

George Dyson
Town Clerk

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

4th December 2024

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 10th December 2024 at 7.30pm.

George Dyson
Town Clerk

A G E N D A

C1303 MAYOR/CHAIR'S ANNOUNCEMENTS

C1304 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1305 TO APPROVE APOLOGIES FOR ABSENCE

C1306 TO RECEIVE DECLARATIONS OF INTERESTS

C1307 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 29TH OCTOBER 2024

C1308 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD

C1309 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

- i. To receive the meeting minutes of the 24th September 2024
- ii. To receive the meeting minutes of the 22nd October 2024
- iii. To receive the meeting minutes of the 7th November 2024
- iv. To receive the meeting minutes of the 19th November 2024
- v. To note the draft meeting minutes of the 3rd December 2024

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 17th September 2024
- iii. To note the draft meeting minutes of the 26th November 2024
- iv. To adopt a Biodiversity policy
- v. To adopt a revised members allowances policy

c. Personnel Committee:-

- i. To receive the meeting minutes of the 16th July 2024
- ii. To receive the meeting minutes of the 15th October 2024
- iii. To note the draft meeting minutes of the 3rd December 2024

d. Leisure, Amenities & Environment Committee:-

- i. To receive the meeting minutes of the 3rd September 2024
- ii. To note the draft meeting minutes of the 29th October 2024

e. Civic & Community Events Committee:-

- i. To receive the meeting minutes of the 10th September 2024
- ii. To note the draft meeting minutes of the 12th November 2024
- iii. To consider a request for a boxing show in Centenary Park

C1310 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1311 TO RECEIVE A REPORT ON PROGRESS ON THE HUB PROJECT

C1312 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON PROGRESSING THE HUB PROJECT

C1313 TO NOTE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1314 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1315 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1316 TO AGREE THE 2025/26 BUDGET AND PRECEPT DEMAND

C1317 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Youth Engagement
- b. Morrisons Development
- c. Public Rights of Way
- d. Meridian Walk
- e. Communications, Advertising, and Promotion
- f. Sussex Nature Recovery

C1318 DATE OF NEXT MEETING – TUESDAY 25TH FEBRUARY 2025 AT 7.30PM.

C1319 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING 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.

C1320 TO NOTE THE COUNCILLOR TRAINING PLAN

C1321 TO NOTE A REPORT RELATING TO COMMUNITY HOUSE FLOORING

C1322 TO RATIFY THE DECISION OF THE PERSONNEL COMMITTEE RELATING TO SECONDED OFFICER ROLES

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Minutes of the meeting of the Extraordinary Full Council meeting held in the Anzac Room, Community House on Tuesday 29th October 2024 at 6.30pm

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

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

C1294 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:31, welcomed members to the meeting and informed the Council that there are lots of planned events coming up.

C1295 PUBLIC SESSION. MEMBERS OF THE PUBLIC MAY ASK QUESTIONS ON ANY RELEVANT COUNCIL MATTER.

There were no members of the public present.

C1296 TO APPROVE APOLOGIES FOR ABSENCE

Cllr Cheta was absent.

C1297 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1298 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 15TH AUGUST 2024

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

C1299 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 8TH OCTOBER 2024

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

C1300 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
Council **resolved** to **agree** to exclude press and public from the remaining items.

C1301 DATE OF NEXT MEETING – TUESDAY 10TH DECEMBER AT 7.30PM.

The date of the next meeting was confirmed as 10th December 2024 at 7.30pm.

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:-

C1302 TO AGREE WHETHER TO PROGRESS WITH A PROPOSAL FOR PROCUREMENT AND TENDERING SUPPORT IN RELATION TO THE HUB

The Clerk summarised the report, and the Council discussed matters relating to the proposal including the cost of additional support outside of the quote, weighting criteria for local suppliers, the need for a Working Group, the current consultation that's underway, and some unspent funds from a previously agreed budget for progressing items relating to the Hub.

It was proposed that the Council agree to proceed with option 1 in the report appendix.

Proposed by: Cllr Alexander Seconded by: Cllr Davies

The Council **resolved** to **agree** to proceed with option 1 for procurement and tendering support.

The Council then discussed the need for a Working Group, which will need to progress quickly in order to make the project possible for starting work in Summer 2025.

It was proposed that a Working Group be formed of Cllrs Gallagher, Campbell, Alexander, and Griffiths, and Officers as required, to meet with the associate and report back to Council in December.

Proposed by: Cllr Donovan Seconded by: Cllr Evans

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

There being no further business, the meeting closed at 18:58.



Peacehaven Town Council

Councillor Co-Option Policy

Contents

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4. Confirmation of Co-option
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Appendix 1: Co-option Application Form

Appendix 2: Qualification Criteria to be a Councillor

1. Introduction

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

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

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

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

3. Co-option Casual Vacancy

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

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

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

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

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

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

4. Confirmation of Co-option

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

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

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

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

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

5. Eligibility of Candidates

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

- They are an elector of the Town; or
- Have resided in the Town for the past twelve months or rented/tenanted land or other premises in the Town; or
- Had their principal place of work in the Town; or
- Live within three miles (direct) of the Town.

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

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

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

6. Applications

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

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

- Submit information about themselves by way of completing a short application form (Appendix 1)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix 2)

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

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

7. At the Co-option Meeting

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

Councillors may ask questions of the candidates, with any questions being asked to all candidates to ensure fairness. The Chair may ask other candidates to leave the room whilst a candidate is answering questions.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate considering any personal statements provided by the candidate(s). Voting will be by a show of hands. The vote will be recorded.

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

After the vote has been concluded the Chair will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, the newly Co-opted Councillor will take their seat immediately.

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

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

APPENDIX 1

Application for Co-option

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

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

| |
|---|
| About You Please provide the council with some background information about yourself. |
| |

Reasons for Applying

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

| | |
|------------------|--|
| Signature | |
|------------------|--|

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

| | Proposer | Seconder |
|------------------|-----------------|-----------------|
| Name | | |
| Address | | |
| Signature | | |

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

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

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

APPENDIX 2

Co-option Eligibility Form

1. In order to be eligible for co-option as a Peacehaven Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the Town; or ☐
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the Town; or ☐
- c) My principal or only place of work during those twelve months has been within the Town; or ☐
- d) I have during the whole twelve months resided in the Town or within 3 miles of it. ☐

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

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

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

Declaration

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

Signature.....

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 24th September 2024 at 7:30pm.

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

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

5 members of the public were in attendance.

1. PH2069 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, ran through the fire exit procedure, asked for phones to be switched off and announced that the meeting was being recorded.

The following announcements were made:-

- 25th September 6:30pm – 9pm – Online Training Event - Planning Reforms and the Future Shape of the Planning System
- 25th September - Mayor's Bingo Event 2-4pm

2. PH2070 PUBLIC QUESTIONS.

There were 2 public questioners.

The first resident expressed the minutes from April's meeting with Lewes District Council Officers had still not been received despite several requests. The Chair explained they were hoping to get back by September and that this would be followed up.

Their second query was in relation to the turning circle at Downs Walk, where concern was raised that it didn't reflect the plans. The Chair advised that this was an agenda item at this meeting.

Their third comment was about number 45 the Outlook (item PH2094) where they expressed that, although the application had been strongly objected, were disappointed that it had been approved. The Chair commented that the decision notice should be available, whereby the Vice Chair confirmed the information was on the portal. The Chair thanked the resident for their contribution.

The second questioner was Cllr Wood, who as a member of the public, explained the size requirements for the turning circle at Downs Walk. The second point raised was concern with the lack of a path on the grass verge between Outlook Avenue and Chene Road, along with no crossing on the A259, especially to reach a bus stop, and there being no drop kerbs; using section 106 money was suggested.

The third point raised was in regards to the current shared footpath, where the overgrowth was narrowing the path and was a health and safety concern.

Cllr Wood then expressed concern with the planning application at 50 Cornwall Avenue (Item PH2087), and questioned how an unadopted road could be made into 3 parking spaces, and how much of the road would be taken up; explained a cess pit there had caused 1 allotment plot to be shut down, and that the garages were work-shops. Cllr Wood requested Peacehaven Town Council put forward the concerns to ESCC.

Cllr Campbell commented that islands and pedestrian crossings formed part of the Committee's business plan.

Cllr Seabrook explained that section 106 was for very specific purposes, and that CIL money could be used for any infrastructure. He agreed that the shared cycle path was very dangerous, had received correspondence from ESCC Councillors and had written to MPs, but that Highways considered it to be safe.

3. PH2071 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Studd, with no substitute.

4. PH2072 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Campbell declared an interest in the Woodland Trust.

5. PH2073 TO ADOPT THE MINUTES FROM THE 27th AUGUST 2024

It was proposed to adopt the minutes from 27th August 2024.

Proposed by: Cllr Sharkey Seconded by: Cllr Davies

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

6. PH2074 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET

The report was **noted**.

It was **noted** that discussions were beginning for the draft 2025/26 budget.

7. PH2075 UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated members that there was a hold up with the examiner; that there was a grant for the habitats assessment; and that by end of this week AECOM should have started preparing that report.

8. PH2076 TO AGREE THE ACTIONS TO BEGIN WORKING TOWARDS THE BUSINESS PLAN

Cllr Gallagher summarised that a start had been made on all business plan items, and that who was doing what needed to be determined.

9. PH2077 GRASS CUTTING TFG REPORT

It was proposed to invite Cllr Wood to the table for this item.

Proposed by: Cllr Seabrook Seconded by: Cllr Davies

All in **favour**

Cllr Wood expressed that cut number 4 had not been completed. The Meetings & Projects Officer explained that ESCC had advised that cut number 4 had been completed. It was requested that an Officer re-contact ESCC and ask how the non-completion can be rectified, financially too, and report back.

Cllr. Davies raised that grass cutting was the biggest complaint he receives, and expressed that a possible reason for the problem was ESCC's resources, and advised that next year Lewes and East Sussex will be looking into what they will do with the cuts.

It was proposed to reinstate standing orders.

Proposed by: Cllr Davies Seconded by: Cllr Gallagher

All in **favour**

It was proposed to go ahead with the two recommendations

Proposed by: Cllr Davies Seconded by: Cllr Gallagher

All in **favour**

Cllr Davies raised disappointment with the problems with left-grass, and inadequate strimming at the edges and around lampposts, and concern over wasting money.

Members discussed grass cutting issues, and suggested these issues be brought to ESCC, to help enforce improved cutting services and to make sure cuts are carried out properly.

Cllr Seabrook raised the importance of reviewing this item regularly, along with considering the budget.

10. PH2078 106 MONIES REPORT

Cllr Gallagher raised that using the money for islands and crossings would be a good use of the money.
The Report was **noted**

11. PH2079 TO SUPPORT CONTINUED PROGRESS TOWARDS LDC LOCAL PLAN

The Chair introduced the report.

The Vice Chair advised the deadline was tonight , the 24th September, 11:45pm.

It was proposed to support the recommendation

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

All in **favour**

12. PH2080 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

Public Safety Group

Cllr Seabrook updated members that a meeting had taken place without PCSOs, and no progress had been made because of the lack of cooperation. The next meeting was confirmed as 18th October.

Rights of way

Cllr Seabrook expressed that it was progressing and that another meeting has been arranged.

Cllr Campbell updated members that the Supporting Officer and herself would be conducting a walk of the various paths.

Grass – cutting contract

The Chair explained this was as discussed earlier in the meeting (item PH2077).

13. TO COMMENT on the following planning application:-

PH2081 LW/24/0558 5 Cornwall Avenue

It was proposed to support the application.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**

PH2082 LW/24/0542 36 South Coast Road

It was suggested to comment on the two 36 South Coast Road applications in succession.

20:24 - 1 member of public left

Members discussed the boundaries and the car parking space in terms of servicing.

It was proposed to support the application but there are concerns with the parking, subject to LDC being satisfied that the land being enclosed is not part of the old East Sussex roadway.

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell.

All in **favour**.

Cllr Gallagher expressed that this application is in line with LDC's core policy 6 (a mixed retail centre, residential and commercial, and is in accordance with the Neighbourhood plan (to have mixed use along the South Coast Road)).

PH2088 LW/24/0551 36 South Coast Road

It was proposed to object to the application on the grounds that it is counter to LDC's core policy 6 (a mixed retail centre, residential and commercial), and counter to the Neighbourhood plan (to have mixed use along the South Coast Road), and there is no information about sustainability or bio-diversity and is against the Neighbourhood plan PT1.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook

Committee resolved to **object** to the application.

1 member abstained

PH2083 LW/24/0517 Land Between 45 & 61 Downs Walk

It was proposed to suspend Standing Orders so that an interested member of the public (who was on the public seats) could answer questions.

Proposed by: Cllr Campbell Seconded: Cllr Sharkey
All in **favour**

It was proposed to reinstate standing orders
Proposed by: Cllr Gallagher Seconded by: Cllr Davies
All in **favour**

Concern was raised over it being a self-build which means it doesn't require a Preliminary Ecological Appraisal (PEA) survey, or a protected species report, and is exempt from biodiversity net gain; also concern with land contamination due to an old railway line that runs through the land, and concern for badger protection. It was expressed that information had been given that there are protected species on or around the area, and it is an offence under the wildlife act to have any heavy machinery interfering with badger sets, which are protected under the wildlife law, and a license is needed to remove them under Natural England. The Chair recommended a PEA for the site, and asked for the application to go to the Planning Committee at LDC because of the likelihood of protected species

Members discussed the process of calling in the application; the house design, its location and possible contradictions to Lewes District Local Plan Part 1, core policy 2, 10 and 11.

It was proposed to support the application with the condition to have an ecology study carried out, and that the breaking of the TPO is not treated as a precedent.

Proposed by: Cllr Seabrook Seconded by: Cllr Davies
Committee resolved to **support** the application.
1 member abstained

PH2084 LW/24/0524 86 South Coast Road

It was proposed to object to the application on the grounds of the change of use as office space is needed in Peacehaven, a lack of information concerning sustainability and biodiversity, disabled ambulance access issues for the ground floor flat, privacy issues in relation to the neighbour's roof windows, and because it is using old ESCC land.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies
All in **favour**

PH2085 LW/24/0482 8 Telscombe Road

It was proposed to suspend Standing Orders so that an interested member of the public (who was on the public seats) could answer questions.

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher.
All in **favour**

The member of the public explained the change to the application.

It was proposed to reinstate standing orders
Proposed by: Cllr Campbell Seconded by: Cllr Davies.
All in **favour**

It was proposed to support the application
Proposed by: Cllr Campbell Seconded by: Cllr Gallagher
All in **favour**.

21:39 – 4 members of the public left.

PH2086 LW/24/0575 16 Linthouse Close

It was proposed to support the application.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**.

PH2087 LW/24/0579 50 Cornwall Gardens

Members acknowledged that this application's road name is Cornwall Avenue.

It was proposed to object to the application on the grounds that the verge to be converted to private car parking is land in public use, that it will narrow the entrance to Cornwall Avenue at a busy junction, it is opposite the entrance to the scout hut and will narrow the road where there is heavy traffic, there is no plan for the bungalow, documents are inadequate, and the application isn't in line with PT1 Peacehaven and Telscombe Neighbourhood plan (good quality build and design).

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

All in **favour**.

1 member abstained.

PH2089 LW/24/0563 18 Victoria Avenue

It was proposed not to comment

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

All in **favour**.

PH2090 LW/24/0560 204 South Coast Road

It was proposed not to comment

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

All in **favour**.

PH2091 LW/24/0590/CD / LW/23/0398 35 Horsham Avenue

The application was **noted**.

14. PH2036 TO NOTE THE FOLLOWING PLANNING DECISIONS

PH2092 LW/24/0404

7 Tollgate

The planning decision was **noted**

PH2093 LW/24/0357

81-83 South Coast Road

The planning decision was **noted**

PH2094 LW/23/0187

Land adjacent to no 45 The Lookout Peacehaven

The planning decision was **noted**

15. PH2095 TO NOTE PLANNING AND HIGHWAY COMPLAINTS

The planning and highways complaints were **noted**.

16. PH2096 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair confirmed the TFG Rights of Way was ongoing and would be updated.

The Chair summarised there had been no progress with the speed activation sign, and needed to be updated.

Cllr Sharkey explained that herself along with Cllr Gallagher and Cllr Fabry had a meeting about EV charger locations. Cllr Seabrook expressed that the EV chargers Hilcrest Centre, Newhaven, were inaccessible to people with disabilities.

The Action Plan is to be updated by Officers.

The Action plan was **noted**.

17. PH2097 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 22ND OCTOBER 2024

Cllr Seabrook commented that the length between meetings has increased to every 4 weeks, from 3.

The next meeting was **agreed**.

There being no further business the meeting ended at 21:57

George Dyson
Town Clerk

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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

George Dyson
Town Clerk

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Community House,
Meridian Way,
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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

George Dyson
Town Clerk

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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 19th November 2024 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Davies
Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Civic, Governance and Support Officer)

2 members of the public were in attendance.

1. PH2136 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, ran through information on civility and respect, the fire exit procedure, asked for phones to be switched off, announced the meeting was being recorded, and invited public questions during the public session only.

2. PH2137 PUBLIC QUESTIONS.

There was 1 public question where it was explained there was a BSIP award of £10M for the new financial year, and whether there was a measure of what bus improvements committee would like to see in Peacehaven. The questioner handed out a prepared paper on encouraging and improving public transport usage, and suggested committee may like to put forward BSIP suggestions to ESCC.

Cllr Gallagher queried the timescale of the BSIP award, where the questioner confirmed it was for the new financial year.

The Chair thanked the resident and suggested the item be on the next P&H agenda, and asked that the questioner keep committee updated on the item.

3. PH2138 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4. PH2139 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2140 TO ADOPT THE MINUTES FROM THE 22ND OCTOBER 2024

Proposed by: Cllr Studd Seconded by: Cllr Davies

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

6. PH2141 TO ADOPT THE MINUTES FROM THE 7TH NOVEMBER 2024

Proposed by: Cllr Davies Seconded by: Cllr Studd

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

7. PH2142 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Gallagher queried if the benches underspend would be ear marked, and Cllr Campbell expressed it would be. Cllr Campbell suggested the noticeboards underspend be earmarked too.

The report was **noted**.

8. PH2143 TO AGREE 25/26 BUDGET

Cllr Campbell shared and clarified the updated draft budget that included an advertising income.

It was proposed to agree to the draft 25/26 budget

Proposed by: Cllr Gallagher Seconder: Cllr Sharkey

Committee resolved to **agree** the draft 25/26 budget.

9. PH2144 UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated committee that the habitat assessment was still being waited for, and that a full report would be brought to Full Council on 10th December.

The report was **noted**.

10. PH2145 TO NOTE THE REPORT - MONUMENT AND AREA TFG

The report was **noted**.

11. PH2146 TO NOTE REPORT - BENCHES ALONG THE A259

Cllr Davies requested a grounds team programme of works and a full report of what was being done to the benches, from now to next year, and expressed that the benches should not have reached this state of disrepair. Members agreed that a benches renovation timeframe be brought to the next committee.

Cllr Campbell raised that a grounds team timetable of its works was presented to the council around 1 year ago. The report was **noted**.

12. PH2147 TO DECIDE URBAN GRASS CUTTING 2025

Cllr Campbell requested the Projects Officer check that the grass cutting for 2025 would include all the locations that it should include.

Members discussed the importance of managing the correct timings of next year's cuts.

Cllr Davies expressed the issue with grass not being cut, and long grass through benches.

It was proposed to support option 2.

Proposed by: Cllr Campbell Seconded by: Cllr Davies

All in **favour**.

Cllr Davies expressed the need for the grass cutting schedule to be shared with the community once the schedule was confirmed and for it to be added to the noticeboards.

Cllr Campbell commented there was a plan to work with the PR Officer in March 2025, to share with residents the reasoning behind deciding upon this grass cutting option, and that the new suggested revised schedule must be prioritised with ESCC.

13. PH2148 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Civic, Governance and Support Officer updated Committee that a meeting was being held at Peacehaven Heights Academy School on Thursday 21st November, and that the next meeting at Community House was being held on 26th November.

The update was **noted**.

b. Rights of way

Cllr Campbell updated committee that more research was being carried out, and that the TFG was progressing.

The update was **noted**.

c. Grass – cutting contract

The Chair expressed this item was discussed at item PH2147.

The update was **noted**.

20:00 1 member of the public left the meeting.

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

PH2149 LW/24/0687 28 Seaview Road Peacehaven

It was proposed to support the application, and requested if the old drive could be replaced with a grass verge and the drop kerb removed.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies.

All in **favour**.

15. TO NOTE the following Planning decisions

PH2150 LW/24/0560 204 South Coast Road
The planning decision was **noted**.

PH2151 LW/24/0313 124 The Promenade
The planning decision was **noted**.

15. PH2152 TO NOTE THERE ARE NO NEW COMPLAINTS - PLANNING & HIGHWAYS COMPLAINTS

It was expressed that there were complaints that had been sent out as a supplementary paper. Cllr Campbell commented on street lighting failures on the Chalkers Rise estate, explained that a full email would be provided to Officers, and asked for the issue to be added to the P&H complaints list. Cllr Davies expressed the issue should be raised with ESCC, and the two County Councillors Cllrs Christine Robinson and Chris Collier, whereby Cllr Campbell agreed she kept them updated.

The issue surrounding Dorothy House drainage and the wider drainage issue was raised, and it was clarified that the Town Clerk had approached Cllr Robinson.

The complaints were **noted**.

16. PH2153 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

No actions were needed.

**18. PH2154 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 3RD DECEMBER 2024 AT 6.15PM
(Planning Applications only)**

Members expressed they may confer a time change with Officers.

The date was **noted**.

There being no further business the meeting ended at 20:13

George Dyson
Town Clerk

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

Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 3rd December 2024 at 6.15pm

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

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1 PH2155 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:15 and read out a statement relating to Civility & respect, reminded members of the fire procedures, asked that mobile phones be switched off or put onto silent, and advised that the meeting is being recorded for internal use only.

2 PH2156 PUBLIC QUESTIONS

There were no public questions

3 PH2157 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4 PH2158 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest

5 PH2159 TO ADOPT THE MINUTES FROM THE 19TH NOVEMBER 2024

Proposed by: Cllr Sharkey Seconded by: Cllr Studd

The minutes of the meeting on 19th November 2024 were **agreed** and **adopted**.

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

PH2160 LW/24/0661 - 224 South Coast Road

There was a brief discussion about the application, in which the Committee commended the biodiversity plans with the application and that it was nice to see this much needed application coming forward.

It was proposed that the Committee support this planning application.

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

PH2161 LW/24/0700 - 8 Telscombe Road

The Committee briefly discussed this application, including considering the previous applications that have been submitted for this site.

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

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

There being no further business, the meeting was closed at 18:37.

| | |
|---------------------------|---|
| Agenda Item: | C1309b(i) |
| Committee: | Full Council |
| Date: | 10 th December 2024 |
| Title: | Financial position of the council year to date |
| Report Author: | Responsible Financial Officer |
| Purpose of Report: | To note the council's financial position year to date and agree any additional financial information required for future committee meetings |

Summary of recommended actions

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

Introduction

The attached reports summarise the council's overall financial position as at the end of month 7 (October 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 October 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 are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. 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 64.% of the budgeted expenditure has been spent so far, and 109.0% of the budgeted income has been received as at the end of month 7 (October 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 2025, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

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

| | |
|--|---|
| <u>Financial</u> | The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions. |
| <u>Legal</u> | There are no direct legal impacts. |
| <u>Environmental and sustainability</u> | There are no direct environmental or sustainability impacts. |
| <u>Crime and disorder</u> | There are no direct crime and disorder impacts. |

Appendices/Background papers

- Barclays Bank account summary balances September & October 2024
- Bank reconciliation statement for cashbook 1 – September & October 2024
- Bank reconciliation statement for cashbook 2 – September & October 2024
- Credit Card reconciliation statement – September 2024
- Detailed income and expenditure month 7 (October 2024)
- Detailed balance sheet month 7 (October 2024)

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|----------------|---------------------|
| Saver Account | 30/09/2024 | | 1,355,750.01 |
| Current Account | 30/09/2024 | | 50,000.00 |
| | | | <u>1,405,750.01</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| 31/05/2024 205630 TELSCOMBE CLIFF SCHOOL | | 100.00 | |
| 15/08/2024 121124 S GRAVENOR | | 50.00 | |
| 12/09/2024 121131 HMRC | | 9,087.37 | |
| 12/09/2024 121130 BREAST CANCER NOW | | 103.60 | |
| 25/09/2024 121133 Lewes District Council | | 639.54 | |
| 25/09/2024 121132 Lewes District Council | | 93.60 | |
| 25/09/2024 121134 HMRC | | 8,944.90 | |
| | | | <u>19,019.01</u> |
| | | | 1,386,731.00 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 20/09/2024 | | 50.00 | |
| 23/09/2024 | | 14.04 | |
| 23/09/2024 | | 21.00 | |
| 24/09/2024 | | 42.00 | |
| 24/09/2024 | | 69.88 | |
| 24/09/2024 | | 9.60 | |
| 24/09/2024 | | 48.00 | |
| 25/09/2024 | | 50.00 | |
| 25/09/2024 | | 12.00 | |
| 26/09/2024 | | 40.00 | |
| 27/09/2024 | | 50.00 | |
| 27/09/2024 | | 246.82 | |
| 27/09/2024 | | 80.00 | |
| 27/09/2024 | | 21.00 | |
| 27/09/2024 | | 12.00 | |
| 30/09/2024 | | 14.04 | |
| 30/09/2024 | | 151.00 | |
| 30/09/2024 | | 84.00 | |
| 30/09/2024 | | 383.80 | |
| | | | <u>1,399.18</u> |
| | | | 1,388,130.18 |
| Balance per Cash Book is :- | | | 1,388,130.18 |
| Difference is :- | | | 0.00 |

Signatory 1:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Bank A/c**

Signatory 2:

NameSignedDate

Date:02/10/2024

Peacehaven Town Council

Page 1

Time: 13:01

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - Reserve Account

User: ZM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Business Premium Account | 30/09/2024 | | 593.32 |
| | | | <u>593.32</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 593.32 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 02/09/2024 | | 2.22 | |
| | | | <u>2.22</u> |
| | | | 595.54 |
| | | Balance per Cash Book is :- | 595.54 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/10/2024
for Cashbook 5 - Credit Card A/c

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Z Malone CC | 28/10/2024 | | -93.42 |
| G Dyson CC | 28/10/2024 | | -48.00 |
| | | | <u>-141.42</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | -141.42 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 23/10/2024 CC TFER | | 141.42 | |
| | | | <u>141.42</u> |
| | | | 0.00 |
| | | Balance per Cash Book is :- | 0.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760490508309
Statement date: 28 September 2024
Page number: 3 of 4
Monthly spend limit: £1,000.00

| Date | Description | Amount |
|---|---|--------|
| 4 Sep 2024 | HIGHFIELD-GROUP DONCASTER LND | 18.00 |
| 050985383904 | SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED | |
| 26 Sep 2024 | HIGHFIELD-GROUP DONCASTER LND | 30.00 |
| 270985383904 | SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED | |
| 2 new purchases / cash advances. Total of spending. | | £48.00 |



Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003043836
Invoice Date 04/09/2024
Customer Ref 41003
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004043989

| Details | Quantity | Net Amount £ | VAT £ |
|------------------------------------|----------|--------------|-------|
| Managing Conflict ELearning ONLINE | 3.00 | 15.00 | 3.00 |

| | |
|-----------------|--------------|
| Date | Councillor 1 |
| Code | Councillor 2 |
| Finance Officer | |

4011/100

[Signature]

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

| Code | Name | Net | VAT |
|---------|---------------|-------|------|
| 1 20.00 | Standard Rate | 15.00 | 3.00 |

Total Net Amount £ 15.00
Total VAT Amount £ 3.00
Invoice Total £ 18.00

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003044306
Invoice Date 26/09/2024
Customer Ref 41562
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004044460

| Details | Quantity | Net Amount £ | VAT £ |
|--|----------|--------------|-------|
| L2 Award in Customer Service E-Learning ONLINE | 1.00 | 25.00 | 5.00 |

| | |
|-----------------|--------------|
| Date | Councillor 1 |
| 4011/100 | |
| Finance Officer | Councillor 2 |
| | |

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

| Code | Name | Net | VAT |
|---------|---------------|-------|------|
| 1 20.00 | Standard Rate | 25.00 | 5.00 |

Delivery Address:

Peacehaven Town Council
Community House
Peacehaven
BN10 8BB
Great Britain

Total Net Amount £ 25.00
Total VAT Amount £ 5.00
Invoice Total £ 30.00

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

STATEMENT FOR Z MALONE

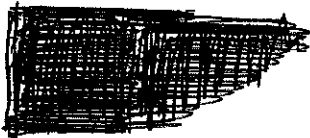
BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 September 2024
Page number: 4 of 4
Monthly spend limit: £1,000.00

| Date | Description | Amount |
|---|----------------------------------|--------|
| 28 Aug 2024 | SumUp *SumUp Payments London GBR | 46.80 |
| 290885230744 | ELECTRONIC SALES | |
| 24 Sep 2024 | ON TRACK - SOUTHERN RA LONDON | 31.80 |
| 250955504434 | PASSENGER RAILWAYS | |
| 25 Sep 2024 | MORLANDS BOURNEMOUTH | 14.82 |
| 260985481474 | HARDWARE STORES | |
| 3 new purchases / cash advances. Total of spending. | | £93.42 |

G 019612 BBA2483A 78058



3/3
H2
032507 BBA2483A Page 3 of 3



Invoice 2000020248

Document date: 28.08.2024

Address Information

Bill To:

Peacehaven Town Council
Zoe Malone
Peacehaven Town Council
BN10 8BB Peacehaven
United Kingdom

Ship To:

Peacehaven Town Council
Zoe Malone
Peacehaven Town Council
BN10 8BB Peacehaven
United Kingdom

Products information

Reference: 67781303

| Product | Quantity | Unit Price | Total Price |
|------------|----------|------------|-------------|
| AIR V5 | 1 | 39.00 GBP | 39.00 GBP |
| Net Total: | | | 39.00 GBP |
| VAT(20%): | | | 7.80 GBP |
| Total: | | | 46.80 GBP |

Please note that as our company is VAT registered in the United Kingdom, this invoice includes the local VAT rate.

Payment details



Your payment was successful

Order reference number **72402332**

**** * 1121

£31.80

To collect your tickets at Newhaven Town, bring any payment card and this collection reference.

Collection reference **J99GJ72K**

Details of your purchase have been emailed to
zoepolydorou@peacehaventowncouncil.gov.uk

Discover more with our partnership offers, saving you money on great days out. Click on the link: [Discover More](#)

Meet the Southern App

Download the fastest, easiest and smartest train assistant.



| | |
|----------------------|---------------|
| Collect From Station | Free |
| Total - all journeys | £31.80 |

| | |
|-----------|---------------|
| Journey 1 | £31.80 |
|-----------|---------------|

Journey details

| | | |
|---------------|-------------------------------|-------------------------------|
| Newhaven Town | ↔ London Travelcard Zones 1-6 | Super Off-Peak Day Travelcard |
|---------------|-------------------------------|-------------------------------|

| | |
|---------|---------------|
| 1 Adult | £31.80 |
|---------|---------------|

[Details](#)

Delivery Address

Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House, Meridian Centre
Peacehaven
BN10 8BB
United Kingdom
01273585493

Billing Address

Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House, Meridian Centre
Peacehaven
BN10 8BB
United Kingdom
01273585493

| Invoice Number | Invoice Date | Order Reference | Order date |
|----------------|--------------|-----------------|------------|
| #IN004278 | 2024-09-25 | TWVJIAUKT | 2024-09-25 |

| Reference | Product | VAT Rate | Unit Price (Tax excl.) | Qty | Total (Tax excl.) |
|------------|-------------------|----------|------------------------|-----|-------------------|
| CK-S-CH751 | Southco CH751 Key | 20 % | £4.45 | 2 | £8.90 |

| Tax Detail | VAT Rate | Total Tax |
|------------|----------|-----------|
| Products | 20.000 % | £1.78 |
| Shipping | 20.000 % | £0.69 |

| Payment Method | takepayments Payment Gateway | £14.82 |
|----------------|---|--------|
| Carrier | Economy PoP cert Post & Packing (PoP img Cert) | |

| | |
|-------------------|--------|
| Total Products | £8.90 |
| Shipping Costs | £3.45 |
| Total (Tax excl.) | £12.35 |
| Total Tax | £2.47 |
| Total | £14.82 |

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|--------------------------|------------------------------------|---------------------|
| Saver Account | 31/10/2024 | | 1,189,081.27 |
| Current Account | 31/10/2024 | | 50,053.40 |
| | | | <u>1,239,134.67</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| 31/05/2024 205630 | TELSCOMBE CLIFF SCHOOL | 100.00 | |
| 15/08/2024 121124 | S GRAVENOR | 50.00 | |
| 30/10/2024 121139 | HMRC | 8,796.91 | |
| 30/10/2024 BACS2 | EAST SUSSEX PENSION FUND | 9,871.15 | |
| | | | <u>18,818.06</u> |
| | | | 1,220,316.61 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 18/10/2024 | | 50.00 | |
| 21/10/2024 | | 14.04 | |
| 22/10/2024 | | 69.88 | |
| 22/10/2024 | | 9.60 | |
| 23/10/2024 | | 352.80 | |
| 25/10/2024 | | 50.00 | |
| 28/10/2024 | | 14.04 | |
| 28/10/2024 | | 21.00 | |
| 29/10/2024 | | 120.60 | |
| 31/10/2024 | | 342.70 | |
| 31/10/2024 | | 18.00 | |
| | | | <u>1,062.66</u> |
| | | | 1,221,379.27 |
| | | Balance per Cash Book is :- | 1,221,379.27 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 06 Nov 2024



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

| | |
|----------------------|------------|
| Available balance | £49,912.64 |
| Last night's balance | £50,000.00 |
| Overdraft limit | £0.00 |

Showing 2 transactions between 31/10/2024 and 31/10/2024 from 31/10/2024 to 31/10/2024

| Date | Description | Money in | Money out | Balance |
|------------|--|----------|-----------|------------|
| 31/10/2024 | Transfer TRANSFER 30701211 TRANSFER 30701211 | | -£741.21 | £50,053.40 |
| 31/10/2024 | Remittance KINGS CROSS C C 201341 REM | £794.61 | | £50,794.61 |

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Today: 06 Nov 2024



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

| | |
|----------------------|---------------|
| Available balance | £1,188,135.11 |
| Last night's balance | £1,175,689.54 |
| Overdraft limit | n/a |

Showing 1 transaction between 31/10/2024 and 31/10/2024 from 31/10/2024 to 31/10/2024

| Date | Description | Money in | Money out | Balance |
|------------|--|----------|-----------|---------------|
| 31/10/2024 | Transfer TRANSFER 10701173 TRANSFER 10701173 | £741.21 | | £1,189,081.27 |

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 2 - Reserve Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Business Premium Account | 31/10/2024 | | 595.54 |
| | | | <u>595.54</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 595.54 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 595.54 |
| | | Balance per Cash Book is :- | 595.54 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 01 November 2024

Business Current Accounts

| | |
|--|------------|
| Business Current Account Statement | £50,053.40 |
| | |
| Sort Code 20-49-76 • Account No 10701173 | |

Business Savings Accounts

| | |
|--|---------------|
| Business Premium Account | £1,176,514.22 |
| | |
| Sort Code 20-49-76 • Account No 30701211 | |

| | |
|--|---------|
| Business Premium Account | £595.54 |
| | |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.

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 Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 17th September 2024 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Griffiths, Cllr Sharkey, Cllr Veck (Vice-Chair of Council), Cllr Campbell, Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Gordon-Garrett,

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. PF1033 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, welcomed everyone, explained fire procedures, asked that phones be put onto silent, explained that the meeting is being recorded, and shared the following information;

The Cinema planned for tomorrow has been cancelled due to low ticket sales

The Mayor of Peacehaven's Charity Quiz Night is on Friday 20th Sept at Community House

The Clerk has been chosen as the winner of the Society of Local Council Clerk's New Clerk of the Year 2024, those present congratulated the Clerk on the achievement.

2. PF1034 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF1035 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1036 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1037 TO ADOPT THE COMMITTEE'S MINUTES OF 9TH JULY 2024

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey

The minutes were **agreed** and **adopted** by the Committee.

6. PF1038 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The RFO gave a summary of the report in the papers which the Committee **noted**.

b. Bank account & Bank Reconciliation statements (for signing).

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan.

The Committee **resolved** to **agree** to sign the bank accounts and bank reconciliation statements.

c. Income & Expenditure report.

The Committee **noted** the report.

- d. Balance Sheet.
The Committee **noted** the balance sheet.
- e. CIL & S.106 report (income, expenditure & bids).
The Committee discussed the allocation of S.106 monies to the major road networks, and whether we could influence how this is spent.
- f. List of payments (for approval).
Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to approve the list of payments.

7. **PF1039** TO RECEIVE THE EXTERNAL AUDITORS REPORT

The RFO was commended on the excellent report. The Committee **received** the external auditors report and **noted** the conclusion of audit.

8. **PF1040** TO AGREE TO RECOMMEND REVISED FINANCIAL REGULATIONS TO FULL COUNCIL

The RFO briefly summarised the reason for this update, and explained the changes to the document.

It was proposed that that Committee agree to recommend the revised financial regulations to Full Council as read.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Campbell
The Committee **resolved** to **agree** to this proposal.

9. **PF1041** TO DISCUSS ANY REVISIONS TO STANDING ORDERS

The Town Clerk introduced the item and the Committee discussed possible revisions, particularly around handling non-pecuniary interests.

It was proposed that the Clerk provide options for Council to consider regarding how to handle non-pecuniary interests at the next Full Council meeting.

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

10. **PF1042** TO DISCUSS THE TERMS OF REFERENCE FOR A WORKING GROUP LOOKING AT A POTENTIAL MERGER WITH TELSCOMBE TOWN COUNCIL

The Town Clerk briefly introduced the item and gave a summary of the background, there was a length discussion on the Terms of Reference, which resulted in reviewing each section, from which the following amendments were suggested before the item come back to Full Council:

Reword of 2.1 to bring it in line with 2.2.
Change wording on 9.1 & 9.2 from 'minutes' to 'notes'.
There were concerns around item 8, however, no alternative wording could be agreed.

The Town Clerk will also email out to gauge interest from Councillors in joining the Working Group.

11. **PF1043** TO NOTE THE T&CS FOR THE 2025 SUMMER FAIR

The Committee **noted** the T&Cs.

12. **PF1044** TO REVIEW THE MEMBERS ALLOWANCES POLICY

The Town Clerk introduced the item and gave some background, particularly relating to the district remuneration panel's report that was included in the papers. The Committee discussed the item and

were generally in agreement that there was a need for an increase to the allowance, and discussed what this increase might be.

It was proposed that the Committee agree to increase the allowance by £100 per year for the next 3 years.

Proposed by: Cllr Veck Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal by a majority of 8, with one against.

13. PF1045 TO REVIEW AND ADOPT THE BEE KEEPING POLICY

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** this policy.

14. PF1046 TO REVIEW AND ADOPT THE TREE WORKS AND INSPECTION POLICY

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **adopt** this policy.

15. PF1047 TO ADOPT AN APPLYING FOR GRANTS POLICY

Proposed by: Cllr Griffiths Seconded by: Cllr Davies
The Committee **resolved** to **adopt** this policy.

16. PF1048 TO AGREE BRAND GUIDELINES FOR THE MAYOR OF PEACEHAVEN

Proposed by: Cllr Griffiths Seconded by: Cllr Veck
The Committee **resolved** to **adopt** the brand guidelines for the Mayor of Peacehaven.

17. PF1049 TO DISCUSS THE FUNCTION OF THE COMMUNITY HOUSE SUB-COMMITTEE

The Town Clerk and RFO introduced the item, which the Committee discussed at length, including the sub-committee's terms of reference, purpose, costs, and ongoing work.

It was proposed that the Committee agree to pause the sub-committee meetings and review the terms of reference when the meetings resume.

Proposed by Cllr Donovan Seconded by: Cllr Gallagher
The Committee **did not agree** to this proposal by a majority of 2 in favour, 5 against, and 1 abstention.

It was proposed that the sub-committee meetings continue as scheduled.

Proposed by: Cllr Davies Seconded by: Cllr Griffiths
The Committee **resolved** to **agree** to this proposal by a majority of 5 in favour, 1 against, and 3 abstentions.

18. PF1050 TO AGREE THE SOURCE OF ADDITIONAL COSTS FOR CENTENARY PARK FENCING

The RFO summarised the report and it was proposed that the Committee agree to take the additional costs from the Big Park Earmarked Reserve.

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

19. PF1051 TO ADOPT REVISED T&CS FOR HIRE OF THE DELL

Cllr Veck summarised the work that the TFG had undertaken in reviewing these T&Cs.
It was proposed that the Committee adopt the revised T&Cs.

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

20. PF1052 TO ADOPT REVISED COMMERCIAL HEALTH AND FITNESS ACTIVITIES IN PARKS TERMS AND LICENCE APPLICATION FORM

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to adopt the revised commercial health and fitness activities in parks terms and licence application form.

21. PF1053 TO ADOPT REVISED RULES AND REGULATIONS FOR MINI MARKETS HELD AT COMMUNITY HOUSE

Cllr Campbell explained that this document is an addendum to the substantive Community House T&Cs specifically for mini-markets.

It was proposed that the Committee adopt the revised rules and regulations for mini markets held at community house.

Proposed by: Cllr Veck Seconded by: Cllr Campbell

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

22. PF1054 DATE OF NEXT MEETING – TUESDAY 17TH SEPTEMBER 2024 AT 7.30PM.

The next meeting was confirmed as 26th November 2024.

23. PF1055 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** 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 rest of the meeting.*

24. PF1056 AGED DEBT ANALYSIS

The RFO summarised the report, highlighting one particular account that she is having discussions with to reduce the debt.

The committee **noted** the report.

There being no further business, the meeting closed at 21:44.

George Dyson
Town Clerk

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

DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 26th November 2024 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Veck, Cllr Campbell.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. PF1057 CHAIR'S ANNOUNCEMENTS.

The Chair read out a statement regarding Civility & Respect throughout the meeting, informed members of the fire procedures, that the meeting is being recorded, asked that phone be put onto silent, and asked that members speak up when speaking during the meeting.

2. PF1058 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no members of the public present.

3. PF1059 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1060 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1061 TO ADOPT THE COMMITTEE'S MINUTES OF 17TH SEPTEMBER 2024

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

The minutes of 17th September 2024 were **agreed** and **adopted**.

6. PF1062 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The RFO introduced and summarized the report, there were questions from the Committee about whether there were any particular areas for attention, and some questions relating to the s106 reclaim.

The Committee **noted** the report.

b. Bank account & Bank Reconciliation statements (for signing).

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to sign the bank account and bank reconciliation statements.

c. Income & Expenditure report.

The RFO answered several questions from Committee about what expenditure related to on several expenditure codes.

The Committee **noted** the report.

d. Balance Sheet.

The Committee **noted** the balance sheet.

e. CIL & S.106 report (income, expenditure & bids).

The Committee **noted** the CIL & s.106 report.

f. List of payments (for approval).

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

The Committee **resolved** to **approve** the list of payments.

7. PF1063 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT

The Clerk introduced the report and commended the RFO for the outstanding interim internal audit report. Cllr Donovan asked that Committee pay thanks to the staff involved with the report and for the work involved.

8. PF1064 TO ADOPT A BIODIVERSITY POLICY

There was a brief discussion on the policy, which the Committee was generally supportive of, however, felt that a little further review was needed. Cllr Campbell highlighted several areas where corrections or amendments were needed, and the Committee asked that the Parks Officer look through the document, and that it should come back to Full Council for adoption in December.

9. PF1065 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT

Cllr Sharkey introduced the report, and there was a lengthy discussion on the current SLA and the Committee recognised the importance of supporting the LDCA, Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

10. PF1066 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A POTENTIAL SERVICE LEVEL AGREEMENT FOR THE COMMUNITY NAVIGATOR

Cllr Campbell introduced the report and explained the role of the Community Navigator, the Committee discussed the role and the high demand for the service, Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

11. PF1067 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A POTENTIAL SERVICE LEVEL AGREEMENT FOR THE SCDA COMMUNITY SUPERMARKET

Cllr Campbell introduced the report, also citing the comments from the recent Grants Sub-Committee meeting. The Committee discussed potential benefits of an SLA with the Community Supermarket and generally felt that some support in the form of a reduced facility hire charge would be a good idea, and that this could be achieved by reducing the expecting income for Community House next year. Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

12. PF1068 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE SERVICE LEVEL AGREEMENT FOR THE CTLA

Cllr Alexander introduced the report and highlighted some of the struggles that the CTLA face. The Committee discussed the report, including the service that Peacehaven currently gets from the CTLA. Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

13. PF1069 TO AGREE REVISED TERMS AND CONDITIONS RELATING TO CENTENARY PARK AND THE MUGA

The Town Clerk introduced the items, and members of the TFG involved in the T&Cs spoke on the item. It was proposed to agree the revised terms and conditions.

Proposed by: Cllr Griffiths Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal.

14. PF1070 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS REGARDING A TREASURY DEPOSIT ACCOUNT

The RFO introduced the report and summarised the benefits and drawbacks of the treasury deposit account. The Committee discussed the options, but ultimately felt that more information was needed, including a thorough investment strategy policy.

It was proposed that the item be deferred to allow the RFO time to develop a strategy to bring back to Committee or Council once she has had sufficient time to gather information and make recommendations.

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

15. PF1071 TO AGREE 2025/26 ALLOTMENTS TERMS AND CONDITIONS

The Town Clerk introduced the item, highlighting that it's the smallest number of changes for several years. Cllr Gallagher also highlighted some of the specific changes that have been made and why.

It was proposed that the Committee agree to the 2025/26 allotment T&Cs as read.

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

16. PF1072 TO AGREE TO RECOMMEND TO ALLOW AN OVERSPEND ON A BUDGETARY CODE

The RFO introduced the report and summarised the key reasons for the high expenditure. The Committee briefly discussed the options for covering the overspend.

It was proposed to take the additional expenditure from the Big Parks Reserve (option b in the report).

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

17. PF1073 TO RECEIVE AN UPDATE ON THE OVCA FUNDED PROJECT

The Clerk summarised the information in the report, Cllr Griffiths highlighted that we have had verbal confirmation that the costs will be covered, however, have not yet had this confirmed in writing.

The Committee **noted** the report.

18. PF1074 TO RECEIVE THE DRAFT MINUTES OF THE GRANTS SUB-COMMITTEE AND RATIFY THE SUB-COMMITTEE'S RECOMMENDATIONS

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
The Committee **ratified** the grant sub committee's recommendations.

19. PF1075 TO AGREE THE 2025/26 BUDGET

There was a lengthy debate on the proposed budget, and the Committee looked at the effect of changing some elements of the budget, however was unable to agree on a recommendation, so the item will be

deferred to Full Council on 10th December. Members were asked to please send any additional comments or suggestions to the RFO and Clerk in the next couple of days.

20. PF1076 DATE OF NEXT MEETING – TUESDAY 4TH FEBRUARY 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 4th February 2024.

21. PF1077 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Davies Seconded by: Cllr Gordon-Garrett
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 rest of the meeting.*

22. PF1078 AGED DEBT ANALYSIS

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

In accordance with Standing Order 3x, the meeting at this point had been ongoing for almost 3 hours, the meeting was therefore suspended at 22:27.

The meeting was reconvened at 09:00 on Wednesday 27th November 2024, present were: Cllr Alexander, Cllr Campbell, Cllr Donovan, Cllr Veck, Cllr Griffiths, the Town Clerk, and the RFO.

23. PF1079 TO AGREE RENT INCREASES FOR 2025/26

The Committee discussed the proposed rent increases and the potential impact that this would have.

It was proposed to increase the rent for the Gateway Café by 2%.

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths
The Committee **resolved** to **agree** to this proposal by majority, with one abstention.

It was proposed to increase the rent for the Fields and Robson room by 5%.

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

It was proposed to increase the Hub Nursery rent by £1 per hour.

Proposed by: Cllr Campbell Seconded by: Cllr Veck
The Committee **resolved** to **agree** to this proposal by majority, with one against.

It was proposed to increase the Police Room rent by 5%

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

It was proposed to increase the Phoenix Room rent by 5%

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

24. PF1080 TO AGREE FACILITY HIRE CHARGES FOR 2025/26

There was a lengthy discussion about the proposed charges, with some of the more significant changes being debated and considered, it was highlighted that whilst the proposal represents a shake up of how the charges are applied, it does mean that the structure is much fairer moving forward for hirers.

It was proposed that the Committee agree to the proposed facility hire charges for 2025/26.

Proposed by: Cllr Campbell Seconded by: Cllr Alexander

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

There being no further business, the meeting was closed at 09:57 on Wednesday 27th November 2024.



Peacehaven Town Council

Biodiversity Policy

Contents

1. Background
2. Definitions
3. Aims and objectives
4. Actions
 - i. Planning applications
 - ii. Land and property management
 - iii. Local community
 - iv. Partners
5. Monitoring

Appendix 1: Action Plan

1. BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Peacehaven Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town councils can spend funds in conserving biodiversity.

2. DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Peacehaven area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

4. ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of

its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, composting, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).

- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider in general how it may become more involved in implementing the strategies' recommendations.

5. MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

Appendix 1: Action Plan

| SITE / OBJECTIVE | ACTION | OUTCOME | TARGET (Years) | REPORTING / PUBLICITY |
|----------------------------------|---|---|----------------|-----------------------------------|
| Whole council area | Raise local awareness of biodiversity. | Gain local support for action. | Ongoing | Newsletter, social media, website |
| Protect and support biodiversity | Encourage suitable planting to support biodiversity. | Connect & diversify habitats to meet the needs of a variety of wildlife species | Ongoing | Mapping |
| Recreation grounds | Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions. | Food sources and cover Encourages insects. Sustain and enhance natural habitats. | | |
| Common / other open spaces | Maintain and follow a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals. | Sustain and enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention. | | |
| The Built Landscape | Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries | Protecting/enhancing habitats Extending habitats. | Ongoing | |

| | | | | |
|---|---|---|----------------|--|
| <p>Increase community awareness of biodiversity</p> | <p>Ask residents for their views on what they would like to be done to conserve biodiversity within the town.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the eNews.</p> <p>Have a page on the town council website for photographs / information / links</p> <p>Discourage light pollution.</p> | <p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Protect nocturnal animals.</p> | <p>Ongoing</p> | |
| <p>Support Community Projects</p> | <p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p> | <p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> | | |



Peacehaven Town Council

Members' Allowances Policy

Contents

1. Introduction
2. Types of allowance
3. Setting levels of allowances
4. Procedure and payment
5. Agreed allowances for Peacehaven Town Council
6. Policy adoption and review

1. Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

2. Types of allowance

2.1. These regulations allow Town and Parish Councils to pay a **basic parish allowance** (Regulation 25) to its chairman only or to each of its elected members. Co-opted members **do not** qualify for the basic parish allowance. The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member.

2.2. The regulations also allow payment of a **parish travelling and subsistence allowance** (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependants' carer's allowance.

2.3. The Local Government Act 1972 s.15 (5) states a local council may pay a **chairman's allowance** for the purpose of enabling the chairman to meet the expenses of their office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.

2.4. The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training course or events on behalf of the council.

3. Setting levels of allowances

3.1. Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority.

3.2. When convened, a parish remuneration panel will produce a report making recommendations including:

- The amount of basic parish allowance payable to elected members
- The amount of chairman's allowance payable (if different to the basic parish allowance)
- The amount of travelling and subsistence allowance payable

3.3. Parish and Town Councils must take into account these recommendations when setting their levels for allowances.

4. Procedure and payment

4.1. Payment of the basic parish allowance will be made quarterly in arrears to eligible members. Payment of the chairman's allowance will be made in accordance with the Mayor's Handbook arrangements. Travel and subsistence allowances are treated as expenses, and reclaimed via an expenses claim form.

4.2. When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, where appropriate, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.

4.3. At the end of the financial year, the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

4.4. A member is able to elect in writing to the Town Clerk that they wish to forgo all or part of their entitlement to the allowances.

4.5. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

5. Agreed allowances for Peacehaven Town Council

5.1. Peacehaven Town Council pays allowances under the applicable legislation as below:

- A basic parish allowance to all eligible members - Local Authorities (Members' Allowances) (England) Regulations 2003
- A chairman's allowance - Local Government Act 1972 s.15 (5)
- A parish travelling and subsistence allowance to all members - Local Authorities (Members' Allowances) (England) Regulations 2003

5.2. The level of allowances will be set annually by the Council and will need to be considered as part of the budget setting process. The council will take into account the recommendations of the parish remuneration panel when setting their levels for allowances.

6. Policy adoptions and review

This policy shall be reviewed annually, or following any changes to legislation affecting the contents of this policy.

Policy adopted:

Review Date:

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 16th July 2024 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Chair of Council), Cllr Wendy Veck (Vice-Chair of Council), Cllr Mary Campbell, Cllr Nikki Fabry (Vice-Chair of Committee), Cllr Ian Alexander.

Officers: George Dyson (Town Clerk).

1. E500 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and briefly discussed the current building works going on at Community House.

2. E501 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cheta.

3. E502 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E503 TO ADOPT THE MINUTES OF 28TH MAY 2024 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The minutes of 28th May were **agreed** and **adopted**.

5. E504 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair briefly summarised the budgetary report, and there was a brief discussion surrounding the overtime budget.

The Committee **noted** the budgetary update.

6. E505 DATE OF NEXT MEETING – TUESDAY 15TH OCTOBER 2024 AT 7:30PM

The next meeting was confirmed as 15th October 2024 at 7:30pm.

7. E506 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Veck

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. E507 TO REVIEW THE COMMITTEE ACTION PLAN

There was an update on the planned next steps with the stress management standards TFG, for which a meeting should be taking place soon.

The Committee **noted** the action plan.

9. E508 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Town Clerk gave an update on the training plan, and the Committee briefly discussed the function of the Training & Skills audit TFG in reviewing the headings for the training plan.

The Committee **noted** the Training plan.

10. E509 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Committee **noted** the feedback from recent training.

11. E510 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.

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

12. E511 TO AGREE PROPOSED STAFF SECONDMENTS

The Town Clerk introduced the proposals and ran through the report.

There was a discussion on training requirements for the roles and when this would be facilitated.

It was proposed that the Committee agree to the report recommendation to agree the staff secondments with the secondment agreements as read.

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

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

13. E512 TO RECEIVE A REPORT ON RECOGNITION OF STAFF LENGTH OF SERVICE

The Town Clerk introduced the report and gave some background to it. Several suggestions came forward for possible recognition schemes.

The Chair and Vice-Chair of Committee will meet before the next meeting and report back with some suggestions on what the recognition scheme could be.

14. E513 TO AGREE CORPORATE EYECARE ARRANGEMENTS

The Town Clerk introduced the item, the Committee discussed the pros and cons of each option.

It was proposed that the Committee agree to sign up for the corporate scheme with Scrivens, and to fund glasses, where required, subject to a limit of £50.

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The committee **resolved** to **agree** to the proposal by majority vote, with 5 in favour, and 1 against.

15. E514 TO RECEIVE AN UPDATE ON STAFF PROBATIONARY PERIODS

The Committee **noted** the report.

16. E515 TO NOTE LEGAL UPDATE FROM HR PROVIDER

The Committee **noted** the update.

17. E516 TO DISCUSS PROVISIONS FOR STAFF SICKNESS COVER

The Committee discussed the report and felt that the item would need to be referred to other Committees/ Full Council with some more information.

It was suggested that as a starting point, some further analysis of bookings could take place to identify quieter evenings, with a further report to be produced for the relevant Committee.

18. E517 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Training and Skills

This had already been discussed earlier in the agenda.

b. Stress Management Standards

This had already been discussed as part of the Action Plan update.

There being no further business, the meeting closed at 20:49.

George Dyson
Town Clerk

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

DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 15th October 2024 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Chair of Council), Cllr Mary Campbell, Cllr Nikki Fabry (Vice-Chair of Committee), Cllr Ian Alexander.

Officers: George Dyson (Town Clerk).

1. E518 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, asked that phones be put onto silent, and went through the building fire procedures. The Chair also informed the Committee of some upcoming events including the Halloween party, Cinema, and Bingo.

2. E519 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr Cheta and Cllr Veck were absent.

3. E520 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E521 TO ADOPT THE MINUTES OF 16TH JULY 2024 MEETING

Proposed by: Cllr Donovan Seconded by: Cllr Campbell.
The minutes of the meeting of 16th July 2024 were **agreed** and **adopted**.

5. E522 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair briefly summarised the budgetary report, noting that we are about where we should be for this time of year. The Committee briefly discussed requirements for the 2025-26 budget, that the Chair and Vice-Chair are currently discussing with the RFO.

6. E523 DATE OF NEXT MEETING – TUESDAY 3RD DECEMBER 2024 AT 7:30PM.

The next meeting was confirmed as Tuesday 3rd December 2024 at 7.30pm.

7. E524 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry Seconded by: Cllr Campbell
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. E525 TO REVIEW THE COMMITTEE ACTION PLAN

The Clerk briefly introduced the Action Plan and suggested that item 1 & 2 of the plan surrounding statistical reporting to the Committee could now be removed.

Cllr Alexander gave an update on the progress of the Stress Management Standards TFG, ran through the work that the TFG has undertaken, and highlighted concerns that some historical matters remain unresolved.

9. E526 TO AGREE A REVISED COUNCILLOR TRAINING PLAN

The Clerk introduced the revised training plan, which was a result of meeting with the Chair and Vice-Chair of Committee as part of the training and skills TFG. The Committee discussed the revised plan.

It was also highlighted that additional training that Councillors undertake can still be logged, even though it may not appear on the tracking page.

It was proposed that Committee agree to the new plan.

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

10. E527 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Town Clerk showed the Committee a brief comparison of the training tracker from 1 year ago versus today to highlight how much work has gone into getting staff training up to date.

The Committee **noted** the training plan.

11. E528 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Committee **noted** the feedback.

12. E529 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised the report and updated the Committee with some additional information on other absences. The Sickness absence remains remarkably low.

The Committee **noted** the report.

13. E530 TO AGREE A STATEMENT ON BULLYING AND HARRASSMENT

The Town Clerk introduced the report, and Cllr Alexander added some additional background information from the Stress Management TFG.

Cllr Campbell suggested that the wording should be changed to say “anything that could reasonably be” rather than “anything that could be”. The Committee discussed this, including reflecting on some personal experiences at Council/ Committee meetings.

It was proposed to not change the wording to add ‘reasonably’.

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

It was proposed that the Committee agree to the recommendations in the report to approve the statement and poster.

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

14. E531 TO RECEIVE A REPORT ON RECOGNISING STAFF LENGTH OF SERVICE

The Chair gave a verbal report on the discussions that she and the Vice-Chair have had about recognising staff length of service, a number of possibilities were discussed, including allowing staff to choose from a couple of possible options.

The Committee **noted** the verbal report, but felt the item needed further discussion.

15. E532 TO NOTE RECENT ACHIEVEMENTS AND SUCCESSES AT PTC

The Town Clerk introduced the report and the Committee requested that their congratulations to all staff involved in the achievements be noted

16. E533 TO RECEIVE A REPORT ON RECOGNISING ACHIEVEMENTS

The Committee discussed the report and recommendations to have a small budget to line managers to be able to recognise staff achievements.

It was proposed that an annual £750 budget be put in from 2025/26 to cover the cost of staff recognition and length of service recognition.

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

17. E534 TO AGREE PROGRESSING TO THE WELLBEING AT WORK SILVER AWARD

The Town Clerk introduced the report and briefly ran through how the award scheme works. The Committee felt that we should progress to the silver award, and that the best approach would be through a TFG, with the task expected to take at least 6-months.

The current Stress Management Standards TFG will be rebranded as a Wellbeing TFG and tasked with this, the Councillor representatives on the TFG will be Cllr Alexander and Cllr Fabry, one member of staff from each team (Officers, Caretakers, and Grounds Team) will also join the TFG, the opportunity will be put out to all staff again.

18. E535 TO NOTE PROGRESS OF INTERIM STAFF APPRAISALS

The Town Clerk informed the Committee that all Interim appraisals are underway and on-track to be completed by the end of October, as well as briefly reminding the Committee of the purpose of Interim appraisals.

The Town Clerk was excluded from the meeting at this point (21:32).

The Committee briefly received input from members about the Clerk's performance in preparation for his upcoming appraisal.

It was proposed that an increment increase be awarded to a member of staff in recognition of their recent achievements.

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

19. E536 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Stress Management Standards

This TFG had already reported back earlier in the agenda.

- b. Training & Skills

This TFG had already reported back earlier in the agenda.

There being no further business, the meeting closed at 21:51.

George Dyson
Town Clerk

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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 3rd December 2024 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Chair of Council), Cllr Mary Campbell, Cllr Nikki Fabry (Vice-Chair of Committee), Cllr Ian Alexander, Cllr Sue Griffiths.

Officers: George Dyson (Town Clerk).

1. E537 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30 and welcomed members.

2. E538 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck, with Cllr Griffiths substituting.

Cllr Cheta was also absent.

3. E539 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E540 TO ADOPT THE MINUTES OF 15TH OCTOBER 2024 MEETING

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

The minutes of the 15th October 2024 were **agreed** and **adopted**.

5. E541 TO REVIEW COMMITTEE'S BUDGETARY POSITION

Cllr Gallagher updated Committee that the budget is where it should be for this time of year, the Clerk also updated the Committee with some updates to salary payments that had been processed since the papers had been issued.

There was a brief discussion on why the Overtime budget appears to have had very little spent from it, as well as the use of TOIL for staff.

6. E542 DATE OF NEXT MEETING – TUESDAY 18TH FEBRUARY 2025 AT 7:30PM.

The next meeting was confirmed as 18th February 2025.

7. E543 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell

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. E544 TO REVIEW THE COMMITTEE ACTION PLAN

The first action plan item requires a slight rewording to fully reflect the purpose of the Wellbeing TFG.

The third action plan item, about staff recognition, was briefly discussed, with a report needed to the next Committee meeting.

9. E545 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Town Clerk introduced the item, highlighting the importance of GDPR training for everyone.

There was a brief discussion on availability of climate change training and wellbeing training.

The Clerk reminded Committee members of some very worthwhile training available through the ACAS website.

The Committee **noted** the Councillor training plan.

10. E546 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

The Town Clerk updated the Committee with recent training and training that is booked in, the Committee **noted** the staff training plan.

11. E547 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There was a discussion on the recent Councillor meeting and the feedback of frustrations and positive points from Councillors, which has identified some possible training needs.

12. E548 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Committee **noted** the staff sickness absence report.

13. E549 TO DISCUSS CURRENT STAFF SECONDMENTS

The Chair introduced the item, and the Clerk summarised the information in the report.

There was a lengthy discussion on how the secondments have been going and the proposed job descriptions, which it was highlighted are a first draft and still in need of further refining.

It was proposed that the Committee agree to the outline of the proposed job descriptions, subject to further refining with the staff members involved, line manager, Chair of Committee and Chair of Council.

Proposed by: Cllr Donovan Seconded by: Cllr Fabry

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

It was proposed that the Committee recommend to Full Council that offers are made to make the seconded positions permanent.

Proposed by: Cllr Donovan Seconded by: Cllr Campbell

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

The Committee added their thanks to the seconded staff for their hard work during the seconded period.

14. E550 TO NOTE LEGAL UPDATES FROM OUR HR PROVIDER

The Committee **noted** the legal updates.

15. E551 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Stress Management Standards

Cllr Alexander updated the Committee with the progress that the Wellbeing TFG is making, the Town Clerk will write to all Councillors to see if any others would like to get involved with the work.

b. Training & Skills

It was proposed that the Training and Skills TFG be closed.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

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

There being no further business, the meeting was closed at 20:45.

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Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 3rd September 2024 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Griffiths, Cllr Evans, Cllr Gallagher, Cllr Fabry, Cllr Studd, Cllr Donovan, Cllr Seabrook.

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

2 members of the public were in attendance.

LA933 CHAIR ANNOUNCEMENTS

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

- ArtWave Festival beginning this Saturday 7th September at the Friendship Centre, Mayfield Avenue, and then the following 2 weekends both Fridays and Saturdays, finishing on the 21st September.
- Cinema Wednesday 18th September – Fly me to the Moon
- The Mayor's Quiz Night on Friday 20th September – With proceeds in aid of the Peacehaven Community Supermarket
- That works were taking place at the Dell playground, installing new inclusive play equipment which had been funded by section 106 contributions.

LA934 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant L&A matter.

There was 1 public question. The resident expressed concern over the state of The Oval due to the lack of grass cutting, which has meant that it has not been used because of the issues with the overgrown grass, including ticks, dog mess, and rats. It was described as being a waste of a community space, and no longer a nice environment, and it was requested for the rewilding decision was reversed.

The Chair thanked the member of public.

LA935 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Ashby-Parkin.

LA936 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were 0 declarations of interest.

LA937 TO ADOPT THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18TH JUNE 2024

Cllr Fabry requested clarification of what the 'items' stated were.

The Meetings & Projects Officer agreed to look into this.

Proposed by: Cllr Griffiths Seconded by: Cllr Studd
The Committee **resolved to adopt** the minutes.

LA940 TO DECIDE THE OVAL GRASS CUTTING SCHEDULE REVIEW

The Chair introduced the report. There was general discussion and appreciation of the issues that the resident had described during public questions, and there was concern with there being only 2 choices, and suggested leaving some area cut and some not.

The Parks Officer explained it used to be cut around 10-12 times a year, and would be cut in the next couple of weeks.

The report below was then considered in conjunction with this item.

LA 946 TO DISCUSS ACCESSIBILITY TO THE OVAL PARK

Cllr Seabrook introduced the report.

It was proposed to agree to the recommendations in the report.

Proposed by: Cllr Seabrook Seconded by: Cllr Griffiths

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

The Parks Office confirmed that none of the gates are accessible, and those discussions can take place in the TFG. TFG members were confirmed as: Cllr Griffiths, Cllr Studd, Cllr Evans, the two members of the public, and to invite Cllr Ashby-Parkin, Cllr Alexander and his wife.

LA938 TO NOTE BUDGET UPDATE

Cllr Seabrook queried the changing places cost, whereby the Parks Officer explained the issue with there having been several faulty locks.

The budgetary report was **noted**.

LA939 TO NOTE ACTION PLAN

20:02 – The 2 members of the public left.

Cllr Gallagher suggested the members of the greenspaces infrastructure audit to be inputted as Cllr Fabry, Cllr Ashby-Parkin, Cllr Gallagher, Cllr Sharkey.

Cllr Donovan queried if the OVCA item was now being taken forward, whereby the Parks Officer suggested referring this to the Town Clerk.

Cllr Gallagher expressed that a public consultation needs to be carried out with regards to the Hub.

The Parks Officer explained details of plan for The Hub and that it will go to Full Council, possibly with a TFG set up.

The action plan was **noted**.

LA941 TO DECIDE TREE WORKS REQUEST, FOXHILL

Members discussed possible financial and tree works contributions from residents, and reviewing the current policy.

It was proposed to carry out the tree work as per the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

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

5 members voted in **favour** of the proposal.

2 abstained.

LA 942 TO NOTE ALLOTMENT UPDATE

The Chair queried whether this item could fall into Confidential.

The Parks Officer read out the Town Clerk's response with regards to confidential items, which summarised that it would not.

There was general discussion about liaison officers and an allotment complaint.

The verbal update was **noted**.

LA 943 TO NOTE THE COMPLAINTS LOG

Cllr Griffiths explained that LDC would like to contribute to the bench's repair.
The complaints log was noted.

LA 944 TO NOTE OVESCO WORKSHOP UPDATE

Cllr Sharkey explained she did not attend the meeting, but that Cllr Harman did.
Cllr Gallagher introduced the report and expressed it was a major opportunity to carry out decarbonisation of PTC assets (buildings).
The update was **noted**.

LA 945 TO NOTE BUSINESS PLAN

The Chair introduced the report.
Cllr Gallagher explained a lot of this was to do with the NDP and the Green Infrastructure plan.
The business plan was **noted**.

Cllr Fabry mentioned the access measurements in the Appendices for the Oval park were too narrow, and should be looked into.

LA 947 TO AGREE AND APPROVE THE CENTENARY PARK MAIN SIGN

The Meetings & Projects Officer explained the report.
It was proposed that the Meetings & Projects Officer proceed with the signage.

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

LA 948 TO NOTE REPORT FROM PARKS SIGNAGE TFG

The Meetings & Projects Officer introduced the report.
The report was **noted**.

LA 949 TO NOTE GREEN INFRASTRUCTURE PLAN UPDATE

Cllr Gallagher expressed that it would be good to have a support officer involved so that a future report can be brought to Committee.
The report was **noted**.

LA 950 TO NOTE HOWARD PARK PHASE 2 TFG REPORT

The Meetings & Projects Officer summarised the report.
Cllr Donovan suggested West Ward councillors as weeding volunteers.
The report was **noted**.

LA 951 TO NOTE THE FOOTBALL CLUB 3G PROJECT UPDATE

The Parks Officer summarised the report.

The update was **noted**.

LA 952 VERBAL UPDATES FOR TASK AND FINISH GROUPS

- i. Parks Signage
- ii. Green Spaces Infrastructure
- iii. Howard Park Phase 2
- iv. Car Parking Options at Centenary Park

No further updates.

LA 953 TO CONFIRM DATE OF NEXT MEETING AS THE 29TH OCTOBER 2024

The next meeting was confirmed as 29th October 2024.

There being no further business the meeting ended at 20:55.

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 29th October 2024 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Studd, Cllr Griffiths, Cllr Fabry, Cllr Donovan, Cllr Gallagher, Cllr Evans, Cllr Wood.

Officers: George Dyson (Town Clerk).

2 members of the public were present.

1 LA 954 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:32, welcomed everyone to the meeting, went through the fire procedure and asked that phones please be put onto silent, and informed the Committee that lots of events are coming up, information of which can be found on social media and the PTC website.

2 LA 955 PUBLIC QUESTION TIME - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE, AMENITIES & ENVIRONMENT matter.*

There were no public questions.

3 LA 956 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4 LA 957 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest as an allotment tenant.

5 LA 958 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 3RD SEPTEMBER 2024

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

6 LA 959 TO NOTE BUDGET UPDATE

Cllr Gallagher asked about the electricity usage at the Gateway Café. The Clerk explained that this has been highlighted and that PTC is working with the Gateway Café and external organisations to look at how to reduce this.

The Committee **noted** the budget update.

7 LA 960 TO DISCUSS AND AGREE BUDGET REQUIREMENTS FOR 2025/2026

The Chair introduced the item and explained that she had met with the RFO to discuss the budgetary requirement. There was a brief discussion around the reduction in electricity costs for the Sport Park due to changes to the MUGA and increases to the budget for signage.

It was proposed that the Committee agree the budgetary requirement.

Proposed by: Cllr Fabry Seconded by: Cllr Ashby-Parkin

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

8 LA 961 TO NOTE ACTION PLAN

It was highlighted that some of the target completion dates need revising, the Committee also briefly discussed the progression of business plan items, including that a meeting about the Green Infrastructure plan has recently taken place.

The Committee **noted** the action plan.

9 LA 962 TO NOTE ALLOTMENT UPDATE

Cllr Gallagher informed the Committee that work has been going on at updated the T&Cs and that these will be coming to Committee soon.

The Committee **noted** the allotment update.

10 LA 963 TO NOTE THE COMPLAINTS LOG

The Committee expressed concern around Groundsmen receiving abuse, but otherwise were pleased to see that there were very few complaints.

The Committee **noted** the complaints log.

11 LA 964 TO NOTE BUSINESS PLAN

The Committee **noted** the business plan.

12 LA 965 TO NOTE TFG UPDATES

No further updates received.

13 LA 966 TO NOTE THE HUB CONSULTATION AND OPEN DAYS

It was reported that uptake at the first session was disappointing, and that some more publicity needs to be done for future sessions. It was also commented that the consultation may need to be expanded beyond these sessions.

The Committee **noted** the update.

14 LA 967 TO AGREE TO A PUBLIC CONSULTATION FOR THE AMMONITE PROJECT. HOWARD PEACE PARK PHASE 2

There was a brief discussion about needing a plan for the consultation.

It was proposed that the Committee agree to proceed with a public consultation.

Proposed by: Cllr Griffiths Seconded by: Cllr Fabry

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

It was further proposed that the initial consultation be done in-house, at no cost to PTC other than Officer and Councillor time and printing.

Proposed by: Cllr Donovan Seconded by: Cllr Ashby-Parkin

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

15 LA 968 TO NOTE PARKS SIGNAGE PROGRESS REPORT

The Committee asked that it be minuted that the Meeting and Projects Officer work on the signage project is commended.

The Committee discussed ensuring that the QR code is as close to the path as possible to make it easily accessible for everyone.

The Committee **noted** the report.

16 LA 969 TO CONFIRM DATE OF NEXT MEETING AS THE 21ST JANUARY 2025

The next meeting was confirmed as 21st January 2025.

There being no further business, the meeting closed at 19:57.

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 10th September 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Griffiths, Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Evans, the Youth Mayor.

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information and Events Officer).

4 members of the public were in attendance.

1. CCE450 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31 and ran through the fire procedure, asked for mobile phones to be switched off, explained that the meeting was being recorded, and for speakers to speak up. The Chair reminded Committee of the CCE Terms of Reference (which were placed on each Councillor's table), asked for definitions for Civic, PTC-Supported, and Community events to be emailed to herself and Cllr Harman as there was confusion with them, and reminded Committee that the new pre-events checklist be used for each event moving forward.

The following announcements were then made:-

- ArtWave at the Evangelical Church, 13th and 14th September 11am – 4pm
- Mayor of Peacehaven Quiz 20th September 6:30pm
- Bingo 25th September and 23rd October
- Cinema at 7:30pm on 18th September - Fly Me to The Moon, and 23rd October-The Critic
- The Children's Halloween Party 28th October
- Hats, scarves, scarves, handbags and toys wanted items for raising funds

2. CCE451 PUBLIC QUESTIONS

There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters

There were 4 members of the public

There was 1 public question from a new local boxing gym. The speaker provided information about the boxing gym, and expressed their vision of a boxing event in Centenary Park (in relation to item 6. CCE455). It was explained that the match would raise money for local charities, would be held in the summer, that the electricity needed would mainly be for the sound system, and that it would be gated to keep it secure. The question was whether it could go ahead.

The Chair suggested that later in the meeting standing orders could be suspended for questions.

3. CCE452 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were 2 apologies for absence from:-

- Cllr Donovan, Cllr Gallagher substituted.
- Cllr Ashby-Parkin, Cllr Griffiths substituted.

4. CCE453 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Harman and Cllr Sharkey both declared an interest with ArtWave, as they are both exhibiting.

5. CCE454 TO ADOPT THE MEETING MINUTES OF 16TH APRIL 2024 AND 25th JUNE 2024

It was proposed to adopt the minutes.

Proposed by: Cllr Sharkey Seconded by: Cllr Harman

All in favour.

6. CCE455 TO AGREE TO RECOMMEND THE BOXING EVENT AT CENTENARY PARK TO BE AN ITEM AT THE NEXT FULL COUNCIL ON 8TH OCTOBER

It was proposed to suspend standing orders.

Proposed by: Cllr Harman **Seconded** by: Cllr Studd

Questions were asked to the members of the public from the boxing club, where it was clarified that funding would be sought for the event, that they wanted to do something for the community, for promoting the club, fitness and a healthy lifestyle, and that the event would raise money for the local youth club.

Cllr Griffiths suggested they apply for funding through Peacehaven Town Council's Community Grant.

19:48 - Standing Orders were reinstated

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

It was proposed to agree to the recommendation for the item to be on the Full Council agenda on 8th October.

Proposed by: Cllr Evans **Seconded** by: Cllr Sharkey.

All in **favour**

The Chair suggested the boxing club liaise with the Information and Events Officer to move the event forward.

19:49 - 3 members of the public left the meeting.

7. CCE456 TO NOTE THE BUDGETARY UPDATE AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET

The budgetary update was **noted**.

It was **noted** that discussion is beginning for the draft 2025/26 budget.

8. CCE457 TO DISCUSS THE NEW LAST-PLACE BOARD FOR THE MAYORS QUIZES AND AGREE WHERE THIS SHOULD BE FUNDED FROM

The Chair briefly summarised the background of the winning and last-place shields and last-place wooden spoons, which are all displayed in the foyer, and outlined the cost for engraving.

Cllr Gallagher expressed that at present it was not necessary to have winning or last-place engravings.

Cllr Studd suggested a certificate instead; Cllr Sharkey agreed. Cllr Harman suggested a photo of the winners in a frame, and a caption underneath 'Winners of the quiz, are you coming to the next one?' with the date of the next quiz.

It was proposed to have a framed A4 photocopy of a photo of the winners.

Proposed by: Cllr Harman **Seconded** by: Cllr Evans.

All in favour.

It was proposed to stop using the shields

Proposed by: Cllr Sharkey. **Seconded** by: Cllr Gallagher.

All in favour.

9. CCE458 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) EVENT REVIEW

It was proposed to suspend standing orders

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

All in favour.

Cllr Seabrook as a member of the public summarised the review, and commented positively on the new event form. He explained there was £922 left over from the event.

It was proposed to ask OVCA to place it into a reserved fund for next time.

Proposed by: Cllr Griffith **Seconded** by: Cllr Sharkey

Cllr Seabrook explained that the bus at the event had only been used by 8 people, and questioned its inclusion in future events. He suggested using the Dell as a park and ride for the summer fair.

Standing orders were reinstated

Proposed by: Cllr Griffiths **Seconded** by: Cllr Harman

All in favour.

The event review was **noted**.

10. CCE459 TO AGREE TO THE ANTI FAST-FASHION SHOW EVENT BECOMING A NON-PTC EVENT

Cllr Sharkey explained one of the reasons why the TFG suggest the event should become a non-PTC one was OVCA were not happy that the grant to PTC would pay for room hire, and explained that the event is likely now to be in April.

It was proposed to agree that the anti-fast fashion show become a non-PTC event.

Proposed by: Cllr Sharkey **Seconded** by: Harman

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

11. CCE460 TO AGREE TO THE DETAILS OF CHILDREN'S CHRISTMAS PARTY, AND MAKE A CALL FOR VOLUNTEERS

The Information and Events Officer introduced the report, and a call for volunteers was made, along with a request for a Father Christmas.

Cllr Griffiths queried whether there were alternative food options, whereby the Information & Events Officer explained that on ticket purchase any dietary requirements were asked.

The Chair expressed that it was a PTC event.

Members discussed how the Mayor could be involved.

It was proposed to agree to the proposal.

Proposed by: Cllr Evans **Seconded** by: Cllr Griffiths

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

12. CCE461 TO NOTE THE REPORT AND AGREE THE NEW TIME FOR THE CAROL CONCERT

Cllr Griffiths queried why the time had changed to start at 4 and finish at 5pm. The Information & Events Officer explained it was the same as last year; that a 4pm start helped ensure schools could attend; that the ticketed cost of £1 per person would go to Mayor's charity; that tickets were now on sale; that there wouldn't be an interval, and refreshments would be served at the end of the event by volunteers.

It was proposed to agree the new time.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Evans

The Committee resolved to **agree** to the new time.

The report was **noted**.

13. CCE462 TO AGREE TO THE DETAILS IN THE HALLOWEEN EVENT REPORT

The Information & Events Officer explained the details of the event, including the park orienteering. Cllr Griffiths suggested an alternative to those who could not have sweets. It was explained that the café would still be used by public.

It was proposed to agree to the details in the event report.

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

14. CCE463 TO DECIDE AND AGREE THE ISOLATION PROJECT (PART OF THE BUSINESS PLAN)

The Chair explained the item was to do with the Community Hub, and that she was happy to run the event as last year.

Cllr Gallagher complimented the project and that Monday 10 – 1pm would be a good day and time.

There was general positive discussion around the need for the project, but the name ‘isolation’ as the title for the project was unpopular.

It was proposed to start the project at the beginning of October on Mondays as ‘The Welcome Café’.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman
The Committee resolved to **agree** to the proposal.

The Information & Events Officer made a call for Coats, Hats, Scarves.

It was agreed to set up a Working Party to look at the strands of the Isolation Project.

Working Party members were agreed as: Cllr Evans, Cllr Seabrook, Cllr Griffiths.

15. CCE464 TO AGREE TO THE LINE AND BARNDANCE EVENT DETAILS

The Information & Events Officer explained it would be a Civic Event.

The Chair reemphasised the general confusion over event definitions, and the importance for this to be resolved.

It was proposed to agree to the event in principle along with the date, and for a detailed report to be taken to Full Council.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Sharkey
The Committee resolved to **agree** to the proposal.

16. CCE465 TO AGREE TO THE PRE-LOVED BAG, PURSE AND SCARF SALE

Cllr Studd expressed he would let the Chamber of Commerce know items were wanted.

The Information and Events Officer summarised the event.

It was proposed to agree to the event.

Proposed by: Cllr Evans **Seconded by:** Cllr Harman
The Committee resolved to **agree** to the proposal.

17. CCE466 TO AGREE A CHANGE OF EVENT FROM A BEETLE DRIVE TO A CHRISTMAS AFTERNOON OF JAZZ, AND NOTE THE DATE

The Information & Events Officer explained the event and confirmed a full report and pre-event checklist would be brought to the next Committee meeting.

It was proposed to agree to the change of event.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Evans
The Committee resolved to **agree** to the proposal.

18. CCE467 TO NOTE THE SUMMER FAIR REPORT, AND MAKE A CALL FOR VOLUNTEERS

The Chair thanked the Information and Events Officer for all her work with the many events that are taking place, and Cllr Gallagher complimented the posters.

The Information and Events Officer summarised the event to-date; confirmed it will be car-less, apart from blue-badge holders; explained Cllr Seabrook's bus at the Dell idea may not work as extra staff would be needed; and confirmed there would not be a car boot sale at the event, nor one on The Dell.

The report was **noted**.

19. CCE468 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Council Communications Support TFG

The Meetings & Projects Officer explained the PR Officer would bring a report to Full Council, under the Communications, Advertising and Promotions TFG.

It was proposed to close the Council Communications Support TFG.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Evans

All in favour

b. ArtWave TFG

A verbal update was made by Cllr Sharkey. It was explained that the event was going well, that there were various teething issues, including the card reader, and signage.

Members discussed that at least 2 of the noticeboards would need to be returned to Peacehaven Town Council by the 21st September.

20. CCE469 TO NOTE THE COMPLAINTS LOG

The complaints log was **noted**.

21. CCE470 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 12th NOVEMBER 2024

It was proposed to agree to the new date of 12th November 2024, with the time to be agreed at a later date.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Harman.

All in favour.

There being no further business the meeting ended at 20.56

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 C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 12th November 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Ashby-Parkin, Cllr Campbell, Cllr Donovan, Cllr Wood, Cllr Gallagher, Cllr Evans, the Youth Mayor and Deputy Youth Mayor.

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information and Events Officer).

1 member of the public was in attendance.

1. CCE471 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, reminded Councillors of civility & respect amongst all, ran through the fire procedure, asked for mobile phones to be switched off, explained that the meeting was being recorded, and for speakers to speak up.

The following announcements were then made:-

- Friday 22nd November 9am-12am - In aid of the Mayors Charity preloved bags, purses and scarves sale
- Saturday 23rd November - 7pm - The Mayor of Peacehaven's Christmas Quiz
- Friday 13th December 4-6pm - Mayor of Peacehaven's Christmas Carol Concert
- Wednesday 18th December 2-4pm - Mayor of Peacehaven's Christmas Jazz Delight
- Every Monday 10-1pm – The Welcome Cafe - Free tea & Coffee. Chat, make new friends and see what's going on in the area.
- The Mayor of Peacehaven would talk to local businesses and private households along the South Coast Road to encourage ways to make Peacehaven look Christmassy. At this item Cllr Wood expressed willing to liaise with the Mayor.

And calls were made for:-

- Volunteers for the 2nd Dec at the welcome café
- Silicone bags to be used in PTC external noticeboards
- Volunteers to wrap presents

The Mayor of Peacehaven thanked the outgoing Youth Mayor Amber Cullip-Cross, and the Deputy Youth Mayor Noah Tilley for their respective terms and presented each with a pen and certificate.

The outgoing Youth Mayor and Deputy Youth Mayor left the meeting.

The new Youth Mayor Karena Gordon and Deputy Youth Mayor Katelyn Harber were welcomed by the Mayor, and invited to the table.

2. CCE472 PUBLIC QUESTIONS

There were no public questions.

3. CCE473 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were 2 apologies of absences, from Cllr Studd (Cllr Campbell substituted), and Cllr Sharkey (Cllr Gallagher substituted). Apologies for late arrival received from Cllr Ashby-Parkin.

4. CCE474 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were 0 declarations of interest.

5. CCE475 TO ADOPT THE MEETING MINUTES OF 10TH SEPTEMBER 2024

Proposed by: Cllr Harman Seconded by: Cllr Wood

All in favour

It was resolved to **agree** to adopt the minutes of 10th September 2024.

6. CCE476 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

These were **noted**.

7. CCE477 TO DISCUSS AND AGREE BUDGET REQUIREMENTS FOR 2025/26

Cllr Veck explained the reason for the increase to the mayor's reception budget.

Cllr Gallagher queried the increase of net expenditure over income, whereby Cllr Veck explained this was due to the summer fair which usually had no budget.

Cllr Ashby-Parkin joined the meeting.

Members discussed the importance of keeping the summer fair, for sponsorship to be sought, that businesses used to be mentioned in the programmes, the work involved in organising the summer fair, staff costings and raised there was a budgeting meeting on Friday coming where this could be brought up.

Cllr Campbell raised the subject of advertising income, and it was suggested that, for each relevant committee, advertising income be itemised.

It was proposed to agree to the budget requirements for 2025/26 and that sponsorship was sought for the summer fair.

Proposed by: Cllr Gallagher Seconded by: Cllr Ashby-Parkin

It was resolved to **agree** the budget requirements.

8. CCE478 TO NOTE THE ARTWAVE REVIEW REPORT

Cllr Donovan expressed that Cllr Sharky would update committee at a future meeting.

Members commended the event, and suggested more advertising for next year's event.

The report was **noted**.

9. CCE479 TO DISCUSS AND AGREE EVENT DEFINITIONS

Cllr Veck introduced the item.

It was suggested that, under the Mayoral Event definition, for the wording to amended from 'Covered by the Mayor's charity budget' to 'covered by the Mayor's charity receipts'.

Cllr Campbell left for part of this item.

It was proposed that Community Events surplus funds go to the CCE Events fund.

Proposed by: Cllr Campbell Seconded by: Cllr Ashby-Parkin

It was resolved to **agree** to the event definitions

It was proposed to add the definitions to the CCE terms of reference.

Proposed by: Cllr Harman Seconded by: Cllr Ashby-Parkin

All in **favour**.

10. CCE480 TO AGREE THE VE DAY 80 REPORT RECOMMENDATION

Cllr Donovan suggested the evening hall hirer could be given the option to use the Anzac room instead to allow for the event.

Members discussed discounting option 1 and option 3.

It was proposed that a further report, in line with an event similar to option 2, be brought to the next meeting, and that a TFG is set up.

Proposed by: Cllr Ashby-Park Seconded by: Cllr Donovan

It was resolved to **agree** to the proposal.

TFG members: Cllr Ashby-Parkin, Cllr Harman, Cllr Veck.
Cllr Donovan suggested using the remembrance budget or charging for tickets.

11. CCE481 TO AGREE TO AN EASTER ARTS AND CRAFTS FAIR

Cllr Donovan introduced the report, and it was discussed that the event was Mayoral.
The Information & Events Officer clarified the kitchen hire costs.
Proposed by: Cllr Evans Seconded by: Cllr Donovan
It was resolved to **agree** to the event.

12. CCE482 TO NOTE THE CAREERS FAIR AND GALA LUNCHEON EVENTS MAY BE SUPPORTED WITH A COMMUNITY GRANT

Cllr Donovan introduced the report, and explained event progress to-date, and that she would bring an update to committee about the event on behalf of PCS at the next meeting.
The Chair requested the Youth Mayor update future Committees on progress of the event.
Cllr Donovan confirmed that the I&E Officer would not be involved in the sale of tickets.
The report was **noted**.

13. CCE483 NOTE THE FINANCES FOR THE MAYOR OF PEACEHAVEN'S LINE & BARN DANCE EVENT

Cllr Donovan confirmed that the event would be self-funded.
The finances were **noted**.

14. CCE484 TO RECEIVE AN EVENTS UPDATE

The Information & Events Officer ran through the report, promoted the bag sale and expressed that ticket sales were generally slow.
Cllr Wood expressed that low event sales were not due to advertising, but rather due to the closure of the Meridian Centre, and the need to communicate with residents who were not on-line. Cllr Veck mentioned that the Isolation project tied into this.
Cllr Harman suggested advertising on EventBrite and such platforms, at the gateway café, and Sainsburys, and to ramp up leaflet dropping.
The Information and Events Officer confirmed that all main items for the summer fair were booked.
The report was **noted**.

15. CCE485 TO NOTE THE CHILDREN'S HALLOWEEN PARTY REVIEW

Cllr Gallagher commended the event.
Cllr Veck thanked the Information and Events Officer for her work and the time that she volunteered for free in the evening.
The report was **noted**.

16. CCE486 TO NOTE THE BUSINESS PLAN

Cllr Donovan confirmed that another meeting was being scheduled for the Meridian Meander.
The business plan was **noted**.

17. CCE487 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion TFG

Cllr Veck updated Committee briefly on progress to-date, including how the Welcome Café was progressing, and explained that a full report would be presented at the next CCE meeting.
Cllr Evans summarised a positive conversation had taken place with Age UK.
The report was **noted**.

It was proposed that the last Welcome café for 2024 would be on Monday 23rd December, and restart on Monday 20th January 2025, and run through to March 2025.

Proposed by: Cllr Veck Seconded: Cllr Evans
All in **favour**.

18. CCE488 TO NOTE THE COMPLAINTS LOG

The log was **noted**.

19. CCE489 TO AGREE WHETHER TO CHANGE THE 18TH MARCH 2025 CCE COMMITTEE MEETING TO 4TH MARCH 2025 OR 25TH MARCH 2025

It was proposed to change the meeting date to 4th March 2025

Proposed by: Cllr Ashby-Parkin Seconded by: Cllr Evans

All in **favour**.

20. CCE490 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 28th JANUARY 2025

The date was **noted**.

There being no further business the meeting ended at 21:14



Peacehaven Town Council

Subject: Proposal for Charity Boxing Event on The Dell

Dear Peacehaven Town Council,

I hope this letter finds you in good health and high spirits. I am writing to propose an exciting and community-oriented event that aims to bring the residents of Peacehaven together and provide them with a unique and memorable experience. We would like to organize a charity boxing event on The Dell, and we seek your support and permission to host this event in our town.

Objective:

The primary objective of this charity boxing event is to foster community spirit, promote physical fitness, and provide an entertaining experience for the residents of Peacehaven. By showcasing the boxing skills of both children and adults, we aim to engage and inspire our community, while raising funds for a noble cause.

Event Details:

1. Date: We propose to hold the charity boxing event around July 2025 time.
2. Venue: Peacehaven Big Park, with its natural beauty and ample space, is an ideal location to host this event.
3. Program: The event will feature a variety of activities, including boxing matches, demonstrations, and exhibitions. We plan to include participants of all ages, offering children the opportunity to showcase their boxing skills while ensuring their safety with full protective gear, including headgear, boxing gloves, and groin/breast guards. For adults with less experience, similar protective gear will be provided to ensure their safety and well-being.
4. Safety Measures: The safety and welfare of all participants and attendees are our utmost priority. We have taken several precautions to ensure a secure environment throughout the event:
 - a. Qualified Coaches: The boxing coaches involved in the event are highly qualified and experienced. They possess first aid training, safeguard certification, and have undergone DBS checks to work with children and vulnerable individuals.
 - b. Medical Assistance: We will have qualified doctors present on-site throughout the event to provide immediate medical assistance if needed.
 - c. Security Personnel: Trained security personnel will be stationed to maintain order, ensure the safety of all attendees, and enforce any necessary regulations.

Fund Raising required

We like to also use this event to raise much needed funds for the Joff Youth Hub which is currently undergoing a redevelopment. Whilst the modernised Joff centre will have more space created for additional activities they will require new equipment to ensure the new rooms are fully equipped to maximise engagement with every session they run. The Joff Youth Hub is aiming to engage 500+ young people every week and in order to do this they need to offer a vast array of activities and workshops to ensure every session is fully inclusive and meets the demands and interests of young people. In total it's estimated they will need to find £40,000 to fund everything they require for the new activities and life-skill workshops such as digital media and IT, music recording studio instruments and equipment, cooking items etc. Anything we can do to help support them in raising the funds required will be an honour and a privilege as they share the same goals we do in helping to make the community of Peacehaven a better place to live and thrive.

Additional support

The ESCC Youth Team fully supports the Forrest Boxing event. We have seen such a huge transformation of confidence and increased wellbeing of those young people we have referred into the boxing gym and for them to showcase the skills they have developed in a public arena will help to strengthen them even more.

I will ensure that our youth team are on hand to support the event for its entirety to help eradicate any anti-social or nuisance behaviour and to help support and encourage those involved in case of any nerves or anxiety.

Request for Support:

We kindly request the support and permission of Peacehaven Town Council to host this charity boxing event on The Big Park. We believe that this event will not only bring the community together but also provide a unique and enjoyable experience for the residents of Peacehaven. We assure you that we will adhere to all necessary guidelines and regulations set forth by the council, ensuring the safety and well-being of all participants and attendees.

Thank you for considering our proposal. We eagerly await your positive response and the opportunity to organize this charity boxing event. Should you require any further information or have any questions, please do not hesitate to contact me at [REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] **Boxing Show**

Hi, hope you are well, below are the rough estimates of prices we have put together to put on a boxing show on the Big Park Field next summer. Many thanks.

Prices for boxing show, Location Big Park

Date: around 26th July 2025, Starts at 1pm -8pm

- Ring - £500
- Fencing - £600
- Toilets(x4) - £650
- Security - £15per hour per person
- 6 security guards - £630
- DJ (Sound system, MC and lights) - £300
- Possibly a generator for the power or we can speak to the big park cafe for help with electricity.
- Paramedics - team medic - £32 an hour - total £224
- (if we need • Ambulance or 4x4: Typically costs £17 per hour plus 40p per mile
- Gazebo: Typically costs £12 per hour)
- Total: £2904

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Hi,

We won't need any funding from the council.

The event will be ticketed, £25 adult £15 child under 16, the funds will be used to put on pre paid classes for kids from the [REDACTED], also to pay back to the gym the money we will be spending from the event.

So we will hopefully break even.

| | |
|----------------------|--|
| MEETING: | Full Council |
| AGENDA ITEM: | C1310 |
| REPORT FROM: | |
| MEETING DATE: | 10th December 2024 |
| SUBJECT: | To Note Neighbourhood Plan Update |

1. INTRODUCTION

The Peacehaven and Telscombe Neighbourhood Plan Development Plan is now under the control of Lewes District Council who are the Planning Authority . In July 2024 LDC submitted the Peacehaven and Telscombe Neighbourhood Development Plan to the Government Examiner .by Lewes District Council. On the 17th July 2024 the Examiner wrote asking for clarification on a set of questions and for additional maps to help with the examination. The additional information has been assembled by LDC but a Habitats Regulation Assessment is still outstanding

NB The map re Local Green Spaces designated for protection under the NDP has been amended to correct the position of Site 7 Shepherds Down. (as agreed by majority of Steering Group)

Amended map attached

Neighbourhood Plans were introduced in 2011 and are legislated under the Localism Act 2011 . The Peacehaven and Telscombe Neighbourhood Development Plan “Area” was designated in 2013 and was agreed by both Councils at that time and has been officially designated under the Localism Act 2011. Since 2017 Peacehaven and Telscombe Town Councils have been actively working on a Neighbourhood Plan. In accordance with usual good practice in Lewes District Council area a Steering group of originally residents only was formed .

LDC provided support via an Officer who had responsibility for all plans in Lewes District.

The Town Council’s were represented by Councillors from Planning and Highways and the Town Clerks.

The Steering Group activities were defined in a Terms of Reference which was updated regularly as requirements changed.

The Chair of the Steering Group is elected originally Cathy Gallagher in 2017 , who was Chair of Saltdean Resident’s Association. In May 2019 Councillor Gallagher was elected to both Telscombe and Peacehaven Town Councils , she has continued to be the Elected Chair of the Steering Group.

The Steering Group reports to Full Council at both Town Councils.

2. INFORMATION

Habitats Regulations Assessment.

Dr James Riley CEnv MCIEEM , Technical Director (Ecology & Habitats Regulations Assessments) and

his team have started the HRA screening.

Dr Riley is employed by AECOM which is an international Consultancy which is authorised by the UK Government to provide technical support to Local Government.

AECOM is paid directly by Groundworks which is a not for profit company handling the contracts. PTC as the lead Authorising Body applied to Groundworks to obtain a grant and approve this work.

AECOM have provided many other reports over the years which provide evidential background for the policies and direction of the NDP

WHY WAS THE HRA NOT OBTAINED EARLIER ?

Earlier ecological and environmental reports had considered that as this NDP was not recommending sites for development and that the land areas were not near to a designated European protected site a HRA was not required under the 2017 regulations.

European Sites and inshore waters (within 12 nautical miles of the coast) are subject to The Conservation of Habitats and Species Regulations 2017 (aka The Habitats Regulations)

In 2024 , time and experience have meant that the screening is required.

In our case the nearest sites are the Lewes Downs Special Area of Conservation (SAC) and the Castle Hill SAC. Given the 7km distance from these sites, it is not expected that direct impacts will arise. The only other relevant site is Ashdown Forest Special Protection Area and SAC. This site is some 30km away from the Plan area, it is likely that the proposed plan will have no impact upon these sites but it is deemed necessary by the Examiner that a report is obtained to consider this.

Peacehaven and Telscombe are in the UNESCO designated Biosphere Reserve and the coastline is a Marine Conservation Zone

3. RECOMMENDATION

Council to note report

LDC will submit all additional information to Examiner when HRA received.

George Dyson
Town Clerk

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



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

| | | | |
|----------------------|---|---------------------|------------|
| Committee: | Full Council | Agenda Item: | C1311 |
| Meeting date: | 10 th December 2024 | Authors: | Town Clerk |
| Subject: | Progressing the replacement roof, heating, and solar panels at the Hub. | | |
| Purpose: | To decide | | |

Recommendation(s):

To decide whether to progress with preparing and issuing a pre-tender notice (PTN) for the previously agreed works to the Hub.

1. Background

PTC has been successful in obtaining CIL funding from LDC of £175,000 (match funded from the NCIL to total £350,000) to replace the roof, install solar panels, and change the heating system from a gas boiler to air-source heat pumps. These measures will not only make the building more efficient and sustainable, but without them, the building will likely need to be closed in the foreseeable future due to significant leaks in the roof, which have already previously resulted in one closure of the building on Health & Safety grounds.

At an extraordinary Council meeting on 29th October 2024, PTC agreed to engage an associate through the Local Council Consultancy (LCC) to support with the procurement and tendering process. Officers and a small TFG of Councillors (as agreed at the extraordinary meeting) have met with the associate and had the opportunity to ask questions and discuss an outline timeline to progress these works.

The Town Clerk is also in the process of obtaining quotes for a full structural survey for the Hub, although it is noted that a structural engineer's opinion was included in the work already done to prepare the CIL bid.

Appendix 1 to this report shows a preliminary timeline for progressing the works, as discussed with, and provided by the LCC associate.

Assuming that the Council wants to agree to proceed with the works to the roof, solar panels, and heating at this stage, then we are advised that the following decisions will need to be agreed:

Decision Making

The Council needs to consider and agree how key decisions relating to the project will be carried out as this will need to be referenced in the PTN and ITT.

Depending on existing delegations and terms of reference this is something which may be reserved to the full Council or it may be discharged through an existing committee or sub-committee. It may also be feasible to establish a time-limited working group with a limited set of responsibilities to oversee and participate in the evaluation process and make recommendations to meetings of the full Council at the time of key or final decisions.

In terms of moving this project forward and having regard to the practicalities of the procurement process it would be beneficial if the Council were to establish a dedicated group of four or five members allocated with the responsibility of undertaking bid evaluation (with appropriate technical support) and of making recommendations to the full Council at the key stages which the Council may wish to define. However, the Council will always maintain the decision-making right over the final award of contract.

Single or Multiple Contract

Because of the discreet elements of the works required at The Hub (re-roof; heating replacement; electrical system replacement), consideration should be given to whether individual contracts should be let for each of these components or whether it is feasible or preferable to let a single contract for the whole of the works.

Experience suggests that the potential value of a single contract of this nature, in which all of the works are specified together, will interest a broad range of companies. It will also result in the co-ordination of the different building operations leading to a shorter 'on-site' operation.

The letting of individual contract for each of the discreet elements of the proposed works would extend the timescales both of the procurement process and the management of on-site contracting works.

Technical Support (addressing queries, evaluating proposals)

The Town Council will need to be in a position to undertake a critical evaluation of proposals received in response to the PIN and of the detailed tender documents when submitted. Although the existing council staff and LCC will be able to provide qualitative input to these activities it is essential that the Council has the support of a relevant technical advisor to provide adequate assurances on the impact of any proposals on the structural capacity of the building and on the efficacy of the proposed 'carbon-neutral' works.

To this end it is advised that the Council agree to the appointment of a structural engineer or similarly qualified professional advisor to assist throughout the tender evaluation process, to help deal with any technical queries which arise and also to advise on the content of the contract award documentation.

Timescales

Realistically, the overall timetable for the procurement exercise, from issue of the Preliminary Information Notice to the award of contract is likely to be 12 – 16 weeks depending on issues such as decision-making arrangements and the number of queries which arise during the process.

Assuming a start date to the process occurs early in 2025, there is every prospect of the proposed works being undertaken during July/August.

2. Options for Council

1. To agree whether Council is ready to proceed to a PTN and subsequent ITT at this stage (subject to the documents being agreed prior to their issue) for the works to the roof, heating, and solar panels.
2. To consider alternative options.
3. To agree the TFG's continued remit (or revised TFG) to engage with the LCC associate and Officers on progressing this matter.

3. Reason for recommendation

In line with previous resolutions and statutory requirements.

4. Expected benefits

Fit for purpose community building, improved sustainability, utilising agreed CIL bid.

5. Implications

| | |
|---------------------------------|---|
| 5.1 Legal | Public Contracts Regulations 2015 PTC Financial Regulations |
| 5.2 Risks | Ensuring the building is safe and sustainable. Public perception. |
| 5.3 Financial | Cost of support can be funded from CIL money already agreed. |
| 5.4 Time scales | Aims for works to begin at the Hub Summer 2025 Appendix 1 details a proposed timeline. |
| 5.5 Stakeholders & Social Value | Some targeted stakeholder consultation had previously taken place. |
| 5.6 Contracts | Contracts will be agreed in line with the tendering requirements. |
| 5.7 Climate & Sustainability | Hub development includes making the building more sustainable. |
| 5.8 Crime & Disorder | |
| 5.9 Health & Safety | Current building may not be safe to keep open for very long. |
| 5.10 Biodiversity | |
| 5.11 Privacy Impact | |
| 5.12 Equality & Diversity | |

6. Values & priorities alignment

| Which of the Core Values does the recommendation demonstrate? | |
|--|-------------------------------------|
| 6.1 Empowering and supporting the community | <input checked="" type="checkbox"/> |
| 6.2 Growing the economy sustainably | <input type="checkbox"/> |
| 6.3 Helping children and young people | <input checked="" type="checkbox"/> |
| 6.4 Improving the quality of life for residents and visitors to Peacehaven | <input checked="" type="checkbox"/> |
| 6.5 Supporting residents in need | <input checked="" type="checkbox"/> |
| 6.6 Valuing the environment | <input checked="" type="checkbox"/> |

| |
|--|
| 6.7 Which business plan item(s) does the recommendation relate to? The Hub Net zero carbon resolution |
|--|

7. Appendices

Appendix 1 – outline timetable

Appendix 2 (CONFIDENTIAL PAPER) – outline PTN.

Appendix 1

| | ACTIVITY | DESCRIPTION | KEY DATES |
|---|---|--|---|
| 1 | Issue a Preliminary Information Notice (PIN)* | A statutory notice will be drafted and published on the Contracts Finder website to advise would-be suppliers of an upcoming opportunity to tender for refurbishment works at The Hub. The Notice may also be publicised by other means the Council deem appropriate. | To be published following the approval of the Council or other delegated body. Minimum 30-day period to respond. |
| 2 | Evaluation of expressions of interest by nominated panel. | The receipt of expressions of interest (bids) received will be dealt with in accordance with the Council's Financial Regs. A panel nominated by the Council will undertake an assessment of the submissions compared against the criteria detailed in the PIN. The panel will select a number of bidders (frequently 4 or 5) to go forward in the process. This stage may or may not involve interviews with bidders. | This stage would normally take 10 - 15 days if the Council is happy to delegate this initial evaluation to a nominated body. (An evaluation panel would normally comprise 5 – 8 technical and lay individuals). |
| 3 | Circulation of Invitations To Tender (ITT) to selected companies. | The Invitation To Tender will contain a more detailed specification of the works to be carried out which will be informed by clarifying the council's output requirements for the contract and also by the information elicited from bidders during the PIN stage. The ITT will specify the criteria against which bids are to be evaluated and provide bidders with details on how the various evaluation criteria will be weighted. It is helpful if the same evaluation panel members are involved at this stage and interviews with bidders are more likely (if not essential) to identify a preferred contractor. | The time limit attached to ITT's following the publication of a PIN is usually between 25 – 30 days, with the shorter timescale being available if tenders are allowed to be submitted by electronic means. If the Council is happy to nominate an evaluation panel for both the PIN evaluation and the ITT evaluation, then a recommendation on the award of contract to a preferred contractor can be made to and approved at a meeting of the full Council. The final evaluation process would normally be completed within 10 – 15 days. |
| 4 | Notify preferred contractor (and unsuccessful bidders) | | It is often helpful to build additional days into the process to allow for the handling of queries from bidders or if further relevant information comes to the attention of the Council during the process. |
| 5 | Issue Contract documentation to preferred contractor | For a contract of this value this would usually be by a JCT Minor Works contract template. This would include details of stage and final payment arrangements together with valuation and performance criteria. | Following Council approval. |

Agenda Item: C1312
Committee: Council
Date: 10th December 2024
Title: To Progress The Hub Project
Report Authors: Councillor Cathy Gallagher and Paul Davies
Ward Councillors Peacehaven East Lewes district Council and Peacehaven Town Council

Purpose of Report:

1. To agree to expand and enhance the Public Consultation.
2. To agree that Town Clerk and Officers proceed with next steps identified.
3. To agree a full report to be prepared by the Town Clerk for next scheduled COUNCIL MEETING or an earlier Extra-ordinary Council to be called in January 2025

Introduction

OVERALL AIM: A sustainable refurbishment of The Hub building to provide an accessible sports/leisure amenity building and community asset for the long-term benefit of Peacehaven.

A public consultation was agreed by Council on 15th August 2024 and a Task and Finish Group established to make recommendations to aid Officers to establish a series of Open sessions and consultations,

This was commenced at the end of October with a notice in the E News December 2024 and is ongoing, Official analysis of the results received so far has not taken place but the response from the public has been insufficient .

Evidence of Public and other stakeholders support is a requirement of the LDC CIL requirements and will be needed for a Business Plan once the full extent of the building works and related financial commitment has been established.

Background

The Hub was built some 40 years ago as a sports and leisure building with a kitchenette, The roof of the building has always leaked even after the original construction with many unsuccessful attempts to repair it over the years.

The building has been the subject of many repairs and refurbishment attempts

Since 2015 over three separate administrations Peacehaven Town Council has been working on a major project to make the building a sustainable, Amenity space to serve the growing population of Peacehaven not only in the present but for the next 30 years plus

The major housing developments over the last 10 years have resulted in Community Infrastructure Levy (CIL) payments by the developers to Lewes District Council, who are the planning authority.

In February 2024 PTC submitted an application for £175K of funding from LDC for the Hub Project which was successful as a matched funding bid, a further £175K pledged from PTC CIL funds.

Analysis

The steps taken so far to identify the full extent of the works required are:

- a) A condition survey by PYZIS Property Consulting 11/09/2023 based on observations and unobtrusive exploration

This concluded that an estimated £174,000 needed to be spent on remedial works to bring the building up to current building and Health and Safety standards.

- b) Professional expertise has been commissioned to cover the regulations a Town Council has to follow when tendering for large public contracts.. LCC Ltd
- c) OVESCO/ COMMUNITY ENERGY SOUTH EAST are working to a grant application for PTC to provide external funding to cover a Community Energy scheme to supply the equipment and expertise for renewable energy. A de-carbonising technical report is drafted to cover The Hub building and other PTC building assets.
- d) A public consultation process has started.

Next Steps

1. A full structural survey to be undertaken to establish the current buildings adherence to 2024 Building Regulations and the strength of the foundations ,walls etc. This is required as a more detailed report to identify building defects which have not been apparent by the visual inspection of the condition survey.
2. Consideration of the project management arrangements needed to comply with CDM (Construction, Design, management) Regulations 2015.
3. Contact Kaner Olette building and landscape architects as named in CIL application as partners for concept designs.
4. Details of extent of Electrical , plumbing , glazing, fire doors works needed with indicative costs.
5. Further Public Consultation programme to be planned starting in Christmas/New Year holidays. Officers and Councillors working together to get maximum impact and engagement.
6. Work with OVESCO to understand the likely outcome and implications of their report/project.

Further Steps post-structural survey

1. Report covering Financial implications ,identifying sources and details of further funding
2. Further report by Town Clerk and Officers for next Full Council meeting.
3. Final decision on Project Plan will be made by Councillors at future Council Meeting.

NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

One of the criteria for funding is that the project is in the NDP or part of an Infrastructure Plan.

The consultation in 2019 across all areas of Peacehaven Town and Telscombe Town called “The first Conversation” is the survey underpinning the infrastructure improvements from 2019 to date.

The upgrading and improving Amenity Public buildings has been an aim of central and local Government.

The Hub was accessed as part of the AECOM Sustainability Report as being “suitable ,achievable and available”
For development up to a 3 storey building. This will carry weight at any LDC Planning when an application is made.

It is an important centre focus for the 20 minute town concept in the NDP

Additional information

Areas of deprivation identified in East Peacehaven where The Hub is situated.

Affordable and accessible Public Amenity buildings are vital to fulfil the Equalities Act 2010.

The population across Peacehaven and Telscombe continues to rise now circa 22.000

Conclusions

In order for the Hub Project to progress Council needs full details as set out in this report to make an informed decision which will stand up to scrutiny.

Council can not enter into contracts and commitments or commence actual physical change until

Due diligence is carried out including a Business Plan identifying how sustainability ,financial and economic as well as capacity and maximum space to provide value for money

Recommendations

Council agrees

4. To expand and enhance the Public Consultation.
5. Town Clerk and Officers proceed with next steps identified.
6. A FULL REPORT from Town Clerk is prepared for next scheduled COUNCIL MEETING or to Extra-ordinary Council to be called in January 2025

Implications

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

| | |
|--|--|
| <u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision? | To be established as part of Business Plan |
| <u>Legal</u> | |
| <u>Environmental and sustainability</u> | A building constructed to current Building Regulations will have maximum environmental and sustainability standards than one built in the 1960's |
| <u>Crime and disorder</u> | A versatile ,multi-use public building will help inclusivity and impact on well-being and anti-social behaviour |
| <u>Social value</u> | Immeasurable but many expert studies available which set out the benefits in social value for Village Halls and Community Hubs |

| | |
|-----------------------|---|
| <u>Climate</u> | PTC has a commitment to obtaining net zero carbon emissions by 2030.. Ovesco/ Community Energy South report commission draft completed. |
|-----------------------|---|

- Carbon footprint?

Appendix

The notes from Hub TFG 4th October 2024

The Hub TFG Meeting 4th October 2024

Cllr Sue Griffiths, Cllr Isobel Sharkey , Cllr Cathy Gallagher

Task to provide guidelines to Officers for public consultation and open viewing sessions at the Hub.

To involve stakeholders which includes the community in future planning for the what public facilities are needed now and the future ,for the next 20 years minimum.

Open Sessions . Week commencing 28th October 2024.

Availably checked with Officer Tuesday and Thursday free during the day.

Suggest 11 am to 2m on Tuesday

1pm to 4pm on Wednesday

Weekend Opening Saturday and Sunday morning

Or morning and afternoon

Early start to catch football players and Park run

ADVERTISING/ PUBLICITY

Facebook other social media.

Posters and flyers

All notice boards. Around The Hub. All buildings in Century Park, Football and Bowls Club.

CURRENT USERS.

Wild Monkeys (TC)

Dog agility etc. (Officers)

OTHERS COMMUNITY GROUPS

Havens Hub, SCDA, SDNP, Scouts, Football Club .Develop Outdoors etc, Cats club.

All Outside Bodies and others.

TIMELINE

Advertising and Questionnaire by 15th October

Posters etc displayed and info on Social Media 21st October.

Contact with individuals before 21st October

Open Sessions week commencing 28th October 2024.

AT THE OPEN SESSIONS.

Key Holders to be identified

Main person with responsibility

Volunteers/Staff

Refreshments ?

Displays - This could include some Neighbourhood Plan information on Boards.

Other Docs

Previous Hub Stakeholder questionnaire

Guide document for community engagement

Suggested questions

| | |
|----------|-----|
| Total | |
| Open | 14 |
| Closed | 108 |
| Referred | 11 |

| | | |
|-------------------|----|-----|
| Method of Contact | | |
| Email | 44 | 33% |
| In Person | 33 | 25% |
| Phone | 47 | 35% |
| Letter | 5 | 4% |
| Raised by PTC | 9 | 7% |

| | | |
|-----------------------|----|-----|
| Time taken to resolve | | |
| Same day | 78 | 66% |
| 1 - 7 days | 28 | 24% |
| 8 - 30 days | 4 | 3% |
| 31 - 90 days | 3 | 3% |
| 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 | | | | | | 1 | | | | | | | 1 |
| Access | | | 1 | | | | 1 | | | | | | 2 |
| Animals | | 1 | | | 2 | 1 | | | | | | | 4 |
| Antisocial behaviour | 1 | 1 | | | | 1 | 1 | | | | 1 | | 5 |
| Bins (household) | | | | | | 5 | 3 | | | | | | 8 |
| Bins (non-household) | | | | | | 1 | 2 | | | | | | 3 |
| Boundaries | | | | | | | | | | | | | 0 |
| Dog Bins | | | | | | 1 | | | | | | | 1 |
| Drains | | | | | | | 1 | | | | | | 1 |
| Environmental Health | | 5 | | | | | | | | | | | 5 |
| Fencing | 1 | 1 | | | 1 | | | | | 1 | | | 4 |
| Flooding | | | | | | | | | | | | | 0 |
| Fly Tipping | | | | | | | 4 | | | | | | 4 |
| Grass verges | | | | | | 6 | 8 | | | | | | 14 |
| Health & Safety | | 1 | | | | 1 | 4 | | | 1 | | | 7 |
| Illegal advertising | | | | | | | | | | | | | 0 |
| Litter | | 1 | | | | | 2 | | | | | | 3 |
| Misc/Other | 3 | 9 | | | 1 | 6 | 10 | | | 1 | | 1 | 31 |
| Overgrown paths | | 1 | | | | 1 | 4 | | | | | 1 | 7 |
| Overhanging foliage | | | | | | | 2 | | | | | 1 | 3 |
| Park Enhancements | | | | | | | | | | | | | 0 |
| Parking | | | | | | | | | | | | | 0 |
| Pavement/verge obstruction | | | | | | 1 | 6 | | | | | | 7 |
| Pavements | | | | | | | | | | | | | 0 |
| Personnel | | | | | | 1 | | | | | | | 1 |
| Planning | | | | | | | | | | | | | 0 |
| Rights of way | | | | | | | | | | | | | 0 |
| Road conditions | | | | | | | 3 | | | | | | 3 |
| Road signs | | | | | | | 4 | | | | | | 4 |
| Street lights | | | | | | | 3 | | | | | | 3 |
| Trees | 1 | 1 | | | | 1 | | | | | | | 3 |
| Vandalism | | 3 | 1 | 1 | | 1 | 2 | | | 1 | | | 9 |
| Weeds | | | | | | | | | | | | | 0 |
| TOTALS | 6 | 24 | 2 | 1 | 4 | 28 | 60 | 0 | 0 | 4 | 1 | 3 | 133 |
| | Allotments | Centenary Park | Community House | Epinyay Park | Howard Park | Misc/ Other | Non PTC land | Other Park | Playgrounds | The Dell | The Hub | The Oval | |

Councillor Attendance

22 May 2024 - 04 December 2024

| Name | FULL COUNCIL | | | | LEISURE, AMENITIES & | | | | PLANNING & HIGHWAYS | | | | CIVIC & COMMUNITY | | | | POLICY & FINANCE | | | | PERSONNEL | | | | GRANTS sub Committee | | | | CH sub Committee | | | | Total Possible Meetings | | | | | |
|---------------------|--------------------|-----------------|-----------------|-----------------------|----------------------|-----------------|-----------------|-----------------------|---------------------|-----------------|-----------------|-----------------------|--------------------|-----------------|-----------------|-----------------------|--------------------|-----------------|-----------------|-----------------------|--------------------|-----------------|-----------------|-----------------------|----------------------|-----------------|-----------------|-----------------------|--------------------|-----------------|-----------------|----------|-------------------------|-------------------|-----|-------------|---------------------|----------------|
| | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of meetings | Number attended | Apologies given | Percentage Attendance | Number of Meetings | Number Attended | Apologies Given | ABSENCES | Percentage Attendance | | | | | |
| Cllr Alexander | 3 | 3 | | 100% | | | | | | | | | | | | | 3 | 2 | | 67% | 4 | 2 | 1 | 50% | | | | | 1 | | 1 | 0% | 11 | 7 | 2 | 2 | 64% | Cllr Alexander |
| Cllr Ashby-Parkin | 3 | 2 | 1 | 67% | 3 | 1 | 2 | 33% | | | | | 3 | 2 | 1 | 67% | | | | | | | | | | | | | 9 | 5 | 4 | 0 | 56% | Cllr Ashby-Parkin | | | | |
| Cllr Campbell | 3 | 3 | | 100% | | | | | 9 | 8 | | 89% | | | | | 3 | 1 | 1 | 33% | 4 | 3 | | 75% | | | | 1 | 1 | | 100% | 20 | 16 | 1 | 3 | 80% | Cllr Campbell | |
| Cllr Cheta | 3 | 2 | | 67% | | | | | | | | | | | | | | | | | 4 | 1 | 1 | 25% | | | | | 7 | 3 | 1 | 3 | 43% | Cllr Cheta | | | | |
| Cllr Davies | 3 | 2 | 1 | 67% | | | | | 9 | 7 | 1 | 78% | | | | | 3 | 2 | | 67% | | | | | | | 1 | | 1 | 0% | 16 | 11 | 3 | 2 | 69% | Cllr Davies | | |
| Cllr Donovan | 3 | 3 | | 100% | | | | | | | | | 3 | 2 | 1 | 67% | 3 | 2 | | 67% | 4 | 3 | | 75% | | | | 1 | 1 | | 100% | 14 | 11 | 1 | 2 | 79% | Cllr Donovan | |
| Cllr Fabry | 3 | 3 | | 100% | 3 | 3 | | 100% | | | | | | | | | | | | | 4 | 3 | | 75% | 1 | | | 0% | | | | | 11 | 9 | 0 | 2 | 82% | Cllr Fabry |
| Cllr Gallagher | 3 | 3 | | 100% | 3 | 3 | | 100% | 9 | 8 | | 89% | | | | | 3 | 2 | | 67% | 4 | 3 | | 75% | | | | 1 | 1 | | 100% | 23 | 20 | 0 | 3 | 87% | Cllr Gallagher | |
| Cllr Gordon-Garrett | 3 | 3 | | 100% | | | | | 9 | 8 | | 89% | | | | | 3 | 2 | | 67% | | | | | | | | | | | | 15 | 13 | 0 | 2 | 87% | Cllr Gordon-Garrett | |
| Cllr Griffiths | 3 | 3 | | 100% | 3 | 3 | | 100% | | | | | | | | | 3 | 2 | | 67% | | | | | 1 | | | 0% | 1 | 1 | | 100% | 11 | 9 | 0 | 2 | 82% | Cllr Griffiths |
| Cllr Harman | 3 | 3 | | 100% | | | | | | | | | 3 | 2 | 1 | 67% | | | | | | | | | 1 | | | 0% | | | | | 7 | 5 | 1 | 1 | 71% | Cllr Harman |
| Cllr Evans | 3 | 3 | | 100% | 3 | 3 | | 100% | | | | | 3 | 2 | 1 | 67% | | | | | | | | | | | | | | | | 9 | 8 | 1 | 0 | 89% | Cllr Evans | |
| Cllr Sharkey | 3 | 3 | | 100% | 3 | 3 | | 100% | 9 | 7 | 1 | 78% | 3 | 2 | 1 | 67% | 3 | 2 | | 67% | | | | | 1 | | | 0% | | | | | 22 | 17 | 2 | 3 | 77% | Cllr Sharkey |
| Cllr Studd | 3 | 3 | | 100% | 3 | 3 | | 100% | 9 | 4 | 4 | 44% | 3 | 2 | 1 | 67% | | | | | | | | | | | | | 18 | 12 | 5 | 1 | 67% | Cllr Studd | | | | |
| Cllr Veck | 3 | 3 | | 100% | | | | | | | | | 3 | 3 | | 100% | 3 | 1 | 1 | 33% | 4 | 2 | | 50% | | | | | 1 | | 1 | 0% | 14 | 9 | 2 | 3 | 64% | Cllr Veck |
| Cllr Wood | 3 | 3 | | 100% | 3 | 2 | 1 | 67% | | | | | 3 | 2 | 1 | 67% | | | | | | | | | | | | | | | | 9 | 7 | 2 | 0 | 78% | Cllr Wood | |

POLICY & FINANCE

100 General Administration

| | 2024/25 Budget | Draft 2025/26 Budget | % Change | |
|--------------------------------------|-------------------|----------------------------|----------|--|
| 4301 Purchase of Furniture/Equipment | 1,500 | 1,500 | 0.0% | |
| 4302 Purchase of Materials | 500 | 500 | 0.0% | |
| 4306 Printing | 3,000 | 3,000 | 0.0% | |
| 4308 Cllr Printing | 1,500 | 1,500 | 0.0% | |
| 4307 Stationery | 500 | 1,000 | 100.0% | |
| 4309 C/H Decorations | 500 | 0 | -100.0% | |
| 4312 Professional Fees | 1,000 | 8,500 | 750.0% | To include all professional fees |
| 4310 Professional Fees - Consultancy | 2,000 | | -100.0% | |
| 4311 Professional Fees - Legal | 4,000 | | -100.0% | |
| 4314 Audit Fees | 3,000 | 3,000 | 0.0% | |
| 4315 Insurance | 13,000 | 13,500 | 3.8% | |
| 4321 Bank Charges | 400 | 1,150 | 187.5% | includes cash collection / bacs & pdq charges |
| 4322 BACS Charges | 200 | 0 | -100.0% | included in bank charges |
| 4323 PDQ Charges | 500 | 0 | -100.0% | included in bank charges |
| 4325 Postage | 2,500 | 3,000 | 20.0% | |
| 4326 Telephone | 3,000 | 3,500 | 16.7% | |
| 4327 Computers | 16,500 | 20,000 | 21.2% | Includes Cyber Essentials certification & new PC's |
| 4333 Members Allowance | 3,500 | 8,500 | 142.9% | |
| 4341 Grants | 10,000 | 10,000 | 0.0% | |
| 4342 Subscription | 7,500 | 8,000 | 6.7% | |
| 4356 EAP | 600 | 600 | 0.0% | |
| 4345 CTLA Service Level Agreement | 6,500 | 6,500 | 0.0% | |
| 4346 CAB Service Level Agreement | 11,500 | 13,000 | 13.0% | |
| 4354 HCC Service Level Agreement | 3,000 | 3,000 | 0.0% | |
| TBC JOFF Service Level Agreement | 0 | 3,340 | #DIV/0! | |
| SCDA Navigator Role | 0 | 0 | #DIV/0! | |
| SCDA Service Level Agreement | 0 | 0 | #DIV/0! | Reduced Hall income by £2000 |
| Bus Shelter Advertising | 0 | 2,000 | #DIV/0! | |
| 4201 Vehicle Costs | 5,000 | 5,000 | 0.0% | |
| 4444 Election Costs | 10,000 | 10,000 | 0.0% | |
| General Administration: Expenditure | 111,200 | 130,090 | 17.0% | |

| | | | |
|--|--------|--------|--------|
| 1001 Precept | | | |
| 1013 Income from Photocopying | 200 | 400 | 100.0% |
| 1016 Housing Benefit Claims LDC - Info Officer | 15,657 | 16,283 | 4.0% |
| 1100 Interest Received | 1,000 | 4,000 | 300.0% |
| 1309 Other Income | 500 | 500 | 0.0% |
| General Administration: Income | 17,357 | 21,183 | 22.0% |

Net Expenditure over Income

| | | |
|---------------|----------------|--------------|
| 93,843 | 108,907 | 16.1% |
|---------------|----------------|--------------|

360 Community House

| | | | | |
|------------------------------------|---------|---------|---------|-------------------------------------|
| 4101 Repair/Alteration of Premises | 8,000 | 10,000 | 25.0% | |
| 4102 Maintenance of Building | 6,500 | 7,000 | 7.7% | |
| 4111 Electricity | 15,000 | 15,000 | 0.0% | |
| 4112 Gas | 7,500 | 7,500 | 0.0% | |
| 4122 Service Charge | 20,000 | 0 | -100.0% | |
| 4131 Rates | 15,800 | 13,100 | -17.1% | |
| 4141 Water Services | 5,000 | 5,000 | 0.0% | |
| 4151 Fixtures & Fittings | 1,500 | 2,000 | 33.3% | |
| 4161 Cleaning Costs | 1,000 | 1,500 | 50.0% | |
| 4162 Cleaning Materials | 1,000 | 1,000 | 0.0% | |
| 4163 Personal Hygiene | 2,603 | 2,700 | 3.7% | |
| 4167 Cinema Costs | 2,400 | 3,000 | 25.0% | |
| 4175 Music Licence | 900 | 900 | 0.0% | |
| 4305 Uniform | 700 | 700 | 0.0% | |
| 4176 Community House Reserves | 30,000 | 50,000 | 66.7% | |
| Community House: Expenditure | 117,903 | 119,400 | 1.3% | |
| 1069 C/H Police Room | 2,435 | 2,557 | 5.0% | |
| 1070 C/H Phoenix Room | 4,370 | 4,589 | 5.0% | |
| 1071 C/H Fields & Robson Room | 12,000 | 12,600 | 5.0% | |
| 1073 C/H Copper Room | 6,452 | 7,097 | 10.0% | |
| 1075 C/H Charles Neville | 5,199 | 5,719 | 10.0% | |
| 1076 C/H Main Hall | 13,053 | 12,358 | -5.3% | Reduced Income for SCDA Food Market |
| 1077 C/H Anzac Room | 6,472 | 7,119 | 10.0% | |
| 1078 C/H Main Kitchen | 637 | 701 | 10.0% | |
| 1079 C/H Anzac Kitchen | 357 | 393 | 10.1% | |
| 1080 C/H Foyer | 500 | 550 | 10.0% | |
| 1081 C/H Equipment Hire | 500 | 500 | 0.0% | |
| TBC Bus Shelter Advertising | 0 | 2,000 | #DIV/0! | |
| 1091 Cinema Income | 3,000 | 3,000 | 0.0% | |
| 1092 Electricity Feed-In Tariff | 5,000 | 5,000 | 0.0% | |

Community House: Income

| | | |
|---------------|---------------|-------------|
| 59,975 | 64,183 | 7.0% |
|---------------|---------------|-------------|

Net Expenditure over Income

| | | |
|---------------|---------------|--------------|
| 57,928 | 55,217 | -4.7% |
|---------------|---------------|--------------|

POLICY & FINANCE: Total Expenditure

| | | |
|----------------|----------------|--------------|
| 226,103 | 249,490 | 10.3% |
|----------------|----------------|--------------|

POLICY & FINANCE: Total Income

| | | |
|---------------|---------------|--------------|
| 77,332 | 85,366 | 10.4% |
|---------------|---------------|--------------|

added professional fees to P&F so adjusted last years figures to reduce by £3k

Net Expenditure over Income

| | | |
|----------------|----------------|--------------|
| 148,771 | 164,124 | 10.3% |
|----------------|----------------|--------------|

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

TBC A1 Boards

TBC Planter Advertising

Planning & Highways: Income

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 | 0 | -100.0% |
| 1,000 | 0 | -100.0% |
| 1,000 | 0 | -100.0% |
| 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% |
| 0 | 1,100 | #DIV/0! |
| 0 | 1,100 | #DIV/0! |
| 0 | 2,200 | #DIV/0! |
| 17,478 | 21,828 | 24.9% |
| 18,478 | 24,028 | 30.0% |
| 0 | 2,200 | #DIV/0! |
| 18,478 | 21,828 | 18.1% |

CIVIC & EVENTS

110 Civic Events

| | |
|------|---|
| 4331 | Mayor's Allowance |
| 4332 | Civic Events (inc mayors reception, service & remembrance |
| 4357 | Town Crier Outfit |
| 4335 | Civic Expenses (Inc mayors badge, Deputy Mayor Gifts, Mayoral Boards etc) |
| 4336 | Civic Service |
| 4338 | Remembrance Services |
| 4339 | National Mourning |
| 4349 | Civic Training |
| 4350 | Mayors Badge |
| 4351 | Youth Mayor |

Civic Expenses: Expenditure

Net Expenditure over Income

120 Marketing

| | |
|------|------------------------------------|
| 4328 | Website |
| 4502 | Events |
| 4306 | Marketing Costs |
| 4329 | Advertising |
| 4352 | Annual Report |
| | Marketing: Expenditure |
| 1048 | Peacehaven News advertising |
| 1301 | Filming |
| 1049 | Banner Board Income |
| | Marketing: Income |
| | Net Expenditure over Income |

Net Expenditure over Income

430 Summer Fair

| | |
|------|------------------------------------|
| 4502 | Event Costs |
| 4500 | Event Staff Overtime |
| 4900 | Miscellaneous Expenses |
| | Summer Fair: Expenditure |
| 1045 | Event Sponsorship |
| 1046 | Stall Income (Events) |
| 1094 | Other Customer & Client Receipts |
| | Summer Fair: Income |
| | Net Expenditure over Income |

Net Expenditure over Income

CIVIC & EVENTS: Total Expenditure

CIVIC & EVENTS: Total Income

Net Expenditure over Income

| 2024/25 Budget | Draft 2025/26 Budget | % Change |
|----------------|----------------------|----------------|
| 1,500 | 1,500 | 0.0% |
| 1,200 | 2,700 | 125.0% |
| 750 | 750 | 0.0% |
| 1,200 | 1,500 | 25.0% |
| 500 | 0 | -100.0% |
| 1,000 | 0 | -100.0% |
| 500 | 100 | -80.0% |
| 500 | 500 | 0.0% |
| 500 | 0 | -100.0% |
| 500 | 500 | 0.0% |
| 8,150 | 7,550 | -7.4% |
| 8,150 | 7,550 | -7.4% |
| 2,000 | 1,500 | -25.0% |
| 500 | 500 | 0.0% |
| 300 | 900 | 200.0% |
| 500 | 0 | -100.0% |
| 100 | 0 | -100.0% |
| 3,400 | 2,900 | -14.7% |
| 100 | 180 | 80.0% |
| 1,000 | 1,000 | 0.0% |
| 1,500 | 2,000 | 33.3% |
| 2,600 | 3,180 | 22.3% |
| 800 | -280 | -135.0% |
| 0 | 1,500 | #DIV/0! |
| 0 | 3,000 | #DIV/0! |
| 0 | 0 | #DIV/0! |
| 0 | 4,500 | |
| 0 | 500 | #DIV/0! |
| 0 | 1,050 | #DIV/0! |
| 0 | 500 | #DIV/0! |
| 0 | 2,050 | |
| 0 | 2,450 | #DIV/0! |
| 13,710 | 14,950 | 9.0% |
| 4,760 | 5,230 | 9.9% |
| 8,950 | 9,720 | 8.6% |

LEISURE, AMENITIES & ENVIRONMENT

| | 2024/25 Budget | Draft 2025/26 Budget | % Change | |
|--|-------------------|----------------------------|---------------|--|
| 300 Grounds Team General Exp | | | | |
| 4202 Repairs/Maintenance of Vehicle | 6,600 | 7,000 | 6.1% | |
| 4203 Fuel | 5,500 | 5,500 | 0.0% | |
| 4204 Road Fund License | 600 | 600 | 0.0% | |
| 4305 Uniform | 900 | 1,000 | 11.1% | |
| Grounds Team: Expenditure | 13,600 | 14,100 | 3.7% | |
| Net Expenditure over Income | 13,600 | 14,100 | 3.7% | |
| 310 Sports Park | | | | |
| 4111 Electricity | 6,500 | 3,000 | -53.8% | |
| 4131 Rates | 2,345 | 2,345 | 0.0% | |
| 4160 Changing Places | 500 | 600 | 20.0% | |
| 4164 Trade Refuse | 3,000 | 3,000 | 0.0% | |
| 4011 Groundsteam Training | 0 | 2,000 | #DIV/0! | need to re-examine every three years |
| 4171 Grounds Maintenance Costs | 10,000 | 10,000 | 0.0% | |
| Sports Park: Expenditure | 22,345 | 20,945 | -6.3% | |
| 1025 Rent & Service Charge | 3,645 | 3,645 | 0.0% | Maintenance charges removed due to county pitch being 3G |
| 1041 S/P Telephone Masts | 6,383 | 6,383 | 0.0% | |
| 1043 S/P Football Pitches | 3,000 | 3,000 | 0.0% | |
| 1061 S/P Court and MUGA Hire | 2,500 | 740 | -70.4% | |
| Sports Park: Income | 15,528 | 13,768 | -11.3% | |
| Net Expenditure over Income | 6,817 | 7,177 | 5.3% | |
| 315 Big Park | | | | |
| 4101 Repair/Alteration | 4,000 | 5,000 | 25.0% | |
| 4102 Maintenance of Unit 14 | 500 | 500 | 0.0% | |
| 4111 Electricity (unit 14) | 500 | 1,000 | 100.0% | NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE |
| 4112 Gas (unit 14) | 500 | 1,000 | 100.0% | |
| 4355 Wifi (Unit 14) | 585 | 585 | 0.0% | |
| 4121 Rents | 15,000 | 15,500 | 3.3% | |
| 4131 Rates | 5,240 | 6,052 | 15.5% | |
| 4161 Cleaning Costs | 10,800 | 11,500 | 6.5% | Take into account any min wage changes |
| 4166 Skip Hire | 1,000 | 1,000 | 0.0% | |
| 4173 Fertilisers & Grass Seed | 4,800 | 4,800 | 0.0% | |
| 4303 Machinery Mtce/Lease | 3,500 | 4,000 | 14.3% | |
| TBC Advertising Costs | 0 | 2,000 | #DIV/0! | |
| Play Equipment Reserve | 5,000 | 5,000 | 0.0% | |
| Big Park: Expenditure | 51,425 | 57,937 | 12.7% | |
| tbc Transfer from Big Park EMR | 10,000 | 10,000 | 0.0% | |
| TBC Advertising Income | 0 | 2,000 | #DIV/0! | |
| Big Park: Income | 10,000 | 12,000 | 20.0% | |
| Net Expenditure over Income | 41,425 | 45,937 | 10.9% | |
| 316 Gateway Café | | | | |
| 4101 Repair/Alteration of Premises | 2,500 | 3,500 | 40.0% | |
| 4111 Electricity | 10,000 | 10,000 | 0.0% | |
| 4326 Telephones | 972 | 972 | 0.0% | |
| 4355 Wifi | 540 | 540 | 0.0% | |
| 4115 CCTV Maintenance | 1,500 | 1,500 | 0.0% | |
| 4116 Servicing / Maintenance | 1,500 | 1,500 | 0.0% | |
| Gateway Café: Expenditure | 17,012 | 18,012 | 5.9% | |
| 1111 Electricity | 10,000 | 10,000 | 0.0% | |
| 1025 Rent & Service Charge | 9,179 | 9,363 | 2.0% | |
| Gateway Café: Income | 19,179 | 19,363 | 1.0% | |
| Net Expenditure over Income | -2,167 | -1,351 | -37.7% | |
| 330 Parks & Open Spaces | | | | |
| 4101 Repairs / Alterations | 5,000 | 5,000 | 0.0% | |
| 4104 Vandalism Repairs | 1,500 | 1,500 | 0.0% | |
| 4141 Water Services | 5,000 | 5,000 | 0.0% | |
| 4164 Trade Refuse | 500 | 500 | 0.0% | |
| 4171 Grounds Maintenance Costs | 4,000 | 4,000 | 0.0% | |
| 4301 Purchase of Furniture/Equipment | 2,500 | 2,500 | 0.0% | |
| 4105 Trees | 3,500 | 3,500 | 0.0% | |
| 4106 Signage | 0 | 5,000 | #DIV/0! | |
| 4050 Allotment Costs | 1,000 | 1,000 | 0.0% | |
| Amenity Area: Expenditure | 23,000 | 28,000 | 21.7% | |
| 1044 Hire of the Dell | 5,500 | 5,500 | 0.0% | |
| 1050 Allotment Rent | 2,600 | 2,650 | 1.9% | |
| Amenity Area: Income | 8,100 | 8,150 | 0.6% | |
| Net Expenditure over Income | 14,900 | 19,850 | 33.2% | |
| 355 The Hub | | | | |
| 4103 Annual Servicing Costs | 2,500 | 2,500 | 0.0% | |
| 4111 Electricity | 3,000 | 3,000 | 0.0% | |
| 4112 Gas | 3,000 | 3,000 | 0.0% | |
| 4355 Wifi | 420 | 420 | 0.0% | |
| 4101 Repairs / Alterations | 2,000 | 2,000 | 0.0% | |
| 4175 Music Licence | 500 | 500 | 0.0% | |
| The Hub: Expenditure | 11,420 | 11,420 | 0.0% | |
| 1084 The Hub | 17,319 | 18,185 | 5.0% | |
| 1303 Water | 150 | 160 | 6.7% | |
| 1112 Gas | 270 | 300 | 11.1% | |
| 1111 Electric | 270 | 300 | 11.1% | |
| 1355 Wifi | 210 | 210 | 0.0% | |
| The Hub: Income | 18,219 | 19,155 | 5.1% | |
| Net Expenditure over Income | -6,799 | -7,735 | 13.8% | |
| LEISURE, AMENITIES & ENV: Total Expenditure | 138,802 | 150,414 | 8.4% | |
| LEISURE, AMENITIES & ENV: Total Income | 71,026 | 72,436 | 2.0% | |
| Net Expenditure over Income | 67,776 | 77,978 | 15.1% | |

PERSONNEL

| | 2024/25 Budget | Draft 2025/26 Budget | % Change | |
|-------------------------------------|---------------------------------|----------------------------|----------------|--------------------------------------|
| 100 | | | | <u>General Administration</u> |
| 4001 | Salaries | 473,655 | 530,494 | 12.0% |
| 4002 | ER's NIC | 48,362 | 57,000 | 17.9% |
| 4003 | ER's Supn | 87,740 | 93,000 | 6.0% |
| 4004 | Overtime | 2,000 | 4,000 | 100.0% |
| 4011 | Office Staff Training | 4,500 | 2,500 | -44.4% |
| TBA | Staff costs | 0 | 750 | #DIV/0! |
| 4212 | Staff Mileage Costs | 500 | 500 | 0.0% |
| 4312 | Professional Fees - Other | 1,000 | 0 | -100.0% |
| 4310 | Professional Fees - Consultancy | 2,000 | 0 | -100.0% |
| 4334 | Members Training | 1,500 | 1,500 | 0.0% |
| General Administration: Expenditure | | 621,257 | 689,744 | 11.0% |
| Net Expenditure over Income | | 621,257 | 689,744 | 11.0% |
| PERSONNEL: Total Expenditure | | 621,257 | 689,744 | 11.0% |
| PERSONNEL: Total Income | | 0 | 0 | |
| Net Expenditure over Income | | 621,257 | 689,744 | 11.0% |

Moved to P&F Budget
Moved to P&F Budget

COUNCIL

Option 1

| | 2024/2025 Budget | Draft 2025/26 Budget | % Change |
|------------------------------------|---------------------|----------------------------|--------------|
| Policy & Finance | 225,803 | 249,490 | 10.5% |
| Planning & Highways | 18,478 | 24,028 | 30.0% |
| Civic & Events | 13,710 | 14,950 | 9.0% |
| Leisure, Amenities & Environment | 138,802 | 150,414 | 8.4% |
| Personnel | 621,257 | 689,744 | 11.0% |
| Total Expenditure | 1,018,050 | 1,128,626 | 10.9% |
| Policy & Finance | 77,332 | 85,366 | 10.4% |
| Planning & Highways | 0 | 2,200 | #DIV/0! |
| Civic & Events | 4,760 | 5,230 | 9.9% |
| Leisure, Amenities & Environment | 71,026 | 72,436 | 2.0% |
| Personnel | 0 | 0 | #DIV/0! |
| Total Income | 153,118 | 165,232 | 7.9% |
| Net Expenditure over Income | 864,932 | 963,394 | 11.4% |
| Precept | £864,932 | £963,394 | 11.4% |
| Tax Base | 5,044.9 | 5,130.6 | 1.7% |
| Band D | £171.45 | £187.77 | 9.5% |

COUNCIL

| | 2024/2025 Budget | Draft 2025/26 Budget | % Change |
|------------------------------------|---------------------|----------------------------|--------------|
| Policy & Finance | 225,803 | 242,990 | 7.6% |
| Planning & Highways | 18,478 | 24,028 | 30.0% |
| Civic & Events | 13,710 | 14,950 | 9.0% |
| Leisure, Amenities & Environment | 138,802 | 150,414 | 8.4% |
| Personnel | 621,257 | 689,744 | 11.0% |
| Total Expenditure | 1,018,050 | 1,122,126 | 10.2% |
| Policy & Finance | 77,332 | 85,366 | 10.4% |
| Planning & Highways | 0 | 2,200 | #DIV/0! |
| Civic & Events | 4,760 | 5,230 | 9.9% |
| Leisure, Amenities & Environment | 71,026 | 72,436 | 2.0% |
| Personnel | 0 | 0 | #DIV/0! |
| Total Income | 153,118 | 165,232 | 7.9% |
| Net Expenditure over Income | 864,932 | 956,894 | 10.6% |
| Precept | £864,932 | £956,894 | 10.6% |
| Tax Base | 5,044.9 | 5,130.6 | 1.7% |
| Band D | £171.45 | £186.51 | 8.8% |

Option 2

COUNCIL

| | 2024/2025 5 Budget | Draft 2025/26 Budget | % Change |
|------------------------------------|-----------------------|----------------------------|-------------|
| Policy & Finance | 225,803 | 237,990 | 5.4% |
| Planning & Highways | 18,478 | 24,028 | 30.0% |
| Civic & Events | 13,710 | 14,950 | 9.0% |
| Leisure, Amenities & Environment | 138,802 | 147,914 | 6.6% |
| Personnel | 621,257 | 689,744 | 11.0% |
| Total Expenditure | 1,018,050 | 1,114,626 | 9.5% |
| Policy & Finance | 77,332 | 87,366 | 13.0% |
| Planning & Highways | 0 | 2,200 | #DIV/0! |
| Civic & Events | 4,760 | 5,230 | 9.9% |
| Leisure, Amenities & Environment | 71,026 | 72,436 | 2.0% |
| Personnel | 0 | 0 | #DIV/0! |
| Total Income | 153,118 | 167,232 | 9.2% |
| Net Expenditure over Income | 864,932 | 947,394 | 9.5% |
| Precept | £864,932 | £947,394 | 9.5% |
| Tax Base | 5,044.9 | 5,130.6 | 1.7% |
| Band D | £171.45 | £184.66 | 7.7% |

Option 3

5130.6

Increase of £1500 for LDCA SLA
£2000 discount on SCDA Community Supermarket Hall Hire

Takes off £5k of the C/H Reserve making it £45K
Takes off CAB SLA Increase of £1500

Takes off £10k of the C/H Reserve making it £40K
Takes off CAB SLA Increase of £1500
Adds back the £2k income for SCDA Hall Hire
Takes £2500 off signage budget