



TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

3<sup>rd</sup> November 2021

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Main Hall, Community House, Peacehaven, on Tuesday 9<sup>th</sup> November 2021 at 7.30pm.

Tony Allen  
Town Clerk

## AGENDA

**C835** Mayor's/Chairman's announcements.

**C836** Public session. *Members of the public may ask questions on any relevant Council matter. **Please email the Town Clerk if you wish to attend this meeting.***

- a. Presentation by SCDA.
- b. Public questions.

**C837** To approve apologies for absence.

**C838** To receive declarations of interests.

**C839** To adopt the public minutes of the Council meeting held on the 28<sup>th</sup> September 2021.

**C840** To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. **Policy & Finance Committee:-**

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation.
- ii. To receive the public meeting minutes of the 14<sup>th</sup> September 2021.
- iii. To note the draft public meeting minutes of the 26<sup>th</sup> October 2021.
- iv. Receive & review the 2021/22 Interim Internal Audit report.
- v. To discuss the SDNPA Opening of 'Call for CIL Projects' window.

b. **Planning & Highways Committee:-**

- i. To receive the public meeting minutes of the 21<sup>st</sup> September 2021.
- ii. To receive the public meeting minutes of the 12<sup>th</sup> October 2021.
- iii. To note the draft public meeting minutes of the 2<sup>nd</sup> November 2021.

c. **Personnel Committee:-**

- i. To receive the public meeting minutes of the 23<sup>rd</sup> September 2021.

**Agenda for the Meeting of Peacehaven Town Council – 9<sup>th</sup> November 2021**

- ii. To note the draft public meeting minutes of the 4<sup>th</sup> November 2021.
- d. **Leisure, Amenities & Environment Committee:-**
  - i. To receive the meeting minutes of the 7<sup>th</sup> September 2021.
  - ii. To note the draft meeting minutes of the 19<sup>th</sup> October 2021.
- e. **Civic & Community Events Committee:-**
  - i. To note the draft meeting minutes of the 5<sup>th</sup> October 2021.
- f. **Business Development & Communications Committee:-**
  - i. To give direction regarding the future operation of this Committee.
  - ii. To receive a report on the Welcome Back Fund allocation.
- g. **Working Party reports:-**
  - i. PTC Climate Change Working Party:-
    - 1. To receive WP Action Plan and report.
    - 2. To support the 'Plastic Free Peacehaven' initiative.
  - ii. PTC Libraries Working Party.
  - iii. Youth Working Party.
  - iv. CCTV Working Party.
  - v. History Working Party.

**C841** To receive a report from the Neighbourhood Development Plan Steering Group:-

- i. To receive the minutes of the Steering Group meeting held on the 14<sup>th</sup> October 2021..

**C842** To receive reports from representatives to outside bodies.

**CONFIDENTIAL**

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

**C843** To adopt the confidential minutes of the Council meeting held on the 28<sup>th</sup> September 2021

**C844** Policy & Finance Committee:-

- a. To receive the confidential meeting minutes of the 14<sup>th</sup> September 2021.
- b. To note the draft confidential meeting minutes of the 26<sup>th</sup> October 2021.

**C845** Personnel Committee:-

- a. To receive the confidential meeting minutes of the 23<sup>rd</sup> September 2021.
- b. To note the draft confidential meeting minutes of the 4<sup>th</sup> November 2021.
- c. To discuss confidential staffing matters and agree actions required.

**C846** To approve the Draft Neighbourhood Development Plan.

**C847** To authorise the Clerk to sign the new PTFC Lease and associated documents,

**C848** Leisure, Amenities & Environment Committee:-

- a. To note the confidential meeting minutes of the 19<sup>th</sup> October 2021.

**C849** Date of next meeting - Tuesday 25<sup>th</sup> January 2022 at 7.30pm.



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## **Minutes of the meeting of Peacehaven Town Council, held at 7.30pm on Tuesday 28<sup>th</sup> September 2021, Main Hall, Community House**

**Present** – Cllr Gloria Hill (Chairman), Cllr Job Harris, Cllr Lynda Duhigg, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Ron White, Cllr Wendy Veck, Cllr Alan Milliner, Cllr Alan Goble, Cllr David Seabrook, Cllr Sue Griffiths, Cllr Claude Cheta, Cllr Emilia Simmons.

**Officers** - Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Parks Officer, Kevin Bray.

**Public** – Six members of the public were present.

**Guest Presenter** – Mr Chris Rowland; MD/CEO OVESCO.

### **C820 Mayor's/Chairman's announcements.**

In the absence of the Chairman, the Vice-Chairman, Cllr Hill, took the Chair.

Cllr Hill welcomed everyone to the meeting and covered the housekeeping items.

Cllr Hill reported on Speed Watch deployment in the Town and the return of bingo sessions to Community House.

Cllr Gallagher noted that she would be recording the meeting.

### **C821 Public session:-**

#### **a. Presentation by OVESCO regarding renewable, low carbon and community energy supplies.**

Mr Rowland gave an interesting and informative presentation on OVESCO's operations, covering the following areas:-

- Existing & new energy supply systems.
- Energy supply sources.
- Working with UK Power Networks, other organisations and Local Authorities.
- Projects & funding.
- Community energy & local solutions.

#### **b. Public questions.**

Two members of the public referred to the recent Telscombe Accessibility Audit, noting that it contained basic information, and that to commission a similar audit for Peacehaven was not worth the expenditure of several thousand pounds of public money.

### **C822 To approve apologies for absence.**

It was resolved to accept apologies from Mayor Cllr Isobel Sharkey, Cllr Chris Collier, Cllr Dawn Paul and Cllr Katie Sanderson.

### **C823 To receive declarations of interests.**

There were no declarations of interests.

### **C824 To adopt the public minutes of the Council meeting held on the 27<sup>th</sup> July 2021.**

It was resolved to adopt these minutes as a true record.

### **C825 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.**

#### **a. Policy & Finance Committee:-**

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

The financial reports were received and noted. It was resolved to sign the Bank Reconciliations and to approve the August 2021 payments totalling £41,536.47.

## **Minutes of the Meeting of Peacehaven Town Council – 28<sup>th</sup> September 2021**

- ii. **To receive the public meeting minutes of the 13<sup>th</sup> April 2021.**  
It was resolved to receive these minutes.
- iii. **To receive the public meeting minutes of the 17<sup>th</sup> August 2021.**  
It was resolved to receive these minutes.
- iv. **To note the draft public meeting minutes of the 14<sup>th</sup> September 2021.**  
These draft minutes were noted.
- v. **To note the outcome of the 2020/21 External Audit.**  
It was resolved to note and receive this audit report.
- vi. **Receive & review the 2020/21 Internal Audit report.**  
It was resolved to note and receive this audit report.
- vii. **Report on the current position re: S106 Planning Obligation monies and PTC's CIL balance.**  
It was resolved to note and receive this report.  
It was noted that the Committee has a protocol for convening the CIL WP.

It was resolved that Cllr Sanderson becomes a member of the Grants Sub-Committee.

### **b. Planning & Highways Committee:-**

- i. **To receive the public meeting minutes of the 6<sup>th</sup> July 2021.**  
It was resolved to receive these minutes.
- ii. **To receive the public meeting minutes of the 3<sup>rd</sup> August 2021.**  
It was resolved to receive these minutes.
- iii. **To receive the public meeting minutes of the 24<sup>th</sup> August 2021.**  
It was resolved to receive these minutes.
- iv. **To note the draft public meeting minutes of the 21<sup>st</sup> September 2021.**  
These draft minutes were noted.

### **c. Personnel Committee:-**

- i. **To receive the public meeting minutes of the 31<sup>st</sup> March 2021.**  
It was resolved to receive these minutes.
- ii. **To receive the public meeting minutes of the 10<sup>th</sup> August 2021.**  
It was resolved to receive these minutes.
- iii. **To note the draft public meeting minutes of the 23<sup>rd</sup> September 2021.**  
These draft minutes were noted.

It was resolved that Cllr Sanderson becomes a member of the Personnel Committee.

### **d. Leisure, Amenities & Environment Committee:-**

- i. **To receive the meeting minutes of the 20<sup>th</sup> July 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 7<sup>th</sup> September 2021.**  
These draft minutes were noted.

**iii. To commission a professional accessibility & inclusivity audit for identified PTC green spaces/parks/play areas.**

Cllr Griffiths questioned whether undertaking a professional survey represented best value, taking into account the outcomes and costs involved and the fact that there was no budget for this expenditure.

Cllr Seabrook and Cllr Griffiths highlighted that the TTC survey that was commissioned gave very obvious advice, knowledge which is already available in-house.

Cllr Seabrook noted that the TTC survey did not focus on all types of disabilities and that a better job had been done in-house with the Howard Park consultation exercise. Cllr Gallagher noted that the LA&E Committee had previously agreed for the survey to be conducted. Cllr Griffiths noted that the survey was only agreed in principle and that funding needed to be referred to the Policy & Finance Committee.

The Clerk noted that the Council has full authority in all matters and this item can therefore proceed to be discussed and agreed.

Cllr Gallagher and Cllr White stated that a professional survey was required, especially in relation to securing any related grant funding.

It was proposed by Cllr Griffiths, and seconded by Cllr Duhigg, that Council does not proceed with a professional audit.

A counter proposal by Cllr Gallagher, for a professional audit to be conducted, seconded by Cllr Goble, was defeated by majority.

Under the original proposal, it was resolved, by majority, not to commission a professional accessibility & inclusivity audit, as it did not represent best value and that there was no budget for this expenditure.

**e. Civic & Community Events Committee:-**

**i. To discuss and agree the reinstatement of the Youth Mayor and Deputy.**

Mrs Donovan reported that discussions are underway with PCs regarding the appointment of a Youth Mayor and Deputy.

It was resolved that Cllr Sanderson becomes a member of the Civic & Community Events Committee.

**f. Business Development & Communications Committee:-**

**i. To receive the meeting minutes of the 30<sup>th</sup> June 2021.**

It was resolved to receive these minutes.

**ii. To receive the meeting minutes of the 25<sup>th</sup> August 2021.**

It was resolved to receive these minutes.

**iii. To note the draft meeting minutes of the 22<sup>nd</sup> September 2021.**

These draft minutes were noted.

**iv. To discuss and agree the Internal Business Plan for 2021/22.**

Cllr Gallagher introduced this item and proposed that Council adopts the Draft Internal Business Plan 2021/22 as its direction for working on projects, with an update/review conducted in six-months' time. This proposal was seconded by Cllr White.

Cllr White stated that this is an important Plan which will allow the Council to move forward; a living document that is not set in stone.

Cllr Duhigg expressed concern that the Plan was not complete and should not therefore be endorsed by Council.

Cllr Seabrook highlighted a number of areas where he considered that the Plan was not fit for purpose.

It was resolved, by majority, not to adopt the Internal Business Plan, as drafted.

## **Minutes of the Meeting of Peacehaven Town Council – 28<sup>th</sup> September 2021**

It was resolved that Cllr Sanderson becomes a member of the Business Development & Communications Committee.

### **g. Working Party reports:-**

#### **i. PTC Climate Change Working Party.**

Cllr Seabrook referred to the circulated Action Plan and notes, which were received, noting that a new commonly accepted format was being used.

#### **ii. PTC Libraries Working Party:-**

##### **1. To receive a paper and proposal from Cllr Goble regarding library and community facilities.**

Cllr Goble's circulated paper and proposal were received and discussed.

Cllr Goble related the background to this item and the proposed way forward.

It was resolved to adopt the two proposed recommendations, as follows:-

- Involve all the schools and engage all stake holders to get a space and services that will address the needs of both towns. Consideration to be given to a consultation exercise.
- Write to ESCC Leader Cllr. Glazier and Chief Executive Becky Shaw to invite them to a meeting to discuss our library.

#### **iii. Youth Working Party.**

Cllr Symonds reported that a response had been received from PCS regarding the results of a survey of student's activities; this will be published very soon as part of a full report from the WP.

Activities at the JOFF were discussed and it was noted that the Council's support and funding (that was put on hold due to Covid lockdowns) should now be taken forward.

#### **iv. CCTV Working Party.**

Cllr Symonds referred to her circulated report, covering the Sussex Police crime analysis, public consultation and phased CCTV development programme for the Town, noting that a presentation to Council is being arranged.

#### **v. History Working Party.**

Mrs Donovan presented the WP's Action Plan and notes of its meeting held on the 22<sup>nd</sup> September 2021.

### **C826 To receive a report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher referred to the circulated papers and meeting minutes for the Steering Group.

Cllr Gallagher reported on the AECOM sites and Environment (SEA) assessments, noting that LDC had recommended that the NDP does not allocate sites, as this can form part of LDC's emerging new Local Plan.

It was noted that the Planning & Highways Committee is reviewing the Draft NDP, for subsequent presentation to Council.

Cllr Gallagher noted the need to carefully look at the finances for the project, particularly as mostly expert help will be needed to progress the Plan to conclusion.

The '20 Minute Town' report was briefly presented by Cllr Gallagher.

### **C827 To receive reports from representatives to outside bodies.**

The circulated reports were noted.

Cllr Harris reported on his work with Sussex Crime Stoppers and its focus on domestic violence cases.

### **C828 To receive the final report and action plan from the Working Party looking at the relaxation of COVID-19 measures and ongoing measures.**

The circulated Action Plan was received and discussed.

## **Minutes of the Meeting of Peacehaven Town Council – 28<sup>th</sup> September 2021**

The Clerk stated that the WP's original purpose had now been served and that any issues are now part of the day-to-day management tasks.

It was resolved that the WP is disbanded, with any matters reported to Council as required.

### **C829 To discuss matters affecting the location of Council and Committee meetings.**

The Clerk's paper was received and discussed.

The Clerk related the background to this matter, noting the Advice of the ESCC Director of Public Health.

The suitability of the main hall and the Anzac Room for meetings was discussed.

It was resolved, by majority, that all Full Council meetings would continue to be held in the main hall, with all other meetings taking place in the Anzac Room.

## **CONFIDENTIAL**

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### **C830 To adopt the confidential minutes of the Council meeting held on the 27<sup>th</sup> July 2021**

It was resolved to adopt these minutes as a true record.

### **C831 Policy & Finance Committee:-**

- a. **To receive the confidential meeting minutes of the 13<sup>th</sup> April 2021.**  
It was resolved to receive these minutes.
- b. **To receive the confidential meeting minutes of the 17<sup>th</sup> August 2021.**  
It was resolved to receive these minutes.
- c. **To note the draft confidential meeting minutes of the 14<sup>th</sup> September 2021.**  
These draft minutes were noted.

### **C832 Planning & Highways Committee:-**

- a. **To receive the confidential meeting minutes of the 6<sup>th</sup> July 2021.**  
It was resolved to receive these minutes.
- b. **To note the draft confidential meeting minutes of the 21<sup>st</sup> September 2021.**  
These draft minutes were noted.

### **C833 Personnel Committee:-**

- a. **To receive the confidential meeting minutes of the 31<sup>st</sup> March 2021.**  
It was resolved to receive these minutes.
- b. **To receive the confidential meeting minutes of the 10<sup>th</sup> August 2021.**  
It was resolved to receive these minutes.
- c. **To note the draft confidential meeting minutes of the 23<sup>rd</sup> September 2021.**  
These draft minutes were noted.
- d. **To discuss and agree the proposed revision to the staffing structure.**  
The Clerk's paper was received and discussed, with actions agreed.
- e. **To discuss other confidential staffing matters and agree actions required.**  
Cllr Seabrook reported on ongoing matters.

### **C834 Date of next meeting - Tuesday 9<sup>th</sup> November 2021 at 7.30pm.**

**Minutes of the Meeting of Peacehaven Town Council – 28<sup>th</sup> September 2021**

*There being no further business, the meeting closed at 10:01.*



<b>Agenda Item:</b>	<b>C840-a-i</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	26 October 2021
<b>Title:</b>	Financial position of the council year to date
<b>Report Author:</b>	Zoe Malone, Finance Officer
<b>Purpose of Report:</b>	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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### **Summary of recommended actions**

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

### **Introduction**

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 6 (September 2021). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

### **Analysis**

#### **Barclays Bank account summary**

This document summarises the balances of the council's three bank accounts as at 30 September 2021. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

#### **Bank reconciliation statements – cashbooks 1 & 2**

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. 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 62.8% of the budgeted expenditure has been spent so far, and 106.7% of the budgeted income has been received as at the end of month 6 (September 2021)

### **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 2022, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

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

### **Implications**

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

<b><u>Financial</u></b>	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.
<b><u>Legal</u></b>	There are no direct legal impacts.
<b><u>Environmental and sustainability</u></b>	There are no direct environmental or sustainability impacts.
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder impacts.

### **Appendices/Background papers**

- Barclays Bank account summary balances – 30 September 2021
- Bank reconciliation statement for cashbook 1 – 30 September 2021
- Bank reconciliation statement for cashbook 2 – 30 September 2021
- Detailed income and expenditure month 6 (September 2021)
- Detailed balance sheet month 6 (September 2021)

**Bank Reconciliation Statement as at 17/09/2021  
for Cashbook 2 - Reserve Account**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/09/2021		180,177.46
			<hr/> 180,177.46
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			180,177.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			180,177.46
		<b>Balance per Cash Book is :-</b>	<b>180,177.46</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/09/2021  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/09/2021		50,000.00
Current Account	30/09/2021		633,524.91
			<u>683,524.91</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
27/05/2021 120607 HMRC		7,915.34	
11/06/2021 120618 BARCOMBE LANDSCAPES LTD		50.00	
14/07/2021 120726 AMBER ROSE MORGAN		300.00	
28/07/2021 120741 MICHELLE EDSEY		10.00	
10/08/2021 120648 TELSCOMBE RAIDERS		750.00	
08/09/2021 120682 DEAN RIYAMI		50.00	
15/09/2021 120686 AMADEUS		65.54	
15/09/2021 120691 ARLETTES FLORIST		35.00	
15/09/2021 120692 HAGS-SMP LTD		395.06	
16/09/2021 120694 HAGS-SMP LTD		104.35	
23/09/2021 120696 REPLAY MAINTENANCE LTD		4,776.00	
23/09/2021 120697 Hugh Page Sussex ltd		62.08	
23/09/2021 120698 TEXTHELP		900.00	
23/09/2021 120699 Spy AlarmsLtd		205.20	
23/09/2021 120700 FIRST RESCUE TRAINING & SUPPLE		826.80	
23/09/2021 204801 SECRETARY OUTSOURCE		112.50	
23/09/2021 204802 HMRC		8,058.65	
23/09/2021 204803 EAST SUSSEX PENSION FUND		7,326.75	
23/09/2021 204804 Rigby Taylor		130.80	
23/09/2021 204805 Interserve FS UK Ltd		41.87	
30/09/2021 204806 BRITISH GAS		262.11	
30/09/2021 204807 BRITISH GAS		29.83	
30/09/2021 204808 BRITISH GAS		839.01	
30/09/2021 204809 BRITISH GAS		1,035.03	
30/09/2021 204810 AVS FENCING SUPPLIES LTD		558.46	
30/09/2021 204811 Acacia Groundcare Equipment Re		997.20	
30/09/2021 204812 Chris Bartholomew Electrical C		4,838.97	
30/09/2021 204813 SOUTHCOAST LOCKSMITHS LTD		162.45	
30/09/2021 204814 ZOE MALONE		22.68	
			<u>40,861.68</u>
			642,663.23
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
01/09/2021		-486.50	
			<u>-486.50</u>
			642,176.73
		<b>Balance per Cash Book is :-</b>	<b>642,176.73</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	640,705	640,705	0			100.0%	
1010 CIL Income	134,218	0	(134,218)			0.0%	
1013 Income from Photocopying	252	0	(252)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1094 Other Customer & Client Receipt	180	0	(180)			0.0%	
1100 Interest Received	9	300	291			3.0%	
1309 Other Income	203	2,000	1,797			10.2%	
<b>General Administration :- Income</b>	<b>790,810</b>	<b>658,205</b>	<b>(132,605)</b>			<b>120.1%</b>	<b>0</b>
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
<b>General Administration :- Direct Expenditure</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
4001 Salaries	188,011	391,000	202,989		202,989	48.1%	
4002 Employer N.I Contributions	16,683	40,000	23,317		23,317	41.7%	
4003 Employer Pension Contributions	33,061	70,200	37,139		37,139	47.1%	
4004 Overtime	544	1,000	456		456	54.4%	
4011 Training	3,520	5,000	1,480		1,480	70.4%	3,150
4212 Mileage Costs	199	500	301		301	39.8%	
4301 Purchase of Furniture/Equipmen	57	500	443		443	11.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	3,596	4,000	404		404	89.9%	379
4307 Stationery	132	500	368		368	26.5%	
4310 Professional Fees - Consultanc	0	2,000	2,000		2,000	0.0%	
4311 Professional Fees - Legal	84	3,000	2,916		2,916	2.8%	
4312 Professional Fees - Other	2,795	2,000	(795)		(795)	139.8%	1,438
4314 Audit Fees	1,945	3,000	1,055		1,055	64.8%	
4315 Insurance	10,291	10,000	(291)		(291)	102.9%	
4321 Bank Charges	64	100	36		36	64.5%	
4322 BACS Charges	18	200	182		182	9.0%	
4323 PDQ Charges	347	800	453		453	43.4%	
4325 Postage	795	1,000	205		205	79.5%	
4326 Telephones	2,856	6,000	3,144		3,144	47.6%	
4327 Computers	10,668	12,000	1,332		1,332	88.9%	
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	90	1,500	1,410		1,410	6.0%	
4341 Grants	7,271	10,000	2,729		2,729	72.7%	
4342 Subscriptions	3,860	5,000	1,140		1,140	77.2%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4999 Write Off	(2)	0	2		2	0.0%	
<b>General Administration :- Indirect Expenditure</b>	<b>288,261</b>	<b>582,300</b>	<b>294,039</b>	<b>0</b>	<b>294,039</b>	<b>49.5%</b>	<b>4,967</b>
<b>Net Income over Expenditure</b>	<b>485,049</b>	<b>58,405</b>	<b>(426,644)</b>				
6000 plus Transfer from EMR							4,967

## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>490,016</b>						
<b>110 Civic Events</b>							
4348 Civic Gifts	146	200	54		54	73.1%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>146</b>	<b>1,900</b>	<b>1,754</b>	<b>0</b>	<b>1,754</b>	<b>7.7%</b>	<b>0</b>
4331 Mayor's Allowance	824	1,500	676		676	54.9%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	36	250	214		214	14.4%	
4338 Remembrance Services	37	600	563		563	6.2%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<b>897</b>	<b>4,050</b>	<b>3,153</b>	<b>0</b>	<b>3,153</b>	<b>22.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,043)</b>	<b>(5,950)</b>	<b>(4,907)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	(10)	500	510			(2.0%)	
1049 Banner Board	1,523	3,250	1,727			46.9%	
1301 Filming	6,110	2,000	(4,110)			305.5%	
Marketing :- Income	<b>7,623</b>	<b>5,750</b>	<b>(1,873)</b>			<b>132.6%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	750	2,500	1,750		1,750	30.0%	
4329 Advertising	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	<b>763</b>	<b>5,000</b>	<b>4,237</b>	<b>0</b>	<b>4,237</b>	<b>15.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,860</b>	<b>550</b>	<b>(6,310)</b>				
<b>130 Neighbourhood Plan</b>							
1101 Neighbourhood Plan	2,607	0	(2,607)			0.0%	
Neighbourhood Plan :- Income	<b>2,607</b>	<b>0</b>	<b>(2,607)</b>				<b>0</b>
4337 Neighbourhood Plan	7,917	10,000	2,083		2,083	79.2%	
Neighbourhood Plan :- Indirect Expenditure	<b>7,917</b>	<b>10,000</b>	<b>2,083</b>	<b>0</b>	<b>2,083</b>	<b>79.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,309)</b>	<b>(10,000)</b>	<b>(4,691)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	0	1,100	1,100		1,100	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	456	1,092	636		636	41.8%	91
4171 Grounds Maintenance Costs	198	500	302		302	39.7%	
4850 Grass Cutting Contract	8,687	8,687	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<b>9,366</b>	<b>11,279</b>	<b>1,913</b>	<b>0</b>	<b>1,913</b>	<b>83.0%</b>	<b>91</b>
<b>Net Expenditure</b>	<b>(9,366)</b>	<b>(13,579)</b>	<b>(4,213)</b>				
6000 plus Transfer from EMR	91						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,275)</b>						
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	3,384	6,900	3,516		3,516	49.0%	
4203 Fuel	3,046	5,600	2,554		2,554	54.4%	
4204 Road Fund License	275	600	325		325	45.8%	
4303 Machinery Mtce/Lease	84	0	(84)		(84)	0.0%	
4305 Uniform	623	800	177		177	77.9%	
Grounds Team General Exp :- Indirect Expenditure	<b>7,412</b>	<b>13,900</b>	<b>6,488</b>	<b>0</b>	<b>6,488</b>	<b>53.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,412)</b>	<b>(13,900)</b>	<b>(6,488)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	9,018	13,574	4,556			66.4%	
1039 S/P Cats	800	0	(800)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	4,764	2,550	(2,214)			186.8%	
1061 S/P Court Hire	2,057	5,406	3,349			38.0%	
Sports Park :- Income	<b>20,889</b>	<b>25,830</b>	<b>4,941</b>			<b>80.9%</b>	<b>0</b>
4111 Electricity	2,127	3,000	873		873	70.9%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	4,263	8,000	3,737		3,737	53.3%	
4164 Trade Refuse	3,159	4,500	1,341		1,341	70.2%	
4171 Grounds Maintenance Costs	9,182	10,000	818		818	91.8%	689
Sports Park :- Indirect Expenditure	<b>21,076</b>	<b>25,500</b>	<b>4,424</b>	<b>0</b>	<b>4,424</b>	<b>82.7%</b>	<b>689</b>
<b>Net Income over Expenditure</b>	<b>(188)</b>	<b>330</b>	<b>518</b>				
6000 plus Transfer from EMR	689						
<b>Movement to/(from) Gen Reserve</b>	<b>501</b>						



## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	53,114	3,000	(50,114)		(50,114)	1770.5%	52,676
4111 Electricity	170	0	(170)		(170)	0.0%	
4112 Gas	22	0	(22)		(22)	0.0%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	240	1,000	760		760	24.0%	
4171 Grounds Maintenance Costs	20,553	0	(20,553)		(20,553)	0.0%	20,377
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	2,447	3,000	553		553	81.6%	
Big Park :- Indirect Expenditure	<b>95,348</b>	<b>29,500</b>	<b>(65,848)</b>	<b>0</b>	<b>(65,848)</b>	<b>323.2%</b>	<b>73,052</b>
<b>Net Expenditure</b>	<b>(95,348)</b>	<b>(29,500)</b>	<b>65,848</b>				
6000 plus Transfer from EMR	73,052						
<b>Movement to/(from) Gen Reserve</b>	<b>(22,296)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	4,818	8,650	3,832			55.7%	
1111 Electricity	2,572	0	(2,572)			0.0%	
Gateway Cafe :- Income	<b>7,390</b>	<b>8,650</b>	<b>1,260</b>			<b>85.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	1,246	3,000	1,754		1,754	41.5%	998
4111 Electricity	2,142	4,200	2,058		2,058	51.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	1,066	1,000	(66)		(66)	106.6%	
4326 Telephones	567	420	(147)		(147)	135.0%	
Gateway Cafe :- Indirect Expenditure	<b>5,021</b>	<b>10,120</b>	<b>5,099</b>	<b>0</b>	<b>5,099</b>	<b>49.6%</b>	<b>998</b>
<b>Net Income over Expenditure</b>	<b>2,369</b>	<b>(1,470)</b>	<b>(3,839)</b>				
6000 plus Transfer from EMR	998						
<b>Movement to/(from) Gen Reserve</b>	<b>3,367</b>						
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	5,616	5,100	(516)			110.1%	
1050 Allotment Rent	132	2,145	2,013			6.2%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	<b>5,873</b>	<b>7,245</b>	<b>1,372</b>			<b>81.1%</b>	<b>0</b>
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	

## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058
4106 Signage	40	2,000	1,961		1,961	2.0%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>3,553</b>	<b>9,500</b>	<b>5,948</b>	<b>0</b>	<b>5,948</b>	<b>37.4%</b>	<b>3,058</b>
4101 Repair/Alteration of Premises	2,135	5,000	2,865		2,865	42.7%	
4141 Water Services	3,145	5,000	1,855		1,855	62.9%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,115	4,000	1,885		1,885	52.9%	42
4301 Purchase of Furniture/Equipmen	6,642	6,000	(642)		(642)	110.7%	4,567
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>14,271</b>	<b>22,000</b>	<b>7,729</b>	<b>0</b>	<b>7,729</b>	<b>64.9%</b>	<b>4,609</b>
<b>Net Income over Expenditure</b>	<b>(11,951)</b>	<b>(24,255)</b>	<b>(12,304)</b>				
6000 plus Transfer from EMR	7,667						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,284)</b>						
<u>355 The Hub</u>							
1084 Sports Pavilion	7,087	16,320	9,233			43.4%	
<b>The Hub :- Income</b>	<b>7,087</b>	<b>16,320</b>	<b>9,233</b>			<b>43.4%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
<b>The Hub :- Direct Expenditure</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4103 Annual Servicing Costs	232	2,000	1,768		1,768	11.6%	
4111 Electricity	884	1,500	616		616	58.9%	
4112 Gas	833	1,500	667		667	55.6%	
4171 Grounds Maintenance Costs	161	4,000	3,839		3,839	4.0%	
<b>The Hub :- Indirect Expenditure</b>	<b>2,110</b>	<b>9,000</b>	<b>6,890</b>	<b>0</b>	<b>6,890</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,977</b>	<b>6,820</b>	<b>1,843</b>				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	3,250	6,120	2,870			53.1%	
1072 C/H Copper Room	4,888	12,903	8,016			37.9%	
1075 C/H Charles Neville	865	10,404	9,539			8.3%	
1076 C/H Main Hall	3,320	26,112	22,792			12.7%	
1077 C/H Anzac Room	2,937	12,954	10,017			22.7%	
1078 C/H Main Kitchen	173	1,275	1,102			13.6%	
1079 C/H Anzac Kitchen	17	714	697			2.4%	
1080 C/H Foyer	0	2,346	2,346			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1081 C/H Equipment Hire	12	1,326	1,314			0.9%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	406	500	94			81.2%	
<b>Community House :- Income</b>	<b>17,672</b>	<b>81,449</b>	<b>63,777</b>			<b>21.7%</b>	<b>0</b>
4167 Cinema Costs	0	1,000	1,000		1,000	0.0%	
<b>Community House :- Direct Expenditure</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	6,487	4,000	(2,487)		(2,487)	162.2%	
4102 Maintenance of Buildings	1,844	1,000	(844)		(844)	184.3%	
4111 Electricity	5,652	4,000	(1,652)		(1,652)	141.3%	
4112 Gas	2,473	3,000	527		527	82.4%	
4122 Service Charge	17,956	20,000	2,044		2,044	89.8%	17,956
4131 Rates	11,800	15,800	4,000		4,000	74.7%	
4141 Water Services	(6,505)	8,000	14,505		14,505	(81.3%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	266	1,000	734		734	26.6%	
4162 Cleaning Materials	133	2,000	1,867		1,867	6.6%	
4163 Personal Hygiene	1,142	2,000	858		858	57.1%	
4305 Uniform	566	600	34		34	94.3%	
<b>Community House :- Indirect Expenditure</b>	<b>41,814</b>	<b>62,900</b>	<b>21,086</b>	<b>0</b>	<b>21,086</b>	<b>66.5%</b>	<b>17,956</b>
<b>Net Income over Expenditure</b>	<b>(24,141)</b>	<b>17,549</b>	<b>41,690</b>				
6000 plus Transfer from EMR	17,956						
<b>Movement to/(from) Gen Reserve</b>	<b>(6,185)</b>						
<b>440 Christmas Market</b>							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
<b>Christmas Market :- Income</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
<b>Christmas Market :- Direct Expenditure</b>	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
<b>Christmas Market :- Indirect Expenditure</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>140</b>	<b>140</b>				

## Detailed Income &amp; Expenditure by Budget Heading 20/10/2021

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	859,951	805,749	(54,202)			106.7%	
Expenditure	515,455	820,609	305,155	0	305,155	62.8%	
<b>Net Income over Expenditure</b>	<b>344,497</b>	<b>(14,860)</b>	<b>(359,357)</b>				
plus Transfer from EMR	105,420						
<b>Movement to/(from) Gen Reserve</b>	<b>449,917</b>						

## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 20/10/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	13,226	
105	VAT Control A/c	3,508	
118	Deposit Aqua	50	
201	Current Bank A/c	725,142	
202	Reserve Account	180,177	
210	Petty Cash	520	
	<b>Total Current Assets</b>		<b>922,624</b>
	<u>Current Liabilities</u>		
506	Mayor's Appeal	53	
515	PAYE	(0)	
516	NIC	0	
566	Deposits Received	1,697	
	<b>Total Current Liabilities</b>		<b>1,749</b>
	<b>Net Current Assets</b>		<b>920,874</b>
	<b>Total Assets less Current Liabilities</b>		<b>920,874</b>
	<u>Represented by :-</u>		
301	Current Year Fund	344,497	
310	General Reserves	236,380	
324	Tree Works	1,192	
325	Staff training	1,269	
328	Service Charges	(2,456)	
329	Covid-19 Recovery Reserves	10,615	
330	Noticeboards	650	
350	P/H Youth Task Group	4,000	
352	CIL	199,962	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
361	Professional Fees - Legal	998	
362	Neighbourhood Plan	289	
370	Capital Receipts Reserve	52,399	
	<b>Total Equity</b>		<b>920,874</b>

## List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	SIEMENS FINANCIAL SERVICES	120662	281.83		LEASE RENTAL - FRANKING MACHIN
01/09/2021	BRITISH GAS	120663	26.54		ELECTRICITY 17 AUG - 27 AUG
01/09/2021	HARTNELL TAYLOR COOK	120664	21,547.73		SERVICE CHARGES 2019
01/09/2021	PROLUDIC LTD	120665	1,734.18		DELL SWING REPAIRS
01/09/2021	BRITISH GAS	120666	929.31		ELECTRICITY 20 JUL - 27 AUG
01/09/2021	BRITISH GAS	120667	194.23		ELECTRICITY 20 JUL - 27 AUG
01/09/2021	C.E.F	120668	91.80		NON DIM DOWNLIGHT
01/09/2021	MIW WATER COOLER EXPERTS	120669	5,480.63		DELL WATER COOLER SYSTEM
01/09/2021	SECRETARY OUTSOURCE	120670	100.00		SECRETARY OUTSOURCE
01/09/2021	EAST SUSSEX PENSION FUND	120671	6,791.21		AUGUST PENSION
01/09/2021	HMRC	120672	7,734.81		AUGUST PAYE/NIC
01/09/2021	TOTAL GAS & POWER	120674	72.19		GAS 31/07 - 27/08
01/09/2021	Lewes District Council	DD	11,799.64		COMMUNITY HOUSE RATES
03/09/2021	Northstar IT	DD	19.20		DATA RANSOMWARE DETECTION
06/09/2021	Northstar IT	DD2	1,495.94		MONTHLY PLATINUM SUPPORT
06/09/2021	02	DD3	106.06		SEPT MOBILE CHARGES
06/09/2021	The Fuelcard People	DD4	70.30		GY06 PPX FUEL
07/09/2021	Barclays	DD1	3.00		BACS CHARGES 13JUL 12AUG
08/09/2021	TOTAL GAS & POWER	120675	69.52		AUGUST GAS
08/09/2021	Wightman & Parrish Ltd	120676	340.96		CLEANING PRODUCTS
08/09/2021	CASTLE WATER	120677	135.11		AUGUST WATER
08/09/2021	BERNHARD AND COMPANY	120678	109.20		GRIT DISC
08/09/2021	BRITISH GAS	120679	609.03		27 JUL - 23 AUG ELECTRCITY
08/09/2021	Rialtas Business Solutions Ltd	120680	70.80		MTD ANNUAL SUPPORT
08/09/2021	Interserve FS UK Ltd	120681	90.82		FIRE QUIP SERVICE
08/09/2021	DEAN RIYAMI	120682	50.00		DEAN RIYAMI DEPOSIT REFUND
08/09/2021	Pitney Bowes LTD	DD	200.00		FRANKING MACHINE TOP UP
10/09/2021	Barclays	DD	62.00		PDQ AUG CHARGES
13/09/2021	The Fuelcard People	DD	10.80		FUELCARD
15/09/2021	Conect Total Communications	120683	480.60		SEPTEMBER TELEPHONES
15/09/2021	Caroline Reid	120684	609.00		SEPTEMBER CLEANING COSTS
15/09/2021	EDF	120685	373.27		AUGUST ELECTRICITY
15/09/2021	AMADEUS	120686	65.54		STATIONARY
15/09/2021	STAR FUELS	120687	96.65		FINAL BILL
15/09/2021	PKF Littlejohn LLP	120688	1,920.00		EXTERNAL AUDIT 2021
15/09/2021	PRICEWATCH LIMITED T/A LOCAL	120689	645.23		GAS OIL
15/09/2021	Lewes District Council	120690	1,146.60		RECYCLING 01/10-01/12
15/09/2021	ARLETTES FLORIST	120691	35.00		ARLETTES FLORIST
15/09/2021	HAGS-SMP LTD	120692	395.06		SWING
15/09/2021	SARA HUTSON	120693	50.00		SARA HUTSON DEPOSIT RETURN
16/09/2021	HAGS-SMP LTD	120694	104.35		WHEELNOB
16/09/2021	CASTLE WATER	120695	43.41		DELL WATER
23/09/2021	REPLAY MAINTENANCE LTD	120696	4,776.00		RE-TURF MUGA COURT
23/09/2021	Hugh Page Sussex Ltd	120697	62.08		MOWER REPAIRS
23/09/2021	TEXTHELP	120698	900.00		REACHDECK LEGACY
23/09/2021	Spy AlarmsLtd	120699	205.20		QUARTERLY FIRE MAINT
23/09/2021	FIRST RESCUE TRAINING &	120700	826.80		DEFIB WAREHOUSE

## List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2021	SECRETARY OUTSOURCE	204801	112.50		SECRETARY OUTSOURCE
23/09/2021	HMRC	204802	8,058.65		SEPT SALARIES
23/09/2021	EAST SUSSEX PENSION FUND	204803	7,326.75		SEPT SALARIES
23/09/2021	Rigby Taylor	204804	130.80		5 A SIDE WEMBLEY NETS
23/09/2021	Interserve FS UK Ltd	204805	41.87		FIRE EQUIP SERVICE
24/09/2021	SETPEMBER SALARIES	SEPT SALAR	27,181.04		SEPTEMBER SALARIES
30/09/2021	BRITISH GAS	204806	262.11		SEPTEMBER ELECTRICITY
30/09/2021	BRITISH GAS	204807	29.83		28/08-16/09 ELECTRICITY
30/09/2021	BRITISH GAS	204808	839.01		SEPTEMBER ELECTRICITY
30/09/2021	BRITISH GAS	204809	1,035.03		SEPTEMBER ELECTRICITY
30/09/2021	AVS FENCING SUPPLIES LTD	204810	558.46		FENCING FOR OUTSIDE CAFE
30/09/2021	Acacia Groundcare Equipment Re	204811	997.20		TRACTOR / MOWER HIRE
30/09/2021	Chris Bartholomew Electrical C	204812	4,838.97		ELECTRICAL WORKS
30/09/2021	SOUTHCOAST LOCKSMITHS LTD	204813	162.45		COMBI PADLOCK & CHAIN
30/09/2021	ZOE MALONE	204814	22.68		Z MALONE MILEAGE
<b>Total Payments</b>			<u>124,558.98</u>		

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14<sup>th</sup> September 2021 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr A Goble (Vice Chairman), Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher.  
Town Clerk T Allen, Finance Officer Z Malone.

**PF649 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.  
Cllr Gallagher stated that she would be recording the meeting.

**PF650 PUBLIC QUESTIONS**

There were no public questions.

**PF651 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr C Cheta, Cllr I Sharkey and Cllr G Hill were approved.

**PF652 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF653 TO ADOPT THE PUBLIC MINUTES OF 17<sup>th</sup> AUGUST 2021**

It was resolved to adopt the minutes as a true record.

**PF654 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

The Finance Officer reported that expenditure was on budget and that, as predicted, income was lower than budgeted due to ongoing restricted activities. It was noted that this was being offset, in part, by the use of CIL monies.

The Finance Officer reported that the External Auditor's report for 2020/21 had been received, with no qualifying comments at all.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

**4. Income & Expenditure report**

Received and noted.

**5. Balance Sheet**

Received and noted.

**6. CIL & S.106 report**

Received and noted.

**7. List of payments (for approval)**

It was resolved to approve the August 2021 payments amounting to £41,536.47, as scheduled in the meeting papers.

**8. Review of external contracts & their ongoing authorisations.**

There were no matters for review.

**9. Funding report for buildings equipment maintenance works.**

Received and noted.

**PF655 TO COMMENCE WORK ON THE 2022/23 BUDGET REQUIREMENT**

The Chairman noted that this process will be started earlier this year.  
Finance Officer to liaise with Committee Chairman and Officers.



## **Minutes of the POLICY AND FINANCE COMMITTEE meeting – 14<sup>th</sup> September 2021**

### **PF656 TO RECEIVE A REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER**

The Finance Officer reported on the progress of the migration to Crown Commercial Services, noting that some rebates for the interim higher tariffs incurred may be possible.

### **PF657 TO REVIEW THE COUNCIL'S MEDIA/COMMUNICATIONS/SOCIAL MEDIA POLICY**

The Draft Policy was received and discussed.

Cllr Seabrook noted that Section 7 should include Councillors and that Section 8.4 should be amended to reflect that email trails need not be deleted every time.

It was resolved to adopt the Draft Policy, as amended.

### **PF658 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN**

Cllr Gallagher updated the Committee regarding the progress of the Business Development Plan, noting that the Committee's notified amendments were in-hand.

### **PF659 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD**

The Admin Officer's report was received and discussed in detail.

Cllr Collier noted that the risk factor represented a type of insurance for various aspects of the proposed works. The Clerk noted that this could include delays caused by obstructions to the site of bad weather.

Cllr Seabrook noted that black bollards had recently been installed in Newhaven, despite ESCC telling PTC that they are not allowed. Admin Officer to double-check with a senior manager at ESCC.

It was resolved that (if black posts cannot be used) the Glenwood dark oak posts with reflective bands will be used; to be supplied and installed by Glen Elphick, at the reduced risk costs of £3,738.90 (Bolney Ave/Costa – 15 posts) and £2,715.28 (Subway – 11 posts).

Notice to be placed on PTC social media and adjacent businesses to be informed).

### **PF660 TO APPROVE THE USE OF CIL MONIES TO REPLACE COMPONENTS FOR THE DEFIBRILATOR AT THE GATEWAY CAFÉ**

The Clerk's report was received and discussed.

It was resolved to purchase the required parts using PTC CIL monies, in order to bring this essential public item back on-line as soon as possible.

### **PF661 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE**

The Clerk's report was received and discussed.

It was resolved, in principle, to repair these hearing loops using PTC CIL monies, in order to bring this essential public service back on-line as soon as possible.

Clerk to obtain a detail costing of required repairs for the Committee's next meeting.

### **PF662 TO APPROVE THE USE OF CIL/S.106 FOR A NEW SWING IN CENTENARY PARK**

Cllr Griffiths related the background to this item, which had been referred from the Leisure, Environment & Amenities Committee.

It was resolved to recommend acceptance of the quote from Playsafe (the original installers) £5,325.00 + VAT and install this new children's swing using PTC CIL monies.

***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 were excluded from the rest of the meeting.***

### **PF663 TO ADOPT THE CONFIDENTIAL MINUTES OF 17<sup>th</sup> AUGUST 2021**

It was resolved to adopt the minutes as a true record.

### **PF664 AGED DEBT ANALYSIS**

Received and noted. The Chairman stated that these figures were well within accepted levels.

### **PF665 REVIEW OF ANNUAL RENT INCREASES**

The Finance Officer's report was received and discussed.

It was resolved to make no increase in rents for the current financial year and to determine the percentage increase to propose for the new budget.

**Minutes of the POLICY AND FINANCE COMMITTEE meeting – 14<sup>th</sup> September 2021**

**PF666 DATE OF NEXT MEETING – Tuesday 26<sup>th</sup> October 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:28.*

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26<sup>th</sup> October 2021 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr D Paul, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher. Town Clerk T Allen.

**PF667 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF668 PUBLIC QUESTIONS**

There were no public questions.

**PF669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr I Sharkey, Cllr Cheta and Cllr Goble were approved. It was resolved that Cllr Paul substitutes for Cllr Goble.

**PF670 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths re. Item E687 as a friend of a contractor under discussion.

Cllr Paul re. Item E686 as an employee of the Gateway Café.

**PF671 TO ADOPT THE PUBLIC MINUTES OF 14<sup>th</sup> SEPTEMBER 2021**

It was resolved to adopt the minutes as a true record.

**PF672 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

The Finance Officer reported that the income figures had been distorted by a payment of CIL monies from LDC, which will be moved to Earmarked Reserves.

It was noted that facilities bookings were increasing, thus improving the income stream.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and approved for signing.

**4. Income & Expenditure report**

Received and noted.

**5. Balance Sheet**

Received and noted.

**6. CIL & S.106 report**

Received and noted.

**7. List of payments (for approval)**

It was resolved to approve the September 2021 payments amounting to £124,558.98, as scheduled in the meeting papers.

**8. Review of external contracts & their ongoing authorisations.**

There were no matters for review.

**9. Funding report for buildings equipment maintenance works.**

Received and noted.

**10. To authorise a virement request from Remembrance Services budget to a new code for donations.**

The Finance Officer's report was received and discussed.

## **Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> October 2021**

It was resolved to move £500 from the remembrance services code and place in a donations code so if this is not spent this financial year, It can be earmarked it to ensure the donated money will be spent for what it was intended for.

### **PF673 TO NOTE THE OUTCOME OF THE 2021/22 INTERIM INTERNAL AUDIT & AGREE ANY ACTIONS REQUIRED**

The 2021/22 Interim Internal Audit report was received and approved.

The Clerk noted yet another clear audit and that the two minor actions noted in the report had already been addressed.

The Finance Officer was thanked for her hard work.

### **PF674 TO RECEIVE & APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT**

The Risk Assessment report was received and approved.

Clerk to find out if Council's with the Power of General Competence can still have access to funding via the Public Works Loans Board.

### **PF675 TO RECEIVE REPORTS FROM COMMITTEE CHAIRMEN ON SETTING THE 2022/23 BUDGET REQUIREMENTS**

The 'Pass 1' 2022/23 budget projections and influences on the new budget were discussed.

The Chairman asked that plans for future works in all relevant areas of the Council's operations are reflected in the new budget.

### **PF676 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER**

The Finance Officer's report was received and discussed.

The Finance Officer reported that the Council's energy supplies no longer came from British Gas, but from EDF via Crown Commercial Services; final details being arranged.

It was noted that the anticipated cost savings from this new arrangement will be largely offset by increasing energy costs.

The Finance Officer was thanked for her persistence in this matter.

### **PF677 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE**

The Clerk related the background to this item and introduced the costings received from ESHRC for the repairs required to the existing equipment.

Cllr Griffiths suggested that the money might be better spent on more modern solutions.

Cllr Seabrook questioned the ongoing use of loops, noting that it seems that they are little used these days.

It was resolved that the hirers/users of the Council's facilities should be canvassed in this respect.

### **PF678 TO APPROVE AN INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE**

The Clerk's report was received and discussed.

The Clerk noted that with Community House now being over 40 years old, a lot of the building's fabric and equipment was in need of replacement/upgrading.

It was resolved that the Clerk identifies suitable internal and external building surveyors and the associated costs of employing them.

### **PF679 TO DISCUSS & AGREE THE USE OF PTC CIL MONIES FOR THE IMPROVEMENTS MADE TO THE MULTI-USE GAMES AREA (MUGA) IN CENTENARY PARK**

The Finance Officer's report was received and discussed.

It was noted that these improvements were required due to the increasing numbers using this facility, with no budget set for this purpose.

It was resolved that PTC CIL monies be used for this purpose.

### **PF680 TO AGREE ADDITIONAL FUNDING FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN PROJECT IN THE CURRENT FINANCIAL YEAR**

The report from Cllr Gallagher and the Clerk was received and discussed.

Cllr Gallagher related the background to this item and outlined the future progression for the NDP.

It was noted that the use of consultants would be key in the final stages of the delivery of the NDP.

## **Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> October 2021**

Regarding Recommendation 1 – return of control to the Council - the Clerk stated that there may be legal ramifications as the NDP relates to Telscombe as well and no one Council can have overall control.

It was resolved that the Clerk will look into this matter, take advice and report to Council.

Regarding Recommendations 2 & 3, it was resolved to recommend to Council that an additional amount of £5,100 be allocated to the NDP project for the current financial year, to be a virement from the salaries budget, taking account that no SPO salary is currently being paid.

### **PF681 TO AGREE A PROGRAMME & FUNDING FOR MACHINERY REPLACEMENT**

The report from Cllr Seabrook and the Parks Officer was received and discussed.

The Chairman noted that the programme could not necessarily tie the new Council in 2023 but would be a good guide for it.

It was resolved that a capital reserve is built up at £10K p.a. to fund the required machinery replacement.

It was resolved that the four highlighted items (hand roller mowers x 2, strimmers x 3, hedge cutters x 2, blowers x 2) be funded from capital receipts. Parks Officer to obtain three quotes for all items.

### **PF682 TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC**

#### **CIL MONIES**

The report from the Parks Officer was received and discussed.

It was resolved that PTC CIL monies should be used for this purpose up to an amount of £9,000, and that the Parks Officer would get additional quotes for the LA&E Committee to take this matter forward.

***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 were excluded from the rest of the meeting.***

### **PF683 TO ADOPT THE CONFIDENTIAL MINUTES OF 14<sup>th</sup> SEPTEMBER 2021**

It was resolved to adopt the minutes as a true record.

### **PF684 AGED DEBT ANALYSIS**

The Chairman noted that the current exposure to risk is at an acceptable level.

### **PF685 TO DISCUSS & AGREE ANNUAL RENT/HIRE INCREASES FOR FACILITIES IN 2022/23**

The Finance Officer's report was received and discussed, with actions agreed.

### **PF686 TO NOTE PROGRESS & AGREE ACTIONS RELATING TO THE RENEWAL OF THE GATEWAY CAFÉ LEASE**

The Clerk's progress report was received and noted.

### **PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS**

It was resolved to take this item at the end of the meeting.

### **PF688 CTLA SLA/CONTRACT PRICE REVIEW**

### **PF689 LDCA SLA/CONTRACT PRICE REVIEW**

The Clerk's report was received and discussed and actions agreed.

### **PF690 TO DISCUSS & AGREE AN EXPENSES ALLOWANCE FOR THE DEPUTY MAYOR**

The Civic Officer's report was received and discussed, with actions agreed.

*[Cllr Griffiths left the meeting]*

### **PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS**

The Clerk's report was received and discussed, with actions agreed.

*[Cllr Griffiths returned to the meeting]*

**PF691 DATE OF NEXT MEETING – Tuesday 7<sup>th</sup> December 2021 at 7.30pm**

**Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> October 2021**

*There being no further business, the meeting closed at 20:58.*

<b>Agenda Item:</b>	<b>C840-a-3/4</b>
<b>Committee:</b>	<b>COUNCIL</b>
<b>Date:</b>	<b>9<sup>th</sup> November 2021</b>
<b>Title:</b>	<b>Policy &amp; Finance Committee Resolutions</b>
<b>Report Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To note resolutions by the Policy &amp; Finance Committee at its last two meetings for ratification by Council</b>

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Council is asked to ratify the following resolutions:-

**PF660 TO APPROVE THE USE OF CIL MONIES TO REPLACE COMPONENTS FOR THE DEFIBRILATOR AT THE GATEWAY CAFÉ**

It was resolved to purchase the required parts using PTC CIL monies, in order to bring this essential public item back on-line as soon as possible.

**PF661 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE**

It was resolved, in principle, to repair these hearing loops using PTC CIL monies, in order to bring this essential public service back on-line as soon as possible.

**PF662 TO APPROVE THE USE OF CIL/S.106 FOR A NEW SWING IN CENTENARY PARK**

It was resolved to recommend acceptance of the quote from Playsafe (the original installers) £5,325.00 + VAT and install this new children's swing using PTC CIL monies.

**PF679 TO DISCUSS & AGREE THE USE OF PTC CIL MONIES FOR THE IMPROVEMENTS MADE TO THE MULTI-USE GAMES AREA (MUGA) IN CENTENARY PARK**

It was noted that these improvements were required due to the increasing numbers using this facility, with no budget set for this purpose.

It was resolved that PTC CIL monies be used for this purpose.

**PF680 TO AGREE ADDITIONAL FUNDING FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN PROJECT IN THE CURRENT FINANCIAL YEAR**

It was resolved to recommend to Council that an additional amount of £5,100 be allocated to the NDP project for the current financial year, to be a virement from the salaries budget, taking account that no SPO salary is currently being paid.

**PF681 TO AGREE A PROGRAMME & FUNDING FOR MACHINERY REPLACEMENT**

It was resolved that a capital reserve is built up at £10K p.a. to fund the required machinery replacement.

It was resolved that four items (hand roller mowers x 2, strimmers x 3, hedge cutters x 2, blowers x 2) be funded from capital receipts. Parks Officer to obtain three quotes for all items.

**PF682 TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC CIL MONIES**

It was resolved that PTC CIL monies should be used for this purpose up to an amount of £9,000, and that the Parks Officer would get additional quotes for the LA&E Committee to take this matter forward.



## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

9 Pound Lane  
Godalming  
Surrey, GU7 1BX

t + 44(0)1483 423054  
e office@mulberryandco.co.uk  
w www.mulberryandco.co.uk

Our Ref: MARK/PEA001

Mr T Allen  
Peacehaven Town Council  
Community House  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

15 October 2021

Dear Tony

**Re: Peacehaven Town Council**  
**Internal Audit Year Ended 31 March 2022**

### Executive summary

Following completion of our interim internal audit on 15 October 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

### Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness



of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

### **Engagement Letter**

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

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**A. BOOKS OF ACCOUNT (INTERIM AUDIT)****Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

**Recommended minimum testing:**

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

**Interim audit**

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council, using the sales and purchase ledger functionality within the system. This is a tried and tested industry specific package and I make no recommendation to change.

The interim audit was conducted remotely and the Clerk and RFO had prepared the requested information for review. This was presented in an organised manner and was easy to follow. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. Councillors are presented with sufficient information to make informed decisions.

The council is VAT registered. The VAT reclaim reviewed for the interim audit was for the period 1 April to 30 June 2021 inclusive and showed a refund position of £14,514.96. I confirmed the refund amount was received to the council's bank account on 13 July 2021. The council is up to date with its postings.

**Section conclusion**

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

**B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

**Recommended minimum testing:**

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

**Interim audit***Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The external auditor's report was not qualified. The Notice of Conclusion was published on the council website on 17 September and reported to the council meeting on 28 September (minute ref C825 v). The minutes also confirm council reviewed the internal audit report (minute ref C825 vi).

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of which councillors serve in each ward and includes the Register of Interests for each Member.

*Confirm that the council is compliant with the relevant transparency code*

The council's income and expenditure exceeds £200,000 per annum, and it is therefore not required to follow the Local Government Transparency Code. A review of the council website shows that the council has established a Transparency tab, making it easy for anyone to locate the information. A review of the published information shows that while some has been kept up to date (i.e., expenditure over £500, grants, asset register), other information is older (i.e., pay multiple is for April 2019, and staff organisational chart is dated 20/21). There is no information published for procurement, which requires details of any contract or tender valued at over £5,000, which a council of this size is likely to have.

**I recommend the transparency information is reviewed to ensure it is all up to date.**

*Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has committees for Finance & Policy, Planning & Highways, Leisure & Amenities, Business Development & Communications, Personnel and Civic & Events. There are also sub-committees, and a schedule of meetings is published on the council website. I was able to locate terms of reference for each of the committees contained in a single document on the council website, although the Business Development & Communications committee was not included on this.

**I recommend this document is updated to include the terms of reference for the Business Development & Communications committee.**

*Check that agendas for meetings are published giving 3 clear days' notice.*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website and subsequently replaced with final versions once approved.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The standing orders are based on the latest NALC model and were last reviewed and approved by council at the Annual Council Meeting in May 2021.

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.*

Financial regulations are based on the latest NALC model and were last reviewed and approved by council at the Annual Council Meeting in May 2021.

The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

*Check that the council's Financial Regulations are being routinely followed.*

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The Council for all items over £30,000
- A duly delegated committee of the council for items over £3,000
- The Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £3,000

It was noted that the Clerk also has discretion to spend up to £3,000 in the event of extreme risk to the delivery of council services. These levels are appropriate for a council of this size.

The council has developed a comprehensive financial report which is reviewed in detail at Finance & Policy committee meetings. This includes details lists of expenditure items, details of receipts, analysis of performance against budget, and a review of outstanding debtors. The council has made considerable progress from a difficult financial position a few years ago, and officer should be commended for their work, and councillors for adopting a realistic and balanced approach to financial decision making.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.*

The council has the General Power of Competence and the thresholds do not apply.

*Confirm that checks of the accounts are made by a councillor.*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**Section conclusion**

At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

**C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Recommended minimum testing:**

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

**Interim audit**

The council re-adopted its corporate risk assessment at the Annual Council Meeting in May 2021. This breaks down the risk assessments into categories for financial, events, external areas and Community House.

I reviewed the financial risk assessment, which identifies areas of financial risk, categorises them as high/medium/low and details control measures in place. This is sufficient for a council of this size and it is clear that the council takes risk assessment seriously.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 6 June 2022. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £1 million. These levels appear appropriate for a council of this size.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

**D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Recommended minimum testing:**

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

**Interim audit**

The Clerk and RFO confirmed that the budget setting process for 2022/23 is underway. Chairs of each committee have been provided with information to produce draft budgets for their respective committees, prior to a meeting with the Clerk and RFO in December to review. It is anticipated that council will then approve the budget and precept at the meeting in January 2022.

I reviewed the income and expenditure report dated 1 October 2021 for the interim audit. This shows income at 93.1% and expenditure at 59.6% of budget. This indicates the budget was accurately set and is closely monitored throughout the year.

At the start of the year, the council held circa £131,000 in general reserve. General guidance recommends a level of general reserve be maintained at circa six months equivalent of precept, and the council is aware that the current level is below that recommendation. However, it should be noted that through careful and prudent financial management, the council has made progress in raising this level towards a higher figure and reviewing the council's plans indicates this remains a priority action for the council. The general reserve level will be further reviewed at the year-end audit.

The council holds circa £351,000 in earmarked reserves at the interim audit date. These are split into different areas, and all appear to be for legitimate projects. The council is aware that certain earmarked reserves are 'ring-fenced' and can only be used for a specific purpose.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

**E. INCOME (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

**Recommended minimum testing:**

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.

- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

#### Interim audit

Apart from the precept, the council receives income from room hires, sports pitch income, filming and advertising, wayleave payments, allotment income, grants, bank interest and CIL/s.106 income. I reviewed the receipts listing against the nominal ledger report and found that receipts have been allocated to the correct nominal codes.

Most receipts are either paid directly into the bank account or by cheque, with the occasional cash amount received. Where cash is paid, a receipt is provided and the cash is locked in the safe in the office and paid into the bank as soon as practical, depending on the amount.

The council's fees and charges for services provided are reviewed annually and are an agenda item for discussion at the Finance & Policy Committee meeting being held next week.

#### Section conclusion

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

#### F. PETTY CASH (INTERIM AUDIT)

##### Internal audit requirement

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

##### Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

#### Interim audit

The council maintains a petty cash float for incidental expenses. Records are kept in an Excel spreadsheet and the petty cash is balanced on a quarterly basis. I reviewed the petty cash record for the period 1 April to 30 June inclusive and found four entries totalling £194.21, all of which appeared to be for legitimate petty cash purposes.

As the interim audit was carried out remotely, I was unable to physically reconcile the petty cash balance, but based on previous audit visits, I am in no doubt petty cash is managed properly.

**Section conclusion**

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

**G. PAYROLL (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

**Recommended minimum testing:**

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

**Interim audit**

The council uses an external company to provide payroll services. A review of the accounting records shows that HMRC payments are up to date and the PAYE, NI and pension contribution deductions appear correct the two months details reviewed.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the West Sussex County Council Pension scheme. There is a councillor allowance scheme, with payments made twice yearly through payroll.

The PAYE, NI, Pension and net salary control accounts on RBS all show a zero balance for month 7, indicating that the council is keeping its processing up to date.

**Section conclusion**

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

**H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

**Recommended minimum testing:**Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

**Interim audit**

The council has a fixed asset register which is maintained in an Excel format. The register provides a description of the asset, serial number, model number and manufacturer (where applicable), its date of acquisition, location, useful life estimate, original cost, insurance value and expected replacement cost. The council has many assets, and the register includes a simple summary page stating totals of the different types of assets. This is entirely suitable for a council with assets of this nature.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

**I. BANK AND CASH (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Recommended minimum testing:**

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy



**Interim audit**

Bank reconciliations are completed on a monthly basis and presented to Finance & Policy committee meetings for review, and subsequently approved and recorded in the minutes of council meetings.

I reviewed the reconciliations and associated bank statements for April, May and June 2021 and was able to confirm the balances. There were no errors identified.

**Section conclusion**

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

**J. YEAR END ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

**Recommended minimum testing:**

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

**Section conclusion**

To be reviewed at the year-end audit.

**K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)****Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

**Recommended minimum testing:**

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

**Section conclusion**

To be reviewed at the year-end audit.

**L: TRANSPARENCY (INTERIM AUDIT)****Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

**Recommended minimum testing:**

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

**Interim audit**

The council has an annual turnover exceeding £25,000, and this test does not apply.

**Section conclusion**

I am of the opinion that the control assertion of *"If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities"* is not applicable due to the council turnover exceeding £25,000.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

*The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Recommended minimum testing:**

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

**Section conclusion**

To be reviewed at the year-end audit.

**N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)****Internal audit requirement**

*The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

**Recommended minimum testing:**

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

*Before 1 July 2021 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4*
- *Section 2 - Accounting Statements 2020/21, approved and signed, page 5*

*Not later than 30 September 2021 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Interim audit**

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

**Section conclusion**

I am of the opinion that the control assertion of "the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage" has been met.

**O. TRUSTEESHIP (INTERIM AUDIT)****Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Recommended minimum testing:**

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

**Interim audit**

The council has no trusts.

**Section conclusion**

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Andy Beams**

**For Mulberry & Co**

**Interim Audit - Points Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	<b>I recommend the transparency information is reviewed to ensure it is all up to date.</b>	
<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	<b>I recommend this document is updated to include the terms of reference for the Business Development &amp; Communications committee.</b>	

**Council 9<sup>th</sup> November 2021**

**Item C840-a-v**

**From:** CIL <[CIL@southdowns.gov.uk](mailto:CIL@southdowns.gov.uk)>

**Sent:** 01 November 2021 11:10

**Subject:** SDNPA Opening of 'Call for CIL Projects' window

Dear Sir/Madam

Following the implementation of the SDNPA's Community Infrastructure Levy and the 'call for infrastructure projects' for the spending of the 2020/21 CIL receipts, the SDNPA has now opened the call for projects for the next round of CIL spending (2021/22 and beyond).

Please note if you have previously submitted bids to us, you might have received a separate email from us to let you know if you were successful in receiving any funding from the 2020/21 CIL receipts. If you have not heard from us then unfortunately you were unsuccessful.

Additionally, if you have previously submitted a bid via Projects for the South Downs you may also receive an email with your returned bid/s ready for any amendments and resubmission.

To ensure your project is considered for next year's CIL receipt (and future receipts), we are asking you to submit your projects to us via 'Projects for the South Downs', our online application process, which can be accessed using this link - [www.projects.southdowns.gov.uk](http://www.projects.southdowns.gov.uk). Please register as a 'new user' if you have not used the system before and then log in to start a new application under the 'Expression of Interest – CIL Funding' round in order to complete a short form.

The closing date for bids is **28<sup>th</sup> February 2022**.

Any queries relating to the use of the Projects for the South Downs system should be directed to [cil@southdowns.gov.uk](mailto:cil@southdowns.gov.uk).

If you are aware of other parties who may wish to bid for CIL funding, please forward this message onto them.

If you have any further questions in relation to CIL, please contact us at [cil@southdowns.gov.uk](mailto:cil@southdowns.gov.uk).

Kind regards,

Nikki Allen  
CIL Planning Officer  
South Downs National Park Authority  
Tel: 01730 814810

South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH



# PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **DRAFT Minutes of the meeting of the Planning & Highways Committee held at 7.30pm on Tuesday 21<sup>st</sup> September 2021**

**Present;** Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr R White, Cllr C Gallagher, Cllr G Hill

**Officers;** A Allen, Town Clerk, Victoria Onis, Admin Officer

**Public;** 7 members of public.

### **1 PH1146 CHAIR ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

### **2 PH1147 PUBLIC QUESTIONS**

A member of the public queried who is responsible for blocked gutters – The Town Clerk confirmed that this will be Lewes District Council who are responsible for gutters and drains.

Residents spoke of their objections regarding item PH1155 application LW/20/0390 these comments were noted.

*It was resolved to bring item PH1155 LW/20/0390 forward to allow interested members of the public to leave.*

### **3 PH1148 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies for absence were received from Cllr I Sharkey and Cllr D Paul, who was substituted by Cllr Gallagher.

Cllr J Harris – no apologies

### **4 PH1149 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Griffiths as acquaintance of the owners of 169 Arundel road.

### **5 PH1150 TO ADOPT THE MINUTES FROM THE 24<sup>th</sup> AUGUST 2021**

It was resolved to adopt the minutes as a true record of the proceedings.

### **6 PH1151 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

There were no updates from Cllr Gallagher.

*All members of the public left the meeting 19.52*

**Minutes of the Planning & Highways Committee Meeting - Tuesday 21<sup>st</sup> September 2021**

**7 PH1152 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND REQUIREMENTS FOR 2022/23**

The committee noted the report and discussed the budget requirements.

- The refurbishment of the Monument war memorial which includes the 3 obelisks– the £600 budget allocated will not cover the costs.
- Plants for the planters next year
- Some benches need refurbishing next year, budget allocated of £600 may not be enough.
- Electricity has gone up significantly, the budget allocated will need to be increased.
- Notice boards will need replacing

**1 PH1153 TO DISCUSS TRAINING FOR COMMITTEE MEMBERS**

The Town Clerk reported that contact has been made with Andrew Hill at Lewes District Council and training will be arranged shortly for this Committee.

**2 PH1154 TO DECIDE ON REVISED QUOTES FOR THE GREEN ROOFED BUS SHELTER.**

The circulated report for a 3 bay shelter was circulated and received and options discussed.

Cllr Seabrook updated the Committee that upon further investigation a 3 bay shelter will not fit in the existing location due to an electrical cabinet and a footpath

Options were discussed: -

- Move bus shelter to other side of footpath or further south; a new concrete base would be needed
- Purchase a replacement 2 bay shelter and extend the existing concrete base to fit the new measurements.
- If another 2 bay shelter is purchased, there will only be 1 entrance/exit which isn't helpful for wheel chair/mobility scooter users.

It was **Proposed** by Cllr Griffiths and **Seconded** by Cllr Seabrook to obtain further quotes for a concrete base in a new location for a 3-bay shelter. The Town Clerk & Admin Officer will investigate. All in Favour

**10 TO CONSIDER Planning applications as follows:-**

<p>PH1155 LW/20/0390 Sweetwater 26 Blakeney Avenue Peacehaven East Sussex BN10 8UY</p> <p><b>Case Officer</b> Julie Cattell</p>	<p><i>This item was brought forward for discussion in advance of Item 6 to allow members of the public to leave.</i></p> <p><b>Peacehaven Town Council Planning &amp; Highways Committee AGAIN unanimously proposed Refusal of the Amended Planning Application</b></p> <p>Amended Scheme - Change of use of land to use as a residential caravan site for gypsy/traveller family, involving removal of one existing stable and siting of</p>
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**Minutes of the Planning & Highways Committee Meeting - Tuesday 21<sup>st</sup> September 2021**

	<p>one new static caravan/mobile home on existing hardstanding, and retention of the existing bungalow as day room/amenity building.</p> <p>It was resolved to <b>recommend refusal</b> on the following basis: -</p> <ul style="list-style-type: none"> <li>• There had been no substantial change to this application.</li> <li>• The Town Council's previous recommendation for refusal therefore stands, for the reasons stated. Please carry this forward as part of the Town Council's response to this amended application.</li> <li>• The caravan has just been moved to a slightly different position.</li> <li>• Unacceptable change of use.</li> <li>• Approval would set a precedent for this type of development in a rural area/buffer zone between Peacehaven and Newhaven.</li> <li>• The existing 'building' is NOT a bungalow</li> <li>• There are known issues with water pressure and electricity supply in the area.</li> </ul>
<p><b>PH1156 LW/21/0647</b> 37 Coney Furlong</p> <p><b>Case Officer</b> James Emery</p>	<p>single-storey rear extension, conversion and extension of existing garage</p> <p>The application was reviewed and no planning reasons against.</p> <p><b>It was resolved to recommend approval.</b></p>
<p><b>PH1157 LW/21/0689</b> 191 Roderick Avenue North Peacehaven</p> <p><b>Case Officer</b> Rita Burns</p>	<p>loft conversion with 1no front dormer</p> <p>The application was reviewed and no planning reasons against.</p> <p><b>It was resolved to recommend approval</b></p>
<p><b>PH1158 LW/21/0544</b> 12 Cornwall Avenue Peacehaven</p> <p><b>Case Officer</b> Tom Bagshaw</p>	<p>demolition of rear conservatory, extension and side garage, and erection of single-storey rear and side extensions and front porch</p> <p>The application was reviewed and no planning reasons against.</p> <p><b>It was resolved to recommend approval</b></p>
<p><b>PH1159 LW/21/ 0578</b> 268 Arundel Road West</p>	<p>first-floor side extension</p>

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<p><b>Case Officer</b> Tom Bagshaw</p>	<p>The application was reviewed and no planning reasons against.</p> <p><b>It was resolved to recommend approval</b></p>
<p><b>PH1160 LW/21/0499</b> 169 Arundel Road</p> <p><b>Case Officer</b> James Emery</p>	<p>demolition of existing dwelling and erection of 2 no semi-detached houses</p> <p>It was <b>resolved to recommend refusal</b> for the following reasons:-</p> <ul style="list-style-type: none"> <li>• Against the design guide – straight open front down to pavement – design guide looks for a boundary.</li> <li>• Loss of privacy – over-looking, causing loss of privacy or light, too close to neighbouring properties.</li> <li>• Exacerbate existing parking problems – vehicles already block the existing cycle path, which is national cycle route 2. No sufficient space for on street parking.</li> <li>• Back garden development – building another property within the confines of the existing one. Over shadowing, close to neighbouring side windows</li> <li>• Density of layout &amp; over development – too large for plot.</li> <li>• Increase of traffic &amp; congestion</li> <li>• Detrimental effect on local character</li> <li>• Design does not fit in with local surroundings</li> <li>• Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly.</li> </ul> <p>Should LDC be minded to approve this application, Double yellow lines should be placed around this blocked off corner of the road as this is a busy area due to the proximity to the School</p>
<p><b>PH1161 LW/21/0651</b> 34B Sunview Avenue</p> <p><b>Case worker</b> Rita Burns</p>	<p>erection of single-storey and two-storey rear extension, with associated works</p> <p>It was <b>resolved to recommend refusal</b> for the following reasons:-</p> <ul style="list-style-type: none"> <li>• Density of layout &amp; over development – too large of plot.</li> <li>• Over shadowing, close to neighbouring side windows</li> <li>• Loss of privacy – over-looking, causing loss of</li> </ul>



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	<p>privacy or light, too close to neighbouring properties</p> <ul style="list-style-type: none"> <li>• Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly.</li> </ul>
<p><b>PH1162 LW/21/0604</b> 110 Cairo Avenue Peacehaven</p> <p><b>Case officer</b> Rita Burns</p>	<p>Change of Use from C3 dwellinghouse to C2 residential institution to accommodate 2 children</p> <p>The application was reviewed and no Planning reasons against.</p> <p><b>It was resolved to recommend approval</b></p>
<p><b>PH1163 LW/21/0675</b> 32A Cissbury Avenue Peacehaven</p> <p><b>Case Officer</b></p>	<p>demolition of existing conservatory, erection of single-storey rear and side extension</p> <p>The application was reviewed and no planning reasons against.</p> <p><b>It was resolved to recommend approval</b></p>
<p><b>PH1164 LW/21/0592</b> The Lookout 4a Mayfield Avenue Peacehaven</p> <p><b>Case Officer</b> Rita Burns</p>	<p>Construction of new dwelling on land at 4 Mayfield Avenue</p> <p>It was <b>resolved to recommend refusal</b> for the following reasons:-</p> <ul style="list-style-type: none"> <li>• Back garden development – building another property within the confines of the existing one. Over shadowing, close to neighbouring side windows, of which light will be completely blocked.</li> <li>• Loss of privacy – over-looking to neighbouring properties.</li> <li>• Density of layout &amp; over development – too large of plot, very close to neighbouring boundaries.</li> <li>• Absence of car parking facilities – access to drive cannot be extended due to a telegraph pole and a lamp post of the edge of the grass verge.</li> <li>• Parking &amp; Highways safety.</li> <li>• Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue, unfriendly</li> <li>• Design does not fit in with local surroundings.</li> </ul>

**Minutes of the Planning & Highways Committee Meeting - Tuesday 21<sup>st</sup> September 2021**

	<ul style="list-style-type: none"> <li>• Detrimental effect on local character</li> </ul>
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**11 The following planning decisions were noted :-**

<p><b>PH1165 LW/21/0429</b> 110 Cairo Avenue, Peacehaven</p> <p><b>Case Officer</b> Rita Burns</p>	<p>Certificate of lawfulness for proposed use of the property as children's home to provide 24hr care for no more than two children/young people between the ages of 9 and 17 years</p> <p><a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0429">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0429</a></p> <p><b>Decision Refused</b></p>
<p><b>The Following planning applications were noted</b></p>	
<p><b>PH1166 TW/21/0057/TPO</b> 47 Valley Road Peacehaven</p> <p><b>Case Officer</b> Nick Jones</p>	<p>I am requesting the removal of 3 trees in my front garden. There are numerous reasons for removal as follows: T1 is causing significant damage to the walls that run behind it and to one side. This wall is supporting the driveway and garage and has several cracks going through the walls and the garage that I believe are caused by the tree. It will need underpinning due to the damage. It is dangerously close to the power lines that run along the front of the house and down the road and has caused a number of power cuts due to this. When it is windy, (very frequently!) especially high winds it is scary and the way they move or appear to be falling frightens my children and if it were to fall it would be directly on the house, garage, cars, power lines. Whichever way it fell it would cause devastating damage and possibly injury. T2: the ash tree is in the front wall to the other side of the garden and has totally cracked the walls it sits in and they are about to fall. I could not fix them without removing the tree. The tree is overtaking the area it already had and sits directly on the power line. It is directly at the front of the house and blocks a lot of light from our windows. It moves vigorously when there are storms and high winds which is a weekly occurrence in Peacehaven causing unnecessary stress on myself and my family/ children as their bedroom windows are directly there. It is causing a problem due to the roots being so close to the house and causing underpinning problems potentially. T3: the Conifer is also causing significant damage to the walls and therefore garage and underpinning. We have had tree experts who have agreed with this and</p>

## Minutes of the Planning & Highways Committee Meeting - Tuesday 21<sup>st</sup> September 2021

	<p>therefore we are currently looking at replanting some new, smaller trees once these are removed. It's a difficult decision to have these taken down but I feel I have a lot of trees in my rear garden and these offer a lot to the environment so losing 3 and replanting would be the best option</p> <p><a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0057/TPO">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0057/TPO</a></p>
<p><b>PH1167 LW/21/0648/CD</b> Land Adjacent To 8 Gold Lane Peacehaven East Sussex  <b>Case Officer</b> Julie Cattell</p>	<p>Discharge of condition 2 (Materials), 3 (Finished Floor Levels, Ridge Height and Adjacent Dwelling), 4 (Car Parking), 5 (Electric Car Charging Points), 6 (Cycle Parking), 7 (Storage and Removal of Refuse), 8 (Boundary Treatment), 9 (Hard and Soft Landscaping) and 10 (Renewable Energy) relating to approval LW/19/0765</p> <p><a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0648/CD">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0648/CD</a></p>

### **12 PH1168 TO REVIEW & UPDATE THE P&H ACTION PLAN.**

The circulated plan and received and noted.

***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.***

### **13 PH1169 TO REVIEW THE DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Gallagher introduced the draft Plan and walked through the first 43 pages with the Committee. Various comments were made which Cllr Gallagher took note of.

It was agreed that further detailed comments will be emailed to Cllr Gallagher as soon as possible. The Committee will review the second half of this initial Draft NDP at its next meeting.

There being no further business, the meeting closed at 21.31

***Next meeting of the Committee - 12<sup>th</sup> October 2021 at 7.30pm***



# PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **DRAFT Minutes of the meeting of the Planning & Highways Committee held at 7.30pm on Tuesday 12<sup>th</sup> October 2021**

**Present;** Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr R White, Cllr C Gallagher, Cllr G Hill, Cllr J Harris, Cllr D Paul.

**Officers;** V Onis, Admin & Meetings Officer

**In Attendance;** Cllr Duhigg

**Public;** Two members of the public

### **1 PH1146 CHAIR ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

### **2 PH1147 PUBLIC QUESTIONS**

There were no public questions.

### **3 PH1148 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received and accepted from Cllr Sharkey and Cllr Goble.

### **4 PH1149 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5 PH1150 TO ADOPT THE MINUTES FROM THE 21<sup>ST</sup> SEPTEMBER 2021**

It was resolved to adopt the minutes as a true record of the proceedings.

### **6 PH1151 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

- Cllr Gallagher reported that the next Steering group meeting will be held on Thursday 14th October.
- Working on draft neighbourhood plan, working on housing needs assessment.
- Aim is to bring back to this committee.

### **1 PH1176 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

Cllr Milliner stated that the budget of £600 for the refurbishment of the obelisk, Meridian monument and the War Memorial, will not be enough. It was proposed that Cllr Milliner will clarify this with the Town Clerk and Finance Officer.

Cllr Seabrook suggested creating a monument reserve to save this money if plan is to refurbish over 3 years, otherwise the money will be lost in general reserves.

## Minutes of the Planning & Highways Committee Meeting - Tuesday 12<sup>th</sup> October 2021

### **2 PH1177 TO AGREE THE PROVISION OF A REPLACEMENT BUS SHELTER ON SUTTON AVENUE**

Cllr Seabrook Recommended and Proposed and was Seconded by Cllr Griffiths, to purchase a three-bay shelter and move the shelter north of the existing bus shelter and use GW Shelter Solutions for this installation.

**All in Favour**

It was noted that the Admin officer has already made enquires to LDC and the Bus company for the process to install a new shelter in a different location and is awaiting a response.

### **3 PH1178 TO APPROVE THE CONTINUED USE OF ESCC SERVICES FOR GRASS VERGE CUTTING IN 2022/23**

Cllr Paul stated that this year the first cut was too early and second cut was too late, it would be beneficial to know if The Town Council have any influence over the timings of the cuts.

It was **Proposed** by Cllr Paul and **Seconded** by Cllr White to accept Option 2, this is the same option as last year, which is Extra cuts: Parish /Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of £8864 for the year.

It was also recommended to find out if we have any influence over the timings of the cuts.

**All in favour**

Cllr Seabrook asked the Committee if they could identify and email him any ideas for any grass verges and green spaces that they might consider for rewilding and this will be discussed at the next meeting.

### **4 PH1179 TO NOTE LEWES DISTRICT LAND AVAILABILITY ASSESSMENT SITES AND AGREE ANY ACTION REQUIRED**

It was noted that this includes a significant area of green space which if it gets built on will be gone forever. There are a lot of discrepancies in this Assessment Site.

- It was agreed that comments for the 2 extra sites are sent to The Town Clerk to share with LDC.

### **11 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING Planning applications as follows:-**

<b>PH1180 LW/21/0740</b> 118 Roderick Avenue Peacehaven  <b>Case Officer</b> Rita Burns	The application was reviewed and no planning reasons or objections/comments.  It was resolved to recommend approval <b>All in Favour</b>
<b>PH1181 LW/21/0745</b> 21 Roundhay Avenue Peacehaven  <b>Case Officer</b> Rita Burns	The application was reviewed and no planning reasons or objections/comments.  <ul style="list-style-type: none"><li>• Loss of originality.</li></ul>

**Minutes of the Planning & Highways Committee Meeting - Tuesday 12<sup>th</sup> October 2021**

	<b>It was resolved to approve by Majority.</b>
<b>PH1182 LW/21/0750</b> 11 Rustic Road Peacehaven  <b>Case Officer</b> Tom Bagshaw	The application was reviewed and no planning reasons against.  <b>It was resolved to recommend approval</b> <b>All in favour</b>
<b>PH1183 LW/21/0717</b> 79 Malines Avenue Peacehaven  <b>Case Officer</b> Tom Bagshaw	The application was reviewed and no planning reasons or objections/comments.  <b>It was resolved to recommend approval</b> <b>All in favour</b>
<b>PH1184 LW/21/0719</b> 50 Bolney Avenue Peacehaven  <b>Case Officer</b> James Emery	The application was reviewed and no planning reasons or objections/comments.  <b>It was resolved to recommend approval</b> <b>All in favour</b>
<b>PH1185 LW/21/0556</b> 196 South Coast Road Peacehaven  <b>Case Officer</b> Julie Cattell	The application was reviewed and no planning reasons or objections/comments.  <b>It was resolved to recommend approval</b> <b>All in favour</b>

**12 The Following planning application was noted**

<b>PH1186 LW/21/0759</b> 37A Mayfield Avenue Peacehaven  <b>Case Officer</b> James Emery	Prior notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A for a single storey rear extension to measure 6.0m in length, 2.9m eaves height and 3.0m total height  <a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0759">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0759</a>
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**13 PH1187 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.**

The circulated actioned was reviewed.

- Item 2 regarding the lamp posts on the Action plan, has been pending for some time. The Admin Officer will follow up directly with Eric Ware.

## **Minutes of the Planning & Highways Committee Meeting - Tuesday 12<sup>th</sup> October 2021**

***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 were excluded from the rest of the meeting.***

*A point of order was raised by Cllr Griffiths about who could be present according to standing orders.*

*One member of the public and Cllr Duhigg left the room. The remaining member of public Nancy Astley, was invited to the table as a Guest speaker / expert Consultant, for the next Agenda Item.*

### **14 PH1188 TO REVIEW THE DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Gallagher and Nancy Astley walked through the second half of the Draft Neighbourhood Plan. Various comments were made which Cllr Gallagher took note of. It was agreed that further detailed comments will be emailed to Cllr Gallagher as soon as possible.

There being no further business, the meeting closed at 21.20pm

***Next meeting of the Committee – 2<sup>nd</sup> November 2021 at 7.30pm***



# PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

**DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House at 7.30pm on Tuesday 2<sup>nd</sup> November 2021**

**Present:** Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr R White, Cllr G Hill, Cllr J Harris, Cllr D Paul.

**Officers:** V Onis, Admin & Meetings Officer

**Public:** One member of the public was present

## **1 PH1189 CHAIR ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

## **2 PH1190 PUBLIC QUESTIONS**

There were no public questions

## **3 PH1191 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Cllr Goble and Cllr Sharkey

## **4 PH1192 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **5 PH1193 TO ADOPT THE MINUTES FROM THE 12<sup>th</sup> OCTOBER 2021**

It was resolved to take the approval of the minutes of the previous meeting at the next meeting of the Committee.

## **6 PH1194 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

There was no update from Cllr Gallagher.

## **7 PH1195 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

Cllr Seabrook reported that at the last meeting of Committee it was discussed to create a monument reserve to maintain the War memorial, obelisk and the Peacehaven monument.

It was proposed by Cllr Seabrook and Seconded by Cllr Griffiths to create a reserve for the Maintenance of these structures.

All in Favour



**Minutes of the Planning & Highways Committee Meeting - Tuesday 2<sup>nd</sup> November 2021**

**8 PH1196 REPLACEMENT BUS SHELTER – Change of original relocation**

At the Committee meeting on 12<sup>th</sup> October, it was proposed to install a new 3 bay shelter to the north of the existing 2 bay shelter, since this decision a new location has been investigated. Both locations were discussed, and Committee resolved to remain with the original proposed location and seek approval from LDC.

**9 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING**

**Planning applications as follows:-**

<p><b>PH1197</b> LW/21/0381 6 Rustic Road Peacehaven</p> <p><b>Case Officer</b> Rita Burns</p>	<p>demolish existing double garage and erection of 3 bedroom bungalow</p> <p><b>Comments</b> Letter of Objection from member of the public received and noted.</p> <p><b>It was resolved to recommend refusal</b> for the following reasons: -</p> <ul style="list-style-type: none"><li>• We do not consider that the proposed development accords with development plan policy DM25.</li><li>• Back garden development - There will be loss of privacy and adverse impacts for immediate neighbours in respect of outlook – proposals will result in unacceptable overlooking and are too close to neighbouring boundaries.</li><li>• Too close to neighbouring properties in other roads that won't have been notified.</li><li>• Design does not fit in with local surroundings.</li><li>• Absence of car parking facilities, unclear from the plan where cars will be parked. Exacerbate existing parking problems.</li><li>• Increase of traffic &amp; congestion.</li></ul> <p><b>We respectfully request that this proposal is refused.</b></p> <p><b>Should you be minded to grant permission we would ask that conditions are imposed to address the following and in order to manage and mitigate the impact of this proposal</b></p> <ul style="list-style-type: none"><li>• Site hours limited to Monday-Friday 08:00 to 13:00, no working on Sundays or Bank Holidays, no plant and equipment to be</li></ul>
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**Minutes of the Planning & Highways Committee Meeting - Tuesday 2<sup>nd</sup> November 2021**

	<p>started up outside of these hours, no loud music to be played.</p> <ul style="list-style-type: none"> <li>• Sympathetic materials to be used</li> <li>• Require a waste Minimisation Plan</li> <li>• Vehicles belonging to construction staff should not be block access for other residents and should not be parked on grass verges or at junctions.</li> <li>• Any damage to the grass verges during construction must be repaired by the developer.</li> </ul>
<p><b>PH1198</b> LW/21/0778 7 Seaview Road Peacehaven</p> <p><b>Case Officer</b> James Emery</p>	<p>loft conversion and erection of open-front entrance porch</p> <p><b>It was resolved to recommend approval.</b></p>
<p><b>PH1199</b> LW/21/0793 5 Piddinghoe Close Peacehaven</p> <p><b>Case Officer</b> Julie Cattell</p>	<p>Loft conversion facilitated by 1no front dormer, 1no rear dormer and hip-to-gable extension</p> <p><b>It was resolved to recommend approval.</b></p>

**10 The following planning applications were noted:-**

<p><b>PH1200</b> TW/21/0070/TPO 3 Wendale Drive Peacehaven</p> <p><b>Case Officer</b> Mr Nick Jones</p>	<p>3 Ash trees (T1,T2, T3) need crown thinning up to 30%; crown lifting up to 6ft above ground level as low branches obstruct the pavement in Telscombe Road; removal of dead branches. Work needs to be done to prevent excessive shading which prevent sufficient light penetration to plants and grass, light on he patio and in the house. Excess shading affects adjacent properties at 2 Wendale Drive and Telscombe Close</p>
<p><b>PH1201</b> TW/21/0072/TPO Land Between Firle Road And Glynn Road Firle Road Telscombe Cliffs East Sussex</p> <p><b>Case Officer</b> Nick Jones</p>	<p>Prunus x 2 - Remove Ivy Groth Grey Poplar x 1 - Fell Sycamore x 2 - Remove Dead Wood Commen Ash x 2 - one to be felled, one crown reduction</p> <p>Need to inform case officer at LDC that this is Peacehaven.</p>

## Minutes of the Planning & Highways Committee Meeting - Tuesday 2<sup>nd</sup> November 2021

### 11 The following Planning Application Decisions were noted: -

<p><b>PH1202</b> LW/20/0800 24 Steyning Avenue, Peacehaven</p>	<p>Demolition of existing bungalow, erection of 3no. 3 storey dwellings comprising of 2 x semi-detached dwellings and 1 x terraced dwelling</p> <p>Lewes DC <b>Refused permission</b> Peacehaven's Planning &amp; Highways Committee <b>Objected</b> to this application</p> <p><a href="https://padocs.lewes-eastbourne.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&amp;pdf=true&amp;docno=20825696">https://padocs.lewes-eastbourne.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&amp;pdf=true&amp;docno=20825696</a></p>
<p><b>PH1203</b> LW/21/0556 196 South Coast Road, Peacehaven, East Sussex, BN10 8JL,</p>	<p>Change the windows so they are 3 panel triple glazed anthracite grey, insert small slim frosted window in the West elevation dormer for the bathroom, render front walls, fascia boards anthracite grey - relating to planning approval LW/20/0445</p> <p>Lewes DC <b>Grants permission</b> Peacehaven's Planning &amp; Highways Committee supported this application</p>
<p><b>PH1204</b> LW/21/0544 12 Cornwall Avenue</p>	<p>demolition of rear conservatory, extension and side garage, and erection of single-storey rear and side extensions and front porch</p> <p>Lewes DC <b>Grants permission</b> Peacehaven's Planning &amp; Highways Committee supported this application</p>

### 10 PH1205 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

No updates to the action plan.

Cllr Harris reported the damaged pathway adjacent to Howard Park. Cllr Seabrook volunteered to take pictures and report on the 'Fix my street' app.

**DATE OF NEXT MEETING 23<sup>RD</sup> NOVEMBER 2021 AT 7.30 PM**

*There being no further business, the meeting closed at 20.01*



# PEACEHAVEN TOWN COUNCIL

TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 23<sup>rd</sup> September 2021 in Community House, Peacehaven**

**Present** – Cllr. D Seabrook (Chairman), Cllr L Symonds (Vice-Chairman), Cllr A Milliner, Cllr R White, Cllr C Gallagher, Cllr G Hill, Cllr L Duhigg.

Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

### **1 E178 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and noted that the Speed Watch team will be deployed in the Town very shortly.

### **2 E179 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr I Sharkey, Cllr C Collier & Cllr W Veck, and that Cllr R White will substitute for Cllr C Collier, and Cllr L Duhigg will substitute for Cllr W Veck.

### **3 E180 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

### **4 E181 TO ADOPT THE PUBLIC MINUTES OF 10<sup>th</sup> AUGUST 2021 MEETING**

It was resolved to adopt these minutes as a true record.

***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 were excluded from the discussion of the following items.***

### **5 E182 TO ADOPT THE CONFIDENTIAL MINUTES OF 10<sup>th</sup> AUGUST 2021 MEETING**

It was resolved to adopt these minutes as a true record.

### **6 E183 TO REVIEW OUTSTANDING HR CASES**

Reports were received and actions agreed.

### **7 E184 TO REVIEW THE COMMITTEE'S ACTION PLAN**

The circulated Action Plan was received and discussed, with the Chairman reporting on the various items, several of which were on the meeting Agenda.

### **8 E185 TO REVIEW STAFFING MATTERS**

#### **i. Caretakers Recruitment report.**

The Clerk and Mrs Donovan reported on the current situation.

#### **ii. Resignation of the Communications Officer – to note.**

Noted.

#### **iii. Staffing structure review – to agree a proposal for Council.**

The matter was discussed at length and in great detail with recommended to be made to Council.

## **Minutes of Peacehaven Town Council Personnel Committee – 23<sup>rd</sup> September 2021**

### **9 E186 TO REVIEW INTERNAL BUSINESS DEVELOPMENT PLAN PROGRESS**

It was noted that the draft 2021/22 BDP will be seen by Council on the 28<sup>th</sup> September 2021. It was resolved that this matter will be deferred to the next meeting of the Committee.

### **10 E187 TO REVIEW COMMITTEE'S BUDGETARY POSITION AND REQUIREMENTS FOR 2022/23**

The Committee's financial report was received and discussed.

### **11 E188 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS**

Reports were received and actions agreed.

### **12 E189 DATE OF THE NEXT MEETING**

Thursday 4<sup>th</sup> November 2021 at 7.30pm in Community House.

*There being no further business, the meeting closed at 21:04*



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 7<sup>th</sup> September 2021 at 7.30pm**

Present: Cllr S Griffiths (Chair) Cllr L Symonds (Vice-Chair), Cllr I Sharkey, Cllr D Seabrook, Cllr R White, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr C Cheta, Cllr D Paul, Cllr G Hill, Cllr W Veck.  
Officers: Tony Allen (Town Clerk), Kevin Bray (Parks Officer), Victoria Onis (Admin Officer),

### **1 LA 591 CHAIR ANNOUNCEMENT**

The Chair welcomed everyone to the meeting and made the following announcements: -

- Meeting protocol – use microphones and if members cannot hear they must advise the Chair. Members may be asked to repeat what they say if anyone can't hear.
- The Mayor has a car boot sale at The Dell on Saturday 11<sup>th</sup> September.
- Bingo will be returning in the Main Hall on the 15<sup>th</sup> September at 2pm.
- There is a green spaces walk on the 25<sup>th</sup> September 10-12.30, starting from Community Garden at the Oval and ending at the Community Orchard and Centenary Park for lunch. This event was delayed due to Covid and has been funded by a grant from Peacehaven Town Council.
- The water refill station has arrived today after a long battle with SE water who won't let us use the model with dog bowls.
- PTC will be receiving 20 trees in January from the Southdown National Park Authority to plant at the east end of Centenary Park; the trees will be Elms and small leaved limes. At the same time the Community Orchard will be receiving another 100 trees from them. Varieties will be Wild Cherry, Field Maple, Goat Willow, Oak, White beam and Elm.

Cllr Gallagher stated that she was making an audio recording of the meeting.

### **1 LA 592 PUBLIC QUESTION TIME**

There were no public questions.

### **2 LA 593 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no absences.

### **3 LA 594 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul **LA 600 CENTENARY PARK CAFÉ LEASE** as an employee of the Gateway Café

Cllr Symonds **LA 600 CENTENARY PARK CAFÉ LEASE** as an acquaintance of the proprietor of the Gateway Cafe

#### **4 LA 595 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20<sup>TH</sup> JULY 2021**

Cllr Gallagher queried the accuracy of the minutes, in relation to two 'points of order' that she had made during the meeting.

The Town Clerk confirmed that those type of comments do not need to be recorded in the minutes, and that he was satisfied with the accuracy of the minutes produced.

It was resolved by majority to accept the minutes as a true record.

**Proposed** Cllr Seabrook and **Seconded** by Cllr White

#### **5 LA 596 BUDGETARY REPORT**

Cllr White requested clarification of some large variances in some budgetary expenditure.

The Parks Officer reported that the Finance officer had explained these figures as included in the papers for the meeting held on the 20<sup>th</sup> July.

The Town Clerk will obtain further clarification from the Finance Officer.

#### **6 LA 597 BUSINESS PLAN UPDATE**

Cllr Gallagher discussed on the papers that have been sent to Committee and answered questions.

- Cllr Seabrook requested that the report include the date/year of any updates as it is hard to determine which year is the latest.
- Cllr Seabrook questioned project item 'examine ways to reduce the effects of Global warming in Peacehaven – to monitor and improve air quality'. Cllr Seabrook stated that without closing all the roads to vehicles it is difficult to see how PTC or this committee can make an major developments to improve air quality.
- Cllr Gallagher reported that this item is for localised improvements that can be actioned, for example bollards were installed at the Centenary Park to prevent cars driving too near the Park.
- Cllr Veck reported that we have 120 trees to be planted, so there are some ongoing improvements in the Town to improve air quality.
- Cllr Cheta spoke of the need to monitor and measure our air quality in Peacehaven and that we should request air quality figures from LDC. Figures also could be obtained from Public Health for Emergency admissions into hospital with chest conditions.

- Cllr White reported that we get an annual average from these monitors not the daily peak; peak levels are what sends people to hospital with chest problems, currently we are not seen as a priority as the annual average is within the accepted norms.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr White that the Town Clerk write to Lewes Health Authority and Public Health, to ask for data on the Air Quality in the Town.

All in favour

## **1 LA 598 TO DISCUSS BUDGET REQUIREMENTS FOR 2022/23**

The Parks officer asked for input on additional expenditure for next financial year.

Some suggestions were given and were noted by the Parks Officer, including:-

- Cllr Seabrook reported that he and the Parks Officer are finalizing a schedule of replacement equipment.
- Cllr Symonds reported on CCTV developments and the possible impact on the new budget, particularly in relation to connectivity.
- Cllr Paul identified the need for a new dog bin in Lower Valley Road.
- Cllr Seabrook noted the need to upgrade/replace items in The Hub.
- Cllr Griffiths noted that a budget for Consultant fees is needed

## **1 LA 599 PROJECT UPDATE**

The report was discussed and noted.

It requested to add to the project report: -

- Renewing the café lease.
- Gateway Café Food composting plans.

## **1 LA 600 CENTENARY PARK CAFÉ LEASE**

The update on this item was discussed and noted a meeting has been set up with the proprietor of the Gateway Café for the 17<sup>th</sup> September 2021.



Some elements of the current Lease were discussed which will inform the forthcoming meeting

## **2 LA 601 MUGA COURT WORKS**

The Parks Officer's report was received and discussed. The planned works were noted.

## **3 LA 602 NEW SWING AT CENTENARY PARK**

The Parks Officer's report was received and discussed. The planned works were noted.

It was resolved to install a new toddler swing, using the original installers Playsafe

**Proposed** Cllr Harris and **Seconded** Cllr Paul.

It was resolved to refer the decision of funding of the swing, to the Policy & Finance Committee

## **4 LA 603 TO CONSIDER THE SETTING UP OF A TREE WARDEN SCHEME (TWS)**

Cllr Gallagher made a correction on the report; noting that there are Tree Wardens in Telscombe. The Tree wardens don't operate with the Council but are a Community led group, by the Saltdean residents association and Telscombe residents association.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Seabrook that PTC advertise for volunteers to come forward to form an autonomous TWS to work with Councillors and James Newmarsh in setting up a Tree Warden Group for Peacehaven.

## **5 LA 604 TO CONSIDER THE INSTALLATION OF A BARBECUE IN CENTENARY PARK**

The report was discussed in detail with the following points highlighted.

- No water supply in suggested location to put out fires and cool coals.
- Gateway café may not be happy about people cooking their own food so close to its business site, but it may give the Café extra business, sale of ice-creams etc.
- No parking at the location suggested to unload BBQ items.
- More work for grounds team to keep the area maintained and tidy.

- Having a BBQ Facility may open Centenary Park up to more anti-social behaviour, alcohol, littering, loud music disturbing residents and park users, burnt grass. Other BBQ users bringing disposable BBQs which could result in fires.
- How do we monitor the hours of use, that the area has been cleaned and locked up at scheduled time?
- PTC could sell climate friendly coal from a sustainable source?

It was **Proposed** by Cllr Cheta and **Seconded** by Cllr Sharkey that this proposal is investigated further and brought back to the next Committee meeting.

Agreed by majority.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr White a ban on ALL unauthorised BBQs and open fires at Centenary Park because of the fire risk.

All in favour.

Clerk to check for any relevant by-laws and Parks Officer to arrange appropriate signage.

#### **1 LA 605 BOWLS CLUB GAS SUPPLY**

It was recommended that The Bowls Club are invited to the next Full Council meeting to listen to the presentation by the company OVESCO, which is the company that provides solar and non-fossil fuel energy supplies, on behalf of Lewes District Council.

Cllr Gallagher noted that OVESCO has been invited to make a presentation at the next meeting of Council.

#### **2 LA 606 NEW HOUSES AT WEBBS YARD ENTRANCE TO EPINAY PARK.**

The report was discussed and noted.

#### **3 LA 607 REVIEWS OF THE PTC ALLOTMENTS POLICY/AGREEMENT**

It was **Proposed** by Cllr Sharkey and **Seconded** by Cllr Symonds that a Working party is set up to review this policy. WP to comprise of the Parks Officer, Cllr Griffiths and Cllr Sharkey and Cllr Seabrook.

#### **4 LA 608 GREEN SPACES REPORT**

The report was discussed and noted.

Cllr Gallagher briefed the meeting on the report, its relationship to the Neighbourhood Development Plan and the input from the Masters students from the University of Brighton.

It was **Proposed** by Cllr Cheta and **Seconded** by Cllr Paul that the work will continue on the Local Green Space & Green Infrastructure Plan to enable a sustainable Strategic Management Plan to be produced.

All in favour

**5 LA 609 WORKS UPDATE**

The Parks Officer's report was received.

The Parks Officer reported that the grass in The Oval has been cut back as scheduled.

**6 TO CONFIRM DATE OF NEXT MEETING AS THE 19<sup>TH</sup> OCTOBER 2021**

*There being no further business, the meeting closed at 21.29*



# PEACEHAVEN TOWN COUNCIL

Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 20<sup>th</sup> October 2021 at 7.30pm**

Present: Cllr S Griffiths (Chair), Cllr D Seabrook, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr D Paul, Cllr G Hill, Cllr W Veck, Cllr L Symonds, Cllr K Sanderson

Officers: Kevin Bray (Parks Officer),

Public 3 members of the public.

*Cllr C Gallagher stated that she was making an audio recording of the meeting.*

### **1 LA 610 CHAIR ANNOUNCEMENT**

The Chair welcomed everyone to the meeting and read the Health & Safety Announcement.

- Thanks to Peacehaven youth football club who did a litter park around Centenary Park on 16<sup>th</sup> October, collecting 7 bags of rubbish from the buses.
- Bingo on Wednesday afternoon and 10<sup>th</sup> November in the Main Hall Community House.
- Remembrance Service armistice day at the war memorial meridian park, service starts at 11am all invited to attend.
- Service of Remembrance on Sunday 14<sup>th</sup> November, there will be a short parade and service. For more details contact the Civic Officer Deborah Donovan.

### **1 LA 611 PUBLIC QUESTION TIME**

A member of the public spoke regarding item 11 on the Agenda. The Chair confirmed an email has also been received and circulated by the Town Clerk in advance of the Meeting.

The comments were noted and will be discussed at item 11.

### **2 LA 612 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr Cheta, Cllr White and Cllr Symonds (Substituted by Cllr Sanderson)

### **3 LA 613 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul declared an interest in Item 8 LA617: Action Plan, as being involved in the Park Run.

*It was resolved to bring forward item 11 To discuss and agree the allotment greenhouse, to allow the members of public to leave.*

*It was resolved to bring forward item 9 Gateway to the Downs.*

### **4 LA 614 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 7<sup>TH</sup> SEPTEMBER 2021**

It was resolved to accept the minutes as a true record of the proceedings.

**5 LA 615 TO NOTE AND DISCUSS THE COMMITTEES BUDGETARY REPORT**

The Committee received and noted the circulated report and queries were addressed and resolved by the Parks Officer.

**6 LA 616 TO DISCUSS THE BUDGET REQUIREMENTS FOR 2022/23**

The Circulated report was noted. There were no further items suggested to add to next year's budget.

Cllr Gallagher asked to be involved in setting the budget, the Parks Officer stated he would take advice on this from The Town Clerk

**7 LA 617 TO NOTE THE ACTION PLAN**

Cllr Gallagher discussed the validity of the action list. The Parks Officer explained that all the items on the list had been voted on by the L&A committee in the past but had stalled due to funding and other issues. The Parks Officer reported that the items on the list are still projects that required actioning.

Cllr Gallagher was not happy with the item '*management plans to be produced for the parks*' and asked why it said 'not started' when Cllr Gallagher had been bringing a green spaces report to Committee over the past year, Cllr Griffiths stated that the green spaces reports were not a management plan. The Parks Officer suggested that confirmation should be sought from the Town Clerk as to what a management report was, this would help to resolve this matter.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Harris, to accept the action plan with the proviso that clarification of what a management plan is, to be confirmed by the Town Clerk.  
All in Agreement

**8 LA 618 GATEWAY TO THE DOWNS**

Cllr Griffiths reported that a meeting took place this morning. It has been agreed that detailed plans will come back to committee if funding is received from the Ouse Valley Cares Lottery Bid.

- Local artist Aimee Harman spoke and shared her ideas for Signage in Centenary Park leading to the entrance of the South Downs National Park
- Mosaic signs with a wildlife and nature theme
- Involvement from local Residents / Children / Schools
- The signage can also be stretched to other areas around the Town including the Meridian line walking route which the History WP are working on.

**1 LA 619 TO AGREE THE ALLOTMENT POLICY REVIEW**

It was **Proposed** by Cllr Paul and **Seconded** by Cllr Veck, to accept the amendments for the Allotment Policy, on the proviso of inclusion of wording regarding no offensive structures on plots and to amend the shed/greenhouse size to 8ft by 6ft max.  
All in Agreement

**2 LA 620 TO DISCUSS AND AGREE THE ALLOTMENT GREENHOUSE**

*This item was brought forward and discussed in advance of item 5*

Due to a misunderstanding with the allotments policy and that the installation will not affect neighbouring plots, it was **Proposed** by Cllr Gallagher and **Seconded** by Cllr Seabrook to allow the installation of the greenhouse.

**All in Agreement**

**3 LA 621 TO DISCUSS AND AGREE THE REPLACEMENT ROUNDABOUT AT FIRLE ROAD PLAYGROUND**

The Circulated report was discussed. It was resolved to replace the roundabout at Firle Road playground with an inclusive style roundabout. **Proposed** by Cllr Sanderson and **Seconded** by Cllr Paul

**All in Agreement**

To recommend to the Policy and Finance committee that PTC CIL funds should be allocated to purchase the replacement roundabout. **Proposed** by Cllr Paul and **Seconded** Cllr Harris

**All in Agreement**

To recommend a budget of up to a maximum of £9000.00 ex vat for the project (three quotes will be sought) **Proposed** by Cllr Paul **Second** Cllr Harris

**All in Agreement**

**4 LA 622 TO NOTE THE PLAY EQUIPMENT LIFE EXPECTANCY SURVEY REPORT**

The Circulated report was noted

**5 LA 623 TO NOTE THE TRACTOR REPAIR**

The Circulated report was noted

**6 LA 624 TO DISCUSS AND AGREE THE FOOTBALL DRINKING FOUNTAIN REQUEST**

The Circulated report was discussed. It was decided to defer recommendations 1&2 until more information has been gathered.

It was resolved to arrange a meeting with the Football Club to discuss options further and will be reported back to this Committee. **Proposed** by Cllr Gallagher and **Seconded** by Cllr Veck.

**All in Agreement**

**7 LA 625 TO AGREE ACTION ON PURCHASE OF EQUIPMENT CLLR SEABROOK**

Cllr Seabrook presented his report.

Cllr Gallagher stated she did not think capital funds should be used for this and that other ways of paying should be looked into.

It was proposed that we purchase the battery powered equipment as in the report and that the P&F committee look at how it can be funded. **Proposed** by Cllr Seabrook and **Seconded** by Cllr Veck

**All in Agreement**

**8 LA 626 TO NOTE THE WORKS UPDATE**

The circulated report was noted.

***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 were excluded from the rest of the meeting.***

**9 LA 627 TO DISCUSS AND AGREE THE ALLOTMENT PROVISION IN PEACEHAVEN**

Cllr Seabrook presented his report to the committee regarding land that could be suitable for allotments. Most areas looked at were either already at planning stages or were too restrictive in size/ location

Councillors discussed this report at length and concerns were raised about access, parking and how the purchase of any land would be funded.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Paul that further investigation be done to see if any areas of land are viable

**All in Agreement**

**10 TO CONFIRM DATE OF NEXT MEETING AS THE 30<sup>TH</sup> NOVEMBER 2021**

*There being no further business, the meeting closed at 21.20*



# PEACEHAVEN TOWN COUNCIL

TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

**Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 5<sup>th</sup> October 2021 at 7.30pm**

**Present:** Cllr L Duhigg, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr G Hill, Cllr D Seabrook, Cllr J Harris, Cllr D Paul  
**Officers:** Deborah Donovan - Civic & Communications Officer, Karen Bray – Information Officer.

## AGENDA

### 1. CCE132 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and made the following announcements: -

- Bingo this Friday 8<sup>th</sup> October at 7pm in the Main Hall. All funds collected for the Mayor's charities.

Cllr. Seabrook was invited to join the table in a non voting capacity, to discuss two items on the Agenda.

### 1. CCE133 PUBLIC QUESTIONS

There were no public questions.

### 2. CCE134 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies received and accepted from Cllr Sanderson

### 3. CCE135 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

### 4. CCE136 TO ADOPT THE MINUTES OF 13<sup>TH</sup> JULY 2021

It was resolved to adopt the minutes as a true record of the proceedings.

### 5. CCE137 TO ADDRESS AND CONFIRM THE TERMS OF REFERENCE

The Terms of reference were accepted as written.

### 7. CCE138 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND REQUIREMENTS FOR 2022/23

The circulated Budgetary report was noted and agreed.

**Proposed** Cllr Symonds and **Seconded** by Cllr Harris  
All in favour.



**8. CCE139 TO RECEIVE AN UP-DATED REPORT FROM THE EVENTS WP, REFERENCE CHRISTMAS EVENT.**

Cllr Veck reported that a meeting has recently taken place, to discuss the possibility of holding an outside Christmas event this year. Although the meeting went well, with good ideas and participation, it has been decided to defer the Event to November 2022, the date has already been booked and planning will begin in February 2022

Cllr Veck confirmed there is still a Christmas Event this year, which is being held at Community House by a regular Hirer.

**9. CCE140 ART SHOWCASE QUEENS JUBILEE**

The Civic Officer reported that the Art show case has been launched. Artwork can be submitted which depicts people's interpretation of the Queen. Submitted art pieces needed by December.

**10. CCE141 TO NOTE THE 2022 PROPOSED EVENTS**

Mrs Donovan updated the committee on each of next year's events.

Cllr Symonds enquired about holding a Barn Dance for the Harvest Festival next year – a report to be submitted at next Committee

**11. CCE142 CIVIC & COMMUNITY EVENTS YEARLY WORK PLAN**

The circulated plan was noted

**12. CCE143 TO DISCUSS THE POSSIBILITY OF A PERMANENT CLIMATE CAFÉ IN COMMUNITY HOUSE.**

This item was discussed in detail at item CCE145 below

**13. CCE144 TO NOTE THE DATE OF THE PEACEHAVEN SUMMER FAIR**

Mrs Bray confirmed the date of the summer fair will be the 9<sup>th</sup> July 2022.

Cllr Paul stated that she will not be available on the date of the Fair.

**14. CCE145 TO NOTE A REQUEST HAS BEEN MADE BY THE CLIMATE CHANGE WP TO ORGANISE AN EVENT TO PROMOTE CLIMATE CHANGE IN THE SPRING**

Cllr Seabrook would like to organise a Peacehaven climate fair on the 9<sup>th</sup> April.

The Fair will hopefully lead to other Events such as Climate Cafes and Citizens Panels and will be organised by the Climate Change WP.

- A facilitator will lead the 'café', relaxed chat to talk about anything to do with climate change. A lot of people feeling anxious not knowing how to help climate change. A trial climate café will be introduced during the climate change event on 9<sup>th</sup> April. This is not a café (serving refreshments) it is a gathering introduced by a facilitator who talks about climate change, how to improve mental health and wellbeing.
- Set up citizens panels – series of meetings on different topics with guest speakers.

Cllr Hill **Proposed** that we accept the proposal for the Climate Change Fair and **Seconded** by Cllr Paul  
All in favour

The next PTC Climate WP meeting will be on Wednesday 20<sup>th</sup> Oct at 4pm at Community House

**15. CCE146 TO NOTE THE ACTION PLAN RECEIVED FROM THE HISTORY WP**

The circulated report was noted

**16. CCE147 TO AGREE THE ATTACHED REPORT FOR A PEACEHAVEN WALK LEAFLET**

Mrs Donovan reported that at the last History WP, there was a talk given by our guest speakers Hilda and Graham Heap. Mr & Mrs Heap have written books about The Meridian line. Following on from the meeting Graham has devised a discover Peacehaven Leaflet which walks along the Meridian line in Peacehaven. It is a prototype and hopefully this can be turned into a leaflet by professionals.

Cllr Seabrook noted that this is the same route that The Green Havens also walk, except they include Epinay and Centenary Park, therefore the map could be expanded if needed.

**17. CCE148 TO DISCUSS AND AGREE ITEMS TO BE PURCHASED THROUGH THE WELCOME BACK FUND.**

Mrs Donovan's report on the Welcome Back Fund was discussed in detail.

- Has the money been allocated elsewhere?
- What are the exact criteria?
- Who will manage the project?
- It was suggested that chairs of each committee form a working party who will then have delegated responsibility for the spend – proposals to full council

It was **Proposed** by Cllr Symonds and **Seconded** by Cllr Hill, to accept all the suggestions which have been put forward by Mrs Donovan, for the use of the Welcome Back Fund.

All in Favour

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Symonds that the Welcome Back Fund is investigated as a matter of urgency by the Civic Officer and a final proposal to be submitted to Full Council, bearing in mind that this will need to be a strong proposal as the deadline for this money to be spent, is March 2022

All in Favour.

**16. CCE149 TO DISCUSS ANY ITEMS TO BE ADDED TO THE INTERNAL BUSINESS PLAN**

This item has been withdrawn.

**DATE OF NEXT MEETING OF THE COMMITTEE – 8<sup>th</sup> February 2021**

*There being no further business, the meeting closed at 21.00*

<b>Agenda Item:</b>	<b>C840-f-i</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>9<sup>th</sup> November 2021</b>
<b>Title:</b>	<b>Business Development Committee</b>
<b>Report Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To give direction regarding the future operation of this Committee.</b>

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## **Introduction**

The Business Plan Working Party was set up by the Policy & Finance (P&F) Committee at its meeting on the 28<sup>th</sup> May 2019, to look at previous PTC BP's and to develop a framework for a new PTC Business Plan.

At the P&F Cttee meeting on the 16<sup>th</sup> July 2019, it was merged with the E-Communications WP and became known as the 'Business Plan & E-Comm's WP'.

In November 2019 the WP was upgraded by Council to the Business Development & E-Comms Committee and its Terms of Reference agreed.

In April 2021, Council approved updated Terms-of-Reference (copy attached).

## **Background**

The Committee has met regularly and created an emerging and developing Business Plan for the Council. However, this mostly appears to have been carried out in isolation from the Standing Committees and, in some cases has created duplication of effort, causing frustration and concern for the Councillors and Officers involved.

## **Analysis**

With the appointment of the SPO in September 2020, I had hoped that the structure of the Business Plan and the operation of the Committee would develop into a realistic and challenging additional direction for the Council's activities.

However, this was not fully the case, as evidenced by the rejection of the Draft 2021/22 Business Plan presented to Council at its meeting on the 28<sup>th</sup> September 2021.

## **Conclusions**

1. This Committee has not produced acceptable Business Plans for 2021/22 and beyond.
2. This Committee has not fully developed an inclusive approach which enhances the direction of the Council, beyond the work already being carried out in the Standing Committees.
3. This Committee in part has developed a life of its own and has ventured into areas in the remit of other Committees.
4. This Committee has not managed to get all Committees and Councillors on-board with its way of working and direction.

## **Recommendations**

1. That the Committee's ongoing focus is initially on producing one-year, five-year and ten-year Business Plans for sign-off by Council.
2. That the work on these Plans is deferred until the appointment of the replacement SPO.

## **Appendices/Background papers**

April 2021, Council approved Committee Terms-of-Reference.

## PEACEHAVEN TOWN COUNCIL

### BUSINESS DEVELOPMENT & COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

#### GENERAL

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

#### BUSINESS DEVELOPMENT & COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

The Business Development & Communications Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

All Committees will feed into the Business Development Committee.

The Business Development & Communications Committee shall be responsible for the strategic development of the Council and the supervision of projects aimed at the enhancement of the Town, excluding work on the Neighbourhood Plan up to adoption (which will be by full Council). The Committee's responsibilities will include:-

1. To investigate and develop projects to enhance the Town:-
  - a. The long term future of the Civic Centre /Community House.
  - b. The long term future of The Hub- Including redevelopment of the building
  - c. The long-term future of The Gateway Café building.
  - d. The long-term future of the land and buildings known as Peacehaven and Telscombe Football Club.
2. To search out new income generating, expenditure reduction and business opportunities.
3. To investigate and develop projects to improve the image of the Town
4. To apply for external funding towards projects to enhance the Town
5. To investigate the acquisition of land for environmental, amenity and commercial uses
6. To investigate the provision of new build public facilities for the local community
7. To produce and monitor the implementation of the Council's Internal Business Plan and Town Plan.
8. To recommend projects to full Council. Funded projects are delegated to another committee if appropriate.
9. To be responsible for Peacehaven Town Council's communications except for social events. Improving, maintaining and developing new channels of media including website, social media, newsletters, bulletins both digital and non-digital and branding.
10. To support the Town Clerk and SPO with the longer-term issues which require background research and often a finalised report with a Business Plan.

**Membership-** Elected at Annual Council

**Meetings-** Quarterly as a minimum.

**Agenda Item:****Committee:** Council**Date:** 10<sup>th</sup> November 2021**Title:** Progressing the “Welcome Back” Project**Report Authors:** Cllr Cathy Gallagher**Purpose of Report:** To agree the way forward for the “Welcome Back “project

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**Introduction**

A successful application was submitted in April 2021 by the Senior Project Office (Bus. Dev and Planning) to Lewes District Council for funds relating to the Welcome Back Fund. A paper was presented to the Business Development and Communications Committee 25<sup>th</sup> August by the SPO. That report set out in some detail all of the information needed to successfully operate within the conditions of the Welcome Back Fund”

The application covered the High Street i.e., South Coast Road retail, Cliff tops and Centenary Park.

A further report was presented to Business Development and Communications Committee on 22nd September and the next steps for implementation were agreed

The 22nd of September report contained the following information.

“The Officer masterminding this project for Lewes District Council is Lisa Rawlinson, Strategy and Partnership Lead (Growth & Prosperity).

Peacehaven Town Council have been allocated £11,250. The Bid generated by the SPO met the eligible criteria and the list of items submitted was suitable.

There are specific requirements re branding, media contacts and procurement which need to be complied with.

Funds to be used by March 2022, no charges to be made to public, temporary signage etc., not as part of Council budgets”

**Background**

The “Welcome Back Fund” has come from the measures taken by the UK Government and the European Union to aid economic and social recovery after Covid 19 recovery.

£50 Million was announced in May 2020 to prepare for the safe re-opening of high streets and retail spaces.

This was extended in the summer of 2021 to include smaller shopping areas and tourist recovery.

To quote Lisa Rawlinson “any activity needs to be linked to an action plan or an agreed strategy and needs to be in response to the Covid-19 situation”

**Analysis**

The Bid contained the following

An event/consultant to be engaged	£1000
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Purchase of Marque/s	£2000
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Exhibition stands	£750
Marshalls	£500
Purchase flexible chairs/tables	£2000
Hire of storage container	£ 400
Signage access to greenspaces etc.	£1500
Benches for cliff tops	£2000
Planters etc.	£600

Planned events include working with Local business and Chamber of Commerce, aiding regeneration.

### **Additional Information**

A Zoom meeting took in September 2021 took place to discuss the Welcome Back Fund, attended by the Town Clerk, Marketing and Civic Officer ,3 members of Civic and Community Events Committee and the 2 members of Business Development and Communications Committee. The Town Clerk advised that any changes of use from the original application would need Government approval. The setting up of a Working Party to progress the project being the way forward.

### **Conclusions**

Members from Business Development and Communications Committee have pledged support to making this project a success and help form the Working Party

Peacehaven and Telscombe Chamber of Commerce and SDCA and local business people have expressed enthusiasm to be involved with the Working Party.

### **Recommendations**

In order to make this project a success and to use the Grant as a “Quick Makeover” for some areas of Peacehaven a Working Party is formed.

Members of the Working Party to include Councillors and members of the public and PTC staff.

The success of this project will depend on support from Parks Officer and the Marketing and Civic Events Officer.

**The recommendation is that Council supports the setting up of a Working Party.**

### **Implications**

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

<b><u>Financial</u></b>	<ul style="list-style-type: none"> <li>• Due diligence and financial management</li> </ul>
<b><u>Legal</u></b>	<ul style="list-style-type: none"> <li>• UK Financial and Planning Laws</li> <li>• Council Powers/Duties</li> <li>• Terms and Conditions of Welcome Back Fund</li> </ul>
<b><u>Health &amp; Safety</u></b>	<ul style="list-style-type: none"> <li>• Any events or equipment purchase will need to be in accordance with relevant H&amp;S laws</li> </ul>
<b><u>Planning</u></b>	

<b><u>Environmental and sustainability</u></b>	<ul style="list-style-type: none"> <li>• No damage to environment, encourage local retail and leisure</li> </ul>
<b><u>Crime and disorder</u></b>	Marshalls employed as appropriate
<b><u>Social value</u></b>	<ul style="list-style-type: none"> <li>• Potential for charities/voluntary organisations</li> <li>• Support for those in need</li> <li>• Links with youth</li> <li>• Inclusivity</li> <li>• Community benefits</li> <li>• Free events</li> </ul>
<b><u>Climate</u></b>	<ul style="list-style-type: none"> <li>• Carbon footprint awareness.</li> </ul>

**Appendices/Background papers**

**REVIEW OF INTERNAL BUSINESS PLAN 2020-21**





# PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
 MERIDIAN CENTRE  
 MERIDIAN WAY  
 PEACEHAVEN  
 BN10 8BB

The Climate Emergency Motion was adopted by Peacehaven Town Council on 23<sup>rd</sup> July 2019.

Action	Target Date	Notes	Date Completed
<b>General Actions</b>			
Council to agree to set up a Climate Emergency Working Group. Members of Climate Emergency Working Party to be agreed.	26/11/2019	Agreed by Council 26 <sup>th</sup> November 2019. Councillors Griffiths, Sharkey, White and Seabrook will make up the working Party. Two representatives from Peacehaven Community School to be invited.	26/11/2019
Terms of Reference to be agreed.	31/01/2020	Terms of reference have been ratified by Council.	19/02/2020
Research the climate emergency plans of other Town and Parish Councils and report to Council.	19/02/2020		Complete
Town Clerk to investigate the Covenant of Mayors to track progress and link with other towns who are cutting emissions.	21/12/2019	Relevant documents identified and circulated to Council for meeting on 14 <sup>th</sup> January 2020.	07/01/2020
Mayor of Peacehaven Town Council to Sign the Covenant of Mayors.	31/01/2020	Covenant of Mayors for Climate and Energy has been signed by the Mayor and is on display in the foyer.	14/01/2020
Covenant of Mayors Deadline	31/01/2022	Progress needs to be reported to Covenant of Mayors Should we now be in the UK organisation? Isobel to discuss with Civic & marketing officer. A report needs to be sent to the Covenant of Mayors by Jan 2022. Target date for draft by 9 <sup>th</sup> November 2021 The spreadsheet provided on their website is too complex and too time consuming for a Town Council to complete. Discuss with Covenant of Mayors and other Town Councils e.g. Frome & Tring.	

Action	Target Date	Notes	Date Completed
Tree Charter		It was agreed that the Council would follow the principles of the Tree Charter at the meeting on 14/01/2020. A copy of the Tree Charter Principles is on display in the foyer.	16/02/2020
Tree Planting and Carbon Capture	31/03/2022	Tree planting in Centenary Park, Howard Park and Orchard.  The Council has made a Funding bid to the Urban Tree Challenge Fund in partnership with Brighton Permaculture Trust. This bid includes watering for three years.  A bid has also been made to the Trees for the Downs fund for 20 trees and has been confirmed.  The Ouse Valley Cares Bid for trees as a Gateway to the Downs to nearing completion.  The Orchard will be getting 120 trees from the South Downs National Park this winter. Confirmed.  A Tree Wardens scheme was discussed at LAE Committee on 8/9/21. Agreed to advertise to setup an autonomous Tree Wardens Group.	
Climate Change Strategy Policy to write		Review Lewes District Council document. Discuss with Town Clerk regarding resources needed.	
Climate Emergency Working Group to arrange an audit of the Peacehaven Town Council's activities that impact on its carbon footprint.		Keep it simple.	
The Climate Emergency Working Group to report to council every six months.	30/11/2021		
Training for Staff, Officers and Councillors on climate change and Sustainable Procurement training. Climate policy to be included in the staff handbook.	09/09/2021	This has been added to the Personnel committee's business plan. DJS attended the <b>Carbon literacy for local authorities at the Centre for Alternative Technology</b> with a view to cascading training to staff and Councillors. Climate change training has been added to the Personnel Committee Training plan. Waiting on learning materials from CAT	

Action	Target Date	Notes	Date Completed
Ideas for Climate Change – A Green competition for staff with a prize, so everyone can come up with an idea to “save the planet” in the New Year. Ideas to be collated into a document for staff.			
To include Green Pages on the Councils website.		To be taken forward by Communications Officer.  Publicise WWF Footprint calculator?	
Wildflower Planting in the Dell.	30/11/2021	CIL bid approved. Wildflower planting has been completed. Cornflowers have appeared for the first time in the Dell. The rotovated area has a good variety of new wildflowers. The other areas that were seeded on grass may take 2 or 3 years to show improvement. Grass to be cut late Autumn to allow seeds to set. Grass to be raked off. Volunteers needed.	
Budget to be agreed for 2022/23	30/11/21	There is £5000 in the climate change reserve. Some of this will be needed for the Climate Change Event on 9 <sup>th</sup> April 2022	
Green Roofs on Bus stops & Carbon Capture	31/03/2021	A bus shelter with a green roof has been agreed by Planning & Highways on 12 <sup>th</sup> October. Further discussion required about its actual location.	

**CLIMATE EMERGENCY ACTION PLAN – INTERNAL EMISSIONS**

<b>Buildings</b>			
<p>Upgrade of Community House – to make climate change recommendations to ensure carbon neutral by 2030.</p>		<p>Upgrade of CH from a Climate change point of view.</p> <ul style="list-style-type: none"> <li>• Retro fit buildings instead of knocking them down. Reduce energy use and carbon emissions.</li> <li>• Solar panels will need replacing and a battery system to go with it, far more effective to store it yourself and then use it.</li> <li>• Lighting system, potential to save a lot with automatic lighting controls. Rainwater harvesting for toilets.</li> <li>• Building needs to be insulated. Clad the outside, make it look modern to fit in with new Meridian Centre. No Plastic.</li> <li>• Porch on the west door, there will be no internal Meridian Centre, door constantly open and closing. Need to keep heat in.</li> <li>• Thermostats to adjust the heating in each individual room.</li> <li>• Windows need replacing to open in reception and office, for ventilation, to be double glazed and ensure outside windows will be secure.</li> <li>• To look at the kitchen equipment, existing gas hob too overpowered for what we need. Some kitchen users leave the hob on when not in use.</li> <li>• Green Roof and Walls</li> </ul> <p>Recommendations have been sent to Policy &amp; Finance and referred to the Business Planning Committee.</p>	

<p>Upgrade of the Hub – to make climate change recommendations to ensure carbon neutral by 2030</p>		<p>Clr Griffiths will contact Duncan Baker Brown. Regarding the Hub boiler. Duncan Baker Brown is an architect at Brighton University who specialises in green solutions such as Heat Pumps. It would be ideal if we could replace the boiler at the Hub with a Ground/Air Sourced heat pump that can still be used after the building is replaced. Becoming urgent.</p> <p>The £1000 included in the LAE budget for Climate Change provision can be used to fund a report on heating options.</p>	
<p>Upgrade of Centenary Cafe– to make climate change recommendations to ensure carbon neutral by 2030</p>		<p>Arrange for survey of heating. Do at the same time as the hub. There is £1000 in the LAE budget for Climate Change actions which could be used.</p> <p>Café is aware of our single use plastic policy. New lease being negotiated. (SG)</p>	

## Waste

Recycling of waste by Peacehaven Town Council

Waste is collected by Lewes District Council

- Black Bag waste is collected weekly; we have four 1100 litre bins and are charged **£936.00 per bin per year**
- Recycling is collected fortnightly; we have two 1100 litre bins and are charged **£234.00 per bin per year**

The bins are NOW locked and cannot be used by other businesses in the shopping centre. There is the possibility of reducing the number of bins.

**We need to recycle more – at least 50%**

Most of this waste comes from emptying public bins in our parks and includes dog waste.

Consider a trial dual bin in Centenary Park, recycling and all other waste. If recycling is contaminated it cannot be recycled. Report to LAE with costings. Investigation of LDC dual bins has shown that waste is just mixed up which would require our staff to sort it before recycling.

Paper can be placed in the normal recycling bins or sacks for shredding.

Consider possibility of composting / digesting food waste at the Gateway Café. Cllr Griffiths is investigating. Hot Composter is an option. Havens Hub are successfully using two hot composters. Further investigation required.

**Energy**

Investigate the source of electricity and gas supplies.	31/03/2021	Ovesco delivered a presentation to Council on 28/09/21.  Electricity supply is now with EDF on a zero carbon tariff with EDF and <a href="http://www.crowncommercial.gov.uk">www.crowncommercial.gov.uk</a>  Renewable Energy to be sourced.  Need to change meters to smart meters second generation.	
Use of non - renewable natural gas to be phased out for heating and cooking	18/10/2021	No new Gas Appliances to be purchased. Report to write with proposal to be made to policy and finance. (DJS)	
Solar Panels on roof of Community House and Cafe.		Solar panels on roof of Community House are now working and being monitored on a regular basis. Last year we were paid £486.  Report received from Ecosphere Renewables and confirmed that solar panels on the café are working normally. Occasional cleaning will help.  To be discussed with Ovesco and Dr Mark Earthy who have been invited to the Joint Working Party. Dr Earthy has attended the joint working party.	
Halogen lights and fluorescent tubes are to be banned starting September 2021.  In addition, the government also plans to start phasing out the sale of high-energy fluorescent lightbulbs, with a view to bringing an end to their sale from September 2023.	01/09/2023	An audit has been carried out by our caretakers to identify lighting that may need replacing.  Light fittings in Community Houses are either LED or low wattage fluorescent tubes. There are no halogen lamps. Additional savings could be made by using automatic controls.  Exemptions will be in place for lamps designed and marketed specifically for stage-lighting use in theatres or other entertainment events.  Light fittings in the Hub are either LED or fluorescent tubes. There are no halogen lamps. The fluorescent tubes need to be replaced with low energy lighting before 2023 when the sale of replacement tubes will be banned. The savings in electricity can be offset against	

		<p>the initial cost of installation. LED lights last many times longer than normal fluorescent lights.</p> <p>A detailed spreadsheet of the fittings and light bulbs required together with costs has been produced. Savings to be worked out and report to Policy &amp; Finance / Leisure &amp; Amenities / Business Development Committee. (DJS)</p> <p>This could be included in next years budget or the following year but savings are around 50% of the electricity bill. Cost of materials is approximately £1714 with installation by our electrician.</p> <p>The Café is 100% LED lighting.</p>	
Street Lighting upgrades to LED lighting.		<p>Report sent to Planning &amp; Highways Committee on 10<sup>th</sup> Oct 2020. There are 3 streetlights in the Valley Road area and more in Blakeney Avenue. It is recommended that these sodium lamps are placed with LED lighting. Parks Officer has contacted ESCC Lighting Supervisor and a meeting will be arranged when possible. This is being progressed through Planning &amp; Highways Committee.</p>	
Use of Computers – turning off when not in use.		<p>Purchase of new laptops for staff working from home has enabled some computers in the office to be turned off when not in use.</p>	Complete



Procurement			
All investment decisions made by Council must consider the impact on climate change and sustainability.	With immediate effect	This has been included in the reporting system for all council meetings.	Complete
To consider systematically the impact on climate change and sustainability, all reports to Council must include climate change impact and sustainability.	With immediate effect	This has been included in the reporting system. Additional training may be required for officers.	Complete
Sustainable Procurement Policy		A Sustainable Procurement Policy needs to be written and implemented. Based on LDC policy and updated.	
Climate Emergency Working Group to investigate the investments of the Local Government Pension Plan in the Fossil Fuel Industry.	30/11/2020	<p>£172,000,000 has been invested in fossil fuel industry by the local government pension scheme.</p> <p><a href="https://campaigns.gofossilfree.org/petitions/divest-east-sussex-pension-fund-from-fossil-fuels">https://campaigns.gofossilfree.org/petitions/divest-east-sussex-pension-fund-from-fossil-fuels</a></p> <p>Letter drafted for Council to write to LGPS concerning fossil fuel investments to be sent to ESCC as agreed at Full Council on 29<sup>th</sup> July 2020.</p> <p><b>“The campaign to get East Sussex County Council (ESCC) to stop investing in fossil fuels scored its <a href="#">first significant win</a> last month as the East Sussex Pension Fund confirmed that it's making changes which should halve its exposure to oil and gas companies.”</b></p>	28/07/2020
Update on implementation of the Single Use Plastic Policy.	29/7/2020	<p>Policy agreed by Council on 29<sup>th</sup> July 2020</p> <p>A meeting is being arranged with the Cafe and the Town Clerk. There is a need to update all staff.</p> <p>Review invoices to see what we are buying.</p> <p>Plastic Free Peacehaven has approached the Council with a view to becoming accredited as a Plastic Free Town.</p> <p>The accreditation requires councils to support the Plastic Free Communities campaign in their area via the Plastic Free Communities resolution. It contains these three parts:</p> <ol style="list-style-type: none"> <li>1. The council agrees to put a member on the Plastic Free Peacehaven steering committee.</li> </ol>	

		<ol style="list-style-type: none"><li>2. The council agrees to support all Plastic Free Communities initiatives in the area.</li><li>3. The council pledges to act by example and remove single-use items from its premises</li></ol> <p>A report will go to the next full Council meeting. Tracey Collier from Plastic Free Peacehaven may attend</p>	
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**Vehicle and Equipment Emissions**

<p>Replacement of vehicles</p>	<p>As per schedule</p>	<p>The Parks Officer has supplied an inventory list of vehicles that use fossil fuels together with replacement dates. This was discussed at the Leisure, Amenities and Environment Committee in October.</p> <p>It was agreed at the LA&amp;E Committee on 3/11/20 that the Peugeot Van will be replaced between Apr 2021 and March 2023 with an electric vehicle. Options for purchase or lease to be considered. Funding to be considered.</p>	
<p>Replacement of Equipment</p>	<p>As per schedule</p>	<p>The Parks Officer has supplied an inventory list of equipment that uses fossil fuels together with replacement dates.</p> <p>It was decided at the LA&amp;E Committee on 3/11/2020 that the replacements for 2 hand roller mowers, Hover Mower and 3 strimmer's will go ahead between Apr 2021 and March 2023. Zero carbon options to be considered.</p> <p>The Parks Officer has tried both a power driven and push machine in the Centenary Park playgrounds and both were suitable for the job, with the batteries lasting 3 hours or so and the batteries would be usable in other machines like hedge cutters etc in the future if that is the route we are going. Use of capital receipts to be considered.</p> <p>Report for LA&amp;E Committee on 19/10/21 with proposals to be included in budget for 2022/23 was discussed.</p>	
<p>Transition from E5 to E10 petrol</p>		<p><a href="https://www.gov.uk/guidance/e10-petrol-explained">https://www.gov.uk/guidance/e10-petrol-explained</a></p> <p>It is possible that we will need to make use of fuel stabilisers and to empty fuel tanks before storage. There may be difficulties starting equipment.</p> <p>The transition to electrically powered equipment will reduce the need for petrol.</p> <p>The Peugeot van can run on E10 petrol.</p> <p>No further action required.</p>	

Purchase of a Shredder to enable recycling of green waste on site.	28/02/2021	A shredder has been purchased to avoid ongoing trips to Isfield to dispose of prunings. Costs is £8657 + VAT. This purchase is predicted to save over the lifetime of the shredder £30,289 and 670Kg of CO2	Complete
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<b>Water Use</b>			
Water refill station in The Dell to reduce single use plastic drink bottles by the community.		<p>Work in progress with water. Permission for the dog bowl version has been refused as they claim there is no device to prevent the backflow of water. Refill station waiting to be installed. Unveiling event to be organised.</p> <p>A further refill station may be installed behind the hub. LAE is progressing this subject to negotiations with the football club.</p>	

## CLIMATE EMERGENCY ACTION PLAN –EMISSIONS WE CAN INFLUENCE

General			
Joint Climate Emergency Working Party to be setup with Telscombe Town Council	22/07/2020	Joint working group meetings have been set up and meetings are being held.	Complete
Town Clerk to advertise the setting up of the Citizen's Panel and recruit members of the public. Two councillors to be nominated to report back to Council.	31/03/2020	<p>Cllr Sharkey to investigate possibility Citizens Panel for Fashion. Some other groups would overlap with NDP plans for citizens panels. To be discussed with NDP Steering Group.</p> <p>This project will be taken forward by the Joint Telscombe / Peacehaven Climate Change Group.</p>	
Involvement of Peacehaven Community School and primary schools.		Isobel, Debbie and Matt meeting with Peacehaven Community Council on 17 <sup>th</sup> June to renew contacts.	
Community Garden.		<p>Relaunched. two groups are now making regular use of the garden:</p> <ul style="list-style-type: none"> <li>• Family Support Work are working with disadvantaged families on Wednesday mornings.</li> <li>• Butterfly Nursery are delivering a Forest School on Tuesday and Thursdays.</li> </ul> <p>A management committee will be formed shortly to oversee the management of the garden.</p>	
Climate emergency working group to organise events to raise awareness for climate change in the community.	30/11/2020	<p>Eastbourne Zero Carbon event on 18<sup>th</sup> January 2020 was attended. More practical information is needed.</p> <p>This will be taken forward by the Joint Working party with Telscombe.</p>	18/01/2020
Repair Café?		Joint Climate Change Working Party met with repair Café organisers in Rottingdean.	
Green Architecture Day, Sallis Benny Theatre, rescheduled online over next two weeks. Guest Speakers include Duncan Baker-Brown	03/10/2020	This is particularly relevant to the Hub and the Community House redevelopment; Cllrs Seabrook & Griffiths will be attending various sessions virtually from 21 <sup>st</sup> September to 3 <sup>rd</sup> October 2020.	03/10/2020
Climate Emergency Working Group to link with other agencies including LDC, ESCC, NHS and other Town Councils and other sectors including housing and health.		Lewes District Climate Forum has been established but not met recently. Email sent to Cllr Matthew Bird 17/9/21	

Climate Change Event	09/04/2021	Event has been agreed by CCE committee and will take place on 9 <sup>th</sup> April 2022 at Community House. Ideas for exhibitors we re discussed. Further meeting required shortly. Exhibitors to be contacted.	
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<b>Waste</b>			
Make it clearer that food recycling bags are available at the Council offices.	Jul 2021	Discuss with staff when Community House operating normally. To be made more available.	
Recycling Directory		Consider the possibility of creating a recycling directory for items not recycled by Lewes District Council e.g. crisp packets, tetra packs	

<b>Energy</b>			

<b>Transport</b>			
Car Share Scheme @ Chalkers Rise	22/07/2020	Email sent to Enterprise Car Club 21/7/20  Enterprise Cars have placed a Kia Niro hybrid car at Chalkers Rise and is available for hire by car club members. Fully EV cars are available in Brighton.  Planned car at the Meridian centre is waiting for a Traffic Regulation Order from ESCC.	
Bike Parklets		Two bike parklets have been installed by ESCC outside Kampson's and at the Bastion Steps Car Park. Further parklets may be available as a part of the welcome back fund from LDC.	

**Housing**

Neighbourhood Development Plan Design Codes and impact of climate change.

WG has considered the impact of climate change on Design Codes.  
Suggestions sent to NDPSG

Complete

**Agenda Item:****Committee:** Full Council**Date:** 9<sup>th</sup> November 2021**Title:** Plastic Free Peacehaven**Report Authors:** David Seabrook**Purpose of Report:** To Support the Plastic Free Community Initiative.**Introduction**

At its meeting 29<sup>th</sup> July 2020 the Single Use Plastic Policy was adopted. Plastic Free Peacehaven, a community group committed to reducing the use of plastic in Peacehaven have requested that the Council support its initiative so that Peacehaven can be awarded Plastic Free Community status.

**Background**

Plastic Free Communities is a grassroots movement and the 'Approved' status is awarded to the whole community once it has completed the five-step toolkit. Once your community has achieved the SAS Plastic Free Communities status you can go on to build on it together through annual actions and projects. The five steps are:

1. Engaging your Local Council. Local council passes a resolution supporting the journey to Plastic Free Community status.
2. Business Champions. Work with businesses in your community to help them reduce single-use plastics.
3. Community Allies. Inspire the wider community to spread the plastic-free message.
4. Community Actions & Events. Mobilise your community. Hold a clean-up, mass unwrap or other events to raise awareness. Litter picking clean-ups are already held regularly by many residents in Peacehaven.
5. Steering Group. Form a group of local stakeholders and meet at least twice a year to take your community campaign forward.

**Analysis**

The accreditation requires councils to support the Plastic Free Communities campaign in their area via the Plastic Free Communities resolution. It contains these three parts:

1. The council agrees to put a member on your steering committee.
2. The council agrees to support all Plastic Free Communities initiatives in the area. The council already supports litter picking events in Peacehaven and the installation of water refill stations.
3. The council pledges to act by example and remove single-use items from its premises. This has already been agreed through its single use plastic policy.

Once passed the Council objective in the toolkit is met. Seaford and Ovingdean have already achieved "approved" status., Newhaven and Rottingdean have registered and is working towards it. Further information can be obtained here: <https://plasticfree.org.uk/> and by joining the Plastic Free Peacehaven Facebook group.

**Conclusions**

1. This is worthwhile opportunity to further enhance Peacehaven's standing as an environmentally friendly town. We are already well on the way with our Single Use Plastic Policy, encouragement of local businesses to eliminate single use plastic, supporting litter picking events, through its allotment policy and the installation of water refill stations.



## **Recommendations**

1. That the council agrees to put a member on Plastic Free Peacehaven steering committee.
2. That the council agrees to support all Plastic Free Communities initiatives in the area.
3. That the council pledges to act by example and remove single-use items from its premises.

## **Implications**

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

<b><u>Financial</u></b>	None
<b><u>Legal</u></b>	None
<b><u>Health &amp; Safety</u></b>	All activities are fully risk assessed.
<b><u>Planning</u></b>	None
<b><u>Environmental and sustainability</u></b>	This will continue to improve the environment in Peacehaven. Waste and litter will be reduced.
<b><u>Crime and disorder</u></b>	A clean, tidy town will help to prevent crime and disorder by taking pride in its appearance.
<b><u>Social value</u></b>	Residents in Peacehaven will engage in the plastic free process.
<b><u>Climate</u></b>	Less plastic means less carbon dioxide being produced and less pollutants from burning plastic waste in the Incinerator at Newhaven. This will help to reduce the carbon footprint of Peacehaven.



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493  
FAX: 01273 583560  
E-MAIL: [Townmanager@peacehaventowncouncil.gov.uk](mailto:Townmanager@peacehaventowncouncil.gov.uk)

## PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
BN10 8BB

27<sup>th</sup> October 2021

Cllr Keith Glazier, Leader of East Sussex County Council

Cllr Claire Dowling, Lead Member for Transport and Environment, East Sussex County Council

Dear Cllrs Glazier & Dowling

Re: Peacehaven Library

Peacehaven Town Council and Telscombe Town Councils acknowledge the announcement made on the 21<sup>st</sup> October that East Sussex intends to create a temporary library in Peacehaven at The Joff Youth Centre. Whilst we are disappointed that no consultation took place, we agree that we must work with the County Council to ensure the best for the towns.

Consultation with the Councils might have determined whether there is sufficient room within Peacehaven Town Council's Community House at the Meridian Centre. This is still a potential option which unfortunately appears to have been missed.

The decision to move the library to The Joff is said to be based upon the assumption that redevelopment of the Meridian Centre is about to take place. As far as the Town Councils are aware, no planning application has been submitted for the Meridian Centre redevelopment. Although many discussions have taken place it is not known what the current intentions of the owners of the site are. The Town Councils would like to know if the County Council has had discussions with the owners about extending the lease on a short-term basis until matters are resolved?

The Town Councils are also concerned about the impact upon the already stretched Youth Services and what services they will have to reduce because of the intention to place the library in that space. Could details about the impact be provided?

In the interests of consulting with those involved, the Town Councils would like to invite you both to discuss the library provision in Peacehaven with local Councillors to gain a clearer picture of the background to the decision to move the library to a temporary site. We await your agreement to this along with suggested dates. The preferred option would be to meet and take the opportunity to show you around the Meridian Centre and Community House.

Furthermore, before this decision was made, both Town Councils had intended to write to yourselves to invite you to a meeting anyway to discuss a range of matters. These had

arisen following discussions with Library Service Officers earlier in the year and are unresolved.

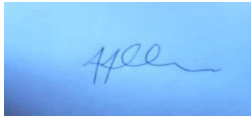
1. There has been no undertaking from County to support an appropriately sized permanent flexible space.
2. We need to understand exactly what services will be delivered from Peacehaven / Telscombe.
3. The Strategic Commissioning Strategy 2018/19 to 2022/23 outlines principles for catering for the various needs of the community but then places Peacehaven/Telscombe in “a smaller network of 17 library buildings with accessibility to [better services] at a library within a reasonable journey time of 20-25 minutes by car or public transport”.
4. There is an urgency for all to understand the needs of Peacehaven and Telscombe so that an appropriate permanent library building and service can be commissioned.
5. Financial information previously provided does not go into sufficient detail.
6. We do not know which partners ESCC are currently working with in Peacehaven and Telscombe and what they are being asked to provide.
7. The Libraries Strategic Commissioning Strategy shows a comparison of costs, not services provided. This is not a relevant comparison as it depends on the ownership of the building and who it is leased from.
8. Public health is just one aspect of hub services, or one stop shop working. How is the County measuring existing and potential future provision for Peacehaven and Telscombe residents tailored to their needs, particularly in terms of literacy and IT access?
9. What is the need and how does it compare with other parts of the county for improving child and adult literacy, how are you improving this for our residents?
10. What exactly are ESCC’s intentions for the future in Peacehaven and Telscombe to meet the need? How does and will Peacehaven and Telscombe library support the economy in tangible terms? Peacehaven and Telscombe have no other central hub that is accessible and free. There is huge potential to use the space and computers better with key stakeholders and a more customer focused service that meets the needs of our community not that of ESCC library services

We would welcome your acceptance of this invitation at your earliest opportunity and would ask you to also consider the specific issues raised above.

We do have some space available for rent in Community House, Peacehaven, if that is an option you would like to pursue.

Signed on behalf of Peacehaven Town Council

Tony Allen



Town Clerk

Signed on behalf of Telscombe Town Council

Stella Newman



Town Clerk & RFO



**From:** Lynne Holman <Lynne.Holman@eastsussex.gov.uk> **On Behalf Of** Nick Skelton

**Sent:** 21 October 2021 17:43

**To:** ~Z Ext Stella Newman <stella.newman@telscombetowncouncil.org.uk>;

cllr.davidjudd@telscombetowncouncil.gov.uk; townclerk@peacehaventowncouncil.gov.uk;

Cllr.IsobelSharkey@peacehaventowncouncil.gov.uk

**Subject:** Peacehaven Library

Dear Mayor/Town Clerk,

I am writing to update you of plans to submit a planning application for change of use for Peacehaven Library. As you are aware from previous correspondence about the redevelopment of the Meridian Centre, the County Council has been looking at securing on-going library provision in the area. Following an extensive search of the market we have been unable to find anything that meets our needs on a permanent basis. We, therefore, now believe that to secure a continued provision within Peacehaven we need to find a suitable temporary location. With limited options available for a temporary facility and a six-month notice period on the current lease, the County Council's library team is taking steps to ensure a continuing service. We are therefore seeking to move the library into an area in The Joff Youth Centre for a period of two years.

Temporarily relocating the library to the Joff will have no impact on the delivery of the current programme of activities delivered by the Early Help team. Currently we expect the library to be located in the Joff for between 18 months and 2 years, however, this will be dependent on securing a lease for an appropriate unit either in the new development or an alternative location in Peacehaven, something that our Property Team continue to prioritise.

The Early Help and Libraries Teams have worked in close partnership over recent years to deliver a number of activities across East Sussex for children and young people. The teams are currently developing a range of new activities that will be offered from the Joff, including Wellbeing and Storytelling workshops, and a Youth Forum. I believe that this joint working will give us the opportunity to explore the proposal which the Town Council have previously shared with us.

In terms of timescales and subject to planning permission being granted, refurbishment works will be undertaken in early 2022 and the temporary library will open during Spring 2022.

If you would like to discuss the future provision of library services in Peacehaven, please let me know.

Kind regards,

**Nick Skelton**

Assistant Director Communities

Communities, Economy & Transport

01273 482994

[eastsussex.gov.uk](http://eastsussex.gov.uk)

Our MP has got hold of this. I have sent him a copy of our WP's ESCC letter. Here's his copy for the November edition of the PTC E-News...

***"During the last week of October East Sussex County Council informed us that Peacehaven and Telscombe will be losing their library at the Meridian Centre due to the redevelopment.***

***There is currently no approved plan for a Meridian redevelopment so this decision is grossly premature and will leave residents without a permanent library for the indefinite future.***

***Peacehaven has been offered a "temporary service" that will be run out of 'The Joff' youth centre. There have been no assurances about the quality of such a service and facilities. I am also deeply concerned about the impact this might have on The Joff and the work they currently do.***

***The Decision was taken by East Sussex County Council without any consultation with the local County Councillors or me as the Member of Parliament. I have urgently written to the lead Councillor for Libraries to request a meeting, further I have asked for a public meeting here in Peacehaven so the public can have the opportunity to hear what their plans are and put questions to those who have made the decision.***

***I will keep residents updated on the situation."***

Mr Tony Allen, Acting Town Clerk  
Peacehaven Town Council  
Town Council Offices  
Meridian Centre  
Meridian Way  
Peacehaven, BN10 8BB

Date: 04 November 2021  
your ref

please contact  
Miss Kiran Sajjan  
01273 481595  
kiran.sajjan@eastsussex.gov.uk

our ref  
LW/3445/CC  
KS

Dear Mr Allen

**CONSULTATION UNDER ARTICLE 13 OF THE TOWN AND COUNTRY PLANNING  
(DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015 –**

**Proposal:** Temporary change of use from Class E(f) day centre to mixed use Class E(f)  
& F1(d) Library

**Location:** Peacehaven Youth Centre, Roderick Avenue, Peacehaven, BN10 8BL

**Grid Reference:** 541074, 101610

You can view the full application documents on our website from tomorrow:

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

For a copy of the above-mentioned planning application for a proposal which is being determined by this authority as the Local Planning Authority. Would you please let me have any comments your Council wishes to make by 23 November 2021.

However, if you require an extension of time within which to respond, please let me know. Would you ensure that a copy of your reply is forwarded directly to the District Planning Authority.

Thank you for your assistance.

Yours sincerely

*Kiran Sajjan*

Miss Kiran Sajjan  
Senior Planning Officer

TASK	PERSON RESPONSIBLE	COMMENTS	OBJECTIVE ACHIEVED
TERMS OF REFERENCE FOR THE WORKING PARTY	ALL	TO RESEARCH ALL AREAS OF PEACEHAVEN RESULTING IN RECORDING, CATALOGUING AND ARCHIVING ITEMS AND DOCUMENTS – FOCUSING MAINLY ON PEACEHAVEN, EXTENDING INTO OTHER BOUNDARIES IF RESEARCH PREVAILS	ONGOING
WHAT TO BE CONSCIOUS OF	ALL	COPYRIGHT, TO ASK PERMISSION BEFORE PRINTING PHOTOS AND VIDEOS. DRONES.	ONGOING
WHAT IS OUR ULTIMATE VISION	ALL	TO PRODUCE A BOOK, BUILD A MUSEUM TO RECORD INFORMATION BEFORE IT'S LOST.  TO IMPROVE THE WEBSITE TO ENABLE CLEAR PUBLICATION	ONGOING
TIMELINE	VICKY	FROM THE TOWN'S FOUNDATION TO DATE.  <a href="#">Gradually coming together</a>	ONGOING
PLACES OF INTEREST MAP	VICKY	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS	ONGOING
TO IMPROVE THE WEBSITE		TO ENABLE VIRTUAL MUSEUM <a href="#">On task list</a> <a href="#">It was suggested at the November 21 meeting if the Fields &amp; Robson rooms be used as a museum</a> <a href="#">Deborah to enquire about a new menu on website</a>	ONGOING
TO DESIGN A POST FOR SOCIAL MEDIA	COMMS/MARKETING	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL.	ONGOING
ARGUS ARCHIEVES	DANIEL	THE ARGUS HAVE PLENTY OF PICTURES AVAILABLE IN THEIR ARCHIEVES IF WE NEED THEM	ONGOING



		<p>Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.</p> <p>Trying to locate the memory stick given to Matt!</p>	
PEACEHAVEN HOTEL	DANIEL	<p>LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP</p>	ONGOING
TO INTERVIEW LOCAL RESIDENTS ABOUT THEIR MEMORIES – TO THEN MAKE THESE SESSIONS INTO SHORT VIDEOS/STORIES FOR PUBLICATION	DANIEL	<ul style="list-style-type: none"> <li>• John Harrison (via Ann Harrison) Elizabeth Harrison <a href="mailto:eannharrison@yahoo.com">eannharrison@yahoo.com</a></li> <li>• Barbara Martin (waiting contact details)</li> <li>• Mandy Whitney 07748032527</li> <li>• Kempton House (Wednesdays) <a href="mailto:roy.hill810@btinternet.com">roy.hill810@btinternet.com</a></li> </ul> <p>Daniel reported that this will be better organised outside in the summer.</p> <p>Kempton House have advised that their members are available to be interviewed.</p> <p>Perhaps we should also try members of the Deans Club</p> <p>Daniel will be arranging the visits to film the interviews in December, either at Community House or Kempton House – dates to be advised</p>	ONGOING
QUESTIONS FOR INTERVIEW	DANIEL	<ul style="list-style-type: none"> <li>• How long have you lived in Peacehaven?</li> <li>• What are your earliest memories of living in the town &amp; what changes have you noticed over the years?</li> <li>• Did you go to school here?</li> <li>• Do you remember the carnivals, with the beautiful floats?</li> <li>• Do you remember the Peacehaven Hotel, where the Pizza &amp; Stonehouse Carvery is</li> </ul>	ONGOING

		<p>now?</p> <ul style="list-style-type: none"> <li>Is there something that is not in the town now which you'd like to see return?</li> </ul>	
DRONES	DANIEL	<p>AVAILABLE WHEN NEEDED FOR ARIEL SHOTS</p> <p>Daniel sent a link taken at Birling Gap:  <a href="https://www.youtube.com/watch?v=ky-AocLWbk&amp;t=2s">https://www.youtube.com/watch?v=ky-AocLWbk&amp;t=2s</a></p> <p>He would like to take a similar film in Peacehaven</p> <p>Daniel will send a drone to follow the planned Meridian Line Walking leaflet route</p>	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	<p>TO WRITE A STORY WITH PICTURES PICKING A SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION</p>	ONGOING
POLICE BOX	LYNDA	<p>WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH</p>	ONGOING
PLOTLANDS	LYNDA	<p>RESEARCHING THIS SUBJECT</p> <p>Lucy, can you send the link to the Plotlands video please</p>	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	<p>STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR</p> <p>The slides have been converted and are available, see notes above</p> <p>Slides have been returned to Cllr. Duhigg. Images on a memory stick ready for publication on the virtual museum on the PTC website</p>	COMPLETED
POSTCARD COLLECTION	SUE	<p>POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE</p>	ONGOING

		ADMINISTERED  Cllr. Griffiths has asked if the postcards can be scanned so her catalogue can be returned.	
HERITAGE TRAIL/INFORMATION BOARDS	SUE	TO TAKE FORWARD TO L A & E COMMITTEE	ONGOING
PLAQUE – OPENING OF COMMUNITY HOUSE	SUE	RESEARCH THE WHEREABOUTS OF THE PLAQUE (23.4.79) THE PRINCES ROYAL	ONGOING
DEWDROP INN	LUCY	TO RESEARCH	ONGOING
MONUMENT / MERIDIAN LINE	LUCY		ONGOING
HOUSE WITH TURRETS	LUCY	TO RESEARCH	
ABANDONED TOILETS	LUCY	TO RESEARCH, may be the cost? Could this be an investment?	END
ORDNANCE SURVEY MAP FROM THE MERIDIAN LINE	DEREK/LUCY	WILL SEND DETAILS OF ORDNANCE SURVEY MAP FROM MERIDIAN LINE (MENTIONED THE FESTIVAL OF THE MERIDIAN LINE).	ONGOING
100 <sup>TH</sup> YEAR EVENT TO MARK OPENING OF PEACEHAVEN HOTEL - FLYOVER OF GLIDERS	VICKY	<b>10-14<sup>TH</sup> OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER</b> <a href="https://en.wikipedia.org/wiki/Anthony_Fokker">https://en.wikipedia.org/wiki/Anthony_Fokker</a>  <b>To organise an event to mark this 100<sup>th</sup> year occasion. PUT INTO THE PTC DIARY OF EVENTS</b> <b>Derek suggested we apply for a licence so we can show the film <a href="https://www.sussexgliding.co.uk/">https://www.sussexgliding.co.uk/</a> to have a glider fly over</b>	ONGOING

		A suggestion was made to have a fly our kites on one of the weekend dates, on Howards Park, this instead of the gilder	
E-NEWS	DEREK & STANLEY	TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS This was completed for the August edition.  Both Stanley & Derek will work on a piece about Peacehaven's water supply	COMPLETE  ONGOING ON A MONTHLY BASIS
RESEARCH	DEREK & OTHER MEMBERS  <b>VICKY</b>	THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL To create a social media post to see if any residents still have these statues	ONGOING
PTFC	STANLEY	CURRENTLY RESEARCHING INFORMATION REGARDING THE STRIP COLOURS USED BY PTFC FROM 1966  Ann Harrison advised on the colours	COMPLETE
TROAK COLLECTION/ EDDIE SCOTT'S MERIDIAN POST	STANLEY	ARE ALL THE DOCUMENTS STILL IN THE PEACEHAVEN LIBRARY OR HAVE THEY BEEN TRANSFERRED TO THE KEEP To check that all documents are in the library before they move	
DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	COMPLETE
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS	COMPLETE

		( <a href="https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf">https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf</a> )	
MERIDIAN LINE WALK	DEBORAH	Graham & Hilda will give a talk at the meeting on 22 <sup>nd</sup> September at 11.00am  Daniel Suggested we also contact 'The Bald Explorer' Richard Vobes who is an avid walker & has many followers on YouTube.	WALK TOOK PLACE ON THURSDAY 15 <sup>TH</sup> JULY FROM THE MONUMENT AT 10.00AM  Daniel will advise how we can contact RICHARD VOBES
MERIDIAN LINE PLAQUE	DEBORAH	SITUATED NEAR LAKE DRIVE – INTESTIGATE IT'S WHEREABOUTS.	ONGOING
MERIDIAN CENTRE	HARLEY BRAY	HARLEY WILL SHOW US DOCUMENTS WITHIN HIS COLLECTION	ONGOING
NEWHAVEN MUSEUM	LYNDA/DEBORAH	TO MAKE A VISIT WHEN THE MUSEUM RE-OPENS	ONGOING

Next meeting agreed to take place at Community House, early in the New Year

## History Working Party notes

Meeting of 3<sup>rd</sup> November 2021 – Charles Neville Room

Those present: Cllr. Sue Griffiths, Peter Seed, Stanley Barnard, Derek Barton, Daniel Moon, Vicky Onis, Deborah Donovan

Apologies: Cllr. Lynda Duhigg, Cllr. Lucy Symonds, Ann Harrison

We welcomed new member Peter Seed.

The focus was set to complete the task to interview residents who are willing to speak about their memories of 'old' Peacehaven. See action plan.

It was suggested to contact Tracy Youngblood, SCDA, for possible funding to enable the production of the Meridian Walk leaflet as the application to the Welcome Back Fund was dismissed.

Articles for the E-news were being researched by Derek and Stanley.

A 'Fly your Kite' day was suggested in Howards Park to co-inside with the 100<sup>th</sup> year anniversary of the glider fly over during the week of 10-14<sup>th</sup> October 2022. Deborah will write a report for the next Civic & Community Events Committee meeting.

Next meeting: Date to be advised in January 2022

**Peacehaven and Telscombe Neighbourhood Plan  
Steering Group Meeting  
14<sup>th</sup> October 2021 at 7pm via Zoom**

**IN ATTENDANCE:**

C Gallagher (CG)	Chairman
L O'Connor (LOC)	Vice Chair
C & P Bowman (C/PB)	Steering Group Committee
N Watts (NW)	Steering Group Committee
R White (RW)	Steering Group Committee

**TOWN COUNCILLORS**

Cllr D Judd (DJ)  
Cllr C Robinson (CR)

T Allen (TA)	Peacehaven Town Clerk
S Newman (SN)	Telscombe Town Clerk
N Astley (NA)	Planning Consultant

**Welcome, Introductions and apologies**

CG welcomed everyone to the meeting. Apologies received from J Boot, Dr M Berg, Cllr D Paul, Cllr I Sharkey.

**1. Acceptance of minutes of meeting of 9<sup>th</sup> September 2021**

Notes of the last meeting had been circulated and agreed as a true record – they would be uploaded to the website shortly.

**2. Chair's Update**

- Town Clerks from both towns and consultants have discussed how funding will continue for the remainder of this financial year and next. Figures are now available and will be sent out to the two Town Clerks.
- Progressing towards Regulation 14 Consultation: the draft NP is being presented to Highways and Planning committees at PTC and TTC over 2 meetings – NA attended the second one to explain the planning background and how the information would be used going forwards. The draft NP should go to both full Councils in November for acceptance. Further comment and amendment is expected from statutory consultees and the public.
- The Consultation stage involves more specialised planning knowledge and CG proposed a 'Management Group' from both town councils be formed in conjunction with the two consultants to progress, therefore the Steering Group's (SG) role would change and may be less active. This was agreed unanimously.
- The Housing Needs Assessment has also not been fully considered and is awaiting signoff.  
***ACTION NA to contact AECOM with signoff***

**3. Housing Needs Assessment (AECOM)**

The document had been circulated to the SG and NA presented highlights:

- a) It was noted this document informed the draft NP quite considerably.
- b) AECOM have provided a detailed document indicating:
  - Most of the properties are unaffordable to anyone on a below-average wage.
  - A shortage of social and affordable housing in the area.
  - Whilst it explains the need for larger 4-bedroom properties, there is also a need for small 1 bed properties and proposes the NP specify a complete mix of housing is needed.
  - This information is now being used in the draft NP to evidence policies being written.
  - AECOM Strategic Environmental Sites Survey Appraisal is still awaited. It is suggested that rather than allocating sites, better to show a preference as where the NP would prefer to have housing and the type of housing, using all of the evidence base.  
***ACTION NA to oversee***
  - LOC said the caveat on that was infrastructure which has always been a problem.

- Elderly housing: 159 – 232 specialist accommodation units required (between 2021 – 2030). These specific recommendations need to be covered off in the draft NP.  
**ACTION NA**
- LOC welcomed NA's view as to whether all the recommendations in the HNA should be addressed or whether higher priorities such as the affordability ratios should be focused on. NA confirmed the way to address this was to request all accommodation being built conformed to accessible standard living as set out in the Building Regs N42.
- NA will adapt the housing chapter of the draft NP using AECOM's HNA evidence base showing that of the 40% of affordable housing, 60% of it should be socially rented housing. **ACTION NA**
- The HNA has been shared with LDC and Leigh Palmer has agreed to note the affordability quotas set out in order to progress this – therefore developers who present proposals with affordable housing via shared ownership schemes will not be acceptable: they must be socially rented.

#### 4. Q&A

- a) LOC said the draft NP was moving forward with input from various sources and would continue to be amended up to the public consultation. **NB – care needs to be taken with the timing of presenting to the public to take into account the 6 weeks official consultation.**  
**ACTION JB/NA/Town Clerks**
- b) A copy of the draft NP has been given to SDNP and to LDC without any responses yet.
- c) RW observed from the HNA that private rental properties had increased over 100% in the period covered and many people required housing benefit to pay their rent. He was also quite shocked that only 13% of houses built in the last 5 years in Peacehaven have been affordable. NA explained that if developers could prove that building affordable housing made the scheme unviable, they didn't have to provide it and have been quite creative in this way. This leaves planners with the predicament of refusing all housing or accept it without affordable housing.

RW also observed that key workers could not afford to live in the area due to the high prices: NA said this element was addressed in the NP with the evidence from the HNA. LOC explained a clawback provision requiring a viability study before the development to prevent selling the properties for a higher rate than included in the valuation (thereby increasing profits). If the correct figure had been used in the viability study, then it could be considered as affordable housing. LOC is endeavouring to find the legal wording for this and will forward to NA for inclusion.

#### **ACTION LOC**

RW suggested CCG data may be more up to date in terms of knowing the number of elderly residents requiring specialist housing – RW suggested this information would not be available to an individual and NA agreed to follow up from contact details provided by RW.

#### **ACTION RW/NA**

- c) PB observed that almost every development ends up with less affordable housing than was originally agreed. Also, part ownership was not always the solution with 100% of service charges and council tax being levied on those seeking this route to home ownership.
- d) TA confirmed nothing further had been heard regarding the Meridian Centre development since the Town Council advised HDD that the proposals were not suitable for residents and they would not endorse it. The Co-op are apparently now offering 6-month lettings to Meridian Centre units on a rolling contract.
- e) LOC observed that if the policies proposed in the draft NP are put in place without stipulating a call for sites, the drive to create a vibrant town centre with engagement from the public is what everyone is working towards. It was not known what the Co-op's policy for the Meridian Centre is, but if a NP is in place, it will assist any further discussions over future development of the shopping area.
- f) CG said it was important not to lose site of the original concept of the town centre including Centenary Park, Town Council buildings, library, the hub and football ground – this was in addition to the shopping area in the Meridian Centre and further enhancement of the shops along the South coast Road. Opportunities for people to spend time in the town, spend money and work in the town need to be encouraged. NA endorsed this concept with the 20-minute town and how that could operate for Peacehaven and Telscombe.



- g) NA confirmed the collation of comments and amendments received so far on the draft NP should be completed by first week of November.
- h) JB recommended a page be created on the Town Councils websites for Regulation 14 which will contain all the relevant information and evidence for the consultation.

**ACTION JB/TOWN CLERKS**

- i) CG had proposed a face-to-face meeting for Town Councillors who are unable to attend Steering Group meetings for a 'dry-run' on 26 October before presentation to Full Council in November in order to show them the proposals and that the NP is going to happen. Some visual aids will be required for this which will also be used for the public consultation.

**ACTION NA/CG**

- j) RW was concerned that any development needs to be service-led rather than building-led including stakeholders such as schools, Councils and staff as well as the public to demonstrate demand for services like the library and the Meridian Centre - and suggested talking to the retailers before the developers. CG observed the Co-op had recently put a report about building community and are apparently focusing on food poverty – therefore they could be more engaged in the community in Peacehaven. CG had contact details for the Regional Manager for the Co-op Community Fund who was aware that Peacehaven had been neglected and would follow up on that.

**ACTION CG**

**5. Next Steering Group meeting:**

There was no formal meeting set for November, however further work would continue on Green Spaces for the Green Infrastructure Study therefore smaller/more informal meetings may be required to complete the evidence accompanying the draft NDP,

Meeting closed at 7.58pm.