

George Dyson
Town Clerk

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

19th February 2025

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 25th February 2025 at 7.30pm.

George Dyson
Town Clerk

A G E N D A

C1323 MAYOR/CHAIR'S ANNOUNCEMENTS

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

C1325 TO APPROVE APOLOGIES FOR ABSENCE

C1326 TO RECEIVE DECLARATIONS OF INTERESTS

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

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
- iv. To note the draft meeting minutes of the 4th February 2025
- v. To agree a response to the Lewes District Local Plan Consultation
- vi. To agree a response to the Transport for South East Consultation
- vii. To agree a response to the SDNPA Local Plan Review
- viii. To note a report on the Valley Road area
- ix. To comment on the following planning applications:
 1. SDNP/25/00228/FUL – Land adjacent to 66, The Lookout.
 2. LW/25/0026 – Unit C5, Meridian Industrial Estate.
 3. LW/25/0024 – 28 Roderick Avenue.
 4. LW/25/0032/CD – 36 South Coast Road (Discharge of condition).

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 26th November 2024
- iii. To note the draft meeting minutes of the 11th February 2025
- iv. To agree to changing Service Level Agreements
- v. To agree to a recommendation on fixed term deposit accounts
- vi. To appoint members to the audit working group
- vii. To form a TFG to look at the Council's Committee structure

- c. **Personnel Committee:-**
 - i. To receive the meeting minutes of the 3rd December 2024
 - ii. To note the draft meeting minutes of 18th February 2025
- d. **Leisure, Amenities & Environment Committee:-**
 - i. To receive the meeting minutes of the 29th October 2024
 - ii. To note the draft meeting minutes of the 21st January 2025
- e. **Civic & Community Events Committee:-**
 - i. To receive the meeting minutes of the 12th November 2024
 - ii. To note the draft meeting minutes of the 28th January 2025
 - iii. To agree how to proceed with the easter arts & crafts fair
 - iv. To note an update on advertising policy

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

C1330 TO NOTE UPDATED COMMITTEE MEMBERSHIP

C1331 TO RECEIVE AN UPDATE ON THE HUB

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

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

C1334 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

C1335 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1336 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1337 TO NOTE 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
- f. Communications, Advertising, and Promotion
- g. Sussex Nature Recovery
- h. The Hub Public Consultation

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

C1340 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 rest of the meeting.

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

C1342 TO DISCUSS STAFFING REQUIREMENTS IN RELATION TO COUNCIL PRIORITIES

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Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 10th December 2024 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Wendy Veck (Vice Chair), Cllr Nikki Fabry, Cllr Nick Evans, 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 Lee Ashby-Parkin, Cllr Simon Studd, 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).

6 members of the public were in attendance.

C1303 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, read out a statement on Civility & Respect, went through the Fire Procedures, asked that mobile phones be put onto silent, informed members that the meeting is being recorded, went through some upcoming events, informed Council that Community House will be closed from 1pm on 24th December 2024 until 2nd January 2025, with a partial closure until 20th January 2025, reminded Council about the need for confidentiality for items under a confidential session, and asked for a 30 second moment of quiet for reflection before the meeting commenced.

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

A member of the public spoke in support of Max Rosser being co-opted onto Council under item C1308.

Another member of the public spoke in support of the proposed boxing event being considered under item C1309e(iii).

C1305 TO APPROVE APOLOGIES FOR ABSENCE

There were no apologies, Cllr Cheta was absent.

C1306 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

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

Proposed by: Cllr Sharkey

Seconded by: Cllr Veck

The minutes of the extraordinary meeting on 29th October were agreed and adopted.

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

The Chair informed Council that one applicant had come forward for co-option, Mr Max Rosser. Mr Rosser was present so introduced himself to Council and answered some questions from members.

It was proposed that Max Rosser be co-opted to fill the casual vacancy in west ward.

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

Mr Rosser and the Town Clerk signed the declaration of acceptance of office, and Cllr Rosser took his seat as a Councillor.

The Chair changed the order of the following items to consider the Civic & Community Events Committee section first.

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

e. Civic & Community Events Committee:-

i. To receive the meeting minutes of the 10th September 2024

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

ii. To note the draft meeting minutes of the 12th November 2024

The Council **noted** the draft meeting minutes.

iii. To consider a request for a boxing show in Centenary Park

Cllr Veck introduced the item and gave some background information regarding what had already been discussed through Committee.

The Council discussed the proposal, highlighting the need to consider appropriate risk assessments, compliance with the Purple Book, not clashing with the PTC summer fair, need to obtain a TENS licence from LDC, concerns over parking and marshaling arrangements, but also the desire to support the event.

The Chair suspended standing orders at this point.

The member of the public who requested this item spoke to confirm that the provisional anticipated cost of a ticket would be £25.

The Chair reinstated standing orders.

It was proposed that the Council agree in principle that the event can go ahead, and that Officers be tasked with agreeing terms and charges with the organiser.

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

3 members of the public left at this point

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

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

v. To note the draft meeting minutes of the 3rd December 2024

The Council **noted** the draft meeting minutes.

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 Veck

The Council **agreed** to authorise the payments and sign the bank reconciliation statements.

- ii. To receive the meeting minutes of the 17th September 2024**

Proposed by: Cllr Alexander

Seconded by: Cllr Gallagher

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

- iii. To note the draft meeting minutes of the 26th November 2024**

The Council **noted** the draft meeting minutes.

- iv. To adopt a Biodiversity policy**

Proposed by: Cllr Alexander

Seconded by: Cllr Campbell

The Council **resolved** to **adopt** the biodiversity policy.

- v. To adopt a revised members allowances policy**

Proposed by: Cllr Alexander

Seconded by: Cllr Gallagher

The Council **resolved** to **adopt** the members allowances policy by majority, with 9 in favour, 1 against, and 6 abstentions.

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**

Proposed by: Cllr Gallagher

Seconded by: Cllr Donovan

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

- iii. To note the draft meeting minutes of the 3rd December 2024**

The Council **noted** the draft meeting minutes.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the meeting minutes of the 3rd September 2024**

Proposed by: Cllr Sharkey

Seconded by: Cllr Evans

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

- ii. To note the draft meeting minutes of the 29th October 2024**

The Council **noted** the draft meeting minutes.

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

Cllr Gallagher summarised the information in the report, highlighting that we're now just waiting for the HRA screening to come back. There was a brief discussion about maps that had not been circulated to Councillors in advance of the meeting, however, some printed copies were available. The Steering Group will meet once the screening comes back to discuss that and the maps.

C1311 TO RECEIVE A REPORT ON PROGRESS ON THE HUB PROJECT

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

Items 1311 and 1312 were considered alongside each other. Cllr Gallagher introduced the report associated with item 1312. The Council discussed the matters relating to the Hub, particularly the public consultation, CIL bid, previously agreed works, and building surveys.

It was proposed that the Council proceed with the replacement of the roof, heating, and solar panels, as per the CIL bid, by preparing the Pre-tender notice and Invitation to tender in line with the provisional timescale provided by the LCC associate.

Proposed by: Cllr Evans Seconded by: Cllr Griffiths
The Council **resolved** to **agree** to this proposal by majority with 14 in favour and 2 abstentions.

It was proposed that the Council expand and enhance the public consultation with a view to working on another CIL bid for future improvements to the Hub, but that this should not impede the current agreed works and that the consultation be led by the PR Officer, with support from a community development organisation if necessary.

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

It was proposed that the current TFG continue to work towards the PTN, and that newly co-opted Cllr Rosser be added to the TFG.

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

C1313 TO NOTE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

Cllr Donovan reported that she is coming off the Residents Association as the representative, and Cllr Davies will take up this position.

C1314 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

The Council **noted** the overview of complaints received.

1 member of the public left at this point.

C1315 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

The Clerk informed Council that due to there being 2 meetings on the day that the attendance record was generated, there is a slight inaccuracy with the record, however, the updated version can be seen on the PTC website.

The Council **noted** the attendance record.

C1316 TO AGREE THE 2025/26 BUDGET AND PRECEPT DEMAND

The Responsible Financial Officer (RFO) introduced the options for the budget and several members added their thanks to the RFO for the additional work on the budget options.

There was a lengthy discussion on the options, primarily debating between option 1 (9.6% increase or £1.37 per month for a Band D property) and option 3 with an amendment to provide a room hire reduction for a group (resulting in an 8% increase equivalent to £1.14 per month for a Band D property).

It was proposed that the Council agree option 1 of the budget report, resulting in a precept demand of £963,719.
Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

It was proposed that the Council agree option 3 of the budget report, resulting in a precept demand of £949,719.
Proposed by: Cllr Alexander Seconded by: Cllr Davies

A recorded vote was requested.

In favour of option 1: Cllr Evans, Cllr Harman, Cllr Ashby-Parkin, Cllr Campbell, Cllr Gordon-Garrett, Cllr Veck, Cllr Rosser, Cllr Wood, Cllr Studd, and Cllr Griffiths.

In favour of option 3: Cllr Fabry, Cllr Alexander, Cllr Donovan, Cllr Sharkey, Cllr Davies, Cllr Gallagher.

By a majority vote of 10 against 6, the Council **resolved** to **agree** to option 1, representing a precept demand of £963,719.

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

- a. Youth Engagement**
Cllr Sharkey gave an update on the progress that the TFG has been making, and will circulate a spreadsheet to all Councillors this week for comments about work that is taking place with youth.
- b. Morrisons Development**
The Town Clerk gave a brief update about the current situation with the Meridian Centre managing agents, who seem to be doing a good job. Cllr Davies informed the Council that the MP, Chris Ward is having weekly meetings now with Morrisons who will be putting a revised planning application into LDC soon.
- c. Public Rights of Way**
Cllr Campbell gave an update about the work of the TFG, noting that it is slow work but progress is being made.
- d. Meridian Walk**
Cllr Donovan informed Council that the Meetings and Projects Officer is now involved with the project and that by January the TFG should have the Points of Interest identified.
- e. Communications, Advertising, and Promotion**
The Meetings and Projects Officer updated Council about the work that the Public Relations Officer has been doing.
- f. Sussex Nature Recovery**
Cllr Gordon-Garrett informed Council that there is no further update from this TFG.

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

The date of the next meeting was confirmed as Tuesday 25th February 2025 at 7.30pm.

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

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

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

The Parks Officer, RFO, and remaining public left at this point.

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

The Clerk introduced the report and explained that training opportunities would be made available to all Councillors, and that this will be progressed through the Personnel Committee.

The Council **noted** the report.

C1321 TO NOTE A REPORT RELATING TO COMMUNITY HOUSE FLOORING

The Clerk summarised the report which the Council **noted**.

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

The Town Clerk summarised the report and gave some background to the item that was discussed at the recent Personnel Committee meeting, the Meeting and Projects Officer then gave further insight into the seconded roles.

It was proposed that Council ratify the decision of the Personnel Committee to offer to make the seconded roles permanent.

Proposed by: Cllr Donovan

Seconded by: Cllr Rosser

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

There being no further business, the meeting was closed at 21:43.

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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.

It was proposed that the Committee support this planning application.

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

PH2163 TW/24/0095 2 Wendale Drive - LDC granted permission, PTC supported.

The Committee **noted** the TPO application decision.

It was requested that the Committee also have Planning Inspector decisions to note on future agendas, there is a recent one regarding a development on Blakeney Avenue.

7 PH2164 TO AGREE DATE FOR THE NEXT MEETING AS TUESDAY 17TH DECEMBER 2024 AT 7.30PM

The next Committee meeting date was confirmed as 17th December 2024 at 7:30pm.

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

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DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 17th December 2024 at 7:30pm.

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

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

3 members of the public were in attendance, along with the Town Clerk of Peacehaven Town Council.

1. PH2165 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility & Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded and reminded those present of the public questions section procedure.

The following was announced:-

- The Mayor of Peacehaven's Jazz Delight - 18th December 2-4pm tickets £5pp
- The Children's Christmas Party – Friday 20th December 5-7pm tickets £6pp
- Peacehaven Town Council Christmas closure - from 1pm on Tuesday 24th December, partially reopening on Thursday 2nd January 2025, and back to full operation from Monday 20th January 2025.

2. PH2166 PUBLIC QUESTIONS.

There were 3 public questioners.

The first questioner was Cllr Laurence O'Connor, as LDC Cabinet member for planning and infrastructure, who spoke in reference to item PH2171. He informed Committee of the status, and importance, of a Local Plan, a non-developer-led system; updated members on the details and objectives of another public consultation commencing 6th January 2025 (regulation 18), and expressed that comments could be made online or written. He commented on the need for government support; reminded Committee of the Local Plan area; expressed LDC's commitment to the plan and consultation, and explained the local MP Chris Ward would meet tomorrow with Matthew Pennycook, the Housing Minister. He expressed there was a delay in gathering evidence on transport and flood risks, and that Peacehaven had been reclassified as a service centre, from a district centre. Cllr O'Connor's question was whether Committee would contribute to the local plan consultation?

The Chair thanked Cllr O'Connor for his contribution, and extended the public questions session.

Members raised various queries, which Cllr O'Connor covered. He outlined social housing considerations, explained how the Land Availability Assessment related to the consultation, informed committee of the availability of a comparative document and mentioned it would be worth including a comment about projected flood risks in the consultation.

The second questioner queried whether the Morrison's site would be affected by the consultation, whereby Cllr O'Connor confirmed it would not since it was designated for retail.

The third questioner updated committee that, for Agenda item PH2174, point 3, the £10m was new money being made available, and in reference to appendix b, questioned how the council proposed to assess the demands and look at the suggestions? Cllr Campbell responded that would be consultation work for ESCC.

3. PH2167 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4. PH2168 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2169 TO ADOPT THE MINUTES FROM THE 3rd December 2024

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

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

6. PH2170 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was **noted**.

7. PH2171 TO PREPARE FOR PTC RESPONSE TO LDC AND SDNP LOCAL PLAN CONSULTATIONS

Cllr Sharkey suggested that, if a TFG was set up, the members would benefit from attending the online meeting with PTC and TTC on Thursday 9th January 2025, and to meet sometime after that.

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

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher.

All in **favour**.

The TFG members were confirmed as: Cllr Campbell, Cllr Gallagher, Cllr Gordon-Garrett, Cllr O'Connor as a resident, Cllr Rosser and to invite Cllr Alexander.

8. PH2172 TO AGREE THE WAY FORWARD WITH THE MERIDIAN MONUMENT

20:07 – Peacehaven Town Clerk, as a resident, left the meeting.

Cllr Campbell suggested that cleaning should not be carried out until early March 2025.

The recommendations in the report were proposed.

Proposed by: Cllr Campbell Seconded by: Cllr Rosser.

All in **favour**.

9. PH2173 TO NOTE A259 FENCE CLOSE TO THE DELL PLAYGROUND

The report was **noted**.

10. PH2174 TO AGREE A LIST OF OPTIONS TO PUT BEFORE EAST SUSSEX COUNTY COUNCIL'S BSIP TEAM FOR CONSIDERATION

Members discussed whether the report was ready to be put forward to ESCC, if Telscombe items should be included too, and if the report should be combined with the crossings on the A259 report.

Cllr Gallagher commented that a related item may be on Telscombe Town Council's agenda tomorrow (18th December 2024).

Cllr Davies suggested that ESCC Councillors should be involved, and there were ongoing discussions and surveys being carried out by ESCC. Cllr Campbell commented that Cllr Robinson had likely been involved.

The Chair suggested Cllr Gallagher feedback to her after TTC's meeting tomorrow on 18th December.

It was proposed to defer the item to the next P&H meeting, and in the meantime contact relevant parties, await the outcome of the Telscombe Town Council meeting, and regroup.

Proposed by: Cllr Gordon-Garret **Seconded** by: Cllr Sharkey

All in **favour**.

Cllr Campbell expressed concern that the Telscombe proposal would be agreed at tomorrow's TTC meeting, whereby Cllr Gallagher confirmed that would not be the case.

20:28 - 1 member of the public left

- 11. PH2175 TO NOTE A FIRST STEP TOWARDS THE BUSINESS PLAN PROJECT 'ROAD SAFETY: CROSSING AND ISLANDS'**
Cllr Campbell introduced the report and expressed it had been discussed by the Residents Association, members of the public, and in planning and at this stage it was to note.
Members discussed revisiting the item in the new year.
The report was **noted**.
- 12. PH2176 TO AGREE TO PLAN FOR PEACEHAVEN'S RESPONSE TO THE TRANSPORT CONSULTATION 2025**
Cllr Campbell expressed that the consultation came out on 10th December, and would speak to Officers about publicising it.
This item and the formation of the TFG will be deferred to the next meeting
- 13. PH2177 TO NOTE THE REPORT THE NEW ADVERTISING ALONG THE SOUTH COAST ROAD**
Cllr Gallagher raised that when there was more business interest it would be good to have more of a variety of signage. Also, that although it was good to have the income, expressed the importance of not having too much signage negatively affecting the streetscape.
The report was **noted**.
- 14. PH2178 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**
- a) Public Safety Group – The Meetings & Projects Officer updated Committee that a local PCSO had been active around schools with regards to parking and positive feedback had been received. Also, that a local school had shown interest in the zig zag project. The next meeting was confirmed as 21st January 2025.
 - b) Rights of way
Cllr Campbell expressed there had been an update at the last Full Council meeting.
Cllr Rosser expressed the importance of publicity in this area.
 - c) Grass – cutting contract

20:44 – 1 member of the public left.

Cllr Campbell explained the maps had been reviewed to ensure all grass cutting areas matched up, and had found PTC were being charged for grass cutting where there was no grass, and that a particular area may not be a cycle way.

- 15. TO COMMENT on the following Planning applications as follows:-**
PH2179 LW/24/0668 29A Glynn Road Peacehaven
It was proposed to support the application and to comment that members were surprised that the plans referred to were not shown on the website.
Proposed by: Cllr Gallagher **Seconded** by: Cllr Sharkey
All in **favour**.
- PH2180 LW/24/0743/CD 81-83 South Coast Road Peacehaven
To **note** but Town Council welcome to comment if needed.
It was noted that ESCC Highways had commented there were not as many charging points as they would like to see, or cycle parking.
The application was **noted**.
- 16. TO NOTE the following Planning decisions**
- PH2181 TW/24/0103/TPO 178A Roderick Avenue North
The decision was **noted**.
- PH2182 TW/24/0092/TPO 23 Downs Walk
The decision was **noted**.

PH2183 LW/24/0621 180 South Coast Road

The decision was **noted**.

PH2184 LW/24/0595 21 Downs Walk

The decision was **noted**.

PH2185 LW/24/0560 204 South Coast Road

The decision was **noted**.

PH2186 LW/24/0558 5 Cornwall Avenue

The decision was **noted**.

PH2187 LW/24/0313 124 The Promenade

The decision was **noted**.

PH2188 LW/18/0622 Land adjacent to 24 Blakeney Avenue

To note at the request of Cllr Campbell

Cllr Campbell advised the Inspectors' reports had been omitted up to now and that from now inspectors' decisions would be included.

The decision was **noted**.

17. PH2189 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

The complaints were **noted**.

18. PH2190 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

There were no comments, and the action plan was **noted**.

19. PH2191 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 14TH JANUARY 2025 AT 7.30PM

The date was **agreed**.

There being no further business the meeting ended at 20:57

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 Planning & Highways Committee meeting held in the Anzac Room, Community House on 14th January 2025 at 7:30pm.

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

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

There were no members of the public.

1. PH2192 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out a statement on Civility & Respect, 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:-

- Bingo – Wednesday 22nd January 2-4pm at Community House
- A TFG has been set up to form a response to the LLP consultation and it will be recommended to full council on 25th February.

2. PH2193 PUBLIC QUESTIONS.

There were no public questions.

3. PH2194 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4. PH2195 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2196 TO ADOPT THE MINUTES FROM THE 17th DECEMBER 2024

Proposed by: Cllr Davies Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** the minutes.

6. PH2197 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Campbell queried at which point would an earmarked reserve need to be requested, whereby the Meeting and Projects Officer confirmed to request through the RFO.

The budgetary report was noted.

7. PH2198 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher explained there had been no progress, that the habitat assessment was being followed up by the Town Clerk, and that a steering group meeting was being arranged.

8. PH2199 TO UPDATE COMMITTEE AND AGREE THE NEW INFORMATION BOARD AT THE MERIDIAN MONUMENT

The Meetings and Projects Officer ran through the report. Members discussed the information board sizes and commented that funding would be best route to pay for the board, or possibly the memorial earmarked reserve, rather than through sponsorship.

It was proposed to go ahead with the smaller board (1500mmx500mm) and for it to be located behind the monument in a more sheltered position.

Proposed by: Cllr Gallagher Seconded: Cllr Sharkey.

All in **favour**.

9. PH2200 TO AGREE A LIST OF OPTIONS TO PUT BEFORE EAST SUSSEX COUNTY COUNCIL'S BSIP TEAM FOR CONSIDERATION

Cllr Gallagher updated committee on a recent meeting at Telscombe Town Council related to a similar item.

Members expressed that the report was detailed, and Cllr Campbell gave reasons why the proposals had not been prioritised and that it was not in disagreement with Telscombe Town Council's proposals.

Cllr Gallagher expressed that the report was factually incorrect, did not adhere to the Neighbourhood Plan and suggested setting up a TFG to go through the proposals, whereby the Chair raised that the report was ready as it was, and that there had been TFGs.

Cllr Campbell suggested 3 amendments: removing the section about bus number 47, eliminate the traffic island proposal, and amend the wording over ready.

Members discussed that amendments could be made to the report; and Cllr Davies raised concern over the lack of public awareness.

It was proposed that the Town Clerk, subject to his approval, send the report to ESCC, updated with the 3 amendments as discussed and factual errors corrected, which were to be sent via email to the Chair, Committee members and the Meetings & Projects Officer, along with a draft letter, no later than Monday 20th January.

Proposed by: Cllr Campbell. Seconded by: Cllr Davies

Committee **resolved** to support the proposal.

1 member abstained.

10. PH2201 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Civic, Governance and Support Officer updated committee that the next meeting would be held on 21st January.

b. Rights of way

Cllr Campbell expressed that a meeting would be held soon.

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

PH2202 LW/24/0766 61 Downs Walk

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/24/0766

The variation of condition was noted, and the application was supported.

PH2203 LW/24/0764 111 Arundel Road

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/24/0764

A member raised that a condition to be noted was that biodiversity net gain must be calculated on the basis of the property as it was prior to any works having started. There was also discussion that the driveway would be very steep.

It was proposed to object to the application because it was against the design guide from the emerging Neighbourhood Plan for coastal plotlands, it was out of character and contrary to policy PT1 and the Lewes District Local plan – overbearing, overshadowing, too close to the common boundaries, that the parking space would lead to loss of grass

verge and have an adverse impact on the residents in Bolney Avenue, and was contrary to policies DM 29 and 30 of the Lewes District Local Plan. Furthermore, it would be overdeveloped and be a prominent feature to the detriment of the character of the area, contrary to policy DM29. Furthermore, it was against policy DM30 (backland development), especially resulting in loss of privacy to existing homes and gardens and the loss of trees and shrubs and the loss of biodiversity, as per the tree report (PJC Consultancy Limited Arboricultural Assessment 20th October 2022).
Proposed by: Cllr Gallagher Seconded by: Cllr Davies
All in **favour**.

A member expressed that if LDC supported the application they are to refer to the tree level cover recorded in previous applications.

PH2204 LW/24/0789 5 Johns Close

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/24/0789

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

PH2205 LW/24/0517 Land Between 45&61 Downs Walk

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/24/0517

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

PH2206 LW/24/0768 1 Telscombe Close

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/24/0768

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

PH2207 LW/3489 / CC Peacehaven Youth Centre

<https://apps.eastsussex.gov.uk/environment/planning/applications/register/>

No comment was made.

12. TO NOTE the following Planning decisions

PH2208 LW/20/0756 Site Office Tudor Rose Park South Coast Road

The decision was **noted**.

PH2209 LW/24/0563 18 Victoria Avenue

The decision was **noted**.

PH2210 LW/24/0608 22 Hodder Avenue

The decision was **noted**.

PH2211 LW/24/0612 Units A1 To A3 Meridian Industrial Estate Newton Road

The decision was **noted**.

PH2212 LW/24/0687 28 Seaview Road

The decision was **noted**.

PH2213 LW/24/0403/CD Lower Hodder Farm Hodder Farm Lane

Committee was updated that the new roads are now public highway and that Barratt Homes are responsible for their maintenance for a 12 month period ending on 14th January 2026 or until such time as the Final Certificate

is issued, and that they are to make suitable arrangements for regular inspection and proper maintenance to ensure that the roads, footways and street lighting are kept in a safe and good condition prior to adoption. A member raised that ongoing concerns with street lighting concern and that there are still outstanding matters to be resolved.

The decision was **noted**.

13. PH2214 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

The complaints were noted.

14. PH2215 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Campbell raised that with regards to the transport consultation Peacehaven had been left out of any improvements, and suggested the need to set up a TFG to prepare a response; Cllr Gallagher expressed the report was about transport hubs (stations and buses) i.e. Newhaven; and it was expressed that the closing date was 7th March 2025, and was open to all.

The action plan was noted.

15. PH2216 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 4TH FEBRUARY 2025 AT 7.30PM

The date and time was agreed.

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

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 Campbell (Vice Chair), Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Davies, Cllr Rosser

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

6 members of the public were in attendance.

1. PH2217 CHAIR ANNOUNCEMENTS

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

2. PH2218 PUBLIC QUESTIONS.

There were 3 public questioners.

The first two public questioners spoke in relation to PH2228 LW/24/0802. They gave reasons for the planning applications, including for accessibility purposes, and to improve their current living arrangements, and advised that the roof height would be lower than the adjacent properties.

The Chair thanked the member of the public for their comments.

The third resident reminded committee that the ACVs on the 3 car parks would expire this year and needed to be renewed. The Meetings & Projects Officer updated the resident that the Town Clerk was aware of this, and the matter was in hand.

3. PH2219 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from the Chair Cllr Gordon-Garrett, with Cllr Campbell as substitute.

4. PH2220 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Gallagher declared an interest in item PH2228 LW/24/0802.

5. PH2221 TO ADOPT THE MINUTES FROM THE 14th JANUARY 2025

Proposed by: Cllr Studd Seconded by: Cllr Sharkey

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

The Chair brought the following item forward.

PH2228 LW/24/0802 77 The Lookout

A member raised that the plan was in keeping with current properties, and that the current garden was large enough for an extension.

It was proposed to support the application.

Proposed by: Cllr Studd Seconded by: Cllr Rosser

Committee resolved to **support** the application.

19:37 - 5 residents left the meeting

6. PH2222 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Chair queried the deadline for putting forward a motion for an ear mark reserve. The Meetings & Projects Officer advised she would email members with the information.

The budgetary report was **noted**.

7. PH2223 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

ClIr Gallagher updated committee that the habitats regulations assessment had been returned, that a steering group meeting had taken place last Thursday, that the meeting notes were with them for review, and expressed there would be a full report at the next Full Council.

8. PH2224 MERIDIAN MONUMENT LECTERN TO AGREE THE COMPANY AND BUDGET CODE

The Meetings & Projects Officer summarised the report, and ran through the various quote options.

ClIr Gallagher requested a location map be provided at a future meeting.

It was proposed to agree to using the two companies from the supplementary papers for the lectern and artwork.
Proposed by: ClIr Gallagher Seconded by: ClIr Sharkey

All in **favour**.

It was proposed to use the underspend from the Repairs and Alterations of Premises for the lectern and artwork.
Proposed by: ClIr Gallagher Seconded by: ClIr Studd.

All in **favour**.

The Chair updated Committee that the TFG would meet and return to the next Committee meeting with proposals for the lectern content.

ClIr Sharkey asked for the original to be sent to the committee.

9. PH2225 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a) Public Safety Group

The Meetings & Projects Officer expressed that the summary of the meeting was as per the notes in the papers, and commented on the positive progress being made with a local school, and the usefulness of the TFG meetings.

10. PH2226 TO NOTE THE BUSINESS PLAN

The Business Plan was **noted**.

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

PH2227 LW/24/0821 144 The Promenade

It was proposed to support the application

Proposed by: ClIr Sharkey Seconded: ClIr Studd

Committee resolved to **support** the application.

19:58 - 1 resident left the meeting.

PH2229 SDNP/24/01263/FUL Plot 44 Links Avenue

It was proposed to object to the application on the grounds of the area being covered by the article 4 direction, that it was a complex area, and would be best for a Planning Officer to review, in addition to the objections to the original application.

Proposed by: ClIr Sharkey Seconded: ClIr Rosser

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

12. TO NOTE the following Planning decisions

PH2230 LW/24/0700 8 Telscombe Road

The planning decision was **noted**.

PH2231 LW/24/0668 29A Glynn Road

The planning decision was **noted**.

PH2232 LW/24/0661 224 South Coast Road

The planning decision was **noted**.

PH2233 LW/24/0630 327 South Coast Road

The planning decision was **noted**.

PH2234 LW/24/0317 6 Rustic Road

The planning decision was **noted**.

13. PH2235 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

The complaints were **noted**.

14. PH2236 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Cllr Gallagher expressed that it had previously been agreed to add the LLP TFG, and updated Committee on the progress of the TFG, and suggested for another TFG meeting to be arranged this week, to include the Meetings & Projects Officer.

The Chair expressed that there was a second part to the LLP, which included a few sites that LDC were close to allocating housing. It was agreed that further discussion could take place at the TFG.

15. PH2237 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 25TH MARCH 2025 AT 7.30PM

The date was **agreed**.

There being no further business the meeting ended at 20:18

SDNP/25/00228/FUL 66 The Lookout, Peacehaven. Case Officer Samuel Bethwaite Deadline 4.3.25	Use of land for small glamping site with 2 wooden cabins, 4 yurts, shepherd hut, 2 healing cabins and replacement stables. Application includes regularisation of existing trailer, toilets, decking, cabins and tiered seating area https://planningpublicaccess.southdowns.gov.uk/online/applications/simpleSearchResults.do?action=firstPage
LW/25/0026 Unit C5 Meridian Industrial Estate Hoyle Road Peacehaven Deadline 26.2.25 Case Officer Ella Rigluth	Replacement of the entire roof sheets and the existing 2no. fire exit doors on the side and rear elevations https://planningpa.lewes-eastbourne.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=SQG4GZJDHQA00
LW/25/0024 28 Roderick Avenue Peacehaven Case Officer Ella Rigluth Deadline 27.02.25	Single storey rear extension https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0024
LW/25/0032/CD 36 South Coast Road, Peacehaven Case Officer James Smith Deadline 21.3.25	Discharge of Condition 2 (External Materials) In relation to the approval of LW/24/0542 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0032/CD

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Community House,
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Committee:	Full Council	Agenda Item:	C1328a(v)
Meeting date:	February 25 2025	Authors:	LDC and SDNP Local Plan TFG
Subject:	Response to Local Plan Consultations		
Purpose:	To agree		

Recommendation(s):

1. That Council agree the Response
2. That councillors respond as individuals to the Consultation

1. Background

The [Lewes District Local Plan Consultation](https://planningpolicyconsult.lewes-eastbourne.gov.uk/LP_DefiningPolicies25/consultationHome) (https://planningpolicyconsult.lewes-eastbourne.gov.uk/LP_DefiningPolicies25/consultationHome) is now under way. It is currently subject to the first of two phases of Regulation 18 Consultation expected this year. At this stage, the Consultation Document contains draft policies and a draft overall text. It also contains provisional site allocations ('early site assessment proposals') for a few sites. Policies and text are still subject to further amendment, especially to incorporate provisions in the latest version of the National Planning Policy Framework and the results of upcoming assessments on transport and flooding risk. Formal consultation on provisional site allocations for areas outside Peacehaven's settlement boundary will not be made until 2025's second and final regulation 18 consultation stage later this year, which will also finalise allocations for sites within the settlement boundary.

The provisional site allocations include that the Dewdrop Inn site should be developed for housing. The relevant site assessments can be found in Appendix 1 to the Local Plan Consultation Document: Early Site Allocation Proposals.

Planning and Highways Committee set up a TFG to agree Responses to recommend to Council. The recommended amendments to the draft Local Plan for the PTC Response on draft policies and supporting text are set out in Appendix A. The recommended PTC Responses on the provisional site allocations are set out in Appendix B. It is to be noted that for Appendix B, Cllr Gallagher and Cllr O'Connor did not wish to comment on the provisional site allocations.

The deadline for responses is February 28, 17.00 hours. Responses are either by questionnaire (preferred) or email to: localplan@lewes-eastbourne.gov.uk or by post to: Planning Policy, Lewes District Council, 6 High Street, Lewes BN7 2AD.

2. Options for Council

To agree the Recommendations

3. Reason for recommendations

Even if devolution goes ahead as recent central government policy announcements have indicated, the LDC Local Plan 2040 is likely to have an important influence on all aspects of development in Peacehaven. It is important for residents that Peacehaven's voice is heard. If PTC does not respond, Local Plan 2040's policies may favour other areas in Lewes District to the detriment of Peacehaven.

4. Expected benefits

Peacehaven's voice will be heard by LDC policy-makers formulating the Local Plan 2040.

5. Implications

5.1 Legal	
5.2 Risks	No response might disadvantage Peacehaven
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	The LDC Local Plan 2040 will have a big influence on Peacehaven's future
5.6 Contracts	
5.7 Climate & Sustainability	The draft Plan advances policy
5.8 Crime & Disorder	The draft Plan would improve prevention
5.9 Health & Safety	The draft Plan contains an innovative section on planning policy for Health and Welfare
5.10 Biodiversity	The draft Plan advances biodiversity policy
5.11 Privacy Impact	
5.12 Equality & Diversity	The draft Plan advances policy

4. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	X
6.2 Growing the economy sustainably	X
6.3 Helping children and young people	X
6.4 Improving the quality of life for residents and visitors to Peacehaven	X
6.5 Supporting residents in need	X
6.6 Valuing the environment	X

6.7 Which business plan item(s) does the recommendation relate to? All
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5. Appendices

Appendix A – The LLP TFG's recommended amendments to the draft Local Plan for the PTC Response on draft policies and supporting text.

Appendix B – The LLP TFG's recommended responses on the provisional site allocations.

Appendix A - PTC Comments on the Questionnaire - Lewes Local Plan - Defining our policies and early site allocation proposals

Vision for Lewes District's Plan Area

1. Do you support the vision that is set out in this Local Plan?

- Yes, agree in general but we support the changes proposed below

Current wording:

- On https://planningpolicyconsult.lewes-eastbourne.gov.uk/LDC_PO_2023/viewCompoundDoc?docid=14240084&sessionid=&voteid=&partId=14241012: “‘Good’ growth is an underlying foundation of our vision. Our understanding of 'good growth' is one which is helping to meet the needs of our residents and businesses and building community wealth, but it should not be at any cost. Any growth has to be socially and economically inclusive and environmentally sustainable - we will expect the highest standards to the benefit of all those who live and work here and for development to be sensitive to the local context. We want to stretch our expectations and create places which enable confident communities through healthy, active lifestyles.”.
- Contains too much and too many concepts. Is growth really the first aim? The “Expectation that places will be created which enable confident communities through healthy active lifestyles. “The other aspirations should be more focussed and fit into the first statement. In the Consultation summary Document Regulation 18 the Vision covers 3 charts labelled Green, Inclusive, Beautiful Places to live and Work. Is this the vision? Beauty is very subjective. People are at the heart of plans.
- The vision is not clear at present. There is mention on page 5 of the summary document that "The document's vision and aims set out what we want to achieve through the local plan. In simple terms, this is to ensure it is sustainable development - social, economic and environmental when planning for the homes, jobs and infrastructure needed, alongside protecting and enhancing the environment." But later in the summary document it says that the vision for our area is still being influenced by many factors including evidence. From this it is understood that the vision is still subject to factors which it has no influence over. Ie once more evidence is available a coherent vision within the parameter of the themes and policies will be determined. It is still a work in progress and unclear at this stage.

Reason for edit/addition

- The Vision is not totally clear or easy to relate to
- Page 28: Para putting in place infrastructure - Last line change to: improved facilities for pedestrians and cyclists WITHIN AND between our towns and villages
- Without a policy on enforcement, the vision will all too often turn out to be a mirage. The Vision and Aims section should include a section as advised by paragraph 60 of NPPF (December 2024): ‘Local Planning Authorities...should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to the area. They should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.’.
- PTC suggests an overall comment on vision - what's anticipated for district for providing homes at an affordable rate. PTC recognises that this is an unfinished vision, and seeks to influence it. Transport model and risk assessment are needed to do this.
- From Peacehaven’s perspective infrastructure is a priority and needs the strategic authorities looking at infrastructure first and foremost. Peacehaven would say that the infrastructure does not support past development. It is desirable to have no further development without adequate infrastructure.

Theme: Spatial Strategy and Settlements

2.What are your views on the Theme: Spatial Strategy and Settlements policies?

Strategic Policy SDS1 - The emerging Spatial Strategy Developing a Spatial Strategy

Strategic Policy SDS2: Achieving Sustainable Development

Strategic Policy SDS3: Settlement Hierarchy

Policy SDS4: Settlement Boundaries

Suggested text amendments

- On page 31, add in top paragraph starting 'The aim of spatial strategy....' after 'the availability of land for development' add 'THE ADEQUACY OF EXISTING INFRASTRUCTURE, the viability of development.....'
- Existing text does not sufficiently recognise the inadequacy of infrastructure for PAST development.
- Page 32 - Delete sentence 'However, it is in close proximity to the City of Brighton and Hove with its higher level of services and facilities.'
- Page 32 Reasons: (a) statement is untrue – although the B&H City boundary is close, the services and facilities are, in effect, 30 minutes away by public transport (there is no public transport link at all to superstores in Brighton & Hove – Peacehaven bus users are limited to Sainsburys and Lidl in Newhaven); buses every 20 minutes if on time and costs £6 return (extra £3 if you have to change buses). (b) The paragraph compares Peacehaven with Ringmer (population about 25% of Peacehaven+ Telscombe) and Ringmer is closer to services and facilities in Lewes Town.

3. Do you think the wording of draft Strategic Policy SDS1 - The emerging Spatial Strategy Developing a Spatial Strategy is appropriate?

Generally excellent, but needs amendment.

4. If not, what should be changed about draft Strategic Policy SDS1 - The emerging Spatial Strategy Developing a Spatial Strategy?

- Second paragraph of SDS1: 'The aim will be to meet development needs in a manner that builds on the existing infrastructure and environment capacity but acknowledges THE NEED TO DELIVER NEW INFRASTRUCTURE TO SUPPORT PAST HOUSING DEVELOPMENT IN SOME AREAS AS WELL AS opportunities to deliver new infrastructure [supported by new development]

5. What evidence do you have to support the change you have suggested to draft Strategic Policy SDS1 - The emerging spatial Strategy Developing a Spatial Strategy?

- In Peacehaven (and possibly some other areas) past housing development has not been accompanied by adequate infrastructure development: in employment, drains, roads, public transport, secondary schooling and health, leisure facilities (swimming pool now closed), community halls for use by e.g. local clubs and playgroups (communal facility in north of the town has been taken away), delay in supermarket replacement.
- For decades, Peacehaven has experienced ever more housing development, including as part of central government explicit policy that the town should accommodate overspill from Brighton (ref to be supplied if wanted). Infrastructure has lagged way behind.

6. Do you think the wording of draft Strategic Policy SDS2: Achieving Sustainable Development is appropriate?

No, needs amendment.

7. If not, what should be changed about draft Strategic Policy SDS2: Achieving Sustainable Development?

- Point 8:contribute to the protection and enhancement of the LOCAL AND DISTRICT-WIDE natural environment including BIODIVERSITY.

8. What evidence do you have to support the change you have suggested to draft Strategic Policy SDS2: Achieving Sustainable Development?

- Point 8 - The current wording would not provide sufficient protection for individual towns and villages. Any single area could be overwhelmed with concrete and ALL natural environment/biodiversity net gain be redirected elsewhere (especially if the Government's proposed restructuring in the 2024 Ministry of

Housing, Communities and Local Govt Working Paper 'Planning Reform Working paper Development and Nature Recovery' becomes law); (b) There is a distinction in policies between environment, nature and biodiversity. Adding the word 'biodiversity' to the strategic policy is only a small change, but reminds people of the strategic importance of biodiversity, especially in relation to the net gain rules. This change would bring SDS2 into line with NE policies, which of course expand on the overarching SD policies.

9. Do you think the wording of draft Strategic Policy SDS3: Settlement Hierarchy is appropriate?

No, needs amendment.

10. If not, what should be changed about draft Strategic Policy SDS3: Settlement Hierarchy?

- Current wording states that Peacehaven & Ringmer are Tier 2 "Service Centres" - Sustainable locations (with either a frequent bus or rail service) with a number of key services and facilities that meet many day-to-day needs of their residents and those from the wider rural hinterland. Some employment opportunities are available. Please amend to distinguish between the towns.

11. What evidence do you have to support the change you have suggested to draft Strategic Policy SDS3: Settlement Hierarchy?

- From a Peacehaven perspective the change from a Tier 1 to Tier 2 in hierarchy is welcomed. But the wording used to describe each category could better reflect the differences in settlements within each category, and to better reflect the disparity between Ringmer & Peacehaven.

12. Do you think the wording of draft Policy SDS4: Settlement Boundaries is appropriate?

- Agree boundaries as set out in GBI settlement boundary page 6.

13. If not, what should be changed about draft Policy SDS4: Settlement Boundaries?

- Settlement Boundaries are defined IN THE GBI SETTLEMENT APPRAISAL and will apply....

14. What evidence do you have to support the change you have suggested to draft Policy SDS4: Settlement Boundaries?

- Adoption of the boundaries proposed for Peacehaven in the GBI Settlement Appraisal would give protection to the areas in the Big Park and elsewhere that are currently deemed to be within the Settlement i.e. according to the previous Policies Map. Boundaries can be finalised only after Site Allocation policies have been finalised. For Peacehaven the basis should be the Figure 8 site audit map (p18). If site 77PT is agreed for development, this boundary will have to be slightly changed. If LDC decides to allocate further major housing development sites in the southern part of the Valley Road Area (See LAA site references 41PT, 70PT, 76PT in Appendix 3.1 intended at 30dph densities), adjustment may be needed to include those areas within the settlement boundary – and possibly the whole area south of the Valley Road.

Theme: Climate Change

15. What are your views on the Theme: Climate Change policies?

Strategic Policy CC1: Mitigating and Adapting to Climate Change

Policy CC2: A Design Response to a Changing Climate

Policy CC3: Improving Energy Efficiency in Existing Buildings

Policy CC4: Solar PV, Storage and Demand Management

Policy CC5: Renewable Energy Generation

Policy CC6: Sustainable Construction

Policy CC7: Coastal Change Management Areas

Policy CC8: Coastal Vulnerability Areas

- In general, excellent. However, some policies may be based on outdated data that do not take sufficient account of the acceleration of Climate Change.

16. Do you think the wording of draft Strategic Policy CC1: Mitigating and Adapting to Climate Change is appropriate?

No, needs amendment.

17. If not, what should be changed about draft Strategic Policy CC1: Mitigating and Adapting to Climate Change?

- Amend points 9 and 14 - Point 9: 'Ensure development MINIMISES DAMAGE TO A SITE'S EXISTING CONTRIBUTION TO CLIMATE RESILIENCE to the natural environment INCLUDING BIODIVERSITY.... Point 14: TRY TO protect the coastline AND EXISTING BUILT COASTAL ASSETS, whilst otherwise improving or'

18. What evidence do you have to support the change you have suggested to draft Strategic Policy CC1: Mitigating and Adapting to Climate Change?

- Point 9: the current phraseology may give developers a green light to ignore or minimise the current condition of sites, even where significant climate resilience/contribution to mitigation exists at present. At present the Climate Change policies may be out of kilter with the NE policies. The main text needs to refer readers to NE policies and the Appendix 2 glossary definition of mitigation – only experts will understand the full force of the policies if they haven't read the definition.
- Point 14: The Local Plan needs to distinguish between coastline that houses valuable built assets (e.g. the Portobello sewage works, and the main A259 westbound road to Brighton that will cost a huge amount to replace) and other parts of the coastline where the priority should be natural processes.

19. Do you think the wording of draft Policy CC2: A Design Response to a Changing Climate is appropriate?

- No, needs amendment.

20. If not, what should be changed about draft Policy CC2: A Design Response to a Changing Climate?

- Insert details into the below paragraph 2 to show what the national average is here to show that this policy is innovative. Current text reads:-
"All new residential and non-residential development should be supported by an Energy Statement which demonstrates how the design and specification of the proposal will: a. reduce energy demands through design and specification including a space demand of no more than 30kWh/sqm/yr for new residential properties....".

21. What evidence do you have to support the change you have suggested to draft Policy CC2: A Design Response to a Changing Climate?

- To show the 'stretch' being introduced. The policy as such and the covering text beneath do not show the extent nor impact of this change. It is all a little too technical in nature. Whilst understandable to development professionals it also needs to make sense to the general public.

22. Do you think the wording of draft Policy CC3: Improving Energy Efficiency in Existing Buildings is appropriate?

No, needs amendment.

23. If not, what should be changed about draft Policy CC3: Improving Energy Efficiency in Existing Buildings?

- Para 2 - needs to be changed to eliminate EPC ratings as the measure of improvement. This is because EPC ratings are based on cost, not CO2 emissions, which means that one good way of improving EPC ratings can be to replace electric heating with a gas boiler (!)

24.What evidence do you have to support the change you have suggested to draft Policy CC3: Improving Energy Efficiency in Existing Buildings?

- EPC rating system is due to be revised in 2026-7 to better reflect CO2 emission concerns, but of course this revision may be delayed. Meantime, Local Plan will incentivise gas boilers if wording is not changed

25.Do you think the wording of draft Policy CC4: Solar PV, Storage and Demand Management is appropriate?

No, needs amendment.

26.If not, what should be changed about draft Policy CC4: Solar PV, Storage and Demand Management?

- Middle of point 1 - : ‘through installation of solar PV OR, WHERE THIS IS NOT TECHNICALLY FEASIBLE, OTHER GREEN TECHNOLOGIES; and to maximise...’ end of Point 1: ‘...to the total annual energy consumption. EXCEPTIONALLY, LARGE DEVELOPMENTS WHERE THIS IS SHOWN TO BE NOT TECHNICALLY OR FINANCIALLY FEASIBLE WILL BE CONSIDERED FOR EXEMPTION OR MITIGATION ON A CASE-BY-CASE BASIS. PROPOSALS FROM THE APPLICANT MAY BE SUBJECT TO INDEPENDENT REVIEW BY A SUITABLY QUALIFIED PERSON APPOINTED BY THE COUNCIL, THE COSTS OF WHICH WILL BE MET BY THE APPLICANT. [DELETE END OF EXISTING TEXT]

27.What evidence do you have to support the change you have suggested to draft Policy CC4: Solar PV, Storage and Demand Management?

- Middle of point 1 - Small (under 10 dwellings) applications offer less housing gain per hour of planning officer time spent on them – and the existing wording opens up the possibility of all developers trying to avoid complying with the policy by arguing that it’s not technically or financially feasible. The opportunity cost of council officers’ time is disproportionate to the potential housing gain. The phraseology needs to encourage developers to come up with a sensible solution – reserving the right to Council to charge them for an independent review will concentrate minds and speed up planning application processes so that development can go forward smoothly.

28.Do you think the wording of draft Policy CC5: Renewable Energy Generation is appropriate?

- Yes

29.If not, what should be changed about draft Policy CC5: Renewable Energy Generation?

[Click or tap here to enter text.](#)

30. What evidence do you have to support the change you have suggested to draft

Policy CC5: Renewable Energy Generation?

[Click or tap here to enter text.](#)

31.Do you think the wording of draft Policy CC6: Sustainable Construction is appropriate?

- Yes

32.If not, what should be changed about draft Policy CC6: Sustainable Construction?

[Click or tap here to enter text.](#)

33.What evidence do you have to support the change you have suggested to draft Policy CC6: Sustainable Construction?

[Click or tap here to enter text.](#)

34.Do you think the wording of draft Policy CC7: Coastal Change Management Areas is appropriate?

- No, needs amendment.

35.If not, what should be changed about draft Policy CC7: Coastal Change Management Areas?

- 1 & 2 – Current wording:
1.Development in areas designated as Coastal Change Management Areas (CCMA's) as identified on the policies map will only be permitted where it is in accordance with other policies in the local plan.
2. New residential development will not be permitted in the CCMA's
- Not an update but the policies map (neither GIS or pdf versions) DOES NOT show the CCMA's ?

36.What evidence do you have to support the change you have suggested to draft Policy CC7: Coastal Change Management Areas?

- Access to this information is requested

37.Do you think the wording of draft Policy CC8: Coastal Vulnerability Areas is appropriate?

No, needs amendment.

38.If not, what should be changed about draft Policy CC8: Coastal Vulnerability Areas?

- Para1 - Development within the areas designated as Coastal Vulnerability Areas as identified on the policies map will only be permitted where it is in accordance with other policies in the local plan and where it can be demonstrated by a Coastal Change Vulnerability Assessment
- Not an update but the policies map (neither GIS or pdf versions) DOES NOT show the CCVA's?
- Paragraph 4. Add: 'Within the vulnerability zones existing buildings, infrastructure or land uses WILL BE CONSIDERED FOR FURTHER PROTECTION WHERE ECONOMICALLY VIABLE AND/OR be supported to adapt to....

39. What evidence do you have to support the change you have suggested to draft Policy CC8: Coastal Vulnerability Areas?

- Access to this information is requested
- Paragraph 4 Increased protection may sometimes be more cost/beneficial than replacement

Theme: Natural Environment

40. What are your views on the Theme: Natural Environment policies?

Strategic Policy NE1: Protecting the Natural Environment

Policy NE2: Green and Blue Infrastructure

Policy NE3: Biodiversity and Nature Recovery

Policy NE4: Trees, Woodland and Hedgerows

Policy NE5: Green Gaps

- Support the aims, particularly support the "Peacehaven and Telscombe Cliffs GBI Settlement Appraisal "TEP Dec 2024

41. Do you think the wording of draft Strategic Policy NE1: Protecting the Natural Environment is appropriate?

- May need revision

42. If not, what should be changed about draft Strategic Policy NE1: Protecting the Natural Environment?

- Consider adding 'and/or other relevant documents' at the end of points (a) as with (e).
- Needs to be bolstered up and extended to include inland areas bordering the South Downs National Park. The GBI appraisal Page 12 refers to the SDNPA. Centenary Park and the water treatment works were all developed in such a way that the views and access to the SDNP would not be adversely affected. Peacehaven and Telscombe is a healthy, attractive places to live with the amenity they offer in breathtaking coastal outlooks and accessible "Downland Landscapes" If more development is permitted on the northern Landscapes, Centenary Park will be encircled and become a suburban park.

- Valley Road buffer zone protects SDNP and contributes biodiversity.

43. What evidence do you have to support the change you have suggested to draft Strategic Policy NE1: Protecting the Natural Environment?

- At the end of points (a) as with (e) - This phrase is a two-edged sword since the Applicant may then want other documents considered. In this policy area, sources, data etc are changing very fast and the ones cited may get very out of date and be too limiting?
- We support Piddinghoe Parish Council's wording as follows: "Historically Piddinghoe Parish reached from the Ouse to the sea; for centuries the Hodder farmstead, now including four listed buildings, was the only built structure on this stretch of open downland. In the 1920s Piddinghoe's southern boundary was redrawn to accommodate the piecemeal speculative development of Peacehaven along the coast road.

Ever since, planners have been striving to retrofit the town with infrastructure, services and the sense of place it deserves and Peacehaven has become an increasingly attractive place to live. So close to Brighton, the town offers much more affordable housing yet in an amazing landscape setting. The Lewes Landscape Character Assessment (May 2023, pp30ff) describes as key characteristics... 'Panoramic views available towards the rising and undulating landform of the South Downs National Park immediately to the north and south towards wind turbines out to sea, creating a sense of openness and tranquillity despite proximity to settlement edges. The Landscape Character Area forms part of the visual setting of the South Downs National Park.' The GBI Assessment (December 2024) confirms the significant amenity value of the town's exhilarating coastal outlooks and network of green spaces, even underplaying its ready access to the breathtaking downland landscape and the vistas of the Ouse Valley.

Peacehaven's proximate and accessible downland backdrop is formally recognised as the highest designation of National Protected Landscape. The National Planning Policy Framework (Dec 2024) states 'The scale and extent of development within all these designated areas should be limited, while development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas'. Supplementary guidance (DEFRA, Dec 2024) requires Local Planning Authorities adjacent to National Parks to *further their purposes* in regard to their setting. Contiguous landscape characteristics and functional connectivity via recreational links are significant considerations for planning around the perimeter of the National Park.

For this reason we propose that Policy NE1(6) is insufficient to reflect the duty to further the purposes of the National Park. Indeed we submit that there is a case for a separate policy under the Natural Environment theme specifically to protect the settings of the South Downs and other Protected Landscapes (High Weald, Ashdown Forest) in or adjacent to the Plan Area. There should be no 'presumption in favour' in such settings and the scale, density and design of any development must respect landscape sensitivity and nature conservation priorities."

44. Do you think the wording of draft Policy NE2: Green and Blue Infrastructure is appropriate?

- Yes.

45. If not, what should be changed about draft Policy NE2: Green and Blue Infrastructure?

[Click or tap here to enter text.](#)

46. What evidence do you have to support the change you have suggested to draft Policy NE2: Green and Blue Infrastructure?

[Click or tap here to enter text.](#)

47. Do you think the wording of draft Policy NE3: Biodiversity and Nature Recovery is appropriate?

- No, needs amendment.

48. If not, what should be changed about draft Policy NE3: Biodiversity and Nature Recovery?

- Para 4 - Amend 'economic' to 'financial'?
- Para 6: Should it be 'Applications...will be refused' rather than 'Development'?
- ADD NEW PARA 9: 'Applications may be subject to independent review by a suitably qualified person appointed by the council the costs of which will be met by the applicant.'

49. What evidence do you have to support the change you have suggested to draft Policy NE3: Biodiversity and Nature Recovery?

- Para 4: I`m not clear on difference between economic and financial in this context – and both need to be added to the Glossary.
- Para 9: Unscrupulous developers will exploit the nuances throughout this policy wording and could waste a lot of Council Officers' time: the threat of independent assessment in connection with any of the paragraphs at their expense will concentrate their minds.

50. Do you think the wording of draft Policy NE4: Trees, Woodland and Hedgerows is appropriate?

Yes

51. If not, what should be changed about draft Policy NE4: Trees, Woodland and Hedgerows?

52. What evidence do you have to support the change you have suggested to draft Policy NE4: Trees, Woodland and Hedgerows?

53. Do you think the wording of draft Policy NE5: Green Gaps is appropriate?

- No, needs amendment.

54. If not, what should be changed about draft Policy NE5: Green Gaps?

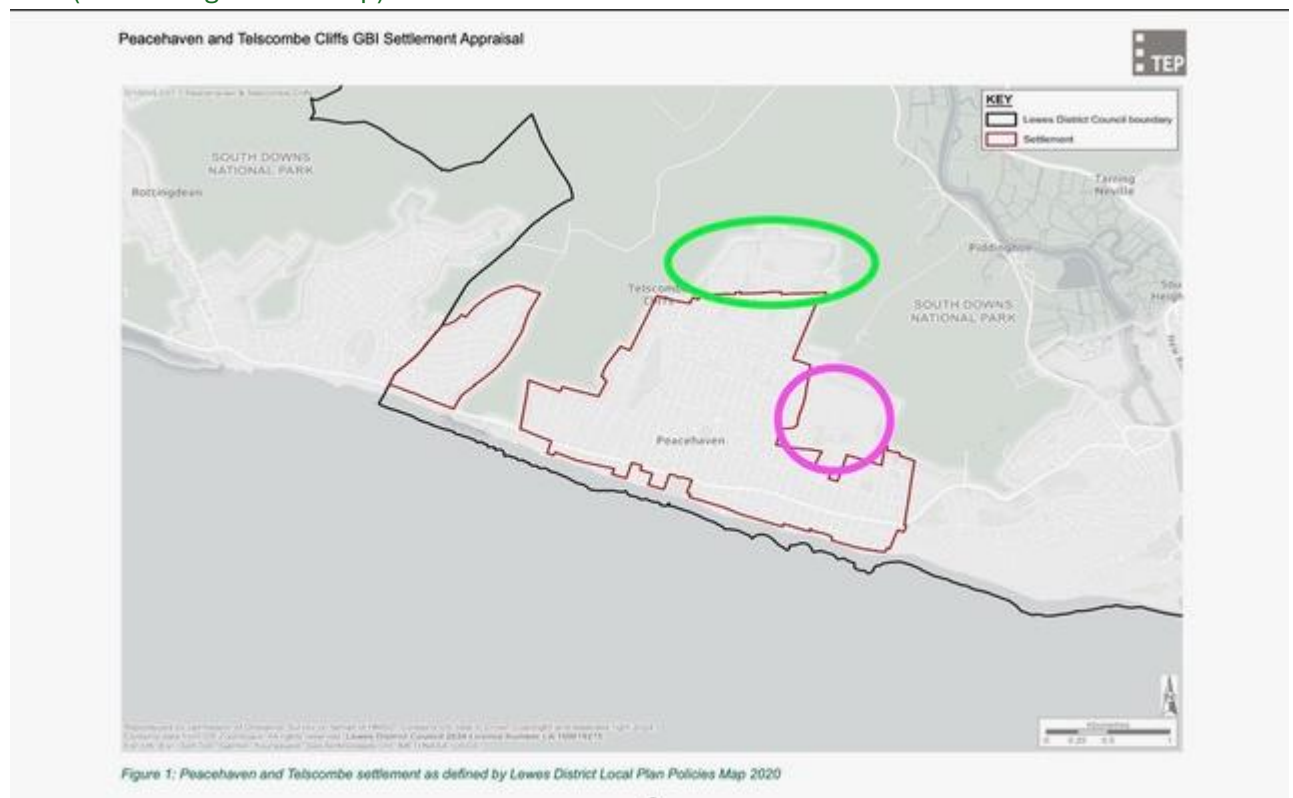
- Amend text to ` 1. Areas and buffer zones between the following [delete settlements] are being proposed for StrategicADD : 'd. The Valley Road area north of the Peacehaven settlement boundary that is surrounded on three sides by the SDNP'.

55. What evidence do you have to support the change you have suggested to draft Policy NE5: Green Gaps?

- This change is in line with Paragraph 27(c) of NPPF (December 2024) which states: 'any allocation or designation which cuts across the boundary of plan areas, or has significant implications for neighbouring areas, is appropriately managed by all relevant authorities'. The intrusion of development into this area, bounded on three sides by a different and neighbouring plan area (SDNP) 'has significant implications' in that it will affect the SDNP in three directions.
- We support Piddinghoe Parish Council's wording as follows: "we propose that the 'Green Gaps' Policy NE5 should be developed to include the designation of 'Green Buffers' where sites in the immediate setting of the National Park are under particular speculative pressure. The hope values that attach to such sites can incentivise neglectful land management, with poor boundary maintenance and under-cultivation inviting classic urban edge nuisances such as fly-tipping and motor-bike scrambling. Invariably however such areas are important in the sensitive landscape and natural setting of the National Park and critical connectors in the GBI network.
For Peacehaven the boundary of the South Downs National Park runs tightly around the hard edge of the settlement area except at Valley Road and Lower Hoddern Farm. At Lower Hoddern Farm, the Centenary Park was only recently created as planning gain from Southern Water's treatment plant to provide a gateway to the National Park. Indeed the treatment plant was buried underground precisely in order to protect the spectacular downland vistas northwards from Peacehaven towards Firle Beacon and Seaford Head. The recently completed 450 homes at Chalker's Rise now frame the western border of that outlook, albeit not yet as softly as the developer promised and the consent required. The push is on by the landowners to extend that scheme eastwards, beyond the settlement boundary set by the current Local Plan. However so far the draft Plan thankfully recognises that further development beyond the settlement boundary into the countryside here would fundamentally compromise the

National Park's setting, intruding into the wide downland perspectives recognised as of such value in the Landscape Character Assessment.

We therefore welcome the rejection of sites 79PT and 91PT in the LAA. However given the development pressures, we consider that this connecting buffer for Peacehaven to the National Park warrants explicit protection. So, to preserve the downland gateway purpose of Centenary Park we propose that the land at Lower Hoddern Farm east of Chalkers Rise between the water treatment plant and the National Park boundary should be explicitly designated as a 'Green Buffer' under proposed policy NE5 (indicated pink on map). Valley Road provides a peaceful and secluded wooded hinterland at the northern urban edge of Peacehaven. Charmingly unfenced, it harbours a richly biodiverse natural environment and provides valuable recreational and amenity networks connecting into the National Park. This area is not at all suitable for large-scale development, and small-scale proposals must preserve the tranquil rural character of this sensitive transitional zone. We therefore propose that Policy NE5 is amended also to add Valley Road as a 'Green Buffer' between Peacehaven settlement boundary and that of the National Park (indicated green on map).".



Theme: Water

56. What are your views on the Theme: Water policies?

Policy W1: Flood Risk and Flood Management

Policy W2: Protection of water resources and water quality

Policy W3: Water Efficiency in New Development, Extensions and Renovations

[Click or tap here to enter text.](#)

57. Do you think the wording of draft Policy W1: Flood Risk and Flood Management is appropriate?

- Yes.

58. If not, what should be changed about draft Policy W1: Flood Risk and Flood Management?

[Click or tap here to enter text.](#)

59. What evidence do you have to support the change you have suggested to draft Policy W1: Flood Risk and Flood Management?

[Click or tap here to enter text.](#)

60. Do you think the wording of draft Policy W2: Protection of water resources and water quality is appropriate?

- No, needs amendment.

61. If not, what should be changed about draft Policy W2: Protection of water resources and water quality?

- Change numbering to 1-6 as with other Policies

62. What evidence do you have to support the change you have suggested to draft Policy W2: Protection of water resources and water quality?

[Click or tap here to enter text.](#)

63. Do you think the wording of draft Policy W3: Water Efficiency in New Development, Extensions and Renovations is appropriate?

- No, needs amendment.

64. If not, what should be changed about draft Policy W3: Water Efficiency in New Development, Extensions and Renovations?

- 5 is not comprehensible

65. What evidence do you have to support the change you have suggested to draft Policy W3: Water Efficiency in New Development, Extensions and Renovations?

[Click or tap here to enter text.](#)

Theme: Health

66. What are your views on the Theme: Health policies?

Strategic Policy HW1: Health and Wellbeing

Policy HW2: Minimising Pollution Impacts

Policy HW3: Healthy Vibrant Places

Policy HW4: Designing for Health and Wellbeing

Policy HW5: Outdoor Playing Space

Policy HW6: Healthy Local Food

- In general it is excellent. However, GP services may need a separate policy HW7: GP surgeries are the single most critical health infrastructure and development was neglected during Peacehaven's spurts of housing development. Should there be a doctor's surgery within, say, 500 metres of every resident? In Peacehaven we now have only one GP Surgery – Newhaven is much closer for many Peacehaven residents even though a separate town - Newhaven's Quayside Medical Practice includes some addresses in Peacehaven and even Telscombe.

67. Do you think the wording of draft Strategic Policy HW1: Health and Wellbeing is appropriate?

- No, needs amendment.

68. If not, what should be changed about draft Strategic Policy HW1: Health and Wellbeing?

- Para 3 - Housing numbers and floorspace to be provided.
- Para 3- Change from 'The screening should be undertaken at an early stage in order to identify the potential health and wellbeing impacts of the proposal' to 'The screening should be undertaken at an early stage in order to identify the potential health and wellbeing impacts of the proposal on the health and wellbeing of communities likely to be affected by the proposal'
- 4c – "The HIA should set out how the development will mitigate harmful impacts on health and wellbeing, maximise positive impacts, support healthy lifestyles and address any health needs identified by the JSNA".

- There is nothing about the low numbers of GPs in certain parts of the District, which affects access to health care.
- Para 4b – Current wording: “The HIA will be expected to assess the likely individual and cumulative impacts of the proposal on the health and wellbeing of communities likely to be affected by the proposal and demonstrate how the HIA recommendations have been incorporated into the proposal.”. This to include all aspects of health provision.
- HW1.2(c) - Add at end INCLUDING INDOOR SPORTS

69. What evidence do you have to support the change you have suggested to draft Strategic Policy HW1: Health and Wellbeing?

- Para 3 - adds 'communities likely to be affected by the proposal.' Para 3 doesn't make clear who should be included in the screening, whereas Para 4 brings it into line with the HIA as HIAS could look solely at the proposal area and not at the other communities who may be affected by the proposal
- 4c - Public Health England document on HIA - Ref: PHE publications gateway number GW-1620 states that an HIA has 5 stages: Screening, Scoping, Assessing, Reporting and Monitoring an Evaluation. Who do you see being responsible for monitoring and evaluation, which can only take place after the development has been built and occupied?
- Para 4b - To ensure that HIA considers recommendations necessary to reflect the **cumulative** effect of inadequate health provision
- HW1.2(c) - The need for indoor sports facilities is neglected throughout this Local Plan. Facilities are now often a burden on Council Tax payers. New development should contribute. See also policies IC4 and IC5

70. Do you think the wording of draft Policy HW2: Minimising Pollution Impacts is appropriate?

- No, needs amendment.

71. If not, what should be changed about draft Policy HW2: Minimising Pollution Impacts?

- Para 1 – Following wording ‘All development proposals are required to avoid significant adverse impacts arising from noise, light, air, soil, water and odour pollutants and other pollutants as a result of the development at the time of implementation and in the future.’ To change to ‘All development proposals are required to avoid significant adverse impacts arising from noise, light, air, soil, water and odour pollutants and other pollutants as a result of the development.’
- Para 1 - Please define 'Significant adverse impacts'
- Para 1 - '.....applicants identify and agree to undertake such pollution mitigations as are determined to be appropriate to ensure that the health and quality of life of people, and the quality of the environment, are not affected.
- Para 2 – update the following wording ‘Noise sensitive development will only be supported where applicants demonstrate that users of the development will not be exposed to unacceptable noise disturbance from existing or future uses. Applications for residential development in locations where noise from road, rail, or other noise generating uses is expected must be accompanied by a Noise Impact Assessment.’ To ‘Noise sensitive development will only be supported where applicants demonstrate that users of the development will not be exposed to unacceptable noise disturbance from existing uses. Applications for residential development in locations where noise from road, rail, or other noise generating uses is expected must be accompanied by a Noise Impact Assessment’.
- Para 3 – Define ‘noise sensitive users’ mentioned in the following wording ‘Noise generating development will only be supported where applicants demonstrate that nearby noise sensitive uses, including existing or planned uses, will not be exposed to noise impacts that would adversely affect the amenity of existing or future users of surrounding development.’
- Para 3 - Noise generating development will only be supported where applicants demonstrate that nearby noise sensitive uses, including existing or planned uses, will not be exposed to noise impacts that would adversely affect the amenity of existing or future users of surrounding development.
- At end of HW2.1 - ADD ‘within the development and the surrounding area’

- HW2.2 after 'uses' add within or in the surrounding area'.
- HW2.4 Change 'where possible' to 'UNLESS IT IMPOSES AN EXTRAORDINARY BURDEN'.

72. What evidence do you have to support the change you have suggested to draft Policy HW2: Minimising Pollution Impacts?

- Para 1 - It is not clear how a developer can/will be held liable for events in the future, or how records of changes will be kept to prove a case.
- Para 1 - Who will decide which pollution mitigations are taken and whether they have been satisfactorily completed? What if the pollutant is an off-site source - for example a factory releasing substances into the air that may be hazardous to health?
- Para 2 - Text changed to remove 'or future uses'. It is not clear how a developer can/will be held liable for events in the future, or how records of changes will be kept to prove a case.
- Para 3 - Please define 'Noise sensitive uses'
- Para 3 - Noise impacts - how will this be measured? There can be many sources of sound in the environment - a low hum, loud bang - high attack rate, irregular noise events such as random noise events, all of which may affect members of the public
- Para 11 - Comment; This policy is very welcome in that it seeks to avoid provision for litter is considered if a cafe take away is proposed.
- HW2.1 and 2.2: existing residents in the surrounding area are not otherwise protected.
- HW2.4 Alters the burden of proof and will save time for Council Planning Officers. The phrase 'extraordinary burden' is used elsewhere in the Draft Policies

73. Do you think that the local plan should introduce a requirement for intensive agriculture proposals to be accompanied by a statement of compliance with regard to biodiversity, pollution and climate change requirements? Such an approach would require further evidence base work to help us to identify the scale/intensity of agricultural development below the Environment Agency permit requirements to which such a requirement should apply?

[Click or tap here to enter text.](#)

74. Do you think the wording of draft Policy HW3: Healthy Vibrant Places is appropriate?

- No, needs amendment.

75. If not, what should be changed about draft Policy HW3: Healthy Vibrant Places?

- HW3 Policy aims supported but needs to be enforced. Money to be provided but see comments for HW5.

76. What evidence do you have to support the change you have suggested to draft Policy HW3: Healthy Vibrant Places?

[Click or tap here to enter text.](#)

77. Do you think the wording of draft Policy HW4: Designing for Health and Wellbeing is appropriate?

- No, needs amendment.

78. If not, what should be changed about draft Policy HW4: Designing for Health and Wellbeing?

- Change from "...Vulnerable users include wheelchair users, people with poor mobility, older people, pedestrians and cyclists' to 'Vulnerable users include **but are not limited to** wheelchair users, people with poor mobility, older people, pedestrians and cyclists'.
- h. Change from 'Sound transmission through the building has been considered.' To 'Sound transmission through the building has been considered **and appropriate measures to control sound levels have been taken where required.**'
- NB the grammatical construction of the whole policy is out of line with other Policies'.

79. What evidence do you have to support the change you have suggested to draft Policy HW4: Designing for Health and Wellbeing?

- h. the phrase 'has been considered' is worthless/toothless!

80. Do you think the wording of draft Policy HW5: Outdoor Playing Space is appropriate?

- No, needs amendment.

81. If not, what should be changed about draft Policy HW5: Outdoor Playing Space?

- Wherever possible it is suggested that play areas are placed where there is some form of overlooking from nearby houses or flats, so that an element of safeguarding for the children is maintained.
- The aims are good but the reality is poor. Each area or development should be looked at individually to see how many and what ages the occupants will be. Too often developers give over an area as obliged but give no thought to play, sport or equipment. Children play within the street and cars, The sports provision needs to cover more than just a dominant sport i.e. Football. Accessibility via walkways and cycle paths to be considered and built at the same time.
- Para 3. ADD: AND THAT THERE IS AN AVAILABLE SITE WITHIN 400 METRES

82. What evidence do you have to support the change you have suggested to draft Policy HW5: Outdoor Playing Space?

- Para 3. To make clear that point3 does not imply exemption from point 2

83. Do you think the wording of draft Policy HW6: Healthy Local Food is appropriate?

- No, needs amendment.

84. If not, what should be changed about draft Policy HW6: Healthy Local Food?

- Para 5 - Access to community growing spaces should include access for people in wheelchairs or using other mobility aids.
- Para 7 - ADD 'hot food takeaways, including licenses for mobile takeaways and through change of use....'; ADD (c) the site is at least 400 metres from a facility used by children such a school or nursery.

85. What evidence do you have to support the change you have suggested to draft

Policy HW6: Healthy Local Food?

- Para 7 - Mobile Takeaways need to be controlled too. Hot food takeaways can promote obesity and children need special protection.

Theme: Homes for All

86. What are your views on the Theme: Homes for All policies?

Strategic Policy H1: Meeting Housing Needs

Policy H2: Suitable Homes for All

Policy H3: Affordable Housing

Policy H4: Specialist Accommodation for Vulnerable People

Policy H5: New Residential Development in the Countryside

Policy H6: Making Best Use of Existing Rural Buildings

Policy H7: Making Best Use of the Existing Housing Stock

Policy H8: Accommodation for Gypsies, Travellers and Travelling Showpeople

87. Do you think the wording of draft Strategic Policy H1: Meeting Housing Needs is appropriate?

- Yes

88. If not, what should be changed about draft Strategic Policy H1: Meeting Housing Needs?

[Click or tap here to enter text.](#)

89. What evidence do you have to support the change you have suggested to draft Strategic Policy H1: Meeting Housing Needs?

[Click or tap here to enter text.](#)

90. Do you think the wording of draft Policy H2: Suitable Homes for All is appropriate?

- No, needs amendment.

91. If not, what should be changed about draft Policy H2: Suitable Homes for All?

- Para 2 - waiting lists AND OTHER NEED;

92. What evidence do you have to support the change you have suggested to draft Policy H2: Suitable Homes for All?

- Para 2 - Many in housing need are not on the waiting list.

93. Do you think the wording of draft Policy H3: Affordable Housing is appropriate?

- No, needs amendment as per item 94.

94. If not, what should be changed about draft Policy H3: Affordable Housing?

- Update Table 4 in the accompanying text

95. What evidence do you have to support the change you have suggested to draft Policy H3: Affordable Housing?

- Rents seem to have gone up more than incomes since 2019. If you do not update Table 4, you may not be able to justify 40% affordable homes in context of higher (standard assessment) Housing Need figures and para 35 of NPPF. If you want to stick with the 2019 figures, you need an extra table showing what rents would have gone up to etc on basis of published average rental figure in 2024. Surely Aecom can produce these figures quickly?

96. Do you think the wording of draft Policy H4: Specialist Accommodation for Vulnerable People is appropriate?

- Yes

97. If not, what should be changed about draft Policy H4: Specialist Accommodation for Vulnerable People?

[Click or tap here to enter text.](#)

98. What evidence do you have to support the change you have suggested to draft Policy H4: Specialist Accommodation for Vulnerable People?

[Click or tap here to enter text.](#)

99. Do you think the wording of draft Policy H5: New Residential Development in the Countryside is appropriate?

[No, needs amendment.](#)

100. If not, what should be changed about draft Policy H5: New Residential Development in the Countryside?

- 1c - ADD at end: 'Viability assessments may be subject to independent review by suitably qualified persons appointed by the Council, the costs of which will be borne by the applicant

101. What evidence do you have to support the change you have suggested to draft Policy H5: New Residential Development in the Countryside?

- 1c - Need to protect Council officers time and likelihood of developers trying to exploit loopholes

102. Do you think the wording of draft Policy H6: Making Best Use of Existing Rural Buildings is appropriate?

- Yes

103. If not, what should be changed about draft Policy H6: Making Best Use of Existing Rural Buildings?

[Click or tap here to enter text.](#)

104. What evidence do you have to support the change you have suggested to draft Policy H6: Making Best Use of Existing Rural Buildings?

[Click or tap here to enter text.](#)

105. Do you think the wording of draft Policy H7: Making Best Use of the Existing Housing Stock is appropriate?

- Yes

106. If not, what should be changed about draft Policy H7: Making Best Use of the Existing Housing Stock?

[Click or tap here to enter text.](#)

107. What evidence do you have to support the change you have suggested to draft Policy H7: Making Best Use of the Existing Housing Stock?

[Click or tap here to enter text.](#)

108. Do you think the wording of draft Policy H8: Accommodation for Gypsies, Travellers and Travelling Showpeople is appropriate?

- Yes

109. If not, what should be changed about draft Policy H8: Accommodation for Gypsies, Travellers and Travelling Showpeople?

[Click or tap here to enter text.](#)

110. What evidence do you have to support the change you have suggested to draft Policy H8: Accommodation for Gypsies, Travellers and Travelling Showpeople?

[Click or tap here to enter text.](#)

Theme: Economy and Regeneration

111. What are your views on the Theme: Economy and Regeneration policies?

Strategic Policy E1: Meeting Economic Needs

Strategic Policy E2: Newhaven Town

Policy E3: Newhaven Port

Policy E4: Rural Economy

Policy E5: Town Centres

Policy E6: Town Centre Uses

Policy E7: Visitor Economy

Policy E8: Equestrian Development

- Policy Aims Supported But - Where is Peacehaven in all this? All about Newhaven and Town Centres. Creating jobs. Peacehaven and Telscombe has a population of circa 23,000 and growing. 95% move out of the town for employment yet there is an active local shopping area and trading estates with

warehouses. The Meridian Site, Peacehaven is also waiting for development. How does not investing in and promoting Peacehaven fit the Visions of this Plan?

112. Do you think the wording of draft Strategic Policy E1: Meeting Economic Needs is appropriate?

- No, needs amendment.

113. If not, what should be changed about draft Strategic Policy E1: Meeting Economic Needs?

- E1 1.b ADD sentence 'Viability assessments may be subject to independent review by a suitably qualified person appointed by the council the costs of which will be met by the applicant.'

114. What evidence do you have to support the change you have suggested to draft Strategic Policy E1: Meeting Economic Needs?

- See previous policies

115. Do you think the wording of draft Strategic Policy E2: Newhaven Town is appropriate?

- N/A

116. If not, what should be changed about draft Strategic Policy E2: Newhaven Town?

[Click or tap here to enter text.](#)

117. What evidence do you have to support the change you have suggested to draft Strategic Policy E2: Newhaven Town?

[Click or tap here to enter text.](#)

118. Do you think the wording of draft Policy E3: Newhaven Port is appropriate?

- N/A

119. If not, what should be changed about draft Policy E3: Newhaven Port?

[Click or tap here to enter text.](#)

120. What evidence do you have to support the change you have suggested to draft Policy E3: Newhaven Port?

[Click or tap here to enter text.](#)

121. Do you think the wording of draft Policy E4: Rural Economy is appropriate?

- Yes.

122. If not, what should be changed about draft Policy E4: Rural Economy?

[Click or tap here to enter text.](#)

123. What evidence do you have to support the change you have suggested to draft Policy E4: Rural Economy?

[Click or tap here to enter text.](#)

124. Do you think the wording of draft Policy E5: Town Centres is appropriate?

- No, needs amendment as per item 125.

125. If not, what should be changed about draft Policy E5: Town Centres?

- Please require ALL town centres to include a Post Office.

126. What evidence do you have to support the change you have suggested to draft Policy E5: Town Centres?

- For the first five years of the Plan at least (up to 2030) the Meridian Centre will have no retail at all, not even a cafe. It is not clear that there will be more than a small supermarket even after 2030. Newhaven has one huge supermarket offering clothes etc as well as foods (Sainsbury's), a second supermarket (Lidl), B&Q, Paradise Park for horticulture, toys etc, Screwfix and much more. Meridian centre will never have anything like that. The Meridian Centre used to have a Post Office.

127. Do you think the wording of draft Policy E6: Town Centre Uses is appropriate?

- Yes

128. If not, what should be changed about draft Policy E6: Town Centre Uses?

[Click or tap here to enter text.](#)

129. What evidence do you have to support the change you have suggested to draft Policy E6: Town Centre Uses?

[Click or tap here to enter text.](#)

130. Do you think the wording of draft Policy E7: Visitor Economy is appropriate?

- Yes

131. If not, what should be changed about draft Policy E7: Visitor Economy?

[Click or tap here to enter text.](#)

132. What evidence do you have to support the change you have suggested to draft Policy E7: Visitor Economy?

[Click or tap here to enter text.](#)

133. Do you think the wording of draft Policy E8: Equestrian Development is appropriate?

- Yes

134. If not, what should be changed about draft Policy E8: Equestrian Development?

[Click or tap here to enter text.](#)

135. What evidence do you have to support the change you have suggested to draft

Policy E8: Equestrian Development?

[Click or tap here to enter text.](#)

Theme: Design, Landscape and the Built Environment

136. What are your views on the Theme: Design, Landscape and the Built Environment policies?

Strategic Policy D1: Development Principles

Policy D2: Achieving High-Quality Design in Development

Policy D3: Landscape Character

Policy D4: Conservation and Enhancement of Heritage Assets

- **D1. 3,4,6 - PEACEHAVEN AND TELSCOMBE - Retaining as much as possible Grass Verge is within the emerging Neighbourhood Plan but is not reflected in this Local Plan** - In the Themes for this plan, the removal of grass verges and all of the front gardens is not covered. This is a key in P&T as trees do not thrive, it covers most of the themes and is huge for Climate Change. How do we get this in?

137. Do you think the wording of draft Strategic Policy D1: Development Principles is appropriate?

- No, needs amendment.

138. If not, what should be changed about draft Strategic Policy D1: Development Principles?

- .6 - Contributes to local distinctiveness and sense of place...

139. What evidence do you have to support the change you have suggested to draft Strategic Policy D1: Development Principles?

[Click or tap here to enter text.](#)

140. Do you think the wording of draft Policy D2: Achieving High-Quality Design in Development is appropriate?

- Yes

141. If not, what should be changed about draft Policy D2: Achieving High-Quality Design in Development?

[Click or tap here to enter text.](#)

142. What evidence do you have to support the change you have suggested to draft Policy D2: Achieving High-Quality Design in Development?

[Click or tap here to enter text.](#)

143. Do you think the wording of draft Policy D3: Landscape Character is appropriate?

- Yes

144. If not, what should be changed about draft Policy D3: Landscape Character?

[Click or tap here to enter text.](#)

145. What evidence do you have to support the change you have suggested to draft Policy D3: Landscape Character?

[Click or tap here to enter text.](#)

146. Do you think the wording of draft Policy D4: Conservation and Enhancement of Heritage Assets is appropriate?

- Yes.

147. If not, what should be changed about draft Policy D4: Conservation and Enhancement of Heritage Assets?

[Click or tap here to enter text.](#)

148. What evidence do you have to support the change you have suggested to draft

Policy D4: Conservation and Enhancement of Heritage Assets?

[Click or tap here to enter text.](#)

Theme: Infrastructure & Community Facilities

149. What are your views on the Theme: Infrastructure & Community Facilities policies?

Strategic Policy IC1: Infrastructure Provision

Policy IC2: Water Supply and Wastewater Management

Policy IC3: Digital Infrastructure and Communications

Policy IC4: Non-commercial Community Facilities

Policy IC5: Commercial Community Uses

Policy IC6: Sustainable Transport and Movement

Policy IC7: Parking Standards

Policy IC8: Former Lewes to Uckfield Railway Line

- Policy IC10 needs to include the sentence Council may require assessment of all Development proposals by a suitably qualified person appointed by the council the costs of which will be met by the applicant.

150. Do you think the wording of draft Strategic Policy IC1: Infrastructure Provision is appropriate?

- Yes

151. If not, what should be changed about draft Strategic Policy IC1: Infrastructure Provision?

[Click or tap here to enter text.](#)

152. What evidence do you have to support the change you have suggested to draft Strategic Policy IC1: Infrastructure Provision?

[Click or tap here to enter text.](#)

153. Do you think the wording of draft Policy IC2: Water Supply and Wastewater Management is appropriate?

- No, needs amendment.

154. If not, what should be changed about draft Policy IC2: Water Supply and Wastewater Management?

1. Amend to Development proposals must demonstrate that there is adequate existing water supply infrastructureprovision) to serve the proposed development over its lifetime...how the appropriate infrastructure improvements will be completed AND PAID FOR prior to the development'sstatutory undertaker that the existing infrastructure IS ADEQUATE FOR CURRENT USAGE (INCLUDING EXPECTATIONS OF INCREASED DEMAND FROM DEVELOPMENTS OUTSIDE THE PLANNING AREA) AND THAT THE FURTHER requisite infrastructure....

155. What evidence do you have to support the change you have suggested to draft Policy IC2: Water Supply and Wastewater Management?

- In Peacehaven, the wastewater infrastructure serves the area from East Brighton eastwards. Water supplies are dependent on what happens outside the town, including from aquifers that may be impacted by development elsewhere. Existing residents have been severely impacted by the extra demand imposed on existing drainage etc by new development (e.g. big housing developments including Chalkers Rise, however good their new drainage arrangements within their sites, resulted in such extra stresses on the drainage outside their sites that existing dwellings have been repeatedly flooded for over a decade. The issues remain unsolved at date (although the cause is said at last to have been identified)

156. Do you think the wording of draft Policy IC3: Digital Infrastructure and Communications is appropriate?

- Yes

157. If not, what should be changed about draft Policy IC3: Digital Infrastructure and Communications?

[Click or tap here to enter text.](#)

158. What evidence do you have to support the change you have suggested to draft Policy IC3: Digital Infrastructure and Communications?

[Click or tap here to enter text.](#)

159. Do you think the wording of draft Policy IC4: Non-commercial Community Facilities is appropriate?

- No, needs amendment.

160. If not, what should be changed about draft Policy IC4: Non-commercial Community Facilities?

- ADD 1. ALL HOUSING DEVELOPMENTS OVER 100 DWELLINGS WILL BE REQUIRED TO INCLUDE A COMMUNITY HALL, INCLUDING STORAGE SPACE, KITCHENETTE AND TOILET. HOUSING DEVELOPMENTS OVER 300 DWELLINGS WILL BE REQUIRED TO INCLUDE A COMMUNITY HALL LARGE ENOUGH FOR INDOOR SPORTS SUCH AS BADMINTON, WITH KITCHEN, toilets etc

161. What evidence do you have to support the change you have suggested to draft Policy IC4: Non-commercial Community Facilities?

- Parish Church Halls and Community Halls have been the 'glue' that enables communities to flourish for thousands of years. They are needed for children's parties, playgroups, local community groups (knitting, scrabble, dance, keep fit etc etc). In Peacehaven, we have two such spaces (Town Hall and the Hub). The postwar decades of development of the areas around Heathy Brow, the Bricky, and Pelham Rise to Telscombe Road (over a thousand new homes) happened without any extra community facilities. The recent Chalkers Rise 450 new homes was permitted without a community space. This INTERNAL space is just as important for communities as playgrounds which are mandated in Policy HW5

162. Do you think the wording of draft Policy IC5: Commercial Community Uses is appropriate?

- No, needs amendment.

163. If not, what should be changed about draft Policy IC5: Commercial Community Uses?

- ADD New Policy IC5.1 Proposals for new commercial community facilities will be welcomed especially for indoor sports facilities.

164. What evidence do you have to support the change you have suggested to draft Policy IC5: Commercial Community Uses?

- The current phraseology is very negative.

165. Do you think the wording of draft Policy IC6: Sustainable Transport and Movement is appropriate?

Yes

166. If not, what should be changed about draft Policy IC6: Sustainable Transport and Movement?

[Click or tap here to enter text.](#)

167. What evidence do you have to support the change you have suggested to draft Policy IC6: Sustainable Transport and Movement?

[Click or tap here to enter text.](#)

168. Do you think the wording of draft Policy IC7: Parking Standards is appropriate?

- Yes

169. If not, what should be changed about draft Policy IC7: Parking Standards?

[Click or tap here to enter text.](#)

170. What evidence do you have to support the change you have suggested to draft Policy IC7: Parking Standards?

[Click or tap here to enter text.](#)

171. Do you think the wording of draft Policy IC8: Former Lewes to Uckfield Railway Line is appropriate?

- Yes

172. If not, what should be changed about draft Policy IC8: Former Lewes to Uckfield Railway Line?

[Click or tap here to enter text.](#)

173. What evidence do you have to support the change you have suggested to draft Policy IC8: Former Lewes to Uckfield Railway Line?

[Click or tap here to enter text.](#)

174. Do you think the wording of draft Policy IC9: Public Rights of Way is appropriate?

- Yes

175. If not, what should be changed about draft Policy IC9: Public Rights of Way?

[Click or tap here to enter text.](#)

176. What evidence do you have to support the change you have suggested to draft Policy IC9: Public Rights of Way?

[Click or tap here to enter text.](#)

177. Do you think the wording of draft Policy IC10: Development Viability?

- Yes

178. If not, what should be changed about draft Policy IC10: Development Viability?

[Click or tap here to enter text.](#)

179. What evidence do you have to support the change you have suggested to draft Policy IC10: Development Viability?

[Click or tap here to enter text.](#)

Appendix B - The LLP TFG's recommended responses on the provisional site allocations.

- ESAP 12 226 - 230 South Coast Road – This meets the policy criteria in the draft local plan and NPPF, with the possible exception of site access difficulties via Edith Avenue.
- ESAP 13 The Dewdrop Inn, 19 Steyning Avenue – It is a heritage asset. PTC recognises the deep feeling of some Peacehaven residents as a non-designated heritage asset (D4.4) and asks LDC to postpone a decision on this until the second phase of the section 18.
- ESAP 14 Lower Hoddern Farm – PTC opposes any extension of the settlement boundary because of inadequate infrastructure to support past housing development. If LDC approves this site allocation, PTC notes that it is in breach of policy H1 (there should be a minimum of 24 dwellings).
- ESAP 15 Land at Cornwall Avenue, Peacehaven – PTC notes that there has been in the past, and hope there will be in future, provision for additional allotments on this site.
- ESAP 16 Motel, 1 South Coast Road – PTC notes there is already planning permission.



Committee:	Full Council	Agenda Item:	C1328a(vi)
Meeting date:	February 25 2025	Authors:	Chair and Vice Chair of Planning and Highways Committee
Subject:	Transport for the South East Consultation		
Purpose:	To Agree Response		

Recommendation(s):

1. That Council agree the proposed Response
2. That councillors respond to the Consultation as individuals

1. Background

Transport for the South East (TfSE) was established in 2017 to bring together strategic policy for transport authorities from Hampshire and West Berkshire to Kent. It is based at the East Sussex County Council (ESCC) offices in Lewes. Its current consultation is to 'refresh' the Strategy it published in 2020 to take account of developments since then and guide policy for the next few years. Although most of its focus is strategic, the consultation also asks for opinions on transport issues of local concern; and one of its ten resilience priorities, the A259 corridor east of Brighton, is of specific concern to our town. TfSE is also influential in local public transport policy-making, including bus services and cycle routes. The Consultation deadline is March 7 2025. The contact address for TfSE is: TfSE@eastsussex.gov.uk

Four specific issues that have been discussed and/or policies adopted at Planning and Highways Committee are included in the Consultation: maintenance and resilience of the A259, unified ticketing, inclusion (including affordability and availability of services for low income residents and those with disabilities) and cycle routes. For example, the Report states (page 54): 'affordability is another key issue as cost of transport can disproportionately affect those on lower incomes or with additional travel needs such as hospital appointments'.

PTC should bring the following to the attention of TfSE:

- Lack of maintenance of the French drains and other drainage installations that used to protect the A259 MRN between Peacehaven and Newhaven where geology makes it particularly vulnerable
- Lack of resilience on the A259 through Peacehaven, evidenced by the frequent daytime traffic jams (eg in situations of A27 accident or roadworks)
- The need for unified ticketing system (such as London's Oyster card) throughout the whole of Sussex (including Brighton) to enable residents to change from one bus or train to another without extra cost
- Policy change to enable those with disability passes to travel free of charge to hospitals for morning appointments - for example by allowing use of the disability bus pass on the 14C from 7am (This could also make it more cost-effective for such pass holders to take paying jobs)
- Provision for the cycle routes in Peacehaven (and Telscombe Cliffs) that have been discussed for years but not implemented

2. Options for Council

To agree to bring these issues to the attention of TfSE

3. Reason for recommendation

If TfSE does not hear the voice of Peacehaven, its time and funding may go elsewhere. This TfSE Consultation on its strategy and priorities is not likely to be repeated for some years.

4. Expected benefits

More attention to the transport needs of Peacehaven

Implications

5.1 Legal	
5.2 Risks	The risks are of not responding – Peacehaven could be neglected
5.3 Financial	
5.4 Time scales	One week
5.5 Stakeholders & Social Value	Transport affects us all
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Better transport options

5. 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 checked="" type="checkbox"/>
6.3 Helping children and young people	<input 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 type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Road Safety
Footpaths, bridleways and cycle/wheeling routes
Contact with Chamber of Commerce



Committee:	Full Council	Agenda Item:	C1328a(vii)
Meeting date:	February 25 2025	Authors:	Chair and Vice Chair of Planning and Highways Committee
Subject:	South Downs National Park (SDNP) Local Plan Review		
Purpose:	Response to SDNP Local Plan Review Consultation		

Recommendation(s):

1. That Council adopt the Recommended Responses to the Consultation
2. That the Town Clerk forward this Report to the Consultation to give SDNP the evidence supporting the Responses

1. Background

The South Downs National Park (SDNP) was established in 2010 to protect the South Downs between Winchester and Eastbourne. In 2019, SDNP adopted its Local Plan and this has now come up for Review.

Peacehaven borders or is close to the SDNP on three sides. SDNP planning policy (including enforcement policy) affects Peacehaven residents and vice versa. **The proposed revisions to its policies in the SDNP Local Plan Review are welcome. PTC also welcomes SDNP assessments ‘excluding’ or ‘rejecting’ all the sites in the vicinity of Peacehaven that have been put forward as suitable for development.**

However, there are areas for concern. In particular, SDNP assessments of the suitability of land bordering Peacehaven for development are being challenged and could be overturned. One of these, the large site LE126 (land close to Lower Hodder Farm and immediately east of Coney Furlong), is currently rejected for development by SDNP, but described as ‘achievable’ in the SDNP assessment (Appendix A). The owner of a part of another site (LE070), where planning consent was refused in July 2024, is currently appealing against the refusal. A third site (LE058 at the west end of the Lookout) is designated as ‘excluded’ but currently subject to a Planning Application for permission for a glamping business. (See Appendix B, which includes a map of all the sites).

PTC is recommended to respond as follows:

- (1) To welcome the proposed revisions to the SDNP Local Plan and the provisional assessments of sites within or close to Peacehaven.
- (2) To inform SDNP of grounds for rejecting development that are not included in its current Assessment of site LE126 immediately east of Coney Furlong
- (3) To request that SDNP improve enforcement in line with NPPF Policy 60
- (4) To request that SDNP support PTC’s potential ‘buffer’ zones just outside the Park and maintain the tranquillity of sites within the Park that are close to Peacehaven

(5) To request that SDNP support Peacehaven's efforts to protect its assets of nature and biodiversity, especially in the areas bordering the Park

2. Options for Council

- (1) To agree the recommendations
- (2) To agree amended recommendations
- (3) To reject some or all of the recommendations

3. Reason for recommendations

(1) **Extra grounds for rejecting site LE126:** These extra grounds are listed, along with the SDNP Assessment, in Appendix A. SDNP extends across wide areas and its officers cannot be expected to be thoroughly acquainted with every town or village: it is up to local residents to report matters that SDNP planning officers may not be aware of. Like every Planning Authority, SDNP is under pressure to find more sites for housing development. PTC needs to ensure that SDNP is fully informed. Landowners who have submitted sites to be assessed as suitable for housing development may challenge the 'reject' assessment in the current consultation document – or may challenge it by Appeal to the Examiner or via Appeal against SDNP refusals of Planning Consent.

(2) **Request to improve enforcement:** Some Peacehaven residents claim to suffer from inadequate enforcement by SDNP – most notably on a site across the PTC northern boundary. Enforcement is not mandatory on planning authorities, which may be chronically short of money. But without enforcement, even the best planning policies can sometimes be ineffective. In a recent case within Peacehaven, a stand of mature trees covered by TPOs were cut down. The latest version of NPPF (National Planning Policy Framework, December 2024, paragraph 60) states: 'Effective enforcement is important to maintain public confidence in the planning systemlocal planning authorities...should act proportionately, should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate'.

(3) **Request to oppose buffer zone development:** Much of Peacehaven borders the SDNP and border areas act as buffer zones, in particular to protect the SDNP's dark skies and tranquillity policies – as well as views to and from the Park. PTC is under constant pressure to support housing development in these areas.

(4) **Peacehaven's assets of nature and biodiversity:** The 'buffer zone' areas contain assets of nature and biodiversity. Not all are formally recognised by designation eg as SSSIs or even Local Wildlife Sites. Biodiversity in these sites can complement the mainly agricultural and grassland areas that characterise much of the land within the SDNP itself that is adjacent to Peacehaven.

4. Expected benefits

Better protection for Peacehaven residents and Peacehaven's assets of nature and biodiversity from inappropriate development. Better information for SDNP.

5. Implications

5.1 Legal	
5.2 Risks	The risks are of not responding
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	Peacehaven residents and wildlife, working more closely with SDNP
5.6 Contracts	
5.7 Climate & Sustainability	Accelerating climate change already threatens Peacehaven
5.8 Crime & Disorder	

5.9 Health & Safety	
5.10 Biodiversity	Very important to protect what still remains
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 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 type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?
Road safety Footpaths, bridleways Assets of Nature and Biodiversity Meridian Meander Net Zero Green Infrastructure

7. Appendices

Appendix A: Site LE126 in SDNP Assessment

(a) SDNP grounds for rejecting Site LE126 as suitable for [housing] development

Settlement: Peacehaven/Piddinghoe

Provisional recommendation: Rejected

Provisional reason for rejection: Potential adverse impact on the character and appearance of the landscape.

Landscape assessment: Landscape sensitivity assessed as moderate although it is considered this would be high in the northern part of the site on higher ground and exposed to longer distance views. There is a clear edge to the settlement to the west of the site.

Suitability assessment: The site is assessed as moderate for landscape sensitivity although this is due to the lower ground in the south-west which is removed from some longer distance views. There is also a very strong settlement edge along the west of the site. In summary, the settlement edge combined with the landscape sensitivity make this site unsuitable.

Suitable: No

Availability assessment: The site is being actively promoted and is considered available

Available: Yes

Achievability assessment: There is no reason to indicate why development on the site is not achievable

Achievable: Yes

(b) Further grounds for rejecting development on Site LE126

The SDNP's grounds for assessing site LE126 as unsuitable for housing development are set out in the extract from its Site Assessment in A(a) above. The site sits on the edge of Peacehaven's Settlement border and would be accessed via Peacehaven. Amongst the further grounds on which SDNP should continue to 'reject' this site are grounds that arise from inadequacy of infrastructure in the c. 20,000 population Settlement of Peacehaven and Telscombe Cliffs that it borders – and the impossibility of rectifying some of these inadequacies (which can go beyond analysis of cost/benefit). These grounds include:

- No retail centre, with any replacement for the now-closed Co-Op unlikely to be sufficiently large to dissuade those with cars from driving for their shopping to other towns (Newhaven's big Sainsbury's, Lidl, B&Q, Screwfix, and Garden Centre - 10-20 minutes drive away; but also Brighton 20-30 minutes, with expensive parking; and Lewes Town).
- Vehicle accessibility to/from the whole Settlement is limited to the east-west coast road, the A259. This is part of MRN (Major Road Network), but partially only two-lane between buildings. This road is already recognised to be congested and its resilience is regularly tested when there are roadworks or an accident, including on A27 between Brighton and Polegate (eastbound traffic from Brighton shifts to the A259). 'Resilience' is defeated with queueing for one-two miles. The third (bus) lane is intermittent and queueing therefore holds up buses too – there is even concern among residents about ambulance access. The A259 eastwards is subject to structural threat from the underlying geology (Lambeth Group + some moving clay) and the A259 westwards towards Brighton is, in the longer term, threatened by coastal erosion at one point where it runs close to unprotected cliffs. Although both the Local Planning Authority and the Town Council support further moderate and appropriate densification **within** the Settlement to help meet local housing need, the additional vehicles from a big development outside the current Settlement borders would place further stress on the access roads to/from the Settlement.
- The impact on already stressed roads **within** the Settlement (to and from the A259) would also be measurable.
- No easy vehicular access to/from the Settlement and site LE126: one possible route would be through the narrow roads of Coney Furlong housing estate – access that would afflict the tranquillity and possibly even the safety of residents there. More likely would have to be the rural route past a small industrial estate to the junction with Pelham Rise. The junction with the new-build and still-to-be-completed 450-home Chalkers Rise estate is already stressing Pelham Rise close to this junction.
- No bus service or other public transport to/from the main local service town, Newhaven, after lunch to the northern half of the Settlement.
- No public transport to/from the Settlement except buses.
- No post-16 education.
- Very little employment in the Settlement. The neighbouring town, Newhaven, has enjoyed Enterprise Zone status which has created new jobs there. Most of the Peacehaven/Telscombe Cliffs Settlement's residents leave the town for paid work.

APPENDIX B



Site Ref	Address	Settlement	Prov' Recc'	Prov' Reason for rejection	Landscape Assessment	Suitability Assessment	Suitable	Availability Assessment	Available	Achievability Assessment	Achievable
LE126	Land to the east of Telscombe Road / Hoddern Farm	Peacehaven / Piddinghoe	Rejected	Potential adverse impact on the character and appearance of the landscape.	Landscape sensitivity assessed as moderate although it is considered this would be high in the northern part of the site on higher ground and exposed to longer distance views. There is a clear edge to the settlement to the west of the site.	The site is assessed as moderate for landscape sensitivity although this is due to the lower ground in the south-west which is removed from some longer distance views. There is also a very strong settlement edge along the west of the site. In summary, the settlement edge combined with the landscape sensitivity make this site unsuitable.	No	The site is being actively promoted and is considered available.	Yes	There is no reason to indicate why development on the site is not achievable.	Yes

Other sites rejected or excluded by SDNP Assessments

The Peacehaven/Telscombe Cliffs Settlement nestles in a curve of the Park boundary. This touches the Peacehaven Settlement boundary at Coney Furlong and along the north end of the Cissbury Avenue/Ashington area, according to the proposed 'Policies Map' that is part of the LDC Draft Local Plan Consultation that is running in tandem with the SDNP Local Plan Consultation. In the north, the Valley Road area (described as 'South Downs fringe' in the draft

Peacehaven and Telscombe Neighbourhood Plan) forms a buffer zone between the SDNP and the Peacehaven Settlement (built-up area); in the east, the draft new LDC Policies Map has mostly moved the Settlement boundary southwards to create a buffer zone.

SDNP has developed two levels of negative decision on the suitability of sites for development: 'exclusion' and 'rejection'. The planning implication is that SDNP is unlikely to consider development in sites that have been 'excluded' at any stage in the foreseeable future. The 'excluded' and 'rejected' sites are distinguished from each other on the SDNP map- see above.

There are five sites close to or within Peacehaven that have been assessed in the current SDNP Plan Review, presumably because landowners have submitted them for consideration as potential housing development sites – or as suitable for non-housing development. Three of these have been 'excluded'. (1) LE058, a site at the west end of the Lookout is 'excluded' on the grounds that 'the site is not considered to be previously developed and does not relate well to any defined settlement boundary'. It is currently the subject of a Planning Application to create a glamping site (SDNP/25/00228/FUL). (2) LE070 (south east, close to A259 to Newhaven) at Links Avenue is 'excluded' on the grounds that it is 'within a local wildlife site'. Despite being 'excluded,' part of the site is currently subject to Appeal against refusal of a 2024 Planning Application for development as a site for Class B8 open air storage (see Planning Appeal SDNP/25/00008/REF against the decision on planning application SDNP/24/01263/FUL). (3) Site LE080, just over the border into Newhaven, is excluded on grounds that it is 'mostly within a local wildlife site' and 'not considered to be previously developed land outside a settlement and detached and unrelated to a settlement'. Of the other two, one, LE061 (land at Kirby Farm close to the west of Peacehaven), has been 'rejected' on grounds of 'potential adverse impact on the character and appearance of the landscape'; it is in Telscombe Town, not Peacehaven. The other is LE126, discussed in Appendix A.



Committee:	Full Council	Agenda Item:	C1328a(viii)
Meeting date:	February 25 2025	Authors:	Chair and Vice Chair of Planning and Highways Committee
Subject:	LDC Local Plan preliminary site assessments, especially in the Valley Road Area		
Purpose:	To Note		

Recommendation(s):

That councillors note LDC Local Plan's preliminary sites assessments in Valley Road and Hoyle Road areas as 'potentially deliverable and developable' for employment, housing and/or 'potentially suitable' for Green Infrastructure`

1. Background

Last month, Lewes District Council (LDC) published draft Local Plan policies for the period up to 2040 for formal public consultation. This Consultation includes a few provisional site allocations for residential development. A proposed response by PTC to the Plan's policies and provisional site allocations is set out in a separate Report to this Council. The current Consultation is the first of two this year before a 'semi-final' draft of the Local Plan is drawn up, including all site allocations. Even if devolution goes ahead, this LDC Local Plan is likely to significantly influence policies and the permitted use for sites in Peacehaven for many years.

The current Consultation documents **also** contain preliminary assessments (**not** allocations) for the potential of many other sites that land-owners have put forward for development – or that LDC planning officers have identified as having potential for development (Appendix 3.1 of the Local Plan). **These are not up for formal consultation at this stage.** Decisions on the final list of sites potentially allocated for housing or other types of development up to 2040 will be subject to formal public consultation later this year, after further LDC research including expert assessments on eg transport and flood risk. Of course, there is nothing to stop residents, including landowners, from sending in their views on the preliminary assessments before the current consultation ends on February 28 (email: localplan@lewes-eastbourne.gov.uk).

In order to ensure that no potential housing sites have been missed (and to prove to central government that they have been properly assessed), LDC planners have to check out all possible sites. Here in Peacehaven, about 30 such sites are listed: they include sites on Rushy Hill and land north of the Tudor Rose park, the main LDC-owned car parks in the town, the land east of Chalkers Rise (site 91PT) and many sites in the Valley Road area between Telscombe Road and the South Downs National Park (SDNP). **At this stage, LDC describes almost all of these sites as neither 'developable' nor 'deliverable'.** The assessment of some of these may be changed (or additional sites added) before the second 'Regulation 18' Consultation later this year. **More homes are needed, especially affordable homes,** and LDC is under great pressure to increase the number of sites that it classifies as suitable for housing development.

Planning processes distinguish between the built-up area within the 'settlement boundary' and the rest. Within a settlement boundary (see Appendix A for Peacehaven and Telscombe's draft boundary), housing development will be encouraged: 'densification' is the policy of both national and local planners. Outside the settlement boundary, once this is finally fixed for the period to 2040, it may be very difficult to get planning consent for most housing and

other non-rural development (there are provisions that could permit new housing for local residents outside the settlement boundary but close to it, see Draft Policy H5 of the Local Plan).

Among the c.30 sites on the 'preliminary' list, four are identified for potential housing or employment-related development at this stage (Appendix B). It is important to note that no **allocations** have been made, not even preliminary allocations – only assessments of potential suitability.

One (Hoyle Road, site 69PT) is identified as potentially suitable for employment but not for residential development. This site is within the town's current 'industrial' zone and all agree that Peacehaven needs more jobs.

Two of the three sites identified as potentially suitable for residential development (70PT and 76PT) are in the Valley Road area north of the current settlement boundary. These are situated within a third, a much larger site (41PT, 17.53 hectares) the whole of which is in principle also described as 'potentially suitable' for residential development. However, the indicative residential capacity (100 homes) for the larger area is limited to the number of homes that are provisionally assessed as suitable for 70PT and 76PT combined. It seems that housing developments in 70PT and 76PT may currently be viewed as part of a 'masterplan' for the whole southern part of the Valley Road area. The assessment for 41PT states: 'the creation of integrated multifunctional green infrastructure should be a key component of any masterplan....Any proposal should be informed by a landscape masterplan for the area south of Valley Road, which has regard to existing landscape features and characteristics including topography, sense of place and views from the boundary of the SDNP. An LVIA [Landscape and Visual Impact Assessment] would be required....' (see Appendix C for 'masterplanning'). This most unusual combination of site assessments raises many questions. It is not clear from the proposals whether the settlement boundary itself would be moved northwards to the Valley Road. If it were to be moved, would this open up the whole 41PT area for residential development – or would all housing development within the 41PT site but outside sites 70PT and 76PT be banned until after 2040? Is there evidence that landowners outside sites 70PT and 76PT wish to participate in masterplanning for multifunctional green infrastructure? If the settlement boundary were not moved, could site 70PT be developed for the indicated 70 homes as an 'island' of housing development with a complicated boundary separated from the main Peacehaven settlement area? Whatever the answers to these questions, **LDC currently assesses each of the proposals in 41PT, 70PT and 76PT to be 'potentially achievable'.**

Finally, the Consultation documents also contain an alternative option for the Valley Road Area. The LDC Local Plan Appendix 3.2 identifies three sites in the whole of Lewes District as possible Green Infrastructure sites. Two of the three are in Peacehaven's Valley Road (See Appendix B). Site 89PT describes the whole 42.7 hectares north of the current settlement boundary (an area surrounded on three sides by the SDNP) as 'potentially suitable for green infrastructure'. The potential development designation is 'Nature Recovery'. The second (90PT) is within the site of 89PT and covers an area of 0.39 hectares that is currently used a lot by horses and walkers – local residents have asked that it be protected from development as a 'Local Green Space'. Both of these proposals reflect the past planning designation of the area. In the 1990s, LDC went as far as the High Court in London to protect the Valley Road area from housing development. Local Plan policies that eg forbid planning permission for uses that detract from the immediate natural setting have been 'saved' on instruction from the Secretary of State since 2003: these saved policies will fall once the Peacehaven and Telscombe Neighbourhood Plan (PTNP) or the LDC Local Plan comes into force. **LDC currently assesses the Nature Recovery option in 89PT as 'not achievable'.** One reason for this is that 'landowners have given no indication of intentions towards nature recovery'.

Both the proposals for 'multifunctional green infrastructure' as part of a masterplan and the proposal that the whole Valley Road area should be designated as a Nature Recovery zone reflect developments in planning priorities at both national and local level. Changes in legislation and national policy regarding the environment include a requirement for Local Nature Recovery Strategies (LNRS) and Biodiversity Net Gain. The SDNP Local Plan Review is even examining options for 'regenerative design' – nature-led policies that restore and repair the damage done to date. These changes in policy mean that money is now available via grants etc for Nature Recovery and Biodiversity Net Gain as well as other 'green' policies.

2. Options for Council

To Note the Report and prepare to respond to formal Consultation later in 2025

3. Reason for recommendation

The future of the Valley Road is central to the future of the whole of Peacehaven. LDC's publication of these preliminary potential options for its future provide time for Peacehaven councillors and residents to research the options and consider what kind of future they want for our town. **Formal consultation will occur later this year.**

4. Expected benefits

A more informed debate and better decision-making about issues crucial to the future of Peacehaven.

2. Implications

5.1 Legal	Multiple
5.2 Risks	Not noting this Report risks poor decision-making based on inadequate information with permanent effects for Peacehaven
5.3 Financial	Multiple
5.4 Time scales	Six months
5.5 Stakeholders & Social Value	Everyone and all sorts; employment in Hoyle Road
5.6 Contracts	
5.7 Climate & Sustainability	The Valley Road's biodiversity and 'buffer zone' role
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	Valley Road is high in biodiversity that differs from surrounding SDNP
5.11 Privacy Impact	
5.12 Equality & Diversity	

3. Values & priorities alignment

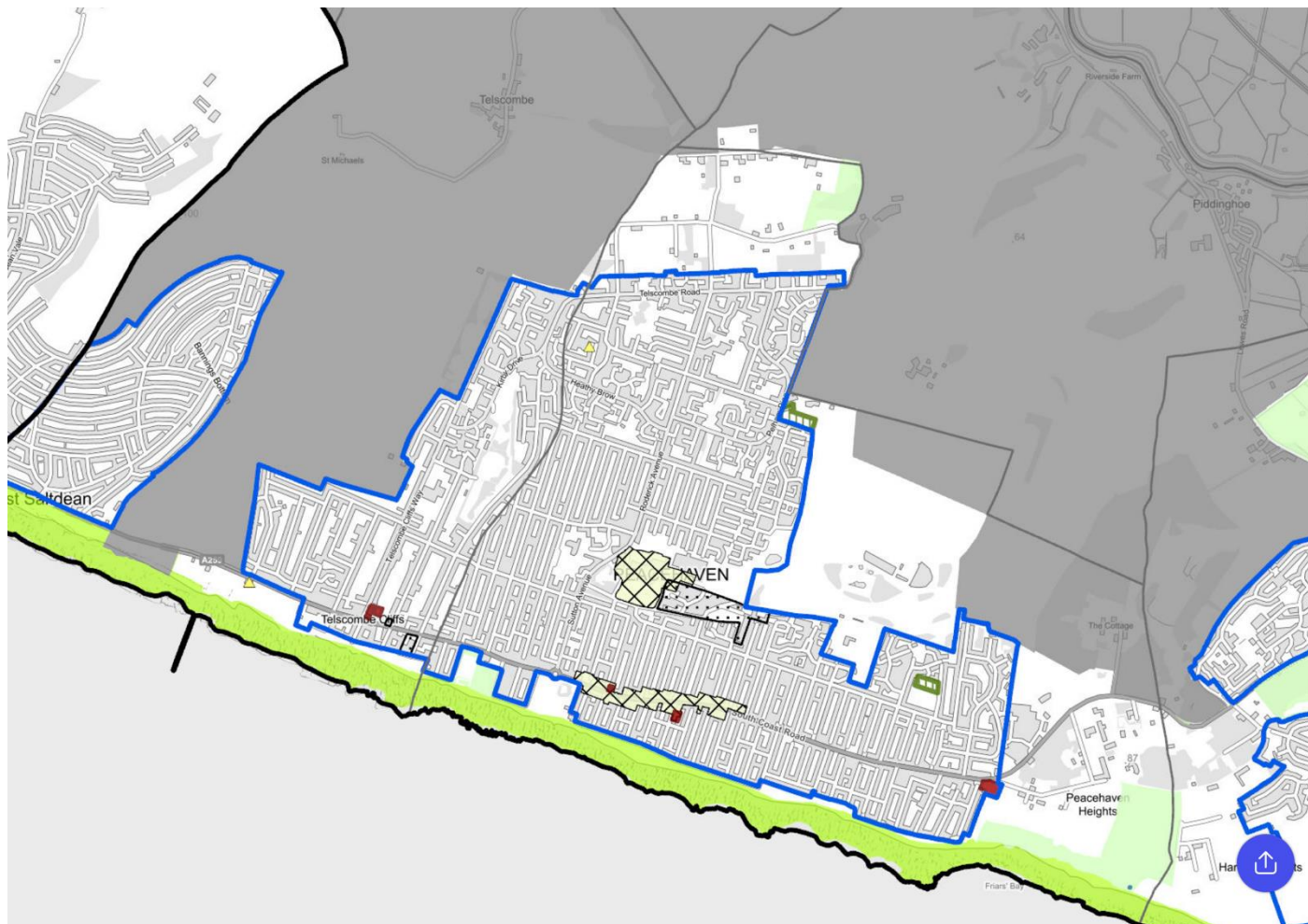
Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	X
6.2 Growing the economy sustainably	X
6.3 Helping children and young people	X
6.4 Improving the quality of life for residents and visitors to Peacehaven	X
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	X

6.7 Which business plan item(s) does the recommendation relate to? Footpaths, bridleways and cycle/wheeling routes Assets of nature, biodiversity and the built environment The Meridian Meander Net zero carbon resolution Green Infrastructure Plan Sports and Leisure Facilities
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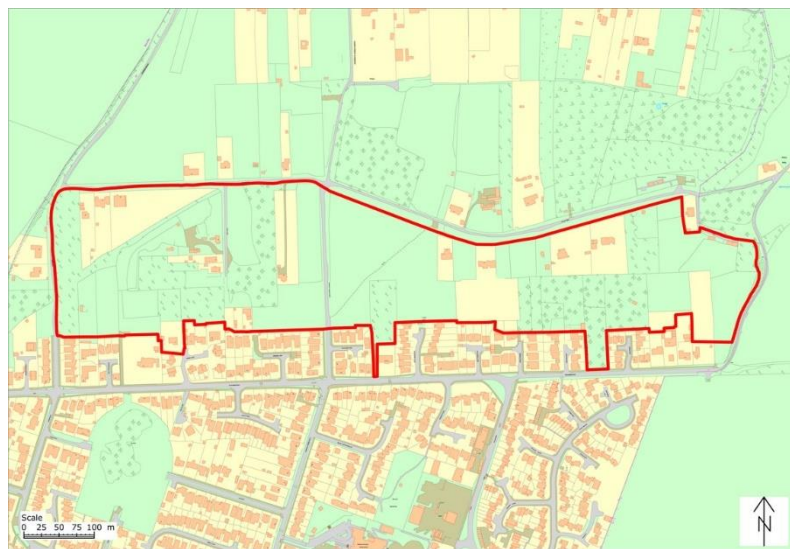
4. Appendices

Appendix A: Peacehaven's currently proposed settlement boundary

Source: LDC Local Plan, Policies Map: the thick blue line marks the settlement boundary



**Site Reference: 41PT - Potentially Deliverable or Developable
Land on the South Side of Valley Road**

				Parish or Town	
				Peacehaven	
				Site Area	17.53 Ha
				Greenfield or Previously Developed: Greenfield	
				Proposed Development	
				Residential	
				Site Source	
				2018 SHELAA	
Current or Last Use		A mixture of scrub land, agricultural land and scattered homes.			
Recent and Relevant Planning History		No recent or relevant planning history.			
Theoretical Residential Capacity		263 homes	Indicative Density		30 dph
LAA Indicative Residential Capacity		100 homes			
LAA Indicative Employment Capacity		Not assessed			

Suitability Assessment

Residential Suitability: Potentially Suitable

Employment Suitability: Not Assessed

Greenfield site to the north of Peacehaven. There are a number of group TPO's across the site which would need to be retained within any scheme and the creation of integrated multifunctional green infrastructure should be a key component of any masterplan. While the site is within Flood Zone 1, major surface water flows across the site may reduce capacity. The Valley Road area forms an important landscape buffer between the built up area of Peacehaven and the South Downs National Park. The site is assessed within Parcel Peacehaven and Telscombe Cliffs C in the Landscape Sensitivity Study which considers that medium-scale and large-scale residential development is not practical in this location. The Parcel is assessed as having a high-medium sensitivity to small-scale residential development. It is unlikely to be able to accommodate small-scale residential development overall or in limited situations, without significant adverse character change or adverse visual effects. There may be areas of the parcel that can deliver small scale residential development close to the existing built up area which indicates that there is some capacity for residential development within the parcel.

Any proposal should be informed by a landscape masterplan for the area south of Valley Road, which has regard to existing landscape features and characteristics including topography, sense of place and views from the boundary of the SDNP. An LVIA would be required. The existing access road is unmade and would require upgrade works to reach highway adoptable standards, enable two way vehicular movements and provide pedestrian access.

Suitability Issue	Suitability Assessment Comments
Adopted Local Plan Policies	Site is adjacent to the adopted planning boundary of Peacehaven. Saved Local Plan 2003 Policy PT19 states planning permission will not be granted for uses that detract from the immediate natural setting and character of routes and PT20 states planning permission will be granted for horse keeping and leisure/recreation. Saved Policy PT21 safeguards part of the site (at Roderick Avenue North) for informal open space. Land at Valley Road (part of the site) was allocated in RES3 of the 2003 Local Plan for 113 dwellings, this policy was superseded by the adoption of LPP1.
Minerals and Waste Designations	No minerals or waste constraints identified in the adopted Minerals and Waste Plans.
Flood Zone	Flood Zone 1. Consultation with LLFA shows a major surface water flow path that runs through the site. The level 1 SFRA shows that approximately 9% of the site is subject to low to medium risks of surface water flooding.
Land Contamination	None identified
Topography	Significant slopes on parts of site
Environmental and Ecological Constraints	No on site designations. Close to the SDNP boundary. There are several group TPOs on this site which would need to be retained - potentially reducing capacity significantly
Within Air Quality Management Area?	Outside
Agricultural Land Classification	Grade 3
Ashdown Forest SAC Influence	Greater than 7KM
Availability of Utilities	Available adjacent
Bad Neighbours?	No bad neighbours identified
Within Setting of SDNP?	Yes
Landscape Sensitivity	Prominent site which is part of Valley Area. The area to the south and north of Valley Road forms a landscape buffer between the built up area and the SDNP. The site is assessed as Parcel Peacehaven and Telscombe Cliffs C in the Landscape Sensitivity Study. The Landscape Sensitivity Study considers that medium-scale and large-scale residential development is not practical in this location. The Parcel is assessed as having a high-medium sensitivity to small-scale residential development. It is unlikely to be able to accommodate small-scale residential development overall or in limited situations, without significant adverse character change or adverse visual effects. All new development would need to be located within pockets of land between existing built form within the parcel.
Historic Built Environment Constraints	No historic designations identified. ESCC identify high archaeological risk.
Impacts on Highways Network	Impacts on the highways network to be considered by the county wide transport model. Capacity mitigation to A259 junctions may be required. Detailed transport assessments would be required to establish whether impacts on network capacity could be appropriately mitigated through highways improvements.
Public Transport	Not within walking distance of train station. Bus stops within 400m of most parts of the site on Telscombe Road. Bus services operate daily.
Active Travel	Existing unmade pedestrian access and near to both on-road and off road cycle routes. Roads will need to be upgraded to incorporate lit pedestrian/cycle access to area.
Public Rights of Way	PRoWs along the site boundary.
Site Access	The existing access road is unmade and would require substantial upgrade works to reach highway adoptable standards and enable two way vehicular movements.

Availability Assessment: Available

Availability Issue	Availability Assessment Comments
Ownership	Multiple ownerships
Ransom Strips	Potential. Site is under multiple ownerships.
Indication of Intention to Develop	Submission to 2023 CFS confirms availability of parts of the site.


Achievability Assessment: Potentially Achievable

Achievability Issue	Achievability Assessment Comments
Market Attractiveness	Sale prices in the area are below the county average however there is a high level of activity in the market.
Within a Regeneration Priority Area	No
Cumulative or Abnormal Delivery Costs	Significant infrastructure costs anticipated due to scale and/or location of the development. Topography of the site may also impact on viability.
Economic Viability	To be assessed by the LDC Whole Plan Viability Assessment

Deliverability Assessment

Phasing Requirements	Likely to be delivered in multiple phases.
Indicative Delivery Years 0 to 5	None
Indicative Delivery Years 6 to 10	Potentially Deliverable Years 6 to 10
Indicative Delivery Years 11 to 15	Potentially Deliverable Years 11 to 15
Indicative Delivery Years 16+	None

**Site Reference: 69PT - Deliverable for Employment
Land at Hoyle Road**

		Parish or Town	
		Peacehaven	
		Site Area	0.6 Ha
		Greenfield or Previously Developed: Brownfield	
		Proposed Development	
		Residential Employment	
		Site Source	
		2020 CfS	
Current or Last Use		Used as open storage site, within an industrial area with surrounding industrial uses. Residential to the South.	
Recent and Relevant Planning History		LW/16/0387 - Temporary permission granted for use of the land for open storage until September 2021.	
Theoretical Residential Capacity		14 homes	Indicative Density 30 dph
LAA Indicative Residential Capacity		0 homes	
LAA Indicative Employment Capacity		0.36 Ha	

Suitability Assessment

Residential Suitability: Not suitable

Employment Suitability: Suitable

Site is within an industrial area, loss of the site to residential could compromise the industrial area, and result in a low level of amenity for future residents. Mixed use is unsuitable for the same reasons. Archaeological potential high. The site would be suitable for employment uses. The site is subject to risk of surface water flooding which would need to be mitigated.

Suitability Issue	Suitability Assessment Comments	
Adopted Local Plan Policies	The site is within the existing planning boundary. Saved planning policy PT6 of the Local Plan 2003 allocates the site for Industrial/Warehouse units for B1 and B8 uses. The employment use would also be protected by Core Policy CP4 of LPP1.	
Minerals and Waste Designations	No minerals or waste constraints identified in the adopted Minerals and Waste Plans.	
Flood Zone	Flood Zone 1. Consultation with LLFA shows area of site (south-east corner) at risk of surface water flooding. Level 1 SFRA shows that approximately 9% of the site is at risk of surface water flooding.	
Land Contamination	Identified as potentially contaminated due to previous uses	
Topography	Flat	
Environmental and Ecological Constraints	No on site or adjacent designations. No on site records of protect species.	
Within Air Quality Management Area?	Outside	
Agricultural Land Classification	Urban	
Ashdown Forest SAC Influence	Greater than 7KM	

Suitability Issue	Suitability Assessment Comments
Availability of Utilities	Available adjacent
Bad Neighbours?	Industrial neighbours, introducing residential in this area could impact on the sustainability of the other industrial uses.
Within Setting of SDNP?	No
Landscape Sensitivity	Site is well contained within the existing built up area of Peacehaven. No wider landscape concerns.
Historic Built Environment Constraints	No historical designations on or adjacent to site. Site is not within an ANA but has archaeological potential particularly for evidence of prehistoric settlement activity being on Downland slope below Bullock Down. Appropriate archaeological desk-based assessment and evaluation trial trenching advised to understand risk.
Impacts on Highways Network	Impacts on the highways network to be considered by the county wide transport model. Capacity mitigation to A259 junctions may be required.
Public Transport	800m to bus stops on South Coast Road. 600m to bus stops at Meridian Centre. Nearest train station is located in Newhaven. Bus services operate daily.
Active Travel	Footpath on Greenwich Way linking site with wider area. No dedicated cycle paths.
Public Rights of Way	The site does not intersect with the existing PRow network.
Site Access	There is an existing access to the site from Hoyle Road/Greenwich Way.

Availability Assessment: Available 2020

Availability Issue	Availability Assessment Comments
Ownership	Single ownership or controlling interest.
Ransom Strips	None identified
Indication of Intention to Develop	2020 CfS

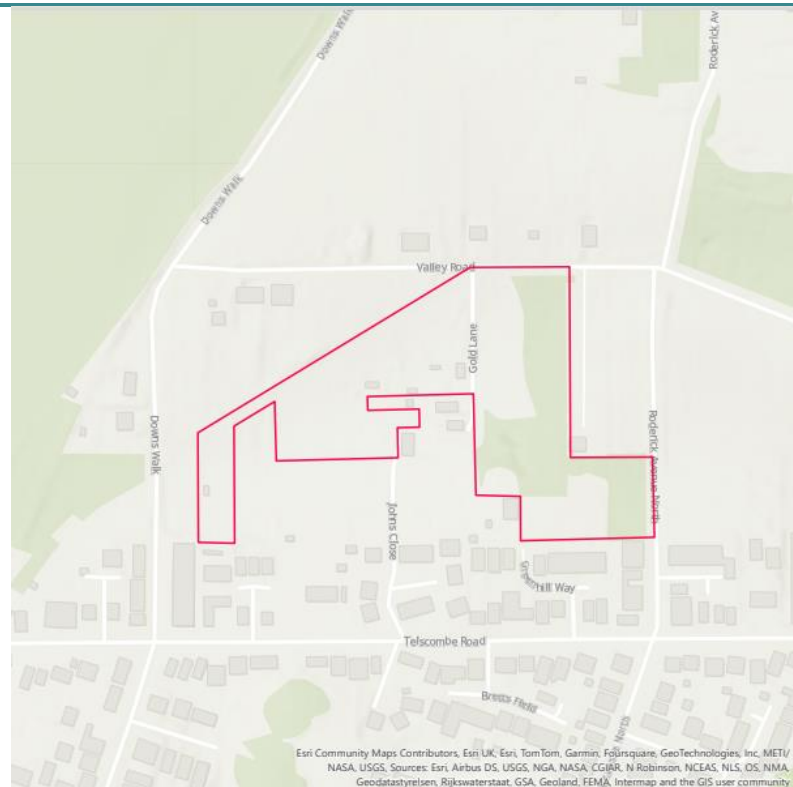
Achievability Assessment: Achievable

Achievability Issue	Achievability Assessment Comments
Market Attractiveness	Sale prices in the area are below the county average however there is a high level of activity in the market.
Within a Regeneration Priority Area	No
Cumulative or Abnormal Delivery Costs	PDL site with potential for remediation costs.
Economic Viability	To be assessed by the LDC Whole Plan Viability Assessment

Deliverability Assessment

Phasing Requirements	Likely to be delivered in multiple phases.
Indicative Delivery Years 0 to 5	Deliverable Years 0 to 5
Indicative Delivery Years 6 to 10	None
Indicative Delivery Years 11 to 15	None
Indicative Delivery Years 16+	None

**Site Reference: 70PT - Potentially Deliverable or Developable
Land south of Valley Road and east of Roderick Avenue**

				Parish or Town	
Peacehaven					
Site Area		4 Ha			
Greenfield or Previously Developed: Greenfield					
Proposed Development					
Residential					
Site Source					
2020 Cfs					
Current or Last Use		Vacant land, scrub and scattered properties in general area. Access via unmade roads from Downs Avenue and Roderick Avenue North.			
Recent and Relevant Planning History		No recent or relevant planning history.			
Theoretical Residential Capacity		90 homes		Indicative Density	30 dph
LAA Indicative Residential Capacity		70 homes			
LAA Indicative Employment Capacity		Not assessed			

Suitability Assessment

Residential Suitability: Potentially Suitable

Employment Suitability: Not Assessed

Greenfield site to the north of Peacehaven. There are a number of group TPO's across the site which would need to be retained within any scheme and the creation of integrated multifunctional green infrastructure should be a key component of any masterplan. While the site is within Flood Zone 1, major surface water flows across the site may reduce capacity. The Valley Road area forms an important landscape buffer between the built up area of Peacehaven and the South Downs National Park. The site is assessed within Parcel Peacehaven and Telscombe Cliffs C in the Landscape Sensitivity Study which considers that medium-scale and large-scale residential development is not practical in this location. The Parcel is assessed as having a high-medium sensitivity to small-scale residential development. It is unlikely to be able to accommodate small-scale residential development overall or in limited situations, without significant adverse character change or adverse visual effects. There may be areas of the parcel that can deliver small scale residential development close to the existing built up area which indicates that there is some capacity for residential development within the parcel.

Any proposal should be informed by a landscape masterplan for the area south of Valley Road, which has regard to existing landscape features and characteristics including topography, sense of place and views from the boundary of the SDNP. An LVIA would be required. The existing access road is unmade and would require upgrade works to reach highway adoptable standards, enable two way vehicular movements and provide pedestrian access.

Suitability Issue	Suitability Assessment Comments
Adopted Local Plan Policies	Site is adjacent to the adopted planning boundary of Peacehaven. Saved Local Plan 2003 Policy PT19 states planning permission will not be granted for uses that detract from the immediate natural setting and character of routes and PT20 states planning permission will be granted for horse keeping and leisure/recreation. Land at Valley Road was allocated in RES3 of the 2003 Local Plan for 113 dwellings, this policy was superseded by the adoption of LPP1.
Minerals and Waste Designations	No minerals or waste constraints identified in the adopted Minerals and Waste Plans.
Flood Zone	Flood Zone 1. Consultation with LLFA shows a major surface water flow path that runs through the site. The Level 1 SFRA shows that approximately 10% of the site is subject to low to medium risk of surface water flooding.
Land Contamination	None identified
Topography	Site slopes down north to Valley Road at the eastern end
Environmental and Ecological Constraints	No on site or adjacent designations. The site is predominantly identified as priority habitats. Group TPO's on and adjacent the site, would need to be considered in layout.
Within Air Quality Management Area?	Outside
Agricultural Land Classification	Grade 3
Ashdown Forest SAC Influence	Greater than 7KM
Availability of Utilities	Available adjacent
Bad Neighbours?	No bad neighbours identified
Within Setting of SDNP?	Yes
Landscape Sensitivity	ESCC Landscape Architect states - The area to the south and north of Valley Road forms a landscape buffer between the built up area and the SDNP. For this reason there is limited scope to the north of Valley Road. There may be some scope for limited landscape led development to the south of Valley Rd. It is recommended that any proposals are informed by a landscape masterplan for the entire area which has regard to existing landscape features and characteristics including topography, sense of place and views from the boundary of the SDNP. The creation of integrated multifunctional Green Infrastructure should be a key component of the masterplan.
Historic Built Environment Constraints	No on site or nearby listed buildings or conservation areas. Not currently in an ANA (as a result of no fieldwork having been undertaken). Site lies in very close proximity to an ANA relating to prehistoric activity including burials and a further ANA relating to Prehistoric activity on Woolwich Beds geology, Iron Age hillfort and post-medieval fortifications. Evidence of Mesolithic, Neolithic, Bronze Age and Roman activity exist in the wider area. WWII coastal defences are also present in the wider area although none are recorded within the site. A post-medieval outfarm and brickfields are also recorded in the wider area. Archaeological potential yet to be determined. Applicant should submit a desk-based heritage impact assessment.
Impacts on Highways Network	Impacts on the highways network to be considered by the county wide transport model. Capacity mitigation to A259 junctions may be required. Detailed transport assessments would be required to establish whether impacts on network capacity could be appropriately mitigated through highways improvements.
Public Transport	Most of the site would be within 400m of bus stops on Telscombe Road. Nearest train station in Newhaven. Bus services operate daily.
Active Travel	No footpaths on Downs Walk past the existing properties, nor on Roderick Avenue North. Roads will need to be upgraded to incorporate lit pedestrian/cycle access to area.
Public Rights of Way	The site does not intersect with the existing PRoW network.

Suitability Issue	Suitability Assessment Comments
Site Access	The site could be accessed from the east via Roderick Avenue North or from the west via Downs Avenue. The existing access roads are unmade and would require substantial upgrade works to reach highway adoptable standards, enable two way vehicular movements and secure footways.

Availability Assessment: Available

Availability Issue	Availability Assessment Comments
Ownership	Multiple ownerships
Ransom Strips	None identified
Indication of Intention to Develop	Submission to CFS confirms availability.


Achievability Assessment: Potentially Achievable

Achievability Issue	Achievability Assessment Comments
Market Attractiveness	Sale prices in the area are below the county average however there is a high level of activity in the market.
Within a Regeneration Priority Area	No
Cumulative or Abnormal Delivery Costs	Significant infrastructure costs anticipated due to scale and/or location of the development.
Economic Viability	To be assessed by the LDC Whole Plan Viability Assessment

Deliverability Assessment

Phasing Requirements	Single Phase
Indicative Delivery Years 0 to 5	None
Indicative Delivery Years 6 to 10	Potentially Deliverable Years 6 to 10
Indicative Delivery Years 11 to 15	None
Indicative Delivery Years 16+	None

Site Reference: 76PT - Potentially Deliverable or Developable
Roderick Avenue, Peacehaven

				Parish or Town	
				Peacehaven	
				Site Area	2.57 Ha
				Greenfield or Previously Developed: Greenfield	
				Proposed Development	
				Residential	
				Site Source	
				2020 CfS	
Current or Last Use		Scrub land, wood area. Adjacent to residential properties to the south. Dispersed residential along Valley Road.			
Recent and Relevant Planning History		No recent or relevant planning history.			
Theoretical Residential Capacity		58 homes	Indicative Density		30 dph
LAA Indicative Residential Capacity		30 homes			
LAA Indicative Employment Capacity		Not assessed			

Suitability Assessment

Residential Suitability: Potentially Suitable

Employment Suitability: Not Assessed

Site is a greenfield site outside but adjacent the existing settlement boundary and built up area of Peacehaven. Site is within Flood Risk Zone 1 however consultation with LLFA shows there is a surface water flow path that runs along the northern boundary of the site. Site is identified as priority habitats, ecological assessment is required. The site has an existing group TPO designation on site that should be retained. The Valley Road area forms a landscape buffer between the built up area of Peacehaven and the SDNP. The site is assessed as Parcel Peacehaven and Telscombe Cliffs C in the Landscape Sensitivity Study. The Landscape Sensitivity Study considers that medium-scale and large-scale residential development is not practical in this location. The Parcel is assessed as having a high-medium sensitivity to small-scale residential development. There may be areas of the site that can deliver small scale residential development close to the existing built up area. An LVIA would be required. The existing access road is unmade and would require upgrade works to reach highway adoptable standards and enable two way vehicular movements and provide pedestrian access. See also assessment of 41PT.

Suitability Issue	Suitability Assessment Comments
Adopted Local Plan Policies	Site is adjacent to the adopted planning boundary of Peacehaven. Saved Local Plan 2003 Policy PT19 states planning permission will not be granted for uses that detract from the immediate natural setting and character of routes and PT20 states planning permission will be granted for horse keeping and leisure/recreation. Part of the site was subject to Saved Policy PT21 which safeguards land (at Roderick Avenue North) for informal open space. Land at Valley Road was allocated in RES3 of the 2003 Local Plan for 113 dwellings, this policy was superseded by the adoption of LPP1.
Minerals and Waste Designations	No minerals or waste constraints identified in the adopted Minerals and Waste Plans.

Suitability Issue	Suitability Assessment Comments
Flood Zone	Flood Zone 1. Consultation with LLFA shows there is a surface water flow path that runs along the northern boundary of the site. Level 1 SFRA shows that approximately 2% of the site is at risk of surface water flooding.
Land Contamination	None identified
Topography	Flat
Environmental and Ecological Constraints	No on site or adjacent designations. The site is wholly identified as priority habitats. Group TPO in centre of the site which extends to the residential property to the south. This should be retained.
Within Air Quality Management Area?	Outside
Agricultural Land Classification	Urban
Ashdown Forest SAC Influence	Greater than 7KM
Availability of Utilities	Would need to be provided
Bad Neighbours?	No bad neighbours identified
Within Setting of SDNP?	Yes
Landscape Sensitivity	There may be some scope for limited landscape led development to the south of Valley Rd. It is recommended that any proposals are informed by a landscape masterplan for the entire area which has regard to existing landscape features and characteristics including topography, sense of place and views from the boundary of the SDNP. The creation of integrated multifunctional Green Infrastructure should be a key component of the masterplan. An LVIA would be required.
Historic Built Environment Constraints	No historic designations identified. Not currently in an ANA (as a result of no fieldwork having been undertaken). Site lies in very close proximity to 2 ANAs relating to prehistoric activity including burials and prehistoric activity on Woolwich Beds geology. The surrounding downland landscape contains quite substantial evidence hunter-gatherer, settlement, agricultural land use and funerary activity spanning the Mesolithic, Neolithic, Bronze Age, Iron Age to Roman, medieval and post-medieval periods. Evidence of Mesolithic, Neolithic, Bronze Age and Roman activity exist in the wider area. Archaeological potential yet to be determined, but likely to be high.
Impacts on Highways Network	Impacts on the highways network to be considered by the county wide transport model. Capacity mitigation to A259 junctions may be required. Detailed transport assessments would be required to establish whether impacts on network capacity could be appropriately mitigated through highways improvements.
Public Transport	Not within walking distance of train station. Bus stops nearby on Telscombe Road within 400m of the majority of the site. Bus services operate daily.
Active Travel	Existing pedestrian access (albeit no paths). Roads will need to be upgraded to incorporate lit pedestrian/cycle access to area.
Public Rights of Way	The site does not intersect with the existing PRow network.
Site Access	The site could be accessed via Roderick Avenue North or from Valley Road. The existing access roads are unmade and would require substantial upgrade works to reach highway adoptable standards, enable two way vehicular movements and secure footways.

Availability Assessment: Available

Availability Issue	Availability Assessment Comments
Ownership	Dual ownership
Ransom Strips	None identified
Indication of Intention to Develop	Submission to 2023 CFS confirms availability.


Achievability Assessment: Potentially Achievable

Achievability Issue	Achievability Assessment Comments
Market Attractiveness	Sale prices in the area are below the county average however there is a high level of activity in the market.
Within a Regeneration Priority Area	No
Cumulative or Abnormal Delivery Costs	No abnormal costs identified.
Economic Viability	To be assessed by the LDC Whole Plan Viability Assessment

Deliverability Assessment

Phasing Requirements	Single Phase
Indicative Delivery Years 0 to 5	None
Indicative Delivery Years 6 to 10	Potentially Deliverable Years 6 to 10
Indicative Delivery Years 11 to 15	None
Indicative Delivery Years 16+	None

Site Reference: 89PT Potentially Suitable for Green Infrastructure Land North of Peacehaven

		Parish or Town	
		Peacehaven	
		Site Area	42.7 Ha
		Greenfield or Previously Developed: Predominantly greenfield	
		Proposed Development	
		Nature Recovery	
		Site Source	
		CfS 2024	
Current or Last Use		The site has pockets of existing residential properties, areas of scrub and tree coverage, and existing roads run through the site. The site is immediately north of the existing built up area of Peacehaven.	
Recent and Relevant Planning History		No recent or relevant planning history.	
Theoretical Residential Capacity		n/a homes	Indicative Density dph

Suitability Assessment: Potentially Suitable for Green Infrastructure

The site is an extensive tract of land north of the existing built up area of Peacehaven. The site is in multiple ownership, with pockets of the site already developed, or being actively promoted for development. There is no agreement in place between land owners to pursue nature recovery across the site as a whole. There are areas of habitat across the site, including protected trees and deciduous woodland. Whilst there are also developed areas, of existing residential properties and existing roads. There is a bridleway to the north and the site links the existing built up area of Peacehaven with the adjacent South Downs National Park. There may be some potential across the site for nature recovery.

Suitability Issue	Suitability Assessment Comments
Adopted Local Plan Policies	Site is adjacent to the adopted planning boundary of Peacehaven. Saved Local Plan 2003 Policy PT19 states planning permission will not be granted for uses that detract from the immediate natural setting and character of routes and PT20 states planning permission will be granted for horse keeping and leisure/recreation. Saved Policy PT21 safeguards part of the site (at Roderick Avenue North) for informal open space. Land at Valley Road was allocated in RES3 of the 2003 Local Plan for 113 dwellings, this policy was superseded by the adoption of LPP1.
Minerals and Waste Designations	There are no minerals or waste constraints identified in the adopted Minerals and Waste Plans.

Suitability Issue	Suitability Assessment Comments
Flood Zone	Flood Risk Zone 1. Consultation with LLFA shows a major surface water flow path that runs through the site.
Land Contamination	None identified
Topography	Sloped
Environmental and Ecological Constraints	No on site designations. Adjacent to the SDNP boundary. There are several group TPOs on this site . The Biodiversity Study identified deciduous woodland, good quality semi-improved grassland and additional habitats present on site.
Within Air Quality Management Area?	Outside
Agricultural Land Classification	Grade 3
Ashdown Forest SAC Influence	Greater than 7km
Availability of Utilities	n/a
Bad Neighbours?	n/a
Within Setting of SDNP?	Yes
Landscape Sensitivity	The site falls within the Landscape Character Area C1: Wivlesfield, Neick and Chailey Western Low Weald as assessed in the Lewes Landscape Character Assessment 2023. The assessment states that the settlement pattern is characterised by edges of settlement, small scale linear and nucleated settlements, linear ribbon development along the winding road network and farmsteads. Overall, beyond the settlements and road networks the assessment states that the Landscape Character Area exhibits a highly rural and tranquil character due to the land use and enclosure from mature vegetation. Areas of woodland enclose the site from wider view.
Historic Built Environment Constraints	No historic designations identified
Impacts on Highways Network	n/a
Public Transport	n/a
Active Travel	n/a
Public Rights of Way	Existing PRow through and adjacent the site.
Site Access	Existing vehicular access to existing properties, road is unmade, pedestrian access is available on footpaths and unmade roads, no pavements.

Availability Assessment:

Availability Issue	Availability Assessment Comments
Ownership	Multiple land ownership
Ransom Strips	Potential
Indication of Intention to Develop	Land owners have given no indication of intentions towards nature recovery.

Achievability Assessment: Not achievable

Achievability Issue	Achievability Assessment Comments
Market Attractiveness	n/a
Within a Regeneration Priority Area	No
Cumulative or Abnormal Delivery Costs	n/a
Economic Viability	n/a

Site Reference: 90PT Potentially Suitable for Green Infrastructure Land at Valley Road

		Parish or Town	
		Peacehaven	
		Site Area	0.39 Ha
		Greenfield or Previously Developed: Greenfield	
		Proposed Development	
		Local Green Space	
Site Source			
CfS 2024			
Current or Last Use	Agriculture (occasional grazing land)/scrub land.		
Recent and Relevant Planning History	No recent or relevant planning history.		
Theoretical Residential Capacity	n/a homes	Indicative Density	dph

Suitability Assessment: Potentially Suitable for Green Infrastructure

The site is to the north of Peacehaven, and is being actively promoted for development (Residential) by the landowner. The site has extensive tree coverage, there is an existing group TPO covering part of the site. It appears that the site is currently used as informal open space with a footpath evident north to south through the site. Provision of local green space, or other allocation needs to be considered through the spatial strategy.

Suitability Issue	Suitability Assessment Comments
Adopted Local Plan Policies	Site is to the north of the existing built up area of Peacehaven. Saved Policy PT19 of the Lewes District Local Plan 2003 states that planning permission will not be granted for uses detracting from immediate natural setting and character of routes and policy PT20 states that planning permission will be granted for horse keeping and leisure/recreation. Land at Valley Road was allocated in Policy RES3 for 113 dwellings, this policy was superseded by the adoption of LPP1.
Minerals and Waste Designations	There are no minerals or waste constraints identified in the adopted Minerals and Waste Plans.
Flood Zone	Flood Zone 1. No known risks from key sources of flooding identified in Level 1 SFRA.
Land Contamination	None identified
Topography	Gentle slope
Environmental and Ecological Constraints	No on site or adjacent designations. Close to the South Downs National Park. Trees along boundary of site are protected by an existing TPO.
Within Air Quality Management Area?	Outside

Suitability Issue	Suitability Assessment Comments
Agricultural Land Classification	Grade 3
Ashdown Forest SAC Influence	Greater than 7km
Availability of Utilities	n/a
Bad Neighbours?	n/a
Within Setting of SDNP?	Yes
Landscape Sensitivity	The site falls within the Landscape Character Area C1: Wivlesfield, Neick and Chailey Western Low Weald as assessed in the Lewes Landscape Character Assessment 2023. The assessment states that the settlement pattern is characterised by edges of settlement, small scale linear and nucleated settlements, linear ribbon development along the winding road network and farmsteads. Overall, beyond the settlements and road networks the assessment states that the Landscape Character Area exhibits a highly rural and tranquil character due to the land use and enclosure from mature vegetation. Areas of woodland enclose the site from wider view.
Historic Built Environment Constraints	No historic designations identified.
Impacts on Highways Network	n/a
Public Transport	n/a
Active Travel	n/a
Public Rights of Way	No existing PRow through the site.
Site Access	To be confirmed.

Availability Assessment:

Availability Issue	Availability Assessment Comments
Ownership	Site is in single ownership
Ransom Strips	None
Indication of Intention to Develop	The site has been confirmed as available for residential development.

Achievability Assessment:

Achievability Issue	Achievability Assessment Comments
Market Attractiveness	n/a
Within a Regeneration Priority Area	No
Cumulative or Abnormal Delivery Costs	n/a
Economic Viability	n/a

Appendix C: Master Planning

Source: Policy 35, Draft Peacehaven and Telscombe Neighbourhood Plan)

Policy PT35: Masterplanning

All masterplans should incorporate the following:

- (1) Consideration of the unique characteristics of the site and surrounding area, in particular analysing how the landscape will deliver local community and economic benefits and supports health and well-being.
- (2) Set up a cooperative structure that will involve all landowners in and around the site to form a coherent approach to development delivery.
- (3) Set out clear aims and objectives of the development and what the long-term landscape design success will look like. Undertake early consultation on these with the local community.
- (4) Establish a context appraisal for the site which will include the landscape design criteria.
- (5) Create a land use plan, which will also look at plot sizes, heights, points of connectivity.
- (6) Develop a movement framework that will set out the street hierarchy and public realm improvements.
- (7) Establish a green infrastructure plan which will set out the landscape design and open space network. The plan should include green corridors and habitat links to the wider area. The Green Infrastructure plan should contain a long-term management plan for the landscaping and how these areas are set out to be for the long-term resilience to the local effects of climate change, including being within a defined water stressed area.

Agenda Item: PF1086a
Committee: Policy and Finance
Date: 11th February 2025
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
- Bank reconciliation statement for cashbook 1
- Bank reconciliation statement for cashbook 2
- Credit Card reconciliation statement
- Detailed income and expenditure
- Detailed balance sheet

**Bank Reconciliation Statement as at 29/11/2024
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	29/11/2024		1,114,510.86
Current Account	29/11/2024		50,000.00
			<u>1,164,510.86</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	
22/11/2024 121143	CHANDLERS BUILDING SUPPLIES	32.60	
28/11/2024 121144	HMRC	14,028.98	
			<u>14,211.58</u>
			1,150,299.28
<u>Unpresented Receipts (Plus)</u>			
12/11/2024		42.00	
15/11/2024		50.00	
19/11/2024		14.04	
19/11/2024		42.00	
19/11/2024		69.88	
20/11/2024		9.60	
21/11/2024		60.40	
22/11/2024		50.00	
22/11/2024		636.00	
25/11/2024		14.04	
25/11/2024		20.40	
26/11/2024		402.68	
26/11/2024		328.69	
26/11/2024		42.00	
26/11/2024		-14.00	
27/11/2024		4.00	
28/11/2024		9.60	
28/11/2024		10.00	
28/11/2024		5.00	
29/11/2024		50.00	
29/11/2024		1.35	
29/11/2024		230.00	
			<u>2,077.68</u>
			1,152,376.96
		Balance per Cash Book is :-	1,152,376.96
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Date:03/12/2024

Peacehaven Town Council

Page 1

Time: 14:08

**Bank Reconciliation Statement as at 29/11/2024
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	29/11/2024		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 29 November 2024

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,114,510.86
.....	
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.

Date: 07/01/2025

Peacehaven Town Council

Page 1

Time: 12:08

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 5 - Credit Card A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	31/12/2024		-95.00
G Dyson CC	31/12/2024		-70.39
			<u>-165.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-165.39
<u>Unpresented Receipts (Plus)</u>			
23/12/2024 cc tfer		165.39	
			<u>165.39</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 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 November 2024
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
20 Nov 2024	YEOMANS TOYOTA BRIGHTON ENG	95.00
211155541964	AUTO AND TRUCK DEALERS-(NEW&USED)-SALES,SERV. REPAIRS,PARTLEASE	
1 new purchases / cash advances. Total of spending.		£95.00



Yeomans Ltd. Registered Office: Yeomans House, Littlehampton Road, Ferring, Worthing, West Sussex BN12 6PB
Registered No. 1937745 VAT Reg. No. 834 8710 14

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 November 2024
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
29 Oct 2024	NEW SKILLS / BE-A SAWBRIDGEWORTLND	46.80
301085383904	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
11 Nov 2024	THE RANGE NEWHAVEN	9.96
121185481474	DEPARTMENT STORES	
11 Nov 2024	Www.Bax-Shop.Co.Uk Goes NLD	13.63
121102710694	ELECTRONIC SALES	
3 new purchases / cash advances. Total of spending.		£70.39



Order No. 1729482
Invoice Date 29/10/2024



George Dyson,
townclerk@peacehaventowncouncil.gov.uk

Item	Qty	Total
Course: <i>The Complete Microsoft Excel Course</i>	1	£46.80

Net	£39.00
VAT	£7.80
Total	£46.80

4011/100

Date	Councillor 1
de	Councillor 2
Finance Officer	

New Skills Academy

VAT Number: 382819269
Reg. Number: 08761384

Be-a Education Ltd,
6 Corunna Court, Corunna Road,
Warwick,
CV34 5HQ,
United Kingdom



Unit 2
The Drove
Newhaven
East Sussex
BN9 0AD
01273076819
VAT no. 591272335

SALE TRANSACTION

917533	Winston A4	£2.49
917533	Winston A4	£2.49
917533	Winston A4	£2.49
917533	Winston A4	£2.49

No. items 4
Balance to pay

£9.96

Mastercard £9.96

AID: A0000000041010
MASTERCARD
Card: *****8309
PAN Seq Nr: 01

ICC
SALE
TOTAL: GBP9.96

PIN Verified

Auth: 017572
Merchant: ***8114
TID: ****5194
Trans no: 116730
Date: 11/11/24 Time: 18:03:01

Please retain for your records

CUSTOMER COPY

Last day to change your mind is 25/11/2024
This does not affect your statutory rights
Exclusions apply - See overleaf for details

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www.therange.co.uk/customerfeedback

Today you were served by Shani

STORE	TILL	OP NO.	TRANS.	DATE	TIME
0200	5	136919	273916	11/11/2024	18:03



99902020000052739167

frames for certificates
Youth Mayor / dep Youth
Mayor.

Date	Councillor 1
de 4335/100	Councillor 2



Bax-shop.co.uk Ltd
Shearway Business Park
Shearway road
Folkestone
Kent
CT19 4RH

T. (+44)(0)20 36952176
E. customer-service@bax-shop.co.uk
W. www.bax-shop.co.uk

ABN AMRO ----- NEW! -----
IBAN: GB33FTSB40625220032348
Account no: 20032348
Sort code: 406252
VAT no.: 230 9855 00



Dhr. George Dyson
Community House Greenwich -
BN10 8BB PEACEHAVEN

INVOICE

Customer number : 1205656905
Invoice date : 11-11-24
Invoice number : 30505873
Page : 1 of 1
Our reference : BJ



30505873

Product no.	Description	Quantity	Unit price	Line total
Order number : 20507041				
PEN-H1006	Penn Elcom plastic pocket handle <i>This product comes with a manufacturing defects warranty.</i>	1.00	2.53	2.53
9000-0035-6637	Devine SP-35MM Speaker Stand Adapter <i>This product comes with a 3-year warranty.</i>	1.00	5.15	5.15
BA-SHIPPING	Shipping	1.00	5.95	5.95

Date	Councillor 1
DD	
de	Councillor 2
Finance Officer	
Ym	

48381110

Amount due including VAT

Includes 20.00% VAT over 11.36 GBP 2.27

GBP 13.63

Payment conditions : Credit card web store
Shipping conditions : Parcelforce

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General terms and conditions apply to all transactions and are available at www.bax-shop.co.uk

Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		1,065,828.18
Current Account	31/12/2024		50,000.00
			<u>1,115,828.18</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	
			<u>150.00</u>
			1,115,678.18
<u>Unpresented Receipts (Plus)</u>			
17/12/2024		20.00	
18/12/2024		3,152.10	
18/12/2024		6.00	
20/12/2024		50.00	
31/12/2024		280.19	
			<u>3,508.29</u>
			1,119,186.47
		Balance per Cash Book is :-	1,119,186.47
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:09/01/2025

Peacehaven Town Council

Page 1

Time: 11:39

Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Today: 09 Jan 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,064,235.47
Last night's balance	£1,064,235.47
Overdraft limit	n/a

Showing 1 transaction between 31/12/2024 and 31/12/2024 from 31/12/2024 to 01/01/2025

Date	Description	Money in	Money out	Balance
31/12/2024	Transfer TRANSFER 10701173 TRANSFER 10701173		-£9,929.74	£1,065,828.18

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.



Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£49,488.44
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 3 transactions between 31/12/2024 and 31/12/2024 from 31/12/2024 to 01/01/2025

Date	Description	Money in	Money out	Balance
31/12/2024	Transfer TRANSFER 30701211 TRANSFER 30701211	£9,929.74		£50,000.00
31/12/2024	Cheque 121147 121147		-£9,805.86	£40,070.26
31/12/2024	Direct Debit FUEL CARD SERVICES FFB017243 DDR		-£123.88	£49,876.12

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).

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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 03 January 2025

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,065,876.18
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£597.77
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

List of Payments made between 01/11/2024 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2024	HILARY MUSK	BACS1	220.79		H MUSK ARTWAVE
01/11/2024	AMAZON	BACS1	74.76		PAPER
01/11/2024	DEFIB WAREHOUSE	BACS3	81.54		DEFIB PADS
01/11/2024	AMP Services	BACS4	312.00		HUSQVARNA STRIMMERS
01/11/2024	CASTLE WATER	BACS5	2.88		SEPT WATER
01/11/2024	INSTITUTION OF OCCUPATIONAL	BACS6	170.00		IOSH MAGAZINE
01/11/2024	Chris Bartholomew Electrical C	BACS7	566.98		SOLAR PANEL INVERTER AT CAFE
01/11/2024	Acacia Groundcare Equipment Re	BACS8	709.20		2TERAXXA WEEDEE PRO
01/11/2024	ESALC Limited	BACS10	144.00		PLANNING TRAINING
01/11/2024	CONSULT CLEANING SERVICES	BACS11	1,319.75		20/10-20/11 CLEANING
01/11/2024	JAX FIRST AID	BACS12	94.73		CARETAKER UNIFORM
04/11/2024	EDF	DD	2,732.02		JUL - OCT ELECTRICITY
04/11/2024	Barclays	DD1	57.00		BACS / COLLECT CHARGES
04/11/2024	SUM UP	SUMUP 0411	22.11		TRANSACTION CHARGES
06/11/2024	02	DD2	87.36		MOBILES
07/11/2024	JOHN FREEMANTLE	121142	42.40		DEPOSIT REFUND
07/11/2024	MEGAN BALDWIN	121187	50.00		M.BALDWIN REFUND
08/11/2024	Northstar IT	DD3	1,500.85		MONTHLY SUPPORT
11/11/2024	SUM UP	SUMUP1111	10.45		TRANSACTION CHGS
11/11/2024	The Fuelcard People	DD	159.01		HK66 WMJ FUEL
13/11/2024	TRAVIS PERKINS Trading	BACS	1,965.81		MOT
13/11/2024	Peacehaven & District Chamber	BACS1	75.00		PREPAID CHAMBER BREAKFAST X5
13/11/2024	CUT PLASTIC SHEETING	BACS2	293.21		PERSPEX FOR NOTICEBOARDS
13/11/2024	SOUTHCOAST LOCKSMITHS LTD	BACS3	27.48		KEYS FOR GREENWICH HOUSE
13/11/2024	SUSSEX PAYROLL SERVICES LTD	BACS4	103.32		OCTOBER PAYROLL
13/11/2024	Trade UK	BACS5	7.69		NITS FOR ADULT GYM
13/11/2024	TEN-B TRAINING	BACS6	1,000.00		FIRST AID TRAINING
13/11/2024	PERCUSSION PLAY LTD	BACS7	210.00		MARIMBA REPAIRS
13/11/2024	R.J.Meaker Fencing Ltd	BACS8	12.40		POSTMIX
13/11/2024	AMP Services	BACS9	301.72		DRIVE CLUTCH ARM
13/11/2024	COUNTY OFFICE SUPPLIES LTD	BACS10	11.50		A5 WIRED BOOKS
13/11/2024	CUTT'S MARINE	BACS11	115.80		MAROONS FOR REMBRANCE
13/11/2024	AVS FENCING SUPPLIES LTD	BACS12	679.97		TOWN FENCE REPAIRS
13/11/2024	CASTLE WATER	BACS13	7.51		OCT WATER
13/11/2024	CHROMAVISION	BACS14	324.00		CCTV CABLE REPAIR
13/11/2024	KL GENT	BACS15	50.00		K GENT REFUND
13/11/2024	A SMITH	BACS16	50.00		A SMITH REFUND
13/11/2024	AIMEE HARMAN	BACS17	74.01		HALLOWEEN / ARTWAVE
15/11/2024	ENVIRONMENT AGENCY	DD	12.50		ENVIRONMENT AGENCY
15/11/2024	ENVIRONMENT AGENCY	DD1	171.00		ENVIRONMENT AGENCY
18/11/2024	CASTLE WATER	DD2	47.51		OCT WATER
19/11/2024	HEALTH ASSURED LTD	DD1	58.78		19/11-18/12 EAP
20/11/2024	SUM UP	SUMUP 2011	3.13		TRANSACTION CHGS
21/11/2024	SLIPTEST LTD	BACS	714.00		FLOOR SAFETY TEST
21/11/2024	AMAZON	BACS1	186.58		GIAN DOMINOES
21/11/2024	R.J.Meaker Fencing Ltd	BACS2	48.30		MUGA REPAIRS
21/11/2024	CVS TYRES LTD	BACS3	24.00		PUNCTURE REPAIR

List of Payments made between 01/11/2024 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/11/2024	SAFELINCS LTD	BACS4	3,421.16		FIRE EXTINGUISHERS
21/11/2024	SOUTHERN GROUND CARE LTD	bacs5	3,480.00		AERATION VERTI-DRAINING
21/11/2024	EDF	bacs6	653.73		OCT ELECTRIC
21/11/2024	EDF	bacs7	104.92		OC ELECTRIC
21/11/2024	CASTLE WATER	bacs8	7.05		OCT WATER
21/11/2024	Safe I.S. Ltd	bacs9	288.00		FRA UNIT 14
21/11/2024	M LEFKARADI	BACS10	100.00		SEAHAVEN DANCE REFUND
22/11/2024	CHANDLERS BUILDING SUPPLIES	\$21143	32.60		GUTTERING FOR HUB
22/11/2024	KINTO UK LTD	DD	499.74		TOYOTA LEASE
22/11/2024	Credit Card A/c	CC TFER	454.15		OCT CC
25/11/2024	PHS Group	DD	824.74		28/11-27/02 contract
25/11/2024	CITRUS HR	BACS1	204.00		20/11-19/12 SAFE HR
25/11/2024	The Fuelcard People	BACS2	31.76		HK66 WMJ
25/11/2024	TOWER LEASING LIMITED	BACS3	62.67		RENTAL OF PHONES
25/11/2024	NOVEMBER SALARIES	NOV PAY	37,954.94		NOVEMBER SALARIES
25/11/2024	SUM UP	SUMUP2511	1.29		TRANSACTION CHGS
28/11/2024	FOCUS GROUP	BACS4	162.13		LINE RENTAL CHGS
28/11/2024	TOTAL GAS & POWER	BACS5	169.55		OCT GAS
28/11/2024	HMRC	121144	14,028.98		NOVEMBER SALARIES
29/11/2024	SALTDEAN/PHAVERN NETBALL	BACS	200.00		NETBALL GRANT
29/11/2024	DEVELOP OUTDOORS	BACS1	388.00		DEVELOP OUTDOORS GRANT
29/11/2024	AIR AMBULANCE	BACS2	500.00		AIR AMBULANCE GRANT
29/11/2024	LEWES DIS MENCAP	BACS3	500.00		MENCAP GRANT
29/11/2024	BOWLS CLUB	BACS4	630.00		BOWLS CLUB GRANT
29/11/2024	KEMPTON HOUSE	BACS5	725.00		KEMPTON HOUSE GRANT
29/11/2024	FAMILY SUPPORT	BACS6	750.00		FAMILY SUPPORT GRANT
29/11/2024	SCOUTS	BACS7	750.00		SCOUTS GRANT
29/11/2024	FLOWER CLUB	BACS8	200.00		FLOWER CLUB
29/11/2024	AVS FENCING SUPPLIES LTD	BACS	14.50		STRAINING WIRE
29/11/2024	R.J.Meaker Fencing Ltd	BACS1	16.20		SAND FOR MUGA
29/11/2024	AMAZON	BACS2	16.78		XMAS DECS
29/11/2024	Trade UK	BACS4	30.48		WD40/FLUSH FOR CAFE TOILET
29/11/2024	AMP Services	BACS7	65.00		STRIMMER REPAIR
29/11/2024	C.E.F	BACS8	76.20		LED BATTEN
29/11/2024	Bourne Amenity LTD	BACS9	183.60		SAND FOR PITCHES
29/11/2024	SIEMENS FINANCIAL SERVICES	BACS10	335.83		RENTAL OF FRANKING MACHINE
29/11/2024	PRICEWATCH LIMITED T/A LOCABACS11		965.41		ULTRA LOW SULPHUR
29/11/2024	CONSULT CLEANING SERVICES	BACS12	1,319.75		20/11-20/12 CLEANING
29/11/2024	EAST SUSSEX PENSION FUND	BACS13	13,656.77		NOVEMBER SALARIES
29/11/2024	DH SOLAR ENGINEERING LTD	BACS13	504.00		PELLET BOILER SERVICE
02/12/2024	EDF	DD	149.85		AUG-OCT STREET LIGHTS
03/12/2024	Spaldings Limited	BACS	-102.18		HUSQARNA TWO STROKE OIL
03/12/2024	SUM UP	SUMUP0312	2.00		TRANSACTION CHGS
04/12/2024	LEIA JACKSON	BACS1	50.00		L JACKSON REFUND
04/12/2024	FAY DAVIS	BACS2	96.00		FAY DAVIS REFUND
04/12/2024	PCS	BACS3	500.00		PCS GRANT
05/12/2024	THOMAS DOOR & WINDOW	BACS	5,940.60		TRACKS FOR CAFE SLIDING DOORS

List of Payments made between 01/11/2024 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/12/2024	SUSSEX PAYROLL SERVICES ;TD	BACS1	140.15		NOVEMBER PAYROLL SERVICES
05/12/2024	Brewers and Sons Ltd	BACS2	327.05		PAINT FOR COMM HOUSE
05/12/2024	AMAZON	BACS3	118.58		BELLY INFLATABLE
05/12/2024	CASTLE WATER	BACS4	615.79		NOV WATER
05/12/2024	02	DD	87.36		MOBILES
05/12/2024	Barclays	DD1	39.00		BACS / COLLECT CHGS
05/12/2024	SWITCHD	DD2	38.94		DD TAKEN IN ERROR
09/12/2024	Northstar IT	DD1	1,500.85		MONTH SUPPORT - DECEMBER
09/12/2024	The Fuelcard People	DD2	162.68		FUEL
09/12/2024	SUMUP	SUMUP0912	3.68		TRANSACTION CHGS
13/12/2024	Brewers and Sons Ltd	BACS	149.98		THEALE BASE
13/12/2024	EDF	BACS1	136.81		NOV ELECTRIC
13/12/2024	EDF	BACS2	1,009.42		NOV ELECTRIC
13/12/2024	SCRIVENS LTD	BACS3	22.50		DN TILLER EYE TEST
13/12/2024	Madison Web Solutions Limited	BACS4	648.00		PREMIUM HOSTING
13/12/2024	CASTLE WATER	BACS5	48.91		NOV WATER
13/12/2024	Society Of Local Council Clerk	BACS6	36.00		GDPR STEPH
13/12/2024	SAFELINCS LTD	BACS7	718.80		EXTINGUISHERS FOR UNIT 14
13/12/2024	AMAZON	BACS8	37.43		BIKE PUNCTURE REPAIR
13/12/2024	SOUTHCOAST LOCKSMITHS LTD	BACS9	86.40		KEYS FOR HUB
13/12/2024	Spy AlarmsLtd	BACS10	267.04		QUARTERLY FIRE MAINTENANCE
13/12/2024	R.J.Meaker Fencing Ltd	BACS11	104.62		town fence repairs
13/12/2024	START2FINISH	BACS12	250.00		START2FINISH GRANT
13/12/2024	JANET KELLY	BACS13	120.00		SALTDEAN JAZZ BAND
13/12/2024	HEATHER BURNS	BACS14	50.00		H.BURNS REFUND
13/12/2024	TRACEY PICKETT	BACS15	100.00		T.PICKETT REFUND
13/12/2024	Northstar IT	DD	230.40		auto elevate
16/12/2024	SUM UP	SUMUP1612	1.10		TRANSACTION CHGS
19/12/2024	HMRC	121147	9,805.86		DECEMBER SALARIES
20/12/2024	PEACEHAVEN COMMUNITY	BACS1	400.00		COMM GARDEN GRANT
20/12/2024	TOTAL GAS & POWER	BACS2	1,502.35		DECEMBER 24 GAS
20/12/2024	SAFELINCS LTD	BACS3	493.20		HUB FIRE EXTINGUISHERS
20/12/2024	Wightman & Parrish Ltd	BACS4	337.87		BIN LINERS/ TOILET TISSUE
20/12/2024	AMAZON	BACS5	69.27		GLITTER TATTOOS FOR XMAS PARTY
20/12/2024	Cinemobile	BACS6	261.00		THE CRITIC
20/12/2024	TREEVOLUTION	BACS7	520.00		TREE WORKS
20/12/2024	Trade UK	BACS8	50.33		CORRECTIO
20/12/2024	AMP Services	BACS9	615.97		BLADES / SHAVER / BEARING
20/12/2024	HORTICULTIRAL	BACS10	4.00		HORTI REFUND
20/12/2024	ANITHAA JEROME	BACS11	100.00		A.JEROME REFUND
20/12/2024	MRS S SIMPSON	BACS	172.95		CLLR TRAINING
20/12/2024	DECEMBER SALARIES	DEC PAY	29,951.96		DECEMBER SALARIES
20/12/2024	Northstar IT	DD	14.10		365 BUSINESS BASIC
23/12/2024	The Fuelcard People	DD	30.89		FUEL
23/12/2024	HEALTH ASSURED LTD	DD1	58.78		EAP 19/12-1801
23/12/2024	TOWER LEASING LIMITED	DD2	62.67		RENTAL OF PHONES
23/12/2024	KINTO UK LTD	DD3	499.74		GY73 FWG LEASE

List of Payments made between 01/11/2024 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/12/2024	Credit Card A/c	cc tfer	165.39		nov cc
23/12/2024	SUM UP	SUMUP2312	3.29		TRANSACTION CHGS
23/12/2024	JON BORTHWICK	BACS	200.00		J BORTHWICK XMAS PARTY
27/12/2024	CITRUS HR	DD5	204.00		20/12-1901 SAFE HR
27/12/2024	FOCUS GROUP	DD6	162.13		LINE RENTAL CHARGES
27/12/2024	TOTAL GAS & POWER	DD7	358.50		NOVEMBER GAS
31/12/2024	The Fuelcard People	dd	123.88		fuel
06/01/2025	02	DD	87.36		december billing
07/01/2025	Northstar IT	DD1	1,553.35		MONTH SUPPORT - JAN 2025
09/01/2025	EDF	BACS	1,024.51		DEC ELECTRICITY
09/01/2025	Double Nine Ltd / Merlin Workw	BACS1	559.98		GT UNIFORM
09/01/2025	GeoXphere Ltd - Parish Online	BACS2	270.00		PARISH ONLINE
09/01/2025	MARTLET MPBILITY SERVICES	BACS3	120.00		CHANGIONG PLACES SERVICE
09/01/2025	SUSSEX PAYROLL SERVICES ;T	BACS4	103.32		DECEMBER PAYROLL SERVICES
09/01/2025	AMAZON	BACS5	39.98		CLIP FRAMES FOR OFFICE
09/01/2025	CASTLE WATER	BACS6	1,729.39		WATER SERVICES - ACCURATE READ
09/01/2025	Business Sream	BACS7	77.65		WASTE WATER 12/09-11/12
09/01/2025	EAST SUSSEX PENSION FUND	BACS8	10,661.53		DECEMBER SALARIES
09/01/2025	EDF	DD2	551.31		SEP=DEC ELECTRIC
09/01/2025	Barclays	DD3	3.00		BACS FILE CHGS
10/01/2025	CVS TYRES LTD	BACS	449.94		SERVICE OF HK66 WMJ
10/01/2025	R.J.Meaker Fencing Ltd	BACS1	93.82		TOWN FENCE REPAIRS
13/01/2025	The Fuelcard People	DD1	13.20		FUEL CARD
14/01/2025	Lewes District Council	121148	753.93		DOG WASTE 01/01/25-31/03/25
17/01/2025	EDF	DD	4,300.14		SEPT-DEC ELECTRICITY
17/01/2025	NEWTON NEWTON FLAGS &	BACS	28.80		VE DAY FLAG
17/01/2025	TOTAL GAS & POWER	BACS1	940.14		MAY 23 GAS
17/01/2025	TARA NOVIS	BACS2	100.00		T.NOVIS REFUND
20/01/2025	HEALTH ASSURED LTD	dd5	60.00		19/01-18/02
22/01/2025	NUCO TRAINING LTD	bacs	110.95		FIRE SAFETY CERTS
22/01/2025	TREEVOLUTION	bacs1	350.00		FOXHILL TREE WORKS
22/01/2025	TEN-B TRAINING	BACS2	210.00		1 DAY FIRST AID TRAINING
22/01/2025	CASTLE WATER	BACS3	34.83		DECEMBER WATER
22/01/2025	EDF	BACS4	107.89		DECEMBER ELECTRIC
22/01/2025	Business Sream	BACS5	497.42		08 OTC-07 JAN WASTE WATER
22/01/2025	Farrington Property Developmen	BACS6	4,404.00		UNIT 14 W/C 08/01/25
22/01/2025	Ricoh Capital Ltd	BACS7	999.36		PHOTOCOPIER 01/01-31/03/25
22/01/2025	Heatcraft And Ventilation ltd	BACS8	402.00		AIRCON SERVICE
22/01/2025	TOTAL GAS & POWER	BACS9	540.25		APRIL 24 GAS
22/01/2025	Credit Card A/c	DEC CC	630.47		DEC CC
22/01/2025	CASTLE WATER	DD2	0.51		DEC WATER - DELL
22/01/2025	KINTO UK LTD	DD4	499.74		VAN LEASE
23/01/2025	TOWER LEASING LIMITED	DD	62.67		PHONE RNTAL
23/01/2025	CITRUS HR	DD1	204.00		20/01-19/02 SAFE HR
24/01/2025	JANUARY SALARIES	JAN PAY	29,944.81		JANUARY SALARIES
31/01/2025	EAST SUSSEX PENSION FUND	BACS1	10,631.96		JANUARY SALARIES
31/01/2025	Peacehaven & District Chamber	BACS2	60.00		ANNUAL MEMBERSHIP

List of Payments made between 01/11/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2025	Wightman & Parrish Ltd	BACS3	306.05		CLEANING / BAGS
31/01/2025	COLLIER TURF CARE LTD	BACS4	4,752.60		TURFMIX
31/01/2025	TEN-B TRAINING	BACS5	150.00		LEVEL 3 FAW CERTIFICATION
31/01/2025	Trade UK	BACS6	144.46		BOOTS FOR GROUNDSTEAM
31/01/2025	TOTAL GAS & POWER	BACS7	285.10		APRIL 23 GAS
31/01/2025	AMAZON	BACS8	212.37		FIRE BREAK GLASS REPLACEMENTS
31/01/2025	CONSULT CLEANING SERVICES	BACS9	2,639.50		DEC-JAN CLEANING
Total Payments			<u>240,800.16</u>		

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 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.

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 Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 11th February 2025 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 Campbell, Cllr Griffiths, Cllr Veck.

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

No members of the public were in attendance.

1. PF1081 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, read out a statement on civility & respect, briefly ran through the building fire procedures, asked that phones be put onto silent, informed members that the meeting is being recorded for internal use, and reminded members about confidentiality of items discussed in closed session.

2. PF1082 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. PF1083 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Gordon-Garrett.

4. PF1084 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1085 TO ADOPT THE COMMITTEE'S MINUTES OF 26TH NOVEMBER 2024

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan
The minutes of 26th November 2024 were **agreed** and **adopted**.

6. PF1086 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The RFO asked if any members had questions about the report, to which there were none. The Committee **noted** the report.

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

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

c. Income & Expenditure report.

Committee **noted** the Income & Expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the CIL & S.106 report.

f. List of payments (for approval).

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

7. PF1087 TO DISCUSS CHANGING SERVICE LEVEL AGREEMENTS

The Clerk introduced the report and explained some of the key considerations. The Committee discussed whether the proposed amount was enough, as well as the timescales of informing organisations with SLAs and inviting invitations for Service Level Grants.

It was proposed that Committee refer the report to Full Council with a recommendation to agree to the proposed change from Service Level Agreements to a Service Level Grant system.

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

8. PF1088 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON FIXED TERM DEPOSIT ACCOUNTS

The RFO introduced and summarised the report, and went on to clarify the interest that would be received for different fixed periods.

The Committee discussed the sum of money that could be put into a fixed term account, as well as the most effective ways to do this to ensure the maximum possible interest, weighed up against the need to have instant access to funds.

It was proposed that the Committee recommend to Full Council that the Council open a fixed term deposit account with Unity Trust, putting away £200,000 for 12 months.

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

9. PF1089 TO AGREE EARMARKING UNSPENT BUDGET FROM 2024/25 FINANCIAL YEAR

The RFO introduced the report, and there were several questions from Committee members for clarification on which budgets were being earmarked, which the RFO answered.

It was proposed that Committee agree to the report recommendation of which budgetary areas to earmark.

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

10. PF1090 TO NOTE OVERSPENT BUDGETARY AREAS

The Committee **noted** the report.

11. PF1091 TO DISCUSS BRINGING COMMUNITY BUILDINGS UNDER ONE SUB-COMMITTEE OR WORKING GROUP (FROM THE COMMUNITY HOUSE SUB-COMMITTEE)

The Clerk introduced the report, which the Committee discussed at length, including considerations around what the Officer involvement would be, benefits of a Working Group or Committee/ Sub-Committee, how it would fit with the terms of reference and scheme of delegation, ensuring that the group wouldn't start impacting on Officers responsibilities, and importance of action plans and targets for the group.

It was proposed that the Committee agree that Community Buildings should come under one group, and that the Committee request that Full Council forms a TFG to look at the whole Committee structure, as well as form an interim Community Buildings Working Group until the May Annual Council meeting.

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

12. PF1092 TO NOTE EARMARKED RESERVES SPENT IN 2024/25

The Committee **noted** the report. It was also requested that a similar report come to Committee in the future, perhaps on a 6-monthly basis.

13. PF1093 TO AGREE THE COMMUNITY HOUSE 10-YEAR PLAN

The RFO introduced the report and gave some of the background information to the item.

The Committee discussed the layout/ presentation of the plan, and how priorities are shown, it was felt that this could be worked on further moving forward.

It was proposed that the Committee agree to the recommendation to adopt the Community House 10-year plan.

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

14. PF1094 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON AN AUDIT WORKING GROUP

It was proposed that the Committee agree to set up an Audit Working Group, but request the Full Council appoints members at the next meeting.

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

15. PF1095 DATE OF NEXT MEETING – TUESDAY 1ST APRIL 2025 AT 7.30PM

The date of the next meeting was confirmed as Tuesday 1st April 2025 at 7.30pm.

16. PF1096 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths
The Committee **resolved** to **exclude** press and public from the remaining agenda 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.*

17. PF1097 AGED DEBT ANALYSIS

The Committee **noted** the report.

18. PF1098 TO AGREE RECOMMENDED WRITE OFFS

It was proposed that Committee agree to the recommended write off in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

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

There being no further business, the meeting was closed at 21:01.



Committee:	Full Council	Agenda Item:	C1328b(iv)
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	Change of process for Service Level Agreements		
Purpose:	To agree		

Recommendation(s):

To agree to replace the current Service Level Agreement process with a grant style system.

1. Background

Service Level Agreements (SLAs), are provided to support local Community groups and organisations who are not eligible to apply for PTC Community Grants (typically because it is of higher value than the grants policy permits), there is no set limit on how much PTC can pay to an organisation with an SLA, however, the amount is agreed annually by the Policy and Finance Committee or Full Council (dependent upon value). The benefit to PTC by awarding an SLA is that it ties the organisation into a contract-style agreement to provide a minimum standard of service to Peacehaven residents or the Council.

PTC currently awards SLAs to 5 organisations: Community Transport Lewes Area, Lewes District Citizens Advice, Havens Community Cars, The Joff, and The SCDA Community Supermarket (provided as a reduction in facility hire costs), these total £28,165 per year.

During the budget setting process, SLAs were a contentious area, with members debating the amounts awarded and value for money for different organisations. It has also become clear that the SLA payment from PTC has become an expectation for some of these organisations, even if they are not providing the minimum service, and with the onus falling on PTC Officers to chase up evidence to support the awarding of the SLAs.

It is proposed that PTC ceases all SLAs from the 2026/27 financial year and replaces it with a new system akin to a Service Level Grant. The Service Level Grant (SLG) would work more similarly to our Community Grant Scheme, whereby the grant would be for a one off payment to the organisation, which they would have to apply for each year, placing the onus firmly on the organisation, including having to clearly evidence the benefit to Peacehaven residents that their service has and could still include conditions detailing a minimum standard of service which if they do not meet could render the organisation ineligible for a grant the following year.

The key differences between the Community Grants and the SLGs would be:

- The value, Community Grants are limited to £750 per year, SLGs can be awarded to any amount subject to budgetary constraints.
- What the money can be spent on – Community Grants must be spent on the specified purpose with receipts provided as evidence. How SLGs are spent is unconditional provided that the organisation can demonstrate meeting the minimum standard of service agreed, with verifiable statistics where possible.

- Frequency – Community Grants are awarded in 2 annual rounds, whereas SLGs would all be agreed at the start of the financial year.

It is suggested that the Council sets a budget of £30,000 for SLGs in the 2026/27 financial year (£1835 or 6.5% more than currently awarded under SLAs) and ceases all SLAs. The Council will need to give notice as soon as possible to all organisations currently on SLAs so that they have a full financial year to prepare for this change.

Organisations that are currently on SLAs will all be eligible to apply for a SLG, and will benefit from the new system as they will be able to set the amount that they are applying for, although PTC reserves the right to decide the final amount awarded, which may be lower than applied for.

Organisations awarded SLGs will be required to provide a summary to PTC within the final quarter of the financial year detailing the impact that they have had in Peacehaven during the period they have been supported with an SLG, organisations failing to do this may render themselves ineligible for an SLG the following year at PTC's discretion.

A draft SLG application form is included in the appendices.

2. Options for Council

- To ratify the decision of Policy & Finance Committee to stop all SLAs from April 2026 and replace with a new SLG system, and give notice to organisations currently on SLAs of this.
- To agree that officers proceed with revising the Grants Policy to include SLGs to bring the policy back to the Policy & Finance Committee for approval.
- To decide when applications for SLGs should be submitted by.

3. Reason for recommendation

Following issues raised during the 2024/25 budget setting process and resolutions of Committee.

4. Expected benefits

More control to PTC over the service that is being provided to Peacehaven residents, including holding organisations accountable to a minimum service standard, simplified budget setting process.

5. Implications

5.1 Legal	Localism Act 2011 Financial Regulations
5.2 Risks	How the decision could be received by organisations on SLAs – need for clear communication.
5.3 Financial	£30,000 (£1835 more than at present)
5.4 Time scales	April 2026
5.5 Stakeholders & Social Value	Organisations currently on SLAs Ensuring service to Peacehaven
5.6 Contracts	Conditions set out in current SLAs
5.7 Climate & Sustainability	To be considered as part of SLG application form
5.8 Crime & Disorder	To be considered as part of SLG application form
5.9 Health & Safety	N/A
5.10 Biodiversity	To be considered as part of SLG application form
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

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 checked="" 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?

Inclusion
Efficiency and sustainability of Town Council resources

7. Appendices

Draft application form.

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



Service Level Grant Application

Peacehaven Town Council awards service level grants to organisations providing a service to a minimum agreed standard to the Peacehaven community and its residents. Organisations do not have to specify what the money is spent on, however, must be able to demonstrate the positive impact on Peacehaven that the organisation has **and** that this service would be negatively impacted if the grant were not awarded.

Organisation name	
-------------------	--

Contact name:		Position:	
Telephone number:		Email Address:	

Description of organisation and organisational aims:

Total sum being requested as a Service Level Grant:	
---	--

Reason for requesting a Service Level Grant:

Environmental Impact – Please detail measures positive measures your organisation takes regarding Climate Change.

Financial Information

	NOW	ONE YEAR AGO
Organisations Current Assets		
Organisations Current Cash Balance		
Organisations Annual Income		
Organisations Annual Expenditure		

Minimum Service Provision – Please detail the service you will commit to provide to Peacehaven and how this will be evidenced.

Benefit to Peacehaven – Please detail how many Peacehaven residents you have supported & how many you intend to with this grant.

Other Supporting Evidence – Please detail any further considerations or supporting evidence you would like to provide.

Applicant Signature:

Date:

Zoe Malone
Responsible Finance Officer

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



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

Committee:	Policy and finance	Agenda Item:	C1328b(v)
Meeting date:	25 February 2024	Authors:	Responsible Financial Officer
Subject:	Fixed Term Deposits		
Purpose:	To agree		

Recommendation(s):

To ratify the decision of the Policy & Finance Committee to place £200,000 in a 12-month Fixed Term Deposit Account with Unity Trust.

1. Background

As a council we have been recommended by the auditors to put some of our money in a fixed term deposit account. This will provide the council with a good interest rate on an agreed sum of money that would otherwise be sat in our current account gaining a smaller interest rate.

Due to the timing of this it would be good to note that as a council we are planning to spend some significant amounts of money in 25/26, mainly on the Hub. We are likely to have to spend all monies upfront with Lewes District refunding the grant money retrospectively which will decrease the current account balance somewhat. We have set aside £350,000 for this project alone.

I have researched three potential banks to deposit money to, Barclays interest rate changes daily but is typically 3.76% if held for 12 months, however we do not have the ability to release any of this money in an emergency. CCLA offer an interest rate of 4.7% but clearly states it is not the same as making a deposit with a bank and is not guaranteed and a stable net asset share is intended to be maintained but there are no assurances. Lastly, Unity Trust, this is a recommended bank by many Town Clerks as advised on the SLCC forums and offers 4.25%. Funds can be released earlier than the term in exceptional circumstances, however the interest rate will be the default interest rate paid.

Having reviewed all three I would suggest the Unity Trust would be the recommended choice if we decide to invest.

The Policy & Finance Committee passed a resolution on 11th February 2025 to recommend to Council that they agree to place £200,000 in a 12-month fixed term account with Unity Trust, Council are asked to ratify this decision.

2. Options for Council

- Agree to deposit funds to Unity Trust
- Agree initial amount to deposit
- Agree length of fixed term
- Do not agree to deposit funds in a fixed term deposit account

3. Reason for recommendation

In line with Policy & Finance Committee resolution.

4. Expected benefits

- a. The community
- b. The environment
- c. Other – This will enable council to strategically invest money, providing some further assurance that not all council monies are with one bank

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Gain higher interest rates on council monies.
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

Appendices;

T&C's of Unity Trust Fixed Term Deposit Accounts

Fixed Term Deposit Accounts

Terms and Conditions

These Terms and Conditions (“T&Cs”) apply with effect from 12th February 2024 to the following fixed term deposit accounts provided by Unity Trust Bank plc:

- 30 Day Fixed Term Deposit Account;
- 90 Day Fixed Term Deposit Account;
- 6 Month Fixed Term Deposit Account;
- 12 Month Fixed Term Deposit Account;
- 18 Month Fixed Term Deposit Account; and
- 24 Month Fixed Term Deposit Account.

In this document We refer to these accounts individually and collectively as the “FTDA”.

These T&Cs form a part of Your agreement with Unity and should be read in conjunction with Our [General Terms and Conditions](#), [Privacy Policy](#) and Service Tariff.

1. Definitions

In these T&Cs the following terms shall have the meanings ascribed to them:

Account	means the FTDA You have entered into with Us;
Business Day	means Monday to Friday, excluding bank and public holidays recognised in England and Wales;
Calendar Day	means any day of the week, including weekends and bank and public holidays recognised in England and Wales;
Commencement Date	means the day upon which Funds are received into the Account;
Customer	means the organisation named on the relevant FTDA and shall include all signatories, servants, agents, volunteers, and members of the organisation's staff;
Default Interest	means the rate of default interest identified on the Product Information Page and shall be determined by the date on which You opened the Account;
Early Access	means any access to the funds in the relevant FTDA after the commencement date but before end of the Term;
Funds	means the amount of money You invest in the FTDA;
Interest	means the applicable rate of interest specified on the Product Information Page and shall be determined by the date on which You opened the Account;
Servicing Account	means either a Unity current account or Instant Access Savings Account in Your name;
Term	means the term of 30 days, 90 days, 6 months, 12 months, 18 months, or 24 months as applicable to the FTDA entered into by the Customer, calculated in accordance with the provisions of clause 2.5;
Termination	means the end of the FTDA agreement howsoever caused;
You or Your, or Yours	means the Customer in whose name the FTDA is held;
We, Us, Our, or Ours	means Unity Trust Bank plc.

2. Account Opening and Term

- 2.1** All FTDAs require a Servicing Account. If You do not already hold either a Current Account or Instant Access Savings Account with Unity, We will open an Instant Access Savings Account for You.
- 2.2** The Account shall only receive Funds from, and transfer Funds to, the Servicing Account. The Servicing Account may receive funds from, and transfer funds to, external accounts.
- 2.3** The Term will commence on the date upon which the Funds are transferred into the FTDA. You will need to notify Us when the cleared Funds are available in Your Servicing Account and how much You want to invest in the FTDA. We will then transfer those Funds into the Account within three working days of Your notification.
- 2.4** The date upon which the Funds are received into the Account shall be the Commencement Date of the relevant Term. On the next Business Day after the final day of the relevant Term We will transfer the Funds plus any accrued interest to Your Servicing Account. There will be no charge for the transfer from the Account to the Servicing Account, however, transfers out of the Servicing Account, whether internal or external (save if You wish to open a new FTDA) will be charged at the prevailing rate specified in the Service Tariff.
- 2.5** The calculation of the Term of each FTDA shall be:

Product	Term calculation
30 Day Fixed Term Deposit Account	Commencement Date plus 29 Calendar Days
90 Day Fixed Term Deposit Account	Commencement Date Day 1 plus 89 Calendar Days
6 Month Fixed Term Deposit Account	Commencement Date plus 181 Calendar Days
12 Month Fixed Term Deposit Account	The anniversary of the Commencement Date less one Calendar Day
18 Month Fixed Term Deposit Account	The anniversary of the Commencement Date plus 181 Calendar Days
24 Month Fixed Term Deposit Account	The second anniversary of the Commencement Date less one Calendar Day

2.6 Save as provided at clauses 6.3 to 6.5 (inclusive), during the Term You will not be entitled to:

- (a) withdraw any or all of the Funds; and/or
- (b) pay additional funds into the Account.

3. Deposit

3.1 The minimum deposit for each FTDA is:

Product	Minimum Deposit
30 Day Fixed Term Deposit Account	£85,000
90 Day Fixed Term Deposit Account	£85,000
6 Month Fixed Term Deposit Account	£85,000
12 Month Fixed Term Deposit Account	£85,000
18 Month Fixed Term Deposit Account	£50,000
24 Month Fixed Term Deposit Account	£50,000

3.2 There is a maximum deposit of £20m for 6, 12, 18 and 24 month FTDA. There is no maximum deposit for 30 day or 90 day FTDA.

3.3 No additional deposits may be made into the Account during the Term. You may have more than one FTDA running concurrently.

3.4 The deposit must be made into the Account electronically from the Servicing Account. Funds may be paid into the Servicing Account electronically, or by sending a cheque to Freepost UNITY TRUST BANK 1984 (Please note: 'UNITY TRUST BANK' must be in capitals and the address must be on one line exactly as shown above).

4. Interest

- 4.1 The Interest rates applicable to the FTDA during the Term are particularised on the product information page and may be updated from time to time. The rate of Interest You receive will be determined by the date on which the Account was opened.
- 4.2 Interest is calculated daily on the Funds deposited but will not be applied to the Account until Termination.
- 4.3 Interest will accrue on the amount of Funds deposited at the Commencement Date and You shall have no entitlement to receive Interest upon Interest.
- 4.4 Interest will be applied to the Account balance gross of any tax. You are responsible for Your own tax arrangements and making any declarations and/or payments to HMRC.

5. Statements

- 5.1 We will send You a statement of account at the following intervals:

Product	Statements
30 Day Fixed Term Deposit Account	At the end of the Term
90 Day Fixed Term Deposit Account	At the end of the Term
6 Month Fixed Term Deposit Account	At the end of the Term
12 Month Fixed Term Deposit Account	Every 6 months
18 Month Fixed Term Deposit Account	Every 6 months
24 Month Fixed Term Deposit Account	Annually

- 5.2 The statement will display only the amount of Funds deposited into the Account and will not show any Interest accrued.
- 5.3 Upon Termination of the FTDA We will send You a closing statement showing the opening and closing balances of the Account, including Interest added on the final day of the Term.

6. Early Termination

- 6.1** We may terminate this agreement at any time, with or without notice, for legal or regulatory reasons, or where there is a suspicion of fraud. If this happens, We may not be able to disclose the reason to You.
- 6.2** If We terminate this agreement in accordance with clause 6.1 above, You will not be entitled to receive any Interest for the term during which the Account was open.
- 6.3** Notwithstanding the provisions of clause 2.6 above We may consider allowing You to terminate the agreement early in exceptional circumstances, such as but not limited to:
- (a)** in the case of a sole trader or partnership, death of a signatory; or
 - (b)** the Customer facing exceptional and unforeseen hardship.
- 6.4** In the event that You wish to terminate the agreement early and You believe that there are exceptional circumstances, You should contact your relationship manager or write to us by email: us@unity.co.uk or by post Unity Trust Bank, PO Box 7193, Planetary Road, Willenhall, WV1 9DG setting out the grounds upon which You rely. We will consider Your request and may request additional information from You in order to make our decision. For the avoidance of doubt You shall have no expectation that We will grant Your request, and permission to terminate the agreement shall be at Our sole discretion.
- 6.5** In the event that We grant Your request for early Termination, the following will apply:
- (a)** the Account shall be closed within 31 Calendar Days after the date We received Your request;
 - (b)** You shall not be entitled to receive Interest at the rate specified at clause 4.1 above and shall instead be the rate of Default Interest which will apply and is particularised on the [Product Information Page](#) and shall be determined by the date upon which You opened the Account.
 - (c)** Default Interest will be calculated to the Termination Date; and
 - (d)** the whole of the Funds, plus any Default Interest to which You are entitled, will be transferred to Your Servicing Account.
- 6.6** Under no circumstances shall You be entitled to withdraw a part of the Funds. Any permission granted by Us in accordance with clause 6.5 shall apply to the whole of the Funds and will result in the FTDA being closed.

Notwithstanding the foregoing You shall be entitled to apply for a new FTDA should You wish to reinvest part of the Funds upon closure, subject to the minimum deposit requirements set out at clause 3.1 above.

7. Miscellaneous

- 7.1** We may vary the terms of this agreement if required for legal, regulatory, or operational reasons (for example, a change of computer system which impacts upon the operation of the Account). If this happens, We will provide you not less than 60 Calendar Days' written notice unless we are prevented from doing so by law or regulation, in which case we will provide as much notice as We are able.
- 7.2** This agreement shall be governed by Unity's [General Terms & Conditions](#), its [Privacy Policy](#) and Service Tariff.
- 7.3** In the event of any conflict between the [General Terms & Conditions](#) and the T&Cs for this agreement, the provisions of this agreement shall prevail.
- 7.4** This agreement shall be governed by the laws of England and Wales and the English courts shall have exclusive jurisdiction to determine any dispute between the parties.

This information is available to you at any time on our website.
Please read this important information carefully and retain it for future reference.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, quality and monitoring purposes. U787_0224

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Full Council	Agenda Item:	C1328b(vi)
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	To set up an audit working group		
Purpose:	To appoint members		

Recommendation(s):

To form a small working group of Councillors to undertake periodic audits as per the proposed checklist to be reported back to the Policy & Finance Committee.

1. Background

It has been discussed for some time that a small audit working group be set up to undertake periodic (once per quarter is suggested) audits of internal controls and procedures to supplement the internal and external audits that Peacehaven Town Council already has.

On 11th February 2025, the Policy & Finance Committee agreed to form the Working Group, with Full Council to appoint members. The Working Group's Term of Reference shall be to undertake an audit, in line with the agreed checklist, on a quarterly basis, and report back to the Policy & Finance Committee. The audit days & times shall need to be agreed in advance with the Clerk & RFO.

It is suggested that up to 3 Councillors be appointed to this group, and to ensure independence around scrutiny of financial control checks, that the appointed Councillors not be current signatories for PTC.

The group would report their findings back to the Policy & Finance Committee following an audit taking place, and any areas of concern or non-compliance can be discussed and actions agreed to make improvements where necessary.

There is a provisional checklist of items to be audited as an appendix.

2. Options for Council

- a. To appoint members to the Working Group.

3. Reason for recommendation

In line with previous discussions and best practices.

4. Expected benefits

To give Councillors, Committees, and Council insight, reassurance, and confidence in the robust internal controls that PTC has in place.

5. Implications

5.1 Legal	Ensuring statutory compliance with various legislation
5.2 Risks	Ensuring suitable risk management
5.3 Financial	Checking financial controls
5.4 Time scales	Quarterly checks are recommended.
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Management being checked
5.10 Biodiversity	
5.11 Privacy Impact	Controls in place for GDPR
5.12 Equality & Diversity	Controls in place for EDI

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="checked" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Efficiency and sustainability of Town Council resources Skills, training, and appraisals
--

7. Appendices

Draft checklist.

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

Audit Working Group – Checklist

Date of audit:	
Members auditing:	

Item	Policy Documents
Description	Ensure that 2 randomly selected policies are published in line with PTC's publication scheme and are within their stated review dates.
Policies Checked:	
Comments:	
Outcome:	Choose an item.

Item	Personnel Records
Description	Ensure that a signed contract of employment is available for a randomly selected employee.
Comments:	
Outcome:	Choose an item.

Item	Personnel Records
Description	Ensure that certificates or evidence of competence are available for training undertaken by a randomly selected employee.
Training Checked:	
Comments:	
Outcome:	Choose an item.

Item	Statutory Governance
Description	Ensure that signed minutes are available for inspection of 2 randomly selected meetings within the past 2 years.
Minutes Checked:	
Comments:	
Outcome:	Choose an item.

Item	Financial Controls - Payments
Description	Track 2 randomly selected payments through the financial system.
Comments:	
Outcome:	Choose an item.

Item	Financial Controls - Receipts
Description	Track 2 randomly selected receipts through the financial system.
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that 2 randomly selected Risk Assessments are up to date with evidence of their last review.
Assessments Checked:	
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that 2 randomly selected controls from the Corporate & Financial Risk Assessment are being adhered to.
Policies Checked:	
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that a randomly selected section of the Fire Safety log book is up to date.
Section Checked:	
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that a MSDS is available for a randomly selected chemical, and that any provisions within the MSDS are being adhered to.
Chemical Checked:	
Comments:	
Outcome:	Choose an item.

Item	Statutory Governance
Description	Ensure that 2 randomly selected subsections of the transparency pages on the PTC website are current & correct.
Categories Checked:	
Comments:	
Outcome:	Choose an item.

Item	Statutory Governance
Description	Ensure that 2 randomly selected agendas were issued validly and with the required notice period.
Meetings Checked:	
Comments:	
Outcome:	Choose an item.

General/ overall comments

Completed by:	<i>Cllr</i>	Role:	
Signature:		Date:	

Reviewed by:	<i>Cllr</i>	Role:	
Signature:		Date:	

Received by:	<i>Clerk/ Officer</i>	Role:	
Signature:		Date:	

Copy of this report to be provided to the next suitable Policy & Finance Committee meeting.

George Dyson
Town Clerk

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

Committee:	Full Council	Agenda Item:	C1328b(vii)
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	Committee Structure		
Purpose:	To form a TFG		

Recommendation(s):

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

AND

To form an interim Working Group to look at bringing Community Buildings under one group.

1. Background

At the Policy & finance Committee meeting on 11th February 2025, the Committee passed the following resolution:

It was proposed that the Committee agree that Community Buildings should come under one group, and that the Committee request that Full Council forms a TFG to look at the whole Committee structure, as well as form an interim Community Buildings Working Group until the May Annual Council meeting.

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

The Committee resolved to agree to this proposal.

In line with this resolution, the Council is asked to form an Interim Working Group, and appoint members to this group, proposed Terms of Reference for the Working Group are included as appendix 1.

Council are also asked to form a TFG, with the task of reviewing and making proposals back to Council regarding the wider Committee structure, to report back at the 8th April Full Council meeting.

2. Options for Council

- To ratify and enact the resolutions of the Policy & Finance Committee.
- To take an alternative decision.

3. Reason for recommendation

At the request of the Policy and Finance Committee.

4. Expected benefits

Efficiency of the Town Council resources.

5. Implications

5.1 Legal	Review of scheme of delegation required.
5.2 Risks	Ensuring that care is taken to maintain boundaries between Councillor and Officer roles.
5.3 Financial	Maintaining separate financial streams for each building.
5.4 Time scales	Preparations for May Annual Council meeting.
5.5 Stakeholders & Social Value	Consistent approach to decisions on Community Buildings.
5.6 Contracts	
5.7 Climate & Sustainability	Decisions in line with commitments to sustainability and net-zero.
5.8 Crime & Disorder	Consistency in approach to deterring crime.
5.9 Health & Safety	Risk Assessments in place for each building.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Ensuring accessibility of all buildings.

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 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? Community House 10-year plan Net Zero carbon resolution Efficiency and sustainability of Town Council resources The Hub

7. Appendices

Draft Terms of Reference for Community Buildings Working Group.

Community Building Working Group – Terms of Reference

1. Purpose

The purpose of the Community Buildings Working Group is to oversee the development, implementation, and monitoring of policies and procedures concerning Council-owned community buildings, ensuring they meet community needs and enhance public engagement.

2. Objectives

- To assess the current policies and procedures related to the management of community buildings.
- To develop new or revised policies that promote effective use, sustainability, and accessibility of community buildings.
- To establish procedures for the equitable allocation and use of community spaces.
- To monitor compliance with developed policies and recommend improvements based on feedback and performance metrics.
- To engage with stakeholders, including community members, to ensure their needs and concerns are addressed.

2. Scope

The Working Group will focus on:

- Reviewing existing management practices of Council-owned community buildings.
- Identifying gaps and areas for improvement in current policies and procedures.
- Developing frameworks for performance measurement and reporting.
- Promoting initiatives that foster community engagement and utilization of the buildings.
- Reporting on progress to the Council or relevant Committee, and making recommendations for action.

4. Membership

- The Working Group will consist of up to 3 Councillors, as appointed by Full Council, with Officer support as required.

5. Meetings

- The Working Group will agree when meetings should take place.
- Notes will be taken of the Working Group meeting and reported back to Council, the Working Group shall chose a member to take notes.

6. Decision-Making

- The Working Group has no decision-making or financial authority, and must make recommendations back to a Committee with relevant delegated authority, or to Full Council.

7. Reporting

- Copies of notes shall be reported back to Council.

8. Closing the Working Group

- The Working Group is set up as an interim measure, and shall cease to exist following the May 2025 Annual Council meeting, at which point Council will have decided an appropriate replacement for the group.

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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.

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 18th February 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E552 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members and reminded everyone about the importance of confidentiality on this Committee.

2. E553 TO CONSIDER APOLOGIES FOR ABSENCE

There were no apologies. Cllr Cheta was absent.

3. E554 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E555 TO ADOPT THE MINUTES OF 3RD DECEMBER 2024 MEETING

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

The minutes of 3rd December 2024 were **agreed** and **adopted**.

5. E556 TO REVIEW COMMITTEE'S BUDGETARY POSITION

Cllr Campbell queried possible under-budgeting for pension contributions and the potential budgetary implication of appraisal-based increment increases for employee salaries, the Clerk clarified these points.

Cllr Fabry asked about whether anything other than the allowance themselves come out of the Member Allowance budget, giving the example of the previously purchased tablet PCs. The Clerk advised that it is just the allowances themselves.

The Chair asked whether any of the unspent budget was going to be earmarked, the Clerk advised that earmarking of budgets had recently been approved at the Policy & Finance Committee but was unable to recall whether any specific areas relating to Personnel were planned to be earmarked.

Committee **noted** the budgetary update.

6. E557 DATE OF NEXT MEETING – TUESDAY 15TH APRIL 2025 AT 7:30PM.

The next meeting was confirmed at 15th April 2025.

7. E558 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell **Seconded by:** Cllr Fabry

Committee **resolved** to **exclude** press and public from the remaining agenda 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. E559 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair queried why the training & skills TFG still on the action plan when the TFG has closed, the Town Clerk advised that it had been left on to allow for the ongoing monitoring of the implementation of the Councillor Training Plan.

There was a discussion around recognition of stall length of service, the Chair of Committee and Chair of Council will meet to discuss this further and report back to Committee.

9. E560 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted again the importance of progressing GDPR training, and also reminded Committee members of the eLearning available through ACAS, particularly relating to working well with all and appraisals.

Cllr Donovan highlighted that the SCDA have some very good training upcoming.

It was suggested that Councillor training be a discussion point at the upcoming informal Councillor meeting.

Committee **noted** the Councillor training plan.

10. E561 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

It was highlighted that over 97% of mandatory staff training is now completed, and all outstanding training is booked in.

Cllr Alexander highlighted that members of the Wellbeing group will be undertaking some training relating to the work of the TFG.

Committee **noted** the staff training plan.

11. E562 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Clerk summarised the feedback and the Committee briefly discussed this.

Committee **noted** the report.

12. E563 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Town Clerk summarised the report, which the Committee **noted**.

13. E564 TO NOTE THE END OF STAFF SECONDMENTS AND DISCUSS NEXT STEPS

The Town Clerk introduced and summarised the report, also adding that an additional report will be going to Full Council next week to begin wider discussions around the long term plan for the outstanding roles.

The Committee discussed a number of factors, including the breakdown of hours, space available, what the roles involve, the events that have recently taken place, and how the roles fit together.

Committee thanked and gave their appreciation to the Meetings & Projects Officer for her work during the secondment and the work that she usually does, particularly with projects and the planning committee.

Committee also expressed their appreciation for the Information and Community Facilities Officer for everything that she does and noted how she has been working flat out for the benefit of the residents.

14. E565 TO RECEIVE AN UPDATE ON JOB DESCRIPTION REVIEWS

The Town Clerk gave an overview of the report, and the Committee had a long discussion about the roles and how they have grown and developed.

Committee **noted** the report.

15. E566 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

Cllr Alexander gave a summary of the change from Stress Management to Wellbeing, particularly highlighting the importance of some training for the members of the TFG. The group is looking at the Wellbeing at Work Silver award and is considering the criteria for this.

There being no further business, the meeting closed at 20:52.

George Dyson
Town Clerk

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

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,
BN10 8BB.

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 21st January 2025 at 7:30pm.

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

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

2 members of the public were in attendance.

LA970 CHAIR ANNOUNCEMENTS

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

- Bingo on 22nd Jan and request for extra help.

LA971 PUBLIC QUESTIONS.

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

There were 0 public questions.

LA972 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were 2 apologies for absence from Cllr Donovan and Cllr Evans.

LA973 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared that she had an interest in the allotment.

LA 974 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 29TH OCTOBER 2024

Proposed by: Cllr Gallagher Seconded by: Cllr Wood

All in favour.

LA 983 TO AGREE THE COMMUNITY GARDEN LICENCE

Standing Orders were suspended.

The Parks Officer updated committee that the licence had been signed and was being brought to committee to be ratified, and various questions were raised with the members of the public, including risk assessments, insurance, commercial activities, safeguarding policy.

Cllr Griffiths raised several amendments, including concern with the map, inclusion of elements from policies including single use plastic, and pesticides.

The need for a licence was discussed as being for grant applications, and that it provided security for the tenant and the Town Council.

It was proposed to agree to the licence.

Proposed by: Cllr Ashby-Parkin Seconded by: Cllr Wood
Committee resolved to agree to the proposal.

Standing orders were reinstated.

The 2 members of public left the meeting.

LA 975 TO NOTE BUDGET UPDATE

Cllr Gallagher expressed she would contact the RFO with questions.

The budget was **noted**.

LA 976 TO NOTE ACTION PLAN

The action plan was **noted**.

LA 977 TO NOTE ALLOTMENTS UPDATE (TWO VACATED)

The Parks Officer provided a general update to committee.

The allotments update was **noted**.

LA 978 TO NOTE THE COMPLAINTS LOG

Cllr Griffiths mentioned a formatting issue with part of the table.

The complaints log was **noted**.

LA 979 TO NOTE BUSINESS PLAN

Cllr Gallagher suggested a Chairs of Committee meeting should be arranged to discuss the Business Plan.

The Business Plan was **noted**.

LA 980 TO NOTE TFG UPDATES

The Parks Officer updated committee that the Car Parking Options at Centenary Park TFG were waiting for an estimate of what is needed in the car park to adhere to British standards.

Cllr Gallagher updated committee that the Green Infrastructure Plan would be revived shortly.

The TFG updates was **noted**.

LA 981 TO NOTE MACHINERY UPDATING REPORT

The Parks Officer updated committee on concern of the financial upkeep of old machinery.

The report was **noted**.

LA 982 TO NOTE INFO BOARDS FROM ARCHAEOLOGICAL DIG

The Parks Officer updated committee on the report, and that PTC should hear back at the end of February.

Cllr Griffiths suggested lower sign for accessibility, and to ensure all future sign locations to be considered together.

Cllr Sharkey suggested a sign location map would be helpful for the next meeting.

The report was **noted**.

LA 984 TO AGREE CROWS IN CENTENARY PARK

The Parks Officer updated committee that there had been several complaints; and mentioned possible solutions such as hawking, and discouraging feeding.

Members discussed the sign wording, and Cllr Wood raised doubt over the success of signage, but expressed the importance of education.

The Chair suggested the signs be backed up with further information on social media.

Cllr Griffiths explained the background to the crow, and expressed in March the issue would improve; whereby the Parks Officer suggested it was not just a winter issue, and also that the signs would help Officers to speak with the public.

Cllr Ashby-Parkin suggested both crow signs, and wildlife signs should be located in suitable areas.

It was proposed to agree to the sign as per the report.

Proposed by: Cllr Ashby Parkin Seconded by: Cllr Sharkey

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

1 member abstained.

LA 985 TO AGREE PARKS SIGNAGE

The Meetings & Projects Officer explained the report.

The Chair queried why Sarnia Close was not included, and the Parks Officer raised that it was likely mainly used by residents who would know the park.

It was proposed to agree to the 2-rung ladder signs, and the locations.

Proposed by: Cllr Griffiths Seconded by: Cllr Studd

All in **favour**.

It was proposed to agree the company to use for the playground rules signage, and to omit the Shepherd Down Dog Park location.

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

All in **favour**.

LA 986 TO AGREE HOWARD PEACE PARK PHASE 2

It was proposed to go with option 2.

Proposed by: Cllr Griffiths Seconded by: Cllr Fabry

All in **favour**.

LA 987 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH MARCH 2025

There being no further business the meeting ended at 20:21.

George Dyson
Town Clerk

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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

George Dyson
Town Clerk

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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 28th January 2025 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Ashby Parkin, Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey, Cllr Evans.

Officers: George Dyson (Town Clerk), Zoe Polydoru (Meetings & Projects Officer), Steph Georgalakis (Public Relations Officer).

There were no members of the public in attendance.

CCE491 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, and mentioned the Civility and Respect statement. The Chair then informed the Council of the following:

- The Information & Community Facilities Officer, and the Communities and Assistant Projects Officer had both made the decision to decline their respective offers of making their secondment roles permanent.
- Bingo on 12th and 22nd February.
- Quiz on 22nd February.
- Welcome Café every Monday.

CCE492 PUBLIC QUESTIONS.

There were no public questions.

CCE493 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

CCE494 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Sharkey declared an interest as an artist in the ArtWave Event.

CCE495 TO ADOPT THE MINUTES FROM THE 12TH NOVEMBER 2024

Cllr Donovan updated Committee that, under Chairs Announcements Item 1, local businesses had been contacted and Cllrs Wood and Harman had decorated the railings along the South Coast Road.

It was proposed to adopt the minutes from the 12th November 2024

Proposed by: Cllr Evans Seconded by: Cllr Wood

The Committee **resolved** to **adopt** the minutes of the 12th November 2024.

CCE496 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

The Committee **noted** the budgetary update and Mayors fundraising budget.

CCE497 TO NOTE THE REMEMBRANCE & ARMISTICE DAY REVIEW REPORT

Cllr Donovan expressed disappointment with the number of Councillors who had attended the event.

The Committee **noted** the report

CCE498 TO NOTE THE PRE-LOVED BAG, SCARF AND PURSE SALE REVIEW REPORT

Committee **noted** the report.

CCE499 TO NOTE THE VE DAY 80 VERBAL UPDATE

The PR Officer updated committee on the Information and Community Facilities Officer debrief of the meeting held with the RBL, and suggested some possible changes to the schedule in line with the VE Day 80 official guide, which at the evening event could be the proclamation by the Town Crier at 9pm, tributes, normally by the Deputy Lieutenant and the Mayor, and a choir.

Cllr Donovan confirmed PTC had registered taking part; expressed that details at the meeting with the RBL had been vague; that it was likely the Town Crier could attend the evening event for the proclamation; coordination would continue with Officers.

Committee **noted** the update.

CCE500 TO VOTE TO REFER THE EASTER ARTS & CRAFTS FAIR REPORT TO FULL COUNCIL TO DECIDE HOW TO PROCEED

The Town Clerk summarised that at the last CCE it was agreed to proceed with the Easter Arts & Crafts Fair as a Mayoral event, but that as the event had progressed it was not in line with the committee's decision, for example the organiser would receive direct payment and so would not be a Mayoral event, although they would not be charged for the hall hire, and that all monies would be paid to PTC.

The Chair expressed that this committee could not change this recent resolution, and would need to go to Full Council.

It was proposed to refer the Easter Arts & Craft Fair to Full Council to decide how to proceed.

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

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

Cllr Donovan queried whether 7 councillors had to put forward a special motion to reverse the decision, and the Town Clerk expressed the alternative would be to take a recommendation from the Committee to Full Council.

The Town Clerk suggested a future review into how events were administered.

Cllr Donovan expressed that the organiser of this event was a Mayor's volunteer.

CCE501 TO NOTE THE VERBAL UPDATE ON THE PCS CAREERS FAIR AND BUSINESS LUNCH

Cllr Donovan expressed it had been an excellent initiative, which around 10 businesses attended, and over 100 students had quizzed them; that there had been a PTC stall with Cllr Gallagher and Cllr Sharkey and herself; and positive feedback had been received from the deputy head. Cllr Donovan hoped that it would be an annual event.

It was expressed that that businesses from outside the Chamber of Commerce had attended too, and Cllr Donovan thanked the businesses for attending, and updated committee that the business lunch was confirmed for 27th February 2025, where PCS students would research, source and prepare a meal for the businesses who came and delivered the careers fair.

The Committee **noted** the update

CCE502 NOTE THE LINE & BARN DANCING EVENT DECISION MADE AT FULL COUNCIL ON 8th OCTOBER 2024

The Town Clerk reminded committee that the last Line & Barn Dance Event report had been resolved at Full Council, and Cllr Donovan updated committee around 30 tickets had already been sold.

Committee **noted** the event decision.

CCE503 TO RETROSPECTIVELY NOTE A GRANT APPLICATION

The Town Clerk outlined the report and reminded Councillors of the Applying for Grants Policy.

Cllr Donovan apologised for having applied for the grant directly, and expressed the Christmas period had meant it had been rushed through.

Committee retrospectively **noted** the grant application.

CCE504 TO DECIDE THE WAY FORWARD WITH THE ARTWAVE EVENT

Cllr Sharkey expressed that The Hub would be the preferable choice and queried the difference between a PTC and PTC Supported event, which the Chair defined.

The Town Clerk raised concern with how the last ArtWave had been run, which included the possibility of significant financial risks; expressed the benefits if the event was PTC supported instead; emphasised the previous event had been a great success and was enthusiastic for it to be held again, but expressed the need for improved processes.

Cllr Evans raised the importance of signage from the Coast Road, if the Hub was to be the event's location.

The Chair suggested that the finer details of the event to be discussed outside of the meeting.

It was proposed for the event to be a PTC Supported Event at The Hub, and that a group of artists would get together and report back to committee.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan

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

CCE505 TO NOTE THE CHILDREN'S CHRISTMAS PARTY EVENT REVIEW

Cllr Sharkey commented that the event was a success, and that surplus gifts, from the huge number of gifts donated for various other organisations, had been provided to the event.

The Town Clerk expressed that, although not all tickets had been sold, the event had been a great success and the craft table very popular; thanked Officers and others for their help, including Cllr Harman for the facepainting, Cllr Wood for organising the gifts, and the Town Crier; the Youth and Deputy Youth Mayor were also thanked.

Committee **noted** the report

CCE506 TO NOTE THE CAROL CONCERT EVENT REVIEW

Cllr Donovan suggested this event could be a donations-only event in future, and for schools to be booked well in advance.

The Chair commented positively on the event, and along with Cllr Harman, agreed that donations could be the way forward.

Cllr Donovan commented that the wording in the report should be 'carols' in place of 'hymns'.

Cllr Wood wanted it to be noted that a school had cancelled their attendance, and the PR Office expressed the importance of keeping a similar date each year, and maintaining a rapport with schools, along with a reminder of the event date.

Committee **noted** the report

CCE507 TO NOTE THE MAYORS JAZZ AFTERNOON EVENT REVIEW

Cllr Donovan expressed all guests had had a marvellous time, that the Jazz band was excellent, and there had been demand at only £5 per ticket.

Committee **noted** the report

CCE508 TO NOTE THE BUSINESS PLAN

The Chair updated committee on the business plan items; requested an update of 'Contact with the Chamber of Commerce' to 'Contact with the Chamber of Commerce and Local Businesses'; expressed the ongoing work involved in trying to engage with and hirers of community house and how to promote the facilities and events on offer.

Cllr Donovan provided an update that the Meridian Line Meander was moving forward.

Cllr Studd updated commented positively on the attendance from PTC at the Chamber of Commerce, and expressed the Mayor of Peacehaven had sponsored a link for the new chain.

Cllr Sharkey raised there being an overlap with the Youth Engagement TFG at Full Council, and the PR Officer expressed the Family Hub would participate at the Welcome Café possibly during ½ term.

Cllr Donovan confirmed there would be a talk next week at a local school on the history of Peacehaven, which was another form of youth engagement.

Committee **noted** the report

CCE509 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Party

The Chair updated committee that the group had not had the opportunity recently to meet, and it was confirmed a meeting was arranged for next Monday.

CCE510 TO NOTE THE EVENTS CALENDAR

Members discussed that the PR Officer could promote International Women's Day on social media; that there would be a flag raised for Commonwealth; and that, as the Halloween event had been a lot of work, struggled to sell tickets and there were a lot of similar events, it could be held as a biennial event.

It was proposed that the Halloween event be held biennially, opposite to the summer fair.

Proposed by: Cllr Sharkey Seconded by: Cllr Parker.

All in **favour**.

It was discussed that having the Carol concert at the Memorial ground may not be a good idea because of the weather, and the Chair suggested the date was held and the format decided another time, along with the Children's Christmas party.

Cllr Donovan updated committee that the Civic Reception would be a murder mystery.

Committee **noted** the Events Calendar

CCE511 TO NOTE THERE ARE NO NEW CCE COMPLAINTS

Committee **noted** the complaints log

CCE512 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Donovan expressed that the Mayor's volunteers would change in May.

The Town Clerk expressed that Ticket Source could promote free events.

The action plan was **noted**.

CCE513 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 4TH MARCH 2025

The Town Clerk updated committee that a LDC Full Council meeting was scheduled for 4th March and gave the option of changing the next CCE meeting date from 4th March 2025 to 11th March 2025.

It was proposed to agree to change the next meeting date to 11th March

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**.

There being no further business the meeting ended at 20:44

George Dyson
Town Clerk

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

Committee:	Full Council	Agenda Item:	C1328e(iii)
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	Easter Arts & Craft Fair		
Purpose:	To agree		

Recommendation(s):

To agree that the Easter Arts & Craft Fair be a PTC Supported event.

1. Background

The following discussion and resolution was passed at the Civic & Community Events Committee meeting on 28th January 2025:

The Town Clerk summarised that at the last CCE it was agreed to proceed with the Easter Arts & Crafts Fair as a Mayoral event, but that as the event had progressed it was not in line with the committee's decision, for example the organiser would receive direct payment and so would not be a Mayoral event, although they would not be charged for the hall hire, and that all monies would be paid to PTC.

The Chair expressed that this committee could not change this recent resolution, and would need to go to Full Council.

It was proposed to refer the Easter Arts & Craft Fair to Full Council to decide how to proceed.

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

Committee resolved to agree to the proposal.

Council are asked to agree that the event be a PTC Supported event (in that we are providing free hall hire) and not a Mayoral event.

2. Options for Council

- To agree to the request of the C&CE Committee to change the event type from Mayoral to PTC supported.
- To not agree to, and discuss other ways in which the event can proceed.

3. Reason for recommendation

As per C&CE Committee resolution.

4. Expected benefits

Ensuring that the planned Easter Craft Fair goes ahead.

5. Implications

5.1 Legal	Local Government Act 1972 Local Government Finance Act 1992 Financial Regulations Standing Orders
5.2 Risks	Following appropriate financial controls processes.
5.3 Financial	
5.4 Time scales	Event planned for 29 th March 2025
5.5 Stakeholders & Social Value	Supporting local artisan traders and the community.
5.6 Contracts	
5.7 Climate & Sustainability	T&Cs in place for hirer with climate considerations.
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Assessments must be completed by hirer.
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 checked="" type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

George Dyson
Town Clerk

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

Committee:	Full Council	Agenda Item:	C1328e(iv)
Meeting date:	Tuesday 25th February 2025	Authors:	Public Relations Officer
Subject:	Progress Report on Advertising Policy - Phase 1 and 2		
Purpose:	To update the Council		

Recommendation(s):

N/A

1. Background

This report updates the Council on the current phases of the advertising project, as agreed at Full Council on March 19, 2024.

PHASE 1 – Assets available now for advertising

• Planters along the A259

Following the buyout of Coastal Cabs, the new owner took the opportunity to advertise on the planters and A1 boards in October and November 2024. The company has since been sold again, and we are reaching out to the new owner to inquire whether they would like to continue advertising; if there is not a response by Friday 14th February 2025, the advertising will be removed, and other businesses will be contacted.

• A1 boards on the A259 and The Banner Boards at The Dell

These assets have continued interest, and we will additionally utilise the boards to effectively promote the Summer Fair as soon as the program of events and activities is finalised.

• Peacehaven Town Council's Monthly E-News

As agreed at the Full Council meeting, the Monthly E-News has now transitioned to a Bi-Monthly format and will be available in printed form. For the time being, it has been renamed "Peacehaven News".

The engagement rate for the newsletter has consistently remained below 20%. As a result, the Public Relations Officer has been hesitant to pursue paid advertising, believing that businesses should be confident in receiving value for money (An engagement rate of 20% or higher for e-marketing is considered successful).

However, the campaign for January/February saw an increase to 22.23%. Therefore, starting with the May/June edition of the newsletter, the Public Relations Officer will aim to include three advertisements per issue at the rate set out in the Advertising Assets Specification & Request Form.

• Peacehaven Town Council website (PTC advertising only)

The PTC website will continue to be free of advertisements.

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

• Planter Seat

Consideration and time could be spent on this advertising option once the Phase 1 planters prove to be successful.

• Roundabout Planter

The Public Relations Officer is looking into the lapsed sponsorship and aims to have an update by the next Full Council meeting

• 11 External Noticeboards

All 11 external noticeboards have been refurbished, with new perspex installed where needed. The blue noticeboard at the Annex Bus Stop has been painted green. The Public Relations Officer would like to extend a huge thank you to the Grounds Team for their ongoing support with this project.

Due to the size of the noticeboards, there is currently only enough space to display information from the PTC. Therefore, they cannot be used for paid advertising at this time. However, the Public Relations Officer is keen to explore this possibility in the future.

• Bus Shelters

The Public Relations Officer is currently gathering information about the foot traffic at the bus stop located at the end of Gladys Road. Additionally, they are looking into the cost of installing an advertising panel on the shelter to assess whether selling this advertising space is a viable option.

Preliminary internet research suggests that the price for advertising space on a bus stop can start at around £300 for a two-week period. However, this price is indicative of the perceived foot traffic in that area.

• Centenary Park Car Park

Together with the Parks Officer, the Public Relations Officer visited the car park at Centaury Park to discuss possible advertising. The following concerns were raised:

- Permanent advertising could contradict the park's current environmentally friendly appearance.
- A risk that advertising could lead to illegal flyposting.
- Since the football club already has advertising hoardings, it may be challenging to find interested parties.
- Any advertising on the fencing by the carpark nearest the café will either be obscured by cars or the trees when they are in full bloom.

• Community House Corridor Board

In line with agreed recommendations, these boards have had an overhaul including new green backing paper and plastic covering. These boards are used for:

Board 1

Community Group information across Peacehaven and beyond. A5 or smaller posters are used to maximise space. Businesses are unable to advertise on this board in order to keep it 'community based'.

Board 2

This contains information on the groups that use Community House. To be noted; not all groups have taken this offer up.

Board 3

Used to advertising PTC venues that are available for external use.

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1329
Meeting date:	26 ⁶ February 2025	Authors:	Cllr Cathy Gallagher Chair of Steering Group
Subject:	Peacehaven and Telscombe Neighbourhood Development Pland		
Purpose:	To inform		

Recommendation(s):

To note

1. Information

The Peacehaven and Telscombe Neighbourhood Development is under the control of Lewes District Council, the Planning Authority . An Examiner has been appointed and in July a series of questions were posed by her to LDC and Peacehaven and Telscombe Councils.

The answers were provided to LDC with a couple of weeks but it has taken longer for a Habitats Regulations Assessment to be produced professionally by AECOM.

The report was received in January and the Steering Group met on the 30th January 2025 to review the report and response to Examiner.. The Assessment gave the green light to all policies within the NDP.

Notes from the Steering Group Meeting are attached.

All information has been sent to LDC for onward submission to Examiner.

The next step will be for the Examiner to make further comments .

Referendum should be in the next few months.

Peacehaven and Telscombe Neighbourhood Plan Steering Group Meeting

Thursday 30th January 2025. In person Community House , Peacehaven.

Attendees George Dyson , Town Clerk Peacehaven. Stella Newman, Town Clerk Telscombe.

Cllr Cathy Gallagher , Cllr Kiera Gordon- Garrett Peacehaven.

Cllr Laurence O'Connor Telscombe.

Nancy Astley From Brighton Planning Ltd , Professional Consultant.

Apologies Cllr David Judd

AGENDA,

1. Habitats Regulation Assessment draft copy received and reviewed.
The review considers impacts of development in the plan area of effects such as noise disturbance ,air pollution
Assessment limited to European “Habitats” registered sites
 - a) Ashdown Forest SPA (Special Protection Area) & SAC (Special Area of Conservation) 23km north
 - b) Castle Hill SAC 2.9km Northwest
 - c) Lewes Downs SAC 5.8km North

The Assessment was commissioned from AECOM and prepared and checked by Ecologists, Verified by Dr James Riley Technical Director.

All 39 policies in the NDP were screened and classified as “Green” which means that none are considered to have no impacts linking them to Habitats Sites.

NA led a discussion about the document.

GD explained process i.e. After confirmation of acceptance of the report he would confirm with LDC and the draft would become full document and would be sent to Examiner.

The document would become an evidence document on LDC website.

By a show of hands all agreed.

2. Notes from Steering Group Meeting 1st August 2024 . Areed by all by a show of hands.
3. Review of Items for Clarification from Examiner July 2024
Responses had been prepared with input from Steering Group and NA in August 2024.
Numbers 1-4 were to be answered by LDC
Numbers 5-12 to be answered by Steering Group.

The responses were reviewed to see if any of the answers needed to be changed.

All of the answers were considered still correct and relevant.

Question 6 concerning Local Green Spaces for Protection.

The 16 areas were considered and the Map amended to show correct position of Shepherds Down confirmed as ready to go by GD.

By a show of hands by all this was agreed.

Question 7

The Hub . This site PTNP5

Has been formerly assessed by AECOM in Site Options and Assessment .

The assessment means that some additional reports will not be require but should a plan for development come through as a Planning Application from Peacehaven Town Council the AECOM site assessment can be referred to.

Question 10. Meridian Centre.

Consultation undertaken by the Co-Op Consultation also by AECOM regarding their plans put forward as a Masterplan.

In 2022 Morrisons bought the site and consulted the public again.

A planning application was submitted in 2023 for a large Morrisons store and smaller units for partners including East Sussex County Council

Planning approval was granted but numerous conditions have so far not been met. No Section 106 or Legal agreements have been signed.

A discussion re progress of planning applications revealed that demolition is classed as a planning action, nothing can start until all conditions and legal agreements signed.

New application from Morrisons expended in March 2025.

4. Maps

A long discussion regarding the amendments made to the maps provided at the Examiners requested.

The reasons for inclusion as Local Green Spaces for protection. As per NPPF and guidance from Consultants. This aspect has been report at Full Council at both Councils over several years and at Amenities Committee at both Councils.

The Green Infrastructure spread sheet gives further information on all sites.

NA looked through the maps and commented in planning terms the alternation would not relevant to weighting of NDP.

Others suggested that the amended maps could be added to additional information supporting the NDP.

By a show of hands all agreed that only the Green Spaces Map with re-siting of Shepherds Down would go to Examiner

5. Professional Planning support.

NA left the room and after discussion the Steering Group made the following decisions:

1. NA needed to be re-engagement by PTC and TTC to finish the NDP to Referendum.
2. Hourly rate as previously agreed , to be invoiced to PTC and costs shared as 2/3rd and 1/3rd
3. There is budget and EMR ar both Councils.

Agreed by all by a show of hands.

Cathy Gallagher , Chair of Steering Group

30th January 2025

George Dyson
Town Clerk

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



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

Committee membership

Full Council		Membership	17 members (currently 17 members)
Chair	Cllr Donovan	Vice-Chair	Cllr Veck
Members	Cllr Alexander, Cllr Ashby-Parkin, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Evans, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Harman, Cllr Studd, Cllr Wood, Cllr Sharkey, Cllr Rosser.		

Civic & Community Events Committee		Membership	9 members (currently 8 members)
Chair	Cllr Veck	Vice-Chair	Cllr Harman
Members	Cllr Ashby-Parkin, Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey, Cllr Evans.		

Leisure, Amenities, & Environment Committee		Membership	9 members (currently 8 members)
Chair	Cllr Sharkey	Vice-Chair	Cllr Ashby-Parkin
Members	Cllr Gallagher, Cllr Evans, Cllr Studd, Cllr Wood, Cllr Fabry, Cllr Griffiths.		
Ex-officio	Cllr Donovan, Cllr Veck		

Personnel Committee		Membership	9 members (currently 7 members)
Chair	Cllr Gallagher	Vice-Chair	Cllr Fabry
Members	Cllr Campbell, Cllr Alexander, Cllr Veck, Cllr Donovan, Cllr Cheta		

Planning & Highways Committee		Membership	9 members (currently 7 members)
Chair	Cllr Gordon-Garrett	Vice-Chair	Cllr Campbell
Members	Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Davies, Cllr Rosser		
Ex-officio	Cllr Donovan, Cllr Veck		

Policy & Finance Committee		Membership	9 members (currently 9 members)
Chair	Cllr Alexander	Vice-Chair	Cllr Davies
Members	Cllr Gallagher, Cllr Campbell, Cllr Sharkey, Cllr Gordon-Garrett, Cllr Veck, Cllr Donovan, Cllr Griffiths		

Community House Sub-Committee		Parent	Policy & Finance Committee
Chair	Cllr Griffiths	Vice-Chair	Cllr Davies
Members	Cllr Gallagher, Cllr Campbell, Cllr Alexander, Cllr Veck, Cllr Donovan		

Grants Sub-Committee		Parent	Policy & Finance Committee
Chair	Cllr Fabry	Vice-Chair	Cllr Harman
Members	Cllr Sharkey, Cllr Griffiths		

Updated: 17th February 2025



Committee:	Full Council	Agenda Item:	C1331
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	The Hub		
Purpose:	To update and agree		

Recommendation(s):

To agree to proceed with publishing a planned procurement notice (previously pre-tender notice) for the works to the roof, heating, and solar panels. To additionally note the feedback from the recent consultation, discuss arrangements for a revised consultation and potential scope for the phasing of works to come after the roof, heating, and solar panels are completed.

1. Background

Works to the Hub has been the subject of many discussions at Committee and Council meetings for a very long time and is included as a specific item in the adopted Community & Business plan. The Hub roof continues to leak badly and the gas boilers remain precarious – with a recent failure of the boiler responsible for heating resulting in temporary portable heaters being used to heat the space and several hundred pound being spent on getting the boiler working again, with a further warning from the heating engineers that it is limping along on borrowed time.

Officers have continued progressing the previous resolution of Council (from 10th December 2024 meeting) to *“proceed with the replacement of the roof, heating, and solar panels, as per the CIL bid, by preparing the Pre-tender notice and Invitation to tender in line with the provisional timescale provided by the LCC associate.”*

Since this resolution was passed, there has been a slight change to regulations relating to public procurement (details included in appendices), however, a final draft of the Planned Procurement Notice (previously pre-tender notice), written by our appointed associate from the LCC, is included as an appendix to this report, and Council are asked to agree that we proceed with publishing this as read.

Once published, the planned procurement notice must be available for at least 40 days, a timeline is included in the appendices, that if we can publish in the next week, we can still be on track for awarding a contract around mid-June.

Council are also asked to note that a local structural engineering firm have been appointed (in January) to undertake the structural survey of the building to help inform the review of tenders.

In addition to the works to the Hub roof, heating, and solar panels, it is well established that a phase 2 of the project will be necessary, which will be looking at the internal layout of the hub, modernising, improving, and ensuring sustainability and accessibility measures are in place. PTC attempted a public consultation to help inform this phase of the project, however, disappointingly only 17 responses were received (shown as an appendix). Officers are now in the process of developing a further consultation plan to expand on this and in line with the other resolution relating to the Hub from 10th December meeting *“that the Council expand and enhance the public consultation with a view to working on another CIL bid for future improvements to the Hub, but that this should not impede the current agreed works and that the consultation be led by the PR Officer, with support from a community development organisation if necessary”*.

Once a further consultation has take place, Council will need to fully analyse and consider these results before considering progressing the next phase of works to the Hub.

2. Options for Council

- a. To agree to publish the Planned Procurement Notice as read.
- b. To note this report and the feedback from the first consultation.
- c. To not agree to publish the Planned Procurement Notice.

3. Reason for recommendation

In line with previous resolutions and reports.

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	Funding already agreed for phase 1.
5.4 Time scales	Aiming for work to begin Summer 2025.
5.5 Stakeholders & Social Value	Consultation begun and further needed.
5.6 Contracts	In line with tendering requirements
5.7 Climate & Sustainability	Sustainability part of the project.
5.8 Crime & Disorder	
5.9 Health & Safety	State of building deteriorating rapidly.
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 – Overview of changes to procurement and outline timetable

Appendix 2 – Final Draft of Planned Procurement Notice

Appendix 3 – Feedback from initial Hub consultation.

Update on The Hub Refurbishment Procurement Process

The statutory procurement process for public sector contracts changes from 24th February 2025.

The Public Contract Regulations 2015 have been replaced by the Procurement Act 2023 and the Procurement Regulations 2024 with an implementation date of 24th February 2025.

The general principles of public procurement remain very similar to the previous regime – openness, transparency and fairness. The current financial thresholds remain the same for the time being and more emphasis is placed on the wider engagement of SME's and the prompt payment of invoices.

A new central digital platform is being established which will supersede the 'Contracts Finder' and 'Find-a-Tender' platforms. All contracting authorities and suppliers will need to register on the new platform to be compliant with the legislation and to use the facility. There is a presumption that the vast majority of public procurement (tendering) will take place by electronic means.

The minimum time periods for the procurement of a public contract also remain similar. The projected timeframe for The Hub refurbishment project within the new regime is now likely to be as follows –

Publish Planned Procurement Notice	-	w/c 3 rd March (40 days minimum)
Closing Date	-	25 th April
Publish Tender Notice	-	w/c 5 th May
Closing Date	-	6 th June
Award of Contract	-	20 th June



PEACEHAVEN TOWN COUNCIL

PLANNED PROCUREMENT NOTICE PRESENTING AN OPPORTUNITY TO TENDER FOR WORKS TO REFURBISH THE EXISTING COMMUNITY BUILDING KNOWN AS THE HUB, PIDDINGHOE AVENUE, PEACEHAVEN, EAST SUSSEX

Date of Issue – to be confirmed

BACKGROUND

Peacehaven Town Council is the owner of The Hub at Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ.

The Hub was originally constructed in the mid 1980's, with a newer entrance foyer added and internal rearrangements carried out in 2014. It provides changing rooms for the adjacent sports fields and a community space for hire with the main hall able to accommodate approximately 50 people. The hall is used as a Pre-school Nursery for four days a week during school terms.

The building is single storey, with entrance foyer and corridor leading to the main hall, storage and toilet facilities. The changing rooms and referee's room are accessed via external doors. The overall floorspace is estimated at around 300m².

All relevant supporting documents will be available and may be viewed on the following weblink – [to be added](#).

CONTRACT AWARDING BODY

The tender awarding body will be Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB.

It is felt that the Contract may be particularly suited to small and medium-sized enterprises.

PROJECT TITLE

Refurbishment of The Hub, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ

KEY PROJECT OUTCOMES

The project involves the following key elements: -

1. Removal of the existing gas fired heating and hot water systems.
2. Replacement of the existing roof coverings, incorporating enhanced thermal efficiency.
3. Installation of air-source heat pumps and roof-mounted solar panels which provide complementary energy supplies to support the lighting, space and water heating facilities in the building.
4. It is expected that the works will produce a building which will support the ambition of the Town Council to move towards a zero-carbon Peacehaven.

ESTIMATED PROJECT VALUE

The estimated value of the project is £275,000 - £325,000.

KNOWN ISSUES / CONSTRAINTS

1. Construction alongside continued use of facility

The Town Council anticipate the closure of the building during the construction phase, which should be carried out as efficiently as possible in order to minimise the disruption to existing users.

2. Access through car park / easements

In addition to owning the building, the Town Council has ownership of the adjoining car park and land immediately surrounding The Hub. These will be made available for access and storage during the proposed works subject to agreement with the Town Council, however, free and safe access must be retained for neighbouring users.

3. Site Set Up, Construction and Welfare Facilities

It is anticipated that access to the site will be gained via Piddinghoe Avenue and the existing car park which services The Hub. The successful contractor will be asked to recommend the most appropriate location and size of site compound required. It may be possible that part of the adjacent Multi- Use Games Area could be made available for this purpose, but this is subject to further discussions with third parties and cannot be guaranteed at this time. Final arrangements are to be approved by the Town Council.

The Hub contains several internal toilets which will be accessible to the contractor during the construction phase. Public toilets and a café are also within two minutes' walk of The Hub.

4. User-defined constraints

Peacehaven Town Council hosted its first 'Towards Zero Carbon Peacehaven' event at The Meridian Centre during 2024, to highlight and demonstrate the things residents and local companies can do to help the town move Towards Zero Carbon. Peacehaven Town Council has declared a Climate Emergency and has committed to going carbon neutral by 2030. This project is a significant element in support of that ambition.

Contractors should note that The Hub is in a coastal location and can be affected by a salty atmosphere. The building is operated on an un-staffed basis and the nature and location of heating controls will need to recognise this.

5. Planning and Building Control

The facility is owned by the Town Council and although it is currently understood that planning permission is unlikely to be required for the refurbishment of The Hub, this will need to be clarified when final proposals are available. Building Regulation approval will be required for the proposal and the successful contractor will be expected to liaise with Lewes District Council Building Control to gain the necessary permissions etc. All necessary advice and guidance is available via this link:

<https://www.lewes-eastbourne.gov.uk/building-control>

6. Project Timing

Funding is agreed for the project and the Town Council is keen that construction activities are undertaken during the period of the school summer holidays. To minimise disruption to users, council will be looking for an efficient construction timetable which minimises time required on site. Precise durations are to be agreed in advance with the successful contractor.

7. Project Funding Conditions

It is expected that staged payments will be clearly defined in advance of commencement of works. The Town Council will require inspections and evidence that the specified works for each stage have been

carried out, prior to releasing funding. The council's Technical / Project Manager will inspect and advise the Town Council accordingly.

8. Other Conditions/Requirements

- The Council will encourage SME local contractors to engage in the process. Tenders should be aware of the Council's sustainability and carbon reduction aims.
- Contractors will need to demonstrate adequate insurance cover for the design and implementation of such projects.
- The Town Council will nominate a Tender Evaluation Panel comprising elected councillors, staff of the Council and professional advisors to assess all submissions, however the appointment of the successful contractor will need to be ratified at a meeting of the full Town Council.
- The Town Council has been advised that the electricity supply from the nearby sub-station to The Hub will need to be upgraded as part of this project.
- External building finishes will be required to match the existing and blend in with the surroundings of The Hub.
- The successful contractor will be required to making good to any disturbed or damaged land, surfaces, materials, fixtures and fittings.

TENDER PROCESS

The purpose of this Planned Procurement Notice is to identify contractors who have the technical knowledge, ability and capacity to tender fully for and deliver the work within the defined criteria. Eligible contractors will be invited to submit full tender proposals to the Town Council. Applicants are strongly advised to visit the site to assess the layout and access arrangement to ensure a good working knowledge of the location.

The time limit by which expressions of interest must be received by Peacehaven Town Council is **[Minimum 40 days from publish date] – to be confirmed.**

The Town Council will be using the tendering procedures for below-threshold contracts outlined in the Procurement Act 2023 and the Procurement Regulations 2024 in the assessment and award of this contract.

QUALITATIVE ASSESSMENT OF RESPONSES

Basic qualifying criteria against which interested parties will be assessed at this Pre-Tender Notice stage will include: -

- Demonstration of understanding of the works and technical capabilities on similar sized projects / relevant contract experience and references (for similar work within the last 3 years),
- Demonstration of knowledge and experience of working with energy efficient and carbon reduction technologies in building refurbishment,
- Capacity to comply with contract and funding timetables,
- Financial standing and legal status,
- History of membership of relevant trade quality bodies (e.g. CHAS, SafeContractor, Constructionline, GasSafe),
- Demonstration of compliance with relevant legislation (including health and safety, environmental and equal opportunities),
- Extent of reliance on sub-contractors and strength of any such existing relationships.

The evaluation of responses will be carried out by reference to the table reproduced in Appendix A.

The Town Council reserves the right to invite any number or none of the responding contractors to participate in the full tender stage.

DOCUMENTS CURRENTLY AVAILABLE

Documents which will be made available during the full tender phase include: -

- Asbestos Survey
- Existing layout plan
- Property Condition Report
- Peacehaven Hub Design Report
- A Utilities Plan is currently being sought and updated

EXPECTATIONS

Funding is already agreed and reserved for the project and work is currently in progress to develop a design specification against which we propose to proceed to the full tender stage.

We envisage that the experience of the final preferred contractor will be used to help inform the final choice of fixtures, fittings and finishes where these are not already specified. We will also expect the final preferred contractor, after appointment, to work with the Town Council, its professional advisors and other relevant bodies to implement the project to full completion and sign-off by all relevant parties.

We envisage that the final preferred contractor will perform the role of sole main contractor for the development and be able to mobilise any sub-contractors and consultants required to fully deliver the project.

It is anticipated that interested parties will familiarise themselves with the site and its general layout. It is expected that the preferred contractor (when identified) will provide valid and current copies of insurance documents, all accreditation board certificates, health and safety policy and relevant method statements to cover the relevant activities and timescales of the project.

The Town Council propose to enter into a formal works contract with the preferred contractor (JCT Minor Works) prior to commencement of site works.

ANTICIPATED TENDERING TIMETABLE

Issue of Planned Procurement Notice (PPN)	w/c 03.03.26
Closing date for expressions of interest in response to PPN	
Evaluation of expressions of interest, assessment & identification of short list.	
Estimated date for issue of Tender Notice	
Procedure to be used	Open
Closing date for receipt of Tenders	
Post Tender clarification period	
Short-list & interviews (if required)	
Estimated date for award of contract	

(This timetable may be subject to change depending on responses received)

FURTHER INFORMATION AND QUERIES

Any further information or queries relating to this procurement or Notice should be submitted in the first instance to the Town Clerk - TownClerk@peacehaventowncouncil.gov.uk Tel - 01273 585493. No queries will be accepted less than 5 working days before the closing date for responses to this Notice. All parties will be made aware of all queries received and responses provided.

Further information about this project can be obtained from: - TownClerk@peacehaventowncouncil.gov.uk Tel - 01273 585493.

SUBMISSION OF RESPONSES

Responses to this Notice must be made by **5pm on ??, by e-mail to:- to be confirmed** or via post to The Town Clerk, Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB. Both email and written submissions to be clearly marked "The Hub Expression of Interest" in the heading/on the envelope. You will receive an emailed receipt from the Clerk but submissions will not be circulated to evaluation panel members or considered until after the closing date.

CONFLICTS OF INTEREST & DECLARATIONS

Contractors submitting expressions of interest in response to this Notice should include the following in their submission: -

1. Their full contact details.
2. A declaration of their status as a sole trader, partnership, limited company, LLP etc.
3. Whether any partner / director has any unspent criminal convictions relating to the conduct of his/her business or profession.
4. Whether any partner, director or employee is related to any elected councillor or employee of Peacehaven Town Council.
5. Where the applicant is a member of a group of companies, provide the name and address of the ultimate holding company and a chart showing the group structure and reporting lines.

You are asked to certify that the information supplied is accurate to the best of your knowledge and belief and that you are able to provide the undertakings requested. Providing any information that proves to be false will result in you not being considered for the contract in respect of which this Notice is issued.

You are also asked to confirm that you are authorised to sign your submission and provide the requested information, authorisations and undertakings.

Appendix A

Initial Evaluation Template

	Key Evaluation criteria
1	All relevant information provided.
2	Documentation provided to demonstrate a properly constituted trading organisation.
3	Demonstration of applicant's economic / financial standing.
4	Any potential conflicts of interest recognised & addressed.
5 *	Assessment of technical capabilities, capacity and experience.
6 *	Relevant contract experience, including references.
7	Company policies & quality accreditation mark.
8	Satisfactory declarations are made

* Greater weighting will be given to these factors.

(The Council reserves the right not to select an applicant who has been assessed as having significant weaknesses in one particular evaluation area notwithstanding acceptable or strong responses in other areas)

Have you used The Hub?	What have you used the Hub for?				How often do you use the Hub?	How would you rate the premises and facilities at the hub?	What facilities or activities would you like to see available at the hub?	What would you use the hub for?	What improvements do you think could be made to the building?	Any other comments you'd like to make?
Yes	Nursery	Dance Class	Childs Party	Voting	More often than weekly	Good			Disabled toilet/ baby change	
Yes	Nursery				Weekly	Satisfactory	Zumba/other exercise, dance classes	Nursery, possibly zumba classes if they were run there.	The garden needs an overhaul as the grass is all worn away. New flooring would be nice as it's old now.	
Yes	Nursery	Childs Party			Weekly	Satisfactory	I think it could do with being a bit bigger	Nursery for my daughter	The roof and maybe the garden a bit bigger	N/a
No					Rarely	Satisfactory	studio spaces for workshop lessons or yoga / dance / fitness lessons		Modernised inside	
No					Rarely	Poor	A hot desk area too	Studio space		
							The hub with careful consideration and planning, could become a larger Gateway cafe and restaurant.	As above	As above	
Yes	Exercise Class	Childs Party			Rarely	Satisfactory	Sports and Exercise circuit Hydro pool Soft play I am in the moment		Bigger rooms Better Disability access	Make this space accessible for all ages to use. Providing public transport to this venue would increase the use.
Yes	Nursery				Rarely	Satisfactory	completing Attendance Allowance forms for the elderly I know, to boost their income (this is voluntary) - nobody helps with this for the elderly in Peacehaven or advertised that there is help to improve the elderly income within the community. I also work for a children's charity voluntary. We could again help families with activities - arts and crafts, a little cafe (just like the Hillcrest Centre in Newhaven) in the school holidays and bring children and families together - this certainly is missing here. I have lived here since 1988, my husband was a police officer, and	As above A Drop-In Help and Support Centre for the young and old.	Decorate, don't take its old character away. Is it for the above. Bring the community together again!	Give the community hope. There is nothing here for the youngsters. Create a cricket team for Peacehaven. Just like villages. Give Peacehaven a 'Heart Hub' to bring them together again! I have loads of ideas and this could be a successful project - making Peacehaven a beautiful place to live again with love within the community. Put speed humps on the Arundel Road and make it safer for children to cross. It's appalling how cars speed up around bollards nearly hitting cars approaching with children in the mix. A bollard on a bend - taking you to the wrong side of the road ... so DANGEROUS! - especially for children crossing from Peacehaven Community school. We live in a polluted town with traffic every morning sitting waiting behind bollards. I can walk quicker but smell the fumes!! If the coast road is blocked, so is the Arundel Road because everyone has to take turn around bollards and wait... more pollution. We have one road into Peacehaven and one road out and when there's an incident, everything comes to a standstill adding frustration and pollution in the community. Speed humps need to be driven over slowly. Put a digital sign up also to remind drivers of their speed. A pelican crossing keeping everyone safe crossing there! Children and the elderly need to be safe! I could go on ...
Yes	Childs Party				Rarely	Poor	The space is wasted without a second floor	Community	Second floor	Don't waste the space!
No									I know the roof and boiler are being replaced. But realistically the kitchen also needs replacing, and the toilets are awful, outdated and totally inadequate for any more than a few people using the Hub. (Disabled toilets?) Small parties could be held there but there is no space for a bar. Parking could also be an issue if football matches clash. I think the Hub is the equivalent of the Anzac Room in Community House, and could be used in a similar way. The size limits what it can be used for	
Yes	Childs Party				Rarely	Satisfactory				
No					Rarely	Poor	N/A	N/A	Good maintenance done at a competitive price	I'm not sure councils should be providing this type of facility in such austere times. The Meridian hall and centre should be sufficient and a privately-run centre should be funded by the users.
Yes	Election voting				Rarely	Very Poor	Local markets for the community, clubs, community events, music events	For community events	To make it look more welcoming, more colourful, warm and inviting instead of dreary boring. Seriously needs updating, lick of paint, new toilets, heating, roof, flooring, kitchen, more inviting outside instead of mud	The car park is more inviting than the hub itself, very gloomy and so in need of an uplift, and maybe let people actually rent it out. I know of a group that wants to rent this out on Saturdays but have been told no, is the council actually insane, just throw away money when you could be earning it, not good for the community if you won't rent to a group who look after the community, we have no centre now so perhaps use this until the ruddy Monitors is built, what's the council going to do plough thousands into the hub just to sit on it, the excuse given is football well hello even if we get a new revamped hub your still going to have football so my question again is this hub just going to be sat on after thousands spent, knowing the council YES @ @ @ @
No					Rarely		Never knew it existed until this survey	Something useful for young people's leisure.	Never been there before .	Rooms could be hired out.
Yes	Exercise Class				Rarely	Satisfactory				
Yes	Martial Arts	Dog Training			Weekly	Satisfactory				N/A
Yes	Attending Meetings				Rarely	Poor	Much greater community use and involvement- 7 days a week - especially for kids and retired/ inactive during the day	Community Activities	Total modernisation, but would want to see plans for new roof & extensions sideways and up etc before committing to choices.	
Yes	Football				Rarely	Satisfactory	More Nursery provision	Nursery, Dog Training, Mens Group	Ensure truly fully accessible	Energy efficiency & security



Committee:	Full Council	Agenda Item:	C1332
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	South Coast Road Car Parks – Assets of Community Value reapplication		
Purpose:	To agree		

Recommendation(s):

To agree that the Clerk completes the application to Lewes District to reapply for the Roderick Avenue Car Park, Piddinghoe Avenue Car Park, and Steyning Avenue Car Park to be registered as assets of Community Value.

1. Background

The car parks were previously registered as assets of community value in 2020, with the registrations expiring this year.

Assets of Community Value were established in the Localism Act 2011, and the Gov.uk website gives the following brief description of what getting something registered as an asset of community value means in practice:

These provisions give communities a right to identify a building or other land that they believe to be of importance to their community's social well-being. The aim is that, if the asset comes up for sale, then they will be given a fair chance to make a bid to buy it on the open market. If the nominated asset meets the definition of an asset of community value, the local authority will list it. The owner will have a right to an internal review by the council, and a right of appeal to an independent tribunal against the result of the internal review.

The registration of the car parks expire this year, and Council are asked to approve reapplying for these to be registered as assets of community value.

2. Options for Council

- To authorise the Clerk to reapply for the car parks to be registered as assets of community value this year.
- To form a TFG tasked with reapplying for the car parks to be registered as assets of community value this year.
- To decide to not reapply for the car parks to be registered as assets of community value.

3. Reason for recommendation

Expiring registration upcoming.

4. Expected benefits

Provision to bid for an asset if it comes up for sale, recognition of the community value of the asset.

5. Implications

5.1 Legal	Localism Act 2011
5.2 Risks	Ensuring continued protection of community assets
5.3 Financial	
5.4 Time scales	First registration expires on 13 th July 2025
5.5 Stakeholders & Social Value	Benefiting local residents and businesses
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
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 checked="" type="checkbox"/>
6.3 Helping children and young people	<input 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 type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

Copy of current list of assets of community value

Copy of nomination form

Lewes District Council - List of Assets of Community Value - current

Reference number	Asset nominated	Address	Location [grid reference, post code, unique identifiers]	Plan / map of the asset nominated available (Y/N)	Date of inclusion on the list	Date for removal from list	Date notification of 'relevant disposal' received	End date Interim moratorium	Community Interest Group potential bidder request received (Y/N)	Full moratorium triggered? (Y/N)	Name of community interest group that have triggered full moratorium	End date for full moratorium	End of protected period	Removed as an ACV
ACV0049	The Hampden Arms	Heighton Road, Newhaven	BN9 0JJ	Y	24/04/2020	24/04/2025								
ACV0050	The Jolly Sportsman Public House	Chapel Lane, East Chiltington	BN7 3BA	Y	05/06/2020	05/06/2025								
ACV0051	Rodderick Avenue Car Park	Rodderick Avenue, Peacehaven	BN10 8LE	Y	13/07/2020	13/07/2025								
ACV0054	East Chiltington Parish Church	Chapel Lane, East Chiltington	BN7 3BA	Y	07/09/2020	07/09/2025								
ACV0056	Market Tower	Market Street, Lewes	BN7 2NB	Y	17/11/2020	17/11/2025								
ACV0057	Piddighoe Avenue Car Park	Piddighoe Avenue, Peacehaven	BN10 8PF	Y	07/12/2020	07/12/2025								
ACV0058	Steyning Avenue Car Park	Steyning Avenue, Peacehaven	BN10 8LT	Y	07/12/2020	07/12/2025								
ACV0059	The Fountain Inn	Station Road, Plumpton Green	BN7 3BX	Y	21/03/2022	21/03/2027								
ACV0060	Lewes Bus Station (Main Building and Bus Stop Area)	Eastgate Street, Lewes	BN7 2LP	Y	27/05/2022	27/05/2027								
ACV0061	Ringmer Swimming Pool	Lewes Road, Ringmer	BN8 5AB	Y	01/08/2022	01/08/2027								
ACV0062	Anchor Inn Public House	Lewes Road, Ringmer	BN8 5QE	Y	11/08/2022	11/08/2027								
ACV0063	Anchor Field Car Park	Anchor Field, Ringmer	BN8 5QW	Y	23/08/2022	23/08/2027								
ACV0065	Downs Leisure Centre	Sutton Road, Seaford	BN25 4QW	Y	13/09/2022	13/09/2027								
ACV0071	Fingerpost Field	Broyle Lane, Ringmer	BN8 5NN	Y	14/12/2022	14/12/2027								
ACV0072	Ringmer Village Hall	Lewes Road, Ringmer, Lewes	BN8 5QH	Y	12/01/2023	12/01/2028								
ACV0073	Barcombe Mills Car Park	Barcombe Mills Road, Barcombe, Lewes	BN8 5BX	Y	12/01/2023	12/01/2028								
ACV0074	The Green Man Pub	Lewes Road, Ringmer, Lewes	BN8 5NA	Y	05/07/2023	05/07/2028								
ACV0077	Meeching Hall	Fort Road, Newhaven	BN9 9QQ	Y	15/08/2023	15/08/2028								
ACV0078	The Royal Oak Public House	High Street, Barcombe	BN8 5AX	Y	13/10/2023	13/10/2028								
ACV0079	Goldsborough Hall (Ringmer Scout Hut)	Lewes Road, Ringmer	BN8 5RA	Y	19/10/2023	19/10/2028								
ACV0080	Firle Memorial Hall	The Street, Firle	BN8 6NT	Y	02/11/2023	02/11/2028								
ACV0082	Antye Field	Theobalds Road, Burgess Hill	RH15 0SU	Y	04/03/2024	04/03/2029								
ACV0084	The Ram Inn	The Street, Firle	BN8 6NS	Y	04/07/2024	04/07/2029								
ACV0085	The Scout Hut	North Barnes Lane, Plumpton	BN7 3DT	Y	06/08/2024	06/08/2029								
ACV0086	Kingston Community Wildlife Garden	Gows Croft, Kingston, Lewes	BN7 3NJ	Y	09/12/2024	09/12/2029								

Assets of Community Value Nomination Form

Please note that we can only consider nominations from eligible bodies, i.e. those meeting specific criteria under the Localism Act 2011 and associated regulations. We will use the information you provide in Part A of this form to decide if those eligibility criteria are met. We will use the information you provide in Part B to decide if the land or building you are nominating is 'of community value'. Please complete every applicable panel as fully as possible. Details of where to send the completed form are on page 8.

Part A – Information about the body making the nomination

A1. Body's name and address

Name of body:

Address including posts code:

A2. Contact details

Name:

Your position in the nominating body:

Address of the nominating body (including post code):

Daytime telephone number:

Email address:

A3. Type of body

Description	Please tick all that apply	Registration No. (if applicable)

A parish council whose nomination relates to land in the parish council's area	<input type="checkbox"/>	<input type="checkbox"/>
A body designated as a neighbourhood forum under the Town and Country Planning Act 1990	<input type="checkbox"/>	<input type="checkbox"/>
An unincorporated body whose members include at least 21 individuals and which does not distribute any surplus it makes to its members	<input type="checkbox"/>	<input type="checkbox"/>
A charity	<input type="checkbox"/>	<input type="checkbox"/>
A company limited by guarantee which does not distribute any surplus it makes to its members	<input type="checkbox"/>	<input type="checkbox"/>
A co-operative or community benefit society which does not distribute any surplus it makes to its members	<input type="checkbox"/>	<input type="checkbox"/>
A community interest company	<input type="checkbox"/>	<input type="checkbox"/>

A4. Connection with local area

Please confirm and provide evidence that the body is wholly or partly concerned with the area covered by Eastbourne Borough Council or Lewes District Council or a neighbouring local authority area.

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A5. Distribution of surplus funds

For an unincorporated body, company limited by guarantee or a co-operative or community benefit society, please confirm and provide evidence that any surplus the body makes is wholly or partly applied for the benefit of the area covered by Eastbourne Borough Council or Lewes District Council or a neighbouring local authority area

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A6. Membership of unincorporated bodies

For unincorporated bodies please confirm that the body has at least 21 members who are included in Eastbourne Borough Council's register of electors or Lewes District Council's register of electors and provide their names and addresses below.

1.	12.
2.	13.
3.	14.
4.	15.
5.	16.

6.	17.
7.	18.
8.	19.
9.	20.
10.	21.
11.	

A7. Governance documents

Please provide a copy of any of the following documents that apply to the nominating body	Please tick all documents provided
Memorandum of Association	<input type="checkbox"/>
Articles of Association	<input type="checkbox"/>
Companies House return	<input type="checkbox"/>
Trust Deed	<input type="checkbox"/>
Constitution / Terms of reference	<input type="checkbox"/>
Standing Orders	<input type="checkbox"/>
Interest Statement for Community Interest Company	<input type="checkbox"/>

Part B – Information about the asset being nominated for inclusion in our list of assets of community value

B1. Name and address of asset being nominated

Name:

Address including postcode:

B2. Maps and drawings

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry

information is not essential but it may help us to reach a decision on the nomination more quickly.

A written description of the asset's precise location (e.g. by reference to ordnance survey co-ordinates), where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk/> and

<http://publicassets.communities.gov.uk/>

Note: if the nomination relates to only part or parts of a building, please specify which part(s), again by reference to plans or drawings.

--

B3. Current use of asset

What is the current and main use of the asset?

--

Do you consider that the current and main use of the asset furthers the social wellbeing or social interests (which can include the cultural, recreational or sporting interests) of the local community?

Yes ☐

No ☐

If yes, please provide details of how it does so. If no, go to B3.

--

How realistic is it to think that the main use of the asset can continue to further the social wellbeing or social interests of the local community, whether or not in the same way as now?

--

B4. Assets not currently used for community benefit

If the main use of the asset does not currently further the social wellbeing or social interests (which can include cultural, recreational or sporting interests) of the local community, did it do so at some stage in the recent past?

Yes ☐

No ☐

If yes, please provide details of how the asset was used in the past for community benefit and the dates of this usage.

--

How realistic is it to think that there is a time in the next five years when the main use of the asset would further the social wellbeing or social interests of the local community (whether or not in the same way as before)?

B5. Additional Evidence

Please provide any further reasons for thinking that Lewes District Council or Eastbourne Borough Council should conclude that the asset is 'of community value'

B6. Exclusions

Some types of land or buildings are excluded from becoming assets of community value. Completing this section will help us to decide whether an exclusion might apply to the asset you have nominated.

Is the asset used wholly or partly as a residence? If so, please provide details.

Is the asset one which requires a site licence under Part 1 of covered by the Caravan Sites and Control of Development Act 1960? If so, please provide details.

Is the asset defined as 'operational land' under section 263 of the Town and Country planning Act 1990? Generally, this means land owned by statutory undertakers such as utility companies and used by them for utility purposes. If so, please provide details.

B7. Owner and occupier details

Please provide all information available to you. You may wish to discuss your proposed nomination with the owner before submitting it to us.

	Name & email address	Postal address & postcode	Delete as appropriate
Owner(s)			Current Last known Not known Not applicable
Occupier(s)			Current Last known Not known Not applicable

Holder(s) of freehold estate (if not the owner)			Current Last known Not known Not applicable
Holder(s) of any leasehold estate			Current Last known Not known Not applicable

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.

Name

Title

Signature

Date

Please send your completed form and any supporting documents to:

property@lewes-eastbourne.gov.uk

or by post to:

**Property and Asset Management Team, Lewes and Eastbourne Councils, c/o
Eastbourne Town Hall, Eastbourne Town Hall, Grove Road, Eastbourne BN21 4UG**

What happens next?

We will acknowledge receipt of your completed nomination form within five working days and must, within eight weeks of receiving the nomination, decide whether the asset you have nominated should be included in our list of assets of community value.

However, if certain information is missing from the nomination or it is necessary to seek clarification over the information you have provided, the timescale for deciding the nomination may have to be extended.

Privacy Notice

We will process any personal data you have included in this form in order to assess whether – under the Localism Act 2011 and The Assets of Community Value Regulations 2012 – the nominating body is eligible to make the nomination, and whether the asset nominated is ‘of community value’.

If the nomination is successful, there are certain circumstances where legislation requires us to provide details of the nominating body to other parties. This would comprise only the

name of the nominating body.

Please be aware that once the nomination form is in our possession, it is subject to the Freedom of Information Act 2000. However, personal data included in the form is normally exempt from disclosure in response to a freedom of information request.

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1333
Meeting date:	February 25 2025	Authors:	Rights of Way Working Group
Subject:	Rights of Way		
Purpose:	To Agree Response to ESCC Consultation		

Recommendation(s):

To agree Response to ESCC consultation

1. Background

Rights of Way of different types exist across the whole of the country, enabling walkers, and in some cases horses and those on wheels, to travel across privately owned property. Some much-used pathways do not have Rights of Way status and habitually used routes change over time. Landowners sometimes try to shut down much-used routes with fences and this needs to be contested. Maintenance of Rights of Way needs to be kept under review. Local Town and Parish Councils can have a role in this process, which is ongoing, including taking responsibility for the formal application for rights of way to be registered. This process normally lasts beyond the involvement of one individual resident, councillor or council officer: applications to register Rights of Way can take years to come to fruition.

ESCC has invited responses from Town and Parish Councils to a consultation on the implementation of its duties as the Authority responsible for Rights of Way.

2. Options for Council

1. To agree the Recommendation
2. To agree an amended Recommendation
2. Not to agree to Recommendation

3. Reason for recommendation

The proposed responses to the ESCC Consultation are attached. These responses were agreed by the Rights of Way TFG at a meeting on January 31 (see Appendix).

4. Expected benefits

Possible improvement of ESCC implementation of its duties in relation to Rights of Way.

5. Implications

5.1 Legal	Preparation of legal applications for registration of Rights of Way
5.2 Risks	Loss of walking/wheeling/riding routes, eg to housing development
5.3 Financial	
5.4 Time scales	Continuous
5.5 Stakeholders & Social Value	Rights of Way are a fundamental requirement for access to countryside
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Walking, wheeling and riding in the countryside
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	X
6.2 Growing the economy sustainably	X
6.3 Helping children and young people	X
6.4 Improving the quality of life for residents and visitors to Peacehaven	X
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	X

6.7 Which business plan item(s) does the recommendation relate to? Footpaths, bridleways and cycle/wheeling routes Assets of nature, biodiversity and built environment Meridian Meander Green Infrastructure
--

7. Appendices

PTC Response to ESCC Consultation Rights of Way



Rights of Way Access Plan - Parish and Town Council Survey

It is preferred that you complete this survey online at:

<https://consultation.eastsussex.gov.uk/economy-transport-environment/eb728fd7/>

If this is not possible, paper copies can be posted to Sharon Bayne, Blackwood Bayne Ltd, at 8 Herts Crescent, Loose, Maidstone, Kent ME15 0AX or emailed to esccrowap@blackwoodbayne.co.uk or ESCCR0WAP@eastsussex.gov.uk

Overview

East Sussex County Council is responsible for around 2,000 miles (3218 km) of public rights of way. These paths are both in the countryside and urban areas. They are important for enjoying and exploring, for travelling to work or school and for health and wellbeing. They are part of what makes East Sussex a special place to live, work and enjoy.

A public right of way is a path that anyone, by law, has the right to use. There are four types:

- Footpaths for walking, mobility scooters or powered wheelchairs
- Bridleways for walking, horse riding, cycling, mobility scooters or powered wheelchairs
- Restricted byways for walking, horse riding, cycling, mobility scooters or powered wheelchairs and horse-drawn carriages. Byways for all modes including motorised vehicles

Every council that is responsible for public rights of way must have a Rights of Way Improvement Plan (ROWIP). This sets out how public rights of way meet the needs of the public, now and in the future. Our current Rights of Way Improvement Plan dates from 2007 and needs to be reviewed. The new plan will be called the Rights of Way Access Plan (ROWAP).

Why your views matter

Your views will help us to make sure that our new Rights of Way Access Plan meets the needs of everyone in East Sussex.

If you use public rights of way, we'd like to know about your experience and how important they are for you.

If you don't use public rights of way, we'd like to know what prevents you and what, if anything, we can do to support you in using them.

Your feedback will help to develop the priorities and actions of the new Rights of Way Access Plan, which will be produced in 2025. Once the new Rights of Way Access Plan has been finalised and approved by the council it will be published on East Sussex County Council's website.

Please complete our survey by the 14th March 2025.

The process of producing the new Rights of Way Access Plan is being supported by an external consultant. If you need to discuss the process of preparing the new ROWAP please contact esccrowap@blackwoodbayne.co.uk. Alternatively, please contact East Sussex County Council at ESCCR0WAP@eastsussex.gov.uk or on 0345 60 80 193.

This survey is to support the Rights of Way Access Plan only. If you want to report an issue on a public right of way please click on this link: [Contact us](#) or report and issue on a Right of Way or call 0345 60 80 193.

We are committed to protecting your privacy when you use any of our services. Our Privacy Notices explains how we use the information about you and how we protect your privacy: [Rights of Way and Countryside Team - Privacy Notice - East Sussex County Council](#)

Rights of Way Action Plan - Parish and Town Council Survey

1. Please enter the name of the town or parish council you are replying on behalf of:

Peacehaven Town Council

2. Please provide your name.

Town Clerk

3. Please provide your contact details in case we need to get in touch with you. This could be an email address or a phone number.

01273 585493 or Townclerk@peacehaventowncouncil.gov.uk

4. In what capacity are you representing the parish or town council (choose all that apply). Note – this should be the official response of the council.

- ☒ Parish or town clerk
- ☐ Chair
- ☐ Parish or town councillor
- ☐ Footpaths / access warden
- ☐ Other (please specify)

Permanent Working Group reporting to Full Council

5. Does your parish have a public rights of way officer, warden or other representative? Please select only one item

- ☒ Yes. If yes, please provide further details in the text box below.
- ☐ No

Working party (see above)

6. Do you carry out or pay for any maintenance work on public rights of way in your parish? Please select only one item.

- ☐ Yes. (If yes, please provide further details below.)
- ☒ No

7. Do you have volunteers who help with the maintenance and improvement of public rights of way in your area? Please select only one item.

- ☐ Yes. If yes, please provide more detail below.
- ☒ No

If yes, please provide further details on what work your volunteers carry out. Please provide an estimate of how many work days volunteers contribute to works on public rights of way.

8. If you do not already have a volunteer group in your area, would you be interested in setting up a group to maintain public rights of way in your Parish? Please select only one item.

- ☒ Yes
☐ No

9. Does your council promote any routes? Please select only one item.

- ☐ Yes. If yes, please provide more detail or a link to your promoted routes in the text box below.
☒ No

Not yet

Public rights of way in your area

10. How satisfied are you with the following aspects of public rights of way in your parish?

	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
Vegetation clearance (paths are not overgrown)		✓			
Reinstatement and clearance of paths through crops		✓			
Waymarking of routes – the directional signing along routes		✓			
Fingerposts at the end of public rights of way where the route leaves the road		✓			
The condition of stiles and gates			✓		
The condition of timber bridges	n/a				
Surface condition		✓			
Accessibility for less mobile users		✓			
Paths being free from obstructions (not including crops)			✓		

11. To what extent do you agree or disagree with the following statements? The public rights of way network in our parish/town is:

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
An important asset for residents in our parish					✓
Important to support the health and well-being of residents in our parish					✓
Important for travelling to work and school				✓	
Important for enjoying and exploring nature					✓
Important for tourism and the visitor economy				✓	

12. Do you feel that over the last 10 years the general condition of public rights of way in your parish or town has:

- ☐ Improved
☒ Stayed the same
☐ Declined
☐ Not sure / don't know

Please provide reasons for your answer below.

Shortcomings & issues are slow to be remedied or are not remedied.

Reporting PROW Issues

13. Have you reported a public rights of way issue to East Sussex County Council in the past 12 months?

- ☒ Yes
☐ No

14. How did you report the problem? Please tick all that apply.

- ☐ Through East Sussex County Council's online Rights of Way Map
☐ Through East Sussex County Council's Highways Contact Centre via phone
☒ Directly to the Rights of Way & Countryside Team's email address/inbox
☐ Other: Please specify below

Service When Reporting Issues

15. How would you rate the service of East Sussex County Council when you reported an issue?

	Very poor	Poor	Neutral	Good	Very good	Not applicable
Ease of reporting the issue by phone						✓
Ease of reporting the issue via email				✓		
Ease of reporting the issue via online map						✓
Ease of tracking the progress of your report						✓
Overall service you received				✓		

16. How could we have improved your experience of reporting a problem on a public right of way?

Members of the Working Group report problems of slow installation of new signage eg metal signage on adopted highways.

Priorities

17. We aim to provide a public rights of way network that serves the needs of East Sussex County residents. To do this, we may need to prioritise where we spend our available budget while delivering on our responsibilities under (within) the law. In your opinion how important are each of the following:

	Not at all important	Of little importance	Neither important nor unimportant	Important	Very important
Maintaining the current public rights of way network					✓
Protecting and improving the public rights of way network through changes due to development and major infrastructure projects					✓
Improving access for those living with disabilities				✓	
Improving access for people to improve their health and well-being				✓	
Improving public rights of way for commuting, to work, school or other facilities				✓	

Are there other areas which you think should be a priority?

Speeding up processing of ROW applications

18. Do you have any additional comments which will help us to draft the Rights of Way Access Plan?

Better and more proactive publicity including leaflets for ROWs especially for pedestrians

19. Please tell us of any specific public right of way issues or improvements in your parish. Please provide route numbers (if possible) and/or a precise description of the location of the route. Continue separately if necessary and email to esccrowap@blackwoodbayne.co.uk or ESCCR0WAP@eastsussex.gov.uk

Public ROWSs do not extend to current path usage.



Committee:	Full Council	Agenda Item:	C1334
Meeting date:	25 th February 2025	Authors:	Town Clerk
Subject:	Business Plan		
Purpose:	To note		

Recommendation(s):

To note this report.

1. Background

The business plan was adopted by Council on 23rd July 2024, and work has been progressing towards the strategic aims on the plan since, in particular identifying the individual actions required to meet the agreed targets.

The business plan as a whole is the responsibility of Full Council to implement, although many of the actions will inevitably be delegated through Committees, in line with the Scheme of Delegation and Committee Terms of Reference.

Particular points to note on the progress of the plan so far:

- Inclusion – the Welcome Café has been proving extremely successful, and there is an active TFG working towards the other elements of this item.
- Contact with the Chamber of Commerce – Officers are more frequently attending Chamber of Commerce meetings and the Mayor has been instrumental in several events working closely with the Chamber.
- Community House 10-year plan – this was adopted by Committee on 11th February 2025.
- External Grant Applications – A policy has been adopted to clarify roles and responsibilities relating to this item.
- Skills, training and appraisals – Line Managers have all undertaken appraisal training via ACAS, the staff training tracker is showing that over 97% of mandatory staff training is complete and in-date.
- Early resolution of complaints – This agenda includes an overview of complaints from 2025 so far, which shows very promising progress.
- The Hub – Several reports and resolutions have now been passed by Council to progress this item, and work is continuing.

2. Options for Council

To note this report.

3. Reason for recommendation

Monitoring of agreed community & business plan.

4. Expected benefits

Setting of priorities for Council.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Resource allocation on items.
5.4 Time scales	Target completion dates set on plan.
5.5 Stakeholders & Social Value	Achieving strategic goals
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
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 type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

Business Plan.

Community

and

Business

Plan



Our vision:

Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

Our mission:

To ensure Peacehaven remains a thriving community and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail and cultural development that blends with our special and distinctive environment. To listen to our community and encourage residents to engage, educate and evaluate us



Peacehaven Cliffs



Parks & Open Spaces



Community



Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is about 15,700 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town located between Newhaven to the East (with a ferry link to Europe) and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

With the growth of the town, Peacehaven needs to embrace opportunities, overcome challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven Town Council is responsible for:

- Maintenance of allotments, some bus shelters, the Peacehaven & Telscombe War Memorial, several local parks, green spaces, sports and recreational facilities
- Provision of grants for local projects and organisations, and halls for social clubs and meetings
- Hosting local events for the benefit of the Community
- Peacehaven's lowest tier of government is the Peacehaven Town Council which has a statutory right to be consulted on local planning, highways and other amenities.



Core Values

Increasing pressures on finances mean that it is more important than ever that Peacehaven Town Council focuses on the things that matter most to Peacehaven. The following priorities aim to ensure that we gain the most use from our resources.

Empowering and supporting the community

Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community.

Growing the economy sustainably

Work with others to support sustainable growth and a strong community, ensure Peacehaven is a great place to invest in, live, work, and visit, and that Peacehaven Town Council is committed to being a responsible employer.

Helping children and young people

Support and inspire children and young people to raise their aspirations and reach their full potential.

Improving the quality of life for residents and visitors to Peacehaven

Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.

Supporting residents in need

Provide support in times of need and improve quality of life.

Valuing the environment

Promote sustainability and nature recovery, improve our infrastructure, safeguard our heritage and biodiversity.



Planning & Highways Committee

Project	Road Safety: Crossings & Islands		
Description	Map existing crossings and islands, survey opinion on changes, and present proposals for change to ESCC in priority order and advocate for the proposed changes with identified finances		
Target Completion	2027	Current Position	Not started
Resource Allocation	Initial research and mapping by Councillors, cost of survey by Officers, and Officer time		
Measure of Success	Completion of proposals for change, persuade ESCC		

Project	Improvements to A259 High Street Area		
Description	Assess all Kaner Olette report proposals for A259 and accept/ reject/ prioritise, with a report back to Full Council		
Target Completion	March 2025	Current Position	Started
Resource Allocation	Depends on conclusions - CIL expenditure, some money in Earmarked Reserves		
Measure of Success	Completion on time		



Planning & Highways Committee

Project	Footpaths, bridleways, and cycle/wheeling routes		
Description	Create a map of all footpaths and bridleways, including informal ones. Consider proposals to register any that are not already registered. Work with stakeholders to develop proposals for a possible East/West active travel route		
Target Completion	2026	Current Position	ESCC Cycle loop project begun
Resource Allocation	Councillor time, cost of map publication		
Measure of Success	Complete registration well in advance of 2030 deadline for LDC. Identify land for possible east-west routes for wheeling		

Project	Assets of nature, biodiversity, and built environment		
Description	Develop a strategic plan to measure, monitor, and improve assets of nature and biodiversity		
Target Completion	April 2027	Current Position	TPOs improved. Orchard, Community Garden
Resource Allocation	Councillor & Officer time, costs of plant and equipment to measure air/ sea quality		
Measure of Success	Protection and enhancement of green/ built assets with evidence.		



Civic & Community Events Committee

Project	Inclusion		
Description	Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary		
Target Completion	December 2025	Current Position	Some coffee mornings
Resource Allocation	Persons to run the community space, printing, officer time, and use of rooms in Community House		
Measure of Success	Amount of people using Community House and attending events		

Project	The Meridian Meander		
Description	Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town		
Target Completion	2025	Current Position	TFG Active
Resource Allocation	Councillor and Officer time		
Measure of Success	Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes		



Civic & Community Events Committee

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		



Policy & Finance Committee

Project	Community House 10-year plan		
Description	Agree a 10-year plan to refurbish Community House with the aim of making the building sustainable and carbon net-zero		
Target Completion	December 2024	Current Position	Working Group in place
Resource Allocation	Officer time to manage project, procure grant funding and develop 10-year plan		
Measure of Success	10-year plan in place and agreed by Council		

Project	Net zero carbon resolution		
Description	To monitor and report on the Council progress to net zero carbon across Town Council functions, with agreed means of assessing carbon emissions		
Target Completion	2030	Current Position	Ongoing
Resource Allocation	Officer time and finance which could come from budgets, CIL, grants, and any other means		
Measure of Success	Achieve net zero carbon		



Policy & Finance Committee

Project	Efficiency and sustainability of Town Council resources		
Description	Through policy review and implementation, ensure that policies and procedures are promoting efficient and sustainable use of all Town Council resources		
Target Completion	April 2025	Current Position	Some policies in place
Resource Allocation	Officer time		
Measure of Success	Plan to review policies and procedures in place and being implemented		

Project	External Grant Applications		
Description	Develop knowledge of available grant funding from all sources		
Target Completion	2025	Current Position	Meetings and Projects Officer in place
Resource Allocation	Officer time for research		
Measure of Success	Number of Grant applications applied for, Officer in place with training, and measuring success rate of applications		



Personnel Committee

Project	Skills, training, and appraisals		
Description	Collect data and set timetable, procedures and evidence to ensure that skills, training, and appraisals up to date and promote continuous development		
Target Completion	March 2025	Current Position	Interim Assessment October 2024
Resource Allocation	Town Clerk & Line Manager’s time, Personnel Committee members’ time		
Measure of Success	Completion of annual appraisals to a high standard		

Project	Early resolution of complaints		
Description	Record and monitor complaints received, and early resolution of complaints by Officers		
Target Completion	2026	Current Position	Monitoring underway
Resource Allocation	Officer time		
Measure of Success	Quantifiable data demonstrating complaints are dealt with		



Personnel Committee

Project	Civility & respect and good employer schemes		
Description	Ensure civility and respect are at the centre of Council culture, following NALC & SLCC guidelines, and actively work towards an award (such as East Sussex Wellbeing at Work, or NALC Star Council)		
Target Completion	2025	Current Position	Signed Civility & Respect Pledge
Resource Allocation	Officer time and Personnel Committee.		
Measure of Success	Civility and Respect Pledge adhered to, award identified and applied for		

Project	Manage within staffing budgets, including overtime		
Description	Monitor quarterly staff costs including overtime and training		
Target Completion	March 2025	Current Position	Agenda item at Committee
Resource Allocation	RFO time and Personnel Committee		
Measure of Success	Annual costs maintained within staffing budget		



Leisure, Amenities, and Environment Committee

Project	Accessibility to parks and open spaces owned by the Town Council		
Description	Undertake an accessibility audit of Parks and open spaces and develop an Action Plan to make improvements		
Target Completion	2026	Current Position	Some areas audited
Resource Allocation	Officer and Councillor time		
Measure of Success	Audit completed and Action Plan in place through the Committee		

Project	The Hub		
Description	Replace the roof, heating system, and other improvements		
Target Completion	2027	Current Position	Successful CIL bid
Resource Allocation	CIL money, Officer and Councillor time, other options for financing		
Measure of Success	The Hub is a sustainable, accessible, useful, safe and welcoming venue		



Leisure, Amenities, and Environment Committee

Project	Complete the Green Infrastructure Plan		
Description	Work towards our carbon-neutral target by safeguarding our green spaces		
Target Completion	2030	Current Position	Action Plan & TFG in place
Resource Allocation	The Neighbourhood Plan Steering Group budget		
Measure of Success	Completed plan		

Project	Consultation on Sports & Leisure facilities		
Description	Carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven		
Target Completion	2026	Current Position	Not started
Resource Allocation	Officer and Councillor time, printing		
Measure of Success	Feedback from consultation submitted to Full Council		



Total	
Open	4
Closed	11
Referred	3

Method of Contact		
Email	8	44%
In Person	5	28%
Phone	3	17%
Letter	0	0%
Raised by PTC	2	11%

Time taken to resolve		
Same day	5	36%
1 - 7 days	8	57%
8 - 30 days	0	0%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car							1						1
Access													0
Animals		6											6
Antisocial behaviour		1											1
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing							1		1				2
Flooding													0
Fly Tipping													0
Grass verges													0
Health & Safety		1					2						3
Illegal advertising													0
Litter							1						1
Misc/Other							1						1
Overgrown paths													0
Overhanging foliage													0
Park Enhancements													0
Parking													0
Pavement/verge obstruction													0
Pavements													0
Personnel													0
Planning							3						3
Rights of way													0
Road conditions													0
Road signs													0
Street lights													0
Trees													0
Vandalism													0
Weeds													0
TOTALS	0	8	0	0	0	0	9	0	1	0	0	0	18
	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

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	4	4		100%													4	4		100%	4	3	1	75%					2	1	1	50%	14	12	2	0	86%	Cllr Alexander
Cllr Ashby-Parkin	4	3	1	75%	4	2	2	50%					4	3	1	75%	4				4								12	8	4	0	67%	Cllr Ashby-Parkin				
Cllr Campbell	4	4		100%					12	12		100%					4	3	1	75%	4	4		100%				2	2		100%	26	25	1	0	96%	Cllr Campbell	
Cllr Cheta	4	2		50%																	4	1	1	25%				8	3	1	4	38%	Cllr Cheta					
Cllr Davies	4	3	1	75%					12	11	1	92%					4	4		100%							2	1	1	50%	22	19	3	0	86%	Cllr Davies		
Cllr Donovan	4	4		100%									4	3	1	75%	4	4		100%	4	4		100%				2	1	1	50%	18	16	2	0	89%	Cllr Donovan	
Cllr Fabry	4	4		100%	4	4		100%													4	4		100%	1	1		100%					13	13	0	0	100%	Cllr Fabry
Cllr Gallagher	4	4		100%	4	4		100%	12	12		100%					4	4		100%	4	4		100%				2	2		100%	30	30	0	0	100%	Cllr Gallagher	
Cllr Gordon-Garrett	4	4		100%					12	11	1	92%					4	3	1	75%									20	18	2	0	90%	Cllr Gordon-Garrett				
Cllr Griffiths	4	4		100%	4	4		100%									4	4		100%					1	1		100%	15	15	0	0	100%	Cllr Griffiths				
Cllr Harman	4	4		100%									4	3	1	75%									1	1		100%	9	8	1	0	89%	Cllr Harman				
Cllr Evans	4	4		100%	4	3	1	75%					4	3	1	75%									1	1		100%					12	10	2	0	83%	Cllr Evans
Cllr Rosser	1	1		100%					3	3		100%																	4	4	0	0	100%	Cllr Rosser				
Cllr Sharkey	4	4		100%	4	4		100%	12	11	1	92%	4	3	1	75%	4	4		100%					1	1		100%	29	27	2	0	93%	Cllr Sharkey				
Cllr Studd	4	4		100%	4	4		100%	12	8	4	67%	4	3	1	75%													24	19	5	0	79%	Cllr Studd				
Cllr Veck	4	4		100%									4	4		100%	4	3	1	75%	4	2	1	50%				2	1	1	50%	18	14	3	1	78%	Cllr Veck	
Cllr Wood	4	4		100%	4	3	1	75%					4	3	1	75%													12	10	2	0	83%	Cllr Wood				