

DRAFT MEETINGS SCHEDULE 2020-21

2020			Regular Business
Tuesday 12 th May	Annual meeting		<i>Annual return</i>
Tuesday 19 th May	Planning & Development	Regen & Strategic Development	
Tuesday 9 th June	Planning & Development	Environment & Amenities	
Tuesday 30 th June	Planning & Development	Promotion, Partnership & Finance	
Tuesday 21 st July	Planning & Development	Full Council	
Tuesday 11 th August	Planning & Development	Regen & Strategic Development	
Tuesday 8 th Sept	Planning & Development		
Tuesday 22 nd Sept	Planning & Development	Environment & Amenities	<i>Budget suggestions</i>
Tuesday 13 th Oct	Planning & Development	Full Council	<i>Budget suggestions</i>
Tuesday 3 rd Nov	Planning & Development	Regen & Strategic Development	<i>Budget suggestions</i>
Tuesday 17 th Nov		Promotion, Partnership & Finance	<i>Grant Aid/funding applications and budget suggestions only</i>
Tuesday 24 th Nov	Planning & Development	Environment & Amenities	
Tuesday 15 th Dec	Planning & Development	Promotion, Partnership & Finance	<i>Budget & precept</i>
2021			
Tuesday 12 th Jan	Planning & Development	Full Council	<i>Budget & precept</i>
Tuesday 2 nd Feb	Planning & Development	Regen & Strategic Development	
Tuesday 23 rd Feb	Planning & Development	Environment & Amenities	
Tuesday 2 nd March		Promotion, Partnership & Finance	<i>Grant aid only</i>
Tuesday 16 th Mar	Planning & Development	Promotion, Partnership & Finance	<i>Youth Club funding Summer holiday activities funding Fish Festival Funding</i>
Tuesday 6 th Apr	Planning & Development	Full Council	
Tuesday 27 th April	Planning & Development		
Tuesday 11 th May	Annual Meeting		<i>Annual return</i>



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Clerk to the Council

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To: Full Council Meeting **Agenda Item 10.**

Date: 14th January 2020

Report Contact: Clerk to the Council

Subject: **Budget and Precept 2020-21**

1. The purpose of this report is to present the draft budget for 2020-21 to Full Council for its ratification and adoption, thus setting the Newhaven Town Council Precept at £539,506 for that financial year.

Devolution

2. At the time of writing this report East Side Rec and Valley Road Parkour and Play Area are now in Town Council ownership and therefore form part of our Precept going forward at a cost of £23,500 and £3,510 (including 2.5% inflation) respectively.
3. Information from Lewes District Council (LDC) has indicated that throughout the continuum of Devolution, sites yet to be devolved will remain within the current Grounds Maintenance Contract managed by LDC, which has recently been extended to 31/3/2023.
4. The East Side Rec and Valley Road Parkour sites will be recharged for by LDC, whilst for the remaining sites it is anticipated that the contract costs will be paid for by LDC through Special Expenses up to and including the financial year they are to be devolved to the town council.

Criteria used to develop the Budget:

5. In developing this draft budget (Appendix A), each account line has been examined by the Clerk and the RFO in terms of;
 - Actual expenditure of the previous FY, expenditure for 2019-20 to date, together with forecast expenditure to 31 March 2020,
 - The application of a 2.5% inflationary increase across all expenditure lines
 - Any permitted 'carry forwards' to 2020/21, and
 - Any requests for budgetary provision by relevant committee's and/or elected members

All recent quotations for necessary works approved at the Environment & Amenities Committee 26/11/19 have been factored into this budget.

LDC Grant and Council Tax Base

6. At the Promotion, Partnership and Finance meeting held on December 17th 2019 the Clerk reported that whilst developing the draft budget he had written to LDC on 26th November for the following information for the FY 2020-21
 - The Lewes District Council Grant to Newhaven Town Council, and
 - The Council Tax Base
7. As the same information remained outstanding up to the date of that meeting, an estimated figure of £12,000 had been utilised for the Lewes District Council Grant and last year's figure of 3826.6 for the Council Tax Base has been used again. At that time, it was anticipated that the latter would increase for 2020-21 with the effect that even though our precept had risen, the Council Tax Base (CTB) for Newhaven would experience a proportionate decrease.
8. On December 18th LDC notified the council that the payment of the Grant will cease, and that the CTB figure had been calculated at 3693.8. The Clerk queried this and an apparent disparity of this value for 2019-20 and received the following response;
 - That the CTB for 2019-20 had initially been calculated incorrectly at 3826.6. This was amended to 3739.1 but the Precept adjusted to ensure that the Council Tax remained unchanged for Newhaven at £132.09
 - The tax base for 2020/21 has been calculated following the Local Authorities (Calculation of Tax Base) (England) Regulations 2012. Using the latest valuation listing for each parish, LDC adjusts for any discounts for second homes and empty properties etc, then adds any premiums for long term empty properties, estimates of new dwellings and finally deducts the impact of the Local Council Tax Reduction Scheme.
 - For Newhaven one of the major year on year changes has been the assumption made for new properties being built and completed in 2019/20. Last year it had been assumed there would be an additional 74 new properties, however the latest valuation list has only increased by 18 properties – this means the estimate was too high and therefore this has resulted in a reduction for 2020/21 to 3693.8.
9. As a result of this information the Clerk informally consulted with members of the Promotion, Partnership & Finance Committee on 23rd December to present a revised draft budget resultant of the information at 8 together with a range of options to consider.
10. At this meeting members considered the options suggested by the Clerk and following a line by line analysis of the budget a hybrid approach was agreed incorporating the following amendments;
 - A new proposed budget for the Bandstand – result: capped at £5K
 - 302.4300 Citizens Advice Bureau, a reduction in budget – result: £11K to £8K
 - 302.4513 Youth Club Support, a reduction in budget – result: £12K to £10K
 - 302.4526 School Holiday Activities, a reduction in budget – result: £10.5K to £8.5K
 - 302.4528 Denton School Crossing patrol – cessation of financial provision. £3750
 - 302.4529 SCDA Youth Centre Denton Island – cessation of financial provision. £10K
 - 360.4215 Miscellaneous Grants – Capped at £7.5K
 - 360.4218 Partnership Cont/Event Support – Capped at £7.5K
 - 301.4511 Tree Wardens, a reduction in budget – result: £3K to £1K
 - 102.4002 Staff Support – cessation of provision. £12K
 - Provision of new 'Subsistence' expenditure code under Cost Centre 102 totalling £500 by way of a 'carry forward' from 102.4010 Training Staff & Councillors (2019/20).

Draft Precept

11. Those committee members present instructed the Clerk to revise the draft budget accordingly and that a draft Precept of £539,506 is required

Effect on Council Tax

12. The Band D annual charge for 2019/20 was £132.09.

To find the effect on a Band D Council Taxpayer the Precept is divided by the Council Tax Base (3693.8). This produces a Band D annual charge of £146.06 for 2020/21.

This results in an increase of £13.97 for Newhaven Town Council as part of the annual Council Tax payable by a Band D council taxpayer for 2020/21, equating to an additional £1.16 per calendar month.

Elected members are asked to bear in mind that the continued future devolution of sites to Newhaven Town Council will likely increase the Town Precept in future years as and when they are completed.

Recommendations:

13. That the Council ratifies and adopts this draft budget, thus setting the Newhaven Town Council Precept at £539,506 for coming financial year (2020/21).

Newhaven Town Council 2020/21 Annual Budget - By Centre												
	Last Year Budget	Actual	Brought Forward	Net Virement	Current Year Agreed	EMR	Total	Actual YTD	Next Year Agreed	EMR	Carried Forward	Narrative
REGENERATION & STRATEGIC DEVELOPMENT												
100	Regeneration & Strategic Dev											
1012		72,000						1,000			1,000	c/f to expenditure code 4218-100
1015		-						-			-	
		72,000						1,000			1,000	
4218	Partnership Cont/Event Support	5,500	4,047	1,453	9,000	-	10,453	9,961	7,500	-	492	Newhaven Festival & other events
	Bandstand								5,000			
4229	District Heating Study	-	7,000	72,000	-	-	72,000	3,000	-	-	69,000	c/f unspent
4233	Neighbourhood Plan	954	550	404	-	-	404	320	-	-	4,063	c/f unspent
4242	Coastal Communities	4,074	-	4,074	-	-	4,074	11	-	-	-	c/f unspent
4245	Pocket Park Project	28,195	27,251	944	-	-	944	-	-	-	-	c/f unspent
4247	Match Funding Reserve	30,000	5,250	24,750	-	-	24,750	2,280	5,000	-	27,030	c/f unspent
4500	Professional Fees	3,000	5,448	-	5,000	-	5,000	2,120	5,000	-	-	
	Overhead Expenditure	71,723	49,546	103,625	-	-	117,625	13,132	17,500	-	100,585	
	Movement to/(from) Gen Reserve	-	71,723	-	-	-	-	12,132	-	-	-	
PROMOTION, PARTNERSHIP & FINANCE												
101	Administration & Office Costs											
1050	Miscellaneous Income	-	183	-	-	-	-	1,700	-	-	-	
1091	LDC Grant	28,718	28,718	-	34,118	-	34,118	34,118	-	-	-	
1176	Precept Received	457,813	457,813	-	493,892	-	493,892	493,892	1,000	-	-	
1190	Interest Received	1,000	2,536	-	1,025	-	1,025	1,663	1,000	-	-	
	Total Income	487,531	489,067	-	529,035	-	529,035	531,373	1,000	-	-	
4012	Rates	5,500	3,702	-	5,638	-	5,638	2,520	3,875	-	-	
4014	Utilities, Elec/Water/Sew/Fire	3,193	1,718	-	3,500	-	3,500	1,020	3,588	-	-	
4015	Repairs and Maintenance	2,679	2,211	-	2,800	-	2,800	1,649	2,870	-	-	
4017	IT Support	9,731	11,095	-	10,000	-	10,000	6,505	11,850	-	-	
4021	Communications	4,202	3,046	-	4,300	-	4,300	1,504	4,408	-	-	This will include RBS Support & Year End
4022	General Office Costs	2,101	2,988	-	3,000	-	3,000	828	7,075	-	-	Includes £200 for Voip
4023	Printing & Stationery	5,894	4,994	-	5,000	-	5,000	2,241	5,125	-	-	£4000 towards updating office CCTV
4025	Insurance	6,700	6,386	314	6,868	-	7,182	5,988	7,040	-	-	
4028	Elections	21,000	3,947	17,053	5,000	-	22,053	-	5,000	-	22,053	Building up for next Gen Elec + 2 By Elect
4057	Audit Fees	2,200	2,150	-	2,255	-	2,255	1,310	2,311	-	-	
4058	Bank Charges	793	627	-	800	-	800	377	820	-	-	
4060	Loan Charges	11,010	11,002	-	11,010	-	11,010	11,002	11,010	-	-	
4081	Membership Subscriptions	3,090	2,614	-	3,100	-	3,100	2,632	3,478	-	-	
4090	Superannuation-Past Employees	670	678	-	690	-	690	696	700	-	-	
4150	Consumables	102	90	-	200	-	200	74	205	-	-	
	Overhead Expenditure	78,865	56,348	17,367	64,161	-	81,528	38,346	69,055	-	22,053	

Newhaven Town Council 2020/21												
Annual Budget - By Centre												
	Last Year Budget	Actual	Brought Forward	Net Virement	Current Year Agreed	EMR	Total	Actual YTD	Next Year Agreed	EMR	Carried Forward	Narrative
	- 17,715	- 17,652	- 76	-	- 16,500	-	- 16,576	- 7,924	- 15,000	-	-	-
ENVIRONMENT & AMENITIES												
150 Cemetery-Building & Grounds												
1150	30,000	50,007	-	-	25,000	-	25,000	30,265	50,000	-	-	-
	30,000	50,007	-	-	25,000	-	25,000	30,265	50,000	-	-	-
4012	2,640	2,612	-	-	2,700	-	2,700	2,939	3,012	-	-	-
4014	1,000	493	-	-	1,100	-	1,100	205	1,100	-	-	-
4015	18,636	3,457	15,179	-	3,000	-	18,179	2,195	5,000	-	-	-
4016	72,032	60,760	11,272	-	74,000	-	85,272	39,345	55,594	-	-	-
4029	24,000	-	24,000	-	8,000	-	32,000	-	-	-	32,000	Building money to renew changing rooms
	118,308	67,322	50,451	-	88,800	-	139,251	44,274	64,706	-	32,000	
	- 88,308	- 17,315	- 50,451	-	- 63,800	-	- 114,251	- 14,009	- 14,706	-	- 32,000	
201 Denton Social Centre												
1010	8,000	11,922	-	-	9,000	-	9,000	6,928	8,000	-	-	-
	8,000	11,922	-	-	9,000	-	9,000	6,928	8,000	-	-	-
4012	2,679	2,640	-	-	2,700	-	2,700	1,800	2,768	-	-	-
4014	3,000	2,245	-	-	3,000	-	3,000	737	3,000	-	-	-
4015	3,235	951	-	-	3,320	-	3,320	111	3,000	-	-	-
4150	250	151	-	-	250	-	250	95	250	-	-	-
	9,164	5,987	-	-	9,270	-	9,270	2,743	9,018	-	-	-
	- 1,164	- 5,935	-	-	- 270	-	- 270	- 4,185	- 1,018	-	-	-
202 East Side Social Centre												
1010	14,000	14,358	-	-	14,000	-	14,000	7,008	10,000	-	-	-
	14,000	14,358	-	-	14,000	-	14,000	7,008	10,000	-	-	-
4012	1,156	1,152	-	-	1,160	-	1,160	786	1,208	-	-	-
4014	3,677	4,359	-	-	3,769	-	3,769	1,740	5,000	-	-	-
4015	2,773	338	-	-	2,700	-	2,700	51	1,500	-	-	-
	7,606	5,849	-	-	7,629	-	7,629	2,577	7,708	-	-	-
	- 6,394	- 8,509	-	-	- 6,371	-	- 6,371	- 4,431	- 2,292	-	-	-
												Work out income from NIPPERS

Newhaven Town Council 2020/21 Annual Budget - By Centre												
	Last Year Budget	Actual	Brought Forward	Net Virement	Current Year Agreed	EMR	Total	Actual YTD	Next Year Agreed	EMR	Carried Forward	Narrative
203	Lewes Road Social Centre											
1010	Hall Hire Charges	5,678	-	-	4,000	-	4,000	3,283	3,500	-	-	-
	Total Income	5,678	-	-	4,000	-	4,000	3,283	3,500	-	-	-
4012	Rates	888	-	-	900	-	900	606	931	-	-	-
4014	Utilities, Elec/Water/Sew/Fire	1,262	-	-	1,350	-	1,350	713	1,500	-	-	-
4015	Repairs and Maintenance	20,926	20,379	-	8,000	-	28,379	7,203	8,200	-	21,152	c/f unspent (Via to another code) £3k CCTV for Office Remainder pass to EastSide Changing Room
4150	Consumables	256	158	-	250	-	250	95	250	-	-	-
	Overhead Expenditure	23,334	20,379	-	10,500	-	30,879	8,617	10,881	-	21,152	-
	Movement to/(from) Gen Reserve	-	2,850	-	-	-	26,879	5,334	7,381	-	21,152	-
204	Meeching Hall											
1010	Hall Hire Charges	5,000	5,661	-	5,000	-	5,000	4,061	5,000	-	-	-
	Total Income	5,000	6,661	-	5,000	-	5,000	4,061	5,000	-	-	-
4012	Rates	1,978	1,992	-	2,100	-	2,100	2,038	2,089	-	-	-
4014	Utilities, Elec/Water/Sew/Fire	3,888	2,575	-	4,000	-	4,000	1,712	4,000	-	-	-
4015	Repairs and Maintenance	2,657	2,007	-	2,723	-	2,723	1,846	2,791	-	-	-
4150	Consumables	264	222	-	250	-	250	100	250	-	-	-
4160	Building Improvements	165,000	2,560	-	-	-	162,440	-	-	-	162,440	c/f
	Overhead Expenditure	173,787	9,356	-	9,073	-	171,513	5,696	9,130	-	162,440	-
	Movement to/(from) Gen Reserve	-	168,787	-	4,073	-	166,513	1,635	4,130	-	162,440	-
301	Community Services											
1151	Memorial Slat on Bench	660	173	-	300	-	300	183	300	-	-	-
1160	Allotment Income	1,166	763	-	750	-	750	38	800	-	-	Work figure out
1172	CL Income	-	-	-	-	-	-	8,975	-	-	-	-
1175	Grass Verge Income	-	2,610	-	2,610	-	2,610	2,610	2,610	-	-	-
1178	Misc Income	-	-	-	-	-	-	8,951	-	-	-	-
	Total Income	1,826	3,546	-	3,660	-	3,660	20,757	3,710	-	-	-
4200	CCTV Maintenance/Operating	5,000	4,479	-	9,125	8,167	17,292	1,295	13,353	-	-	-
4201	Bins & Dog Bins/Emptying	350	66	-	320	-	320	130	700	-	-	14 x 0.85 per bin 52 weeks per year
4202	Defibrillator Elec/Pads	-	-	-	250	-	250	130	250	-	-	-
4210	Christmas Lights	14,000	14,345	-	14,350	-	14,350	-	14,350	-	-	-
4211	Reinstatement of Ponds	20,000	11,200	8,800	-	-	8,800	1,750	-	-	7,050	c/f unspent
4212	Lewes Rd Play Equipment	90,000	90,000	-	-	-	-	-	-	-	-	-
4213	Grass Verge Expenditure	3,000	1,461	-	10,000	-	10,000	7,676	10,588	-	-	-
4230	Play Areas	3,000	1,461	-	3,000	-	3,000	7,457	3,000	-	-	-
4234	Environmental Enhancements	16,679	12,351	4,328	15,000	-	19,328	18,036	16,514	-	-	£10,000 one bus shelter/£1514 Wild Flowers



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To: Full Council **Agenda Item 11.**

Date: 14th January 2020

Report contact: Clerk to the Council

Subject: **Refurbishment of Meeching Hall**

1. The purpose of this report is to ask members to consider and select one of three proposed options, or alternatively a hybrid of one or more, regarding the future refurbishment of Meeching Hall.

Background:

2. The project to refurbish Meeching Hall has been under consideration since 2014 and arose originally as a result of the desire to provide proper disabled access to the main hall, including wheelchair accessible toilets.
3. At the meeting of the then Policy & Resources Committee held on 16th December 2014, the committee resolved to proceed with a project to provide disabled access and refurbish the kitchen and to recommend to Council that a budget be created out of reserves and placed under the remit of the committee to enable the project to be carried through to fruition. Council duly created a budget of £60,000 at its meeting on 13th January 2015.
4. During 2015, no progress was made on the project due to negotiations taking place regarding the use of the first floor of the library building as town council offices/new community hall. However, in November 2015 Council decided to withdraw from these negotiations and in June 2016 the Policy & Resources Committee authorised the Clerk to now act on its resolution of 16th December 2014.
5. At its meeting in October 2016 the Policy & Resources Committee looked at quotations for platform lifts to provide disabled access to the main hall and asked the previous Clerk to investigate alternative options.
6. At its meeting in February 2017 the Policy & Resources Committee decided on the type of platform lift also resolving:

- To ask the Clerk to obtain a quotation for the same sort of chairs as the Hillcrest Community Centre has recently purchased and bring this back to the next committee meeting.
- Not to pursue a funding application to Veolia, but instead to finance the work out of the earmarked reserve.

The committee also wished to include the following in the refurbishment where funds permitted:

- Additional electrical sockets, including in the 'Green Room'.
- The refurbishment of the toilet behind the stage.
- Improved heating, including modern radiators and the removal of the existing electrical heaters.
- More attractive LED lighting.
- Possibly double-glazed windows

7. Following the reorganisation of the town council's committee structure in May 2017, the responsibility for this project passed to the Environment & Amenities Committee. At its first meeting in June 2017, the committee approved the appointment of a new Quantity Surveyor, authorised the Clerk to purchase new chairs for the hall, asked the Clerk to set up a working group and authorised the Clerk to arrange for structural and asbestos surveys of the hall. These surveys were completed circa August 2017.
8. Due to the passage of time, the results of the surveys and the additional items mentioned in (5) above, it was necessary for the costs of the project to be re-evaluated. The architect then drew up more detailed technical drawings and specifications ready to go to tender. These were taken to a meeting of the Working Group held on 27th March 2018. The members of the Working Group were Councillors Paul Boswell, Charlie Carr, Pat Clarke and Angela Simmons.

Meeting of Working Group:

9. The structural survey undertaken in August 2017 highlighted that the fibre cement corrugated sheets to the roof and walls of this extension are no longer serving their purpose satisfactorily and should be stripped off. The alternative considered by the Working Group was not to replace the extension, but instead to allow it to continue to deteriorate with a view to perhaps replacing it at a later stage as a separate project.
10. The Working Group considered the following arguments in favour of carrying out a full refurbishment:
 - The town council's agreed Business Plan includes as a priority "To improve or replace social centres where opportunity arises"
 - Disability Discrimination Act compliance – opening the facility up to people with physical disabilities
 - Bringing the hall up to 21st century standards and creating a much more user-friendly atmosphere for everyone
 - Possibly attracting new users as a result of this and also making the green room more flexible
 - Conserving an architecturally interesting building
 - Looking after the town council's assets on behalf of the town

11. The Working Group also considered the following arguments against carrying out a full refurbishment:
- The expense of the project
 - The likelihood that the town council will never recoup the costs of the refurbishment from revenue received from hiring the building. If the town council put hire charges up the building could not compete with other halls for hire in the town.
 - The possibility that Meeching Amateur Dramatic Society may not continue in future years.
 - People generally seem to use public halls less these days for things like wedding receptions or family parties
 - Duplication of facilities that can be found elsewhere in the town. It was however noted that the stage is not a facility that is available elsewhere and that the number of users hiring Meeching Hall indicates that other halls may not work for some users.
12. Following careful deliberation, the Working Group decided it would like to carry out a full refurbishment of the hall, including the replacement of the extension in masonry. The Working Group asked the architect to amend the plans for the extension to enable it to be more readily let separately from the main hall.
13. In order to facilitate this approach, at its meeting of April 17th 2018 Full Council resolved that the then earmarked reserve for this project be increased to £165K.
14. Following the publication of these works for Tender in March 4th 2019, the cheapest tender of six received was in excess of **£225K**, 36% above budget. As a result, further progress on the project was paused whilst the then current Clerk retired, and her successor was appointed in September 2019.
15. Given the aforementioned circumstances the incoming Clerk has revisited the project and in October 2019 sought additional work from the same Quantity Surveyor and Architect involved to date to produce a revised Bills of Quantities for a 2-phased approach to the project.
16. Phase 1 has been determined to address DDA compliance, revamp of toilets and kitchen together with installation of a new heating system with capacity for the whole building. Cost - £109,876.
17. Phase 2 has been determined as those remaining works to facilitate the stage, 'green room' backstage and hall areas with a qualitative scaling back of some finishes, lighting and sound attenuation. Cost - £105,444.
18. Total budget currently available is £165K. The total indicative cost of both phases would be £215,320, and again be subject to marketplace fluctuations.
19. Notwithstanding the circumstances outlined to date, the Clerk is of the professional opinion that action is required by the council with regards to this asset, as the overall fabric of the already aged building is likely to decline quickly over time; a significant concern currently being the safe and continued operation of the heating system for the building. At a safety and servicing visit in October 2019, a British Gas engineer

indicated that the present heating system was now obsolete in terms of available spare parts and may well irrevocably fail in the next 1-2 years.

Future Options and Analysis:

20. Option 1.

- **Postpone the Meeching Hall refurbishment project as it stands.**
- **Seek an up to date valuation report for its development and ultimate sale with potential outline planning permission.**
- **In parallel to this, commission an architectural design and community needs analysis for new build provision at the East Side Rec.**

21. The estimated costs of this approach are anticipated to be circa £5-10K.

22. Advantages;

- A financially successful sale of the site should facilitate council aspirations in the context of a new purpose-built community building at East Side Rec., in order to keep pace with increasing residential development in the East Side area of the town. Combined with any potential sale of the East Side Hall site would significantly aid this aspiration.
- Sale of the site would remove any ongoing legislative compliance works (DDA etc), and ongoing maintenance and future refurbishment costs of the building.
- The sale will help rationalise the number of this type of facility currently operated by the council.
- In a Valuation Report commissioned in July 2015, the Meeching Hall site was notionally valued at £250K.

23. Disadvantages;

- Following sale, a loss of rental income would be experienced, circa £5000 pa whilst a key community group within the town would be left without a suitable facility for their needs. That said, the benefits derived from the sale would likely outweigh the latter providing opportunity for theatre/stage provision being made in any future community build at the East Side Rec.
- In the aforementioned Valuation Report, the valuer commented that given the narrow frontage of the site any development would be somewhat hemmed in by the surrounding properties, therefore depreciating the completed value of any development and thus having a knock-on effect to overall site value in this context.

24. Option 2.

- **Implement Phase 1 of the refurbishment project and advertise the Tender of works identified**
- **In parallel to this, commission an architectural design and community needs analysis for new build provision at the East Side Rec.**

25. The estimated cost of this approach is anticipated to be circa £109,876 + £4/9K.

26. Advantages of this approach are as follows;

- It provides overall flexibility in approach for the council, e.g., Phase 2 can be earmarked for a later date, if at all
- Subject to successful tendering and the market forces at hand, Phase 1 should be achievable within the existing budget of £165K
- Phase 1 improves the basic fabric of the building and extends its operational life in the short to medium term providing a window for the previously mentioned architectural and community needs analysis and planning permissions to further assist the council's overall decision making.

27. Disadvantages;

- The Phase 1 refurbishment could be viewed potentially as a loss should the Meeching Hall site subsequently be sold for development.
- The possible 'self-funding' of any new community provision at the East Side Rec., may be hampered without the sale of this site for development.

28. Option 3.

- **Increase budget provision from £165K to £270K and retender for both Phases to be delivered simultaneously/consecutively.**

29. Advantages;

- Tendering both phases of the renovation works achieves greater economies of scale and is also more likely to be successful in procuring the works with a 64% increase (£105K) in the budget.
- Such renovation will render the building legally compliant and fit for purpose for at least the next 10-15 years
- Certain community groups will not be adversely affected in the medium to long term.

Cont.,

30. Disadvantages;

- The proposed increase with this option has not been factored into the 2020/21 precept/budget.
- The refurbishment could potentially be viewed as ill-advised given that the site may subsequently be sold for development.
- Additional funding of £105K would be required from existing reserves

Recommendation:

31. The purpose of this report is to ask members to consider and select one of three proposed options, or alternatively a hybrid of one or more, regarding the future refurbishment of Meeching Hall.



NEWHAVEN TOWN COUNCIL

Ken Dry
Clerk to the Council

TOWN COUNCIL OFFICES
18 FORT ROAD
NEWHAVEN
EAST SUSSEX
BN9 9QE

Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Full Council Meeting **Agenda Item 12.**

Date: 14th January 2020

Report Contact: Clerk to the Council

Subject: **Parking Bollards – The Co-Op Store, Fort Road**

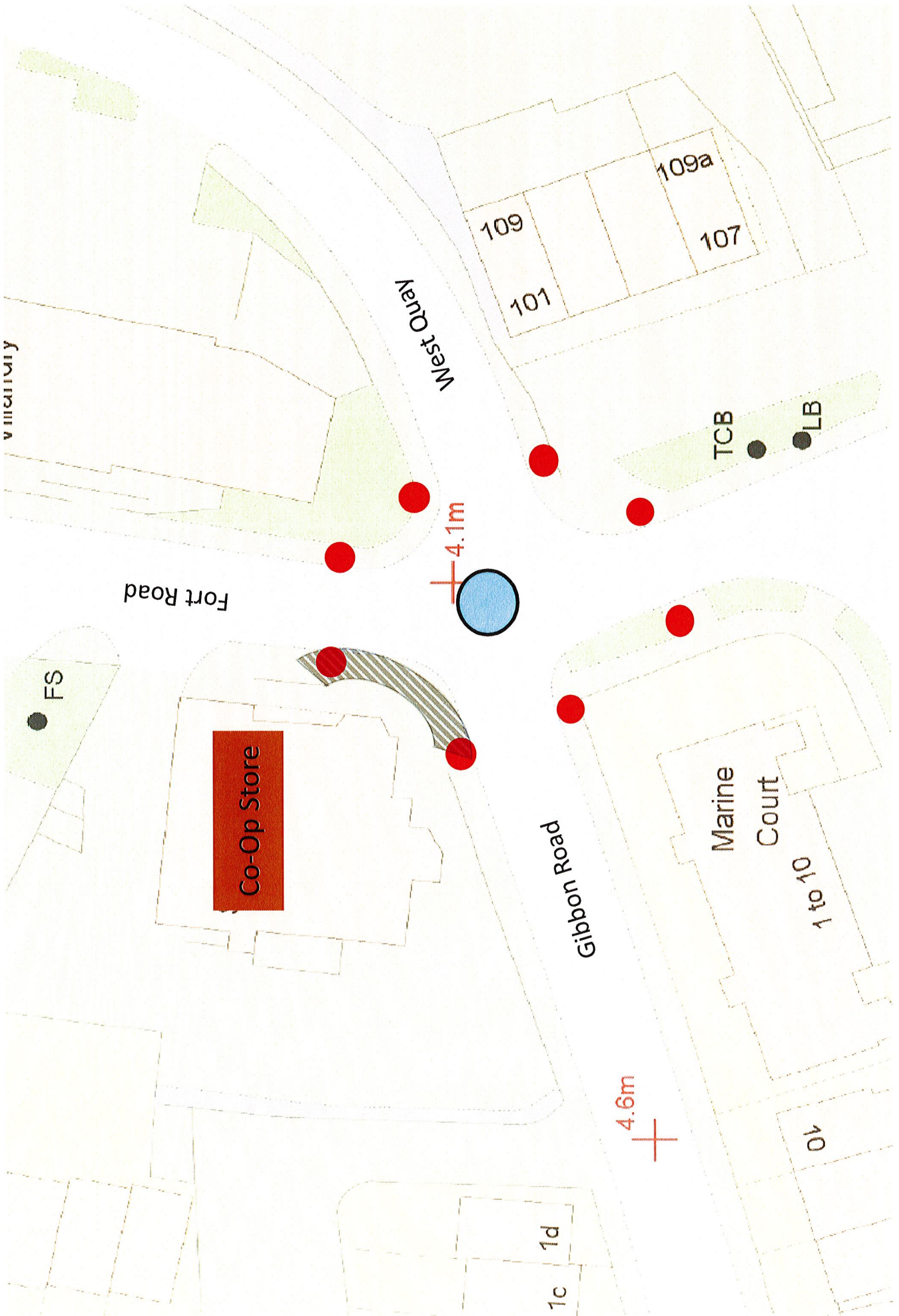
1. The purpose of this report is to request the consideration and agreement to the provision of kerbside bollards immediately adjacent/outside of the Co-Op Store at the junction of Fort Road, Gibbon Road and West Quay.
2. That the Clerk be authorised to seek relevant licenses and quotations for this work for a subsequent meeting of the Environment & Amenities Committee.

Background

3. At the Strengthening Local Relationships meeting on November 29th 2019, Councillor Graham Amy aired his serious concern with the increasingly regular 'on-kerb' parking of motor-vehicles by drivers making purchases in the shop (north-west corner of Fort Road and Gibbon Road which includes a mini-roundabout), despite adequate parking provision to the rear of the shop. See attached plan Appendix 1.
4. Anecdotally, this location is already a very busy junction for motor vehicles, with the volume of traffic likely to increase significantly as housing development across this part of the town is realised. The illicit parking of motor-vehicles, no matter how short-term, invariably causes a narrowing of Fort Road on its approach to the mini-roundabout and exiting the same from the opposite direction.
5. This increases the risk of vehicular collision and the possible injury of pedestrians who legitimately cross the road at this point utilising the drop kerbs already installed at this location.

Recommendations:

6. That the Council considers the matter at hand and where relevant instructs the Clerk to seek relevant license permissions and quotations for this work to be reported to a subsequent meeting of the Environment & Amenities Committee.



List of Payments made between 01/10/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Computer-Eyez (South) Ltd	DD06	866.40		IT Master Agreement
02/10/2019	E-On Energy Solutions Ltd	DD10	59.44		East Side SC - Electricity
03/10/2019	E-On Energy Solutions Ltd	DD08	72.06		NTC Offices - Electricity
03/10/2019	E-On Energy Solutions Ltd	DD12	50.53		Lewes Rd Hut - Electricity
07/10/2019	Barclays	DD	56.86		Comission Charges 13Aug-12Sept
10/10/2019	Action in Rural Sussex	112634	25.00		Conference - SM
10/10/2019	Atlanta Cook	112635	300.00		Oceans 8 Campaign Consultancy
10/10/2019	Bonny's Wood	112636	2,304.00		Reed Clearing - Valley Ponds
10/10/2019	Decimus Designs	112637	219.99		Amendments to Mapping/Plans
10/10/2019	HSBC Invoice Finance (UK) Ltd	112638	62.94		Hand Towels/Toilet Rolls
10/10/2019	George Rose Office Products Lt	112639	38.39		Sellotape Sticky Hook Spot
10/10/2019	Lewes District Council	112640	6,441.56		Licence Re G/works Bandstand
10/10/2019	Lewes District Council	112641	1,070.00		Non Domestic Rates 2019/20
10/10/2019	Natural Voice Network	112642	100.00		Festival Shanty Workshop
10/10/2019	Pipers News	112643	8.10		Office Clippings
10/10/2019	Playdale Playgrounds Ltd	112644	22.96		Climbing Frame - Valley Rd Rec
10/10/2019	SouthCoast Locksmiths Ltd	112645	105.97		Keys Cut
10/10/2019	SSALC Ltd	112646	182.00		New Clerks Induction 16tOct KD
10/10/2019	Tim Jordan Grounds Maintenance	112647	968.00		September Verge Cut
10/10/2019	C J Thorne & Co Ltd	112648	2,087.40		Repair damaged headwall - Pond
10/10/2019	Tansleys Printers	112649	52.80		Business Cards/ID Badge
10/10/2019	Trade UK Account	112650	144.07		Electrical Tape
10/10/2019	2nd Denton & South Heighton Sc	112651	100.00		Donation - Newhaven Matters
10/10/2019	3rd Newhaven Scouts	112652	100.00		Donation - Newhaven Matters
10/10/2019	Friends of Riverside Park	112653	100.00		Donation - Newhaven Matters
10/10/2019	South Heighton Parish Council	112654	100.00		Donation - Newhaven Matters
15/10/2019	Advo Payroll	DD01	56.64		Payroll Costs
18/10/2019	Macquarie Corporate & Asset Fi	DD07	81.70		3Del OptiPlex Computers Rental
18/10/2019	E-On Energy Solutions Ltd	DD09	38.49		Denton SC - Electricity
18/10/2019	E-On Energy Solutions Ltd	DD11	34.45		Meeching Hall - Electricity
18/10/2019	Southern Electric	DD16	42.31		NTC Offices - Gas
19/10/2019	Southern Electric	DD15	43.61		CCTV Electricity
20/10/2019	British Telecommunications Plc	DD02	91.44		Tel 01273 513439
20/10/2019	British Telecommunications Plc	DD03	45.38		Fax 01273 611175
20/10/2019	British Telecommunications Plc	DD04	30.48		Tel 01273 516100
20/10/2019	Premier Office (UK) Ltd	DD13	60.24		Print Usage - Toshiba Copier
20/10/2019	Southern Electric	DD17	112.71		Meeching Hall - Gas
21/10/2019	EE	DD	62.99		Office Mobiles
23/10/2019	Ellis Whittam Ltd	DD	388.50		Combined Core - Year 1
24/10/2019	STAFF	BACS	10,329.68		Salaries - October 2019
24/10/2019	Serco	DD	3,024.46		Staff Pensions - October 2019
24/10/2019	Inland Revenue	DD	2,890.24		Staff PAYE & Inc Tax Oct 19
25/10/2019	BNP Paribas Leasing Solutions	DD05	685.66		Copier Rental Agreement
28/10/2019	Bay Media Ltd	112656	2,518.80		Best of Newhaven Banners
28/10/2019	City Electrical Factors	112657	4.79		10w led Bulb
28/10/2019	George Rose Office Products Lt	112658	404.25		Office Chair/Bookcase
28/10/2019	Glasdon UK Ltd	112659	191.47		4xGuppy 85Ltr Galv Liners

List of Payments made between 01/10/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/10/2019	Heating Plumbing Supplies	112660	3.19		Nylon Lever Arm
28/10/2019	Lewes District Council	112661	1,070.00		Non Domestic Rates 2019/20
28/10/2019	Lewes District Council	112662	5,901.72		Grounds Maintenance Nov 2019
28/10/2019	Pipers News	112671	6.48		Sussex Express Clippings
28/10/2019	Rhino Rod	112663	84.00		Valley Ponds - Culvert
28/10/2019	Rhoda Funnell	112664	3,870.00		Curator Costs for Newhaven Fes
28/10/2019	RBL Poppy Appeal	112672	51.00		Donation towards wreaths
28/10/2019	SLCC Enterprises Ltd	112665	516.25		3 x Books
28/10/2019	SSALC Ltd	112666	72.00		ESALC Conference - KD
28/10/2019	Ken Dry	112667	160.20		Mileage Claim 356 @ 0.45ppm
28/10/2019	Kevin Lewry	112669	324.00		Mileage Claim 720 @ 0.45ppm
28/10/2019	Nicky Still	112668	14.40		Mileage Claim 32 @ 0.45ppm
28/10/2019	Ruth Durrant	112670	51.75		Mileage Claim 115 @ 0.45ppm
28/10/2019	Credit Cards	DD	75.89		Credit Card Payment
30/10/2019	Public Works Loan Board	DD14	5,501.23		Public Works Loan
01/11/2019	Computer-Eyez (South) Ltd	DD04	866.40		IT Master Agreement
04/11/2019	E-On Energy Solutions Ltd	DD05	80.83		Electricity - NTC Offices
04/11/2019	E-On Energy Solutions Ltd	DD10	55.10		Electricity - Lewes Rd Hut
04/11/2019	Barclays	DD	81.78		Bank Charges 13Sept-13Oct
14/11/2019	Auditing Solutions Ltd	112673	534.00		Internal Interim Audit 19/20
14/11/2019	G Burley & Sons Ltd	112674	612.00		Dwarf Daffodils
14/11/2019	HSBC Invoice Finance (UK) Ltd	112675	157.40		Hand Towel Dispenser & Towels
14/11/2019	Dolphin Ecological Surveys	112676	350.00		Water Vole Survey-Valley Ponds
14/11/2019	East Sussex County Council	112677	132.00		Town Clerk Vacancy Advert
14/11/2019	Elevators Ltd	112678	300.00		Loler Inspection for Lift
14/11/2019	George Rose Office Products Lt	112679	244.17		10 x Foodscap Box Files
14/11/2019	M&H Electrical Services	112680	598.91		Elec Box N/haven Square Repair
14/11/2019	Police & Crime Commissioner fo	112681	989.50		CCTV Maintenance 2nd Qtr
14/11/2019	Rialtas Business Solutions Ltd	112682	585.60		Support/Maintenance
14/11/2019	Trade UK Account	112683	95.43		Cable Ties Duck Fence
14/11/2019	Graham Amy	112685	600.00		Mayoral Allowance 2nd Payment
14/11/2019	Petty Cash	112686	150.00		Petty Cash
15/11/2019	Advo Payroll	DD01	54.12		Payroll Costs
18/11/2019	Macquarie Corporate & Asset Fi	DD11	81.70		3 Dell OptiPlex Rental
19/11/2019	EE	DD02	62.99		Office Mobiles
20/11/2019	British Telecommunications Plc	DD02	31.26		Tel 01273 516100
20/11/2019	E-On Energy Solutions Ltd	DD07	119.68		Electricity - Denton SC
20/11/2019	E-On Energy Solutions Ltd	DD08	40.54		Electricity - Meeching Hall
20/11/2019	E-On Energy Solutions Ltd	DD09	153.05		Electricity - East Side SC
20/11/2019	Premier Office (UK) Ltd	DD12	58.31		Print Usage Toshiba Copier
21/11/2019	Southern Electric	DD13	46.48		CCTV Electricity
22/11/2019	E-On Energy Solutions Ltd	DD06	39.55		Electricity - NTC offices
23/11/2019	Ellis Whittam Ltd	DD	388.50		Combined Core - Year 1
24/11/2019	STAFF	BACS	9,619.47		Salaries/Expenses Nov 2019
24/11/2019	Serco	DD	2,801.78		Staff Pensions - November 19
24/11/2019	Inland Revenue	DD	2,937.95		PAYE Inc Tax & Nat Ins Nov 19
26/11/2019	Business Stream	DD03	44.01		Water Services - Lewes Rd Hut

List of Payments made between 01/10/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/11/2019	Community Transport for the Le	112687	2,003.22		145 Bus Service Funding
26/11/2019	HSBC Invoice Finance (UK) Ltd	112688	21.58		2 x Soap Dispensers
26/11/2019	Clares Office Supplies Ltd	112689	274.78		A5 Diary
26/11/2019	Haven Security Ltd	112690	32.40		Supply/Replace 3 x PAB's
26/11/2019	Heating Plumbing Supplies	112691	48.15		Turgo Adj Syphon
26/11/2019	KMK Productions	112692	61.20		4xPolo Shirt with NTC Logo
26/11/2019	Lewes District Council	112693	1,070.00		Non Domestic Rates 2019/20
26/11/2019	Pipers News	112694	6.72		Sussex Express Office Clipping
26/11/2019	Shelley Signs Ltd	112695	3,654.00		1xA1 Interpretation Panel
26/11/2019	3VA	112696	150.00		Facebook Training Course
26/11/2019	The Window Workshop (Sussex)	112697	108.00		Supply/Fit Glazed Unit
26/11/2019	CTLA	112698	350.00		Grant Aid
26/11/2019	Denton Cat Rescue	112699	199.47		Grant Aid
26/11/2019	Friends of Riverside Park	112700	300.00		Grant Aid
26/11/2019	Meeching Amateur Dramatics	112701	200.00		Grant Aid
26/11/2019	Munchkins	112702	350.00		Grant Aid
26/11/2019	Newhaven Heights Residents Ass	112703	200.00		Grant Aid
26/11/2019	Rotary Club of Newhaven	112706	200.00		Grant Aid
26/11/2019	Sailhaven	112707	250.00		Grant Aid
26/11/2019	RNLI Newhaven	112705	200.00		Grant Aid
26/11/2019	Newhaven Youth for Christ	112704	150.00		Grant Aid
27/11/2019	Credit Cards	DD	684.95		Barclaycard payment
30/11/2019	Computer-Eyez (South) Ltd	DD01	84.00		Hard Drive Destroyed
01/12/2019	Computer-Eyez (South) Ltd	DD06	938.40		Master IT Agreement
02/12/2019	E-On Energy Solutions Ltd	DD12	46.17		Electricity - Lewes Rd Hut
02/12/2019	Computer-Eyez (South) Ltd	DD	306.80		Addition Ram/Repairs to Laptop
05/12/2019	Barclays	DD	60.34		Bank Charges 14Oct-12Nov19
10/12/2019	British Telecommunications Plc	DD03	132.83		Broadband Services
15/12/2019	Advo Payroll	DD01`	145.86		Payroll Costs
18/12/2019	Andrew D Smith BSc FRICS	112708	480.00		Quantity Surveyor - Meeching H
18/12/2019	British Telecommunications Plc	DD02	35.67		Tel 01273 516100
18/12/2019	G Burley & Sons Ltd	112710	1,351.20		Ground remediation - Bandstand
18/12/2019	Macquarie Corporate & Asset Fi	DD07	81.70		3xDell OptiPlex PC Rental
18/12/2019	HSBC Invoice Finance (UK) Ltd	112711	52.90		Disp Gloves/Refuse Sacks
18/12/2019	Clares Office Supplies Ltd	112712	198.74		Stationery
18/12/2019	Lewes District Council	112713	1,070.00		Non Domestic Rates 2019/20
18/12/2019	Lewes District Council	112714	5,901.72		Grounds Maintenance Dec 2019
18/12/2019	M&H Electrical Services	112715	89.14		Instal of LED Floor Light
18/12/2019	Paul Creed	112716	55.00		Landlord Safety Check
18/12/2019	Rialtas Business Solutions Ltd	112717	70.80		Making Tax Digital Support
18/12/2019	SouthCoast Locksmiths Ltd	112718	14.40		Mortuary Keys
18/12/2019	Tansleys Printers	112719	3,396.00		Newhaven Matters Dec 2019
18/12/2019	Tim Jordan Grounds Maintenance	112720	1,868.00		Grass Cutting/Meadow Verges
18/12/2019	Trade UK Account	112721	197.07		Blue Circle Postcrete
18/12/2019	WEL Medical Ltd	112722	155.70		Defib Electrode Pads x 4
18/12/2019	Greenhavens Network	DD	250.00		Grant Aid
18/12/2019	Jason Ede	112724	150.00		Town Criers Guild - Reimburse

List of Payments made between 01/10/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2019	Ted Packham	112725	150.00		Young Mayors Clothing Allowanc
19/12/2019	Business Stream	DD04	210.91		Water Services
19/12/2019	Business Stream	DD05	376.00		Water Services
19/12/2019	EE	DD08	63.54		Office Mobiles
19/12/2019	E-On Energy Solutions Ltd	DD09	152.49		Electricity - Denton SC
19/12/2019	E-On Energy Solutions Ltd	DD10	73.65		Electricity - Meeching Hall
19/12/2019	E-On Energy Solutions Ltd	DD11	596.03		Electricity - East Side SC
20/12/2019	Premier Office (UK) Ltd	DD13	64.93		Print Usage
20/12/2019	Southern Electric	DD14	57.18		CCTV Electricity
23/12/2019	Ellis Whittam Ltd	DD	388.50		Combined Core - Year 1
24/12/2019	STAFF	BACS	9,589.57		Salaries & Expenses Claims
24/12/2019	Serco	DD	2,801.78		Staff Pensions - December 2019
24/12/2019	Inland Revenue	DD	3,024.55		PAYE Inc Tax & Nat Ins-Dec 19
27/12/2019	Credit Cards	DD	356.60		Credit Card Payment

Total Payments 122,944.02