

George Dyson  
Town Clerk

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

13<sup>th</sup> March 2024

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 19<sup>th</sup> March 2024 at 7.30pm.

George Dyson  
Town Clerk

### A G E N D A

**C1192 MAYOR/CHAIR'S ANNOUNCEMENTS.**

**C1193 PUBLIC SESSION.** *Members of the public may ask questions on any relevant Council matter.*

**C1194 TO APPROVE APOLOGIES FOR ABSENCE.**

**C1195 TO RECEIVE DECLARATIONS OF INTERESTS.**

**C1196 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 20<sup>TH</sup> FEBRUARY 2024.**

**C1197 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

- a. **Planning & Highways Committee:-**
  - i. To receive the meeting minutes of the 23<sup>rd</sup> January 2024.
  - ii. To receive the meeting minutes of the 13<sup>th</sup> February 2024.
  - iii. To note the draft meeting minutes of the 5<sup>th</sup> March 2024.
  - iv. To receive an update on the planters and public realm TFG.
- 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 30<sup>th</sup> January 2024.
  - iii. To note the draft meeting minutes of the 12<sup>th</sup> March 2024.
  - iv. To adopt an advertising policy & procedure.
- c. **Personnel Committee.**
  - i. To note the draft meeting minutes of 23<sup>rd</sup> January 2024.
- d. **Leisure, Amenities & Environment Committee:-**
  - i. To receive the meeting minutes of the 9<sup>th</sup> January 2024.
  - ii. To note the draft meeting minutes of the 20<sup>th</sup> February 2024.
  - iii. To receive a report on the Howard Park Pathway.
- e. **Civic & Community Events Committee:-**
  - i. To receive the meeting minutes of the 16<sup>th</sup> January 2024.
  - ii. To note the draft meeting minutes of the 27<sup>th</sup> February 2024.
  - iii. To decide whether to postpone the agreed Climate Fair.

**C1198 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**Agenda for the Meeting of Peacehaven Town Council – 19<sup>th</sup> March 2024**

**C1199 TO RECEIVE A REPORT AND AGREE ANY ACTIONS ON A POSSIBLE MERGER OF PEACEHAVEN AND TELSCOMBE TOWN COUNCILS**

**C1200 TO DISCUSS THE REPORT FROM THE DISTRICT COUNCIL INDEPENDENT REMUNERATION PANEL**

**C1201 TO AGREE A SERVICE LEVEL AGREEMENT WITH CITIZENS ADVICE BUREAU**

**C1202 TO RECEIVE REPORTS FROM TASK AND FINISH GROUPS (TFG's):**

- a. Youth Engagement
- b. Morrisons Development
- c. Community & Business Plan
- d. Advertising Policy

**C1203 TO RECEIVE VERBAL UPDATES FROM OUTSIDE BODY REPRESENTATIVES**

**C1204 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED**

**C1205 DATE OF NEXT MEETING – TUESDAY 21<sup>ST</sup> MAY 2024 AT 7.30PM.**

**C1206 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:-*

**C1207 TO AGREE THE TENDER RECOMMENDATION FROM POLICY AND FINANCE COMMITTEE FOR THE MAIN HALL AIR HANDLING UNITS**

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**DRAFT Minutes of the meeting of the Extraordinary Full Council meeting held in the Anzac Room, Community House on Tuesday 20<sup>th</sup> February 2024 at 6.30pm**

**Present:** Cllr David Seabrook (Chair), Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Wendy Veck, Cllr Simon Studd, Cllr Sue Griffiths, Cllr Paul Davies, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Lee Ashby-Parkin, Cllr Nick Evans.

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

No members of the public were in attendance.

**C1185 MAYOR/CHAIR'S ANNOUNCEMENTS.**

The Chair opened the meeting at 18:30, went through the building fire procedures, asked that phones be put onto silent.

**C1186 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.**

The Town Clerk and Parks Officer gave a presentation to the Council on the proposed CIL bid and went through the details in the papers provided.

**C1187 TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr Sharkey.

Cllr Cheta was also absent.

**C1188 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

**C1189 TO ADOPT THE PUBLIC MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 6<sup>TH</sup> FEBRUARY 2024**

Proposed by: Cllr Griffiths                      Seconded by: Cllr Fabry  
The Council **resolved** to **adopt** the minutes of the 6<sup>th</sup> February 2024.

**C1190 TO AGREE TO SUBMIT A CIL BID TO LEWES DISTRICT COUNCIL FOR THE HUB**

The Town Clerk clarified the amount in the PTC CIL fund to Council, taking into consideration the committed expenditure.

*Cllr Ashby-Parkin was initially noted as absent but arrived at this point (18:58).*

The Council discussed the CIL bid, and in particular debated whether PV panels should be included in the bid or left for a later stage.

It was proposed that Council submit the CIL bid, subject to the amendment to include the PV Solar panels, and increasing the bid amount in line with this, including increasing the match funding from PTC CIL to £175,000.

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

The Council added their thanks to all the Officers involved with putting the bid together so quickly, and gave a round of applause for the work.

**C1191 DATE OF NEXT MEETING – TUESDAY 19<sup>TH</sup> MARCH 2024 AT 7:30PM**

The next meeting was confirmed as Tuesday 19<sup>th</sup> March 2024 at 7.30pm.

*There being no further business the meeting ended at 19:08.*



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## **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 13<sup>th</sup> 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 9<sup>TH</sup> 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 13<sup>th</sup> 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 8<sup>th</sup> 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 6<sup>th</sup> 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 13<sup>th</sup> FEBRUARY 2024**

The next meeting was confirmed as Tuesday 13<sup>TH</sup> February 2024 at 7.30pm.

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

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**DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 13<sup>th</sup> February 2024 at 7.30pm**

**Present:** Cllr Campbell (Chair), Cllr Gordon-Garrett (Vice Chair), Cllr Alexander, Cllr Gallagher, Cllr Seabrook, Cllr Sharkey, Cllr Studd, Cllr Wood.

**Officers:** George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer).

1 member of the public was in attendance.

**1. PH1858 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:31, welcomed everyone, briefly ran through the fire exit procedure, and announced they had found a notice in the carpark with the details of a proposed new mast development in Piddinghoe Close.

**2. PH1859 PUBLIC QUESTIONS.**

There were no public questions.

**3. PH1860 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies for absence.

**4. PH1861 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. PH1862 TO ADOPT THE MINUTES FROM THE 23RD JANUARY 2024**

Proposed by: Cllr Sharkey                      Seconded by: Cllr Alexander  
The Committee **resolved** to **adopt** the minutes of the 23<sup>rd</sup> January 2024.

**6. PH1863 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The budgetary report was **noted**.

**7. PH1864 TO AGREE TO RECOMMENDED EARMARKED RESERVES**

Cllr. Gallagher expressed agreement with this, especially in view of the Neighbourhood Plan.

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

Proposed by: Cllr Gallagher                      Seconded by: Cllr Alexander  
The Committee **resolved** to **agree** to the recommended earmarked reserves.

**8. PH1865 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher reported that the NDP is near completion, that LDC are in the process of appointing the agreed examiner. They have been told it will take 4 or 5 days to examine the plan, where any possible clashes of policies are being reviewed, and are hopefully moving the NDP to referendum shortly.

There were no further questions or comments.

## 9. PH1866 TO DECIDE RURAL GRASS CUTTING SERVICE

The Committee discussed the rural grass cutting, including the width of the area cut, the fact that the roads in question form part of the Major Road Network and are not really rural, and that visibility and safety along the road is a problem already.

It was proposed that the Committee agree to option 1, and that ESCC are asked to urgently consider redesignating the stretch of road as an urban verge for safety reasons.

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

## 10. PH1867 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

### a. Wildflower grass verge survey

Cllr Seabrook suggested a merger with the Public Realm TFG based upon too few available members.

The Wildflower Grass Verge Survey TFG and The Public Realm TFG are now merged.

### b. Planters and public realm along South Coast Road

Cllr Gallagher reminded members of the Kaner Olette study, including tidying up of the public realm, and planter signage uniformity; explained that Cllr Studd has signage materials and costs for the Meetings and Projects Officer. Also that the group will continue to meet with Neighbourhood First for litter picks, and tidy ups, and that then will start looking at the Public Realm, aided by Cllr Studd's connections with businesses along the road.

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

Cllr Seabrook reported they are trying to engage with schools to deal with parking problems outside schools, there are solutions, but that school cooperation is needed.

With regards to speedwatch, Cllr Seabrook explained they have 6 or 7 trained people, and that the group is effective. They move locations frequently, which they will slow traffic down all around Peacehaven, and that the average speed is 18 miles per hour.

Cllr Seabrook added that there is a campaign for a crossing on the coast road on the plan too, and Cllr Campbell commented that the issue of pedestrian crossings is one of the top priorities on the business plan list.

Cllr. Seabrook suggested the three priority pedestrian crossing locations as near Hoddern Avenue, near Sainsbury's and near to Greggs Bakery, and the top priority ones were briefly discussed.

The revised Action Plan was **noted**.

### d. Rights of way

Cllr Gordon-Garrett reported there was no update.

## 11. PH1868 TO DECIDE LEWES DISTRICT COUNCIL HIGH STREET AUDIT

The Committee discussed that a similar study has already been conducted recently by Kaner Olette as part of the Neighbourhood Plan and through the access group.

The Town Clerk confirmed that Officers will reply to the LDC Officers with the Kaner Olette Report attached.

Proposed by: Cllr Gallagher                      Seconded by: Cllr Gordon-Garrett  
The Council **resolved** to **agree** to not contribute £5000 to the Lewes District Council High Street Audit

## 12. PH1869 LEWES LOCAL PLAN CONSULTATION: EVIDENCE BASE FOR PTC RESPONSE

The Committee discussed the report, which it was felt should remain on file as the District Council progress the work on the Local Plan.

The Town Clerk confirmed the council had authorised the committee for their response, rather than being obliged to do so; that the council's resolution will go forward to the consultation as the council's response; that Officers can refer to the report to help answer any questions from LDC planning officers, and that the report can be released on request.

## 13. PH1870 TO NOTE ESCC LOCAL TRANSPORT PLAN 4 2024-2050

Cllr Campbell reported there was almost nothing for Peacehaven in the plan, and no Peacehaven actions will be made in this round, but that two things mentioned were the increase in buses, and bus number 14. It was explained that that councillors will be sending in individual comments.

The cycle loop was brought up, and Cllr Seabrook explained that highways have funding for a feasibility study for the loop.

The ESCC local transport Plan 4 2024-205 was **noted**.

## 14. PH1871 TO DISCUSS EV CHARGER PROPOSAL

Cllr Campbell suggested this proposal to be resubmitted to the Leisure, Amenities, and Environment Committee (LA&E), as it could be used in the Centenary car park, and raised whether the P&H committee should place pressure on LDC with regards to EVs in LDC car parks.

Meetings and Projects Officer to add EV onto P&H Action Plan.

## 15. TO COMMENT on the following Planning applications as follows:-

**PH1872** LW/24/0021 32 Horsham Avenue Peacehaven

It was proposed to support this application.

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

The Committee **resolved** to **support** this application.

**PH1873** LW/23/0790 Flat 1 2 Dorothy Avenue Peacehaven

It was proposed to propose to support this application.

Proposed by: Cllr Sharkey                      Seconded by: Cllr Alexander

The Committee **resolved** to **support** this application.

**PH1874** LW/24/0082 144 The Promenade Peacehaven **Case Officer** James Emery

Peacehaven Town Council **propose** that Lewes planners check that this is permitted development, particularly in view of substantial increase in roof height.

Proposed by: Cllr Seabrook                      Seconded by: Cllr Wood

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

**PH1875** LW/23/0284 85 South Coast Road Peacehaven

The Committee **noted** this application.

**PH1876** LW/24/0060/CD 40 Phyllis Avenue Peacehaven

The Committee **noted** this application.

**PH1877** LW/23/0522 Peacehaven And Telscombe Football Club, Piddinghoe Avenue, Peacehaven,

Cllr Alexander explained there was a wait for the archaeological plan, and understood that some LA&E Committee business depends on this moving forward.

Cllr Campbell suggested this information be passed to the Parks Officer.

The Committee **noted** this application.



**PH1878** LW/24/0028/CD 73 Ashington Gardens Peacehaven  
The Committee **noted** this application.

**PH1879** LW/24/0029/CD 66A Telscombe Road Peacehaven  
Cllr Campbell suggested that residents concerned with LW/24/0028 and 0029 be contacted about the management plan. The Town Clerk agreed to carry this out.  
The Committee **noted** this application.

**PH1880** LW/24/0016 80-82 South Coast Road Peacehaven  
The Committee **noted** this application.

**16 TO NOTE the following Planning decisions**

**PH1881** LW/23/0704 12 Valley Road Peacehaven  
**PH1882** TW/23/0109/TPO 2 Wendale Crescent Peacehaven  
**PH1883** TW/23/0108/TPO 2 Louvain Gardens Peacehaven  
**PH1884** LW/23/0667/CD Land East And West Of Downs Walk Peacehaven  
**PH1885** LW/23/0632 127 The Promenade Peacehaven  
**PH1886** LW/23/0633 6 Crocks Dean Peacehaven  
**PH1887** LW/23/0609 122A Phyllis Avenue Peacehaven  
**PH1888** LW/23/0582/CD Land Between Greenacres And Highsted Park Telscombe Road Peacehaven  
**PH1889** TW/23/0083/TPO 3 Wendale Drive Peacehaven  
**PH1890** TW/23/0070/TPO 12 Tor Road Peacehaven  
The Planning decisions were **noted**.

**17. PH1891 TO NOTE PLANNING & HIGHWAYS – THERE ARE NO COMPLAINTS FOR THIS COMMITTEE**  
The Committee **noted** this.

**18. PH1892 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.**

Cllr Seabrook explained that item 2, speed activated sign, would cost a lot, and evidence would need to be collected from speed watch before this goes ahead.

Cllr Campbell explained she had not been to check the boxes at Pelham Rise Bus stops, but this may be going ahead as there had so far been no objections.

**19. PH1893 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 5<sup>TH</sup> MARCH 2024**  
The next meeting was **confirmed** as Tuesday 5<sup>TH</sup> March 2024 at 7.30pm.

*There being no further business the meeting ended at 20:29.*

George Dyson  
Town Clerk

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**DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 5<sup>th</sup> March 2024 at 7.30pm**

**Present:** Cllr Campbell (Chair), Cllr Gordon-Garrett (Vice Chair), Cllr Alexander, Cllr Gallagher, Cllr Seabrook, Cllr Sharkey, Cllr Studd, Cllr Harman (substitute for Cllr Wood).

**Officers:** Zoe Polydorou (Meetings & Projects Officer).

8 members of the public were in attendance.

**1. PH1894 CHAIR ANNOUNCEMENTS**

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

**2. PH1895 PUBLIC QUESTIONS.**

6 members of the public had questions.

The Chair explained that in reference to **PH1904 LW/23/0773** 66 The Lookout Peacehaven, this was not about a planning application, but rather that the item was about commenting on a certificate application as to whether its use was established for 10 years or more which would make it immune to enforcement.

The first member of public had two comments to raise concerning **PH1904 LW/23/0773** 66 the Lookout. First about the legality and potential implications of Peacehaven Town Council (PTC) providing them with a certificate of lawfulness; whereby the Chair confirmed PTC were not giving certificates, and that this was a matter for Lewes District Council. Secondly with regards to an enforcement notice that has not been carried through. Here the Chair clarified that PTC has no authority to issue enforcement notices, but that LDC does.

Cllr. Alexander confirmed he would be happy to write to LDC Planning's department.

The second member of public queried, if there was no planning permission and if the cabins are on someone else's land, how could a certificate be given.

The Chair thanked the member of public for their contribution and explained that these comments would be passed on.

The third member of public queried how it would be known whether the cabins are filled every time.

Cllr Alexander explained that the owner had sent LDC a records of bookings, rather than when they are occupied, which meant the wrong info has been sent.

The Chair thanked Cllr. Alexander.

The fourth member of public summarised the planned new scout hut, including its size, its energy efficiency, wheelchair access location, and explained that within this application it will just be for scout hut use. Then summarised the planning for the land adjacent to 4 Telscombe Road.

The Chair thanked the member of public.

The fifth member of public asked three questions: Did the council submit a response to LTP4? Is anything being put forward for the B6 reviews that has a deadline of 12<sup>th</sup> June, and if there has been mention of the aquarium at the roundabout (in Brighton) and Valley Gardens?

The Chair confirmed that nothing was put forward on LTP4; that they are not currently aware of The East Sussex Bus Service Improvement Plan (BSIP), and thanked the member of public for raising the proposed replacement to the aquarium in Brighton.

The sixth member of public questioned whether there was an update on the Louvain gardens, and that the 7, now removed, trees had been instructed to be in wire cases to mitigate damaging them. The Chair explained there is an ongoing investigation with Lewes District Council, that the decision was taken by Lewes District Council without referring to Peacehaven Town Council, and suggested writing to local district councillors about this issue.

Chair thanked the public for their attendance.

### **3. PH1896 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology from Cllr Wood.

### **4. PH1897 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There was 1 declaration of interest from Cllr. Sharkey, stating living near to the Scout hut.

### **5. PH1898 TO ADOPT THE MINUTES FROM THE 13<sup>th</sup> February 2024**

It was proposed to adopt the minutes.

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

The Committee **resolved** to **adopt** the minutes of the 13th February 2024.

**The Chair brought forward the following Planning applications TO COMMENT on:-**

#### **PH1904 LW/23/0773 66 The Lookout Peacehaven**

Cllr. Sharkey expressed it has not been in continuous use for ten years.

Cllr. Seabrook mentioned that the first booking was 15th May 2015, which is 9 years not 10, that there were lots of gaps in 2015, and questioned it being in continuous use.

Cllr. Gallagher raised a few concerns, including the lack of a planning application, making it unregulated, the lack of high quality design, accessibility, and access by public transport, and dismissed the claims being made by the property.

The Committee believe that the cabins are unlawful, should never have been there in the first place and should not be permitted to stay there. It is concerned about the lack of enforcement and suggest noise complaints are looked into that may have been recorded by Environment First.

A member of the public spoke about how excessive noise is managed.

The Chair acknowledged that Standing Orders had not been suspended, and commented that they were now reinstated.

#### **PH1908 LW/24/0111 Scout Hut Arundel Road Peacehaven**

Cllr. Alexander summarised that it's a good development.

It was proposed to support this application.

Proposer: Cllr Seabrook                      Seconder: Cllr Alexander

The Committee **agreed** to **support** the application.

#### **PH1906 LW/24/0105 Land Adjacent To 4 Telscombe Road Peacehaven**

Cllr Gordon-Garrett explained that surface water flood risk within the Valley area, below the proposed development, is a serious problem, mentioned the AECOM report from the Neighbourhood plan, and expressed her concern with the development, including losing the view, worry over the change of use from agricultural, and concern about the dark sky policies.

Cllr Gallagher queried the drainage plans. And Cllr Alexander expressed the house is outside of the planning boundary.

Cllr Gordon-Garrett suggested it contravenes Core Policy 10 of Lewes Local Plan Part 1 – the importance of the South Downs National Park, and Policy DM1 of the Lewes Local Plan Part 2 – the outside planning boundaries.

The Chair expressed that it then also contravenes DM 2-12.

It was proposed to oppose this application on the same grounds as the Planning Officer, that it is within the setting of the South Downs National Park, and concerns about drainage issues.

Proposer: Cllr Gordon-Garrett

Seconder : Cllr Harman.

Cllr. Gallagher abstained.

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

## **6. PH1899 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The budgetary report was **noted** and **reviewed**.

## **7. PH1900 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

Cllr Gallagher had no update, but commented there would hopefully be an update for the next Full Council.

4 members of the public left: 20:12

## **8. PH1901 TO SET UP A TFG TO EXAMINE OPTIONS FOR THE MAIN GRASS-CUTTING CONTRACT AND REPORT BACK BY JULY 2024**

The Chair summarised the report.

Cllr Seabrook queried when the date is to tell East Sussex County Council, and the Chair confirmed August and that this TFG would report by July.

It was proposed to set up a TFG

Proposed by: Cllr Sharkey

Seconded by: Cllr Alexander

The Committee **resolved** to **agree** to setting up a TFG.

The Chair explained that Cllr Davis was interested to be part of the TFG.

Cllr Sharkey suggested asking Cllr Wood in due course.

TFG: Cllr Studd, Cllr Campbell, Cllr Davis

## **9. PH1902 REPORT ON ESCC TRANSPORT FEASIBILITY STUDY**

The Chair explained the report and Cllr Gallagher continued to explain the project and its route.

The Chair thanked Cllr Gallagher and explained part of this report would be postponed to the end of the agenda, and made confidential.

## **10. PH1903 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

### **a. Planters, Wildflowers and Public realm along South Coast Road**

Cllr Gallagher explained the positive and productive meeting with Neighbourhood First on 28<sup>th</sup> February, and that the Meetings & Projects officer will take a fuller report to the next Full Council and that LDC will be holding a talk on 19<sup>th</sup> March.

**b. Public Safety Groups**

Cllr Seabrook explained the group is trying to engage with schools to improve the safety situation, but schools are not being very forthcoming. However, Cllr Seabrook continued that there are solutions, where funding could come from the grants Committee.

Cllr Seabrook explained that the Community Speedwatch group is now active.

Cllr. Alexander commented on the increase in traffic when Morrisons is open, and expressed that additional crossings are needed on the A259. The Chair responded that the top of the business plan for Planning and Highways was about this issue. Secondly, that as part of Morrisons' planning application there was an assessment by the highways authority of the likely traffic effects.

**c. Rights of way**

Cllr. Gordon-Garrett explained that there have not been any meetings.

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

**PH1905 LW/24/0087** 17 Bramber Close Peacehaven

20:28 - 2 members of the public left

Cllr Sharkey commented that it is straightforward and proposed to support the application.

Proposer: Cllr Sharkey Seconded: Cllr Studd.

It was resolved to **support** the application.

**PH1907 LW/24/0113** 9 York Road Peacehaven

There was general discussion around the large size of the dormers, the size of the house including the proposed height, it setting a precedent and that it would be out of keeping and character with the rest of the street scene.

20:31 – 1 member of public left

The Committee requested to make the dormers smaller.

It was proposed to oppose this development on the grounds of it being an over development, overlooking, out of character with the street.

Proposer: Cllr Alexander Seconded Cllr Garrett.

Committee **resolved** to oppose this planning application.

**PH1909 LW/24/0089/CD** Land East and West of Downs Walk Peacehaven

There were no comments.

**13 TO NOTE the following Planning decisions**

**PH1910 TW/24/0016/TPO** 2 Louvain Gardens

Cllr Gordon-Garrett explained the current status of the planning decision, and the Chair explained there is an investigation.

Cllr Seabrook explained that Peacehaven Town Council was not given the opportunity to be consulted on this planning decision.

Cllr Gordon-Garrett queried the process the Officer followed, and the increase of houses on the plan, and is investigating.

The Committee recommended expressing disquiet that the opportunity to comment was removed.

**PH1911 LW/23/0790** Flat 1 2 Dorothy Avenue

The Planning decision was **noted**.

**PH1912 LW/24/0009** Peacehaven Youth Centre

The Planning decision was **noted**.

**PH1913 LW/23/0740** 62 South Coast Road

The Planning decision was **noted**.

**PH1914 LW/23/0627** 1 Vernon Avenue

The Planning decision was **noted**.

**PH1915 LW/23/0694** 61 Chapel Avenue

The Planning decision was **noted**.

**PH1916 LW/23/0709** 241 South Coast Road

The Planning decision was **noted**.

#### **14. PH917 TO NOTE PLANNING & HIGHWAYS COMPLAINTS**

The Chair mentioned being concerned with the item around the overgrown hedges, and the potholes.

The Committee **noted** the planning and highways complaints.

#### **15. PH918 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.**

Cllr Gallagher apologised to the Committees and Assistant Projects Officer in relation to item 6, Lake Drive Pond, for not being able to progress this much, but expressed this would be moved forward.

Cllr Alexander queried whether Pelham Rise bus stop is completed; the Chair responded that there is a wait for yellow line boxes.

#### **16. PH919 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 9TH APRIL 2024**

The next meeting was **confirmed** as Tuesday 9<sup>th</sup> April 2024 at 7.30pm.

#### **11. PH1902 REPORT ON ESCC TRANSPORT FEASIBILITY STUDY**

1 member of public left at 20:47

It was proposed to exclude members of the public.

Proposer: Cllr Sharkey      Second: Cllr Seabrook

The Committee **resolved** to agree.

Cllr Seabrook explained the reasoning behind the map, which was shown on the screen; explained the feasibility study, and that it will be reported back, and ready to go ahead when funding is available, and where that may come from.

Members thanked Cllr Seabrook for the update.

*There being no further business the meeting ended at 20:52.*

**Agenda Item:** C1197(aiv)  
**Committee:** Full Council  
**Date:** 19<sup>th</sup> March 2024  
**Title:** Planters & Public Realm TFG Update  
**Report Authors:** Meetings & Projects Officer  
**Purpose of Report:** To update Full Council

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### **Introduction**

The Planters & Public Realm TFG was formed with the aim of improving the public realm along the A259, promoting the cliff top and parks, for example with walk-to links from A259 to Centenary Park/The Tye etc, using the Kaner Olette 'South coast Road Regeneration Pilot Study for Peacehaven and Telscombe' Report as guidance.

### **Background**

The Planters & Public Realm TFG have met on:-

- 21<sup>st</sup> February 2024 at Community House.
- 28<sup>th</sup> February 2024 on the South Coast Road, with staff from Neighbourhood First from Lewes District Council.

The 'Planters' part of this TFG was discussed by TFG members, and helped inform the TFG Advertising Policy TFG, in terms of uniformity of the signage on the planters, and the prices.

In terms of the Public Realm, the TFG is working along the A259. They are starting from the West at the public toilets, making their way to the East.

### **Analysis**

This is an update of the TFG's meetings to date:-

#### **Public Toilets and surrounding area at Roderick Avenue**

The toilets are owned by LDC, and there seems to be an issue with the drainage, which is being investigated.

The graffiti on the green boxes, and bent bike rack are known to LDC.

#### **Superbin (Litter Picking Station)**

A Superbin is a metal container which holds litter picking items (litter pickers, gloves, hi-vis etc).

The Meetings and Projects Officer suggested the installation of a Superbin, which the TFG agreed would be useful, and is in contact with LDC with regards to the potential of receiving a free one from LDC in the financial year 2024/25.

#### **Volunteer Litter Picking**

The Committees and Assistant Projects Officer is trying to reestablish a regular volunteer litter picking group for along the A259. LDC have confirmed they have equipment ready to go for new volunteer groups, and can supply 10 set as a starter kit that has litter pickers, gloves, bags, bag hoops to keep the bags open and high viz tops.

#### **Local Business Involvement**

It has been discussed that a paper flier can be designed and printed, pulling out the key points from the Kaner Olette report, and be handed out to local businesses.

#### **Ways to report problems**

The TFG have been advised of the following digital tools:-

- Report, view, or discuss local problems - <https://www.fixmystreet.com>
- The 'Love Clean Streets' App enables you to report environmental issues, such as fly-tipping, dog mess or potholes, quickly and directly to your local authority in a four step process, for free.

**Future considerations that have been suggested as possible ways to help improve the public realm include:-**

- Organising Peacehaven in Bloom
- Finding out if various local green society/businesses would like to somehow be involved i.e. by sponsoring planters / the boat planter.
- Adding a further 2 or 3 railing planters to the current ones

The Parks Officer has confirmed that additional planters along the South Coast Road is not possible due to the width of the pavement.

A staff member of Lewes District Council has been scheduled to give a talk about Neighbourhood First prior to this meeting, at 6:30pm.

**Conclusions**

The TFG will continue to work on improving the public realm as outline above.

**Recommendations**

To note the contents of this report.

**To agree**

None

**Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	N/A
<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	Litter picking groups set up through Peacehaven Town Council will be provided with guidance for volunteer litter pickers and an example of a litter picking risk assessment that the group can fill out for each area they pick and an example of a safety briefing that all volunteers should be aware of before they undertake a litter pick.
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> </ul>	As the Public Realm TFG progresses the aim is to improve the environment, and promote walks to the cliff tops and the parks.



<ul style="list-style-type: none"> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	The aim is to improve the area.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Agenda Item:** C1197bi  
**Committee:** Full Council  
**Date:** 19 March 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

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### **Summary of recommended actions**

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

### **Introduction**

The attached reports summarise the council's overall financial position as at the end of month 11 (February 2024) 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 January 2024 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 93.9% of the budgeted expenditure has been spent so far, and 138.5% of the budgeted income has been received as at the end of month 11 (January 2024)

### **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:

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

### **Appendices/Background papers**

- Barclays Bank account summary balances – 31 January 2024
- Bank reconciliation statement for cashbook 1 – 31 January 2024
- Bank reconciliation statement for cashbook 2 – 31 January 2024
- Credit Card reconciliation statement – January 2024
- Detailed income and expenditure month 11 (February 2024)
- Detailed balance sheet month 11 (February 2024)

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Town Clerk

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**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 30<sup>th</sup> January 2024 at 7.30pm.**

**Present:** Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Wendy Veck, Cllr Debbie Donovan, Cllr Ian Alexander.

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

No members of the public were in attendance.

**1. PF954 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:33, welcomed everyone, and informed the Committee that the next Bingo is Wednesday 14<sup>th</sup> February, and the next Cinema is Wednesday 21<sup>st</sup> February showing One Life.

**2. PF955 PUBLIC QUESTIONS**

There were no public questions.

**3. PF956 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Gallagher.

**4. PF957 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. PF958 TO ADOPT THE COMMITTEE'S MINUTES OF 12<sup>TH</sup> DECEMBER 2023**

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

**6. PF959 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20<sup>TH</sup> NOVEMBER 2023.**

It was highlighted that there were spelling errors on items CH036, CH039, CH038, and CH031.

**Proposed By:** Cllr Griffiths                      **Seconded By:** Cllr Donovan  
The minutes were **agreed** and **adopted** subject to the necessary spelling corrections being made.

**7. PF960 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18<sup>TH</sup> JANUARY 2024.**

The Committee **noted** the draft minutes.

## **8. PF961 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

### **1. Finance Officer's report**

The RFO briefly summarised the report and added that she would be speaking to Committee Chairs shortly about proposed items to be earmarked.

### **2. Bank account & Bank Reconciliation statements (for signing)**

**Proposed by:** Cllr Sharkey                      **Seconded by:** Cllr Campbell  
The Committee **resolved** to **agree** to sign the bank reconciliation statements.

### **3. Income & Expenditure report**

The Committee **noted** the report.

### **4. Balance Sheet**

The Committee **noted** the balance sheet.

### **5. CIL & S.106 report (income, expenditure & bids)**

The Committee **noted** the report.

### **6. List of payments (for approval)**

**Proposed by:** Cllr Seabrook                      **Seconded by:** Cllr Campbell  
The Committee **resolved** to **approve** the list of payments.

### **7. Review of external contracts, SLA's & their ongoing authorisations**

The Committee **noted** the report.

### **8. Funding report for buildings equipment maintenance work**

The Committee **noted** the report.

## **9. PF962 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION**

Items 1 & 3 can now be removed from the Action Plan as completed.

The review of PTC Terms & Conditions of Hire to be added to the Action plan.

## **10. PF963 TO AGREE FUNDING FOR PARKS SIGNAGE**

The Clerk briefly introduced the report. Cllr Donovan asked for clarification on the material, the Parks Officer confirmed the signs are to be made from recycled plastic.

Cllr Sharkey explained that lots of work has gone into this through the Leisure, Amenities, and Environment Committee.

It was proposed that the funding for the signage be approved to come from PTC CIL, up to £1000.

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

#### **11. PF964 TO RECEIVE A REPORT AND AGREE ACTIONS ON THE GROUNDS TEAM MACHINERY**

The Parks Officer introduced the item and summarised the background. The Committee briefly discussed the possibility of electric vehicles and the practicalities of using HVO fuel.

It was proposed that the Parks Officer proceed with the work to replace the tractor for up to £33,000. £20,000 is to come from Chalkers Rise CIL, and the remaining amount to be made up from PTC CIL and the trade in value of the current tractor.

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

#### **12. PF965 TO RECEIVE A REPORT AND AGREE ACTIONS FOR BOWLING GREEN WORKS**

The Parks Officer introduced the item.

It was proposed that the quote from G. Richards for £7,999 be accepted to undertake the work on the pathway.

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

The Committee then discussed the irrigation system – the Parks Officer printed out and circulated a copy of the quote received, explaining that due to the specialist nature of the system there are very few local companies available to quote.

It was proposed that the Committee accept the recommendation to proceed with the works, with the Bowls club contributing half the cost, and with PTC's contribution being paid from PTC CIL, provided that the Parks Officer speak with other local bowls clubs to check that the quote is in line with what they would expect to be paying.

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

#### **13. PF966 TO RECEIVE A REPORT AND AGREE ACTIONS RELATING TO THE COMMUNITY HOUSE AIR HANDLING UNITS TENDER**

The Town Clerk introduced the item and gave an update on the status of the tender.

It was proposed that the Committee agree to the recommendation to fund the additional cost from the PTC CIL pot.

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

Cllrs Griffiths and Seabrook will be present at the opening of the tenders and provide a shortlist for Committee to consider.

#### **14. PF967 TO ADOPT A REVISED SINGLE USE PLASTICS POLICY**

Cllr Seabrook introduced the item and explained that the proposed changes are tracked in red on the document.

It was proposed to adopt the revised policy.

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

#### 15. PF968 TO ADOPT A REVISED MEMORIAL BENCHES POLICY

The Town Clerk introduced the item, the Committee briefly discussed the background to the policy.

It was proposed to adopt the revised policy.

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Campbell

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

#### 16. PF969 TO ADOPT REVISED CONDITIONS OF HIRE FOR COMMUNITY HOUSE

The Chair raised a number of concerns with the proposed policy, most of which were retained from the existing conditions of hire adopted in 2020.

It was felt that the document needed some further work before it can be adopted.

It was proposed that the conditions of hire be returned to the TFG for revision and that they report back to the next Full Council meeting, and that Cllrs Griffiths, Veck, and Seabrook be added to the PTC conditions of hire TFG.

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Veck

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

#### 17. PF970 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A RESERVE BANK ACCOUNT

The RFO introduced the item and gave a thorough summary of the research she has undertaken into this matter.

It was proposed that the Committee accept the recommendation in the report.

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Veck

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

#### 18. PF971 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

##### i. To review conditions of hire for PTC premises

This TFG had already been discussed at length earlier in the meeting.

#### 19. PF972 DATE OF NEXT MEETING – TUESDAY 12<sup>TH</sup> MARCH 2024 AT 7.30PM.

The Date of the next meeting was confirmed as 12<sup>th</sup> March 2024 at 7.30pm.

#### 20. PF973 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Sharkey

The Committee **resolved** to exclude press and public from the following items.

*The Parks Officer left at this point (20:48)*

#### 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. PF974 AGED DEBT ANALYSIS.

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

*There being no further business the meeting ended at 20:50*



<b>Agenda Item:</b>	<b>Advertising Policy TFG</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>19<sup>th</sup> March 2024</b>
<b>Title:</b>	<b>Advertising TFG Update with recommendations</b>
<b>Report Authors:</b>	<b>Meetings &amp; Projects Officer</b>
<b>Purpose of Report:</b>	<b>To agree recommendations.</b>

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## **Introduction**

The Advertising Policy TFG was formed with the aim of identifying suitable assets for advertising to bring in an income stream. The aim being that by the 2027 elections, Peacehaven Town Council (PTC) has an income stream of at least £10k from advertising, without damaging amenity.

## **Background**

The Advertising Policy TFG have met throughout February and March 2024.

An Advertising Policy (Appendix 1) has been written. This has been taken to P&F Committee on 12<sup>th</sup> March 2024, where it was agreed for it to be taken to this Full Council for adopting.

An Advertising Assets Specification and Request Form document (please see Appendix 2).

It has been discussed that this project be split into 3 phases, these being:-

### **PHASE 1 – Assets available now for advertising**

- Planters along the A259
- A1 boards on the A259
- The Banner Boards at The Dell
- Peacehaven Town Council's Monthly E-News
- Peacehaven Town Council website (PTC advertising only)

### **PHASE 2 – Assets available for advertising before the end of 2024 (work on this is in progress)**

- Planter Seat
- Roundabout Planter
- 11 External Noticeboards
- Bus Shelters
- Centenary Park Car Park
- Community House Corridor Boards
- The boat by the public toilets

### **PHASE 3 – Assets available for advertising by end of this administration**

- Large Planter by Meridian Surgery
- Wooden Planters on A259

- Boat Planter
- Peacehaven Town Council App
- 2 Water Refill station
- Community House Screen (PTC only)

Areas where PTC will advertise, and is not open to external advertising:-

- 11 Plastic Railings Planters on A259
- Planter at Bramber Avenue North

## **Analysis**

### **PHASE 1**

These assets, as bulleted within the 'background' section, are now available for advertisements. The specification details, and prices for these assets, except the Peacehaven Town Council website, which the TFG has deemed to be for PTC advertising only, are included in the 'Advertising Assets Specification and Request Form' document (please see Appendix 2).

#### **Planters along the A259**

##### Medium Planter outside a local business (item 5 on the Appendix 2).

A local business currently manages this planter, plants their own bulbs, and uses their own plaque. The options to move forward with can be discussed, and could include:-

- a) Continue with the status quo
- b) Consider a sponsorship route – an Officer could carry this out within Phase 2.

##### Planter at Bramber Avenue on the north side of the south coast road

Due to the sensitive nature of this asset, the Town Clerk advises against advertising on this asset. It may be useful to note that, although PTC owns the planter at this site, East Sussex Council own the land that it sits on, Lewes District own the nearby bench.

##### PTC logo

The TFG have discussed displaying a Peacehaven Town Council logo on each of the planters, separate to the advertising signage. In terms of budget, as there is no budget allocated to this for FY 2024/25, the RFO suggests the Committee agrees that any income received from advertising is to be used to purchase the signs required.

### **A1 boards**

#### A1 board West side

Due to its current location this advertisement board is not easily seen. The TFG discussed that it could be moved to the other side of the road for better visibility. However, the Parks Officer advised that this had been investigated and there were no suitable areas found at the time, hence the board is where it is.

The alternative is that it is turned around to face on-coming traffic, and reinstalled at the beginning of the path at Howard Park (in front of trees near path). The Parks Officer has confirmed that since it is PTC land and close to the current location this can be carried out, and a new licence would not be needed. It would cost around £100 to reinstall, and about 2 hours of the grounds team time. The RFO has confirmed there is available budget in the Planning and Highways 'Repair and Alternation of Premises'.

## **The Banner Board at The Dell**

### Areas of discussion included:-

- Adding another board the same size next to it to turning it into a V-board - however, after consideration this option was seen as unviable in terms of visibility.
- Currently, as the lower advert is hidden by the green Peacehaven Town Council noticeboard, it has been suggested that to move the noticeboard the banner board will need to be changed to 'permanent' rather than 'temporary'.
- Additional boards:-
  - Placing a recycled plastic A1 board in a V-Shape position next to the current board. From brief research to purchase this could cost in the region of £500.
  - Installing a big board at the West end of the Dell, this would cost around £500 for the additional wood, plus Groundsmen's time to install.

## **E-News**

It was discussed to aim for 3 adverts per month.

## **PHASE 2 and PHASE 3**

The TFG is looking into the viability of the rest of the assets for advertising within these phases. Further information will be provided at the next Full Council. However, it is important to note the following:-

### **Roundabout**

Lewes District Council owns this, but the 6 planters are owned by PTC. There is currently a local business advertising on the roundabout, but the contract is now lapsed.

## **Conclusions**

There are currently several available locations for advertising which, if agreed, could provide an income for Peacehaven Town Council.

There are also several further advertising opportunities as listed in Phase 2 and 3.

## **Recommendations**

1. To discuss the way forward with the medium planter outside a local business (Planter item 5 within the Advertising Assets Specifications & Request Form document).
2. To discuss 'Additional boards' at The Dell.

## **To agree**

3. To agree to adopt the Advertising Policy (as per Appendix 1).
4. To agree that any income received from advertising is to be used to purchase PTC logos for the planters.
5. To agree that the A1 board West Side is turned around and reinstalled at the beginning of the path at Howard Park (in front of trees near path), and that the cost is taken from the Planning and Highways budget 'Repair and Alternation of Premises'.
6. To agree to change the status of the Banner board from 'temporary' to 'permanent'.
7. To agree to Officers contacting businesses with lapsed contracts.

8. To approve the Advertising Assets Specifications & Request Form document
9. To agree which planter signage option to be used as a template within the Advertising Assets Specifications & Request Form document (Appendix 3).
10. To agree to delegate the Town Clerk to be able to adjust advertising costs if necessary.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	As per the costs outlined in the report.
<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	N/A
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	N/A
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	The Advertising Assets Specifications and Request Form ensures that all advertisers adhere to Peacehaven Town Council's Single Use Plastic Policy.

### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?  
Supporting doc's?

## DRAFT Peacehaven Town Council Advertising Policy

### **1. Introduction**

**1.1** This policy sets out our definition of advertising and the terms upon which advertising may be both sought and accepted by Peacehaven Town Council.

**1.2** Whilst protecting the visual amenity of the town and its values, Peacehaven Town Council will look to maximise advertising from the following:-

- Assets e.g. Planters, Advertising Boards.
- Events.
- Publications.
- Website.

**1.3** As well as helping the Council to generate revenues, this will also provide opportunities for local businesses and other organisations to market their goods and services, thus contributing to the growth and well-being of the town and local area.

### **2. Definition**

**2.1** For the purposes of this policy, advertising is defined as: “an agreement between Peacehaven Town Council (the Council) and the advertiser, where the Council receives either money or a benefit in kind in return for the advertiser using Council-owned space or publication to promote themselves or a product.

### **3. Objectives**

**3.1** To ensure the Council maximises income through commercial advertising.

**3.2** To ensure the Council adopts a fair, consistent and professional approach to advertising agreements.

**3.3** To ensure the Council's position and reputation are sufficiently protected in advertising agreements.

**3.4** To protect Officers from allegations of inappropriate dealings or relationship with advertisers.

#### **4. General Principles**

**4.1** The Council will actively seek opportunities to work with both local and national organisations by identifying advertising opportunities which are of common benefit and in keeping with its vision and core values.

**4.2** While the Council welcomes opportunities to work with partners, it will not put itself in a position where the partnership has, might have or may be thought to have:

- a) Influenced the Council in carrying out its statutory functions.
- b) Gained favourable terms with the Council in any business or other agreements.
- c) Aligned the Council with an organisation that conducts itself in a manner that conflicts with the Council's values.

**4.3** The Council keeps an open mind to different styles of advertising, but will not accept advertising which contains the following content:

- a) Sexual nature, which features an overtly sexual tone, innuendo or a subtext that may offend, partial or complete nudity or which appears to promote illegal or inappropriate behaviour.
- b) Mocking nature, which makes fun of particular groups of people, types of behaviour or situations.
- c) Racial stereotype, where the stereotyping begins to cause offence, with the potential to cause serious or widespread offence when referring to different races, cultures, nationalities or ethnic groups.

- d) Discrimination on the grounds of: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation.
- e) Designs should not imitate official highways signage, which may confuse our residents.

**4.4** The Council will not agree to advertising from the following:

- a) Religious organisations.
- b) Organisations in financial or legal conflict with the Council.
- c) Organisations with a party political purpose.
- d) Organisations associated with racial/sexual prejudice or discrimination on the basis of disability or any other type of discrimination (as at item 4.3(d)).
- e) Organisations involved in gambling or the production and sale of weaponry including firearms.
- f) Manufacturers of tobacco, vaping, alcohol or pornography etc.

**4.5** The above lists in items 4.3 and 4.4 are not exhaustive, and the Council retains the right to decline advertising from any organisation or individual and/or in respect of particular products which the Council considers inappropriate.

**4.6** The Council will at all times comply with its procurement policy and procedures and may, in accordance with those procedures, advertise an advertising opportunity to potential advertisers.

**4.7** The Council will not consider advertising which:

- a) is against the Advertising Standards Authority's advertising code;  
[www.asa.org.uk](http://www.asa.org.uk)
- b) does not uphold the rules laid out in the UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (CAP Code)  
[www.cap.org.uk/Advertising-Codes/Non-broadcast-HTML.aspx](http://www.cap.org.uk/Advertising-Codes/Non-broadcast-HTML.aspx)



- c) does not follow the Code of Recommended Practice on Local Authority publicity [www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity](http://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity).

**4.8** The Council also retains the right to remove advertising, with no refund due to the advertiser, should, during the period of advertising, the advertiser fall under one of the categories at items listed in items 4.3 or 4.4 or a similar situation deemed inappropriate.

**4.9** The Council will agree with the advertiser the nature and content of the publicity and will retain the right to approve all advertising material.

**4.10** Consideration for advertising will take the form of an opportunity for publicity, thus raising the profile of the advertiser within the town. The Council will agree with the advertiser the nature and content of the advertising and will retain the right to approve all publicity material.

**4.11** The Council will accept advertising from Councillors and Officers, and organisations for which they work or are involved with. However, the Council's Code of Conduct will apply, and any individual involved will not take part in discussions or the decision making process for that advertisement.

## **5. Procedures**

**5.1** Before seeking advertising, Council Officers must:-

- a) Consider the Council's advertising policy document.
- b) Consider the Advertising Assets Specification and Request Form document.

**5.2** The Council will maintain an advertising register. It will be the responsibility of the Officer responsible for the advertising agreement to enter the completed agreements on this register.

**5.3** All advertising shall be considered and approved, where relevant, by the Town Clerk, or a Senior Officer.

**5.4** The Council agrees the Advertising Assets Specification and Request Form document.

**5.5** All potential advertisers will:-

- a) Adhere to this policy.
- b) Adhere to, and sign two copies of the Advertising Assets Specification and Request Form document, and return one of the signed copies to the Town Clerk at Peacehaven Town Council.

**5.6** This policy will be reviewed at least every 3 years.

## **6. Conflict of Interest**

**6.1** Council Officers and Members are required to declare in advance if they have any personal interests, involvement or conflicts of interest and will take no part in the consideration of advertising with that particular organisation.

## **7. Disclaimer**

**7.1** Acceptance of advertising does not imply endorsement of products or services by the Council.

**7.2** The Council provides no guarantee to the advertiser as to the success or otherwise of any publicity or other advertising opportunities. No refunds will be provided by the Council in these circumstances.

**7.3** The Council reserves the right to withdraw advertising with no guarantee of a refund at any time to meet the demands of unforeseen circumstances. This includes:

- a) Force majeure (for example major environmental events or health pandemics)
- b) Periods of heightened sensitivity or developments following the installation of advertising (i.e. an external event converts previously acceptable advertising into advertising deemed to be in bad taste).

**7.4** The Council will let advertisers know of such circumstances at the earliest available opportunity.



# **DRAFT Peacehaven Town Council Advertising Assets Specification and Request Form**

## **1. Introduction**

This document contains the advertising specification for the following items:-

- Planters
- A1 boards
- The Banner Boards at The Dell
- Peacehaven Town Council's Monthly E-News

## **2. Advertising Procedure**

2.1 Businesses who advertise with Peacehaven Town Council must:-

- a) Adhere to the Council's Advertising Policy document.
- b) Adhere to the relevant specifications within this document.
- c) Complete and return the Advertisement Assets Request Form within this document to the Town Clerk at Peacehaven Town Council.
- d) On approval of the Advertisement Request Form, design their business advert, adhering to the relevant specifications within this document.
- e) Send a proof of the design to the Town Clerk for approval.
- f) Arrange production of the approved advert with a supplier of their choice, following the specifications within this document.
- g) Send the final advert to the Town Clerk.

2.2 This document will be reviewed at least once a year.

# PLANTERS

The advertiser must arrange the production, and purchase, of their own sign, adhering to the specifications within this document.

## 1. Locations

Large Planter (outside a supermarket)

Medium Planter (Traffic Lights, North side)

Large planter (outside a pharmacy)

Medium Planter (Traffic Lights, South side)

Medium Planter (outside a local business)

Medium Planter (Bramber Avenue south side)

## 2. Location and Size

	Item	Location (along A259)	Signage Size (inches)
1	Large Planter	Outside a supermarket	45w x 12h
2	Medium Planter	Traffic Lights - North side	30w x 16h
3	Large Planter	Outside a pharmacy	45w x 12h
4	Medium Planter	Traffic Lights - South side	30w x 16h
5	Medium Planter	Outside a local business	30w x 16h
6	Medium Planter	Bramber Avenue - South side	30w x 16h

Note: Each planter is available to one advertiser only.

### **3. Medium Planter Design**

The design template below can be used as an example to follow.

*[Approved advertising sign template will be inserted here]*

### **4. Large Planter Design**

5. The design template below can be used as an example to follow.

*[Approved advertising sign template will be inserted here]*

### **6. Colours**

- Background: White
- Font: Advertiser's brand typeface
- Font colours: Advertiser's brand colours
- Image (optional): Advertiser's logo

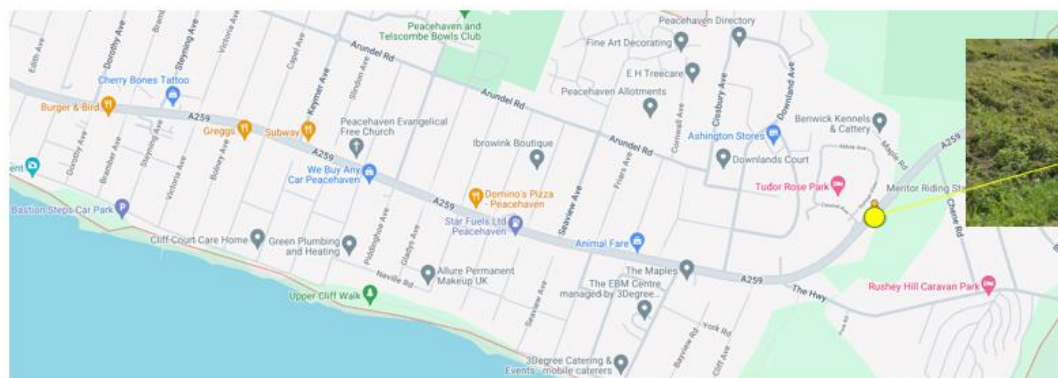
### **7. Physical Signage Specification**

- a) Aluminium Composite
- b) 3mm thickness
- c) 1 hole in each corner

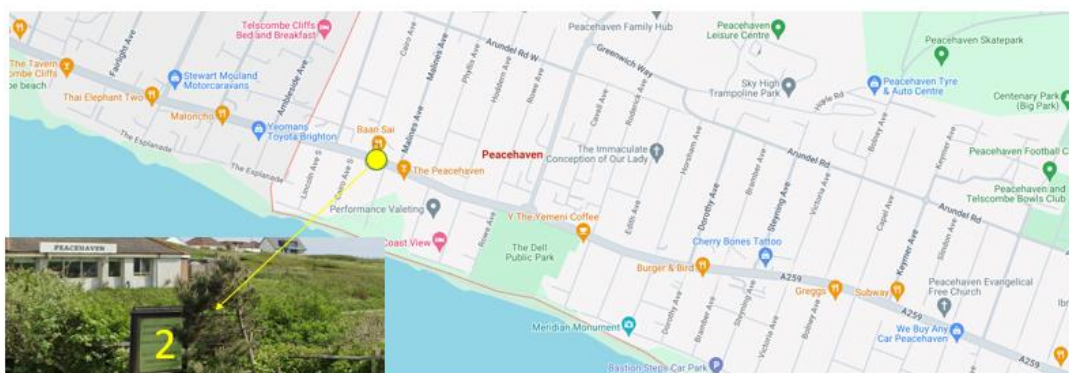
## A1 BOARDS

The advertiser must arrange the production, and purchase, of their own sign, adhering to the specifications within this document.

### 1. Locations



A1 Board East



A1 Board West

### 2. Location and Size

	Item	Location (along A259)	Signage Size
1	A1 board East	East end of A259	A1
2	A1 board West	West end of A259	

### 3. Colours

- Background: Advertiser's own (please note for accessibility purposes a light bright background using black/dark font is recommended).
- Font: Advertiser's brand typeface
- Font colours: Advertiser's brand colours
- Image (optional): Advertiser's logo

#### **4. Physical Signage Specification**

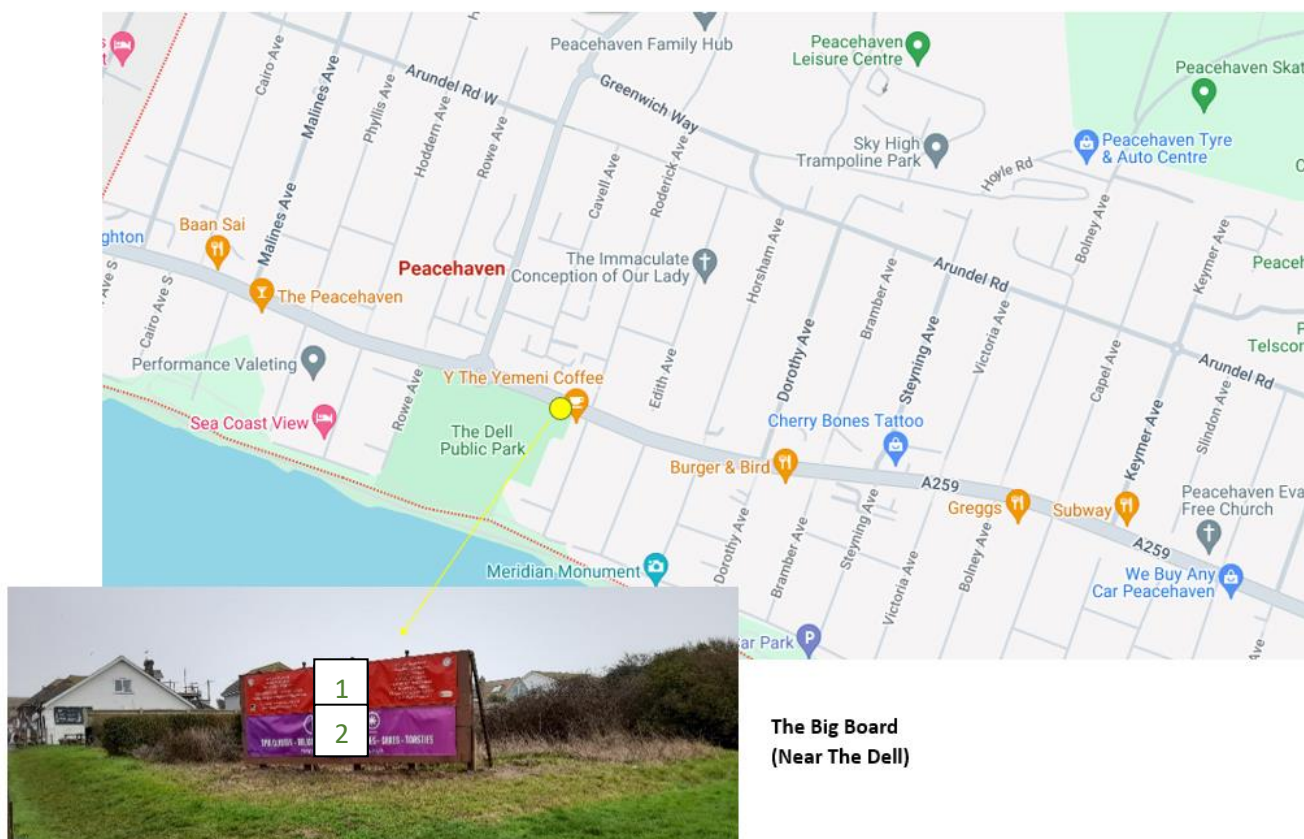
- a) Waterproof material is recommended if the advertisement is to be regular.
- b) Eyelets
- c) Adhere to Peacehaven Town Council's [Single Use Plastic Policy](#)



# THE BANNER BOARDS AT THE DELL

The advertiser must arrange the production, and purchase, of their own banner, adhering to the specifications within this document.

## 1. Location



## 2. Location and Size

	Item	Location (along A259)	Signage Size (cm)
1	Banner Board Top	East end of A259	455w x 82.5h
2	Banner Board Bottom	West end of A259	

## 3. Colours

- Background: Advertiser's own (please note for accessibility purposes a light bright background using black/dark font is recommended).
- Font: Advertiser's brand typeface
- Font colours: Advertiser's brand colours
- Image (optional): Advertiser's logo





## 4. Physical Signage Specification

- d) Waterproof material
- e) Eyelets
- f) Adhere to Peacehaven Town Council's [Single Use Plastic Policy](#)

## PEACEHAVEN TOWN COUNCIL MONTHLY ENEWS

The advertiser must provide the advert, adhering to the specifications within this document.

### 1. Location

 <b>NEWS</b> No.112 - March 2024	 <b>NEWS</b> No.112 - March 2024
<div style="text-align: center; font-size: 2em; color: green;">1</div>	<div style="text-align: center; font-size: 2em; color: green;">2</div>
<p><b>Extended pathway construction</b></p> <p>During the winter it became clear that the concrete pathway leading from Chalker's rise onto Centenary Park need to be extended as on the southern end inside the park it had become a slippery, muddy area.</p> <p>Using the section 106 money, provide by the developers to help upkeep Centenary Park due to the extra footfall from the development, the Peacehaven Town Council grounds team have constructed a new section of pathway to assure safe clean access in the future, this opened on the 1st March 2024.</p> <div></div> <p><a href="http://www.peacehaventowncouncil.gov.uk">www.peacehaventowncouncil.gov.uk</a> Tel: 01273 585493</p>	<p><a href="http://www.peacehaventowncouncil.gov.uk">www.peacehaventowncouncil.gov.uk</a> Tel: 01273 585493</p>

### 2. Size and Contract Duration

	Item	Location
1	E-News	Half Page
2	E-News	Full Page

# Advertising Prices & Request Form

Please complete the requested duration and total cost.

Item	Advertising Asset	Location (A259)	Minim Duration	Minimum Fee (exc.vat)	Requested Duration	Total Cost
1	Large Planter	Outside Sainsbury's	1 year	Pavement side £200		
2	Medium Planter	Traffic Lights - North side	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.		
3	Large Planter	Outside Kamsons	1 year	Pavement side £200		
4	Medium Planter	Traffic Lights - South side	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.		
5	Medium Planter	Outside Arlets the florist	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.		
6	Medium Planter	Bramber Avenue - North side	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.		
1	A1 board East	East end of A259	Weekly	£15 total for both		
2	A1 board West	West end of A259	Weekly			
1	Banner Board Top	The Dell	Weekly	£40		
2	Banner Board Bottom	The Dell	Weekly	£40		
1	E-news	Half Page	Monthly	£30		
2	E-news	Full Page	Monthly	£50		

## Potential Advertiser

By signing this form I agree to adhere to this document, along with the Advertising Policy, (which can be found at <https://www.peacehaventowncouncil.gov.uk/policies>), and to be invoiced for the requested advertisement as soon as it is installed/published.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Peacehaven Town Council**

Contact Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

This document was agreed and resolved at XXX on XXX.

## Planter Signage Options

### Option 1

Business Name	
Tag Line	
Phone Number	Company Logo
Social Media	
Website	
Email Address	

### Option 2

Business Name		
Tag Line		
Optional Image	Phone Number	Company Logo
	Website	
	Social Media	
	Email Address	

George Dyson  
Town Clerk

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



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

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**DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 23<sup>rd</sup> 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 (24<sup>th</sup> 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 5<sup>TH</sup> DECEMBER 2023 MEETING**

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

The minutes of 5<sup>th</sup> 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 26<sup>TH</sup> MARCH 2024 AT 7:30PM**

The next meeting was confirmed as 26<sup>th</sup> 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.*



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## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 9<sup>th</sup> 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 17<sup>th</sup> January 2024 – 2 – 4pm
- Cinema is 24<sup>th</sup> 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 21<sup>ST</sup> NOVEMBER 2023**

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

The minutes of the meeting held on 21<sup>st</sup> 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 20<sup>TH</sup> FEBRUARY 2024**

The next meeting of this Committee was **confirmed** for 20<sup>th</sup> February 2024.

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

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Town Clerk

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**DRAFT Minutes of the meeting of the Leisure, Amenities and Environment Committee meeting held in the Anzac Room, Community House on Tuesday 20<sup>th</sup> February 2024 at 7.30pm**

**Present:** Cllr Ashby-Parkin (Vice Chair), Cllr Cheta, Cllr Fabry, Cllr Gallagher, Cllr Griffiths, Cllr Studd, Cllr Wood, Cllr Seabrook, Cllr Campbell (non-voting).

**Officers:** Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

1 member of the public was in attendance.

**LA 879 CHAIR ANNOUNCEMENTS**

The Vice Chair opened the meeting at 19:29, briefly went through the building fire procedures, and shared the following upcoming events:

- Tomorrow (21<sup>st</sup> February 2024) the local cinema will be screening One Life at 7:30pm
- The next Bingo event will be held on 13<sup>th</sup> March 2024

**LA 880 PUBLIC QUESTIONS**

There were questions from 1 member of the public.

The member of public raised concerns that the green council noticeboard is blocking the view driving eastwards of the recently located advertisement board at the Dell; who is the land owner in regards to the pop-up shop, and that LDC permission may need to be sought; with regards to item 5, that the location of the designated sites has not been specified and suggested designation to the corners rather than the middle, preferably in the south west corner where it is not so crowded by benches.

The Vice Chair noted the questions, and confirmed they would be discussed in the meeting.

The Parks Officer commented that the advertisement board was in a temporary location, so could be moved.

**LA 881 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology for absence from Cllr Sharkey (Chair of Committee).

**LA 882 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood is an allotment tenant.

Cllr. Evans is a member of the bowls club.

**LA 883 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 9TH JANUARY 2024**

Proposed by: Cllr Studd

Seconded by: Cllr Wood

The Committee **resolved** to **adopt** the minutes of the 9<sup>th</sup> January 2024.

#### **LA 884 TO NOTE THE BUDGETARY UPDATE**

Cllr. Seabrook was under the impression all allotment rent had been paid.  
The Parks Officer Kevin explained that payments were on track.  
The budgetary update was **noted**.

#### **LA 885 TO AGREE EARMARKED RESERVES REPORT**

The Parks Officer summarised the report.  
It was proposed that the earmarked reserves report be agreed.  
Proposed by: Cllr Griffiths                      Seconded by: Cllr Fabry

The Committee **resolved** to **agree** the earmarked reserves report.

#### **LA 886 TO NOTE ACTION PLAN**

The Parks Officer summarised the report.  
Members discussed various items, including tree planting at the entrance to the South Down National Park; memorial bench spaces, where the Parks Officer confirmed to send the details; urban tree planting; the Meetings and Projects Officer taking over projects; the status of the section 106 money for the Dell.

The Council **noted** the action plan.

#### **LA 887 TO AGREE ALLOTMENT UPDATE**

##### **a.            8 new plot holders**

The Parks Officer updated Committee on the status of the plot reallocation.

##### **b.            request for ring doorbell**

Members discussed in-depth the suitability of a doorbell, including there being no available Wi-Fi connectivity; concerns around privacy; and the legal requirements of having, in effect, CCTV. Alternatives were suggested including padlocks and a more secure shed, and suggested for this to be passed on to the horticultural society.

Cllr. Gallagher commended and thanked Kevin and the grounds-team for their good work at maintaining the allotment well.

The committee proposed not to agree to the request of a doorbell  
Proposed by: Cllr Gallagher                      Seconded by: Cllr Fabry  
The Committee **resolved** to **not agree** to the request.

#### **LA 888 TO NOTE POSSIBLE PUMP TRACK IN CENTENARY PARK**

The Parks Officer introduced the report, and explained the spare soil situation, including the football club's cost should it be removed, and the cost to test its suitability for use as a pump track.  
Cllr. Seabrook raised concern over pump track noise issues to neighbours.  
Cllr. Gallagher expressed enthusiasm for the track, and suggested a track for young children be considered too, and that the location could perhaps instead be by the hub or the gateway café.  
The Parks Officer confirmed noise concerns, and allowances for different ages, would be considered as part of the project.  
Cllr. Ashby-Parkin raised concern with the track encouraging motorbikes. The Parks Officer explained low fencing would be installed to help mitigate this potential issue.

The Committee **noted** the report.

#### **LA 889 TO DISCUSS DOG FOULING REPORT**

The Meetings and Projects Officer ran through the report.

Members discussed various ideas to help alleviate the problem, including a volunteer scheme, whether there are enough dog bins, a dog bin map, education and direct engagement.

The Parks Officer explained the high risk of conflict with regards to the volunteer scheme, and that there were already a number of bins at the parks, including at every exit of Centenary park.

Cllr. Seabrook explained that Peacehaven Council land is being used for dog walking businesses, and suggested they should have a licence to use the park. In addition, that the Ouse Valley Climate Action Group have someone available to make videos, so it was suggested that the Meetings and Projects Offer follow this up.

#### **PH 890 TO NOTE PROPERTY CONDITION REPORT FOR THE HUB**

The Committee **noted** the report.

#### **LA 891 TO DISCUSS POP UP SHOP T&C'S**

The Parks Officer introduced the report to begin the T&Cs discussion.

Members proposed suggestions from the Town Clerk

Proposed by: Cllr. Griffiths

Seconded by: Cllr Fabry

The Committee resolved to **agree** to suggestions from the Town Clerk to the Pop Up Shop T&Cs.

#### **LA 892 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

- a. Allotment policy and Terms & Conditions implementation review

It was agreed that the TFG has finished for this year.

- b. Provide recommendations from the Epina Park & Oval Survey results

The Parks Officer confirmed that invites had been sent, and will be reported on.

- c. Signage

It was confirmed that there is a meeting this coming Thursday.

#### **LA 8923 TO CONFIRM DATE OF NEXT MEETING AS THE 2ND APRIL 2024**

The next meeting was confirmed as 2<sup>nd</sup> April 2024.

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

**Agenda Item:** Howard Park Pathway  
**Committee:** Full Council  
**Date:** 19<sup>th</sup> March 2024  
**Title:** Howard Park Pathway & Access Picnic Table Update  
**Report Authors:** Meetings & Projects Officer  
**Purpose of Report:** To agree various items, and approve the contractor for the works

---

## **Introduction**

Quotes have been obtained for the Howard Peace Park Pathway. Within this report the quotes are outlined, and specifications relating to the pathway and the accessibility bench are to be discussed and approved.

## **Background**

A works specification was sent to each potential contractor (Appendix A), with a separated email sent to each individual contractor requesting the quote to include the following addition:-

“..also looking to install an accessible picnic bench (<https://www.recycledfurniture.co.uk/Picnic-Tables/Wheelchair-Access-Picnic-Tables/Wheelchair-Access-Picnic-Tables-Octagonal>), which is L2000 x W2000mm, coming off of the pathway. It may possibly be located in 1 of the 2 areas.....Underneath the bench we are looking for resin bond surface, and this would need to follow the same spec as the path, and extend to be 1.2 metres around the bench....”

## **Pathway**

The new pathway is to be resin bound, with block pavers for edging.

The resin bounded gravel comes in a variety of colours, specific to each contractor. The lighter the colour the more noticeable the dirt, so will require more maintenance.

An example of colours can be seen in a couple of the appendices, and vary by contractor.

## **Access Picnic Table**

The recycled plastic access picnic table can be viewed here: <https://www.recycledfurniture.co.uk/Picnic-Tables/Wheelchair-Access-Picnic-Tables/Wheelchair-Access-Picnic-Tables-Octagonal>.

The colours available are: Black, Brown, Blue, Cranberry, Green, Grey, Multicoloured.

### **Colours available:**



**Please Note:** If you require a colour that is not listed above, please contact our sales team to get a bespoke quotation.



The company have advised that the picnic bench colours yellow, orange and lime green tend to fade the most in sunlight, but that the rest of the colours are not too much of an issue.

### Access Picnic Table Location

2 possible locations have been identified, as shown by the red circles in the image below.



### Quotations Received

#### Analysis

Quotations have been received from 4 pathway contractors, as per Appendices (B, C, D and E).

Top level details have been collated into the below table for ease of reference.

Contractor	Contractor 1 - Appendix B	Contractor 2 - Appendix C	Contractor 3 - Appendix D	Contractor 4 - Appendix E
Work Duration	2 weeks	4 weeks	2- 3 weeks	2 weeks
Lead Time	2-3 weeks	Approx 6 weeks	unconfirmed	Approx 4 weeks
Resin Surface Guarantee	15 years	unconfirmed	unconfirmed	5 years
Includes access table?	Y	N	No	N
Includes access table install?	Y	N	No	Y
Public Liability	10M	5M	10M	10M
TOTAL ex VAT	23,328.90	£46,278.00	£22,500.00	£26,604.00

The budget allocated for the pathway and the accessibility bench is made up of £6,000 from Peacehaven Town Council and £30,000 from Lewes District Council CIL. The PTC amount will be used up first, and the remainder will come from the LDC CIL. It needs to be noted that the LDC CIL granted can only be spent on the items that were identified in the CIL Bid. The items identified in the CIL Bid were:-

- Provision of access path to enable wheelchair / mobility scooter / buggy access into Howard Peace Park from the South Coast Road.
- Provision of a handrail from Howard Park down to the beach.

- Resin bond the path around the pebbled area to enable access to person with disabilities.
- Provision of an accessible Picnic Bench.

Any remainder of the LDC CIL will be returned to LDC.

It is important to note that if Council agree upon a contractor whose total cost is in excess of £25,000, the project will need to be deferred and go out to tender.

### **Conclusions**

The recommendation is contractor 1. They have been quick to respond, have provided detail within their itemised quote, have public liability of £10M, and include the supply and install of the access table. They also currently have the shortest lead time, and the longest confirmed resin guarantee.

### **Recommendations**

1. To note the contents of this report and discuss and agree to the following:-

#### **To agree**

2. To agree to the tone of bonded gravel colour.
3. To agree to the colour for the access picnic bench.
4. To agree to the location of the access picnic bench.
5. To agree and approve the contractor.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	£6,000 will be used from Peacehaven Town Council CIL and the remainder from the £30,000 of Lewes District Council CIL.
<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	The necessary documents will be requested and checked, including RAMs and Method Statement, and Public Liability documents.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	The specification, which includes H&S, will be agreed to by the approved contractor.
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	The works will be kept safe and secured throughout the project by the contractor, as stipulated in the specification.

<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	To improve path access for all, and encourage visitors to the park.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?

# Howard Park project.

## **Preliminaries and Specification**

**Howard Park Pathway Works,  
Peacehaven, East Sussex BN10 8HW**



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## **A. INTRODUCTION**

### **1. GENERAL REQUIREMENTS**

***Tenders are required to replace and existing loose pathway surrounding a stone area to replace it with a bonded resin pathway.***

***Howard Park is located on the A259 and was landscaped a number of years ago to include an area for reflection.***

***The works include removing the old pathway installing edging and resurfacing.***

#### **Excavations:**

1. Excavate an area 1.2m x 85m = 103 sq. m to a depth of 200mm and cart away spoils.
2. Lay in a 'terram' membrane to reinforce structure and reduce contamination.
3. Back fill with dot type 1 120mm thickness.

#### **Edging:**

1. Set in 172 linear metres of block pavers as edging to retain resin pathway.

#### **Surfacing:**

1. Lay a 14mm open textured base course macadam 60mm compacted thickness.
2. Surface in resin bound gravel 20mm compacted thickness.

## **B. PREAMBLES**

The contractor shall take his own site dimensions for materials and equipment for use in these works.

As it is not known if there are any underground services, drainage, etc. the contractor should dig test pits prior to carrying out deep excavations. Statutory utilities plans will be provided by the authority on request.

The contractor will only take instructions from the Client Officer unless otherwise stated.

The Client Officer may, without invalidating the contract, order an addition or omission to the works using the rates provided. The Client Officer will issue written instructions regarding these variations.

The contractor is to notify the employer of any sections of the work they are intending to sub-contract. It should be noted that all contractors undertaking work must be BS 5750/EN29000 accredited or have proof of satisfactory progress towards accreditation. If this is not the case, the main contractor is held fully responsible and legally bound to rectify sub standard workmanship.

Following the awarding of the contract a works programme, including commencement dates and access to the site, will be agreed between the Client Officer and the Contractor. This will occur in a pre-site meeting.

## C. PRELIMINARIES

1. **THE PROJECT:**  
Name: Howard Park Pathway Works
2. **Nature:** Landscape contract.  
**Location:** Howard Park, Peacehaven BN10 8HW
3. **Timescale for completion of the 'construction work 'TWO WEEKS'**
2. **EMPLOYER (CLIENT):**  
Name: Peacehaven Town Council  
Address: Community House Town Council Office, Meridian Way, BN10 8BB
3. **ACCESS TO THE SITE:**  
Description: Via public highway.  
Limitations: N/A.
4. **PARKING:**  
Parking available on site, but please have consideration for local, residents.
5. **WELFARE FACILITIES AND COMPOUND:**  
**Toilets** nonavailable.
6. **HEALTH AND SAFETY HAZARDS:**  
General: The nature and condition of the site cannot be fully and certainly ascertained before it is opened, up.  
Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.  
Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.
7. **SITE VISIT:**  
It is assumed the Contractor has visited the site before submitting their quotation. Site visit will be needed to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
8. **OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:**  
Content: Please submit the following information within one week of request by Client Officer.
  - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - Details of the management structure and responsibilities.
  - Arrangements for issuing health and safety directions.
  - Procedures for informing other contractors and employees of health and safety hazards.
  - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
  - Procedures for communications between the project team, other contractors, and site operatives.
  - Arrangements for cooperation and coordination between contractors.
  - Procedures for carrying out risk assessment and for managing and controlling the risk.
  - Emergency procedures including those for fire prevention and escape.

- Arrangements for ensuring that all accidents, illness, and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

**9. EXTENSIONS OF TIME:**

Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.

Details: As soon as possible submit:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
- All other relevant information required.

**10. SUPERVISION:**

General: Accept responsibility for coordination, supervision, and administration of the Works, including subcontracts.

Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority, and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

**11. WORKMANSHIP SKILLS:**

Operatives: Appropriately skilled and experienced for the type and quality of work.

Registration: With Construction Skills Certification Scheme.

Evidence: Operatives must produce evidence of skills/ qualifications when requested.

**12. QUALITY OF PRODUCTS:**

Generally: New. (Proposals for recycled products may be considered).

Supply of each product: From the same source or manufacturer.

Whole quantity of each product required to complete the Works: Consistent kind, size, quality, and overall appearance.

Tolerances: Where critical, measure a sufficient, quantity to determine compliance.

Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

**13. QUALITY OF EXECUTION:**

Generally: Fix, apply, install, or lay products securely, accurately, plumb, neatly and in alignment.

Colour batching: Do not use different colour batches where they can be seen together.

Dimensions: Check on-site dimensions.

Finished work: Without defects, e.g, not damaged, disfigured, dirty, faulty, or out of tolerance.

Location and fixing of products: Adjust joints open to view so they are even and



regular.

**14. MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS:**

General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.

Changes to recommendations or instructions: Submit details.

Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.

Agreement certified products: Comply with limitations, recommendations, and requirements of relevant valid certificates.

**15. WATER FOR THE WORKS:**

NOTE: there is no access to water on site.

Other: If proposed, provide evidence of suitability.

**16. ACCESS:**

Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.

**17. WORKING HOURS**

The Contractor shall avoid nuisance to neighbouring owners and occupiers by keeping the amount of noise to a minimum and confining it to reasonable hours. This shall include the delivery of materials. Working Hours shall be between 08:00 hours and 18:00 hours on weekdays. They shall also reduce the amount of dust by suitable timing of their operations and/or by keeping the site watered, as and when necessary.

Deliveries should not arrive before 08:00 hours to avoid disturbance to neighbours.

The Contractor or anyone employed by them shall not work on either Saturdays, Sundays, or Bank Holidays.

**18. OVERTIME WORKING:**

Notice: Prior to overtime being worked, submit details of times, types, and locations of work to be done.

Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened, up for inspection and reinstated at the Contractor's expense.

**19. GENERAL PROTECTION AND REINSTATEMENT**

The Contractor shall allow for safeguarding and protecting against damage due to the carrying out of the Contract all existing and completed works (by others) on the site such as fences and gates, paving, manhole covers and kerbs. In this connection, the Contractor should particularly note, when visiting the site, the width and construction of any existing carriageways and the nature and construction of any other existing works. The Contractor will be held responsible for maintaining the nature of the existing verges, embankments, cuttings, terraces, and the like. Should any damage or loss be caused to any existing or completed works due to or arising from the performance of the Contract, then the Contractor will be required to reinstate and make good such damage or loss at his own expense and to the satisfaction of the Client Officer.

All fences, walls, trees, footpaths, or other items, which may be injured during the execution of the work, shall be properly restored to the satisfaction of the Client Officer at the expense of the Contractor.

Wherever ground is temporarily disturbed by the Contractor during, the course of Contract operations, shall be restored by the Contractor to its original state and form, or to such other appropriate state and form as shall be approved by the Client Officer

**20. CLIMATIC CONDITIONS (REF. BS 4428)**

The Contractor must ensure that the work and its quality is not compromised by the weather and should use his discretion to cease work during inclement or severe weather. No planting or sowing operations should not be carried out in frozen or waterlogged soil.

When weather conditions are such that the strength of the works may be impaired, or the condition of the materials may be affected, or any other detrimental effect can be anticipated, then no work to which this specification applies, shall be carried out. Under such conditions the Employer may order such work to cease, and the Contractor shall have no claim against the Employer or their advisers. Where in the opinion of the Employer such works carried out in those weather conditions have been adversely affected, those works shall be removed and made good at the Contractor's expense.

**21. DEFECTS IN EXISTING WORK:**

Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.

Documented remedial work: Do not execute work which may:

- Hinder access to defective products or work; or
- Be rendered abortive by remedial work.

**22. DEFECTIVE PRODUCTS/EXECUTIONS:**

Immediately any work or product is known, or it appears to be not in accordance with the Contract, submit proposals for opening-up inspection, testing, making good, adjustment of the contract sum, or removal and re-execution.

Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**23. WORK BEFORE COMPLETION:**

General: Make good all damage consequent upon the Works.

Temporary markings, coverings, and protective wrappings: Remove unless otherwise instructed.

Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish, and surplus materials.

Cleaning materials and methods: As recommended by manufacturers of products being cleaned and must not damage or disfigure other materials or construction.

COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

Moving parts of new work: Adjust, ease, and lubricate as necessary to ensure easy and efficient operation, including, ironmongery, appliances, valves, and controls.

**24. MAKING GOOD DEFECTS:**

Remedial work: Arrange access with Employer.

Rectification: Give reasonable notice for access to the various parts of the Works.

Completion: Notify when remedial works have been completed.

**25. SECURITY:**

Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

Special requirements: All plant, tools, uninstalled materials, and rubbish to be removed from site at the end of each working day. Report any acts of vandalism to the client.

**26. WORKING AREA**

The contractor shall fence off the entire working site using Herras style fencing using anti-lift strips and anti-tamper couplers in accordance with the guidance set out in the Health & Safety Executive publication 'Protecting the Public'. Each panel should be double clipped. The contractor shall also erect warning signs to the fencing. On the completion of the contract the fencing and signs shall be removed, and the land made good.

Fencing shall be kept, in a good state of repair, at all, times.

At all times the Contractor shall confine all contractual activities within the limits of the fencing defining the working area, unless otherwise agreed with the Employer.

The contractor shall arrange for the safe storage of materials on site, and where appropriate, shall provide lockable, secure, temporary storage accommodation. Temporary accommodation shall be, located in the area designated by the Employer. On completion of the contract the temporary storage accommodation shall be removed, and the land made good.

**27. WORK ON SITE**

The Contractor's attention is drawn to the need to, whenever and wherever possible, minimise the movement of men, materials, and machinery across grassed areas. All access routes through the site shall be agreed with the Client Officer prior to work commencing on site. Any work in confined spaces or which it is impractical to carry out by machine shall be executed by hand.

Any grass areas should be reinstated on completion of the project.

**28. HEALTH AND SAFETY**

Have due regard for all legislation, BSI and European Standards, good and accepted practice, implicit in the specifications, public/user Health and Safety at Work Act 1974'. Strict observance to this and any other act and regulations made there under shall be observed by the Contractor and all persons in any way concerned with the works.

**29. PROTECT AGAINST THE FOLLOWING:**

**NOISE AND VIBRATION:**

Standard: Minimize noise and vibration levels during execution of the works.

Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools, or vehicles.

Restrictions: Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

**POLLUTION:**

Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams, and waterways against pollution.

Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

#### FUEL, LUBRICANTS AND HYDRAULIC FLUIDS:

Restrictions:

- Storing, handling, and refuelling: On hard standing or other approved areas. Keep away from watercourses, drains, soil, planting, and grassed areas.
- Vehicles and equipment: Ensure there is no leakage or spillage. If spillage occurs, inform immediately and take appropriate emergency action.

#### PESTICIDES

Use: Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).

**NOTE: PEACEHAVEN TOWN COUNCIL HAS BANNED THE USE OF GLYPHOSATE ON ITS LAND.**

Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.

Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.

Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

#### NUISANCE:

Duty: Prevent nuisance from smoke, dust, rubbish, vermin, and other causes.

Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

#### SMOKING ON SITE:

Smoking on site: Not permitted.

#### BURNING ON SITE:

Burning on site: Not permitted.

### **30. WASTE:**

Includes: Rubbish, debris, spoil, surplus material, containers, and packaging.

General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.

Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:

- Non-hazardous material: In a manner approved by the Waste Regulation Authority.

- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.

Voids and cavities in the construction: Remove rubbish, dirt, and residues before closing in.

Waste transfer documentation: Retain on site.

### **31. EXISTING SERVICES:**

Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers, or other owners.

Work adjacent to services:

- Comply with service authority's/ statutory undertaker's recommendations.
- Adequately protect and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

Identifying services:

- Below ground: Use signboards, giving type and, depth.
- Overhead: Use headroom markers.

Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make, arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or another owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertaker's recommendations.

### **32. ROADS AND FOOTPATHS:**

Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority, or other owner.

### **33. EXISTING TOPSOIL/ SUBSOIL:**

Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.

Protection: Before starting work submit proposals for protective measures.

### **34. RETAINED TREES/ SHRUBS/ GRASSED AREAS:**

Protection: Preserve and prevent damage, except those not required.

Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as, a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

### **35. RETAINED TREES:**

Protected area: Unless agreed otherwise do not:

- Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
- Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
- Change level of ground within an area 3 m beyond branch spread.

Protection to BS 5837: Tree Protection

### **36. EXISTING FEATURES:**

Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas, and other site features, which are to remain in position during execution of the Works.

## C. LANDSCAPE SPECIFICATION

### 1. PREPARATION OF SITE

#### GROUND WORKS

All ground works will comply with BS 4428 Code of Practice for general landscape operations and BS 8000 pt.1 Clause 3.1 - 3.3 for excavation and filling.

#### SETTING OUT

Excavated areas are to be set out prior to the commencement of digging and agreed with the Client Officer before work commences.

#### SERVICES

The Contractor shall ensure that the existing services are not damaged by the excavations. If the Contractor finds services that are not marked on drawings, they should notify the Client Officer immediately irrespective of whether he feels the services are redundant or not.

#### MINOR GRADING

All finished levels shall be smooth, flowing, marrying in with existing levels, eliminating all abrupt angles and changes of level.

### 2. EXCAVATION AND FILLING

#### STRIPPING TOPSOIL:

General: Before beginning general excavation or filling, strip topsoil from areas where there will be regrading, buildings, pavings/ roads and other areas shown on drawings.

Depth:

- Remove to an average depth of [150 mm].
- Give notice where the depth of topsoil is difficult to determine.

Handling: Handle topsoil for reuse or sale in accordance with clause 225.

Around trees: Do not remove topsoil from below the spread of trees to be retained.

**Site storage: clean tops soil can be stored where directed by the client for reuse on site.**

#### DISPOSAL OF MATERIALS:

##### EXCAVATED TOPSOIL REMOVAL:

General: Used to fill undulations in the park where agreed with the Client. Areas to be seeded.

##### SURPLUS SUBSOIL:

Excavated material: Stockpile in temporary storage heaps.

Retained material: Spread and level surplus subsoil on site.

- Locations: [remove off site, except for material needed for filling]
- Protected areas: Do not raise soil level within root spread of trees that are to be retained.

Remaining material: Remove from site.

##### WATER:

Generally: Keep all excavations free from water until:

- Formations are covered.
- Below ground constructions are completed.

- Basement structures and retaining walls are, able to resist leakage, water pressure and flotation.

Drainage: Form surfaces of excavations and fill to provide adequate falls.

Removal of water: Provide temporary drains, sumps and pumping as necessary. Do not pollute watercourses with silt laden water.

#### GROUND WATER LEVEL, SPRING OR RUNNING WATER:

Give notice: If it is considered that the excavations are below the water table.

Springs/ Running water: Give notice immediately if encountered.

#### PLACING FILL:

Surfaces of excavations and areas to be filled: Free from loose soil, topsoil, organic material, rubbish, and standing water.

Freezing conditions: Do not place fill on frozen surfaces. Remove material affected by frost. Replace and recompact if not damaged after thawing.

Adjacent structures, membranes. and buried services:

- Do not overload, destabilise or damage.
- Submit proposals for temporary support necessary to ensure stability during filling.
- Allow 14 days (minimum) before backfilling against in situ concrete structures.

Layers: Place so that only one type of material occurs in each layer.

Earthmoving equipment: Vary route to avoid rutting.

#### COMPACTION GENERALLY:

General: Compact fill not specified to be left loose as soon as possible after placing.

After compaction: Surface of each layer must be well closed, showing no movement under compaction plant, and without cracks, holes, ridges, loose material. and the like.

Defective areas: Remove and recompact to full thickness of layer using new material.

#### LOOSE TIP FILLING FOR LANDSCAPE AREAS:

Filling: Do not firm, consolidate. or compact when laying. Tip and grade to approximate levels in one operation with minimum of trafficking by plant.

#### COMPACTED GENERAL FILL:

Suitable material: [Imported].

Excavated material: Select suitable material and keep separate.

Filling: Spread and level material in layers. As soon as possible thoroughly compact each layer.

Required compaction: [95% of test density determined to BS 1377-9].

Proposals: Well in advance of starting work submit details of proposed:

- Materials to be used, including quantities of each type.
- Type of plant.
- Maximum depth of each compacted layer.
- Minimum number of passes per layer.

#### HARDCORE FILLING:

Fill: Granular material, free from excessive dust, well graded, all pieces less than 75 mm in any direction:

- Test requirements:
  - Minimum 10% fines value tested in a soaked condition to BS 812-111 [Not required].
  - Impact value SZ tested to BS EN 1097-2 [Not required].

In any one layer only one of the following:

- Crushed rock (other than argillaceous rock) or quarry waste with not more binding material than is required to help hold the stone together.
- Crushed concrete, crushed brick, or tile, free from plaster, timber, and metal.
- Crushed non-expansive slag.

- Gravel or hoggin with not more clay content than is required to bind the material together, and with no large lumps of clay.
  - Well-burned non-plastic colliery shale.
  - Natural gravel.
  - Natural sand.
- Filling: Spread and level in 150 mm maximum layers. Thoroughly compact each layer.

### **3. MIXING/CASTING/CURING IN SITU CONCRETE**

#### CONCRETE MIXES:

Concrete generally: To BS 8500-2.

#### READY-MIXED CONCRETE:

Production plant: Currently certified by a body accredited by UKAS to BS EN 45011 for product conformity certification of ready-mixed concrete.

Source of ready-mixed concrete: Obtain from one source if possible. Otherwise, submit proposals.

- Name and address of depot: Submit before any concrete is delivered.
- Delivery notes: Retain for inspection.

Declarations of nonconformity from concrete producer: Notify immediately.

#### FORMWORK:

The contractor shall include all necessary formwork to support the surfaces during deposition of the concrete.

#### CONSTRUCTION JOINTS:

Location of joints: [Pours to be continuous between movement joints].

Preparation of joint surfaces: [Submit proposals].

#### SURFACES TO RECEIVE CONCRETE:

Cleanliness of surfaces immediately before placing concrete: Clean with no debris, tying wire clippings, fastenings, or free water.

#### PLACING:

Records: Maintain for time, date, and location of all pours.

Timing: Place as soon as practicable after mixing and while sufficiently plastic for full compaction.

Temperature limitations for concrete: 30°C (maximum) and 5°C (minimum), unless otherwise specified. Do not place against frozen or frost covered surfaces.

Continuity of pours: Place in final position in one continuous operation up to construction joints. Avoid formation of cold joints.

Discharging concrete: Prevent uneven dispersal, segregation or loss of ingredients or any adverse effect on the formwork or formed finishes.

Thickness of layers: To suit methods of compaction and achieve efficient amalgamation during compaction.

Poker vibrators: Do not use to make concrete flow horizontally into position, except where necessary to achieve full compaction under void formers and cast-in accessories and at vertical joints.

#### COMPACTING:

General: Fully compact concrete to full depth to remove entrapped air. Continue until air bubbles cease to appear on the top surface.

- Areas for particular attention: Around reinforcement, under void formers, cast-in



accessories, into corners of formwork and at joints.

Consecutive batches of concrete: Amalgamate without damaging adjacent partly hardened concrete.

Methods of compaction: To suit consistence class and use of concrete.

#### CURING GENERALLY:

Evaporation from surfaces of concrete: Prevent, including from perimeters and abutments, throughout curing period.

- Surfaces covered by formwork: Retain formwork in position and, where necessary to satisfy curing period, cover surfaces immediately after striking.
- Top surfaces: Cover immediately after placing and compacting. If covering is removed for finishing operations, replace it immediately afterwards.

Surface temperature: Maintain above 5°C throughout the specified curing period or four days, whichever is longer.

Records: Maintain details of location and timing of casting of individual batches, removal of formwork and removal of coverings. Keep records on site, available for inspection.

#### COVERINGS FOR CURING:

Sheet coverings: Suitable impervious material.

Curing compounds: Selection criteria:

- Curing efficiency: Not less than 75% or for surfaces exposed to abrasion 90%.
- Colouring: Fugitive dye.
- Application to concrete exposed in the finished work: Readily removable without disfiguring the surface.
- Application to concrete to receive bonded construction/ finish: No impediment to subsequent bonding.

Interim covering to top surfaces of concrete: Until surfaces are in a suitable state to receive coverings in direct contact, cover with impervious sheeting held clear of the surface and sealed against draughts at perimeters and junctions.

provide concrete producer with information required by BS 8500-1, clauses 4 and 5

#### LOADINGS:

Requirement: Design and construct formwork to withstand the worst combination of the following:

- Total weight of formwork, reinforcement and concrete.
- Construction loads including dynamic effects of placing, compacting and construction traffic.
- Wind and snow loads.

#### ACCURACY:

General requirement for formwork: Accurately and robustly constructed to produce finished concrete in the required positions and to the required dimensions.

Formed surfaces: Free from twist and bow (other than any required cambers).

Intersections, lines and angles: Square, plumb and true.

#### JOINTS IN FORMS:

Requirements including joints in form linings and between forms and completed work:

- Prevent loss of grout, using seals where necessary.
- Prevent formation of steps. Secure formwork tight against adjacent concrete.

#### STRIKING:

510 STRIKING FORMWORKS:

Timing: Prevent any disturbance, damage or overloading of the permanent structure.

#### QUALITY ASSURANCE OF REINFORCEMENT:

Standards:

- Reinforcement: To BS 4449, BS 4482, BS 4483 or BS 6744.
- Cutting and bending: To BS 8666.

Source of reinforcement: Companies holding valid certificates of approval for product conformity issued by the UK Certification Authority for Reinforcing Steels (CARES).

#### FINISHING:

Timing: Carry out at optimum times in relation to setting and hardening of concrete.

Prohibited treatments to concrete surfaces:

- Wetting to assist surface working.
- Sprinkling cement.

230 BRUSHED FINISH:

Surface on completion: Light, even texture.

#### SLIP RESISTANCE TESTING OF WEARING SURFACES:

Test: To BS 7976-2 using a Transport Research Laboratory (TRL) Pendulum.

- Timing: Give adequate notice.

Test results: Submit, inclusive of slip resistance values (pendulum test value [PTV]), in the wet and dry states.

### **4. GRANULAR SUBBASES – SAFETY SURFACE**

#### EXCAVATION OF SUBGRADES:

Final excavation to formation or sub formation level: Carry out immediately before compaction of subgrade.

Soft spots and voids: Give notice.

Old drainage and service trenches: [Give notice].

Wet conditions: Do not excavate or compact when the subgrade may be damaged or destabilized.

#### PREPARATION AND COMPACTION OF SUBGRADES:

Timing: Immediately before placing sub-base.

Soft or damaged areas: [Excavate and replace with sub-base material, compacted in layers 150mm (maximum) thick].

Compaction: Thoroughly, by roller or other suitable means, adequate to resist subsidence or deformation of the subgrade during construction and of the completed roads/ paving's when in use. Take particular care to compact fully at intrusions, perimeters and where local excavation and backfilling has taken place.

#### GRANULAR MATERIAL:

Quality: Of a known suitability for use in sub-bases, free from excessive dust, well graded, all pieces less than 75 mm in any direction, minimum 10% fines value of 50 kN when tested in a soaked condition to BS 812-111 or a resistance to fragmentation of LA50 for the Los Angeles test to BS EN 1097-2, and in any one layer only one of the following:

- Crushed rock (other than argillaceous rock) or quarry waste with not more binding material than is required to help hold the stone together.
- Crushed concrete, crushed brick, or tile, free from plaster, timber, and metal.
- Gravel or hoggin with not more clay content than is required to bind the material together, and with no large lumps of clay.
- Natural gravel.
- Natural sand.

Filling: Spread and levelled in 150 mm maximum layers, each layer thoroughly compacted.

**COLD WEATHER WORKING:**

Frozen materials: Do not use.

Freezing conditions: Do not place fill on frozen surfaces. Remove material affected by frost. Replace and recompact if not damaged after thawing.

**PROTECTION:**

Sub-bases: As soon as practicable, cover with subsequent layers, specified elsewhere.

Subgrades and sub-bases: Prevent degradation by construction traffic, construction operations and inclement weather.

**LIST OF APPENDICES**

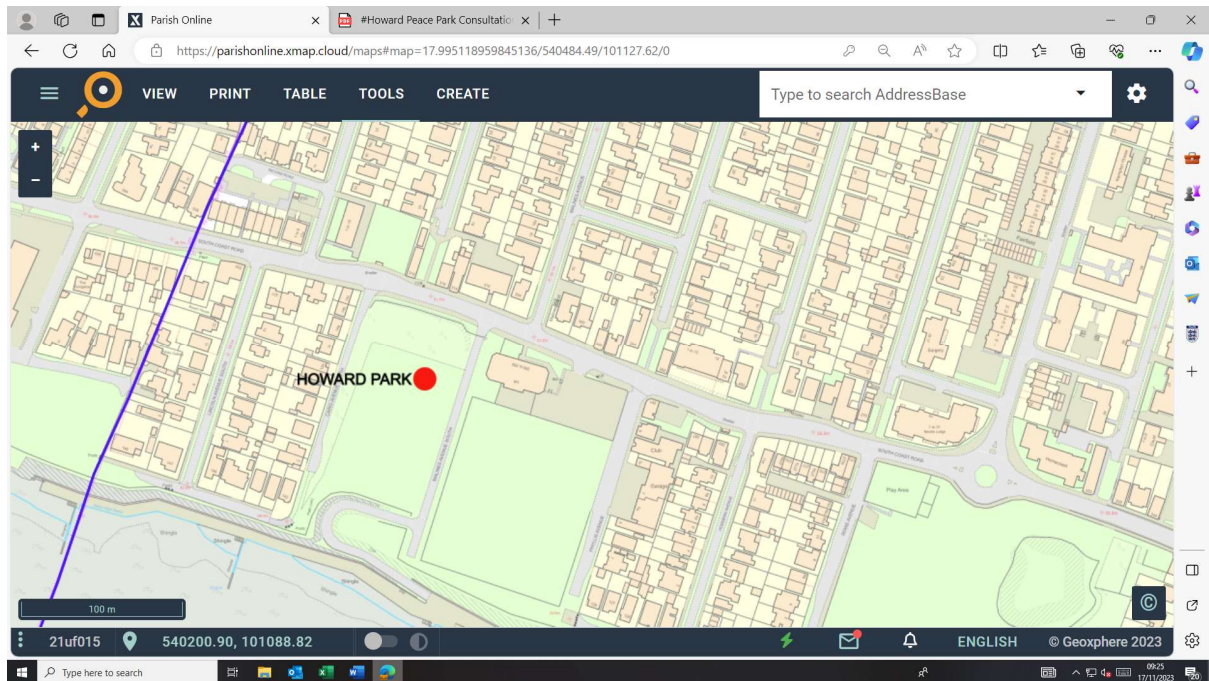
**A – Photographs**

**B – Location Plan**

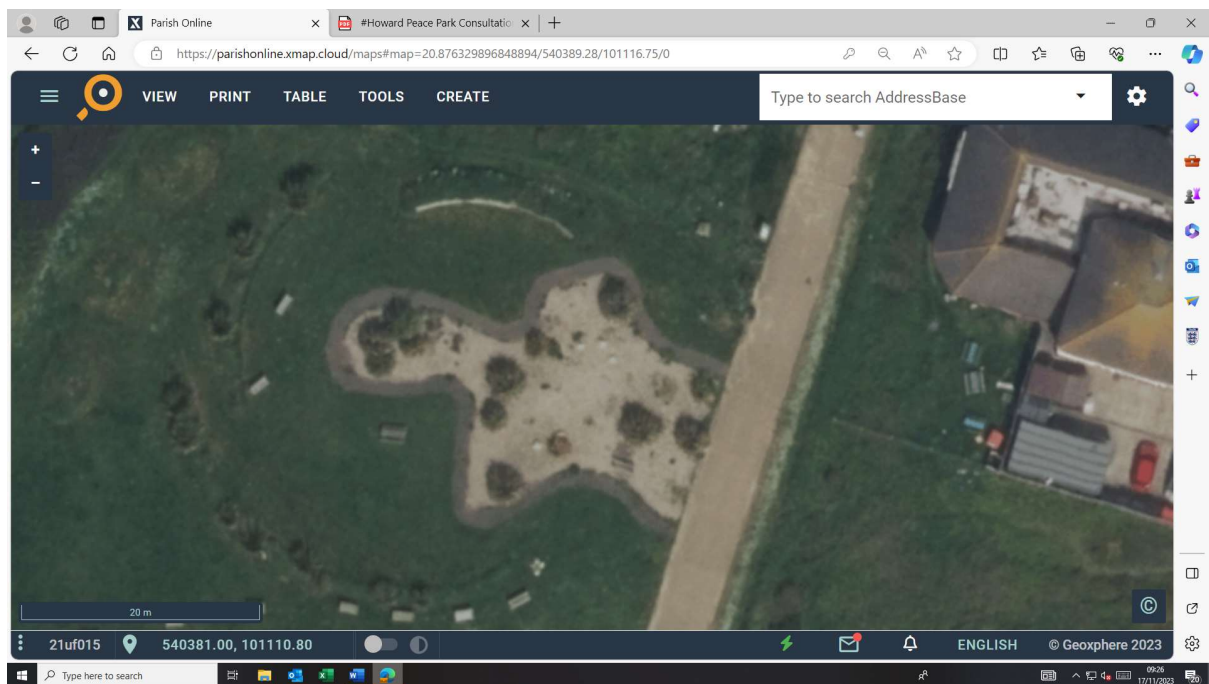
**PHOTOGRAPHS**



## LOCATION PLANS



## THE PATHWAY



# Appendix B

## Howard Park - Revised Quotation

Description	Quantity	Unit	Rate	Amount
Prelims including Welfare	2	weeks	£560.00	£1,120.00
Excavate and dispose off site 200mm of existing pathway	115	m2	£24.76	£2,847.40
Supply and lay terram	115	m2	£1.85	£212.75
Supply and lay 120mm depth of Type 1 sub-base	115	m2	£18.90	£2,173.50
Supply and lay 60mm depth of A14 open textured	115	m2	£25.89	£2,977.35
Supply and lay 20mm depth of Resin Bound surfacing	115	m2	£74.64	£8,583.60
Excavate for and supply and lay blockpaving edging	183	lm	£19.10	£3,495.30
Excavate for and supply and lay tactile slabs	2	m2	£202.00	£404.00
Supply and install picnic bench	1	no	£1,515.00	£1,515.00
				£0.00
				£0.00
				£0.00
				£0.00
				<b>£23,328.90</b>





# Daltex

*Bespoke*

## The Resin Bound Colour Collection

Designed for beautiful resin bound driveways, paths and patios.





## The sign of quality

DALTEX dried aggregates are the UK's leading brand for resin bound driveways, paths and patios. Sourced from across the UK and Europe, DALTEX dried aggregates are meticulously dried and screened to produce a high quality product which delivers a beautiful, consistent resin bound finish for every type of project and design style.

### Discover the colour you want to come home to...

Are you looking for a warm, golden hue to highlight the traditional brickwork of your home? Or are you set on a sharper, contemporary design for a modern property?

The DALTEX Bespoke range of resin bound gravels and aggregates offers a superb choice of 48 stunning colour blends. Each colour blend is made up of different aggregate sizes and textures and colours span the spectrum - from the richest reds to stylish greys to soft and subtle golden browns.

If you are looking for a colour that isn't currently available within the DALTEX Bespoke range, please speak to your contractor or architect/designer as we will do our best to help source a suitable product.











# Anthracite

The epitome of style. This blend combines a beautiful shade of silver with accents of amber and cream throughout. An excellent choice for driveways, walkways and patios.

Rock Shape: **Naturally round and angular**

Hardness Rating: **5**

Ideal for: **Driveways, paths and patios**

# Morning Mist

Silver and cream tones run through this blend and the pearl coloured finish delivers a distinctively premium, luxurious feel. Clean, classic and contemporary.

Rock Shape: **Naturally round**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**





# Cappuccino

Warm hues of yellow, green and brown aggregate of various textures and sizes are mixed to create an attractive deep and rich finish.



Rock Shape: **Naturally round**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

# Rose Garden

This specially selected collection of round, shiny pebbles mixed with angular granite stone has beautiful red and golden highlights which complements red brick properties in particular.

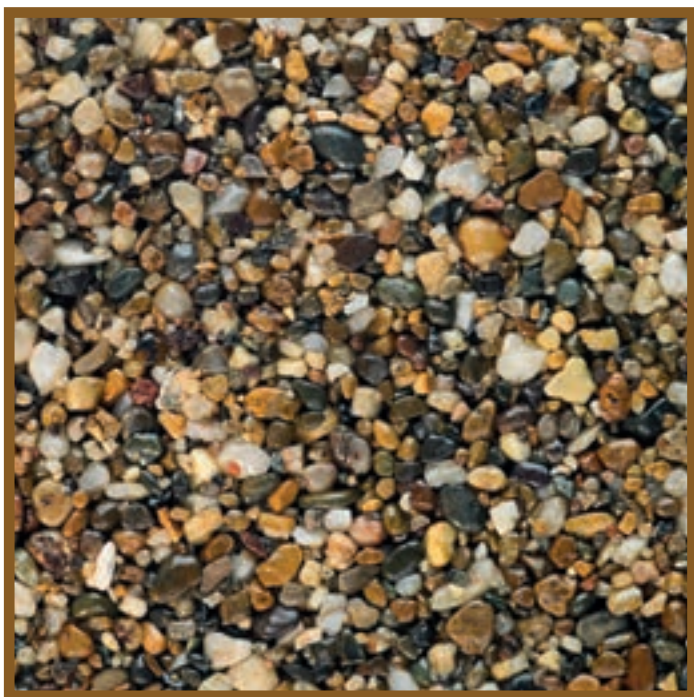
Rock Shape: **Naturally round, some angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**







# Harvest Gold

A warm golden brown blend that is made even more attractive by the hint of gold that runs through it. This classic collection complements most property styles and is a popular choice for paths and patios as well as driveways.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

# Slate Grey

This gorgeous slate coloured resin bound gravel is permeated with shades of lighter grey throughout. A timeless classic that suits all styles of property.

Rock Shape: **Angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**





# Cornfield

Warm, sunny and welcoming. Yellow and golden hues combine to make this an ideal selection for driveways, paths and patios.

Rock Shape: **Angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

# Athena

This blend of red and silver resin bound aggregates is often used to create unique design features but it works equally well as the main colour creating a very distinctive, eye-catching finish.

Rock Shape: **Angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**







# Eden

All the beauty of autumn captured in one blend. In particular, the green accent within the blend complements grassed and planted areas and makes this an ideal choice for garden paths and patios as well as driveways.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**



# Onyx

A striking deep black aggregate, made even more attractive because of its shiny finish. The perfect contrast to pots, plants and flowers, it is incredibly versatile and can also be combined with contrasting border colours such as grey or silver to create a stunningly contemporary look.

Rock Shape: **Angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**





## Solstice

Fiery red granite set amongst tones of angular pink, cream and grey stone creates a show stopping blend that adds instant impact to any driveway, path or patio.

Rock Shape: **Naturally round and angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**

## Brindle

This gorgeous combination of angular and rounded stone in crushed brown, purple and pink creates a beautiful, subtle finish which looks perfect in any driveway or patio setting.

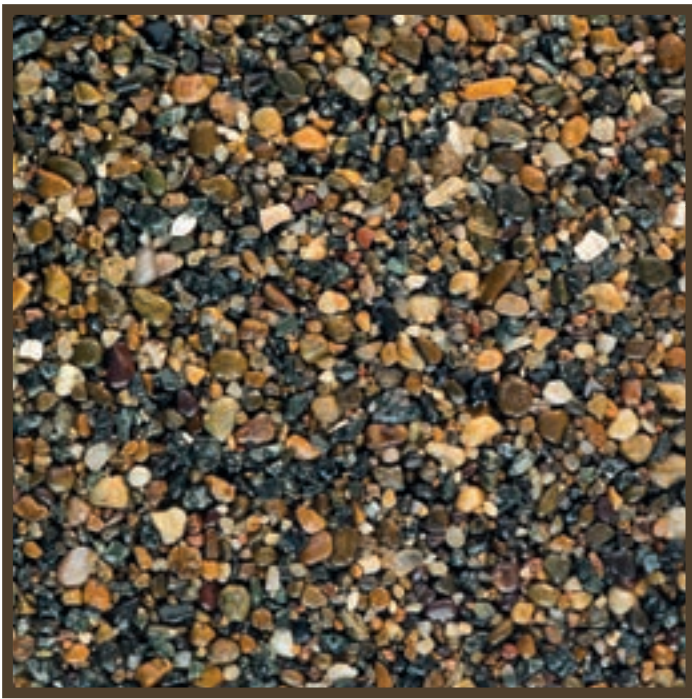
Rock Shape: **Angular and rounded**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**







# Arcadia

This stunning selection combines golds with greys to create a stylish blend which is always a favourite. It works particularly well with stone and rendered properties or in coastal areas where it complements the colours of the natural landscape beautifully.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**



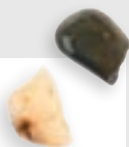
# Ocean Pearl

This stunning combination of light and dark grey shades interlaced with gorgeous flecks of cream and amber creates a showstopping finish perfect for all types of project.

Rock Shape: **Naturally round and angular**

Hardness Rating: **5**

Ideal for: **Driveways, paths and patios**





## Sorrento

The striking contrast of red against green and the defined angular appearance of the gravel makes this an ideal and very practical choice for driveways.

Rock Shape: **Angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

## Riviera

This colour blend is full of character and beauty – sandy hues mixed with amber and silver specks creates an eye-catching finish just perfect for resin bound drives.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**







# Merlot

Strong. Rich. Burnished Red. A striking choice which works particularly well against other strong colours and can be used for both traditional and modern designs.

Rock Shape: **Angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

# Springtime

This exceptionally popular mix of golden, white, red and brown aggregates creates an attractive traditional colour blend which works well with all types of properties.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**





# Sunlight

This golden and beige mix of resin gravel will brighten up any garden with its soft, summery feel. A stunning choice for patios and paths as well as driveways.

Rock Shape: **Angular**

Hardness Rating: **5**

Ideal for: **Driveways, paths and patios**

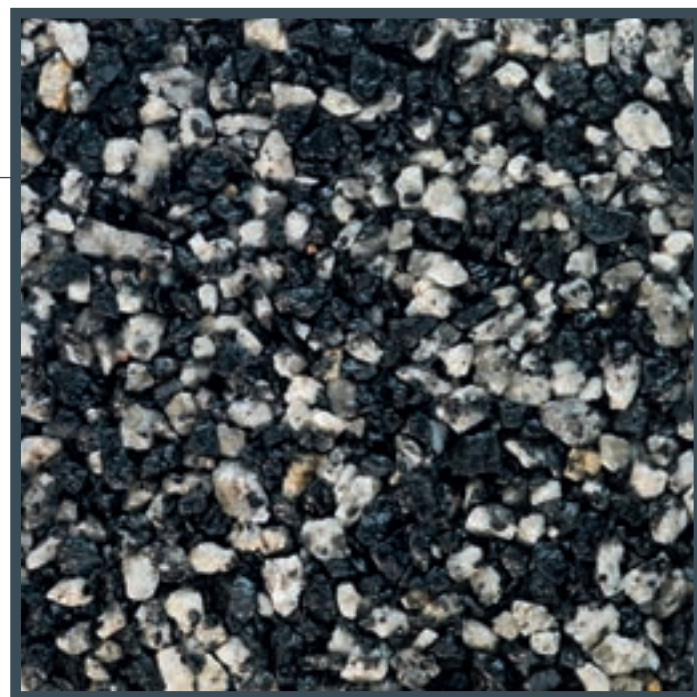
# Eclipse

Jet black interspersed with silver flecks creates a stunning colour combination which works incredibly well across larger areas in particular.

Rock Shape: **Angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**







# Titan Silver

A modern classic. This contemporary speckled silver mix works well with most colours and designs and can be paired with black or green for show stopping results.

Rock Shape: **Angular**

Hardness Rating: **6**

Ideal for: **Driveways, paths and patios**

# Carnival

This gorgeous blend is a carnival of warm colours. Combining red with golden aggregates, it complements homes and commercial properties of all types.

Rock Shape: **Angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**





# White Gold

This distinctive mix of golden and white stones, consisting of various aggregate sizes and textures is bright and summery. Perfect for driveways, patios and paths.

Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios



# Alpine

An eye-catching blend of white aggregates with flecks of silver. This crisp and contemporary look complements darker border colours but is equally spectacular when used on its own.

Rock Shape: Naturally round, some angular

Hardness Rating: 6.5

Ideal for: Driveways, paths and patios







# Fossil

This beautiful blend of cream with a hint of silver offers a lighter, softer finish for contemporary and traditional properties.

Rock Shape: Naturally round, some angular

Hardness Rating: 6.5

Ideal for: Driveways, paths and patios

# Sunset

Warm hues of pink, lilac and brown combine beautifully in this mix of crushed rounded and angular gravel to create instant kerb appeal for every style of property.

Rock Shape: Naturally round, some angular

Hardness Rating: 6.5

Ideal for: Driveways, paths and patios





# Glacier

White stone interspersed with ivory tones give this classic colour a cool, clean and sophisticated finish.

Rock Shape: Naturally round, some angular

Hardness Rating: 6.5

Ideal for: Driveways, paths and patios

# Domino

This elegant mix of black and contrasting white stone is beautifully textured. Guaranteed to make an immediate impression.

Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios







# Santorini

Red and white aggregates combine stylishly to create a sensational colour blend reminiscent of the Mediterranean.

Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios

# Pearl Blush

This creamy white blend features natural bright, light colours including flecks of cream, yellow and grey blushed with red. Hard but durable, this colour blend creates a stunningly natural, decorative finish.

Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios





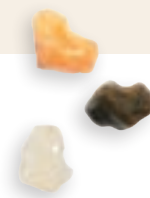
# Aurora

Flecks of chestnut and black highlight the lighter tones of gold, cream and grey perfectly to create a truly stunning finish that is ideal for driveways, patios and paths.

Rock Shape: **Angular, some rounded**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**



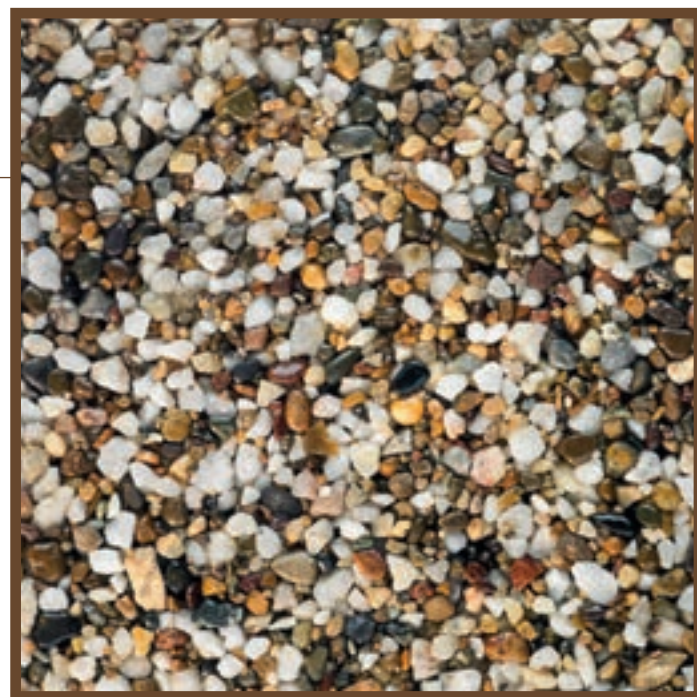
# Arizona

This blend of rounded gravel contains chestnut, hazel and almond colours mixed beautifully with soft creams, yellows and greys to create an absolutely stunning finish.

Rock Shape: **Naturally round**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**







## Dune

This warm and sandy coloured finish combines all the very best brown and yellow gravels to create a semi-rounded, smooth and even texture. A very popular choice.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

## Moonshadow

This silver grey angular blend with a strong black fleck for texture and contrast boasts a modern and clean finish.

Rock Shape: **Angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**





# Sienna

This beautiful mix of tones includes browns, oranges and reds to create a warm and inviting finish which is still very contemporary.

Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios



# Seashore

This palette of coastal inspired creams, yellows and greys creates a gentle, warm blend which works beautifully with a wide range of properties.

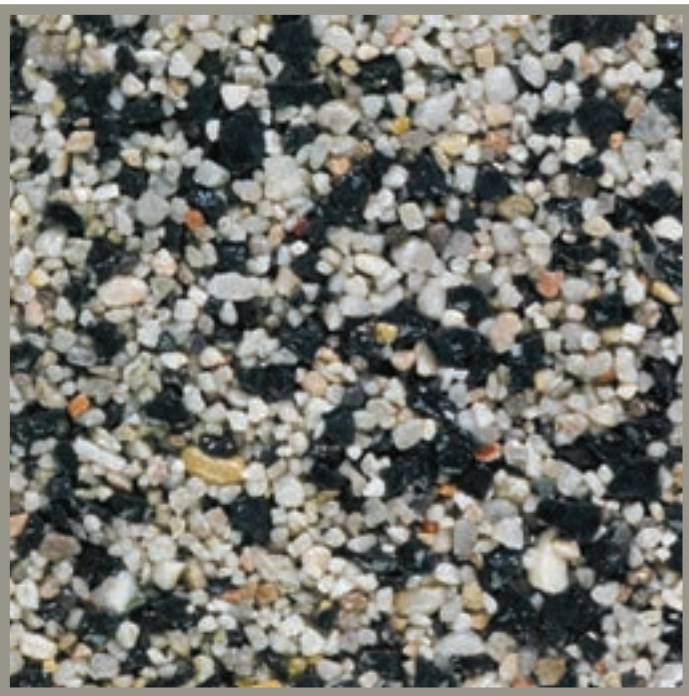
Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios







# Oyster

Natural light quartz colours are mixed together with flecks of black to add real depth and character to this blend. Perfect for driveways.

Rock Shape: Naturally round, some angular

Hardness Rating: 7

Ideal for: Driveways, paths and patios

# Golden Pearl

This round, smooth, textured blend includes a combination of brown hues along with yellows and natural light colours to give a smooth, durable finish that is incredibly popular for use in resin bound driveways, paths and patios.

Rock Shape: Naturally round

Hardness Rating: 7

Ideal for: Driveways, paths and patios





# Winter Sage

This stunning blend consists of dark green and contrasting gold, cream and grey. The quintessential choice for contemporary driveways, paths and patios.

Rock Shape: **Naturally round, some angular**

Hardness Rating: **7**

Ideal for: **Driveways, paths and patios**

# Windsor Grey

Ultra stylish. This combination of light and dark grey rounded stones with hints of dark green, white and cream is ideal in both contemporary and traditional designs.

Rock Shape: **Rounded with some Angular stones**

Hardness Rating: **6**

Ideal for: **Driveways, paths and patios**







# Gunmetal Grey

This eyecatching blend of dark and light grey interspersed with cream and brown throughout creates a spectacular finish which is perfect for driveways, paths and patios.

Rock Shape: **Naturally round**

Hardness Rating: **4**

Ideal for: **Driveways, paths and patios**

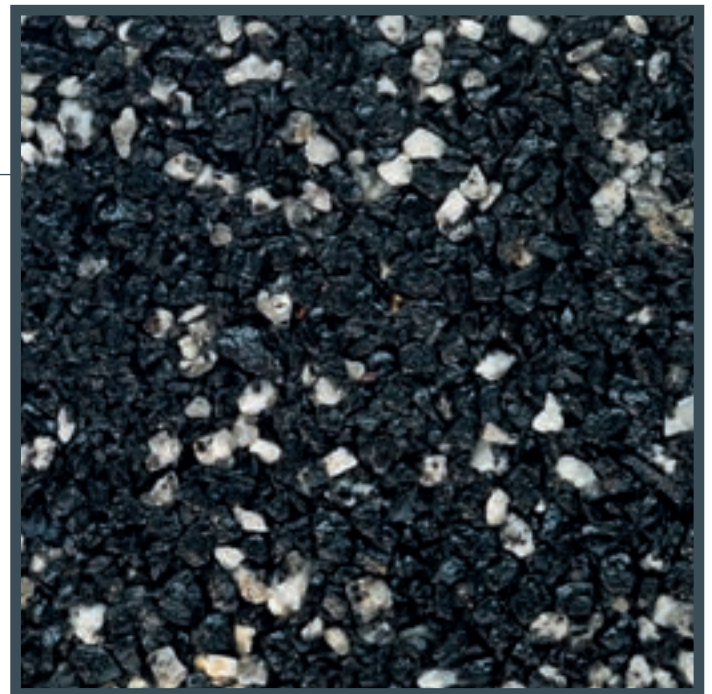
# Polaris

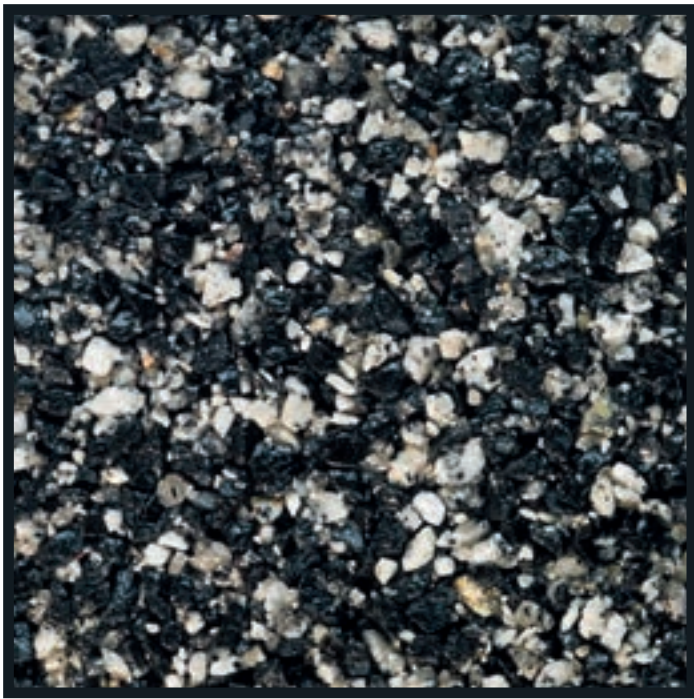
This blend of black with silver grey contrasting flecks produces a speckled granite-like surface which is perfect in an urban or pedestrian setting.

Rock Shape: **Angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**





# Harlequin

Silver contrasts beautifully with black to create a very strong contemporary look that is ideal for the most stylish resin bound driveways, paths and patios.

Rock Shape: **Angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**

# Champagne Pink

Subtle tones of lilac, brown and purple are beautifully offset against silver to create this spectacularly elegant and attractive blend of mixed angular and rounded stone – an ideal choice for driveways, paths or patios.

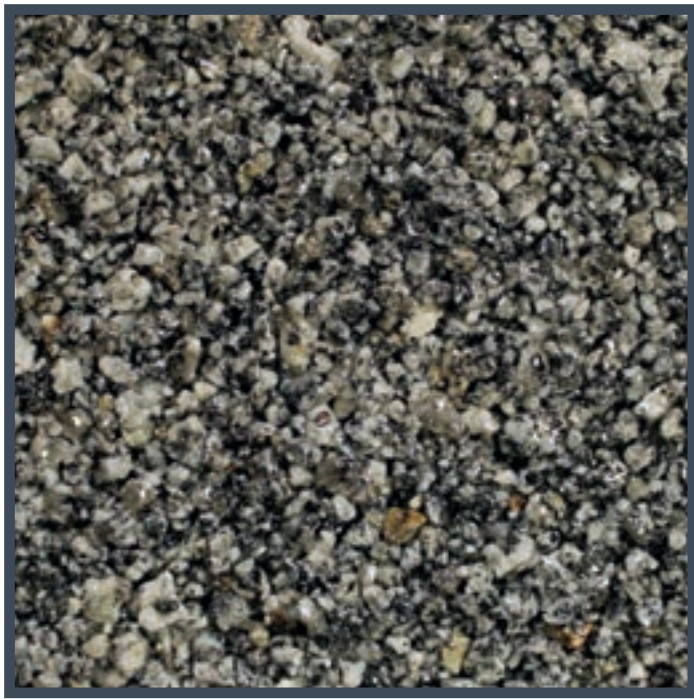
Rock Shape: **Angular, some round**

Hardness Rating: **6**

Ideal for: **Driveways, paths and patios**







## Steel Blue

This stunning blend of silver grey features flecks of blue and black and creates a contemporary finish ideal in any urban setting – but it also makes a spectacularly impressive contrast against traditional brickwork.

Rock Shape: **Angular**

Hardness Rating: **6**

Ideal for: **Driveways, paths and patios**

## Richmond

A showstopping combination of beautiful pearl quartz gravel interspersed with larger rounded dark green and grey stones. This sophisticated blend will add the wow factor to any property.

Rock Shape: **Rounded with some Angular stones**

Hardness Rating: **6**

Ideal for: **Driveways, paths and patios**





# Pink Opal

Angular jewels of pink, purple and brown stone are beautifully offset against a lustre of smooth, rounded greys and natural beige. A classic blend which complements properties of all styles and age.

Rock Shape: **Naturally round and angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**

# Orchid

Natural clusters of smoothly rounded greys, yellow and cream combine with bursts of angular pink, purple and brown to create an eye-catching blend of real beauty – a timeless classic for any driveway, patio or path.

Rock Shape: **Naturally round and angular**

Hardness Rating: **6.5**

Ideal for: **Driveways, paths and patios**







Contact:





To Whom It May Concern

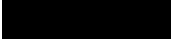
1<sup>st</sup> March 2024

Contractor's name:




**Business description:** Civil engineering contractors, public works contractors specialising in sewage and water treatment works and environmental projects (including bridges), plant hire contractors, manufacturers of pre-cast concrete moldings, steel fabricators, building contractors, surfacing and paving contractors, property owners and all associated ancillary activities.

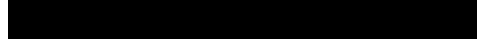
#### Employers Liability

Policy number:   
Underwriters/Insurers: Zurich Insurance Plc  
Expiry date: 28<sup>th</sup> February 2025  
Limit of indemnity: £10,000,000  
Indemnity to Principals: Yes

#### Public/Products Liability and Excess Layer

Policy number:   
Underwriters/Insurers: Chubb  
Expiry date: 28<sup>th</sup> February 2025  
Limit of indemnity: £5,000,000  
Indemnity to Principals: Yes

#### Excess Public/Products Liability

Policy number:   
Underwriters/Insurers: CNA Hardy  
Expiry date: 28<sup>th</sup> February 2025  
Limit of indemnity: £5,000,000 in excess of underlying £5,000,000  
Indemnity to Principals: Yes



CLEAR MPW, 7/8 Tolherst Court, Turkey Mill, Ashford Road, Maidstone,  
Kent ME14 5SF

**Telephone:** 01622 683 913 **Email:** [info@mpwbroskers.com](mailto:info@mpwbroskers.com) **Web:** [www.mpwbrokers.com](http://www.mpwbrokers.com)

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Registered in England and Wales No 3712209 Registered office: 1 Great Tower Street, London EC3R 5AA.

**Contractors All Risks**

Policy number: [REDACTED]  
Underwriters/Insurers: Chubb  
Expiry date: 28<sup>th</sup> February 2025  
Limit of indemnity: £5,000,000 any one contract  
Hired in Plant is insured with a maximum value of £500,000 for any one item  
Indemnity to Principles: Yes

**Professional Indemnity**

Policy number: [REDACTED]  
Underwriters/Insurers: Tokio Marine HCC  
Expiry Date: 28<sup>th</sup> February 2025  
Limit of indemnity: £2,000,000 any one claim and in total including defence costs  
Excess: £10,000 each and every claim does not apply to defence costs

Geographical Limits: Worldwide excluding USA/Canada  
Jurisdiction: Worldwide excluding USA/Canada  
Pollution Extension applies – aggregate – Seepage, Pollution or Contamination  
Sanctions and Embargo Clause applies  
Cladding Combustibility Exclusion applies

The information provided is based on the insurance arrangements at the time of writing.  
Alterations may be made during the period of cover.

Any expiry date shown represents the normal expiry date of the policy.

In some circumstances, such as in the event of non-payment of premiums due, cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request.

Kind regards



Tom Oates Dip CII

Mon 04-Mar-24 07:36

Re: Peacehaven Town Council

Sorry for the delay with the following quote. Please see details of quote below, as previously discussed:

Howard Park Pathway Project:

1) Excavations

	£10920.00
+ Vat	£2184.00
<b>Total</b>	<b><u>£13104.00</u></b>

2) Edging

	£4540.00
+ Vat	£908.00
<b>Total</b>	<b><u>£5448.00</u></b>

3) Surfacing

	£20540.00
+ Vat	£4108.00
<b>Total</b>	<b><u>£24648.00</u></b>

Extra Costs:

For supplying fencing

Boards

Repair work needed

Clearing of rubbish and packaging.

	£4400.00
+ Vat	£880.00
<b>Total</b>	<b><u>£5280.00</u></b>

If you wish to discuss any of the above in more detail then please do not hesitate to contact me.

Kind Regards,



Mon 11-Mar-24 21:01



Howard Peace Park Project.

It was good to catch up today to view the job.

Just to clarify the questions asked:

- 1) Price includes tactile surface at beginning and end of pathway.
- 2) No toilet will be required.
- 3) As it stands at the moment, I would aim to start the job, some time in May.
- 4) I have public liability of 5 Million.
- 5) All resin surfaces are the same process.

Extra area for picnic table:

To excavate an area of 4.4m x 4.4m.

Lay edging, a base of 60mm of macadam and resin surface.

	£5878.00
+ Vat	£1175.60
<b>Total</b>	<b>£7053.60</b>

If you wish to discuss any of the above in more detail then please do not hesitate to contact me.

Kind Regards,





**An example of some of the available bounded gravel colours**





QUOTE

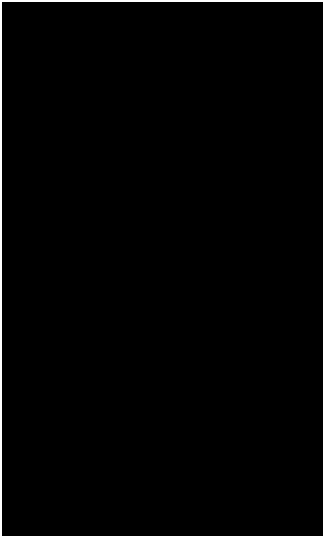
Zoe Howards Peace Park Project

Date  
1 Mar 2024

Expiry  
1 Apr 2024

Quote Number  
[Redacted]

VAT Number  
[Redacted]

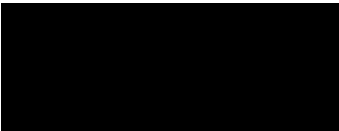


Description	Quantity	Unit Price	VAT	Amount GBP
This estimate is to dig up pathway to all the correct levels. To supply and lay all new square top concrete edgers. To supply and lay MOT across the whole pathway. To supply and lay a base coat of Tarmac. To supply and lay dark grey resin across the whole pathway. To supply and lay tactile's at the beginning and end of the pathway. The pathway will be 1.2 metres wide. This job will approximately take 2-3 weeks weather dependent finally making sure site is left all clean and tidy.	1.00	22,500.00	20%	22,500.00

Extras : to install an accessible picnic bench which has been discussed with customer. Length 2000 x 2000mm coming off the pathway. To supply and lay resin underneath and extend pathway around the bench 1.2 metres so that it's accessible for wheelchairs and mobility scooters.

Deposit Required £13,500

Please pay into this bank account :



Subtotal	22,500.00
TOTAL VAT 20%	4,500.00
TOTAL GBP	27,000.00

Peacehaven Town council  
Community House Town Council Office,  
Meridian Way,  
BN10 8BB

Ref: 04824 Rev1

12<sup>TH</sup> March 2024

QUOTATION – Howard Park Pathway

## Quotation Summary Sheet

**Site Setup** – H & S documentation, site security, site storage, welfare

**Removals** – Excavate existing path area and grass area of 123 m<sup>2</sup> to a depth of 200mm, remove existing path edges

**Ground works** – Supply and lay single layer of geotextile membrane, Supply and lay Mot type 1 stones at 120mm compacted depth, Supply and lay 186lm paving bricks to the edge of path

**Installation** – Install DDA accessible recycled plastic table (supplied by client)

**Base Works** – Supply and lay 105m<sup>2</sup> base course macadam at 60mm compacted depth.

**Surfacing** – Supply and lay 105m<sup>2</sup> resin bound gravel at 20mm compacted depth.

**Customer Liaison** – Continual liaison with the customer throughout the contract up to practical completion

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**Quote Total = £26,359.00 + VAT**

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On all new synthetic safety surfaces



### Optional:

Supply only – Robinia hardwood DDA accessible Picnic Table

---

**Total For Optional = £808.00 + VAT**

---

**See detailed break down below**

All prices are excluding VAT and valid for 21 days.  
MCD has been included unless otherwise stated.  
Terms: To be confirmed at point of order



Please contact us  
for details of our  
FSC® certified  
products  
The mark of  
responsible forestry  
FSC® C007915

## Site Setup

Provide all 'site specific' health and safety documentation, including insurances, RAMS, program of works, accreditations and certifications – [The customer is required to provide up to date utility plans of the working area prior to completing the above information.](#)

Supply, erect and maintain heras security fencing around the perimeter of the following areas for the duration of the works –

- Working area;

Provide and maintain onsite WC facilities for the duration of the works.

Provide onsite lockable storage facilities to house plant and tools for the duration of the works.

Clear site of the above on the completion of the works.

## Removal Works

Remove 172 linear meters of the existing path edging.

Excavate existing path area of 103 m<sup>2</sup> (86Lm length and 1.2m overall width including brick edging) to a depth of 200mm.

Excavate grass area of 20 m<sup>2</sup> (4.4mx4.4m) to a depth of 200mm

All good top soil will be left on site for dressing up path edges

All waste material will be removed from site to an approved waste disposal site.

## Ground Works

Supply and lay 123m<sup>2</sup> geotextile membrane fixed in place using plastic pegs

Supply and lay 105m<sup>2</sup> Mot type 1 stones at 120mm compacted depth

Supply and lay 18m<sup>2</sup> Mot type 1 stones at 70mm compacted depth as a base for paving bricks

Supply and install 186lm of paving brick edging

All paving brick edge will be set onto lean mix concrete with concrete haunching to secure in place

Make good around the outer perimeter edge as required on completion of works.

## Installation Works

Excavate foundation holes as required

Install DDA accessible picnic table (supplied by client ) as per manufacture installation drawings.

## Base Surfacing Works

Supply and lay 105m<sup>2</sup> base course 14mm open texture macadam at 60mm compacted depth to receive required level.



## Resin Bound Gravel Surfacing

Supply and lay the following areas of **Resin Bound Gravel** surfacing, laid over preformed free draining base -

- **Path area 86m<sup>2</sup> @ 20mm depth** in (Client to confirm the colour);
- **Picnic Table area 19m<sup>2</sup> @ 20mm depth** in (Client to confirm the colour);



Resin Bound Gravel is made up of three aggregate sizes (2-5mm, 1-3mm & sand) and is available in a variety of standard colours including different yellows/bronzes, red and silver/grey. Other colours are available as non-standard.

Resin Bound Gravel has a 5 year Guarantee as standard to all new surface areas – full Ts & Cs available.



## General Site

On completion clear site of all surplus materials and waste

## Estimated Project Time Scale

2 weeks

## Our installation

All works (including ground works) are undertaken by our 'in house' installation teams working to detailed specifications. Our staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

**CHAS, Constructionline and SMAS.**

## Customer Liaison

A pre start meeting will be required prior to starting any works on site.

The site will be marked out with the client on day 1 of the contract.

The site will be scanned and checked in conjunction with site service plans prior to a permit to dig being issued by the site supervisor.

Weekly progress meetings will be held on site with the client.

A final sign off meeting will be held on completion of the works and prior to handing the site back to the client.

**Notes:** Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Service plans of the working and surrounding area will be required a minimum of 1 week prior to starting works. These should be provided by the client. Playsafe can obtain service plans at an additional cost, this may delay commencement of works if sufficient notice to provide is not given (3-4 weeks).



## Optional

### DDA accessible Picnic Table –

Robinia hardwood picnic table manufactured by Dylan Group with the following features –

- Extended table surface for wheelchair accessibility and DDA compliancy;
- 2200mm length table & 1800mm length benches;
- Manufactured using robinia hardwood timber;
- All timber has a smooth sanded finish and all edges will be routed (5mm min radius)
- Stainless steel fixings used throughout;
- Manufactured for in-ground installation;



**Note:** Price for DDA picnic table valid if ordered together with the main path works.



### Resin Bound Gravel

Resin Bound Gravel is constructed of bonded gravel mixed on site using specialist equipment to produce a dense, consistent texture. It is then 'wet laid' to exacting standards.

A single layer system that is laid over a hard standing free draining base such as 'Open Textured Tarmac' or similar. Various sized gravels and sand (2-5mm/1-3mm/chelford sand) mixed with a 2-part polyurethane binder, available as yellow, silver and red as standard. Gravels can be mixed to create flecked pattern and other coloured gravels are available. The surface is slip-resistant.

Some coloured gravels may appear to discolour when exposed to direct UV rays. This is due to the 2-part binder and cannot be avoided. After a period of use the top film of binder will wear away and the wetpour surface will return to its intended colour. This period maybe several months depending on the amount of use.

New resin Bound Gravel surfaces are guaranteed for a period of 5 years against defects in materials and workmanship from date of invoice.

The above guarantees do not include any of the following – **repair works**, cosmetic issues e.g. fading colours or any discolouration due to weathering, new to old resin bound gravel joints, misuse, neglect or accident and damage due to movement of base materials not installed by Playsafe. Any damage resulting from vandalism, abnormal use or lack of maintenance is not covered by this guarantee. Any shrinkage to the edges as this is a known factor with the slight flexibility of resin bound gravel expanding and contracting from warm to cold temperatures.

Defects must be promptly reported to the company and the company must be allowed access to the surface within normal business hours to inspect/repair any defect;

The customer must have made full payment for the surface in accordance with the conditions of our quotation/contract between the company and the customer for the supply and installation of the surface (including those as to time of payment);

For the avoidance of doubt, this warranty does not confer any rights on the Customer, or impose any liability on the Company, other than those expressly set out above and does not cover any claims for indirect or consequential loss or damage arising out of defect;



## TERMS AND CONDITIONS

1. The Client is the Client named overleaf. The Contractor is [REDACTED]
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation they should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for twenty one days from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 25 metres from site, and access of 1.5 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped therefrom, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
  - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
  - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:

- a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
- b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
- c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
- d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.





## Resin Bounded Gravel Colours

			
Ocean Grey 2-5mm	Ocean Grey 1-3mm	Sterling Silver 2-5mm	Sterling Silver 1-3mm
			
Pearl Quartz 2-5mm	Pearl Quartz 1-3mm	Winter Quartz 2-5mm	Winter Quartz 1-3mm
			
Golden Quartz 2-5mm	Golden Quartz 1-3mm	Golden Pea 2-5mm	Golden Pea 1-3mm
			
Autumn Quartz 2-5mm	Autumn Quartz 1-3mm	Staffs Pink 2-5mm	Staffs Ping 1-3mm
			
Red 2-5mm	Red 1-3mm	Green 2-5mm	Green 2mm



George Dyson  
Town Clerk

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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 17<sup>th</sup> January 2024, 2 – 4pm
- Cinema is 24<sup>th</sup> 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 28<sup>th</sup> 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 29<sup>th</sup> 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 27<sup>TH</sup> FEBRUARY 2024**

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

George Dyson  
Town Clerk

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**DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 27<sup>th</sup> February 2024 at 7.30pm**

**Present:** Cllr. I Sharkey (Vice Chair of Council), Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Harman, Cllr Studd

**Officers:** Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community and Facilities Officer).

2 members of the public were in attendance.

**1. CCE394 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed members, and briefly went through the health and safety fire procedure.

The Chair then shared the following highlights:

- Bingo is on 13<sup>th</sup> March
- Cinema is on 20<sup>th</sup> March - Wicked Little Letters
- Mayors Reception is on 16<sup>th</sup> March

The Chair updated members that the full alcohol licence application is underway.

**2. CCE395 VERBAL YOUTH MAYOR UPDATE**

The Chair explained that the youth mayors were not in attendance this evening, and had not received any updates for them.

**3. CCE396 PUBLIC QUESTIONS**

The Chair explained a letter had been received from members of the public requesting fortnightly bingo rather than monthly. There was general discussion amongst members over whether there was the demand for an additional bingo, if there would be enough helpers, the possibility of having alcohol, and holding the event in the evening.

The Chair explained that the Town Clerk would respond, get further information of the request, and that this item would be included in the next agenda.

At this point, the Chair mentioned that standing orders would be suspended later in the agenda for the two members of public.

**4. CCE397 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was 1 apology for absence from Cllr. Ashby-Parkin.

**5. CCE398 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **6. CCE 399 TO ADOPT THE MINUTES FROM THE 16<sup>th</sup> JANUARY 2024**

It was proposed to adopt the minutes.

Proposed by: Cllr Studd                      Seconded by: Cllr Donovan  
The Committee **resolved** to **adopt** the minutes of the 16<sup>th</sup> January 2024.

## **7. CCE400 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

Cllr. Donovan mentioned that the advertising budget was used by the license advertisement. The Chair explained this was necessary to go ahead with as a licence was needed.  
The budgetary report was **noted**.

## **8. CCE401 TO AGREE TO THE RECOMMENDATIONS IN THE ARTWAVE 2024 REPORT**

The Chair ran through the recommendations.

It was proposed that Peacehaven Town Council PTC would support the event, look into the TFG moving this forward, and ask Telscombe Council if they would like to join too.

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

The TFG was formed of Cllr. Harman, Cllr. Donovan, Cllr. Alexander, Cllr. Sharkey and Cllr. Studd.

Cllr. Harman expressed several artist friends would like to join too.

Cllr. Alexander will look into whether Lewes District Council will sponsor a room at Peacehaven Town Council for the event.

It was proposed that an Officer would register participation at [www.artwavefestival.org](http://www.artwavefestival.org).

Proposed by: Cllr Alexander      Seconded by: Cllr Sharkey  
The Committee **resolved** to **agree** that an Officer would register participation.

## **9. CCE402 TO DISCUSS AND AGREE THE PROVISION OF A CLIMATE FAIR**

Cllr Donovan briefly summarised the report, expressed there was little time to organise the event, and that Officers should have been asked if they have capacity to manage the event. The upcycled fashion show was mentioned.

Members discussed the feasibility of the event going ahead this year, in view of timescales and Officer's work capacity.

It was proposed that the event is postponed to next year to combine with the summer fair, and to organise a recycled fashion show for October this year to work in collaboration with Peacehaven Community School.

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

## **10. CCE403 TO REVIEW AND AGREE CCE DATES AND UPCOMING EVENTS AND AGREE ANY ACTIONS REQUIRED**

The Information Officer confirmed there is:-

- Bingo and Cinema in April,
- Telscombe Fair on July 6<sup>th</sup>
- Wrestling, and Boxing in March.

The following event dates for this year were provisionally **agreed**:-

Halloween – Friday 25<sup>th</sup> October.

Proposed by: Cllr Harman      Seconded by: Cllr Donovan

Recycled Fashion Show – 18<sup>th</sup> October 6pm, to avoid half term.

Proposed by: Cllr Donovan      Seconded by: Cllr Harman

Carol Concert – 13<sup>th</sup> December.

To check with Peacehaven Players first.

Proposed by: Cllr Sharkey      Seconded by: Cllr Donovan

Mayors Tea Party/Function – 18<sup>th</sup> December, daytime.

Proposed by: Cllr Studd      Seconded by: Cllr Harman

Children's Christmas Party – Friday 20<sup>th</sup> December, 5pm

Proposed by: Cllr Alexander      Seconded by: Cllr Studd

The Chair expressed this was a brief schedule of events and that more events could be added, and requested the Information Officer circulate dates to diaries.

The November dates of Remembrance Sunday and Armistice dates were discussed briefly.

#### **11. CCE404 TO AGREE TO THE GRANT APPLICATION IN THE D-DAY TFG REPORT**

Cllr. Donovan summarised the grant application and requested that it be taken forward.

It was mentioned by Cllr. Donovan that the Royal British Legion are sponsoring £150 for the Town Crier to sing.

It was proposed to go ahead with application.

Proposed by: Cllr Donovan      Seconded by: Cllr Alexander

The Committee **resolved** to **agree** to the grant application.

It was proposed to agree for the office to apply for a TENS licence.

Proposed by: Cllr. Harman.      Seconded by: Cllr. Donovan.

#### **12. CCE405 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE UKRAINIAN CULTURAL EVENT REPORT**

20:11 – Standing Orders were suspended.

Proposed by Cllr. Alexander      Seconded by Cllr. Sharkey

The two members of public summarised the options for the event, suggested the date as possibly being 11<sup>th</sup> May 2024. The Chair suggested that the details and this or other suggested dates to be sent to the Information & Community Facilities Officer, and that the room is offered free of charge.

Members were positive about the prospect of the event.

Members discussed the possibility of the Ukrainian group applying for a Peacehaven Town Council grant.

20:19 - Standing Orders were reinstated.

It was proposed that the Council supplies a room for the Ukrainian event for free.

Proposed by: Cllr Alexander      Seconded by: Cllr Donovan

It was proposed that the event would be supported by Peacehaven Town Council via E-News and website.

Proposed by: Cllr. Studd      Seconded by: Cllr. Sharkey

It was **noted** that the Ukrainian group will liaise with the Information Officer on the proposed date of 11<sup>th</sup> May. The Committee **resolved** to **agree** to the proposals.



20:20 - The members of public left.

### **13. CCE406 TO AGREE ENEWS TFG**

The Chair summarised the need for TFG members, what they would do and report back on.

Cllr. Alexander suggested Cllr. Campbell could be asked to join.

The TFG was formed of: Cllr. Studd, Cllr. Harman, with a request to Cllr. Campbell.

Cllr. Donovan requested that the E-News maintains publishing up-to-date information.

### **14. CCE407 TO NOTE THE MAYORS RECEPTION REPORT**

Members discussed how the event has previously been run.

The Information Officer explained the protocol and brief details for this year's event.

The Chair mentioned that although there was enough in the budget for the event, that the Mayor had contributed the Mayor's budget too.

There was discussion surrounding the purchase of a present for the Mayor.

The Mayors Reception Report was **noted**.

### **15. CCE408 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE MERIDIAN LINE WALK REPORT**

Cllr. Donovan explained the Town Clerk had been asked, that there was some credit left with Madisons and that the Town Clerk had given the TFG permission, if agreed at this meeting, to go forward with that.

It was proposed to use Madison's funds.

Proposed by: Cllr Donovan      Seconded by: Cllr Studd

The Committee **resolved** to **agree** to use the credit PTC has with Madisons.

It was proposed that the TFG should be given the authority to get the quotes for the Meridian Line coins & certificates.

Proposed by: Cllr Donovan      Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to give the TFG authority to get the quotes.

Members discussed whether the signage for the Meridian Line Walk should be within the Civic and Community Events Committee.

It was proposed to give permission to get a quote for the objects placed along the route.

Proposed by: Cllr Donovan      Seconded by: Cllr Studd

The Committee **resolved** to **agree** to the recommendation.

Members discussed which Committee the monument cleaning falls within for cleaning by the grounds team.

Cllr. Studd suggested an alternative method of cleaning to power washing, and agreed to obtain quotes and write a report for the Leisure, Amenities and Environment Committee.

It was proposed that permission is given to apply for various grants to cover the costs.

Proposed by: Cllr Donovan      Seconded by: Cllr Harman

The Committee **resolved** to **agree** to the give permission.

Cllr. Donovan acknowledged and thanked the Meetings & Projects for their successful grant application for £500 for leaflets, and explained there could be a possibility of further future funding for other event items.

### **16. CCE409 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):**

a) Meridian Walk

There was no update.

b) D Day

There was no further update.

c) Council Communications Support

Cllr. Donovan explained a few articles have been forwarded for last month's E-News to the Town Clerk.

Cllr. Alexander mentioned the new Town Clerk at Lewes Town Council has good grant/funding knowledge.

**17. CCE410 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 16TH APRIL 2024**

The next meeting was **confirmed** as 16<sup>th</sup> April 2024.

The Chair requested papers two weeks in advance.

*There being no further business the meeting ended at 20:46.*

**Agenda Item: C1197(eiii)**

**Committee: Full Council**

**Date: 19<sup>th</sup> March 2024**

**Title: Climate Fair**

**Report Authors: Town Clerk**

**Purpose of Report: To decide whether to postpone the planned Climate Fair**

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### **Introduction & Background**

A Climate Fair has been discussed for some time through the Climate Change Working Group, the proposal was initially accepted by the CCE Committee under item CCE375:

#### **1. 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.

At a later meeting, under item CCE402, it was agreed by the Committee to postpone this event due to concerns over getting it organised in time, however, as this is within 6-months of the initial decision, the Committee needs to refer the matter to Full Council for a decision.

### **Analysis**

At the meeting on 27<sup>th</sup> February 2024, the following was agreed at the CCE Committee:

#### **CCE402 TO DISCUSS AND AGREE THE PROVISION OF A CLIMATE FAIR**

Cllr Donovan briefly summarised the report, expressed there was little time to organise the event, and that Officers should have been asked if they have capacity to manage the event. The upcycled fashion show was mentioned.

Members discussed the feasibility of the event going ahead this year, in view of timescales and Officer's work capacity.

It was proposed that the event is postponed to next year to combine with the summer fair, and to organise a recycled fashion show for October this year to work in collaboration with Peacehaven Community School.

Proposed by: Cllr Donovan Seconded by: Cllr Alexander

The Committee resolved to agree to the proposal.

### **Conclusions**

Only Full Council has the authority to decide to change the initial decision as it's within 6-months, so will need to decide whether to postpone the event or not.

### **Recommendations**

To decide whether to:

- a. Continue with the planned climate change event in late June/ Early July as per the resolution of the CCE Committee under item CCE375.
- b. Postpone the event as per the CCE Committee resolution under item CCE402.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Grant money available to fund event
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Risk Assessment required.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	Plastic Free Policy and Climate Change resolutions
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	To be considered as part of the risk assessment.
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need.</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	Increasing awareness of Climate Change.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	Event specifically about Climate Change.

### **Appendices/Background papers**

Copy of report taken to CCE Committee.

**Agenda Item: CCE402**

**Committee: Civic & Community Events**

**Date: 27/02/2024**

**Title: Climate Fair**

**Report Authors: David Seabrook**

**Purpose of Report: To discuss and agree the provision of a Climate Fair**

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### **Introduction & Background**

The event will include exhibitors that will cover the entire range of climate change issues including energy, transport, housing, food, waste, wellbeing and biodiversity. The event will be open to the public between 10am and 3pm with no admission charge. Exhibitors will not be charged either although commercial organisations are being encouraged to donate or enter into a sponsorship arrangement.

### **Analysis**

- Purpose of the event  
To enable a greater understanding of Climate Change and what residents can do to mitigate the effects of global warming.
- How will it be funded  
Through funding from OVCA £2500 and the balance from the previous event in an earmarked reserve.
- What resources are needed  
The use of The Hub and Part of Centenary Park in front of and to the side of the Café. This will be a car free event. Seaford Bonfire Society may be able to provide marshalling for the event avoiding the need for excessive overtime.
- Officer time required  
To be decided. See recommendations
- How long will the event take to organise  
5 months. The Event is scheduled for Saturday July 13<sup>th</sup> 2024. (booked in)  
It needs to be during term time and avoid Telscombe Summer Fair, football activities and hopefully with good weather as it will be outside.
- How will it be marketed?
  - Will it require digital marketing - social media, PTC website, eNews **Yes**
  - survey/questionnaire? **No**
  - Print marketing – poster, banner, booklet? **Banner on the Dell, posters in shops etc.**
  - Combination of both? **See above**
  - What key information will go in the poster? **Date, time, location and details of the event.**
  - Does it need the inclusion of other organisations logos? **OVCA, Rampion and any other sponsors**
  - When it needs to be advertised **six weeks before the event**

### **Conclusions**

Putting on a major climate event in Peacehaven will contribute to reducing carbon emissions and will assist residents in making the right decisions as well as supporting local companies. It meets objectives in the Climate Change declaration made by Council.



## **Recommendations**

The Climate Change Working Party is recommending that this becomes a Council organised event planned and managed by officers.

An alternative of employing an events organiser was considered but maybe too expensive.

## **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	A grant is available from OVCA to support this event for £2500 There is some money available in an earmarked reserve from the previous event.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	This event is within the powers of Peacehaven Town Council to organise.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	A detailed risk assessment is required that can be based on the Summer Fair 2023
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	Planning permission is not required although a licence for the sale of Alcoholic drinks may be required.
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	Plastic Free Policy applies The event will assist in meeting some of the policies of the Neighbourhood Development plan; PT1, PT5, PT6, PT11, PT13, PT14, PT17, PT18, PT19, PT20, PT21, PT22 & PT23. It is also a part of the Councils Climate Change Resolution 2019
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	Marshalling will be required to manage vehicle movements and public safety. This could be provided by Seaford Bonfire Society who are experienced in these matters.
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need.</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	The event will assist To enable a greater understanding of Climate Change and what residents can do to mitigate the effects of global warming.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	The event will assist To enable a greater understanding of Climate Change and what residents can do to mitigate the effects of global warming.  Single use Plastic Policy applies

## Appendices/Background papers

<p><b>Funding</b> is available for this event: £2500 from Ouse Valley Climate Action £300 from reserve from pervisou event - check exact amount with Zoe Discuss further sponsorship with Rampion OVCA require a breakdown of costs before final agreement: Quotes to be obtained for:     Provision of Big Lemon Bus for the day (must be electric)     Hire of portaloos     Peacehaven Staff overtime     Use of the Hub</p>
<p><b>Exhibitors to be invited.</b> Contact to be made and letters need to be written and sent out. Need to ask what facilities will be required. Note that Power will not be available and petrol generators are not acceptable. A list of potential exhibitors has been compiled, approx 80. And will include the Undersea Virtual Reality Experience in the Hub.</p>
<p><b>Dignatories and press to be invited</b> Mayors of Newhaven, Seaford, Telscombe, Lewes, Brighton and Eastbourne and MP</p>
<p><b>Risk Assessment</b> To be written. Base this on Summer Fair from 2023 and needs approval from Town Clerk.</p>
<p><b>Site Layout Plan</b> The Hub Main marquee Small marque for talks and presentations Outside space Parking for exhibitors and people with disabilities</p>
<p><b>Hub hire</b> to be confirmed for the Undersea Experience and possible repair café.</p>
<p><b>Refreshements to be organised:</b> Discuss with Nicola at Gateway Café Coffee vouchers? Identify and book Vegan Food Truck or similar Beer tent?</p>
<p><b>Provision of Tables and Chairs</b> Will require assitance from staff – overtime The Councils Marquees will be needed - overtime</p>
<p><b>Advertising:</b> Banner on the Dell Banner Board need to order and book space with Karen Web Page for the event Social Media posts Press release for Argus and Sussex Express Seahaven FM Community People interview Chamber of Commerce Peacehaven Directory</p>
<p><b>Organise programme of talks on climate change:</b> Identify speakers and make contact.</p>

<b>Travel to the Event:</b> This will be a car free event apart from exhibitors and people with disabilities. Bus timetable around the Town to be agreed. (similar to Summer fair 2023) Walking and Cycling to be encouraged. Advertise how to reach the fair.
<b>Signposting</b> Will be required.
<b>Opening the Event</b> Mayor of Peacehaven if available
<b>Volunteers and Marshalls</b> Seaford Bonfire Society may be able to assist with marshalling the car park.
<b>First Aid Provision and Lost Children</b> AED available by café Is separate area (tent) needed Who can provide this?
<b>PA System</b> will be required

**Agenda Item: C1199**

**Committee: Full Council**

**Date: 19<sup>th</sup> March 2024**

**Title: Possible Merger of Peacehaven and Telscombe Town Councils.**

**Report Authors: Town Clerks of Peacehaven and Telscombe**

**Purpose of Report: To Discuss**

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### **Introduction & Background**

The MP for Brighton, Kempdown and Peacehaven, Lloyd Russell-Moyle, recently wrote to the Mayors of both Councils and copied it to all Councillors from both Councils, as well as the Town Clerks. His letter was regarding a potential merger of Telscombe and Peacehaven Town Councils.

### **Analysis**

Apparently, the MP has had conversations and meetings with local residents and Councillors from both Councils, at which he says it was clear that a discussion should take place regarding merging of the two Town Councils. Four options were developed, ranging from maintaining the status quo to a full merger of both the Town Councils. It was also apparently agreed that he would investigate this and write formally asking both Councils to establish a working group to explore this issue, with a view to possibly instigating a local governance review to start the merger process. His letter is attached for information.

### **Conclusions & Recommendations**

It is recommended that Peacehaven Town Council consider whether to investigate this and if so to establish a working group with Telscombe Town Council. The aim of the group would be to explore options of merging the two Town Councils and to produce a report on its findings for consideration by both full Councils. Both Town Councils will need to agree to this, along with the working group's Terms of Reference – see draft attached.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Substantial Town Clerk/ Senior Officer time required.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Legislation relating to Community Governance Reviews
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	N/A
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A

<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A at this stage
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A at this stage
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Would need to be considered by the Working Group
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A at this stage.

### **Appendices/Background papers**

Draft Terms of Reference  
Letter from MP



# **Peacehaven & Telscombe Merger**

## **Working Group - Draft Terms of Reference**

### **1. Background**

1.1 Peacehaven & Telscombe Town Councils have resolved that a joint working group be established with the aim to explore options of grouping and merging the two town councils.

### **2. Purpose/Objectives**

2.1 The purpose of the working group is to investigate the feasibility and implications of merging the existing Peacehaven Town Council and Telscombe Town Council into a single new council serving both towns.

2.2 The Working group objective is to bring a report on the feasibility of all possible options for consideration and discussion at both town councils.

### **3. Principles**

3.1 In establishing the working group, it is deemed appropriate that the group is provided with and accepts these terms of reference.

3.2 The working group membership shall remain balanced between the town councils and any political affiliations.

3.3 The working group membership shall be restricted to members and Officers of Peacehaven Town Council and Telscombe Town Council in the first instance, although the group may consult with any person for the purpose of achieving their objectives.

3.4 The working group is not delegated any financial or decision-making authority.

3.5 Peacehaven and Telscombe Town Councils retain autonomy over their decisions, and each must vote separately and independently on any recommendation from the working group.

### **4. Tasks and activities**

4.1 The working group will investigate:

- a. The financial implications of merging the two councils, including budgets, reserves, assets and liabilities, staff costs and council tax levels
- b. The administrative implications, including payroll, IT systems, procedures, premises and democratic representation
- c. The service implications for residents and businesses currently provided separately by each council

- d. The legal process and legislative requirements surrounding each possible option
- e. The views and preferences of residents, businesses and other stakeholders in both towns
- f. All possible options such as shared services or closer partnership working without full merger
- g. Examples and experiences of other town councils that have merged

## **5. Roles and Responsibilities**

5.1 The working group will carry out the following roles:-

- a. Review financial reports, budgets, procedures and legal documentation
- b. Conduct an initial feasibility study and analysis
- c. Engage with both existing town councils and senior officers
- d. Undertake community and stakeholder consultation in both towns
- e. Compare with other examples of council mergers

## **6. Decision Making**

6.1 The working group has no decision-making authority and may only produce recommendations for each Council to consider.

## **7. Conduct**

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

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

7.2 The working group shall apply the following principles:-

- a. Be clear and open when their individual roles or interests are in conflict.
- b. Work together for the benefit of the communities established in the Towns.
- c. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
- d. Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.

e. Actively promote equality of access and opportunity.

## **8. Group Membership – Initial Feasibility Stage**

8.1 Subject to ratification by both Town Councils, the working group will be formed from Town Councillors and Council Officers.

8.2 Each Town Council may appoint 4 members and 1 Council Officer to the working group.

8.3 The working group shall agree amongst themselves which member of the group shall Chair the meeting and another member to take notes.

## **9. Meetings & Voting**

9.1 The working group will keep minutes of meetings which will be open to public scrutiny.

9.2 The minutes of each meeting will be taken back to each Town Council for review.

## **10. Finance**

10.1 No financial resources are allocated to the working group – if the group considers a need for expenditure, this must be made as a recommendation for the respective Town Council (or relevant Committee of the Town Council) to consider.

10.2 Free of charge room hire may be requested for meetings from either Town Council, which the Town Council shall grant subject to availability.

## **11. Changes to the Terms of Reference**

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

## **12. Dissolution of the Group**

12.1 The working group shall be dissolved immediately upon presenting its completed report setting out findings and recommendations on whether merging the two town councils is desirable and feasible to each respective Council.



HOUSE OF COMMONS

LONDON SW1A 0AA



Mayor Laurence O'Connor  
Telscombe Town Council  
360 South Coast Road  
Telscombe Cliffs  
BN10 7ES

Mayor David Seabrook  
Peacehaven Town Council  
Meridian Way  
Peacehaven  
BN10 8BB

15 January 2024

cc. Town Clerks

**Re: Peacehaven and Telscombe Town Councils potential merger.**

I hope you are well and had a good winter break. I am writing today in response to the growing support for, and increasing number of informal discussions regarding, the potential merger and greater collaboration of Peacehaven and Telscombe Town Councils.

Background

In February 2023, a/the "Levelling Up" conversation was run by Together in Sussex on behalf of the Department for Levelling Up, Housing and Communities covering Peacehaven and Telscombe. During the consultation, it became clear that one of the key things holding the area back is the separation between its two town councils. Residents were clear that we need a discussion about the merging of the two councils but that they did not want this to be a party-political issue at the forthcoming election. I agreed with the then Church of England vicar (Rev Tim Mills) covering the two parishes that I would follow this issue up with conversations with residents and councillors after the 2023 elections.

Shortly after the 2023, election I started to meet informally with residents and councillors. I wrote a number of articles for the Peacehaven e-News and Telscombe Town Crier outlining some of the issues which included the closure of the Police Station, the potential closure of the library and the difficulty of getting funds for the two areas. East Sussex, Sussex Police and Lewes District, to name a few, see the areas as separate and therefore not meeting the thresholds for direct services that Seaford, Lewes and Newhaven all have the advantage of. In the summer, I convened an informal meeting in which I invited all the Councillors. It was clear that cooperation has already started with the organisation of joint events. This is to be expected as the communities are already effectively one, with an invisible line between Ambleside and Lincoln Avenues. We already share a library, football club, secondary school and the County Council wards already cross the boundary between the two. The cooperation on the summer fete is a clear example of cooperation and the joint Neighbourhood Plan is a clear sign that the built-up area and Neighbourhood (including East Saltdean) are one planning unit.

Outcome from discussions with residents and councillors

In my informal discussions, four options have been developed:

1. Maintain the status quo;
2. Backend staff merger (like you see with Lewes and Eastbourne);
3. Grouping merger (this is a single parish but with separate accounts);
4. Full merger with a new "Peacehaven and Telscombe Town Council".

cont..

Casework and local requests

11 Hunns Mere Way, Woodingdean, BN2 6AH

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 **Labour**  
and Co-operative



In all my discussions, a full merger has come up as the top choice. Whilst option two and three offer savings for collaboration and might allow the councils to leverage more together, they do not provide one statistical unit covering the whole area and they remain bureaucratic heavy. Only a full merger will put the area on the map for Sussex Police and East Sussex County Council. This would make resident's lives easier, and would lead to a better use of staffing, a move that holds the promise of increased resources.

A view among many of the councillors that I spoke to was that by having increased services and funding it would not only help residents, but that savings could be realised, allowing reinvestment in local services. The potential to bring more services in-house, as opposed to engaging external contractors, is another avenue for cost savings, and we have observed successful examples in neighbouring Town Councils like Seaford, Lewes, and Newhaven, which also keeps revenues in the local community.

Some concerns were raised that the position of East Saltdean must be secured. While East Saltdean has voted in local referendum to merge with West Saltdean this was blocked by Lewes District and East Sussex County Councils at the time. It can only be raised when there is a Government mandated boundary review and therefore any local option must include East Saltdean. Protections for East Saltdean and local amenities could be codified in any merger with subcommittees for different wards or amenities which only included local councillors, this already happens elsewhere in the district and local parishes. A political commitment to supporting a future referendum for the people of East Saltdean could alleviate some of these issues.

Similarly, there were concerns that the care and attention over the management of Telscombe Tye may be diluted if the scope of the Council's purview was dramatically increased and the same with the Big Park and the Hub in the east of Peacehaven. Equally, committees which are made up of local councillors could be established to ensure that there is no dilution on these amenities. It is however true that users of both of these areas are from the whole conurbation and on balance a merger could open opportunities for more funding.

Finally, concern was expressed to me to ensure that no staff redundancies were considered as part of this project and instead it is seen as a growth opportunity, and savings should be made by being able to restructure, whilst bringing services inhouse. For example, Peacehaven Town Council has a maintenance team, whereas Telscombe Town Council does not and therefore there are opportunities to extend the Peacehaven offer to both areas. A phased approach could also alleviate any concerns.

There is not unanimity of outcome, it was agreed with everyone that I spoke to, including yourselves, that we should seriously explore this matter. Legally it is Lewes District Council who must make the order of merger of two Town Councils (legally parish mergers) but Lewes District Council has been clear they will not act without the clear consent of the local councils and residents.

#### Way forward

In the conversations, it was agreed that I would write to you formally asking for you to establish a working party between the council to explore this issue and to instigate a local governance review to start this process.

From what has been outlined to me there is great support for this merger from residents to town and district councils, but we must recognise the importance of resident consultation and transparency in this process, residents must be at the forefront of any decisions.

I have spoken to Lewes District Council who say they are willing to act on the advice of residents and the Town Councils if the view is clear that they wish to progress a working group on such as matter.

I therefore attach a motion(s) which both councils may pass to initiate this conversation. I am asking that you place this motion on the agenda of your next meeting and allow councillors a vote on initiating these discussions in a formal manner. I also attach the community

*cont..*



governance guidelines from the Lewes District Council, the Legalisation, a map of the current wards, council numbers elected in each ward and finally the council taxes in each area.

I wonder if you can circulate this letter and motion to members of the council to seek to add this to an agenda point at a forthcoming meeting. I would be happy to attend as a guest or give the councillors the space to discuss this initially between themselves.

I remain at your service, yours sincerely,

A handwritten signature in black ink, reading 'Lloyd Russell-Moyle'. The signature is written in a cursive, flowing style with a large, sweeping flourish at the end.

Lloyd Russell-Moyle MP  
Covering Telscombe and Peacehaven

#### **Model Motion to start process**

*That X Town Council establish a working party between X Town Council and X Town Council with the aim to explore options of grouping and merging the two town councils.*

*That the Town Clarks shall convene the joint working group which all councillors may attend, the group shall appoint a chair and three vice chairs of which shall be balanced between the Town Councils and political groups. Other people shall be invited to attend the working group such as community figures and elected representatives. The working group shall produce a report and invite submissions from the public on consideration on this matter.*

#### **Model Motion to Lewes District Council**

*That X Town Council request that Lewes District Council as principal authority, undertake a Community Governance Review that proposes to group and merge X Town Council and X Town Council, to allow a common Town Council named X to be formed, with the number of seats and split between each town to be determined following community feedback from the consultation.*

*The request to group the councils is for the following reasons:*

*.....*

#### **Community Governance Review Guidelines**

A Community Governance Review (CGR) can automatically be triggered by the following:

- a valid petition from electors (a minimum number of signatures is required, depending upon size of electorate). Any petition must define the area to which the review relates and be signed by the following number of local government electors:
  - fewer than 500 electors - 50% of the electors
  - 500-2,499 electors - at least 250 of the electors
  - more than 2,500 - at least 10% of the electors.

The petition must specify one or more recommendations which the petitioners wish that CGR to consider making. If valid petitions are received in respect of these parishes, the Council is required to undertake a (limited) Community Governance Review on the terms of that petition. The requirements for a valid petition ensure that any proposals must have both clear objectives and elector support.

- a decision taken by the principal council (Lewes District Council) itself if it feels a review is appropriate (for example the number of electors for a non-warded parish is too large and makes a single election impracticable, or the splitting of an existing parish, or the creation of a brand-new parish following the completion of a major housing development).
- A formal request/application could be submitted from a parish/town council\*, however there is no obligation for the principal council to undertake a CGR based on an application/request.

*\*The application must relate to all, or part of an area specified in a neighbourhood development plan made under section 38A of the Planning and Compulsory Purchase Act 2004.45*

The formal request from a Town Council could constitute a resolution from a meeting, however LDC would recommend a working party established by resolution and then after the initial motion a report should be considered at both Town Councils, with an opportunity for elector input before any resolution is subsequently passed, that is then referred to the District Council.

The example resolution would require both councils to submit requests simultaneously. If passed, this could be considered a formal request, and the District Council would be notified before then determining whether to undertake the review. Please note that this is just a starter template and the reasons for the proposal would need to be clear, adapted for what is requested and need to meet the criteria set out in the legislation below.



### Extract from legislation

(2) An application is not a valid community governance application unless the conditions in subsections (3) to (7) are met (so far as they are applicable).

(3) The application may be made only by an organisation or body designated as a neighbourhood forum under section 61F of the Town and Country Planning Act 1990.

(4) The application must relate to the whole or any part of an area specified in a neighbourhood development plan made under section 38A of the Planning and Compulsory Purchase Act 2004.

(5) The application must—

(a) define the area to which the review is to relate (whether on a map or otherwise), and

(b) specify one or more recommendations which the applicant wishes a community governance review to consider making.

(6) If the specified recommendations include the constitution of a new parish, the application must define the area of the new parish (whether on a map or otherwise).

(7) If the specified recommendations include the alteration of the area of an existing parish, the application must define the area of the parish as it would be after alteration (whether on a map or otherwise).

Trigger for a review	<ul style="list-style-type: none"><li>• A valid community petition; or</li><li>• A principal authority's own decision.</li></ul>
Decision to hold a review	<ul style="list-style-type: none"><li>• A principal authority takes a formal decision;</li><li>• Which can be to review all or a part of its area;</li><li>• Though it must have valid grounds for refusal if there has been a petition.</li></ul>
Terms of reference	<ul style="list-style-type: none"><li>• A principal authority must draw up and publish terms;</li><li>• Stating the matters and the geographic area to be covered;</li><li>• Notifying other local authorities which have an interest.</li></ul>
Undertaking a review	<ul style="list-style-type: none"><li>• A principal authority must consult electors in affected area(s);</li><li>• It should consult other bodies with an interest, including any affected local councils;</li><li>• It must then consider any representations received.</li></ul>
Making recommendations	<ul style="list-style-type: none"><li>• Bearing in mind representations, the criteria and other factors;</li><li>• Including alternative forms of governance in the area e.g. residents associations, neighbourhood forums;</li><li>• The principal authority formally recommends an outcome from the review;</li><li>• It must publish its recommendations and the reasons for them, informing those with an interest.</li></ul>
Implementing a review	<ul style="list-style-type: none"><li>• A principal authority makes a Reorganisation Order to put into effect any changes;</li><li>• Which must include a detailed map of the boundaries;</li><li>• It publishes the Order and map for public inspection;</li><li>• It must inform specified bodies e.g. Ordnance Survey;</li><li>• It should include in the Order any agreed incidental issues e.g. the transfer of assets.</li></ul>
Next steps	<ul style="list-style-type: none"><li>• An Order is often written to come into force the following April;</li><li>• Typically a new local council is then elected in May.</li></ul>

## Councillor numbers and voters

Parish	Town Ward	Street	Households	Electors	Councillors
Telscombe Town Council	EAST SALTDEAN	Total	1,288	2,268	5
	TELSCOMBE CLIFFS	Total	1,795	3,317	8
			3,083	5,585	13
Peacehaven Town Council	PEACEHAVEN EAST	Total	2,251	4,057	5
	PEACEHAVEN CENTRAL (North for District and Peacehaven for County)	Total	503	906	1
	PEACEHAVEN NORTH (Telscombe for County)	Total	2,159	4,066	5
	PEACEHAVEN WEST	Total	2,222	3,742	6
			7,135	12,771	17
	TOTAL		10,218	18,356	30

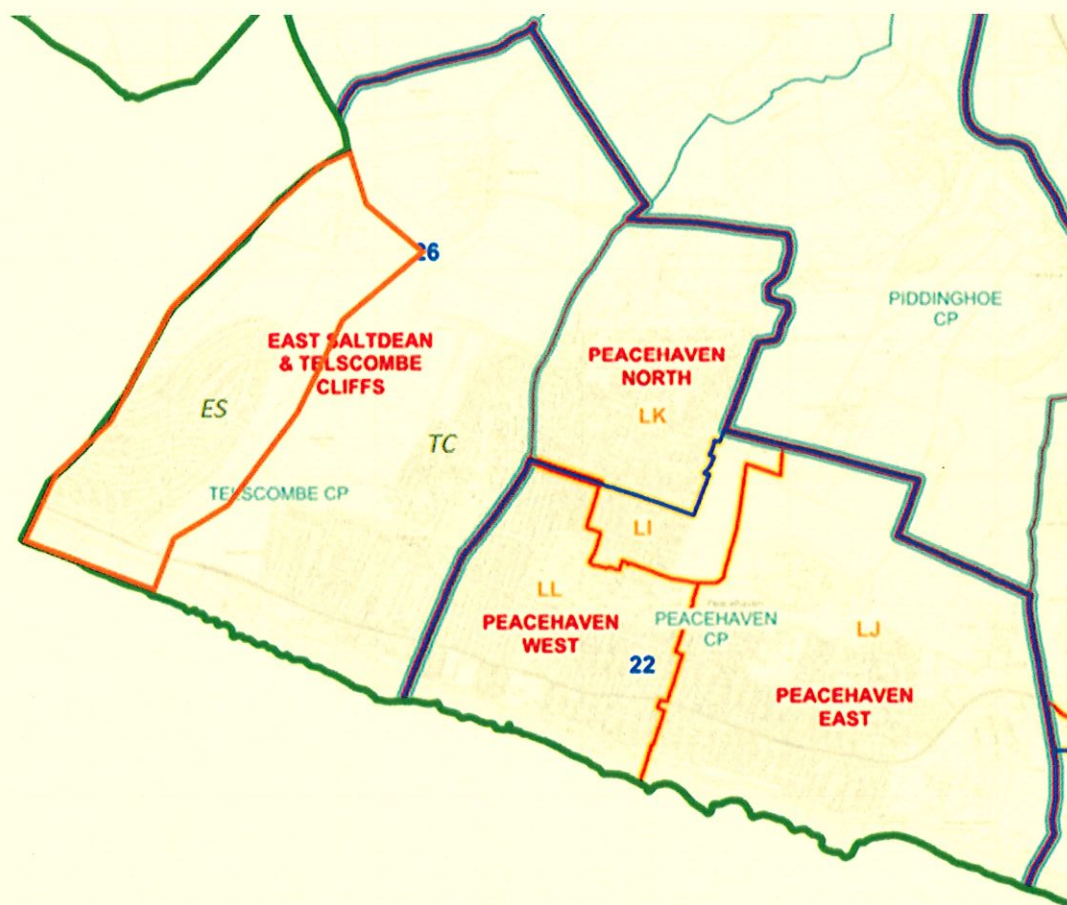
### Other Town Councils

LEWES  
NEWHAVEN  
SEAFORD

### Electors

12,627  
9,035  
19,181





Maps of

**wards**

LK – Peacehaven North  
LI – Peacehaven Central  
LL – Peacehaven West  
LJ – Peacehaven East

ES – East Saltdean  
TC – Telscombe Cliffs



Council tax 2023/24

	Special Expense	Band D S'Expense	Town Council	Band D T'Council	Total Band D Tax
<b>Telscombe</b>	£ 59,480.00	£ 23.37	£ 282,261.00	£ 110.90	£ 2,376.45
<b>Peacehaven</b>	£ 42,360.00	£ 8.51	£ 749,213.00	£ 150.51	£ 2,401.21
<b>Lewes</b>	£ 353,377.00	£ 56.90	£ 1,363,742.00	£ 219.59	£ 2,518.67
<b>Newhaven</b>	£ 139,035.00	£ 36.06	£ 595,380.00	£ 154.42	£ 2,432.66
<b>Seaford</b>	£ 60,396.00	£ 6.32	£ 1,061,609.00	£ 111.09	£ 2,359.59

*Current difference between Telscombe and Peacehaven is £24.76 this could be resolved by savings and reducing Peacehaven's tax to Telscombe's rate and an equalisation of the Special Expense.*

*The combined council could/should ask for all local services to be devolved, all parks, playing fields, public toilets etc. They could also ask for car parks including the revenue from those car parks.*

*This could lead to greater income and less costs.*

**Agenda Item:** C1200  
**Committee:** Full Council  
**Date:** 19<sup>th</sup> March 2024  
**Title:** Remuneration Panel  
**Report Authors:** Town Clerk  
**Purpose of Report:** To discuss & note

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### **Introduction & Background**

The Local Authorities (Members Allowances) (England) Regulations 2003 allows Town & Parish Councils to pay an allowance to elected members. When setting the allowance, the Town Council should take into consideration the guidance of the remuneration panel when setting this.

### **Analysis**

The Town Council currently pays a £250 allowance to members, and budgets £3500 each year for this. In the 2023/24 Financial year, 11 Councillors opted to receive this payment (3 Councillors are currently ineligible due to being co-opted and 3 others chose to not take the allowance).

The report (included in background papers) recommends that the Town Council could pay up to a £750 allowance per year. This would represent a necessary budgetary increase of £9250. This has not been budgeted for the 2024/25 financial year, so the soonest that Peacehaven Town Council could agree to increase this by would be the 2025/26 financial year.

### **Recommendations**

To decide whether the Council should:

- a. Increase the members allowance for the 2025/26 financial year, and if so, by how much.
- b. To keep the members allowance at the current level.
- c. To defer the decision until the budgetary setting period for the 2025/26 financial year.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Up to £12,750 per year.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	The Local Authorities (Members Allowances) (England) Regulations 2003
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	N/A
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A

<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Ensuring that Councillors have the resources to represent the residents appropriately.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

#### **Appendices/Background papers**

Report from remuneration panel.



**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**FOR**

**LEWES PARISH AND TOWN  
COUNCILS**

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**NOVEMBER 2023**

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## **Report from the Parish and Town Councils Independent Remuneration Panel November 2023**

### **1. Introduction**

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The Parish Remuneration Panel was convened by Lewes District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003  
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

*"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.*

*92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."*

*(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)*



## 2. Terms of Reference

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The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

### The Parish and Town Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met via MS Teams on the **14<sup>th</sup> and 15<sup>th</sup> November 2023** to review the allowances for Lewes District Council and Eastbourne Borough Council. The members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Daphne Bagshawe, .MA JP, Consultant on Local Government
- Ian Buckingham, Management Consultant and Former Local Resident.

The Panel meeting was held in private session.

The report recommendations apply to the twenty-two Parish and Town Councils within the boundaries of Lewes District Council. The last review was undertaken in January 2020.

## 3. Approach

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All Parish and Town Councils were invited to provide views through a questionnaire that was sent to all twenty-two Councils and responses were received from **eleven** of the Councils. A summary of the responses is included as Appendix 1.

The Panel paid close attention to the Government Guidance in arriving at the recommendations.

## 4. Arriving at the Recommendations

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The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The recommendations are based on the information provided from the responses to the questionnaire, the interviews and consideration was given to:

- Frequency of meetings
- The number of Committees
- Levels of responsibility and
- Hours worked

## 5. Recommendations

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### Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the Basic Allowance paid by Lewes District Council.

**The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the recommended Basic Allowance of Lewes District Council.**

The recommended Basic Allowance for the Council for 2024/25 is £5,002 subject to any indexation; **15% of this is £750 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.**

### Chair's Allowance.

Should any Parish or Town wish to set an allowance for Chair, in addition to the civic and ceremonial allowance then the Panel is again given authority to award any amount up to 100 per cent of the basic allowance paid by Lewes District Council.

The Panel did receive responses in respect of the increasing levels of responsibility and hours worked by Chairs of the Councils.

**The Panel therefore recommends that those parishes who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the proposed Basic Allowance for Lewes District Council**

**The recommended Chair's Allowance is therefore any amount up to £1,500, 30% of the proposed Basic Allowance for Lewes District Council.**

### Travel and Subsistence.

The Panel recommends that the Parish and Town Councils should pay Travel and Subsistence Allowances in line with those agreed as part of the Members Allowances Schedule for the District Council.

### Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town councils should be in accordance with the indexation applied to Members Allowances at the District Council. The recommended approach to indexation is in line with the District Councils annual staff salary increase when applicable.

### Forgoing Allowances.

A councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town council.

## **Publicity**

With- regard to the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

*“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”*

The Panel recommends that the Parish Clerk should also publicise the allowances scheme to all Parish and Town Councillors

## **Implementation**

The Panel recommends the new allowances should be implemented from May 2024. If a decision on allowances has not been made by Lewes District Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to May 2024.

**Mark Palmer- Chair, Independent Remuneration Panel**  
**Daphne Bagshawe- Independent Remuneration Panel**  
**Ian Buckingham- Independent Remuneration Panel**

**November 2023**





# **PEACEHAVEN TOWN COUNCIL**

TOWN CLERK  
TELEPHONE: (01273) 585493  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

## **LEWES DISTRICT CITIZENS ADVICE**

### **PEACEHAVEN SERVICES**

#### **Service Level Agreement from April 2024**

##### **Aim**

To provide the advice people of Peacehaven need for the problems they face and to improve the policies and practices that affect people's lives. The service is provided in line with Citizen Advice values being free, confidential, independent and impartial and values diversity and promotes equality and challenges discrimination. The service is available to everyone for informing them of their rights and responsibilities.

Lewes Citizens Advice Service will be paid by PTC at a cost of £11,500 per annum, payable annually in advance on or after 1st April. The service provided under this Service Level Agreement is non – VAT chargeable.

#### **1. Service provision**

**There are three elements to the service provision**

- A. An holistic service (shared with the District Council and other local Town Councils) giving residents a web based information service, a web based general face to face service, a web based specialist face to face service, a telephone service. Post Covid this will include a specialist face to face service based in Newhaven and generalist service accessed in any of our offices.**
- B. Advice from Peacehaven Library (one day a week)**
- C. General advice from Peacehaven Town Council (one day a week)**

**Please note all face to face services abide by Government advice during Pandemics.**

#### **2. Venues and other means of accessing the service**

The service in 'A' is agreed by the District Council in consultation with Town Councils and in line with the District Council grant/service agreement dated 2018. This is updated annually and shown in annex 1

The service in 'B' is provided from externally generated funds and the Lewes District Citizen Advice is committed to fundraising to maintain this service.

The service in 'C' is provided from funding provided from Peacehaven Town Council.

These services, subject to funding provided from the District Council, other Town Councils, and from externally generated funds will be available at the following venues, at the times stated as detailed in the link below.

[Opening hours](#)

### **3. Performance Indicators/reporting**

For 'A' these are as stipulated in the grant/service agreement dated 2018. A copy of this is shown in annex 1. Reporting information and timetable for LDC is detailed in annex 1. This currently provides quarterly reports to grant officer

In addition, district and town dashboards are shared with the town clerk and trustee representative on half yearly basis.

For 'B' as per general service above or as agreed with trustee board subject to funding.

For 'C' these are in agreement with Peacehaven Town Council and are as follows

Two appointments delivered on one day per week plus follow up, with an appropriately qualified generalist adviser for clients resident in Peacehaven.  
Quarterly feedback on number of sessions and advice areas. One case study per quarter.

Any changes to opening times for C will be discussed with the Town Clerk including adviser sickness and holiday.

Once a year, a member of Lewes CAB will attend a meeting of Peacehaven Town Council to give a verbal report and answer any questions from members. A Councillor will be invited to all Lewes District Cabinet Board meetings which are currently held quarterly.

Peacehaven Town Council will review the amount of grant to be paid to Lewes Citizens Advice based on the results of the key performance indicators. Subject to the continuation of the Peacehaven services (A and C) of Citizens Advice under the current arrangements, 1 years notice on 31<sup>st</sup> March is required for Peacehaven Town Council to withdraw from this grant scheme. The service level agreement will be reviewed and updated every 3 years, or earlier by mutual agreement.



**Signed on behalf of Peacehaven Town Council**

**Name: George Dyson**

**Signature:**

**Position: Town Clerk**

**Signed on behalf of Lewes Citizens Advice**

**Name:**

**Signature:**

**Position:**

2023 Complaints Log

Total	
Open	10
Closed	127
Referred	3

Method of Contact		
Email	38	28%
In Person	38	28%
Phone	57	41%
Letter	2	1%
Raised by PTC	5	4%

Time taken to resolve		
Same day	75	54%
1 - 7 days	33	24%
8 - 30 days	15	11%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car							1						1
Access	1	2				2	1	1					7
Animals						2	1	2					5
Antisocial behaviour	2	3		1			2						8
Bins (household)						2	1						3
Bins (non-household)							1						1
Boundaries													0
Dog Bins						1							1
Drains						1							1
Environmental Health							1						1
Fencing							1						1
Flooding													0
Fly Tipping				1		1	4						6
Grass verges						7	15						22
Health & Safety		2				1	2	1		1			7
Illegal advertising													0
Litter		1											1
Misc/Other	3	9		1		9	7			2			31
Overgrown paths							5						5
Overhanging foliage						1	4	2				1	8
Park Enhancements		1											1
Parking		1											1
Pavement/verge obstruction													0
Pavements							1						1
Personnel	7												7
Planning							2						2
Rights of way													0
Road conditions						3	1						4
Road signs							1						1
Street lights													0
Trees													0
Vandalism		8				4							12
Weeds													0
TOTALS	13	27	0	3	0	34	51	6	0	3	0	1	138
	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

2024 Complaints Log

Total	
Open	1
Closed	14
Referred	0

Method of Contact		
Email	7	44%
In Person	3	19%
Phone	5	31%
Letter	1	6%
Raised by PTC	0	0%

Time taken to resolve		
Same day	7	44%
1 - 7 days	2	13%
8 - 30 days	0	0%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car													0
Access													0
Animals					1								1
Antisocial behaviour		1											1
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health		3											3
Fencing													0
Flooding													0
Fly Tipping							3						3
Grass verges													0
Health & Safety							1						1
Illegal advertising													0
Litter		1					1						2
Misc/Other													0
Overgrown paths							1						1
Overhanging foliage													0
Park Enhancements													0
Parking													0
Pavement/verge obstruction													0
Pavements													0
Personnel													0
Planning													0
Rights of way													0
Road conditions							2						2
Road signs							1						1
Street lights							1						1
Trees													0
Vandalism													0
Weeds													0
TOTALS	0	5	0	0	1	0	10	0	0	0	0	0	16
	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	