

George Dyson
Town Clerk

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



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

2nd April 2025

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 8th April 2025 at 7.30pm.

George Dyson
Town Clerk

A G E N D A

C1343 MAYOR/CHAIR'S ANNOUNCEMENTS

C1344 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1345 TO APPROVE APOLOGIES FOR ABSENCE

C1346 TO RECEIVE DECLARATIONS OF INTERESTS

C1347 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 25TH FEBRUARY 2025

C1348 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. **Planning & Highways Committee:-**
 - i. To receive the meeting minutes of the 4th February 2025
 - ii. To note the draft meeting minutes of the 25th March 2025
- 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 11th February 2025
 - iii. To note the draft meeting minutes of the 1st April 2025
 - iv. To ratify the recommendations of the Grants Sub-Committee
 - v. To agree to payments of Service Level Agreements
 - vi. To appoint members to the CIL TFG.
- c. **Personnel Committee:-**
 - i. To note the draft meeting minutes of 18th February 2025
- d. **Leisure, Amenities & Environment Committee:-**
 - i. To receive the meeting minutes of the 21st January 2025
 - ii. To note the draft meeting minutes of the 18th March 2025
- e. **Civic & Community Events Committee:-**
 - i. To receive the meeting minutes of the 28th January 2025
 - ii. To note the draft meeting minutes of the 11th March 2025

C1349 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1350 TO AGREE MEMBERS TO BE PRESENT TO OPEN THE SEALED PRE-TENDERS RELATING TO THE HUB

C1351 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

C1352 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1353 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1354 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1355 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

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

C1356 DATE OF NEXT MEETING - TUESDAY 20TH MAY 2025 AT 7.30PM.

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

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

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

14 members of the public were in attendance.

C1323 MAYOR/CHAIR'S ANNOUNCEMENTS

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

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

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

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

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

C1325 TO APPROVE APOLOGIES FOR ABSENCE

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

C1326 TO RECEIVE DECLARATIONS OF INTERESTS

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

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

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

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

a. Planning & Highways Committee:-

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

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

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

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

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

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

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

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

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

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

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

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

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

viii. To note a report on the Valley Road area

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

Council **noted** the report.

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

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

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

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

ix. To comment on the following planning applications:

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

Cllr Gordon-Garrett introduced the item.

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

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

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

Proposed by: Cllr Campbell

Seconded by: Cllr Griffiths

The Council **resolved** to **agree** to this proposal by majority of 10 in favour.

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

Proposed by: Cllr Gallagher

Seconded by: Cllr Cheta

The Council **resolved** to **agree** to this proposal by majority of 9 in favour.

Cllr Alexander returned to the meeting (20:13)

13 members of the public left at this point.

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

It was proposed that Council support this application.

Proposed by: Cllr Sharkey

Seconded by: Cllr Gallagher

The Council **resolved** to **agree** to support this application.

3. LW/25/0024 – 28 Roderick Avenue.

It was proposed that Council support this application.

Proposed by: Cllr Gallagher

Seconded by: Cllr Rosser

The Council **resolved** to **agree** to support this application.

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

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

Cllr Veck resumed as Chair at this point.

b. Policy & Finance Committee:-

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

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

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

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

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

Council **noted** the draft meeting minutes.

iv. To agree to changing Service Level Agreements

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

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

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

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

The RFO summarised the recommendation in the report.

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

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

vi. To appoint members to the audit working group

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

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

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

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

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

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

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

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

c. Personnel Committee:-

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

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

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

Council **noted** the draft minutes.

d. Leisure, Amenities & Environment Committee:-

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

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

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

Council **noted** the draft minutes.

e. Civic & Community Events Committee:-

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

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

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

Council **noted** the draft minutes

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

The Town Clerk summarised the recommendations in the report.

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

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

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

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

iv. To note an update on advertising policy

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

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

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

C1330 TO NOTE UPDATED COMMITTEE MEMBERSHIP

Council **noted** the Committee membership.

C1331 TO RECEIVE AN UPDATE ON THE HUB

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

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

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

A recorded vote was requested.

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

Against: Cllrs Gallagher, Alexander, Cheta, Davies.

Abstentions: Cllr Sharkey.

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

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

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

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

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

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

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

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

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

C1334 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

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

C1335 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

There were no reports from outside body representatives.

C1336 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

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

Council **noted** the overview of complaints.

C1337 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

Council **noted** the Councillor attendance record.

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

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

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

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

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

- h. The Hub Public Consultation**

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

The next meeting was confirmed at 8th April 2025.

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

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Sharkey

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

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

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.

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

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

Proposed by: Cllr Cheta

Seconded by: Cllr Sharkey

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

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

C1342 TO DISCUSS STAFFING REQUIREMENTS IN RELATION TO COUNCIL PRIORITIES

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

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

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DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 4th February 2025 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

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DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 25th March 2025 at 7:30pm.

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

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees and Assistant Projects Officer)

11 members of the public were in attendance.

1. PH2238 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.

The Chair then announced the following:-

- Bingo on 9th April 2pm – 4pm
- Quiz on 5th April at 7pm

2. PH2239 PUBLIC QUESTIONS.

There were 7 public questioners.

1. In reference to **PH2251 LW/25/0021 66 The Lookout** it was expressed there was misleading application information with regards to the infrastructure, concern over the detrimental impact to the view of, and access to, the National Park, a loss of local amenities due to the change of land use and being in breach of the Dark Skies policy. It was raised that the application conflicted with Lewes District Plan policies CT1 and RES6, and National Planning Advice PPS7 (Sustainable Development in Rural Areas). Alongside this, concern was raised over access, there being no direct transport services, only one streetlight for The Lookout, no main drainage or gas supply, unsuitable electricity supply, and setting a precedent.
2. In reference to **PH2251 LW/25/0021 66 The Lookout** the public questioner wanted it to be brought to PTC's attention that LDC have confirmed the dining room extension would not come under permitted development, queried why the caravan was still in situ, and raised concern with how the site would be monitored once a decision was made.
3. In reference to **PH2253 LW/25/0010 136 Rowe Avenue North** and **PH2256 LW/25/0105 4 Telscombe Road**, the need to increase support for wildlife and biodiversity and for the usage of swift and bee bricks, that LDC support, was expressed.

With regards to **PH2256 LW/25/0105 4 Telscombe Road** concern was expressed over garages being too small, and that they should be measured to ensure suitability for current car sizes, and concern with the planned 15 car parking spaces and that the developer is known to changing plans.

There was further concern about the roundabout on Sutton Avenue (at the junction with Greenwich Way), where it was expressed as being dangerous for drivers, that it was being damaged, mainly by HGVs, and was suggested it be replaced with a painted line roundabout.

4. A public questioner raised an issue with transport connectivity to Peacehaven from/to Newhaven and Lewes, parking issues at schools, and had concern with the stagnant Morrison's development, including the lack of connectivity to other nearby supermarkets, raised that good suggestions had been made, and a collective push was needed to get services in place this year.
5. A member of BusWatch updated committee that, thanks to various lobbies, ESCC had agreed that disabled passengers could use buses 24/7, it would continue to fund service 14, and were looking at providing the number 23 extension and improving the night buses. With regards to bus stop clear ways, it was expressed that ESCC have agreed there were waiting restriction inconsistencies and had produced a prioritisation programme (i.e. outside of Your Daily Needs).

Cllr Campbell expressed that in connection with the disabled issue there were numerous people to thank, that this committee had sent off the original report, which had been taken up by the MP, and thanked the Meetings & Projects Officer for their work.

6. A public questioner expressed having received no communication from PTC, LDC or ESCC on the status of the Morrisons development, sought information on what was happening with the site, requested regular updates and questioned the status of the development.

Cllr Gallagher provided an update on progress from the MP Chris Ward and the Morrisons board, explained that the plans were going to be amended, and expressed concern that the resident was not being informed and asked for there to be an update in each e-news issue.

7. A public questioner queried whether, at the next Morrisons board meeting, it would be decided what would happen.

Cllr Gallagher expressed that it would be a high-level strategy meeting, and suggested that PTC share the MP's letter that was posted today on social media, and made the suggestion of following the MP or Peacehaven Focus on Facebook for information about the Morrisons development.

The Chair expressed that **PH2251 LW/25/0021 66 The Lookout** and **PH2256 LW/25/0105 4 Telscombe Road** would be brought forward.

1. PH2240 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Studd.

19:52 - 2 residents left the meeting

2. PH2241 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Gordon-Garrett declared an interest in **PH2251 LW/25/0021 66 The Lookout**

3. PH2242 TO ADOPT THE MINUTES FROM THE 4th FEBRUARY 2025

Proposed by: Cllr Sharkey Seconded by: Cllr Davies

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

19:54 – Cllr Gordon Garrett left the meeting, Cllr Campbell took the Chair

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

PH2251 LW/25/0021 66 The Lookout

Peacehaven Town Council **objects** to planning application on the following grounds:

- It contravenes the NPPF, Lewes District Local Plan, SDNPA Local Plan.
- That there is no sensitivity to the local landscape and road, the location is in a delicate areas that transitions the National Park.
- The lighting is not in conjunction with the SDNPA Dark Skies technical advice note.
- The proposal will reduce the visual amenity of part of the Telscombe Tye.

- The use of the bridleway is not for commercial traffic.
- No traffic assessment has been carried out.
- It will have a detriment effect on local wildlife.

The Application does not yield extra homes or CIL/S106 money while breaching Application requirements, most notably:

- 1) **Inadequate or misleading information in the Application documents:** No fire/ambulance risk assessment of site access (despite fire pits and the site being surrounded by grain fields/scrub/trees through long hot Sussex summers) and supervision ending before midnight. No assessment from utilities, notably South East Water and East Sussex CC Rights of Way (only publicly available land access for vehicles is via a bridleway). Application seeks approval for sewerage provision for a different and bigger development – planning consent could enable unauthorised extra development (and then demands for enforcement from local residents). Lewis Planning Consultants' statement re camping (that planning permission not needed for Applicants' 'fall-back position' of using the land for camping pitches) may be misleading because of the toilet provision rules (Condition BC.2(a)): planning consent for this small glamping Application including its 'regularisation' of toilet facilities (on the LDC part of the overall site) could open up the option of 50 new camping pitches (currently constrained by the absence of toilet facilities) without further LA consents; which would be relevant if the site changed ownership.
- 2) **SD7, SD8 and SD54** (tranquillity, dark skies, pollution). The site was green, not yellow, on the SDNP map at last measure. SD7,SD8 and SD54 already breached by Airbnb useage of the house at 66 Lookout (as reported by local residents from Telscombe Village eastwards). Cumulative negative effect on people and the natural environment in breach of SD54 - any further development will magnify noise and light pollution, especially at night. More vehicular traffic.
- 3) **SD19** (Transport and Accessibility) In 2009, Applicant Mr. Barlow himself summarised the site's inaccessibility: 'Access to the property is bad, and very busy already. The road (single track) is basically a footpath,(the extension of Roderick ave north) not a public highway. Last winter the track was unusable for three days because of snow. The track is unsuitable for emergency vehicles....' (Consultation on Application LW/09/0478). The owner of the private land housing this footpath states that he will not allow Mr Barlow to use his land for the purpose of this Application (see Consultation Response from Mr Merchant to Application LA/25/0021).
- 4) **SD4.3** (Landscape character) SDNP has assessed this site (Site 058 in Local Plan Review) as 'excluded' because 'it does not relate well to any settlement boundary'. This Application (for what is a commercial development) breaches SD4 by undermining the settlement pattern, the individual identity of settlements and the integrity of predominantly open and undeveloped land; it would breach the buffer of rural land between the site and the Peacehaven settlement boundary.
- 5) **SD20** The official route to the site is a bridleway. Increasing vehicular traffic would damage equestrian uses (as testified by several consultees) and would make the bridleway even more unsafe for pedestrians, cycles and horses
- 6) **SD23 and SD34** The proposed glamping site would be in competition with two existing glamping/camping sites close by, both more easily accessible than Site LE058 from the South Downs Way and by car(Stud Farm and South Farm, both units in the SDNP Local Plan's 'key sector' of farming). With most access via Peacehaven, no eateries within reasonable walking distance of Site LE058, only one small shop, and a 15-minute walk to buses, it is difficult to see how consent for this Application would generate any new business or employment within the SDNP (and little even in Peacehaven).

In addition: -

- Misleading application information with regards to infrastructure, and there will be:-
- A detrimental impact to the view of, and access to, the National Park
- A loss of local amenities due to the change of land use
- In breach of the Dark Skies policy.
- conflicts with Lewes District Plan policies CT1 and RES6, and National Planning Advice PPS7 (Sustainable Development in Rural Areas).
- Concern with access, there being no direct transport, only one streetlight, no main drainage or gas supply, unsuitable electricity supply, and setting a precedent.
- The entries on the main application document would create a right for 8 extra parking places within LDC land
- The application could damage existing employment sites at Stud Farm and South Farm and the site is not in an area zoned for new employment in LDC Local Plan.

- Breaches the emerging Neighbourhood Plan, especially Policies PT1 and PT4 (protecting the dark skies and tranquillity of SDNP).
- In breach of section 245 of the Levelling-Up and Regeneration Act (LURA) which amended the duty on relevant authorities regarding land in Protected Landscapes, (including National Parks), requiring they seek to further the statutory purposes of such areas. Guidance published in December 2024 is clear that this extends to functions undertaken outside of a National Park, but which affects its setting. Paragraph 189 of the Framework requires that development within the setting of a National Park should be sensitively located and designed to avoid or minimise adverse impacts upon it.
- There being no comment from rights of way or bridle way authorities.

It was proposed to **object** to the application based on the comments above, and asks for LDC to enforce its previous refusal decisions.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies

All in **favour**

PH2256 LW/25/0105 4 Telscombe Road

It was proposed to **object** to the application on the following grounds:-

- Based on the emerging Neighbourhood Plan and the Design Guide, the application is against PT1 (good design), and PT4 (protecting the dark skies and tranquillity of SDNP) because light will shine across the Ouse Valley SDNP to an even greater extent than the building recently rejected by Inspector at appeal on land adjacent to 4 Telscombe Rd. The Inspector stated that 'The main issue is the effect of the proposed development on the character and appearance of the area' (the site is higher up than the adjacent land where an appeal was recently rejected, and the proposed houses are three storeys high with big windows on the east side)
- It is also against LDC's DM 25, and policy CP2 (housing mix and density), as it is out of keep with the surrounding area.
- In breach of PT18, and 19 (biodiversity), back-land development, and is not accessible.
- There is the issue of increased flood risk to lower laying land.
- Four-bedroomed houses do not meet the housing need
- It is in breach of section 245 of the Levelling-Up and Regeneration Act (LURA) which amended the duty on relevant authorities regarding land in Protected Landscapes, (including National Parks), requiring they seek to further the statutory purposes of such areas. Guidance published in December 2024 is clear that this extends to functions undertaken outside of a National Park, but which affects its setting. Paragraph 189 of the Framework requires that development within the setting of a National Park should be sensitively located and designed to avoid or minimise adverse impacts upon it.

Proposed by: Cllr Campbell Seconded: Cllr Gallagher

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

5. PH2243 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was **noted**.

20:15 – 3 residents left the meeting.

6. PH2244 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated committee that the Officer at LDC who was dealing with the NDP had left before sending the habitats regulation and other comments to the examiner. Cllr Gallagher expressed that Cllr O'Connor would liaise with the head of planning policy, and at the very least hoped it could be moved forward by other senior officers.

7. PH2245 TO COMMENT GLADYS AVENUE VE DAY 80TH ANNIVERSARY STREET PARTY – NOTICE OF CLOSURE

It was proposed to comment that there were no issues with the closure.

Proposed by: Cllr Sharkey Seconded: Cllr Davies

All in **favour**.

1 abstention.

8. PH2246 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The chair thanked the Committees and Assistant Projects Officer for her comprehensive report.

9. PH2247 TO NOTE PROGRESS REPORT ON BUSINESS PLAN ITEMS

The report was **noted**.

10. PH2248 TO AGREE THE DETAILS OF THE NEW INFORMATION BOARD AT THE MERIDIAN MONUMENT

It was proposed to agree to the draft content.

Proposed by: Cllr Shakey Seconded by: Cllr Gallagher

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

It was proposed for the cost to be taken from the Repairs and Alteration of Premises budget.

Proposed by: Cllr Gallagher Seconded by: Cllr Rosser

All in **favour**.

It was proposed to agree the location for the information board as described in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies

All in **favour**.

Committee thanked the grounds team for the Meridian monument cleaning.

11. PH2249 TO NOTE GRASS-CUTTING; FINAL DECISION ON PROPOSED DATES FROM ESCC AND PLANS FOR PUBLICITY

Cllr Campbell asked that the programme with dates, and who to contact at ESCC if there is dissatisfaction, to be clearly advertised, and placed on bus stops etc.

Cllr Davies agreed, and requested clarification from ESCC of the grass cutting dates, and raised there were many complaints last year, particularly about paths.

12. PH2250 TO NOTE THE DOCUMENT DETAILING PEACEHAVEN TOWN COUNCIL'S OBJECTION TO APPLICATION SDNP/25/00228/FUL (LAND ADJACENT TO 66, THE LOOKOUT, PEACEHAVEN

The application was **noted**.

20:30 – 3 members of the public left the meeting

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

PH2252 LW/25/0087 64 Hodder Avenue

A member commented that the building could be let out since it would be an independent building.

It was proposed to **support** the application

Proposed by: Cllr Gallagher Seconded: Cllr Sharkey

Committee resolved to **support** the application.

1 member abstained.

PH2253 LW/25/0010 136 Rowe Avenue North

Members commented that the application was now 2 dwelling houses instead of 3.

Members raised concern with the lack of greenery, the elimination of grass verges, and the reduction of biodiversity at the back of the property. Also, that there would be no distinction with the pavement and public scene.

It was raised that the site is a plotland, as per the Design Guide, and the application would remove all the on-site features

It was proposed to **support** the application with the following comments: there would be insufficient greenery, grass verges would be eliminated, there would be a reduction of biodiversity, the need to use swift and bee bricks, there were conflicts with PT17 and PT18, and LDC are to query the self-build designation as opposed to a market-house.

Proposed by: Cllr Campbell Seconded: Cllr Davies

Committee resolved to **support** the application.

1 member abstained

20:43 - 2 residents left the meeting

PH2254 LW/25/0097 138 South Coast Road

It was proposed to **object** the application on the above grounds of being against LDC core policy 6 (change from retail to residential), for the same reasons as before, and the application has not fulfilled the change.

Proposed by: Cllr Gallagher Seconded: Cllr Campbell

All in **favour**

PH2255 LW/24/0517 Land Between 45&61 Downs Walk

It was proposed to the **support** the amended design, subject to the officer requesting a CEMP (construction environment management plan) is carried out, similar to the next door site.

Proposed by: Cllr Gallagher Seconded: Cllr Sharkey

All in **favour**

PH2257 LW/25/0089 36 Cairo Avenue

Members did not feel they had the expertise to comment but were aware of neighbour concerns.

Cllr Campbell requested that full correspondence be sent to the west ward district councillors – Cllr Fabry, and Chris Collier, which Cllr Davies supported, and for those councillors to contact the complainants and visit the site.

PH2258 LW/25/0134 9 Downs View

It was proposed to **support** the application, subject to satisfactory drainage issues.

Proposed by: Cllr Sharkey Seconded: Cllr Campbell

All in **favour**

PH2259 LW/25/0061 4 Firle Road

No comment.

14. TO NOTE the following Planning decisions

PH2260 LW/24/0821 144 The Promenade

The planning decision was **noted**.

PH2261 LW/24/0105 Land adj 4 Telscombe Rd and Blakeney Avenue

The planning decision was **noted**.

PH2262 LW/23/0655 Land to the East of Blakeney Avenue

The planning decision was **noted**.

PH2263 LW/24/0789 5 Johns Close

The planning decision was **noted**.

PH2264 LW/24/0766 Land Adjacent To 61 Downs Walk

The planning decision was **noted**.

PH2265 LW/24/0768 1 Telscombe road

The planning decision was **noted**.

PH2266 LW/24/0688 42 Bramber Avenue

The planning decision was **noted**.

PH2267 LW/24/0642 30-36 Southdown Avenue

The planning decision was **noted**.

PH2268 LW/24/0579 50 Cornwall Avenue

The planning decision was **noted**.

PH2269 LW/24/0802 77 The Lookout

The planning decision was **noted**.

PH2270 LW/24/0637 2B Horsham Avenue

The planning decision was **noted**.

15. PH2271 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

It was requested for Streetlights to be reopened until members were satisfied it had been completed.

The complaints were **noted**.

16. PH2272 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

It was discussed that updates were needed and that the Chair and Vice Chair would review and amend as appropriate before the next meeting.

The action plan was **noted**.

17. PH2273 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 15TH APRIL 2025 AT 6.15PM

The date was **agreed**.

There being no further business the meeting ended at 21:11



Committee:	Full Council	Agenda Item:	C1348b(i)
Meeting date:	8 th April 2025	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

To note the council's financial position year to date and agree any additional financial information required for future committee meetings

1. Background

The attached reports summarise the council's overall financial position as at the end of month 11 (February 2025) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 28 February 2025. 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 per Financial Regulations the requirement for the bank reconciliations should 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 92.5% of the budgeted expenditure has been spent so far, and 114.3% of the budgeted income has been received as at the end of month 11 (February 2025)

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.

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	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.
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	

4. Appendices

- Barclays Bank account summary balances January & February 2025
- Bank reconciliation statement for cashbook 1 – January & February 2025
- Bank reconciliation statement for cashbook 2 – January & February 2025
- Credit Card reconciliation statement – December 24 January 2025
- Detailed income and expenditure month 11 (February 2025)
- Detailed balance sheet month 11 (February 2025)

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 31 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	£1,014,702.95
.....	
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.

**Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		1,014,702.95
Current Account	31/01/2025		50,000.00
			<u>1,064,702.95</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>
			1,064,552.95
<u>Unpresented Receipts (Plus)</u>			
17/12/2024		20.00	
18/12/2024		6.00	
22/01/2025		39.00	
22/01/2025		29.00	
23/01/2025		29.00	
23/01/2025		46.80	
27/01/2025		14.04	
28/01/2025		201.60	
28/01/2025		42.00	
30/01/2025		1,831.10	
30/01/2025		242.50	
30/01/2025		9.60	
30/01/2025		39.00	
30/01/2025		15.30	
30/01/2025		21.60	
30/01/2025		29.00	
31/01/2025		400.00	
31/01/2025		29.00	
31/01/2025		13.20	
31/01/2025		36.00	
			<u>3,093.74</u>
			1,067,646.69
Balance per Cash Book is :-			1,067,646.69
Difference is :-			0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/01/2025		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

Bank Reconciliation Statement as at 01/02/2025
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/02/2025		0.00
G Dyson CC	01/02/2025		-109.28
			<u>-109.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
05/12/2024 CC1	SECUREFIX	18.00	
06/12/2024 CC4	MORRISON	34.43	
12/12/2024 CC2	BOOKERS	305.14	
18/12/2024 CC5	CARTRIDGE PEOPLE	194.90	
20/12/2024 CC3	HIGHFIELD	78.00	
			<u>630.47</u>
			-739.75
<u>Unpresented Receipts (Plus)</u>			
22/01/2025 DEC CC		630.47	
			<u>630.47</u>
			-109.28
		Balance per Cash Book is :-	-109.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

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

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

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760490508309
28 January 2025
3 of 3
£1,000.00

Date	Description	Amount
9 Jan 2025	LIDL GB NEWHAVEN NEWHAVEN 001	25.88
100105272475	GROCERY STORES, SUPERMARKETS	
9 Jan 2025	B & Q 1137 NEWHAVEN 001	17.40
100185481475	HOME SUPPLY WAREHOUSE STORES	
9 Jan 2025	PAYPAL *NAS UK 08088001050 GBR	42.00
100181402255	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
17 Jan 2025	HIGHFIELD-GROUP DONCASTER LND	12.00
200185383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
22 Jan 2025	HIGHFIELD-GROUP DONCASTER LND	12.00
230185383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
5 new purchases / cash advances. Total of spending.		£109.28

G 005707 BBA2081A

35073





Newhaven

VAT NO. GB350396892

Enter survey: lidl.co.uk/haveyoursay
& you can win £100 of Lidl Vouchers.

Mild Grated Cheddar 2 x £2.99	£5.98 A
£5 off £30 spend	-0.96
Baking Potatoes 00833 x £1.59	£4.77 A
£5 off £30 spend	-0.78
Baked Beans 7 x £0.41	£2.87 A
£5 off £30 spend	-0.49
Tuna Chunks in brine	£2.59 A
£5 off £30 spend	-0.42
Froz Strawb Cheescak3 x £0.85	£2.55 A
£5 off £30 spend	-0.42
Sweetcorn 3 x £0.65	£1.95 A
£5 off £30 spend	-0.33
BritishSalted Butter	£1.99 A
£5 off £30 spend	-0.32
Mixed Leaf Salad 2 x £0.95	£1.90 A
£5 off £30 spend	-0.30
Creamy Coleslaw 2 x £0.99	£1.98 A
£5 off £30 spend	-0.28
Washed Wild Rocket 2 x £0.75	£1.50 A
£5 off £30 spend	-0.24
Reduced Fat Coleslaw2 x £0.75	£1.50 A
DISCOUNT 20%	-0.30
£5 off £30 spend	-0.20
Squeezy Real Mayo	£0.95 A
£5 off £30 spend	-0.15
Heavy Duty Carrier	£0.65 B
£5 off £30 spend	-0.11
TOTAL	25.88
CARD	25.88

CUSTOMER COPY - PLEASE RETAIN RECEIPT
Date: 09/01/25 Time: 12:03:42
MID: ***02323 TID: ****3764
TRNS NO: UK139103842554009251
MASTERCARD *****8309
A0000000041010 SALE
Contactless
Amount £25.88
Verification Not Required
APPROVED AUTH CODE 030054
PLEASE DEBIT ACCOUNT WITH TOTAL SHOWN

TOTAL DISCOUNT 5.30

VAT RATE	SALES £	VAT £
A 0 %	25.34	0.00
B 20 %	0.54	0.09

You saved
£5.00 with Lidl Plus



1391 842554/03 09.01.25 12:02

Date	Councillor 1
Code 4334/100	Finance Officer Councillor 2



Tradepoint
Newhaven 1137
The Drove, Newhaven, Sussex
BN9 0AG
01273 611844
Email: Newhaven.DutyManager
@b-and-q.co.uk
90 Days Returns Policy
See Overleaf

Mr George Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
BN10 8BB

**** New Loyalty 10% ****

6x HEAVY DUTY HAT & COAT HOOK
0000005257539 £3.22 £19.32 A1

6 Item(s)

TP 10% Loyalty -£1.92
TOTAL £17.40

Card sale -£17.40

*****8309

You have saved -£1.92

MASTERCARD CONTACTLESS
Number: *****8309
Auth Code: 033357
AID: A0000000041010
App Date: 0823
App Seq No: 01 Issue:
Merchant ID:
Terminal ID: ****7521
Permanent TID: 39286823
Reference: 0123 1137 113701

Please debit my account

NO CARDHOLDER VERIFICATION

VAT Analysis
Rate Goods(£) VAT(£) Total(£)
A1 20% Rated 14.50 2.90 17.40

VAT Number : 232555575
B&Q Limited, B&Q House,
Chestnut Avenue, Chandlers Ford,
Hampshire, SO53 3LE



RT11371137010901250123101

Transaction in accordance with notified
terms and conditions.

How did we do today? Let us know at
www.tradepoint.co.uk/feedback



You'll receive a chance to win a prize.
Terms and conditions apply.

4151/360

Date	Councillor 1
Finance Officer	Councillor 2

From: Steph Georgalakis
Sent: 05 March 2025 10:35
To: financeofficer@peacehaventowncouncil.gov.uk
Subject: Fw: Autism Online Training - National Autistic Society - Thank you for your purchase.

From: noreply@www.autisonlinetraining.com <noreply@www.autisonlinetraining.com>
Sent: 09 January 2025 9:49 AM
To: Steph Georgalakis <stephgeorgalakis@peacehaventowncouncil.gov.uk>
Subject: Autism Online Training - National Autistic Society - Thank you for your purchase.

Dear Steph Georgalakis,

Thank you for your recent order. Please keep this email as receipt of your purchase.

Order details

Order date : Thursday, 9 January 2025, 9:45 AM
Order total : 42.00 GBP
Order tax : 7.00 GBP
Discount : 0.00 GBP

	Date	Councillor 1
4011/300	Finance Officer <i>LM</i>	Councillor 2

Order items

Product : Autism in the Workplace
Product description :
Quantity : 1
Sub-total : 35.00
VAT : 7.00

Autism Online Training - National Autistic Society

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 28 February 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	£991,072.61
.....	
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.

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		991,072.61
Current Account	28/02/2025		50,000.00
			<u>1,041,072.61</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	
28/02/2025 121152 HMRC		9,230.37	
			<u>9,380.37</u>
			1,031,692.24
<u>Unpresented Receipts (Plus)</u>			
14/02/2025		50.00	
17/02/2025		14.04	
19/02/2025		42.00	
19/02/2025		151.20	
20/02/2025		115.20	
20/02/2025		140.40	
21/02/2025		50.00	
24/02/2025		120.00	
24/02/2025		14.04	
24/02/2025		60.40	
24/02/2025		120.80	
25/02/2025		42.00	
26/02/2025		827.35	
27/02/2025		328.90	
28/02/2025		-196.50	
			<u>1,879.83</u>
			1,033,572.07
Balance per Cash Book is :-			1,033,572.07
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/02/2025		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

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 28 February 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	£991,072.61
.....	
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.

**Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		991,072.61
Current Account	28/02/2025		50,000.00
			<u>1,041,072.61</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	
28/02/2025 121152 HMRC		9,230.37	
			<u>9,380.37</u>
			1,031,692.24
<u>Unpresented Receipts (Plus)</u>			
14/02/2025		50.00	
17/02/2025		14.04	
19/02/2025		42.00	
19/02/2025		151.20	
20/02/2025		115.20	
20/02/2025		140.40	
21/02/2025		50.00	
24/02/2025		120.00	
24/02/2025		14.04	
24/02/2025		60.40	
24/02/2025		120.80	
25/02/2025		42.00	
26/02/2025		827.35	
27/02/2025		328.90	
28/02/2025		-196.50	
			<u>1,879.83</u>
			1,033,572.07
Balance per Cash Book is :-			1,033,572.07
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/02/2025		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

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/02/2025	Barclays	DD	3.00		BACS FILE CHARGES
03/02/2025	WORLD PAY	WP 0302	24.75		CARD CHARGES
04/02/2025	WORLD PAY	WP 0402	5.05		CARD CHARGES
05/02/2025	TOTAL GAS & POWER	DD1	373.64		DECEMBER GAS
05/02/2025	02	DD2	87.36		MOBILE CHARGES
06/02/2025	Northstar IT	DD3	1,553.35		MONTHLY SUPPORT
06/02/2025	WORLD PAY	WP 0602	0.25		CARD CHARGES
07/02/2025	SCRIVENS LTD	bacs	65.00		LF & TJ EYE TESTS
07/02/2025	ESALC Limited	bacs1	36.00		DUCKS IN A ROW TRAINING
07/02/2025	CASTLE WATER	bacs2	409.14		jan water
07/02/2025	Heatcraft And Ventilation ltd	bacs3	134.40		HUB HEATING CALL OUT
07/02/2025	INSTANTPRINT	BACS	220.93		THE GOOD COUNCILLORS GUIDE
07/02/2025	JAX FIRST AID	BACS1	457.59		input twice in error
07/02/2025	Roger Brown Trophies & Engravi	BACS2	30.03		TROPHY PLATE
07/02/2025	SUSSEX PAYROLL SERVICES ;TD	BACS4	103.32		JANUARY PAYROLL
07/02/2025	LAWRENCE GARDNER	BACS	50.00		L GARDNER
07/02/2025	MANDY SMITH	BACS1	200.00		M SMITH REFUND
07/02/2025	WORLD PAY	WP 0702	0.27		CARD CHARGES
07/02/2025	JAX 10P ERROR	JAX	-0.10		JAX 10P ERROR
10/02/2025	The Fuelcard People	DD	162.76		FUEL
10/02/2025	WORLD PAY	WP 1002	0.52		CARD FEES
12/02/2025	EDF	BACS	985.20		JAN ELECTRIC
12/02/2025	EDF	BACS1	92.52		JAN ELECTRICITY
12/02/2025	RDM PARTS	BACS2	772.22		SLITTER TINES
12/02/2025	CASTLE WATER	BACS3	34.83		JAN WATER
12/02/2025	CASTLE WATER	BACS5	29.31		JAN WATER
12/02/2025	AMAZON	BACS6	69.17		clip frames
12/02/2025	DJ SIMPSON MOTOR ENGINEERS	BACS7	900.00		MOT ADVISORIES
12/02/2025	PAULINE CARRON	BACS8	50.00		H BAILEY REFUND
12/02/2025	ELISE LASSALLE	BACS9	50.00		E.LASSELLE REFUND
12/02/2025	EDF	DD	2,846.55		OCT-DEC ELECTRIC
12/02/2025	WORLD PAY	WP 1202	0.20		WP CARD FEES
13/02/2025	WORLD PAY	WP 1302	0.11		WP CARD FEES
17/02/2025	WORLD PAY	WP 1702	1.50		CARD FEES
17/02/2025	The Fuelcard People	DD	32.88		fuel
20/02/2025	WORLD PAY	WP 2002	0.11		CARD FEES
20/02/2025	CASTLE WATER	DD	7.51		JAN WATER
21/02/2025	WORLD PAY	WP 2102	0.18		CARD FEES
24/02/2025	HEALTH ASSURED LTD	DD	60.00		EAP 19/02-18/03
24/02/2025	TOWER LEASING LIMITED	DD1	62.67		PHONE LEASE
24/02/2025	KINTO UK LTD	DD2	499.74		VAN LEASE 22/02-21/03
24/02/2025	Credit Card A/c	JAN CC	109.28		JAN CC
25/02/2025	PHS Group	DD3	824.74		28/02/25-27/05/25 SERVICES
25/02/2025	CITRUS HR	DD4	204.00		20/02-1903 SAFE HR
25/02/2025	FEBRUARY SALARIES	FEB PAY	29,014.94		FEBRUARY SALARIES
26/02/2025	Northstar IT	DD5	70.80		DOMAIN RENEWAL
26/02/2025	WORLD PAY	WP 2602	0.24		WP CARD FEES

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2025	SUSSEX MAYORS ASSOCIATION	BACS	39.00		SMA MEAL
28/02/2025	R.J.Meaker Fencing Ltd	BACS1	92.67		GALV ANGLE
28/02/2025	TUDOR ENVIRONMENTAL	BACS2	139.43		GROUNDS MAINTENANCE
28/02/2025	Your Franking Ltd	BACS3	70.80		CARTRIDGE FOR POSTAGE
28/02/2025	C.E.F	BACS4	57.49		LIGHTING FOR C/H
28/02/2025	Trade UK	BACS5	24.99		BENCH PAINT
28/02/2025	Brewers and Sons Ltd	BACS6	57.88		WOODSTQAIN FOR BENCHES
28/02/2025	Wightman & Parrish Ltd	BACS7	96.29		MOB BUCKETS/MOPS
28/02/2025	SIEMENS FINANCIAL SERVICES	BACS8	281.83		FRANKING MACHINE RENTAL
28/02/2025	GREENACRE RECYCLING	BACS9	348.00		SKIP HIRE
28/02/2025	EAST SUSSEX PENSION FUND	BACS10	10,238.79		FEBRUARY SALARIES
28/02/2025	HMRC	121152	9,230.37		FEBRUARY SALARIES
28/02/2025	FOCUS GROUP	DD6	162.13		FEB BILLING
28/02/2025	TOTAL GAS & POWER	DD7	532.26		JAN GAS
28/02/2025	TOTAL GAS & POWER	DD	0.10		JAN GAS
Total Payments			<u>62,007.99</u>		

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.

George Dyson
Town Clerk

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✉ 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 1st April 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, Cllr Gordon-Garrett.

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

No members of the public were in attendance.

1. PF1099 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

2. PF1100 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. PF1101 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1102 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1103 TO ADOPT THE COMMITTEE'S MINUTES OF 11TH FEBRUARY 2025.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies
The minutes of 11th February 2025 were **agreed** and **adopted**.

6. PF1104 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Campbell asked about whether the fixed term savings account has been opened with Unity Trust bank, the Responsible Financial Officer confirmed that we are in the process of doing this.

Cllr Campbell also asked about the service charge with the Meridian Centre relating to 2023, the Responsible Financial Officer confirmed that the bill has been challenged and that we are awaiting a response.

The Committee briefly discussed the allocation of CIL/106 monies that have been allocated to East Sussex County Council. Cllr Gallagher confirmed that District Councillors are following up on this.

There was a query around the potential increase to the General Reserve account from the 2024/25 budget. The Responsible Financial Officer informed Committee that it is too early to say at the moment.

Committee **noted** the report.

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

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

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

c. Income & Expenditure report.

Cllr Galagher commented that seeing this report is very useful, particularly seeing the monthly commitments.

Committee **noted** the report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the 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. PF1105 TO AGREE TO EARMARK AN ADDITIONAL BUDGETARY CODE

There was a brief discussion around the signage, and it was proposed to agree to earmark the additional budgetary code.

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

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

8. PF1106 TO DISCUSS POSSIBLE FUNDING FOR A CAR PARK LIGHTING PROJECT

Cllr Griffiths introduced the report and summarised the background on the car parking lighting project.

Committee had a lengthy discussion on the car park lighting project, including the required levels of lighting, benefits and drawbacks of solar, how it links into the Hub phase 2 project, and the possible funding sources.

It was proposed that Committee agree to progress this project as part of the council's aim of net Zero carbon target funded via any future budgets set to achieve this aim.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gordon-Garrett

Committee **resolved** to **agree** to this proposal by majority vote, with 6 in favour, and 3 abstentions.

9. PF1107 TO DISCUSS POTENTIAL CIL BIDS FOR JANUARY 2026

The Responsible Financial Officer gave a summary of the report and the purpose of the report coming forward. Committee discussed the report and the need to prioritise items for a possible CIL bid.

It was proposed that Committee form a small TFG to investigate possible CIL bids for January 2026.

Proposed by: Cllr Veck

Seconded by: Cllr Campbell

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

The membership of the TFG will be referred to Full Council.

10. PF1108 TO AGREE TO A 2-YEAR CONTRACT FOR THE PLAY APP LICENCE

It was proposed to sign the 2-year contract.

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

11. PF1109 TO DISCUSS THE FUTURE OF A UNIT FOR THE GROUNDS TEAM

The Town Clerk explained the purpose of the report, and emphasised that at this stage Committee is simply asked to decide whether the Grounds Team unit is something that Committee would like investigated further or not.

Cllr Davies challenged where this report had come from, which Cllr Griffiths gave some further background to and there was a lengthy debate about the report.

It was proposed that the Committee ask Officers to investigate the options for unit 14, with no set deadline, and return to the relevant Committee with a thoroughly worked report.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
Committee **did not agree** to this proposal, with 3 in favour, 4 against, and 2 abstentions.

12. PF1110 TO ADOPT A REVISED GRANTS POLICY

There was a discussion around the Grants policy, after which it was proposed that Committee agree to adopt the revised policy.

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

13. PF1111 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

- a. Audit Working Group
Meeting on Thursday with TFG members who will go through the information they can get from the website, and then make an appointment to come into the Office.
- b. Community Buildings Working Group
This Working Group has not met yet.
- c. PTC premises Terms & Conditions review TFG
This TFG can now be closed, thanks were noted to all involved, particularly the Meetings & Projects Officer.
- d. Council Committee Structure TFG
The TFG has met once, with another one set for Monday coming.

14. PF1112 DATE OF NEXT MEETING – TUESDAY 27TH MAY 2025 AT 7.30PM

The next meeting was confirmed at 27th May 2025 at 7:30pm.

15. PF1113 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
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.*

16. PF1114 AGED DEBT ANALYSIS

Committee **noted** the report.

There being no further business, the meeting closed at 21:03.

PEACEHAVEN TOWN COUNCIL

George Dyson
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 27th March 2025 at 5pm

Present:- Cllr N Fabry, Cllr K Gordon-Garrett, Cllr M Campbell, Cllr I Sharkey

Officers:- Victoria Onis (Committees & Assistant Projects Officer) Zoe Malone (RFO) via Teams.

Public: no members of public were present

1 GSC107 CHAIRS ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and went through the building fire procedures, asked that phones be silenced.

2 GSC108 PUBLIC QUESTIONS

There were no public questions

3 GSC109 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllrs Harman and Griffiths. It was resolved that the following Councillors, Cllr Gordon–Garrett and Campbell would substitute, respectively.

4 GSC110 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Sharkey as a participant of Artwave

5 GSC111 TO APPROVE & SIGN THE MINUTES OF THURSDAY 14TH NOVEMBER 2024

The minutes of the meeting held on Thursday 14th November 2024 were agreed and adopted

Proposed Cllr Sharkey **Seconded** Cllr Gordon-Garrett

6 GSC112 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 1 2025/2026

Forrest Boxing Limited

It was resolved to recommend a grant of £200 to cover the hire of the Big Park to support with the outdoor boxing event.

Arts & Crafts

It was resolved to recommend a grant of £750 to cover room hire at Community House

Cllr Sharkey left the room at 17.15

Artwave

It was resolved to recommend a grant of £375 to cover the hire of the Hub for this Community event

Cllr Sharkey returned to the meeting at 17.20

For Dying out Loud

It was resolved to recommend a grant of £195 to cover room hire at Community House

Peacehaven Horticultural Society

It was resolved to recommend a grant of £750 towards room hire charges at Community House for their Annual Show in August.

Peacehaven & District Residents Association

It was resolved to recommend a grant of £168 to cover room hire at Community house.

Peacehaven Tai Chi and Qi Gong wellbeing

It was resolved to recommend a grant of £510 by covering room hire at Community House

Peacehaven Heights Academy

It was resolved to recommend a grant of £750 to purchase road safety equipment

South Coast and East Sussex Bird Voluntary Network

It was resolved to recommended a grant of £400 to support with the costs of the volunteer-led rescue group.

Peacehaven & Telscombe Association

It was agreed unanimously not to award a grant at this time.

Peacehaven & Telscombe Bowls Club

It was resolved to recommend a grant of £500 to support the costs of an intruder fence.

Newhaven Cricket Club

It was resolved to recommend a grant of £100 towards equipment for the 2025 season

Peacehaven Community Orchard

It was resolved to recommend a grant of £400 towards a bench for the Orchard to support those less able. However, if the group choose not to accept, the committee agreed that the amount would be reallocated.

SCDA

The Committee recommended that it would be beneficial for the SCDA to apply for a large Grant in September. The maximum amount in this round of Grants is £750.

7 GSC106 DATE OF NEXT MEETING – THURSDAY 18TH SEPTEMBER 2025

The next meeting was confirmed for Thursday 18th September 2025 at 7pm.

There being no further business the meeting ended at 6.05pm

Payment is recommended and made subject to the money being spent on the specific reason claimed for and agreed by the Committee. Recipients will be asked to provide evidence or a report confirming this

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1348b(v)
Meeting date:	8 th April 2025	Authors:	Town Clerk
Subject:	Service Level Agreements		
Purpose:	To agree		

Recommendation(s):

To agree to payment of the Service Level Agreements, as per the agreed budget.

1. Background

During the budgetary setting process for 2025-26, as agreed at Full Council on 10th December 2024, Service Level Agreements were debated extensively, and eventually, the following amounts agreed in the budget;

- Community Transport Lewes Area - £6,500
- Lewes District Citizens Advice - £13,000
- Havens Community Cars - £3,000
- The Joff - £3,340
- SCDA Community Supermarket - £2,000 (provided as a reduction in facility hire).

Council are asked to agree that these payments now be made.

2. Options for Council

- a. To agree to the SLA payments
- b. To not agree to the SLA payments

3. Reason for recommendation

In line with budgetary setting process.

4. Expected benefits

Supporting local community organisations.

5. Implications

5.1 Legal	In line with the service level agreements
5.2 Risks	Reputational damage of not agreeing to budgeted payments
5.3 Financial	£25,840 (plus £2000 in reduced income)
5.4 Time scales	
5.5 Stakeholders & Social Value	Supporting local groups and community need
5.6 Contracts	As set out in agreements
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
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 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? Efficiency and sustainability of Town Council resources
--

7. Appendices

George Dyson
Town Clerk

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



Community House,
Meridian Way,
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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

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



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

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



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

Minutes of the meeting of the Leisure, Amenities, & Environment Committee meeting held in the Anzac Room, Community House on Tuesday 21st January 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Wood, Cllr Fabry, Cllr Griffiths, Cllr Harman.

Officers: Kevin Bray (Parks Officer), George Dyson (Town Clerk).

No members of the public were in attendance.

1 LA 988 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

2 LA 989 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 990 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Studd and Cllr Ashby-Parkin. Cllr Harman was substituting for Cllr Studd.

4 LA 991 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest as an allotment plot holder.

5 LA 992 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 21ST JANUARY 2025

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths

The minutes of 21st January 2025 were **agreed** and **adopted**.

6 LA 993 TO NOTE BUDGET UPDATE

Cllr Griffiths asked about how much is left in the vandalism budget following the graffiti at Centenary Park this week. The Parks Officer confirmed that there was.

Cllr Gallagher asked for some explanations regarding the CIL report.

The Committee **noted** the budgetary update.

7 LA 994 TO NOTE ACTION PLAN

The Parks Officer advised that the Pump Track has gone back onto the action plan following an update from Lewes District Council, otherwise there are no significant changes to the Action Plan.

The Committee **noted** the Action Plan.

8 LA 995 TO NOTE ALLOTMENTS UPDATE

The Parks Officer summarised the report. Cllr Wood asked about whether the Council could consider reducing the size of some allotments for tenants who would prefer a smaller, more manageable plot.

Cllr Gallagher asked whether the tenants who have not yet returned their tenancy agreements are still tending to their plots. The Parks Officer advised that he is planning on inspecting this week. Cllr Gallagher also requested that the Allotment Liaison Councillors meet with the Parks Officer in the coming week.

9 LA 996 TO NOTE COMPLAINTS LOG

The Committee **noted** the complaints log, also highlighting that the reported issues with Crows seems to have improved.

10 LA 997 TO NOTE BUSINESS PLAN

The Chair informed the Committee that she is meeting with the Clerk tomorrow to discuss the business plan.

Committee **noted** the business plan.

11 LA 998 TO AGREE THE OVAL TFG REPORT

The Parks Officer summarised the recommendations from the TFG in the report, particularly relating to accessibility to the park and the grass cutting schedules.

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

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

12 LA 999 TO NOTE THE FA FOOTBALL PITCH REPORT

The Parks Officer summarised the report, highlighting the improvements to the pitches.

The Committee **noted** the report.

13 LA 1000 TO NOTE PLAYGROUND CONDITION OF EQUIPMENT REPORT

The Parks Officer introduced the report and gave some additional background information to the playgrounds, and informed Committee that he is also working on a project looking at a 10-year plan for the parks.

The Chair asked about whether a list of play equipment works needed could be put into some sort of priority order, the Parks Officer expanded on how this could be done.

Cllr Gallagher asked about the possibility of putting some natural play equipment in, the Committee discussed how inclusive some of this sort of equipment is.

Committee **noted** the report.

14 LA 1001 TO NOTE MUGA COURT UPDATE

The Parks Officer summarised the report to the Committee.

Cllr Gallagher asked that the plans be sent around to Committee members again, the Parks Officer advised that we are awaiting an updated plan from Lewes District Council, and will circulate it once available.

Committee **noted** the report.

15 LA 1002 TO NOTE PUMP TRACK UPDATE

The Parks Officer explained that a pump track in Centenary Park appears to have become a possibility again, but that it's in the very early stages of discussion.

Cllr Gallagher highlighted that the matter would need to come back to Council for discussion to see if it's still a priority and a sensible use of CIL money. The Parks Officer advised that he would keep Committee updated with any progress.

16 LA 1003 TO AGREE CAR LIGHTING REPORT

The Parks Officer gave an overview of the report and the recommendations from the TFG, the Committee briefly discussed the provision of lighting in the car parks.

Cllr Gallagher suggested that the project should be put on hold until we know what is happening with the Hub refurbishment.

It was proposed that Committee note the report and request that the Policy & Finance Committee investigate how the project could be funded to install solar lighting, and that any broken lights look to be replaced.

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

17 LA 1004 TO AGREE SIGNAGE REPORT

The Parks Officer informed the Committee of the recommendation from the Meetings & Projects Officer.

It was proposed that Committee agree to proceed with the aluminium signs, quoted at £2927.33.

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

Committee asked for a slight reword from "Over/ Under 12s" to "Most Suitable for Under/ Over 12s" and from "Strong language" to "Offensive language".

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

The Committee asked to put on record their thanks to the Meetings & Projects Officer for her work on this project.

18 LA 1005 TO CONFIRM DATE OF NEXT MEETING AS THE 13TH MAY 2025

The next meeting was confirmed as 13th May 2025.

There being no further business, the meeting closed at 20:21.

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 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

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



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

Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 11th March 2025 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey, The Youth Mayor, and Deputy Youth Mayor.

Officers: George Dyson (Town Clerk), Karen Bray (Information & Community Facilities Officer)

There were no members of the public in attendance.

1. CCE514 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out a statement on Civility & respect, ran through the building fire procedures, asked that phones be put onto silent, and informed Committee of the following upcoming events;

- Next Bingo is 12th March 2025.
- Next Quiz night is 5th April 2025.
- Last Welcome Café is 31st March 2025.

The Chair asked that any pictures related to the Civic & Events Committee's work from the past year be sent to the Information & Community Facilities Officer for a montage for the next Committee meeting.

The Chair also made a request for cakes to be brought in for the VE Day celebration.

On 10th May 2025, the Mayor has her Civic Reception and has requested any buckets, spades, or anything beach themed for decorating the event.

2. CCE515 PUBLIC QUESTIONS

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

There were no public questions.

3. CCE516 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were no apologies for absence. Cllr Ashby-Parkin was absent.

4. CCE517 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE518 TO ADOPT THE MEETING MINUTES OF 28TH JANUARY 2025

Cllr Donovan queried the outcome of the Full Council decision on the Easter Craft Fair, which the Chair clarified.

Proposed by: Cllr Sharkey

Seconded by: Cllr Studd

The minutes of the 28th January 2025 were **agreed** and **adopted**.

6. CCE519 TO RECEIVE AN UPDATE FROM THE YOUTH AND DEPUTY YOUTH MAYOR

The Youth Mayor and Deputy Youth Mayor updated Committee with some of the events they have attended and meetings they have been involved with, including making contact with the charity they would like to support, which is Mind.

Cllr Donovan updated Committee about some of the upcoming events the Youth Mayor & Deputy Youth Mayor have attended and that a new Youth Mayor badge is being looked into.

The Chair advised the Youth Mayor & Deputy Youth Mayor about allocating funds from the Youth Mayor budget.

7. CCE520 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

Cllr Donovan queried a September Salaries payment being taken out of the Mayor's fundraising income, the Clerk will clarify with the RFO.

Committee **noted** the budgetary update.

8. CCE521 TO AGREE THE CIVIC VE DAY 80 EVENT UPDATE REPORT

Cllr Donovan advised that the Meetings & Projects Officer met yesterday, and a request has gone out to the TFG to meet soon to go through the plans, as well as summarising the report to the Committee.

It was proposed that Committee agree to hold the events as per the report recommendation.

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

9. CCE522 TO NOTE THE CIVIC RECEPTION UPDATE REPORT

Cllr Donovan summarised the report, and that the Meetings & Projects Officer is in the process of sending out invitations, however, it is noted that the date clashes with Telscombe. The response so far has been going well. Cllr Studd also highlighted that the date is the day after the Seahaven Business Awards.

The theme is Murder Mystery, a buffet will be provided, and the event is bring your own bottle.

Committee **noted** the report.

10. CCE523 TO NOTE NUMBERS ON THE VOLUNTEERS LIST

The Information & Community Facilities Officer advised that there are currently 14 volunteers.

Committee **noted** the report.

11. CCE524 TO DISCUSS AND AGREE THE FUTURE OF THE WELCOME CAFÉ

Cllr Veck gave an overview of how the Welcome Café has been going, and that numbers are now in decline as the weather is now improving, and that it might be sensible to stop the café as originally planned at the end of March, with a view to restart it in the Autumn.

Committee discussed the options relating to the Welcome Café, including the work that goes into running it, whether continuing to offer Tea & Coffee as a 'help yourself' service instead could be an option, that the Friday Coffee morning is still taking place, and considering the people who will miss the café when it does finish.

It was proposed that the Welcome Café end, as planned, at the end of March and that it come back to Committee in the first meeting of September 2025 to consider restarting it.

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

It was further proposed that the surplus funds from the Welcome Café be donated to Havens Community Hub to support their Community Food fundraising efforts.

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

12. CCE525 TO NOTE THE BUSINESS PLAN

The Chair summarised the business plan items relating to the Committee.

Committee **noted** the business plan.

13. CCE526 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs): a. Inclusion Working Group

The Chair advised Committee that the TFG has not met yet, but will be doing so soon.

b. VE DAY 80 TFG

The TFG is due to meet soon.

13. CCE527 TO NOTE THE EVENTS CALENDAR

The Chair ran through the events calendar.

Cllr Donovan advised that there wasn't a flag raising for international Women's day as the calendar suggests as there isn't a flag, however, did raise a flag for Commonwealth Day.

The Committee **noted** the events calendar.

15. CCE528 TO NOTE THERE ARE NO COMPLAINTS ON THE CCE COMPLAINTS LOG

Committee **noted** that there were no new complaints on the complaints log.

16. CCE529 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair ran through the Action Plan and the Information and Community Facilities Officer gave an update on the planning of the Summer Fair.

Committee **noted** the Action Plan.

17. CCE530 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 29TH APRIL 2025

The next meeting was confirmed as 29th April 2025.

There being no further business, the meeting was closed at 20:05

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1350
Meeting date:	8 th April 2025	Authors:	Town Clerk
Subject:	The Hub Planned Procurement Notice		
Purpose:	To decide		

Recommendation(s):

To agree members to be present when opening tenders, and, if necessary shortlist the applications in accordance with the Planned Procurement Notice.

1. Background

Peacehaven Town Council has issued a planned procurement notice for works to the Hub roof, heating, and solar panels. Financial Regulation 11f requires at least one member of the Council to be present when Tenders are opened, which is planned to take place on 13th May 2025. Dependant upon how many tenders are received, there may also be a need to shortlist the tenders ready for presentation to Full Council in line with the evaluation criteria set in the notice.

2. Options for Council

- a. To appoint at least one member to be present when tender submissions are opened.

3. Reason for recommendation

In line with financial regulations

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	Adherence to Financial Controls 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

George Dyson
Town Clerk

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



Community House,
Meridian Way,
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Committee:	Full Council	Agenda Item:	C1351
Meeting date:	8 th April 2025	Authors:	Town Clerk
Subject:	Business Plan Updates		
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.

The Clerk has been continuing to meet with Committee Chairs to define key actions required to achieve business plan areas, which has been a productive process and will lead to a more quantifiable way of monitoring progress on the plan.

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 in 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

OUTSIDE BODY REPORT

SOUTH DOWNS NATIONAL PARK

Celebrating 15 year anniversary . Officially set up 12th November 2009 by Secretary of State . Tony Bann

Newest and most populated and developed National Park.

PARISH MEETING by Zoom 19th March 2025

Partnership Management Plan setting 5 year Strategy consultation now closed.

Resetting with Partners main aims :Nature, Climate, People. des

Accessibility key aim together with increasing bio-diversity, with joined up habitats (nature corridors)

EGRETS WAY alongside the Ouse, Newhaven to Lewes. Started 2011, 9KM.

Latest phase Southease to Lewes complete

Final phase Deans Farm to Piddinghoe.

Paul Bevan , Director of SDNPA for Lewes Area

Key ambition to have a recognised “Green Buffer Area” north of Centenary Park to National Park and to have the C7 road designated as a “National Park Road “

Cllr Cathy Gallagher

OUTSIDE BODY

HAVENS COMMUNITY HUB

BACKGROUND

Started by Paula Woolven in garage 6 years ago

A concept to cover support needs identified as not being covered by other organisation

Havens Community Cars Charity Number 1184955

Havens Happy Clubs a banner covering Kempton House

2 other clubs for elderly in Newhaven and Seaford

Havens Food Cooperative started 4 years ago. Based in Denton Island

Collection and re-distribution of surplus foods destined for incinerator and land fill.

Havens Connections Café based at Hillcrest Centre ,Newhaven

Havens Support and Volunteer Hub launch 2025 based at Kempton House ,Telscombe and Hillcrest Centre, Newhaven.

FINANCIAL

Reliant on grants and volunteers.

I member of staff at Food Cooperative split as job share.

4 other support and management employees on part time working hours,

Carrying out all duties through Havens Community Hub CIC to support all the initiatives.

UK PROSPERITY FUND GRANT AWARD £200K in April 2023 to cover until 31st March 2025.

Administered by Lewes District Council

This grant allowed Havens Community Hub to establish a base accessible by the public initially at Telscombe Civic Centre then in 2024 at Hill Crest Centre , Newhaven.

Havens Community Hub CIC services are growing as the need mainly related to cost of living and public service

CURRENT POSITION

Fund raising has allowed for funding for next 6 months.

They are re-assessing operations.

Cllr Cathy Gallagher

OUTSIDE BODY REPORT

ESALC arranged Devolution Meeting for Lewes District Association of Local Councils

Friday 14th March 2025. Marine Workshops , Newhaven

Guest Speakers . Becky Shaw, Chief Executive Officer East Sussex County Council

Ian Fitzpatrick – Deputy Chief Executive Lewes District Council

Keith Stevens, Trevor Leggo, Christopher Baker from ESALC.

Biggest reform of Public Service in 50 years.

Mayor of Sussex with 3 Unitaries Likely to be called a “Combined County Authority”

East Sussex including Telscombe and Peacehaven Town Councils circa 550 population

West Sussex circa 880 population

Brighton and Hove circa 250 population

Going to all cabinets to be agreed Thursday 20th March

For submission to Government 21st March.

East Sussex UNITIARY COUNCIL will bring 6 Councils together

May 20 26 Mayorial direct election.

Strategic Authority completion from 2026/2028/9

May 27 Elections for Shadow Unitary Authority

1st April 2028 change over complete?

What the MAYOR will do

Spatial Planning and Transport

Opportunity for Towns and Parishes

Amalgamation

What Powers do we want?

What assets do we Want ? Register of Assets needs to be complete opportunities for devolving land and other assets from District and County Councils.

Eastbourne wanting to set up new Town Council 100,000 population

Mayor and Staff may not need a physical building.

80/90 Elected members across the Unitary.

Lewes is the County Town for East Sussex.

Public Consultation by Government to 15th April re Mayors.

Cllr Cathy Gallagher

Total	
Open	4
Closed	19
Referred	3

Method of Contact		
Email	12	46%
In Person	6	23%
Phone	5	19%
Letter	0	0%
Raised by PTC	3	12%

Time taken to resolve		
Same day	10	45%
1 - 7 days	8	36%
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		1									7
Antisocial behaviour		1											1
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing							1		2				3
Flooding													0
Fly Tipping													0
Grass verges													0
Health & Safety		2					2						4
Illegal advertising													0
Litter							1						1
Misc/Other							2						2
Overgrown paths													0
Overhanging foliage							1						1
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							1						1
Trees													0
Vandalism		1					1						2
Weeds													0
TOTALS	0	10	0	1	0	0	13	0	2	0	0	0	26
	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

Councillor Attendance

22 May 2024 - 02 April 2025

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	5	5		100%													5	5		100%	5	4	1	80%					2	1	1	50%	17	15	2	0	88%	Cllr Alexander	
Cllr Ashby-Parkin	5	3	2	60%	5	2	3	40%					5	3	1	60%													15	8	6	1	53%	Cllr Ashby-Parkin					
Cllr Campbell	5	5		100%					13	13		100%					5	4	1	80%	5	5		100%					2	2		100%	30	29	1	0	97%	Cllr Campbell	
Cllr Cheta	5	3		60%																	5	1	1	20%									10	4	1	5	40%	Cllr Cheta	
Cllr Davies	5	4	1	80%					13	12	1	92%					5	5		100%								2	1	1	50%	25	22	3	0	88%	Cllr Davies		
Cllr Donovan	5	4	1	80%									5	4	1	80%	5	5		100%	5	5		100%				2	1	1	50%	22	19	3	0	86%	Cllr Donovan		
Cllr Fabry	5	4	1	80%	5	5		100%													5	5		100%	2	2		100%					17	16	1	0	94%	Cllr Fabry	
Cllr Gallagher	5	5		100%	5	5		100%	13	13		100%					5	5		100%	5	5		100%				2	2		100%	35	35	0	0	100%	Cllr Gallagher		
Cllr Gordon-Garrett	5	5		100%					13	12	1	92%					5	4	1	80%									23	21	2	0	91%	Cllr Gordon-Garrett					
Cllr Griffiths	5	5		100%	5	5		100%									5	5		100%					2	1	1	50%	2	2		100%	19	18	1	0	95%	Cllr Griffiths	
Cllr Harman	5	5		100%									5	4	1	80%								2	1	1	50%					12	10	2	0	83%	Cllr Harman		
Cllr Rosser	2	2		100%					4	4		100%																					6	6	0	0	100%	Cllr Rosser	
Cllr Sharkey	5	5		100%	5	5		100%	13	12	1	92%	5	4	1	80%	5	5		100%					2	2		100%					35	33	2	0	94%	Cllr Sharkey	
Cllr Studd	5	5		100%	5	4	1	80%	13	8	5	62%	5	4	1	80%													28	21	7	0	75%	Cllr Studd					
Cllr Veck	5	5		100%									5	5		100%	5	4	1	80%	5	3	1	60%					2	1	1	50%	22	18	3	1	82%	Cllr Veck	
Cllr Wood	5	5		100%	5	4	1	80%					5	4	1	80%																15	13	2	0	87%	Cllr Wood		