



# FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council  
held at Meeching Hall, 2 Fort Road, Newhaven  
on **Tuesday January 13<sup>th</sup> 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 17<sup>th</sup> 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**

**23<sup>rd</sup> September 2025  
21<sup>st</sup> October 2025  
25<sup>th</sup> November 2025**

**Regeneration & Strategic Development**

**25<sup>th</sup> November 2025**

**Promotion, Partnership & Finance**

**21<sup>st</sup> October 2025  
9<sup>th</sup> December 2025**

**Personnel**

**9<sup>th</sup> 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](mailto: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 COMMERCIALY 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 1<sup>st</sup> 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**



# NEWHAVEN TOWN COUNCIL

Ken Dry  
Town Clerk

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

Tel: (01273) 516100

Email: [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk)

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

Date: 12<sup>th</sup> February 2026

Report contact: Town Clerk

Subject: **To further consider a previous Resolution to sell Meeching Hall.**

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1. The purpose of this report is to seek further consideration by the Council of a previous resolution in connection with Meeching Hall as per its Building Assets Strategy.
2. Following completion of the Building Assets Strategy (Phase 2), a councillor's workshop considered a range of options based upon the extensive research work carried out by their consultants. The selected options were then reported to a Full Council meeting on November 13<sup>th</sup> 2024 under a 'confidential heading'.
3. Following that consideration, Full Council resolved that (inter alia) the;  
  
*Sale/disposal of Meeching Hall to LDC on the basis of a continued community theatre provision by them on the same site, provision of social housing (particularly for disability needs).... (Min.Ref C077/24 refers).*
4. Officers then entered into discussion with key managers at Lewes District Council (LDC) in an attempt to achieve continued community provision of a theatre with social housing. However, after a number of months and having conducted their own viability appraisal of such a proposal, LDC officers indicated that such a scheme was financially non-viable for them.
5. NTC officers then explored with LDC the possibility of combining the freehold footprint of Meeching Hall with that of the immediately adjacent Ouseside House footprint owned by LDC, and then offering the same to a developer with the possibility of achieving the same objective as at para 4 above.
6. Unfortunately, for reasons not communicated by LDC, the latter possibility was not progressed any further, and whilst a matter of speculation, NTC officers are of the opinion that the impending Local Government Reorganisation may well have been the reason for this.

7. Whilst the preferred outcome(s) in the Council's resolution of November 13<sup>th</sup> 2024 (para 3 above) are no longer relevant, the fundamental aspect of the resolution remains; that of sale/disposal, and remains a clear recommendation and integral part to the end objective of the Building Assets Strategy; the replacement of Eastside Hall with a fit-for purpose building whilst materially improving and augmenting other existing halls.
8. The Council is therefore requested to re-define the previous resolution (para 3) accordingly - that Meeching Hall be placed on the Open Market for freehold sale.

**9. Recommendation.**

That Meeching Hall be immediately placed on the open market for freehold sale and that officers update the Council on all salient developments as this progresses.

**Lewes District Council****Invoice To:**

**Newhaven Town Council  
Town Council Offices  
18 Fort Road  
Newhaven  
East Sussex BN9 9QE**

<b>Invoice No.</b>	6261695
<b>Invoice Date</b>	27 Jan 2026
<b>VAT Registration No.</b>	GB 191 5946 32
<b>Section Name</b>	Local Democracy (dcsd)
<b>Contact Telephone</b>	01273 471600 opt 1 ext8300

<b>Customer No:</b>	<b>300286</b>
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<b>Description</b>	<b>VAT</b>	<b>VAT Rate</b>	<b>Amount (excluding VAT)</b>
Election Expenses 9th Oct 2025	£0.00	0.00	£14,232.62
<b>Net Total</b>			<b>£14,232.62</b>
<b>Total VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£14,232.62</b>

**Payment Terms: Full Settlement By Return**

Payment Methods are detailed overleaf



9826 1138 2006 2616 952

Please use this barcode to pay at a Post Office or Pay Point

**Lewes District Council**

**Newhaven Town Council Election**

**9th October 2025**

	<b>Newhaven</b>
<b>Fees</b>	<b>£</b>
Returning Officer	521.41
Deputy Returning Officer	
Presiding Officers	913.24
Poll Clerks	1130.76
Polling Station Inspectors	111.34
Counting Staff	189.58
Ballot Box Receipt & Unused Ballot Paper Checks	64.33
Postal Vote Staff	621.29
Training	180.00
<b>Clerical</b>	
Clerical Assistance	1591.10
<b>Travelling &amp; Accommodation</b>	
Presiding Officer	
Poll Clerk and Counting Assistants	
<b>Printing &amp; Postage</b>	
Ballot Papers	614.28
Poll Cards	3442.71
Postal Vote Packs	1985.29
Inbound Postage - Postal Votes	1848.28
<b>Polling Stations</b>	
Hire of Premises	399.00
Transportation & Storage of Polling Screens	
Hire of Modern Poll Equipment	516.00
Stationery & Equipment	
<b>Count</b>	
Stationery & Equipment	
Hire of Premises	
Count Security Software	

**Administration**

Software Annual Maintenance

General Stationery, General Postage

104.01

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14232.62

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