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PEACEHAVEN TOWN COUNCIL

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

A G E N D A

26th September 2023

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Monday 2nd October 2023 at 7.30pm.

George Dyson
Deputy Town Clerk

A G E N D A

C1102 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C1103 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1104 TO APPROVE APOLOGIES FOR ABSENCE.

C1105 TO RECEIVE DECLARATIONS OF INTERESTS.

C1106 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19TH SEPTEMBER 2023

C1107 DATE OF NEXT MEETING – TUESDAY 7TH NOVEMBER 2023 AT 7.30PM.

C1108 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:-

C1109 TO AGREE RECOMMENDATIONS FROM THE INTERVIEW PANEL FOR THE ROLES OF:

- i. Town Clerk
- ii. Responsible Financial Officer

C1110 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS FOR THE HUB FEASIBILITY STUDY.

C1111 TO AGREE THE RECOMMENDED PROPOSAL FOR SETTLEMENT OF OUTSTANDING SERVICE CHARGES FROM 2020.

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DRAFT Minutes of the Full Council meeting held in Community House on Thursday 19th September 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 Paul Davies, Cllr Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Claude Cheta and Cllr Aimee Harman.

Officers: Victoria Rutt (Locum Clerk and RFO) and George Dyson (Deputy Town Clerk).

Two members of the public were in attendance.

C1081 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, went through the building fire procedures and asked that phones are switched off or placed on silent. When you wish to speak please stand so you can be heard. The Chair informed the Council of the following:

- The Major Civic Service will be taking place this Thursday at Meridian Park, 11am – 1pm.
- Next Bingo is 27th September, 2 – 4 pm in the Anzac Room.
- Next Cinema is tomorrow, 20th September, 7:30pm, showing Indiana Jones and the Dial of Destiny.
- Deadline for submissions for October eNews is 22nd September 2023.

Mayor's highlights since 11th July 2023 in date order:

12th July – Attended the ESCC Chairmans Summer Reception.

19th July – Attended the Sussex Mayor's Association Luncheon.

12th August – Attended the Horticultural Society Annual Show.

13th August – Participated in the Dieppe Raid Commemoration, laying a wreath on behalf of Peacehaven Town Council.

22nd August – Hosted an afternoon tea in aid of Breast Cancer Now.

18th September – Presented awards at the Horticultural Society show presentation evening.

Deputy Mayor's Highlights

15th September – Attended the Royal Society of St George's Battle of Britain Dinner.

Youth Mayor's Highlights

14th July – Attended the ESCC Youth Voice Engagement Event

C1082 PUBLIC QUESTIONS

A resident from North Ward asked whether Community House had been inspected for RAAC in the construction of the building. Cllr Seabrook explained that an investigation had taken place and the building is clear. A District Cllr from Saltdean attended the meeting to request that Councillors approve the proposed Neighbourhood Plan this evening which is up for discussion and approval.

A resident left the meeting at 19:40.

C1083 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Ashby-Parkin, Cllr Veck, Cllr Smith and Cllr Norcott-Jones.

C1084 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1085 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 25TH JULY 2023

Proposed by: Cllr Griffiths

Seconded by: Cllr Sharkey

The Council **resolved** to **adopt** the minutes of the 25th July 2023.

C1086 TO RECEIVE MINUTES, RATIFY ACTIONS AND RECEIVE REPORTS ON URGENT MATTERS

a. Planning & Highways Committee

i. **To receive the meeting minutes of the 4th July 2023**

Proposed by: Cllr Campbell

Seconded by: Cllr Wood

The minutes were **agreed** and **adopted**.

ii. **To receive the meeting minutes of the 25th July 2023**

Proposed by: Cllr Campbell

Seconded by: Cllr Wood

The minutes were **agreed** and **adopted**.

iii. **To receive the meeting minutes of the 15th August 2023**

Proposed by: Cllr Campbell

Seconded by: Cllr Wood

The minutes were **agreed** and **adopted**.

iv. **To note the draft minutes of the 5th September 2023**

The minutes were **noted**.

v. **To receive a report from the Bus Service Improvement Plan TFG and agree recommendations**

Cllr Gallagher reported that this TFG consisted of Cllrs Campbell, Seabrook, Gallagher and Alexander. They held two meetings and their brief was to produce recommendations.

A full discussion was held around the proposed recommendations. Cllr Gallagher proposed that the recommendations were approved but with comments. This was seconded by Cllr Donovan. A vote took place and 6 were in favour, 3 were against and 3 abstained. Proposal carried.

Recommendation 2. Change the wording to PTC strongly support. This was proposed by Cllr Griffiths and seconded by Cllr Gallagher. All agreed, 1 Cllr abstained.

Recommendation 3. Cllr Campbell proposed and this was seconded by Cllr Griffiths. 5 Cllrs for, 7 voted against. Proposal not carried.

Recommendation 4. Cllr Campbell proposed and this was seconded by Cllr Griffiths. 5 Cllrs for, 6 voted against. Proposal not carried.

Recommendation 5. Cllr Gallagher suggested that wording amended to PTC wishes that in particular the proposal to extend the current westbound bus lane from Hodder Avenue to Central Avenue, which is considered urgently. This was seconded by Cllr Campbell. All agreed.

Recommendation 7. Cllr Campbell proposed which was seconded by Cllr Griffiths. All agreed.

Recommendation 8. Cllr Campbell proposed which was seconded by Cllr Alexander. All agreed except 1 Cllr who abstained.

Recommendation 9. Cllr Campbell proposed the immediate implementation of the yellow hatching and enforcement cameras. This was seconded by Cllr Alexander. All agreed.

Recommendation 10. Cllr Cheta proposed that comments sent that request that every measure is taken to reduce the pollution impact on the children, and safety measures, using the playground. This was seconded by Cllr Gallagher. All agreed.

b. Policy and Finance Committee

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

Proposed by: Cllr Griffiths

Seconded by: Cllr Sharkey

The minutes were **resolved** to **authorise** payments and signing of Bank Reconciliation statements.

- ii. To receive the 2022/23 External Auditors Report

The report was received and **noted**.

- iii. To approve the internal auditor's engagement letter up to March 2026

The letter was **approved**.

- iv. To receive the meeting minutes of the 27th June 2023

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher

The minutes were **agreed** and **adopted**.

- v. To note the draft meeting minutes of the 12th September 2023

The minutes were **noted**.

- vi. To note the draft Community House Sub-Committee minutes of the 7th September 2023.

The minutes were **noted**.

- vii. To appoint members to the Grants Sub-Committee.

It was agreed that the following Cllrs would be appointed to the Grants Sub-Committee; Cllrs Donovan, Griffiths, Sharkey, Harman and Seabrook.

c. Personnel Committee

- i. To receive the meeting minutes of the 5th July 2023

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths

The minutes were **agreed** and **adopted**.

- ii. To receive the meeting minutes of the 18th July 2023

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths

The minutes were **agreed** and **adopted**.

iii. To receive the meeting minutes of the 8th August 2023

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

The minutes were **agreed** and **adopted**.

iv. To note the draft minutes of the 12th September 2023

The minutes were **noted**.

d. Leisure, Amenities & Environment Committee

i. To receive the meeting minutes of the 30th May 2023

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

The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 18th July 2023

The minutes were **noted**.

iii. To arrange for dealing with tenders received for the Centenary Park Pathway

The Deputy Clerk explained that the tenders had been received and remained in sealed envelopes. Two Cllrs were required to be present when they were opened. It was agreed that Cllr Gallagher and Cllr Griffiths could undertake this.

e. Civic and Community Events Committee

i. To receive the meeting minutes of the 20th June 2023

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

The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 1st August 2023

The minutes were **noted**.

iii. To receive a report and agree plans for a Community Space Scheme

Proposed by: Cllr Donovan Seconded by: Cllr Griffiths

The report was **agreed**.

iv. To agree plans for a Halloween party

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

It was **agreed** that the event goes ahead subject to further funding being found.

C1087 TO AGREE AND MAKE FINAL APPOINTMENTS TO OUTSIDE BODIES

The document was referred to and Cllrs were allocated to the relevant bodies. The Deputy Clerk will update the document. The changes were proposed by Cllr Donovan and seconded by Cllr Davies. All agreed. *The updated document can be found attached as Appendix A.*

C1088 TO AGREE MEMBERS OF THE PUBLIC RIGHTS OF WAY TFG

Cllr Griffiths asked if this could be known as a working party and not TFG. This was agreed.

Cllr Griffiths proposed that members would be Cllrs Griffiths, Seabrook, Gordon-Garrett and Campbell, along with 2 members of the public. This was seconded by Cllr Alexander. All agreed.

C1089 TO RECEIVE REPORTS FROM OUTSIDE BODIES

Cllr Campbell reported that she attended the chamber breakfast which has reasonable discussions about the bus plan. She also attended the Citizens Advice AGM and a new Chair has been appointed.

Cllr Griffiths attended the access group who recently had a speaker from the Joff Youth Centre, who spoke about the planned improvements to the Youth Centre. She confirmed it looks good but it is likely a second plan will be needed as could be blocking the rights of way across the field.

Cllr Gallagher reported that she has been in contact with the Football Club who are anticipating the 3G pitch. It is a FA project and should commence for the September 2024 season.

Cllr Griffiths reported that volunteers needed at the Community Orchard this weekend volunteers day, and they have recently been nominated for the Kings Award for voluntary service.

Cllr Gallagher updated on behalf of Lewes District Council. They have 5 members and are becoming settled. There are big changes coming in Newhaven.

Cllr Seabrook updated on the JAG and said that incidents in the park are being reported and taken seriously, motorbikes have been seized, but emphasised the importance of residents continuing to report incidents to the police.

21:02 resident left the meeting.

C1090 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher reported that the plan was present to Full Council this evening for approval. It would then be sent to Lewes District Council for a 6 week consultation. There were discussions whether the plan meets the accessibility standard, this would be looked into.

C1091 TO AGREE THE REVISED NEIGHBOURHOOD DEVELOPMENT PLAN FOR SUBMISSION TO REGULATION 16 CONSULTATION

There was a lengthy discussion about the plan and all Cllrs who wished to speak were given the chance to voice their opinion and raise their points.

Cllr Cheta proposed that the plan was agreed at this meeting and corrections can be made at a later date. This was seconded by Cllr Alexander. This was voted on and proposal carried, in line with Standing Order 3s, a recorded vote was requested. Votes were cast as follow:

Cllrs Gallagher, Davies, Donovan, Fabry, Sharkey, Alexander and Cheta voted for the proposal.
Cllrs Griffiths and Harman voted against the proposal.
Cllrs Gordon-Garrett, Campbell, Wood and Seabrook abstained.

Proposed by: Cllr Cheta Seconded by: Cllr Alexander
The plan was **approved** for submission to Lewes District Council.

C1092 MOTION BY CLLR FABRY TO PROPOSE SUPPORT FOR ENERGY CHAMPIONS IN PEACEHAVEN

Proposed by: Cllr Fabry Seconded by: Cllr Alexander
The report was **supported**.

C1093 TO RECEIVE A REPORT AND AGREE ACTIONS REGARDING COUNCILLORS PRINTING COSTS

Discussion was held whether it could be looked into that some Cllrs have tablets or similar purchased for their use.

Cllr Campbell proposed that a budget code for 2023/24 is put in, this was seconded by Cllr Gallagher. All agreed.

C1094 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED.

The report was well received and **noted**.

C1095 DATE OF NEXT MEETING

The next meeting was confirmed as Tuesday 7th November 2023 at 19:30.

C1096 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Cllr Campbell proposed that we move into confidential, this was seconded by Cllr Cheta, all agreed.

CONFIDENTIAL

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The agenda order was amended by Cllr Seabrook

C1098 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE

The report was **noted**.

C1099 TO RECEIVE A CONFIDENTIAL REPORT RELATING TO AN ONGOING COMPLAINT

The report was discussed and Cllr Gallagher provided background information.

Cllr Donovan proposed that an apology is sent to the residents and the additional fence works are undertaken. This was seconded by Cllr Alexander.

The matter of the 2ft enforceable section would be raised at the next Leisure, Amenities and Environment Committee regarding the material used.

C1100 TO AGREE THE CYCLE HUB LEASE WITH EAST SUSSEX COUNTY COUNCIL

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell
The cycle hub lease was **agreed**.

C1101 TO RESOLVE THAT THE AGREED GATEWAY CAFÉ LEASE BE EXECUTED

The Deputy Clerk explained that the lease has been signed and agreed. It now needs to be sealed with 2 Cllrs present. Cllr Griffiths proposed that she and Cllr Gallagher could attend, this was seconded by Cllr Gallagher. All agreed.

C1097 PERSONNEL COMMITTEE

- i. To receive a report on the outcome of a complaint investigation

The report was discussed and Cllr Fabry thanked all Cllrs for taking part. Cllr Davies thanked the Council for looking at the complaint and hopes that everyone will learn from it.

The report was **noted** and will go back to Personnel Committee for including in future training plans.

- ii. To agree a TFG to review the former Town Clerk's exit interview

It was agreed that Cllrs Alexander, Griffiths and Sharkey will form a TFG to look at this and report back to Personnel Committee.

Deputy Clerk left the meeting at 22:19

- iii. To note and approve progress on the recruitment of a new Town Clerk

The Locum Clerk provided an update on the proposed timeline for the current internal recruitment process for two roles; Town Clerk and RFO.

- iv. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.

Cllr Gallagher provided an update on a member of staff who has recently returned from long term sick.

There being no further business the meeting ended at 22:24



PEACEHAVEN TOWN COUNCIL

MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS

1. Citizens Advice Bureau

The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.

- Cllr Campbell, Cllr Sharkey
- Contact ceo@lewesdistrictca.org.uk

2. Community Transport Lewes Association (CTLA)

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.

- Cllr Alexander
- Contact - info@ctla.org.uk

3. Crime Stoppers

Independent Charity that gives people the power to speak up and stop crime – 100% anonymously.

- Cllr Seabrook, Cllr Gordon-Garrett
- Contact - **0800 555 111**

4. Lewes District Association of Local Councils

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

- Cllr Seabrook.
- Contact – Councillor Zoe Nicholson Zoe.Nicholson@lewes.gov.uk

5. Peacehaven & Telscombe Housing Association

We are a charitable Housing Association providing 17 quality sheltered housing for retired people at Dorothy House in Peacehaven.

We promote independent living with support.

- Cllr Fabry
- Contact - [01273 587817](tel:01273587817) info@ptha.co.uk

6. Peacehaven & Telscombe Access Group

Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.

- Cllr Griffiths

7. Royal British Legion

The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities

– Cllr Davies.

Contact - Johan (Johanvuuren@yahoo.co.uk)

8. The House Project

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

– Cllr Gallagher.

Contact - Jean Farmalo (houseprojectpeacehaven@outlook.com)

9. Town Forum

Not yet running (in the process of restarting)

– Cllr Seabrook

10. Community Orchard

The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.

– Cllr Norcott-Jones.

Contact Cllr Griffiths

11. Community Garden

The Peacehaven Community Garden exists for members to grow produce, share ideas and learn garden-ing skills and knowledge using permaculture principles

– Cllr Norcott-Jones

Contact – David Seabrook

12. South Downs National Park Authority

Get to know the amazing history, species and communities of the South Downs

– Cllr Gallagher, Cllr Gordon-Garrett, Cllr Smith

Contact 01730 814810

13. Peacehaven & District Residents Association

Group to discuss and try to resolve issues facing the town

– Cllr Gordon-Garrett, Cllr Donovan

Contact – *Alison* 01273 589502

14. Green Havens Network

This group was set up to support community groups who are volunteering to protect your green spaces and bring them to life.

Cllr Norcott-Jones

Contact - contact@greenhavens.network

15. Lewes & Havens Community Network –

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

Cllr Alexander

Contact - alison.tutt@3va.org.uk, or call 01323 639 373 ext. 215

16. Joint Action Group (JAG)

– Cllr Seabrook.

Contact - **Strategy & Partnership Lead – Housing & Communities,
Lewes & Eastbourne Council**

Oliver.Jones@lewes-eastbourne.gov.uk | 07939 578 415

17. ESALC/NALC

– Cllr Campbell

Contact – Emily Simpson/ Trevor Leggo

18. Havens Health PPG

To work with the surgery and residents to resolve any service user issues.

– Cllr Campbell, Cllr Griffiths

Contact –

19. Peacehaven Chamber of Commerce

Peacehaven & District Chamber of Commerce is a thriving modern membership organization and is the responsible voice of business in the local area.

– Cllr Gallagher, Cllr Campbell.

Contact - Mark Derrick (mark@jarlands.com) & Simon Studd

20. Kempton House

Aim Is to Support The Whole Community. **Kempton house** day Centre puts the needs of the community first, helping elderly people within the area—Cllr Donovan.

Contact - Sue Hill (Sue@kemptonhousedaycentre.com)

21. Peacehaven and Telscombe Football Club

– Cllr Gallagher, Cllr Cheta, Cllr Norcott-Jones.

Contact - Sue Norwood (suenorwood1962@icloud.com)

22. Sustrans

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.

– Cllr Alexander

Contact - ania (ania.woodgate@sustrans.org.uk)

23. Community Speed Watch

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

- Cllr Alexander, Cllr Gordon-Garrett

Contact - Cllr Seabrook

24. Havens Hub & Cars

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.

– Cllr Davies, Cllr Sharkey

Contact - Paula Woolvan

25. Community Supermarket

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.

– Cllr Donovan

Contact - food@sussexcommunity.org.uk

26. Rampion/Offshore

To represent the Council and feedback information as needed – phase 2 still not commenced.

– Cllr Campbell

Contact - info@rampionoffshore.com

27. Joff Youth Hub

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– Cllr Fabry

Contact - 01273 336930 eh.keyworkleweshavens@eastsussex.gov.uk

28. Peacehaven Community School

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– Cllr Fabry

Contact josie.turner@swale.at

29. Lewes District Cost of Living Partners Action Group (CoLPAG)

The Cost-of-Living Partners Action Group (CoLPAG) was formed following the first CoL Summit that was hosted by LDC in October 2022.

For info, below are the key activities of CoLPAG detailed in our Terms of Reference

- To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
- To assist residents in accessing the necessary advice and support
- To work with partners to identify and support residents who are digitally excluded
- To ensure partners are aware of available resources and information to be able to signpost customers/residents
- To identify, discuss and agree actions for inclusion within the action plan to be developed by Lewes District Council
- To develop consistent information, advice and guidance whilst recognising the individuality of the separate organisations
- To ensure dignity for residents accessing food banks and warm spaces
- To provide support and guidance for safeguarding policies
- To identify counselling (supervision)/coaching and guidance for support to the VCSE
- To share good practice

Cllr Seabrook (when available) Cllr Fabry

Contact seanne.sweeney@lewes-eastbourne.gov.uk