

George Dyson
Town Clerk

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

23rd October 2024

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 29th October 2024 at 6.30pm.

A handwritten signature in black ink, appearing to read "G Dyson", is written over a horizontal line.

George Dyson
Town Clerk

A G E N D A

C1294 MAYOR/CHAIR'S ANNOUNCEMENTS

C1295 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1296 TO APPROVE APOLOGIES FOR ABSENCE

C1297 TO RECEIVE DECLARATIONS OF INTERESTS

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

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

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

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

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

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

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DRAFT Minutes of the Extraordinary meeting of the Full Council meeting held in the Anzac Room, Community House on Thursday 15th August 2024 at 7.30pm

Present: Cllr Donovan (Chair of Council), Cllr Veck (Vice-Chair of Council), Cllr Griffiths, Cllr Evans, Cllr Fabry, Cllr Gallagher, Cllr Cheta, Cllr Sharkey, Cllr Davies, Cllr Wood, Cllr Gordon-Garrett, Cllr Campbell, Cllr Studd, Cllr Seabrook, Cllr Alexander.

Officers: George Dyson (Town Clerk).

3 members of the public were in attendance.

C1263 MAYOR/CHAIR'S ANNOUNCEMENTS.

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

- Mayors Bingo is 28th August 2024
- Bowls evening is also 28th August 2024
- Artwave is coming up at the start of September
- Next Cinema is 18th September showing Fly me to the Moon
- Next Quiz is on 20th September.

C1264 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.

A member of the public spoke about the health benefits of Hydrotherapy pools and the need for one in this area, suggesting that it could be possible to build one in the area around the Hub to support health and wellbeing.

C1265 TO APPROVE APOLOGIES FOR ABSENCE.

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

C1266 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

C1267 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 23RD JULY 2024

Cllr Campbell requested that item C1253 be updated to reflect that she also gave an update about Family Hubs. It was proposed that Council adopt the minutes subject to this amendment.

Proposed by: Cllr Campbell Seconded by: Cllr Davies
The Council **resolved** to **adopt** the minutes of the 23rd July 2024.

C1268 TO DECIDE WHETHER TO PROCEED WITH THE FUNDED OVCA PROJECT

There was a lengthy debate on this item, with Council considering the benefits of the project going ahead against concerns about the implications if the signs were to be vandalised or destroyed, the ongoing maintenance required,

and the requirements in the Terms and Conditions and the Deed itself. The background to the length of time that PTC has been involved in this project was also discussed.

It was proposed that Council agree to proceed with the project and that the Clerk be authorised to execute the deed of dedication.

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook.

A counter proposal was made that the Council agree to proceed, but that PTC Officers work with OVCA to agree a licence for the works rather than agreeing to the deed of dedication, and that some of the grant money be reserved for maintenance.

Proposed by: Cllr Alexander

Seconded by: Cllr Fabry.

The counter proposal was voted on first, and a recorded vote was requested.

For: Cllrs Alexander, Davies, Fabry, Gallagher, Cheta, Sharkey, Donovan.

Against: Cllrs Wood, Gordon-Garrett, Campbell, Studd, Seabrook, Veck, Griffiths, Evans.

The Council therefore **did not agree** to this proposal.

The original proposal was then voted on.

For: Cllrs Davies, Wood, Gordon-Garrett, Campbell, Studd, Seabrook, Veck, Griffiths, Evans, Cheta, Sharkey, Donovan.

Abstaining: Cllrs Gallagher, Fabry, Alexander.

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

C1269 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher gave a brief summary of the meeting notes in the papers, and explained some of the process now that some initial comments have been received by the Examiner.

Cllr Gordon-Garrett highlighted a concern over some of the wording in the meeting notes, which will be highlighted to the steering group to consider rewording.

Cllr Campbell requested that the Examiners comments and responses from the Steering Group be circulated to Councillors, as per previous paperwork. The Clerk confirmed that this will happen.

C1270 TO AGREE TO UNDERTAKE A PUBLIC CONSULTATION ON THE HUB BUILDING

There was a discussion around how the consultation would be done, and what the structure and scope of it should be.

It was proposed that the Town Clerk and Information & Events Officer set up a time for an Open Day at the Hub, and that a small TFG be set up to develop a plan for the consultation.

Proposed by: Cllr Veck

Seconded by: Cllr Sharkey

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

TFG to consist of: Cllrs Galagher, Sharkey, and Griffiths.

C1271 DATE OF NEXT MEETING – TUESDAY 8TH OCTOBER 2024 AT 7:30PM

The next meeting was confirmed as Tuesday 8th October 2024 at 7.30pm.

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

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DRAFT Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 8th October 2024 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Wendy Veck (Vice Chair), Cllr David Seabrook, Cllr Isobel Sharkey, Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Nick Evans, Cllr Simon Studd, Cllr Claude Cheta, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

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

2 members of the public were in attendance.

C1272 MAYOR/CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, thanked all members and the public for attending the meeting, went through the building fire procedures, asked that phones be put onto silent, explained the meeting was being recorded, expressed that public questions were limited to 3 minutes per person, and that standing orders were to be suspended only when absolutely necessary.

The Chair then shared the following highlights and events:

- The Mayor of Peacehaven participated in the Park Run for the first time on Saturday 5th October
- The Welcome Café at Community House each Monday 10am – 1pm, managed by Cllr Veck
- The Mayors Bingo: Wednesday 23rd October 2-4pm
- Cinema: Wednesday 23rd October - The Critic 7:30pm
- Children's Halloween event at The Gateway Café 4 – 6pm.

C1273 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.

There were 2 public questioners.

The first questioner updated Council on 3 items:-

- That the infiltration pond would hopefully finish soon, and expressed the fence needed to be monitored.
- That ESCC used to regularly attend PTC Full Council meetings and provide a report, and expressed it would be nice if that returned, whereby the Chair confirmed ESCC had been asked, but it had not been possible to arrange due to meeting clashes.
- Thanked Cllr Seabrook on behalf of Peacehaven residents for his loyal service to the town as Councillor, Mayor and friend and wished him the best for the future. The Chair expressed not aware of Cllr Seabrook's resignation.

The second public speaker queried if there was any convenience on the site with regards to the Morrisons development, and whether there was a plan B. The Chair said PTC would come back to him.

C1274 TO APPROVE APOLOGIES FOR ABSENCE.

There were 2 apologies for absence from Cllr Ashby-Parkin and Cllr Davies.

C1275 TO RECEIVE DECLARATIONS OF INTERESTS.

Cllr Wood declared an interest in the allotments.

C1276 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 15TH AUGUST 2024

Cllr Gallagher raised an amendment to item C1268, which was questioned by Committee.

It was proposed to review the meeting's recording and to amend the minutes as per the recording.

Proposed by: Cllr Donovan Seconded by: Cllr Sharky

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

C1277 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

i. To receive the meeting minutes of the 2nd July 2024

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

The minutes were **agreed** and **adopted**.

ii. To receive the meeting minutes of the 30th July 2024

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

The minutes were **agreed** and **adopted**.

iii. To receive the meeting minutes of the 27th August 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 24th September 2024

The minutes were **noted**.

v. To appoint additional members to the Public Safety Working Group

Cllr Wood and Cllr Gordon-Garrett were appointed.

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 **authorise** payments and the signing of Bank Reconciliation statements.

ii. To receive the external auditors report and note conclusion of audit

Proposed by: Cllr Alexander Seconded by: Cllr Griffiths

The Council **resolved** to **agree** the external auditors report and **noted** the conclusion of audit.

iii. To receive the meeting minutes of the 9th July 2024

Proposed by: Cllr Alexander Seconded by: Cllr Sharkey

The minutes were **agreed** and **adopted**.

iv. To note the draft meeting minutes of the 17th September 2024

The minutes were **noted**.

v. To agree to the Service Level Agreement with Havens Cars

The Chair advised Council that Cllr Alexander was a member of Havens group and the CTLA.

Cllr Alexander expressed that money had been budgeted for this year, and explained the difference between the service provided by Havens and the CTLA.

It was proposed to agree to the Service Level Agreement with Havens Cars

Proposed by: Cllr Gallagher Seconded by: Cllr Cheta

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

vi. To adopt revised Financial Regulations

Proposed by: Cllr Alexander Seconded by: Cllr Griffiths
The Council **resolved** to **adopt** the revised Financial Regulations.

vii. To adopt revised Standing Orders

Proposed by: Cllr Alexander Seconded by: Cllr Griffiths
The Council **resolved** to **adopt** the revised Standing Orders.

viii. To ratify the decision to increase the members allowance

Members discussed whether an increase would attract younger interest, better support those in self-employment, be more representative of the community and would recognise Councillors' work. Cllr Alexander expressed that losing elected Councillors risked losing the General Power of Competence, and members mentioned reference to the current high cost of living.

It was proposed to increase the allowance to £500

Proposed by: Cllr Cheta Seconded by: Cllr Gallagher

9 members voted in favour

3 members voted against

3 members abstained

The proposal was **carried**.

c. Personnel Committee:-

i. To note the draft meeting minutes of 16th July 2024

The minutes were **noted**.

d. Leisure, Amenities & Environment Committee:-

i. To receive the meeting minutes of the 18th June 2024

Proposed by: Cllr Sharkey Seconded by: Cllr Fabry

The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 3rd September 2024

The minutes were **noted**.

iii. To agree role of allotment liaison Councillors

The Parks Officer introduced the report.

Cllr Gallagher provided background information to the need for liaison councillors.

It was proposed a set up a TFG to form the allotment liaison Councillors' terms of reference and allotment T&Cs, and to bring the item back to the LA&E Committee

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

Cllr Wood abstained as an allotment holder.

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

The TFG was agreed as: Cllr Gallagher, Cllr Sharkey, Cllr Harman, Parks Officer or Town Clerk, and interested allotment holders.

e. Civic & Community Events Committee:-

i. To receive the meeting minutes of the 16th April 2024

Proposed by: Cllr Veck Seconded by: Cllr Evans

The minutes were **agreed** and **adopted**.

ii. To receive the meeting minutes of the 25th June 2024

Proposed by: Cllr Veck Seconded by: Cllr Studd

The minutes were **agreed** and **adopted**.

iii. To note the draft meeting minutes of the 10th September 2024

The minutes were **noted**.

iv. To agree whether to proceed with the line and barn dance event.

It was proposed to agree to the line and barn dance event.

Proposed by: Cllr Veck Seconded by: Cllr Donovan

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

C1278 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher summarised the report and explained the plan is awaiting the scoping document for the habitat regulation.

There was confusion over the exact motion for the agenda item, whether it was to note or a recommendation. Cllr Gordon-Garrett raised concern that maps were sent to the examiner members have not been privy to them as they were not attached as appendices, nor were they sent out separately, and Committee expressed reluctance to note them unseen, and discussed that they had inaccuracies.

Cllr Campbell raised the resolution from agenda item PH2055 at P&H Committee.

It was proposed to defer the item to P&H including the maps, and for the maps to be shared with members in advance of the meeting.

Proposed by: Cllr Donovan. Seconded by: Cllr Campbell.

All in **favour**.

C1279 TO AGREE TO THE 2024-25 STREET LIGHTING MAINTENANCE AGREEMENT

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

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

C1280 TO REVIEW OUTSIDE BODY REPRESENTATIVES

Peacehaven Players to include Cllr Sharkey (if needed) and Cllr Evans.

Cllr Gordon-Garrett requested to be removed from the Residents Association.

Peacehaven Horticultural Society to include Cllr Donovan.

SLR to include Cllr Campbell.

C1281 TO DECIDE WHETHER TO SET UP A JOINT WORKING GROUP WITH TELSCOMBE TOWN COUNCIL REGARDING A POSSIBLE MERGER OF TOWN COUNCILS

There were various discussion points, including this TFG was not a priority at this time, that it would take up Officers' time, there was a duty to residents to research cost savings through this TFG, and collaborative working with Telscombe Town Council could be beneficial.

It was proposed to object to setting up a joint working party to look at a potential town merger, but to ask the Town Clerk to bring a report on possible joint working with Telscombe Town Council.

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

7 members voted in favour

5 members voted against

3 members abstained

The proposal was **carried**.

C1282 TO DECIDE WHETHER TO AGREE TO A PUBLIC CONSULTATION ON LISTING THE MERIDIAN MONUMENT AS A LISTED/SCHEDULED MONUMENT

It was proposed to look at the financial benefits of listing the monument and for the item to be deferred to the next meeting.

Proposed by: Cllr Campbell Seconded by: Cllr Veck

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

C1283 TO AGREE TO CHANGE THE TITLE OF THE BUSINESS PLAN ITEM 'ISOLATION' TO 'INCLUSION'

Proposed by: Cllr Veck Seconded by: Cllr Campbell

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

The Chair and Committee praised the Officer's reports and work to date, and suggested that items C1284 to C1287 be taken together.

C1284 TO AGREE RECOMMENDATIONS ON THE COUNCIL'S ENEWS PUBLICATION

C1285 TO AGREE RECOMMENDATIONS REGARDING PTC NOTICEBOARDS

C1286 TO AGREE RECOMMENDATIONS REGARDING THE PTC WEBSITE

C1287 TO AGREE RECOMMENDATIONS REGARDING SPONSORSHIP/ ADVERTISING ON PLANTERS

It was proposed to agree to the recommendations in the reports, and to agree the following financial items, within budgetary constraints:-

Enews – Professionally printed copies, where the approximate cost was explained as 100 copies at under £100 per edition

PTC Noticeboards – specialised laminator and pouches

PTC Noticeboards – new Perspex in all noticeboards

Website – Photo competition, and purchase further photos if necessary

Advertising Assets – Advertising Pack mail-out – to distribute at a Chamber of Commerce meeting and liaise with Cllr Studd.

Proposed by: Cllr Studd Seconded by: Cllr Gallagher

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

C1288 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

Cllr Campbell reported attendance with Cllr Sharkey at the Citizens Advice Bureau report sessions, that Peacehaven has about 20% of the LDC clientele, that the PTC donation to the CAB is worthwhile, and suggested this is increased.

Cllr Gallagher reported the Peacehaven and Telscombe Football club's 3G pitch is expected to finish in 2025; that the House Project has had trustee changes; the Chamber of Commerce continues to have good interaction with PTC; the SDNP hold detailed Parish workshops; ESALC facilitated a meeting with the Lewes branch; and provided an update on policing.

Cllr Alexander reported the CTLA are well used by people in PTC, but there was some discontent with their services, as they have to operate within strict rules licence, and their member eligibility, but that their days-out sell out quickly.

Cllr Griffiths updated Committee on the Access group and Moveability, and that information was collected for the Inclusion Project.

Cllr Donovan reported her continued support to the outside bodies she is attached to.

The Council **noted** the reports.

C1289 TO AGREE A OUTSIDE BODY CONTACT REPORT FORM AND CHANGE OF REPORTING METHOD MOVING FORWARD

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

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

C1290 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

The complaints were **noted**.

C1291 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

The Chair expressed that social media training for Councillors will take place.

The attendance record was **noted**.

C1292 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Climate Change Working Group

It was proposed to disband and reinstate the TFG when a project comes up.

Proposed by: Cllr Veck Seconded by: Cllr Gallagher.

10 members voted in favour

2 members voted against

3 members abstained

The proposal was **carried**.

b. Youth Engagement

Cllr Fabry reported they had not met, but that the Joff had been closed.
The Council **noted** the update.

c. Morrisons Development

The Chair reported there had not been a meeting as no information had been received.
The Council **noted** the update.

d. Public Rights of Way

Cllr Gordon-Garrett expressed that a meeting was held 8th October 2024.
The Council **noted** the update.

e. Meridian Walk

The Chair expressed that an illustrator was working on a map and the TFG were working with Officers on the points of interest, and would then get a print quote.
The Council **noted** the update.

f. Communications, Advertising, and Promotion

The Chair expressed this had been discussed earlier and to keep the TFG open.
The Council **noted** the update.

g. Sussex Nature Recovery

Cllr Gordon-Garrett expressed that goals were being worked towards.
The Council **noted** the update.

h. The Hub Public Consultation

Cllr Gallagher expressed that a meeting had been held to ascertain parameters and ideas for Officers, and that outline questions had been produced, which were with the Town Clerk for Officers to take forward, and that the TFG was now closed.
The Council **noted** the update.

C1293 DATE OF NEXT MEETING – TUESDAY 10TH DECEMBER AT 7.30PM.

There being no further business the meeting ended at 21:58.