTOBER 2023

Proposed by: Cllr Seabrook **Seconded by:** Cllr Sharkey
The minutes of the meeting of 24th October 2023 were **agreed** and **adopted.**

6. PF944 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 16TH OCTOBER 2023.

Cllr Gallagher raised a query over the remit of the sub-committee, which the Clerk responded to.

Cllr Donovan highlighted the important decisions being made at the sub-committee and that she felt more Councillors should have involvement with it. Cllr Seabrook responded that there will be an opportunity at Full Council to review Committee membership if more people would like to join it.

The Clerk clarified that the agenda item is to receive the minutes as a true record of the meeting, not to challenge the decisions of the Committee unless it is considered that the minutes are inaccurate.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Veck
The minutes of the meeting of the Community House sub-committee of 16th October were **agreed** and **adopted**.

7. **PF945** TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20TH NOVEMBER 2023.

The Committee **noted** the draft minutes.

8. **PF946** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
   - **a.** Finance Officer's report.
   - **b.** Bank account & Bank Reconciliation statements (for signing).
   - **c.** Income & Expenditure report.
   - **d.** Balance Sheet.
   - **e.** CIL & S.106 report (income, expenditure & bids).
   - **f.** List of payments (for approval).
   - **g.** Review of external contracts, SLA's & their ongoing authorization.
   - **h.** Funding report for buildings equipment maintenance works.

The RFO explained the reasons behind the large payment being made relating to service charges and another question about the columns presented on the balance sheet.

It was proposed that the Committee sign the bank account and bank reconciliation statements, and approve the list of payments.

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

9. **PF947** TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

The Committee **noted** the Action Plan.

10. **PF948** TO AGREE THE 2024 ALLOTMENT TERMS AND CONDITIONS

Cllr Campbell raised a query about the surface of the 2' gap around the boundaries which Cllr Gallagher and the Clerk clarified.

It was proposed that the Committee **adopt** the 2024 allotment terms and conditions as read.

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

11. **PF949** TO AGREE THE PROPOSED 2024/25 BUDGET

The RFO presented the budget and explained the 3 options.

There was a lengthy discussion surrounding the budget, with Councillors debating between the 3 options, the Clerk and RFO answered a number of questions surrounding the proposed budget options.

It was proposed that a decision not be made at this meeting, and that the debate takes place at Full Council, and that the Committee request the Town Clerk gets the budget audited by an independent person before then if time permits.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Donovan
A recorded vote was requested.

For: Cllr Gallagher, Cllr Donovan, Cllr Cheta, Cllr Sharkey.
Against: Cllr Seabrook, Cllr Griffiths, Cllr Campbell, Cllr Veck.

The Chair used the casting vote to vote **against** the proposal. The proposal was not carried.

It was proposed that the Committee recommend option 3 to Full Council.

Proposed by: Cllr Campbell. The proposal was not seconded so the proposal was withdrawn.

It was proposed that all 3 options be referred to Full Council to debate.

Proposed by: Cllr Veck **Seconded by:** Cllr Seabrook
A recorded vote was requested.

For: Cllr Veck, Cllr Seabrook, Cllr Donovan, Cllr Cheta, Cllr Gallagher, Cllr Sharkey.
Against: none.

Cllr Campbell and Cllr Griffiths **abstained** from voting.

The Committee **resolved** to **agree** to refer all 3 budgetary options to Full Council by majority vote.

It was then proposed that the RFO and all Committee Chairs look very carefully at their budgets to identify any areas reductions can be made to create a possible 4th option.

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

12. PF950 TO AGREE TO UNDERTAKE A BUILDING CONDITION SURVEY OF THE HUB

It was proposed that the Committee agree to undertake the building condition survey, funded from PTC's CIL funds.

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

13. PF951 DATE OF NEXT MEETING – TUESDAY 30TH JANUARY 2024 AT 7.30PM.

The next meeting was confirmed as Tuesday 30th January 2024 at 7:30pm.

14. PF952 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey **Seconded by:** Cllr Veck
The Committee **resolved** to exclude press and public from the remaining items.

CONFIDENTIAL

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

15. PF953 AGED DEBT ANALYSIS

The RFO summarised the report, which the Committee **noted**.

There being no further business, the meeting was closed at 20:43.

PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 16th October 2023 at 7.30pm.

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

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

CH016 CHAIRS ANNOUNCEMENTS
Cllr Griffiths welcomed all to the meeting.

CH017 PUBLIC QUESTIONS
There were no members of the public present.

CH018 TO CONSIDER APOLOGIES FOR ABSENCES AND SUBSTITUTIONS
Apologies received from Cllr Davies, substituted by Cllr Gallagher. Cllr Cheta was not present.

CH019 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS
There were no declarations of interest.

CH020 TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 7TH SEPTEMBER 2023
Proposed by: Cllr Seabrook Seconded by: Cllr Veck
The minutes were **approved** and signed as accurate.

CH021 TO DISCUSS THE INFORMATION OBTAINED ON GREEN ROOFS AND WALLS
Cllr Griffiths invited members to share their thoughts on the presentation. Cllr Seabrook explained that the recent survey completed on Community House has not come back yet but it is imminent. A discussion was held on whether to now proceed with the climate survey. Cllr Griffiths stated at the last meeting it was agreed that this would happen once an initial survey had been completed. It was questioned how much the survey exactly is as £5000 has been earmarked, it was agreed that the exact amount would be shared with Councillors on this sub-committee and quotes would be welcomed from other companies.

CH022 TO AGREE TO CLOSE THE ANZAC ROOM FOR PUBLIC BOOKINGS FROM MARCH 2024
The RFO presented her report which had been previously circulated. Discussions were held on when the public will be informed on this closure and if there was any contingency for leaving the building. The RFO explained that Morrisons have said that Community House will not need to close. Following discussions, Cllr Veck proposed that the Committee accept the report, all users of the hall are written

to regarding the possible 1st March 2024 closure and from that date, bookings will be taken on a month-to-month basis. This was seconded by Cllr Donovan. All agreed.

CH023 TO AGREE THE DATE OF THE NEXT MEETING
The next meeting date was agreed as Monday 20th November 2023 at 19:30.

CH024 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS
Proposed by: Cllr Veck Seconded by: Cllr Donovan
It was agreed that the following items would be confidential.

CONFIDENTIAL

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

CH025 TO DISCUSS AND AGREE REQUIREMENTS FOR NEW LOBBY
The RFO presented a report and proposal which had been previously circulated. Discussions were held around whether it would be too hot being glass fronted but Morrisons have confirmed the glass would be tinted and air con installed. It was agreed that the proposal would work very well and on the next agenda, other sections of Community House could be discussed regarding modernising.

CH026 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT
The RFO explained that data had been shared with Morrisons to give them a predicted loss of income with the works going on around Community House.

CH027 TO NOTE HEATING QUOTES RECEIVED WHICH WILL GO OUT TO TENDER PROCESS
The report was **noted.** This will now go to Policy and Finance Committee.

The meeting ended at 20:41.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 20th November at 7.30pm

Present: Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Donovan, Cllr Gallagher, and Cllr Veck. Councillor Campbell was also present although not a member of the Committee.

Officers: Zoe Malone (RFO) and Emma Tingley (Locum Administration Officer)

1. **CH028 CHAIRS ANNOUNCEMENTS:**

i) Cllr Griffiths welcomed all to the meeting and reminded those present of fire procedures and asked that phones be put onto silent.
ii) Bingo would be held at the Community House on Wednesday 22nd November at 2pm and Film Club at 7.30pm.
iii) Tickets were still available for the Peacehaven Players Pantomime.

2. **CH029 PUBLIC QUESTIONS:**

There were no public questions.

3. **CH030 TO CONSIDER APOLOOGES FOR ABSENCE & SUBSTITUTIONS:**

Apologies were received from Cllr Davies and Cllr Cheta.

Cllr Gallagher was substituting for Cllr Davies.

4. **CH031 TO RECEIVE DECLERATIONS OF INTERESTS FROM COMMITTEE MEMBERS:**

There were no declarations of interest.

5. **CHO32 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 16th OCTOBER 2023:**

Proposed by: Cllr Donovan Seconded by: Cllr Veck

The minutes were **approved** and signed as an accurate record.

6. **CH033 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN:**

The Chair informed the Committee that item 4 had been completed on the action plan, therefore the plan would be updated.

A query was raised regarding item 3 in the plan 'Climate change survey commissioned in due course.' It was proposed that the wording be amended to read 'Climate change survey **to be** commissioned in due course'.

Item 2 was an agenda item that will be discussed at an Extraordinary Meeting of the Full Council on 23rd November 2023.

It was agreed that the Review and Update for the Sub-Committee Action Plan be noted.

7. **CH034 TO RECEIVE AN UPDATE ON THE AGREED CARBON SURVEY FOR COMMUNITY HOUSE**

The Committee considered a report regarding a Carbon Survey for Community House. There is up to £5000 in EMR for this survey. The Town Clerk had recently obtained 3 quotes for the survey to be carried out.

The Sub-Committee **noted** the report.

8. **CH035 TO AGREE FLOORING SPECIFICATION FOR THE NEW LOBBY AREA**

This item had been discussed with the Caretakers regarding colours and safety issues for the flooring specification. It had been suggested that a pewter grey heavy duty non-slip vinyl be used, with a nuway grid barrier mat at the entrance.

Proposed by: Cllr Veck Seconded by Cllr Seabrook

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

9. **CH036 TO DISCUSS INTERAL IMPROVEMENTS TO COUMUNITY HOUSE**

The Committee discussed the use of Community House and the use of the centre by hirers. The Committee discussed that this would need to be properly consulted on.

It was proposed that the Committee take into consideration, in all plans, the findings of the condition survey, to consult with community groups, residents, and employees about creating plans through a series of workshops which will result in the development of a 10-year costed plan for Community House, and that a report is taken to the Policy & Finance Committee on 31st March 2024.

Proposed by: Cllr Seabrook Seconded by Cllr Veck

The Committee **resolved** to **agree** to this proposal by majority vote.

10. **CH037 DATE OF NEXT MEETING TO BE AGREED**

The next meeting of the Community House Sub Committee would be held on 13th December 2023.

11. **CH038 OWING TO THE NATURE OF THE BUSINESS TO BE TRANSACTED THE PRESS AND PUBLIC BE EXCULDED FROM THIS MEETING:**

Proposed by: Cllr Veck Seconded by: Cllr Seabrook

12. **CH038 CONFIDENTIAL REPORT ON THE MERIDIAN CENTRE**

The Sub-Committee received the report from the RFO and **noted** the update.

13. **CH039 TO DISCUSS THE COUMMINUTY HOUSE BUILDING:**

The Sub-Committee received the report from the RFO and **noted** the update.

There being no further business, the meeting closed at 20:37.

PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Wednesday 1st November 2023 at 6.00pm.

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

Officers: George Dyson (Town Clerk)

1. E422 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:01, welcomed everyone and gave a brief reminder of the building fire procedures.

2. E423 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

3. E424 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. E425 TO ADOPT THE MINUTES OF 10TH OCTOBER 2023 MEETING.

Proposed by: Cllr Donovan **Seconded by:** Cllr Sharkey
The minutes of 10th October were **agreed** and **adopted**.

5. E426 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The Chair introduced the item, noting the positive new way of presenting the information provided by the RFO and the importance of regular budgetary updates.

The Committee **noted** the budgetary position.

6. E427 TO AGREE DATE OF THE NEXT MEETING

The next meeting was confirmed for 5th December 2023 at 6pm.

7. E428 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Cheta
The Committee **resolved** to **agree** to exclude the press and public.

CONFIDENTIAL

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

8. E429 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Chair introduced the action plan and noted that it all appears up to date.

Cllr Donovan asked about whether a date could be agreed to progress the Employee Handbook TFG, the Chair responded that this would be discussed later in the agenda.

The Chair also commented that it is good to see the Stress Management TFG starting to get moving.

The Committee **noted** the action plan.

9. E430 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Clerk summarised the report.

The Committee **noted** the report on staff sickness absence.

10. E431 TO DISCUSS RECRUITMENT REQUIREMENTS AND AGREE JOB DESCRIPTIONS, PERSONAL SPECIFICATIONS, AND JOB ADVERTS FOR THE VACANT OFFICER POSITIONS.

The Chair introduced the item and explained that we are just looking to approve to start recruitment for one Officer position at this time.

The Clerk summarised the need for the role and outlined the key information in the job description.

Cllr Alexander highlighted that part of the Personal Specification relating to IT skills needed some expansion, the Clerk confirmed that this would be done before the documents were sent out.

It was proposed that the Committee agree to begin recruitment for a Meetings and Projects Officer at pay scale 22.

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

Cllr Donovan highlighted that there is still a vacant Officer position that will still be important to fill.

Cllr Seabrook commented that it is important to keep a flexible approach with the locum Officer until the recruitment is fully completed.

11. E432 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk gave a summary of training that has taken place or been booked since the last Committee meeting.

There was a discussion about Councillor training and how the skills and training audit TFG would pick up on some of this information.

The Clerk highlighted that a number of the training items are on the training plan due to previous Committee resolutions and due to outcomes of complaints procedures.

12. E433 TO NOTE OBJECTIVES SET FOR THE TOWN CLERK AND RFO

The Chair Introduced the item and gave some background information to the need to agree objectives as part of the recruitment and probation process and explained that she has been collating the information received from Committee members in response to her email.

Cllr Veck asked why there was no written report to accompany this item and several Councillors on the Committee expressed concern that they had not received and were not aware of the email that the Chair was referring to.

Some papers were circulated at the meeting with potential objectives.

A recess was called at this point (19:06)

The meeting reopened at this point (19:10)

The Chair referred back to the minutes of the previous meeting, item E413, which stated that she would be meeting with the Clerk, Locum Clerk, and Chair of Council on 11th October, and that objectives would be discussed further then.

The Clerk explained that as the RFO's line manager, their objectives would be agreed by him. The Chair of Council has also been in communication with the Clerk about objective setting.

Cllr Davies commented that he felt the decision needed to be deferred so that a repeat of what he has been through with the previous Clerk didn't repeat itself and objected to any secret meetings taking place outside of the Committee.

The Chair reinforced the importance of getting the objectives right.

Cllr Seabrook highlighted that deferring the item to the next Committee is not fair on the Clerk as the probationary period is limited to 3 months, and we will be 2 months into that by the time of the next meeting, and with Christmas to account for in the third month and that the Clerk must be allowed to do his job.

Cllr Fabry added that these objectives should have been set in advance of the Clerks appointment and not being discussed part way into the probationary period.

The Committee felt it was best to not note the objectives, but this item come back to the next Personnel Committee meeting to note, and that in the meantime the Clerk should meet with the Chair of Council and Chair of Personnel to set objectives.

13. E434 TO DISCUSS SAFEGUARDING TRAINING FOR MEMBERS ATTENDING EVENTS (REFERED FROM CCE COMMITTEE)

Cllr Veck introduced the item and gave some background information.

Cllr Davies summarised safeguarding processes and the importance of having a safeguarding lead to refer concerns to.

The Clerk summarised the key information in the report.

Cllr Alexander highlighted that good safeguarding procedures not only protect children and vulnerable adults, but the members, staff, and volunteers attending events too.

It was proposed that the Clerk looks into offering Safeguarding training to members.

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

14. E435 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Skills and Training Audit

Cllr Fabry introduced the form that will be going out to Councillors soon as part of the skills and training audit which should take around 7-8 minutes to complete.

b. Employee Handbook Review including Disciplinary and Grievance Procedures

The Chair commented that this TFG has not met yet, but that it should now be meeting soon.

There being no further business the meeting ended at 20:04.

George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 5th December 2023 at 6.00pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Vice-Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Cathy Norcott-Jones, Cllr Ian Alexander, Cllr Kiera Gordon-Garrett, Cllr Nikki Fabry, Cllr Paul Davies.

Officers: George Dyson (Town Clerk)

1. E436 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:03, welcomed everyone and gave a brief reminder of the building fire procedures.

2. E437 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck, Cllr Seabrook, and Cllr Griffiths.

Cllr Norcott-Jones is substituting for Cllr Veck and Cllr Gordon-Garrett is substituting for Cllr Griffiths.

Cllr Cheta was also absent.

3. E438 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E439 TO ADOPT THE MINUTES OF 1ST NOVEMBER 2023 MEETING

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry
The minutes of 1st November were **agreed** and **adopted**.

5. E440 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair introduced the item and there was a brief discussion about the impact of the recent local government services pay agreement.

It was also raised that there is an overspend on the overtime budget which the Clerk explained.

The Committee **noted** the budgetary update.

6. E441 TO REVIEW COMMITTEE BUDGETARY REQUIREMENTS FOR 2024/25

Cllr Campbell raised concerns about whether the increase to the staffing budget is sufficient.

The Chair explained that the budget will be going to Policy & Finance Committee & Full Council in December.

7. E442 DATE OF NEXT MEETING – TUESDAY 23RD JANUARY 2024 AT 6PM.

The next meeting was confirmed as 23rd January 2024 at 6pm.

8. E443 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander
The Committee **resolved** to exclude press and public from the remaining items.

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

9. E444 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair briefly ran through the action plan, and highlighted that many of the items are being discussed elsewhere on this agenda.

The committee **noted** the action plan.

10. E445 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk explained that the compliance training is in a much better position now and once the mandatory compliance training completed then focus can shift to more developmental training.

It was then discussed that there is a lot of outstanding training showing on the Councillor training plan, and how could Councillors evidence the training they've done – the Clerk explained that it would depend on the training, ideally a certificate or other proof of attending training would be provided, but that there is some flexibility where this is not possible.

The Committee then discussed the proposals for Civility & Respect Training.

It was proposed that the Clerk contact the preferred training provider to discuss how the training will be delivered, how provision can be made for anyone unable to attend on the day, and to book the training in.

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

11. E446 TO NOTE INTERVIEW ARRANGEMENTS AND AGREE AN INTERVIEW PANEL FOR THE MEETINGS AND PROJECTS OFFICER VACANCY

The Clerk introduced the item and explained what has happened with the recruitment up to this point.

It was proposed that the Interview panel be formed of the Town Clerk, Cllr Donovan, and Cllr Sharkey.

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

12. E447 TO RECEIVE AN UPDATE ON THE ENGAGEMENT OF A LOCUM ADMINISTRATION OFFICER

The Clerk gave a summary of the report which the Committee **noted**.

13. E448 TO RECEIVE REPORTS ON THE PROBATIONARY PERIODS OF:

a. Town Clerk

The Chair circulated a document to Committee members summarising a recent meeting to review the probation of the Town Clerk. The Committee **noted** the update.

b. Responsible Financial Officer

The Town Clerk gave a brief verbal report to the Committee about the RFO's probationary period which the Committee **noted**.

c. Marketing and Communications Officer

The Town Clerk explained that the Marketing and Communications Officer's 6-month review will be taking place soon. The Committee discussed the role and **noted** the verbal report.

14. E449 TO AGREE COMMITTEE PRIORITIES RELATING TO THE COMMUNITY & BUSINESS PLAN

The Town Clerk introduced the report.

Cllr Donovan suggested that achieving a full compliment of staff should be a priority.

The Chair added that priorities could include ensuring that skills, training, and appraisals are up to date, that we promote continuous learning, that we aim to see a reduction in complaints, that we aim to work towards good employer accreditation schemes, and that Committee manages within budgets including overtime.

15. E450 TO REVIEW AND DISCUSS DRAFT EMPLOYEE INDUCTION CHECKLIST

The Town Clerk briefly introduced the report and invited the Committee members to email any comments to him.

The Committee **noted** the checklist.

16. E451 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Skills and Training Audit

The Chair informed the Committee that this TFG is still active and progressing.

b. Employee Handbook Review, including disciplinary and grievance procedures.

The Chair informed the Committee that this TFG is still a priority and won't be left to wait until the start of the new HR contract in the new financial year.

c. Stress Management Standards

Cllr Sharkey gave Councillors an update on the work the TFG has undertaken, that Cllr Alexander is researching surveys to go out, and the TFG is next meeting on 19th December.

There being no further business, the meeting closed at 19:29.

PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
DEPUTY TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Dcco@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 3rd October 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Cheta,

Officers: George Dyson (Deputy Town Clerk)

3 members of the public were present.

1 LA819 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, and asked that phones be put onto silent.

2 LA820 PUBLIC QUESTION TIME

An allotment plot holder informed the Committee that she had sent in an email regarding the enforcement of the 2' gap around allotment plots, and to request support from the Council in moving a shed.

The Chair advised that in principle the council should be able to help but would need to be discussed with the Parks Officer on his return from leave.

Cllr Gallagher added that the 2023 Terms & Conditions allow for exceptions which Council can grant.

Another allotment plot holder raised a concern about the notices being placed in the notice board outside of the allotments, concerns over the impact the 2' gap will have on biodiversity, the arrangement with liaison Councillor visits to the allotments, and plots being unattended with weeds growing.

The Chair advised the member of the public that their comments would be taken into consideration when discussion the 2024 terms and conditions.

3 LA821 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

No apologies were received.

Cllr Fabry was initially noted as absent, however, arrived at 19:44.

4 LA822 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 LA823 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 18TH July 2023

Proposed By: Cllr Gallagher **Seconded By:** Cllr Wood

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

6 LA824 TO NOTE THE BUDGET UPDATE

The Chair informed the Committee that she had met with the Finance Officer to begin preliminary discussions about next years budget and advised that if Committee members had any comments on this to raise them with her or the Finance Officer.

The Deputy Clerk informed the Committee about a quote to repair the tractor which has been authorised to proceed today.

The Committee **noted** the budgetary update.

7 LA825 TO NOTE THE ACTION PLAN UPDATE

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

Cllr Fabry arrived at this point (19:44)

8 LA826 TO NOTE ALLOTMENTS UPDATE

The Chair introduced the item.

Cllr Wood raised a concern that the information being displayed on the noticeboard outside of the allotments was making the Council look like a dictatorship.

The Deputy Clerk confirmed that any documents displayed in the board are public documents and also available on the website.

Cllr Wood also raised concerns about the unworked plots not being served notices to quit and protected species being affected by the 2' gap rule.

The Chair advised Cllr Wood that the TFG would start looking at the next years Terms and Conditions soon, and that her input into this would be welcomed.

Cllr Gallagher added that it's early days with the implementation of the new allotment policies, and that the Parks Officer has the next round of inspections scheduled when he has returned from leave.

Cllr Cheta asked that non-councillor allotment plot holders are also included in the TFG looking at the next years terms and conditions.

The Committee **noted** the update.

9 LA827 TO NOTE COMPLAINTS LOG SUMMARY

Cllr Griffiths requested that when the complaint is about 'other park', could the actual park be specified.

The committee **noted** the complaints log.

10 LA828 TO NOTE THE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher summarised the report and explained the importance of ensuring that the Parks are given the correct designations for protection under the Neighbourhood Plan.

Cllr Seabrook asked for clarification about the inspection process for this and raised whether Peacehaven Town Council should be considering additional protection for its green spaces.

The Chair asked what the mechanism is for progressing the Green Infrastructure Plan.

Cllr Gallagher advised that a TFG is already in place that will look at this.

The Committee **noted** the report.

11 LA829 TO NOTE EMAIL RE INCLUSIVITY IN PLAYGROUNDS

Cllr Seabrook highlighted that the communication doesn't seem very specific to Peacehaven as we are already doing a lot to ensure inclusivity in playgrounds, but that we should engage with the organisation.

Several Councillors agreed with Cllr Seabrooks suggestion to engage with the organisation.

The Committee **noted** the email.

12 LA830 TO NOTE TREE WORKS REQUEST.

The Committee **noted** the report.

13 LA831 TO DISCUSS AND DECIDE RELOCATION OF BANNER BOARD

Cllr Gallagher suggested that this needs to come into the Public Realm TFG that is currently working at the recommendations in the Kaner Olette report.

Cllr Griffiths commented that there is space near the Yemeni Café that the board could be relocated to, and that it is our responsibility to do, not Kaner Olette.

There was a discussion about the need to relocate in time for January to preserve the income from the banner board.

It was proposed that the banner board is temporarily relocated near to the Yemeni Café garden by PTC Ground Staff and that we continue letting out the advertising space from January.

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

14 LA832 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs)

a. Allotment Policy and Terms and Conditions Implementation Review.

This was discussed earlier in the agenda.

b. Provide recommendations from the Epinay Park & Oval Survey results.

This TFG has not yet met.

c. Signage

This TFG has not met yet, however, there was a brief discussion about the need to progress this. The Deputy Clerk will circulate the work that has already been completed, along with a copy of the approved Brand Guidelines to TFG members.

15 LA836 TO CONFIRM DATE OF NEXT MEETING AS THE 21ST NOVEMBER 2023

The date of next meeting was confirmed as 21st November 2023.

16 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING CONFIDENTIAL ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Norcott-Jones
The Committee **resolved** to **agree** to exclude press and public from the remaining items.

3 members of the public left at this point

CONFIDENTIAL

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

17 LA833 TO RECOMMEND CENTENARY PARK PATHWAY TENDERS

The Chair introduced the item and the Committee discussed whether the French Drain was necessary and whether the pathway would be bonded.

It was proposed that the Committee agree to recommend quote 3 at a cost of £53,861.26, with no French Drain (subject to the Parks Officer and Deputy Clerk looking at the engineers report again), and also subject to confirmation that the path is bonded.

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

18 LA834 TO RECOMMEND THE DELL PLAYGROUND PROPOSALS

The Chair introduced the item and the Committee discussed a need to consult with young people in the Town, as well as a need to consider the implications of the Bus Service Improvement Plan proposals, and any potential future move of the playground area.

It was proposed that Peacehaven Town Council ask Lewes District Council to hold a proper consultation with the young people that use the area, and await plans from the BSIP and discussions about moving the park first.

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

19 LA835 TO RECOMMEND THE PARK RUN CONTAINER LICENCE REQUEST

It was proposed that the Committee agree to allow recommendation 1 of the report, but not agree to recommendation 2.

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

There being no further business, the meeting closed at 20:51.

PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Dcco@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 21st November 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Alexander.

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

1 member of the public was present.

1 LA837 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the Community Carol Concert is this Friday at Community House.

2 LA838 PUBLIC QUESTION TIME

There were no public questions.

3 LA839 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta.

Cllr Alexander is substituting for Cllr Cheta.

4 LA840 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 LA841 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 3RD OCTOBER 2023.

Proposed By: Cllr Gallagher **Seconded By:** Cllr Griffiths

The minutes of the meeting held on 3rd October 2023 were **agreed and adopted.**

6 LA842 TO NOTE THE BUDGET UPDATE

Cllr Gallagher informed the Committee that she has emailed some budgetary queries to the RFO but not yet had a response. The Parks Officer informed Cllr Gallagher that the RFO has been out of the office today and would reply on her return.

The Committee **noted** the budgetary update.

7 LA843 TO NOTE THE ACTION PLAN UPDATE

The Parks Officer informed the Committee that work on the Centenary Park pathway has now started. It was also suggested by the Parks Officer that the Epinay Park playground item on the Action plan should be linked with the Epinay and Oval Survey results TFG.

It was proposed that the Epinay Park Playground item be looked into by the Epinay and Oval Survey Task & Finish Group.

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

Cllr Norcott-Jones asked for some clarification on what the action plan items relating to Shepherd Down and OVCA related to.

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

8 LA844 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE

The Chair introduced the item and the Clerk clarified some of the points in the report.

There was a discussion on how to best facilitate the gathering of Committee members priorities and it was asked that if all Committee members could submit their top 5 to the Clerk and Committee Chair, then they will be collated and reported back to the Business Plan TFG.

9 LA845 THE HUB

The Parks Officer introduced the item and summarised the report, emphasising the importance of sticking to the remit agreed by Full Council.

The Clerk informed the Committee that a quote has been received for a building condition survey of the Hub.

Cllr Griffiths highlighted to the Committee that the window for LDC CIL bids is closing soon and that if we want to get an expression of interest in for this then it will need to be agreed at the 19th December Full Council meeting.

There was a discussion around the benefits of getting a survey done and the scope of the report.

It was proposed that a TFG be formed to explore the technological possibilities of replacing the roof and heating system at the Hub, including discussions with OVESCO, and that the TFG report to Council on 19th December.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal by majority with 4 abstentions.

It was proposed that Committee agree to carry out the building condition survey presented by the Clerk.

Proposed by: Cllr Ashby-Parkin **Seconded by:** Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

The TFG is to be formed of Cllrs Gallagher, Griffiths, Norcott-Jones, Seabrook, The Parks Officer, and a representative from OVESCO.

10 LA846 CENTENARY PARK RESURFACE ACCESS POINTS REPORT

Cllr Ashby-Parkin introduced the item and summarised the report.

It was proposed that Officers obtain quotes to do the works recommended in the report.

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

11 LA847 CENTENARY ENTRANCE SIGN

Cllr Griffiths summarised the report and gave background information to this item.

Cllr Ashby-Parkin questioned whether the signage TFG could meet first before this item is decided on. The Committee further discussed the importance of getting the signage right to ensure longevity, accessibility, and appropriate design of any signage.

It was proposed that the signage TFG should meet and report back to the next meeting of this Committee in January.

Proposed by: Cllr Ashby-Parkin **Seconded by:** Cllr Norcott-Jones
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

12 LA848 DELL PLAYGROUND

The Parks Officer introduced the item and gave an update on the progress of the project since the last meeting.

The Committee briefly discussed whether suitable consultation has taken place, and the suitability of the parks for all ages.

It was proposed that the Committee proceed with the project with the design by HAGS.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

13 LA849 ALLOTMENT T&C's

The Chair introduced the item.

There was a discussion on the possibility of including a £50 refundable deposit for allotments, it was felt for a number of reasons that this should not happen.

IT was proposed that a fine should be issued to allotment tenants who return their plots in a poor state, and that this be included in the terms & conditions.

Proposed by: Cllr Fabry **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** to this proposal.

There was then a discussion surrounding the enforcement of the 60cm gap around the allotment boundaries, and how this would be communicated to those who have not complied.

It was proposed that the Clerk and Parks Officer draft a new letter specifically for tenants not complying with the 60cm gap around the boundary, and agree the wording with the Chair and Vice-Chair of Committee.

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

Cllr Seabrook highlighted that clause 13b(iv) needed rewording to specify polycarbonate' rather than 'plastic'.

It was proposed, that subject to the above amendments, the Allotment T&C's be agreed for 2024.

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

14 LA850 BANNER BOARD RELOCATION

The Parks Officer introduced the item and explained that there were essentially 2 options for the location – 'A' between the café garden and the hedge, or 'B' the other side of the hedge – a map was shown for clarity.

The Committee discussed alternative options for the banner board, the Clerk also reinforced that the decision to move it cannot be changed at this meeting as previous resolutions are within 6 months.

The Chair suspended Standing Orders to allow a member of the public to speak

The member of the public explained that he regularly advertises his business on the banner board and gave his perspective on the debate.

The Chair reinforced to the public and Committee the reasons why the decision was made to move it in the first place.

There were 2 proposals made about the location of the banner board:

To move it to location 'A'
Proposed by: Cllr Wood **Seconded by:** Cllr Griffiths

To move it to location 'B'
Proposed by: Cllr Gallagher **Seconded by:** Cllr Alexander

The Committee **resolved** to **agree** to move the banner board to location 'B' by a majority vote of 6.

15 LA851 BENCHES REPORT

The Parks Officer introduced the report and gave the background to this item.

IT was proposed that Officers complete an analysis of the amount of memorial benches that each park has capacity for, and to update the memorial benches policy accordingly, to report back to Committee.

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

16 LA852 TO NOTE THE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher introduced the item and summarised the report.

Cllr Wood queried some of the information in the report which Cllr Gallagher will meet to discuss with Cllr Wood in more detail.

The Committee **noted** the report.

17 LA853 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs)

a. Allotment Policy and Terms and Conditions Implementation Review.

This was discussed earlier in the agenda.

b. Provide recommendations from the Epinay Park & Oval Survey results.

This TFG has not yet met – the Committee & Assistant Projects Officer will try to arrange a meeting date soon.

c. Signage

This was discussed earlier in the agenda.

18 LA854 TO NOTE COMPLAINTS LOG SUMMARY

The Committee **noted** the complaint log.

19 LA855 REPLACEMENT GYM EQUIPMENT

It was proposed to proceed with option 2 of the report recommendations and replace the piece of equipment.

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

20 LA856 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING CONFIDENTIAL ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
The Committee **resolved** to **agree** to exclude press and public from the remaining items.

1 member of the public left at this point (21:19)

CONFIDENTIAL

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

21 LA857 ALLOTMENT LETTERS

The Parks Officer introduced the item and the Committee discussed the confidential report, considering whether the letters received warranted granting an exception to the allotment T&Cs.

It was proposed that the Committee respond to letter 1 in the confidential report by allowing a 1 year exemption and then review.

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

It was proposed that the Committee respond to letter 2 in the confidential report by allowing a 1 year exemption and then review.

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

22 LA858 TO CONFIRM DATE OF NEXT MEETING AS THE 9TH JANUARY 2024

The next meeting was confirmed as 9th January 2024.

There being no further business, the meeting closed at 21:32.

PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 10th October 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Norcott-Jones, Cllr Aimee Harman, Cllr Lee Ashby-Parkin, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

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

2 members of the public were in attendance.

1. CCE334 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:34, welcomed everyone, went through the building fire procedures, asked that phones be put onto silent and notified those present that the meeting is being recorded, and informed the Committee of the following:

- Congratulations to our newly appointed Town Clerk & Responsible Financial Officer.
- Next Bingo is 25th October 2023 – 2 – 4pm
- Next Cinema is 18th October, 7.30pm showing Barbie.
- Halloween Party is 27th October – any Cllrs willing to support are welcomed.
- Deadline for content submissions for November eNews is COP 23rd October 2023.

The Chair also welcomed the newly appointed Youth Mayor and Deputy Youth Mayor.

2. CCE335 PUBLIC QUESTIONS

There were no public questions.

3. CCE336 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were no apologies for absence.

4. CCE337 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared an interest in item CCE342 as she is providing the catering for the party.

5. CCE338 TO ADOPT THE MEETING MINUTES OF 1ST AUGUST 2023

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

6. CCE339 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE340 TO START DISCUSSING THE BUDGET FOR THE NEXT FINANCIAL YEAR

Cllr Donovan informed the Committee that she met with the RFO on Friday and went through a provisional draft budget.

The Chair added that a £500 budget as an event float would be included in next year's budget.

8. CCE341 TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME

Cllr Veck introduced the item and explained how the scheme is working, that there have been positive responses initially and that if any Councillors had some spare time on a Monday then they would be welcome to come to support the space.

Cllr Seabrook added that the Community Space has been clashing with the COVID Vaccinations which has made it difficult to know what people are coming into Community House for, also adding thanks to all the staff who have been on duty whilst the vaccinations have been taking place.

The Committee **noted** the verbal report.

9. CCE342 TO RECEIVE A REPORT FROM THE HALLOWEEN TASK AND FINISH GROUP

The Information and Community Facilities Officer introduced the item and informed the Committee that all tickets had now sold out.

The Chair informed the Committee that there is another TFG meeting scheduled for 20th October to discuss the final plans, and reminded Committee members that any support on the day is welcome.

The Committee **noted** the verbal report.

10. CCE343 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS RELATING TO PUBLICISING THE MERIDIAN WALK

Cllr Donovan introduced the report and explained the background to the item.

The Marketing and Communications Officer will arrange a time with Cllr Donovan and other interested Councillors to go on the walk to start progressing this item.

11. CCE344 TO RECEIVE A VERBAL UPDATE ON THE CAROL CONCERT PLANNING

The Information and Community Facilities Officer introduced the item and informed the Committee that she and Cllr Donovan had sat down and spoken to relevant local stakeholders, the concert will take place in the Main Hall at Community House on 24th November 2023, 4 – 5.30pm.

The Committee **noted** the verbal report.

12. CCE345 TO NOTE THE REPORT ON ARMISTICE & REMEMBRANCE DAYS

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

13. CCE346 TO DISCUSS FUTURE IDEAS FOR CIVIC FUNDRAISING

Cllr Veck introduced the report and explained the background to the item.

The Committee discussed a couple of ideas, including a climate fair, which the Deputy Youth Mayor will liaise with Cllr Seabrook about.

It was proposed that we form a TFG to investigate the possibility of putting on a May Day fair.

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

The May Day TFG is to consist of: Cllrs Donovan, Harman, Seabrook, Ashby-Parkin, and the Deputy Youth Mayor.

14. CCE347 TO RECEIVE A REPORT ON AN EVENT TO MARK THE CLOSURE OF THE MERIDIAN CENTRE

The Marketing and Communications Officer introduced the item.

Cllr Donovan put forward some thoughts on people who could be approached about the history of the centre, and Cllr Veck suggested an eNews appeal for photos, information, etc in the November edition.

The Committee further discussed including a recognition of the closure as part of the Christmas Afternoon Tea, collating as list of all businesses that have traded in the centre, and a time capsule.

It was proposed that Information boards about the Meridian Centre be prepared and that it be included in the Christmas Afternoon Tea.

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

15. CCE348 TO RECEIVE A REPORT ON THE APPOINTMENT OF A YOUTH MAYOR

The newly appointed Youth Mayor and Deputy Youth Mayor were present at the meeting, the Committee congratulated them on their new roles.

16. CCE349 TO AGREE A REQUEST TO THE PERSONNEL COMMITTEE THAT SAFEGUARDING IS ADDED TO THE COUNCILLORS TRAINING PLAN FOR MEMBERS THAT ATTEND EVENTS.

The Town Clerk will write a report for the next Personnel Committee meeting to include a recommendation for Safeguarding training for members attending events and whether DBS checks are necessary.

17. CCE350 TO NOTE UPCOMING EVENTS

The Committee **noted** the events calendar.

18. CCE351 TO DISCUSS AND AGREE A NEW REPORT TEMPLATE FOR EVENTS

The Clerk introduced the item and the Marketing and Communications Officer added some background information.

It was proposed that the Committee agree to use the new report template for event proposals.

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

19. CCE352 TO SET UP A TFG TO REVIEW THE FILMING POLICY

The Clerk summarised the report and Cllr Donovan noted the importance of properly advertising filming opportunities.

It was proposed that a TFG be set up to review the filming policy.

Proposed by: Cllr Donovan. Seconded by: Cllr Ashby-Parkin.
The Committee **resolved** to **agree** to this proposal.

TFG to consist of: Cllrs Donovan, Ashby-Parkin, Norcott-Jones, and the Marketing and Communications Officer.

20. CCE353 TO DISCUSS D-DAY 80 CELEBRATIONS IN 2024

There was a discussion on the information included in the papers.

It was proposed that the Committee agree a date for a celebration and get the Town Crier booked in for this and set up a TFG to meet later in the year, once Halloween is over.

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

21. CCE354 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):

a. Community Awards.

No update – this TFG is yet to meet.

22. CCE355 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 28TH NOVEMBER 2023

The date of the next meeting was confirmed for 28th November 2023 at 7.30pm.

There being no further business the meeting ended at 20:44.

George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 28th November 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Norcott-Jones, Cllr Aimee Harman, Cllr Lee Ashby-Parkin, Cllr Studd, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

Officers: Karen Bray (Information and Community Facilities Officer), Jerome O'Meara (Marketing and Communications Officer) and Emma Tingley (Locum Administration Officer)

1. CCE356 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting and welcomed everyone, went through the buildings and fire procedures and informed the Committee of the following:

- The Christmas toy box appeal has been advertised and any donations are welcome.
- The next Bingo is 13th December 2023 – any volunteers would be welcome.
- The next cinema is on Wednesday 24th January 2024, showing The Great Escaper.
- The Childrens Christmas party will be held on 15th December 2023, and it was hoped that Members would be available to attend.
- The Christmas tea party for the Mayors Charities & is being organised by the Mayor, is being held on 20th December and there will be information on the future of the Meridian Centre and include memories of the Meridian Centre.
-

2. CCE357 PUBLIC QUESTIONS

There were no public questions.

3. CCE358 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were no apologies for absence.

4. CCE359 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllrs Veck as preparing the food for the Halloween Party item CCE362 and as a Patron of the Peacehaven Players item CCE373.
Cllr Harman declared an interest in CCE362 as being involved in the organising and delivering the event.

5. CCE360 TO ADOPT THE MEETING MINUTES OF 10TH OCTOBER 2023

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

6. CCE361 TO NOTE THE BUDGETARY UPDATE AND AGREE 2024/25 BUDGET

The Chair appraised the committee that money had been allocated in the budget for a summer fair in 2024 which would not now be held. The Chair had requested that the heading in the budget be renamed as 'summer events' to enable money to be used for other events, such as a D-day event. It was not sure whether a Christmas Market would be held next year, so the Chair suggested that the heading be changed to 'Christmas events.' Events held were not for profit to the Council and if it was a Mayoral event any money made would be contributed to the Mayor's Charity.
The Committee requested that a revised expenditure report be submitted to all Cllrs as some items were the report were not clear.

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

7. CCE362 TO RECEIVE A REPORT ON THE RECENT HALLOWEEN PARTY

The Information & Community Facilities Officer reported on this item. All 80 tickets had been sold the event had been a great success. A local supermarket had provided ice cream for the children. All the children were provided with a goody bag at the end of the event. It was recognised by the committee that food was being consumed by people who had not bought a ticket and that this would need to be addressed for future events.

It was requested that the budget analysis for the Halloween Party be deferred to the next meeting of the Committee pending further reports.

Thanks were given to Cllr Alexander for providing the Halloween decorations.

The Committee **noted** the verbal report.

8. CCE363 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS PARTY AND DISCUSS ADDITIONAL SUPPORT REQUIRED

The Information & Community Facilities Officer reported that at present 63 tickets out of 80 had been purchased. The event had been well publicised. A 'Father Christmas' would be attending the event and hot dogs or burgers would be offered to those who had purchased a ticket; refreshments would be available. A craft table would be in the foyer for the children to have a quiet space. The committee debated the issue of food being given to people who had not purchased tickets.

It was proposed that a raffle ticket be provided for people attending with a picture of their requested food, this would enable Cllrs or staff to monitor who had purchased tickets and who was entitled to food. Volunteers by way of staff and Cllrs would be welcome to help at this event.

Proposed by: Cllr Seabrook. **Seconded by:** Cllr Ashby-Parkin
The Committee **resolved** to **agree** this proposal and note the report.

9. CCE364 TO RECEIVE A REPORT ON THE UPCOMING CAROL CONCERT

Cllr Donovan reported on this item and congratulated the Information & Community Facilities Officer, on the organisation of the event. Thanks, were also given to the Deputy Youth Mayor, Noah Tilley, who gave a speech at the event. £297.93 had been raised for the SCDA.

The Committee **noted** the verbal report.

10. CCE365 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS AFTERNOON TEA AND MERIDIAN CENTRE CLOSURE EVENT

The Information & Community Facilities Officer, reported on this item. To date 21 tickets had been sold for the event. The Communications & Marketing Officer is organising publicity for the event to commemorate the centre and what is has meant to the community. The Committee discussed various options on how the event could be publicised.

The Committee requested that the Town Clerk advises what information Councillors can give out at this Event regarding questions from the public regarding Morrisons development and this request to be included on the Agenda for the next Full Council.

Proposed by Cllr Seabrook. **Seconded by** Cllr Alexander
The Committee **resolved** to **agree** this proposal and note the report.

11. CCE366 TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME

Cllr Veck reported on this item. The scheme was available for residents to use the space to have a hot drink and keep warm in the cold weather. The scheme had proved successful and there was a need for it for vulnerable residents. This scheme was meant to be in conjunction with Telscombe, however different needs had been identified for Telscombe residents.

Cllr Veck asked for feedback from Committee members whether they would be happy to extend the Community Space Scheme through to next Year.

It was proposed that the scheme may continue from 15th January until 1st March 2024 and then should be reviewed.

Proposed by Cllr Ashby-Parkin. **Seconded by** Cllr Donovan
The Committee **resolved** to **agree** this proposal and note the report.

12. CCE367 TO AGREE MEMBERS FOR THE D-DAY 80 TASK & FINISH GROUP

The Committee resolved that Cllrs Veck, Donovan, Seabrook, Alexander, Ashby-Parkin, Studd, Harman, Norcott-Jones and the Youth Deputy Mayor be appointed to form a Task and Finish Group to consider moving forward with this event.

13. CCE368 TO RECEIVE A REPORT ON THE PROGRESS OF THE MERIDIAN WALK

Cllr Donovan reported that today herself and Cllr Norcott- Jones and Ashby- Parkin walked the Meridian line starting at the monument, taking in lovely sights of Peacehaven and making note of some good ideas. The TFG members shared photos of their walk along the route earlier that day. Local website designers Madisons will be contacted to quote for the production of the leaflet which would include advertising from local businesses, points of interest starting from the Peacehaven monument. It was requested that Hilda & Graham Heap are contacted for a further visit to have an input to the leaflet.

The Committee **noted** the report.

14. CCE369 TO RECEIVE A REPORT ON THE RECENT ARMISTICE AND REMEMBRANCE DAYS

The Information & Community Facilities Officer reported on this event. Both events, Friday 10th November and Sunday 12th November were both a success. Children from local schools had submitted readings and once received from the schools we will publish. The Town Crier had been in attendance along with 300 members of the public, together with the new vicar who oversaw the proceedings. Guests were invited back to Community House for refreshments.

Due to the issues with members of the public having difficulty hearing at the above Events it was proposed that Officers purchase two additional speakers for future events, to enable all in attendees to hear at outside Events..

Proposed by Cllr Donovan **Seconded by** Cllr Harman

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

15. CCE370 TO DISCUSS AND AGREE RECOMMENDATION OF A REVISED FILMING POLICY TO THE POLICY & FINANCE COMMITTEE

Cllr Donovan reported on this item. At the last meeting of the committee, it was suggested that a review of the current filming policy as contracts had dropped over the past 18 months.
Sussex Film Office will highlight Peacehaven town on their social media platforms and website (sussexfilmoffice.co.uk). Many large companies and councils have been associated with SFO for many years. Our last contract was The Policeman which featured Harry Styles, which featured both Peacehaven and Brighton.
Sussex Film Office will organise the promotion and all associated for 20% of each signed contract. This will not enhance officer time. All agreements will be sent for approval to the communications officer.

It was proposed to accept the recommendation to review the Filming Policy and report back to the next Policy & Finance Committee.

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

16. CCE371 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE

The committee felt that a task and finish group be set up in January to discuss the business plan. Addition items on the plan would include:

- Isolation
- The Meridian Walk
- To strengthen contacts with the Chamber of Commerce
- Work closely with schools and nurseries
- To seek ways to promote Peacehaven as a place to live and work.

Proposed by Cllr Donovan Seconded by Cllr Seabrook

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

17. CCE372 TO REVIEW AND UPDATE THE EVENTS CALENDAR AND COMMITTEE ACTION PLAN

The Mayor would prepare a report for the next meeting of the Committee on this item. There was concern regarding the Meridian Centre. The Information & Community Facilities Officer explained to the committee that dates for events can be pencilled in and changed if needed. A provisional date of 25th October 2024 for a Halloween Party was agree by the Committee.

18. CCE373 TO DISCUSS AND AGREE A RESPONSE TO A LETTER FROM PEACEHAVEN PLAYERS

The Chair had declared an interest in this item.

It was agreed that this item be referred to the Personnel Committee for further consideration.

Proposed: by Cllr Seabrook**:** **Seconded:** by Cllr Ashby Parkin

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

19. CCE374 TO RECEIVE UPDATES FROM THE COMMITTEE'S TASK AND FINISH GROUPS:

a. **Community Awards** This will not go ahead this year as the TFG has not had the opportunity to meet. Cllr Seabrook will submit a report for a 'Mayors Awards' at the next Committee meeting on 16th January
b. **May Day Fair** This will not go ahead this year as the TFG has not had the opportunity to meet and a shortage of Officers to support.
c. **Filming Policy:** This had been discussed in an earlier item in the meeting.

20. CCE375 TO DISCUSS AND AGREE A TOWARDS ZERO CARBON PEACEHAVEN EVENT

It was hoped that event could take place with match funding could take place at the end of June or the beginning of July. Last year's event had attracted almost 500 residents. Councillor support was encouraged as this event would not need Officer Support. Cllr Seabrook will report back to Committee in January.

It was proposed that this Event was accepted.

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

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

21. CCE376 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 16TH JANUARY 2024

There being no further business the meeting ended at 21.45

POLICY & FINANCE

		2023/24 Budget	Draft 2024/25 Budget	% Change	
100	General Administration				
4301	Purchase of Furniture/Equipment	1,500	1,500	*0.0%*	
4302	Purchase of Materials	500	500	*0.0%*	
4306	Printing	5,000	5,000	*0.0%*	
4308	Cllr Printing	0	1,500	*#DIV/0!*	
4307	Stationery	500	500	*0.0%*	
4309	C/H Decorations	0	500	*#DIV/0!*	
4311	Professional Fees - Legal	2,000	4,000	*100.0%*	To include Breakthrough Communications
4314	Audit Fees	3,000	3,000	*0.0%*	
4315	Insurance	12,000	13,000	*8.3%*	
4321	Bank Charges	100	100	*0.0%*	
4322	BACS Charges	200	200	*0.0%*	
4323	PDQ Charges	800	500	*-37.5%*	
4325	Postage	1,000	2,500	*150.0%*	
4326	Telephone	3,168	3,000	*-5.3%*	
4327	Computers	15,000	16,500	*10.0%*	Includes Cyber Essentials certification
4333	Members Allowance	3,500	3,500	*0.0%*	
4341	Grants	10,000	15,000	*50.0%*	Request to increase from Grants Comm
4342	Subscription	5,500	7,500	*36.4%*	
tbc	EAP	0	600	*#DIV/0!*	
4345	CTLA Service Level Agreement	6,500	6,500	*0.0%*	
4346	CAB Service Level Agreement	11,500	11,500	*0.0%*	
4354	HCC Service Level Agreement	3,000	3,000	*0.0%*	
322	Vehicle Reserve	5,000	5,000	*0.0%*	
4444	Election Costs	10,000	10,000	*0.0%*	
	General Administration: Expenditure	99,768	114,900	*15.2%*	
1001	Precept				
1013	Income from Photocopying	200	200	*0.0%*	
1016	Housing Benefit Claims LDC	15,350	15,657	*2.0%*	
1100	Interest Received	200	1,000	*400.0%*	
1309	Other Income	1,000	500	*-50.0%*	
	General Administration: Income	16,750	17,357	*3.6%*	
	Net Expenditure over Income	**83,018**	**97,543**	***17.5%***	
360	Community House				

4101	Repair/Alteration of Premises	7,000	8,000	*14.3%*	Includes £1000 for lights
4102	Maintenance of Building	5,000	6,500	*30.0%*	
4111	Electricity	15,000	15,000	*0.0%*	
4112	Gas	9,000	7,500	*-16.7%*	
4122	Service Charge	30,000	20,000	*-33.3%*	£8k in reserves
4131	Rates	15,800	15,800	*0.0%*	
4141	Water Services	5,000	5,000	*0.0%*	
4151	Fixtures & Fittings	1,500	1,500	*0.0%*	
4161	Cleaning Costs	1,000	1,000	*0.0%*	
4162	Cleaning Materials	1,000	1,000	*0.0%*	
4163	Personal Hygiene	2,603	2,603	*0.0%*	
4167	Cinema Costs	2,400	2,400	*0.0%*	
4175	Music Licence	900	900	*0.0%*	
4305	Uniform	700	700	*0.0%*	
	Community House Reserves	0	50,000	*#DIV/0!*	
	Community House: Expenditure	96,903	137,903	*42.3%*	
1069	C/H Police Room	2,341	2,435	*4.0%*	
1070	C/H Phoenix Room	6,242	4,370	*-30.0%*	
1071	C/H Fields & Robson Room	0	12,000	*#DIV/0!*	
1073	C/H Copper Room	9,216	6,452	*-30.0%*	
1075	C/H Charles Neville	7,426	5,199	*-30.0%*	
1076	C/H Main Hall	18,646	13,053	*-30.0%*	
1077	C/H Anzac Room	9,246	6,472	*-30.0%*	
1078	C/H Main Kitchen	910	637	*-30.0%*	
1079	C/H Anzac Kitchen	510	357	*-30.0%*	
1080	C/H Foyer	1,675	500	*-70.1%*	
1081	C/H Equipment Hire	947	500	*-47.2%*	
1091	Cinema Income	3,000	3,000	*0.0%*	
1092	Electricity Feed-In Tariff	500	5,000	*900.0%*	
	Community House: Income	60,658	59,975	*-1.1%*	
	Net Expenditure over Income	**36,245**	**77,928**	***115.0%***	
	POLICY & FINANCE: Total Expenditure	**196,671**	**252,803**	***28.5%***	
	POLICY & FINANCE: Total Income	**77,408**	**77,332**	***-0.1%***	
	Net Expenditure over Income	**119,263**	**175,471**	***47.1%***	

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PLANNING & HIGHWAYS

		2023/24 Budget	Draft 2024/25 Budget	% Change
130	Neighbourhood Plan			
4337	Neighbourhood Plan	5,000	3,000	*-40.0%*
	Neighbourhood Plan: Expenditure	5,000	3,000	*-40.0%*
	Net Expenditure over Income	**5,000**	**3,000**	***-40.0%***
200	Planning & Highways			
4101	Repairs & Alterations	2,000	2,500	*25.0%*
4111	Streetlight Electricity	1,092	1,092	*0.0%*
4171	Grounds Maintenance Costs	500	500	*0.0%*
4850	Grass Cutting Contract	9,041	11,536	*27.6%*
4851	Noticeboards	650	650	*0.0%*
4852	Monument & War Memorial	600	600	*0.0%*
4853	Street Furniture	600	600	*0.0%*
	Planning & Highways: Expenditure	14,483	17,478	*20.7%*
	Net Expenditure over Income	**14,483**	**17,478**	***20.7%***
	PLANNING & HIGHWAYS: Total Expenditure	**19,483**	**20,478**	***5.1%***
	PLANNING & HIGHWAYS: Total Income	**0**	**0**	
	Net Expenditure over Income	**19,483**	**20,478**	***5.1%***

CIVIC & EVENTS

		2023/24 Budget	Draft 2024/25 Budget	% Change	
110	Civic Events				
4331	Mayor's Allowance	1,500	1,500	*0.0%*	
4332	Mayor's Reception	1,000	1,200	*20.0%*	
Tbc	Town Crier Outfit	0	750	*#DIV/0!*	
4335	Civic Expenses	1,200	1,200	*0.0%*	
4336	Civic Service	500	500	*0.0%*	
4338	Remembrance Services	550	1,000	*81.8%*	Includes D-Day 80
4339	National Mourning	500	500	*0.0%*	
4349	Civic Training	500	500	*0.0%*	
4350	Mayors Badge	700	500	*-28.6%*	
4351	Youth Mayor	500	500	*0.0%*	
	Civic Expenses: Expenditure	6,950	8,150	*17.3%*	
	Net Expenditure over Income	**6,950**	**8,150**	***17.3%***	
120	Marketing				
4328	Website	2,500	2,000	*-20.0%*	
4502	Events	300	500	*66.7%*	
4306	Printing	300	300	*0.0%*	
4329	Advertising	700	500	*-28.6%*	
4352	Annual Report	100	100	*0.0%*	
	Marketing: Expenditure	3,900	3,400	*-12.8%*	
1048	E-News advertising	100	100	*0.0%*	
1301	Filming	2,000	1,000	*-50.0%*	
1049	Banner Board Income	2,500	1,500	*-40.0%*	
1300	Donations Received	0		*#DIV/0!*	
	Marketing: Income	4,600	2,600		
	Net Expenditure over Income	**-700**	**800**	***-214.3%***	

430	Summer Fair			
4502	Events	2,000	2,000	*0.0%*
4329	Advertising	500	500	*0.0%*
4500	Event Staff Overtime	1,500	1,500	*0.0%*
4900	Miscellaneous Expenses	1,200	1,200	*0.0%*
	Summer Fair: Expenditure	5,200	5,200	
1045	Event Sponsorship	500	500	*0.0%*
1046	Stall Income (Events)	1,500	1,500	*0.0%*
1094	Other Customer & Client Receipts	1,000	1,000	*0.0%*
	Summer Fair: Income	3,000	3,000	
	Net Expenditure over Income	**2,200**	**2,200**	
440	Christmas Market			
4329	Advertising	300	300	*0.0%*
4500	Event Staff Overtime	1,000	1,000	*0.0%*
4501	Carol Concert	160	160	*0.0%*
4900	Miscellaneous Expenses	700	700	*0.0%*
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	800	800	*0.0%*
1046	Stall Income (Events)	1,000	1,000	*0.0%*
1094	Other Customer & Client Receipts	360	360	*0.0%*
	Christmas Market: Income	2,160	2,160	
	Net Expenditure over Income	**0**	**0**	
	CIVIC & EVENTS: Total Expenditure	**18,210**	**18,910**	***3.8%***
	CIVIC & EVENTS: Total Income	**9,760**	**7,760**	
	Net Expenditure over Income	**8,450**	**11,150**	***32.0%***

LEISURE, AMENITIES & ENVIRONMENT

		2023/24 Budget	Draft 2024/25 Budget	% Change	
300	Grounds Team General Exp				
4202	Repairs/Maintenance of Vehicle	6,600	6,600	*0.0%*	
4203	Fuel	6,050	5,500	*-9.1%*	
4204	Road Fund License	600	600	*0.0%*	
4305	Uniform	900	900	*0.0%*	
	Grounds Team: Expenditure	14,150	13,600	*-3.9%*	
	Net Expenditure over Income	**14,150**	**13,600**	***-3.9%***	
310	Sports Park				
4111	Electricity	7,250	6,500	*-10.3%*	
4141	Water Services			*#DIV/0!*	
4131	Rates	2,345	2,345	*0.0%*	
4160	Changing Places	500	500	*0.0%*	
4164	Trade Refuse	4,500	3,000	*-33.3%*	
4011	Training	0	0	*#DIV/0!*	need to re-examine every three years
4171	Grounds Maintenance Costs	10,000	10,000	*0.0%*	
	Sports Park: Expenditure	24,595	22,345	*-9.1%*	
1025	Rent & Service Charge	13,845	3,645	*-73.7%*	Maintenance charges removed due to county pitch being 3G
1041	S/P Telephone Masts	5,765	6,383	*10.7%*	
1043	S/P Football Pitches	3,000	3,000	*0.0%*	
1061	S/P Court and MUGA Hire	2,500	2,500	*0.0%*	
	Sports Park: Income	25,110	15,528	*-38.2%*	
	Net Expenditure over Income	**-515**	**6,817**	***-1423.7%***	
315	Big Park				
4101	Repair/Alteration	5,000	4,000	*-20.0%*	
4102	Maintenance of Unit 14	500	500	*0.0%*	
4111	Electricity (unit 14)	500	500	*0.0%*	**NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE**
4112	Gas (unit 14)	500	500	*0.0%*	
4355	Wifi (Unit 14)	585	585	*0.0%*	

4121	Rents	15,000	15,000	*0.0%*	
4131	Rates	5,240	5,240	*0.0%*	
4161	Cleaning Costs	10,500	10,800	*2.9%*	
4166	Skip Hire	1,000	1,000	*0.0%*	
4173	Fertilisers & Grass Seed	6,500	4,800	*-26.2%*	
4303	Machinery Mtce/Lease	4,000	3,500	*-12.5%*	
	Play Equipment Reserve	0	5,000	*#DIV/0!*	
	Big Park: Expenditure	49,325	51,425	*4.3%*	
tbc	Transfer from Big Park EMR	25,000	10,000	*-60.0%*	
	Big Park: Income	25,000	10,000	*-60.0%*	
	Net Expenditure over Income	**24,325**	**41,425**	***70.3%***	
316	Gateway Café				
4101	Repair/Alteration of Premises	2,500	2,500	*0.0%*	
4111	Electricity	10,000	10,000	*0.0%*	
4326	Telephones	972	972	*0.0%*	
4355	Wifi	540	540	*0.0%*	
4115	CCTV Maintenance	1,500	1,500	*0.0%*	
4116	Servicing / Maintenance	1,500	1,500	*0.0%*	
	Gateway Café: Expenditure	17,012	17,012	*0.0%*	
1111	Electricity	10,000	10,000	*0.0%*	
1025	Rent & Service Charge	8,999	9,179	*2.0%*	
	Gateway Café: Income	18,999	19,179	*0.9%*	
	Net Expenditure over Income	**-1,987**	**-2,167**	***9.0%***	
330	Parks & Open Spaces				
4101	Repairs / Alterations	5,000	5,000	*0.0%*	
4104	Vandalism Repairs	1,500	1,500	*0.0%*	
4141	Water Services	3,500	5,000	*42.9%*	
4164	Trade Refuse	2,000	500	*-75.0%*	
4171	Grounds Maintenance Costs	4,000	4,000	*0.0%*	
4301	Purchase of Furniture/Equipment	2,500	2,500	*0.0%*	
4105	Tree Works	2,000	3,500	*75.0%*	Includes tree survey

4106	Signage	1,000	1,000	*0.0%*
4108	Tree Planting	2,500	0	*-100.0%*
4050	Allotment Costs	0	1,000	*#DIV/0!*
	Amenity Area: Expenditure	24,000	24,000	*0.0%*
1044	Hire of the Dell	5,500	5,500	*0.0%*
1050	Allotment Rent	2,500	2,600	*4.0%*
	Amenity Area: Income	8,000	8,100	*1.3%*
	Net Expenditure over Income	**16,000**	**15,900**	***-0.6%***
355	The Hub			
4103	Annual Servicing Costs	2,500	2,500	*0.0%*
4111	Electricity	3,000	3,000	*0.0%*
4112	Gas	3,000	3,000	*0.0%*
4355	Wifi	420	420	*0.0%*
4101	Repairs & Alterations	2,000	2,000	*0.0%*
4175	Music Licence	500	500	*0.0%*
	The Hub: Expenditure	11,420	11,420	*0.0%*
1084	The Hub	16,979	17,319	*2.0%*
1303	Water	150	150	*0.0%*
1112	Gas	270	270	*0.0%*
1111	Electric	270	270	*0.0%*
1355	Wifi	210	210	*0.0%*
	The Hub: Income	17,879	18,219	*1.9%*
	Net Expenditure over Income	**-6,459**	**-6,799**	***5.3%***
	LEISURE, AMENITIES & ENV: Total Expenditure	**140,502**	**139,802**	***-0.5%***
	LEISURE, AMENITIES & ENV: Total Income	**94,989**	**71,026**	***-25.2%***
	Net Expenditure over Income	**45,513**	**68,776**	***51.1%***

PERSONNEL

		2023/24 Budget	Draft 2024/25 Budget	% Change
100	General Administration			
4001	Salaries	422,906	473,655	*12.0%*
4002	ER's NIC	45,198	48,362	*7.0%*
4003	ER's Supn	82,000	87,740	*7.0%*
4004	Overtime	1,000	2,000	*100.0%*
4011	Staff Training	2,000	4,500	*125.0%*
4212	Staff Mileage Costs	500	500	*0.0%*
4312	Professional Fees - Other	2,000	1,000	*-50.0%*
4310	Professional Fees - Consultancy	2,000	2,000	*0.0%*
4334	Members Training	1,500	1,500	*0.0%*
	General Administration: Expenditure	559,104	621,257	*11.1%*
	Net Expenditure over Income	**559,104**	**621,257**	***11.1%***
	PERSONNEL: Total Expenditure	**559,104**	**621,257**	***11.1%***
	PERSONNEL: Total Income	**0**	**0**	
	Net Expenditure over Income	**559,104**	**621,257**	***11.1%***

COUNCIL	Option 1			Option 2			Option 3		
	2023/2024 Budget	Draft 2024/25 Budget	% Change	2023/2024 Budget	Draft 2024/25 Budget	% Change	2023/2024 Budget	Draft 2024/25 Budget	% Change
Policy & Finance	196,671	252,803	28.5%	196,671	202,803	3.1%	196,671	229,803	16.8%
Planning & Highways	19,483	20,478	5.1%	19,483	20,478	5.1%	19,483	20,478	5.1%
Civic & Events	16,210	18,910	16.7%	16,210	18,910	16.7%	16,210	18,910	16.7%
Leisure, Amenities & Environment	140,502	139,802	-0.5%	140,502	139,802	-0.5%	140,502	139,802	-0.5%
Personnel	559,104	621,257	11.1%	559,104	621,257	11.1%	559,104	621,257	11.1%
Total Expenditure	931,970	1,053,250	**13.0%**	931,970	1,003,250	**7.6%**	931,970	1,030,250	**10.5%**
Policy & Finance	77,408	77,332	-0.1%	77,408	77,332	-0.1%	77,408	77,332	-0.1%
Planning & Highways	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!
Civic & Events	9,760	7,760	-20.5%	9,760	7,760	-20.5%	9,760	7,760	-20.5%
Leisure, Amenities & Environment	94,989	71,026	-25.2%	94,989	71,026	-25.2%	94,989	71,026	-25.2%
Personnel	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!
Total Income	182,157	156,118	**-14.3%**	182,157	156,118	**-14.3%**	182,157	156,118	**-14.3%**
Net Expenditure over Income	749,213	897,132	**19.7%**	749,213	847,132	**13.1%**	749,213	874,132	**16.7%**
Precept	£749,213	£897,132	**19.7%**	£749,213	£847,132	**13.1%**	£749,213	£874,132	**16.7%**
Tax Base	4,977.7	5,044.9	**1.4%**	4,977.7	5,044.9	**1.4%**	4,977.7	5,044.9	**1.4%**
Band D	£150.51	£177.83	**18.1%**	£150.51	£167.92	**11.6%**	£150.51	£173.27	**15.1%**
Residents Annual	£12.54	£14.82	£2.28	£12.54	£13.99	£1.45	£12.54	£14.44	£1.90
Per month									

Includes a recommended reserve of £50,000 for Community House further to condition report

Excludes proposed reserve of £50,000 for Community House

Includes a reserve of £30,000 for Community House
Reduces the grants requested budget increase from £15,000 to £12,000

Agenda Item:	**C1148 & C1149**
Committee:	**Full Council**
Date:	**19th December 2023**
Title:	**Peacehaven and Telscombe Neighbourhood Development Plan update**
Report Authors:	**Cllr Cathy Gallagher**
Purpose of Report:	**To note progress update of the NDP and adopt Steering Group Terms of Reference**

Introduction

The two Towns of Peacehaven and Telscombe designated a plan area in 2013 and in 2018 formed a Steering Group to begin the journey to a Neighbourhood Development Plan. This is a Planning Policy document which is used alongside the Lewes District Local Plan and the National Planning Policy Framework (NPPF)

Background

Without a Neighbourhood Development Plan towns are vulnerable to speculative applications from developers. With a NDP Towns have more say over how land is used and where development takes place.

Once the plan has been accepted at referendum there is an uplift of Community Infrastructure Levy for the Towns from 15% to 25%.

The Steering Group has been responsible for working with the Planning Consultants , both Town Councils and Lewes District Council throughout the whole time of the plan preparation . The members of the Steering Group and the Terms of Reference have changed throughout the years.

Now that the final stages are being worked through and implementation of the plan is beginning to happen ,the Steering Group held a meeting on 8th November 2023 and an updated Terms of Reference adopted.

The minutes of that meeting and the Terms of Reference are attached to this report.

Analysis

The Peacehaven and Telscombe Neighbourhood Development plan (PTNDP) is now in its final stages.

Schedule 16 Consultations closed on the 24th of November and Lewes District Council as Planning Authority have not indicated that any further changes are to be made.

A Government Inspector will now examine the plan and supporting documents to ensure that it fits with National Policy. It is not anticipated that anything major will be revealed at examination.

By spring 2024 the final referendum will be held which is organised and paid for by the Electoral Commission.

Recommendations

1, Report and minutes to be noted

2. Terms of Reference to be agreed and adopted by Council.

Implications

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

Financial	Uplift to 25% CIL on adoption
Legal	In accordance with Localism Act 2011
Environmental and sustainability	Policies included in Plan.
Crime and disorder	A thriving Neighbourhood deceases anti-social behaviour
Climate	Policies included in Plan.

Appendices/Background papers:-

1. Steering Group Minutes 8th November 2023
2. Terms of Reference

Peacehaven and Telscombe Steering Group Neighbourhood Development Plan.

Minutes 8th November 2023 Zoom Meeting.

Start 4pm finish 5.15pm

Attendees . Town Clerks : Stella Newman, Telscombe Town Council and George Dyson , Peacehaven Town Council

Peacehaven Town Council . Cllr Cathy Gallagher (Chair) Cllr Kiera Gordon -Garrett

Telscombe Town Council . Cllr Laurence O'Connor (Vice Chair) Cllr David Judd.

1. **Welcome**

The Chair welcomed and thanked all for attending and confirmed that meeting called as the Steering Group needs to re-establish its position at both Councils to give credibility and authority to the Group and its members. Since setting up a Steering group in 2018 ,staffing support has not existed especially from PTC, so the group had used freelancers e.g. Rachel Brown, Gaston Mallia and George White. Support at PTC Committees and Council has at times not existed and has been obstructive. The final plan in September was not unanimously supported at PTC as it was at TTC.

Nancy Astley , Consultant from Brighton Planning has been providing training at PTC.

Time to reset with the involvement of both Town Clerks

2. Apologies -None
3 .Current Position and Update Minutes of Last Meeting

Ahead of the meeting minutes of the last meeting 2nd November 2022 were sent out together with an update as at November 2023.

All agreed to accept these reports.

4 Next steps start of Examination.

A discussion took place concerning a request from Michael Paine (LDC) for an indication of when the examination should take place. Communication had been with Cllr O'Connor who is Cabinet member for Planning and Highways and is very involved with Lewes District Local Plan, which will start it's next phase of consultations from 29/11 for 3 months,
Deadline for completion of plan Spring 2025

The P&T NDP is presently consulting for a second time, Schedule 16 which ends 24th November.
It was agreed that there may be alterations to plan document which will need to be dealt with by NA and GM and with Christmas and New year approaching a realistic schedule for examination would be January 2024 with Referendum in early i.e. March /April 2024.

Next Full Councils 19th Dec at PTC - 20th Dec at TTC

Amended document would need to be in Council papers.

Cllr O'Connor to advise MP and cc Town Clerk's (suggest all members of Steering Group are cc'd)

5 Terms of Reference

Discussion about T of R dated 26 January 2022 which were adopted at TTC but no record of adoption at PTC.
Chair ran through several paragraphs which may no longer be relevant and pointed out the Steering Group's purpose ends when NDP "made" at referendum.
Agreed that Cllrs on the committee would review T of R before passing to Town Clerks to take to next Full Council for adoption.

6 Status of Steering Group Website.

Chair reminded all that when Plan passed to LDC in Feb 22 for first Schedule 16 consulation, LDC set up a page for our plan. The Steering Group website was to be no longer used but not closed as it had evidence documents and information.
The Steering Group website needs to be finished of with a home page referring to LDC website and Town Council website.
The Town Clerks agreed that Town Council websites should mirror each other and eventually all documents moved over to them.
Action Chair to contact NA & GM about Steering Group website
Town Clerks to liaise to deal with Town Council websites.

7 Implementation

Discussion about the implementation of the many projects from the NDP and possible grants for future.
Chair mentioned : Kaner Olette, Renewable Energy re Ovesco , Active Travel (Cycle and walking paths) Community buildings.
Once the plan is made and the Steering Group ceases to exist, what structure will remain for cross Town co-operation as many projects cover more than one committee and are common to both Councils.
SN suggested possibly a sub-committee for Neighbourhood Plan to carry forward and im0plement the plan.

8 Training

At PTC NA has been delivering NDP and Planning Policies training. 2 sessions so far and 1 more to go.

PTC are paying for this from their NDP budget,

9 Budget allocation i.e., 2/3rd Peacehaven 1/3rd Telscombe.

The original allocation as above is no longer appropriate for all items.
As with the training above this has been purely for PTC staff and has not been charged to PTC.
This will probably apply to other matters as implementation continues.
All agreed that this was the best way forward with co-operation and communication especially RFO's.

10 Cross Town co-operation and working together.

Discussion about the need for the two Towns to work together at all levels.
Working Parties/TFG's possibly information documents and maps and generally sharing ideas and best practices.

11 Remaining budgets for 22/23

PTC £4850 budget Earmarked Reserve £1640
TTC £2500 budget Earmarked Reserve £2051

12. **23/24 budget.**

Suggested PTC £3000
TTC £1500 ?

Next Meeting to be decided as and when.

Peacehaven & Telscombe Neighbourhood Development Plan

Steering Group - Terms of Reference

1. Background

1.1 Peacehaven & Telscombe Town Councils have determined that they should produce a Neighbourhood Plan in pursuance of the Government's Localism Act 2011 and the Neighbourhood Plan (General) Regulations 2012. In order to produce this plan, the two Town Councils have established a Neighbourhood Plan Steering Group to prepare a draft Neighbourhood Plan which will be submitted to Lewes District Council for independent examination and finally put to a public referendum for adoption.

1.2 The Town Councils have advised Lewes District Council of the intent of the residents of Peacehaven & Telscombe in consultation with other stakeholders to produce a Neighbourhood Plan for submission.

1.3 The Town Councils have conveyed the drafting of the Neighbourhood Plan to the Steering Group; however major financial decisions and process decisions will continue to be overseen by the two Town Councils, via recommendations made by the Steering Group and taken forward by appointed Councillors to the Towns Full Council meetings for approval. The Steering Group will be involved in all aspects of the development of the Neighbourhood Plan.

2. Purpose/Objectives

2.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan in order that it will then progress to Independent Examination, a successful community referendum and ultimately be adopted by both Councils to become planning policy.

2.2 The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of both Towns. The Group will ensure high levels of community engagement throughout the plan-making process, in order to:-

a) identify all the important aspects of life in the Towns which are to be considered for planning purposes in the future;

b) bring forward proposals which will enhance the quality and wellbeing of life in the Towns in the years to come; and

c) provide a planning framework for future use and protection of land within the Town's area.

3. Principles

3.1 In establishing the Steering Group, it is deemed appropriate that the Group is provided with and accepts these terms of reference. In particular:-

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a) the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;

b) all decisions made shall be fully evidenced and supported through consultation with the local community.

4. Tasks and activities

4.1 The Steering Group will:

a) promote the process of preparing the Neighbourhood Plan. Steering Group members and the public will be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;

b) arrange meetings and appoint working groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;

c) assess existing evidence about the need and aspirations of the Towns;

d) liaise with relevant organizations to secure their input in the process;

e) develop guiding principles and policies to guide the Neighbourhood Plan;

f) appoint professional planning and other relevant expertise that may be required during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination;

g) inform the Town Councils of progress on a regular basis;

h) support the Local Planning Authority and the Towns Councils during the referendum process.

4.2 The Town Councils will:

a) support the preparation of the Peacehaven and Telscombe Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within the budget allocated by the Councils. The costs will fall as two thirds Peacehaven Town Council and one third Telscombe Town Council;

b) facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process;

c) carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Lewes District Council during the referendum process of the plan for which the principle authority are responsible;

d) following the preparation of the draft plan and with the agreement of the Group and both Town Councils, submit the plan to the Local Planning Authority for inspection and independent examination.

5. Roles and Responsibilities

5.1 The Steering Group will carry out the following roles:-

a) Be accountable for steering and providing strategic management of the Neighbourhood Plan.

b) Produce, monitor and update a project timetable.

c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.

d) Regularly report back to the Town Councils for endorsement of decisions taken.

e) To undertake analysis and evidence gathering to support the plan production process.

e) Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.

f) Identify sources of funding.

g) Liaise with relevant authorities and organisations to make the plan as effective as possible.

h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

i) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.

j) Agree, subject to ratification by the Town Councils, a final submission version of the Neighbourhood Development Plan.

6. Decision Making

6.1 The Steering Group has authority from the Town Councils to draft its plan making functions up to and including publication of the Consultation Draft Plan.

6.2 The Group will report monthly to Full Council in writing to the respective Councils setting out progress on its work.

6.3 The Councils will need to approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

6.4 The plan-making process remains the responsibility of the two Town Councils as the joint qualifying bodies. Once the Draft Plan has been agreed by both Town Councils, each Council will nominate a maximum of three Councillors to join the Steering Group, to actively participate in moving the contents of the Plan forward to conclusion and assimilating the Plan's ultimate position as part of Council business.

6.5 All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Councils with appropriate Councils' positions given in all communications associated with the project.

7. Conduct

7.1 It is expected that all Steering Group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the Steering Group will:-

a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the Steering Group.

b) Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

7.2 The Steering Group will achieve this through applying the following principles:-

a) Be clear and open when their individual roles or interests are in conflict.

b) Work together for the benefit of the communities established in the Towns.

c) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

7.3 The Steering Group will actively promote equality of access and opportunity.

7.4 The Steering Group will ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all Groups in both Towns and to those wishing to undertake development or be involved in the plan making process.

7.5 Steering Group members will seek the Steering Group's agreement for meetings with businesses, landowners, stakeholders, etc. and will make reports of these meetings available as soon as possible.

8. Group Membership Prior to the Adoption of the Draft Plan

8.1 Subject to ratification by both Town Councils, the Steering Group will be formed from Town Councillors, Council Officers, residents and the local business, education and recreation communities of Peacehaven, Telscombe & Saltdean, together with relevant stakeholders. Effort will be made to seek representation from under-represented sections of the community.

8.2 The steering group will elect 10 Officers for the posts of Chair and Vice Chair and 8 other officers, to be known as the Steering Group Committee. The Committee will become the main decision-making body for the Steering Group.

8.3 The Steering Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.

8.4 The local planning authority will assist through their neighbourhood plan officer, who will be invited to attend Steering Group meetings when necessary.

8.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other Officers shall chair the meeting.

8.6 Officers shall be elected for a period of twelve months, after which date a further vote will be undertaken, to reappoint/elect Officers.

9. Group Membership following the Adoption of the Draft Plan

9.1 Subject to ratification by both Town Councils, the Steering Group will be formed from up to three Town Councillors from each Council and the two Town Clerks.

9.2 The steering group will elect a Chair and Vice Chair, being a Councillor from each Town Council.

9.3 The Steering Group will work with approved planning consultants as required to move the Plan to completion.

9.4 The local planning authority will assist through their neighbourhood planning officer, who will be invited to attend Steering Group meetings when necessary.

9.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other members shall chair the meeting, by a vote being taken.

10. Working Groups

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10.1 The Steering Group may establish working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

10.2 Each working Group should have a lead person from the Steering Group.

10.3 Members of the community will be encouraged to participate in the process at all stages.

11. Meetings & Voting

11.1 The Steering Group following the submission of the draft plan to the Planning Authority will meet as necessary.

11.2 The Steering Group will keep minutes of meetings which will be open to public scrutiny.

11.3 Notices, agendas, minutes and associated papers will be emailed where possible to all Steering Group members at least three days prior to the meeting.

11.4 The minutes of each Steering Group meeting will be taken back to each Town Council for review.

11.5 Voting will be by a show of hands by all members of the Steering Group. In the event of an equality of votes, the Chairman will have the casting vote.

11.6 Any decisions taken by the Steering Group, other than those delegated to appointed officers or consultants will be carried forward if the majority are in favour at any given meeting.

11.7 For the purposes of interpretation or any doubt, the Councils' Standing Orders in relation to meetings and voting shall prevail

12. Finance

12.1 Policy and Finance Committee at Peacehaven Town Council and Policy and Resources Committee at Telscombe Town Council to have delegated authority to authorise expenditure from £100 up to an amount of £500.

12.2 Expenditure of over £500 to be approved by both Full Councils

12.3 Monthly financial reports will be provided to the Steering Group by the RFO's.

12.4 All grants and funding will be applied for and held by the nominated Council's Responsible Financial Officer, who will ring-fence the funds for Neighbourhood Development Plan work.

12.5 The Steering Group will notify the Councils of any planned expenditure before it is incurred.

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13. Changes to the Terms of Reference

13.1 These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.

13.2 These Terms of Reference may be amended with the support of at least (two-thirds) of the current membership at a Steering Group meeting and with the approval of both Town Councils.

14. Dissolution of the Group

14.1 The Steering Group will be dissolved on adoption of the Plan ~~and~~ with the two Town Councils then forming a joint Neighbourhood Plan Oversight Committee to manage the plan going forward. The Councils will decide upon this joint committees terms of reference at that time.

14.2 The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Peacehaven Town Council and Telscombe Town Counci

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Agenda Item: CCE370

Committee: CCE

Date: 28th November 2023

Title: Film contracts

Report Authors: Cllr. Deborah Donovan

Purpose of Report: To agree recommendation

Introduction

At our last meeting it was suggested that we review our current filming policy as contracts had dropped over the past 18 months.

Background

A substantial amount of income has been lost over these months, mainly due to lack of officer knowledge in marketing these types of enquiries.

A TFG was set up and a meeting via zoom with the Sussex Film Office (SFO) was arranged by the town clerk.

Analysis

Cllrs. Ashby-Parkin, Seabrook and myself with Assistant Committees Officer, Vicky Onis attended the meeting. We discussed the possibility of SFO taking full responsibility of marketing our town to encourage filming opportunities once again.

Conclusions

The Managing Director of SFO explained what their role would be in advertising, marketing and securing potential contracts for Peacehaven Town Council; which we all agreed would benefit the council in attracting more productions & photographic contracts. Sussex Film Office will organise the promotion and all associated for 20% of each signed contract. This will not enhance officer time. All agreements will sent for approval to our communications officer.

Recommendations

Sussex Film Office will highlight our town on their social media platforms and website (sussexfilmoffice.co.uk). Many large companies and councils have been associated with SFO for many years. Our last contract was The Policeman which featured Harry Styles, which featured both Peacehaven and Brighton. We can achieve more contracts like this with the support & management from SFO.

Please see the accompanying information sent from Sussex Film Office to support this report.

We strongly ask you to approve this recommendation, to enable PTC to move forward with this income generated proposal.

Implications

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

Financial • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision?	The only reduced expenditure would be the 20% taken for each contract, this would, however, counteract the amount of officer involvement & time spent seeing the contract through.

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Legal • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities?	
Health & Safety • Accessibility? • Equalities?	
Planning • LDC permission? • Planning Law? • Highways?	
Environmental and sustainability • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling?	
Crime and disorder • ASB? • Public safety? • Road safety?	
Social value • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits?	
Climate • Carbon footprint? • Materials? • Recycling?	

Appendices/Background papers

Three quotes?
Location map?
Location pictures?
Supporting doc's?

COPY



FAME

SUSSEX FILM OFFICE

A proposal for a

Peacehaven Town Council

Where stories come alive - Your ultimate filming destination!

Who we are

FAME Pro, created a decade ago, offers a comprehensive solution for filmmakers to manage pre-production activities in one place.

It streamlines processes, saving time and ensuring cost savings by providing real-time visibility, avoiding duplication, simplifying production, and managing costs and cashflow.

Together with Sussex Film Office, FAME Pro has generated over £118 Million in revenue, benefiting councils, stakeholders, and the local economy.

Expanding beyond Sussex, we now lead in permit application platforms with offices in Worcestershire, Stevenage, and Hertfordshire, reflecting our commitment to economic growth and empowering filmmakers in diverse regions.



Debi Carter
Production Manager



James Cottrell
Production Manager



Claire Stevens
Locations & Admin



Lucy Abbott
Trainee Production Coordinator



John Alflatt
Location Manager



Kelly Mikulla
Managing Director



What we do

Our services support and facilitate the process of filmmaking. Our goal is to offer a comprehensive and efficient "wrap around" service to ensure quality film production.

Location Scouting: we find suitable filming locations, from countryside to landmarks and urban settings.

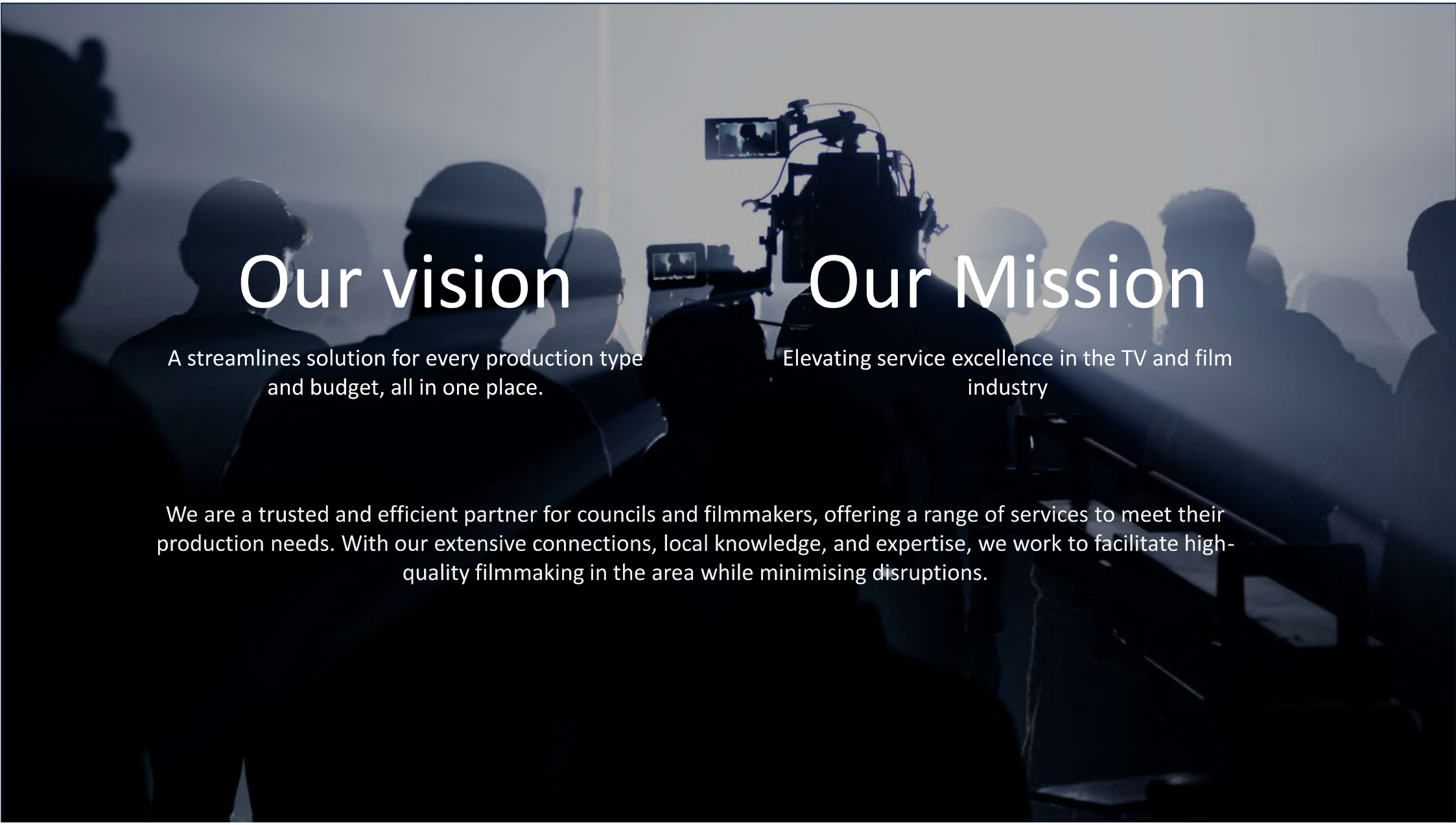
Permit Assistance: guiding filmmakers through the process of obtaining necessary permits and permissions for specific filming locations.

Crew & Cast Coordination: we connect filmmakers with skilled industry professionals, including crew members, actors, and technicians, from our vast network of contacts to meet their specific requirements.

Production Support: We offer comprehensive logistical support for productions, arranging transportation, accommodations, equipment rentals, catering services, and other essential resources for a successful shoot.

Fixer Services: We provide comprehensive production coordination, handling everything from location scouting to crew and cast arrangements, permits, and logistical support, ensuring a seamless and efficient production.

Fast Turnaround: We prioritize fast turnaround and efficient coordination, leveraging the capabilities of FAME Pro to streamline processes, save time and money, and respond effectively to changing customer demands.



Our vision

A streamlines solution for every production type and budget, all in one place.

Our Mission

Elevating service excellence in the TV and film industry

We are a trusted and efficient partner for councils and filmmakers, offering a range of services to meet their production needs. With our extensive connections, local knowledge, and expertise, we work to facilitate high-quality filmmaking in the area while minimising disruptions.

How we do it

Key elements to operating a Film Office.

Research: We define the scope, objectives, and critical factors involved in the management of a film office.

Branding & Marketing: We develop a strong brand identity and implement a strategic marketing plan to promote the Film Office and its services.

Website Design & Development: We create a user-friendly website that serves as a central hub for filmmakers with information on the region, locations, crew and cast details, and local industry suppliers.

Database Development: We create a comprehensive database of locations, crew members, cast members, and industry suppliers, serving as a valuable resource for filmmakers.





Opportunities for Students: We create programs for students interested in the film industry, offering internships, workshops, and mentorship opportunities to help them gain practical experience and develop their skills.

Expert Team: Our experienced team efficiently run the Film Office, providing guidance, support, and assistance to filmmakers and stakeholders based on their industry expertise and knowledge.

Building Relationships: We actively engage with the local authority, businesses, and the community to build strong relationships, fostering support and cooperation for the success and sustainability of the Film Office.

Access to Filmmakers: Through our extensive network, we have access to over 9,000 filmmakers who can be connected with the necessary resources and expertise for their projects.

FAME pro Permit Application System: Our in-house FAME pro permit application system will streamline the process of obtaining permits for filming in the region.

Our Fees: Based on an exclusive arrangement, a 20% commission is built in to each transaction. Therefore, we earn only when you do.

What is FAME Pro?

A filming permit management system

FAME Pro offers you a knowledgeable, friendly support team and a purpose built film permit management system combined. Besides handling film permit enquiries and applications on your behalf, our team can help to make your area an attractive proposition for filmmakers.

All permit enquiries are submitted and managed through the online FAME Pro system. You and your team can access it at any time, while our team takes care of the day-to-day management.

FAME Pro ensures that no opportunities are missed, and that minimal council resources are needed to manage and approve permit applications efficiently.

Become a filming location of choice

Film producers work quickly, and opportunities for councils to raise funds through filming permits are often lost due to delays in film permits caused by pressure on council resources.

With FAME Pro you can give a simple production or fashion shoot the green light within 24 hours. An easy application process and speedy turn-around times for permit applications attracts film producers and photographers, building your reputation as a film-friendly area.

Our achievements in Sussex

At the Sussex Film Office, our track record speaks for itself. Here are some key points that highlight our accomplishments and the value we bring to the industry:

Revenue Generation: We have generated over £118 million in revenue for councils, location owners, local talent, hotels, businesses and community.

Growth: An average annual growth rate of 160%. This showcases our ability to continuously expand and adapt to the evolving needs of the film industry.

Productions: Over 5500 productions under our belt, we have a wealth of experience and a deep understanding of the filmmaking process.

High Conversion Rate: We pride ourselves on our ability to convert enquiries into sales. We convert 78% of enquiries, turning potential clients into satisfied customers.

Commitment to Education: we are committed to nurturing and supporting the next generation of talent in the TV and filming industry. We have helped over 200 students and other industry workers break into the industry, providing them with valuable opportunities and guidance.



Who we work with

From script to screen, we have provided a variety of services to a wide range of companies, including:































Thank you for reading

Presented by Kelly Mikulla

Kelly@fame-pro.com
01903 885379

Peacehaven Town Council

Terms of Reference & Schemes of Delegation

1. **Introduction**
2. **Standing Committees**
    - **2.1. Civic and Community Events**
    - **2.2. Leisure, Amenities, and Environment**
    - **2.3. Personnel**
    - **2.4. Planning and Highways**
    - **2.5. Policy and Finance**
3. **Officers**
    - **3.1. Town Clerk**
    - **3.2. Responsible Financial Officer**
4. **Civic**
    - **4.1. Mayor of Peacehaven**

1. Introduction

Local Councils may only do what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities. Authority to make decisions cannot be delegated to an individual Councillor or group of Councillors outside of a committee.

In addition to legislation, the business of the Council is governed by its adopted Standing Orders and Financial Regulations.

The Chair and Vice Chair of Council will also be ex-officio members with full voting rights of every Committee.

The Council cannot delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

• Setting the final budget or the precept (council tax requirement)

• Approving the Annual Governance Statement

• Approving the Annual Accounting Statements

• Borrowing

• Writing off bad debts

• Declaring eligibility for the General Power of Competence

• Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

• Determine and keep under regular review the bank mandate for all council bank accounts

• Approve any single grant or a single commitment in excess of £30,000

• In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

2. Standing Committees

2.1. Civic and Community Events

Membership

The Civic and Community Events Committee shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Civic and Community Events Committee shall meet at least five (5) times per year.

Terms of Reference

- Supporting the Civic Office in the day-to-day organisation of the agreed events.
- The management, organisation, and facilitation of Council led events (both Civic and Community)
- Publicity of the Council, including through the website, eNews, Social Media channels, printed media, and any other council publicity.
- Increasing income streams, including for fundraising purposes, within areas under the Committees terms of reference.
- The management of the council's Civic responsibilities.
- Increasing levels of public engagement with the council.

Scheme of Delegation

- To **decide** the number and type of civic events held during the year.
- To **decide** the number and type of large mayoral fundraising events held during the year.
- To **agree** and regularly review the council's marketing strategy.
- To **ensure** adequate risk assessments are completed for all events.
- To **agree** and regularly review the council's publications.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **review** the success of events, including attendance levels and charitable profit made.
- To **review** regularly and strengthen communications with the Community effectively via the Councils Media platforms.
- To **consider** the environmental implications of Committee decisions.

2.2. Leisure, Amenities, and Environment

Membership

The Leisure, Amenities, and Environment Committee shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Leisure, Amenities, and Environment Committee shall meet at least five (5) times per year.

Terms of Reference

The maintenance, management, and improvements of outdoor facilities. This includes:
• Parks and PTC owned or managed Greenspaces throughout the Town
• Environmental Issues
• Playgrounds and Play Equipment
• Recreation Grounds and Sports pitches and facilities
• Seats and litter bins (other than those on public highways)
• The Town Council banner board
• Car parking provision and Centenary Park
• Council owned buildings (excluding Community House)

Making decisions in line with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast

Scheme of Delegation

- To **create and monitor** a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
- To **manage** the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment and buildings (excluding Community House).
- To **determine** annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
- To **manage** the provision of recreational facilities.
- To **monitor** safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- To **recommend** to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **advise** on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
- To **recommend** to the Policy & Finance Committee on matters relating to leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- To **report** progress against the Council's Internal and Community Business Plans.
- To **consider** the environmental implications of Committee decisions.

2.3. Personnel

Membership

The Personnel Committee shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Personnel Committee shall meet at least five (5) times per year.

Terms of Reference

Overseeing matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Dealing with matters which may arise and which are likely to directly or indirectly affect the terms and conditions of Council employees.

Scheme of Delegation

- To **approve** adverts, job descriptions, personnel specifications, and salary terms for staff vacancies.
- To **agree** interview panels **or delegate** authorisation to senior employees (as appropriate) in accordance with agreed council policy.
- To **review** the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary.
- To **assess** and act where necessary in respect of staff grievances in accordance with agreed council policy.
- To **assess** and act where necessary in respect of staff disciplinary in accordance with agreed council policy.
- To **approve** annual salary increases in accordance with the requirements of Financial Regulations.
- To **recommend** to Full Council the appointment or dismissal of Council employees.
- To **recommend** to the Policy and Finance Committee updates to the employee handbook and any other personnel related policies or procedures.
- To **consider** the environmental implications of Committee decisions.

2.4. Planning and Highways

Membership

The Planning and Highways Committee shall have a maximum of nine (9) members, where possible this should include at least one member from each ward.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Planning and Highways Committee shall meet at least once per month, except where there are no new planning applications or other business to be transacted.

Terms of Reference

To consider and comment on every planning application affecting Peacehaven. This includes:

- Planning applications
- Tree works applications
- Highways matters & issues
- Public transport

The management, maintenance, and improvement of PTC owned highways related facilities and furniture within the public realm, including:

- Bus shelters
- Bins
- Planters
- Lampposts and lighting
- Bollards
- Other PTC owned or managed street furniture.

Applications of a large or contentious nature may be referred to an extraordinary meeting of Full Council at the Discretion of the Chair of Council.

Scheme of Delegation

- To **comment** to the Local Planning Authority on applications for planning permission.
- To **comment** in respect of appeals against the refusal of planning permissions.
- To **agree** recommendations regarding street names.
- To **monitor** the Town and other developmental plans and the making of all appropriate representations.
- To **facilitate** economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies.
- To **comment** to the appropriate Planning Authority in respect of other planning matters not otherwise referred to.
- To **comment** to the appropriate authority in respect of highway matters and public transport services.
- To **comment** to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally.
- To **manage** the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be **responsible** for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **agree** the frequency and the contractor for highway grass verge cutting on an annual basis.
- To **consider** the environmental implications of Committee decisions.

2.5. Policy and Finance

Membership

The Policy and Finance Committee shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council and Chairs of the other Standing Committees.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Policy and Finance Committee shall meet at least five (5) times per year.

Terms of Reference

To manage the Council budget and its assets. This includes:

- Budget & finance, including planning/annual budgets/payment of accounts/financial audits/ setting of fees & charges
- Premises & Capital Assets, including Community House and its operation
- Capital projects and spend
- Licences, leases and agreements (other than Allotments)
- Monitoring and overseeing Corporate Governance arrangements
- Grant requests

Scheme of Delegation

- To **recommend** on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference).
- To **review** and **adopt** appropriate policies to support the day-to-day administration of the council.
- To be **responsible** for matters not specifically delegated to any other standing committee.
- To **ensure** risk assessments are undertaken as appropriate.
- To **ensure** the council has adequate insurance.
- To **review** and update the Council's Asset register.
- To **agree** the Council's insurance requirements.
- To **be lead committee** in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- To **review** annual Committee budget estimates on all Terms of Reference referred to above not later than December.
- To **manage** and **monitor** at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
- To **prepare** annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole.
- To **consider** and **decide** on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
- To **support**, **monitor** and **implement** the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.
- To **oversee** all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
- To be **responsible** for Community House, in liaison with the Civic and Community Events Committee.
- To **consider** the environmental implications of Committee decisions.

3. Officers

Terms of Reference for Officers are as laid out in job descriptions and statements of particulars.

3.1. Town Clerk

Scheme of Delegation

To **act** as the Proper Officer[1] of the Council in carrying out all of its functions and to issue all notifications required by law.
To be **responsible** for giving clear and accurate guidance to Councillors, including the Chair, to enable legal and considered decisions to be made.
To be **responsible** for receiving correspondence on behalf of the Council and responding to, dealing with, or bringing correspondences to the attention of the Council as required.
To assume **total responsibility for ensuring that the instructions of the Council are carried out** in connection with its function as a local authority.
To **make orders and incur expenditure** within authorised budgets.
To **be accountable** for the effective management of all of the Council's resources.
To have **overall responsibility for the Council's administrative service.**
To **act as a general manager** in respect of all of the Council's services, projects and initiatives.

[1] The responsibilities delegated by Council to the Proper Officer are as defined in Standing Order 15b.

To **assume overall responsibility for the supervision of the Council's staff**, in keeping with the policies of the Council, and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.
To **ensure** that the contractual arrangements with the Council's contractors are organised on an acceptable basis.
To **liaise with outside organisations** (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.
To be **responsible** for the Health, Safety, and Welfare of persons affected by the Council's undertakings.
To **act** as the representative of the Council as required.
To be **responsible** for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents, within the policy framework defined by the Council.

3.2. Responsible Financial Officer

Scheme of Delegation

To **act** as the Council's Responsible Financial Officer as defined by the Local Government Act 1972 in ensuring that the Council's financial processes and records are acceptable and that the Council's finances are carefully administered.
To **make orders, incur expenditure and process payments** within authorised budgets.
To have **overall responsibility for the Council's accounts** and for the preparation of appropriate records for audit and VAT purposes.
To **act** as the representative of the Council as required.
To be **responsible** for preparing financial forecasts for the council and making recommendations to the Council regarding the required precept in the following year.
To be **responsible** for assisting the council to secure economy, efficiency and effectiveness in the use of resources.
To **ensure** that the Council has a sound system of internal control and management of risks.
To **ensure** that financial control systems are observed, and that the Councils accounting records are kept up to date.
To be **responsible** for all matters relating to internal or external audits.

4. Civic

4.1. Mayor of Peacehaven

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the council and may be invited to official functions, where they must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

Agenda Item: C1152

Committee: Full Council

Date: 19th December 2023

Title: The Hub TFG report

Report Authors: Parks officer/ RFO

Purpose of Report: To agree.

Introduction

The Hub TFG was set up to fill out the expression of interest form (EOI) for a Community Infrastructure Levie (CIL) bid to LDC which need to be made by 18th December 2023

Background

At the last full council item C1110 - Cllr Griffiths proposed that the feasibility study is not undertaken, and the Council move forward with replacing the roof and heating system as soon as possible. A budget should then be allocated to the Leisure, Amenities and Environment Committee for ongoing maintenance for the Hub, this proposal was seconded by Cllr Campbell.

At the L&A meeting on the 21st of November the committee agreed a TFG to be formed, including a representative from OVESCO, to fill out the EOI form to bid to be sent to LDC.

Analysis

The TFG met and discussed the possible requirements of a new roof and heating system for the Hub, including the design of the roof, installation of solar panels, the different options for heating the building efficiently, with helpful advice from OVESCO.

The RFO advised the TFG that PTC should look to put in 50% of the estimated cost from its CIL pot.

Conclusions

The TFG decided the bid would be for a project cost estimate of £200,000 with PTC using £100,000 of its own CIL funds.

Recommendations

The council are asked to agree the following.

- To agree with the content of the EOI form
- To agree for the form to be sent to LDC immediately.

Implications

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

Financial • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision?	N/A
Legal • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities?	N/A
Health & Safety • Accessibility? • Equalities?	To be considered
Planning • LDC permission? • Planning Law? • Highways?	N/A at this stage
Environmental and sustainability • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling?	All relevant
Crime and disorder • ASB? • Public safety? • Road safety?	N/A at this stage
Social value • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits?	All relevant
Climate • Carbon footprint? • Materials? • Recycling?	All to be considered

Appendices/Background papers

Lewes District Council

CIL Bidding Expressions of Interest

Project Description:	Replacement of the roof and heating system at the Sports Pavilion/ Hub building in a sustainable way.
Project Address Location:	Centenary Park, Piddinghoe Avenue, Peacehaven BN10 8RJ
Name of Provider bidding for funds: (this should be the provider that will deliver the project and be responsible for paying for the project)	Peacehaven Town Council
Which source of funding are you applying for?	○ Strategic Pot ○ **Local Pot (Towns, Parishes and District Council)** ○ Community Pot ○ Community Small Projects Pot (up to £5000.00
Type of Infrastructure:	○ **Green infrastructure** ○ Utilities ○ Modes of transport ○ **Community facilities** ○ **Education** ○ Health ○ Emergency services ○ Other
Items of infrastructure that it is proposed CIL Funding will pay for:	Replacement of the roof, potentially changing the roof to a pitched roof to offer more space for our hirers with improved insulation, and designed to obtain the optimum generation of electricity from the solar panels that will be installed. The replacement of Gas-powered heating system will remove the reliance on fossil fuels, a

	new environmentally friendly, energy efficient heating option will be installed.
Estimated Project Cost (£):	£200,000
Amount being requested from CIL (£):	£100,000
Matched Funding Please describe if there is matched funding, where is it from and is it secured.	Peacehaven town council Cil and any other available grants tbc.

	YES	NO
Does the project appear in the IDP (Infrastructure Delivery Plan)/ Neighbourhood Plan/ or other relevant document? And if so which one?	Yes it is included in the Neighbourhood Plan and the IDP	
Can the project be delivered in the next 5 years?	yes	
If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support? For example, Wealden, South Downs National Park, Brighton and Hove.	N/A	
How has development resulted in the need for this infrastructure?	The Hub is a Community building used by many community groups during the week and used for martial arts and children's parties at weekends. It is currently booked at full capacity every week. The increase in the population of Peacehaven from development has created a need for improved community facilities, with a view to increasing the potential of the building to enable the council to expand its hire opportunities for the growing population of Peacehaven and offer a larger choice of activities. The aim is to reduce the impact the building has on the environment by replacing the existing inefficient gas boiler, increasing the insulation of the roof, use of sustainable resources and green measures. By installing solar photovoltaic solutions on the roof, it will enable the cost of running the facility to be reduced, this will keep cost down and therefore the hire cost can be kept at a reasonable rate for residents. The population of Peacehaven has grown significantly since 2011 with recorded figures showing a population increase of 6000 persons in 2021 which has grown even more since.	

Once this form is completed please send to

CIL.Lewes@lewes-eastbourne.gov.uk

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee membership

Full Council		**Membership**	17 members (currently 16 members)
Chair	Cllr Seabrook	**Vice-Chair**	Cllr Sharkey
Members	Cllr Alexander, Cllr Ashby-Parkin, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Donovan, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Harman, Cllr Studd, Cllr Veck, Cllr Wood.		

Civic & Community Events Committee		**Membership**	9 members (currently 5 members)
Chair	Cllr Veck	**Vice-Chair**	Cllr Donovan
Members	Cllr Alexander, Cllr Ashby-Parkin, Cllr Harman.		
Ex-Officio	Cllr Seabrook, Cllr Sharkey		

Leisure, Amenities, & Environment Committee		**Membership**	9 members (currently 7 members)
Chair	Cllr Sharkey	**Vice-Chair**	Cllr Ashby-Parkin
Members	Cllr Cheta, Cllr Fabry, Cllr Gallagher, Cllr Griffiths, Cllr Wood.		
Ex-Officio	Cllr Seabrook		

Personnel Committee		**Membership**	9 members (currently 9 members)
Chair	Cllr Gallagher	**Vice-Chair**	Cllr Donovan
Members	Cllr Alexander, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Fabry, Cllr Griffiths, Cllr Veck.		
Ex-Officio	Cllr Seabrook, Cllr Sharkey		

Planning & Highways Committee		**Membership**	9 members (currently 6 members)
Chair	Cllr Campbell	**Vice-Chair**	Cllr Gordon-Garrett
Members	Cllr Alexander, Cllr Gallagher, Cllr Sharkey, Cllr Wood.		
Ex-Officio	Cllr Seabrook		

Policy & Finance Committee		**Membership**	9 members (currently 8 members)
Chair	Cllr Griffiths	**Vice-Chair**	Cllr Campbell
Members	Cllr Cheta, Cllr Donovan, Cllr Gallagher, Cllr Seabrook, Cllr Sharkey, Cllr Veck.		

Community House Sub-Committee		**Parent**	Policy & Finance Committee
Chair	Cllr Griffiths	**Vice-Chair**	Cllr Davies
Members	Cllr Cheta, Cllr Donovan, Cllr Seabrook, Cllr Veck.		
Ex-Officio	Cllr Sharkey		

Grants Sub-Committee		**Parent**	Policy & Finance Committee
Chair	Cllr Fabry	**Vice-Chair**	Cllr Harman
Members	Cllr Donovan, Cllr Griffiths, Cllr Seabrook, Cllr Sharkey		

Updated: 7th December 2023

George Dyson
Town Clerk

☏ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk

Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Outside Body Representatives

Citizens Advice Bureau	
Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	Cllr Campbell, Cllr Sharkey

Community Transport Lewes Association (CTLA)	
Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	Cllr Alexander

Crimestoppers	
Purpose:	Independent Charity that gives people the power to speak up and stop crime – 100% anonymously.
Representatives:	Cllr Seabrook, Cllr Gordon-Garrett

Lewes District Association of Local Councils	
Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	Cllr Seabrook

Peacehaven & Telscombe Housing Association	
Purpose:	A charitable Housing Association providing 17 quality sheltered housing for retired people at Dorothy House in Peacehaven. Promoting independent living with support.
Representatives:	Cllr Fabry

Peacehaven & Telscombe Access Group	
Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	Cllr Griffiths

Royal British Legion	
Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	Cllr Davies

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

Town Forum	
Purpose:	Representatives of many organisations and associations in the Peacehaven and Telscombe area meeting regularly to give reports and discuss options.
Representatives:	Cllr Seabrook

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

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	Cllr Gallagher, Cllr Gordon-Garrett

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	Cllr Gordon-Garrett, Cllr Donovan

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

Lewes & Havens Community Network	
Purpose:	Group for voluntary, community groups and all others working in the local community organised in partnership by 3VA and East Sussex County Council Locality Link Workers. It's one of 8 Locality Networks supporting community resilience across East Sussex
Representatives:	Cllr Alexander

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	Cllr Seabrook

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	Cllr Campbell

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	Cllr Campbell, Cllr Griffiths

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	Cllr Campbell, Cllr Gallagher

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	Cllr Donovan

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	Cllr Gallagher, Cllr Cheta

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

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	Cllr Alexander, Cllr Gordon-Garrett

Havens Hub & Cars	
Purpose:	**Hub** - We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community. **Cars** - Havens Community Cars CIO is a volunteer car scheme that provides residents in the Havens area access to transport provided by our wonderful team of volunteer drivers.
Representatives:	Cllr Davies, Cllr Sharkey

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	Cllr Donovan

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	Cllr Campbell

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual heath advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	Cllr Fabry

Peacehaven Community School	
Purpose:	Secondary School
Representatives:	Cllr Fabry

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	Cllr Fabry, Cllr Seabrook

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	

Updated: 12th December 2023

Agenda Item:

Committee: Full Council

Date: 12 December 2023

Title: Fire Survey

Report Authors: Zoe Malone

Purpose of Report: To obtain authorisation to proceed with fire safety survey

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Introduction

Following a condition report on Community House it was identified that a fire survey was required and was put into the priority works.

Analysis

The Community House sub-committee (on 20/11/2023) recommended we go ahead with a Fire safety Survey. A quote has been received for a Fire Door inspection and a fire compartmentation integrity survey which totals £1,455 (exc VAT)

Quote is attached

Recommendations

I would recommend we proceed with the attached quotes. We do not currently have a budget set aside for this therefore I request we approve to overspend on budget code 4102/360 (Maintenance of buildings for Community House) by £1,500.00

Implications

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

Financial • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision?	This will overspend on budgetary code 4102/360, however the works have been recommended by an expert and are required.
Legal • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities?	We have a duty as a community building to ensure our building is fire safe.
Health & Safety • Accessibility? • Equalities?	
Planning • LDC permission? • Planning Law? • Highways?	
Environmental and sustainability • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling?	

Crime and disorder • ASB? • Public safety? • Road safety?	
Social value • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits?	
Climate • Carbon footprint? • Materials? • Recycling?	

Appendices/Background papers

Three quotes?
Location map?
Location pictures?
Supporting doc's?

T. 0780 306 3340
E. info@veritas-inspections.co.uk
W. www.veritas-inspections.co.uk
Delta House, 16 Bridge Road,
Haywards Heath,
West Sussex RH16 1UA

Community House

Meridian Centre

Peacehaven BN10 8BB

Fire Door Inspection Fee Proposal

Tender Ref: Q220-01

Author: James Pyner

E-Mail: jamesp@veritas-inspections.com
Issue date: 6th December 2023
Version: 01

for:

Peacehaven Town Council

Contact: Zoe Malone

Telephone: 01273 585493

Email: financeofficer@peacehaventowncouncil.gov.uk

Dear Zoe,

Re: Community House - Fire Door Survey Fee Proposal.

What is a fire door and what does it do?

'Fire doors form a big part of a building's fire safety passively protecting those inside from fire by creating a physical barrier to flame and smoke. Buildings are typically divided into compartments by using fire-resistant walls and ceilings, which must remain imperforate. Typically, the largest breach in a fire rated wall is the opening made for a doorway. Ensuring a fire door is installed and maintained correctly will, once closed, provide a seal that stops any fire and smoke from spreading creating a safe and protected escape route for people within the building, as well as protection for those entering the building to tackle the fire. Fire doors must be installed to replicate their test conditions, which also applies to everything fitted to the door, e.g., the ironmongery and hardware. Failing to comply with the door manufacturer's conditions will also invalidate any third-party certification resulting in a non-compliant door. There are three types of fire doors used in most buildings: keep shut; keep locked; and automatic. The first two are self-explanatory and should be kept shut and locked most of the time, however automatic fire doors are usually held open (via a hold open device), or swing freely but revert into a self-closing state when a fire alarm is triggered. Nothing must be left in the path of this type of door that would prevent or impede their closing in an emergency'.

Further to your recent enquiry we are pleased to submit our fee proposal to carry out a detailed non-invasive survey of existing fire doors and frames within locations as detailed below, using a qualified FDIS Inspector to determine their compliance to current standards. We will review the existing fire door compartment arrangements and generate an independent report of the current fire doors with identified shortfalls in accordance with (if available) the manufacturer's test data, current UK fire legislation as detailed below and FDIS recommendations.

BS 476 PART 22, BS EN 1634 PARTS 1, BS 8214, BS EN 1154/55, BS EN 12209, BS EN 1935 & BS EN 12051

Our survey will include the inspection of factory tested fire rated door sets and / or Ad-Hoc fire door assemblies created on site.

Doors not fitted with identification labels will be assessed as non-certified and referred to as 'nominal' fire doors, which the competent person our qualified inspector, in the absence of test evidence will determine (in their educated opinion) if the doorset/assembly could hold back a fire for a specified period of time. It is important to understand that in the absence of documented test evidence, doors may not be classified as fire doors, however a professional opinion will be offered by our inspector to enable the responsible person to make a decision based on risk.

Scope of Works-Prices

30 no. Communal Doors

All for the sum of £ 450.00 Ex VAT.

A maximum duration of 1 day has been allowed for on-site with additional time included for off-site activities including, but not restricted to; compiling the report and/or researching test certificates if identified.

It should be possible to review all flat doors during our time on site if made available. For denied access/fragmented attendance (not the fault of our inspector), our follow up minimum day charge of £375.00 applies per site visit irrespective of doors made available.

Our proposals include an element of off-site research of fire door CF certification etc (if doors are documented); to correctly assess the doors in-line with the parameters/tolerances stipulated by Warrington Fire/the applicable testing/assessing body.

General arrangements

Prior to commencement, the survey team will make contact and agree with the client and/or site management a suitable date and time for the survey together with any specific access arrangements or restrictions. Where available/requested, site plans and compliance documentation, asbestos records should be provided to the survey team prior to the commencement of the survey. It is assumed that the client will provide information on any specific access or health & safety issues which may influence the progress of the survey.

This may include induction or security procedures, details of the structural or physical safety of the site or other inherent restrictions such as confined spaces. We shall supply RAMS as appropriate containing government guidelines in relation to COVID-19.

All doors will be captured using the Onetrace electronic inspection software.

Fire Door items to be inspected:

- Gaps between fire door and frame.
- Damage to fire doors and/or frames
- Intumescent strips & cold smoke seals
- Ironmongery, furniture & hinges
- Self-closers, where appropriate
- Glazing & glazing assembly
- Signage
- Functional suitability
- Between frame and wall. 1 no. sample location only to be agreed with the client as task is destructive.

Quality Assurance

Our door FDIS accredited inspector has been trained to recognize defects and/or areas of concern in relation to fire rated doorsets and will remain discreet and courteous when interacting with residents and visitors whilst carrying out their activities.

Disclaimer

Where doors have been assessed as ‘nominal’ we reserve the right to charge accordingly for any off-site research/verification required using the door’s test evidence/installation guidance, should the manufacturer of the doors be made available by ‘the client’ following our site visit.

We trust the foregoing to be sufficient and of interest and should you have any queries please do not hesitate to contact us.

Yours sincerely,

JAMES PYNER CertFDI FSIDip

Managing Director



0780 306 3340

jamesp@veritas-inspections.co.uk

T. 0780 306 3340
E. info@veritas-inspections.co.uk
W. www.veritas-inspections.co.uk
Delta House, 16 Bridge Road,
Haywards Heath,
West Sussex RH16 1UA

Date: 6th December 2023
Ref: Q-220-01

To: **Peacehaven Town Council**

Meridian Centre, Peacehaven BN10 8BB

FAO: Zoe Malone

Re: Community House – Fire Compartmentation Integrity Survey

Dear Zoe,

Further to your recent enquiry, we are pleased to submit our fee proposal for the works as required.

Scope of the Investigation

To carry out a visual inspection only of existing fire rated walls and floors (where accessible) to assess the integrity of the building fabric and/or existing firestopping systems forming the fire compartmentation where accessible. Currently we have not been issued with a full set of compartmentation line drawings, an up-to-date fire risk assessment and / or O&M information for the installed passive fire protection measures on site. Our inspector/s will base their findings on the recommendations contained within the Regulatory Reform Order (Fire Safety) 2005, building regulation's approved document B, test evidence to BS476 parts 20-22 and EN 1363-66 and current industry best practices.

Locations included

1. Landlord Service Riser Cupboards
2. Escape Routes
3. Plant Rooms
4. Hazard Rooms
5. Any other Location containing Fire Doors where accessible.

Price

To supply an experienced inspector to carry out an inspection of fire rated elements within locations as required:

All for the sum of £ 1,005.00 Ex VAT

Works allow for a maximum duration on site of 2 Working Days

Prices are inclusive of gathering information using the Onetrace electronic data recording software documenting each unique deficiency identified inclusive of photographic evidence and location marker.

Pricing Notes

1. Our prices are exclusive of VAT, Cash Retention and Main Contractors Discount.
2. Our payment terms are 30 days from date of invoice.

Survey to include (but not limited to) the non-destructive inspection of the following:

1. Existing firestopping (visual only).
2. Structural steel where supporting fire walls, for correct fire protection and if present record any damage.
3. Flexible walling, board joints, gaps and unsealed penetrations.
4. Rigid walling, horizontal and vertical joints and unsealed penetrations.
5. Unrestrained and / or unsealed fire dampers.
6. The presence of electrical box trunking, and request evidence of internal sealing.
7. The correct fitting of Intumescent devices to combustible pipework / lagging.
8. Combustible lagging passing through fire rated elements.
9. Metal services supported correctly either side of compartmentation.

Exclusions

1. Elements above fixed ceilings without access hatches.
2. The lifting of raised floor tiles where carpet has been applied i.e., in offices etc.
3. No allowance has been made for inspecting lift shafts.
4. Mechanical / electrical fire fighting systems are not presently included within our scope of works other than the visual check of ductwork for the presence of dampers and that they are independently supported.
5. Alarms and signage.
6. Fire rated doorsets.
7. Fire resistant glazing / door visions panels.
8. The inspection of the office floor slab edge where abutting the curtain walling.
9. The internal inspection of electrical box trunking for seals.
10. The inspection of un-exposed penetrations/voids i.e., behind paneling, false walls, bulkheads etc.
11. Access above metal Burgess tile type ceilings.

Prior to commencement, the survey team will make contact and agree with the client and/or site management a suitable date and time for the survey together with any specific access arrangements or restrictions.

Where available/requested, site plans and compliance documentation, asbestos records should be provided to the survey team prior to the commencement of the survey.

It is assumed that the client will provide information on any specific access or health & safety issues which may influence the progress of the survey. This may include induction or security procedures, details of the structural or physical safety of the site or other inherent restrictions such as confined spaces.

It is assumed that any occupants of the site will be made aware of the presence and requirements of the surveyors and will co-operate with regard to access etc.

Work Stages

Stage 1- Research, preparation, site plans

Stage 2- Site inspection.

Stage 3- Compile final survey report including photographic evidence

Quality Assurance

Our inspectors are highly experienced and trained in recognising defects and/or areas of concern in relation to the installed passive fire protection measures on site and will remain discreet and courteous when interacting with site staff and visitors whilst carrying out their activities.

We trust the foregoing to be of interest and look forward to discussing our proposals with you further.

Yours Faithfully,



JAMES PYNER CertFD FSIDip

Managing Director

0780 306 3340

Agenda Item: C1156

Committee: Leisure, Amenities and Environment

Date: 19th December 2023

Title: MUGA court refurbishment project.

Report Authors: Parks Officer

Purpose of Report: To agree.

Introduction

The Multi use games court (MUGA) has been situated in the Centenary Park area since 1980 and has had many different uses in its time being used for tennis, hockey, netball, football training, and cycle training.

Background

The current surface is made from a sand filled carpet which is a multi-use surface but not perfect for any sport. The main use is in the winter months when we host football training under the floodlights, with the netball club using it for 1 hour on Mondays throughout the year. During the rest of the year the MUGA is used by youths either cutting the fence or the gates being left open for free usage.

With the football club ground being upgraded to a 3rd Generation all-weather surface (3G) we will lose all the football training clients who use the courts in the winter, these will be directed towards the football club on the new purpose-built facility, this will reduce the usage and income to nearly nothing as only the netball club will be paying to use the courts.

As part of the big parks project there was £500,000 of 106 contributions set aside for the 3G project but when this it was decided that the facility would be on the football clubs pitch and not under our control, the council asked that £200,000 be set a side to be spent within Centenary Park including refurbishment of the MUGA area. When this was agreed it was also stated that other sports are to be supported not just football

Analysis

The current sand filled carpet has approximately 2 years of life left in it before it requires replacing, the fencing is not fit for purpose and the floodlights lights are not energy efficient and can only all be on at the same time not individually, so you have to light the whole court even if only using a netball court.

LDC employed a company to do an analysis of the MUGA area and the condition report is in the Appendices/Background papers.

The proposal is to remove the carpet and fences, relay porous tarmacadam over the entire area. In one third of the court, nearest the houses, to create a fenced in dedicated netball court area for the local club to hire with LED floodlights (this could have tennis markings over the top at a later date if required).

Then to dedicate the remaining two thirds into a kickabout / basketball type facility free for all to use, with multiple basketball hoops around its perimeter and fixed vandal proof sports goals, this area to be painted in vibrant colours on the floor, with high fences behind goals etc to stop balls. The area could have LED lighting in the winter which is on a timer to go out by a set time so it can still be used after dark.

The hope is that this free to use areas will encourage youths of all ages to play sports and exercise and the dedicated netball court will allow the netball club to expand and host netball matches.

Conclusions

Peacehaven town council does not have a free to use kick about facility for the youths to play in and the current courts fences are only vandalised as they want somewhere to play, with a new free to use facility it is hoped the vandalism will subside.

The project is at zero cost to PTC but there will be minimal maintenance required and repainting the floor areas every so often to help maintain a stable tarmac surface, so it is recommended to set up a reserve fund for this.

The cost of the project is approximately £146,000 plus any floodlight upgrade cost, this could be retro fit onto our current poles to help save funds.

Any remaining 106 moneys areas till ringfenced to be spent on sport within Centenary Park.

Recommendations

The committee are asked to agree the following.

1. To agree to the MUGA refurbishment works recommended in the survey, with Officers to liaise with stakeholders and LDC on the final layout.
2. To agree to set up a reserve for the future maintenance of the courts.

Implications

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

Financial • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision?	Use of 106 money from the big parks project. Recommend setting up a reserve for future maintenance costs
Legal • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities?	N/A
Health & Safety • Accessibility? • Equalities?	To be considered
Planning • LDC permission? • Planning Law? • Highways?	N/A at this stage
Environmental and sustainability • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling?	All relevant

Crime and disorder • ASB? • Public safety? • Road safety?	N/A at this stage
Social value • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits?	All relevant
Climate • Carbon footprint? • Materials? • Recycling?	All to be considered

Appendices/Background papers

Peacehaven

Refurbishment of a MUGA



REV	DESCRIPTION	BY	CK	DATE
00	CONSULTATION ISSUE	ME	WB	16.11.23

Surfacing Standards Limited
SPORTS PITCH CONSULTANTS

AUTHOR: WB

TITLE: Peacehaven
Refurbishment of a MUGA
Proposed Plan

PROJECT	SCALE	SIZE
SSL3278	1:100	A1

DRAWING No	REVISION
02	00

The Hub Peacehaven

Condition Survey Report

Client	Lewes and Eastbourne Councils		
Site Address	The Hub Peacehaven Piddinghoe Ave, Peacehaven BN10 8RJ		
Project	MUGA Refurbishment		
SSL project code	SSL3173		
Document title	Condition Survey Report		
Document control	Revision	By	Date
	First Issue	WB	22/11/23

Surfacing Standards Ltd.
Office 2, Empingham House, Ayston Road,
Uppingham, Rutland LE15 9NY
T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
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VAT number GB 687834179

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Surfacing Standards Ltd.
Office 2, Empingham House, Ayston Road,
Uppingham, Rutland LE15 9NY
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1. Introduction

1.1 Surfacing Standard Ltd (SSL) has been appointed to complete a condition survey and report on the existing 60.56m x 36.15m Multi-Use Games Area (MUGA) at The Hub Peacehaven.

1.2. The condition survey provides an assessment and appraisal of physical property conditions including photographs and illustrations to indicate existing features found during the survey.

1.3 This report aims to be beneficial in the decision-making process with respect to renovation, refurbishment or renewal of the existing sports facility.

1.4 This report does not represent the final design and should not be used for planning purposes. It is our initial interpretation of the project brief offered by our client and their associated partners.

1.5 This document should be used as an aid for fund raising and general progression of the project.

1.6 The client team has requested prices direct from South Wales Sports Grounds and requested that SSL gather prices of the required works from SWSG to supplement this work and take the project forward towards construction phases as a D&B exercise.

1.7 This report satisfies our commission scope as follows:

Task	
A.	Complete initial site inspection & condition survey report

1.8 The documents that support this document are:

SSL3278 01 - Topographical Survey
SSL3278 02 - Proposed Plan

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2. Findings

2.1 Facility Size

The existing overall fenced area is sized 60.56m x 36.15m.



Figure 1 – site location

2.2 Age

The date of constructed is unknown but google earth imagery shows the facility has been in place from before 2004 where it was set as a block of 4no. tennis courts. The area had some works undertaken in 2013 to have a basketball area placed to the northern section of the MUGA. The area was refurbished into a sand filled needle punch surface in 2015.

2.3 Pitch Orientation

The existing area follows an approximate Northeast to Southwest orientation for football and a east to west for netball or tennis usage.

2.4 MUGA Surfacing

The surfacing is a sand filled needle punch carpet that is in poor condition with rips and tears with the yarn degraded to the beams of the backing becoming visible. The yarn is shredding creating and dispersing broken fibres from the facility to the surrounding areas.



Figure 2 – rips and tears to the surfacing

2.5 Pitch Base

Intrusive trial holes through the base of the courts was not undertaken as part of the agreed scope of works.

It is likely that the original base construction was made up of a compacted type 1 aggregate material with the tarmac surfacing beneath being visible through the tears in the surfacing. The areas of exposed base were heavily silted with sand and dust and it was not possible to ascertain whether the surface was permeable or impermeable tarmac. The client team have stated that the area has historically never had issues with drainage. The levels over the area are flat which would suggest the base is permeable. However, the channel details to the surrounds would suggest the base is impermeable.

SSL have raised this as a risk item. If the underlying tarmac is impermeable, then it may cause issues with standing water on the areas in the future. To avoid full re-construction works of the area and save cost the discussion with the client team has been to retain the existing surrounding channels and retain the base construction. Any issues with standing water have been identified in recent years only and are believed to be from the contaminated surfacing.

2.6 Pitch Restraint

The surrounds have an odd perimeter and edging detail with a open grass Crete type concrete block detail that is believed to hold a drainage channel within it and brick blocks. The topographical survey passed on by the client is dated December 2010 and before the synthetic carpet was laid upon it and covering it. The topo survey shows the overall perimeter detail to be 0.5m wide. It would be prudent to reduce the size of the new area and retain this detail within the footprint.

This will reduce the above noted risk on drainage by continuing the already existing drainage channel and features. This would also allow for an outer mowing margin to reduce the current growth through the fencing and into the courts.



Figure 3 – concrete open block channel to the surrounds

2.7 Spectator Hard Standing Areas

There are no spectator hard standing areas within the fenced footprint.

2.8 Pitch Equipment

The MUGA currently contains damaged Netball posts and 5 a side football goals.

2.9 Site Furniture

There is no furniture present on the area.

2.10 Perimeter Ball-Stop Fencing

The area has a 2m high mix of rolled weldmesh fence to three sides and a newer panel mesh fence system to the southern end closet to the residential properties. The area to the residential properties also has ball stop netting that is set back and can be seen within figure 5. The netting is sagging but generally is in reasonable condition and should be retained.

The fencing is in very poor condition and sits back from the overall footprint creating issues with vegetative growth through the fence line and encroaching onto the courts. The fencing will need to be replaced as part of the works.

It is understood that the client team would like to retain the heights of 2m to avoid any new planning permission. It might be prudent to extend fencing to the two ends of the football / kick about area to reduce balls entering the new netball facility and hitting the adjacent building. This will need further discussion with the client team prior to a decision being made and whether planning is required.



Figure 4 – rolled weldmesh and overgrowth within courts



Figure 5 – panel weldmesh fence

2.11 Floodlighting

The lighting system was not assessed as part of the survey works and did not form part of SSL remit. The client team would like to retain what already exists and it does not form part of the refurbishment works. If the netball courts need to meet a certain level and standard for lighting, then SSL would recommend that the courts are moved to the northern end as the lighting levels to meet these standards would be quite obtrusive to the adjacent residential properties. Any changes can be discussed further as the project progresses and would likely require planning permission.

2.12 Maintenance Equipment and Storage

No maintenance equipment or storage was evident on site.

2.13 MUGA Drainage

No drainage is clear or apparent over the area. As noted above there are obscure drainage channels to the edges and perimeter. Having reviewed general geology of the area the site falls within an area of chalk and is known to have high natural permeable rates through the underlying soils.

There is a risk that the existing base is impermeable and the works will involve puncturing drainage holes through to allow a drainage connection to the permeable natural soils beneath.

2.14 Pitch Markings

The area is marked with informal football markings and netball markings.

2.15 Surface Regularity

The surface regularity of the area is measured using a 3m straightedge and graduated wedge as described in EN 13036–7. The straightedge is pulled over the entire area longitudinally and transversally to the direction of play and any out of tolerance undulations recorded.

There are multiple undulations over the area. Given that the undulations in areas exceed the depth of an overlay of macadam then ideally the area would have the undulations entirely removed through the reconstruction of the base and then an overlay of macadam.

It is not possible to quantity the overall area of patch works required so SSL would recommend progressing with a twin course macadam overlay with the first 40mm layer of tarmac being considered a sacrificial and varying layer to create a new smooth and consistently levelled base to then have the final 25mm performance layer.

2.16 Utilities / Local Services

Utilities and local services are present around the pitch perimeter, with electrical cabling and ducting believed to be on the external fence line. No formal assessment, scan or woks has been completed and parties will need to take care and due diligence should be undertaken throughout the refurbishment works to ensure that no existing local services are affected and CAT scans prior to works starting would be required with any element of works that involves excavation or puncturing below finished surface levels.

3 Conclusions

3.1 The condition of the surface is poor, showing signs of heavy contamination and areas of movement and undulations that require rectification. The facility condition is consistent with our expectations of a facility of this age.

3.2 It has been indicated that the future predominant use of the surface shall be tennis / netball with the new designated area for Basketball.

3.3 Future Pitch Arrangement

Total Playing Area (TPA), which is the total turfed area within the sports facility is sized 58.95m x 34.95m. This creates a total internal Artificial Turf area of 2891m2 in total. The client has requested a layout option for the central dividing net to be removed and the area opened as shown within SSL3173 03 - Proposed Site Plan REV 1 that allows:

Activity	Pitch Size	No
Netball – white (considered dominant sport)	30.50m x 15.25m	1
Football area	34.30m x 26.19m	1
Informal basketball areas		4

3.4 Scope of Refurbishment Work

SSL would flag the abovementioned unknowns and risk on drainage and the potential for the base to be impermeable. If the base is impermeable and it is, then pierced for additional drainage into the underlying soils then it could cause become a concern for movement and settlement over time. However, all conversations SSL have had onsite and with the client team to date suggest that the area has no issues with drainage and that the base is likely to be permeable.

With the information known to date SSL would recommend the following scope of works:

- Remove the existing surfacing system from the site (recycled or removed in an appropriate and compliant manner).
- Remove existing fencing whilst carefully retain the netting system to the south of the site.
- Undertake powerwash and jetwash of the heavily contaminated underlying tarmac area.
- drill / pierce surface to improve drainage and backfill / compact with pea shingle.
- Chase back the first 400mm of the perimeter into the existing brick edging detail to allow new tarmac to chase in by 30mm below kerb level.
- Supply and install 40mm sacrificial layer of tarmac to correct undulations (note to skim at edges to allow final tie into existing edging detail.
- Supply and install new fencing system.
- Supply and install sockets and foundations for netball and basketball
- Supply and install final 25mm tarmac layer (note to chamfer into existing edging surrounds).
- Supply and install colour coated paint for netball and line markings
- Supply and install equipment.

3.5 Project cost estimate

Item	Construction Works Description	Cost
1	Contract Compliance - Item 1	£6,000
2	Testing - Item 2	£1,050
3	Site Establishment - Item 3	£10,000
4	Site Clearance, Excavations and Groundwork - Item 4	£25,050.00
5	Surfacing - Item 5	£60,000
6	Fencing – Item 6	£30,000
7	Sports Equipment - Item 7	£9,975.00
8	Reinstatement - Item 8	£4,150.00
	Sub Total (ex. VAT)	£146,225.00

3.6 Extra Over Costs for further consideration:

Extra Over Costs	Cost
Entirely new LED lighting system	£26,000
Additional height to fencing or added netting to areas	£8,000

3.7 To arrive at the overall project costs; various fees, development costs (for example planning and statutory approvals) and forward professional fees should be added to the construction estimate.

End of document

Published by	Wesley Bugg - Consultant
Signature	*W.Bugg*
Issued	22/11/23

This report has been prepared with all reasonable care, skill and diligence by Surfacing Standards Ltd and is confidential to our Client. Surfacing Standards Ltd accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.

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Agenda Item: C1157

Committee: **FULL COUNCIL**

Date: **December 19 2023**

Title: **Advertising**

Report Authors: **Mary Campbell**

Purpose of Report: **To maximise income from Advertising whilst protecting visual amenity**

Introduction

In the next year, Peacehaven Town Council will be losing sources of income whilst expenditure, especially on long-neglected maintenance of Community House, will be raised. With mortgage interest rates high and some means-tested welfare benefits slower than inflation, household budgets are stretched. The PTC precept is already higher than some others in East Sussex. The Council has been short-staffed and the staff have had to live through a period of severe uncertainty, exacerbated by covid and the illness of the previous Town Clerk. With future staffing arrangements improved, a priority for PTC should be to increase income other than by raising the precept.

Background

PTC`s main income from advertising comes from the big board in the Dell Park at the foot of Sutton Avenue. In order to improve the public realm, this is to be moved to a site at the north-east corner of the Dell Park. Planning and Highways Committee has also authorised development of a plan for advertising on (and sponsorship of) planters. There are other PTC-owned sites where the income from advertising might be worth more than potential damage to visual amenity.

More than six months ago, a local business asked to place advertisements on planters. This request has been repeated in the intervening period. Staff shortages and other issues have prevented this source of revenue from being activated. Activating this request is now urgent

A long discussion at Planning and Highways Committee identified the issues involved in a programme to increase advertising revenue from advertising/sponsorship of planters – issues that also apply to advertising more generally. These include: PTC level of control/approval for advertisements; whether a PTC logo should be included within the advertisement, or on each site but separate from the advertisement, or even not at all; whether advertisers should be required to adopt PTC colours (green and white) for their advertising (an issue that some felt applied particularly strongly to planters) or use their own logos; whether the use of PTC colours/ inclusion of PTC logo inside advertisements might imply PTC approval for the product/service being advertised/sponsored; whether there there should be two sets of prices (one for local Peacehaven businesses and a higher price for others). It was agreed that the prices charged should be decided by the RFO but no firm conclusions were reached on the other issues. The Agenda item headed `Public Realm advertising and sponsorship of planters` concluded: **`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` (PH1777).**

There are also opportunities for increasing advertising revenue via PTC`s E-News and other publications.

Analysis

PTC`s current income from public realm advertising is just over £2,000 p.a.. The extra areas where advertising and sponsorship might yield extra income without damage to visual amenity might include: on planters and (via sponsorship) of new planters; converting the temporary board at the north-east corner of the Dell Park into a permanent fixture; placing a similar board at the north-west corner of the Dell where the only view from westbound vehicles is of the house/shop at the end of Rowe Avenue; in the car park at Centenary Avenue. Between them, these could raise income of, say, £10,000 p.a. in 2024-5.

Conclusions

PTC needs to find ways to reduce its net expenditure other than by raising the precept. Advertising could raise several £thousands per annum. A programme to increase advertising revenue in 2024-5 and thereafter should be a priority for the new Projects officer.

Recommendation

That Council adopt the following:

1. To action as fast as possible the request made six months ago to advertise on a planter for one year, provided that the content and appearance of the advertisement is approved by PTC in advance.

2. To develop a programme to increase advertising revenue to at least £10,000 in 2024/5.

3. To report back with fully developed proposals, including a pricing structure for different sites, at the Council Meeting on February 6th.

Implications

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

Financial • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision?	Increased income
Legal • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities?	PTC owned sites only Possible need for ESCC approval for advertising on existing planters? ESCC Permission for new planters?
Health & Safety • Accessibility? • Equalities?	N/A
Planning • LDC permission? • Planning Law? • Highways?	ESCC Planning?
Environmental and sustainability • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling?	Visual amenity may be damaged if programme not carefully designed
Crime and disorder • ASB? • Public safety? • Road safety?	Need to be aware of distracting drivers
Social value • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits?	More planters could improve areas
Climate • Carbon footprint? • Materials? • Recycling?	N/A

Appendices/Background papers

Three quotes?
Location map?
Location pictures?
Supporting doc's?