

George Dyson
Town Clerk

☎ (01273) 585493
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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

15th October 2025

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 21st October 2025 at 7.30pm.

A handwritten signature in black ink, appearing to read "George Dyson".

George Dyson
Town Clerk

A G E N D A

C1450 MAYOR/CHAIR'S ANNOUNCEMENTS

- a. Mayor/Chair's Announcements
- b. To present the new Chain of Office to the Youth Mayor
- c. To introduce the Mayor's Cadet

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

- a. Public Questions
- b. Reports from District and/or County Councillors

C1452 TO APPROVE APOLOGIES FOR ABSENCE

C1453 TO RECEIVE DECLARATIONS OF INTERESTS

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

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
 - iii. To note the draft meeting minutes of the 7th October 2025
- b. Policy & Finance Committee:-
 - i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements
 - ii. To receive the meeting minutes of the 22nd July 2025
 - iii. To note the draft meeting minutes of the 7th October 2025
- c. Personnel Committee:-
 - i. To receive the meeting minutes of the 8th July 2025
 - ii. To note the draft meeting minutes of 30th September 2025
- d. Leisure & Amenities Committee:-
 - i. To receive the meeting minutes of the 15th July 2025
 - ii. To note the draft meeting minutes of the 23rd September 2025
 - iii. To agree 2025-26 Allotment T&Cs.
- e. Community Engagement Committee:-
 - i. To receive the meeting minutes of the 1st July 2025
 - ii. To note the draft meeting minutes of the 9th September 2025

f. Environment & Sustainability Committee:-

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

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

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

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

C1459 TO DISCUSS THE POSSIBILITY OF ADOPTING A TOWN FLOWER

C1460 TO DISCUSS THE BUSINESS PLAN

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

C1462 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1463 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

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

a. Meridian Centre Liaison

b. Public Rights of Way

c. Meridian Walk

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

C1466 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING 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

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Minutes of the meeting of the EXTRAORDINARY Full Council Meeting held in the Anzac Room, Community House on Tuesday 23rd September 2025 at 7.30pm.

Present: Cllr Donovan, Cllr Harman, Cllr Griffiths, Cllr Fabry, Cllr Gordon-Garrett, Cllr Rosser, Cllr Davies, Cllr Gallagher, Cllr Studd, Cllr Campbell, Cllr Alexander, Cllr Mills.

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

C1441 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:02, welcomed everyone and thanked those that attended the Civic Service on Sunday, reminded everyone that Bingo is tomorrow afternoon, read out a statement on Civility & Respect, ran through the building fire procedures, asked that phones be put onto silent, and reminded Council about the importance of confidentiality for items under a confidential heading.

C1442 PUBLIC SESSION.

Cllr Davies raised on behalf of the MP, Chris Ward, that there is an event on Saturday at the Meridian Centre at 10:30am, which is non-political to raise awareness about the need for a supermarket in Peacehaven.

C1443 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sharkey and Cllr Veck.

Cllr Wood, Bradley, and Cheta were also absent.

C1444 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1445 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 2ND SEPTEMBER 2025

Proposed by: Cllr Mills

Seconded by: Cllr Rosser

The minutes of 2nd September 2025 were **agreed** and **adopted**.

C1446 DATE OF NEXT MEETING - TUESDAY 21ST OCTOBER 2025 AT 7.30PM.

The next meeting was confirmed as 21st October 2025.

C1447 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell

Seconded by: Cllr Alexander

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.

C1448 TO AGREE TO RENEW THE BOWLS CLUB LEASE

Council discussed the provisions in the lease, and some concerns were raised by Councillors, in particular relating to the cost of the lease and when rent increases are applied, why the lease did not go through the Policy & Finance Committee first, and a lack of comparison with the previous lease being available.

It was proposed that Council agree to execute the lease and give authority to proceed.

Proposed by: Cllr Griffiths **Seconded by:** Harman

Council **did not agree** to this proposal, by a majority vote of 5 in favour, and 7 against.

It was proposed that the item be deferred to the Policy & Finance Committee for further discussion before coming back to Council for agreement.

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

Council **resolved** to **agree** to this proposal by a majority vote of 7 in favour and 5 against.

C1449 TO RECEIVE A CONFIDENTIAL UPDATE AND AGREE RECOMMENDATIONS ON WORKS AT THE HUB

Cllr Donovan asked about why the company being put forward, which the Town Clerk clarified background to.

Cllr Gallagher asked about the qualifications of the consultants involved, which the Parks Officer clarified.

Cllr Alexander asked about what input from Councillors would be needed as part of this process, the Town Clerk summarised briefly the Councillor involvement, and how it would be important to ensure the ultimate agreement for the project to proceed.

It was proposed that Council agree to the recommendation

Proposed by: Cllr Campell **Seconded by:** Cllr Griffiths

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

Officers were also thanked for their work in progressing this.

There being no further business, the meeting was closed at 18:44.

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Community House,
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Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 26th August 2025 at 6.15pm

Present: Cllr Gordon-Garrett (Committee Chair), Cllr Campbell (Committee Vice-Chair), Cllr Davies, Cllr Wood, Cllr Sharkey, Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees & Assistant Project Officer)

Public: 2 members of the public were in attendance.

GENERAL BUSINESS

1. PH2384 CHAIR ANNOUNCEMENTS

The Chair read out the Civility and respect statement, ran through the fire procedure, asked for mobile phones to be switched off or put on silent, and reminded all that the meeting was being recorded for internal use only, and of the public questions protocol.

2. PH2385 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

There were 2 public questioners.

Both questioners spoke in relation to Item PH2389 LW/25/0202 98 South Coast Road Peacehaven.

The first questioner expressed they were a neighbour of the proposed development, described the location and general housing type as being made up of bungalows, raised density as a concern with regards to the requested increase in car parking spaces, explained they had been involved in a petition against the development, expressed concern of an increase of pollution in the area, and raised that was already an issue with parking on the road and there was no room for additional cars.

The second questioner queried the status of the development, whereby the Chair explained the process. The questioner also expressed concern with the overdevelopment of Peacehaven and the increased pressure on local services and infrastructure. They requested that committee object to the application in terms of an increase in population, that the building would not be in keeping with the area, and would lead to an increase of cars on the South Coast Road.

The Chair thanked the public for their comments.

The second questioner further raised concern around various issues surrounding the current non-progress of the Meridian development.

3. PH2386 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4. PH2387 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2388 TO ADOPT THE MINUTES FROM THE 29TH JULY 2025

K J Gordon-Garrett 16/9/25 K.J. GORDON-GARRETT

Proposed by: Cllr Rosser Seconded by: Cllr Sharkey
All in **favour**.

6. TO COMMENT on the following Planning applications

PH2389 LW/25/0202 98 South Coast Road Peacehaven

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0202

It was proposed to strongly object to the application, along with strongly reiterating committee's previous objection, on the following grounds:-

1. Gross over development of the site including in terms of the parking arrangements
2. Difficulties around waste management
3. The flood risk from the SuDS,
4. Loss of green space and the build not taking biodiversity into account

If LDC does grant permission, PTC request that LDC applies a condition that there should be swift boxes, insect stations, butterfly stations and such like to cover a broad range of biodiversity.

Proposed by: Cllr Campbell Seconded by: Cllr Wood
All in **favour** to **object**.

18:54 – 2 members of the public left the meeting

PH2390 LW/25/0461 180 South Coast Road Peacehaven

<https://planningpa.lewes-eastbourne.gov.uk/online-applications/applicationDetails.do?keyVal=T05L0GJDKBE00&activeTab=summary>

It was proposed to not comment on the application

Proposed by: Cllr Campbell Seconded by: Cllr Davies
All in **favour** to **not comment**.

PH2391 LW/25/0341 42 Bramber Avenue Peacehaven

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0341

It was proposed to support the application, subject to the officers being satisfied that objections from 45a Dorothy Avenue are taken into consideration.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey
All in **favour** to **support**.

19:02 – Cllr Davies left the meeting

7. TO NOTE the following Planning applications/decisions

PH2392 LW/25/0396

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0396

The planning decision was **noted**.

8. **PH2393 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 16TH SEPTEMBER 2025 AT 7.30 PM**

The next meeting was agreed.

There being no further business, the meeting was closed at 19:04



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Draft Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 16th September 2025 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell, Cllr Wood, Cllr Gallagher, Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer)

No members of the public were in attendance.

1 PH2394 CHAIR ANNOUNCEMENTS

The Chair ran through the Civility and Respect statement, explained the fire procedure, reminded committee of the mobile phone protocol and that the meeting was being recorded.

2 PH2395 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*
There were no public questions.

3 PH2396 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

An apology was received from Cllr Sharkey.

An apology was received from Cllr Davies and Cllr Gallagher substituted.

4 PH2397 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2398 TO ADOPT THE MINUTES FROM THE 26TH AUGUST 2025

Proposed by: Cllr Wood

Seconded by: Cllr Rosser

Committee **resolved** to **adopt** the minutes of 26th August 2025

6 PH2399 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Meetings & Projects officer expressed that, in the new financial year, the budget codes would be updated to reflect the new committee structure, and clarified there was A1 boards income, which would be updated by the RFO.

The budgetary report was **noted**.

7 PH2400 TO RECEIVE AN UPDATE OF THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD PLAN

Cllr Gallagher updated committee that in anticipation of the fact check, due on 20th September, a steering group had been arranged for the 8th October.

The Chair thanked Cllr Gallagher.

8 PH2401 TO NOTE THE SUSTRANS REPORT AND SET UP A TFG

Cllr Campbell outlined the report and expressed that part of the route was not included in the report, and expressed the importance of planning progress in view of the timelines.

Cllr Gallagher expressed that rather than setting up a TFG an exploratory meeting should be arranged with Telscombe Town Council, Cllr O'Connor and Chrstine Robinson, as progress was being made, and that there was not available money.

Kiera Gordon-Garrett 07/10/25

Cllr Campbell updated committee that she had attended numerous meetings in relation to this item, whereby Cllr Gallagher expressed how the meeting could be made more appropriate for Peacehaven, with a view of pooling knowledge and reporting back to this committee.

Cllr Campbell suggested making contact with the school to understand the situation.

It was suggested to arrange an exploratory joint meeting with Telscombe Town Council, to include all the relevant parties from both councils, involve the Meetings & Projects Officer, Bianca Bus from Telscombe Town Council and Councillors.

Cllr Campbell and Cllr Gallagher expressed their interest in attending the meeting, and Cllr Rosser agreed he would if needed.

The report was **noted**.

9 PH2402 TO AGREE TO REQUEST TO ESCC MORE DOUBLE YELLOW NO-PARKING LINES

Cllr Wood expressed concern that there was nothing in the report to represent East Peacehaven, and Cllr Campbell suggested another report could be brought to a future committee for additional locations and reminded committee of the request window.

Cllr Wood raised concern of the rules surrounding double yellow lines and parking on verges, and the value of also displaying signs.

Cllr Gallagher expressed that every six months Telscombe Town Council were made aware of the opportunity to request double yellow lines, questioned whether this was the case for Peacehaven Town Council, and outlined reasons for the importance of arranging a meeting with Telscombe Town Council. Members discussed the issue of parking on verges.

It was suggested that an officer arrange an exploratory informal meeting with TTC about the procedure, to query with the Town Clerk the process of ESCC contacting PTC around yellow line deadlines, and to find out when the next deadline was.

It was proposed to put forward the 3 requests for more double yellow no-parking lines as outlined in the report, and the importance of working with TTC was noted.

Proposed by: Cllr Campbell Seconded by: Cllr Rosser

All in **favour**.

1 member abstained.

Cllr Rosser suggested the MP was lobbied in relation to this area in terms of budget.

10 PH2403 TO NOTE THE CHALKERS RISE ESTATE REPORT

Cllr Campbell expressed the report had been sent to Cllr O'Connor, and that the report consisted of several ideas.

Cllr Gallagher queried whether the facts had been checked, for instance the infiltration pond, and had concern that the report could not be endorsed so carried no weight.

The report was **noted** as being from Cllr Campbell's observations, as Central ward Councillor.

The Chair expressed that background research had been carried out and the report was important in view of the expanse of the development and its future handover.

11 PH2404 TO AGREE TO A PUBLIC CONSULTATION ON PEDESTRIAN CROSSINGS & ISLANDS

Cllr Wood expressed concern that currently some drop kerbs did not have another on the opposite side.

Cllr Gallagher suggested that this project was being progressed by others, including Lewes District councillors and was the responsibility of ESCC; that it was not ready for public consultation, which would be carried out by ESCC; and suggested that it was found out whether that money was still available, and then to follow up with ESCC.

KJ Gordon-Cawell

Cllr Campbell expressed the aim of the public consultation was for Peacehaven Town Council to advocate for residents in an orderly way with a list of drop kerb, island and pedestrian crossings improvements.

Cllr Wood expressed there was no pedestrian crossing or path near to Peacehaven Heights, and Cllr Gallagher expressed the whole of the A259 needed to be considered, and the importance of following up the whereabouts of the money.

It was proposed to arrange an informal meeting with Telscombe Town Council, bring a report back to committee, and in the meantime set up a TFG to further progress the work, with invites to other councillors from all wards to meet after the informal meeting.

Proposed by: Cllr Campbell Seconded by: Cllr Wood

All in **favour**.

TFG members were agreed as: Cllr Wood, Cllr Campbell, Cllr Gordon-Garrett, Cllr Rosser.

Cllr Rosser requested the lack of a pavement at Peacehaven Heights to be noted.

12 PH2405 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Chair updated committee that a report would be brought to the next committee meeting.

b. Meridian Monument and Area TFG

The Meetings & Projects Officer updated committee on the progress of the information board, and presented on-screen the final signed-off visual.

13 TO COMMENT on the following Planning applications as follows:-

PH2406 LW/25/0467 120 Rowe Avenue Peacehaven

It was proposed to not comment but that LDC officers take extra steps to ensure that neighbours at number 122 were aware of the application.

Proposed by: Cllr Campbell **Seconded by:** Cllr Wood

All in **favour**.

PH2407 LW/25/0508 9 Phyllis Avenue Peacehaven

It was proposed to object to the application on the following grounds:-

- Undermines the historic Bells club building (now the mosque) both socially and structurally due to the proposal to dig down nearly 1 metre.
- This is an employment area for light industry, not a residential area. Houses in the street are a long way away and would not want to lose a commercial building in the middle of the area.
- It is within a coastal vulnerability zone (page 51 of the January 2025 revision to the Climate Change topic paper) and therefore in breach of draft policy LC8 of the emerging LDC Local Plan 2040.
- There is no parking provision.
- There is inadequate / non-existent waste management arrangements.
- It is gross overdevelopment.
- It grossly breaches the emerging Peacehaven & Telscombe NDP Policy 1(4), and would be out of character in lots of ways, including that it would be on a coastal plotland where the maximum building height should be two storeys.
- It breaches P&T NDP design codes PB1, PB2, PB5, PB6, PB7 and PB8.
- There are important factual errors in the application, for example in the planning portal document PP142 74055 – they deny there are any areas of protected or priority sites close by, when it about 100metres from the clifftop SSSI and about 20metres from the edge of a local nature reserve.
- Impedes commerce.
- The Health and Safety of Peacehaven residents could be impeded with regards to ambulance station access.
- It is an incomplete application (all environment documents are missing) and there are factual errors.

Kersi Garden-Cawett, 07/10/25,

Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser
Committee **resolved** to object to the application.

PH2408 LW/25/0509 42 Gladys Avenue Peacehaven

It was proposed to support the application subject to officers ensuring, possibly through the estate agents, that the new owners of the house next door are aware of the application.

Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
Committee resolved to **support** the application.

14 TO NOTE the following Planning decisions and applications

PH2409 LW/25/0410
PH2410 LW/25/0234
PH2411 LW/25/0366
PH2412 LW/25/0342
PH2413 LW/25/0317
PH2414 LW/25/0153
PH2415 LW/25/0314
PH2416 LW/24/0630

Committee **noted** the above planning decisions.

15 PH2417 TO NOTE PLANNING COMPLAINTS

The planning complaints were **noted**.

16 PH2418 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

The action plan was **noted**.

**17 PH2419 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 7TH OCTOBER 2025 (applications only)
AT 6.15 PM**

The next meeting was **confirmed** as 7th October 2025

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

Kiera Gordon

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Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 7th October 2025 at 6.15pm

Present: Cllr Gordon-Garrett (Committee Chair), Cllr Rosser, Cllr Davies, Cllr Wood.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1 PH2420 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 6.15pm, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, advised that the meeting is being recorded for internal use, and requested that mobile phones be put onto silent.

2 PH2421 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

There were no public questions.

3 PH2422 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Sharkey and Cllr Campbell.

4 PH2423 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2424 TO ADOPT THE MINUTES FROM THE 16TH SEPTEMBER 2025

Proposed by: Cllr Wood **Seconded by:** Cllr Davies
The minutes of 16th September 2025 were **agreed** and **adopted**.

6 TO COMMENT on the following Planning applications as follows:-

PH2425 LW/25/0526 204 South Coast Road

Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
Committee **resolved** to **support** this application.

PH2426 LW/25/0550 3 Pelham Rise

Proposed by: Cllr Davies **Seconded by:** Cllr Rosser
Committee **resolved** to **support** this application

7 TO NOTE the following Planning applications/decisions

PH2427 LW/24/0579 Planning Inspectorate Ref: APP/P1425/W/25/3371659 50 Cornwall Avenue

Committee **noted** the appeal to the Planning Inspectorate.

PH2428 LW/25/0317 Planning Inspectorate Ref: APP/P1425/W/25/3372142 16 Rustic Road

Committee **noted** the appeal to the Planning Inspectorate.

PH2429 LW/25/0534 16 Friars Avenue

Committee **noted** the certificate of lawful development.

8 PH2430 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 28TH OCTOBER 2025 AT 7.30 PM

The next meeting was confirmed as 28th October 2025 at 7:30pm.

There being no further business, the meeting was closed at 18:22.



Committee:	Full Council	Agenda Item:	C1455b(i)
Meeting date:	21 October 2025	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

To note the council's financial position year to date and agree any additional financial information required for future committee meetings

1. Background

The attached reports summarise the council's overall financial position as at **month 6 (September 2025)**. An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's **five bank accounts as at 31 July 2025 & 31 August 2025**. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As per Financial Regulations the requirement for the bank reconciliations should be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – Action 2 above

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as

Unrepresented Cheques (Minus)) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as Receipts not Banked/Cleared (Plus)

As councillors are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as Bank Statement Account Name) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as Difference is) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to nominal codes (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and cost centres (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- Actual year to date – the total amount spent so far this financial year for that particular nominal code
- Current Annual Bud – the agreed budget for the entire financial year for that particular nominal code
- Variance Annual Total – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- Committed expenditure – not currently used by this council
- Funds available – the amount of money remaining available to spend during the remainder of the financial year.
- % of budget – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that **46.6% of the budgeted expenditure** has been spent so far, and **99.4% of the budgeted income** has been received as at the month 6 (Sept 2025)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its assets (money the council has and/or is owed to it) and liabilities (money the council owes to others) and how those funds are allocated within the councils accounts (shown as Represented By).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The Represented By section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the Net Expenditure over Income figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2026, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

4. Appendices

- **Barclays Bank account summary balances August 2025**
- **Bank reconciliation statement for cashbook 1 – August 2025**
- **Bank reconciliation statement for cashbook 2 –August 2025**
Bank Reconciliation statement for Unity Trust Fixed Deposit Account – August 2025
Bank Reconciliation statement for Unity Trust Instant Access Account – August 2025
- **Credit Card reconciliation statement – July 2025**
- **Detailed income and expenditure month 6 (September 2025)**
- **Detailed balance sheet month 6 (September 2025)**

George Dyson
Town Clerk

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mm
07/10/25

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

Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 22nd July 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Sharkey, Cllr Gordon-Garrett, Cllr Campbell (non-voting), Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Veck, Cllr Gallagher.

Officers: George Dyson (Town Clerk), Zoe Malone, (Responsible Financial Officer).

No members of the public were in attendance.

1. PF1131 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

Cllr Griffiths also reminded members about the LDC briefing tomorrow on recycling services.

2. PF1132 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF1133 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Davies, with Cllr Gallagher substituting.

4. PF1134 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1135 TO ADOPT THE COMMITTEE'S MINUTES OF 27TH MAY 2025.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Sharkey
The minutes of 27th May 2025 were **agreed** and **adopted**.

6. PF1136 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Gallagher asked about the dates shown on the balance sheet, and queried whether it is up to date, the RFO confirmed that it is. Cllr Gallagher also queried a s.106 receipt, which the RFO confirmed was funds spent last year on several items at Big Park, which had been reimbursed in this financial year.

Committee **noted** the Finance Officer's report.

b. Bank account & Bank Reconciliation statements (for signing).

Proposed by: Cllr Gallagher **Seconded by:** Cllr Donovan
Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

c. Income & Expenditure report.

Committee **noted** the Income & Expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

e. CIL & S.106 report (income, expenditure & bids).

Committee **noted** the CIL & s.106 report.

f. List of payments (for approval).

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
Committee **resolved** to **approve** the list of payments.

7. PF1137 TO DISCUSS THE CCTV AT CENTENARY PARK

The Clerk summarised the report and the background to this item, Cllr Gordon-Garrett spoke about the CCTV being important to reduce anti-social behaviour at Centenary Park, and that we could review in a years' time to see whether it has any impact.

Cllr Fabry commented that it would be a very good idea to better utilise the CCTV. Cllr Alexander raised a concern about how much the police would actually use it.

Cllr Griffiths asked where the CCTV could be funded from. The RFO responded that there are some items with the budget, including CCTV maintenance and Big Park Repairs & Alterations that could be used, alternatively CIL or Big Park Earmarked Reserves would be used.

Cllr Veck suggested the Police might want to contribute, it was highlighted that this had been considered through the Public Safety Working Group and was unlikely, however, it could be raised again.

It was proposed that Council proceed with the works, funded from the Big Park s106, subject to confirmation from the Public Safety Working Group confirm that no funding from the Police is available for this project.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal.

8. PF1138 TO REVIEW RELEVANT COMMUNITY AND BUSINESS PLAN ITEMS

The Committee went through the relevant business plan items, noting that the 10-year-plan item is complete.

Committee noted the work completed and still needed on the efficiency of resources item.

It was suggested that the Community & Business plan should be reviewed at the next Full Council meeting.



9. PF1139 TO NOTE PROGRESSING CLOSER WORKING WITH TELSCOMBE TOWN COUNCIL

The Clerk summarised the progress on this item since the recent Full Council meeting.

Cllr Gallagher spoke about Telscombe Town Council's (TTC) recent Council meeting, and that they were supportive of the suggestion to proceed informally at this time.

Cllr Veck highlighted that the outcome of the informal meeting was to involve all PTC and TTC Councillors rather than just a select few.

Cllr Donovan highlighted that the Civic Officers for PTC & TTC seem to be communicating more at the moment which is positive.

It was proposed that no further action is taken at this time, pending the outcome of informal discussions.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths
Committee **resolved** to **agree** to this proposal.

10. PF1140 TO AGREE T&Cs FOR A DOG WASH STATION AT CENTENARY PARK

It was proposed to approve the recommendation in the report to proceed with the agreement and authorise the Parks Officer to agree the final siting of the station.

Proposed by: Cllr Fabry **Seconded by:** Cllr Sharkey
Committee **resolved** to **agree** to this proposal.

11. PF1141 TO DISCUSS REVIEWING THE MAYOR'S HANDBOOK

Cllr Veck introduced the item, highlighting that with the Committee restructure it may be best to wait for this to happen. Cllr Donovan suggested waiting for the Civic Officer to be in post.

There was a discussion around who should be involved with the review of the handbook. Cllr Fabry suggested that objective outsiders would be important in the review rather than just people close to the Civic function.

It was proposed that Committee agree that the review should go ahead, however to bring the item back to Committee to after the recruitment of the Civic & Events Officer to set up the TFG.

Proposed by: Cllr Alexander **Seconded by:** Cllr Gallagher
Committee **resolved** to **agree** to this proposal.

12. PF1142 TO AGREE RECOMMENDATIONS ON BACKBILL FOR BEREAVEMENT SERVICES

The RFO summarised the report and the background to this item.

It was proposed that we proceed with the recommendation in the report for paying the back bills.

Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher
Committee **resolved** to **agree** to this proposal.

13. PF1143 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck informed Committee that the Audit Working Group met again last week, and that the outcome was overwhelmingly positive.



b. Community Buildings Working Group

Cllr Gallagher advised Committee that there is some information included in the papers and summarised the information in the papers, including the importance of this data.

The Working Group will meet again soon.

c. Council Committee Structure TFG

The Clerk updated the Committee that the TFG is working on the Terms of Reference and Scheme of Delegation, and a meeting should be held soon.

14. PF1144 DATE OF NEXT MEETING – TUESDAY 7TH OCTOBER 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 7th October 2025.

15. PF1145 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry **Seconded by:** Cllr Sharkey
Committee **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.*

Cllr Campbell left at this point (20:42)

16. PF1146 OVERDUE INVOICE REPORT

Committee **noted** the overdue invoice report.

17. PF1147 TO RECEIVE A CONFIDENTIAL REPORT ON BEREAVEMENT SERVICES

The Clerk introduced the report which the Committee discussed.

It was proposed that we proceed with option A in the confidential report and also consult with Peacehaven based funeral directors on the future of this agreement.

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

There being no further business, the meeting was closed at 20:52



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Community House,
Meridian Way,
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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 7th October 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Gallagher, Cllr Davies, Cllr Campbell (non-voting).

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

Two members of the public were in attendance.

1. PF1148 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

2. PF1149 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

A member of the public spoke about a lack of a Town flower, and that there is a suggestion that the white Peace Poppy could be adopted as a Town flower.

Another member of public representing the Peacehaven and Telscombe Bowls Club spoke to the Committee about the membership and benefits of the Bowls Club, particularly in relation to item PF1155 on the agenda.

3. PF1150 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Veck and Cllr Sharkey.

Cllr Gallagher was substituting for Cllr Sharkey.

4. PF1151 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1152 TO ADOPT THE COMMITTEE'S MINUTES OF 22nd JULY 2025.

Cllr Campbell asked a question about whether the CCTV is actively monitored by Sussex Police, the Clerk confirmed that it wasn't actively monitored but could be accessed and controlled live.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
The minutes of 22nd July 2025 were **agreed** and **adopted**

The Chair brought forward item PF1155

6. PF1155 TO DISCUSS THE BOWLS CLUB LEASE

Cllr Gallagher asked how the invoicing for services to the Bowls Club is reported on the income and expenditure report, and also within the terms of the lease, whether in practice there is public access to the green.

Cllr Gallagher also spoke about the lease referring to the Bowls Club building, the type of lease that is being entered into, and concerns that the Bowls Club are not seeking professional advice on the lease.

Cllr Griffiths highlighted that the Council have always charged this as ground rent as the Council does not own the building.

Cllr Donovan raised concerns that the signing of this new lease is quite overdue, and that we should look to proceed with this.

Cllr Davies raised concerns about why this lease has taken so long to progress, why the rent is so low at just £150 per year, and concerns about the Bowls Club not taking legal advice.

It was proposed that the Committee suspend Standing Orders to address the representative of the Bowls Club.

Proposed by: Cllr Donovan **Seconded by:** Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal.

Standing Orders were suspended at this point.

There was a further discussion with the representative of the Bowls Club, about the process of developing the lease.

Cllr Davies raised concerns that the lease had not been to Committee or Council previously. The Clerk explained that it is a lease renewal and standard business for the Council.

Standing Orders were reinstated.

The Chair directed that there would be further discussion on some of the lease details under the Confidential section of this meeting.

7. PF1153 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

Cllr Gordon-Garrett asked about the high income percentage, which the RFO confirmed is due to the second precept payment being received.

Cllr Campbell asked about the expenditure on the Hub, noting that the additional support for the Hub has not been put on here yet.

Committee **noted** the Finance Officer's report.

b. Bank account & Bank Reconciliation statements (for signing).

Proposed by: Cllr Davies **Seconded by:** Cllr Donovan
Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

c. Income & Expenditure report.

Committee **noted** the income and expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

- e. CIL & S.106 report (income, expenditure & bids).

The RFO clarified that this report is only showing the current financial year's expenditure.

Committee **noted** the CIL and s.106 report.

- f. List of payments (for approval).

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies.
Committee **resolved** to **approve** the list of payments.

8. PF1154 TO RECEIVE THE 2024/25 EXTERNAL AUDITORS REPORT AND CERTIFICATE

The Clerk introduced the item, highlighting the outstanding report. Cllr Davies added his thanks to the Officers.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
Committee **resolved** to **approve** the review of the External Auditors Report and receive the Certificate of completion of audit.

9. PF1156 TO REVIEW COMMUNITY AND BUSINESS PLAN ITEMS

There was a brief discussion about the Community & Business plan, that the 10-year plan for Community House is adopted, that the Net-Zero carbon resolution will be moved to the new Environment & Sustainability Committee.

It was suggested that a review of the Community & Business plan should involve some element of consultation with the public.

The Hub will also be moving under the Policy & Finance Committee due to the new Committee structure.

Cllr Campbell spoke about the importance of the external grants application item.

10. PF1157 TO RATIFY THE RECOMMENDATIONS OF THE GRANTS COMMITTEE

It was proposed that the Committee ratify the recommendations of the Grants Committee,

Proposed by: Cllr Harman **Seconded by:** Cllr Griffiths
Committee **resolved** to **agree** to ratify this recommendation.

11. PF1158 TO DECIDE ON A GRANT FOR HAVENS COMMUNITY CARS

The RFO summarised the application and why it has been deferred to the Policy & Finance Committee.

There was a discussion on Havens Community Cars and the benefit to Peacehaven residents.

It was proposed to award £3000 to Havens Community Cars, as per their Grant application.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths
Committee **resolved** to **agree** to this proposal by a majority vote of 5 in favour, 1 against, and 2 abstaining.

12. PF1159 TO AGREE TO A BUDGET FOR THE WAR MEMORIAL RESURFACING

Cllr Fabry left at this point (21:19)

It was proposed to agree with the recommendations in the report for the budget

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths
Committee **resolved** to **agree** to this proposal

It was proposed that Birch surfacing be used.

Proposed by: Cllr Harman

Seconded by: Cllr Donovan.

Committee **resolved** to **agree** to this proposal.

13. PF1160 TO AGREE BUDGET ALLOCATION FOR STAKEHOLDER MEETINGS ON THE HUB

The Clerk summarised the report, there was a discussion about the amount of money being requested as a maximum.

It was proposed that the Committee agree up to £750 from the NHDP budget.

Proposed by: Cllr Gallagher

Seconded by: Cllr Davies

Committee **resolved** to **agree**

14. PF1161 TO NOTE A REPORT ON DEVOLUTION OF ASSETS

The Clerk summarised the report.

Cllr Campbell asked about the protections for the Leisure Centre once Local Government Reorganisation takes place.

Cllr Gallagher advised that Lewes District Councillors have already asked for a full report on Wave Leisure.

Cllr Davies spoke about the importance of protecting the assets highlighted.

Committee **noted** the report on devolution of assets.

15. PF1162 TO SET UP A TFG TO MEET WITH REMEDY CONSULTING ON PHASE 1 OF THE HUB PROJECT

It was proposed to agree to form the TFG.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher

Committee **resolved** to agree to this proposal.

TFG members to include: Cllr Gallagher, Cllr Campbell, and Cllr Alexander

16. PF1163 TO NOTE SUSSEX POLICE'S NOTICE TO VACATE THE POLICE ROOM IN COMMUNITY HOUSE

Committee **noted** the report.

17. PF1164 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

- a. Audit Working Group

The Committee **noted** the report in the papers.

- b. Community Buildings Working Group

Cllr Gallagher summarised the work that the TFG have been doing, particularly in relation to Community House.

18. PF1165 DATE OF NEXT MEETING – TUESDAY 25TH NOVEMBER 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 25th November 2025 at 7.30pm.

19. PF1166 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Donovan

Seconded by: Cllr Davies

Committee **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.*

Cllr Campbell left at this point (21:56).

20. PF1167 UNPAID INVOICE REPORT

The RFO summarised the unpaid invoice report, which the Committee **noted**.

21. PF1155 TO DISCUSS THE BOWLS CLUB LEASE

This item was followed on from the item in the public session, to discuss lease details under the confidential heading.

The RFO and Clerk were asked to get answers to 7 questions posed by the Committee.

It was proposed that the Committee recommend that Full Council agree to this lease, subject to satisfactory answers to the questions put forward.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher.

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

There being no further business, the meeting was closed at 22:17.

George Dyson
Town Clerk

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

Wend Veck 30 Sept '28

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 8th July 2025 at 7.30pm.

Present: Cllr Fabry, Cllr Veck, Cllr Bradley, Cllr Gordon-Garrett, Cllr Harman, Cllr Donovan, Cllr Gallagher, Cllr Alexander.

Officers: George Dyson (Town Clerk)

1. E585 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:36, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

2. E586 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies received from Cllr Campbell, with Cllr Gordon-Garrett substituting.

Cllr Cheta was absent.

3. E587 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E588 TO ELECT A VICE CHAIR OF COMMITTEE

It was proposed that Cllr Veck be vice-chair of the Committee.

Proposed by: Cllr Fabry **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **agree** to this proposal.

5. E589 TO ADOPT THE MINUTES OF 15TH APRIL 2025 MEETING

Proposed by: Cllr Gallagher **Seconded by:** Cllr Donovan
The minutes of 15th April 2025 were **agreed** and **adopted**.

6. E590 TO REVIEW COMMITTEE'S BUDGETARY POSITION

There was a discussion on the budgetary report and what was included under different budget headings.

Committee **noted** the budgetary report.

7. E591 DATE OF NEXT MEETING – TUESDAY 30TH SEPTEMBER 2025 AT 7:30PM.

The next meeting was confirmed as 30th September 2025.

8. E592 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Gallagher
Committee **resolved** to **agree** 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 discussion of the following items.

Wend Veck 30 Sept '28

9. E593 TO REVIEW THE COMMITTEE ACTION PLAN

The Wellbeing TFG was discussed, noting that the wellbeing survey has recently closed and there will likely be a TFG meeting soon to discuss this. Cllr Fabry asked to come off the TFG as she is now Committee Chair and suggested that it would be good for another Cllr to join. Cllr Alexander gave an overview of what the TFG do and how they work.

Cllr Bradley will join the Wellbeing TFG.

The staff length of service item can now come off the action plan, and the recognition was well received.

Committee **noted** the action plan.

10. E594 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

Cllr Veck asked about working well for all training and what this involved. The Clerk explained the background to this heading, and there was a discussion about organising a training session for this subject.

Cllr Fabry highlighted some recent cyber-security training delivered to District Councillors which was a very beneficial session, there was a brief discussion about cyber-security, and it was felt that this training would be beneficial for Peacehaven Town Council too.

Committee **noted** the Councillor training plan

11. E595 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee congratulated the continued work keeping staff training up to date.

Committee **noted** the staff training plan.

12. E596 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There was a brief discussion about the training feedback, as well as Committee noting that some feedback appears to have been given mistakenly due to thinking the 1-5 scale was the other way around – this will be made clearer at the next set of training.

Committee **noted** the feedback from recent training.

13. E597 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent staff sickness absence, noting one member of staff on long term sickness absence and how this is being managed.

Committee **noted** the staff sickness absence report.

14. E598 TO AGREE TO START RECRUITMENT FOR A VACANT POSITION

The Clerk introduced the item, summarised background and the report. Cllr Donovan thanked the office staff for their support covering this so far and hoped the Committee would agree to start recruitment.

There was a brief discussion about commencing recruitment, noting that this position has been discussed for well over a year now. Two amendments to the recruitment pack were requested including changing a picture, and adding the Town Crier and other Civic positions to the job description,

It was proposed that Committee agree to start recruitment, and to appoint Councillors to shortlist and conduct interviews.

Proposed by: Cllr Donovan **Seconded by:** Cllr Gallagher
Committee **resolved to agree** to this proposal.

Cllrs Fabry & Harman will undertake the shortlisting of candidates for interview.

Meredith Veck

30 Sept 28

Cllrs Donovan & Veck with either the Meetings & Projects Officer or Town Clerk will conduct the interviews.

15. E599 TO DISCUSS GROUNDS TEAM CAPACITY

The Town Clerk introduced the item and summarised the information in the report. Committee considered possible means of support for the Grounds Team over the coming summer months.

The Committee discussed the report and considerations for the recommendations.

It was proposed that Council agree to the recommendations in the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman
Committee **resolved** to **agree** to this proposal.

Cllr Fabry & Harman will conduct interviews for a possible secondment.

It was also mentioned that there will be a need to look at the Grounds Team job titles and job descriptions.

16. E600 TO DISCUSS EMPLOYEE SCP BANDING

The Town Clerk introduced the item and explained the background to it, there was a lengthy discussion about the banding, and it was felt more discussion would be needed on the topic.

It was proposed that a small TFG be set up to look into the matter and report back to Committee.

Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher
Committee **resolved** to **agree** to this proposal.

TFG members will be Cllr Alexander, Cllr Harman, Cllr Bradley, and the Town Clerk.

17. E601 TO RECEIVE AN UPDATE ON THE CLERK'S APPRAISAL

The Committee Chair introduced the item and explained the appraisal process.

It was proposed the appraisal form be reviewed, and that the Town Clerk have the next interim appointment as planned in October.

Proposed by: Cllr Veck **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal.

18. E602 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Wellbeing

This TFG had already fed back earlier in the meeting.

There being no further business, the meeting was closed at 21:16.

Arend Veck. 30 Sept 25.

George Dyson
Town Clerk

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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 30th September 2025 at 7.30pm.

Present: Cllr Veck, Cllr Harman, Cllr Donovan, Cllr Gallagher, Cllr Alexander, Cllr Campbell.

Officers: George Dyson (Town Clerk)

1. E603 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

2. E604 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fabry.

Cllr Cheta was also absent.

3. E605 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E606 TO ADOPT THE MINUTES OF 8TH JULY 2025 MEETING

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman

The minutes of 8th July 2025 were **agreed** and **adopted**.

5. E607 TO REVIEW COMMITTEE'S BUDGETARY POSITION AND DISCUSS 2026/27 BUDGETARY REQUIREMENTS

The Committee asked about what comes out of the professional fees budgetary heading, which the Clerk clarified, and discussed this budget coming under a different Committee in the future.

The committee **noted** the budgetary report.

There was a brief discussion on the next year's budgetary requirement, Cllr Veck advised that she and Cllr Fabry would be meeting with the RFO soon to discuss the 2026/27 budget.

6. E608 DATE OF NEXT MEETING – TUESDAY 20TH JANUARY 2026 AT 7:30PM.

The next meeting was confirmed at Tuesday 20th January 2026 at 7:30pm.

7. E609 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

The Committee **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 discussion of the following items.

8. E610 TO REVIEW THE COMMITTEE ACTION PLAN

There was a discussion on the Wellbeing TFG, in particular the membership. Cllr Wood will be asked to join the group.

There was a brief discussion about the process of Councillor co-option and resignation.

The Committee **noted** the action plan.

9. E611 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

There was a brief discussion on training for Councillors, and some sessions will be scheduled soon.

10. E612 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

The Committee **noted** the staff training plan.

11. E613 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There has not been any training feedback since the last Committee meeting.

12. E614 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent sickness absence, which remains generally very low.

The Committee **noted** the report.

13. E615 TO RECEIVE AN UPDATE ON SUPPORT FOR THE GROUNDS TEAM

The Clerk summarised the report, which the Committee **noted**

14. E616 TO NOTE RECENT ACHIEVEMENTS

Committee **noted** the report and gave their congratulations to those who have been highlighted.

15. E617 TO NOTE THAT A CONFIDENTIAL INVESTIGATION IS TAKING PLACE

There was a brief discussion on the investigation, emphasising the need to balance confidentiality against transparency, the investigation should be concluded within the next couple of weeks and a report with outcomes and recommendations will be provided.

Committee **noted** the report.

16. E618 TO NOTE THE EMPLOYMENT OF A CIVIC & EVENTS OFFICER

The Clerk summarised the induction plan, Committee discussed the role and the appointment, speaking positively about the employment of the Civic & Events Officer.

Committee **noted** the report.

17. E619 TO NOTE ARRANGEMENTS FOR THE TOWN CLERK'S UPCOMING LEAVE

Committee **noted** the report.

There was a brief discussion about the Meetings & Projects Officer's development.

18. E620 TO NOTE THE ARRANGEMENTS FOR THE TOWN CLERK'S APPRAISAL

The Chair gave a verbal update which Committee **noted**.

19. E621 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

There was a brief discussion on the Wellbeing survey results, including that the survey seemed quite intrusive to answer, the Wellbeing TFG will now be able to use these results to guide some of their work moving forward.

b. Employee SCP banding

This TFG had met once, and had a productive meeting, however, only Cllr Harman had been able to attend – there is a need for the TFG to meet again to agree recommendations to come back to Committee.

There being no further business, the meeting was closed at 21:05.

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Meridian Way,
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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 15th July 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Studd, Cllr Wood, Cllr Fabry, Cllr Griffiths, Cllr Campbell.

Officers: Kevin Bray (Parks Officer), Steph Georgalakis (PR Officer), Zoe Polydorou (Meetings & Projects Officer).

There were no members of the public in attendance.

LA1022 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcome everyone to the meeting, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded.

The Chair then announced the following events:-

- A tree would be planted and a time capsule buried in Centenary Park on 15th August for VJ Day 80.
- A call out for postcards or letters to loved ones during the 2nd World War to display as part of the VJ Day 80 commemoration.

LA1023 PUBLIC QUESTIONS.

There were no public questions.

LA1024 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

Cllr Campbell was invited to join the table.

LA1025 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest in item **LA1030**.

LA1026 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Studd as Vice Chair of this Committee.


Proposed by: Cllr Griffiths Seconded by: Cllr Fabry

All in **favour**.

LA1027 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13th MAY 2025

Proposed by: Cllr Wood Seconded by: Cllr Gallagher

All in **favour**.


23, 9, 2025

LA1028 TO NOTE BUDGET UPDATE

The budget was **noted**.

The Chair brought forward item LA1035

LA1035 TO AGREE TO THE RECOMMENDATIONS REGARDING THE HUB CONSULTATION SURVEY RESULTS

The PR Officer confirmed that during analysis of the survey data private information would be withheld, and only content would be identified.

It was proposed to set up a TFG with the Supporting Officer taking the lead.

The TFG members were agreed as: Cllr Gallagher, Cllr Campbell and Cllr Griffiths, and that invites would be extended to Cllr Donovan, Cllr Alexander and Cllr Davies.

Members discussed that the meetings would go ahead even if not all members were in attendance.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

All in **favour**.

LA1029 TO NOTE ACTION PLAN

It was proposed the Tackling Dog Faeces item be removed from the action plan.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood

The proposal was **carried** by majority.

1 member abstained.

Members discussed whether to remove the pump track from the action plan, and the Parks Officer expressed that it had been proposed by LDC. It was agreed to remain on the action plan.

The action plan was **noted**.

LA1030 TO NOTE ALLOTMENTS UPDATE

The Parks Officer updated committee on the allotments to-date.

The Parks Officer confirmed there were 25 Peacehaven residents on the waiting list.

Cllr Gallagher commented that the enforcement time periods within the terms be revised, whereby the the Parks Officer commented that the terms would be reviewed in October.

The update was **noted**.

LA1031 TO NOTE THE COMPLAINTS LOG

The complaints log was **noted**.

LA1032 TO AGREE POTENTIAL CIL BID OPPORTUNITIES TO BE TAKEN FORWARD

Discussion took place on the priority of CIL bids for the playgrounds; the Parks Officer confirmed that the Centenary Café heating system would be a replacement rather than a refurbishment; and members agreed that the CIL bid list within the report be ordered into a RAG (red, amber, green) colour code system to categorise priority, with red being high, amber intermediate and green being a low category.

Members ran through the CIL bid list within the report, and agreed on the following RAG system for each item:-

Location	Works	RAG Colour
Centenary Park and others – near playgrounds, skatepark and MUGA	Covered Picnic tables at Centenary Park	Green
Centenary Park area	Improve car park lighting as previously discussed - £42,000 at least	Amber (it was commented that this may be funded separately by OVESCO)
The Hub	Internal building works for Hub building, and Equipment for kitchen and other areas incl. AV equipment	Red
Centenary Park	Refurb toilets	Amber
Centenary Café	Refurb of heating/water heating system for pelleted wood system	Amber (it was commented that grants may be available)
Playgrounds	Refurb of play equipment	Green
The Hub	Ground floor extension	Red
Epinay Park	To replace equipment	Red



Cllr Griffiths raised concern with rain ingress underneath the doors of the Centenary Park toilets, and the Parks Officer commented this could be resolved by the grounds team.

It was proposed to go ahead with the list as prioritised above in the RAG system

Proposed by: Cllr Fabry Seconded by: Cllr Wood

All in **favour**.

LA1033 TO AGREE TO REPLACE RIDE-ON-MOWER AND PLAN FOR THE FUTURE

Cllr Wood queried the charge time and the battery run-time, the Parks Officer confirmed 5 hours to charge and 7 hours of usage each time. The Parks Officer then outlined the report, reminded committee of PTC's carbon commitment to carbon net zero target, and the environment aspect of the committee.

The Parks Officer reminded committee there was not currently available budget and that only a percentage of the Chalkers Rise CIL could be used on the mower, and commented that the current mower's trade-in value was approximately £4,000-£5,000, and recommended that if the battery powered mower was agreed after its warranty expiration it be traded in before its general deterioration.

It was proposed to recommend to the policy and finance committee to fund replacing the Kubota F3890 mower this year with the Mean Green- £37874 ex VAT battery powered zero turn mower.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

It was proposed to increase the reserves for vehicle purchases next budget and to note the extra costs involved in purchasing battery powered equipment to help meet the net zero carbon target set by the council.

Proposed by: Cllr Fabry Seconded by: Cllr Gallagher

All in **favour**.

It was proposed to recommend PTC set a 5-year lifespan on larger equipment and vehicles so renewal happens before the machine wears out and they still have trade-in value, and that every year a plan is brought to an LA&E committee meeting.

Proposed by: Cllr Wood Seconded by: Cllr Fabry

All in **favour**.

LA1034 TO AGREE THE NEW RESURFACING MATERIAL FOR THE WARM MEMORIAL SURFACE

Members discussed the types of material. Cllr Campbell raised that artificial grass should not be installed, and queried why flag stones or suchlike had not been considered. The Parks Officer responded they could have been, but would require additional work which would likely result in higher costs.

Cllr Gallagher and Cllr Campbell expressed their preference for grass.

The Meetings & Projects Officer commented that a range of quotes had been obtained for resin bond, from around £3,000 up to £9,000. Cllr Wood suggested a natural green resin.

It was proposed to bring resin bond quotes back to the next committee.

Proposed by: Cllr Wood Seconded by: Cllr Griffiths

All in **favour**.

LA1036 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. Business Plan Sports Survey

Cllr Gallagher expressed work had been carried out.

II. Business Plan accessibility of amenities

It was expressed that the TFG would bring a report to the next meeting.

III. Green Spaces Infrastructure

Cllr Gallagher expressed this item would be progressed after August with Officers.



IV. Howard Park Phase 2

The Meetings & Projects updated committee that the public consultation questions were with the TFG for review and feedback before going live.

V. Car Parking Options at Centenary Park

The Parks Officer commented that OVESCO were investigating whether they could progress this.

It was proposed to close the TFG

Proposed by: Cllr Fabry Seconded by: Cllr Gallagher

All in **favour**.

VI. The Oval TFG

The Parks Officer updated committee that the task agreed was near finalised, and suggested the closure of the TFG.

It was proposed to close the TFG.

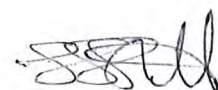
Proposed by: Cllr Gallagher Seconded by: Cllr Wood

All in **favour**.

LA1037 TO CONFIRM DATE OF NEXT MEETING AS THE 23rd SEPTEMBER 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:39.



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Community House,
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DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 23rd September 2025 at 7:30pm.

Present: Cllr Studd (Vice Chair), Cllr Harman, Cllr Gallagher, Cllr Wood, Cllr Griffiths, Cllr Campbell.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There was 1 member of the public in attendance.

1. LA1038 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:32, welcome everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded.

Cllr Campbell was invited to sit at the table.

2. LA1039 PUBLIC QUESTIONS.

There were no public questions.

3. LA1040 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllr Sharkey, and Cllr Fabry.

4. LA1041 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA1042 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13th MAY 2025

The Chair updated committee that the agenda item should have stated minutes from the 15th July 2025 meeting, which were included in the papers.

It was proposed to agree to adopt the Leisure, Amenities & Environment Committee meeting minutes from Tuesday 15th July 2025.

Proposed by: Cllr Griffiths Seconded by: Cllr Wood
All in **favour**.

6. LA1043 TO NOTE BUDGET UPDATE

The budget was **noted**.

7. LA 1044 TO NOTE ACTION PLAN

The Parks Officer updated committee that MUGA tenders were due in October; that there was around £100,000 available from LDC for a pump track; advised its future location, and expressed that schools would be consulted on the project.

The action plan was **noted**.

8. LA 1045 TO NOTE ALLOTMENTS UPDATE AND TO AGREE ALLOTMENT TERMS AND CONDITIONS FOR 2026 UPDATE

The Parks Officer expressed the only complaint was about freeing up plots, and the updated terms had been agreed from discussions with the liaison councillors. It was expressed that the updated terms included: reducing the number of days from 30 days to 15, that the notice to quit must remain at the statutory 30 days, and that if an informal warning letter had previously been sent, only a formal warning letter would be sent next time.

Cllr Gallagher suggested any changes to be provided to the Parks Officer within the next couple of weeks, and the updated terms and conditions would go to either Policy & Finance Committee or Full Council for approval in January.

Cllr Wood suggested stipulating a maximum height for dwarf trees within the Restrictions on Cropping page 23, and Cllr Gallagher expressed it was difficult to see where the plot numbers were on site.

The Liaison Councillors expressed that the horticultural society were keen to meet with them, and commented they were looking to improve relations between plot owners and the society.

Cllr Wood expressed concern with how the Horticultural Society hut was managed, and it was commented that the Liaison Councillors would meet with the horticultural society as a first step.

The report was **noted**.

9. LA 1046 TO NOTE THE COMPLAINTS LOG

The Parks Officer updated committee on the progress of the complaints.

Cllr Campbell queried overhanging foliage at the Oval, and the Parks Officer commented that he had not been contacted.

The complaints log was **noted**.

10. LA 1047 TO AGREE PLAYGROUND REPAIRS

The Parks Officer outlined the report, and expressed minimal differences between the two gates despite the variation in cost.

It was proposed to purchase the replacement self-closing gate, as per quote 1 in the report, for the Dell playground.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour**.

11. LA 1048 TO AGREE CIL BID FOR EPINAY PARK

Cllr Campbell suggested requesting 90% from LDC funds, and gave background justifications, including the way in which CIL functioned. Cllr Gallagher suggested P&F consider contributing 40%.

Committee were reminded that this item was in relation to agreeing the amount rather than the funding percentages.

It was proposed to take the Epinay Park CIL bid forward to P&F Committee for up to £140,000.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour**.

12. LA 1049 TO AGREE YOGA IN THE PARK

Members expressed support of the proposal in terms of well-being, but raised concern with finances and noise.

The Parks Officer was supportive of the park being used if the organisation had finances in place, and reminded committee of the adopted Commercial-Health-Fitness-Activities-in-Parks licence that would cost the organisation £50 per year.

It was proposed to agree to yoga in the park in principal but at no cost, administrative involvement or liability to Peacehaven Town Council, and subject to the Commercial-Health-Fitness-Activities-in-Parks Licence, and it was suggested the organisation look into the PTC grant.

Proposed: Cllr Griffiths Seconded by: Cllr Harman

1 member abstained.

The motion was **carried**.

13. LA 1050 TO NOTE WATER COST UPDATE REPORT

The Parks Officer updated committee on the ways in which water usage had decreased, and that plans for phase 2 of the Hub included water harvesting from the roof.

Members discussed ways to decrease water usage, including the harvesting system at the orchard, and it was commented that the increased water cost was due to the unit cost increase.

The Parks Officer reminded committee of costs involved in water savings, and that natural water saving options would be looked at, for instance a change of grass seeds and wetting agents.

The report was **noted**.

14. LA 1051 TO AGREE WAR MEMORIAL RESURFACING

Discussion around different options and colours took place, and the Meetings and Projects Officer confirmed that the cost would be put forward at budget setting, which would mean the project may go ahead in the new financial year.

It was proposed to agree to resin, as per quote A, as the resurfacing material for the war memorial.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood

All in **favour**.

15. LA 1052 TO NOTE THE HUB PHASE 2 SURVEY

The Parks Officer commented that the Meetings & Projects Officers report to take precedence.

Cllr Gallagher updated committee on the commented that the data was difficult to read in the report, suggested that the Public Consultation presentation in colour be emailed to members, and commented that the responses from the survey would be progressed.

The survey was **noted**.

16. LA 1053 TO AGREE TO PUBLICISE THE CONSULTATION FOR HOWARD PARK

Cllr Campbell requested to be removed from the TFG.

The Meetings and Projects Officer presented the digital version of the consultation on the screen, and members suggested that the drawn ammonite was replaced with an ammonite image.

It was proposed to agree to publicising the public consultation.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

All in **favour**.

17. LA 1054 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. Business Plan Sports Survey

Cllr Gallagher expressed this TFG related to the business plan, that LDC were progressing areas related to sport, and suggested a PTC public consultation should not be carried out if there was no available money. The Parks Officer outlined the LDC survey that was being carried out.

It was proposed to close the TFG and recommend to Council that the related item be removed from the Business Plan.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour**.

- II. Business Plan accessibility of amenities
No update was made.

- III. Green Spaces Infrastructure
Cllr Gallagher expressed this was a planning document; that the 'green' related to low carbon and active travel; that it was a tool for the Parks Officer and the Council, for example, information on green eco equipment being used and green data; and was a useful document for the future data collection purposes.

It was proposed to close the TFG.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood
All in **favour**.

Cllr Campbell suggested adding an extra column on the spreadsheet to mark out the areas of biodiversity.

- IV. Howard Park Phase 2
It was commented that an update had been made.

- V. The Hub Consultation Survey Results
It was commented that an update had been made, and Cllr Gallagher commented that a stakeholder meeting was in the pipeline.

18. LA1055 TO CONFIRM DATE OF NEXT MEETING AS THE 2nd DECEMBER 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:53.

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Community House,
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Committee:	Full council	Agenda Item:	C1455d(iii)
Meeting date:	21 st October 2025	Authors:	Parks Officer
Subject:	Allotment terms and conditions		
Purpose:	To agree		

Recommendation(s):

To agree to the updates for the allotment terms and conditions for 2026

1. Background

The allotment terms and conditions are reviewed every year by the L&A committee, and their recommendations are brought to council for approval.

This year the recommended changes are

- To set a maximum height for trees on tenant's plots - research shows this should be between 2 and 3 metres.
- To reduce the time between warning letters from 30 days to 15 days to help reduce the time taken to remove tenants who are not adhering to the terms and conditions.

2. Options for Council

- The council are asked to agree to a maximum height for dwarf fruit trees
- The council are asked to agree to reducing the warning letter times to 15 days

3. Reason for recommendation

The terms and conditions are reviewed yearly to help both tenants and officers in managing the allotments

4. Expected benefits

Reducing stress for tenants and officers

5. Implications

5.1 Legal	yes
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	yes
5.8 Crime & Disorder	
5.9 Health & Safety	yes
5.10 Biodiversity	yes
5.11 Privacy Impact	yes
5.12 Equality & Diversity	yes

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? N/A
--

7. Appendices

Copy of Allotment Terms & Conditions – Cornwall Avenue 2026

Peacehaven Town Council owns and manages an Allotment Garden at Cornwall Avenue. Allotments can be rented by residents of Peacehaven on a first come first served basis and with written agreement to a contract and Rules. PTC as freeholder and manager retains the right to have the final word on all aspects of Allotment Garden.

Peacehaven Town Council has adopted an Allotment Policy under which the Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely. A full copy of the policy is available on the Peacehaven Town Council website.

The charge for the allotments from 1st January 2026 is £40 per large plot and £30 per small plot.

Contents Page

Introduction, Background, Purpose, Equality and Diversity, Harassment Monitoring and Review, over-riding statement

Section 1 Qualifications for Allotment Tenancies - Allocation

Section 2 Allocations

Section 3 Co-workers / Plot Partners

Section 4 Rent

Section 5 Use of Land

Section 6 Cultivation

Section 7 Use of Chemical Sprays and Fertilisers

Section 8 Nuisance

Section 9 Subletting of Allotments

Section 10 Vehicles

Section 11 Trees, Shrubs and Materials

Section 12 Hedges, Fences, and Boundary Features

Section 13 Erection of sheds, greenhouses, polytunnels and compost containers

Section 13a Dimensions

Section 13b Construction Materials

Section 13c Compost Containers and Polytunnels

Section 13d Siting

Section 14 Water Holding

Section 15 Restrictions on Cropping

Section 16 Depositing Refuse / Disposal of Rubbish

Section 17 Bonfires / Burning Rubbish

Section 18 Children

Section 19 Dogs

Section 20 Livestock

Section 21 Bee Keeping

Section 22 Not to Display Advertisements

Section 23 Inspection

Section 24 Disputes

Section 25 Termination of Tenancy

Section 26 Service of Notices

Section 27 Change in circumstances

Section 28 Failure to comply

Section 29 Legal Obligations

Section 30 Special Conditions

Section 31 Enforcement

Section 32 Power of eviction

Section 33 Amendment of these Terms and Conditions

Introduction

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables, and flowers, which can have a positive impact on your well-being.

Background

Peacehaven has an allotment site at Cornwall Avenue under their management. Nationally there is a shortage of available allotments with waiting lists for sites in Sussex. Most sites are managed by Town and Parish Councils or allotment societies.

Purpose

To establish the principles which will guide the establishment and management of the allotment site. It will define the responsibilities of each party. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

The document will:

- set standards for the provision of allotments.
- encourage the uptake of allotments.
- seek to improve the standard of service provision.
- evaluate the benefits derived from allotments.
- Improve the fairness of provision of the allotments.

Equality, Diversity, and inclusion

The Rules of the allotments and their enforcement across Peacehaven will benefit all residents, workers, and visitors by providing a safer environment, fairer access to allotments and increased health benefits.

Harassment

Peacehaven Town Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment tenants.

All tenants are expected to comply with the Council's policies in respect of harassment and discrimination. Harassment or non-verbal conduct may be of a specific racial, sexual or religious nature, but is generally accepted to be any unwelcome physical, verbal or non-verbal conduct.

Complaints about harassment are to be referred to the Council. The Council will endeavour to protect tenants against victimisation for making or being involved in a complaint. Wherever possible, Tenants should tell the person who is causing the problem that the conduct in question is unwarranted and/or offensive and must stop.

Monitoring and Review

Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.

These Terms and Conditions are intended to improve the management of the Council's existing stock of allotments by controlling lettings and operations and will be reviewed in line with corporate guidelines.

Overriding Responsibility Statement

Peacehaven Town Council has overriding responsibility for the management of the allotment gardens. **There may be exceptions to these rules, the Council retains the right to make decisions contrary to or in addition to those detailed in this document.**

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Peacehaven and who are a minimum of age 18 years old. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below). Only one allotment can be allocated to each household.

When an allotment falls vacant due to death of the tenant, the tenant's immediate family can take over the allotment garden if they fit the criteria set out above.

Once a tenant permanently moves out of the Peacehaven boundary, they will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden to be reviewed annually.

2. Allocation

Allotments will be offered on a "first come, first served" basis and where required a waiting list will be held by the Council, Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline two offers of a plot they will be removed from the list. A new application can be submitted however, it will be the new application date which will determines their position on the list i.e., at the end of the list.

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

3. Co-workers / Plot Partners

A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if they choose to nominate a co-worker.

4. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed annually.

Allotment garden rents will be based on the area of the allotment.

Approximate Allotment Plot Size:

Large Plot = 112 Metres square 133 Yards Square approx.

Small Plot = 56 Metres square 67 yards Square approx.

5. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this Terms and Conditions document. Any business use is strictly prohibited.

6. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate persistent weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden. There are pathways leading from the vehicle trackway to the boundary fences in between each plot. there is also a pathway between plots across the site these should unless agreement between two plot holders has been made to allow growing in the maximum area of each of the neighbouring plots.

7. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

8. Nuisance

The tenant must not cause or permit any nuisance, annoyance or cause any offence to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property.

A gap of 2 feet (60cm) grass boundary should be maintained and left clear of adjoining fence line. This includes keeping clear of compost heaps, sheds, greenhouses, water butts, benches, tools and debris. This list is not exhaustive. This rule is to ensure access for inspections and health and safety requirements. See No 12 and No 13.

Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

Peacehaven Town Council retain the right to issue a penalty charge to any tenant upon leaving a plot, either by surrender or eviction, to cover any costs incurred when preparing the plot for the new tenant.

9. Sub-letting of allotments

The tenant may not sub-let, or part share the allotment.

10. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer, or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

11. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell, or carry away any mineral, sand, earth, or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow and must be kept to a maximum height of 2 -3 metres See restrictions on Cropping below for advice on fruit growing.

12. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained. No boundary fence should be interfered with and the 60cm gap kept clear of debris, See no 8 and no13.

The tenant must not erect any fence sub-dividing any allotment garden **without the written consent of the Council**. Allotment plots are permanent fixed features, tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine.

The tenant of an allotment garden must not use barbed wire or razor wire.

13. Erection of sheds, greenhouses, polytunnels and compost containers

There is to be no construction, extension or changes to existing sheds, greenhouses, polytunnels without written prior permission from Peacehaven Town Council. A plan is to be submitted with drawings and sizes. Only a single shed and either a greenhouse or polytunnel will be permitted. Sheds should be used only for storing materials for use on the allotment garden.

There is to be a gap of 2 feet or 60cm left clear between an allotment plot and residential properties and fences, see No 8 and No 12.

The roof sides and surrounding area must be kept clean and tidy at all times.

Tenants are entirely responsible for the security of sheds and contents and for providing their own insurance cover.

The risk of break in is high and it is not advisable to store any valuable items in sheds. All items are stored at the tenant's own risk.

All sheds and greenhouses must be kept in good order.

13a Dimensions

No permanent foundations are to be laid, the shed, greenhouse or polytunnel may be supported on a temporary foundation not exceeding 9 inches 0.229 metres in height and laid dry

The maximum size of a shed, greenhouse or polytunnel permitted is 7ft height (2.1 metres) at the apex, length 8ft (2.44 metres) x width 6ft (1.83 metres).

13b Construction Materials

For Sheds Greenhouses

- i) Metal approved manufactured design.
- ii) Timber approved manufactured design or self-constructed of clean sawn woods. Cladding planed soft wood, shiplap, or weather boarding.
- iii) Glazing in greenhouse must be with glass or horticultural PVC materials. Thin polythene sheeting is not permitted. Any damaged polycarbonate sheeting should be removed immediately as it becomes brittle.
- iv) Finish – to be painted green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

13c Compost containers and poly tunnels

Compost Containers Maximum permitted 4ft x 6ft x 2ft 6in (1.2m x 1.8m x 0.7m), construction: approved wood, mesh, or manufactured design

Poly tunnels Maximum height 7ft (2.1metres) at apex Maximum Length 6ft (1.8metres)
Maximum Width 6ft (1.8Metres)

Construction clean sawn timber, metal or approved manufactured design. Covering clean heavy gauge polythene sheeting or mesh.

13d Siting

Where possible at the rear of the plot as per prior written permission from Peacehaven Town Council.

14. Water holding

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. any water overflow from the water butt must be directed away from any boundary fences. No new wells or submerged water holding devices may be dug at all.

15. Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs, or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

16. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for disposing all of their rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

17. Bonfires / Burning Rubbish

Bonfires and Barbecues are not allowed on the allotments.

18. Children

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

19. Dogs

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

20. Livestock

The tenant must not, keep any animals of any kind on the land.

21. Bee Keeping

Although the keeping of honeybees cannot be granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Applications must be made in writing to Peacehaven Town Council, and we will then carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

22. Not to Display Advertisements

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

Breach of rules could lead to termination of the tenancy agreement.

23. Inspection

The tenant will permit any officer or member of the Council, or other Council appointed agent or the police, to enter on to the allotment garden or any structure on it at any time to inspect its state and condition.

24. Disputes

Disputes between tenants which cannot be resolved on site should be referred to the Council. The written decision of the Council will be binding on all tenants involved in the dispute.

25. Termination of Tenancy

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

26. Service of Notices

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

27. Change in circumstances

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will write annually to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other reason for a long absence are advised to keep

the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit with immediate effect.

28. Failure to Comply

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with this lettings policy will be contacted and requested to address any issues raised with them. Failure to comply with any such notice may result in further warnings and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant.

29. Legal Obligations

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

30. Special Conditions

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

31. Enforcement

The following enforcement procedure will apply:

a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.

b) Formal Warning – Tenants who fail to respond to an informal warning within 15 days will be issued with a formal written warning.

c) Notice to Quit – Tenants who fail to respond to a formal warning within 15 days will be given notice to quit with 30 days to vacate the plot.

32. Power of eviction

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

33. Amendment of these rules

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, Community House, Meridian Centre, Greenwich Way,
Peacehaven, BN10 8BB

Telephone 01273 585493

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 1st July 2025 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Harman, Cllr Donovan, Cllr Studd, Cllr Gallagher, Cllr Alexander, Cllr Rosser, Katelyn Harber, (Youth Mayor), Karina Gordon (Deputy Youth Mayor).

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer).

There were no members of the public in attendance.

1. CCE550 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, reminded that the public are invited to ask questions only during public questions. The Chair then informed the Council of the following:

- Summer Fair – Saturday 12th July
- 77th NHS Flag Raising at the War Memorial Friday 4th July at 10:45am
- Bingo Wednesday 30th July 2pm - 4pm
- Merchant Navy Day Flag Raising 3rd September
- A call out for volunteer Cllr support at the summer fair

2. CCE551 PUBLIC QUESTIONS

There were no public questioners.

3. CCE552 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Sharkey, Cllr Gallagher substituted.

4. CCE553 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE554 TO ADOPT THE MINUTES FROM THE 29th APRIL 2025

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

6. CCE555 TO NOTE THE BUDGETARY UPDATE AND MAYOR'S FUNDRAISING BUDGET

The budgetary update and Mayor's Fundraising Budget was **noted**.

7. CCE556 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Wood as Vice Chair of CCE.
Proposed by: Cllr Harman Seconded by: Cllr Gallagher
All in **favour**

8. CCE557 TO AGREE TO THE RECOMMENDATIONS WITHIN THE YOUTH MAYOR REPORT

The Youth Mayor outlined the report, and requested the amount for sweets to be increased to £60.

Wend Veck. 12-9-25.

It was proposed to agree that the costs are taken from the Youth Mayor's budget.

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**

9. CCE558 TO AGREE THE MAYORAL RACE NIGHT REPORT

Cllr Donovan outlined the report, including that sponsors were being sought for each race.

Cllr Wood queried whether a gambling licence would be required, whereby the Meetings & Projects Officer confirmed it would not.

Members discussed what type of event it was, in reference to the event definitions, and the Meetings & Projects Officer reminded committee that as a PTC supported event the third party would provide funds to the Mayor's charity at their discretion.

It was proposed to agree to the event, for it to be a PTC Supported event supported with tickets sales, marketing and room hire, and for caretaker costs to be covered by the event's income.

Proposed by: Cllr Wood Seconded by: Cllr Gallagher

All in **favour**.

10. CCE559 TO NOTE THE SUMMER FAIR REPORT

The Information Officer outlined the event programme, the number of confirmed stalls, that the leaflet was near finalised, and confirmed that £950 had been raised in sponsorship.

Cllr Wood requested promotion of the fair on PH Focus group, and members discussed the need for promotion in general, including providing schools with leaflets and Cllrs circulating leaflets. The Information Officer expressed that the parking would be managed as best as possible with the available staff.

The report was **noted**.

11. CCE560 TO NOTE THE EASTER FAIR REVIEW REPORT

The Easter Fair report was **noted**.

12. CCE561 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

- The Chair made a call for further **Inclusion group** members, and Cllr Alexander agreed to join.
- Cllr Donovan expressed that the **Meridian Meander** was almost ready and suggested it be launched at the proposed Health and Well Being event.
- The Chair expressed Cllr Sharkey and Cllr Fabry were looking at working with **local schools**.
- Cllr Studd commented positively on the Council's ongoing contact with the **Chamber of Commerce**.

The Chair expressed the business plan items would be reviewed in relation to the new Community Structure.

The Business Plan was **noted**.

13. CCE562 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed this had been discussed in the previous item.

14. CCE563 TO NOTE THE VJ DAY 80 REPORT

Members discussed the possibility of an alternative tree, and for it to be discussed at the next VJ Day 80 meeting, along with the Parks Officer.

It was proposed to agree to the event and for the expenses to be taken from Civic Events budget.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**

15. CCE564 TO AGREE TO MAYORAL FUNDRAISING EVENTS AND CIVIC & AWARENESS DAYS

The Chair ran through each of the events separately that were listed in the report.

Luen & Veck 12-9-25

Cllr Donovan updated committee that the **Christmas event** details had changed - that an outdoor event was being proposed at the Gateway Café, where the Peacehaven Players would sing.

It was proposed that the event be held on 28th November 2025 as the Winter Event and for a full report to be brought to the next CCE meeting.

Proposed by: Cllr Donovan Seconded by: Cllr Gallagher

All in **favour**

It was proposed that the **bingo** would continue.

Proposed: Cllr Wood Seconded by: Cllr Donovan

All in **favour**

The Chair outlined the **quiz** at the Gateway Café, and expressed that the locations for future quizzes had not been decided.

It was proposed to hold this initial event and as PTC supported, and that the office would sell tickets and provide the marketing.

Proposed by: Cllr Donovan Seconded by: Cllr Harman

All in **favour**

The Chair outlined the **Car Boot Fair** and proposed that, as the date did not align with a community grant application, the hirer fee be waived, and that it be a PTC Supported event.

Proposed by: Cllr Veck Seconded by: Cllr Gallagher

All in **favour**

Cllr Donovan outlined the **Community Wall project**, Cllr Gallagher expressed it vinyl stickers could be placed onto a board, and Cllr Studd commented it was a good idea.

Cllr Donovan expressed stickers would be purchased by the individual organisations, and the income would go to the Mayor's charity, whereby Cllr Wood suggested income should go to the community as a whole.

Members were generally keen on the idea but agreed that further research and details were needed.

The Chair suggested also using the rolling screen in the foyer by way of advertising businesses.

It was proposed to set up a TFG to look at this item further and to bring a report to the next CCE meeting.

Proposed by: Cllr Veck Seconded by: Cllr Donovan

All in **favour**

The TFG was confirmed as: Cllr Harman, Cllr Donovan, Cllr Studd, Meetings & Projects Officer.

Cllr Donovan requested the item be on the next P&F agenda.

Cllr Donovan outlined the **SCDA Café** item. Cllr Wood queried whether it could be held on another day, whereby Cllr Donovan expressed the reasons why not.

Cllr Wood commented that if the SCDA café was agreed that the welcome Café could not go ahead, and suggested the SCDA contact churches.

The Chair made a point of order that the Welcome Café could only be discussed at the next CCE committee meeting, whereby Cllr Gallagher suggested that the SCDA café be run for 1 month only.

It was proposed to defer the item to the next CCE meeting.

Proposed by: Cllr Veck Seconded by: Cllr Gallagher

1 member abstained

Committee **resolved to carry** the proposal.

Cllr Donovan outlined the **Health & Awareness Day** event and confirmed that no costs would be incurred.

It was proposed to hold the event on Saturday 2nd May 2026, as a PTC event and to set up a TFG.

Proposed by: Cllr Donovan Seconded by: Cllr Wood

All in **favour**

David Veck 12-9-25.

The TFG was agreed as: Cllr Donovan, Cllr Harman, The Youth Mayor, supporting officer (Events Officer if in post)

Cllr Donovan updated Committee that she would write to Brighton and Hove football club for signed memorabilia to support the event.

It was proposed to agree to all the events under CIVIC EVENTS in the report, and their dates.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**

21:03 – Cllr Gallagher left the meeting

16. CCE565 TO AGREE TO THE RECOMMENDATION FOR A REVIEW OF THE MAYOR'S HANDBOOK

21:05 – Cllr Gallagher rejoined the meeting

It was proposed to review the mayor's handbook and for it to be passed to the P&F Committee's next meeting.

Proposed by: Cllr Wood Seconded by: Cllr Harman

All in **favour**

17. CCE566 TO DISCUSS AND AGREE THE POSSIBILITY OF A MAYOR'S CADET

Cllr Donovan outlined the background of the report, and Cllr Wood queried costs involved.

Cllr Donovan expressed the badge would be supplied to PTC at no cost, that there would be no other costs including transport, and that the Mayor would chose the cadet.

Cllr Gallagher suggested a Mayor's cadet be included in the Mayor's handbook.

It was proposed that PTC appoints a Mayor's Cadet.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

Committee **resolved to carry** the proposal

1 member abstained

Cllr Donovan commented that a cadet would be in place for VJ Day 80.

18. CCE567 TO DISCUSS AND AGREE THE EVENTS CALENDAR ALONG WITH DATES

The Chair queried whether a Christmas party would be held, whereby the Information Officer commented that not all tickets were sold last year and there was a lot of competition.

The Chair commented that there were a lot of PTC events held around that time, but that it did not appear seem to be the case this year.

It was proposed that a Christmas Party be held with a date to be agreed at the next committee

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**.

19. CCE568 TO CONSIDER THE REQUEST FROM ARTWAVE

Members discussed the cost of the banner be covered by the Peacehaven artists, as per last year's event.

Cllr Alexander expressed that Appendix A (Artwave Impact Report) showed the banner only contributed to 5% of how visitors heard about the event.

It was proposed to not go ahead with the purchase of the banner

Proposed by: Cllr Gallagher Seconded by: Cllr Veck

All in **favour**.

20. CCE569 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG

The complaints were **noted**.

21. CCE570 TO MAKE A CALL FOR AND AGREE MAYOR'S TEAM OF VOLUNTEERS

The Chair made a call for volunteers.

Wendy Veck 12-9-25.

22. CCE571 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair expressed that this item was pending the Committee restructure.

The action plan was **noted**.

23. CCE572 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 9th SEPTEMBER 2025

The date was **noted**.

There being no further business the meeting ended at 21:30

David Veck #12-9-25.

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 9th September 2025 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Harman, Cllr Donovan, Cllr Studd, Cllr Sharkey, Cllr Campbell, Cllr Rosser, Cllr Mills, Katelyn Harber, (Youth Mayor), Karina Gordon (Deputy Youth Mayor).

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer).

There were no members of the public in attendance.

1. CCE573 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, reminded that the public are invited to ask questions only during public questions. The Chair then informed the Council of the following:

- Artwave – Saturdays and Sundays 13,14,20,21 September at The Hub
- The Mayor's Civic Service on Sunday 21st September at 10am, Church of the Ascension
- Bingo Wednesday 24th September 2pm - 4pm at Community House
- Quiz 11th October 6:30pm - 9:30pm at Community House

2. CCE574 PUBLIC QUESTIONS

There were no public questions.

The Youth Mayor updated committee that they enjoyed the summer fair, that their stall went well and there were no fund-raising events at present.

The Chair invited Cllr Mills, Cllr Campbell and Cllr Rosser to the table, and expressed that herself and the Vice Chair were looking to work with the PR Officer on communications.

3. CCE575 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4. CCE576 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Declarations of interest from Cllr Sharkey (ArtWave), and Cllr Donovan (SCDA).

5. CCE577 TO ADOPT THE MINUTES FROM THE 1st JULY 2025

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

6. CCE578 TO SET UP AN APPOINT MEMBERS TO:-

The Chair outlined the role of the Working Groups, and the Meetings & Projects officer advised that officers would have the power to manage the finances, that the date and initial event proposal would be agreed by committee, from which the working party would move the event forward, with a second report to committee reviewing how the event went.

a) Mayors Working Group

Members were agreed as: Cllr Donovan, Cllr Sharkey, Cllr Studd, the Civic and Events Officer as the supporting officer, and that Cllr Donovan would invite a couple of residents.

b) Events Working Group

Members were agreed as: Cllr Harman, Cllr Mills, that Cllr Griffiths would be invited, and the Civic and Events Officer as the supporting officer.

Cllr Campbell expressed interest in working with the Chair and Vice Chair and the PR Officer on communications.

7. CCE579 TO REVIEW THE YOUTH ENGAGEMENT WORKING GROUP

The working group members were agreed as Cllr Sharkey, Cllr Fabry and Cllr Veck.

It was proposed to take items CCE578 and CCE579 together and agree all the Working Group members

Proposed by: Cllr Sharkey Seconded by: Cllr Wood

All in **favour**

8. CCE580 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

The Youth Mayor's new chain was discussed, and it was suggested that it be presented formally at Full Council.

9. CCE581 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

10. CE582 TO NOTE THE WELCOME CAFÉ REVIEW

The review was **noted**.

11. CCE583 TO AGREE THE RUNNING OF A WEEKLY COMMUNITY CAFÉ IN COMMUNITY HOUSE

Cllr Donovan was asked to leave the room due to a declared interest.

It was proposed to suspend standing orders

Proposed by: Cllr Wood Seconded by: Cllr Sharkey

All in **favour**.

19:57 Standing Orders were suspended

The Chair outlined the report and expressed that the SCDA had withdrawn their weekly community café request.

Cllr Donovan queried paragraph six of the report in view of the SCDA '...assisting in running the Welcome Café...', and expressed it would instead be collaborative working, and queried the name of the café.

The Chair expressed it would be called the Welcome Café as stated in the report; clarified the reason for the different café name on the agenda; explained that the SCDA had agreed to support the café as per the report; that discussions with officers would take place with regards to the SCDA's fridge request; and the café would be run as previously, but now with SCDA's involvement.

20:18 - Standing Orders were reinstated

It was proposed to agree the return of the Welcome Café, using last year's template and costings, and set a restart date of the 6th October, subject to confirming that the SCDA were happy with the format in the report.

Proposed by: Cllr Wood Seconded by: Cllr Harman

Committee **resolved** to **agree** the proposal.

12. CCE584 TO AGREE TO ADOPT THE YOUTH MAYOR'S HANDBOOK AND TAKE TO THE NEXT P&F COMMITTEE MEETING

It was proposed to agree to adopt the handbook subject to amends emailed to the Meetings & Projects Officer.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan
Committee **resolved** to **agree** the proposal.

13. CCE585 TO AGREE THE CHRISTMAS PARTY DATE

The 12th December was proposed.

Proposed by: Cllr Harman Seconded by: Cllr Sharkey
Committee **resolved** to **agree** the proposal.

14. CCE586 TO AGREE THE CHANGE OF LOCATION AND FORMAT FOR THE MAYOR'S CHARITY QUIZ NIGHT ON 11TH OCTOBER 2025

Proposed by: Cllr Wood Seconded by: Cllr Harman
Committee **resolved** to **agree** the proposal.

15. CCE587 TO AGREE THE 2ND MAYORAL QUIZ FOR 2025 AS FRIDAY 17th APRIL 2026 AT COMMUNITY HOUSE

It was proposed as Saturday 18th April, subject to the date being available.

Proposed by: Cllr Donovan Seconded by: Cllr Sharkey
Committee **resolved** to **agree** the proposal.

16. CCE588 TO NOTE AND AGREE THE MAYOR'S WINTER FESTIVE SIZZLER EVENT

Cllr wood expressed the word sizzler was related to food and would give the wrong impression to residents.

It was proposed to agree to the event

Proposed by: Cllr Sharkey Seconded by: Cllr Studd
Committee **resolved** to **agree** the proposal.

17. CCE589 TO NOTE ANY UPDATES TO THE [BUSINESS PLAN](#)

Cllr Donovan updated committee of the pencilled-in launch date of Friday 3rd October for the Meridian Meander, and the Meetings & Projects Officer suggested this may need to change, dependent on project progress.

Cllr Campbell expressed any changes to the business plans were a matter for full council, and suggested there should be an amendment to the business plan for communications, including advertising income.

The Chair expressed that, as the Meridian Meander project sat under full council, it be removed from this committee's business plan, and that the business plan should include a Communications Review with Chairs of Committee involvement.

It was proposed to remove the Meridian Meander project, and replace it with a Communications Review project, with details to be brought to the next committee.

Proposed by: Cllr Veck Seconded by: Cllr Wood
Committee **resolved** to **agree** the proposal.

18. CCE590 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

Cllr Veck expressed a meeting was to be arranged.

b. Community Wall project

Cllr Donovan outlined that a 3-d effect papier-mâché ammonite for the wall had been discussed, where organisations could display their pamphlets in leaflet holders.

c. Health & Awareness Day

Cllr Donovan expressed the amount of work involved for this event, and support needed from the Civic and Events Officer.

19. CCE591 TO NOTE THE VJ DAY 80 EVENT REVIEW

The Meetings & Projects Officer commented that there was in fact no income.

The report was **noted**, alongside the Meetings & Projects Officer's no-income comment.

20. CCE592 TO NOTE THE SUMMER FAIR REVIEW

The report was **noted**.

Cllr Campbell thanked the staff for such a successful event.

21. CCE593 TO NOTE THE EVENTS CALENDAR

Cllr Donovan expressed that a business fair could possibly take place.

The Meetings & Projects officer agreed to ensure all details were correct.

The events calendar was **noted**.

22. CCE594 TO NOTE THE COMPLAINTS LOG

Members raised there was a legal obligation to communicate with residents, to which the Meetings & Projects officer expressed this would be verified with the Town Clerk.

Members discussed communication in general, with the main focus on the Peacehaven News, whereby Cllr Mills put forward his assistance with the Peacehaven News and was invited to join a communications review meeting.

23. CCE595 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Veck expressed that the action plan needed review and would be moved forward and brought back to the next meeting.

24. CCE596 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 4TH NOVEMBER 2025

The date was **noted**.

There being no further business the meeting ended at 20:55

George Dyson
Town Clerk

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

Committee:	Full Council	Agenda Item:	C1457
Meeting date:	21 st October 2025	Authors:	Town Clerk
Subject:	Request from Develop Outdoors CIC to use part of the Dell		
Purpose:	To agree		

Recommendation(s):

To agree whether Develop Outdoors CIC can use part of the Dell for a community focused educational project.

1. Background

We have been approached with the following request:

We [*Develop Outdoors CIC*] are interested in developing a community focused educational project on a piece of land owned by PTCC [*sic*], located behind the Yemeni Garden, running along the other side of their fence.

At present, the area appears to be overgrown with brambles and unused. We would like to take full responsibility for maintaining and transforming this space into a vibrant community growing area. Our plan is to create raised beds, install a polytunnel to allow for all-year-round growing, and involve students, volunteers, and community members in the process.

This project would be run weekly, engaging local schools, community groups, and older residents. We anticipate around 25 participants per week, working in small groups of 3–8 people. The sessions would focus on practical learning, wellbeing, and positive community engagement. We don't anticipate any noise issues, as the activities are calm, structured, and take place mainly within the polytunnel.

We are also willing to pay a nominal licence fee to the Council for use of the land, and would be very grateful if this could be kept as low as possible, given the community and youth development nature of the project. Any assistance from the Council with initial clearance or removal of brambles would also be a huge help.

In terms of access, we could enter the space either through the existing shrub line (which may become damaged over time) or, preferably, by adding a secure gate through the existing Yemeni Garden fence, which would allow controlled and safe access.

We believe this project has the potential to bring great benefit to the community, providing hands on learning opportunities, fostering intergenerational connections, and turning an unused space into something productive and nurturing.

2. Options for Council

- a. To agree whether PTC grants a licence to Develop Outdoors CIC for use of the requested land
- b. To agree the nominal licence fee (typically £25 on agreement plus £25 annual fee)
- c. To agree that the Clerk can execute the licence with Develop Outdoors using the standard PTC licence
- d. To not agree to proceed with the request from Develop Outdoors CIC.

3. Reason for recommendation

As per request from Develop Outdoors CIC.

4. Expected benefits

As highlighted in background section of report.

5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	
5.3 Financial	Licence fee
5.4 Time scales	
5.5 Stakeholders & Social Value	As laid out in background section of report
5.6 Contracts	
5.7 Climate & Sustainability	Positive benefits
5.8 Crime & Disorder	Security measures necessary
5.9 Health & Safety	Risk Assessment would be required.
5.10 Biodiversity	Positive benefits, possibly to include a butterfly garden area
5.11 Privacy Impact	Neighbouring properties may need consulting
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

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Town Clerk

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Community House,
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Committee:	Full Council	Agenda Item:	C1458
Meeting date:	21 st October 2025	Authors:	Town Clerk
Subject:	Permitting Peacehaven Players to make upgrades to the Community House Main Hall Lighting		
Purpose:	To agree		

Recommendation(s):

To agree to grant permission to Peacehaven Players to make improvements to the Community House Main Hall Theatre Lighting.

1. Background

Peacehaven Players have been successful in obtaining CIL funding from Lewes District Council to make improvements to the lighting provision in the Main Hall at Community House, in order to proceed, they need Peacehaven Town Council's permission (as the owner of Community House) to make the improvements.

Whilst the Peacehaven Players are one of the main users of the theatre lighting, other groups do use it, including Peacehaven Town Council for some of our own events, so understanding any arrangements for other groups using this new lighting, as well as the responsibility (and liability for cost of) the ongoing maintenance and (when necessary) repairs of the new upgraded lighting will be important.

Peacehaven Players have also asked for permission to store a new, tall ladder at Community House, which they would purchase and be responsible for inspecting, maintaining, keeping records in relation to, risk assessing, and ensuring only suitably trained persons use, ensuring compliance with all provisions of HSE guidance documents LA455 and INDG401. The ladder, if permitted to keep here, would be securely locked in place to ensure that only the Peacehaven Players can access it.

2. Options for Council

- To grant permission to Peacehaven Players to make improvements to the lighting provision in the Community House Main Hall.
- To consider whether the permission is subject to any conditions.
- To not grant permission to Peacehaven Players to make improvements to the lighting provision in the Community House Main Hall.
- To decide whether Peacehaven Players can store the ladder at Community House.

3. Reason for recommendation

In line with request from Peacehaven Players.

4. Expected benefits

Value of the Peacehaven Players group and performances for the local community.

5. Implications

5.1 Legal	Requirements of LDC CIL funding
5.2 Risks	Availability of lighting for all users.
5.3 Financial	None to PTC
5.4 Time scales	
5.5 Stakeholders & Social Value	Supporting Peacehaven Players
5.6 Contracts	
5.7 Climate & Sustainability	Lights will be more efficient than current ones.
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Assessments and Risk Management required.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

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Community House,
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Committee:	Full Council	Agenda Item:	C1459
Meeting date:	21 st October 2025	Authors:	Town Clerk
Subject:	Town Flower		
Purpose:	To Discuss		

Recommendation(s):

To consider whether Council wants to explore adopting a Town Flower.

1. Background

At the last Policy & Finance Committee meeting, a member of the public spoke during the public session to ask that Council adopt a Town Flower.

If Council are minded to consider this request then careful consideration will need to be given as to which flower is adopted to be aware of any other organisations using the flower or any other connotations or connections to the flower that is settled on – a small TFG perhaps could explore options on the subject, and some level of community consultation may be a good idea.

2. Options for Council

- a. To agree to consider adopting a Town Flower.
- b. To decide whether to form a small TFG.
- c. To not investigate adopting a Town Flower.

3. Reason for recommendation

Following a public question at the recent Policy & Finance Committee meeting.

4. Expected benefits

Awareness of the Town, links to horticulture.

5. Implications

5.1 Legal	
5.2 Risks	Ensuring an appropriate flower
5.3 Financial	None at this stage
5.4 Time scales	
5.5 Stakeholders & Social Value	Gardening and flowers generally are positive for peoples wellbeing.
5.6 Contracts	
5.7 Climate & Sustainability	Positive impact of growing plants
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

Community

and

Business

Plan

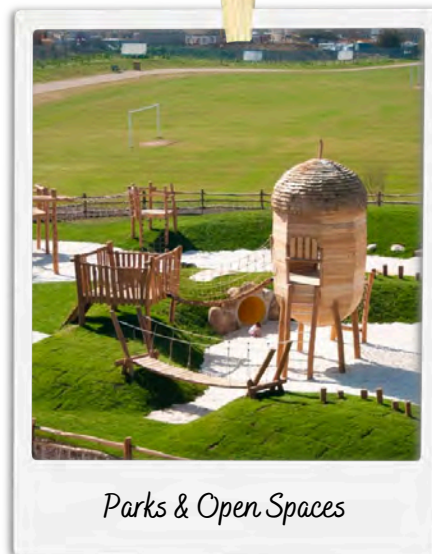


Our vision:

Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

Our mission:

To ensure Peacehaven remains a thriving community and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail and cultural development that blends with our special and distinctive environment. To listen to our community and encourage residents to engage, educate and evaluate us



Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is about 15,700 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town located between Newhaven to the East (with a ferry link to Europe) and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

With the growth of the town, Peacehaven needs to embrace opportunities, overcome challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven Town Council is responsible for:

- Maintenance of allotments, some bus shelters, the Peacehaven & Telscombe War Memorial, several local parks, green spaces, sports and recreational facilities
- Provision of grants for local projects and organisations, and halls for social clubs and meetings
- Hosting local events for the benefit of the Community
- Peacehaven's lowest tier of government is the Peacehaven Town Council which has a statutory right to be consulted on local planning, highways and other amenities.



Core Values

Increasing pressures on finances mean that it is more important than ever that Peacehaven Town Council focuses on the things that matter most to Peacehaven. The following priorities aim to ensure that we gain the most use from our resources.

Empowering and supporting the community

Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community.

Growing the economy sustainably

Work with others to support sustainable growth and a strong community, ensure Peacehaven is a great place to invest in, live, work, and visit, and that Peacehaven Town Council is committed to being a responsible employer.

Helping children and young people

Support and inspire children and young people to raise their aspirations and reach their full potential.

Improving the quality of life for residents and visitors to Peacehaven

Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.

Supporting residents in need

Provide support in times of need and improve quality of life.

Valuing the environment

Promote sustainability and nature recovery, improve our infrastructure, safeguard our heritage and biodiversity.



Planning & Highways Committee

Project	Road Safety: Crossings & Islands		
Description	Map existing crossings and islands, survey opinion on changes, and present proposals for change to ESCC in priority order and advocate for the proposed changes with identified finances		
Target Completion	2027	Current Position	Not started
Resource Allocation	Initial research and mapping by Councillors, cost of survey by Officers, and Officer time		
Measure of Success	Completion of proposals for change, persuade ESCC		

Project	Improvements to A259 High Street Area		
Description	Assess all Kaner Olette report proposals for A259 and accept/ reject/ prioritise, with a report back to Full Council		
Target Completion	March 2025	Current Position	Started
Resource Allocation	Depends on conclusions - CIL expenditure, some money in Earmarked Reserves		
Measure of Success	Completion on time		



Planning & Highways Committee

Project	Footpaths, bridleways, and cycle/wheeling routes		
Description	Create a map of all footpaths and bridleways, including informal ones. Consider proposals to register any that are not already registered. Work with stakeholders to develop proposals for a possible East/West active travel route		
Target Completion	2026	Current Position	ESCC Cycle loop project begun
Resource Allocation	Councillor time, cost of map publication		
Measure of Success	Complete registration well in advance of 2030 deadline for LDC. Identify land for possible east-west routes for wheeling		

Project	Assets of nature, biodiversity, and built environment		
Description	Develop a strategic plan to measure, monitor, and improve assets of nature and biodiversity		
Target Completion	April 2027	Current Position	TPOs improved. Orchard, Community Garden
Resource Allocation	Councillor & Officer time, costs of plant and equipment to measure air/ sea quality		
Measure of Success	Protection and enhancement of green/ built assets with evidence.		



Civic & Community Events Committee

Project	Isolation		
Description	Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary		
Target Completion	December 2024	Current Position	Some coffee mornings
Resource Allocation	Persons to run the community space, printing, officer time, and use of rooms in Community House		
Measure of Success	Amount of people using Community House and attending events		

Project	The Meridian Meander		
Description	Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town		
Target Completion	2025	Current Position	TFG Active
Resource Allocation	Councillor and Officer time		
Measure of Success	Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes		



Civic & Community Events Committee

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		



Policy & Finance Committee

Project	Community House 10-year plan		
Description	Agree a 10-year plan to refurbish Community House with the aim of making the building sustainable and carbon net-zero		
Target Completion	December 2024	Current Position	Working Group in place
Resource Allocation	Officer time to manage project, procure grant funding and develop 10-year plan		
Measure of Success	10-year plan in place and agreed by Council		

Project	Net zero carbon resolution		
Description	To monitor and report on the Council progress to net zero carbon across Town Council functions, with agreed means of assessing carbon emissions		
Target Completion	2030	Current Position	Ongoing
Resource Allocation	Officer time and finance which could come from budgets, CIL, grants, and any other means		
Measure of Success	Achieve net zero carbon		



Policy & Finance Committee

Project	Efficiency and sustainability of Town Council resources		
Description	Through policy review and implementation, ensure that policies and procedures are promoting efficient and sustainable use of all Town Council resources		
Target Completion	April 2025	Current Position	Some policies in place
Resource Allocation	Officer time		
Measure of Success	Plan to review policies and procedures in place and being implemented		

Project	External Grant Applications		
Description	Develop knowledge of available grant funding from all sources		
Target Completion	2025	Current Position	Meetings and Projects Officer in place
Resource Allocation	Officer time for research		
Measure of Success	Number of Grant applications applied for, Officer in place with training, and measuring success rate of applications		



Personnel Committee

Project	Skills, training, and appraisals		
Description	Collect data and set timetable, procedures and evidence to ensure that skills, training, and appraisals up to date and promote continuous development		
Target Completion	March 2025	Current Position	Interim Assessment October 2024
Resource Allocation	Town Clerk & Line Manager’s time, Personnel Committee members’ time		
Measure of Success	Completion of annual appraisals to a high standard		

Project	Early resolution of complaints		
Description	Record and monitor complaints received, and early resolution of complaints by Officers		
Target Completion	2026	Current Position	Monitoring underway
Resource Allocation	Officer time		
Measure of Success	Quantifiable data demonstrating complaints are dealt with		



Personnel Committee

Project	Civility & respect and good employer schemes		
Description	Ensure civility and respect are at the centre of Council culture, following NALC & SLCC guidelines, and actively work towards an award (such as East Sussex Wellbeing at Work, or NALC Star Council)		
Target Completion	2025	Current Position	Signed Civility & Respect Pledge
Resource Allocation	Officer time and Personnel Committee.		
Measure of Success	Civility and Respect Pledge adhered to, award identified and applied for		

Project	Manage within staffing budgets, including overtime		
Description	Monitor quarterly staff costs including overtime and training		
Target Completion	March 2025	Current Position	Agenda item at Committee
Resource Allocation	RFO time and Personnel Committee		
Measure of Success	Annual costs maintained within staffing budget		



Leisure, Amenities, and Environment Committee

Project	Accessibility to parks and open spaces owned by the Town Council		
Description	Undertake an accessibility audit of Parks and open spaces and develop an Action Plan to make improvements		
Target Completion	2026	Current Position	Some areas audited
Resource Allocation	Officer and Councillor time		
Measure of Success	Audit completed and Action Plan in place through the Committee		

Project	The Hub		
Description	Replace the roof, heating system, and other improvements		
Target Completion	2027	Current Position	Successful CIL bid
Resource Allocation	CIL money, Officer and Councillor time, other options for financing		
Measure of Success	The Hub is a sustainable, accessible, useful, safe and welcoming venue		



Leisure, Amenities, and Environment Committee

Project	Complete the Green Infrastructure Plan		
Description	Work towards our carbon-neutral target by safeguarding our green spaces		
Target Completion	2030	Current Position	Action Plan & TFG in place
Resource Allocation	The Neighbourhood Plan Steering Group budget		
Measure of Success	Completed plan		

Project	Consultation on Sports & Leisure facilities		
Description	Carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven		
Target Completion	2026	Current Position	Not started
Resource Allocation	Officer and Councillor time, printing		
Measure of Success	Feedback from consultation submitted to Full Council		





Outside Body Contact Report

Outside body	Kempton House Day Centre Charity no 210648		
Councillor representative	Cllr Cathy Gallagher		
Type of contact	Face-to-face	Date of contact	02/10/2025
Report to Council	<p>Contact first made with Trustee Sue Hill , Ray Hill and Ita Smith on 2nd Hune 2025 at Kempton House Day Centre at Cavell Avenue.</p> <p>Kempton House Day Centre Charity was originally classed as AGE UK Charity .</p> <p>Lewes District Council are the Freeholders of the land with a Lease with Covenants to convey land dated 3rd April 1962 for 70 years. The Title no of that lease would appear to be ESX224958 ,Barwells Solicitors have Registered 3 Trustees as Registered Owners.</p> <p>The Trustees were concerned about the continuance and status of the Lease and asked PTC to clarify this with LDC ,an enquiry has been sent by the Town Clerk.</p> <p>BACKGROUND</p> <p>The Day Centre Charity offers a freshly cooked lunch 3 times a year withentertainment. The referrals come from ESCC Social Services and local GP's. There is an annual membership fee £12 and an £8 fee for a two course hot meal , prepared by a Chef.</p> <p>The Charity is an unincorporated Association and the Trustees asked for help to become a Charitable Incorporated Organisation (CIO) with some new Trustees,</p> <p>There is a long involvement of Peacehaven Town Council Councillors being Trustees.</p> <p>All documents including Annual Accounts are up to date at the Charity Commission and Sue Hill who has been Treasurer and Manager for many years.</p> <p>Over the years many awards have been bestowed on the Charity in 2025 the South of England Prestige Award. In 2020 there was the Queen Award for Charity and Sue Hill received a Platinum Champion Award from Queen Camilla.</p> <p>As well as the three times a week lunch club other activities take place there is a snooker group and Hevens Happy Club , a separate Charity for older people who rent the centre for two sessions a week.</p> <p>Preparations were being made to hold an AGM in accordance with the Constitution but events overtook the Trustees and at an AGM which was held on 6th August which the the Trustees tried to postpone ,At that meeting several new Trustees were elected.</p> <p>There has been disagreement and concerns expressed by some of the then current Trustees about conflicts of interest and the financial arrangements.</p> <p>There has been a period of handover of administration banking this was approximately a month while Sue Hill served her resignation period as a Trust. Ray Hill has also resigned and Ita Smith is currently unwell.</p>		
Follow up/ Action points	<p>The current Trustees have asked for another Outside Bodies Representative .</p> <p>Peacehaven Town Council are reviewing the Outside Bodies Role.</p>		



Outside Body Contact Report

Outside body	Residents Association		
Councillor representative	Cllr Phil Mills		
Type of contact	Face-to-face	Date of contact	08/09/2025
Report to Council	<p>I introduced myself and made all there aware that if there was something they wished to be raised with the Town Council they could let me have the written matter and I would bring it to the attention of council.</p> <p>There was much discussion about the public meeting about the BHCC plans for Local government re-organization, the outcome and information - or rather lack of it - coming from BHCC so far.</p> <p>Also, re: the issue of Morrisons and the need for a supermarket in Peacehaven. I got the impression that many attending felt that the Town Council are not doing enough (or some thought not doing anything!) to progress this. I and other councilors present explained that we were doing everything we are legally allowed to do. Regarding the petition the committee resolved to contact the MP to ask what had been done (if anything) about the signatures already forwarded to him so far.</p>		
Follow up/ Action points	<p>The next meeting date of 13/10/2025 was vacated, the next meeting therefore being 10/11/2025, 7p.m. Anzac Room, Communities House</p>		

Total	
Open	10
Closed	63
Referred	9

Method of Contact		
Email	42	53%
In Person	15	19%
Phone	13	16%
Letter	1	1%
Raised by PTC	12	15%

Time taken to resolve		
Same day	29	41%
1 - 7 days	32	46%
8 - 30 days	4	6%
31 - 90 days	1	1%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car							2						2
Access			1										1
Animals		6		1									7
Antisocial behaviour		2		1		1							4
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing							1		2				3
Flooding							1						1
Fly Tipping				1									1
Grass verges							4						4
Health & Safety		2					2						4
Illegal advertising													0
Litter							2						2
Misc/Other	1	2				1	11	1				1	17
Overgrown paths													0
Overhanging foliage							2	1					3
Park Enhancements													0
Parking		1					2						3
Pavement/verge obstruction							2						2
Pavements													0
Personnel													0
Planning							3						3
Rights of way													0
Road conditions							5						5
Road signs							1						1
Street lights							1						1
Trees							1						1
Vandalism		8		2			3	1		1			15
Weeds													0
TOTALS	1	21	1	5	0	2	43	3	2	1	0	1	80
	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

Councillor	Councillor Ian Alexander
Expected	8
Present	8 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Philip Mills
Expected	3
Present	3 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Mary Campbell
Expected	12
Present	9 (75%)
Absent with apologies	3 (25%)
Unexplained absence	0 (0%)

Councillor	Councillor Claude Cheta
Expected	5
Present	1 (20%)
Absent with apologies	0 (0%)
Unexplained absence	4 (80%)

Councillor	Councillor Paul Davies
Expected	13
Present	9 (70%)
Absent with apologies	3 (23%)
Unexplained absence	1 (7%)

Councillor	Councillor Debbie Donovan
Expected	10
Present	10 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Max Rosser
Expected	11
Present	10 (91%)
Absent with apologies	0 (0%)
Unexplained absence	1 (9%)

Councillor	Councillor Isobel Sharkey
Expected	17
Present	9 (54%)
Absent with apologies	7 (41%)
Unexplained absence	1 (5%)

Councillor	Councillor Simon Studd
Expected	7
Present	5 (72%)
Absent with apologies	1 (14%)
Unexplained absence	1 (14%)

Councillor	Councillor Nikki Fabry
Expected	11
Present	8 (73%)
Absent with apologies	3 (27%)
Unexplained absence	0 (0%)

Councillor	Councillor Cathy Gallagher
Expected	7
Present	7 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Kiera Gordon-Garrett
Expected	13
Present	12 (93%)
Absent with apologies	1 (7%)
Unexplained absence	0 (0%)

Councillor	Councillor Sue Griffiths
Expected	9
Present	9 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Aimee Harman
Expected	11
Present	10 (91%)
Absent with apologies	1 (9%)
Unexplained absence	0 (0%)

Councillor	Councillor Libbee Bradley
Expected	5
Present	3 (60%)
Absent with apologies	0 (0%)
Unexplained absence	2 (40%)

Councillor	Councillor Wendy Veck
Expected	10
Present	8 (80%)
Absent with apologies	2 (20%)
Unexplained absence	0 (0%)

Councillor	Councillor Sherral Wood
Expected	15
Present	13 (88%)
Absent with apologies	1 (6%)
Unexplained absence	1 (6%)



Peacehaven Town Council
Councillor Attendance Record

Civic Year 2025 - 2026