



# FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council  
held at Meeching Hall, 2 Fort Road, Newhaven  
on **Tuesday 16<sup>th</sup> September 2025, at 7.15pm**

**PRESENT:** Councillors: Kim Bishop (Chair & Town Mayor)  
Mark Wardle (Vice Chair)  
James Harrison  
Michael Young  
Shaun Boniface  
Lesley Boniface  
Corina Watts  
Krissy Taylor  
Jo Pettitt  
Jan Woodling  
Jessa Chapman  
Graham Amy  
Steve Saunders

**ALSO ATTENDING:** Ken Dry, Town Clerk  
Stephen Honey, Executive Officer  
Alison Campbell, RFO  
Vanessa Rowlands (Chair SDNPA)  
Suzi McCaig (SCDA)  
Paula Woolven (Havens Communities)  
Angela Akehurst (Treasurer – Meeching & District Bonfire Society)  
X1 Member of Public  
X3 Member of Public (On-Line)

**C046/25** The Chair 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.

**C047/25** **APOLOGIES FOR ABSENCE**

Cllrs., Amy, Carr, McLean-Knight and Cook

Absent: Cllr. Macleod

**C048/25** **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.

**C049/25 TO CONSIDER WHETHER THE MINUTES OF THE ADDITIOAL FULL COUNCIL MEETING HELD ON TUESDAY JUNE 17<sup>TH</sup> 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

**RESOLVED:**

That these minutes be signed by the Chair as a true record of the proceedings.

**C050/25 PETITIONS AND PUBLIC QUESTIONS.**

None received.

**C051/25 TO CONSIDER AND NOTE AN UPDATE FROM OFFICERS OF SUSSEX POLICE.**

Noted.

**C052/25 TO RECEIVE A PRESENTATION FROM VANESSA ROWLANDS, (CHAIR – SOUTH DOWNS NATIONAL PARK AUTHORITY) REGARDING THE SDNPA PARTNERSHIP MANAGEMENT PLAN AND THE LOCAL PLAN.**

Ms. Rowland delivered an informative presentation which was followed by a number of councillor questions. The Council expressed their sincere thanks for her presentation.

**C053/25 TO RECEIVE A PRESENTATION FROM SUZI McCaIG (SCDA) REGARDING THE STRENGTHENING OF PARTNERSHIP WORKING BETWEEN THE TOWN COUNCIL AND SCDA.**

Ms. McCaig delivered an informative presentation which was followed by a number of councillor questions. Ms. McCaig informed the meeting that she would endeavour to arrange the attendance of a number of SCDA Board Members to provide further detail regarding SCDA finances.

**C054/25 TO RECEIVE A PRESENTATION FROM PAULA WOOLVEN REGARDING TRANSFORMATIVE PARTNERSHIP WORKING.**

Ms. Woolven delivered an enthusiastic and interesting presentation which was followed by a number of councillor questions. Cllr. Bishop (Chair) indicated that she would like to be further involved in taking these matters forward.

**C055/25 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:**

**Planning & Development**

**24th June 2025  
29th July 2025  
26th August 2025**

**Regeneration & Strategic Development**

**26th August 2025**

**Promotion, Partnership & Finance**

**24th June 2025**

Noted.

**C056/25 TO CONSIDER AND NOTE THE MOST RECENT UPDATE FROM THE OFFICE OF THE HON., JAMES MACCLEARY MP.**

Noted. Cllr. L. Boniface informed the meeting that a September update would be coming out in the near future.

**C057/25 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.**

Cllr L. Boniface stated she was a Seaford District Councillor and not a Newhaven one, however wanted to inform the meeting, that East Sussex County Council have launched their proposal for a single tier of Local Government for East Sussex as a unitary council referred to as "One East Sussex" this week. Though it has recently transpired that Wealden District Council have withdrawn their support for this and Brighton & Hove City Council's have delayed their proposal for Local Government Reorganisation until 19<sup>th</sup> September.

Cllr Watts informed the meeting that comments and messages regarding flags being put up onto lamp posts in the Denton area have been flooding her inbox, and that having contacted East Sussex County Council (ESCC) is awaiting their action. She requested that should Councillors hear anything regarding this matter, it should be forwarded onto ESCC.

Cllr Watts informed the meeting that she had today attended a meeting regarding noise issues emanating from a Travellers site in Denton. She additionally requested that any comments or messages Councillors receive on this matter should be uploaded to the Lewes District Council planning portal (until 29<sup>th</sup> September). She additionally indicated that she has been made aware that the bridleway leading to the site is now being tarmacked.

**C058/25 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 REGULAR MEETING OF THE COUNCIL ON 17<sup>th</sup> JUNE 2025.**

Cllr Saunders updated the meeting regarding Community Transport for the Lewes Area (CTLA): Only 1 issue, CTLA busses have been using bus lanes for some time but have recently received several fines from Brighton & Hove City Council. Cllr Saunders has complained on their behalf stating that they carry elderly/disabled people etc. - why shouldn't CTLA be able to use them if school busses and taxis can?

Southeast Community Rail Partnership: Cllr Saunders understands that this is back up and running and thinks Newhaven Town Council should have a representative on it.

Cllr Woodling informed the meeting that she had attended x2 meetings of the Hillcrest Board and that Hillcrest were planning to re-do flooring during Xmas period, whilst it is closed, that they are waiting for grant applications for Solar panels and are awaiting quotes regarding the removal of asbestos.

She also indicated that there will be a security training session on 7<sup>th</sup> October at the Hillcrest, and that a new receptionist has been appointed and that the Hillcrest Staff will be issued a uniform.

Regarding her representation on the Lewes & District Citizens Advice board/panel, Cllr. Woodling indicated that she had not been made aware of any of their meetings, though understands that there will be an AGM on 16<sup>th</sup> October 2025 which she aims to attend.

Cllr Chapman informed the meeting that the 'Access in Seaford & Newhaven Committee' had been awaiting the re-surfacing of the car park outside the Railway Club but understands that this has now been shelved.

**C059/25 MAYORAL ACTIVITIES – UPDATE BY THE MAYOR AND DEPUTY MAYOR.**

Cllrs Bishop (Mayor) and Wardle (Deputy Mayor) informed the meeting of their active involvement with the Dieppe Riad Commemorations both in Newhaven and Dieppe and the emotions they experienced from the same.

They then detailed the visit by the Mayor Dieppe and his officers when they visited Newhaven Fort, Newhaven Football Club, lunch at the Hillcrest Centre culminating in their visit to the Rathfinney Vineyard. Cllr. Bishop then mentioned the possible development of a reciprocal football tournament with Dieppe and Newhaven and that there had been positive discussions regarding West Beach. Whilst in Dieppe they also attended the 200-year commemorative exhibition of the Newhaven – Dieppe Ferry.

They then informed the meeting that they had acted as judges in the Newhaven Photographic Competition, in which there had been over 200 entries, and that the prize giving presentation for this would take place at Meeching Hall on September 23<sup>rd</sup> 2025.

Both councillors then announced the Mayors Charity Quiz night on October 17<sup>th</sup> 2025 to benefit NIPPERS and encouraged those present to enter as a team or assist in running the event on the night.

**C060/25 TO CONSIDER AND RATIFY FEES & CHARGES FOR THE FINANCIAL YEAR 2026/27 – REPORT BY THE RFO.**

The RFO took the meeting through her report summarised his report, and following discussion of each aspect, it was

**PROPOSED** by Cllr Saunders, that the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 2 of the RFO's report be implemented on April 1<sup>st</sup> 2026.

This was **SECONDED** by Cllr. Wardle, and following a unanimous vote it was

**RESOLVED** that, the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 2 of the RFO's report be implemented on April 1st 2026.

It was then,

**PROPOSED** by Cllr. L. Boniface, that the proposed Social Centre/Hall rental rates at Appendix 2 of the RFO's report be implemented on April 1<sup>st</sup> 2026.

This was **SECONDED** by Cllr. Watts, and following a unanimous vote it was

**RESOLVED** that, the proposed Social Centre/Hall rental rates at Appendix 2 of the RFO's report be implemented on April 1st 2026.

It was then,

**PROPOSED** by Cllr. Chapman, that the proposed fees for Meeching Amateur Dramatics be increased by 30% and those for Newhaven Sea Cadets be increased by 23% with effective from April 1<sup>st</sup> 2026.

This was **SECONDED** by Cllr. S. Boniface, and following a unanimous vote it was

**RESOLVED** that the proposed fees for Meeching Amateur Dramatics be increased by 30% and those for Newhaven Sea Cadets be increased by 23% with effective from April 1st 2026.

It was then,

**PROPOSED** by Cllr. L. Boniface that the specific monthly agreement benefiting NIPPERS be increased to £835 per month with effect from April 1<sup>st</sup> 2026.

This was **SECONDED** by Cllr. Taylor, and following a unanimous vote it was

**RESOLVED** that the specific monthly agreement benefiting NIPPERS be increased to £835 per month with effect from April 1st 2026.

It was then,

**PROPOSED** by Cllr. Saunders that the proposed Allotment Charges (£62.50 for a full size and £31.25 for a half size plot) are implemented on January 1<sup>st</sup> 2027 for that calendar year and that current allotment holders are to be provided 12 months prior notice of the same.

This was **SECONDED** by Cllr. Wardle, and following a unanimous vote it was

**RESOLVED** that the proposed Allotment Charges (£62.50 for a full size and £31.25 for a half size plot) are implemented on January 1st 2027 for that calendar year and that current allotment holders are to be provided 12 months prior notice of the same.

It was then,

**PROPOSED** by Cllr. Saunders that a deposit collection of £150.00 at the beginning of a new Allotment Tenancy be implemented and that a £150.00 fee be charged if an allotment is not cleared at the end of a tenancy and that the Allotment Tenancy Agreement be updated to reflect these changes.

This was **SECONDED** by Cllr. Taylor, and following a unanimous vote it was

**RESOLVED** that a deposit collection of £150.00 at the beginning of a new Allotment Tenancy be implemented and that a £150.00 fee be charged if an allotment is not cleared at the end of a tenancy and that the Allotment Tenancy Agreement be updated to reflect these changes.

It was then,

**PROPOSED** by Cllr. L. Boniface that the current Photocopying & Printing and NTC Advertising Board charges remain unchanged into the FY 26/27.

This was **SECONDED** by Cllr. Harrison, and following a unanimous vote it was

**RESOLVED** that the current Photocopying & Printing and NTC Advertising Board charges remain unchanged into the FY 26/27.

**C061/25 TO 'EXECUTE' A DEED OF VARIATION IN RESPECT OF 'MATCH FUNDING' IN FAVOUR OF THE EASTSIDE PLAY AREA PROJECT.**

The Town Clerk explained the purpose of this Deed of Variation in the context of the 'Newhaven Re-imagining Fund' and that its execution would achieve an additional £57,934 as a 'match-funding' for the Eastside Play Area renovations.

Following a unanimous vote it was,

**RESOLVED** that this Deed of Variation be executed accordingly.

**C062/25 TO NOTE THE COUNCILS PREVIOUS DECISION TO ACCEPT THE REASONS OF CONTINUED ABSENCE FROM COUNCIL MEETINGS OF CLLR. MADELEINE COOK.**

Referring to the copy emails within the meeting pack, the Town Clerk reminded the meeting of the on-line vote which was undertaken and that the council had resolved to accept Cllr. Cook's reasons for her continued absence from Council meetings.

Noted.

**C063/25 TO CONSIDER AND ACCEPT REASONS FOR CONTINUED ABSENCE FROM COUNCIL MEETINGS OF CLLR. PINKY MCLEAN-KNIGHT FOR A PERIOD OF 6 MONTHS.**

Referring to the copy emails within the meeting pack, the Town Clerk informed the meeting of the request from Cllr. McLean-Knight for the council to note and accept her reasons for a continued and future absence from Council meetings.

Following a unanimous vote, it was resolved to note and accept the reasons for Cllr. McLean-Knight's continued absence from Council meetings.

**C064/25 TO CONSIDER THE FOLLOWING EVENT APPLICATIONS FROM:**

**A) MEECHING AND DISTRICT BONFIRE SOCIETY - NEWHAVEN TORCHLIT PROCESSION, BONFIRE AND FIREWORKS: £8000**

**B) NEWHAVEN & DISTRICT MODEL RAILWAY CLUB – NEWHAVEN MODEL RAILWAY EXHIBITION: £1160**

The Chair invited Angela Akehurst (Treasurer, Meeching & District Bonfire Society) to speak in support of their Event Funding Application and answer councillor questions.

Following a general vote, it was established that there was a majority of support for each of these events.

The Town Clerk then summarised his report indicating that each of the applications had been scored as successful, but that there were insufficient funds in the relevant council expenditure line to award both of the applications the full amounts they sought.

The Town Clerk then explained that the council did have sufficient unallocated general reserves or alternatively, other currently underspent budget lines that could support an award to each where it totalled in excess of the current budget balance of £2500.

Following further discussion, it was,

**PROPOSED** by Cllr. Pettitt that,

- i) £6300 be awarded to Meeching & District Bonfire Society for their Newhaven Torchlit Procession, Bonfire and Fireworks Event, and
- ii) £1160 be awarded to Newhaven & District Model Railway Club for their Annual Exhibition event.

This was,

**SECONDED** by Cllr. Wardle, and following a majority vote, it was

**RESOLVED** that

- i) £6300 be awarded to Meeching & District Bonfire Society for their Newhaven Torchlit Procession, Bonfire and Fireworks Event, and

ii) £1160 be awarded to Newhaven & District Model Railway Club for their Annual Exhibition event.

**Clerks Note:** - Total awards = £7460. Remaining budget line = £2500, therefore necessitating £4960 to be released from Unallocated General Reserves.

**C065/25 FINANCIAL REPORTS.**

**Bank Reconciliations for 1st June to 31st August 2025**

**Lists of Payments made for 1st June to 31st August 2025**

**List of NTC Credit Card transactions for 1st June to 31st August 2025**

**Income and expenditure by committee headings up to 31st August 2025.**

Adopted.

There being no further business, the Meeting closed at 10:01pm.

Date: .....

Town Mayor

DRAFT



# NEWHAVEN TOWN COUNCIL

Stephen Honey  
Executive Officer

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To: Additional Full Council **Agenda Item 5**

Date: 24<sup>TH</sup> September 2025

Report Contact: Executive Officer

Subject: **Publication Scheme**

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1. The purpose of this report is to request the Full Council's consideration of the attached draft Publication Scheme and recommendation that they adopt the same.

## Background

2. This document is a legal requirement, under the Freedom of Information Act 2000. It enables the Council to provide both transparency and probity for the electorate.
3. The Executive Officer has utilised the resources of the Information Commissioner's Office, the National Association of Local Councils and the Society of Local Council Clerks to prepare this draft for the Council's approval.

## Finance

4. There are no known budgetary or financial implications should the Members decide to adopt this document.

## Recommendation

5. That the Full Council adopts the Publication Scheme noted herein and in Appendix A.



# Newhaven Town Council

## Publication Scheme

### Information available from Newhaven Town Council under the Freedom of Information Act

Class 1 – Who are we and what do we do?	2
Class 2 – What we spend and how we spend it?	2
Class 3 – What our priorities are and how we are doing?	3
Class 4 – How we make decisions?	3
Class 5 – Our policies and procedures	3
Class 6 – Lists and Registers	5
Class 7 – The services we offer	5

This guide is based on the Information Commissioners model document and covers only information we currently hold or may hold.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do?</b>		
List of Council members and their responsibilities as well a list of Council Committees	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Details of any representation on local public bodies	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Postal and email address	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Contact details for Town Clerk and Council members	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Location of main Council office and accessibility details	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Staffing structure	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
<b>Class 2 – What we spend and how we spend it?</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Finalised budget	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Precept	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Standing Orders and Financial Regulations	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Grants given and received	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
List of current contracts awarded and value of contract	Hard Copy	£0.25 per page
Members' allowances and expenses	N/A	N/A
<b>Class 3 – What our priorities are and how we are doing?</b>		
Annual governance statement in format included in the Annual Return form	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Newhaven Town Neighbourhood Plan	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Annual Report to Town Meeting	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
<b>Class 4 – How we make decisions?</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and town meetings)	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Agendas of meetings	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Minutes of meetings (unless exempt)	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Reports presented to council meetings (unless exempt)	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Responses to consultation papers	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Responses to planning applications	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of Council business:		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Procedural standing orders	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Committee and sub-committee terms of reference	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Delegated authority in respect of officers	Hard Copy	£0.25 per page
Code of Conduct	Hard Copy	£0.25 per page
Policy statements	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy	£0.25 per page
Equality and diversity policy	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Health and safety policy	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Recruitment policies and details of current vacancies	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Policies and procedures for handling requests for information	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Complaints procedures	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Records management and access to information policies	Hard Copy	£0.25 per page

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 6 – Lists and Registers</b>		
Information legally required to hold in publicly available registers	Hard Copy (some information may be available for inspection only)	£0.25 per page
Assets register, including details of public land and building assets	Hard Copy	£0.25 per page
Disclosure log indicating the information provided in response to FOI and EIR requests.	Website	Free of charge
Register of members' interests	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Register of gifts and hospitality	Hard Copy	£0.25 per page
<b>Class 7 – The services we offer</b>		
Allotments	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Burial grounds	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Community centres	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Parks, playing fields and recreational facilities	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Seating, litter bins, clocks, memorials and lighting	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Bus shelters	Hard Copy	£0.25 per page
Quarterly magazine	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website & Hard Copy	Free of charge on the website or £0.25 per page for hard copy

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying, staff costs & postage @ £0.25 per page	Estimate of actual cost

Date of scheme: **17<sup>th</sup> September 2025**

Approving committee: **Full Council**

Date of committee meeting: **24<sup>th</sup> September 2025**

Supersedes (name of old policy and reference): **N/A**

Scheme version reference: **FCPSC01**

Scheme adopted by Full Council on:

Date for next review: