

Agenda Item:	PF654.1
Committee:	Policy and Finance
Date:	14 September 2021
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, Finance Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

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

Introduction

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 4 (August 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 **31 Aug 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 50.3% of the budgeted expenditure has been spent so far, and 92.4% of the budgeted income has been received as at the end of month 5 (August 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:

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 31 Aug 2021
- Bank reconciliation statement for cashbook 1 – 31Aug 2021
- Bank reconciliation statement for cashbook 2 – 31 Aug 2021
- Detailed income and expenditure month 5 (Aug 2021)
- Detailed balance sheet month 5 (Aug 2021)

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 03 September 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£702,821.34
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,172.97
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

+ 01/09 C/d 12,175.23
02/09 C/d 15,62.64
03/09 C/d (2495.48)

714,063.73

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				37,498.77
1 Sep	Giro Direct Credit From N'Haven & PHaven U Ref: U3A Inv 12268		52.80	37,551.57
	Giro Direct Credit From T21 Productions LJ Ref: Seahaven Pride		60.00	37,611.57
	Giro Direct Credit From Telscombe T.C ZZ8 Ref: Inv 12270		213.20	37,824.77
	Giro Transfer From Account 30701211		12,175.23	50,000.00
2 Sep	Cheque Issued Ref: 120650	1,060.60		48,939.40
	Cheque Issued Ref: 120752	632.40		48,307.00
	Giro Direct Credit From BCard1041619010921		130.36	48,437.36
	Giro Transfer From Account 30701211		1,562.64	50,000.00
3 Sep	DD Direct Debit to Gocardless Ref: Northstar1-Twk654	19.20		49,980.80
	Cheque Issued Ref: 120653	480.60		49,500.20
	Cheque Issued Ref: 120657	50.00		49,450.20
	Giro Transfer to Account 30701211	2,495.48		46,954.72
	Giro Direct Credit From N'Haven & PHaven U Ref: U3A Inv 12216		39.60	46,994.32
	Giro Direct Credit From BCard1041619020921		96.78	47,091.10
	Giro Direct Credit From C.A.T.S Club Ref: C.A.T.S Rent/ Sept		100.00	47,191.10
	Giro Direct Credit From Emcor Group UK PLC		2,346.00	49,537.10
	Deposit at Barclays 53739 Ref: 11.3603Sep16pob000		462.90	50,000.00
3 Sep	Balance carried forward			50,000.00
Total Payments/Receipts		18,625.95	18,625.95	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

14/9/2020

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was 0.100%

18/2/2021

17277.52

18,723.13

18528.77

**Bank Reconciliation Statement as at 31/08/2021
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	31/08/2021		50,000.00
Current Account	31/08/2021		714,063.73
			<u>764,063.73</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
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 EDSER	10.00
10/08/2021	120752	THOMAS DOOR & WINDOW CONTROLS	632.40
10/08/2021	120758	DANIEL TILLER	39.25
10/08/2021	120641	ROGER BROWN TROPHIES	32.00
10/08/2021	120642	Roger Brown Trophies & Engravi	5.25
10/08/2021	120648	TELSCOMBE RAIDERS	750.00
24/08/2021	120649	CHANDLERS BUILDING SUPPLIES	17.03
24/08/2021	120650	Rigby Taylor	1,060.60
24/08/2021	120651	Trade UK	50.74
24/08/2021	120652	Vitax Limited	1,733.11
24/08/2021	120653	Conect Total Communications	480.60
24/08/2021	120654	C.E.F	178.80
24/08/2021	120655	Spaldings Limited	31.19
24/08/2021	120656	JAMES BOOT	639.60
24/08/2021	120657	MR KAKON	50.00
24/08/2021	120658	CTLA	50.00
24/08/2021	120659	Heatcraft And Ventilation ltd	253.49
24/08/2021	120660	HILLCREST AMATEUR BOXING	100.00
24/08/2021	120661	TOTAL GAS & POWER	225.84
			<u>14,605.24</u>
			749,458.49

Receipts not Banked/Cleared (Plus)

26/08/2021		40.00
26/08/2021		70.00
26/08/2021		44.79
27/08/2021		40.00
27/08/2021		12.67
		<u>207.46</u>
		749,665.95
	Balance per Cash Book is :-	749,665.95
	Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/08/2021		180,172.97
			<hr/> 180,172.97
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			180,172.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			180,172.97
		Balance per Cash Book is :-	180,172.97
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	640,705	640,705	0			100.0%	
1010 CIL Income	34,323	0	(34,323)			0.0%	
1013 Income from Photocopying	145	0	(145)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1094 Other Customer & Client Receipt	60	0	(60)			0.0%	
1100 Interest Received	4	300	296			1.5%	
1309 Other Income	203	2,000	1,797			10.2%	
General Administration :- Income	690,683	658,205	(32,478)			104.9%	0
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%	
General Administration :- Direct Expenditure	17,500	17,500	0	0	0	100.0%	0
4001 Salaries	155,748	391,000	235,252		235,252	39.8%	
4002 Employer N.I Contributions	13,829	40,000	26,171		26,171	34.6%	
4003 Employer Pension Contributions	27,450	70,200	42,750		42,750	39.1%	
4004 Overtime	166	1,000	834		834	16.6%	
4011 Training	3,520	5,000	1,480		1,480	70.4%	3,150
4212 Mileage Costs	176	500	324		324	35.3%	
4301 Purchase of Furniture/Equipmen	57	500	443		443	11.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	2,534	4,000	1,466		1,466	63.4%	379
4307 Stationery	78	500	422		422	15.5%	
4310 Professional Fees - Consultanc	0	2,000	2,000		2,000	0.0%	
4311 Professional Fees - Legal	0	3,000	3,000		3,000	0.0%	
4312 Professional Fees - Other	2,710	2,000	(710)		(710)	135.5%	1,438
4314 Audit Fees	165	3,000	2,835		2,835	5.5%	
4315 Insurance	10,291	10,000	(291)		(291)	102.9%	
4321 Bank Charges	13	100	88		88	12.5%	
4322 BACS Charges	15	200	185		185	7.5%	
4323 PDQ Charges	237	800	563		563	29.6%	
4325 Postage	628	1,000	372		372	62.8%	
4326 Telephones	2,040	6,000	3,960		3,960	34.0%	
4327 Computers	7,070	12,000	4,930		4,930	58.9%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	90	1,500	1,410		1,410	6.0%	
4341 Grants	6,546	10,000	3,454		3,454	65.5%	
4342 Subscriptions	3,801	5,000	1,199		1,199	76.0%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4999 Write Off	(2)	0	2		2	0.0%	
General Administration :- Indirect Expenditure	237,163	582,300	345,137	0	345,137	40.7%	4,967
Net Income over Expenditure	436,020	58,405	(377,615)				
6000 plus Transfer from EMR	4,967						

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	440,988						
110 Civic Events							
4348 Civic Gifts	111	200	89		89	55.6%	
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	111	1,900	1,789	0	1,789	5.9%	0
4331 Mayor's Allowance	750	1,500	750		750	50.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	53	250	197		197	21.2%	
4338 Remembrance Services	37	600	563		563	6.2%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	840	4,050	3,210	0	3,210	20.7%	0
Net Expenditure	(951)	(5,950)	(4,999)				
120 Marketing							
1048 E-News Advertising	(60)	500	560			(12.0%)	
1049 Banner Board	1,043	3,250	2,207			32.1%	
1301 Filming	5,670	2,000	(3,670)			283.5%	
Marketing :- Income	6,653	5,750	(903)			115.7%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	13	5,000	4,987	0	4,987	0.3%	0
Net Income over Expenditure	6,640	550	(6,090)				
130 Neighbourhood Plan							
1101 Neighbourhood Plan	1,994	0	(1,994)			0.0%	
Neighbourhood Plan :- Income	1,994	0	(1,994)				0
4337 Neighbourhood Plan	6,714	10,000	3,286		3,286	67.1%	
Neighbourhood Plan :- Indirect Expenditure	6,714	10,000	3,286	0	3,286	67.1%	0
Net Income over Expenditure	(4,721)	(10,000)	(5,279)				

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Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
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	0	2,300	2,300	0	2,300	0.0%	0
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	9,366	11,279	1,913	0	1,913	83.0%	91
Net Expenditure	(9,366)	(13,579)	(4,213)				
6000 plus Transfer from EMR	91						
Movement to/(from) Gen Reserve	(9,275)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	896	6,900	6,004		6,004	13.0%	
4203 Fuel	2,274	5,600	3,326		3,326	40.6%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	3,539	13,900	10,361	0	10,361	25.5%	0
Net Expenditure	(3,539)	(13,900)	(10,361)				
310 Sports Park							
1025 Rent & Service Charge	6,365	13,574	7,209			46.9%	
1039 S/P Cats	600	0	(600)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	3,068	2,550	(518)			120.3%	
1061 S/P Court Hire	611	5,406	4,795			11.3%	
Sports Park :- Income	14,894	25,830	10,936			57.7%	0
4111 Electricity	1,850	3,000	1,150		1,150	61.7%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	3,045	8,000	4,955		4,955	38.1%	
4164 Trade Refuse	2,106	4,500	2,394		2,394	46.8%	
4171 Grounds Maintenance Costs	4,357	10,000	5,643		5,643	43.6%	
Sports Park :- Indirect Expenditure	13,703	25,500	11,797	0	11,797	53.7%	0
Net Income over Expenditure	1,191	330	(861)				

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	41,772	3,000	(38,772)		(38,772)	1392.4%	41,566
4111 Electricity	141	0	(141)		(141)	0.0%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	20,088	0	(20,088)		(20,088)	0.0%	19,911
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	596	3,000	2,404		2,404	19.9%	
Big Park :- Indirect Expenditure	77,729	29,500	(48,229)	0	(48,229)	263.5%	61,477
Net Expenditure	(77,729)	(29,500)	48,229				
6000 plus Transfer from EMR	61,477						
Movement to/(from) Gen Reserve	(16,252)						
316 Gateway Cafe							
1025 Rent & Service Charge	3,442	8,650	5,208			39.8%	
1111 Electricity	1,425	0	(1,425)			0.0%	
Gateway Cafe :- Income	4,866	8,650	3,784			56.3%	0
4101 Repair/Alteration of Premises	1,228	3,000	1,772		1,772	40.9%	998
4111 Electricity	1,556	4,200	2,644		2,644	37.1%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	195	1,000	805		805	19.5%	
4326 Telephones	405	420	15		15	96.4%	
Gateway Cafe :- Indirect Expenditure	3,384	10,120	6,736	0	6,736	33.4%	998
Net Income over Expenditure	1,482	(1,470)	(2,952)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	2,480						
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	4,706	5,100	394			92.3%	
1050 Allotment Rent	22	2,145	2,123			1.0%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	4,853	7,245	2,392			67.0%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058

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Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Signage	0	2,000	2,000		2,000	0.0%	
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%	
Parks & Open Spaces :- Direct Expenditure	3,513	9,500	5,987	0	5,987	37.0%	3,058
4101 Repair/Alteration of Premises	2,135	5,000	2,865		2,865	42.7%	
4141 Water Services	2,974	5,000	2,026		2,026	59.5%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,827	4,000	2,173		2,173	45.7%	42
4301 Purchase of Furniture/Equipmen	6,106	6,000	(106)		(106)	101.8%	4,567
Parks & Open Spaces :- Indirect Expenditure	13,198	22,000	8,802	0	8,802	60.0%	4,609
Net Income over Expenditure	(11,858)	(24,255)	(12,397)				
6000 plus Transfer from EMR	7,667						
Movement to/(from) Gen Reserve	(4,191)						
<u>355 The Hub</u>							
1084 Sports Pavilion	3,949	16,320	12,371			24.2%	
The Hub :- Income	3,949	16,320	12,371			24.2%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	195	2,000	1,805		1,805	9.8%	
4111 Electricity	634	1,500	866		866	42.3%	
4112 Gas	662	1,500	838		838	44.1%	
4171 Grounds Maintenance Costs	14	4,000	3,986		3,986	0.4%	
The Hub :- Indirect Expenditure	1,505	9,000	7,495	0	7,495	16.7%	0
Net Income over Expenditure	2,444	6,820	4,376				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	2,167	6,120	3,953			35.4%	
1072 C/H Copper Room	4,888	12,903	8,016			37.9%	
1075 C/H Charles Neville	250	10,404	10,154			2.4%	
1076 C/H Main Hall	1,393	26,112	24,719			5.3%	
1077 C/H Anzac Room	1,216	12,954	11,738			9.4%	
1078 C/H Main Kitchen	71	1,275	1,204			5.6%	
1079 C/H Anzac Kitchen	8	714	706			1.1%	
1080 C/H Foyer	0	2,346	2,346			0.0%	
1081 C/H Equipment Hire	0	1,326	1,326			0.0%	

11:40

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
Community House :- Income	11,798	81,449	69,651			14.5%	0
4167 Cinema Costs	0	1,000	1,000		1,000	0.0%	
Community House :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4101 Repair/Alteration of Premises	3,070	4,000	930		930	76.8%	
4102 Maintenance of Buildings	1,323	1,000	(323)		(323)	132.3%	
4111 Electricity	3,726	4,000	274		274	93.2%	
4112 Gas	2,285	3,000	715		715	76.2%	
4122 Service Charge	17,956	20,000	2,044		2,044	89.8%	17,956
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	(5,384)	8,000	13,384		13,384	(67.3%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	126	1,000	874		874	12.6%	
4162 Cleaning Materials	81	2,000	1,919		1,919	4.1%	
4163 Personal Hygiene	1,142	2,000	858		858	57.1%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	24,326	62,900	38,574	0	38,574	38.7%	17,956
Net Income over Expenditure	(12,528)	17,549	30,077				
6000 plus Transfer from EMR	17,956						
Movement to/(from) Gen Reserve	5,429						
<u>440 Christmas Market</u>							
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%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
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%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

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	739,690	805,749	66,059			91.8%	
Expenditure	412,603	820,609	408,006	0	408,006	50.3%	
Net Income over Expenditure	<u>327,087</u>	<u>(14,860)</u>	<u>(341,947)</u>				
plus Transfer from EMR	93,156						
Movement to/(from) Gen Reserve	<u>420,242</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 07/09/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	15,677	
105	VAT Control A/c	7,505	
118	Deposit Aqua	50	
201	Current Bank A/c	705,082	
202	Reserve Account	180,173	
210	Petty Cash	520	
	Total Current Assets		909,007
	<u>Current Liabilities</u>		
506	Mayor's Appeal	9	
566	Deposits Received	1,197	
	Total Current Liabilities		1,205
	Net Current Assets		907,801
	Total Assets less Current Liabilities		907,801
	<u>Represented by :-</u>		
301	Current Year Fund	331,423	
310	General Reserves	224,115	
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	212,226	
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	
	Total Equity		907,801

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2021	02	DD	106.06		JULY MOBILE
04/08/2021	Barclays	DD2	3.00		BACS CHARGES JUNE/JUL
05/08/2021	Northstar IT	DD1	1,476.74		AUGUST PLATINUM SUPPORT
09/08/2021	The Fuelcard People	DD1	28.80		FUEL COSTS
10/08/2021	Wightman & Parrish Ltd	120746	121.67		CREDIT OF XL BLACK SACKS
10/08/2021	CASTLE WATER	120747	559.23		JULY WATER
10/08/2021	L&N CONSULTANCY LIMITED	120748	990.00		JULY CONSULATANCY
10/08/2021	Heatcraft And Ventilation ltd	120749	1,023.82		SUPPLY & FIT NEW PCB TO BOILER
10/08/2021	Spaldings Limited	120750	38.40		TRAFFIC FILM REMOVER
10/08/2021	GYMAID LIMITED	120751	1,800.00		TRAMPOLINE BED
10/08/2021	THOMAS DOOR & WINDOW	120752	632.40		SERVICE AUTOMATIC DOORS / FIRE
10/08/2021	Caroline Reid	120753	609.00		AUGUST CLEANING
10/08/2021	TELSCOMBE RAIDERS	120754	750.00		TELSCOMBE RAIDERS - RE-ISSUE
10/08/2021	EDF	120755	286.53		JULY ELECTRICITY
10/08/2021	TOTAL GAS & POWER	120756	465.39		APRIL - JUNE GAS USAGE
10/08/2021	PATRICIA DAWN PAUL	120757	57.16		DEFIB PADS
10/08/2021	DANIEL TILLER	120758	39.25		MAINTENANCE BITS
10/08/2021	KIMBERLEY DONOVAN	120759	18.00		KIMBERLEY DONOVAN
10/08/2021	WILD FLOWER LAWNS	120760	379.81		WILDFLOWERS
10/08/2021	ROGER BROWN TROPHIES	120641	32.00		ROGER BROWN TROPHIES
10/08/2021	Roger Brown Trophies & Engravi	120642	5.25		TROPNY PLATE ENGRAVING
10/08/2021	ANDREW PICTON	120643	39.15		ANDREW PICTON
10/08/2021	Ricoh Capital Ltd	120644	1,245.16		PHOTOCOPIER RENTAL
10/08/2021	TOTAL GAS & POWER	120645	86.62		GAS USE - JULY
10/08/2021	MR K SIMMONS	120646	50.00		MR K SIMMONS
10/08/2021	CAROLINE REID	120753	-609.00		AUGUST TOILET CLEANIG
10/08/2021	TELSCOMBE RAIDERS	120754	-750.00		GRANT CHQ REISSUED
10/08/2021	CAROLINE REID	120647	609.00		AUGUST TOILET CLEANING
10/08/2021	TELSCOMBE RAIDERS	120648	750.00		TELSCOMBE RAIDERS GRANT
10/08/2021	Barclays	DD	62.00		PDQ CHARGES - JULY
11/08/2021	BAUER CONSUMER MEDIA	DD	55.00		NOT AUTHORISED - IN QUERY
24/08/2021	CHANDLERS BUILDING SUPPLIES	120649	17.03		GUTTERING FOR HUB
24/08/2021	Rigby Taylor	120650	1,060.60		FERTILISER & GRASS SEED
24/08/2021	Trade UK	120651	50.74		GROUNDS MAINTENANCE
24/08/2021	Vitax Limited	120652	1,733.11		BATTERY
24/08/2021	Conect Total Communications	120653	480.60		AUGUST TELEPHONES
24/08/2021	C.E.F	120654	178.80		BULBS
24/08/2021	Spaldings Limited	120655	31.19		HANDLE DIGGING FORK
24/08/2021	JAMES BOOT	120656	639.60		JAMES BOOT
24/08/2021	MR KAKON	120657	50.00		MR KAKON DEPOSIT RETURN
24/08/2021	CTLA	120658	50.00		CTLA - DEPOSIT RETURN
24/08/2021	Heatcraft And Ventilation ltd	120659	253.49		REPAIR BOILER IN LADIES TOILET
24/08/2021	HILLCREST AMATEUR BOXING	120660	100.00		HILLCREST AMATEUR BOXING
24/08/2021	TOTAL GAS & POWER	120661	225.84		30/06 - 26/07 GAS SUPPLY
25/08/2021	AUGUST SALARIES	AUGUST PAY	24,916.52		AUGUST SALARIES
25/08/2021	PHS Group	DD	685.24		QUARTERLY HYGIENE INV
31/08/2021	The Fuelcard People	DD	103.27		HK66 WMJ DIESEL

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 13th April 2021 at 7.30pm

Present - Cllr A Goble (Chair), Cllr J Harris, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr D Paul.
Town Clerk T Allen, Finance Officer Z Malone, Parks Officer K Bray.

PF602 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF603 PUBLIC QUESTIONS

No members of the public were present.

PF604 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to approve apologies from Cllr C Collier and that he be substituted by Cllr D Paul.

PF605 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Paul in matters relating to the Gateway Café; as an employee.

PF606 TO ADOPT THE PUBLIC MINUTES OF 2nd MARCH 2021

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

[It was resolved to take Items PF610 & PF611 at this point]

PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)

The Parks Officer's report was received and discussed.

It was resolved that, if S.106 monies are not available for this use, PTC CIL funds can be used up to a maximum of £3,000.

PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER

The Parks Officer's report was received and discussed.

It was resolved that this unused asset could be disposed of as proposed for a payment of £200.

[The Parks Officer left the meeting]

PF607 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Clerk reported that the March 2021 figures did not represent exactly the final year-end position, as these were subject to adjustments relating to the year-end closedown process.

It was noted that the Internal Audit will be conducted on the 28th April 2021, to be followed by the AGAR submission and external audit.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Clerk reported on the few significant budget overspends and noted that income was slightly higher than expected, but not at the level forecast.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 13th April 2021

7. List of payments (for approval)

It was resolved to approve the February 2021 payments amounting to £65,923.14, as scheduled in the meeting papers.

It was noted that there was a general underspend across many budget headings and that an estimated £60K-£80K will move into general reserves, bringing a much needed boost in this area.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

PF608 TO APPROVE THE SLA WITH CTLA

The circulated draft SLA with CTLA was discussed. It was resolved to adopt this SLA as drafted.

PF609 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

Noted that, at the Committee's last meeting, it was resolved to defer further review of this document until after the end-of-year audits, so that any new requirements can be added.

PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)

See above.

PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER

See above.

PF612 TO CONSIDER CLIMATE CHANGE WP PAPER FOR COMMUNITY HOUSE

Cllr Seabrook's paper was noted and discussed.

Cllr Seabrook stated that the requirement was for the proposed recommendations to be taken forward by the appropriate Council body, so that they are not lost and the Council can continue with its commitment to such improvements; no formal decisions being required at this stage.

It was resolved, by majority, to note the recommendations for the Community House upgrade and to progress them through the Business Development Committee, and to consider the recommendation for Council to become a centre of excellence for climate change.

It was agreed to add the Climate Change Resolution to the Council web site and create some green pages.

PF613 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

i. To receive the meeting minutes of the 22nd February 2021

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

ii. To receive the meeting minutes of the 8th March 2021

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

iii. To note the draft meeting minutes of the 22nd March 2021

These minutes were noted.

iv. To authorise payment of grants as proposed.

It was resolved to authorise all of the grants proposed to-date for the Covid Emergency Community Grants Scheme, amounting to £9,385.00, as detailed in the schedule in the meeting papers.

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.

PF614 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MARCH 2021

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 13th April 2021
PF615 AGED DEBT ANALYSIS

The Finance Officer's report was noted, received and discussed.

PF616 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

The current arrangements were discussed and actions agreed.

[Cllr Paul took no part in this item].

PF617 DATE OF NEXT MEETING – Tuesday 18th May 2021 at 7.30pm

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 17th August 2021 at 7.30pm

Present – Cllr C Collier (Chair), Cllr A Goble (Vice Chairman), Cllr C Cheta, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr L Duhigg.
Town Clerk T Allen, Civic & Marketing Officer D Donovan.

PF618 CHAIRMAN'S ANNOUNCEMENTS

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

PF619 PUBLIC QUESTIONS

There were no public questions.

PF620 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from the Finance Officer, Mrs Z Malone.
Cllr Duhigg was in attendance in a non-voting capacity.

PF621 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

It was resolved that Cllr Goble would be the Vice Chairman for the Committee.

PF622 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF623 TO ADOPT THE PUBLIC MINUTES OF 13th APRIL 2021

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

PF624 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

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.

The Chairman noted that the reports were as expected, reflecting the fact that the Council's facilities were not yet fully open.

The Chairman reported that exposure to debt was still very low at 1.75% of total assets, due in part to the current low income levels.

Cllr Seabrook noted that the salaries budget includes provision for the payment of cost of living increases and increments for staff.

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 July 2021 payments amounting to £72,867.05, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 17th August 2021

9. Funding report for buildings equipment maintenance works.

Received and noted.

10. Progress report - Council's new energy provider.

The Clerk reported on the background to this item, noting the hard and persistent work by the Finance Officer.

It was resolved that Crown Commercial Services could be used, if only in the interim as a 'bridge' to bringing the Council's energy supplies under control and at the best rates.

PF625 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

The circulated report was received and the following points agreed:-

- **To ensure all Committee Chairs are provided with relevant and up to date financial reports** – The Chairman noted that this had been achieved and asked Committee members to inform him if there are any specific further requirements.
- **To rebuild General Reserve ratio to 40% of Precept within two years. Increase income streams** – The Chairman noted the current improved reserves ratio, which should continue to be maintained and increased. It was noted that more detail would be required regarding which items are counted as part of the reserves.
- **Reduce costs and make efficiency savings** – It was noted that this is an item shared with the LA&E Committee, in relation to the Grounds Team's costs. The Chairman to speak to the Clerk and Finance Officer regarding additional potential cost savings in all areas.
- **Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves** – The Chairman reported that this will be a consideration when setting the 2022/23 budget. Cllr Griffiths noted that this includes the consideration of capital assets replacement.
- **Monitor and allocate Section 106 and PTC CIL/Prepare Project bids for LDC CIL 2021-22** – Cllr Gallagher reported that the SPO is currently working on an up-to-date report. Cllr Griffiths noted the need for all Committees bids to be fed through the Council's CIL process.
- **Explore funding opportunities including grants as they occur** – Noted that a bid is currently being worked up for the 'Welcome Back' fund.

PF626 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD

The Admin. Officer's report was received and commended for its thoroughness.

The Clerk related the background to this item.

The Chairman noted that he is discussing pavement repairs with the Highways Steward.

After discussion, it was resolved as follows:-

- CIL money will be used for this project.
- Black bollards with reflective strips to be used, like those already used on the South Coast Road.
- Chairman to look in more detail at the 'risk element' of the costings.
- ESCC Highways advice to be sought as required.

PF627 THE GATEWAY CAFÉ:-

1. TO AGREE FUNDING FOR THE FORECOURT AREA UPGRADE

The Parks Officer's report was received and discussed.

It was resolved to accept the LA&E Committee's recommendation for using Hobart Paving for the project as it had installed the original paving area which had proved to be of long-lasting good quality.

It was resolved to use CIL money for Hobart Paving quote of £11,109.00 +VAT and in addition to use CIL funding for the proposed fencing between the hedge and the paving

It was noted that the CIL audit form was needed for this project.

2. TO DISCUSS OWNERSHIP/MIANTENANCE OF THE DEFIBRILATOR

The Chairman related the background to this item.

It was resolved to accept the gift of the defibrillator from Cllr Paul, for the Council to own and maintain.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 17th August 2021

PF628 TO APPROVE THE OUTDOOR EVENTS POLICY

The Civic & Marketing Officer's draft Policy was received and commended for its thoroughness.

The Chairman noted that this draft policy had been seen at Council and referred to the Committee.

Mrs Donovan related the background to this item.

The draft Policy was discussed in detail and additions/amendments proposed.

It was resolved to adopt the Draft Outdoor Events Policy, as amended, and with the relevant fees to be determined and included.

PF629 TO DISCUSS A PROPOSAL FOR THE JOINT 2022 PEACEHAVEN FAIR & ARMED FORCES DAY

The Civic & Marketing Officer's proposal paper was noted and received.

The Chairman noted that this proposal had been seen at Council and referred to the Committee.

Mrs Donovan related the background to this item.

The matter was discussed in detail and the following points were noted:-

- In principle, the joint event did not seem to be a problem.
- No PTC funding can be given for the event, particularly in view of the potentially large amount required.
- PTC Summer Fayres are planned to be cost neutral, with adequate funding, sponsorship and income raised to ensure this.
- The use of the Welcome Back grant funding is not possible; there can be no charges for events and any WBF money must be spent by the end of March 2022.

It was resolved to agree to a joint event in principle, this will be subject to adequate external funding being available; PTC can proactively help identify funding sources.

PF630 TO DISCUSS THE PROVISION OF A REPLACEMENT BUS SHELTER AT SUTTON AVENUE

The Parks Officer's report was received and discussed.

Cllr Griffiths noted that the report needed to be more detailed to ensure that it reflects the requirements of the Planning & Highways Committee.

It was noted that the quote from GW Shelter Solutions was for an open fronted shelter which the Planning & Highways Committee had already rejected.

It was noted that there may be legal or ESCC permissions to carry out this work; this is to be determined.

It was resolved that the report is updated and referred back to the Planning & Highways Committee and then directly to Council.

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.

PF631 TO ADOPT THE CONFIDENTIAL MINUTES OF 13th APRIL 2021

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

PF632 AGED DEBT ANALYSIS

Received and noted.

PF633 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

It was agreed that this Covid related Agenda item is no longer needed.

PF634 TO REVIEW THE GATEWAY CAFÉ LEASE

The Clerk related the background to this item.

After discussion, actions were agreed.

PF635 TO DISCUSS THE FUTURE USE OF THE FIELDS & ROBSON ROOMS IN COMMUNITY HOUSE

The Clerk related the background to this item.

After discussion, actions were agreed.

PF636 DATE OF NEXT MEETING – Tuesday 14th September 2021 at 7.30pm

There being no further business, the meeting closed at 20:55.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14th 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 17th 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 – 14th 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 17th 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 – 14th September 2021

PF666 DATE OF NEXT MEETING – Tuesday 26th October 2021 at 7.30pm

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

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **PEACEHAVEN TOWN COUNCIL – ES0070**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



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Our Ref: MARK/PEA001

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

28 April 2021

Dear Tony

Re: Peacehaven Town Council
Internal Audit Year Ended 31 March 2021

Executive summary

Following completion of our interim internal audit on 9 November 2020 and final audit on 28 April 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted 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 2020/21 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.

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

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.

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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 RBS as a day-to-day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is VAT registered. VAT reclaims are completed on a quarterly basis. The last VAT reclaim was for the period to the end of June 2020 and showed a refund position of £18.15. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

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

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

The external auditors report and notice of conclusion of audit for 2019/20 have been reported to the council and published on the council website. There is also evidence in council minutes of the reporting and discussion of internal audit reports received during the year.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor alongside their contact information.

Confirm that the council is compliant with the relevant transparency code

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of the required information via a Transparency page on the council website. It was noted that some of the information is out of date (payment listings, pay multiple) and I recommend the information is refreshed before the year-end audit.

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 Data Protection Policy on 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 a committee structure and forms working parties/groups for specific tasks as required. There are agreed terms of reference for each committee, which are reviewed annually.

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 is noted that the non-confidential supporting documentation referred to in the agendas is available on the council website alongside the agenda itself.

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

Draft minutes are routinely uploaded to the council website and clearly marked as draft. These are subsequently replaced by 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. They were last reviewed and adopted by council on 30 June 2020 [minute ref C627].

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

Financial regulations are based on the latest NALC model. 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 is performing a monthly bank reconciliation for each account. These are reported to the Finance and Policy Committee and review of the committee minutes confirms this action is being reported.

I reviewed the bank reconciliation documents provided for audit. There were no errors identified for any of the samples provided.

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

- The council for all items over £5,000
- A duly delegated committee for items over £1,000
- The Clerk, in conjunction with Chairman of Council or Chairman of Appropriate committee under £1,000

It was noted that the emergency authorisation level for the Clerk is £1,000.

A list of payments for approval is agreed by the Finance and Policy Committee and evidence of this is recorded in the minutes of the meetings including the total amount approved. The committee also receives a report from the Finance Officer and up to date information on income and expenditure, balance sheet, a summary of the bank accounts and a CIL report. This information allows members to make informed decisions in relation to the council's finances.

I checked a sample of payments randomly chosen from the list presented to the August council meeting. Copies of invoices were provided and confirmed to amount authorised.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.

The council has the General Power of Competence (GPC) 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.

Final Audit

I am of the opinion the council is following its own regulations and that any changes are to be considered minor and not indicative of errors in the system.

Section conclusion

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 conducts a Risk Assessment, including financial risks. The risk assessment includes an analysis of the risk level and details existing controls in place. The financial risk assessment was last reviewed and adopted by the Finance and Policy committee in October 2020.

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 and a Fidelity Guarantee level of £1 million. These levels are appropriate for a council of this size.

Final audit

We discussed assertion 8 of the AGAR and whether or not this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The RFO confirmed that she was not aware of any such liability at the year end.

Section conclusion

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

I confirmed that the 2020-21 budget and precept setting process has commenced, with meetings planned with chairmen of committees to discuss requirements. Following several years of difficulty with their financial position, the council is making every effort to move forward in a sensible and controlled manner, including ensuring detailed, accurate budgets are set.

I have confirmed that in accordance with Financial Regulations, regular reporting of income and expenditure against budget is carried out and reviewed at meetings. Review recent minutes shows consideration given to the council’s overall financial position as affected by the pandemic. This details that income will be lower due to reduced hiring of facilities, but this has been offset by underspends on a number of expenditure lines.

At the interim audit date, the council’s income showed as 90.3% of budget and expenditure 37.5% of budget.

At the interim audit date, the council held circa £400,000 in earmarked reserves, including CIL receipts and a capital receipts EMR, both of which are restricted funds. The council also held circa £86,000 in general reserves at the start of the year. General guidance recommends the council’s general reserve should be circa 50% of precept, or 3-6 months net revenue expenditure (NRE), as adjusted for local conditions. **The council’s general reserve remains low, and the council is aware of this.**

Final audit

I confirmed the final budget and precept figures for 2021/22 were agreed by council at the meeting held on 26 January 2021 (minute ref C694 a(iv)).

At the year-end, the council held circa £445,000 in a number of clearly defined earmarked reserves, the largest of these being CIL (£279,000), Big Park (£59,000) and Capital Receipts (£53,000).

The council also holds circa £130,000 in general reserve. This is an increase since the interim internal audit, and the council is clearly making every effort to address the low general reserve position. The current level equates to approximately 20% of precept.

Section conclusion

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

The precept accounts for approximately 78% of the council’s income, with other sources being from room hire, sports pitch hire, filming and advertising income, wayleave payments, allotment income, grants, bank interest and CIL/s.106 income.

Fees and charges are reviewed on an annual basis, with the last review taking place in November 2019.

Final audit

I independently verified the precept amount received during the year and confirmed this to the total entered into box 2 on the AGAR.

The council’s other income has been recorded clearly in the accounts and I was able to confirm the total entered into box 3 of the AGAR matches the information provided. The income has reduced since 2019/20 primarily due to the impact of Covid-19.

Section conclusion

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 has a petty cash float of £500, used for incidental expenses. A record of transactions is kept in an Excel format. Due to the remote nature of the interim audit, I was unable to physically check the petty cash balance, and this will be done at the final audit (subject to any restrictions in place at that time).

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 process payroll. All staff members have a signed contract of employment and are all on the NJC scale. There is evidence within the minutes of the Personnel committee of salaries being reviewed, and the increase in scale applicable from 1 April 2020 being applied.

I tested the PAYE and NI deductions on the information provided for interim audit and found no errors.

Final audit

A review of the detailed expenditure included within box 4 of the AGAR shows only allowable amounts directly related to staff costs.

Section conclusion

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 in place in Excel format, which includes all the required information. Assets are correctly stated at historic or proxy cost. The assets listed appear consistent with the detail on the insurance schedule.

Final Audit

The asset register was updated at the financial year-end, and the total matches the figure entered into box 9 on the AGAR. The register is well organised and split into sections covering land and buildings, Community House assets, It and comms, and assets held by the grounds team, with a summary page displaying the total value.

I confirmed the council has no PWLB borrowing.

Section conclusion

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 reviewed at Finance and Policy Committee meetings. At the interim audit date, the sample reconciliations were reviewed for each bank account and there were no errors identified.

Final audit

At the year end, the council had a reconciled position on its account. There were 34 outstanding entries at the year-end totalling £30,673.98 as the council still makes most of its payments by cheque.

As a result of the council's budget, it does not qualify for the protection offered by the Financial Services Compensation Scheme (FSCS).

Section conclusion

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

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. **THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.**

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council is recorded

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts.

Section 2 – Accounting Statements

AGAR box number		2019/20	2020/21	Auditor notes
1	Balances brought forward	289,780	413,585	Agrees to 2019/20 carry forward (box 7)
2	Precept or rates and levies	536,289	644,160	Figure confirmed to central records
3	Total other receipts	373,241	193,856	Agrees to underlying records
4	Staff costs	460,021	431,500	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	325,704	243,723	Agrees to underlying records
7	Balances carried forward	413,585	576,378	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	404,585	496,114	Agrees to bank reconciliation
9	Total fixed assets plus long term investments and assets	3,252,557	3,528,637	Matches asset register
10	Total borrowings	24,002	23,242	Verified to PWLB statement
11	For Local Councils only - Disclosure note re Trust funds (including charitable)	YES	NO √	Council has no trusts

Final audit

The year-end accounts have been correctly prepared on an income and expenditure basis, with the box 7 and 8 reconciliation accurately completed. The AGAR comparatives have been correctly copied over from the 2019/20 AGAR.

The variance analysis is required because there are variances greater than 15% for boxes 2, 3 and 6. **This has been completed but I recommend more detail is added to quantify the variances.**

The council plans to sign the Annual Governance Statement and Accounting Statements at its meeting scheduled for 15 June 2021.

Section conclusion

I am of the opinion that the control objective of “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” has been met.

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

Final audit

The council did not declare itself exempt from a limited assurance review in 2019/20.

Section conclusion

I am of the opinion that the control assertion of “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” has been met. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)

L: TRANSPARENCY (INTERIM AND FINAL 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.

Final 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.” has been met.

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

The authority has demonstrated that during summer 2020 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

Final audit

Due to the Covid 19 outbreak, the statutory deadlines for publication during 2019/20 were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September i.e., on or before 1 September 2020.

Authorities must publish the dates of their public inspection period and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	1 June 2020	25 June 2021
Inspection period begins	15 June 2020	28 June 2021
Inspection period ends	24 July 2020	6 August 2021
Correct length	Yes	Yes
Common period included?	n/a	Yes

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

Section conclusion

I am of the opinion the control objective of "The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)" has been met.

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

The authority has complied with the publication requirements for 2019/20. 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

This testing requirement was not in place at the time of the interim audit.

Final audit

The Clerk was able to demonstrate that the council has met the publication requirements.

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” has been met.

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

Yours sincerely



Andy Beams

For Mulberry & Co

Agenda Item: XXX

Committee: POLICY & FINANCE

Date: XXX SEPTEMBER 2021

Title: SECTION 106 & CIL

Report Authors: Senior Projects Officer

Purpose of Report: To note and facilitate future monitoring and appropriate spending

Introduction

This report is provided to handover the current position re: S106 Planning Obligation monies and PTC's CIL balance. The current position in terms of S106 is detailed in the spreadsheet at Appendix 1 and summarised in Table 1 below. Updates are provided on the £2,303,089.68 that the Town Council has been made aware of, received by LDC from S106 since 2007. The spreadsheet shows where this has been spent or allocated to, what the current position is, who the money is held by, what the project ideas are and any future actions needed.

In terms of CIL our current balance is £246,549.61, which will increase further when we receive the next instalment from LDC in October 2021.

Background

The planning agreements which relate to these financial allocations have been sourced and provided to the Town Clerk. References are given in the spreadsheet and correlate to the application number. Any spending needs to accord with the wording of the S106 agreement. Please note - when monies have been transferred from LDC to ESCC or "allocated" to a project by either authority they are secure and the spend by date is not applicable i.e.: the monies cannot at that point be returned to the developer. For the currently held PTC monies, the "to be spent by" dates are all considered to be addressed.

CIL spending should be in accordance with the following as per LDC's guidance documentation:

*Spending the CIL receipts in Local Councils In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Peacehaven Town Council, or any part of it, by **funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area.***

Analysis

To summarise, items with outstanding actions and amounts for PTC are as per table 1 below. Some sites are noted twice as there are different "pots" available for the same development to go to different spending areas.

There is circa £509,380 plus any interest that accrues for recreation (possible football 3G or other ideas). This is all held by LDC with S106 agreements wording as follows:

LW0/13/0686

"Recreation Space Contribution"

...to the provision or improvement of outdoor playing space facilities, casual play space facilities and equipped play areas in the area of the site in lieu of outdoor playing space facilities being provided on the site itself.....

LW0/13/0644

"Recreation Space Contribution"

...contribution to the provision or improvement of outdoor playing space facilities in the area of the site in lieu of outdoor playing space facilities being provided on the site itself.....

There is also circa £48k for spending at The Dell which relates to the development at 184 South Coast Road LW/11/1318 as per the following S106 wording:

2. The Authority shall use the District Contributions for the purposes specified in this Deed. The Recreation Contribution will be used towards projects at The Dell recreation ground, installing a range of DDA inclusive toddler play equipment; installing new fencing and gates, providing DDA compliant pathways, and providing associated open space furniture.

In addition, there is circa £325,747 plus any further interest that accrues, for accessibility, sustainable non-car alternatives such as cycle, walking, improved bus stops etc. This is all held by ESCC and spending will need to be agreed with them. Discussions are underway with ESCC, PCS, the Swale Academy Trust and Sustrans re: a potential off road cycle route as one idea under LW//2013/0686. ESCC are conducting a study of the A259 from October 2021 and measures may be identified within that for spending.

Table 1

Planning Ref	Site	Current Amounts*	Held by / for
LW/09/0680	200 - 204 South Coast Road & 17 Dorothy Avenue Peacehaven	£14,105.06	ESCC for Accessibility improvements within the area of the site
LW/2009/1093	16 and 16a South Coast Road	£17,207.14	ESCC for Accessibility improvements within the area of the site
LW/11/1318 (now LW/15/0023)	184 South Coast Road Peacehaven	48,148.26	LDC for The Dell - equipment, pathways, furniture (DDA/equalities)
LW/2013/0644	Land on the North Side of Arundel Road	£317,407.84	LDC for Centenary Park, 3G football pitch or alternative ideas
LW/2013/0644	Land on the North Side of Arundel Road	£139,326.63	ESCC for schemes improving cycling and walking routes, bus stops between Peacehaven and Newhaven.
LW/2013/0686	Land North of 56 Keymer Avenue	£155,109.74	ESCC measures from A259 study or will consider alternatives e.g.: cycle route
LW/2013/0686	Land North of 56 Keymer Avenue	£191,973.67	LDC for Centenary Park, 3G football pitch or alternative ideas
TOTAL		£883,278.34	

There is also £20,000 per annum as follows:

LW/17/0226	Lower Hoddern Farm	£20K due annually to 2029	Held by LDC for Big Park on-going maintenance £20k for 2021-22 can now be allocated by PTC with agreement of LDC
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*There may be further increases due to interest / indexation

Conclusions

Committee is asked to please note the circa £883,278.34 which is available to projects. PTC need to liaise with ESCC and LDC to ensure the spending of this money meets the needs and aspirations of the Town.

Recommendations

1. Section 106 / CIL Working Party to be reconvened.
2. Spending to be in accordance with S106 wording
3. Projects to be considered that support the vision and policies of the Neighbourhood Plan **and Internal Business Plan**

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• UK Law, Council Powers/Duties
<u>Legal</u>	<ul style="list-style-type: none">• UK Law, Council Powers/Duties
<u>Health & Safety</u>	<ul style="list-style-type: none">• Health and Safety, Accessibility, Equality
<u>Planning</u>	<ul style="list-style-type: none">• Financial, Planning and Property Law
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• Biodiversity, Green spaces, Walking/cycling
<u>Crime and disorder</u>	<ul style="list-style-type: none">• CCTV, prevention, monitoring
<u>Social value</u>	<ul style="list-style-type: none">• S106/CIL
<u>Climate</u>	<ul style="list-style-type: none">• Sustainability, non-car travel, buildings fit for the future

Appendices/Background papers

1. Spreadsheet "S106 Agreements and Amounts PTC Projects Master v3 (updated September 2021)"

Application	Site
LW/07/1256	Land To The East Of The Sports Park Piddinghoe Avenue Peacehaven
LW/09/0680	200 - 204 South Coast Road & 17 Dorothy Avenue Peacehaven
LW/09/1093	16 & 16 A South Coast Road Peacehaven
LW/11/1318 (now LW/15/0023)	184 South Coast Road Peacehaven
LW/13/0644	Land On The North Side Of Arundel Road Peacehaven

LW/13/0686	Thakeham Homes. Land North Of 56 Keymer Avenue Peacehaven
LW/16/0841	LW/16/0841 Land at 264 South Coast Road
LW/14/0424 Reserved Matters LW/15/0850 Finished	LW/14/0424 2 South Coast Rd
LW/17/0226	Lower Hoddern Farm LW/17/0226
LW/19/0398	18-28 Cripps Avenue, Peacehaven

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BOLD = FULL AGREEMENT ON FILE (SOME NOT AVAILABE AND NEED TC

Contribution type	Initial Amount	To be spent on
Open/ Outdoor Play Space	£ 838,756.00	Provision or improvement of outdoor playing space facilities
Accessibility	£ 13,230.00	Accessibility improvements within the area of the site
Accessibility	£ 12,600.00	Accessibility improvement in the area of the site
Open/ Outdoor Play Space	£ 24,276.00	Provision or improvement of outdoor playing space facilities in the area of the site
Open/ Outdoor Play Space	£ 38,840.00	Outdoor play facilities in the area of the site in lieu of facilities being provided on site itself
Recreation Space	£ 282,385.00	Provision or improvement of outdoor playspace facilities in the area of the site in lieu of Outdoor playing space facilities being provided on the Site
Accessibility	£ 118,000.00	Towards County Council's scheme of improvements for cycling and walking routes and bus stops between Peacehaven and Newhaven.

Transport Provision	£	150,698.40	Towards the County Council's schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and/or highways improvements
Travel Plan	£	4,500.00	Auditing fee
Recreation Space	£	187,930.00	Provision or improvement of outdoor playspace facilities, casual play space facilities and equipped play areas in the area of the site
Affordable housing	£	300,000.00	
Transport Provision	£	13,622.28	
Kerbside Recycling	£	266.00	Provision or improvement of kerbside recycling facilities
Centenary Park Contribution £200,001.00	£	66,667.00	C Bibb 4-12-20 for ongoing maintenance of the Big Park eg seasonal staff, playground repairs, improvements etc. To be spend roughly 20k per annum
	£	66,667.00	
	£	66,667.00	
Play Area Commuted Sum	£	80,000.00	
Kerbside Recycling	£	589.00	
Traffic Regulation Order	£	5,000.00	

Affordable housing	£	32,396.00	
	£	2,303,089.68	

) BE REQUESTED FROM LDC DIRECT)

Criteria of payment	Money Received	To be Spent by	Spend Status
	30-Apr-12	30-Apr-19	Spent or allocated
Prior to 1st occupation	01-Oct-12	01-Oct-22	Allocated to ESCC but unspent
Prior to 1st occupation	19-Aug-19	16-Oct-22	Allocated to ESCC but unspent
	19-Aug-19	16-Oct-22	Spent or allocated
Prior to occupation	01-Feb-19	26-Feb-26	Projects under review
Prior to occupation	24-Aug-18	23-Aug-25	Projects under review by LDC/PTC
	24-Aug-18	23-Aug-25	Allocated to ESCC but unspent

Prior to commencement	08-Sep-14	08-Sep-21	Allocated to ESCC but unspent
	11-Sep-15	11-Sep-22	Unspent ESCC
Prior to 1st occupation	11-Sep-15	11-Sep-22	Projects under review by LDC/PTC
prior to 1st occupation	14-Nov-18		Pending
Prior to commencement	09-Aug-18	08-Aug-25	Pending
prior to 1st occupation	09-Aug-18	08-Aug-25	Pending
prior to occupations of phase 1	24-Jun-19	24-Jun-24	Partially Spent
prior to occupation of phase 2			Pending
Prior to occupation of phase 3			Pending
prior to 75% of Market housing for each phase			LDC
prior to occupation			LDC
prior to commencement			ESCC

			LDC
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Additional info/ spent on / current value if known Sept '21	APPLICANT / DEVELOPER / LEGAL AGREEMENT DETAILS / NOTES
£247,534.14 + £391,255.38 spent on Big Park. Amount to spend with interest £131,901.48	Part of big parks, archaeology surveys and education are spending the rest of it.
£14,105.06	
£17,207.14	
20,522 left (check with C Bibb) 27,512.12 less 6990 (Nov 2020 spent on pitch drainage)	Improvement of outdoor play space in the EAST of Peacehaven - How restrictive is this? Big Park near enough? Alternative?
48,148.26 with indexation and interest	For The Dell - equipment, pathways, furniture (DDA/equalities)
£317,407.84 held	For Centenary Park but needs clear separation from original project - also see 13/0686 below. Football Pitch?
£139,326.63	ESCC

£155,109.74	ESCC
£4,595.02 amount reflects indexation and interests	ESCC
£191,973.67 amount reflects indexation and interests	For Centenary Park but needs clear separation from original project - also see 13/0644 above. Football Pitch?
Leighton Rowe @ LDC could advise on status	
£14,247.75 held	
£275.73 held	
£66667.00 received (by LDC)	CAN ONLY BE SPENT ON CENTENARY PARK - roughly 20k per annum runs from June 2019
not yet due	
not yet due	
not yet due	
not commenced	
not commenced	

not commenced	
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PROJECT IDEA / FUNDS AGREED

PTC to investigate projects agreed. Action with History Working Party

£14,105.06 transferred to ESCC July 2021 NOT YET SPENT - PTC CAN INFLUENCE

£17,207.14 transferred to ESCC July 2021 NOT YET SPENT - PTC CAN INFLUENCE

Full balance spending agreed Jan 2021 NO FURTHER ACTION REQUIRED

Under consideration, land registry info obtained. PTC NEED TO DECIDE SPENDING IN ACCORDANCE WITH S106 RESTRICTONS

Alternative idea - Improvements to Gateway Café / THE HUB. SEE NOTES BELOW FOR 13/0686

£139,326.63 transferred to ESCC July 2021 NOT YET SPENT - PTC CAN INFLUENCE

Potentially allocated to measures resulting from ESCC A259 study, commencing 2021. Meeting 24/3/21 PTC and ESCC to present cycle route option £155,109.74 transferred to ESCC July 2021 NOT YET SPENT - PTC TO DISCUSS CYCLE ROUTE WITH PCSSWALE/ESCC/SUSTRANS
No action for PTC
Alternative ideas - Must be RECREATION PROVISION / POSSIBLY MEET AN EXISTING NEED SUPPORTS OPEN SPACE (EG TOILETS). QUICK WIN IS FOOTBALL. C BIBB COMMENTS
No action for PTC
No action for PTC
No action for PTC
£40,000 agreed Jan 2021 (for 2019 and 2020 two year portions)
Review June 2021 £20k due for 2021
Review up to 2029
No action for PTC
No action for PTC
No action for PTC

No action for PTC



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held at Community House, Meridian Centre at 7.30pm on Tuesday 6th July 2021

Present; Cllr A Milliner (Chair) Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr D Paul, Cllr C Gallagher, Cllr G Hill, Cllr I Sharkey.

Officers; Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer).

Public; Two members of the public were present.

1 PH1002 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 PH1003 PUBLIC QUESTIONS

A member of the public referred to Item 18 PH1105 land at Telscombe Road – The Peacehaven Focus Group investigated this item in 2017/18, this is the same proposal but different application. The Focus Group may have some information on this subject that may be useful, if needed.

3 PH1004 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Tony Allen (Town Clerk) Cllr A Goble, Cllr J Harris and Cllr R White (Substituted by Cllr Cathy Gallagher).

4 PH1005 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 PH1006 TO ADOPT THE MINUTES FROM THE 2ND FEBRUARY 2021

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

6 PH1093 TO NOTE THE DESIGN GUIDE FOR PEACEHAVEN AND TELSCOMBE TOWNS. A PRESENTATION BY NANCY ASTLEY NDP SG.

A presentation on The Design Codes given by Nancy Astley, supported by Cllr Cathy Gallagher from the Neighbourhood Development Plan Steering Group.

Nancy reported that later in 2021 a new planning act will take effect, this will change Planning decisions, which will then need to be in accordance with the design element and this will be more important.

- The Design codes are an element of the Neighbour Plan, which are a tool to use to help design future development within the area and will change the way planning applications are decided.
- Planning decisions will need to be in accordance with the design element and this will be more important.
- Matters such as street greening, plants and trees are considered. Detailed matters which you do not get at the district level are highlighted, as each area is unique. The Guides also consider technology, such as carbon free, solar panels, wind turbines, and also cycle storage, waste, recycling.
- The NDP Design Codes are a tool that LDC will also use when making planning decisions in this area.
- LDC & SDNP have both been sent a copy, and these will be formally adopted along with the Neighbourhood Plan.
- The NDP SG will have some future workshops to go through this in more detail.

Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th July 2021

- The Presentation is available to view on the Town Council Website.

1 PH1094 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher noted that the next Steering group meeting will be on Thursday 8th July at 7pm via Zoom
There will be Updates from Jim Boot & Nancy Astley.

2 PH1095 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee noted the report.

3 PH1096 TO CONSIDER THE PURCHASE OF BOLLARDS ON THE SOUTH COAST ROAD AT GREGGS/COSTA/SUBWAY

The report was discussed and noted.

- Cllr Seabrook reported that ESCC have said they do not install Bollards anymore.
- Newhaven TC have recently purchased their own Bollards for an area outside of the Co-Op in Fort Road. The Admin Officer has been in contact with their Town Clerk for advice.

It was Proposed that Peacehaven Town Council fund the installation and purchase of recycled bollards for the two shopping areas on the South Coast Road, which will be funded from the CIL, which is for maintenance and improvement of infrastructure.

Proposed by Cllr Seabrook and Seconded by Cllr Hill.

All in Favour

Recommendation will be submitted to Policy & Finance on the 17th August 2021.

4 PH1097 TO DISCUSS THE PLANTERS OUTSIDE OF SUBWAY AND A VERBAL DISCUSSION ON HOW TO PROCEED.

Cllr Seabrook reported that the Cycle planters intended for sub-way have become very difficult to install due to excavation and contractor costs.

It was agreed that the Planters would be better placed in one of the Town's Parks. The recommendation will be referred back to the Leisure and Amenities Committee to decide on placement.

5 PH1098 TO DISCUSS THE REPLACEMENT OF THE BUS SHELTER AT KEMPTON HOUSE

The bus shelter rust has been maintained for many years but now is beyond repair. The bus shelter recommendations were discussed.

Cllr Griffiths proposed (and seconded by Cllr Seabrook), to use CIL money to purchase a new shelter and investigate a green roofed shelter.

Recommendation to be submitted to Policy & Finance.

All in Favour

6 PH1099 LOWER HODDERN FARM MEETING MINUTES

The SPO reported that Communication is open and working well.

Cllr Seabrook noted that the travel survey keeps being pushed back – The SPO reported that to carry out the survey accurately it has been delayed until travel is more back to normal, people have not been moving around so much due to Covid, working from home etc.

7 PH1100 ARTICLE 4 DIRECTION LAND TO THE WEST OF HODDERN FARM, HODDERN FARM LANE PEACEHAVEN

Item was noted as per SPO's report. SPO to thank SDNPA for applying this Article and to suggest a good idea to extend afterwards.

Cllr Paul suggested this needs to be applied for every 6 months. Process for doing this to be agreed at the Committee's next meeting.

8 PH1101 SDNP/21/02749/PRE (99 dwellings at Morestead adj Lower Hoddern Farm)

Appendices/Background papers

- 1 Email trail June 2021

Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th July 2021

- 2 SDNP_21_02749_PRE-PLANNING_STATEMENT-1498187
- 3 SDNP_21_02749_PRE-COVERING_LETTER-1504436

The SPO reported that there is no formal consultation at this stage but would like Committee to be aware.

Standing orders were suspended to allow the member of Public, Mike Gatti, to speak.

Mr Gatti reiterated what was reported in Public questions and provided background information on this Item.

- Land banking scheme – still running now.
- Case goes back to 2017 SJ capital (offshore company) sold off plots on this site.
- Promoted as being in Peacehaven which it is not.
- Scheme still running now and 75% sold.
- Claremont did a presentation to Peacehaven in 2018. Same applications just new dates.
- SDNP planning have refused to comment until planning application submitted.
- CIL money will go to South Downs but the impact will be felt in Peacehaven.
- The SPO will continue to monitor.

Standing order reinstated

15 PH1102 The below Planning Application Decisions made under Delegated Powers were noted.

LW/21/0324 12 Tor Road Case Officer James Emery	Demolition of existing conservatory and creation of single storey rear extension The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0184 57 Rowe Avenue Peacehaven Case Officer Rita Burns	Front extension to facilitate a larger kitchen and new side entrance door. The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0323 9 Jason Close Peacehaven Case Officer Tom Bagshaw	Erection of rear extension and front porch The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0284 71 Ashington Gardens Peacehaven Case Officer Tom Bagshaw	Erection of single storey extension to rear and side. The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0114 Unit 5 Bolney Avenue Peacehaven Case officer Tom Bagshaw	Erection of security fence and gates on land to side of unit The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
LW/21/0256 104 Malines Avenue Peacehaven Case officer James Emery	single storey side extension The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under

Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th July 2021

LW/21/0281 3 Crocks Dean Peacehaven Case officer Tom Bagshaw	delegated powers. Proposed single storey rear extension to provide self-contained annexe ancillary to the host dwelling The Town Clerk of Peacehaven Town Council recommended to Approve. Recommendation made by the Town Clerk under delegated powers.
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16 PH1103 TO NOTE the following planning applications:-

LW/20/0616 139 South Coast Road Peacehaven East Case Officer Julie Cattell	Notification of Committee Meeting – full details in papers Demolition of existing chalet bungalow and garage and construction of a block of 6 flats with associated car parking, refuse/recycling store and bicycle store The above application, which you submitted, will be considered by the Planning Applications Committee on Wednesday 7 July 2021 at Lewes Leisure Centre, Mountfield Road, Lewes, BN7 2XG starting at 5pm . In addition to attending to listen to any debate on the item, there is an opportunity for members of the public to speak (up to 3 objectors and 3 supporters) on a first come, first served basis. Each speaker will be able to address the meeting for a maximum of 3 minutes.
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17 PH1104 TO REVIEW & UPDATE THE P&H ACTION PLAN.

Updates discussed and Admin Officer to update Action plan.

The member of the public left the meeting.

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:-

18 PH1105 LAND AT TELSCOMBE ROAD PEACEHAVEN BN10 8AG

Land at Telscombe Road Peacehaven, BN10 8AG – **CONFIDENTIAL ITEM**

Appendices/Background papers

- 1 Bellway Homes Layout Proposal
- 2 Plot Map (red line boundary)
- 3 Lewes District Local Plan Land Availability Assessment Letter 10th March 2021

The SPO introduced this item. The matter was discussed and appropriate actions agreed

DATE OF NEXT MEETING 3RD AUGUST 2021 AT 7.30PM

There being no further business, the meeting closed at 20.55



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DRAFT Minutes of the meeting of the Planning & Highways Committee held at 7.30pm on Tuesday 3rd August 2021

Present; Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr S Griffiths, Cllr Sharkey, Cllr D Paul, Cllr R White, Cllr C Gallagher.

Officers; A Allen, Town Clerk

Public; Three members of the public were present.

1 PH1106 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

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

2 PH1107 PUBLIC QUESTIONS

Mr Gatti asked the following question:-

“Would it be possible for the committee to ask ESCC Highways what the widening of the southbound carriageway at the Sutton Avenue - A259 roundabout, by such a small amount supposed to achieve? There have always been two lanes at this section of the roundabout, one to turn left towards Newhaven, and one to turn right to Brighton. this minor adjustment will have little or no effect on traffic flows, and will make it more difficult for pedestrians to cross safely, especially those with prams etc. If this was paid for as I believe it was from CIL contributions, it appears to be money wasted that could be better spent elsewhere.”

In response, Cllr Seabrook made the following points:-

- The widening of this area of road has made the crossing point very dangerous for pedestrians.
- It was S.106 monies that were used to fund these works; funds which could have been put to better use.
- ESCC’s intention was to increase the flow of vehicular traffic at this point, but it refused to add a pedestrian crossing to compensate for this.

Cllr Paul noted that this issue had been raised at the last ESCC SLR meeting, but accident statistics did not put this as a high priority.

Cllr White suggested obtaining statistics from other bodies, e.g. SECAMB.

The Clerk stated that he will write a letter of complaint to ESCC and also try to obtain accident statistics for this area.

Cllr Paul stated that she will raise this issue again at the next ESCC SLR meeting.

Mr Seed reported that ESCC has made an Order to add the pathway between Firle Road and Glynn Road to the Definitive Map of Public Pathways.

1 PH1108 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were received from Cllr A Goble and Cllr G Hill. Cllr Gallagher substituted for Cllr Goble.

2 PH1109 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

3 PH1110 TO ADOPT THE MINUTES FROM THE 6th JULY 2021

Minutes of the Planning & Highways Committee Meeting – Tuesday 3rd August 2021

Minutes of the Planning & Highways Committee Meeting - Tuesday 3rd August 2021

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

4 PH1111 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following items:-

- Information gathering for the Green Spaces part of the NDP.
- Nearly all of the NDP Policies have now been drafted.
- The Housing Needs Assessment is expected shortly.
- Usefulness of a recent climate event held in Seaford.
- Sustainable/community energy scheme.

1 PH1112 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was received and noted.

2 PH1113 LOWER HODDERN FARM DEVELOPMENT

The SPO's report was received and noted.

It was noted that the proposed development was not in Peacehaven, but in Piddinghoe, so PTC will not automatically be notified of any further developments/applications for this site; a close watch will have to be kept.

SDNPA had made it clear that such a development is unacceptable.

3 PH1114 MINUTES LOWER HODDERN FARM

The notes of the recent LDC working group meeting were received and noted.

The Chairman noted that he would like to participate in these meetings and possibly one or two other Councillors would as well.

Cllr White noted the need for PTC to be able to influence the Active Travel Plan, especially the development of footpaths in the Big Park area.

4 PH1115 TO DISCUSS TRAINING FOR COMMITTEE MEMBERS

It was noted that the SPO is arranging a training session with LDC Planning Officers.

Clerk to send current criteria used for assessing planning applications to LDC for validation.

5 PH1116 RENEWAL OF THE BUS SHELTER (SUTTON AVENUE/KEMPTON HOUSE)

The Parks Officer's report was noted and discussed.

It was agreed that three quotes should be obtained for the following specification:-

- Partly enclosed shelter, to allow some protection from the wind and rain.
- Shelter with an entrance and exit for safety.
- Green roof (type of drainage system used to be specified).
- Seating provided.

Once finalised, case to go directly to the Policy & Finance Committee.

1 PH1117 NEW HOUSES AT WEBS YARD entrance to Epinay Park

Cllr Griffiths related the background to this item.

It was resolved that the Clerk will arrange a meeting with the developer to discuss its proposed access to Epinay Park, the enhancement of the PTC access and the maintenance of the chain link fence. Councillors Symonds, Griffiths and Paul were nominated to represent PTC.

2 PH1118 CONCRETE PATH (LOWER HODDERN/CENTENARY PARK)

Cllr Griffith's paper was noted and discussed. It was resolved that:-

- The public consultation is relaunched.

Minutes of the Planning & Highways Committee Meeting - Tuesday 3rd August 2021

- Clerk to make contact with the appropriate person at Barratts Homes regarding the potential gifting of the path in its ownership; for reporting at Council.

1 TO CONSIDER Planning applications as follows:-

<p>PH1119 LW/21/0410 Land Adjoining 138 Bramber Avenue North Peacehaven</p>	<p>Erection of single storey one bedroom dwelling</p> <p>It was resolved to recommend refusal on the following grounds:-</p> <ul style="list-style-type: none"> • Over development – the proposed new dwelling is being squeezed into a tight space. • Loss of amenity – the amenity land and a walkway for the adjacent flats will be lost. • Loss of light – the windows of one flat will be blocked.
<p>PH1120 LW/21/0555 4 Anzac close Peacehaven</p>	<p>Single-storey side extension</p> <p>It was resolved to recommend refusal on the following grounds:-</p> <ul style="list-style-type: none"> • Over development – in relation to the size of the proposed extension in relation to the size of the existing dwelling.
<p>PH1121 LW/21/0602 Flat 1 2 Dorothy Avenue Peacehaven</p>	<p>Single storey front extension</p> <p>It was resolved to recommend approval.</p>
<p>PH1122 LW/21/0569 54 Glynn Road</p>	<p>Single-storey rear extension and associated internal alterations</p> <p>It was resolved to recommend approval.</p>
<p>PH1123 LW/21/0579 63 Cairo Avenue Peacehaven</p>	<p>Demolish existing conservatory and erection of single-story extension with flat roof</p> <p>It was resolved to recommend approval.</p>

15 The following Planning Application Decisions made under Delegated Powers were noted:-

<p>PH1124 LW/21/0444 1 Sunview Avenue Peacehaven East Sussex BN10 8PJ</p>	<p>Replacement of existing side facing rooflights with dormer</p> <p>The Town Clerk of Peacehaven Town Council recommended to Approve</p> <p>Recommendation made by the Town Clerk under delegated powers.</p>
<p>PH1125 LW/21/0436 6 Foxhill Avenue</p>	<p>Replacement of existing flat roof rear single-storey extension with single storey mono-pitch rear extension; replacement of double door on front elevation with window</p> <p>The Town Clerk of Peacehaven Town Council recommends Refusal</p>

Minutes of the Planning & Highways Committee Meeting - Tuesday 3rd August 2021

	<p>Recommendation made by the Town Clerk under delegated powers.</p> <p>Comments</p> <ul style="list-style-type: none">• There will be loss of privacy and adverse impacts for immediate neighbours in respect of outlook and daylight – proposals will result in unacceptable overlooking and are too close to neighbouring boundaries• There will be loss of light resulting from the proposals being so close to neighbouring properties.
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16 The following planning application decisions were noted :-

<p>PH1126 LW/21/0429 110 Cairo Avenue Peacehaven East Sussex</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>Decision Refused</p>
<p>PH1127 LW/21/0546 114 Arundel Road Peacehaven</p>	<p>Single storey front extension</p> <p>A lawful development certificate.</p>
<p>PH1128 LW/21/0459 22 Cairo Avenue</p>	<p>Loft conversion with one roof light to front elevation, two roof lights to left elevation, three roof lights to right elevation and one roof light to rear elevation</p> <p>A lawful development certificate.</p>

17 PH1129 TO REVIEW & UPDATE THE P&H ACTION PLAN.

The Action Plan was reviewed.

It was agreed to include the replacement of the Sutton Avenue bus shelter.

DATE OF NEXT MEETING 24TH AUGUST 2021 AT 7.30PM

There being no further business, the meeting closed at 20:30.



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held at 7.30pm on Tuesday 24th August 2021

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

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

Public; One member of the public was present.

1 PH1130 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

The Chairman observed that there has been talk circulating in the Town that the Councillors behave as though their position is a hobby. The Chairman is disappointed in these comments as a lot of good work is being carried out.

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

2 PH1131 PUBLIC QUESTIONS

Mr Gatti reported that: -

- The Dell roundabout roadworks – meeting with ESCC – according to the engineer it will improve traffic flow as two lanes, easier to turn left. Any problems should have been brought up in planning which it was but disregarded.
- Town Clerk reported that he has written to the lead member of the County Council, Cllr Glazier, to seek your urgent intervention to provide a safe crossing point at the Sutton Avenue - A259 roundabout in Peacehaven. The Town Clerk has received an acknowledgement that the email has been received and a response will follow shortly.
- Cllr White requested cost of the works and to find out how many accidents have been recorded at The Dell roundabout.
- Cllr Paul would like the road safety at the Dell Roundabout and lack of crossings on the A259 raised again at the next SLR meeting, which will be held on the 3rd September at the Civic Centre. Cllr Paul will liaise with Symonds, who will be in attendance.

1 PH1132 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were received from Cllr I Sharkey and Cllr Hill

No apologies from Cllr Harris

2 PH1133 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

3 PH1134 TO ADOPT THE MINUTES FROM THE 3RD AUGUST 2021

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

Minutes of the Planning & Highways Committee Meeting - Tuesday 24th August 2021

4 PH1135 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported on the following items:-

- Paper copies of the Neighbourhood Development Plan (NDP) and associated documents are being made to create an official archive.
- The NDP Design Guide is now a working document for the PTC Planning & Highways Committee to use when reviewing planning applications.
- Environmental and Business papers have been received from the University of Brighton students.
- Nancy Astley has produced the draft NDP Policy document, which needs to be reviewed, perhaps initially by the PTC Planning & Highways Committee.
- Further public communications are being planned; posters, leaflets, workshops, etc.

1 PH1136 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The committee noted the report

2 TO CONSIDER Planning applications as follows:-

The applications below were noted

PH1137 LW/21/0632 44 Capel Avenue Peacehaven	Two-storey and single-storey rear extension The application was reviewed and no reasons against. No public objections It was resolved to recommend approval. All in favour
PH1138 LW/21/0553 6 Heathdown Close Peacehaven	Erection to two storey rear extension and single storey side extension The application was reviewed and no reasons against. No public objections It was resolved to recommend approval. All in favour
PH1139 LW/21/0540 116 South Coast Road Peacehaven Case Officer James Emery	single-storey side and rear extension, alterations to roof to include raising side hip to form gable and 1no rear dormer The application was reviewed and no reasons against. No public objections It was resolved to recommend approval. All in favour

Minutes of the Planning & Highways Committee Meeting - Tuesday 24th August 2021

9 TO NOTE the following planning applications:-

The following planning applications were noted.

PH1140 TW/21/0051/TPO 9 The Compts Peacehaven Case Officer Nick Jones	To fell the Sycamore trees https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0051/TPO <i>The tree officer at LDC, Daniel Wynn, has left and no replacement yet.</i>
PH1141 LW/21/0481 138 South Coast Road Peacehaven Case Officer Tom Bagshaw	Variation of condition 2 in relation to approval LW/18/0630 Removal of cladding (owing to fire risk) Replace material schedule with current letter/schedule Noted.

10 **PH1142 TO REVIEW & UPDATE THE P&H ACTION PLAN**

Committee Action Plan

The circulated Plan was received, discussed and updated:-

- Cllr Griffiths noted that ESCC Officers had been asked for a simpler way of filling in evidence forms relating to the Hoddern Farm to Centenary Park footpath.
- Cllr Griffiths reported that ESCC had reissued its Public Notice for the adoption of the 'spine path' due to a mistake in the original Notice.
- It was noted that the project for the replacement of the bus shelter at Sutton Avenue had been returned to the Committee (from the Policy & Finance Committee) for additional work and then for submission directly to Council.
- Eric Ware, ESCC, to be chased up to attend a site visit for the inspection of the six lamp posts at 5 locations, which are located on unadopted roads & parks in Peacehaven.
- New item – installation of bollards on the South Coast Road.

Business Development Plan

The circulated Draft 2021/22 Plan (BD Plan) was discussed in detail:-

- Cllr Gallagher explained the construction of the BD Plan, its various levels/hierarchy and relationship with Committees ownership of tasks/projects that will filter down.
- Cllr Griffiths noted that the 'Ouse Valley Cares' project was a short-term matter that is in hand.
- Cllr Seabrook noted that the BD Plan did not reflect the Terms of Reference of the Planning & Highways Committee, noting areas that were missing from the BD Plan.
- Cllr Seabrook questioned the route of the Draft BD Plan going directly to Council from the BD Plan Committee and bypassing the other Committees. Cllr Gallagher noted that the Draft BD Plan was an evolving document that is out for consultation to all staff and Councillors.

Minutes of the Planning & Highways Committee Meeting - Tuesday 24th August 2021

- The Town Clerk suggested that further debate was more proper to full Council when it receives the Draft BD Plan at its September 2021 meeting.

9 PH1143 TO APPROVE THE RESPONSE TO THE LDC LOCAL PLAN (ISSUES & OPTIONS) CONSULTATION

The Clerk's circulated draft response to this consultation was noted and discussed, with additions/amendments made.

It was resolved to adopt the consultation response, as amended, for forwarding to LDC

Proposed Cllr White

Seconded Cllr Paul

All in favour

10 PH1144 TO APPROVE THE RESPONSE TO THE RAMPION 2 CONSULTATION

The Clerk's circulated draft response to this consultation was noted and discussed, with additions/amendments made.

It was resolved to adopt the consultation response, as amended, for forwarding to the Rampion2 Team

11 PH1145 TO RECEIVE CORRESPONDENCE REGARDING ROAD/PUBLIC SAFETY IN BRAMBER AVENUE

The Town Clerk reported this is a matter for the Police and the County Council and it was proposed to ask our County Councilor to take this matter forward.

Proposed Cllr Griffiths

Seconder Cllr Paul

All in favour.

DATE OF NEXT MEETING 21ST SEPTEMBER 2021 AT 7.30PM

There being no further business, the meeting closed at 20.40



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DRAFT Minutes of the meeting of the Planning & Highways Committee held at 7.30pm on Tuesday 21st 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 24th 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 21st 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>Case Officer 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>Peacehaven Town Council Planning & Highways Committee AGAIN unanimously proposed Refusal of the Amended Planning Application</p> <p>Amended Scheme - Change of use of land to use as a residential caravan site for gypsy/traveller family,</p>
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Minutes of the Planning & Highways Committee Meeting - Tuesday 21st September 2021

	<p>involving removal of one existing stable and siting of 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 recommend refusal on the following basis: -</p> <ul style="list-style-type: none"> • There had been no substantial change to this application. • 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. • The caravan has just been moved to a slightly different position. • Unacceptable change of use. • Approval would set a precedent for this type of development in a rural area/buffer zone between Peacehaven and Newhaven. • The existing 'building' is NOT a bungalow • There are known issues with water pressure and electricity supply in the area.
<p>PH1156 LW/21/0647 37 Coney Furlong</p> <p>Case Officer 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>It was resolved to recommend approval.</p>
<p>PH1157 LW/21/0689 191 Roderick Avenue North Peacehaven</p> <p>Case Officer Rita Burns</p>	<p>loft conversion with 1no front dormer</p> <p>The application was reviewed and no planning reasons against.</p> <p>It was resolved to recommend approval</p>
<p>PH1158 LW/21/0544 12 Cornwall Avenue Peacehaven</p> <p>Case Officer 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>It was resolved to recommend approval</p>
<p>PH1159 LW/21/ 0578</p>	<p>first-floor side extension</p>

Minutes of the Planning & Highways Committee Meeting - Tuesday 21st September 2021

<p>268 Arundel Road West</p> <p>Case Officer Tom Bagshaw</p>	<p>The application was reviewed and no planning reasons against.</p> <p>It was resolved to recommend approval</p>
<p>PH1160 LW/21/0499 169 Arundel Road</p> <p>Case Officer James Emery</p>	<p>demolition of existing dwelling and erection of 2 no semi-detached houses</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <ul style="list-style-type: none"> • Against the design guide – straight open front down to pavement – design guide looks for a boundary. • Loss of privacy – over-looking, causing loss of privacy or light, too close to neighbouring properties. • Exacerbate existing parking problems – vehicles already block the existing cycle path, which is national cycle route 2. No sufficient space for on street parking. • Back garden development – building another property within the confines of the existing one. Over shadowing, close to neighbouring side windows • Density of layout & over development – too large for plot. • Increase of traffic & congestion • Detrimental effect on local character • Design does not fit in with local surroundings • 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. <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>PH1161 LW/21/0651 34B Sunview Avenue</p> <p>Case worker Rita Burns</p>	<p>erection of single-storey and two-storey rear extension, with associated works</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <ul style="list-style-type: none"> • Density of layout & over development – too large of plot. • Over shadowing, close to neighbouring side windows

Minutes of the Planning & Highways Committee Meeting - Tuesday 21st September 2021

	<ul style="list-style-type: none"> • Loss of privacy – over-looking, causing loss of privacy or light, too close to neighbouring properties • 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.
<p>PH1162 LW/21/0604 110 Cairo Avenue Peacehaven</p> <p>Case officer 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>It was resolved to recommend approval</p>
<p>PH1163 LW/21/0675 32A Cissbury Avenue Peacehaven</p> <p>Case Officer</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>It was resolved to recommend approval</p>
<p>PH1164 LW/21/0592 The Lookout 4a Mayfield Avenue Peacehaven</p> <p>Case Officer Rita Burns</p>	<p>Construction of new dwelling on land at 4 Mayfield Avenue</p> <p>It was resolved to recommend refusal for the following reasons:-</p> <ul style="list-style-type: none"> • 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. • Loss of privacy – over-looking to neighbouring properties. • Density of layout & over development – too large of plot, very close to neighbouring boundaries. • 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. • Parking & Highways safety. • 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

Minutes of the Planning & Highways Committee Meeting - Tuesday 21st September 2021

	<ul style="list-style-type: none"> • Design does not fit in with local surroundings. • Detrimental effect on local character
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11 The following planning decisions were noted : -

<p>PH1165 LW/21/0429 110 Cairo Avenue, Peacehaven</p> <p>Case Officer 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 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0429</p> <p>Decision Refused</p>
<p>The Following planning applications were noted</p>	
<p>PH1166 TW/21/0057/TPO 47 Valley Road Peacehaven</p> <p>Case Officer ///</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</p>

Minutes of the Planning & Highways Committee Meeting - Tuesday 21st September 2021

	<p>tree experts who have agreed with this and 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>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/21/0057/TPO</p>
<p>PH1167 LW/21/0648/CD</p> <p>Case Officer 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>https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0648/CD</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 - 12th October 2021 at 7.30pm



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DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 7.30pm on Wednesday 31st March 2021

Present – Cllr. D Seabrook (Chairman), Cllr C Collier, Cllr A Milliner, Cllr. I Sharkey, Cllr G Hill, Cllr C Gallagher.

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

1 E154 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E155 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr L Symonds.

3 E156 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

4 E157 TO ADOPT THE PUBLIC MINUTES OF 17th FEBRUARY 2021 MEETING

It was resolved to adopt the 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 E158 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th FEBRUARY 2021 MEETING

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

6 E159 TO REVIEW DRAFT HYBRID WORKING POLICY & RELATED MATTERS

The Chairman's draft policy was received and discussed in detail.

Some changes and points of clarification were made

It was resolved to adopt the draft, as amended, and for it to be sent to staff for consultation and meetings.

6 E160 TO REVIEW CURRENT SICK ABSENCE CASES

The Clerk's report was received, noted and discussed in detail.

The Clerk related the latest position in the matters under consideration.

Options, impacts and the way forward were discussed and actions resolved.

7 E161 TO REVIEW STAFFING MATTERS & ACTION PLAN

The Committee's Action Plan was presented by the Chairman. Progress was reported and updates noted.

8 E162 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS

The Committee's input into the Internal Business Plan was presented by the Chairman. Progress was reported and updates noted.

9 E163 DATE OF THE NEXT MEETING – TO BE AGREED

Minutes of Peacehaven Town Council Personnel Committee – 31st March 2021

There being no further business, the meeting closed at 20:46.



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Tuesday 10th August 2021

Present – Cllr. D Seabrook (Chairman), Cllr C Collier, Cllr A Milliner, Cllr. I Sharkey, Cllr C Gallagher, Cllr W Veck, Cllr S Griffiths, Cllr L Duhigg.

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

1 E164 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

Cllr Gallagher noted that she would record the public part of the meeting.

2 E165 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr G Hill, Cllr J Harris and Cllr L Symonds and that Cllr Duhigg would substitute for Cllr Hill, and Cllr Griffiths would substitute for Cllr Symonds.

3 E166 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

4 E167 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

It was resolved to elect Cllr L Symonds as Vice-Chairman of the Committee.

5 E168 TO ADOPT THE PUBLIC MINUTES OF 31st MARCH 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 are excluded from the discussion of the following items.

6 E169 TO ADOPT THE CONFIDENTIAL MINUTES OF 31st MARCH 2021 MEETING

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

7 E170 TO REVIEW IMPLEMENTATION OF THE HYBRID WORKING POLICY & POST COVID LOCK DOWN STAFF RELATED MATTERS

It was resolved that the Hybrid Working Policy, as adopted, should be implemented with immediate effect.

8 E171 TO REVIEW OUTSTANDING HR CASES

It was noted that the appointed review panel will be meeting very soon to commence this exercise.

9 E172 TO REVIEW STAFFING MATTERS & ACTION PLAN

The circulated Action Plan was received. The Chairman noted that it will need updating to reflect the current work of the Committee, including the production of a training plan.

Minutes of Peacehaven Town Council Personnel Committee – 10th August 2021

i. Caretakers Recruitment progress.

The Chairman, Clerk and Mrs Donovan updated the Committee on the recruitment progress.

ii. To approve the revised Job Description and Contract of Employment for new Caretaker.

The Chairman, Clerk and Mrs Donovan reported on the developments in this matter.

iii. Information Officer's role & development.

The circulated report was noted and discussed.

iv. Location of office staff in Community House.

It was agreed that ultimately this is a matter for the Policy & Finance Committee to determine and will require a business case in order to ascertain the most cost-effective solution.

v. Resignation of the Senior Projects Officer – to agree notice period required and way forward.

It was resolved that Mrs Edser's last day of service would be the 17th September 2021.

10 E173 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS

Cllr Gallagher reported on the Plan's developments.

11 E174 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The current position was discussed.

12 E175 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS

It was agreed that the Chairman and Clerk will create a training plan for Councillors and staff.

13 E176 FACILITIES BOOKING – GDPR ISSUES & MOVING TO A DIGITAL SYSTEM

The Communications Officer's report was received and discussed.

14 E177 DATE OF THE NEXT MEETING

Clerk to arrange the next meeting of the Committee for mid-September 2021.

There being no further business, the meeting closed at 21:02



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Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 20th July 2021 at 7.30pm

Present: Cllr L Symonds (Chair), Cllr I Sharkey, Cllr D Seabrook, Cllr R White, Cllr Duhigg, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr C Cheta.

Officers: Kevin Bray (Parks Officer), Victoria Onis (Admin Officer), Michelle Edser (SPO)

Public: 1 member of public

1 LA 569 CHAIR ANNOUNCEMENT

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

- Cllr Symonds noted that as Vice Chair she will be standing in for the Chair, Cllr Griffiths
- As this meeting has been set out at 2m distance each member & officer has the option to wear their masks. When speaking please stand and use the microphone.
- Health and Safety

1 LA 570 PUBLIC QUESTION TIME

The member of public referred to item LA 580 of the agenda. The Oval is now very overgrown, blocking the paths and bramble at eye level. The Chair noted the comments, which will be discussed later in the Agenda.

2 LA 571 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Griffiths and Cllr Hill. It was resolved that Cllr Duhigg would substitute for Cllr Hill.

Cllr Veck no apologies received.

3 LA 572 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul as an acquaintance of the member of public in attendance and as an employee of the Café at Centenary Park which will be discussed at item LA 580.

Cllr Symonds as being the author of the report 'Epinay Park' item LA585. Which was submitted before the request to stand in as Chair of this Committee.

5 LA 573 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 6TH MAY 2021

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

6 LA 574 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

- Cllr Gallagher noted that the Finance Officer has explained that the figures for the big park are slightly out of proportion, repair and alteration money is expected back from CIL.
- The Parks Officer noted that the Water supplier has recently been changed and there has been some discrepancy for the water meter readings, it could be that we are due a refund. The outcome of this will be reported at the next meeting.

6 LA 575 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The Committee discussed the report at length. From discussion, it became clear that some of the Committee have unanswered questions with the process for developing and monitoring the Plan. To avoid further confusion, The Chair will be taking this item back to the SPO and The Town Clerk for clarification and update will be given at the next Committee Meeting.

7 LA 576 PROJECT UPDATE

This report was noted.

8 LA 577 TO DISCUSS AND NOTE DOG FOULING COMPLAINTS

Increasing number of complaints regarding dog faeces at Centenary Park. Sports area with lots of dog walkers.

Ideas for solutions were discussed: -

- Signs and education
- Ban dogs from park
- Introduce a licensing system for dogs, so only responsible owners can use park
- Employ an Enforcement officer. Potentially could pay for itself with fines.
- Warn Residents of the dangers of dog faeces to children, to be reported on social media and the E news.

- Get children involved and educate the children. Run a poster competition, where we can engage with children to create a “pick up a dog poo poster” which can then be printed and circulated around the Town.
- Investigate the creation of a video involving children of the local schools, expressing how they as children perceive dog waste in their parks. The video could also include responses from users of Peacehaven Football Club and Junior Park run, who use the sports pitches at Centenary Park.
- Propose to contact a local vet for information on the dangers of dog waste, which will be circulated to all schools and social media.

It was **Proposed** by Cllr Symonds and **Seconded** Cllr Duhigg for Officers to investigate all recommendations noted above.

The SPO left the meeting

6 LA 578 TO DISCUSS RECOMMENDATIONS SKATE PARK COMPLAINT

Options were discussed

- No other skate parks are fenced off
- Fences open to vandalism
- Skate boarding is already a very risky activity and helmet/pads should be worn
- Only 1 complaint in since skate park opened.
- Fencing would mean using public money due to irresponsible dog owners
- Dogs have been known to knock cyclists off bikes, the responsibility is the dog owners.
- To include on the business plan and to review in the future

It was resolved to allow the Grounds team to continue to monitor the situation

Agreed by Majority

6 LA579 THE OVAL COMPLAINTS

The Oval is the only wild park in the Town and has mature trees and grass areas. The grass meadow idea was implemented in order to have some wild areas in the north of the Town to encourage insects and Bees. There have been a number a number of complaints received regarding the smell of left dog faeces in the long grass and seeds in dogs paws.

- The Parks Officer reported that the grass is due to be cut in September, if another cut is requested now it will come at an extra cost to hire in a machine now and then again in September when growth has slowed down.
- Suggested a task and finish working party should be set up to look at the management of the Oval consisting of the councilors from the north ward. All areas need different management. Consultation with residents.

Cllr Seabrook **Proposed** and it was **Seconded** by Cllr Duhigg that the grass is cut in September, as scheduled.

6 LA580 TO DISCUSS RECOMMENDATIONS CAFÉ FORECOURT REPORT

It was **Proposed** by Cllr Seabrook and **Seconded** by Cllr Harris to recommend using Hobart paving as they installed the rest of the paving as part of the big parks project. This will now go to P&F.

Agreed by Majority

7 LA581 TO UPDATE AND AGREE NEXT STEPS INCLUSIVITY AND ACCESSIBILITY REPORT

The report was discussed at length.

- Need for inclusivity and access audits of all our facilities
- To improve accessibility and equipment options for the less abled within our community.
- To meet current legislative requirements.

It was proposed to agree in principle for a professional accessibility report on all PTC open spaces to take place and recommend to P&F to use CIL money for the cost, expected to be around £1500-2000

Proposed by Cllr Gallagher and **Seconded** by Cllr D Paul

Agreed by majority.

6 LA 582 PLAYGROUND ANNUAL REPORT

The report was noted.

7 LA 583 GREEN SPACES REPORT

The report was noted

8 LA 584 EPINAY PARK PLAYGROUND REPORT

All 5 recommendations were discussed for the improvement to the access point from Cripps Avenue to Epinay Park.

Summary of recommended actions

1. To agree the need for a gated enclosure to the younger children's playing area to stop dogs entering.

Proposed Cllr I Sharkey **Seconded** Cllr D Paul

2. To hold a consultation with residents/users of the park on new equipment that they would like to see in the park area including outside gym equipment.

Proposed Cllr Sharkey **Seconded** Cllr Cheta

3. To liaise with access group with regard to disability equipment in the park

Proposed Cllr Sharkey **Seconded** Cllr Cheta

4. To install disabled friendly seating/benches

5. Officers to research into funding for new equipment and gym equipment if agreed.

It was resolved that points 4 and 5 will come back to Committee when there is more information

6 LA 585 EPINAY PARK ENTRANCE REPORT

The need for an improved entrance to Epinay Park to provide better and safer access for residents including those with disabilities was discussed.

It was agreed in principle that there is a need to improve the entrance to Epinay Park and to wait for the accessibility reports.

It was **Proposed** by Cllr Paul and **Seconded** by Cllr Duhigg

All in favour

7 LA586 CYCLE RACK PLANTERS REPORT

It was proposed to install the two cycle planters near the entrance on the grass area of Howard Park and fix to the ground. To also include plants that withstand dry soil conditions due to no water supply.

Proposed by Cllr Sharkey and **Seconded** by Cllr Gallagher

All in favour

8 LA587 SDNP TREE FUND REPORT

Cllr Seabrook pointed out that this funding did not include a maintenance contract as stated in the report as this item related to a different tree planting bid.

The report was noted.

9 LA588 E10 FUEL REPORT

It was **Proposed** by Cllr Seabrook and **Seconded** by Cllr Sharkey that this item is referred to The Climate Emergency Committee

All in Favour

10 LA589 STAFF TRAINING UPDATE

The report was noted.

11 LA590 WORKS UPDATE

The report was noted.

12 TO CONFIRM DATE OF NEXT MEETING AS THE 7TH SEPTEMBER 2021

There being no further business, the meeting closed at 21.20



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 7th 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 11th September.
- Bingo will be returning in the Main Hall on the 15th September at 2pm.
- There is a green spaces walk on the 25th 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 20TH 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 20th 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.

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 17th 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 WEBS 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 19TH OCTOBER 2021

There being no further business, the meeting closed at 21.29

Agenda Item:**Committee:** Policy & Finance**Date:****Title:** Accessibility and Inclusivity**Report Authors:** Senior Projects Officer**Purpose of Report:** To update re: access audit quotations**Introduction**

At Leisure Amenities and Environment Committee on 20-7-21 the need for a professional accessibility report was agreed and it was recommended that the SPO obtain three quotes.

Background

A scope was provided and three quotes were sought from:

1. Access Matters – based in Canterbury, Kent used by TTC www.access-matters.co.uk
2. Earnscliffe - based in Brighton www.earnscliffe.co.uk working on Black Rock, Brighton Masterplan
3. Access Design based in London www.accessdesign.co.uk

Analysis

After consideration Earnscliffe responded to the scope that they no longer had capacity to do the work and declined to provide a quote. Therefore the two remaining quotes are attached, Access Matters totalling £2700 and Access Design totalling £6000.

Recommendations

1. Quotes to be reviewed
2. Commission of Access Matters to undertake the work.

Implications

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

<u>Financial</u>	
<ul style="list-style-type: none"> • Use of capital • Replacement of asset 	Report fee quotes
<u>Legal</u>	Equalities & Design legislation
<u>Environmental and sustainability</u>	Access for all to local facilities, sustainable travel, staying local
<u>Crime and disorder</u>	Potential benefits across numerous sites due to increased use
<u>Social value</u>	Potential benefits across numerous sites
<u>Climate</u>	Carbon footprint reduction through trips by non-car / sustainable modes (walk, cycle, bus) and a reduced need to travel outside The Town

Appendices/Background papers - Quotes by Access Matters and Access Design

Peacehaven Town Council

Access Audits of 6 parks Fee Proposal



August 2021

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1. Introduction

This proposal gives an outline as to the potential scope and cost for access audits of six parks in Peacehaven with an option for a seventh park at Firle. The six parks are:

- The Dell
- Howard Park
- Oval Park
- Epinay Park
- Shepherd Down
- Centenary Park

The seventh park is Firle Road park.

The proposal was requested by the Senior Projects Officer at Peacehaven Town Council. The intention of the proposal is that it forms a basis for further discussion and negotiation regarding the scope of the Audits (if required) and provides a costing for the work involved.

As a leading expert in the field of access consultancy Jan Loveless has developed an approach to access audits which provides a unique and comprehensive service to assist organisations in not only meeting their responsibilities under current legislation but going beyond that to develop a best practice approach in related accessibility issues throughout the organisation. Jan's experience of over twenty years as an access consultant and the feedback from her clients has demonstrated that these comprehensive access audits provide the most cost-effective and robust approach for organisations in the long term.

Fundamental to the access audits is a qualitative holistic approach as opposed to the more often used "tick-box checklist style" audit. This enables organisations to achieve a greater understanding of what the access issues are, how these may be overcome, what the priority might be for doing this and how to ensure inclusiveness is 'a business as usual' issue in the future. Our audit recommendations comprise comprehensive advice and include references to best practice guidance wherever possible. This enables our clients to implement the recommendations easily and avoids time-consuming research into the detailed aspects of the solutions required. We also provide ongoing support to our clients as part of the audit process and have many long-standing clients who can attest to the reliability and high standard of our work.

Using the audit reports and their prioritised recommendations, the Town Council will have a robust plan for addressing access issues at these four sites, thereby creating a more inclusive experience for all users. The recommendations will be

prioritised and given approximate costings. This facilitates a phased approach to implementing the recommendations which recognises the need to spread capital expenditure as well as taking advantage of opportunities for creating a more inclusive environment through ongoing maintenance programmes and by further developing an inclusive approach to the way in which the Council provides its services to disabled visitors at these sites.

2. Scope of Work

2.1 Access Audit

The intention of the access audit will be to make recommendations to improve the accessibility of a visit to these six named sites:

- The Dell
- Howard Park
- Oval Park
- Epinay Park
- Shepherd Down
- Centenary Park

and, in doing so, assist Peacehaven Town Council in meeting its duties to its disabled park users under the Equality Act 2010. It will also assist the Council in knowing what to take into consideration in the future when redeveloping any of these areas. The Audit recommendations will reflect a balance of practical, financial and conservation issues (where relevant) in order to establish a reasonable course of action.

It is important to remember that the Equality Act is about ensuring access in its widest sense to the services that are provided at the four areas and is not just about physical access, the routes and the playgrounds. Consequently, for any access audit of these areas to be fully effective it should not simply review the physical environment, but the way people engage with it and understand it – for example the means of orientation and wayfinding.

Audit inspection

The Audit(s) will examine the entire visitor journey to and around these sites and will provide a detailed analysis and recommendations to include the following elements:

- Pre-visit information
- Getting to the sites
- Entrances to the sites
- Car parking and/or setting down points
- Welcome and orientation - wayfinding and orientation (signs, information, maps & orientation points)

- Getting around the site (steps and ramps, paths and trails and any information about them)
- Seating and shelter
- Play areas
- Other features special to an individual park
- Activities and Events – an overview (if applicable)
- Going home – opportunities to continue the engagement with the sites
- Management or maintenance issues
- Staff training

Consultation

In addition to the above, the Council may want the Access Consultant to carry out consultation with local disabled people who experience a range of barriers to access. This is good practice. The aim is to complement the work of the access consultant with feedback from the personal experience of local disabled people who may visit the sites regularly and who will in turn become advocates for them and potentially form an Access Panel for the long-term future.

This piece of work is separately priced would take place after the Audit inspection, at a separate time, but the feedback would be incorporated into the Audit report or issued as an addendum.

Criteria for Assessment

A range of criteria are used for the assessment process. These include:

- Current guidance on the relevant provisions of the Equality Act 2010
- Approved Document Part M of the Building Regulations 2015 edition. Access to and use of buildings. Vol 2 – Buildings other than dwellings
- BS 8300-1:2018 Design of an accessible and inclusive built environment. External environment. Code of practice
- BS 8300-2:2018 Design of an accessible and inclusive built environment. Buildings. Code of practice
- Approved Document K of the Building Regulations, 2013 edition. Protection from falling, collision and impact.
- Sign Design Guide – A Guide to Inclusive Signage. P. Barker and J. Fraser, JMU 2004
- BT Countryside for All: Standards and Guidelines: A Good Practice guide to countryside access for disabled people. Fieldfare Trust 1995. Rev 2005
- Easy Access to Historic Landscapes. Historic England 2015
- By all reasonable means – Natural Resources Wales 2017

3. Access Audit Methodology

The access auditor will visit all areas of the six sites as identified in the agreed scope of the audit and carry out an assessment of accessibility measured against the above criteria and other good practice guidance. The audit will be carried out at a time when the sites are open to the public. The site visits will take place over two days.

During the site visits, the auditor will need to have access to and inspect all areas of the sites to be included in the audit. Discussion with a member of staff or volunteer about how areas are used and what issues they have already noticed will take place at some point – either online or on the phone after the visit or during the visit in person. The findings of the audits will be written up in a detailed report. The precise layout and format of the report will be agreed with the Senior Projects Officer in advance. However, the recommended format for the report is as follows:

- Executive summary highlighting the key findings of the audit
- Illustrated tabular report identifying the barriers to access and possible solutions for resolving these. The recommendations in will each have priority ratings, categories and cost bands, as agreed in advance. This tabular report will serve as a phased action plan with short, medium and long-term actions for staff implementing the recommendations and will include references to more detailed best practice guidance where appropriate.

4. Audit personnel

The audit will be undertaken by Jan Loveless BSc (Hons) GradDiplAA (EA). Jan is the director of Access Matters UK and is a leading access consultant in her field. While working as an Occupational Therapist with people with disabilities, Jan gained a postgraduate diploma in Environmental Access from the Architectural Association. Since then she has worked extensively as an Access Consultant for a wide variety of clients throughout the UK - assisting them in meeting their duties under the Equality Act 2010. Jan's approach is responsive, straightforward and aimed at understanding and providing a service to meet the particular needs of each client.

Jan has extensive experience of auditing parks and landscapes, including auditing many National Trust properties. Recent clients include:

- Wildfowl and Wetlands Trust (audits of 9 wetland sites & review of learning materials for schools – in consultation with schools)
- Nene Park, Peterborough (access audit, ongoing access consultancy)
- Ellington Park Ramsgate (audit with consultation and report for HLF bid)
- Swanage Pier (audit with consultation for HLF bid)
- Telscombe Town Council – access audits of four outdoor spaces

Jan’s full CV is available on request.

5. Fees and charges

5.1 Audit of the six nominated sites (as defined in Section 2 – Audit Scope)

Element	No. of Days	Fee (£)
Audit inspection site visits & production of report on all 6 sites	2.0	900.00
Audit report writing	4.0	1800.00
Total	6.0	2700.00

5.2 Optional extra Firle Park

The extra time to visit Firle park and write up the report will be an additional day at £450/day, bringing the total to £3150.00

Notes on fees and charges

- Access Matters day rate is £450. The hourly rate is £60/hour
- Travel expenses from Canterbury to Peacehaven will be charged at cost with the maximum total cost being £75.
- One overnight stay will be charged at cost to maximum £80
- No VAT is chargeable

5.3 Consultation with local disabled people

It is suggested that a task orientated approach would be most appropriate here in collaboration with a volunteer or member of staff. The idea would be to take the key issues from the audit findings and ask people to look at these in the light of their personal experience of barriers to access and see if they have any additional considerations or recommendations. If this is successful, it is anticipated that Peacehaven Council would continue with the consultation process in the long-term future as a means of ongoing evaluation of the park’s accessibility.

Element	No. of Days	Fee (£)
Set up consultation and carry out on site or online	1.0	450
Report writing (integrate into audit or produce as addendum)	1.0	450
Total	2.0	900

Notes on fees and charges

- Travel expenses Canterbury to Peacehaven for the consultation will be charged at cost with the maximum total cost being £75
- No VAT is chargeable

6. References

Heather J. L. Smith
 Equality Specialist
 Operational Risk team
 The National Trust
 t: 01793 817645
 m: 07796 940410
 e: heather.smith@nationaltrust.org.uk

Susan Evans
 Project Development Officer (Access)
 Nene Park Trust
 Ham Lane
 Peterborough
 PE2 5UU
 t: 01733 307009
 e: susan.evans@neneparktrust.org.uk

7. Enquiries

All enquiries relating to this proposal should be addressed to:

Jan Loveless
 Access Matters UK
jan@access-matters.co.uk
 Tel: 01227 764411
 Mob: 07775 515994
 19th July 2021



Access Design
312 Southwark Park Road
London SE16 2HA
07950 703 793
www.accessdesign.co.uk

Peacehaven parks – access audit fee proposal

18.8.21

Access Design bring a wealth of experience and have a proven track record in providing successful access solutions. In addition to responding to legislative requirements, we achieve good standards of access by working collaboratively with the design team and adopting a practical and creative approach. Each **Access Design** project is unique. Solutions are tailored to take account of design, budget, physical constraints and operational issues. We aim to ensure the best possible level of accessibility is achieved without compromising design aspirations.

Our approach is to go beyond compliance with minimum standards to provide an integrated and seamless approach to inclusive design. We aim to ensure that our projects can be enjoyed easily and independently, and with choice and dignity, by everyone regardless of disability, age, gender, sexual orientation, religion or belief. We believe that taking a creative approach, considering the needs of everyone, integrating those needs into good, thoughtful designs and practices will help achieve an accessible and inclusive built environment.

Access Design has two partners, Ann Sawyer and Vin Goodwin and their experience covers a great variety of building types and external environments, including arts, sports, leisure, landscape, residential and historic buildings. We have extensive experience of working throughout the UK.

1.0 Access consultancy

Access Design will carry out an access audit of the parks and facilities and provide recommendations of measures that can be incorporated to facilitate access and use by all users including disabled people. Access Design adopts a pragmatic approach taking into consideration possible site constraints.

Advice on accessibility and inclusive design will take into account all relevant legislation and guidance including:

- Relevant requirements of Building Regulations Part M and K and guidance in Approved Documents
- Requirements and implications of the Equality Act 2010
- British Standard BS8300:2018 Design of an accessible and inclusive built environment –
- Other currently recognised good practice design guidance relevant to external environments, parks and play facilities.

2.0 Scope and fee

2.1 Access audit scope

An access audit to be carried on the following spaces:

- **The Dell** BN10 8JD
- **Howard/Peace Park** BN10 7HW
- **The Oval** BN10 7SU
- **Epinay Park** BN10 8DW
- **Shepherd Down** BN10 8DA
- **Centenary Park** BN10 8RJ
- **Firle Road** BN10 8EF

The audits will cover:

- approach, parking, transport links, steps, paths, ramps, gates,
- picnic benches and other street furniture;
- Lighting and the visual environment
- play and other facilities in the park to consider access to and use;
- Wayfinding, signs and information on the site.

Main buildings such as cafes and toilets on the sites will not be audited in full, though an overview observation will be provided. A full audit of the buildings can be provided if required and a separate fee proposal provided on request

The audit will assess the environment and facilities within against relevant regulations, statutory requirements and best practice standards of access, note where these are not met and make recommendations to meet the requirements of relevant legislation and recognised guidance.

The recommendations will give measures that can be carried out to facilitate access and use by all building users and will consider the requirements of wheelchair users, ambulant disabled people and those with sensory impairments, learning disability and neurodiversity. The potential needs of visitors and staff/ contractors will be considered.

The audit report will set out what is recommended to help meet Equality Act duties and best practice standards of access and inclusive design.

It should be noted that it is not just the physical features of a building or environment that affect accessibility. Access to information, staff attitudes and working practices can have a major impact on actual and perceived accessibility and can also sometimes provide the easiest and most cost-effective ways to improve accessibility. The audit report will include information and advice on these issues.

2.2 Fee

The proposed fee for the audit of seven parks outlined above is **£6000** (VAT not applicable)

Travel expenses are included. Fees includes electronic copies of reports in Word and PDF format only.

The fee is conditional upon Access Design carrying out all park audits over two days. If the audits are required to be done over a longer period, the fee may be increased to cover an additional site visits.

3.0 Personnel

Ann Sawyer

Ann is an architect and has been working as an access consultant for over 20 years and has extensive experience in consulting on design, audit and management of accessible built environments, strategic planning and providing training in access issues. Her work has covered a great variety of building types and external environments, including arts, leisure, landscape, residential and historic buildings. She has wide experience in the inclusive design of museums, galleries and exhibitions and on working on sensitive sites. Ann is a member of the **HS2 Design Review Panel**, the **LB of Haringey Quality Review Panel**, the **Royal Borough of Kensington and Chelsea Quality Review panel** and the **London Legacy Development Corporation Quality Review Panel**. She taught on the MA in Inclusive Environments at the University of Reading.

Vin Goodwin

Vin trained in architecture and has worked as an access and inclusive design consultant for over 20 years. He has extensive experience with access audits of existing buildings, consulting on small to large scale new schemes and delivery and development of training on access and inclusive design. Notable schemes he has been involved in include London Olympic Aquatics Centre, Eastwick and Sweetwater legacy development (on the former Olympic Park), the historic Howard Park and Gardens, Letchworth, Wembley National Stadium and the National Assembly for Wales in Cardiff. Vin is a consultant member of the National Register of Access Consultants (**NRAC**)

4.0 Access Design projects

Access Design have worked on a number of projects which include external space, landscape and parks. Notable schemes include:

East Wick and Sweetwater

Access Design continue to work with a multi-disciplinary team on the London Olympic Park site as part of the legacy development. This involves the creation of two major new London Neighbourhoods including over 1500 new homes, extensive landscaping, play facilities, public realm, school, nursery and commercial facilities. The scheme involves several architectural practices, two landscape architectural practices and the work involves extensive consultation with the Built Environment Access Panel.

London 2012 Olympics and Queen Elizabeth Olympic Park

Access Design provided access consultancy services on the London Olympic site including involvement on drawing up initial standards and reviewing and advising on the proposals as they developed. We continue to work on the Queen Elizabeth Park site advising on access to and within residential and other developments.

Chatham Historic Dockyard – Command of the Oceans

Access Design provided access consultancy on the Command of the Oceans project at Chatham Historic Dockyard covering both the built environment, the exhibition and interpretation. The project is the gateway to Chatham's world class naval and military heritage, providing a sense of arrival and orientation to dispersed sites and interpretation. The project provides new visitor facilities and a Discovery Centre, a new exhibition and the upgrading of large areas of historic landscape.

Blenheim Palace

Access Design are carrying out ongoing access related work at Blenheim Place to consider entrance arrangements, circulation and facilities for disabled visitors. Access Design carried out an access audit of the grounds in 2018 and assessed the access information on the website and leaflets. This was followed by an audit of the Palace in 2019/2020 and ongoing advice on visitor routes across the landscape and the buildings.

**Minutes / Notes of the informal Business Development and Communications meeting held
on Wednesday 30th June 2021 at 7.30pm**

Present: Cllr Gallagher, Cllr Sharkey, Cllr Hill, Cllr Cheta, Michelle Edser- SPO, Matt Gunn- Communications Officer.

Apologies for absence:

Cllr White & Cllr Collier- apologies accepted.

Item 1- Terms of Reference:

Cllr Gallagher introduced this item and reminded members that the committee will be working on the following projects:

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.

Cllr Gallagher wanted to remind members that nothing will be able to be done quickly and the purpose of the committee is to look at business development and the long term strategy for the Town.

Cllr Gallagher went onto mention how the Communications part of the committee will be developed by trying to establish a communications budget to allow additional software and printing to be accessed quickly.

Cllr Gloria Hill asked if we could re consider printing the E-News magazine to keep the digitally excluded residents informed on what is going on in the town.

It was agreed that 50 copies of the July E-News magazine should be printed as a trial.

Item 2- Internal Business Plan 2022:

Cllr Gallagher confirmed that the SPO had been sent a large number of ideas/objectives which councillors and staff felt should be included on the new internal business plan. Cllr Gallagher confirmed that herself, the SPO and the Communications Officer had reviewed the large list of ideas and identified the strategic objectives and added them into the new business plan for 2022.

The SPO confirmed that she will be producing a report on everything that has been achieved in the last 12 months to show the progress that has already been made.

Cllr Gallagher also confirmed that a new 'People' Section has been added to the plan as Cllr Seabrook has created a detailed plan as chair of the personnel committee.

Item 3 -Community House Business Plan:

Cllr Gallagher confirmed that the Civic and Marketing officer and the chair of the Civic and Community events committee, Cllr Lynda Duhigg have produced a draft business plan for Community House. The plan sets out ideas for the development of the building in the next 5 years.

Attendees felt the Community House business plan was a good starting point but needs to have input from all Stakeholders . The key strategies need to be identified and included in the 2021/22 Internal Business Plan ,which is being prepared.

Attendees agreed that it would be beneficial for an impartial facilitator to host a meeting to discuss the future of Community House. SPO to take forward by consulting Town Clerk and C & Marketing Officer.

Item 4- Update on Library and Cycle Route East to West

The SPO confirmed that the library working party are having trouble getting responses from ESCC as their officers do not want to answer some of the complex questions the library working party have asked. The working party members will do some detailed work to write up another report and take back to both Councils. This will outline where we still have question marks and agree the next steps.

The SPO stated that ESCC have been supportive of the project and will be holding the section 106 money for this project until the project can be fully agreed. At the moment PCS are being difficult to contact as they are not interested in talking about the project.

Item 5- Update on Business Survey and Bus/Travel Survey

The Communications Officer confirmed that the business survey had been published on our website & social media, as well as being sent to the large business mailing list. Unfortunately, the survey response rate was quiet low.

It was agreed to advertise the travel survey digitally as soon as possible, it was also felt that councillors could take paper copies to local bus stops and speak to people once it was safe to do so.

The SPO stated that ESCC have been supportive of the ped/cycle lane project in principle but there are challenges in getting Swale Academy Trust to engage.

Cllr Gallagher confirmed that the government have launched a bus back better scheme and have tasked local government and bus companies to produce a bus service improvement plan.

SPO to contact ESCC and BHCC to see what they are doing . SPO has contacts within both Council's

Suggested meeting dates:

Informal meeting by Zoom Weds 4th August 7.30Pm

Committee Meeting Wednesday 25th August at 7.30pm

To be discussed with and confirmed by Admin Officer and Town Clerk



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Business Planning & E-communications Committee, held in the Main Hall, Community House, Meridian Centre, at 7.30pm on Wednesday 25th August 2021.

Present- Cllr Gallagher, Cllr Cheta, Cllr Milliner, Cllr Collier, Cllr Sharkey, Cllr White, Cllr Paul

Officers; Matt Gunn- Communications Officer, Michelle Edser- SPO

1 BPEC097 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr Collier, Cllr Milliner, Tony Allen- Town Clerk
Kevin Bray- Parks Officer & Deborah Donovan- Civic and Marketing Officer

2 BPEC098 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No Declarations of Interests were made from committee members.

3 BPEC099 PUBLIC QUESTION TIME

No Public Question Time.

4 BPEC100 TO APPOINT A VICE CHAIR FOR THE COMMITTEE

Cllr Ron White was elected vice chair of the Committee.

Cllr Sharkey Proposed

Cllr Cheta Seconded

All in Favour

5 BPEC101 REVIEW OF THE 2020-21 INTERNAL BUSINESS PLAN (SPO)

6 BPEC102 TO REVIEW THE CURRENT DRAFT INTERNAL PLAN DOCUMENT (SPO)

Items BPEC101 and BPEC102 were discussed together.

Cllr Gallagher introduced this item and spoke about the progress which had been made in 2020 -2021.

Cllr Cheta asked if measurable targets can be set in the next business plan, to show visual progression.

Cllr White stated that there needs to be a hierarchy of tasks so officers can work on priorities first.

Cllr Gallagher Proposed that the internal plan should be reviewed every six months to allow enough time for tasks to be completed and or progressed.

All Councillors in Favour.

7 BPEC103 TO DISCUSS HOW WE WILL USE THE TRAVEL SURVEY DATA

It was proposed that the SPO should send the travel survey data to the members of the Chalkers rise development meeting including:

Leigh Palmer- Lewes District Council

Lewis Jackson- Brighton and Hove Buses

Patrick Warner- Brighton and Hove Buses

Colin Harwood- Brighton and Hove City Council

Neil Maguire- East Sussex County Council

The committee agreed and were all in favor.

8 BPEC104 TO DISCUSS HOW WE WILL USE THE BUSINESS SURVEY DATA

Cllr White concluded that the three most common trends outlined by businesses were:

- The Need For Faster Internet
- The Need For Better Transport Links
- The Need For Better Financial Services

Cllr White felt that Councillors should do more to push for better services in the above areas so business can thrive.

9 BPEC105 TO DISCUSS HOW BEST TO USE THE WELCOME BACK FUNDING TO PROMOTE PEACEHAVEN (CG)

Cllr Gallagher proposed that the council set up a working party, to start working on the welcome back fund initiatives. Cllr Gallagher also proposed that members from the Peacehaven chamber of commerce should be invited to the working party to share their views.

Cllr Cheta Seconded

All in Favour

10 BPEC106 TO RECEIVE AN UPDATE ON THE COMMUNITY ENERGY SCHEME AND OVESCO (CG)

Cllr Gallagher introduced this item and confirmed that she had met two individuals from OVESCO at a recent networking event. OVESCO are a community interest company which have been operating since 2007 in Sussex. They create community owned renewable energy projects so local communities can become zero carbon.

Cllr Gallagher proposed for OVESCO to come and do a presentation before a full council meeting so all councillors can see the work they are doing locally.

Cllr Cheta seconded
All in Favour

11 BPEC107 COMMUNICATIONS UPDATE (CO)

The Communications Officer spoke at length about the successful social media audit which PTC had received from breakthrough communications (The official Comms partner of NALC).

12 BPEC108 DATE OF THE NEXT MEETING – TO BE AGREED

The Date of the next meeting will be the 22nd of September 2021.

Meeting ended at: 21:35



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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Business Planning & Communications Committee, held in the Main Hall, Community House, Meridian Centre, at 7.30pm on Wednesday 22nd September 2021.

Present- Cllr Gallagher, Cllr Cheta, Cllr Milliner, Cllr White, Cllr Sanderson

Officers; Matt Gunn- Communications Officer

1 BPEC109 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from;
Cllr Collier
Cllr Sharkey
Cllr Hill
Town Allen- Town Clerk

2 BPEC110 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No Declarations of Interests were made from committee members.

3 BPEC111 PUBLIC QUESTION TIME

No Public Question Time.

4 BPEC112 TO REVIEW AND APPROVE THE BUSINESS DEVELOPMENT PLAN FOR 2021/2022

Cllr Gallagher introduced this item and talked through each section of the business development plan for 2021/2022, the plan was displayed on the iboard for committee members to see.

Cllr White gave an update on the purpose of the document and why the committee started. The update was given to help a new Councilor have a better understanding of the role and function of the business committee within the council.

Cllr Gallagher noted a couple of minor mistakes which need to be changed before the document is sent to full council for approval.

Cllr Cheta asked why some of the targets are marked as amber already.
Cllr Gallagher answered and assured Cllr Cheta that some of the objectives had rolled over from last year's business plan, so some tasks have already been worked on previously and progress had been made.

Cllr White proposed that the business development plan for 2021/2022 is ready to be sent to full council subject to one minor change.

Cllr Cheta Seconded

All in favour.

5 BPEC113 TO DISCUSS CARRYING FORWARD THE WELCOME BACK FUND

Cllr Gallagher introduced this item and talked through the report.

Cllr Cheta said that the working party needs to meet as soon as possible to start completing the tasks. The tasks need to be completed as soon as possible so the money is spent before the deadline in March.

The Committee noted the report and every Councilor stated they would be willing to help in completing tasks.

6 BPEC114 ACTIVE TRAVEL UPDATE

Cllr Gallagher introduced this item.

Cllr Milliner proposed that the Council invite Patrick Warner from Brighton and Hove buses for a meeting with Councilors to discuss bus services in Peacehaven.

Cllr White Seconded

All in favour

7 BPEC115 COMMUNICATIONS UPDATE

The Communications Officer gave an update on how the digital aspect of the Councils communications have really progressed during the last 12 months.

He also confirmed that £1500 had been added to the budget for printed comms to help reach the 20% demographic that don't use the internet.

The Communications Officer also stated that he has now passed on all of the social media accounts onto the Civic and Marketing Officer and Admin Officer before his departure from the Council.

Meeting ended 20:41

DRAFT TO BE REVIEWED BY ALL INTERESTED PARTIES

Peacehaven Town Council

Internal Business Plan 2021/2022



Internal Plan Introduction: *'The purpose of this Plan is to set out a clear common purpose for Officers and Councillors for 12 months'*

PROGRESS KEY: **GREEN = ACHIEVED** **AMBER = ON-GOING** **RED = NOT YET STARTED**

Goal and Vision Statement: *"To create a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment, encouraging and supporting businesses ensuring Peacehaven is a healthy and thriving community for residents and visitors alike."*

Key Strands and Objectives:

- Financial** To establish financial stability
- Environment** To seek to improve Air Quality and take measures to create a "Green Town"
- Place** To create a sustainable and visually attractive Town
- Community** To build an inclusive, healthy and vibrant community
- Business** To make Peacehaven Town the first choice for locating a business
- People** To encourage development and realisation of potential

INTRODUCTION

Peacehaven Town Council provides a range of local services and community facilities. The population in 2021 is estimated at 18,000 living to the east, west and north of a central point which is the Meridian Centre. Bordered to the south by the sea and to the north by the South Downs National Park. Peacehaven is a growing town location between Newhaven (a port town with links to Europe) to the east and the City of Brighton and Hove to the west. The results of the 2021 Census are due in the spring of 2022 when up to date data will be available for the population of Peacehaven.

Since March 2020 Peacehaven Town Council has been adversely affected by the measures introduced to halt the spread of Covid 19 , a global pandemic is still having impact on health, wealth and prosperity. Despite the pandemic the core functions of the Town Council have been maintained. New homes are being built and additional residents are added to existing numbers. Approximately 400 new homes have been delivered in the last two years with a further 200 plus in the next few years. Infrastructure is strained particularly the A259 Coast Road and access to medical provision. East Sussex County Council (ESCC) are commencing a study on the A259 in Autumn 2021.

Peacehaven Town Council needs to be prepared and ready to embrace the opportunities and challenges which come with increased development and the emergence from a pandemic.

INTERNAL BUSINESS PLAN

In July 2020 Peacehaven Town Council adopted an Internal Business Plan (IBP) . This IBP was the first plan to be agreed by Council for many years ,it was set initially for 12 months with quarterly reviews. The pandemic caused a disruption to the timetabling and the development of longer-term plans and a Town Plan which would include public involvement. A separate report has been produced identifying progress made on the 2020-21 plan.

The IBP is a tool to aid Peacehaven Town Council to focus and set priorities including financial ones for the next 12 months (2021-22). A robust but aspirational Internal Business Plan will enable the Council to focus on key ambitions and improvement whilst maintaining a balanced budget and increasing the General Reserves.

PLAN CONTEXT

The IBP is part of a series of plans the Town Council needs to function efficiently and monitor performance and progress:

The Neighbourhood Development Plan	A high level vision with polices for the plan area
The Internal Business Plan	A strategy for the Town with a series of short, medium and long term objectives and projects to be used By Staff and Councillors. This will include a separate plan for Community House itself (to be produced).
Committee and Working Party Action Plans	To ensure actions on items agreed by Committees are followed up and completed
Town Plan	An external document for wide publication setting out Town ambitions after consultation with stakeholders.
Personal Performance Plans	To inform staff appraisal processes and set SMART performance goals in accordance with PTC's

NEIGHBOURHOOD DEVELOPMENT PLAN

In 2013, Peacehaven and Telscombe was designated as an area for a Neighbourhood Development Plan. The Localism Act 2011 gave communities the power to influence sites for housing and commercial development within their Neighbourhoods and to also identify areas for protection. Government grants and the provision of professional technical reports have been made available to Peacehaven Town Council . The two Town councils are the Authorised Bodies to bring the Neighbourhood Development Plan forward and there is a process which needs to be followed set out by the Government. A Steering Group has been making the Plan a reality and the draft plan will be completed by early Autumn 2021 ready for public consultation and review by a Government Inspector.

Community House/ Civic Centre

Peacehaven Town Council owned the freehold land and building which are known as Community House which is positioned in the area known as the Meridian Centre. The future physical presence of the Town Council and what type and configuration of the Civic Building is required in the post pandemic 21st Century Peacehaven is under consideration. Peacehaven Town Council will continue to work with the Local Planning Authority (Lewes District Council), the Highways Authority (East Sussex County Council) and all other stakeholders to ensure the public facilities are providing the maximum amenity and benefit for the residents.

TOURISM AND EMPLOYMENT

Changing Peacehaven from a drive through Town on the South Coast Road (A259) to a destination for tourism, retail and leisure will boost the local economy and provide employment opportunities. Peacehaven Town Council aims to improve local amenity facilities to capitalise on natural assets such as access to the South Downs National Park, our Site of Special Scientific Interest (SSSI) Cliffs, the Marine Conservation Zone and UNESCO Designated Biosphere. Peacehaven has a stunning coastline, rolling countryside and nearby links to Europe. Lewes District Council has responsibility for tourism and culture for the District and Peacehaven Town Council will increase contact to ensure that the unique features of Peacehaven are highlighted.

PEACEHAVEN TOWN COUNCIL ANNUAL REPORT

Our annual report was produced in May 2021 giving further details of the work of Peacehaven Town Council, it's Committees and People. Annual Financial information is publicly available on the Town Council website.

BACKGROUND INFORMATION

Lewes District Council is the Planning Authority for the Town, including policies for the built environment, housing, recreation facilities and protecting local green spaces and the environment. East Sussex County Council has responsibility for Adult Social Care, Early Years, Educational, Highways and Transport. Peacehaven Town Council aims to influence ESCC to implement road safety measures to make the town a safer place with improved public transport, green cycle ways and walking routes.

Projects are identified below in accordance with our Business Plan key strands and objectives

GLOSSARY OF TERMS

Committees

P&F	Policy & Finance
LA&E	Leisure, Amenity and Environment
P&H	Planning and Highways
BD&Comms	Business Development & Communications
C&CE	Civic & Community Events
PERS	Personnel
PTNPSG	Peacehaven and Telscombe Neighbourhood Development Plan Steering Group

Officers

TC	Town Clerk	AO	Administrative Officer
SPO	Senior Project Officer	RFO/FO	Responsible Financial Officer / Financial Officer
CCE	Civic & Community Events Officer	CO	Communications Officer
SC	Senior Caretaker	PO	Parks Officer

FINANCIAL: To establish Financial Stability

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>To ensure all Committee Chairs are provided with relevant and up to date financial reports.</p> <p>All Committees to take responsibility for the management of their budget.</p>	<p>RFO. FO</p> <p>All Committee Chairs P&F</p>	<p>Continue to include as Agenda item for Committees to discuss Quarterly monitoring</p>	<p>Reports included on Agendas</p> <p>Committees to be more aware</p>	<p>April 22</p> <p>Next Quarterly report Sept 21</p>	
<p>To rebuild General Reserve ratio to 40% of Precept within two years.</p> <p>Increase income streams</p>	<p>RFO. FO P&F Bus. Dev & Comms</p>	<p>Action Plan to be prepared in include Ideas to increase financial efficiency</p>	<p>Ideas to be gathered from Committees and staff</p>	<p>April 22</p> <p>Next Quarterly Report Sept 21</p>	
<p>Reduce costs and make efficiency savings eg: parks team storage shed, bring on to PTC land</p>	<p>TC Parks Officer P&F</p>	<p>Review of leases</p>	<p>Outline plans being prepared</p>	<p>Reports to Council December 2021</p>	
<p>Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves (eg: S106 funds for Centenary Park are finite)</p>	<p>TC Parks Officer LAE / P&F</p>	<p>Audit of current status and update requirements</p>	<p>Forward estimates needed</p>	<p>March 2022</p>	
<p>Monitor and allocate Section 106 and PTC CIL</p> <p>Prepare Project bids for LDC CIL 2021-22 (New bids)</p>	<p>SPO. FO</p> <p>Bus Dev & Comms P&F</p>	<p>Project Action Plan/Timetable to be established</p> <p>Projects to be identified and</p>	<p>Historic Audit complete - keep Master Spreadsheet up to date CIL bids open</p>	<p>April 22</p> <p>6 monthly reports to</p>	

		prioritised	autumn 2021	Council	
Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Eg Welcome back fund Ouse Valley Cares Changing Places fund	Bus Dev & Comms P & F	Establish links with LDC and ESCC to identify sources of funding	2 applications made Networking links being established by SPO	6 Monthly report to Council	

ENVIRONMENT: To seek to improve Air Quality and take measures to create a “Green Town “

<p>Within Peacehaven Town Complete the green infrastructure plan</p> <p>(Carbon Capture to examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality)</p>	<p>Steering Group NDP</p> <p>SPO</p> <p>Bus. Dev & Comms L.A & E</p>	<p>Audit of greenspaces</p> <p>LDC Playing pitch Strategy to be incorporated</p> <p>LDC Green spaces report to be incorporated</p>	<p>Management Plan/ review commenced</p> <p>NDP Group working with Jim Boot/ Dr Berg and University of Brighton.</p> <p>Composite Action Plan required Individual Action Plans being prepared</p>	<p>Dec 21</p> <p>Reports Quarterly to PTC through NDP and L.A. & E</p>	
<p>LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc</p>	<p>Parks Officer and Senior Caretaker</p> <p>Caretakers / Ground Staff</p> <p>L.A & E</p>	<p>Awareness of LDC Policies</p> <p>Liaison with Neighbourhood First</p>	<p>Audit of bins started</p> <p>Type of replacement bins available TBA</p> <p>Communications to staff and public TBA</p>	<p>April 22</p> <p>Report Quarterly Sept 21</p>	
<p>To produce an Environmental Audit</p> <p>Covering Air Quality Recycling Local effects of Global warming.</p>	<p>SPO</p> <p>L.A. & E</p>	<p>Working Party has been set up</p> <p>Action Plan to be established</p>	<p>Work has been undertaken; Actions need to be carried forward by Council Staff</p>	<p>Council Quarterly Next 2021</p>	
<p>Set up a procedure for reporting to appropriate Committee and Council Regarding Regular Health and Safety risk assessments of open spaces, public</p>	<p>TC Parks Officer P&F</p>	<p>Audit of what is currently being done, identify</p>	<p>Work has been undertaken; actions need to be carried forward by Council</p>	<p>Dec 2021</p>	

buildings and play equipment.		improvements	Staff, reporting lines not yet identified		
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PLACE: To create a sustainable and visually attractive town

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>To Complete the Peacehaven and Telscombe Neighbourhood Development Plan (NDP)</p> <p>To Implement the policies and proposals of the NDP in stages as being prepared and in entirety once adopted.</p>	SPO Steering Group	Draft by Sept/Oct 21	On timetable as per NDP	Report to P&H and Council (on- going)	
<p>Improving and future proofing infrastructure</p> <p>Increasing Car Parking provision and quality</p> <p>Devolution of Carparks from PTC . Piddinghoe, Steyning Roderick Ave South</p>	SPO Bus Dev & Comms	Report to be prepared Dec 21	Asset of Community Value status achieved (dates TBC)	April 22	

<p>Identify car free areas eg: around schools , parks, shopping</p> <p>Identify areas for potential installation of electric Charging points on PTC land</p>	<p>SPO</p> <p>Bus Dev & Comms</p>	<p>Report to be prepared Dec 21</p>	<p>Not started</p>	<p>April 22</p>	
<p>Continue to identify ways to increase the availability and usage of Sustainable Transport i.e. buses, cycles and walking</p> <p>Cycle routes and walkways away from pollution. Resting points, public toilets</p> <p>Increase the Installation of cycle racks.</p>	<p>SPO</p> <p>Bus Dev & Comms</p>	<p>Projects started through WP</p> <p>Green infrastructure plan</p>	<p>Report by Dec 21</p>		
<p>Increase sports and leisure facilities.</p> <p>(Improve health and wellbeing/LDC playing pitch strategy)</p>	<p>SPO</p> <p>Parks Officer</p> <p>Bus Dev & Comms</p>	<p>Feasibility Study required</p>	<p>Audit started</p>	<p>Dec 2021</p>	
<p>Complete review of Public Realm (open Space , benches, planters, signs) plan for and implement upgrades</p>	<p>SPO</p> <p>Steering Group</p> <p>Bus Dev & Comms</p>	<p>Welcome Back Funding secured</p>	<p>Action plan</p> <p>Identify and consult stakeholders</p>	<p>Dec 2021</p>	

<p>Identify Infrastructure projects vital for the Medium to long term future of PTC and the community</p> <p>Sustainable projects requiring capital investment to generate revenue. E.g. The Hub, Civic Centre (Community House)</p>	<p>SPO Bus Dev & Comms Council</p>	<p>Workshops to seek views of all stakeholders.</p> <p>Feasibility studies</p>	<p>Outline ideas produced by HDD for Civic Centre</p> <p>CCE draft Community House Business Plan</p>	<p>Report end of Oct 2021</p> <p>On-going monthly reports</p>	
<p>Civic Centre (Community House) Business Plan</p>	<p>SPO Bus Dev & Comms P&F</p>	<p>Complete plan incorporating financial information and outcome from workshops</p>	<p>Outline ideas produced by HDD for Civic Centre</p> <p>CCE draft Community House Business Plan</p>	<p>Report end of Oct 2021</p> <p>On-going monthly reports</p>	
<p>Continue to develop Community Energy Scheme</p>	<p>SPO Bus Dev & Comms</p>	<p>Continue to work with OVESCO</p>	<p>Consultant appointed</p> <p>Potential sites identified</p> <p>Working with OVESCO</p>	<p>Report Oct 2021</p> <p>On-going quarterly update</p>	
<p>Identify Public Art Project opportunities</p>	<p>SPO Bus Dev & Comms</p>	<p>To increase artistic offer and create a distinctive character</p>	<p>Centenary Park</p> <p>Keith Pettit Sculptures</p> <p>S106, CIL</p>	<p>Report Dec 2021</p>	

Asset List Review	SPO Parks Officer Town Clerk	Ensure up to date records of all assets	Land list under review	March 2021	
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COMMUNITY: To build an inclusive, healthy and vibrant community

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Promote Peacehaven town- Identify unique features to promote	CMO CO BD&C	Revisit logo & brand, colours, text etc Workshops	Work started Linked with advertising for business	Dec 2021	
Improve communication with the wider community in Peacehaven (Various Channels- Messages to all stakeholders). Digital Audit- Breakthrough Comms- (MG) Set a Communications Budget.	CMO CO BD&C P&F	Budget to be identified to allow CO to purchase software and commission printing	Limitation on quality and quantity of communications	End Oct 2021 report to P&F On-going	
Develop a schedule of events to include all sectors of the demographic (Pre plan events) Outdoor policy	CMO CO P&F	Plan to be produced Report to Council	Plan and policy underway	End Oct 2021 Quarterly thereafter	

Establish a complaint reporting procedure to Council	Town Clerk Admin Officer Report to Council	Spreadsheet required Policy and process to be established Research other councils' best practice	No central logging No consistency reporting to Council	End Dec 201	
Ensure a Changing Places facility is delivered in the redevelopment of the Meridian Centre Bid for Changing Places facility funding for Centenary Park	Town Clerk Parks Officer Bus Dev & Comm	Work with stakeholders and community groups	Bidding process opened Aug 2021		
Deliver a wider range of inclusive and accessible play equipment and seating across all Peacehaven parks	Town Clerk Parks Officer LAE P&F	Access reports to be Commissioned	Dell and Howard Park included	P&F review September 2021	
To acquire more allotment spaces	Parks Officer LA&E	Propose possible locations. Feasibility studies of each location including financial implications	Not started	Report to P&H Dec 2021 On-going	

BUSINESS: To make Peacehaven the first choice for locating a business

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions.	SPO Bus Dev & Comms P&F	Complete SWOT Incorporate Uni of Brighton student reports	Business surveys complete	Report Dec 2021 Complete March 2022	
Develop a strategy for advertising and promoting Peacehaven town as a place to do Business	SPO BD&Comms Comms Officer	Appropriate software required	Work started To be completed and presented to Committee	Report Dec 2021 Complete March 2022	
Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven town To work closely with local universities and the greater Brighton business partnership	SPO BD&Comms Comms Officer	Contacts to be strengthened to identify income and benefits	Start made post Covid 19 Links to be improved	Report Dec 2021 Complete March 2022	



PEOPLE: To encourage development and realisation of potential

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To ensure all policies and procedures are reviewed on a regular basis and reflect current employment legislation	PERS	See detailed programme on Personnel Cttee action plan	On-hold due to Covid 19 Restart	December 2021	
To ensure staffing structure, roles and job descriptions meet the needs of the Town Council	PERS	Review annually Review contracts Job descriptions	Working Party formed TC Cllrs Seabrook & Gallagher	2/3 complete, remainder by December 2021	
To ensure all staff are trained to meet the needs of the job	PERS	Training plan to be devised. See Personnel Cttee action plan	Ground Staff training started	December 2021	
To ensure that councillors are offered training opportunities	PERS	Training opportunities to be passed on to Cllrs	Some courses have been offered	On-going	
To ensure a procedure is in place for the timing and content of Staff Appraisals	PERS	Reviewed process Report to Cttee	Appraisals carried out. SMART goals to be included	December 2021	
To ensure that development plans and attainment goals are in place for all Staff	PERS	As part of interim appraisal procedure	To be reviewed and report to Cttee	Dec 2021	



PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
 MERIDIAN CENTRE
 MERIDIAN WAY
 PEACEHAVEN
 BN10 8BB

The Climate Emergency Motion was adopted by Peacehaven Town Council on 23rd July 2019.

Action	Target Date	Notes	Date Completed
General Actions			
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 th 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	Draft Terms of reference have been identified at the first meeting of the working group. To be circulated as a draft copy. To be 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 th 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 th 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		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. Confirmed. The Ouse Valley Cares Bid for trees as a Gateway to the Downs needs to be completed. 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	
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 will be attending the Carbon literacy for local authorities at the Centre for Alternative Technology with a view to cascading training to staff and Councillors. Add climate change training to Personnel Business Plan.	

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 submitted by Leisure Amenities and Environment 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		

CLIMATE EMERGENCY ACTION PLAN – INTERNAL EMISSIONS

Buildings			
<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"> • Retro fit buildings instead of knocking them down. Reduce energy use and carbon emissions. • Solar panels will need replacing and a battery system to go with it, far more effective to store it yourself and then use it. • Lighting system, potential to save a lot with automatic lighting controls. <p>See note below</p> <ul style="list-style-type: none"> • Rainwater harvesting for toilets. • Building needs to be insulated. Clad the outside, make it look modern to fit in with new Meridian Centre. No Plastic. • Porch on the west door, there will be no internal Meridian Centre, door constantly open and closing. Need to keep heat in. • Thermostats to adjust the heating in each individual room. • Windows need replacing to open in reception and office, for ventilation, to be double glazed and ensure outside windows will be secure. • To look at the kitchen equipment, existing gas hob too overpowered for what we need. Some kitchen users leave the hob on. <p>Recommendations have been sent to Policy & Finance and referred to the Business Planning Committee.</p>	

Upgrade of the Hub – to make climate change recommendations to ensure carbon neutral by 2030

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.

The £1000 included in the budget for Climate Change provision can be used to fund a report on heating options.

Upgrade of Centenary Cafe– to make climate change recommendations to ensure carbon neutral by 2030

Arrange for survey of heating. Do at the same time as the hub.

Café is aware of our single use plastic policy.
New lease to be negotiated. (SG)
Discuss with Nicola.

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 £0.00 per bin
- Recycling is collected fortnightly; we have two 1100 litre bins and are charged £9.90 per bin collection

The bins are not locked and are used by other businesses in the shopping centre. Provision of combination locks to be investigated. (VO)

We need to recycle more – at least 50%

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.

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	<p>Ovesco to deliver a presentation to Council on 28/09/21.</p> <p>Quotes obtained for the electricity supply which has been taken back from ESCC. Contracts to be signed with EDF and www.crowncommercial.gov.uk for Zero Carbon Electricity.</p> <p>Renewable Energy to be sourced.</p> <p>Need to change meters to smart meters second generation.</p> <p>Community Energy in the Havens webinar 23rd Sept 10-11:30 FREE!</p>	
Use of non - renewable natural gas to be phased out for heating and cooking	18/10/2021	<p>No new Gas Appliances to be purchased. Report to write with proposal to be made to policy and finance. (DJS)</p>	
Solar Panels on roof of Community House and Cafe.		<p>Solar panels on roof of Community House are now working and being monitored on a regular basis. Last year we were paid £486.</p> <p>Report received from Ecosphere Renewables and confirmed that solar panels on the café are working normally. Occasional cleaning will help.</p> <p>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.</p>	
<p>Halogen lights and fluorescent tubes are to be banned starting September 2021.</p> <p>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.</p>	01/09/2023	<p>An audit has been carried out by our caretakers to identify lighting that may need replacing.</p> <p>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.</p> <p>Exemptions will be in place for lamps designed and marketed specifically for stage-lighting use in theatres or other entertainment events.</p> <p>Light fittings in the Hub are either LED or fluorescent tubes. There are no halogen lamps. The fluorescent tubes need to be replaced</p>	

		<p>with low energy lighting before 2023 when the sale of replacement tubes will be banned. The savings in electricity can be offset against the initial cost of installation. LED lights last many times longer than normal fluorescent lights.</p> <p>A report is required with costings to update the lighting in the hub to go to LAE Committee to include in the budget for next year. (VO/DT)</p> <p>The Café is 100% LED lighting.</p>	
Street Lighting upgrades to LED lighting.		<p>Report sent to Planning & Highways Committee on 10th Oct 2020. There are 3 streetlights in the Valley Road area and mire 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 & 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>https://campaigns.gofossilfree.org/petitions/divest-east-sussex-pension-fund-from-fossil-fuels</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 29th July 2020.</p> <p>“The campaign to get East Sussex County Council (ESCC) to stop investing in fossil fuels scored its first significant win last month as the East Sussex Pension Fund confirmed that it's making changes which should halve its exposure to oil and gas companies.”</p>	28/07/2020
Update on implementation of the Single Use Plastic Policy.	29/7/2020	<p>Policy agreed by Council on 29th July 2020</p> <p>A meeting is being arranged with the Cafe and the Town Clerk.</p> <p>There is a need to update all staff.</p> <p>Review invoices to see what we are buying.</p>	

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&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&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 and prices for LA&E Committee with proposals to be included in budget for 2022/23. Meeting arranged 24/9 (DJS)</p>	
<p>Transition from E5 to E10 petrol</p>		<p>https://www.gov.uk/guidance/e10-petrol-explained</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>	

		No further action required.	
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

Water Use			
Water refill station in The Dell to reduce single use plastic drink bottles by the community.		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.	

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 th 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"> • Family Support Work are working with disadvantaged families on Wednesday mornings. • Butterfly Nursery are delivering a Forest School on Tuesday and Thursdays. <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 18th 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 st September to 3 rd 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.	

Waste			
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	

Energy			

Transport			
Car Share Scheme – why is this not electric?	22/07/2020	<p>Email sent to Enterprise Car Club 21/7/20</p> <p>“I can confirm we are soon to launch a car club in Peacehaven - the development should be ready late August early September for us to place the vehicle”.</p> <p>“Currently not an EV planned due to infrastructure, but more likely a self-charging hybrid.” Tony Barnard, Head of Car Club Southeast Region</p> <p>This has still not happened. TRO’s are required to be put in place. Being progressed through the Planning Liaison Working Group</p>	

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

1. INTRODUCTION

Peacehaven and Telscombe Town Councils have a population rapidly approaching 25,000 between them with significant new building and no major infrastructure in nearly 10 years. Pop. Peacehaven 14,067, Telscombe 7,477 (2011 census)

The Library at the Meridian Centre is an existing major infrastructure facility. However the potential redevelopment of the site means that it is likely that a much smaller area will be provided which will not meet the needs of our towns.

2. EAST SUSSEX LIBRARY REVIEW

The East Sussex County Council Cabinet considered a report on the 6th March 2018 which set out a vision for the counties Library Services. As far as we can see from the ESCC needs assessment there has been no adequate assessment of the needs of our community. When attributing services, the County looked at the needs of Lewes District as a whole which hides the actual service provision within our towns. In addition ESCC did not include Peacehaven and Telscombe residents in the public consultation for the review they did throughout the County. This was focused upon those areas the County where the intention was to withdraw the service. It was said at the time they were just downsizing the service. This review is now being used as the basis upon which all library provision is being measured when it was not consulted upon across the whole County. ***Is this right?***

3. LIBRARY COSTS

The current understanding is that Peacehaven library is seen as expensive and under used. the County's plan some years ago was to save £45,000 year by reducing Peacehaven library from over 1000m² to 150 m² using an empty shop within the Meridian Centre

It is of concern that when assessing the criteria for value for money the cost per hour open was used. On this basis Peacehaven (and Telscombe) library was the most expensive. ***Is this the right way to measure the costs ?***

4. LIBRARY VISITOR NUMBERS

The other reason for downsizing our local library were the low level of visits 14/15. — 101,004

15/16 — 74,967	16/17 — 55,776
19/20 — 34,600	

Nb Newhaven increased from 46,707 (14/15) to 65,325 (16/17)

It is acknowledged by all that if new facilities are provided more people will use the facilities. There is no clear explanation for the disastrous drop at Peacehaven and Telscombe which we have already know has high needs. Is the County running down service provision her in Peacehaven and Telscombe ?

The County Library Service appears to have concluded that Peacehaven and Telscombe only needs the same amount of space as Rye pop 9,000 or Healthfield pop 11,000. ***Are these fair comparisons?***

5. MEETINGS HELD WITH EAST SUSSEX LIBRARY SERVICE

A joint working party from Peacehaven and Telscombe Town Councils has tried to engage ESCC in a constructive way with 10 simple factual questions put to officers in January by PTC Town Clerk in January 2020 and several times since which they refused to answer for reasons that have not been explained to us.

6. UNRESOLVED ISSUES

The following are a list of issues that are still to be resolved.

1. There has been no undertaking from County to support an appropriately sized 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 Peacehaven and Telscombe and presumably for ESCC due to the potential redevelopment of the Meridian Centre, the needs of Peacehaven and Telscombe specifically need to be assessed urgently so that an appropriate 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 are ESCC currently working with in Peacehaven / 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. It is astounding the valuable space in the existing building which is currently lying idle. Why ?
9. 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 ?
10. 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?
11. When did ESCC actively market the space to esp. Peacehaven Community School — i.e. bringing senior leadership and showing them services Inc. 2 classrooms complete with white boards?
12. What exactly is ESCC doing now and planning to do in future in Peacehaven/Telscombe to meet this need? How does (and will) Peacehaven and Telscombe library support the economy in tangible terms?

7. FURTHER ISSUES

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

8. RECOMMENDATION

That both Peacehaven and Telscombe Town Councils

- 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.

Appendix 1

The working party held meetings with the East Sussex Library & Information Service and on the 27th May 2021 in response to questions posed they responded as follows:

1. ESCC's current plans for library provision in Peacehaven & Telscombe.

As previously explained we are looking to ensure a continued library provision in Peacehaven. As discussed we are aware that the developer is looking to redevelop the site and at some point we may be required to find a temporary home for the library.

If Peacehaven and Telscombe Councils are able to provide us with a location for temporary provision, we would be really happy to work with you.

In addition, if Peacehaven and Telscombe Town Councils are planning to build a community hub then we would be very willing to have discussions with you about the potential of putting a library in such a facility.

2. What are the needs of the Towns' residents and how are they currently being assessed.

As explained the Council is currently looking at the needs assessment for libraries and this is currently being worked on.

As previously circulated, here's a link to the Cabinet Papers for our Strategy on the ESCC website, [Agenda for Cabinet on Tuesday, 6th March, 2018, 10.00 am – East Sussex County Council](#) The Strategy itself is Item 5, Appendix 2 [Item 5 - Appendix 2.pdf \(eastsussex.gov.uk\)](#) and then the following Items form the evidence base for the development of the strategy, including the needs assessment [TA2 Needs Assessment \(eastsussex.gov.uk\)](#).

3. Financial considerations.

Is there a specific question?

4. Services required; both directly provided and provided by others

All service development is based on the overall strategy. We work with partners to deliver services aligned with our priorities.

5. Library services relationship to other services provided by ESCC; e.g. employment , wellbeing , social inclusion, education. IT, etc.

As outlined the library services priorities are: improve child and adult literacy, supporting the economy, health and well-being and digital inclusion. In each of these areas we work with partners and volunteers to deliver high quality services.

6. Comparison with other big towns; e.g. Crowborough, Lewes and Seaford, where there is a better provision of services.

Here is a link, with the comparison information - [Item 5 - Appendix 10.pdf \(eastsussex.gov.uk\)](#)

7. Meeting community health needs; East Sussex joint strategic needs assessment.

I believe you have already been engaging with Public Health colleagues in relation to this. We work with Public Health to support them in their work which is based on the strategic needs assessment.

8. Improving IT & literacy levels; ESCC statistics.

If you require someone from this team to outline specific datasets then I can ask who the best person for you to speak is.

9. Meeting the need for Peacehaven and Newhaven to provide 450 extra secondary school places by 2030; a new Town Council/ESCC/Schools joint library project could help.

LIS remit to meet with PTC & TTC working party was in the context of Peacehaven library and delivery of services aligned to the Libraries Strategic Commissioning Strategy (link above).

10. Assessing the employment skills deficit - getting people back into job market as per government policy; can library services be part of the solution?

As we have previously outlined – supporting the economy is one of our priorities and we undertake a number of initiatives to support this, working with different partners.

Report to the Council 28 September 2021

20th September 2021

CCTV Development

Author Cllr Lucy Symonds

Crime figures

As verbally reported at full council on 27th July 2021, I am now sharing with you the analysis of crime that was presented to me by Amy Mason of the Neighbourhood Policing Team.

Unfortunately the date range was not provided for the analysis and I will endeavour to see if I can obtain this

- Crime in South Coast Road accounted for 23.3% of all public place crime and 8.1% of ASB in Peacehaven
- Meridian Centre accounted for 9.2% crime and 8.1% ASB.
- Piddinghoe Sports Park 3.5% of crime and 1.5% of ASB.
- Dorothy Avenue, Bramber Avenue and Steyning Avenue all accounted for 2.3% of crime each and all around 1.5% ASB.
- Big Park 12.3% ASB but no crime.
- Downland Avenue 5% ASB but no crime.

The other 50%+ of ASB will be private ASB such as neighbour disputes or parking issues.

Public place crime peaks Mondays and Thursday between 1300 hrs to 1900 hrs.

ASB Peaks Mondays, Tuesdays and Fridays 1400 hrs x 1800 hrs and increases at 2200 hrs.

Youth ASB is the biggest contributory factor to ASB predominantly linked to issues with off road motor bikes.

Main hotspots are South Coast Road, Piddinghoe Sports Park and Big Park.

Sussex Police Partnership

The Clerk, Parks Officer and myself met with Nick Hoad, Sussex Police, at the Big Park on 10th September 2021 to discuss the CCTV and provide details for an assessment to be carried out.

Nick is currently arranging a meeting with the contractor to start the process in relation to an overall works design and quote that would provide Peacehaven Town Council options joining the Sussex Police Public Facing CCTV Partnership but he has currently suggested the following:

Phase 1 to review, upgrade and connect the cameras that are already in place in the big park.

Phase 2 to add a further 2/3 cameras around the park including the skate park and pathway.

Once this has been established, consideration for CCTV can then be made with regard to other buildings/land owned by PTC and extension to other areas in the town.

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	MATT	FROM THE TOWN'S FOUNDATION TO DATE. Gradually coming together	ONGOING
PLACES OF INTEREST MAP	MATT	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS	ONGOING
TO IMPROVE THE WEBSITE	MATT	TO ENABLE VIRTUAL MUSEUM On task list	ONGOING
TO DESIGN A POST FOR SOCIAL MEDIA	MATT	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL. To do	ONGOING
ARGUS ARCHIEVES	DANIEL	THE ARGUS HAVE PLENTY OF PICTURES AVAILBLE IN THEIR ARCHIEVES IF WE NEED THEM Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.	ONGOING

PEACEHAVEN HOTEL	DANIEL	LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP	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"> • John Harrison (via Ann Harrison) Elizabeth Harrison eannharrison@yahoo.com • Barbara Martin (waiting contact details) • Mandy Whitney 07748032527 • Kempton House (Wednesdays) roy.hill810@btinternet.com <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>	ONGOING
QUESTIONS FOR INTERVIEW	DANIEL	<ul style="list-style-type: none"> • How long have you lived in Peacehaven? • What are your earliest memories of living in the town & what changes have you noticed over the years? • Did you go to school here? • Do you remember the carnivals, with the beautiful floats? • Do you remember the Peacehaven Hotel, where the Pizza & Stonehouse Carvery is now? • Is there something that is not in the town now which you'd like to see return? 	ONGOING

DRONES	DANIEL	AVAILABLE WHEN NEEDED FOR ARIEL SHOTS Daniel sent a link taken at Birling Gap: https://www.youtube.com/watch?v=ky-AocLWbk&t=2s He would like to take a similar film in Peacehaven	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	TO WRITE A STORY WITH PICTURES PICKING A SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION	ONGOING
POLICE BOX	LYNDA	WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH	ONGOING
PLOTLANDS	LYNDA	RESEARCHING THIS SUBJECT Lucy, can you send the link to the Plotlands video please	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR The slides have been converted and are available, see notes above	ONGOING
POSTCARD COLLECTION	SUE	POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE ADMINISTERED	ONGOING
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?	ONGOING
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 TH YEAR EVENT TO MARK OPENING OF PEACEHAVEN HOTEL - FLYOVER OF GLIDERS	MATT	<p>10-14TH OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER</p> <p>https://en.wikipedia.org/wiki/Anthony_Fokker</p> <p>To organise an event to mark this 100th year occasion. PUT INTO THE PTC DIARY OF EVENTS Derek suggested we apply for a licence so we can show the film and perhaps contact https://www.sussexgliding.co.uk/ to have a glider fly over</p>	ONGOING
E-NEWS	DEREK & STANLEY	<p>TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS</p> <p>This was completed for the August edition.</p> <p>Both Stanley & Derek will work on a piece about Peacehaven's water supply</p>	<p>Complete</p> <p>ONGOING ON A MONTHLY BASIS</p>
RESEARCH	<p>DEREK & OTHER MEMBERS</p> <p>VICKY</p>	<p>THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL</p> <p>To create a social media post to see if any residents still have these statues</p>	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	
DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	ONGOING
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS (https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf)	COMPLETE
MERIDIAN LINE WALK	DEBORAH	Graham & Hilda will give a talk at the meeting on 22nd 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 TH JULY FROM THE MONUMENT AT 10.00AM RESEARCHING ON HOW TO 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, on Wednesday 22nd September at 11.00am.

History Working Party – 22nd September at 11.00am in the Main Hall, Community House

Members: Cllr Lynda Duhigg, Cllr Lucy Symonds, Derek Barton, Stanley Barnard, Deborah Donovan, Cllr. Sue Griffiths, Ann Harrison, Daniel Moon, Vicky Onis, Harley Bray.

Apologies: Stanley Barnard, Cllr. Sue Griffiths

Present: Cllr. Lynda Duhigg, Ann Harrison, Vicky Onis, Deborah

Guests: Graham & Hilda Heap

The meeting focused on the 'Discover Peacehaven Walk' leaflet devised by Hilda & Graham Heap.

The leaflet starts at the Peacehaven Monument and links in our greenspaces along a 3 mile walk around the town.

The leaflet is proposed to attract visitors to Peacehaven to find points of interest, leisure & pleasure, and recreation.

Other possible leaflets could follow:

- 'Saunter beside the Seaside'
- A 'big park walk', to ask the Park Run organiser for details of the route they cover

The proposed leaflet will be sent to the Civic & Community Events Committee for approval. Research then to be made for professional design and publication. The funding could be applied for via the 'Welcome Back Fund'.

Graham & Hilda also suggested a plaque indicating the Meridian which should be highlighted and placed on the old stump which was from the original Peacehaven Beacon. Various additions were suggested to the leaflet, like the nearest bus stop, car parking and from Newhaven station.

Graham gave a short talk on the history of Greenwich Meridian, which was very interesting.

The date of the next meeting will be advised.

Items to discuss in future meetings:

- Up-date on timeline – in progress
- Up-date on points of interest map – research & information achieved for the map, help with the design is needed. Lucy suggested that QR codes are added to the map and on Information boards/plaques which would automatically link to specific information. To also add viewpoints in Peacehaven.
Since our last meeting Debbie met with Hilda & Graham Heap, along with Cllrs. Duhigg & White and Admin Officer, Vicky Onis. We achieved a 3 mile walk from the Peacehaven Monument following the Meridian Line to North Peacehaven. Graham has since put together a Peacehaven Meridian Walk leaflet and will be our guest speaker to talk about how we can produce this information. Graham & Hilda will be giving a talk at this meeting.
- With regards to the information, we have already collected; this could be displayed in Community House in frames (in a specific room) until we have a suitable venue to house the artifacts & documents. Lucy suggested we add local sports & celebrities to the list and will research this further.
Debbie is currently collating this information
- Up-date on interviews – hopefully this will be achieved in the next few weeks.
Daniel to give an up-date

- E-News articles – really pleased with the articles received from Stanley & Derek. Both to work on an article about the water supply issue.

Derek suggested that he contacts Matt Pope who was the archaeologist involved in the initial Big Park dig. To also find out if the café still has the artifacts on display. Sue may be able to advise on this.

Up-date

- Deborah hasn't had time to research & contact 'The Bald Explorer.'
- Deborah hasn't had the opportunity to locate the Meridian Line Plaque at Lake Drive
- Lynda suggested that we post a social media request asking for any items relating to the Peacehaven Hotel (Vicky to action).
- Lynda will contact the Keep for a visit towards the end of September

Date to be advised

- Derek suggested that we could show all early films on a loop: Down to the Sea, the Guilders of the Peacehaven Hotel, Mr. Bean etc.
Vicky to investigate this and to advertise on the 'History' menu on the PTC website.

Agenda Item:

Council

Date: 28th September 2021

Title: Neighbourhood Development Plan (NDP) Update

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To note update papers relating to the progress of the NDP

INTRODUCTION

Peacehaven and Telscombe Town Councils are the Qualifying Bodies for the Neighbourhood development Plan i.e. they are accountable for the grants and end production of the Plan.. At every Council meeting there is a progress report , additionally a verbal report is given to Planning and Highways Committee.

INFORMATION

The minutes of the last 2 Steering group meeting (open to all) held on 12th August and 9th September . **Design Codes Guide** is now in use to inform planning decisions and a paper copy is available for use at Planning and Highways Committee.

The Housing Needs Assessment has been completed by AECOM has been commented on by LDC , only one query . Town Councils have the draft copy which can be used to inform Council reports and decisions.

Paper copy to produced soon and report added to documents section of Steering Group website.

Strategic Environmental Assessment Report

AECOM have prepared a 67 page document for Peacehaven and Telscombe Towns.

A paper copy is available at Town Council.

A draft **Neighbourhood Development Plan** 88 pages has been produced by Nancy Astley ,it will be the core document when finished with a detailed appendix and at least 40 reference/evidence documents.

The draft document has been sent to both Town Councils and Lewes District Council.

It has been decided that Planning and Highways Committees will scrutinise and comment on document before being taken to Council in November for acceptance(timetable in Steering Group minutes attached).

The draft will be examined by other Consultees including the public as part of **Regulation 14** stage .

There is a 6 weeks consultation period at Reg.14 and also a Health Check on the process of our plan by specialists before we get to the final stages and referendum.

Conclusion

There is still a number of projects and behind the scenes work to be done to complete the plan .

The Senior Projects Officer at Peacehaven Town Council has moved to a new role at ESCC as a specialist Transport advisor for Local Plans. This is a real loss to the Steering Group as the SPO was the link between the NDP and the Town Council . It is hoped than a replacement Officer will be recruited shortly.

FINANCIAL

A budget until the end of 2021 is being prepared . Telscombe continues to pay 1/3rd of expenses and Peacehaven Town Council 2/3rds.

In round terms there is £3,000 in Earmarked reserves at Telscombe and £6000 budget at Peacehaven

This maintains the ratio.

It is likely that all of these funds will be needed.

Estimated at £ 1500 Consultant James Boot

£ 3000 Consultant Nancy Astley

£ 1000 other consultants

£ 3500 for printing, publications, Public Consultations.

£ 9000 Total.

The ongoing budget required by Peacehaven Town Council to cover for the gap left by the SPO Business Development and Planning Officer will need to be considered .

ANALYSIS

CONCLUSIONS

Recommendations

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	N/A
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	N/A
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?	

<ul style="list-style-type: none"> • Public safety? • Road safety? 	N/A
<p>Social value</p> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	N/A
<p>Climate</p> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	N/A

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's Summary of Green Spaces Draft Document

Lewes District Open Space Strategy November 2020

Lewes District Council Playing Pitch Strategy Needs Assessment July 2020.

The Woodland Trust and Sussex Wildlife Trust together with a number of other ecological organisations have issued recent documents.

All of these documents will be used to set the policies to be put forward through the NDP to aid in the protection and management of greenspaces...

We are supported by Dr Maureen Berg, Senior Lecturer, Ecologist and environmentalist from the University of Brighton and a resident of Telscombe Cliffs and Dr Andrew Coleman, Senior Lecturer (MSc Town Planning course)

The documents included set out key points from the NDP Greenspaces paper.

The evidence gathering and report compilation continues.

Introduction

Background

Analysis

Conclusions

Recommendations

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	
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<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Peacehaven and Telscombe Neighbourhood Plan
Steering Group Meeting
9th September 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
G White (GW)	Steering Group Committee
R White (RW)	Steering Group Committee
T Allen (TA)	Peacehaven Town Clerk
J Boot (JB)	Planning Consultant
M Edser (ME)	SPO Peacehaven Town Council
N Astley (NA)	Planning Consultant
M Gatti (MG)	Peacehaven Focus Group
S Newman (SN)	Telscombe Town Clerk
Dr M Berg (MB)	Ecologist and local resident

1. Welcome, Introductions and apologies

CG welcomed everyone to the meeting. Apologies received from Cllr Robinson, Cllr Sharkey, Cllr D Judd and M Hutley.

2. Acceptance of minutes of meeting of 12th August 2021

Notes of the last meeting had been circulated and agreed as a true record. Past meeting minutes are regularly uploaded to the website and available to the public.

3. Chair's Update

- **CG confirmed the NP was heading for a new phase: CG asked for views on making this meeting the last public meeting as public would now be involved through official public consultation and Town Councils would now be taking work in house. SG Committee role has been completed and work would continue behind the scene but once Draft NDP accepted by Town Council's SG role completed . Discussion followed with advice from JB and NA that the public should be invited to SG Meetings for October at least until Public Consultation documents are issued.**
- **NA has completed a first draft of the NP (88 pages core document); input from various people awaited so not yet widely circulated. Will be taken to the next two Planning & Highways Committee meetings at both Councils and discussed in 2 sections, half at each meeting within the confidential matters. Meeting dates are:**
 - **TTC: 20 September/11 October (P&H) to full Council on 17 November.**
 - **PTC: 21 September/12 October (P&H) to full Council on 9 November.****LDC are also providing feedback. The NP will then be amended to incorporate comments.**

4. Towards Regulation 14

- a) JB applauded the excellent work done by NA on the draft NP – it was very comprehensive and captured all the various threads, reports and research carried out. The 88 pages were likely to increase with further input from Town Councils, LDC, SDNP and the UoB as well.
- b) The draft NP was nearly ready for Regulation 14 but both Councils must sign it off first. After that it will go out to public consultation for at least 6 weeks.**
- c) NA confirmed LDC have commented on the HNA which must go back to AECOM to be finalised and signed off. Environmental scoping report to be tested and other pieces of evidence, but most of the tweaking should be minor.
- d) JB gave a presentation summarising the key points to be included (using another town's NP which had just gone out to consultation - slides to be circulated by JB). **ACTION JB**
- e) Summary leaflet to go to every household explaining why the NP is needed and the difference between that and the (Lewes) Local Plan, promoting some local face to face**

consultation events. Suggested one via Zoom (which can be uploaded onto the website for anyone to view), followed up by an in-person event (held twice, once in each town).

- f) A survey then to be carried out from the website (with links on the leaflet) also a paper response form for those without digital access. Vision and objectives to be included together with maps showing 5/10 minute walking/cycling routes together with green spaces, areas for development etc. JB had a contact for this using mapping compatible with those of Planning authorities so they can be integrated into their development plans, using OS maps and Town Council licences.
- g) Experience from the Masterplan could be drawn on and JB proposed using the same person to analyse the responses to the survey as before, to provide a succinct summary to be included in the consultation statement.
- h) JB explained that Regulation 14 is the second formal part of the NP process and a consultation for 6 weeks is a requirement following sign off by both Town Councils.
- i) Discussion took place regarding a 'health check' – JB felt it would be useful to have this from Locality but at the next stage following feedback from planning policy teams (Regulation 15 and 16). NA agreed it made sense to do it afterwards.

Questions:

- NW asked about the Meridian Centre site? JB confirmed there was a section in the plan with detailed policies from the Masterplan work and consultation feedback, using some of the UoB studies which were summarised.
- **RW asked when the consultation would take place? JB advised that Town Councils will be asked to sign off the NP in November; following that - out to consultation. It that period covers Christmas, then the consultation should be 8 weeks.**
- **CG said the SG had been considering ways to capture the interest of Councils and the public – perhaps showing the journey to get to this point from the First Conversation.**
- **Timings and budgets: JB has submitted a 6-month budget for consideration.**
- LOC (as Vice Chair) to meet with CG to be updated with the content of e-mails he has not seen yet.

5. Draft NDP and Consultation at Council Planning & Highways (NA)

CG confirmed SG members would receive the draft plan shortly. It would not be made public until Town Council procedures have been observed.

Presentation from NA on creating 20-minute neighbourhoods. Key points:

- **The concept was explained covering the 3 main areas of health/wellbeing, environment/climate change and social/cultural wellbeing as everything is connected to the place people live.**
- The cities of Paris, Portland (USA) and Melbourne (Australia) started researching this in 2016; everyone around the world is suffering with similar barriers to change which were outlined. Local areas should compact and improve facilities - towns developed around the motor car were more expansive making roads busier. Hailsham's 10-minute Town was exemplified on how priorities in their NP incorporated all the required elements. The Town & Country Planning Association website has more information, also the Sustrans website features creating active neighbourhoods with videos.
- RW queried whether the timing of 10, 15 or 20 minute towns/neighbourhoods was by foot, car or bus? NA stated the time was irrelevant – it was about compacting the distance between facilities to reduce travelling. The local area designation reflected retail policy in the Lewes Local Plan but this may change when the new one is published and LDC may have some input.
- NW suggested towns like Horsham with a bus station, pedestrianised centre, a stream with planters and good landscaping could be a model. NA responded that Horsham had a population closer to 90,000 with far more development. Pedestrianisation excludes cars and unless there is a bus link, that can create different issues - retail and industry should be closely accessible to reduce car journeys.
- **ME said policies and aspirations to improve towns were welcome but the A259 is a problem not easily solved as County Council are involved. The NP should maximise what was already in the town with sustainable links - Councillors must support the NP to**

feed into the new Lewes Local Plan and Bus Back Better strategy which provides evidence of what residents want in the town.

- TA observed there should be more cohesion within the Town Council – for example air quality covered several committees and Councillors appeared to be struggling to understand how the NP fits as it is additional to the usual Council orbit. NA's illustration showed that the key elements covered the fundamental areas of local living applying to all committees and everything the Council does - Town Clerks can help Councillors understand this is a PLAN not a WISH LIST.
- (The NDP is a Strategic plan which becomes part of the legal weight governing Planning law at with substantial financial beneficial impacts once adopted)

6. Next Steps

- TA proposed circulating the draft plan to Planning and Highways Councillors to give them time to read it. NA to send a covering e-mail requesting feedback on the policy boxes, remind them it was confidential. Also, point out it is only the first 40 pages, not the entire plan. **ACTION NA**
- TA asked whether other local authorities (Brighton & Hove, Newhaven and Lewes) should be part of the consultation – NA confirmed this was correct.
- NA said Town Clerks should be aware that much of the supporting evidence gave more up-to-date information than LDC could provide – for the first time there were specific reports for Telscombe and Peacehaven covering housing, transport, and environmental matters - it was important for Councillors to use that information as it was current.
- Dr Berg felt the NP would be instrumental in influencing Lewes' plans to ensure other space was protected, not just urbanised development. Using a more local approach was very timely as fewer people are now commuting and realising the value of their local community and facilities.
- GW reported that the green spaces story was used last month in Peacehaven Directory and the Focus Group (116 views on Facebook) so communications are continuing. He was also posting on Shoreliners about events and local issues. Need to plan the October communications.

7. Any Other Business

- a) ME was invited to update on the A259 and confirmed it is the responsibility of the County Council not Highways England. A study is commencing this autumn to review again but has been a long-standing problem and not easy to resolve. The local Council could put forward measures to include ped-cycle links and car club spaces; the NP would give the town a stronger voice.
- b) NW asked if there were plans to install electric charging points in Peacehaven car parks? ME said District and County Councils will have guidance promoting parking management which is being pushed at higher level and the NP supports it. LOC agreed to take this point forward to LDC as they own the 3 car parks. Steyning/Piddinghoe Avenue car parks are being resurfaced.
- c) PB was concerned any public feedback would focus on the A259 and the Meridian Centre so residents would be asking about more doctors and school places. NA responded the whole point of the NP was to encourage less car use and protect local facilities so people didn't need to travel, developing the coast road area so people don't use the A259 as much. **There was no promise to increase health facilities although more CIL money could be used on other projects to improve facilities. At present the town appears to be doing nothing and getting nowhere – with the NP there is a chance and other options could result as well as a greater proportion of CIL money.**
- d) JB added that 'infrastructure' was mentioned numerous times in the NP more than A259, therefore well covered within the scope of what can be done. Other infrastructure elements are the responsibility of County and District Councils. Policies and projects in the NP address most of the issues PB mentioned and emphasis could be made in the summary leaflet to anticipate those questions and address them.
- e) RW noted there is much evidence that in the local community, people are happier and healthier with less demand on GP services: empower people to create community and a place they want to be as illustrated by the 20-minute Neighbourhood. The Steering Group are trying to implement changes to make the area a better place. CG added the NP area

was the perfect environment to create a supportive community – many mental health issues can be addressed by creating such communities. The NP cannot stop creeping development or the use of pre-existing conditions –however it requires any development to conform to the NP conditions which is a positive move. ME cited a recent appeal decision where the Inspector had supported a NP, so it can help change decisions but not able to stop further building – need to work with developers.

- f) RW asked if LDC had health impact assessments for all new major developments? This could help with pressure on GP services (Brighton and Eastbourne have it). LOC said was not aware of that at Lewes, however it should be in the new NPPF as LOC is on the steering group.

As this was the last meeting attended by ME, CG thanked her for her help, support and input into the NP and was sorry to lose her; this was echoed by others.

8. Next Steering Group meeting:

Next meeting 14th October at 7pm

Meeting closed at 8.45pm.

**Peacehaven and Telscombe Neighbourhood Plan
Steering Group Meeting
12th August 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
G White (GW)	Steering Group Committee
R White (RW)	Steering Group Committee

TOWN COUNCILLORS:

Cllr I Sharkey (IS)
Cllr D Judd (DJ)
Cllr D Paul (DP)
Cllr D Seabrook (DS)
Cllr K Sanderson (KS)
Cllr A Milliner (AM)
Cllr A Goble (AG)

T Allen (TA)	Peacehaven Town Clerk
J Boot (JB)	Planning Consultant
N Astley (NA)	Planning Consultant
M Gatti (MG)	Peacehaven Focus Group
S Newman (SN) (part)	Telscombe Town Clerk

1. Introductions

No introductions were necessary.

2. Apologies

Received from Cllr Robinson, Cllr Simmonds, M Edser, R Brown, K Bray.

3. Notes of meeting of 8th July 2021

item 4i): P Bowman suggested correction to read 'invited to attend'. With that amendment, the minutes of the meeting of 8 July were agreed as a true record.

4. Chair's Update

- Both Town Councils have been working to improve outside areas:
 - PTC conducted a travel survey and results will be published later.
 - TTC are preparing management plans for the Tye, Chatsworth Park and the Copse
 - Accessibility and Ecology reports commissioned and tree survey at TTC.
- Face to face workshops have not been possible, but September Steering Group meeting may be in person.
- Budgets to be reviewed.
- Hard copies of AECOM reports and design guides to be printed, also professional graphics are needed for the Draft NDP.
- Working to complete the spreadsheets for Local Greenspaces , for the evidence gathering tomorrow at Telscombe Civic Centre with NA, Peter Seed and others. Anyone else welcome.
- GW has been working on articles for publications and the website: Peacehaven Directory have included information. GW confirmed that reports on the Green Spaces have been featured recently on social media and will be covered next by Peacehaven Directory and PTC E-News. Updated vision is now on the website.

5. Update from N Astley

- a) NA advised the Open Spaces is part of a wider chapter relating to biodiversity and sports facilities – there will be more to add on drainage, flood and coastal management and other references to open spaces. Protection of some formal recreational spaces and parks was being worked on with evidence gathered to support .

- b) CG presented a matrix at both Town Councils categorising these areas although some small plots at the end of avenues have not yet been included. KS assisted with the audit of facilities in each park. This data is now being refined to include connectivity of green spaces and other issues raised by UoB reports; Dr Berg will then assist with the ecological aspects.
- c) RW suggested featuring the Meridian Line connection between green spaces, also signage..
- d) DS proposed including the mature trees and planting (also an apple tree) which should be protected in the shopping centre area.
- e) Air Pollution: NA confirmed studies show this is not a problem currently (although it is in Newhaven and Rottingdean and anything done in Peacehaven and TC relating to traffic generation could have an effect) however this element was designed to make people think about reducing air pollution, especially construction traffic and freight movements. LOC asked if there was an air pollution issue at the traffic lights in Telscombe Cliffs Way? NA confirmed LDC information suggested nothing alarming at present although RW felt it was mainly at peak times but depending on the wind direction, may be worse than previously thought - further evaluation may be needed as levels of congestion are increasing. MG asked when the tubes on the South Coast Road that detect the readings were last checked - NA felt the annual statistics used could be out of date. CG confirmed UoB are continuing to monitor air pollution in various area.
- f) Housing Needs Assessment (HNA) arrived yesterday (100 pages so not yet fully evaluated) however NA summarised what she had read so far:
 - Between 2011 – 2020 the average price of a property rose by £100,000 in the NP area.
 - An average income of between £35,000 -£40,000 was required to get on the housing ladder
 - There is a big gap between the average salary and what is needed to buy a home.
 - Private sector rentals are out of range for most incomes.
 - Much of the housing stock in Peacehaven and TC is not suitable to meet current requirements.
 - 40% of the housing stock is bungalows on larger plots which have fewer rooms than houses but have become family homes .Extensions and overcrowding as young people remain at home.
 - Population is rising by about 100 households per annum whilst only completing an average of 37 new housing units per annum (the gap is in supply to demand is getting wider).
 - The HNA evidence can be used to support the housing chapters drafted previously.
 - This document will be sent to LDC for their feedback.
 - CG suggested the HNA should not be circulated to a wider audience until the SG have had chance to digest it. (NA has sent a copy to Leigh Palmer LDC)

A separate meeting to discuss the HNA may be required as other issues were raised over affordable housing/private rentals and a decision made on where the emphasis should be in the NP. CG observed the author was surprised at the ratio of bungalows when writing the HNA – indeed she went back to check the figures.

Smaller houses: NA confirmed 1-bed units are now coming into the affordable rental or part rent/part buy options, but only just started and there is a backlog of need. Affordable one-beds require 15 new units per annum to meet the need however only about 3 or 4 per annum are becoming available.

The HNA also highlights a shortage of 4 and 5 bed units (many existing have been sub-divided into 2-bed properties) so many larger families on waiting lists. The report suggests priority for 4 and 5 bed properties required for extended families. However, smaller 1-bed units are easier to deliver so decisions needed as to what goes into the NP.

Assisted living: nursing/care homes are not included in the evidence base however provision for elderly accommodation/supported housing is required - often only 1-bed units are needed for the 65+ age group so this needs to be addressed. DS said he spoke to several of the new Churchill residents and most have moved from London or Croydon and are not affordable for local people (about 12 empty flats at Churchill currently). RW said Social Services confirmed about 350 units for elderly/sheltered housing across Peacehaven and TC which is above the national average yet one of the lowest rates (7%) of affordable housing (below 50% of the county market rate).

6. Update from J Boot

- a) JB observed the delivery of the HNA was an important step which included more up to date population figures.

- b) UoB reports received and available for distribution although JB felt some editing may be required before loading onto the website.
- c) Asking Locality to do a healthcheck: useful to have a second set of eyes on the draft NP. TA stated this will be done when the NP reaches a stage that JB and NA advise go ahead.
- d) JB used a presentation to update the meeting on green spaces (Sustainable Urbanisation in Coastal Communities) summarising the 3 UoB studies done:
 - Access to natural green spaces (an example shown at Chalkers Rise which was poor)
 - Climate change and green energy (suggestion to commission a Local Climate Impact Profile Report and a mini climate assembly for local residents after the NP has been published)
 - Wildlife habitats and connectivity (especially wildflower verges and retaining natural landscaping and boundary treatments)

JB talked through the reports identifying opportunities and recommendations, noting CIL can be spent on green infrastructure. JB to share his presentation with SG members. **ACTION: JB**
 DS observed that cyclists should be discouraged from using the clifftop due to erosion, also noting other recent initiatives and improvements including funding bids for tree planting.

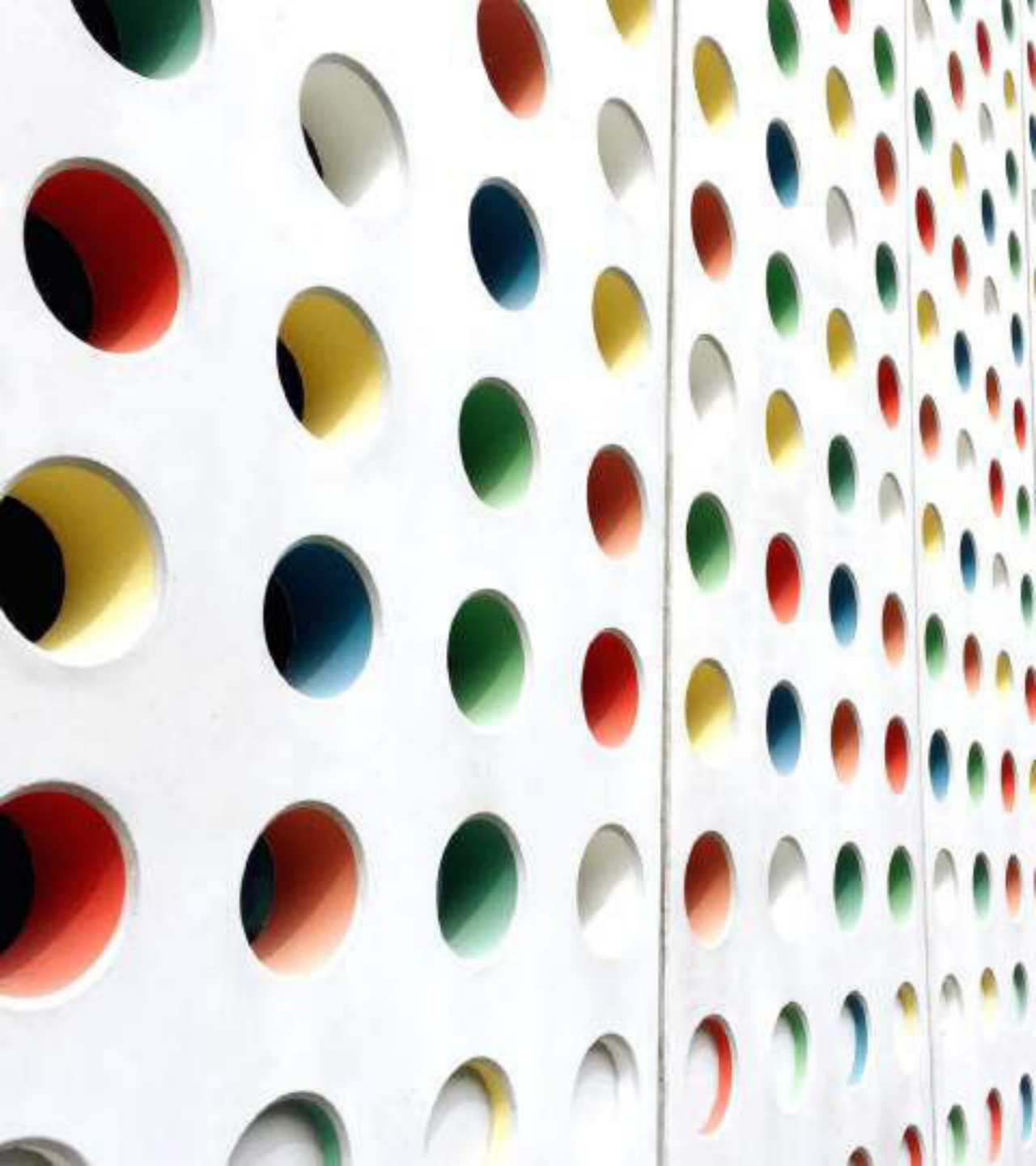
7. Q&A

- a) MG asked for an update on the Meridian Centre redevelopment as residents had been asking. TA responded that HDD asked the Town Council to accredit their plans but they were unable to do so as in no way did it reflect what the public and Town Council wanted. If HDD proceed to request planning permission, the Council will re-engage as a consultee. It was not known what the latest situation was and LOC did not know whether HDD intended to submit an application. CG added there was a lot of uncertainty due to Government planning changes; LOC commented that LDC has opposed those changes to Planning Bill, stating the current system is not fit for purpose.
- b) NA added that the Government are required to deliver 300,000 houses per year and are pushing developers to commence work quickly however the practicalities of this were outlined showing that it could take longer.
- c) M Edser is moving on from PTC to ESCC working in Transport - could be a useful future contact as someone who understands the issues with the one road in/out that Peacehaven and TC deal with everyday..
- d) CG proposed using funding for graphic design and high-quality photos to illustrate and improve the NP as it would be an Archive document, part of the Towns history.
- e) Some face-to-face PR work is needed to educate the public who still don't understand what the NP is - so perhaps another leaflet will be needed.
- f) Welcome Back fund: Peacehaven received around £11,500 and TC about £5,500 to encourage opening up the area after Covid – this may fund some outdoors exhibiting to achieve the public engagement needed.
- g) NW suggested approaching BBC Radio Sussex to publicise the consultation: CG agreed that with GW's help, some professional looking literature could be created. IS stated Seahaven FM will promote local events. CG agreed all media should be used, but must be professional. GW said once the content had been agreed, some briefings could be done to properly prepare for media interviews.
- h) ZoneZine (Kempton to Newhaven area) GW confirmed this site promoted local community events and information - he was using it to publicise the green spaces work and NP.
- i) RW suggested making better use of the schools; also some story boards would be useful to move around using GP surgeries, pharmacies and the library for those who don't have internet access. Additionally, documents using simple language with graphics was the way forward for those with limited literacy skills.

8. Next Steering Group meeting:

Next meeting 9th September at 7pm, possibly in-person. To be confirmed.

Meeting closed at 8.45pm.



Creating 20 Minute Neighbourhoods

OVERVIEW

All related to place.



HEALTH AND
WELLBEING



ENVIRONMENT AND
CLIMATE CHANGE



SOCIAL AND CULTURAL
WELLBEING.

Barriers to change



Councils struggling financially



Reduction in staff and expertise

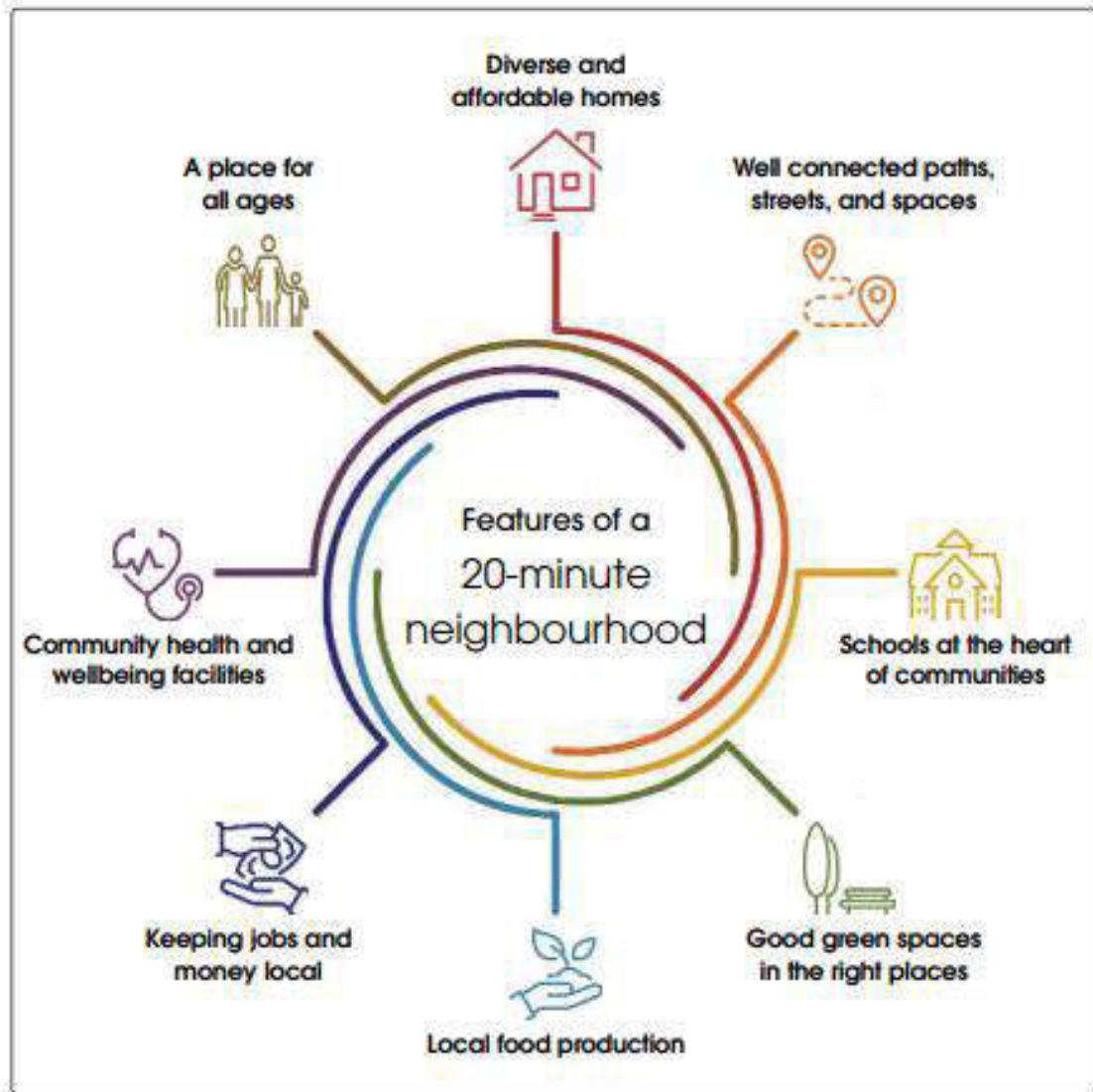


Competing resources for
prioritise



Lack of consistent goals.





Appetite for change

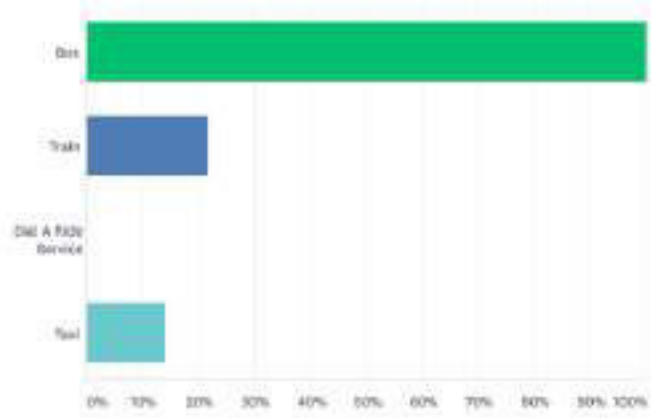
Local areas for people to live, work and study are creating benefits:

- Increased economic benefits, local spending, local businesses
- Less use of car, more active travel
- Increase in street greening and green spaces
- More sense of community less anti social behaviour.

Peacehaven Travel Survey Results

Q1 Do you use public transport? (if you don't use buses go to Q7)

Answered: 340 Skipped: 18

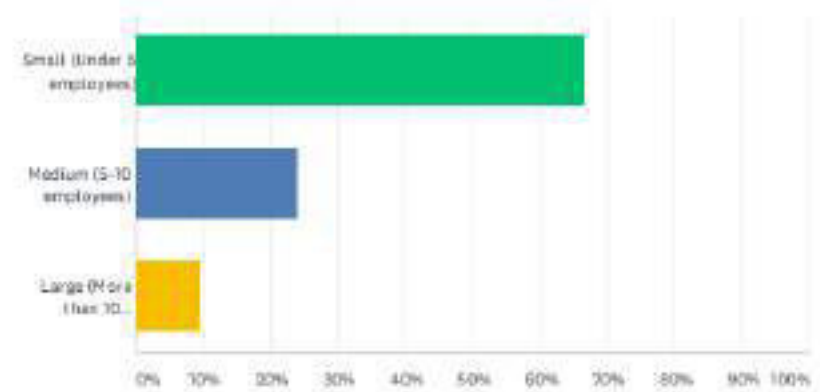


ANSWER CHOICES	RESPONSES
Bus	100.00% 340
Train	21.78% 74
Dial A Ride Service	5.29% 1
Taxi	14.12% 48
Total Respondents: 340	

Peacehaven Business Survey

Q1 How would you describe your business?

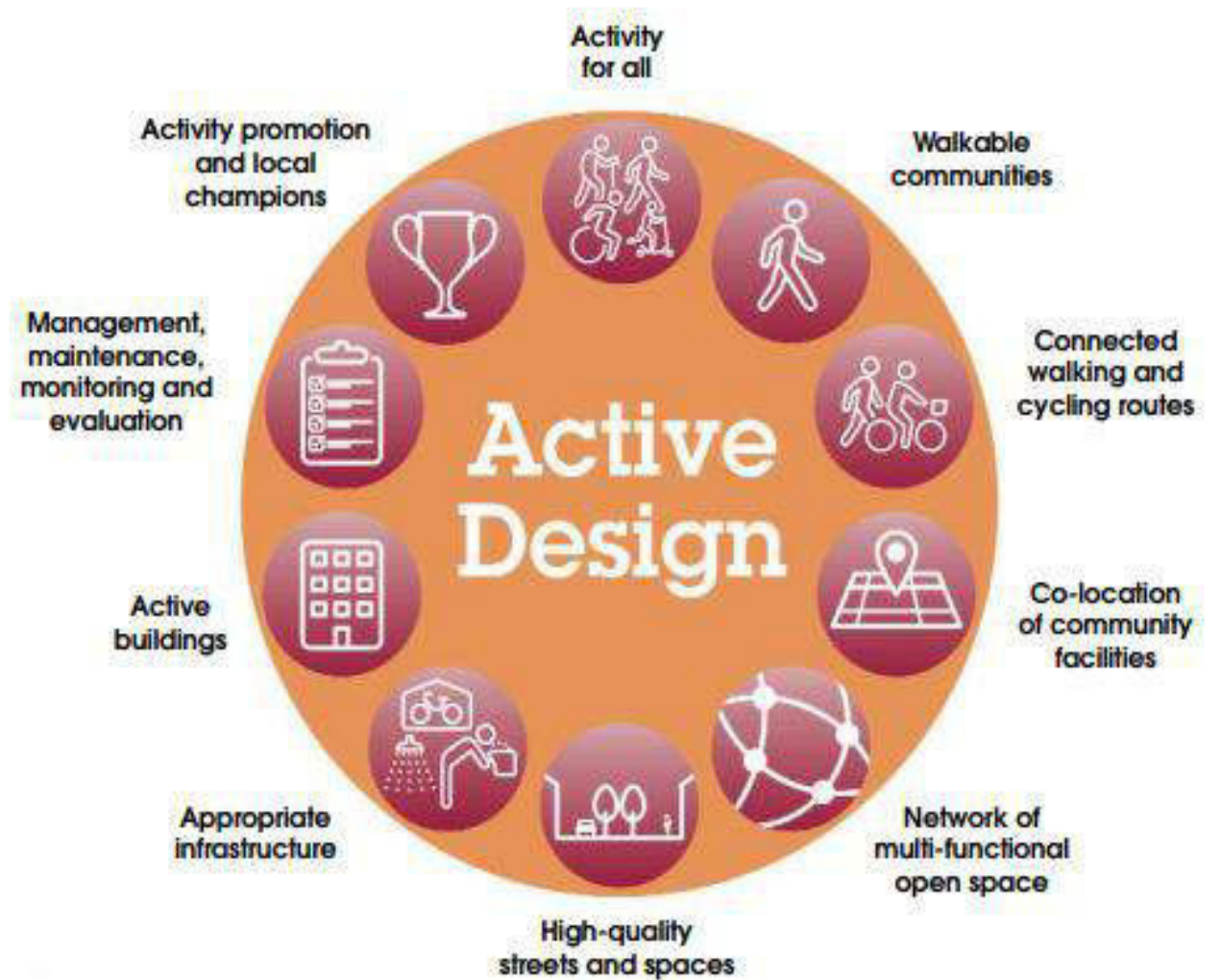
Answered: 21 Skipped: 0

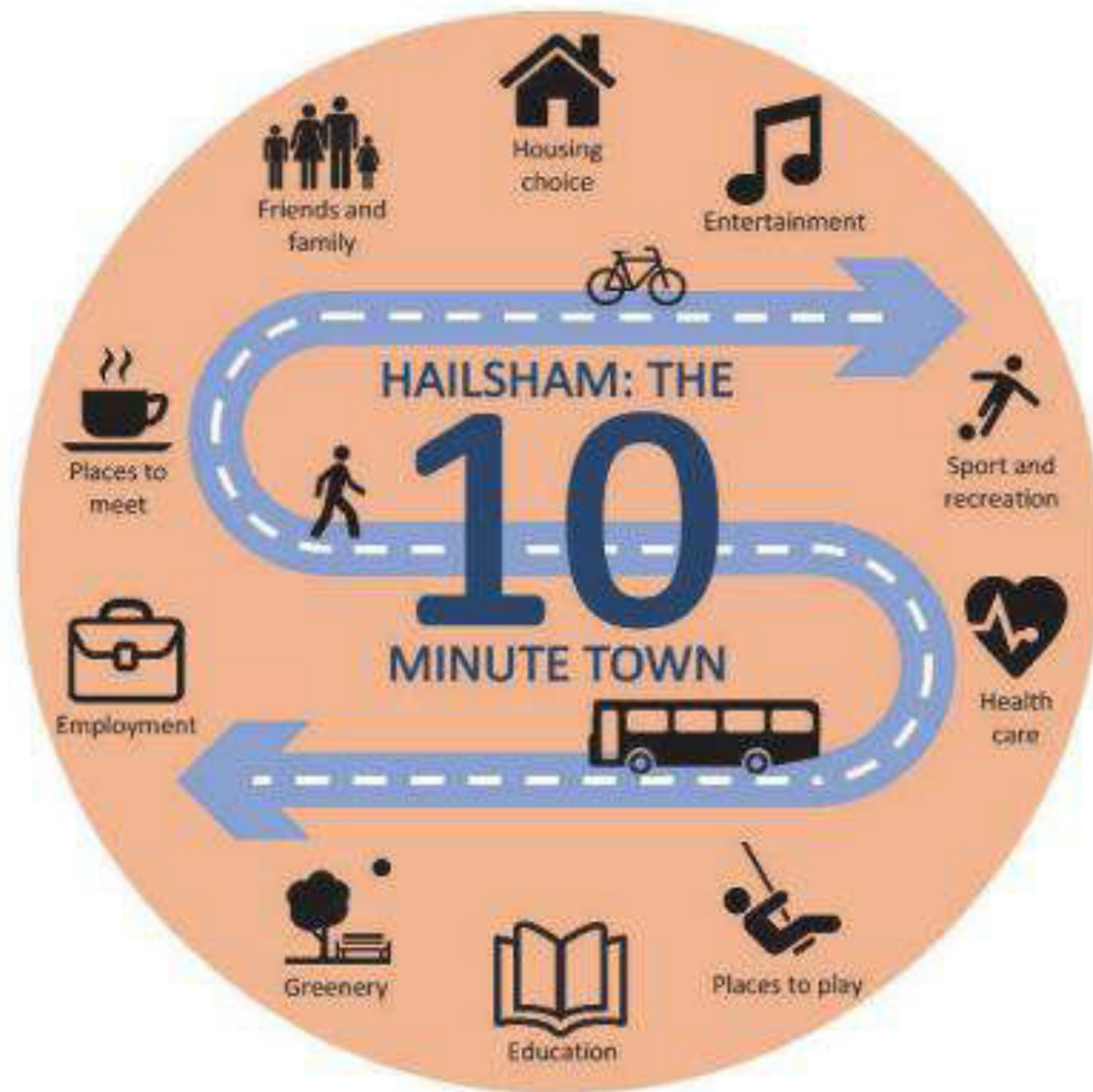


ANSWER CHOICES	RESPONSES
Small (Under 5 employees)	66.67% 14
Medium (5-10 employees)	23.81% 5
Large (More than 10 employees)	9.52% 2
TOTAL	21

Local Base already exists

How to start to make changes





NP Objectives.

- ❑ Deliver better local facilities and infrastructure
- ❑ Better links to National Park and Coastal Path
- ❑ Improvements to walking and cycling routes
- ❑ Protect existing habitats and encourage improvements to green spaces
- ❑ Encourage high quality sustainable design for all buildings
- ❑ improve local air quality
- ❑ improve local retail and employment spaces

Further reading:

- Town and Country Planning Association

<https://www.tcpa.org.uk/guide-the-20-minute-neighbourhood>

Sustrans Website – also range of videos about making better streets.

<https://www.sustrans.org.uk/for-professionals/streets-for-everyone/>

Melbourne 20 Minute City

<https://www.planmelbourne.vic.gov.au/the-plan>

OUTSIDE BODIES REPORT SEPT 21

Cllr Cathy Gallagher

THE HOUSE PROJECT

The Charity shops are now re-opened at reduced capacity.

Contact has been made with Max Rosser and other members of the Charity but ill health has prevented the Trustees from making progress.

They have a part time Secretary now and are recruiting new volunteers for 3 hours a week.

Contact will continue.

PEACEHAVEN AND TELSCOMBE CHAMBER OF COMMERCE

Zoom meetings took place during lockdown but now Face to Face Breakfast meetings have resumed at Burger and Bird monthly.

Cllrs Gallagher and White are regular attendees as was Michelle Edser as SPO Business Development and Planning.

Regular attendance has brought a good relationship with the Committee and many members helping the Circular Economy in Peacehaven.

They were particularly pleased to be involved as a Consultee by HDD for the Meridian Centre.

Many of their speakers are working to improve and regenerate the social and economic fabric of Peacehaven.

Continued close relationship is beneficial for the Chamber of Commerce and PTC.

Peacehaven and Telscombe Football Club Outside Bodies Report September 2021

Cllr Gallagher and Cllr Collier are PTC Outside Bodies representatives.

Cllr Gallagher has met twice with Sue Norwood – Chair recently.

Michelle Edser while in post as SPO Business Development and Planning was introduced to Sue Norwood and shown the grounds and Club house.

We learnt that Stanley Barnard is Treasurer.

The Youth Teams have their own Official

Vicky Phillips (Cats Club) is Welfare Officer

ALL ONE CLUB is the vision the Club has been following since Telscombe joined up with Peacehaven.

Set up as a Community Interest Company with a Board of Directors

25% Of Board Members need to be step down each year

They were 2nd in League at lockdown

Various commercial sponsors

Jan 20 Roof fell off clubhouse.

Working with PTC for 25yr lease

A £29K grant was from FA for roof which is now fully repaired

Received £10K Covid Grant at start of Lockdown but lost all funding raised at matches and social

FOOTBALL EXPANSION

2016 there were 6 youth and 1 men's

Now 22 Youth, 2 girls and 5 men's.

Working with Youth very important to them, they do not like to turn anyone away

They are aware of LDC reports on Sports Facilities in Peacehaven and Telscombe and the possibilities of S106 and CIL.

Working closely with Chris Bibb LDC and FA.

Managing success and being an integral part of the Community are crucial to them.

Relationship with PTC has helped them particularly the Parks Officer

Report Cllr Cathy Gallagher

Report from Councillor Emilia Simmons to the Peacehaven Town Council

Ref: Bricky and Cinque Foil Tenants Association.

On the 26th of June {thanks to the help of 'Make it happen' from SCDA, Alison Standing , also my fellow Councillor Wendy Veck, we had a Best Kept Garden Competition, for the Tenants and Residents of The Bricky and Cinque Foil Estates.

The Categories were: Best Back Garden. Best Front Garden. Best Pots and Baskets.

The day went very well, people who won prizes were delighted, also people were happy to be tighter and getting to know each other.

We are planning to have another Litter picking day in the October school holiday.




I would like to thank all the sponsor for the above completion and especially my fellow Councillor Wendy for her hard work and brilliant ideas for projects for the Estates.





Kind Regards from Councillor Emilia Simmons [Peacehaven North Ward].




TASK	Who is Responsible	Comments	Objective Achieved
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ACTION PLAN TO AN AGREED PHASED RETURN TO WORKING
updated 14th September 2021 and completed



TO AGREE THE BEST WAY FOR PLANNING THE RE-OPENING OF PTC FACILITIES	Chair CCE Committee, Chair of Leisure, Amenities & Environment Committee, Chair of Personnel, Information Officer, Senior Caretaker, Town Clerk, Civic Officer, Parks Officer & Communications Officer	A comprehensive discussion to AGREE a phased return for both Staff and hirers	
TO AGREE A PLANNED TIMETABLE (CONSIDERING GOVERNMENT RESTRICTIONS)			
1. OFFICE STAFF RETURNING TO COMMUNITY HOUSE	Town Clerk & Civic Officer Personnel Chair	To consider the health & wellbeing of all staff – TO AGREE THAT WORKING FROM HOME and OFFICE CONTINUES – to comply with the Hybrid Working Policy. ONGOING To arrange more frequent staff meetings. To investigate the air conditioning unit's performance – do the units provide adequate fresh air to circulate and are they COVID safe? Quotes have been sought to exchange the office windows to those which open, for both the Information & Council offices, the assessments resulted in a failure to comply with fire regulations, therefore not achievable until the Mall is	






		demolished giving suitable fresh air into both rooms.	
2. TO CREATE A ROTA FOR THOSE WISHING TO CO-ORDINATE WORKING FROM THE OFFICE and AT HOME	Town Clerk & Civic Officer	Communication via the staff WhatsApp group is excellent between staff and this method should continue. To continue to work as we have been throughout COVID, part from home & office when necessary	
3. TO AGREE A FAIR and PHASED RETURN FOR HIRERS (Community House) DEPENDING ON TYPE OF HIRE	Civic Officer, Information Officer	Not to favour a particular group over others AND not to enter any long-term contracts.	
4. TO MAINTAIN THE RISK ASSESSMENT FOR THE BUILDING & TERMS & CONDITIONS OF HIRE, AND TO REQUEST PUBLIC LIABILITY INSURANCE FROM ALL HIRERS	Information Officer & Senior Caretaker	T&C to be completed before any agreement made for a return. Complete & ready to action for all hirers.	
5. TO CONSIDER THOSE MORE AT RISK, DO WE LIMIT NUMBERS IF GROUPS WISH TO RETURN	Information Officer, Civic Officer	Information Officer to contact hirers. To agree hirers risk assessments to enable a suitable & safe return	


<p>6. DO WE WANT COFFEE MORNINGS TO RETURN IN THE SAME FORMAT, OR COULD WE HAVE A PERMANENT CAFÉ</p>	<p>Information Officer, Civic Officer, Senior Caretaker, CCE Chair, Communications Officer</p>	<p>To trial each Tuesday in the Main Hall with a limited number of stalls. NOT in the foyer</p> <p>Matt to advertise Tuesday markets/coffee mornings (co-ordinate with Karen)</p> <p>To consider a permanent café – to be taken to the CCE committee to take forward</p>	
<p>7. MARKETS</p>	<p>Information Officer, CCE Chair, Civic Officer, Senior Caretaker, Town Clerk Communications Officer</p>	<p>Visitors to Community House to continue wearing masks & to sanitise hands.</p> <p>TO INTRODUCE A TUESDAY CAFE RUN BY CHARITIES IN HALL, NIBBLE & NATTER. Matt to advertise this option.</p> <p>The continuation of Thursday & Friday markets was agreed. This would equate to 18 stalls only or without the coffee morning 26 stalls. T&Cs would need to be signed.</p>	
<p>8. TO UP-DATE THE RISK ASSESSMENT FOR COMMUNITY HOUSE</p>	<p>Information Officer & Senior Caretaker</p>	<p>To keep up-dating</p>	

9. STAFF TEAM BUILDING EVENT	Civic Officer	Task complete, ready to action after 19TH JULY.	
10. WHEN THE DECISION HAS BEEN MADE ON WHO TO INVITE BACK TO BOOK ROOMS IN COMMUNITY HOUSE, WE NEED TO REVISE THE a) terms & conditions of hire b) request public liability insurance	Information Officer	New T & C to be sent to hirer, which states COVID-19 stipulations. To be returned before first booking Complete & ready to action.	
11. INFORMATION OFFICE OPENING TIMES –	Information Officer, Senior Caretaker, Civic Officer	Normal working hours	
12. DO WE OPEN IN THE EVENINGS?	Senior Caretaker Information Officer	Council meetings will take place in the main hall on Tuesday evenings and Peacehaven Players in the Anzac Room until a decision to differ is made by full council. We have a full compliment of caretaking staff now who will cover the evening sessions	

<p>13. DO WE OPEN ON SATURDAYS?</p>	<p>Senior Caretaker Information Officer Finance Officer</p>	<p>This was discussed and a decision was made to invite back those hirers who wish to return. We would need to look at the caretaker rota to adjust hours to comply with bookings. The Church can now return.</p> <p>It was agreed to look at inviting charity markets to re-commence in the new year. The information Officer will send letters to all concerned. For those wanting to combine a coffee morning and market this would run with 18 stalls otherwise 26 without the CM. A fee will need to be agreed with the Finance Officer</p>	
<p>14. COMMUNITY EVENTS</p>	<p>Civic Officer Senior Caretaker Information Officer</p>	<p>To continue to organise as & when required. Caretaking staff to be available.</p> <p>Afternoon bingo has been arranged for Wednesday 15th September. Cinema from January 2022. Quiz evenings, waiting for dates</p>	

<p>15. INFORMATION OFFICE TO OPEN 9-4 FROM 19TH JULY</p>	<p>Information Officer, Civic Officer, Town Clerk, Personnel Chair, Communications Officer</p>	<p>To open and provide this service to the public. The Information Officer to continue to manage the office phone.</p> <p>Blood Sessions THE CARETAKING STAFF TO BE ON SITE DURING THESE SESSIONS</p>	
<p>16. COUNCIL & INFORMATION OFFICES FIELDS & ROBSON ROOMS</p>	<p>Everyone</p> <p>Matt</p> <p>Matt</p>	<p>EMCOR have vacated these rooms. An interested party has been to look at both rooms with a view to taking on a 6-month lease, we are waiting a decision.</p> <p>If this business decides not to lease the rooms, then we will contact local letting agencies to advertise.</p> <p>However, The TC has agreed to provide a costing to move the IT equipment if staff were to exchange offices. This costing will include making all four rooms fit for purpose.</p>	 <p>In progress and will be managed by the Town Clerk</p>

17. TO CONSIDER FURTHER BUSINESS ADVERTISING WHICH WILL ATTRACT MORE INCOME	Communications Officer	This subject is being actively researched packages which are being put into place. Complete	
18. THE HUB	Information Officer	Agreed to invite all hirers back to include party bookings	
19. FOOTBALL PITCHES	Information Officer, Chair of Leisure, Amenities & Environment	Agreed to return	
20. SHOULD COUNCIL ALLOW INDIVIDUALS/GROUPS TO BLOCK BOOK (CONTRACTED)	Information Officer, Town Clerk, Civic Officer	IT WAS AGREED THAT NO BLOCK BOOKINGS SHOULD BE TAKEN	
21. THE DELL	Information Officer, Town Clerk, Civic Officer, Parks Officer, Chair of L A & E, Finance Officer	<p>The Information Officer will collate all appropriate documents: -</p> <p>Covid-19 risk assessments, Terms & Conditions of Hire, and public liability insurance.</p> <p>A decision was made to open the Dell for community events, this includes car boot sales. The booking fee remains at £70 for this year but a decision for the 2022 fee will be made via the L, A & E committee.</p>	

	Parks Officer	Charitable organisations will have preferential bookings. It was agreed that the seeded areas notices displayed as soon as possible.	
22. COMMERCIAL USE OF PARKS	Information Officer, Parks Officer, Town Clerk	THESE USERS TO BE IDENTIFIED AND REQUIRED TO COMPLETE A REGISTRATION FORM	

THIS WORKING PARTY HAS NOW COMPLETED ITS TASK

Agenda Item: C829
Committee: Council
Date: 28th September 2021
Title: Location for Council & Committee meetings
Report Authors: Town Clerk
Purpose of Report: To discuss options and views on this matter

Introduction

The return to face-to-face meetings has been facilitated in the main hall at Community House, initially in order to comply with covid measures still in place, and subsequently to ensure the health of meeting attendees

Background

The main hall creates hearing difficulties for some Councillors. There is a move to return to meetings being held in the Anzac room.

It is not just a matter of difficulties in hearing. It is also about people being comfortable and confident in the post Covid era. Effectiveness of the vaccines reduce over time; cases are still high, and deaths are still at significant numbers. This cannot be rushed; it's a balanced decision.

All staff and Councillors have been canvassed in advance about this.

As Clerk, I will not expect, nor insist, that any members of my team attend meetings when they are concerned about their health & safety.

We are still in unprecedented times.

Analysis

The existing hearing loops are being repaired.

Digital hearing aids are designed to automatically pick up a hearing loop, the old analogue versions have to be switched to 'T' to benefit from it.

There has been some mention that the Council could be accused of discrimination against hearing aid wearers (the Equalities Act (2010), and the Public Sector Equality Duty (which came into force across Great Britain on 5 April 2011).

Many colleagues consulted share the concern about anxiety and apprehension of councillors and believe the situation will get worse before it gets better. SALC has said that it is right to proceed with caution.

Cllr Goble sought the advice of the ESCC Director of Public Health, and his response is appended.

Conclusions

This is a sensitive matter that cannot simply be resolved by a vote.

Measures will have to be found to accommodate all Councillors and staff.

Recommendations

No change to current arrangements; to be reviewed in early 2022.

Implications

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

<u>Financial</u>	Repair of hearing loops. Additional costs of any other measures agreed.
<u>Legal</u>	Equalities Act (2010), and the Public Sector Equality Duty. Hearing difficulties may hinder decision making.
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Covid safety. Equal access to meeting for Councillors, staff and the public.

Appendices/Background papers

Advice of the ESCC Director of Public Health



Department of Public Health

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7 September 2021

Councillor Alan Goble
Badger House
70c Telscombe Road
Telscombe Cliffs
East Sussex
BN10 7UH

Dear Councillor Goble

RE: Covid Safety in Council Meetings

Following our conversation yesterday, I would like to set out my recommendations for managing in-person Town Council meetings in a Covid-safe manner.

Meetings should be held that reduce the likelihood of transmission of the virus through greater social distancing; increased ventilation; and reducing the overall contact time. With the options you have available to Peacehaven Town Council, I would recommend that you continue using the sports hall, as this allow for greater distancing and increased ventilation. Cases currently are hugely greater than at the same time last year, so we are approaching winter with a higher baseline which makes it most important that, despite restrictions being eased, we all do what we can to reduce risks of transmission.

I am very happy to discuss this with other members or officers of the Town council

Yours sincerely

Darrell Gale FFPH
Director of Public Health
East Sussex County Council