

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Minutes of the meeting of the Council meeting held in the Anzac Room, Community House on Tuesday 21st October 2025 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Aimee Harman (Vice Chair), Cllr Nikki Fabry, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Cathy Gallagher, Cllr Paul Davies, Cllr Max Rosser, Cllr Simon Studd, Cllr Philip Mills.

Officers: George Dyson (Town Clerk), Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

4 members of the public were in attendance.

C1450 MAYOR/CHAIR'S ANNOUNCEMENTS

a. Mayor/Chair's 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, informed everyone of how the public session works, and reminded Councillors of the importance of confidentiality for items under this heading.

b. To present the new Chain of Office to the Youth Mayor

The Chair presented the Youth Mayor with the new Chain of Office, which has been supported by the Lions club.

c. To introduce the Mayor's Cadet

Cadet Zack Osborne from the Sea Cadet Corps was presented to Council as the Mayor's Cadet.

C1451 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

a. Public Questions

A member of the public spoke on behalf of Develop Outdoors CIC, about the proposal that has been made under item C1457. Councillors asked a number of questions to clarify details including where water would be sourced from, whether the polytunnel is necessary and how high it would be, whether vehicular access would be needed, which other locations had been considered, whether additional earth would be brought in, and clarification of the exact plot of land being used.

Another member of the public, representing Yemeni café, expressed support for community projects such as this, but emphasised the need to be mindful of public, customers, and staff using the café.

Another member of the public, representing Peacehaven Players, spoke about the item C1458, and the background as to why the lighting system in the Community House Main Hall is in need of an upgrade, and the benefits of this, not just for Peacehaven Players, but also for other groups using the space.

There were some questions of clarification from Councillors about the Peacehaven Players proposal, particularly in relation to the ownership of the new system, and the safety around the use of ladders for access.

b. Reports from District and/or County Councillors

Cllr Gallagher gave an update about the work that District Councillors are doing, particularly highlighting the nature recovery work and climate change data. It has also been confirmed today that the refurbishments to the MUGA will be progressing, and that a pump track will be installed at Centenary Park.

Cllr Fabry informed Council that a motion has been passed recently about SUDS in relation to planning. Also noted that there is a shortage of Planning Officers nationally, so some people are waiting longer than ideal. Cllr Fabry also spoke about the recent anti-social behaviour and possible considerations for Councillors.

C1452 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Wood, Gordon-Garrett, Sharkey, Alexander, and Veck.

Cllr Cheta was also absent.

The Youth Mayor, Deputy Youth Mayor, and one member of the public left at this point (20:04).

C1453 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1454 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 23RD SEPTEMBER 2025

Proposed by: Cllr Mills **Seconded by:** Cllr Griffiths
The minutes of the 23rd September 2025 were **agreed** and **adopted**.

The Chair brought forward item C1457

C1457 TO CONSIDER A REQUEST FROM DEVELOP OUTDOORS CIC TO USE PART OF THE DELL

Cllr Griffiths highlighted the importance of the licence being agreed, that it contains conditions for no pesticides, no peat, and keeping the Polytunnel hidden from South Coast Road, perhaps we could agree in principle that this takes place, but subject to some further discussions, and would also prefer the fence edging the Yemeni café garden were left alone.

Cllr Gallagher highlighted the need to get the growing area agreed, and that the butterfly area could be agreed at a later stage.

Cllr Fabry spoke about the importance of enabling the CIC to access the grant funding.

Cllr Campbell spoke about support for the project generally, however with concerns about the appearance and impact on the Dell.

It was proposed that Council agree to grant permission for the growing area and polytunnel, but that further discussion about the butterfly garden area would need to take place through Committee before this element can be agreed, Officers are to proceed with agreeing a licence with Develop Outdoors CIC on this basis, and with the additional conditions that there is to be minimal disruption to Yemeni cafe, and that no pesticides or peat are permitted to be used.

Proposed by: Cllr Fabry **Seconded by:** Cllr Harman
Council **resolved** to **agree** to this proposal, by majority, with one abstention.

3 members of the public and the Mayor's cadet left at this point (20:19)

C1458 TO AGREE THAT THE PEACEHAVEN PLAYERS HAVE PERMISSION TO MAKE IMPROVEMENTS TO THE LIGHTING PROVISION IN THE COMMUNITY HOUSE MAIN HALL

There was a discussion about concerns relating to this project, in particular the accessibility of the lighting arrangement to other groups using the Main Hall, including our own use of the lighting. There are unanswered questions around the legal ownership of the lighting, and liability for the servicing, maintenance, and any other ongoing costs for the lighting.

There was support in principle for the project, and it was highlighted that this is also congruent with the Council's commitment to improving the sustainability and efficiency of Community House, and something that the Council would probably need to look at doing anyway.

It was proposed that Council agree to grant permission to Peacehaven Players, subject to a comprehensive contract detailing responsibilities and liabilities being put into place between Peacehaven Players and Peacehaven Town Council, the Peacehaven Town Council Officers would also review the CIL paperwork from Lewes District Council, and that the lighting will remain available for any group to use at no additional cost.

Proposed by: Cllr Donovan **Seconded by:** Cllr Harman
Council **resolved to agree** to agree to this proposal by majority with one abstention.

C1455 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning Committee:-

- i. To receive the meeting minutes of the 26th August 2025**
- ii. To receive the meeting minutes of the 16th September 2025**

Proposed by: Cllr Campbell **Seconded by:** Cllr Gallagher
The meeting minutes were **agreed** and **adopted**.

- iii. To note the draft meeting minutes of the 7th October 2025**
The draft meeting minutes were **noted**.

b. Policy & Finance Committee:-

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

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
Council **resolved to agree** to authorise payments and signing of the bank reconciliation statement by majority with one abstention.

- ii. To receive the meeting minutes of the 22nd July 2025**

Proposed by: Cllr Griffiths **Seconded by:** Cllr Donovan
The meeting minutes were **agreed** and **adopted**.

- iii. To note the draft meeting minutes of the 7th October 2025**
The draft meeting minutes were **noted**.

c. Personnel Committee:-

- i. To receive the meeting minutes of the 8th July 2025**

Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher
The meeting minutes were **agreed** and **adopted**.

- ii. To note the draft meeting minutes of 30th September 2025**

The draft meeting minutes were **noted**.

d. Leisure & Amenities Committee:-

i. To receive the meeting minutes of the 15th July 2025

Proposed by: Cllr Studd **Seconded by:** Cllr Fabry
The meeting minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 23rd September 2025

The draft meeting minutes were **noted**.

iii. To agree 2026-27 Allotment T&Cs.

Cllr Gallagher confirmed that the changes are highlighted in yellow.

Proposed by: Cllr Studd **Seconded by:** Cllr Gallagher
Council **resolved** to **agree** to the 2026-27 Allotment T&Cs.

e. Community Engagement Committee:-

i. To receive the meeting minutes of the 1st July 2025

Proposed by: Cllr Donovan **Seconded by:** Cllr Rosser
The meeting minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 9th September 2025

The draft meeting minutes were **noted**.

f. Environment & Sustainability Committee:-

i. To note the first meeting date as Tuesday 18th November 2025

Council **noted** the first meeting date as 18th November 2025.

It was proposed that Cllr Wood also join the Environment & Sustainability Committee.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
Council **resolved** to **agree** to this proposal.

C1456 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher informed Council that we are still awaiting the Examiners report, and that Lewes District Officers are actively chasing this up.

C1459 TO DISCUSS THE POSSIBILITY OF ADOPTING A TOWN FLOWER

The Clerk gave Council some background to this item.

Council discussed the proposal, and the proposal to investigate a possible Town flower was heavily supported.

It was proposed that Council form a TFG to investigate this.

Proposed by: Cllr Rosser **Seconded by:** Cllr Harman
Council **resolved** to **agree** to this proposal.

The TFG will include: Cllrs Mills, Griffiths, Harman, and Rosser.

C1460 TO DISCUSS THE BUSINESS PLAN

The Clerk explained that the business plan is in the process of going through each Committee, before recommendations come back to Council and a thorough review and revisions take place.

C1461 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION

Cllr Gallagher gave an addition oral update that she has visited Havens Community Cars & Havens Community Food Hub in relation to the service level grant applications.

Cllr Davies updated Council that the MP has been speaking with Morrisons with regard to the Meridian Centre site, and that an update has gone out through the news today, and more expected tomorrow.

Cllr Campbell informed Council that she has been to the LDCA AGM, and will put forward a report to the next Full Council meeting, they had a very difficult year last year, and were heavily supported by Lewes District Council waiving rent payments.

Council **noted** the outside body representative reports.

C1462 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

Council **noted** the overview of complaints received.

C1463 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

Council **noted** the Councillor attendance record.

C1464 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Meridian Centre Liaison

There is no further update on this TFG.

b. Public Rights of Way

There are no updates from this TFG.

c. Meridian Walk

Launch date is 17th November (national hiking day), meet at the Meridian Monument at 09:30. The work on this is now almost complete, a leaflet is in the process of being completed. The TFG will remain open until post launch, to then discuss any next steps.

C1465 DATE OF NEXT MEETING - TUESDAY 16TH DECEMBER 2025 AT 7.30PM.

The next meeting was confirmed as Tuesday 16th December 2025.

C1466 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths

Seconded by: Cllr Mills

Council **resolved** to **exclude** press and public from the remaining agenda items.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.

C1467 TO AGREE TO RENEW THE BOWLS CLUB LEASE

There was a discussion on the responses provided to the questions put forward at the Policy & Finance Committee.

The Clerk informed Council that a report would come to Policy & Finance meetings in the future detailing the leases that Council have in place. IT was also confirmed that the lease allowed for annual rent reviews, that would be in line with RPI.

It was proposed that the Council agree to execute the lease as per the recommendation in the report.

Proposed by: Cllr Fabry **Seconded by:** Cllr Griffiths
Council **resolved to agree** to agree to this proposal.

There being no further business, the meeting was closed at 21:43