

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 25th February 2025 at 7.30pm.

Present: Cllr Wendy Veck (Vice Chair), Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Paul Davies, Cllr Aimee Harman, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Claude Cheta, Cllr Simon Studd, Cllr Max Rosser, Karina Gordon (Youth Mayor), Katelyn Harber (Deputy Youth Mayor).

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Responsible Financial Officer), Vicky Onis (Committees & Assistant Projects Officer).

14 members of the public were in attendance.

C1323 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, read out a statement on Civility & Respect, ran through the building fire procedures, asked that phones be put onto silent, advised that the meeting is being recorded, and advised the public present of the protocol relating to public questions.

The Chair also informed Council that Cllr Evans has today resigned as a Peacehaven Town Councillor, and noted thanks for the contribution he has made since joining the Council.

C1324 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

A member of the public asked a question relating to the increase to Community House hire charges from April 2025, which the RFO responded that she would respond in writing within the next couple of days.

Another member of the public spoke in objection of planning application LW/25/0032/CD, which Council will be considering under item C1328.

C1325 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ashby-Parkin, Donovan, and Fabry.

C1326 TO RECEIVE DECLARATIONS OF INTERESTS

Cllr Alexander declared an interest in item C1328a(ix)1.

C1327 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 10TH DECEMBER 2024

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Sharkey
The minutes of the 10th December 2024 were **agreed** and **adopted**.

C1328 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

- i. To receive the meeting minutes of the 3rd December 2024**
- ii. To receive the meeting minutes of the 17th December 2024**
- iii. To receive the meeting minutes of the 14th January 2024**

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Campbell
The minutes were **agreed** and **adopted**.

- iv. To note the draft meeting minutes of the 4th February 2025**
The draft minutes were **noted**.

v. To agree a response to the Lewes District Local Plan Consultation

It was proposed that a 'yes' response to question 73 was included.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
The Council **resolved** to **agree** to this proposal.

It was proposed that Council agree to the response as read, with the agreed amendment as above.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Davies
The Council **resolved** to **agree** to this proposal.

Thanks to the TFG members hard work in creating this response was also noted.

vi. To agree a response to the Transport for South East Consultation

Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser
The Council **resolved** to **agree** to the response.

vii. To agree a response to the SDNPA Local Plan Review

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Sharkey
The Council **resolved** to **agree** to the response.

viii. To note a report on the Valley Road area

Cllr Gallagher emphasised to Council the purpose of the land availability assessment.

Council **noted** the report.

It was proposed that Cllr Gordon-Garrett take over as Chair for the following item.

Proposed by: Cllr Davies **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** to this proposal and Cllr Gordon-Garrett took the chair.

Cllr Alexander left the meeting at this point due to an interest in the next item (19:47)

ix. To comment on the following planning applications:

1. SDNP/25/00228/FUL – Land adjacent to 66, The Lookout.

Cllr Gordon-Garrett introduced the item.

Cllr Campbell spoke in objection to the application, citing numerous reasons. Cllr Sharkey also spoke in objection to the application and highlighted some of the reasons that Telscombe Town Council had recently objected to it.

Cllr Wood spoke in objection to the application, particularly noting concerns around transport, noise, and light. Cllr Gallagher highlighted that the area in question is supposed to be open countryside and that this application is against the SDNPA ethos.

It was proposed that Council objects to the application, and that the Town Clerk formulates the grounds for the objection following email consultation with members of the Planning and Highways Committee, and that the SDNPA planners and Councillors also take note of public objections under application LW/25/0021 when considering this application.

Proposed by: Cllr Campbell **Seconded by:** Cllr Griffiths
The Council **resolved** to **agree** to this proposal by majority of 10 in favour.

It was further proposed that the Council objection to the application includes the grounds that it contravenes the NPPF, Lewes District Local Plan, SDNPA Local Plan, that there is no sensitivity to the local landscape and road, the location is in a delicate areas that transitions the National Park, the lighting is not in conjunction with the SDNPA Dark Skies technical advice note, the proposal will reduce the visual amenity of part of the Telscombe Tye, the use of the bridleway is not for commercial traffic, no traffic assessment has been carried out, and that it will have a detriment effect on local wildlife.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Cheta
The Council **resolved** to **agree** to this proposal by majority of 9 in favour.

*Cllr Alexander returned to the meeting (20:13)
13 members of the public left at this point.*

2. LW/25/0026 – Unit C5, Meridian Industrial Estate.

It was proposed that Council support this application.

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

3. LW/25/0024 – 28 Roderick Avenue.

It was proposed that Council support this application.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Rosser
The Council **resolved** to **agree** to support this application.

4. LW/25/0032/CD – 36 South Coast Road (Discharge of condition).

Council **noted** the discharge of condition application, commenting on some concern over the additional window and very high fence.

Cllr Veck resumed as Chair at this point.

b. Policy & Finance Committee:-

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

Proposed by: Cllr Alexander **Seconded by:** Cllr Gordon-Garrett
The Council **resolved** to **agree** to authorise payments and signing of bank reconciliation statements.

- ii. To receive the meeting minutes of the 26th November 2024**

Proposed by: Cllr Alexander **Seconded by:** Cllr Rosser
The minutes were **agreed** and **adopted**.

- iii. To note the draft meeting minutes of the 11th February 2025**

Council **noted** the draft meeting minutes.

- iv. To agree to changing Service Level Agreements**

The Town Clerk summarised the proposal and background to the item.

It was proposed to ratify the decision of the policy & finance committee to replace service level agreements with a grants based system, and to invite applications for September 2025.

Proposed by: Cllr Alexander **Seconded by:** Cllr Campbell
Council **resolved** to **agree** to this proposal.

- v. To agree to a recommendation on fixed term deposit accounts**

The RFO summarised the recommendation in the report.

It was proposed to ratify the decision of the policy & finance committee to put £200,000 into a 12-month fixed term deposit account with Unity Trust bank.

Proposed by: Cllr Alexander **Seconded by:** Cllr Rosser
Council **resolved** to **agree** to this proposal.

- vi. To appoint members to the audit working group**

It was proposed that Cllrs Harman, Rosser, and Veck be appointed as members to the audit working group.

Proposed by: Cllr Veck **Seconded by:** Cllr Gordon-Garrett
Council **resolved** to **agree** to this proposal.

vii. To form a TFG to look at the Council's Committee structure

The Town Clerk summarised the report recommendations, which the Council discussed, particularly noting concerns that the draft Terms of Reference for the Working Group needed some further development.

It was proposed that Council agree to form a TFG to review the Committee structure and that Cllrs Donovan, Campbell, Griffiths, and Sharkey be appointed as members to the TFG.

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

It was proposed that Council form a Working Group to look at bringing Community Buildings under one group, and that the group be tasked with developing their own terms of reference for approval at the Policy & Finance Committee meeting. Cllrs Davies, Griffiths, Gallagher, and Veck to form the Working Group.

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

c. Personnel Committee:-

i. To receive the meeting minutes of the 3rd December 2024

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell
The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of 18th February 2025

Council **noted** the draft minutes.

d. Leisure, Amenities & Environment Committee:-

i. To receive the meeting minutes of the 29th October 2024

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

ii. To note the draft meeting minutes of the 21st January 2025

Council **noted** the draft minutes.

e. Civic & Community Events Committee:-

i. To receive the meeting minutes of the 12th November 2024

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

ii. To note the draft meeting minutes of the 28th January 2025

Council **noted** the draft minutes

iii. To agree how to proceed with the easter arts & crafts fair

The Town Clerk summarised the recommendations in the report.

It was proposed that Council agree the event be a PTC Supported event.

Proposed by: Cllr Veck **Seconded by:** Cllr Gordon-Garrett
Council **resolved** to **agree** to this proposal.

The Youth Mayor and Deputy Youth Mayor left at this point (20:41)

iv. To note an update on advertising policy

Council **noted** the update and gave their thanks to the Public Relations Officer for the report.

C1329 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher summarised the report in the papers, which the Council **noted**.

C1330 TO NOTE UPDATED COMMITTEE MEMBERSHIP

Council **noted** the Committee membership.

C1331 TO RECEIVE AN UPDATE ON THE HUB

The Council discussed the report, including that Ground Source heat pumps should be included as an option for consideration, and that the section regarding user-defined constraints needs to be checked for accuracy. There were concerns that we are still waiting on a structural survey, and works needed in the next phase of the Hub project were also discussed.

It was proposed that Council agree to issue the Planned Procurement Notice in line with the report recommendation.

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

A recorded vote was requested.

For: Cllrs Campbell, Rosser, Harman, Gordon-Garrett, Veck, Studd, Griffiths, Wood.

Against: Cllrs Gallagher, Alexander, Cheta, Davies.

Abstentions: Cllr Sharkey.

Council **resolved** to **agree** to this proposal by majority vote.

It was requested that a meeting of the Hub TFG be held soon to discuss next steps.

C1332 TO AGREE TO REAPPLY FOR CAR PARKS ON SOUTH COAST ROAD AS ASSETS OF COMMUNITY VALUE

The Town Clerk summarised the report, and it was proposed that Council agree to reapply for the carparks to be registered as assets of community value.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Cheta
Council **resolved** to **agree** to this proposal.

1 member of the public left at this point (21:09)

C1333 TO AGREE A RESPONSE TO A PUBLIC RIGHTS OF WAY CONSULTATION

It was proposed that Council agree the response to the public rights of way consultation.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
Council **resolved** to **agree** to this proposal.

C1334 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

The Town Clerk gave a brief summary of the report, which Council **noted**.

C1335 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

There were no reports from outside body representatives.

C1336 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

The Town Clerk summarised the complaints overview, noting that the biggest area of complaints recently had been relating to problems with Crows in Centenary Park, the Parks Officer updated Council on the measures that have been taken in response to the complaints and the Council briefly discussed this.

Council **noted** the overview of complaints.

C1337 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

Council **noted** the Councillor attendance record.

C1338 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Climate Change Working Group**
- b. Youth Engagement**
- c. Morrisons Development**
- d. Public Rights of Way**
- e. Meridian Walk**

The Meetings & Projects Officer advised that the TFG will be meeting this Friday, and are in the process of finalising points of interest on the walk.

- f. Communications, Advertising, and Promotion**
- g. Sussex Nature Recovery**

Cllr Gordon-Garrett updated the Council on the progress of the TFG, and that they have been looking at any possibility of obtaining funding from the SDNPA, and inviting the SDNP to have a stall at the Summer fair to give advice about biodiversity.

- h. The Hub Public Consultation**

C1339 DATE OF NEXT MEETING - TUESDAY 8TH APRIL AT 7.30PM.

The next meeting was confirmed at 8th April 2025.

C1340 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Sharkey

The Council **resolved** to **exclude** press and public from the remaining agenda items.

The Responsible financial Officer left at this point (21:16)

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.*

C1341 TO APPROVE A FLEXIBLE WORKING REQUEST FROM A MEMBER OF STAFF

Council discussed the request, and it was proposed that it be approved.

Proposed by: Cllr Cheta

Seconded by: Cllr Sharkey

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

The Parks Officer left at this point (21:23)

C1342 TO DISCUSS STAFFING REQUIREMENTS IN RELATION TO COUNCIL PRIORITIES

The Town Clerk summarised the report, which the Council discussed, however, no conclusions were reached, and the Council felt that the report should go back to the Personnel Committee to consider.

There being no further business, the meeting was closed at 21:37.