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Meridian Way,
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DRAFT Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 19th December 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 Wendy Veck, Cllr Ashby-Parkin, Cllr Sue Griffiths, Cllr Paul Davies, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Claude Cheta, Amber Cullip-Cross (Youth Mayor).

Officers: George Dyson (Town Clerk), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer).

2 members of the public were in attendance.

C1141 MAYOR/CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting is being recorded. The Chair then informed the Council of the following:

- Christmas Afternoon Tea is tomorrow, 20th December 2023.
- PTC Offices are closed from 3pm Friday 22nd December, reopening 9am Tuesday 2nd January 2024.
- Next Bingo is 17th January, 2 – 4 pm in the Anzac Room.
- Next Cinema is 24th January, 7:30pm, showing The Great Escaper

The Chair then shared the following highlights:

Mayor's Highlights – in date order:

24th November – Hosted the Peacehaven Community Carol Concert
25th November – Opened the Peacehaven Christmas Market
25th November – Attended the Mewes Vets launch party
5th December – Attended the Newhaven Community Carol Concert
6th December – Watched the Peacehaven Community School Christmas Show
7th December – Supported the ABC Fund's Christmas Hamper Packing
9th December – Watched the Peacehaven Players Christmas Panto
15th December – Supported Santa at the Peacehaven Children's Christmas Party
18th December – Attended the ESCC Chairs Christmas Reception

Deputy Mayor's Highlights

16th November – Attended the Havens Food Coop celebration in Newhaven
29th November – Attended the U3A fashion show
3rd December – Attended the Rotary Club Old Folk's Party
13th December – Jointed the Mayor of Seaford's Carol Service

Cllr Donovan asked that Council join together to thank staff for all their support in this Council's first 7 months, wished all a Happy New Year and that we can look forward to working together in 2024.

C1142 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.

A member of the public asked several questions relating to the Neighbourhood Plan steering group and the Neighbourhood Plan consultation. Several of the questions will be discussed as part of item C1148 & C1149, and the Clerk will clarify one of the questions with the District Council.

C1143 TO APPROVE APOLOGIES FOR ABSENCE.

a. To note and approve apologies for absence

Apologies were received and accepted from Cllr Ashby-Parkin.

b. To note the resignation of Cllr Cathy Norcott-Jones

The Council **noted** the resignation of Cathy Norcott-Jones.

C1144 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

C1145 TO ADOPT THE PUBLIC MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 23RD NOVEMBER 2023

Proposed by: Cllr Griffiths Seconded by: Cllr Veck
The Council **resolved** to **adopt** the minutes of the 23rd November 2023.

C1146 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

i. To receive the public meeting minutes of the 17th October 2023.

Proposed by: Cllr Campbell Seconded by: Wood
The minutes were **agreed** and **adopted**.

ii. To receive the public meeting minutes of the 14th November 2023.

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

iii. To note the draft public meeting minutes of the 5th December 2023.

The minutes were **noted**.

b. Policy & Finance Committee:-

i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.

Proposed by: Cllr Griffiths Seconded by: Cllr Gordon-Garrett
The Council **resolved** to **authorise** payments and signing of Bank Reconciliation statements.

ii. To receive the public meeting minutes of the 24th October 2023.

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell
The minutes were **agreed** and **adopted**.

iii. To note the draft public meeting minutes of the 12th December 2023.

The minutes were **noted**.

iv. To receive the Community House Sub-Committee meeting minutes of the 16th October 2023

Proposed by: Cllr Griffiths Seconded by: Cllr Veck
The minutes were **agreed** and **adopted**.

v. To note the Draft Community House Sub-Committee meeting minutes of the 20th November 2023
The minutes were **noted**.

c. Personnel Committee.

i. To receive the meeting minutes of the 1st November 2023

Proposed by: Cllr Gallagher Seconded by: Cllr Davies
The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of 5th December 2023.

The minutes were **noted**.

d. Leisure, Amenities & Environment Committee:-

i. To receive the public meeting minutes of the 3rd October 2023.

Proposed by: Cllr Sharkey Seconded by: Cllr Wood
The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 21st November 2023.

The minutes were **noted**.

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 10th October 2023.

Proposed by: Cllr Veck Seconded by: Cllr Donovan
The minutes were **agreed** and **adopted**.

ii. To note the draft public meeting minutes of the 28th November 2023.

The minutes were **noted**.

C1147 TO APPROVE THE 2024/25 BUDGET & PRECEPT REQUIREMENT DEMAND TO LEWES DISTRICT COUNCIL

The RFO presented the budget and gave some additional background information on Earmarked Reserves.

Cllr Alexander requested that a CIL report with deadlines for spending the CIL monies be circulated.

Cllr Gallagher thanked the RFO for the work that has gone into the budget since the Policy & Finance meeting last week.

It was proposed that Council approve option 3 of the draft 2024/25 budget and associated precept demand.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

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

The RFO left at this point (19:54)

C1148 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher gave a summary of the report in the papers which was **noted** by Council.

C1149 TO REVIEW THE TERMS OF REFERENCE OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

There was a discussion about the revised Terms of Reference and the need to update them as well as some of the language used in the Terms of Reference.

It was proposed that the Terms of Reference be adopted subject to amending article 14.1 to clarify that it refers to the plan after adoption at referendum, and replacing the use of the word Committee with Group.

Proposed by: Cllr Gallagher Seconded by: Cllr Alexander.

An amendment to the proposal was proposed to amend article 14.1 to read "The Steering Group will be dissolved on adoption of the Plan at referendum and further plans to be discussed and made at that time.

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett

The amendment was voted on first, with 6 Councillors in favour, and 7 against. The amendment was not carried. The substantive motion was then voted on, and a recorded vote was requested.

In favour of the proposal: Cllr Davies, Cllr Donovan, Cllr Alexander, Cllr Fabry, Cllr Seabrook, Cllr Sharkey, Cllr Cheta, Cllr Gallagher.

Against the proposal: None

All other Councillors abstained from the vote.

The Council **resolved** to **agree** to the proposal by majority.

C1150 TO AGREE A FILMING AGREEMENT (from CCE Committee)

Cllr Donovan introduced the item and summarised the report.

It was proposed that Council approve the recommendation for the filming agreement.

Proposed by: Cllr Donovan Seconded by: Cllr Sharkey

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

C1151 TO AGREE THE REVISED SCHEME OF DELEGATION

The Clerk introduced the item and gave a summary of the changes since it was last seen by Council.

It was proposed that Council agree the revised scheme of delegation.

Proposed by: Cllr Griffiths Seconded by: Cllr Gallagher

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

C1152 TO RECEIVE A REPORT FROM THE HUB TFG AND AGREE RECOMMENDATIONS

The Parks Officer introduced the report and the Expression of Interest form included with the papers.

It was proposed that Council agree the recommendations in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

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

C1153 TO REVIEW MEMBERSHIP OF COMMITTEES AND AGREE ANY CHANGES

Cllr Studd would like to join the Civic & Community Events, Leisure Amenities & Environment, and Planning & Highways Committees.

Cllr Campbell and Cllr Gallagher would like to join the Community House Sub Committee.

Cllr Gordon-Garrett and Cllr Alexander both requested to join the Policy & Finance Committee, however, only one space was available. 6 Councillors voted for Cllr Gordon-Garrett to join, and 7 for Cllr Alexander. Cllr Alexander will join the Policy & Finance Committee.

It was proposed that Council agree the above changes to Committee membership.

Proposed by: Cllr Veck Seconded by: Cllr Davies

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

C1154 TO REVIEW OUTSIDE BODY REPRESENTATIVES

Cllr Gallagher would like to be the Outside body representative for OVESCO and Greenhavens.

Cllr Harman would like to be the Outside body representative for the Orchard.

It was proposed that Council agree the above outside body representative appointments.

Proposed by: Cllr Cheta Seconded by: Cllr Fabry

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

C1155 TO AGREE TO UNDERTAKE A FIRE SURVEY FOR COMMUNITY HOUSE

The Clerk introduced the item and summarised the report.

It was proposed that Council agree to undertake the fire survey.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies

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

C1156 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE MUGA

The Parks Officer introduced the item. Cllr Gallagher asked that the item be added to the next Leisure Amenities & Environment Committee agenda to look at in more detail.

It was proposed that the recommendations in the report be agreed and that the MUGA reserve budget be included in the 2025/26 budget.

Proposed by: Cllr Griffiths Seconded by: Cllr Gallagher

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

C1157 TO CONSIDER A MOTION FROM CLLR CAMPBELL ON ADVERTISING

There was a lengthy discussion about the item, including how it spans over multiple Committees, that some work is already being done in relation to this, and the capacity of Officers to support the work.

It was proposed that Council set up a TFG to look at developing an advertising policy which Officers can then implement, and report back to the Policy and Finance Committee at the end of January 2024.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

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

TFG membership: Cllr Donovan, Cllr Campbell, Cllr Griffiths, and Cllr Fabry.

C1158 DATE OF NEXT MEETING – TUESDAY 6TH FEBRUARY 2024 AT 7:30PM

The next meeting was confirmed as Tuesday 6th February 2024 at 7.30pm.

C1159 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey Seconded by: Cllr Griffiths

The Council **resolved** to **agree** to exclude press and public from the remaining items.

All public and the Youth Mayor left at this point (20:49)

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

The Clerk gave some background information to the item and summarised the actions that have taken place since the last Full Council meeting.

It was proposed that the Council go to tender with the documents as read.

Proposed by: Cllr Alexander Seconded by: Cllr Donovan

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

C1161 TO RECEIVE A REPORT ON A REQUEST TO HIRE COMMUNITY HOUSE ON A SUNDAY

Cllr Veck declared an interest in this item at this point as a patron of the Peacehaven Players.

The Clerk introduced the report and there was a discussion on the possible implications of opening on a Sunday.

It was proposed that the Town Clerk proceeds to create a business plan accounting for the financial, social, and operational implications of Sunday opening.

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

C1162 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS FROM THE INTERVIEW PANEL FOR THE MEETINGS AND PROJECTS OFFICER POST

The Clerk summarised the report. It was proposed that Council accept the recommendation from the interview panel.

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

Cllr Gallagher added her thanks to the interview panel for their hard work.

C1163 TO RECEIVE A REPORT ON THE 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

The Clerk summarised the report which the Council **noted**.

There being no further business the meeting ended at 21:28.