

Luend Veck. 27-1-26

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Community House,
Meridian Way,
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DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 4th November 2025 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Harman, Cllr Donovan

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer), Stephanie Georgalakis (Public relations Officer), Jessa Chapman (Civic & Events Officer).

There were no members of the public in attendance.

1. CCE597 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, and outlined the public questions process. The Chair then informed the Committee of the following:

- Welcome Cafe every Monday at 10am – 1pm
- Remembrance Sunday 9th November 10:15am – 12:30pm
- Armistice Day Tuesday 11th November at the War Memorial
- Meridian Meander launch Monday 17th November 9:30am, Meridian Monument
- Mayor's Festive Winter Sizzler, Friday 28th Nov 5-7pm
- Children's Christmas Party 12th December, Community House 4:30 - 6pm
- An external event – LD CAN – on 11th November at 4:30pm – 6:30pm
- Looking for volunteers and raffle prizes for bingo

The Chair asked that the LD CAN details to be sent to all committee members.

The Meetings & Projects Officer reminded committee that in 2023 committee agreed that no officer time would be spent on bingo, which meant that if there were no volunteers for a bingo session, it would have to be cancelled.

Members commented that there were enough volunteers for the next couple of bingo sessions, but that a call out to all clrs for volunteers be emailed out.

2. CCE598 PUBLIC QUESTIONS

Cllr Wood was appalled there were no poppies on the south coast road, and that the war memorial and flags were tucked away, especially with the significance of Peacehaven and WW1, and wanted to see more poppies on the south coast road, similar to other locations, including Seaford, Newhaven and Rottingdean.

Cllr Donovan expressed there were poppies now installed at the War Memorial, that PTC had a limited supply, and that there would be a financial implication, which could potentially be included in the budget.

It was suggested that the Information Officer look into this further, including costs, and the Chair thanked Cllr Wood and Cllr Donovan for their comments.

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3. CCE599 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
There were apologies from Cllr Sharkey, the Youth Mayor and Deputy Youth Mayor.

4. CCE600 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
There were no declarations of interest.

5. CCE601 TO ADOPT THE MINUTES FROM THE 9th SEPTEMBER 2025

Cllr Donovan updated committee that for item 15 the date had changed from 18th April to 11th April, and that for item 21 the Business Fair, this would be progressed. The Meetings & Projects Officer expressed that if these were not amendments to the minutes they could be brought under the calendar item.

Cllr Donovan updated committee that the quiz night on 11th October had been cancelled due to lack of support.

It was proposed to adopt the minutes.

Proposed by: Cllr Wood Seconded by: Cllr Harman
Committee **resolved to adopt** the minutes.

6. CCE602 TO NOTE THE BUDGETORY UPDATE

The budgetary update was **noted**.

7. CCE603 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

8. CCE604 TO DISCUSS AND AGREE COMMUNITY ENGAGEMENT COMMITTEE BUDGET REQUIREMENTS FOR 2026/27

The Meetings & Projects Officer confirmed that the Town Crier's outfit had been purchased by Lewes Town, and was a Lewes Town Council Crier outfit, which may not be able to be worn for Peacehaven Town Council.

Cllr Wood queried where PTC stood with the agreement that Lewes Town Council would contribute half of the cost of the PTC outfit, and Cllr Donovan suggested it be found out which outfit would be worn by the Crier in Peacehaven and whether the Crier still wanted to be the Peacehaven Town Crier. The Chair suggested a report be brought to committee to cover these queries.

The Meetings & Projects Officer raised that, with regards to the Marketing Costs budget (Budget 4306/120), the PR Officer had received a quote for £540 per year to print 100 copies of the Peacehaven News. The PR Officer expressed that other quotes were being sought, which would be brought to committee; that there was a need to decide the format of the Peacehaven News; suggested that due to low readership figures advertising costs should not be charged; compared costs with the Telscombe Crier; and agreed a report would be brought back to committee.

The Chair commented that the A1 boards and planter advertising moved from P&H budget, but the figures from their budget were not showing.

It was proposed that the budget requirements for 2026/27 be deferred.
Proposed by: Cllr Wood Seconded by: Cllr Veck
All in **favour**.

9. CCE605 TO NOTE THE COMMUNITY ENGAGEMENT UPDATE
The update was **noted**.

10. CCE606 TO AGREE TO ESTABLISH A COMMUNICATIONS GROUP

Members discussed the options of a TFG or Working Party, and the PR Officer was happy to move forward with either.

It was proposed to set up a Working Party.
Proposed by: Cllr Wood Seconded by: Cllr Harman

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The resolution was **carried**.
1 member abstained.

Working Party members were agreed as: Cllr Harman, Cllr Wood, Cllr Veck, with an invite for other members to join

11. CCE607 TO AGREE THE EVENTS REPORT RECOMMENDATION

The Civic and Events Officer ran through the latest event details, including the Children's Christmas Party, where it was outlined there would be a bouncy assault course, a quiet area, various activities would take place, that insurance surrounding the bouncy assault course was being investigated, and the need for staff and councillor support, whereby the Chair offered to help.

It was commented there was a date change to the tea and cake event to Friday 17th April, and why this had changed from a tea in the park event. Cllr Donovan queried who would be preparing the sandwiches and agreed there would be a raffle.

It was proposed to agree to the events as outlined in the report.
Proposed by: Cllr Donovan Seconded by: Cllr Wood
Committee **resolved to the proposal**.

12. CCE608 TO AGREE A DATE FOR THE CLIMATE FAIR

The Information Officer expressed that the Telscombe Summer Fair was being held on Saturday 11th July, and would need to check dates of other events and report back to committee with date options. Members discussed the suitability of the event being held in June or August.

It was proposed to defer agreeing the date.
Proposed by: Cllr Veck Seconded by: Cllr Donovan
All in **favour**.

13. CCE609 TO NOTE THE RACE NIGHT EVENT REVIEW

The review was **noted**.

14. CCE610 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

Cllr Donovan commented that the Meridian Meander TFG could close.
There were no updates to the plan.
The Business Plan was **noted**.

15. CCE611 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed that the Welcome Café was going well but commented that food costs had hugely increased which affected the Welcome Café, and that the Inclusion Working Group would meet soon as there were many items to discuss.

b. Community Wall project

Cllr Donovan and the Meetings and Projects Officer outlined the project and its progress, and it was explained that this item would be transferred to P&F, since it related to Community House and would be managed through the Community Buildings Working Party.

c. Health & Awareness Day

The Civic & Events Officer commented that work would begin on this in the new year.

It was proposed to close the Community Wall and Health & Awareness Day TFGs
Proposed by: Cllr Veck Seconded by: Cllr Harman
It was resolved to **agree** to the proposal.

16. CCE612 TO NOTE THE EVENTS CALENDAR

Cllr Donovan raised the prospect of an event at Community House on 6th December to bring together all faiths and all communities in our town, and agreed that due to time, this would be moved forward by an external party.

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The events calendar was **noted**.

Cllr Donovan mentioned a business event in the new year, and that a report would be brought to committee in January.

17. CCE613 TO NOTE THE COMPLAINTS LOG

The Meetings & Projects Officer updated committee that, further to last committee's query, the e-news was not a legal obligation, but the town council had a legal obligation to communicate in terms of minutes, meeting summons and papers, financial information, councillor details, assets, policies and procedures, and a statutory requirement to consult residents on certain issues.

Members were updated that within the Peacehaven Town Council – Statement of intent as to community engagement – that a monthly newsletter was stipulated. The Chair expressed that this statement may have been brought about by the committee restructure and could be reviewed.

The complaints log was **noted**.

18. CCE614 TO REVIEW AND UPDATE THE CE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

It was proposed that no action was required.

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**.

19. CCE615 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 27TH JANUARY 2026

The date was **noted**.

There being no further business the meeting ended at 20:52

Alasdair Veck 27-1-26.