



ENVIRONMENT AND AMENITIES COMMITTEE

Minutes of a Meeting of the Environment and Amenities Committee held at
The Council Offices, 18 Fort Road, Newhaven on **Tuesday 17th March 2026 at 7.15pm**

PRESENT: Councillors Lesley Boniface
Kim Bishop
Krissy Taylor
Jan Woodling
Jo Pettit

ALSO ATTENDING: Cllr. James Harrison
Ken Dry, Town Clerk
Stephen Honey, Executive Officer

EA11/26 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

EA12/26 **APOLOGIES FOR ABSENCE**

Cllrs. Amy and Macleod.

EA13/26 **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.**

There were none.

EA14/26 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ENVIRONMENT & AMENITIES COMMITTEE HELD ON TUESDAY 16TH DECEMBER 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 16th December 2025 were considered for accuracy.

RESOLVED:

That these minutes be signed by the Chair as an accurate record of the proceedings.

EA15/26 **PETITIONS/PUBLIC QUESTION**

There were none.

TO CONSIDER QUOTATIONS FOR THE RENOVATION OF THE GATES, GATE PIERS, ENTRANCE FOYER AND CEMETERY TOILETS.

The Town Clerk summarised his report and following discussion of the quotations at hand, it was

PROPOSED by Cllr. Bishop that;

- **Conserve Construction (£68,752.34 + Prov Sums £56,050 = £124,802.34)** be appointed for these works,
- STAAC Architects be appointed as 'Clerk of Works' for delivery of the project at 10% of the overall project cost,
- The already allocated earmarked reserve of £50K be utilised for this project, with the additional monetary difference (£74,802.34) being funded from unallocated general reserves and re-aligned earmarked reserves, and subject to a successful CIL Bid for 50/50 'match-funding' mitigating the same, and
- Subject to the Town Clerk confirming the proposed project start date of 27/4/26, this Committee Resolution be recommended to the next meeting of Full Council (14/4/26) for authorisation as per Financial Regulations.

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

RESOLVED, that;

- **Conserve Construction (£68,752.34 + Prov Sums £56,050 = £124,802.34)** be appointed for these works,
- STAAC Architects be appointed as 'Clerk of Works' for delivery of the project at 10% of the overall project cost,
- The already allocated earmarked reserve of £50K be utilised for this project, with the additional monetary difference (£74,802.34) being funded from unallocated general reserves and re-aligned earmarked reserves, and subject to a successful CIL Bid for 50/50 'match-funding' mitigating the same, and
- Subject to the Town Clerk confirming the proposed project start date of 27/4/26, this Committee Resolution be recommended to the next meeting of Full Council (14/4/26) for authorisation as per Financial Regulations.

TO CONSIDER QUOTATIONS FOR CEMETERY SHORING EQUIPMENT.

The Town Clerk reported that given the specialist nature of this equipment it had been very difficult to find more than one manufacturer/retailer who could supply all of the equipment essential to the safe excavation of graves and burials so as to achieve any form of 'economy of scale'.

The Town Clerk tabled a price-list quotation he had received from 'Teleshore Group' appended to which were his calculations for the equipment required to effect x2 simultaneous (or closely booked) burials. The total cost of this equipment was calculated to be **£17,751.70 (Ex.VAT) + carriage.**

During discussion, the Town Clerk advised the meeting that making this purchase was 'time-dependent' by virtue of the fact that the councils newly appointed Grounds Maintenance Contractor (SLS Ltd.) would begin provision of grave excavation and burial services commencing April 1st 2026 and that a burial was already booked to take place on April 8th 2026.

Following additional discussion, the Committee unanimously **RESOLVED** that it was their recommendation that the purchase of this equipment be circulated to all

councillors by email for voting, with a view to attaining authorisation for this purchase followed by its reporting to the next Full Council (14/4/26) for information.

EA18/26 TO CONSIDER AND AGREE THE TERMS OF REFERENCE FOR A WORKING GROUP.

Committee Members discussed the objectives they wished this 'working group' to achieve and the Town Clerk advised them of the possible options, indicating that the 'Working Group' could not make any substantive decisions and that following any recommendations they make to this Committee, it would be the Committee to make formal Resolution.

Following further discussion, the following was unanimously **RESOLVED**;

1. It would be called the 'Assets Review Working Group,'
2. Its purpose and primary objectives will be to research and identify potential income streams that can be derived from existing NTC buildings/services and those devolved to the council under the current Local Government Re-organisation,
3. The 'Assets Review Working Group' will initially consist of **Cllrs. L. Boniface, Pettitt and Harrison,**
4. The Working Group will report/present their findings and ongoing work updates to each meeting of the Environment & Amenities Committee for consideration, Resolution, and additional 'direction.'

EA19/26 Budget report to March 10th 2026.

Noted.

There being no further business, the Meeting closed at 20:00Hrs.

Date: **Chairman.**