



FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday March 19th 2024 at 7.15pm**

PRESENT: Councillors: Julie Carr (Chair & Town Mayor)
Lesley Boniface (Chair of Environment & Amenities)
Lindsey Macleod (Chair of Personnel)
Pinky McLean-Knight (Chair of Planning & Development)
Graham Amy
Steve Saunders
Shaun Boniface
Krissy Taylor
Mark Wardle
Corina Watts
Jan Woodling

ALSO ATTENDING: Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
Alison Campbell, Responsible Finance Officer (RFO)
Ms. Faustine Bayo, FB Community Consultancy

C087/24 The Chairman opened the meeting and stated that the meeting was being recorded and that the recording would be made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

C088/24 **APOLOGIES FOR ABSENCE**

Cllrs. Bishop and S. Macleod.

C089/24 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

C090/24 **TO NOTE THE PREVIOUSLY AGREED (EMAIL) EXTENDED ABSENCE FROM FUTURE COUNCIL AND COMMITTEE MEETINGS FROM CLLR. THOMAS.**

Noted.

C091/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 16TH JANUARY 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

The Town Clerk informed the Chairman that the date at the head of the draft minutes showed '...January 14th...' when the correct date was in fact January 16th.

RESOLVED:

That these minutes be amended to show the correct meeting date of 'January 16th 2024' and thereafter be signed by the Chairman as a true record of the proceedings.

C092/24 PETITIONS AND PUBLIC QUESTIONS.

None received.

C093/24 TO RECEIVE AN UPDATE FROM PCSO JULES NICHOLSON REGARDING POLICING MATTERS ACROSS THE TOWN AND THE LEWES DISTRICT.

The Town Clerk informed the meeting that PCSO Jules Nicholson had recently tendered her apologies for this meeting, but had supplied a brief email report on current matters.

The Town Clerk read this to the meeting.

C094/24 TO RECEIVE A PRESENTATION FROM MS. FAUSTINA BAYO REGARDING A REVIEW OF THE NEWHAVEN NEIGHBOURHOOD PLAN.

Ms. Bayo presented an overview of her methodology of carrying out this exercise and indicated that such a review would take circa 18 months.

She then answered a range of questions from those councillors present.

Ms. Bayo then left the meeting.

C095/24 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:

Planning & Development	30th January 2024 27th February 2024
Regeneration & Strategic Development	30th January 2024
Environment & Amenities	12th March 2024
Promotion, Partnership & Finance	27th February 2024

All noted.

C096/24 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.

The Town Clerk alerted the meeting to those written reports included within the meeting pack from Maria Caufield MP, Cllr. Sarah Osbourne (ESCC) and a hard-copy email report from Cllr. James MacCleary (County Cllr., Newhaven, South Heighton & Bishopstone) which was tabled at the meeting.

C097/24 REPRESENTATIVES ON OUTSIDE BODIES – TO RECEIVE UPDATES FROM MEMBERS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES AS REPRESENTATIVES OF THE TOWN COUNCIL SINCE THE LAST MEETING OF THE COUNCIL ON 16th JANUARY 2024.

Cllr L Boniface updated the meeting on behalf of Egrets Way, phase 5 is complete, phase 6 is underway, it was slightly delayed because of the Environment Agency and phase 7 is still to be started between Piddinghoe and Southease.

Cllr Saunders updated the meeting on behalf of the South Downs Line Steering Group, the Newhaven Harbour station is now being stopped at by a train service hourly rather than 2 hourly. Bishopstone Station has won awards and the Newhaven Town Station Friends Group requires volunteers to run, Cllr Saunders has two so far. If councillors can think of anyone who might be interested in volunteering, please let Cllr Saunders know. On behalf of the CTLA, Cllr Saunders made a correction to a previous update, the application for CIL monies has not been approved as yet so this is still to happen for a new electric minibus.

Cllr Amy updated the meeting for Lewes District Council, the 18 storey tower at Eastside is to be discussed on the 18th April 2024 and the Harbour Heights Access Arrangements in June 2024.

C098/24 TO CONSIDER AND AUTHORISE THE APPOINTMENT OF A PLANNING CONSULTANT TO UNDERTAKE A REVIEW OF THE NEWHAVEN NEIGHBOURHOOD PLAN – REPORT BY THE DEPUTY TOWN CLERK.

The Deputy Town Clerk summarised her report. Following discussion, it was,

RESOLVED unanimously,

To invite the other two consultant/contractors to a future Full Council meeting to make a presentation regarding their proposed methodology to conduct a review.

C099/24 TO CONSIDER AND RESOLVE FOR OFFICER ACTIONS SURROUNDING THE LEASE OF AN EV VAN FOR TOWN COUNCIL OPERATIONS.

The Town Clerk summarised this report with assistance from the RFO, and following discussion,

It was unanimously,

RESOLVED that the Town Clerk and the RFO be given delegated authority to;

- Source and secure the most financially advantageous lease agreement for an EV Van suitable for the councils ongoing and future operational needs, and
- Provide sight of the lease agreement to Full Council at the earliest opportunity.

C100/24 TO CONSIDER AND ADOPT THE FOLLOWING POLICIES AND PROTOCOL;

- **CIVIC PROTOCOL**
- **HOSPITALITY POLICY**
- **RESERVES POLICY**

Following discussion,

CIVIC PROTOCOL

Cllr. L. Boniface,

PROPOSED that the Civic Protocol before the meeting be adopted as such,

SECONDED by Cllr. Wardle, after which it was

RESOLVED (10 votes in favour, 1 against and 0 abstentions) that the Civic Protocol in its current format before the meeting be adopted.

Following consideration of both the **Hospitality Policy** and **Reserves Policy** placed before the meeting,

It was unanimously,

RESOLVED that both the **Hospitality Policy** and **Reserves Policy** before the Council be adopted.

C101/24 TO PASS A RESOLUTION TO SIGN UP TO THE CIVILITY & RESPECT PLEDGE.

The Town Clerk summarised his report, and following discussion, it was unanimously,

RESOLVED that the Town Council sign up to the Civility & Respect Pledge and that the council adopts the model Councillor-Officer Protocol.

C102/24 TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENT & AMENITIES COMMITTEE TO AUTHORISE EXPENDITURE ON COPPING WORKS AT NEWHAVEN CEMETERY.

Cllr. L. Boniface (Chair of Environment & Amenities Committee) updated the meeting as to the background of this report, and following discussion, it was unanimously,

RESOLVED that the council approves expenditure of **£9970 Ex VAT** for coppicing works at Newhaven Cemetery.

C103/24 TO CONSIDER AND APPROVE EARMARKED RESERVES FOR THE FINANCIAL YEAR 2024-25.

The Town Clerk summarised his report, and following discussion, it was unanimously.

RESOLVED that those Earmarked Reserves (totalling **£534,945**) be adopted for the FY 2024/25.

C104/24 FINANCIAL REPORTS:

- Bank Reconciliation for 1st January to 29th February 2024
- Lists of Payments made for 1st January to 29th February 2024
- List of NTC Credit Card transactions for 1st January to 29th February 2024
- Income and expenditure by committee headings up to 29th February 2024

Noted.

C105/24 EXCLUSION OF PRESS AND PUBLIC - TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE PROJECTS TO BE DISCUSSED.

RESOLVED.

C106/24 CONFIDENTIAL: TO CONSIDER A QUOTATION FOR STAGE 2 REGARDING THE ESTATES & ASSETS STRATEGY FROM CLEAR FUTURES – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report, and following discussion it was unanimously,

RESOLVED, that the council approves the Stage 2 Estates & Assets Strategy quotation of **£43,185.69 Ex VAT** from AECOM Clear Futures.

C107/24 The Chair conveyed the sincere thanks of the council to Maxine Fifield (Deputy Town Clerk) for her work and support throughout her time with the council and stated its best wishes to her as she leaves to take up employment with another Town Council.

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

Date:

Town Mayor

DRAFT