



FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council
held at Meeching Hall, 2 Fort Road, Newhaven
on **Tuesday January 13th 2026**, at **7.15pm**

PRESENT: Councillors: Kim Bishop (Town Mayor/Chair)
Mark Wardle (Deputy Town Mayor/Vice Chair)
Shaun Boniface (Chair Regen., & Strategic Dev., Committee)
Lesley Boniface (Chair Environment & Amenities Committee)
Steve Saunders (Chair Planning & development Committee)
Corina Watts
Jessa Chapman
Jo Pettitt
Krissy Taylor
Sarah Hale
James Harrison
Michael Young
Jan Woodling
Graham Amy

ALSO ATTENDING: Ken Dry (Town Clerk)
Stephen Honey (Executive Officer)
Alison Campbell (RFO)
X1 Member of Public (On-Line)

C079/26 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.

C080/26 **APOLOGIES FOR ABSENCE.**

Cllrs. Carr, Cook, and McLean-Knight. Cllr. Macleod – Absent.

C081/26 **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.

C082/26 **TO CONSIDER WHETHER THE MINUTES OF THE ADDITIONAL FULL COUNCIL MEETING HELD ON WEDNESDAY 19TH NOVEMBER 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

C083/26 PETITIONS AND PUBLIC QUESTIONS.

None received.

C084/26 TO CONSIDER AND NOTE AN UPDATE FROM OFFICERS OF SUSSEX POLICE.

The Town Clerk read out a written report from PC J. Nicholson;

1. *There have been issues with youths causing ASB along the West Quay – we are aware, and patrols are being carried out due to their behaviour.*
2. *Winter of Action – This is still in place and is designed so that Hot Spot locations, where ASB, Shoplifting etc are patrolled and recorded.*
3. *On the 17th February between 09.30 – 10.30 am I will be at the Hillcrest Centre for a “ Street Surgery”, please pop along if there is anything you would like to discuss.*

Noted.

C085/26 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:

Planning & Development

**23rd September 2025
21st October 2025
25th November 2025**

Regeneration & Strategic Development

25th November 2025

Promotion, Partnership & Finance

**21st October 2025
9th December 2025**

Personnel

9th December 2025

Noted.

C087/26 TO CONSIDER AND NOTE THE MOST RECENT UPDATE FROM THE OFFICE OF THE HON., JAMES MACCLEARY MP.

The Town Clerk informed the meeting that it was in receipt of a January update Mr. MacCleary in addition to that in the report pack, and read it to the meeting as follows;

MP Parish Report January 2026

Local Elections Delay As part of the Local Government Reorganisation that is currently taking place, existing authorities were invited to apply by the 15th of January to delay their local elections once again whilst reorganisation takes place. The Conservative-run East Sussex County Council have already applied to do this, which will extend current serving councillors' terms from the original 4 years to 6 and then potentially more in the future.

I have been very clear in Parliament and to residents that these elections must take place. Many of the local issues that residents face, from potholes to SEN provision are ultimately the responsibility of the County Council. Delaying these elections by another year, denies residents the right to hold the Council to account. I am meeting the Minister in person soon to convey my concerns once again.

Venezuela and Trump *The return to Parliament from the Christmas recess last week was marred by the chaos started by President Trump following his kidnapping of President Maduro of Venezuela. Following this blatant breach of international law, I have challenged Ministers to ensure that no UK military bases are used in ways that breach international law should Trump follow through on his threat to annexe Greenland.*

Undermining and threatening the existence of NATO is a threat to our national security and one that we must take seriously. I hope that this does force Keir Starmer to start standing up for Britain and our allies when it really matters.

Summer Tour *As cold as it may seem at the moment, I am beginning to plan 2026's summer tour of our towns and parishes and would like to extend the offer again to your local council. I would welcome any suggestions or ideas for a visit to your area to meet your councillors and residents. Please contact Helen at helen.spearman@parliament.uk if you would like to register interest or host an event.*

C088/26 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.

Cllr Watts

Nothing to report but reminded Members that there is a Drop-In event regarding the Avis Way park, Landscaping and Renaturing Proposal on 24/01/26 and work starting tomorrow cleaning ditches and rubbish clearance around Avis Way Park along with work on the Drove.

Cllr L Boniface

As a "general" District Council report, Members were reminded that household refuse collections would be moving to fortnightly. There has been some talk of gold sacks being collected weekly and wheelie bins fortnightly, but this will not always be the case, so Members should direct people to the Lewes District Council (LDC) Customer Services phone line. District Councillors should be alerted to any major concerns.

Reminded Members that the Local Plan was out for consultation.

Cllr G Amy

Nothing specific to report but feels there is the possibility of commercial development at the end of Beach Road in Newhaven.

C089/26 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 16TH SEPTEMBER 2025.

Cllr Woodling

Hillcrest Community Centre - has attended two meetings. The Hillcrest has received a large amount of funding and so are looking at priorities with heating and solar panels likely to be first in line. They have decided that all staff will be uniformed.

The AGM at the Hillcrest was poorly attended despite the good news regarding finances where the loss has been reduced from approx. £54k in 2023-24 to £1k in 2024-25 and that is likely to be wiped out shortly.

The news that Cllr Bishop has agreed to become a trustee has been warmly welcomed.

Citizens Advice Bureau (CAB) – Has been sending updates to Cllrs as and when received from CAB. I was given the opportunity to visit the Newhaven CAB which was very useful to be able to see the work that the staff do. Cllr Woodling reminded Members that CAB was a charity and was facing difficult times having only managed to avoid redundancies by cutting staff hours. CAB have previously received funding from Newhaven Town Council (NTC) but this stopped some years ago. The local CAB is situated in Newhaven but survives mainly from LDC grants and funding from surrounding Town Councils, but not Newhaven. With Cllr Woodling's support CAB will shortly be applying to NTC for an SLA to enable them to fund a CAB advisor for 3 years (approx. £10k per year).

CAB would like another representative from NTC (in addition to Cllr Woodling).

Cllr Saunders

CTLA – Not much to report, the AGM was postponed to late Jan/early Feb. They are looking for additional funds and so trying to find advertisers for the sides of the buses. Following up on his previous report, Cllr Saunders had written to the leader of BHCC regarding fines issued to CTLA for using bus lanes and had agreement that these would be cancelled as they are able to use them.

Cllr Chapman

Access in Seaford and Newhaven Committee – Relatively quiet but there is still on-going frustration regarding access to Newhaven Fort. They are adding another blue badge parking space, but it is poorly positioned.

Cllr Harrison

Parishes of the Lower Ouse – Whilst not directly related to Newhaven, the final designs for the Safer C7 Project is on their project website. They will be utilising re-allocated CIL funding with work to start summer of this year.

Cllr Saunders asked whether this would include re-surfacing, but this project is purely about trying to reduce speed. There is just one final stretch of the Egrets Way projected to be completed between Piddinghoe and Newhaven.

There have been some discussions about the forthcoming Local Government Reorganisation and whether Town Council's would be able to take on some responsibilities for neighbouring villages and parishes from the district council but not sure how that would work.

C090/26 MAYORAL ACTIVITIES – UPDATE BY THE MAYOR AND DEPUTY MAYOR.

Cllr Bishop

A quiz night was held in October which went so well (raising just over £640 for NIPPERS). They are planning another shortly. The Mayors carol concert was a success with two school choirs at St Michaels church. Cllr Wardle commented that he had attended the Newhaven & District Model Railway Club, which he thoroughly enjoyed. Cllr Bishop enjoyed the NTC Christmas meal in December as well as a lovely couple of hours at the NIPPERS tea party. Only issue was that the Christmas market and lights switch-on had to be cancelled to the poor weather reports.

C091/26 **FOR THE COUNCIL TO NOTE ITS PREVIOUS DECISION TO ACCEPT THE REASONS OF CONTINUED ABSENCE FROM COUNCIL MEETINGS, AND WHETHER TO CONTINUE TO ACCEPT THE SAME IN RESPECT OF;**

CLLRS. MADELEINE COOK, AND PINKY MCLEAN-KNIGHT.

The Town Clerk summarised his report indicating that,

- Cllr. McLean-Knight had informed him of her intention to return to her normal attendance at council/committee meetings in late January 2026.
- Cllr. Cook had informed him that there had been no change her medical condition at this stage.

Following discussion,

Cllr. Saunders,

Proposed, that in respect of Cllr. McLean-Knight, that her indicative return to meeting attendance be noted and that no extension of her dispensation was necessary, this was

Seconded by Cllr. L. Boniface, and following a unanimous vote it was,

RESOLVED that in respect of Cllr. McLean-Knight, that her indicative return to meeting attendance be noted and that no extension of her dispensation was necessary.

Cllr. L. Boniface,

Proposed that in respect of Cllr. Cook, the current dispensation for ongoing non-attendance at council meetings be continued for a further six months when it was to be reviewed again, this was

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

RESOLVED that in respect of Cllr. Cook, the current dispensation for ongoing non-attendance at council meetings be continued for a further six months when it was to be reviewed again.

C092/26 **TO CONSIDER AND ADOPT THE TOWN COUNCIL BUDGET & PRECEPT FOR 2026-27 – REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report and thanked the RFO for her work behind this which the meeting acknowledged.

During discussion, Cllr. Harrison pointed out an aspect of the report (Para. 7, bullet point 6) which he believes was incorrect/out of context. The Town Clerk acknowledged this to be the case and apologised for this inaccuracy.

Following additional discussion and clarifications which did not materially affected the recommendation at hand, Cllr. L. Boniface,

Proposed that the Council adopts the recommended Budget/Precept of £853,474 for the Financial Year 2026/27, this was,

Seconded by Cllr. Saunders, and following a unanimous vote, it was

RESOLVED that the Council adopts the recommended Budget/Precept of **£853,474** for the Financial Year 2026/27

C093/26

TO CONSIDER AND ADOPT THE FOLLOWING POLICIES:

A) FREEDOM OF THE TOWN, AND

B) OUT OF POCKET EXPENSES FOR TOWN COUNCILLORS.

The Town Clerk summarised his report. Discussion then took place regarding the Honorary Freedom Policy. It was then,

Proposed by Cllr. Taylor that subject to a minor text change on the signature block of the Nomination Form, that the Council adopts this Policy. This was then,
Seconded by Cllr. Woodling, and following a unanimous vote in favour, it was

RESOLVED, that subject to a minor text change on the signature block of the Nomination Form, that the Council adopts this Policy.

Discussion then took place regarding the Out-of-Pocket Expenses for Town Councillors policy. It was then,

Proposed by Cllr. Hale that this Out-of-Pocket Expenses for Town Councillors policy be adopted by the Council. This was then,
Seconded by Cllr. Saunders, and following a unanimous vote in favour, it was,

RESOLVED that this Out-of-Pocket Expenses for Town Councillors policy be adopted by the Council.

C094/26

TO CONSIDER THE CURRENT VACANCIES WITHIN THE NEWHAVEN TOWN COUNCIL COMMITTEES, AND ALSO REPRESENTATIVES ON EXTERNAL BODIES.

The Town Clerk summarised his report and identified the current vacancies as follows;

Audit Committee – x1 member
Personnel Committee – x1 member

Cllr. L. Boniface,

Proposed that Cllr. Hale take the vacancy on both the Audit and the Personnel Committees, this was then

Seconded by Cllr. Harrison, and following a unanimous vote in favour, it was

RESOLVED Cllr. Hale take the vacancy on both the Audit and the Personnel Committees.

On the matter of Council representatives on external groups bodies, the Town Clerk identified the following vacancies;

South East Community Rail Partnership (x1)
Lewes District Association of Local Councils (x2)
Lewes District Citizens Advice (x1)
Sussex Community Development Association (SCDA) Advocate.

Cllr. L. Boniface,

Proposed that Cllr. Hale undertake the role of external representative for South East Community Rail Partnership and one of the roles with Lewes District Association of Local Councils, this was then

Seconded by Cllr. Wardle, and following a unanimous vote in favour, it was

RESOLVED that Cllr. Hale undertake the role of external representative for South East Community Rail Partnership and one of the roles with Lewes District Association of Local Councils.

Cllr. Saunders,

Proposed that Cllr. Pettett undertake the role of external representative for Lewes District Citizens Advice, this was then

Seconded by Cllr. Wardle and following a unanimous vote in favour, it was,

RESOLVED that Cllr. Pettett undertake the role of external representative for Lewes District Citizens Advice.

Cllr. Watts,

Proposed that Cllr. Chapman undertake the role of Advocate to the SCDA, this was then

Seconded by Cllr. Taylor, and following a unanimous vote in favour, it was

RESOLVED that Cllr. Chapman undertake the role of Advocate to the SCDA.

C095/26

TO CONSIDER AND NOTE THE INTERIM REPORT OF THE COUNCILS INTERNAL AUDITORS.

The Town Clerk summarised his report and informed the meeting the actions he would be taking regarding the 2 minor recommendations;

- Additional wording Cllrs. Acceptance of Office Declaration form regarding electronic documents, and
- Further comparative review of existing NTC Financial Regulations against the NALC Model.

Noted.

C096/26

FINANCIAL REPORTS;

- **BANK RECONCILIATIONS FOR 1ST SEPTEMBER TO 31ST DECEMBER 2025**
- **LISTS OF PAYMENTS MADE FOR 1ST SEPTEMBER TO 31ST DECEMBER 2025**
- **LIST OF NTC CREDIT CARD TRANSACTIONS FOR 1ST SEPTEMBER TO 31ST DECEMBER 2025**
- **INCOME AND EXPENDITURE BY COMMITTEE HEADINGS UP TO 31ST DECEMBER 2025.**

All noted and accepted.

C097/26

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 COMMERCIALLY SENSITIVE NATURE OF THE MATTERS TO BE DISCUSSED.

RESOLVED.

C098/26

CONFIDENTIAL - TO CONFIRM, AND SUBJECT TO ANY FURTHER DISCUSSION, AWARD.

A) TO THE CONTRACTOR RECOMMENDED BY THE ENVIRONMENT & AMENITIES COMMITTEE, A CONTRACT FOR THE SUPPLY OF GROUNDS MAINTENANCE SERVICES FOR 2 YEARS COMMENCING APRIL 1ST 2026, AND,

B) A CONTRACT FOR THE SUPPLY OF BURIAL AND ANCILLARY SERVICES FOR 2 YEARS COMMENCING APRIL 1ST 2026.

The Town Clerk summarised both of these reports and their relevant timelines and evaluation. Following discussion,

Cllr. L. Boniface,

Proposed that both the supply of Grounds Maintenance Services and that of Burial & Ancillary Services contracts be awarded to Southern Land Services Ltd., at fixed costs of **£148,179.03 (Ex VAT)** and **£11,895 (EX VAT)** per annum respectively, commencing April 1st 2026 for a term of 2 years. This was,

Seconded by Cllr. Woodling, and following a unanimous vote in favour, it was

RESOLVED that both the supply of Grounds Maintenance Services and that of Burial & Ancillary Services contracts be awarded to Southern Land Services Ltd., at fixed costs of **£148,179.03 (Ex VAT)** and **£11,895 (EX VAT)** per annum respectively, commencing April 1st 2026 for a term of 2 years.

C099/26

CONFIDENTIAL - PROPERTY ACQUISITION – DISCUSSION ITEM.

This matter was withdrawn from discussion at the request of Cllr. L. Boniface.

There being no further business, the Meeting closed at 8:37pm.

Date:

Town Mayor