

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

31st January 2024

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 6th February 2024 at 7.30pm.

A handwritten signature in black ink, appearing to read "George Dyson".

George Dyson
Town Clerk

A G E N D A

C1164 MAYOR/CHAIR'S ANNOUNCEMENTS.

C1165 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1166 TO APPROVE APOLOGIES FOR ABSENCE.

C1167 TO RECEIVE DECLARATIONS OF INTERESTS.

C1168 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19TH DECEMBER 2023.

C1169 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD

C1170 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. **Planning & Highways Committee:-**
 - i. To receive the meeting minutes of the 5th December 2023.
 - ii. To receive the meeting minutes of the 9th January 2024.
 - iii. To note the draft meeting minutes of the 23rd January 2024.
 - iv. To agree a response to the Lewes District Council Local Plan Consultation.
- 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 12th December 2023.
 - iii. To note the draft meeting minutes of the 30th January 2024.
 - iv. To agree new bank account signatories.
- c. **Personnel Committee.**
 - i. To receive the meeting minutes of 5th December 2023.
 - ii. To note the draft meeting minutes of 23rd January 2024.
- d. **Leisure, Amenities & Environment Committee:-**
 - i. To receive the meeting minutes of the 21st November 2023.
 - ii. To note the draft meeting minutes of the 9th January 2024.
- e. **Civic & Community Events Committee:-**
 - i. To receive the meeting minutes of the 28th November 2023.
 - ii. To note the draft meeting minutes of the 16th January 2024.
 - iii. To consider a request from Peacehaven Players regarding the Main Hall Stage lighting

C1171 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1172 TO REVIEW MEMBERSHIP OF COMMITTEES AND AGREE ANY CHANGES

C1173 TO REVIEW OUTSIDE BODY REPRESENTATIVES

C1174 TO RECEIVE VERBAL REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1175 TO AGREE A NEW PHONE AND BROADBAND CONTRACT

C1176 TO AGREE TO START USING A CASH COLLECTION SERVICE

C1177 TO RECEIVE AN UPDATE ON THE HUB CIL BID

C1178 TO AGREE TO INCREASE THE SCOPE OF IMPROVEMENTS TO THE HUB

C1179 TO ADOPT REVISED CONDITIONS OF HIRE FOR COMMUNITY HOUSE

C1180 DATE OF NEXT MEETING – TUESDAY 6TH FEBRUARY 2023 AT 7.30PM.

C1181 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:-

C1182 TO DISCUSS AND DECIDE ON SUNDAY OPENING OF COMMUNITY HOUSE

C1183 TO RECEIVE A REPORT ON THE REDEVELOPMENT OF THE MERIDIAN CENTRE

C1184 TO NOTE A CONFIDENTIAL REPORT ON THE FIELDS IN TRUST DEED OF DEDICATION FOR THE PEACEHAVEN COMMUNITY ORCHARD

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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.

PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
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EAST SUSSEX

Councillor Co-option Policy

1. Introduction

This policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Peacehaven Town Council (PTC). The Co-option procedure is entirely managed by the Town Clerk and this policy will ensure that a fair and equitable process is carried out.

2. Co-option Post Elections ('35days dispensation' rule)

There are two ways to fill these vacancies; co-option under a 'special dispensation' arrangement and the normal 'casual vacancy' process.

Under the 'special dispensation' arrangement, the Council has 35 days from the date of the elections in which it can directly co-opt to fill its remaining vacancies at a meeting of Council; the associated costs and more lengthy 'casual vacancy' process are avoided.

3. Co-option Casual Vacancy

The Co-option of a Town Councillor normally occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the council a meeting of an outside body.

The Town Clerk has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of nomination paper. PTC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the Town Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, PTC is able to co-opt a volunteer.

4. Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the District Council the casual vacancy can be filled by means of Co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the council notice boards and website;
- Advise PTC that the Co-option Policy has been instigated.

PTC is not obliged to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left underrepresented for a significant length of time, neither does it contribute to effective and efficient working of the council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of PTC.

5. Eligibility of Candidates

PTC is able to consider any person to fill a vacancy provided that:

- He/she is an elector of the Town; or
- Has resided in the Town for the past twelve months or rented/tenanted land or other premises in the Town; or
- Had his/her principal place of work in the Town; or
- Has lived within three miles (direct) of the Town.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Local Authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

6. Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of PTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

7. At the Co-option Meeting

At the Co-option meeting candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of PTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits

of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s). Voting will be by a show of hands. The vote will be recorded.

In order for a candidate to be elected to PTC it will be necessary for them to obtain an absolute majority of votes cast. If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she make take their seat immediately.

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring officer.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.

APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you Applying For?	

About You

Please provide the council with some background information about yourself.

Reasons for Applying

Please provide the council with your reasons for wanting to become a Parish Councillor.

Signature	
------------------	--

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the Town area:

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application to the Town Clerk. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Peacehaven Town Council.

Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.

Peacehaven Town Council is duty bound to treat this information as strictly confidential.

APPENDIX B **Co-option Eligibility Form**

1. In order to be eligible for co-option as a Peacehaven Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:
 - a) I am registered as a local government elector for the Town; or ☐
 - b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the Town; or ☐
 - c) My principal or only place of work during those twelve months has been within the Town; or ☐
 - d) I have during the whole twelve months resided in the Town or within 3 miles of it. ☐
2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:
 - a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
 - b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....hereby confirm that I am eligible for the vacancy of Peacehaven Town Councillor, and the information given on this form is true and accurate record.

Signature.....

APPENDIX C

C0-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	Sound knowledge and understanding of local affairs and the local community Forward thinking	Can bring a new skill, expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	Ability to listen constructively A good team player Ability to pick up and run with a variety of projects Solid interest in local matters Ability and willingness to represent the Council and their community	Experience of working or being a member in a local authority or other public body Experience of working with voluntary and or local community/interest groups Basic knowledge of legal issues relating to town and parish Councils or local authorities

	<p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</p> <p>Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training</p>	Experience of delivering presentations
Circumstances	Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends	

George Dyson
Town Clerk

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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.

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 Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 9th January 2024 at 6.00pm

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

Officers: Victoria Onis (Committees and Assistant Projects Officer)

8 members of the public were in attendance.

1 PH1821 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18.00, welcomed everyone and briefly ran through the building fire procedures.

The Chair handed out to Committee members, a map of all the TPOs in Peacehaven for everyone's records.

2 PH1822 PUBLIC QUESTIONS

There were several questions asked by members of the public as follows:

A resident raised concerns with the over development of the Town and the lack of infrastructure to support this. In particular, this week an area of land, east of Hoddern Farm has been shared on local social media as a potential site for 500+ houses. This over development, in time, reduces the quality of the area to live in.

Cllr Gallagher spoke of her involvement with the Neighbourhood Development Plan for Peacehaven & Telscombe; the NDP has been looking at the land within the two Towns and this will be coming to a referendum very soon. Cllr Gallagher advised that currently Lewes District Council, the Government and the South Downs National Park which surrounds us, are also upgrading their plans. Cllr Gallagher advised the residents that the plot within Peacehaven which was shared on a local social media group this week, is definitely not for housing. The next steps for the Town Council will be to organise some more public meetings about our Neighbourhood Development Plan and this will also include all the other hierarchies' updated plans.

Another resident raised concerns with LW/23/0755 & LW/23/0773 66 - The Lookout.

The Chair then read out a statement from the Lewes District Council Planning Officer.

The applications currently with Lewes District Council regarding land adjacent to 66 The Lookout, Peacehaven relate to land entirely within the South Downs National Park. As such, it is the South Downs National Park Authority who will be determining the applications. The current Lewes DC applications are invalid, meaning they will be withdrawn imminently.

Once new applications are set up at the National Park, new site notices will be displayed and letters will be sent out to neighbours informing them of the new reference number (which will be prefixed with SDNP) and containing instructions on how to make comments.

Case officers at Lewes District Council will forward all comments already received for LW/23/0755 and LW/23/0773 to the SDNP case officer.

The Chair requested that the resident attends the Committee meeting again, once the applications have been resubmitted.

Another resident expressed concerns regarding LW/23/0755 & LW/23/0773 and reported that there had been an attempt to deliver 6 hot tubs to the site via the footpath and not Downs walk. The only access to the site is a footpath and bridleway.

The Chair requested that the resident returns to the next Committee meeting when the resubmitted applications are on the Agenda; we are a neighbouring authority and will be consulted.

Another Resident also expressed concerns regarding the land that has been highlighted east of Hoddern farm which has been earmarked for housing. Residents are being told that the land isn't going on the local plan but there is a lot of speculation about this and would like this confirmed.

The Chair has advised the Resident to email Cllr Laurence O' Conner for the use of this land, to be confirmed.

Another resident also shared concerns regarding the land highlighted to the east of Hoddern Farm and regarding the poor local infrastructure to support this. The number of houses stated are too accurate to be speculation and the Council can be legally challenged if they don't include it in the new Local Plan.

Cllr Alexander added that when planning applications are submitted and residents would like them to be examined by the Planning Applications Committee at Lewes District Council they need to contact the local District Councillor who has the ability to call it in. This needs to be done within 2 weeks of the application being validated. Cllr Alexander advised the resident of the District Councillors for each ward. East Ward; Cllrs Cathy Gallagher and Davies, North ward; Cllrs Sharkey and Clarkson. The Resident reported that Cllr Clarkson has replied today, to say that the land will not be included in the LDC plan.

3 PH1823 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Seabrook.

4 PH1824 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

6 members of the public & Cllr Gallagher left the room at 18.20

5 PH1825 TO ADOPT THE MINUTES FROM THE 5TH DECEMBER 2023

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

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

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

PH1826 LW/3475/CC Peacehaven Youth Centre, Roderick Avenue

Concerns of the loss of the footpath were discussed and it was raised that this may not be an official footpath.

Cllr Campbell confirmed that it has been confirmed by the ESCC Rights of way Access Officer on 6/12/23, that the path is a public footpath. Peacehaven 22 runs in a north-south direction across the field, i.e. from Edith Avenue towards the car park.

The Rights of Way Team confirmed that they have not received an application to temporarily close the route, and there are no details in the planning application. Any queries regarding this can be directed back to the rights of way team who will investigate further.

Cllr Gallagher returned to the meeting at 18.25

It was proposed that the Committee support the planning revision but would like to submit comments. (1) Revising the Site Plan document number 2140 to show (a) the Public footpath across the playing field from Edith Avenue southwards towards the Meridian Centre, and (b) the barrier areas between the Joff site and the adjacent houses. (2) Maintaining the existing wooden floors and protecting them from construction work.

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Sharkey

All in Favour

PH1827 LW/23/0755 66 The Lookout Peacehaven

Due to inaccuracies with the application, LDC recommends a new application should be submitted to the SDNP.

PTC will be informed when the application is received and it will be discussed in detail at the following meeting

PH1828 LW/23/0773 66 The Lookout Peacehaven

Due to inaccuracies with the application, LDC recommends a new application should be submitted to the SDNP.

PTC will be informed when the application is received and it will be discussed in detail at the following meeting

PH1829 LW/23/0704 12 Valley Road Peacehaven

It was proposed that the Committee support this planning application.

Proposed by: Cllr Studd

Seconded by: Cllr Gallagher

The Committee **resolved** to **support** this proposal by a majority, with 1 abstention

PH1830 LW/23/0694 61 Capel Avenue Peacehaven

It was proposed that the Committee support this planning application

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

PH1831 LW/23/0740 62 South Coast Road

The application was discussed and although the dropped curb is virtually the length of the property, no grass verges will be lost and they are retaining some of the front wall and garden.

It was proposed that the Committee support this planning application.

Proposed by Cllr Gallagher **Seconded by** Cllr Sharkey
The Committee **resolved** to **support** this proposal by a majority, with 1 abstention

PH1832 LW/23/0749 3A Capel Avenue Peacehaven

1 online Objection. The 45% rule on light will be reviewed by Lewes District Council Planning Officers.

It was proposed that the Committee support this planning application

Proposed by: Cllr Gallagher **Seconded by:** Cllr Studd
The Committee **resolved** to **support** this application.

PH1833 LW/23/0608 122A Phyllis Avenue Peacehaven

The Committee wishes to make no comment as there was insufficient information to make a decision,

12 TO NOTE the following Planning decisions:-

PH1834 LW//22/0635 120 Edith Avenue Peacehaven

PH1835 LW/23/0628 41 Rowe Avenue Peacehaven

PH1836 LW/23/0448 3 Slindon Avenue Peacehaven

The Committee **noted** these planning decisions.

The next meeting was confirmed as Tuesday 23rd January 2024 at 7.30pm.

There being no further business, the meeting was closed at 18.45.

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
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 23rd January 2024 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr Isobel Sharkey (Vice Chair of Council), Cllr Ian Alexander, Cllr Sherral Wood, Cllr Nikki Fabry, Cllr Ashby-Parkin.

Officers: Victoria Onis (Committees and Assistant Projects Officer)

5 members of the public were in attendance.

1 PH1837 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19.30 and welcomed everyone.

2 PH1838 PUBLIC QUESTIONS -

There were several questions asked by members of the public as follows:

Q1 A member of the public raised concerns with the lack of information of a shuttle bus to take residents to Seaford Morrisons.

Cllr Alexander responded that he has recently spoken to the Solicitor for LDC to check for the latest information on the re-development and has been advised that the 'heads of agreement', which is a major part of the contract, has not yet been signed and there have been no updates from Morrisons since before Christmas. The Chair of the Peacehaven Residents Association has also tried 4 different numbers to speak to Morrisons and is unable to make contact.

Cllr O'Connor requested to speak on this matter; Cllr O'Connor reported that conditions under which the planning condition was granted to Morrisons hadn't yet been signed off because there are a lot of conditions to agree and also Morrisons have to agree 106 monies. When all this is all signed off, a decision is then made.

Cllr O'Connor updated the Committee and members of the public that the idea of a shuttle bus was only informative and not actually a condition. Cllr O'Connor reported that he was on the Planning Committee at LDC when this application was decided in April and did at the time emphasize the importance of a shuttle bus and the Post Office but, have not had any updates on either. Cllr O'Connor will take these pending concerns up with Morrisons tomorrow, as the Town is now in need of this bus to Seaford now that the Co-op is closed.

Q2 A resident raised the following concerns:

- A259 and concerns that any incident causes major traffic issues on the South Coast Road. Newhaven swing bridge faults, road works, accidents. The issues on the Coast Road need to be addressed before any further development.

The resident also asked a question regarding the Local Plan Consultation:

- When did the Town Council know about the developers' proposals for land east of Chalker's rise as it is not in the Neighbourhood Development Plan.
- Does anyone locally have a full hard copy of the consultation documents as the covering document itself is meaningless, unless you have got the plans that show the sites, the LAA appendix 3.1 is approx. 500 pages and that is just 1 appendix. The covering document has information in there that is very concerning, not just about further development in Peacehaven but the impact for all of us on the A259.

Cllr Campbell reported that there is no planning application for that land at all and has investigated but still is unsure where the idea that there might be has come from.

Cllr Alexander discussed the concerns and reported that the site East of Chalker's Rise is not in the local plan which is out for consultation but there is smaller site close by with a proposal for 15 homes.

Cllr O'Connor updated the Committee and Residents on the Local plan concerns. Cllr O'Connor reported that there was a Local Plan Consultation in the summer of 2022 and after that Consultation, developers could then put forward sites; those sites then had to go into an assessment process which has taken a long time because it's the whole of the District and a massive document to produce.

The Town Council wouldn't have known about it until the consultation was published. Cllr O'Connor reiterated that this is not a draft plan, this is a consultation to get people's views, so please put comments forward.

The resident asked where are the 602 houses per year is to be built.

Cllr O'Connor explained that development is based on evidence and that evidence is weighed up for each site across the whole of the District. Decisions have not been made, so comments need to be put forward for why this is or isn't developable. This evidence can be used in weighing up the balance. It is difficult but we don't want people worrying unnecessarily. Peacehaven has not been considered a place for major development in the proposals ideas/consultations that have come forward. Important in respect of Peacehaven and Telscombe's development is the ability of the A259 to cope.

The Chair extended public questions due to the concerns with the LDC Consultation.

Cllr O'Connor explained the process relating to the LDC Local plan Consultation. Cllr O'Connor explained that there is a Consultation process now, then a further draft plan will be put forward for further consultation. This draft will then be tidied up and then by June 2025 will be put forward to the Secretary of State. This will then be agreed with District Council again.

There are lots of hurdles before it goes to a Secretary of State Inspector and then they will deem it suitable or not.

Any area that is identified for development will be subject to the National Planning Policy framework, it will be down to Government guidelines NPPF. The Government promised a change in guidelines in December to achieve 602 homes. Whether we can or not is another matter. If we can't then we have to satisfy an inspector and the number may be reduced as in previous times; we don't want development at the expense of lack of infrastructure.

Cllr Campbell also welcomed comments from Cllr O'Connor regarding the report submitted for item number PH1847. Cllr O'Connor suggested the Planning & Highways Committee might like to meet again to redraft this document and review the information it contains before referring it back to the next meeting on the 13th February for consideration. Cllr O'Connor agrees with all recommendations except 1 and 10.

Cllr O'Connor suggested that our priority is to provide homes for our residents and their children, this is where the emphasis should come, this is our concern, ideally something in the local plan that says wherever possible conditions must be put in place ensure that local residents and their children get first dibs on houses.

Cllr Campbell thanked Cllr O'Connor for his feedback.

Other concerns raised in public questions

- Lack of face-to-face Local Plan consultations in Peacehaven. Cllr O'Connor advised that the reason why other Towns and Villages had exhibitions were because they were mostly affected by proposed development whereas, Peacehaven and Seaford aren't. Peacehaven hasn't any big sites that have been identified as deliverable. Consultations have been in other towns as they were mostly affected

by deliverable sites. Seaford have now also raised concerns about the lack of information and LDC are looking at whether extra sessions can be held, as people in other areas are still interested.

3 PH1839 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received from Cllrs Gallagher, Studd and Cllr Seabrook.

Cllr Fabry substituted for Cllr Gallagher and Cllr Ashby- Parkin for Cllr Studd

4 PH1840 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH1841 TO ADOPT THE MINUTES FROM THE 9TH JANUARY 2024

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

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

6 PH1842 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The budgetary report was noted

7 PH1843 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

There was no update in Cllr Gallagher's absence.

8 PH1844 TO DECIDE RURAL GRASS CUTTING SERVICE

It was resolved that further investigation is needed by the Committee to make a decision on the rural grass cutting. A visit to this site will take place, the residents in this location will be consulted and also feedback from the Parks Officer will be useful to help with this decision.

It was agreed to investigate and bring this back to the next Committee meeting on the 13th February.

9 PH1845 TO RECOMMEND ITEMS TO PUT FORWARD FOR DISCUSSION AT THE BUSINESS PLAN COMMITTEE

It was proposed to agree the six items that are recommended to put forward for discussion at the Councils Business Plan Committee.

Proposed Cllr Sharkey **Seconded** Cllr Wood

All in favour

10 PH1846 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

- a. Wildflower grass verge survey – no update
- b. Planters and public realm along South Coast Road – no update
- c. Public Safety Group – The Committees Officer reported that the next public safety meeting will be at 9.30am on the 8th February. Police Traffic Officer Steve O'Conner will be in attendance along with a representative from Peacehaven Heights Junior School, awaiting response from Meridian Juniors.
- d. Rights of way – no update

11 PH1847 LEWES DISTRICT COUNCIL'S LOCAL PLAN REGULATION 18 CONSULTATION TOWARDS A LOCAL PLAN SPATIAL STRATEGY AND POLICIES DIRECTIONS

Cllr Campbell apologised for failing to use the full name of this item in the report and secondly recognised the challenge made to the data in the appendix regarding housing density. This had been significantly challenged by a member of the Committee.

It was proposed that a response to the Consultation will be made as a Council and not individually by Councillors.

Proposed Cllr Sharkey **Seconded** Cllr Alexander
All in Favour by the majority, 1 abstention

Due to the late arrival of a helpful supplementary paper today from the Neighbourhood Plan Steering Group; it was proposed to have a TFG to prepare a response to the Lewes District Plan Consultation document with submission to Full Council on the 6th February. The TFG will consider the Chair of Planning & Highways report, along with the report from the Steering Group and also other people's thoughts and knowledge will be taken into account.

The Committee members for this TFG will be Cllrs Gordon-Garrett, Wood, Campbell, Sharkey, Ashby-Parkin and an invitation to Cllr Gallagher.

Proposed by Cllr Gordon-Garrett **Seconded** by Cllr Sharkey
All in Favour

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

PH1848 LW/23/0790 Flat 1 2 Dorothy Avenue Peacehaven

It was proposed that the Committee support this planning application

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

PH1849 LW/23/0788/CD Land between Greenacres and Highsted Park Telscombe Road

This application for discharge of conditions was noted.

PH1850 LW/24/0009 Peacehaven Youth Centre Roderick Avenue

This application was reviewed at the last Planning & Highways Committee meeting and comments sent to the Principal Planning Officer for Planning Policy & Development Management Communities, Economy and Transport at ESCC.

It was resolved for the same comments to be submitted again to LDC.

It was proposed that the Committee support the planning revision but would like to submit comments. (1) Revising the Site Plan document number 2140 to show (a) the Public footpath across the playing field from Edith Avenue southwards towards the Meridian Centre, and (b) the barrier areas between the Joff site and the adjacent houses. (2) Maintaining the existing wooden floors and protecting them from construction work.

Proposed by: Cllr Ashby-Parkin **Seconded by:** Cllr Fabry
The Committee **resolved** to **support** this application

13 TO NOTE the following Planning decisions

PH1851 LW/22/0667/CD Land East and west of Downs Walk Peacehaven

PH1852 LW/22/0633 6 Crocks Dean Peacehaven

PH1853 LW/23/0284 85 South Coast Road Peacehaven

PH1854 LW/23/0582/CD Land between Greenacres and Highsted Park Telscombe Road

14 PH1855 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

There were no complaints for this Committee to note since the last meeting.

15 PH1856 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

The action plan was noted

16 PH1857 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 13th FEBRUARY 2024

The next meeting was confirmed as Tuesday 13TH February 2024 at 7.30pm.

There being no further business, the meeting was closed at 20.30

Agenda Item:	C1170b(i)
Committee:	Full Council
Date:	6 th February 2024
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

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 9 (December 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 31 December 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 77.1% of the budgeted expenditure has been spent so far, and 116.5% of the budgeted income has been received as at the end of month 9 (December 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:

<u>Financial</u>	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.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

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

**Bank Reconciliation Statement as at 29/12/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	29/12/2023		802,204.30
Current Account	29/12/2023		50,000.00
			<u>852,204.30</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
14/03/2023	205393	TIANNA KING	50.00
09/08/2023	121182	NO NAME SHOW PRODUCTIONS	66.40
21/09/2023	121190	RICHARD EVANS.	100.00
08/12/2023	205595	KATIE CRONE	50.00
08/12/2023	205596	SCDA	297.93
08/12/2023	205597	ISOBEL SHARKEY	15.00
08/12/2023	205598	AIR AMBULANCE	500.00
			<u>1,079.33</u>
			851,124.97
<u>Unpresented Receipts (Plus)</u>			
20/12/2023			292.36
21/12/2023			56.70
21/12/2023			31.50
22/12/2023			50.00
22/12/2023			2,300.74
22/12/2023			7.75
			<u>2,739.05</u>
			853,864.02
Balance per Cash Book is :-			853,864.02
Difference is :-			0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 29/12/2023
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	29/12/2023		182,073.07
			<u>182,073.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			182,073.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			182,073.07
		Balance per Cash Book is :-	182,073.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 29 December 2023

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£802,204.30
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£182,073.07
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
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BN10 8BB

Your Business Current Account

At a glance

23 - 29 Dec 2023

Date	Description	Money out £	Money in £	Balance £
23 Dec	Start Balance			50,028.80
27 Dec	DD Direct Debit to Fuel Card Services Ref: Ffb017243	154.94		49,873.86
	DD Direct Debit to Health Assured Ltd Ref: 000Pea026	60.00		49,813.86
	DD Direct Debit to BCard Commercial Ref: 5476760307525801	704.86		49,109.00
	Giro Direct Credit From Sumup Payments Acc Ref: McA Pid406536		9.44	49,118.44
	Giro Transfer From Account 30701211		910.36	50,028.80
28 Dec	Giro Transfer to Account 30701211	870.12		49,158.68
	STO Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	50,000.00
29 Dec	DD Direct Debit to Totalenergies G&P Ref: 1221874	35.64		49,964.36
	DD Direct Debit to Totalenergies G&P Ref: 1221874	1,057.20		48,907.16
	Giro Transfer From Account 30701211		1,092.84	50,000.00
29 Dec	Balance carried forward			50,000.00
	Total Payments/Receipts	2,882.76	2,853.96	

Start balance £50,028.80

Money out £2,882.76

► Commission charges £0.00

► Interest paid £0.00

Money in £2,853.96

End balance £50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

[Bank of England Base Rate Information](#)

Rate effective from 03 Aug 2023 was	5.250%
--	--------

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Online

barclays.co.uk

On the phone

0345-717-1819

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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Banking](http://www.linkedin.com/BarclaysBusinessBanking)

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We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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George Dyson
Town Clerk

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✉ 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.

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

Agenda Item: C1170b(iv)

Committee: Full Council

Date: 06 February 2024

Title: Signatories

Report Authors: Responsible Financial Officer

Purpose of Report: To receive volunteers for signatories

Analysis

As a council we are required as per our financial regulations to have two councillor signatories to sign off purchase invoices for payment.

Payments are usually made once a week via online transfer on a Friday and current signatories are approached during the week to come into Community House and sign off the proposed invoices.

Occasionally cheques are issued and will need to be signed.

I am looking for one or two more councillors who would be willing to be a signatory. The councillor will need to be available at maximum once a week to sign all proposed invoices for payment. This exercise takes no more than 15/20 minutes.

They will need to be able to verify themselves with our bank, Barclays, if not already a customer and be able to proficiently use internet banking if required.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Allows prompt payment to suppliers
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	

<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

George Dyson
Town Clerk

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✉ 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.

George Dyson
Town Clerk

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✉ 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 23rd January 2024 at 6.00pm.

Present: Cllr Debbie Donovan (Vice-Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Ian Alexander, Cllr Nikki Fabry, Cllr Paul Davies.

Officers: George Dyson (Town Clerk)

1. E452 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:01, welcomed everyone and informed the Committee that the next Peacehaven Cinema is tomorrow (24th January 2024), showing the Great Escaper.

The Chair also informed the Committee that Cllr Sue Griffiths has resigned as a member of this Committee.

2. E453 TO CONSIDER APOLOGIES FOR ABSENCE

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

Cllr Cheta was also absent.

Cllr Campbell was initially noted as absent, however, arrived at 18:14.

3. E454 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E455 TO ADOPT THE MINUTES OF 5TH DECEMBER 2023 MEETING

Proposed by: Cllr Sharkey **Seconded by:** Cllr Fabry

The minutes of 5th December were **agreed** and **adopted**.

5. E456 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Committee **noted** the budgetary update.

6. E457 DATE OF NEXT MEETING – TUESDAY 26TH MARCH 2024 AT 7:30PM

The next meeting was confirmed as 26th March 2024 at 7:30pm.

7. E458 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Davies

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.

8. E459 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair introduced the item and commented that all items on the Action Plan are progressing well.

The committee **noted** the action plan.

9. E460 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk briefly summarised both the staff and Councillor training plans, and informed the Committee that the outstanding Climate Change training is being organised at the moment. The Committee thanked the Clerk for the work that's gone into progressing the staff and Councillor training.

Cllr Alexander highlighted that he had recently attended the First Aid Course which had a mix of staff and Councillors attending and that it was a really good day.

The Committee **noted** the training plan.

10. E461 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.

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

11. E462 TO DISCUSS AND AGREE ACTIONS FROM THE MARKETING AND COMMUNICATIONS OFFICER'S EXIT INTERVIEW

The Clerk introduced the report and gave some background, including a brief timeline of events.

Cllr Sharkey commented that we're already aware and looking at quite a lot of it.

Cllr Fabry asked about whether any thought has been put into recruiting a replacement, the Clerk advised that we would wait until the Meetings & Projects Officer has settled in before looking at this.

12. E463 TO NOTE THE END OF PROBATIONARY PERIODS FOR:

a. Town Clerk

The Committee **noted** the end of probationary period, and the Chair signed the letter confirming the Clerks end of probation.

b. Responsible Financial Officer

The Committee **noted** the end of probationary period, which the Clerk has already confirmed with the RFO.

Cllr Alexander highlighted that the budget had come right in the middle of the probationary periods and that the RFO and Clerk had dealt with it extremely well. The Committee thanked the Clerk and RFO for all their hard work so far.

13. E464 TO NOTE THE INDUCTION PROCESS FOR THE INCOMING MEETINGS AND PROJECTS OFFICER

The Chair briefly introduced the item, highlighting that the plan looks good. The Committee **noted** the induction process.

14. E465 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.

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

a. Skills and Training Audit

The TFG reported that the surveys have now gone out to Councillors via Microsoft Forms, there was a brief discussion about who the raw data will be shared with – it was confirmed that the TFG will be given this.

Staff have all been spoken to, except the Grounds Team, so the TFG should be able to report back fully soon.

b. Recruitment and Retention

This TFG can now be closed.

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

The Chair informed the Committee that this TFG needs to meet urgently to start the review of the disciplinary and grievance policies in particular – the handbook itself is less urgent due to the upcoming HR company change.

Cllr Alexander highlighted that ACAS have template grievance and disciplinary policies that we could use. Cllr Davies agreed that the policy should be based around the ACAS guidance.

d. Stress Management Standards

Cllr Alexander reported that the TFG has now had their second meeting and that a suitable survey is being researched and refined for all Councillors and staff to complete.

The Clerk thanked the Councillors involved with the TFG for their work on this TFG and highlighted that the work of the TFG is being met with a positive response from staff.

There being no further business, the meeting closed at 18:46.



PEACEHAVEN TOWN COUNCIL

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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 Epina Park playground item on the Action plan should be linked with the Epina and Oval Survey results TFG.

Minutes of the Leisure, Amenities & Environment Committee meeting – 21st November 2023

It was proposed that the Epina Park Playground item be looked into by the Epina Park 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.

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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.

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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.

George Dyson
Town Clerk

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 9th January 2024 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Griffiths, Cllr Gallagher, Cllr Wood, Cllr Alexander, Cllr Fabry, Cllr Studd, Cllr Campbell (non-voting).

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

No members of the public were present.

1 LA859 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedures, and informed the Committee of the following:

- Next Bingo is 17th January 2024 – 2 – 4pm
- Cinema is 24th January 7.30pm showing the Great Escaper.

2 LA860 PUBLIC QUESTION TIME

Cllr Campbell raised 2 queries – one relating to item LA877, whether it is possible to move a bench located in the Dell. The other relating to item LA859 and the possible siting of the pop-up shop.

The Chair advised that the items would be discussed under the appropriate agenda items.

3 LA861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Ashby-Parkin and Cllr Seabrook.

These apologies were **noted**.

Cllr Alexander is substituting for Cllr Ashby-Parkin.

4 LA862 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest as an allotment tenant.

Cllr Alexander declared an interest due to prior involvement in the memorial benches item.

5 LA863 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 21ST NOVEMBER 2023

Proposed By: Cllr Wood **Seconded By:** Cllr Alexander

The minutes of the meeting held on 21st November 2023 were **agreed and adopted**.

6 LA864 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA865 TO NOTE THE ACTION PLAN UPDATE

The Parks Officer introduced the item and explained that the pathway works in Centrary Park are going well. The Committee **noted** the action plan update.

8 LA866 TO NOTE MUGA COURT PLAN

The Parks Officer introduced the item and gave the background on this – that it was agreed at Full Council and requested that it come back to this Committee for noting.

There was a brief discussion on the item, particularly around how it links into the Football Club 3G pitch works.

The Committee **noted** the plans.

9 LA867 TO AGREE BOWLING GREEN WORKS

The Parks Officer introduced and summarised the report. The Committee discussed possible funding sources for the works.

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

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

10 LA868 TO AGREE CENTENARY PARK PROJECTS

The Parks Officer introduced the report, which the Committee discussed.

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

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

11 LA869 TO DISCUSS POP UP SHOP REQUEST

The Parks Officer summarised the report and gave some background to the item.

The Committee discussed possible locations the request might work and how it fits with PTC policy.

It was proposed that Officers develop some draft Terms & Conditions to come back to this Committee.

Proposed By: Cllr Studd **Seconded By:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

12 LA870 TO NOTE ALLOTMENT UPDATE

The Parks Officer summarised the report and the Committee commended the Grounds Team for their hard work on the clearing of rubbish from allotments.

The Committee **noted** the report.

13 LA871 TO DISCUSS MACHINERY UPDATING

The Parks Officer summarised the report and the Committee discussed options around leasing versus purchasing, and whether purchasing new or second-hand would be options.

The Parks Officer was thanked for his excellent report and thorough appraisal of the machinery.

It was proposed that the Committee approve the recommendations in the Officers report.

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

14 LA872 TO NOTE WORKS UPDATE

The Committee **noted** the update.

15 LA873 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs)

a. Allotment policy and Terms & Conditions implementation review.

This TFG can now be closed.

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

It was discussed that this TFG needs to meet urgently with a view to reporting back to the next Committee meeting.

c. Signage

Cllr Fabry introduced the report on signage on behalf of the TFG, emphasising the importance of them being recycled plastic and including QR codes. Cllr Fabry also shared some provision quotes she has obtained for ladder style signs.

It was discussed that there would be a need to consult with local disability groups, and reinforced that there are a number of different types of signs needed.

It was proposed that the Committee agree the 4 recommendations in the report.

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

It was proposed that the smaller required signage also comes back to the next Committee meeting.

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

16 LA874 TO DISCUSS BUSINESS PLAN

The Chair introduced the report, and the Clerk clarified the requirements for the business plan items.

It was proposed that the Committee agree to send the priorities identified in the report forward to the Business Plan TFG.

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

17 LA875 TO NOTE COMPLAINTS LOG

The Committee **noted** the complaints log.

18 LA876 TO NOTE LIFE EXPECTANCY OF PLAY EQUIPMENT

The Parks Officer introduced the report, which the Committee discussed.

It was highlighted that the Play equipment is maintained to a very high standard by our Grounds Team which is helping it to have a long life, but that it will get to the point that play equipment does need to be replaced or removed, as it would pose such a high liability to the Council to have unsafe play equipment.

The Committee **noted** the report.

19 LA877 TO AGREE MEMORIAL BENCH REPORT

The Parks Officer introduced the item which was discussed by the Committee.

It was proposed that the Committee agree to refer the revised policy to the Policy & Finance Committee for adoption, and to allow one more bench at the Dell, giving a total of 12.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Alexander

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

20 LA878 TO CONFIRM DATE OF NEXT MEETING AS THE 20TH FEBRUARY 2024

The next meeting of this Committee was **confirmed** for 20th February 2024.

There being no further business, the meeting closed at 21:22.



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 it 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 (sussexfilloffice.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 agreed 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

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 Civic & Community Events Committee held at Community House on Tuesday 16th January 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Donovan, Cllr Alexander, Cllr Studd, Cllr Harman, Cllr Seabrook, Cllr Ashby-Parkin, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

Officers: Victoria Onis (Committees & Assistant Projects Officer), Karen Bray (Information and Community Facilities Officer),

No members of the public were present.

1 CCE377 CHAIRS ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and informed the Committee of the following:

- Next Bingo tomorrow the 17th January 2024, 2 – 4pm
- Cinema is 24th January 7.30pm showing the Great Escaper.

The Chair welcomed the Youth Mayor, Amber Cross and Deputy Youth Mayor, Noah Tilley, who gave an update. The Youth Mayor reported that she and the Deputy Youth Mayor have recently been involved with many events from the Council, which has been exciting and rewarding for both the school and themselves. The Youth and Deputy Mayor are currently working on ideas for more events and funding; the ideas will follow soon.

Cllr Veck added that we are looking forward to hearing the Youth and Deputy Mayors ideas of future events and also working with Peacehaven Community School.

2 CCE378 PUBLIC QUESTIONS

There were no public questions.

3 CCE379 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were present.

4 CCE380 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 CCE381 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE CIVIC AND COMMUNITY EVENTS COMMITTEE MEETING HELD ON 28TH NOVEMBER 2023

Proposed Cllr Donovan **Seconded** Cllr Studd

The minutes of the meeting held on 28th November 2023 were **agreed and adopted**.

6 CCE382 TO NOTE THE BUDGETARY UPDATE

The Committee **noted** the budgetary update. Cllr Donovan noted that we do still carry some event funding in the budget for this year and it would be good to focus on spending this.

7 CCE383 TO REVIEW THE CHILDRENS CHRISTMAS PARTY

The Information and Community Facilities Officer reported on the successful Christmas party. Cllr Donovan suggested this event would be something to consider again for this year.

Report noted.

8 CCE384 TO REVIEW THE CHRISTMAS AFTERNOON TEA

Cllr Seabrook reported that the Event went extremely well and gave thanks to the staff for their hard work supporting the event. Positive feedback has been received for this Event.

Report noted.

9 CCE385 TO REVIEW THE COMMUNITY CAROL CONCERT

The Information and Community Facilities Officer, reported on the successful Community Carol concert. Positive feedback was given by Committee members who attended the event, including the Deputy Youth Mayor.

Cllr Donovan reported that overall, this was a very successful event and will look forward this year's concert.

Report noted.

10 CCE386 TO RECEIVE AN UPDATE ON THE PROGRESS OF THE FILMING

Cllr Donovan reported that the Town Clerk has now contacted the Sussex Film Office and they have now agreed to take on the responsibility for filming in the town; this will be for 20% of the contracts there on in.

11 CCE387 TO NOTE THE BUSINESS PLAN ITEMS RELEVANT TO THE COMMITTEE

The Business plan was noted.

12 CCE388 TO REVIEW AND UPDATE THE COMMITTEE CALENDAR AND ACTION PLAN

The action plan was noted

13 CCE389 TO AGREE AN EVENT REVIEW TEMPLATE

Cllr Veck reported on the new template for reviewing events. It was agreed that this template will be useful in order to keep a record and help organise future events.

Cllr Alexander also proposed that with a few changes this template will be useful to use as a proforma for setting up Events.

Proposal Cllr Alexander **Seconded** Cllr Donovan

All in Favour

14 CCE390 TO AGREE A TFG TO SUPPORT COUNCIL COMMUNICATIONS

The Chair reported that due to the recent resignation of the Communications Officer, Jerome O' Meara, the Office are looking for support from Committee members who would be interested in supporting with the E news and reviewing the website for fresh ideas.

The Committee agreed that they are happy to support with this and it was agreed to have a TFG to discuss.

The TFG will include Cllr Donovan, Cllr Harman, Cllr Ashby-Parkin. The Youth and Deputy Mayor would also like to support with a monthly column for the E News.

Cllr Alexander made an observation that he is pleasantly surprised with the content of social media and didn't realise the Marketing Officer had left. The Committee are pleased the Marketing role is being covered effectively in the absence of a Marketing Officer.

15 CCE391 TO RECEIVE A VERBAL UPDATE ON THE MERIDIAN WALK

Cllr Donovan requested that Committee form a TFG to support this.

It was agreed that members on this TFG will be Cllr Harman, Cllr Studd, Cllr Ashby-Parkin and Cllr Donovan and resident Cathy Norcott-Jones.

Cllr Donovan reported that herself and Cllrs Harman, Ashby-Parkin and resident Cathy Norcott-Jones attended a meeting on Monday to go through the next steps on creating the walk and creating a trifold leaflet/map to include QR codes. Contact has been made with Hilda and Graham Heap who have written several books on the Meridian line and they have agreed to join the group for a further walk and help plan out the map/leaflet for the Meridian line. An update will be made at the next Committee meeting.

Cllr Harman reported on her progress regarding the design and costing for a A4/A3 leaflet which will be discussed at the next TFG/committee meeting.

Cllr Donovan gave a short explanation of the Meridian line for new Committee members. Cllr Veck agreed that this is a positive project which will promote the town to new residents and people who holiday in the area.

16 CCE392 TO RECEIVE UPDATES FROM THE COMMITTEES TASK AND FINISH GROUPS:

- a. **Community Awards** – Cllr Seabrook reported that due to now limited time before his departure he would propose that the Committee postpone this event until next year and for a TFG to be set up nearer the time to plan effectively.

Proposed Cllr Seabrook **Seconded** Cllr Harman

All in favour

b. D-Day 80

Cllr Donovan introduced the report and requested that the event is agreed so that Office staff can start to prepare for the event. Cllr Veck reported that a mobile flag pole is currently being sourced from another Council or organization. Cllrs Donovan, Veck and Harman are meeting with the SCDA on Monday to discuss funding ideas to assist with the lantern making; there will be an update at the next Committee meeting.

Cllr Veck reported that an idea is to have lantern making, with possibly the older children at PCS helping younger children to make these. The aim of this activity will be to form a circle of light while the beacon is being lit. The funding for the lanterns will need to be discussed at the next TFG and then PCS and the Youth mayors will be updated.

The committee agreed to this Event.

Proposed Cllr Donovan **Seconded** Cllr Studd

All in favour.

Cllr Studd informed the Committee that the Chamber of Commerce are already taking donations to support this event.

The next D DAY TFG will meet on the 29th January at 4pm and Councillor Ashby-Parkin also requested to join this TFG.

17 CCE393 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 27TH FEBRUARY 2024

There being no further business the meeting ended at 20:15

Agenda Item: C1170e(iii)
Committee: Full Council
Date: 6th February 2024
Title: Request from Peacehaven Players
Report Authors: Town Clerk
Purpose of Report: To decide

Introduction & Background

A request has been received from Peacehaven Players that the Council considers installing a Theatre Lighting Pulley system for the stage lights in the Community House Main Hall to allow the lighting bars to be lowered to ground level when they need to be adjusted.

Analysis

The request in full has been included as a background paper.

The ladders were condemned towards the end of 2023 following some staff undertaking refresher training in use of ladders and working at height – this flagged up that the ladders had not had the required inspections and inspection logs, had not been stored correctly, had damage to rungs and side rail, and we could not evidence that it met the required EN131 standard.

Additionally, the guidance also stipulates that ladders should also only be used for low risk, short duration tasks. These ladders were being used to carry weighty lights up and down a considerable height (a fall from 2m is generally considered most likely to result in serious injury or fatality) – the height of the roof in the Main Hall is in excess of 7m. Given these parameters it would be difficult to justify this task being low risk or short duration, and therefore ladders are not likely a suitable option for this task regardless.

The request to install a Lighting Pulley system, which will allow this work to be done at ground level is the most effective solution from a Health & Safety perspective as it removes the Working at Height element entirely.

We have not yet investigated the costs of this, but Peacehaven Players have indicated that they might be willing to contribute towards the costs, if it is not cost prohibitive.

Conclusions

The costs are currently unknown, so research will need to be undertaken and quotes obtained to be able to progress this item.

In the interim, Peacehaven Players will need to access the lights this year, before we will likely be able to undertake this work – this will likely mean that the Players will need to hire in a suitable ladder (along with undertaking the Risk Assessments and accepting the liability for this), or a more appropriate means of access, such as a scissor lift or other elevated working platform.

Recommendations

To agree to investigate the costs of changing the lighting bars to ones on a Pulley system and obtain provisional quotes to report back to the CCE Committee.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?	Costs to be investigated. Peacehaven Players may contribute towards the costs.
--	---

<ul style="list-style-type: none"> • Increased income? • Budget provision? 	
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	The Work at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 Occupiers Liability Act 1957 & 1984
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Risk Assessments would need to be completed and robust.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Supporting the Peacehaven Players.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	N/A

Appendices/Background papers

Request from Players
HSE publication LA455

From: [REDACTED]
Sent: 29 January 2024 09:18
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Attn. George Dyson - Request for Theatre Lighting Pulley System

George, thank you to both you & David for meeting with myself & Judith on 24 January. As requested, please find below our request for a Theatre Lighting Pulley System for the hall & stage lighting & back cloth to be taken to the Council meeting on 6 February.

On the day of our 'get in' for the 2023 pantomime, it came to light that the PTC stage ladder we have been using for the past 15 years was no longer safe to use. This put us in a very difficult position because we rely on the ladder to access the lights & erect the back cloth for all our shows. As a result we were left with no option other than the crew having to sign a disclaimer to use the stage ladder to access the stage lighting & put up our back cloth, otherwise the panto could not have gone ahead. Following a meeting with the Town Clerk & Mayor of Peacehaven on 24 January. We have been advised that the ladder has now been condemned & will not be replaced. This means that a new way of accessing the hall & stage lights & putting up the back cloth must be found.

Having discussed various options, it was felt that the installation of a Theatre Lighting Pulley Systems for the hall lights, stage lights & back cloth would be the only safe solution, eradicating the need for anyone to be working at heights. We are, therefore, requesting that the Council consider installing this system so that all future theatre hirers can gain access to the lights & back cloth without risk.

Many thanks.

[REDACTED]
Chair
Peacehaven Players

Sent from my iPhone

Safe Use of Ladders and Stepladders

A brief guide

Guidance Document LA455



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01 Foreword from the HSE

Falls when working at height remain the most common kind of workplace fatality, accounting for around a quarter of all worker deaths and 8% of all non-fatal injuries every year, with many involving a fall off a ladder. It's essential that people use the right type of ladder for a task and know how to use it safely.

We work in close partnership with the Ladder Association, and we are pleased to offer our support for this publication. Written by industry experts, this guide helps people better understand how to manage work at height risks and complements more detailed information freely available from the Ladder Association.

We want to help people better understand how to manage work at height risk, to reduce harm and for everyone to go home safely every day.



Peter Brown

Director

HSE Engagement and Policy

02 Introduction

Ladders and stepladders are not banned under health and safety law.

In fact they can be a sensible and practical option for low-risk, short-duration tasks, although they should not automatically be your first choice.

Make sure that you use the right type of ladder and that you know how to use it safely.

This guidance is for employers on the simple, sensible precautions they should take to keep people safe when using portable leaning ladders and stepladders in the workplace. It will also be useful for employees and their representatives.

Following this guidance helps you to comply with health and safety law, but you are free to take other action.

The law calls for a sensible, proportionate approach to managing risk. Further guidance on how to decide whether a ladder is the right type of equipment for a particular task is also provided in *Working at height: A brief guide* (see Further reading).

References to ladders in this leaflet, unless otherwise indicated, are to types of portable leaning ladders and stepladders, and the guidance applies to both. More specific requirements that apply only to a certain type of ladder are covered in detail under the relevant headings.

03

When is a ladder the most suitable equipment?

The law says that ladders can be used for work at height when an assessment of the risk for carrying out a task has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use, or there are existing workplace features which cannot be altered.



Short duration is not the deciding factor in establishing whether use of a ladder is acceptable – you must have first considered risk. As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended you use alternative equipment.

You should only use ladders in situations where they can be used safely, eg where the ladder will be level and stable, and can be secured (where it is reasonably practicable to do so).

04

Who can use a ladder at work?

To use a ladder, you must be competent or, if you are being trained, you should be working under the supervision of a competent person.

Competence can be demonstrated through a combination of training, practical and theoretical knowledge, and experience. Training should be appropriate for the task, and this includes knowing:

- how to assess the risks of using a ladder for a particular task;
- when it is right to use a ladder (and when it is not);
- which type of ladder to use and how to use it.

05

Check your ladder before you use it

Before starting a task, you should have access to user instructions from the manufacturer in case you need to refer to them. You should always carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use.

A pre-use check should be carried out:

- by the user;
- at the beginning of the working day;
- after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet).

The check should include:

- **the stiles** – make sure they are not bent or damaged, as the ladder could buckle or collapse;
- **the feet** – if they are missing, worn or damaged the ladder could slip. Also check the ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the actual feet and not the dirt (eg soil, chippings or embedded stones) are making contact with the ground;
- **the rungs** – if they are bent, worn, missing or loose, the ladder could fail;
- **the locking mechanism** – does the mechanism work properly? Are components or fixings bent, worn or damaged? If so, the ladder could collapse. Ensure any locking bars are fully engaged;
- **the stepladder platform** – if it is split or buckled, the ladder could become unstable or collapse;
- **the steps or treads on stepladders** – if they are contaminated, they could be slippery; if the fixings are loose on the steps, they could collapse.

If you spot any of the above defects, do not use the ladder and notify your employer.

06 Using your ladder safely

Once you have done your pre-use check, the following simple precautions can minimise the risk of a fall.

Leaning ladders

When using a leaning ladder to carry out a task:

- only carry light materials and tools – read the manufacturer's labels on the ladder and assess the risks;
- don't overreach – make sure your belt buckle (or navel) stays within the stiles;
- make sure the ladder is long enough or high enough for the task;
- don't overload the ladder – consider your weight and the equipment or materials you are carrying before working at height;
- check the pictogram or label on the ladder for any advisory information;
- make sure the ladder angle is at 75° – you should use the 1-in-4 rule (ie one unit out for every four units up – see Figure 1).



Figure 1

Ladder showing the correct 1 in 4 angle

- always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles;
- don't try to move or extend the ladder while standing on the rungs;
- don't work off the top three rungs, and try to make sure that the ladder extends at least 1 m (three rungs) above where you are working;
- don't stand ladders on movable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans or mobile elevating work platforms;
- avoid holding items when climbing (consider using a tool belt);
- don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (eg fibreglass or timber) for any electrical work;

- maintain three points of contact when climbing and wherever possible at the work position – see Figures 2 and 3.



Figure 2

Correct – user maintaining three points of contact



Figure 3

Incorrect – overreaching and not maintaining three points of contact

- where you cannot maintain a handhold, other than for a brief period (eg to hold a nail while starting to knock it in, start a screw etc), you will need to take other measures to prevent a fall or mitigate the consequences if one happened;
- secure the ladder (eg by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point (ie do not rest it against weak upper surfaces such as glazing or plastic gutters – see Figure 4);



Figure 4

Correct – use of a stand-off device to ensure a strong resting point. Do not rest a ladder against weak upper surfaces such as glazing or plastic gutters. Follow the manufacturer's instructions.

- consider using an effective stability device (a device which, if used correctly, prevents the ladder from slipping).

Telescopic ladders

Telescopic ladders are a variation of leaning ladders but remember that they don't all work in the same way and some may be more prone to twisting and flexing.

They should always be used, stored and transported with care and kept clean. In addition to following this guidance, it's important you read and follow the user instructions provided by the manufacturer.

Before every use – in addition to the normal ladder checks – make sure they are operating correctly and that the mechanisms that lock each section are working properly.



Figure 5

Check all sections are locked before using the ladder

Always follow the user instructions regarding the opening and closing procedure. Be aware of the potential for trapping fingers between the closing sections. Remember some of the important parts are inside where they cannot be seen. If you are in any doubt, do not use them.



Figure 6

Take care when closing telescopic ladders not to trap fingers

Stepladders

When using a stepladder to carry out a task:

- Check all four stepladder feet are in contact with the ground and the steps are level;
- Only carry light materials and tools;
- Don't overreach;
- Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
- Ensure any locking devices are engaged;
- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on;
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete);
- Where side loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment;
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.

When deciding whether it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, or install a smoke detector on a ceiling), the decision needs to be justified, taking into account:

- the height of the task;
- whether a handhold is still available to steady yourself before and after the task;
- whether it is light work;
- whether it avoids side loading;
- whether it avoids overreaching;
- whether the stepladder can be tied (eg when side-on working).

Combination and multi-purpose ladders

Combination and multi-purpose ladders can be used as stepladders, a variation of stepladders or leaning ladders. Combination ladders are sometimes referred to as 'A' frame ladders.

These types of ladders can be used in a variety of different configurations. You should:

- check to ensure that any locking mechanism is properly engaged before use;
- always recheck the locking mechanism if the setup of the ladder is changed;

Figure 7

Never use without engaging locking mechanism

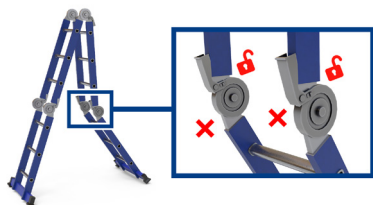
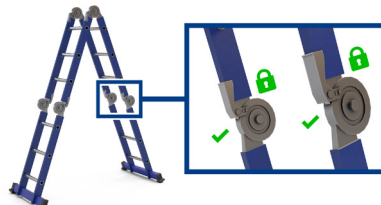


Figure 8

Check locking mechanism engaged **every time** before use



- on three-part combination ladders, never extend the top section (the section extending above the A frame) beyond the limit marked on the ladder and specified in the user manual.

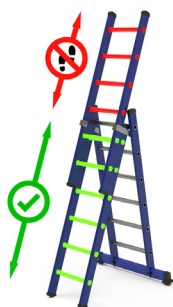


Figure 9

On three-part combination ladders *in stepladder mode*, do not stand on the top 4 rungs. Always follow the user manual.

07

What about the place of work where the ladder will be used?

As a guide, only use a ladder:

- on firm ground;
- on level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc;
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;
- where it will not be struck by vehicles (protect the area using suitable barriers or cones);
- where it will not be pushed over by other hazards such as doors or windows, ie secure the doors (not fire exits) and windows where possible;
- where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base);
- where it has been secured.

08

What are the options for securing ladders?

The options are as follows:

- Tie the ladder to a suitable point, making sure both stiles are tied (see Figures 10 and 11);
- Where this is not practical, secure the ladder with an effective ladder stability device;
- If this is not possible, securely wedge the ladder (eg wedge the stiles against a wall);
- If you cannot achieve any of these options, foot the ladder. Footing is the last resort.

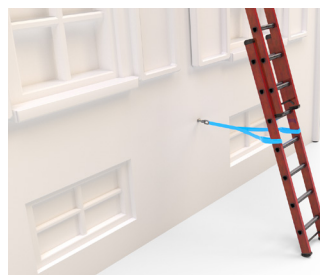
Figure 10

Correct – ladder tied at top stiles



Figure 11

Correct - tying near the base



09

What about ladders used for access?

In general:

- Ladders used to access another level should be tied (see Figure 12) and extend at least 1 m above the landing point to provide a secure handhold. At ladder access points, a self-closing gate is recommended;
- Stepladders should not be used to access another level, unless they have been specifically designed for this.



Figure 12

Correct – access ladders should be tied and extend at least 1m above the landing point to provide a secure handhold

10

What about the condition of the equipment?

Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use. As a guide, only use ladders or stepladders that:

- have no visible defects. They should have a pre-use check each working day;
- have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions. Ladders that are part of a scaffold system still have to be inspected every seven days as part of the scaffold inspection requirements;
- are suitable for the intended use, ie are strong and robust enough for the job;
- have been maintained and stored in accordance with the manufacturer's instructions.

A detailed visual inspection is similar to pre-use checks, in that it is used to spot defects and can be done on site by a competent employee. Pre-use checks make sure that a ladder is safe to use and are for the immediate benefit of the ladder user. These checks do not need to be recorded. Any problems or issues should be reported to a manager.

Detailed visual inspections are the responsibility of the employer. They should be carried out at fixed intervals and recorded. Records of these inspections provide a snapshot of the state of the ladders over time.

When doing an inspection, look for:

- damaged or worn ladder feet;
- twisted, bent or dented stiles;
- cracked, worn, bent or loose rungs;
- missing or damaged tie rods;
- cracked or damaged welded joints, loose rivets or damaged stays.

Pre-use checks and inspections of ladder stability devices and other accessories should be performed in accordance with the manufacturer's instructions.

11 Further reading

Guidance

Working at height safely: A brief guide, Leaflet INDG401 HSE
www.hse.gov.uk/pubns/indg401.htm

Health and safety in roof work, Guidance HSG33 HSE (includes guidance on roof ladders)
www.hse.gov.uk/pubns/books/hsg33.htm

Safety Guidance on Portable Ladders, The Ladder Association
<https://ladderassociation.org.uk/guidance/>

Safety Guidance on Telescopic Ladders, The Ladder Association
<https://ladderassociation.org.uk/guidance/>

Work at height web pages on the HSE website: www.hse.gov.uk/work-at-height/index.htm

Guidance on the selection and use of ladders on The Ladder Association website:
<https://ladderassociation.org.uk/guidance/>

Product Standards

EN131 standard for portable steps and ladders.

While BS2037 and BS1129 have been withdrawn, ladders originally made to these standards prior to their withdrawal may still be used (subject to following user instructions and guidance on safe use).





Saving lives by stopping falls

The only charity dedicated exclusively to the work at height sector.

The Ladder Association actively supports the No Falls Foundation, the first and only UK-based charity devoted exclusively to the work at height sector.

The Foundation is dedicated to preventing falls from height and helping people affected by the life-changing consequences of a fall.

For more information visit [**nofallsfoundation.org**](https://nofallsfoundation.org)



P.O Box 26970, Glasgow G3 9DS

+44 (0)345 260 1048 | [**info@ladderassociation.org.uk**](mailto:info@ladderassociation.org.uk)

[**ladderassociation.org.uk/guidance**](https://ladderassociation.org.uk/guidance)

Agenda Item: C1171
Committee: Full Council
Date: 6th February 2024
Title: Update on the Peacehaven and Telscombe Neighbourhood Development Plan.
Report Authors: Cllr Cathy Gallagher
Purpose of Report: To note

Introduction

The process towards Referendum by the Electoral Commission has since Regulation 16 been in the hands of Lewes District Council as the Planning Authority

The Government appointed Examiner is currently being appointed. The Examiner looks at Policies to ensure that the plan complies with Lewes District Local Plan and the National Planning Policy Framework.

The examination should take no more than a week,

The Lewes District Local Plan is also out for consultation at the moment and in assessing planning applications and future policy decision our NDP will carry equal weighting.

The Consultant has prepared a report assessing the P&T NDP policies and directions in relation to the LDC Local Plan (attached)

Further public displays of P&T NDP will be prepared with open sessions prior to Referendum.

Recommendation

To note

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• None at this stage
<u>Legal</u>	<ul style="list-style-type: none">• N/A at this stage•
<u>Health & Safety</u>	<ul style="list-style-type: none">• Due regard will be taken when actions follow
<u>Planning</u>	As necessary
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• significant environment benefits can be achieved
<u>Crime and disorder</u>	N/A
<u>Social value</u>	<ul style="list-style-type: none">• Potential for all residents / charities/voluntary organisations

<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint aware. Aims to Reduce greenhouse gases

Appendices/Background papers

Towards a Local Plan Spatial Strategy and Policies Directions

1.1 Lewes are currently preparing their Local Plan for 2025 -2040 and the plan is currently at Consultation (Regulation 18). Deadline for comments 8th Feb at 9am. The Neighbourhood Plan Steering group has requested that Brighton Planning read the emerging policies, supporting evidence and documents and prepare some notes that would help guide the Steering Group to important issues that may affect Peacehaven, Telscombe or the Neighbourhood Plan.

1.2 The emerging Local Plan (ELP) sets out the following key aims.

- i. Homes for all- Including genuinely affordable housing for all. Including right mix, tenure and location.
- ii. A thriving local economy – Strengthening offer of coastal towns and rural centres.
- iii. Enhance biodiversity and green spaces- Improving access to existing as well as delivering new.
- iv. Supporting Community Health and wellbeing – encouraging healthy active lifestyles.
- v. Co-ordinating investment in new infrastructure, physical, social, green and blue.
- vi. Creating attractive places to live and work.

These aims sit well with the Neighbourhood Plan (NP) Objectives as set out below.

- 1) All new development will be designed to deliver a better-quality environment for the area.
- 2) Access to and through the National Park and along the Coastal Path will be improved as multifunctional routes for tourism, travel and recreation, further linking the areas within Peacehaven and Telscombe to surrounding areas.
- 3) New developments will create well connected, attractive cycling and pedestrian routes, providing seamless integration with the existing towns facilities and public green spaces to encourage a reduction in car-based travel.
- 4) Improvements to existing walking and cycling routes will be undertaken to encourage more active travel modes.
- 5) Existing habitats and green infrastructure networks are protected and enhanced through sensitive development, to encourage local habitat and biodiversity improvements.
- 6) Improve local air quality and provide reductions in carbon emissions by supporting local renewable energy generation.
- 7) Encourage the appropriate re-development of previously developed land to help meet housing need and encourage housing development to cater for all ages and abilities within the community. In particular, creating innovative affordable housing opportunities.



- 8) Protect and encourage the development of retail and leisure spaces which meet identified local need and encourage an evening/nighttime economy for all ages and abilities to use.
- 9) Encourage flexible and high technological working spaces to encourage new business development and expansion within the local area.

2.1 Housing – The ELP sets out that by using the standard method of calculating housing need (set by Government) Lewes DC will need to provide 12040 units by 2040 (602 units per annum). Alternative methods of calculation have been looked at by Lewes DC. These alternative calculations show that somewhere between 3000 and 7000 homes are needed to be delivered by 2040, but this is based on 2014 census population forecast information. The 2021 census won't be fully released till 2025. Whatever calculation is used, it is not likely given the area constraints that the gap between identified need and delivery rates can be closed and this will put a significant pressure on LDC to deliver towards the higher numbers.

2.2. "Windfall" sites are small housing sites which may be formed from changes of use, conversions, extensions etc. It is likely that to reach the necessary housing numbers windfall sites will be supported in urban areas. Peacehaven has a relatively high proportion of the windfall sites and this is likely to provide around 20-30 new houses in the Peacehaven/Telscombe area per annum.

2.3 The Land Availability Assessment (LAA) undertaken by Lewes DC assesses specific sites that have come forward as part of a "call for sites". At this stage the LAA shows 413 dwellings as being assessed as deliverable in the district. 3745 units have been assessed as having potential for development but these would need further work at the planning application stage should they come forward. In the Peacehaven area, 65 houses are assessed as deliverable. This includes 32 units at the Old Motel site. 18 homes on the land adjacent to the allotments and 15 units on land north of Chalker's Rise. Potential sites include 24 homes at Farrington Storage Yard, 5 units fronting South Coast Road (between Lincoln Avenue and Cairo Avenue, behind the bus stop.)

Peacehaven and Telscombe's Housing Needs Assessment 2021 indicates that there is a local housing need to provide 15 units of affordable rented housing per annum as well as 86 affordable units for home ownership per annum. However these figures are not necessarily comparable as it is more likely that windfall sites in the area will be small and therefore more affordable and may meet a large proportion of the 86 affordable units identified.

2.4 There are other development pressures that need to be dealt with too. Population forecasts show that there will be a significant increase in the elderly population and therefore a likely rise in the requirement for 2 bed housing to be built to allow downsizing.

In Peacehaven forecasts indicate there will be a need for 160 Specialist housing units by 2030. particularly for older people over age of 75+. Also additional need for young vulnerable people independent move on housing, where support can be provided by resident care provider are also identified

3.1 Employment growth

3.2 Assessments show that the district has enough industrial land but industrial floorspace needs to be protected and improved to ensure continued job growth in this market till 2040.

3.3 Retail floorspace is subject to change but the assessments indicate that retail centres will adapt to provide much of leisure activities that are needed for local areas, such as restaurants, bars, gyms etc.

3.4 The Meridian Centre is categorised as a District Centre. A259 Telscombe Civic Centre, Toyota garage, for the first time is categorised as a “local centre”. These centres are afforded some protection to ensure local jobs and employment. Enterprise industrial estate has also been given some protection in the emerging plan.

3.5 However, A259 Peacehaven retail is not categorised as a local centre. Hoyle Road industrial estate is also not categorised. Though these could be included in general employment policy it may be worth highlighting in consultation comments these two areas specifically as they do generate a fair proportion of employment in the local area. Especially as the Meridian Centre is not currently developed and the A259 may need (even temporarily) to become the main retail option for residents.

3.6 While the NP does have policies related to employment growth and local labour agreements there are no specific policies linked to employment areas. The A259 feasibility study would help support the case for A259 retail inclusion by Lewes DC.

3.7 Overall the ELP is indicating that the preferred policy direction is for potential development locations to be north side of the Downs with some commercial/residential development in Newhaven and Seaford. However, expansion of the coastal towns is being considered as an alternative, especially as there is investment for commercial growth in Newhaven and the coastal settlements have the most number of services in the District. This option could also be supported by coastal town regeneration money from Government, while also protecting the South Downs National Park from village expansion in areas such as Newick, Plumpton and Ringmer.

3.8 The defined settlement hierarchy in the ELP would show that Peacehaven, Newhaven and Seaford are the only district centres in Lewes DC. (Lewes is in National Park Boundary). Prime factors in determining where growth is located, accessibility to jobs, services, amenities, public transport and range of services.

4.1 Climate Change

4.2 The ELP will contain planning policies to

- Set out how development can be mitigated.
- Encourage existing retro fit/energy efficiency/reduce energy demand
- Local low carbon energy schemes
- Reduce reliance on private car.
- Secure more sustainable development
- Work with natural environment to help reduce emissions and improve biodiversity.

Solar and wind schemes are to be encouraged to provide local energy provision.

The ELP supporting documents to recognise that there is a waste water problem in Peacehaven and that this will be exasperated by heavier rainfalls.

Neighbourhood Plan policies PT21-PT23 would be consistent with the ELP climate change policy proposals.

5.1 Coastal erosion – Telscombe Cliffs/ Peacehaven undefended sections are shown in the Shoreline Management Plans has having no active intervention. These undefended sections will become Coastal Change Management Areas (CCMA) where the shoreline will retreat and be the change will be managed by Lewes DC till 2055.

From 2055 the CCMA will cease and properties at Peacehaven will be at risk.

Given that the NP is till 2030 it would be suggested that no changes are made at this stage. NP does have a drainage management policy PT20 which is important to the protect the top of the cliff from erosion. Drainage strategy for the area south of A259 is likely to be within the forthcoming CCMA. Will need to consider CCMA for future NP's.

6.1 Green and Blue Infrastructure: Lewes DC are currently writing a Green Infrastructure study that will inform Green and Blue network areas for protection and enhancement. Promoting habitat corridors through the district. The Steering Group's work on the Peacehaven Green Infrastructure Plan would be an important asset and could potentially feed into the Lewes study.

7.1 Biodiversity: Policies for net gain to be a minimum of 10%, with major applications having to undertake 20% net gain. Some debate as to whether 20% is too high and whether should sit with Government at mandatory 10%. NP policy PT18 seeks that biodiversity net gain in Peacehaven be in accordance with Lewes DC policy, so this would be consistent with proposed policy.

8.1 Landscape

8.2 The ELP aims to protect and enhance natural locally distinctive characteristics and qualities. The Lewes Landscape Character Assessment 2023 includes Peacehaven Big Park and land to east of Chalker's Rise as part of area B1. The assessment finds that the metal and wooden fencing in parts, including surrounding the existing sewage works north of Peacehaven, increases the urbanising influence.

8.3 Previously agricultural land now mainly recreational use; there should be a general presumption against development of this area in order to retain the open characteristic of the landscape. Any development should be focused adjacent to settlement edges, no metal or close boarded fencing as this increases urbanisation etc. The Land Sensitivity Assessment sets out that the B1 area does have opportunities within the southern and eastern parts of the parcel to improve recreational access, open space and green infrastructure network to improve connectivity to SDNP.

8.4 Lewes Landscape Character Assessment Area B2 Peacehaven residential "Valley Road" North Peacehaven and Lewes Sensitivity Assessment. The assessments finds that this area was predominantly pastoral agricultural land, set within residential land use. Overall the area has a high influence from residential development and urbansing features with high levels of enclosure, but some important views towards the South Downs National Park and development should be avoided at the eastern end where the land is within the local wildlife site (Bollens wildlife site). The area generally represents a transitional landscape. The assessment finds that area B2 should retain interspersed development pattern, avoid increasing urban features such as metal/close board fencing. Avoid any adverse impacts to the SDNP particularly through external lighting. The height, scale and massing and articulation of any new development to be of a similar character of the existing buildings.

8.5 The NP Design Codes set a similar design character requirement, though the NP design codes set out that any development offering should include landscaping and a soft edge to development and protect long distance views of the Downs.

8.6 Given that the landscape assessment and landscape sensitivity assessment has not protected the Valley Road Area from small scale developments occurring, it would be recommended for the Steering Group to work with partners including Lewes DC to bring forward a masterplan for this area. This would help bring forward much needed infrastructure such as drainage, landscaping and pathways upfront and would help prevent small scale piecemeal development that would not contribute to the area's infrastructure.

8.7 Note: Though the Land Availability Assessment shows that schemes within the Valley Road Area are not deliverable, it would be advised for the Steering Group not to rely on this. The Land Availability Assessment is a snapshot of a specific type of development being proposed. It does not take into account other types and scale of development and therefore is often not used as a reason for refusal.

9.1 Community facilities and infrastructure:

9.2 The ELP sets policies to develop new infrastructure where there is local need and in close proximity to people they serve. This Include telecoms, security, waste management, water supply, waste water, flood risk, coastal management change and community facilities. Lewes DC have prepared a draft Infrastructure Delivery Plan. This delivery plan outlines continued support for public transport. Support for Uckfield to Lewes train line. Reference is made to the 2023 TfSE SIP which supports the development of a Sussex Coast Rapid Transit bus route along A259. The SIP also supports A259 active travel corridor creating coastal cycling and walking pathways. However, while these are mentioned they are not within the draft infrastructure action plan, which sets out the steps the Council needs to take in priority order. There are no action points for improvements for A259 at Peacehaven except for the existing bus priority to be enforced 2024/2025 Peacehaven/Saltdean and traffic signal upgrade at Telscombe Cliffs Way.

9.3 With regards to playspaces, only Centenary Park is set out as protected play spaces in Peacehaven. Comments should be made about other playspaces in Peacehaven such as the Dell etc, so more spaces are protected.

Telscombe - Robert Kingan and Chatsworth are identified as protected play spaces.

NP Policy PT16 sets out that schemes for new playspaces or enhancements to the existing will be supported.

9.4 Play pitches/courts/bowling greens – The ELP sets out that a minimum 1.6ha per 1000 population policy. The Open Space Strategy has identified a deficit of 0.18Ha per thousand population in Telscombe and 0.17 ha per thousand in Peacehaven. However, there is nothing specific in the action plan about bringing forward additional pitches or facilities to meet the deficit identified. PTC should comment on this topic, as its fundamental to active lifestyle aim. It should also be noted that the Built Facility Strategy dates from 2020 and includes Peacehaven Golf Club Fitness suite and Peacehaven Heights swimming pool as facilities in the area, both of which have ceased to be used by members of the general public.

9.5 NP Policy PT16 seeks to support new formal sports facilities and sports infrastructure. It also included an option for the Hub building to come forward and be used for leisure/community uses which would help ease the identified deficit in the area.

It is possible that as this Policy is within the NP that CIL money could be attracted for additional leisure facilities at the Hub or Community House.

9.6 Nothing in the infrastructure plan about Peacehaven Library. While this in essence is probably an ESCC matter, it should be mentioned and listed as Lewes DC may need to grant permission for new site and provide CIL money, would suggest that this is included in any consultation comments.



George Dyson
Town Clerk

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

C1172 - 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 6 members)
Chair	Cllr Veck	Vice-Chair	Cllr Donovan
Members	Cllr Alexander, Cllr Ashby-Parkin, Cllr Harman, Cllr Studd.		
Ex-Officio	Cllr Seabrook, Cllr Sharkey		

Leisure, Amenities, & Environment Committee		Membership	9 members (currently 8 members)
Chair	Cllr Sharkey	Vice-Chair	Cllr Ashby-Parkin
Members	Cllr Cheta, Cllr Fabry, Cllr Gallagher, Cllr Griffiths, Cllr Studd, Cllr Wood.		
Ex-Officio	Cllr Seabrook		

Personnel Committee		Membership	9 members (currently 10 members)
Chair	Cllr Gallagher	Vice-Chair	Cllr Donovan
Members	Cllr Alexander, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Fabry, Cllr Seabrook, Cllr Sharkey, Cllr Veck.		

Planning & Highways Committee		Membership	9 members (currently 7 members)
Chair	Cllr Campbell	Vice-Chair	Cllr Gordon-Garrett
Members	Cllr Alexander, Cllr Gallagher, Cllr Sharkey, Cllr Studd, Cllr Wood.		
Ex-Officio	Cllr Seabrook		

Policy & Finance Committee		Membership	9 members (currently 9 members)
Chair	Cllr Griffiths	Vice-Chair	Cllr Campbell
Members	Cllr Alexander, 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 Campbell, Cllr Cheta, Cllr Donovan, Cllr Gallagher, 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: 22nd January 2024

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C1173 - 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:	Cllr Harman

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:	Cllr Gallagher

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:	<p>Hub - We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.</p> <p>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.</p>
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 health 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:	Cllr Gallagher

Updated: 12th December 2023

Agenda Item: C1175
Committee: Full Council
Date: 6th February 2024
Title: New phone & broadband contract
Report Authors: Town Clerk
Purpose of Report: To agree

Introduction & Background

Peacehaven Town Council pays for internet connections at Community House, The Gateway Café, The Hub, and previously did to the Ground Team Unit as well.

Officers primarily work from mobile devices, with only one physical line into Community House for the Information Office.

Analysis

We are now out of contract on our phone and broadband services (with the exception of some mobile device contracts), and have gone out to seek an alternative quote from a local company.

One of the frustrations with our current provider is the lack of flexibility in our phone services – for example not being able to set an incoming call message, and not being able to transfer calls internally. The proposed quote (attached in background papers) gives us this additional flexibility for a lower cost than we are currently paying and also includes training for staff in the use of the new system.

The mobile phones that are still in contract with our current provider can stay on the current contracts and transfer over to the new provider when the contracts end.

Conclusions

Switching provider will give a better service at a cheaper rate – the total cost will be lower than the attached quote as we do not need the Grounds Team Unit connection, and would reduce the number of physical handsets.

Recommendations

To agree to a new phone and broadband contract as per the attached quote.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Saving of at least £80 per month compared with current contract.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	N/A
<u>Planning</u>	N/A

<ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	N/A
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	N/A

Appendices/Background papers

Quote

CLOUD

VOICE & DATA

PROPOSAL



VOICE, CONNECTIVITY & MOBILES

FOR



PROPOSAL BY
Simon Whitney
24th January 2024



VOICE | MOBILE | DATA & WI-FI | IT & PRINT | SECURITY | ENERGY | MARKETING

We are experienced, knowledgeable consultants specialising in supplying phone systems and business services that benefit your business through cost reductions, unified billing and a personalised account management service. Providing cost-effective solutions across a wide range of products, such as IP Voice, Mobiles, Data, IT Support, IAAS, SAAS, Security, Print, Marketing and Energy, all with a firm focus and dedication to account management and delivering a first-class client experience.

Working With Us

As Fixed and ICT Managed Service providers we provide innovative communications and IT solutions that increase efficiency and productivity. We empower businesses nationwide to reach the next level of success with support and account management along the way.

Unify All Of Your Communications

Cloud, Voice & Data deliver all in one business communications. Whether it be your company email, the network that delivers your key business applications, the telephone system this integrates with or the mobile voice and data network, we have the capability to deliver this as a unified solution. This all-in-one approach consolidates your supply chain, helping to reduce costs, enhance efficiencies and improve service reporting and support.

Strategic Aims

CV&D's commercial strategy and core values are essential to the Group's success. We have outlined some key objectives for the coming years;

- To Attract & Retain the Best People
- To Provide Award-Winning Customer Service
- To Achieve Operational Excellence
- To Maintain our Core Values
- To be Environmentally Sustainable

Customer Centricity

As part of our relentless pursuit of excellence we obtain feedback from clients measuring metrics essential to a positive customer experience. These are a mixture of in-house scores for quality control and training and also reviews posted within the public domain. Our scores to date have been outstanding, and we have no intention of letting these standards slip. Our Google reviews, Trustpilot and Facebook reviews are all of a 5* rating.



cloudvoicedata.co.uk

Our Services

Voice		Telephone systems. VOIP. SIP. ISDN. Lines and Calls. Soft phones. Web RTC. Contact centre.
Mobile		Business smart phones and tablets. Network and bespoke tariffs. MDM.
Data		Business broadband; ADSL, Fibre, Ethernet leased lines, VPN, MPLS. WIFI. Cloud-Marketing.
IT		365. IOT. M2M. Anti-Virus. Networks. Cloud Backup. VLANS. Server & user IT support contracts.
Security		CCTV. Access Control. Intercoms. Intruder Alarms. Sign in solutions.
Energy		Gas. Electricity. Solar. Water. EV Charging.

C-V-&D

This app is intended for people who are interested in exploring information on us and our telecoms services. Inside the app you will find: Products, our pricing, options & contact details. Try our app today!

The CV&D Mobile App

Scan the QR code.
Click open, this will give you a preview, you'll then need to select the download option on the menu on the right hand side 'install app'.



CLOUD
VOICE & DATA

FOR



CLOUD-VOICE TELEPHONE SYSTEMS

WE PROUDLY INSTALL

iPECS

Your Communications Solution

AN



ERICSSON



LG

BRAND

INTRODUCTION TO

CLOUD
VOICE & DATA



iPECS Cloud is a Best-In-Class UCaaS solution accommodated to the cloud environment. iPECS Cloud contains Agility, Flexibility and Simplicity on top of the proven technology of Ericsson-LG Enterprise, leading in business communications. Equipped with a variety of end-points, applications and features, iPECS Cloud is your smart option for your communication system.



Business Application

Business Application

- Contact Center
- ACD Report
- Auto Attendant
- Call Recording
- WebFAX
- Audio Conference Bridge
- Web Conference
- Analytics



UC&C

UC&C

- Desktop/Mobile Client for UC
- Remote Call Control for MS Lync/SfB
- IM, Presence
- Audio/Video Conferencing



Security

Security

- IPKTS Protocol
- Extension/Media/Trunk SBC
- Redundancy and Geo-Redundancy
- Data Encryption
- Strong Authentication
- Call Fraud Protection



iPECS
Cloud



Telephony Essential

Telephony Essentials

- Hunt/Pickup/Paging Group
- Voice Mail
- Multi/One/Share Number
- Mobile Extension
- Hot Desk
- Remote Office
- Etc.



IP Phones

IP Phones

- LIP-9071 Premium Video Phone
 - LIP-9000 Series
 - IP DECT
- * Some 3rd Party SIP Phones can be integrated*



Management

Management

- Backend Portal for Service Provider/Reseller
- Frontend Portal for IT Manager/End User

FEATURES & BENEFITS

CLOUD
VOICE & DATA



**TELEPHONY
ESSENTIALS**
Auto Attendant
Hunt groups
Pickup groups
Paging groups
Voicemail
Voicemail to email
Music on hold



**COLLABORATION &
MOBILITY**
Instant Messaging
Presence
Conferencing
Video
Skype for Business
Integration
UC Android Client*
UC iOS Client*
UC Desktop Client*
Mobile phone pairing
Link multiple devices
Hot Desk
Disaster Recovery



CONTROL & VISIBILITY
Analytics
Call reporting
Scheduled reports
Call recording
Live call monitoring
Portal for simple
management

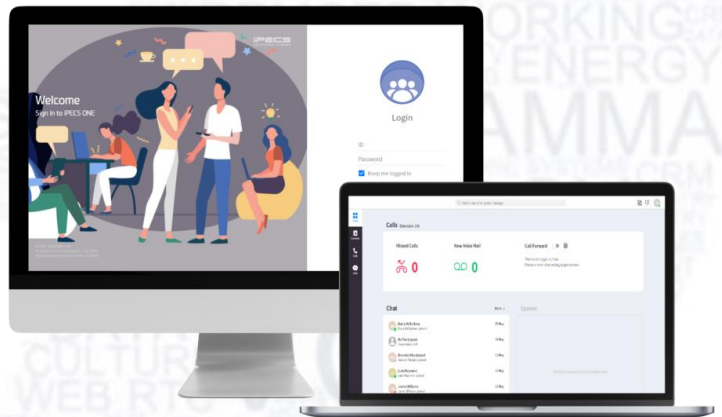


**SPECIALIST
COMMUNICATIONS**
Reception Console
IP DECT
ACD

Key features relevant to your business:

- **Voicemail to Email**
- **Call Recording**
- **Auto Attendant**
- **Disaster Recovery**
- **Music on hold**
- **Call Waiting**
- **Hunt Groups**

*



CLASS 1 HANDSETS

CLOUD
VOICE & DATA



Authorised Reseller

iPECS
AN ERICSSON-LG BRAND

For superior user experience, iPECS 1000i Series
Intuitive user interface, superior HD voice, comprehensive range of terminals meet the
needs of your entire organization for today and future.

- Simple, sleek and modern design goes well for desktop or wall mounting
- User friendly intuitive interfaces with color display
- Superior HD voice and full duplex speakerphone
- Zero touch provisioning for all cloud and on-prem users
- Exceptional performance, security and various range of accessories

1050i Advanced

Advanced Gigabit color IP Phone

- 8 line 4.3" (480 x 272) color display
- Up to 36 programmable keys with 12 self-label keys
- HD audio for handset and speaker with wideband codec (G.722, Opus)
- Full duplex speakerphone with wideband voice
- Dual Gigabit Ethernet ports
- 1 USB port for charging mobile devices and USB accessories



1040i Professional

Professional Gigabit color IP Phone

- 6 line 3.5" (480 x 320) color display
- Up to 24 programmable keys with 8 self-label keys
- HD audio for handset and speaker with wideband codec (G.722, Opus)
- Full duplex speakerphone with wideband voice
- Dual Gigabit Ethernet ports
- 1 USB port for charging mobile devices and USB accessories



1030i Essential

Essential Gigabit color IP Phone

- 6 line 2.8" (480 x 320) color display
- Up to 18 programmable keys with 6 self-label keys
- HD audio for handset and speaker with wideband codec (G.722, Opus)
- Full duplex speakerphone with wideband voice
- Dual Gigabit Ethernet ports



1080i – Android Tablet Phone

- 7" (1024 x 600) touch & color display
- Up to 48 programmable keys with 12 self-label keys
- HD video with high resolution (HD720p) and 8M pixel camera
- HD audio for handset and speaker with wideband codec (G.722, Opus)
- Full duplex speakerphone with wideband voice
- Dual Gigabit Ethernet ports
- Built-in Wi-Fi – dual band (2.4Ghz/5Ghz), installing at any workplace
- Built-in BT – supporting BT headset, phonebook
- 2 USB ports for charging mobile devices, USB accessories
- HDMI port for duplicating phone display in a big screen

IP DECT

iPECS IP DECT provides your team with full access to the system regardless of their location. Perfect for staff on the move or working in warehouse, workshop or campus locations.



CLASS 2 HANDSETS

CLOUD
VOICE & DATA



Authorised Reseller

iPECS
AN ERICSSON-LG BRAND

For superior user experience, iPECS 1000i Series

Intuitive user interface, superior HD voice, comprehensive range of terminals meet the needs of your entire organization for today and future.

- Simple, sleek and modern design goes well for desktop or wall mounting
- User friendly intuitive interfaces with color display
- Superior HD voice and full duplex speakerphone
- Zero touch provisioning for all cloud and on-prem users
- Exceptional performance, security and various range of accessories

1020i **Basic**



Basic Gigabit IP Phone

- 4 line 2.8" (132 x 64) grayscale display
- Up to 16 programmable keys with 4 self-label(x3 pages) and 4 paper-label keys
- HD audio for handset and speaker with wideband codec (G.722, Opus)
- Full duplex speakerphone with wideband voice
- Dual Gigabit Ethernet ports

1010i **Entry**



Cost effective entry IP Phone

- 4 line 2.4" (132 x 64) BW display
- 4 self-label programmable keys
- HD audio for handset and speaker with wideband codec (G.722, Opus)
- Full duplex speakerphone with wideband voice

Yealink

A 3RD party compatible Dect solution

- High-performance SIP cordless phone system
- 1.8" 128 x 160 TFT color screen with intuitive user interface
- Up to 8 concurrent calls • Up to 8 DECT cordless handsets
- Up to 8 SIP accounts
- Support Opus audio codec
- Up to 18-hour talk time (in ideal conditions)
- Up to 200-hour standby time (in ideal conditions)
- Quick charging: 10-min charge time for 2-hour talk time
- TLS and SRTP security encryption
- Noise Reduction System
- Headset connection via 3.5 mm jack
- Charger wall mountable

<https://www.youtube.com/watch?v=hnRi3URqIhw>





Ericsson-LG iPECS 1030i Cloud Handset Key Features Guide

1030i Button Layout



The 1030i has 18 programmable keys across 3 pages

Phone Guide

• Fixed Buttons

- **MSG:** Accesses message boxes
- **Mute:** Mute the call so that the caller cannot hear your voice.
- **Headset (Icon):** If a headset is plugged in this button allows you to toggle between the headset and handset.
- **Dir:** Assign or use assigned station speed dial numbers.
- **Trans:** Transfer the current active call or access the Program menu while the phone is idle.
- **DND (Do-Not-Disturb):** Blocks incoming calls. You can also activate Do-Not-Disturb while the phone is ringing - this terminates the call and the caller will get a busy tone.
- **Hold:** Place a call on hold – the caller will receive on-hold music or comfort tones.
- **Menu button:** Access the settings for your phone, such as changing the font and display or changing configuration.
- **Volume button:** Adjust the Ring, Headset, Handset, and Speaker volume.
- **Speaker button:** Toggle the speakerphone On and Off during a call. The button will automatically illuminate when the phone is in menu mode.
- **Flexible buttons:** A line or feature can be assigned to these buttons.
- **LCD screen:** Phone interface for status, dialing directories, and text message information.
- **Soft Keys:** These buttons are interactive and have a changing function based on the phone's status.

The below is an example of a typical telephone system installation which includes new SIP/Cloud hardware, data connectivity and number porting.

All installations are unique of course and our Project Manager will tailor each project plan according to our customer’s requirements.

A similar process and timescale will more often than not still be relevant for other services that require ordered services, hardware and installation.

TASK	LEAD TIME (Weeks)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Project Planning									
Order Placed/Survey Complete	0								
Broadband Ordered	1								
Broadband Go Live	2								
Cloud-Voice Licenses/SIP Trunks Ordered	2								
Number Port Order	2								
Port Complete (install pending)	4-6								
Hardware and Installation									
Hardware Ordered	2								
Hardware Pre-Configuration/Testing	3								
Installation of Phone System	4-6								
Training (Including Support)	4-6								



STRATEGIC PARTNERS

CLOUD
VOICE & DATA



Gamma
Platinum Partner



WHOLESALE



Community Fibre
better internet for everyone



digital
wholesale
solutions



UBIQUITI
NETWORKS



Paxton



Glide its.



ascom



Microsoft



SOME OF OUR CLIENTS

CLOUD
VOICE & DATA



O.W.E.N.S

BALMAIN



COASTWAY
VETERINARY GROUP



Best Western

PARIS
HAIR COUTURE

michels&taylor

hotel experts for hotel owners



SANDMANHOTELGROUP



SRC LTD



Operating KFC Franchises



SRC LTD is an associated company of SHG



NEWHAVEN
MARINA

ClearView
your complete security service

Sound-Affair.com
SPECIALISTS IN BANG & OLUFSEN



NATIONAL
TRAINING
PROVIDER

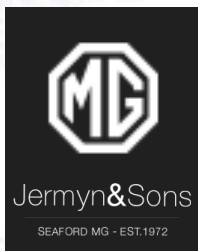


now | marketing

Smile One



CulverdenVets



sixtyseven°

golfbase

SENTRY ADVICE
independent mortgage advice



Woodfield
SECONDARY SCHOOL
Opening Doors to Success



Highworth
Grammar School



THE ARCHBISHOP'S SCHOOL
CANTERBURY



THE KINGSWAY ACADEMY



Causeway
School



Seaford Head
School



TESTIMONIALS

CLOUD
VOICE & DATA



Converting the former Debenham's in Hastings into a large entertainment centre, I spoke to several different telecoms and IT companies finally deciding on Cloud Voice and Data.

Since that moment every interaction we have had whether its Simon on sales, Michael on the technical side or Jackie the operations manager, the help guidance and assistance has been immediately forth coming.

Ours has not been a straightforward project, completely re cabling the entire 80,000 Sq-Ft centre, to cope with what we need now but also build in future proof provisions, new phone systems robust VFI for up to potentially 800 visitors at any one time and multiple network provisions for attractions, concessions food and beverage outlets and the various other systems that required secure networks.

Though this is just the start of our working relationship I am extremely satisfied with the service provided by Cloud Voice and Data and look forward to continuing our working relationship in the future.

Justin Manning
COO, C&O (Owens) Entertainment



We chose CV&D as they were so helpful when discussing systems and options. We had a number of requirements and they took the time and effort to really enable us to understand the pros and cons of different systems.

The resulting quote was extremely clear and granular, so we could easily "pick and choose" what we needed.

Knowledgeable, friendly and helpful team.

It's never easy keeping 180 users happy, all with differing requirements, but the team is very helpful and happy to listen and advise.



IT Partner. SHW
for and on behalf of Stiles
Harold Williams Partnership LLP



We started using Cloud Voice & Data a few months back, and since then they've helped us with a number of projects including a new phone system, upgrading our IT and now managing our IT. The whole team has been so helpful along the way including Russell, Richard and Michael who have all been on hand constantly to help us, as and when we've needed it.

We would recommend them to anyone who wants a quality job done without paying stupid prices!

Seaford



Eastbourne



Jermyn & Sons
GENERATING 100 YEARS



Throughout both the sales and the implementation processes Cloud Voice & Data have demonstrated they are 'can do' guys with a relentless work rate to solve our challenges with a willingness to work and help us no matter what the time of day.

Finding a suitable resolution to our very unique requirements looked ever increasingly impossible. But their knowledge of the industry, the products, the software, their flexibility of options and their supplier relationships meant they were able to propose to us a concept much different to our original plans but interestingly had lots of additional benefits. It didn't take them long to turn this concept into a working demo at which point we were delighted to put our business and trust with them.

And to date they have delivered in everything promised. We are by no means a 9-5 business and it's reassuring to know we can partner with, and trust, a like minded company who we already have a strong and personal relationship with

Pizza Go Go



Our new internet, telephone and CCTV was installed yesterday and what can I say? Cloud Voice & Data have been great from the very first consultation to now.

They have provided us with not only a great system which will improve how we work on daily basis but also great service!

Every interaction we have had with the team has made us feel supported and our needs as a small company has been listened to.

Great job!



We have started using cloud voice data about 3 months ago and the savings really are everything we were told and more. The customer service from their team is also one of the best we have ever experienced. Fully Recommend !!

Director 1 – Ludis Group

Recently switched over to CV&D and as promised they have saved my company a considerable amount of money each month. These guys go above and beyond to make the process extremely simple and the personal service they provide is second to none. Can't recommend them enough.

Director 2 – Ludis Group



#1 Telephony/IT Company.

Cloud Voice & Data should be the first choice for any business when looking for a telephony/IT company.

We've embedded a number of projects and hardware solutions from Cloud Voice & Data and the implementation was seamless and pain free. Their engineers are a fountain of knowledge and masters of their field.

I cannot recommend them enough, we will be using them for many, many years to come.

Date of experience: 06 June 2022



Going Above and Beyond!

We have used Cloud Voice and Data on several occasions to advise, supply, install and set up numerous CCTV cameras around the College. Their professionalism and attention to detail is fantastic. The installation engineers ensure that the job is done right, often going above and beyond to ensure that cameras are located in exactly the right position. We wouldn't use anyone else!

Date of experience: 24 August 2022



I found Simon and his staff to be very professional, knowledgeable and co-operative throughout the installation of our new system. In addition, after the project completion, they have been responsive and thorough to minor issues associated with another project.

I would recommend Cloudvoicedata without hesitation.



No. 5ive. Private office
spaces for rent in the heart
of Blackheath Village



We couldn't be more happy with Russ and the team at Cloud Voice & Data!

Coming from our previous provider to these guys is like a breath of fresh air. Best part of them is their honesty and openness about the whole process, as it turns out there are a lot of pirates out there.

MUCH LIKE OUR LAST PROVIDER!



AMC Motor Homes



Thanks to Russell Clarke and the team at Cloud Voice & Data for the fantastic installation of Hik Vision CCTV at Global Occupational Health Solutions.

Awesome camera definition, easy to use app - perfect solution. We will definitely be looking at other products in their portfolio.



Never thought I would find a company that can give you this high level of service for rates that sound too good to be true, but I did.

An exceptional level of service, ability and standard. I will be happy to recommend Cloud Voice and Data.



PROPOSAL SUMMARY



Current Setup

Currently with Radius spending £289 per month.
They currently provide for you broadband connections and analogue lines at 4 locations, Meridian centre, Gateway Café, The Hub and Farringdon Ind Estate. along with a 7x user phone system (although with only one physical phone) with integrator licenses allowing calls to be transferred and diverted to mobiles. Although the phone setup is future proofed as you're on a cloud hosted system, the broadband connections are not... these all sit on an analogue line, which will be phased out next year.

Our Recommendation

My recommendation following our meeting, survey and discussions is to provide you a new 8x user phone with 7x physical desk (VoIP) phones and 8x softphone (use with both mobiles and PC's/laptops).
We will also provide future proofed broadband services at the 4 locations. These will also range from 50mbps to 80mbps speeds, rather than the max of 40mbps currently provided. We can re-use existing routers and switches which will keep costs down a bit.

Pricing Summary

Recommended Provisions		QTY
Cloud Hosted user licences (inclusive calls & iPECS software)		8
iPECS 1030i VoIP Desktop handset		8
iPECS One (mobile app and desktop software)		8
Sogea broadband service		4
Installation & User Training		1
Group Summary		QTY
Maintenance & in Life Support		INCLUSIVE
Free UK Call Bundle (01,02,03 & 07 numbers)		
Transfer of all existing numbers including DDI Ranges		
Cost For	Lease-Finance Cost	CV&D Monthly Cost
Hardware Provisions	£72.50	£0.00
Service Rentals	£0.00	£161.00
Total	£233.50	

Which is a cost saving of £56 per month.
We did also discuss some other options which could save you further money.

1. Cancelling the broadband connection at Farringdon this will save a further £30.00 per month
2. Reducing the VoIP handsets (not licenses) you require this will save £3.38 per month, per handset

Mobiles

Current setup = various tariffs on O2 (between 1gb and 8gb) spending £144 per month
My recommendation = 8x connections with 10gb (no more data overspend concerns). 24m agreement.
Pricing Summary = £15.00 per user, total monthly cost = £120.00 (CV&D service rental)

So, you will not only benefit from a £24 monthly saving but also upgraded data allowances and because you're staying with O2 you can keep all your existing sim cards, meaning absolutely no disruptions.

In conclusion the new agreement will not only provide you with a new, future proofed system, but also a fix to your current challenges AND a monthly cost saving of at least £80, using a local trusted provider.

- Prices shown are ex vat
- Contracts are subject to credit checks
- 60m finance/lease arrangements will incur £160 admin fees (as per finance/lease paperwork)
- Quote valid for 30 days



THANKS FOR READING

CLOUD
VOICE & DATA

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WWW.CLOUDVOICEDATA.CO.UK

in

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Agenda Item: C1176
Committee: Full Council
Date: 6th February 2024
Title: Cash Collection Service
Report Authors: Town Clerk
Purpose of Report: To agree

Introduction & Background

Peacehaven Town Council takes cash and cheque payments through the Information Desk for various services, this has previously been cashed at the Post Office, which until recently was onsite at the Meridian Centre. Now that the Meridian Centre has closed, staff are having to travel further afield whilst carrying cash on behalf of the Council – this poses a risk to staff safety, as well as taking up additional paid time and mileage expenses to travel to & from the Post Office.

Analysis

Through Barclays, we are eligible to use Barclays Collect, under which for a small fee, G4S will collect the Cash & Cheques from Community House securely, which is indemnified as soon as it is collected and without having to commit to a contract for the service.

The cost of this would be £15 per collection (for cash deposits between £0 - £1999.99), which we propose having every 2 weeks.

This removes the need for staff to travel outside of the Information Office carrying any cash entirely.

A summary of the service is included as a background paper.

Conclusions

For a small cost, cash and cheques can be securely collected from Community House.

Recommendations

To agree to start using Barclays Collect to make secure collections from PTC.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	£30 per month.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Management of Health and Safety at Work Act 1999 Duty of Care to Staff Protection of PTC cash & cheques
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Safety of Staff
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?	N/A

<ul style="list-style-type: none"> • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Secure cash collections.
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	N/A
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	N/A

Appendices/Background papers

Summary of service

Barclays Collect

The banking service that comes to your business

[Log in to register](#)

[Check availability](#)

We'll collect your cash so you can focus on running your business. It's secure and convenient, with no minimum payment or monthly fee.

- Pay as you go, with no contract or monthly fee and a choice of collection slots
- Your cash is indemnified by G4S as soon as they take it into their care
- Exclusive to our Business and Corporate customers
- Pay in up to 50 cheques along with each cash deposit

The benefits of Barclays Collect

Safe

Items are collected by security specialist G4S, so there's no need to compromise the security of you or your employees.

Secure

Your cash is indemnified as soon as G4S takes it into their care and watched by CCTV at all times when it's with us.

Convenient

Book one-off or recurring collections in the morning or afternoon – and book before midday for a next-working-day collection.

Cost effective

No fees for large deposits, with simple pricing for all other collections – see 'How much does it cost?'

Flexible

You can use Barclays Collect when your business needs it – there's no minimum contract or monthly fee to pay.

How it works

How do I register?

You can make sure that Barclays Collect is available in your area through our postcode checker. To register, you need to have

- A Business or Corporate current account
- A valid email address and UK mobile telephone number
- Access to Online Banking

If you have all of these, log in to register and follow the instructions – there's no fee for signing up and you can use the service as little or as often as you like.

Once you've registered (we may need to visit your sites before we can arrange collections), you can book collections from your Online Banking home page.

Agenda Item: C1177
Committee: Full Council
Date: 6th February 2024
Title: The Hub – CIL Bid Update
Report Authors: Town Clerk
Purpose of Report: To note

Introduction

The Hub Expression of Interest (EOI) was successful, and an email circulated to all Councillors on 12th January advising of this, and recommending that due to the very tight timeframe (completed bid must be in by 23rd February 2024), that Officers progress the matter under a delegated authority and bring a bid proposal to Full Council for approval.

Several Councillors responded to the email in support of this approach, and a couple of comments for consideration were also received.

Analysis

Since the 12th January, Senior Officers including the Parks Officer, RFO, and Town Clerk have been working on progressing this. Several avenues have been explored, and the District Council have been approached about whether there is any flexibility in the deadline – which we have firmly been advised there is not.

Currently, Kaner Olette (architects) have been engaged to undertake some of the evidence based work required to progress this to a full CIL bid, their approach is to do this in 2 stages, as follows:

Stage 1:

review all options on the roof – keep as existing form or to change shape of roof – whilst accommodating wishes for PV cells on the roof and better insulation

Review existing structural info and implications of different roofs and associated loads.

On the heating side it would be good to get any info you have received from the companies you mentioned – I believe that heat pump(s) are the preferred route for the council rather than replacing the gas boiler – it may be prudent to get some loadings input and check on existing electrical capacity.

A review of what building regs would require as well as possible planning permission issues (especially with regards to changing roof shape)

Stage 2:

The preferred option from stage 1 can then be worked up for the bid with associated costs.

This includes engaging Quantity Surveyors and Structural engineers.

Once stage 1 is complete, Officers can select the preferred option to work up, or Council might prefer to appoint a TFG to advise – however, the TFG would need to report back to Officers with their preferred choice as there will not be time to report back to Council between stages – Officers could use delegated authority to progress the TFGs preferred option.

Kaner Olette are confident that they will be able to complete this work within the set timeframe.

We are also awaiting the results of the Condition Report from Pyxis, which will inform some more detail around the required works and will feed into the work Kaner Olette and Officers are undertaking.

OVESCO have also been contacted, although so far have not come back with any advice on possible options – we continue to try to engage with them, for information which will also feed into the bid.

Conclusions

Whilst the timescale is still extremely tight, the bid is moving forward positively, and we should be able to meet the deadline.

Recommendations

To note this report.

Implications

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

<u>Financial</u> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	Cost of expert advice – c. £3000. Money that could be obtained from the CIL bid.
<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Local Government Act 1972 Localism Act 2011
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	Maintaining the safety of the Hub building.
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	Planning permission may be required – to be advised.
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	CIL bid contains measures to make the building more sustainable.
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Protecting the asset for the town.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Increased efficiency of building.

Appendices/Background papers

Agenda Item: C1178

Committee: Council

Date 6th February 2024

Title: The Hub

Report Authors: Cllrs Fabry, Davies, Sharkey, Donovan, Alexander, Gallagher

Purpose of Report: To agree to increase the scope of improvements

Introduction

At the extraordinary Full council meeting on the 2nd of October 2023 Council agreed to replace the roof and heating system for the Hub building in Centenary Park.

The purpose of this report is to remove the restriction on Officers not to consider other works..

Background

The building now known as The Hub was built originally as a Sports Pavilion some 50 years ago.

As part of the Big Parks project in 2014 it was partially upgraded.

The original interior lay out has been amended over the years and some areas are now infrequently used . The toilets, showers ,changing rooms and kitchenette are extremely dated and no longer fit current needs and usage.

Over several years since 2019 reports have been presented to Leisure, Amenities and Environment Committee (LA&E) ,Policy and Finance and Council.

Many working groups and Task and Finish Groups have work on proposals which led to the agreement of a feasibility study,to consider the possibilities ,scope and costs of several options to meet the needs of the expanded population of Peacehaven and Telscombe , now approx. 23,000 and increasing.

This building is a sports and leisure building which is within the Sports Park area easily accessible for those in East Peacehaven and other areas.

Tenders had been received to produce the Feasibility Study and a company chosen to recommend to Council. This recommendation was not approved reduced and limited specifications agreed instead.

This has proved to be impractical and not far reaching enough for the present and future use.

Most Councillors have now visited the Hub and seen for themselves the extent of the task.

The Hub has been assessed by The P&T Neighbourhood Plan as part of the AECOM Sustainability Report as being "Suitable, Achievable and Available "for development up to a 3-story building. This is part of the consideration by the Planning Authority when agreeing planning applications.

The Hub is also part of the Peacehaven and Telscombe Neighbourhood Development Plan as a valued Community Building which as part of national policy are to be protected for public use.

It is important for the 20 minutes town concept for the access to health and well being facilities as well as open green spaces and play parks.

Due to its location in the East it compliments the Community House building for central and West Peacehaven

It is ideal to create a true Community Hub with possible use by SCDA, Climate/ Energy Hub, Archaeological learning resource, Ouse Valley Climate Action. A centre for walks and exploration . Bringing more visitors to Centenary Park and increasing trade at the Gateway Café and perhaps offering a café in this area

ANALYSIS

A successful Expression of interest for LDC CIL funding for the roof and heating including renewable energy including solar panels is now being worked on to produce a full application. to Lewes District Council

Financial

LDC have agreed £100,000 to be matched by £1000,00 from PTC CIL funds.

OVESCO are also applying for a grant on behalf of PTC for the renewable energy needs.

Any funds spent from PTC pot will be counted as part of the matched funding element for CIL.

Further applications can be made to LDC CIL for other parts of the project.

Other Grants can be applied for including Sports grants.

A public works board loan can be applied for to fund any shortfall.

An increased interior space offer with more versatility of rooms will increase annual revenue.

Conclusions

The Officers need to have the authority to consult with the experts needed for a project such as this, i.e.. Structural engineers ,architects, builders, etc to be able to gather the information to bring this project back to Council.

Recommendation

1. To agree this report and to sanction the Officers to proceed as per the conclusions to the financial limits from now of £10,000.

Implications

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Use of CIL
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	To be considered

<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A at this stage
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	All relevant
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A at this stage
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	All relevant
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	All to be considered

Appendices/Background papers