

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Minutes of the meeting of the Annual Council meeting held in the Anzac Room, Community House on Tuesday 20th May 2025 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Wendy Veck (Vice Chair), Cllr Nikki Fabry, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Paul Davies, Cllr Aimee Harman, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Simon Studd, Cllr Libbee Bradley, Cllr Max Rosser, Cllr Claude Cheta, Karina Gordon (Youth Mayor), Katelyn Harber (Deputy Youth Mayor).

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Responsible Financial Officer), Karen Bray (Information & Community Facilities Officer), Steph Georgalakis (Public Relations Officer), Michael Ripley (Senior Caretaker), Dan Tiller (Caretaker/ Electrician), Luca Fossella (Groundsman).

6 members of the public were in attendance.

C1364 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, briefly ran through the building fire procedures, asked that phones be put onto silent, advised that the meeting was being recorded, and read out a brief statement on Civility & Respect.

The Chair thanked the Youth Mayor and Deputy Youth Mayor for their hard work, and advised that they would now be swapping roles, and it was confirmed that Katelyn Harber would now be Youth Mayor and Karina Gordon the Deputy Youth Mayor.

The Chair presented staff with length of service awards as follows: Luca Fossella – 10 years, Michael Ripley – 20 years, Karen Bray – 20 years, Kevin Bray – 35 years.

The Chair read out a brief statement which included thanks to her volunteers and the support she'd given to her Charity.

C1365 ELECTION OF MAYOR FOR 2025-2026 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

a. Statement(s) from candidate(s)

Cllr Veck gave some additional comments to her statement, Cllr Donovan then read out her statement.

b. Voting

A signed ballot was requested, it was proposed to suspend standing orders to allow this to happen.

Proposed by: Cllr Sharkey

Seconded by: Cllr Gordon-Garrett

Council **resolved** to **agree** to this proposal.

Standing Orders were suspended.

A signed ballot was taken, 9 were in favour of Cllr Donovan, and 7 in favour of Cllr Veck.

Cllr Donovan was **duly elected** Mayor of Peacehaven for 2025-26.

Standing Orders were reinstated

- c. **Mayor/ Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook**
Cllr Donovan signed the declaration of acceptance of office and the Mayor's handbook.
- d. **Statement from the new Mayor**
Cllr Donovan gave a brief statement, expressing that her focus would be on Community, Health, and Wellbeing.

C1366 TO AGREE THE NEW MAYOR'S CHARITIES FOR 2025-2026

It was proposed that the Mayor's Charity be the SCDA Community Supermarket.

Proposed by: Cllr Donovan **Seconded by:** Cllr Campbell

The Council **resolved** to **agree** to this proposal.

C1367 TO AGREE MAYOR'S CONSORT

Cllr Donovan asked her daughter, Rhiannon, to continue as her Consort for 2025-26.

C1368 ELECTION OF THE DEPUTY MAYOR FOR 2025-2026 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. **Statement(s) from candidate(s)**
Cllr Harman read out her statement which was included in the papers.
- b. **Voting**
It was proposed that Cllr Harman be elected Deputy Mayor for 2025-26.

Proposed by: Cllr Davies **Seconded by:** Cllr Griffiths
Cllr Harman was **duly elected** as Deputy Mayor for 2025-26.
- c. **Deputy Mayor/ Vice-Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook**
Cllr Harman signed the declaration of acceptance of office and Mayor's handbook.
- d. **Statement from the new Deputy Mayor**
Cllr Harman read out a statement and thanked everyone for their support.

C1369 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1370 TO APPROVE APOLOGIES FOR ABSENCE

There were no apologies for absence.

C1371 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

2 members of the public and 5 members of staff left at this point. (20:10)

C1372 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 22ND APRIL 2025

Proposed by: Cllr Fabry **Seconded by:** Cllr Davies

The minutes of the 22nd April 2025 were **agreed** and **adopted**.

C1373 TO ADOPT STANDING ORDERS

The Clerk summarised the changes to standing orders, and it was proposed that Council adopt them.

Proposed by: Cllr Davies **Seconded by:** Cllr Veck
The Council **resolved** to **adopt** standing orders.

C1374 TO ADOPT FINANCIAL REGULATIONS

The Responsible Financial Officer explained that there were no recommended revisions to Financial Regulations due to a thorough review carried out in October. It was proposed that Council adopt Financial Regulations.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Veck
The Council **resolved** to **adopt** financial regulations.

C1375 TO ADOPT REVISED TERMS OF REFERENCE AND SCHEME OF DELEGATION

The Clerk summarised the changes to the Terms of Reference and Scheme of Delegation, explaining that a limited review has been conducted due to the planned changes to the Committee Structure later this year.

It was proposed that Council adopt the revised terms of reference and scheme of delegation.

Proposed by: Cllr Alexander **Seconded by:** Cllr Gallagher
The Council **resolved** to **adopt** the revised terms of reference and scheme of delegations.

C1376 TO RATIFY THE INCREASE TO THE MEMBERS ALLOWANCE

Proposed by: Cllr Davies **Seconded by:** Cllr Gallagher
The Council **resolved** to **ratify** the increase to the members allowance by majority vote, with one abstention.

C1377 TO ADOPT THE FOLLOWING POLICIES

- a. **Members Allowances Policy**
- b. **Data Protection Policy**
- c. **First Aid Policy**
- d. **Health & Safety Policy**
- e. **Freedom of Information Policy**
- f. **Social Media & Communications Policy**
- g. **Community Engagement Policy**
- h. **Biodiversity Policy**

The Clerk clarified one correction to the Data protection policy, which had incorrectly stated the RFO as the DPO. The Chair also added that the Social Media & Communications policy now also includes the email policy

It was proposed that Council adopt the above policies.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Campbell
The Council **resolved** to **agree** to this proposal.

2 members of the public left at this point.

C1378 TO NOTE A REPORT ON REVISING THE COUNCIL'S COMMITTEE STRUCTURE

Cllr Donovan introduced and summarised the item. Cllr Fabry asked about the meaning of the word infrastructure in relation to the new Committee structure, Cllr Davies also spoke on this point. The Clerk clarified that the Terms of Reference and Scheme of Delegation still had to be developed, which would expand on this.

Cllr Gallagher informed the Council that she doesn't think now is the correct time to be reviewing the Council's Committee structure.

Cllr Campbell reinforced that there is still more work to be done, but suggested whether Council could give a general idea of whether they support the general structure or not. Cllr Griffiths and Cheta reinforced that this item is to note, not to debate today.

Council **noted** the report.

C1379 TO REVIEW COMMITTEE MEMBERSHIP & APPOINT CHAIRS OF STANDING COMMITTEES

a. Civic & Community Events Committee

Members: Cllr Veck, Cllr Harman, Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey.

Cllr Veck was proposed as the Committee Chair.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Council **resolved** to **agree** to this proposal.

b. Leisure, Amenities, and Environment Committee

Members: Cllr Sharkey, Cllr Gallagher, Cllr Studd, Cllr Wood, Cllr Fabry, Cllr Griffiths.

Cllr Sharkey was proposed as the Committee Chair

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies.

Council **resolved** to **agree** to this proposal.

c. Personnel Committee

Members: Cllr Gallagher, Cllr Fabry, Cllr Campbell, Cllr Alexander, Cllr Veck, Cllr Donovan, Cllr Cheta, Cllr Harman, Cllr Bradley.

Cllr Fabry was proposed as the Committee Chair

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Council **resolved** to **agree** to this proposal.

d. Planning & Highways Committee

Members: Cllr Gordon-Garrett, Cllr Campbell, Cllr Sharkey, Cllr Davies, Cllr Rosser, Cllr Wood.

Cllr Gordon-Garrett was proposed as the Committee Chair

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander

Council **resolved** to **agree** to this proposal.

e. Policy & Finance Committee

Members: Cllr Donovan, Cllr Harman, Cllr Veck, Cllr Sharkey, Cllr Fabry, Cllr Gordon-Garrett, Cllr Davies, Cllr Alexander, Cllr Griffiths.

Cllr Alexander was proposed as the Committee Chair

Proposed by: Cllr Davies **Seconded by:** Cllr Griffiths

Council **resolved** to **agree** to this proposal.

C1380 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS

The full list of outside bodies and their appointed representatives are attached as an appendix to these minutes. It was proposed that Council agree the outside body appointments.

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander
Council **resolved** to **agree** to this proposal.

C1381 TO NOTE THE ASSET REGISTER

Council **noted** the asset register.

C1382 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS

Council **noted** the annual subscription & direct debits.

C1383 TO APPROVE THE CORPORATE RISK ASSESSMENT

Proposed by: Cllr Gallagher **Seconded by:** Cllr Sharkey
Council **resolved** to **approve** the corporate risk assessment.

C1384 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

The Clerk briefly advised Council on best practices relating to Internal Audit, and how Council complies with this. It was proposed to appoint Mulberry & Co as Internal Auditor for 2025-26.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Veck
Council **resolved** to **agree** to this proposal.

C1385 TO APPROVE BANKING SIGNATORIES & BACS WORKING

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Council **resolved** to **agree** to this proposal.

C1386 TO AGREE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

It was proposed to agree to option 1 of the report, to extend the current cover for a further 2-years.

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander
Council **resolved** to **agree** to this proposal.

C1387 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

i. **To receive the meeting minutes of the 25th March 2025**

ii. **To receive the meeting minutes of the 15th April 2025**

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Rosser

The minutes were **agreed** and **adopted**.

iii. **To note the draft meeting minutes of the 6th May 2025**

Council **noted** the draft minutes.

b. Policy & Finance Committee:-

- i. **To receive the financial report, authorise payments and signing of Bank Reconciliation statements.**

Proposed by: Cllr Alexander

Seconded by: Cllr Sharkey

Council **resolved** to **agree** to the authorising of payments and signing of bank reconciliation statements.

- ii. **To note the draft meeting minutes of the 1st April 2025**

Council **noted** the draft meeting minutes.

- iii. **To note and approve the 2024/25 end of year Internal Audit report**

Proposed by: Cllr Alexander

Seconded by: Cllr Gallagher

Council **resolved** to **approve** the 2024/25 end of year Internal Audit report.

Noted thanks

- iv. **To approve 2024/25 Annual Governance Statement**

Proposed by: Cllr Alexander

Seconded by: Cllr Gordon-Garrett

Council **resolved** to **approve** the 2024/25 Annual Governance Statement.

- v. **To approve 2024/25 Annual Accounting Statement**

Proposed by: Cllr Alexander

Seconded by: Cllr Sharkey

Council **resolved** to **approve** the 2024/25 Annual Accounting Statement.

The Youth Mayor and Deputy Youth Mayor left at this point.

- vi. **To receive a report from the CIL Bids TFG**

The RFO summarised the report and gave relevant background to the item. Cllr Alexander added that the last of possible bids is drawn from quite a small group, so suggested that any other suggestions could be made.

It was proposed that the suggestions go back via relevant committees before coming back to Council

Proposed by: Cllr Gallagher

Seconded by: Cllr Davies.

Council **resolved** to **agree** to this proposal.

c. Personnel Committee.

- i. **To receive the meeting minutes of the 18th February 2025**

Proposed by: Cllr Fabry

Seconded by: Cllr Donovan

The minutes were **agreed** and **adopted**.

- ii. **To note the draft meeting minutes of the 15th April 2025**

Council **noted** the draft minutes.

d. Leisure, Amenities & Environment Committee;-

- i. **To receive the meeting minutes of the 18th March 2025**

Proposed by: Cllr Sharkey

Seconded by: Cllr Gordon-Garrett

The minutes were **agreed** and **adopted**.

- ii. **To note the draft meeting minutes of the 13th May 2025**

Council **noted** the draft minutes.

e. Civic & Community Events Committee:-

i. To receive the meeting minutes of the 11th March 2025

Proposed by: Cllr Veck

Seconded by: Cllr Donovan

The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 29th April 2025

Council **noted** the draft minutes.

C1388 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher informed Council that Lewes District Council have now confirmed that the HRA report has been shared with the statutory consultees, after a consultation period, the examiner will conduct hearings and will then send her findings to the District Council, it will then come back to the Town Council's in June or July for agreement and subsequent referendum.

C1389 TO AGREE RECOMMENDATIONS ON THE MERIDIAN MEANDER LEAFLET

Cllr Donovan introduced the report. Cllr Campbell raised some concerns around Friar's Bay being referred to as Black Friar's Bay, and concerns over no mention of the South Downs. Cllr Griffiths also highlighted that Spine Walk Path should just be Spine Path.

It was agreed, subject to the necessary corrections, that Council agree to proceed with the Meridian Meander Leaflet.

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Davies

Council **resolved** to **agree** to this proposal.

C1390 TO RECEIVE AN UPDATE ON THE HUB PLANNED PROCUREMENT NOTICE

The Town Clerk summarised the report, which Council **noted**.

C1391 TO REVIEW MEMBERSHIP OF & RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:

a. Neighbourhood Plan Steering Group

The Steering Group Chair had given a report earlier in the agenda, and that there were no changes to the membership.

b. Youth Engagement

Cllr Campbell requested to come off this Working Group. Cllr Fabry and Sharkey will continue.

c. Public Rights or Way

There were no changes or updates from this Working Group.

d. Public Safety

There were no changes or updates from this Working Group.

e. Morrisons Development

Cllr Bradley requested to be added onto this Working Group, as well as Cllr Griffiths and Davies who will continue.

f. Sussex Nature Recovery

Cllr Gallagher asked to come off this Working Group, Cllr Griffiths requested to join the group.

g. Meridian Walk

There were no changes or updates from this Working Group.

h. The Hub

It was proposed to close this Working Group.

Proposed by: Cllr Veck

Seconded by: Cllr Gordon-Garrett

The Council **resolved** to **agree** to close this Working Group.

C1392 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

Cllr Donovan informed Council of her report regarding the SCDA Community Supermarket.

C1393 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED

Council **noted** the overview of complaints.

C1394 DATE OF NEXT MEETING - TUESDAY 24TH JUNE 2025 AT 7.30PM.

The next meeting was confirmed as Tuesday 24th June 2025 at 7.30pm.

There being no further business, the meeting closed at 21:35

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Outside Body Representatives

Citizens Advice Bureau

Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	Cllr Sharkey, Cllr Campbell

Community Transport Lewes Association (CTLA)

Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	Cllr Alexander

Lewes District Association of Local Councils

Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	Cllr Gallagher

Peacehaven & Telscombe Access Group

Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	Cllr Bradley

Royal British Legion

Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	Cllr Donovan

The House Project

Purpose:	The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton
Representatives:	Cllr Cheta

Peacehaven Community Orchard	
Purpose:	The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.
Representatives:	Cllr Harman

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	Cllr Studd

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	Cllr Gordon-Garrett, Cllr Campbell

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	Cllr Fabry

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	Cllr Davies, Cllr Alexander

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	Cllr Veck, Cllr Davies

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	Cllr Griffiths

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	Cllr Campbell, Cllr Donovan

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	Cllr Gallagher

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	Cllr Gallagher, Cllr Rosser, Cllr Davies

Sustrans	
Purpose:	Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.
Representatives:	Cllr Campbell

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	Cllr Gordon-Garrett, Cllr Alexander

Havens Hub & Community Cars	
Purpose:	We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.
Representatives:	Cllr Gallagher

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	Cllr Bradley

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	Cllr Campbell

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual health advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	Cllr Rosser, Cllr Harman

Peacehaven Schools	
Purpose:	Schools in the Peacehaven Town area.
Representatives:	Cllr Veck, Cllr Sharkey

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	Cllr Fabry

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	Cllr Gallagher

Peacehaven Parkrun	
Purpose:	Peacehaven parkrun is a FREE weekly 5k event for participants of all standards, which takes place every Saturday at 9:00am in Centenary Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ.
Representatives:	Cllr Cheta, Cllr Sharkey

Family Hubs	
Purpose:	Family Hubs in Lewes and Havens areas.
Representatives:	Cllr Campbell

Peacehaven Players	
Purpose:	Local amateur dramatics group.
Representatives:	Cllr Sharkey

Peacehaven Horticultural Society	
Purpose:	Club for those interested in gardening. It has been running for many years and currently meets the second/third Mondays of the month.
Representatives:	Cllr Donovan

SLR (Strengthening Local Relationships)	
Purpose:	Meetings which are held twice a year by Parish and Town Councils to enable effective communication between your Parish and East Sussex Highways
Representatives:	Cllr Campbell