

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 22nd October 2024 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Davies

Officers: Town Clerk (George Dyson, Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Civic, Governance and Support Officer)

7 members of the public were in attendance.

1. PH2098 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, reminded members of the importance of PTC's commitment to an environment of civility and respect, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, that a public question was restricted to 3 minutes maximum and standing orders were only to be suspended when absolutely necessary.

The following announcements were made:-

- Every Monday 10-1pm – The Welcome Café
- BINGO – 23rd October 2-4pm and CINEMA – the film The Critic

2. PH2099 PUBLIC QUESTIONS.

There were 3 public questioners.

The first questioner – The General Manager of Dorothy House, a sheltered housing scheme for vulnerable people of retirement age and older, complained the property had been flooded 12 times, including with human waste, inside and outside the property between 2005 to 2024 due to a broken East Sussex Highway's drainage pipe, and that the additional new housing had increased the frequency. The resident expressed that East Sussex Highways had installed flood doors in July 2023, and had said they would repair the pipe, which would involve removing part of the play park at Centenary Park, but this was now on hold due to withdrawn funding. The questioner added that the flooding had greatly increased their insurance and requested pressure be applied to East Sussex County Council to authorise East Sussex Highways to repair the broken pipe.

The Vice Chair suggested the resident wait for a response from ESCC, expressed this was a very serious issue and that ESCC Councillors should be contacted.

The Town Clerk confirmed that progressing the issue through ESCC councillors would be the best route.

The second member of public provided committee with reasons behind their planning application PH2111 PH LW/24/0595 21 Downs Walk, and expressed that neighbours' concerns had been addressed.

The third resident raised that a SpeedWatch presentation was to be held by the Community SpeedWatch Officer, Steve O'Connell, on 5th December at Telscombe Civic Centre, and the need for more SpeedWatch volunteers. The resident provided information on real-time-information bus signs, where ones along the south coast road would be replaced this week, and ones in North Peacehaven would be replaced shortly, but had no update about the promised sign at the bottom of Telscombe Cliffs Way.

3. **PH2100 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies for absence.

4. **PH2101 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

The Chair declared an interest in Downs Walk PH2111 PHLW/24/0595 21 Downs Walk.

The Vice Chair declared an interest in PH2110 LW/24/0313 124 The Promenade and PH2111 PHLW/24/0595 21 Downs Walk.

5. **PH2102 TO ADOPT THE MINUTES FROM THE 24th SEPTEMBER 2024**

Proposed by: Cllr Sharkey Seconded by: Cllr Davies

The Committee **resolved** to **adopt** the minutes.

The Chair brought forward planning application **PH2111 PH LW/24/0595** 21 Downs Walk Peacehaven.

Members agreed that Cllr Sharkey be the substitute Chair.

19:45 Cllr Gordon-Garrett and Cllr Campbell left the meeting.

19:46 – 4 members of the public left the meeting.

Cllr Sharkey began Chairing.

TO COMMENT on the following Planning applications as follows

PH2111 PH LW/24/0595 21 Downs Walk Peacehaven

It was expressed that there had been at least 5 objections from neighbours. Members discussed design concerns, including LDC policy DM28 and Peacehaven and Telscombe Neighbourhood Plan PT1 and the design code; that they were aware of the neighbours' objections; concerns with regards to the garden being overlooked, and massing; that the application was not sympathetic to the location to comply with policies, and that it was against LDC policy DM25 (design) and DM28 (extensions).

It was proposed to just make comments, express there were concerns and that there was appreciation of the Neighbours' points of view.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies

All in **favour**.

19:58 Cllr Gordon-Garrett rejoined the meeting as Chair.

PH2110 LW/24/0313 124 The Promenade Peacehaven

It was proposed to make no further comment.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies.

All in **favour**.

20:05 Cllr Campbell rejoined the meeting.

6. **PH2103 TO DISCUSS AND AGREE BUDGET REQUIREMENTS FOR 2025/26**

The Chair commented that there was a huge increase in electricity, as it was not on a fixed rate.

Cllr Davies queried the street furniture budget since his experience was benches were more than £600, whereby Cllr Gallagher expressed that decent wooden benches could be purchased for less.

It was proposed to agree the budget requirements for 2025/26

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

All in **favour**.

7. **PH2104 UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

The Town Clerk updated Committee that the funding application for the technical support had been approved and AECOM were in process of screening the habitats assessment.

The update was **noted**.

8. PH2105 TO DISCUSS THE REPORT REFERRED TO P&H FROM FULL COUNCIL REGARDING THE NEIGHBOURHOOD PLAN.

Cllr Gallagher introduced the report and its recommendation.

Cllr Campbell expressed it related to agenda item PH2055 at P&H Committee, whereby Cllr Gallagher confirmed that was not the case.

The Town Clerk explained the background of the item, confirmed it was not related to item PH2055, explained how the steering group worked, expressed both PTC and Telscombe Town Council were part of the steering group, and was unsure why the report had not been noted.

There was debate as to whether noting the report meant noting the maps mentioned in the report. Cllr Gallagher expressed that maps were not part of this meeting's update and that only the appendices, which were not maps, were to be noted. Whereby Cllr Campbell emphasised the recommendation was to 'note the report', which meant noting the mentioned-maps, and expressed concern that noting the report meant noting the maps and would imply PTC endorsed them.

The Town Clerk explained the maps had been sent to LDC, and no further, so the maps could not be noted as having been sent, and suggested the Steering Group re-meet to discuss the maps in more detail. The Town Clerk was happy for officers to send the letter to the SDNP Authority without a resolution.

Members viewed and briefly discussed the maps that showed the SDNP boundaries within Peacehaven's planning boundary.

Inaccuracies identified by the Parks Officer in the maps mentioned in the report were shown on the screen to those present.

It was agreed that Officers would send the letter to the SDNP Authority as per the recommendation in the report, and that the maps detailing inaccuracies would be sent to the Steering Group to make amends if they would like, which could then be submitted to LDC.

The Town Clerk advised that planning policy officers at LDC would be happy to receive revised maps.

9. PH2106 TO URBAN GRASS VERGE CUTTING UPDATE

20:34 the Town Clerk left the meeting

The report was **noted**.

10. PH2107 RIGHTS OF WAY TFG PROGRESS REPORT AND PROPOSALS FOR ACTION

Cllr Gallagher commended the project, and expressed it now potentially had a budget.

It was proposed to agree to the report's recommendations

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**.

11. PH2108 TO DECIDE A259 FENCE CLOSE TO DELL PLAYGROUND

Queries were raised around insurance for the fencing disrepair, when will it be fixed and suggested the fence be moved under LA&E.

The report was **noted**.

12. PH2109 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Officer ran through the various items that were discussed at the TFG.

Cllr Campbell expressed that once the Chalker's Rise housing development was finished, the responsibility for the Chalkers Rise infiltration pond would not transfer to PTC or LDC.

b. Rights of way

No further comments to add to the report at agenda item PH2107

- c. Grass – cutting contract
No comment

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

PH2112 LW/24/0608 22 Hodder Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Sharkey Seconded by: Cllr Gallagher

The application was **supported** by Committee.

20:45 – 1 member of the public left the meeting.

PH2113 LW/24/0612 Units A1 To A3 Meridian Industrial Estate Newton Road

It was proposed to support the application

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

The application was **supported** by Committee.

PH2114 LW/24/0621 180 South Coast Road Peacehaven

No comment.

PH2115 TW/24/0092/TPO 23 Downs Walk Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The application was **supported** by Committee.

PH2116 LW/24/0632/CD 65 Downs Walk Peacehaven

The application was **noted**.

PH2117 TW/24/0095/TPO 2 Wendale Drive Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Studd

The application was **supported** by Committee.

14. TO NOTE the following Planning decisions

PH2118 TW/24/0075/TPO 178A Roderick Avenue North Peacehaven

The planning decision was **noted**.

PH2119 LW/24/0487 20 Coney Furlong Peacehaven

The planning decision was **noted**.

PH2120 LW/24/0482 8 Telscombe road Peacehaven

The planning decision was **noted**.

PH2121 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

Cllr Campbell suggested the drainage issue at Dorothy House, raised during public questions, should be added to the list, and to monitor.

The complaints were **noted**.

PH2122 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Cllr Sharkey updated committee on a meeting held with LDC about EV Chargers, who were looking at Steyning Avenue, and Piddinghoe Avenue as two possible locations.

PH2123 TO AGREE DATE FOR THE NEXT MEETING THURSDAY 7TH NOVEMBER 6:15PM

Cllr Sharkey and Cllr Davies apologised in advance that they may not be able to attend.

There being no further business the meeting ended at 21:01

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DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Thursday 7th November 2024 at 7pm

Present: Cllr K Gordon-Garrett (Chairman), Cllr M Campbell (Vice), Cllr P Davies, Cllr C Gallagher,

Officers: Victoria Onis (Civic, Governance and Support Officer)

1 member of the public was in attendance.

1 PH2123 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:00, welcomed everyone, reminded members of the importance of PTC's commitment to an environment of civility and respect, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, that a public question was restricted to 3 minutes maximum and standing orders were only to be suspended when absolutely necessary.

The following announcements were made:-

- Remembrance Service Sunday 10th November.
The parade will form up near The Joff, Roderick Avenue, Peacehaven at 10.15am and will move off at 10.30am. This will be followed by a service of remembrance and wreath laying at Peacehaven & Telscombe War Memorial.

2 PH2124 PUBLIC QUESTIONS

There were no public questions

3 PH2125 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received from Cllrs Studd and Sharkey

4 PH2126 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2127 TO NOTE THAT THE MINUTES FROM THE 22ND OCTOBER 2024 WILL BE READY TO ADOPT AT THE NEXT PLANNING & HIGHWAYS COMMITTEE MEETING

Noted.

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

PH2128 LW/24/0630 327 South Coast Road Peacehaven

Although the Committee recognises the housing need for 2-bedroom flats there are concerns about the effect on the street scene and the landscape on the south side of the South Coast Road.

Concerns were also raised regarding overshadowing of the neighbouring houses and the increased disturbance and noise from the car parking being at the rear, adjacent to neighbouring gardens.

The design is incongruous with the area. The continuous building of out-of-character high-storey flats on the South side of the South Coast Road are blocking the light for neighbouring properties which are mainly bungalows and this is affecting the skyline on the South Coast Road

Southern water also have also noted drainage and sewerage concerns and Peacehaven Town Council's Planning & Highways Committee also share these concerns.

The documents note that there will possibly be solar panels but it should be insisted that there are solar panels on this flat roof.

It was proposed to make no further comment.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies.

All in **favour**.

PH2129 LW/24/0637 2B Horsham Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

The application was **supported** by Committee

PH2130 LW/24/0642 30-36 Southdown Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

The application was **supported** by Committee

PH2131 TW/24/0103/TPO 178a Roderick Avenue North Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

The application was **supported** by Committee

7 TO NOTE the following Planning decisions

PH2132 LW/24/0575 16 Linthouse Peacehaven

PH2133 LW/24/0542 36 South Coast Road Peacehaven

PH2134 LW/24/0551 36 South Coast Road Peacehaven

8 PH2135 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 19TH NOVEMBER 2024

The next meeting was **confirmed** as Tuesday 19th November 2024 at 7.30pm

There being no further business the meeting ended at 19.29

12:45 Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	22	650	628		628	3.5%	
4852 Monument & War Memorial	287	600	313		313	47.9%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	310	1,850	1,540	0	1,540	16.7%	0
4101 Repair/Alteration of Premises	159	2,500	2,341		2,341	6.3%	
4111 Electricity	612	1,092	480		480	56.0%	
4171 Grounds Maintenance Costs	395	500	105		105	79.0%	
4850 Grass Cutting Contract	11,536	11,536	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	12,702	15,628	2,926	0	2,926	81.3%	0
Net Expenditure	(13,011)	(17,478)	(4,467)				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	13,011	17,478	4,467	0	4,467	74.4%	
Net Income over Expenditure	(13,011)	(17,478)	(4,467)				
Movement to/(from) Gen Reserve	(13,011)						

PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337 Neighbourhood Plan

Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

4101 Repairs & Alterations

4111 Streetlight Electricity

4171 Grounds Maintenance Costs

TBC Maps / Rights of Way

4850 Grass Cutting Contract

4851 Noticeboards

4852 Monument & War Memorial

4853 Street Furniture

Planning & Highways: Expenditure

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2024/25 Budget	Draft 2025/26 Budget	% Change
1,000	1,000	0.0%
1,000	1,000	0.0%
1,000	1,000	0.0%
2,500	2,500	0.0%
1,092	2,500	128.9%
500	500	0.0%
0	500	#DIV/0!
11,536	16,178	40.2%
650	650	0.0%
600	600	0.0%
600	600	0.0%
17,478	24,028	37.5%
17,478	24,028	37.5%
18,478	25,028	35.4%
0	0	
18,478	25,028	35.4%

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Committee:	P&H	Agenda Item:	242145
Meeting date:	19 th November 2024	Authors:	Meetings & Projects Officer
Subject:	Monument and Area TFG		
Purpose:	To update Committee		

Recommendation(s):

To **note** the report

1. Background

On 8th October 2024 at Full Council under item C1278, it was agreed to look at the financial benefits of listing the monument and for the item to be deferred to this meeting. Since then:-

- The funding benefits of being listed has been followed up with Historic England, and will be brought to the next Committee meeting.
- A replacement bin (used) has been installed at the site (as per photo below) to replace the deteriorated dog bin.



- The old lectern frame has been removed, along with the remainder of the old beacon wood, as it was rotted through (photo below).



- The Town Clerk has confirmed that, based on a doctrine of precedent, in so much as PTC has previously spent money restoring and maintaining the monument and obelisks and has done so for around 60 years from what we can evidence, he is satisfied that we can continue to do so without undertaking any further due diligence.
- The TFG are planning to meet to progress work on the information board.
- One comment from the TFG has been, to avoid damaging the structure of the monument*, that no work should be done on this until after the next meeting.

* Along with 3 quotes for renovating the monument received in April / May 2024 (which ranged from around £15,000 - £21,000 ex VAT), structural monument information from one of the companies was received (please see appendix A).

2. Options for Council

To note the report

3. Reason for recommendation

To improve the monument and area

4. Expected benefits

a. The community

An improved community space

b. The environment

An improved environment

5. Appendices

Appendix A – Monument Information

Please consider each line, considering any possible future works / projects

PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337	Neighbourhood Plan
	Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

4101	Repairs & Alterations
4111	Streetlight Electricity
4171	Grounds Maintenance Costs
TBC	Maps / Rights of Way
4850	Grass Cutting Contract
4851	Noticeboards
4852	Monument & War Memorial
4853	Street Furniture
	Planning & Highways: Expenditure

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2024/25 Budget	Draft 2025/26 Budget	% Change
1,000	1,000	0.0%
1,000	1,000	0.0%
1,000	1,000	0.0%
2,500	2,500	0.0%
1,092	2,500	128.9%
500	500	0.0%
0	500	#DIV/0!
11,536	16,178	40.2%
650	650	0.0%
600	600	0.0%
600	600	0.0%
17,478	24,028	37.5%
17,478	24,028	37.5%
18,478	25,028	35.4%
0	0	
18,478	25,028	35.4%

Appendix A - Monument Information

RE: The Meridian Monument and surrounding surfacing Renovation, Peacehaven

Tue 30-Apr-24 11:56

To: Zoe Polydorou <ZoePolydorou@peacehaventowncouncil.gov.uk>

📎 1 attachments (930 KB)

Meridian Area Overview.jpg;

Thank you, Zoe.

As I suspected, the structure of the monument is ashlar masonry of some type – heavily covered with masonry paint.

You can see the joint lines on the attached image -especially at the head of the Romanesque arch above the water fountain bowls.

It is very likely Portland Stone under there, and we will make allowance in our proposal for the reinstatement of a protective coating, but of a modified limewash rather than modern paints.

We will assume an amount of mortar repair to the substrate which will be treated as provisional.

We note also the raised ground level, damaged and sometime missing paving and the lack of services.

We will allow to strip the paint off with a high-temperature low-pressure water cleaning machine, and conservation grade paint stripper. This will reduce any chemical use to the bare minimum.

From: Zoe Polydorou <ZoePolydorou@peacehaventowncouncil.gov.uk>

Sent: Tuesday, April 30, 2024 11:32 AM

Subject: Re: The Meridian Monument and surrounding surfacing Renovation, Peacehaven

Hello Tom,

Thanks for your. Photos are being we-transferred to you now.

Kind regards,
Zoe

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
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East Sussex,
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Committee:	P&H	Agenda Item:	PH2146
Meeting date:	19 th November 2024	Authors:	Meetings & Projects Officer
Subject:	Benches Along the A259		
Purpose:	To inform Committee about the benches along the A259		

Recommendation(s):

To note the report

1. Background

Within a Public Realm TFG meeting (TFG now closed as per PH1947 07.05.24), who is responsible for the benches along the South Coast Road was discussed, and this report is to inform Committee about those benches.

PTC own some of the benches along the A259, and memorial benches are technically owned by the families who paid for them to be installed many years ago.

The PTC benches follow a maintenance schedule organised by the Parks Officer.

With regards to the memorial benches, when they need replacing, if PTC has the details, families are contacted to see if they want to renew the bench or are offered another space, and if not, PTC has in the past installed PTC benches.

Please see the table in appendix A detailing the benches along the South Coast Road (both PTC owned, and memorial), which includes the disrepairs and the order of priority for works.

The grounds team are carrying out the work in order of priority.

2. Options for Council

To note the report

3. Reason for recommendation

To inform Committee of the current benches along the A259.

4. Expected benefits

a. The community

An improvement to the public realm along the A259

b. The environment

An improved environment along the A259

5. Appendices

Appendix A – A table detailing the benches along the A259

Appendix B – Photos of the benches

Appendix A

	OWNER	SIDE	LOCATION	MATERIAL	ACTION	PRIORITY
1	PTC	NORTH	CAVELL AVE	METAL	Paint metal Stain wood	Low
2	PTC	NORTH	EDITH AVE	WOOD	Paint metal Stain wood	Low
3	PTC	NORTH	HORSHAM AVE	WOOD AND METAL	Stain wood Tighten or replace bolt	Low
4	PTC	NORTH	BRAMBER AVE	WOOD AND METAL	Stain wood	Low
5	Memorial	NORTH	STEYNING AVE	PLASTIC	Fix broken foot Fix cracked base	Medium
6	PTC	NORTH	VICTORIA AVE	WOOD AND METAL	Paint metal Remove moss	low
7	Memorial	NORTH	BOLNEY AVENUE	PLASTIC	Tidy grass	low
8	TBC	NORTH	BOLNEY AVENUE	WOOD	Fix middle suport Remove moss Tidy grass Paint	High
9	PTC	NORTH	CAPEL AVENUE	PLASTIC	Weed Edge grass General tidy	Low
10	Memorial	NORTH	CAPEL AVENUE	PLASTIC	No Action	-
11	PTC	NORTH	SLINDON AVNUE	WOOD AND METAL	Paint Tidy base	High
12	PTC	NORTH	GLADYS AVENUE	PLASTIC	Remove slight moss Weed Edge grass	Low
13	PTC	NORTH	FRIARS AVENUE	PLASTIC	Weed Tidy grass	Low
14	Memorial	NORTH	CORNWALL AVENUE	WOOD AND METAL	REMOVE	High
15	Memorial	SOUTH	SLINDON AVNUE	WOOD	Paint Weed Edge grass	Low
16	PTC	SOUTH	DOROTHY AVENUE	WOOD AND METAL	Paint Weed Edge grass	low
17	PTC	SOUTH	VICTORIA AVE	WOOD AND METAL	Replace 1 slat	Medium
18	TBC		EVANGELICAL CHURCH	WOOD	Replace back slat Weed Edge grass	Medium
19	Memorial	TBC	MAYFIELD AVENUE	WOOD	Paint	Low

Appendix B – Bench Photos

North

1. CAVELL AVE



2. EDITH AVE



3. HORSHAM AVE



4. BRAMBER AVE



5. STEYNING AVE



6. VICTORIA AVE



7. BOLNEY AVENUE



8. BOLNEY AVENUE



9. CAPEL AVENUE



10. CAPEL AVENUE



South

11. SLINDON AVNUE



12. GLADYS AVENUE



13. FRIARS AVENUE



14. CORNWALL AVENUE



15. SLINDON AVNUE



16. DOROTHY AVENUE



17. VICTORIA AVE



18. EVANGELICAL CHURCH



19. MAYFIELD AVENUE



From: Contracts Management Group <[REDACTED]>
Sent: 18 October 2024 11:52
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Urban Grass Cutting 2025

Dear Peacehaven Town Council,

I am writing in relation to the urban grass cutting service for 2025. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for the 2025 season.

This year we have reviewed our verge database and have amended any discrepancies within our mapping where verges have been managed incorrectly in previous years. This means you may notice an increase in the figures outlined in the options below.

Options

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.

Option 2 - Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish Council a total of £16,178.39 for the year.

Option 3 - Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish Council the sum of £8,089.20 to cover the 2 cuts they would have been providing in other options.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway, evidence of which must be supplied to ESCC. We also request an agreement to be signed between ESCC and the Town Council if you opt to self-deliver. Further details are available in the attached document.

Cost Changes

As stated in last year's option email we will be gradually increasing the cost of the grass cutting over the next 5 years to reflect the increased cost of the grass cutting service to the County Council. The below table states the cost increase over the next 4 years. The top line of the table states how much it costs ESCC to undertake the works, the middle line is what we will be charging local authorities per SQM and the bottom line is what we will be charging Peacehaven Town Council per cut for the next 4 years. Please note this is worst-case scenario where inflation runs at 5%.


Please note these figures are based on the forecast SQM area for your Town/Parish for 2025. These figures are subject to change once the maps have been finalised at the beginning of each year.

	2025-26	2026-27	2027-28	2028-29
	£	£	£	£
Cost to ESCC (forecast assuming 5% inflation)	0.063	0.066	0.069	0.073
Charge-out rate (30% increase per annum initially to catch up with actual cost)	0.041	0.053	0.069	0.073
Per cut-Peacehaven	£4,044.61	£5,228.40	£6,806.78	£7,201.38

Grass Cutting Maps

You can now access the current [grass cutting maps online here](#). Please note these maps are subject to change until all updates from this year have been finalised in January.

I would be grateful if you could indicate which option your Council would like to choose by **29th November 2024**. Please be aware that if we have not heard back by this date, we will default to Option 1 - two standard cuts.

If you require any further information, please contact 

Kind Regards

Project Officer, Highways
Performance and Development Team, Contracts Management Group, Communities, Economy and Transport

Agreement and Evidence Documents

We request all who decide to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send the physical copies back to us. We then Seal both and send one copy back to you for your records.

The Agreement must be signed and sent back to us before the contractor commences work on the highway.

Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to contracts.managementgroup@eastsussex.gov.uk **before** the contractor commences work on the highway.

Planning & Highways Committee - Action Plan

updated 24.10.2024

CASE NUMBER	MEETING DATE	TASK	ACTION	PERSON RESPONSIBLE	UPDATE
1	03/09/2019	Public rights of way TFG - Concrete path from Lower Hodder Farm to Centenary Park.	Cllr Griffiths requested help from other councillors filling in evidence forms (extend of usage prior to 2005)	Cllr Griffiths - ongoing	23/05/23 - Committee agreed members for the TFG - Cllr Griffiths, Cllr Gordon-Garrett, and a member of the public. 5/9/23 Cllr Seabrook - the concrete path, that this is now open again so the work of the public rights of way TFG will need to resume. 01/03/24 extended concrete path open. 8/10 TFG met - report submitted to P&H 22/10
2	09/08/2022	Speed activated sign	For the Public Safety TFG to investigate, discuss, and liaise with Teiscombe Town Council about the speed activated sign, and report back to the P&H Committee.	Committees & Assistant Projects Officer	Next meeting date set for 16th September - Still no attendance from the schools. Schools have been sent information on Ellie Thornton foundation where grants of £500 are available to improve the safety of children entering and exiting schools. Road Safety Officer Steve O'Connell will be shortly visiting schools to discuss as no attendance at the public safety meetings.. * Need more volunteers to support speed checks, so that data can be collated for the purchase of a SID. Need volunteers and data in order to purchase a SID we need regular data to prove problem areas. PTC have advertised for volunteer's numerous times along with 2 speed watch presentations held by police traffic officer Steve O'Connell. Only 2/3 residents attended the sessions and didn't volunteer. Another option to speed along this process would be to purchase a speed strip which can be set up to record the speed of cars for a week 24/7. The approx. cost will be £500 - projects officer investigating * operation downsway - drones will be used to combat anti social bikes and used across fields and areas * Cllr Gordon-Garrett has been out speedwatching when enough volunteers to support. not enough volunteers.
5	26/02/2024	EV Chargers			10/3/24 1st phase of installations in LDC have taken place with a company called Connected Kerbs. Peacehaven is likely to be in the 2nd Phase possibly the Lewes District car parks. Roderick Ave North, Piddinghoe Ave and Steyning ave. The LDC Officers want to evaluated the installation to make sure all satisfactory before proceeding with Phase 2 22/10 - Cllr Sharkey updated committee on a meeting held with LDC about EV Chargers, who were looking at Steyning Avenue, and Piddinghoe Avenue as two possible locations

* CGS officer has emailed Cllr Collier & Robinson with the timeline provided by Manager of Dorothy House (Cllr Collier absent until 4/11)

6 22/10/2024 Drainage at Dorothy house
Dorothy House, a sheltered housing scheme for vulnerable people of retirement age and older, complained the property had been flooded 12 times, including with human waste, inside and outside the property between 2005 to 2024 due to a broken East Sussex Highway's drainage pipe

