

George Dyson
Town Clerk

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



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

27th August 2025

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 2nd September 2025 at 7.30pm.

George Dyson
Town Clerk

AGENDA

C1423 MAYOR/CHAIR'S ANNOUNCEMENTS

C1424 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1425 TO APPROVE APOLOGIES FOR ABSENCE

C1426 TO RECEIVE DECLARATIONS OF INTERESTS

C1427 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 12TH AUGUST 2025

C1428 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. Planning Committee:-
 - i. To receive the meeting minutes of the 17th June 2025
 - ii. To receive the meeting minutes of the 8th July 2025
 - iii. To receive the meeting minutes of the 29th July 2025
 - iv. To note the draft meeting minutes of the 26th August 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 27th May 2025
 - iii. To note the draft meeting minutes of the 22nd July 2025
 - iv. To agree to the Bike Rack funding from Lewes District Council
- c. Personnel Committee:-
 - i. To receive the meeting minutes of the 15th April 2025
 - ii. To note the draft meeting minutes of 8th July 2025
- d. Leisure & Amenities Committee:-
 - i. To receive the meeting minutes of the 13th May 2025
 - ii. To note the draft meeting minutes of the 15th July 2025
 - iii. To agree to replace a ride on mower
- e. Community Engagement Committee:-
 - i. To receive the meeting minutes of the 29th April 2025
 - ii. To note the draft meeting minutes of the 1st July 2025
- f. Environment & Sustainability Committee:-
 - i. To note the first meeting date as Tuesday 18th November 2025

C1429 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1430 TO NOTE THE RESPONSE SENT TO THE LOCAL GOVERNMENT REORGANISATION CONSULTATION

C1431 TO AGREE TO UNDERTAKE A BORESCOPE SURVEY AT COMMUNITY HOUSE

C1432 TO NOTE THE REVISED COMMITTEE MEETING SCHEDULE

C1433 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION

C1434 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1435 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1436 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Morrisons Development
- b. Public Rights of Way
- c. Meridian Walk
- d. Communications, Advertising, and Promotion
- e. Sussex Nature Recovery

C1437 DATE OF NEXT MEETING - TUESDAY 21ST OCTOBER 2025 AT 7.30PM.

C1438 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.

C1439 TO RATIFY THE RECOMMENDATION OF THE INTERVIEW PANEL TO MAKE A JOB OFFER FOR A CIVIC & EVENTS OFFICER

C1440 TO RECEIVE A CONFIDENTIAL UPDATE ON WORKS AT THE HUB

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Extraordinary Council meeting held in the Anzac Room, Community House on Tuesday 12th August 2025 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Nikki Fabry, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Libbee Bradley, Cllr Max Rosser, Cllr Paul Davies, Cllr Wendy Veck, Cllr Isobel Sharkey, Cllr Claude Cheta, Cllr Philip Mills.

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

No members of the public were in attendance.

C1413 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:59, Welcomed all members, briefly ran through the building fire procedures, and asked that mobile phones be switched to silent.

C1414 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1415 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Harman.

Cllr Studd was absent.

C1416 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1417 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 24TH JUNE 2025

Proposed by: Cllr Sharkey **Seconded by:** Cllr Fabry
The minutes of 24th June 2025 were **agreed** and **adopted**.

C1418 TO AGREE A RESPONSE TO THE CONSULTATIONS ON THE BOUNDARY OF LEWES DISTRICT FROM APRIL 2028 ONWARDS

The Town Clerk summarised the item, Cllr Donovan asked what Council's thoughts are about paying for a Parish Poll.

Cllr Alexander highlighted that the Public meeting that has just taken place was just 200 residents of the whole of Peacehaven.

Cllr Cheta commented that it's clear from listening to people tonight that the preference is to remain part of East Sussex, and that we should do whatever is possible to ensure this happens.

Cllr Campbell spoke in reference to a Parish Poll, she had spoken with the CEO of the East Sussex Association of Local Councils, and that the cost is between £1.25 to £1.50 per elector.

Cllr Wood stated that she was very disappointed that Brighton & Hove City Council (BHCC) haven't brought anything to the table, our Council tax would be frozen, but we'd still be paying a higher rate until BHCC catch up.

Cllr Davies suggested that BHCC need to consult their residents – if people knew their Council tax would keep going up whilst ours is frozen the BHCC residents would likely be against this.

Cllr Wood added to this, that she understands BHCC haven't mentioned Council tax to their residents, and Cllr Veck reinforced that there's about £203.87 difference in Council Tax between authorities.

Cllr Cheta suggested that the clear response to Q4 of consultation is that we do not want any change to the current boundary.

Cllr Griffiths commented that the will of our people is to stay the same, but that simply not wanting Brighton isn't a good enough reason, one main reason is a sense of place, we have always been attached to rural part of ESCC, and geographical orientation has been with ESCC, that we also need to mention disaggregation costs of splitting services which residents would have to pay for.

Cllr Sharkey added that it's not just the financial cost of disaggregation, but people could fall through gaps whilst it's being sorted, leading to a human cost too.

Cllr Cheta agreed that we do not want to lose our identity, which is not compatible with BHCC, Peacehaven is a quiet place.

Cllr Mills spoke in support, wholeheartedly with Cllr Cheta on this point.

Cllr Gallagher added that Lewes District Council is quite a forward thinking Council, who have done major stability and progression with refuse collections, as well as Housing Stock and dealing with Housing Tenants, LDC are also financially sound and always have been.

Cllr Veck agreed that there is a concern with going to BHCC due to Housing Stock and Homelessness concerns. LDC Housing (Homes First), is worlds apart from BHCC.

Cllr Wood added concerns about whether the health services could cope coming under BHCC.

Cllr Campbell suggested framing a response in line with criteria which the Government has laid down that has to be met, suggesting the following points be made;

1a. Peacehaven is currently in sensible economic area with an appropriate tax base which does not create an undue advantage or disadvantage for one part of the area. Peacehaven's businesses are currently Ouse Valley and Seaford/Lewes Town oriented, often with branches in several of the local towns, there is a risk that we could lose business to Brighton.

1b. Geography and topography is better as we are in the East Sussex area. The watershed is at Telscombe Tye and our South Downs dry valley in the North of town flows and sometimes floods into the Ouse. There is no evidence to show that extra housing supply would not go to meet local needs if we were to become part of Brighton Unitary.

1c. There is no evidence or analysis to suggest that there are any benefits for Peacehaven to being part of a Brighton Unitary Authority. Local engagement suggests a strong local opposition to this change.

1d. Single tier arrangements in an East Sussex Unitary Authority are clear within the East Sussex proposal about improvements for Peacehaven: Peacehaven would remain in the Lewes district administrative area, with no transition costs. There would be substantial administrative upheaval if district were to be divided and all Peacehaven's service provision moved to Brighton & Hove. The only way in and out of Brighton is the A259, and the long stretch of the A259

to Brighton is already jammed in rush hours: employment, social, and educational needs for Peacehaven residents should be concentrated locally, or on the short Eastbound route to Lewes Town, not Westward.

2a. The optimal numbers as set are met in the East Sussex Unitary Authority proposal.

2c. There is a concern that consumer spending, employment, and businesses could be shifted Westward for the benefit of Brighton residents and to the detriment of Peacehaven.

If Lewes District is divided and East Sussex loses services to the Brighton Unitary Authority, including Social Services, Education, transition costs will likely be higher than any potential savings for any of the parties involved. There would also be significant impacts on the NGOs and charities such as Lewes District Citizens Advice, Sussex Community Development Association, SEN services in Schools, and Alcohol & Drugs related advice services.

2f. Peacehaven residents could suffer financially as they become liable for Brighton & Hove City Council Debts.

3a. There will be severe fragmentation of Social Services such as Social Care and Children's Services.

3c. Peacehaven will likely lose its leadership role with Family Hub & youth services, currently shared with other towns in Lewes District, all social services would be disrupted for many years if Peacehaven services were shifted into the Brighton & Hove Unitary Authority.

4. Brighton & Hove City Council chose not to work co-operative with Lewes District, especially in their late decision to propose that areas to the East should be incorporated into the Brighton & Hove Unitary area.

Additionally, the Government guidance on boundary changes specifies that the existing District areas should be considered the building blocks for proposals unless there is a strong justification for more complex boundary changes. No such justification exists in this instance.

Cllr Fabry also added concerns about the working of School admissions.

It was proposed that the Town Clerk completes this consultation, taking into account the points made by Councillors, and that PTC supports retaining the existing boundary.

Proposed by: Cllr Veck

Seconded by: Cllr Mills

C1419 TO AGREE A NEW COMMITTEE STRUCTURE TO TAKE EFFECT FROM 1ST SEPTEMBER 2025

The Clerk introduced the item and the background work that has gone into this through the TFG.

Cllr Veck spoke about the Youth Engagement working group and reference to the Youth Mayor not being in the Scheme of Delegation or Terms of Reference for the Community Engagement Committee, which should be included.

It was proposed that, subject to an amendment to include the points raised by Cllr Veck, that Council agree to implement the new Committee structure from September 2025.

Proposed by: Cllr Campbell

Seconded by: Cllr Sharkey

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

It was proposed that the following Councillors be members of the Environment & Sustainability Committee: Cllr Mills, Campbell, Bradley, Sharkey, Griffiths, and that Cllr Griffiths be Committee Chair.

Proposed by: Cllr Davies

Seconded by: Cllr Bradley

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

C1420 DATE OF NEXT MEETING - TUESDAY 2ND SEPTEMBER 2025 AT 7.30PM.

The date of the next meeting was confirmed as 2nd Sept 2025.

C1421 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Wood

The 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.

C1422 TO RECEIVE AN UPDATE ON QUESTIONS OF CLARIFICATIONS FOR THE TENDER FOR THE WORKS TO THE HUB

The Town Clerk summarised the information in the report, and there was a discussion about this.

It was proposed to note the report for now, with a further update to come in September to include progress on a quote from UKPN, discussions with a quantity surveyor, and the phase 2 consultation. Additionally, Officers should continue to consider inclusion of windows and doors as part of the works.

Proposed by: Cllr Alexander

Seconded by: Cllr Gordon-Garrett

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

There being no further business, the meeting was closed at 21:03.

George Dyson
Town Clerk

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



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

Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 17th June 2025 at 7.30pm

Present: Cllr Gordon-Garrett (Committee Chair), Cllr Campbell (Committee Vice-Chair), Cllr Rosser, Cllr Gallagher, Cllr Griffiths.

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

Public: 3 members of the public were in attendance.

GENERAL BUSINESS

1 PH2317 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 PH2318 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

1 member of the public raised concern with planning application PH2329 LW/25/0265 in terms of what the height of the extension in view of loss of their light, and not understanding the plans.

The Chair expressed that the plans would be reviewed during the meeting, and advised the item would be brought forward.

3 PH2319 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were two apologies for absence from:-

Cllr Wood – Cllr Griffiths substituted.

Cllr Sharkey – Cllr Gallagher substituted.

4 PH2320 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2321 TO ELECT A VICE CHAIR OF THIS COMMITTEE

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

Proposed: Cllr Campbell Seconded: Cllr Rosser

The motion was **carried**.

1 member abstained.

6 PH2322 TO ADOPT THE MINUTES FROM THE 27TH MAY 2025

Proposed by: Cllr Rosser Seconded by: Cllr Campbell

The motion was **carried**.

1 member abstained.

KJ Gordon-Garrett 8/7/25 KJ. GORDON-GARRETT

7 PH2323 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was **noted**.

It was proposed to move item **PH2329 LW/25/0265** forward

Proposed by: Cllr Campbell Seconded by: Cllr Rosser

All in **favour**.

PH2329 LW/25/0265 15 Horsham Avenue Peacehaven

It was proposed to support the application, subject to the Case Officer ensuring there is no loss of light to the neighbours at the back of the property.

Proposed by: Cllr Campbell Seconded: Cllr Gallagher

All in **favour**.

19:48 - 2 members of public left the meeting

8 PH2324 TO DISCUSS AND AGREE CIL BID PROPOSALS

Cllr Gallagher suggested that neither proposal would be eligible for CIL as they were not in PTC's remit.

Cllr Griffiths reminded committee of LDCs plans to install electric chargers, so expressed it would be too soon to request the car parking item.

Cllr Campbell raised that the suggested crossing in Pelham rise would be in a dangerous position, and that it formed part of a report later in this meeting's agenda.

Cllr Gallagher expressed they may have never been any lines in the carpark, and that it could be considered at the point of devolution.

It was proposed to not take these items forward as they are unsuitable for PTC for the reasons expressed above.

Proposed by: Cllr Gallagher Seconded: Cllr Campbell.

All in **favour**.

Cllr Campbell suggested the painting of the disabled bay lines be followed up with ward and district Cllrs, and Committee suggested that PTC Officers ask for an update from district councilors on what was being worked on.

Cllr Gallagher explained the background to the items in the report.

9 PH2325 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Chair updated committee that a meeting was held yesterday, and the update would be brought to the next meeting.

Cllr Gallagher spoke on the cycle path item and reminded committee that it was not an official cycle path, and that there would be new cycle paths emerging.

Members discussed the future ownership of the infiltration pond and the plot of grassland, and Cllr Griffiths expressed their locations had altered position during development.

Members suggested that Officers obtain a written response from LDC with regards the handover of the plot of land and infiltration pond.

Cllr Gallagher expressed that if the land was provided to PTC this could help safeguard against it being built on in future.

KJ Gaden-Cannett.

b. Meridian Monument & area

The Meetings & Projects Officer updated committee on the progress of the Meridian Information board.

- 10 PH2326 TO AGREE TO THE RECOMMENDATION IN THE CROSSINGS AND ISLANDS REPORT**
Cllr Gallagher expressed that, if unlocked, the S106 money would only be for development on the South Coast Road, and that there was no need to pursue the S106 monies.

It was proposed to agree to the recommendation to share with Councillors both maps with a covering explanation.

Proposed by: Cllr Griffiths Seconded by: Cllr Rosser

All in **favour**.

- 11 PH2327 TO DECIDE WHETHER TO PREPARE A PTC RESPONSE TO THE SDNP'S NEW PARTNERSHIP MANAGEMENT PLAN 2026-2031**

Cllr Gallagher updated committee that there would be an SDNPA parish online meeting on 1st July.

The Chair expressed that SDNP Officers were encouraging PTC to respond to the consultation.

It was proposed that PTC form a TFG to prepare a response for approval at the next P&H on 29th July.

The TFG was confirmed as Cllr Campbell and Cllr Gordon-Garrett.

Proposed by: Cllr Campbell Seconded by: Cllr Rosser

All in **favour**.

Cllr Gallagher expressed the importance of pushing for buffer zones, and the C7 being a national park route.

- 12 TO COMMENT on the following Planning applications as follows:-**

PH2328 LW/25/0284 37 Keymer Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

All in **favour**.

PH2330 LW/25/0185 117 Phyllis Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Rosser

All in **favour**.

- 13 TO NOTE the following Planning decisions/applications**

PH2331 TW/25/0036TPO 1 Wendale Drive Peacehaven

PH2332 LW/25/0285 75 Cairo Avenue Peacehaven

PH2333 LW/25/0193 6 Outlook Avenue Peacehaven

PH2334 LW/25/0105 4 Telscombe Road Peacehaven

PH2335 LW/25/0303 19 Roundhay Avenue Peacehaven

PH2336 LW/25/0266 Unit 4 Bolney Avenue Peacehaven

PH2337 LW/25/0297 10 Johns Close Peacehaven

PH2338 LW/25/0292 24 Steyning Avenue Peacehaven

PH2339 LW/25/0237/CD Land Adjacent to 61 Downs Walk Peacehaven

KJ Gordon-Garrett 8/7/25 KJ GORDON-GARRETT

The planning decisions/applications were **noted**.

14 PH2340 There were no Planning & Highways Complaints to note.

Cllr Campbell expressed adding a complaint about parking on the verge at the corner of Southview Road, and also there still being no lighting at Pippits Way, but would check this first before an Officer made further contact.

15 PH2341 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Gallagher expressed the Neighbourhood Plan be added to future P&H agendas. The Chair agreed, and apologised for it not being on this agenda.

**16 PH2342 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 8TH JULY 2025 AT 6.15PM
(applications only)**

The next meeting was confirmed as 8th July 2025

There being no further business, the meeting was closed at 20:34

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Planning & Highways (Applications Only) Committee meeting held in the Anzac Room, Community House on 8th July 2025 at 6:15pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Sharkey, Cllr Davies, Cllr Wood, Cllr Bradley.

Officers: George Dyson (Town Clerk)

5 members of the public were in attendance.

1 PH2343 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:16, asked that members turn their phones onto silent, informed everyone of the building fire procedures, read out a statement on Civility & Respect, advised that the meeting is being recorded for internal use, and reminded everyone about the rules surrounding the public session.

2 PH2344 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

A member of the public spoke in objection to PH2351, citing inadequate emergency vehicular access, noise, light, and pollution concerns with neighbouring properties, concerns over risks to trees with protection orders, and concerns over the destruction of greenspace.

Another member of the public spoke in objection to PH2352, gave some background information about the property, and suggested that the application is overdevelopment, concerns about the car parking arrangements, and being incongruent with the street scene.

3 PH2345 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Campbell, with Cllr Bradley substituting.

Cllr Rosser was initially marked as absent, but arrived at 19:13.

4 PH2346 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2347 TO ADOPT THE MINUTES FROM THE 17TH JUNE 2025

Proposed by: Cllr Wood **Seconded by:** Cllr Sharkey
Committee **resolved** to **adopt** the minutes of 17th June 2025.

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

The Chair brought forward item PH2349, PH2351, and PH2352.

PH2349 LW/25/0325 26 Abbey Close

The Committee noted that this application was likely within permitted development rights. It was proposed that Committee support this application.

Kiera Gordon-Garrett KJ Adair-Garrett. 29/7/25

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

1 member of the public left at this point (18:41)

PH2351 LW/25/0283 6 Rustic Road

The Committee highlighted that the Oak tree with a TPO on is worth highlighting, and that a visit from the LDC tree officer to assess may be beneficial.

Cllr Wood raised concerns about the emergency access arrangements, agreed with comments about the Oak tree, particularly noting concerns about the balance of the tree and possible implications on the neighbouring properties.

It was proposed that Committee neither support or object to this application, but ask the Tree Officer to investigate the Oak tree with the TPO, and that the Planning Officer investigate subsidence on the border with number 69A, consider DM25, DM30, CP11, and CP2, and please note the contents of the objections lodged on the Planning Portal.

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

PH2352 LW/25/0317 16 Rustic Road

The Committee highlighted a lack of amenity space and concerns over biodiversity loss, as well as concerns over additional vehicular use of the road with a blind bend.

It was proposed that Committee neither support nor object, but put forward the above comments.

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

4 members of the public left at this point (19:02).

PH2348 LW/25/0234 4 Second Road

The Committee discussed the application, and the history of the site, concerns over natural light to the property.

It was proposed that Committee object to the application on grounds of overdevelopment of a small backland site, against policy DM30, and emergency access concerns due to the driveway width.

Proposed by: Cllr Wood **Seconded by:** Cllr Bradley
Committee **resolved** to **object** to this application.

Cllr Rosser arrived at this point (19:13).

PH2350 LW/25/0314 6 Coney Furlong

It was proposed that Committee support this application.

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

PH2353 LW/25/0342 30 Sunview Avenue

It was proposed that Committee support the application.

Proposed by: Cllr Bradley **Seconded by:** Cllr Sharkey
Committee **resolved** to **support** the application.

K J Gordon-Garrett

PH2354 LW/25/0308 25 The Highway

Committee discussed concerns about this being a retrospective application, that there has been a significant biodiversity loss, and the excessively high boundary fencing, and concerns about drainage due to the increased hard standing.

It was proposed that Committee support the application, but request that the hard standing be a permeable surface to mitigate effects of water run-off.

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

7 TO NOTE the following Planning decisions and applications

PH2355 LW/25/0324 Unit C5 Meridian Industrial Estate Hoyle Road

to be amended.

PH2356 LW/25/0245 12 Jason Close

PH2357 LW/25/0228 23 The Promenade

PH2358 LW/25/0152 82A Arundel Road

Committee **noted** the above planning decisions.

8 PH2359 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 29TH JULY 2025 AT 7.30PM

The next meeting was **confirmed** as 29th July 2025.

There being no further business, the meeting was closed at 19:27

K J Gordon-Gawett. K J. Gordon - Gawett. 29/7/25



Committee:	Full Council	Agenda Item:	C1428b(i)
Meeting date:	02 September 2025	Authors:	RFO
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 5 (August 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. 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 39.5% of the budgeted expenditure has been spent so far, and 55.3% of the budgeted income has been received as at the month 5 (Aug 2025)

At this point in the year we should be at 41.6% approximately. High expenditure is reported in increased water charges, grounds maintenance which is always higher earlier in the year but evens out, insurance and gas for unit 14 as we have received some back billing.

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 July 2025
- Bank reconciliation statement for cashbook 1 – July 2025
- Bank reconciliation statement for cashbook 2 –July 2025
- Bank Reconciliation statement for Unity Trust Fixed Deposit Account – July 2025
- Bank Reconciliation statement for Unity Trust Instant Access Account – July 2025
- Credit Card reconciliation statement – June 2025
- Detailed income and expenditure month 5 (Aug 2025)
- Detailed balance sheet month 5 (Aug 2025)

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/06/2025		1,013,314.08
Current Account	30/06/2025		50,000.00
			<u>1,063,314.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
07/05/2025 BACS3	JOSEPH GREY	50.00	
			<u>200.00</u>
			1,063,114.08
<u>Unpresented Receipts (Plus)</u>			
28/05/2025		1.00	
28/05/2025		10.00	
16/06/2025		30.00	
18/06/2025		60.00	
20/06/2025		60.00	
20/06/2025		10.00	
24/06/2025		12.25	
26/06/2025		4.80	
26/06/2025		63.80	
26/06/2025		112.00	
27/06/2025		60.00	
30/06/2025		76.00	
30/06/2025		24.00	
30/06/2025		100.80	
30/06/2025		29.00	
			<u>653.65</u>
			1,063,767.73
		Balance per Cash Book is :-	1,063,767.73
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Today: 08 Jul 2025



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£38,876.20
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 8 transactions between 30/06/2025 and 30/06/2025 from 30/06/2025 to 30/06/2025

Date	Description	Money in	Money out	Balance
30/06/2025	Transfer TRANSFER 30701211 TRANSFER 30701211		-£2,273.41	£50,000.00

Today: 08 Jul 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,010,517.42
Last night's balance	£1,010,517.42
Overdraft limit	n/a

Showing 1 transaction between 30/06/2025 and 30/06/2025 from 30/06/2025 to 30/06/2025

Date	Description	Money in	Money out	Balance
30/06/2025	Transfer TRANSFER 10701173 TRANSFER 10701173	£2,273.41		£1,013,314.08

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2025		601.88
			<u>601.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			601.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			601.88
		Balance per Cash Book is :-	601.88
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 27 June 2025

Business Current Accounts

Business Current Account Statement	£50,000.00
------------------------------------	------------

.....
Sort Code 20-49-76 • Account No 10701173

Business Savings Accounts

Business Premium Account	£1,011,040.67
--------------------------	---------------

.....
Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£601.88
--------------------------	---------

.....
Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	30/06/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

< [Accounts](#)

Peacehaven Town Council

FT12

60-83-01 • 80186889

Gross interest rate
4.10 % ⓘ

Term start
13/05/25

Term end
13/05/26

Balance
£ 200,000.00

- Transactions
- Statements
- Direct Debits
- Standing orders
- Scheduled payments
- People
- Limits

🔍 [Search transactions](#)

📄 [Download \(csv/ofx\)](#) [Print](#)

Balances are correct as of 11:29 on 09 July 2025.

↓ Date	Description	Paid in	Paid out	Balance
Tuesday 13th May 2025				
13/05/25	Transfer from 20529105	200,000.00		200,000.00

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 7 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	30/06/2025		12.33
			<u>12.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.33
		Balance per Cash Book is :-	12.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House Meridian Centre
Peacehaven
BN10 8BB

Date: 30/06/2025

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

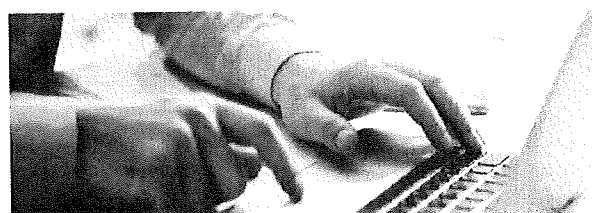
Account Number: 20529105

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 0.00% AER as of your statement date.

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£0.00
30/06/2025	Credit Interest	Credit Interest	£0.00	£12.33	£12.33

Page number 1 of 2

Statement number 003

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



Bank Reconciliation Statement as at 01/06/2025
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/06/2025		-98.90
G Dyson CC	01/06/2025		-220.12
			<u>-319.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/05/2025 YREND24 YEAR END CORRECTION		163.35	
			<u>163.35</u>
			-482.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-482.37
		Balance per Cash Book is :-	-482.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 May 2025
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
22 May 2025	Garden and Hire Spares KIDDERMINSTERGBR 230582717085 HARDWARE EQUIPMENT AND SUPPLIES	66.90
28 May 2025	CARD FEE	32.00
1 new purchases / cash advances. Total of spending.		£98.90

G 014486 BBA2675A 89575



Garden and Hire Spares Ltd

Unit 1 Oldington Trading Estate
Stourport Road
Kidderminster
DY11 7QP
+44 (0) 1905 333475
www.gardenhirespares.co.uk
sales@gardenhirespares.co.uk

Customer Name & Address	Delivery Address	INVOICE
Zoe Malone GREENWICH WAY COMMUNITY HOUSE Peacehaven BN10 8BB United Kingdom	Peacehaven Town Council GREENWICH WAY COMMUNITY HOUSE Peacehaven BN10 8BB United Kingdom	FAO: Peacehaven Town Council
Cust VAT No:		Invoice Date: 22/05/2025
		Your Acc No: 575142
		Invoice No: 1257887

Qty	Code	Description	Price Each	Line Total	VAT%	Line VAT
Order No: SO1286891			Order Reference: 1200605167		Order Date: 22/05/2025	
Delivery No: DN01092128						
1	ALBSG1078	CABLE ROLLER DRIVE	51.80	51.80	20.00	10.36
	DELIVERY	*Royal Mail Tracked		3.95	20.00	0.79

Payments Received		Comments	Amount	Change
22/05/2025	Secure Trading	1200605167	66.90	0.00

4202/300,

Special Instructions	£ VAT Analysis				Goods Net:	51.80
	Tax Code	VAT %	Net (£)	VAT (£)		
	T1	20.00	55.75	11.15	Delivery:	3.95
	Paid with thanks.				Order Net:	55.75
					VAT:	11.15
					Total:	66.90
					Pound sterling	

Name on account: Garden & Hire Spares Ltd
Santander Bank Account No: 42243110 BIC/Swift: ABBYGB2LANB
Sort Code: 09-06-66 IBAN: GB45 ABBY09066642243110
All sales agreements entered into by our company, (Offers, deliveries and sales) exclusively our Terms & Conditions of sale GHS Ltd shall apply.
A copy of these can be sent to you at your request

STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760490508309
28 May 2025
3 of 4
£1,000.00

Date	Description	Amount
8 May 2025	HIGHFIELD* O #9039 DONCASTER LND 090585383905 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	6.00
12 May 2025	INGKA CENTRES UK MP BR BRIGHTON GBR 01 130555184225 AUTOMOBILE PARKING LOTS AND GARAGES	5.50
15 May 2025	ASDA SUPERSTORE BRIGHTON 01 160505272465 GROCERY STORES, SUPERMARKETS	10.00
15 May 2025	ROGER BROWN TROPHIES BRIGHTON ENG 160555203345 TYPESETTING, PLATE MAKING & RELATED SERVICES	112.02
16 May 2025	NEWTON NEWTON FLAG & B SKEGNESS 190505272475 MISCELLANEOUS AND RETAIL STORES	30.60
20 May 2025	SAINSBURYS S/MKTS PEACEHAVEN 01 210585481475 GROCERY STORES, SUPERMARKETS	17.00
24 May 2025	HEYZINE.COM CAMBRILS T 260582644315 COMPUTER SOFTWARE STORES	39.00
7 new purchases / cash advances. Total of spending.		£220.12

G 014486 BBA2675A

89575



Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com



Invoice

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB

Invoice Number 0003048421
Invoice Date 10/04/2025
Customer Ref 8309
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004048604

Details

GDPR E-Learning

IAN ALEXANDER

Quantity
1.00

Net Amount £
5.00

VAT £
1.00

4334/100

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	5.00	1.00

Total Net Amount £ 5.00

Total VAT Amount £ 1.00

Invoice Total £ 6.00

Delivery Address:

Peacehaven Town Council
Community House
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Churchill Square

BN1 Brighton
Tax code GB270 347469

POF 07 12/05/25 11:08
Receipt 82851

Short-term parking tkt

CH 1 - No. 035622

12/05/25 10:19

12/05/25 11:08

Period 0dCh50

£5.50

£5.50

Payment
Ref: 51C505EEC
Auth Code: 050459
MID: ****72741
TID: ****1407
MASTERCARD
*****8309 01
AID: A000000041010
CONTACTLESS APPROVED
NO VERIFICATION

Net total £4.58
VAT 20% £0.92

4212/100

***For a chance to win £1,000! ***
Please tell us how we did today at
www.tellasda.com

ASDA

ASDA STORES LTD
WWW.ASDA.COM
MANAGER Stefan Waring
ASDA.COM/STOREHELP
Brighton Hollingbury,
ST. 4646 OP. ScoUser TE. 43 TR. 5448

PHOTO FRAME	£2.50
PHOTO FRAME	£2.50
PHOTO FRAME	£2.50
PHOTO FRAME	£2.50

Asda Rewards

TOTAL: £10.00

NO. ITEMS SOLD 4

CARD £10.00

AID: A0000000041010
MASTERCARD
A/C No. XXXXXXXXXXXX8309
PAN SEQ: 01
Date: 15/05/2025

Time: 15:27:27

SALE
CONTACTLESS
TOTAL: GBP10.00
NO CARDHOLDER VERIFICATION
PAYMENT APPROVED
AUTH CODE: 080194
TRX ID: MPBGU3K5I0515
MID: ****7032

TID: ****4643

PLEASE KEEP THIS COPY FOR YOUR RECORDS.

TC# 6294646043544805152025



Shop online at Asda.com for easy home
delivery or collection in store
15/05/2025 15:28

Staff gifts

4014/102

Staff gifts

R B TROPHIES
& ENGRAVING



INVOICE

Shaven Town Council
Attention: Deborah Donovan
Shaven Town Council
dian Centre
dian Way
Shaven
8BB

Invoice Date
13 May 2025

Invoice Number
IN-030302

Reference
25-496

VAT Number
218 0864 10

Hanoy Ltd. t/a R B
Trophies & Engraving
372 Carden Avenue
Brighton
BN1 8LJ

4014/100

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Crystal Paperweight (In Presentation Case), 8cm	4.00	15.50	10.00%	20%	55.80
Engraving on glass	4.00	18.74	25.00%	20%	56.22
INCLUDES VAT 20%					18.67
TOTAL GBP					112.02
Less Amount Paid					112.02
AMOUNT DUE GBP					0.00

20 May 2025

ed remain the property of Hanoy Ltd. until paid in full. Any queries must be raised within 5 days of receipt of goods.
nt details; account name: Hanoy Ltd t/a Roger Brown Trophies; sort code: 089299; account number:69564558



Newton Newton Flag Makers Ltd.
The Bishop Tozer's Chapel.
Middlemarsh Road, Burgh-Le-Marsh.
Lincolnshire. PE24 5AD.
Telephone: 01754 768401
Email: mail@newtonnewtonflags.com
VAT Number : 613848531

INVOICE

George Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB
townclerk@peacehaventowncoun
cil.gov.uk
+447749491877

Ship To:
George Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex

Invoice Number: 1256
Invoice Date: 16 May 2025
Order Number: 7540
Order Date: 16 May 2025
Payment Method: Pay via Opayo

Product	Quantity	Price
VJ-Day Flag (GENERIC)	1	£24.00
FLAGS: 5ft x 3ft (152x91cm)		
Flag Options: Rope and toggled		
Subtotal		£24.00
Shipping		£6.60 via Shipping
Total		£30.60 (includes £5.10 Tax)

4335/110

1975 - 2025

Celebrating 50 Years in Business. Thank You for being part of our journey.

4335/110.

Sainsbury's

Good food for all of us

PEACEHAVEN LOCAL - SOUTH COAST ROAD
0330 013 7353

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

Cure

*SWEET WILLIAMS BQT £5.00
*SEASONAL SHOW £6.00
*SEASONAL SHOW £6.00

3 BALANCE DUE £17.00
MASTERCARD £17.00

contactless)))

[ICC] *****8309
AID: A0000000041010
PAN SEQUENCE: 01
MERCHANT: ****1467
AUTH CODE: 022415
TID: ****7374

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *1030
POINTS EARNED ON £17.00
PREVIOUS POINTS BALANCE 5968
POINTS EARNED 17
NEW POINTS BALANCE 5985
YOUR POINTS ARE WORTH £29.92

Check the Nectar app or nectar.com to see
any bonus points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6294491062839800200525

C #8398 13:15:04 20MAY2025
S4491 R62

Thank you for your visit.



George Dyson

BN10 8GA
United Kingdom

PAID

4342/100

Invoice

Number: 20340
Issue date: May 24, 2025

Description	Qty.	Unit price	Amount
1 × Subscription Standard Yearly (at £39.00 / year)	1.00	£39.00	£39.00
			Subtotal: £39.00
			Total (GBP): £39.00

Payment details:
Other

Heyzine Flipbooks SL – Tax ID: ESB56474539
Calle Eliseu Meifren, 4, B – 43850 Cambrils – Spain
Email: support@heyzine.com <https://heyzine.com>

If the invoice does not include VAT, it applies rules of localization of operations for provisioning services, articles 69 and 70 Law of the Tax on Added Value from Spain. Si la factura no incluye IVA, aplica reglas de localización de operaciones de prestaciones de servicios, artículos 69 y 70 Ley del Impuesto sobre el Valor Añadido.

Date: 04/06/2025

Peacehaven Town Council

Page 1

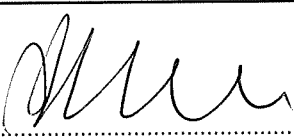
Time: 09:16

Bank Reconciliation Statement as at 30/05/2025
for Cashbook 1 - Current Bank A/c

User: ZM

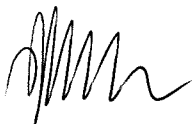
Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	30/05/2025		1,099,325.12
Current Account	30/05/2025		54,115.40
			<u>1,153,440.52</u>
Unpresented Payments (Minus)		Amount	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
07/05/2025 BACS3	JOSEPH GREY	50.00	
			<u>200.00</u>
			1,153,240.52
Unpresented Receipts (Plus)			
21/05/2025		280.00	
23/05/2025		60.00	
27/05/2025		20.40	
28/05/2025		10.00	
28/05/2025		24.00	
28/05/2025		1.00	
30/05/2025		327.40	
30/05/2025		60.00	
30/05/2025		7.25	
			<u>790.05</u>
			1,154,030.57
Balance per Cash Book is :-			1,154,030.57
Difference is :-			0.00

Signatory 1:

Name Signed  Date 24/6/25

Signatory 2:

Name Signed Date



Date: 04/06/2025

Peacehaven Town Council

Page 1


Time: 09:17

Bank Reconciliation Statement as at 30/05/2025
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/05/2025		599.89
			<u>599.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			599.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			599.89
		Balance per Cash Book is :-	599.89
		Difference is :-	0.00

Signatory 1:

Name Signed  Date 24/6/25

Signatory 2:

Name Signed Date



THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 30 May 2025

Business Current Accounts

Business Current Account Statement	£54,115.40
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,099,325.12
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£599.89
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.



Date: 03/06/2025

Peacehaven Town Council

Page 1


Time: 11:29

Bank Reconciliation Statement as at 01/05/2025
for Cashbook 5 - Credit Card A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/05/2025		0.00
G Dyson CC	01/05/2025		-242.00
			<u>-242.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-242.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-242.00
		Balance per Cash Book is :-	-242.00
		Difference is :-	0.00

Signatory 1:

Name Signed  Date 24/6/25

Signatory 2:

Name Signed Date



STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760490508309
28 April 2025
3 of 3
£1,000.00

Date	Description	Amount
10 Apr 2025	HIGHFIELD* O #8309 DONCASTER LND	6.00
110485383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
14 Apr 2025	BOOKER LTD - 38537454 WELLINGBOROUGH	163.00
150405272465	GROCERY STORES, SUPERMARKETS	
24 Apr 2025	B&Q MARKETPLACE EASTLEIGH	73.00
250485481475	LUMBER AND BUILDING MATERIALS STORES	
3 new purchases / cash advances. Total of spending.		£242.00

G 006443 BBA2525A 51356



Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277

Fax:

accounts@highfieldelearning.com
www.highfieldelearning.com

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number	0003049022
Invoice Date	08/05/2025
Customer Ref	9039
Account Ref	PEACECOU
Cust. VAT Number	
Cust. EORI Number	
Order Number	0004049206

Details	Quantity	Net Amount £	VAT £
GDPR E-Learning	1.00	5.00	1.00

Clive Bradley

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	5.00	1.00

Total Net Amount £ 5.00

Total VAT Amount £ 1.00

Invoice Total £ 6.00

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

BRANCH 307

BRIGHTON
MOULSECOOMB WAY
BRIGHTONBN2 4NP TEL : 01273 624242
FAX : 01273 684565

INVOICE NUMBER 0263140 PAGE 01

CUSTOMER 737249466 MR DYSON
PTC COMMUNITY HOUSE
Comm MERIDIAN CENTRE
PEACEHAVEN EAST SUSSEX
BN10 8BB TEL: 07749491877

DATE 14/04/25 TIME 10:53

TILL 02 OPERATOR 117 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
240514	Yorkshire Teabags	1 1040s	1	28.49	28.49	A		
299473	Nescafe Gld Blnd Decaf PM479	6 95g	1	19.49 P	19.49	A	4.79	32.2%
281035	CL Sweet Biscuit Assortment	1 2kg	2	16.49	32.98	A		
261392	Lakeland SS UHT Portions	1 120x12m	1	4.25	4.25	A		
294072	FC Mixed Cookie Case	12 1pk	1	9.25	9.25	A		
143126	Food Conn Astd Muffin	16 Sgl	1	10.99	10.99	A		
294931	Class Tropical Stick PM129	24 110ml	1	11.99	11.99	B	1.29	53.5%
294928	Class White Choc Stick PM129	24 110ml	1	11.99	11.99	B	1.29	53.5%
294949	Class Milk Choc Stick PM129	24 110ml	2	11.99	23.98	B	1.29	53.5%

MAYORS RECEPTION

SAVING DETAILS

PROMOTIONS SAVED YOU 3.40

TOTAL SAVINGS 3.40

PAYMENT CARD RECEIPT DETAILS

Please debit my account

MASTERCARD *****8309

Sale ICC

DATE: 14/04/2025 TIME: 10:56:05

AUTHCODE: 032324 TOKEN ID: 1928453922

APP SEQ: 01 AID: A0000000041010

PTID: 39280613 TID: 37611470 MID: 38537454

PIN VERIFIED

AMOUNT: £163.00 TOTAL: £163.00

Registration details result: Registration successful

TOTAL ITEMS: 11

RATE	GOODS	MULT	NETT	VAT	TOTALS: GOODS		
A: 0.00	105.45	0.00	105.45	0.00	153.41	:CASH	0.00
B: 20.00	47.96	0.00	47.96	9.59	9.59	:CREDIT	0.00
						:CHQ B	0.00
						:CHQ P	0.00
						:C/CARD	163.00
						:D/CARD	0.00
						:T/COUP	0.00
						:R/COUP	0.00

INVOICE TOTAL	163.00
OUTSTANDING	0.00
WAITING TO PAY	0.00
GRAND TOTAL	163.00

THANK YOU FOR SHOPPING AT BRIGHTON



Handwritten signature

Invoice



KU Bathrooms & Kitchens Ltd

George Dyson
Community House , Meridian Centre
BN10 8BB
Peacehaven
GB

KU Kitchens and Bathrooms Ltd
via 
Nethercroft Monkholme Lane
Threshfield Skipton
BD23 5HE
Bradford
Yorkshire
GB
VAT number: GB238771183
COC number: 04824226

Invoice number	34340
Order number	1049430792-A
Order date	4/24/2025 2:12:57 PM +00:00
Invoice date	4/24/2025 2:19:59 PM +00:00

Description	Quantity	Price (£)	VAT %	VAT (£)	Ex. VAT (£)	Line total (£)
Contemporary Bathroom Wall Hung Toilet Pan , 390mm x 355mm, White Condition: New Color: White Size: 515 x 355 x 360mm GTIN: 5056678499511 <i>Merchant product number: BCAD140P</i>	1	73.00	20.00	12.17	60.83	73.00
Subtotal (£)				12.17	60.83	73.00
Shipping Cost (£)				0.00	0.00	0.00
Order total (£)				12.17	60.83	73.00

We have a 28-day free return policy, which means you have 28 days after receiving your item to request a return.
To arrange a collection please contact us.

KU Bathrooms and Kitchens Ltd, Threshfield, Skipton, BD23 5HE

sales@balterley.co.uk



Customer Services
0333 014 3357

Dear George Dyson

Thank you for your order

Order number : **1049430792**

Total Cost: **£73.00**

Thank you for ordering from B&Q.

You'll find details of your order and delivery or collection information below. For help with questions about our service, please see the Customer Support pages of our website.

Payment details



MASTERCARD
Card ending : 8309
End date :08/2027



Home Delivery

Details of your items are listed below. If you have selected a delivery date, this will also be shown. If you'd like to know more about our range of delivery options, please visit the [Delivery](#) pages of our website.

Bought an electrical or electronic products from us? Find out about our electrical recycling service at www.diy.com/services/weee

If you have chosen a refurbished product from us, thank you for extending the life of a product. For more information on refurbished products visit www.diy.com/refurbed

Delivery address

George Dyson
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Contact number :07749491877
Mobile Number: 07749491877

Date: 04/06/2025

Peacehaven Town Council

Page 1


Time: 09:18

User: ZM

**Bank Reconciliation Statement as at 30/05/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	30/05/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed  Date 24/6/25

Signatory 2:

Name Signed Date





< Accounts
Procellhaven Town Council
FT12
601-831-01 - 80186689



Gross interest rate 4.10 % ⓘ Term start 13/05/25 Term end 13/05/26 Balance £ 200,000.00

Unit

Transactions

Statements

Direct Debits

Standing orders

Scheduled payments

People

Unit

Q Search transactions

Balances are correct as of 14:59 on 03 June 2025.

↓ Date Description

Tuesday 11th May 2025

13/05/25 Transfer from 20029105

Download (csv/dxf)

Print

Paid in Paid out Balance

200,000.00

200,000.00

Handwritten signature

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/07/2025		941,565.83
Current Account	31/07/2025		50,000.00
			<u>991,565.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
			<u>150.00</u>
			991,415.83
<u>Unpresented Receipts (Plus)</u>			
28/05/2025		1.00	
28/05/2025		10.00	
25/07/2025		60.00	
28/07/2025		10.80	
30/07/2025		24.00	
30/07/2025		10.80	
			<u>116.60</u>
			991,532.43
		Balance per Cash Book is :-	991,532.43
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 2 - Reserve Account**

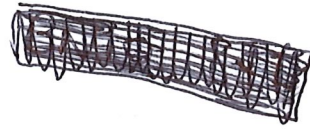
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/07/2025		601.88
			<u>601.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			601.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			601.88
		Balance per Cash Book is :-	601.88
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 01 August 2025

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£941,079.39
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£601.88
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Today: 07 Aug 2025



PEACEHAVEN TOWN COUNCIL

Transactions

Peace Sweep

20-49-76 30701211

Available balance £939,796.41

Last night's balance £941,489.93

Overdraft limit n/a

Showing 1 transaction between 31/07/2025 and 31/07/2025 from 31/07/2025 to 31/07/2025

Date	Description	Money in	Money out	Balance
31/07/2025	Transfer TRANSFER 10701173 TRANSFER 10701173		-£11,112.77	£941,565.83

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	31/07/2025		-60.24
G Dyson CC	31/07/2025		0.00
			<u>-60.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-60.24
<u>Unpresented Receipts (Plus)</u>			
23/07/2025 JUNECC		60.24	
			<u>60.24</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

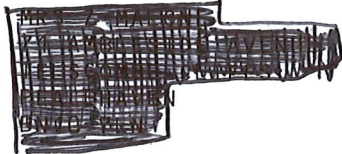
STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 June 2025
Page number: 3 of 3
Monthly spend limit: £1,000.00

Date	Description	Amount
4 Jun 2025	HIGHFIELD* O #9928 DONCASTER LND	6.00
050685383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
4 Jun 2025	Garden and Hire Spares KIDDERMINSTERGBR	54.24
050682717085	HARDWARE EQUIPMENT AND SUPPLIES	
2 new purchases / cash advances. Total of spending.		£60.24



Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003049715
Invoice Date 04/06/2025
Customer Ref 9928
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004049902

Details	Quantity	Net Amount £	VAT £
GDPR E-Learning	1.00	5.00	1.00

Account Code 4334/100	Date	Councillor 1
	Finance Officer	Councillor 2

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	5.00	1.00

Total Net Amount £ 5.00
Total VAT Amount £ 1.00
Invoice Total £ 6.00

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Garden and Hire Spares Ltd

Unit 1 Oldington Trading Estate
Stourport Road
Kidderminster
DY11 7QP
+44 (0) 1905 333475
www.gardenhirespares.co.uk
sales@gardenhirespares.co.uk

Customer Name & Address	Delivery Address	INVOICE
Zoe Malone GREENWICH WAY COMMUNITY HOUSE Peacehaven BN10 8BB United Kingdom	Peacehaven Town Council GREENWICH WAY COMMUNITY HOUSE Peacehaven BN10 8BB United Kingdom	FAO: Peacehaven Town Council Invoice Date: 04/06/2025 Your Acc No: 575142 Invoice No: 1265003
Cust VAT No:		

Qty	Code	Description	Price Each	Line Total	VAT%	Line VAT
Order No: SO1294042			Order Reference: 1200609492		Order Date: 04/06/2025	
Delivery No: DN01099156						
3	7156	ROTARY BLADE - KUBOTA	13.75	41.25	20.00	8.25
	DELIVERY	*Royal Mail Tracked		3.95	20.00	0.79

Payments Received	Comments	Amount	Change
04/06/2025	Secure Trading	1200609492	54.24
			0.00

Date	Councillor 1
4202/300	Ym
ode	Finance Officer
	Councillor 2

Special Instructions

£ VAT Analysis			
Tax Code	VAT %	Net (£)	VAT (£)
T1	20.00	45.20	9.04

Paid with thanks.

Goods Net:	41.25
Delivery:	3.95
Order Net:	45.20
VAT:	9.04
Total:	54.24
Pound sterling	

Name on account: Garden & Hire Spares Ltd
Santander Bank

Account No: 42243110
Sort Code: 09-06-66

BIC/Swift: ABBYGB2LANB
IBAN: GB45 ABBY09066642243110

All sales agreements entered into by our company, (Offers, deliveries and sales) exclusively our Terms & Conditions of sale GHS Ltd shall apply.
A copy of these can be sent to you at your request

VAT Registration No: GB889646739
Company Reg No: 05848313

Printed: Wednesday, 04/06/2025 (15:27)
Page: 1 of 1

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 7 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	31/07/2025		12.33
			<u>12.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.33
		Balance per Cash Book is :-	12.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House Meridian Centre
Peacehaven
BN10 8BB

Date: 31/07/2025

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L




IBAN Number: GB93NWBK60023571418024

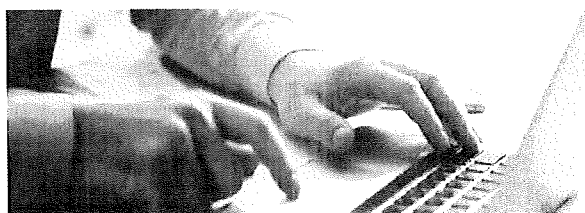
Sort Code: 608301

Account Number: 20529105

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

Contact Us

-  Call us: 0345 140 1000
-  Email us: us@unity.co.uk
-  Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/06/2025		Balance brought forward	£0.00	£0.00	£12.33

Page number 1 of 2

Statement number 004

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



Date: 12/08/2025

Peacehaven Town Council

Page 1

Time: 11:29

User: ZM

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	31/07/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	481,860	963,719	481,859			50.0%	
1010 CIL Income	2,309	0	(2,309)			0.0%	2,309
1013 Income from Photocopying	130	400	270			32.5%	
1016 Housing Benefit Claims LDC	16,283	16,283	0			100.0%	
1031 Horticultural	21	0	(21)			0.0%	
1100 Interest Received	4,512	4,000	(512)			112.8%	
1309 Other Income	161	500	339			32.2%	
General Administration :- Income	505,276	984,902	479,626			51.3%	2,309
4345 CTLA Service Level Agreement	6,825	6,825	0		0	100.0%	
4346 CAB Service Level Agreement	13,000	13,000	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
4362 The Joff Service Level Agree	3,340	3,340	(0)		(0)	100.0%	
4363 Bus Shelter Advertising	0	2,000	2,000		2,000	0.0%	
General Administration :- Direct Expenditure	26,165	28,165	2,000	0	2,000	92.9%	0
4001 Salaries	195,669	530,494	334,825		334,825	36.9%	
4002 Employer N.I Contributions	25,456	57,000	31,544		31,544	44.7%	
4003 Employer Pension Contributions	36,716	93,000	56,284		56,284	39.5%	
4004 Overtime	1,794	4,000	2,206		2,206	44.8%	
4011 Training	305	2,500	2,195		2,195	12.2%	
4014 Staff Costs	127	750	623		623	16.9%	
4201 Purchase of Vehicles	1,666	5,000	3,334		3,334	33.3%	
4212 Mileage Costs	14	500	486		486	2.9%	
4301 Purchase of Furniture/Equipmen	(0)	1,500	1,500		1,500	0.0%	
4302 Purchase of Materials	11	500	489		489	2.3%	
4306 Printing	805	3,000	2,195		2,195	26.8%	
4307 Stationery	160	1,000	840		840	16.0%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4312 Professional Fees - Other	6,006	8,500	2,494		2,494	70.7%	4,813
4314 Audit Fees	2,230	3,000	770		770	74.3%	
4315 Insurance	14,121	13,500	(621)		(621)	104.6%	
4321 Bank Charges	348	1,150	802		802	30.2%	
4323 PDQ Charges	31	0	(31)		(31)	0.0%	
4325 Postage	445	3,000	2,555		2,555	14.8%	
4326 Telephones	1,147	3,500	2,353		2,353	32.8%	
4327 Computers	6,942	20,000	13,058		13,058	34.7%	
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	16	1,500	1,484		1,484	1.1%	
4341 Grants	3,853	10,000	6,147		6,147	38.5%	
4342 Subscriptions	5,211	8,000	2,789		2,789	65.1%	

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4356 EAP	200	600	400		400	33.3%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	303,272	791,994	488,722	0	488,722	38.3%	4,813
Net Income over Expenditure	175,838	164,743	(11,095)				
6000 plus Transfer from EMR	4,813	0	(4,813)				
6001 less Transfer to EMR	2,309	0	(2,309)				
Movement to/(from) Gen Reserve	178,342	164,743	(13,599)				
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	11	500	489		489	2.3%	
Civic Events :- Direct Expenditure	11	1,000	989	0	989	1.1%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	339	2,700	2,361		2,361	12.6%	
4335 Civic Expenses	266	1,500	1,234		1,234	17.8%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	606	6,550	5,944	0	5,944	9.2%	0
Net Expenditure	(617)	(7,550)	(6,933)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	1,260	2,000	740			63.0%	
1301 Filming	1,560	1,000	(560)			156.0%	
Marketing :- Income	2,820	3,180	360			88.7%	0
4306 Printing	80	900	820		820	8.9%	45
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	85	500	415		415	17.0%	
Marketing :- Indirect Expenditure	165	2,900	2,735	0	2,735	5.7%	45
Net Income over Expenditure	2,655	280	(2,375)				
6000 plus Transfer from EMR	45	0	(45)				
Movement to/(from) Gen Reserve	2,700	280	(2,420)				
<u>200 Planning & Highways</u>							
1022 Planter Advertising	133	1,100	967			12.1%	

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1051 A1 Boards	0	1,100	1,100			0.0%	
Planning & Highways :- Income	133	2,200	2,067			6.1%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	297	600	303		303	49.5%	260
4853 Street Furniture	0	600	600		600	0.0%	
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	297	2,350	2,053	0	2,053	12.6%	260
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	145	2,500	2,355		2,355	5.8%	
4171 Grounds Maintenance Costs	347	500	153		153	69.5%	
4850 Grass Cutting Contract	16,178	16,178	(0)		(0)	100.0%	
Planning & Highways :- Indirect Expenditure	16,670	21,678	5,008	0	5,008	76.9%	0
Net Income over Expenditure	(16,834)	(21,828)	(4,994)				
6000 plus Transfer from EMR	260	0	(260)				
Movement to/(from) Gen Reserve	(16,574)	(21,828)	(5,254)				
<u>300 Grounds Team General Exp</u>							
4011 Training	32	2,000	1,968		1,968	1.6%	
4202 Repairs/Maintenance of Vehicle	1,475	7,000	5,525		5,525	21.1%	
4203 Fuel	1,926	5,500	3,574		3,574	35.0%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
Grounds Team General Exp :- Indirect Expenditure	3,434	16,100	12,666	0	12,666	21.3%	0
Net Expenditure	(3,434)	(16,100)	(12,666)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	5,964	3,645	(2,319)			163.6%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	1,585	3,000	1,415			52.8%	
1060 Water Usage	222	0	(222)			0.0%	
1061 S/P Court Hire	705	740	35			95.3%	
1111 Electricity	61	0	(61)			0.0%	
Sports Park :- Income	16,209	13,768	(2,441)			117.7%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	379	3,000	2,621		2,621	12.6%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	398	600	202		202	66.4%	

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4161 Cleaning Costs	6,017	11,500	5,483		5,483	52.3%	
4164 Trade Refuse	1,339	3,000	1,661		1,661	44.6%	
4171 Grounds Maintenance Costs	2,367	10,000	7,633		7,633	23.7%	
Sports Park :- Indirect Expenditure	11,583	30,445	18,862	0	18,862	38.0%	0
Net Income over Expenditure	4,625	(16,677)	(21,302)				
<u>315 Big Park</u>							
1092 Electricity Feed-in Tariff	161	0	(161)			0.0%	
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	161	2,000	1,839			8.0%	0
4101 Repair/Alteration of Premises	1,069	5,000	3,931		3,931	21.4%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	300	1,000	700		700	30.0%	
4112 Gas	890	1,000	110		110	89.0%	448
4121 Rents	7,340	15,500	8,160		8,160	47.4%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	
4166 Skip Hire	305	1,000	695		695	30.5%	
4173 Fertilisers & Grass Seed	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	83	4,000	3,917		3,917	2.1%	
4326 Telephones	27	0	(27)		(27)	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	19,708	41,437	21,729	0	21,729	47.6%	3,404
Net Income over Expenditure	(19,547)	(39,437)	(19,890)				
6000 plus Transfer from EMR	3,404	0	(3,404)				
Movement to/(from) Gen Reserve	(16,143)	(39,437)	(23,294)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,856	9,363	6,507			30.5%	
1092 Electricity Feed-in Tariff	143	0	(143)			0.0%	
1111 Electricity	2,315	10,000	7,685			23.2%	
Gateway Cafe :- Income	5,315	19,363	14,048			27.4%	0
4101 Repair/Alteration of Premises	45	3,500	3,455		3,455	1.3%	
4111 Electricity	2,315	10,000	7,685		7,685	23.2%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	50	1,500	1,450		1,450	3.3%	
4326 Telephones	0	972	972		972	0.0%	

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Wifi	81	540	459		459	15.0%	
Gateway Cafe :- Indirect Expenditure	2,491	18,012	15,521	0	15,521	13.8%	0
Net Income over Expenditure	2,824	1,351	(1,473)				
<u>330 Parks & Open Spaces</u>							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	3,240	5,500	2,260			58.9%	
1050 Allotment Rent	139	2,650	2,511			5.2%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,529	8,150	4,621			43.3%	0
4050 Allotment Costs	138	1,000	862		862	13.8%	
4104 Vandalism Repairs	193	1,500	1,307		1,307	12.9%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	6,734	5,000	(1,734)		(1,734)	134.7%	1,734
Parks & Open Spaces :- Direct Expenditure	7,066	11,000	3,934	0	3,934	64.2%	1,734
4101 Repair/Alteration of Premises	418	5,000	4,582		4,582	8.4%	
4141 Water Services	3,043	5,000	1,957		1,957	60.9%	
4164 Trade Refuse	78	500	422		422	15.6%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,527	4,000	1,473		1,473	63.2%	
4301 Purchase of Furniture/Equipmen	666	2,500	1,834		1,834	26.6%	
Parks & Open Spaces :- Indirect Expenditure	6,733	22,000	15,267	0	15,267	30.6%	0
Net Income over Expenditure	(10,270)	(24,850)	(14,580)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	(8,536)	(24,850)	(16,314)				
<u>355 The Hub</u>							
1084 Sports Pavilion	9,787	18,185	8,399			53.8%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	45	300	255			15.0%	
1303 Water Charges	38	160	123			23.4%	
1355 Wifi	53	210	158			25.0%	
The Hub :- Income	9,922	19,155	9,234			51.8%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	396	2,500	2,104		2,104	15.9%	

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Electricity	465	3,000	2,535		2,535	15.5%	
4112 Gas	222	3,000	2,778		2,778	7.4%	21
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	109	420	312		312	25.8%	
The Hub :- Indirect Expenditure	1,799	10,920	9,121	0	9,121	16.5%	21
Net Income over Expenditure	8,122	7,735	(387)				
6000 plus Transfer from EMR	21	0	(21)				
Movement to/(from) Gen Reserve	8,143	7,735	(408)				
<u>360 Community House</u>							
1056 Equipment Hire	305	0	(305)			0.0%	
1069 C/H Police Room	2,585	2,557	(28)			101.1%	
1070 C/H Phoenix Room	2,532	4,589	2,057			55.2%	
1071 C/H Fields & Robson	4,200	12,600	8,400			33.3%	
1072 C/H Copper Room	6	0	(6)			0.0%	
1073 C/H Fields	0	7,097	7,097			0.0%	
1075 C/H Charles Neville	2,717	5,719	3,002			47.5%	
1076 C/H Main Hall	7,691	12,358	4,667			62.2%	
1077 C/H Anzac Room	4,202	7,119	2,917			59.0%	
1078 C/H Main Kitchen	695	701	6			99.1%	
1079 C/H Anzac Kitchen	166	393	227			42.2%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	894	500	(394)			178.7%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1091 Cinema Income	0	3,000	3,000			0.0%	
1092 Electricity Feed-in Tariff	4,903	5,000	97			98.1%	
1102 106 Receipts	41,528	0	(41,528)			0.0%	
1303 Water Charges	80	0	(80)			0.0%	
Community House :- Income	72,504	64,183	(8,321)			113.0%	0
4167 Cinema Costs	0	3,000	3,000		3,000	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	0	3,900	3,900	0	3,900	0.0%	0
4101 Repair/Alteration of Premises	1,108	10,000	8,892		8,892	11.1%	
4102 Maintenance of Buildings	2,910	7,000	4,090		4,090	41.6%	
4111 Electricity	5,080	15,000	9,920		9,920	33.9%	
4112 Gas	440	7,500	7,060		7,060	5.9%	
4122 Service Charge	23,299	0	(23,299)		(23,299)	0.0%	23,299
4131 Rates	6,550	13,100	6,550		6,550	50.0%	

Detailed Income & Expenditure by Budget Heading 26/08/2025

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Water Services	1,472	5,000	3,528		3,528	29.4%	
4151 Fixtures & Fittings	195	2,000	1,805		1,805	9.8%	
4161 Cleaning Costs	464	1,500	1,036		1,036	31.0%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	468	2,700	2,232		2,232	17.3%	
4176 Community House Reserve	0	50,000	50,000		50,000	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	41,986	115,500	73,514	0	73,514	36.4%	23,299
Net Income over Expenditure	30,518	(55,217)	(85,735)				
6000 plus Transfer from EMR	23,299	0	(23,299)				
Movement to/(from) Gen Reserve	53,817	(55,217)	(109,034)				
430 Summer Fair							
1045 Event Sponsorship	500	500	0			100.0%	
1046 Stall Income (Events)	1,545	1,050	(495)			147.1%	
1094 Other Customer & Client Receipt	600	500	(100)			120.0%	
Summer Fair :- Income	2,645	2,050	(595)			129.0%	0
4500 Event Staff Overtime	2,891	3,000	109		109	96.4%	
4502 Events	833	1,500	667		667	55.5%	521
Summer Fair :- Indirect Expenditure	3,724	4,500	776	0	776	82.7%	521
Net Income over Expenditure	(1,079)	(2,450)	(1,371)				
6000 plus Transfer from EMR	521	0	(521)				
Movement to/(from) Gen Reserve	(558)	(2,450)	(1,892)				
Grand Totals:- Income	618,513	1,118,951	500,438			55.3%	
Expenditure	445,711	1,128,951	683,240	0	683,240	39.5%	
Net Income over Expenditure	172,802	(10,000)	(182,802)				
plus Transfer from EMR	34,097	0	(34,097)				
less Transfer to EMR	2,309	0	(2,309)				
Movement to/(from) Gen Reserve	204,590	(10,000)	(214,590)				

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2025	Pitney Bowes LTD	DD	102.51		POSTAGE
03/07/2025	EDF	DD1	747.56		MAY ELECTRIC
03/07/2025	Northstar IT	DD2	14.10		OFFICE 365
04/07/2025	SUSSEX PAYROLL SERVICES ; TIBACS	BACS	106.96		JUNE PAYROLL SERVICES
04/07/2025	Wightman & Parrish Ltd	BACS1	322.70		CLEANING / HAND CLEANER
04/07/2025	C.E.F	BACS2	100.38		LED PANEL
04/07/2025	INSTANTPRINT	BACS3	16.54		PIC OF MAYOR
04/07/2025	Spy AlarmsLtd	BACS4	138.00		ANNUAL MAINTENANCE
04/07/2025	CONSULT CLEANING SERVICES	BACS5	1,388.63		JUNE-JULY CLEANING
04/07/2025	AMAZON	BACS6	1.04		RAFFLE BOOKS
04/07/2025	Lewes District Council	121164	793.29		DG WASTE 01/07-30/9
04/07/2025	EDF	DD3	75.38		MAY ELECTRIC
04/07/2025	Northstar IT	DD4	1,599.73		MONTHLY SUPPORT - JULY
04/07/2025	EDF	DD5	488.76		MAR-MAY ELECTRIC
04/07/2025	WORLD PAY	WP0407	31.78		CARD CHARGES
07/07/2025	The Fuelcard People	DD	13.20		FUEL CARD CHARGES
07/07/2025	02	DD1	93.79		MOLBILE CHGS - JULY
07/07/2025	Barclays	DD2	93.00		BACS / COLLECT CHARGES
08/07/2025	Northstar IT	DD3	330.00		TREND WFBS
08/07/2025	JOHN FREEMANTLE	BACS	100.00		WRESTLING DEP REFUND
10/07/2025	WORLDPAY	WP1007	0.16		CARD CHARGES
11/07/2025	CASTLE WATER	BACS	52.61		JUNE ELECTRIC
11/07/2025	CASTLE WATER	BACS1	487.52		JUNE WATER
11/07/2025	Farrington Property Developmen	BACS2	4,404.00		UNIT 14 W/C 09/07/2025
11/07/2025	Ricoh Capital Ltd	BACS3	569.25		01/04-30/06 PHOTOCOPIER RENT
11/07/2025	AMAZON	BACS4	3.99		SWEET BAGS
11/07/2025	VIKING OFFICE UK LIMITED	BACS5	107.99		NAME TENTS
11/07/2025	EAST SUSSEX CC	BACS6	3,340.13		JOFF SLA
11/07/2025	WORLD PAY	WP1107	0.18		CARD CHARGES
14/07/2025	The Fuelcard People	DD	107.28		FUEL
14/07/2025	world pay	WP1407	1.07		card charges
17/07/2025	TOTAL GAS & POWER	BACS	46.17		APRIL GAS
17/07/2025	Spy AlarmsLtd	BACS1	136.80		HUB - ANNUAL MAINTENACE
17/07/2025	Business Sream	BACS2	576.96		WASTE WATER 08/04-07/07
17/07/2025	AMAZON	BACS3	113.79		PERSONALISED TREE PLAQUE
17/07/2025	TOTAL GAS & POWER	BACS4	19.52		JUNE GAS
17/07/2025	TIJO GEORGE THOMAS	BACS5	50.00		G.THOMSA REFUND
17/07/2025	NICK EMMETT	BACS6	150.00		SUMMER FAIR COMPERE
17/07/2025	WORLD PAY	WP1707	0.11		CARD CHARGES
18/07/2025	WORLD PAY	WP1807	0.81		CARD CHAGES
21/07/2025	The Fuelcard People	DD	31.27		FUEL HK66 WMJ
21/07/2025	HEALTH ASSURED LTD	DD2	60.00		EAP 19/07-18/08
21/07/2025	CASTLE WATER	DD3	7.64		JUNE WATER
21/07/2025	TOWER LEASING LIMITED	DD4	110.67		PHONE LEASE
22/07/2025	KINTO UK LTD	DD7	499.74		VEHICLE LEASE
22/07/2025	WORLD PAY	WP2207	1.25		WORLD PAY CHARGES
23/07/2025	Credit Card A/c	JUNECC	60.24		JUNE CC

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/07/2025	WORLD PAY	WP2307	0.26		CARD CHARGES
24/07/2025	TUDOR ENVIRONMENTAL	BACS	362.21		VARIOUS
24/07/2025	R.J.Meaker Fencing Ltd	BACS1	375.13		OVAL REPAIRS
24/07/2025	TOTAL GAS & POWER	BACS2	147.31		MARCH GAS
24/07/2025	Bourne Amenity LTD	BACS3	2,150.22		SAND FOR DELL
24/07/2025	Society Of Local Council Clerk	BACS4	475.00		G.DYSON SLCC MEMBERSHIP
24/07/2025	AMP Services	BACS5	335.00		HUSQVARNA
24/07/2025	ABBIE RAWLINGS	BACS6	50.00		A.RAWLINGS REFUND
24/07/2025	ANNALIE SMITH	BACS7	100.00		LCAS DEPOSIT REFUND
24/07/2025	CITRUS HR	DD5	252.00		SAFEHR 20/07-19/08
25/07/2025	TOTAL GAS & POWER	DD6	148.67		JUNE GAS
25/07/2025	JULY SALARIES	JULY PAY	31,467.99		JULY SALARIES
25/07/2025	HMRC	121165	11,905.17		JULY SALARIES
28/07/2025	EDF	DD	3,329.75		MAR-JUN ELECTRIC
28/07/2025	EDF	DD1	1,444.68		MAR-JUN ELECTRIC
28/07/2025	EAST SUSSEX PENSION FUND	BACS	11,331.45		JULY SALARIES
28/07/2025	WORLDPAY	WP2807	1.45		CARD CHARGES
29/07/2025	FOCUS GROUP	DD	141.77		AUGUST PHONE/WIFI
30/07/2025	EDF	DD2	86.11		JUNE ELECTRIC
Total Payments			81,600.67		

26/08/2025

Peacehaven Town Council

13:41

Balance Sheet as at 26/08/2025

31/03/2025

31/03/2026

	Current Assets	
12,668	Debtors Control	10,480
5,079	VAT Control A/c	2,998
50	Deposit Aqua	50
959,966	Current Bank A/c	980,520
600	Reserve Account	602
0	Unity Trust Fixed Term Deposit	200,000
0	Unity Trust Instant Access	12
501	Credit Card Creditors	0
<u>978,863</u>		<u>1,194,662</u>
<u>978,863</u>	Total Assets	<u>1,194,662</u>
	Current Liabilities	
690	Credit Card A/c	0
5,376	Creditors	174
6,238	Mayor's Appeal	352
4,265	Accruals	0
0	PAYE	5,393
0	NIC	7,942
231	Pension Control	12,272
0	Net Pay Control	33,768
4,994	Deposits Received	4,890
<u>21,794</u>		<u>64,791</u>
<u>957,069</u>	Total Assets Less Current Liabilities	<u>1,129,871</u>
	Represented By	
262,618	General Reserves	467,208
614	Events	614
375	Meridian Walk	375
212	D-Day Grant	141
2,241	Repairs & Alterations P&H	1,981
5,000	Play Equipment	5,000
1,806	Purchase Of Equipment	72
27,102	Community House Reserve	27,102
13,334	Vehicle Reserve	13,334
655	Tree Works	655
1,950	Staff training	1,950
23,971	Elections	23,971

13:41

Balance Sheet as at 26/08/2025

The above statement represents fairly the financial position of the authority as at 26/08/2025 and reflects its Income and Expenditure during the year.

Signed : _____
Responsible _____
Financial _____
Date : _____



Committee:	Full Council	Agenda Item:	C1428b(i)
Meeting date:	02 September 2025	Authors:	Responsible Financial Officer
Subject:	CIL/106 Report Update		
Purpose:	To note the current CIL Position		

Recommendation(s):

To note and agree the CIL financial position and note 106 Monies

1. Background

We receive two CIL payments from Lewes each year for developments within the town. This money should be spent as follows;

*"Spending the CIL receipts in Local Councils In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Peacehaven Town Council, or any part of it, by **funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area.***

The current amount in our CIL account is **£466,671.94**

CIL Expenditure 2025/26			
Supplier	Description	Amount	Comments
Instant Print	Hub Consultation Banner	45.11	
SLCC	Hub Associate	2,310.00	
SLCC	Hub Associate	2,502.50	
		£4,857.61	

This shows funds spent from our CIL pot so far this financial year. As we are at the beginning of the year there has been no expenditure just yet.

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2025/26			
Supplier	Description	Amount	Comments
N/A	Set aside for any expenses relating to further reporting for the Hub development	£1,817.39	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility. £45.11 on Banner for consultation & £4,812.50 in professional fees & £825 for structural survey
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof. Bid accepted and tender process under way (13/05/25)
		£183,500	

106 Monies held at LDC or ESCC

		821,022		
Planning Ref	Site	Amounts	Held by / For	Allocated to
LW/2009/1093	16-16a South Coast Road	18,984.59	Accessibility improvements and/or implementing the A259 bus corridor and/or the Newhaven bus/rail interchange	Construction of measures which are identified in the new A259 study between Brighton and Newhaven
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements.
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	SI106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue

LW/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>SI/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
--------------	---------------------------------	------------	---	---

The RFO is waiting for ESCC to come back on whether PTC have any influence on how this money is spent

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

- a. The community
- b. The environment
- c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	CIL monies are not guaranteed and committed expenditure should be carefully considered.
5.4 Time scales	CIL Should be spent within 5 years of receipt.
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	

6. Appendices

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 27th May 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths, Cllr Sharkey, Cllr Davies, Cllr Gordon-Garrett, Cllr Campbell, Cllr Rosser, Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Veck, Cllr Bradley, Cllr Gallagher.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1. PF1114 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, and announced that the meeting was being recorded.

2. PF1115 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. PF1116 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from the Responsible Financial Officer.

4. PF1117 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1118 TO ADOPT THE COMMITTEE'S MINUTES OF 1ST APRIL 2025.

Cllr Gallagher requested an addition to the minutes, that in reference to item PF1107, that the minutes should also include mention of the Community Buildings Working Group, and that the following addition be made to the minutes:

Discussion concerning the interim community buildings Working Group, set up at P&F on 11th February 2025 and this referred to the projects already started to be finished, including the priorities, timings and funding, and the working group members, Cllr Davies, Gallagher, Griffiths, and Veck

It was proposed that the Committee adopt the minutes subject to the above amendment.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies.
The minutes of 1st April 2025 were **agreed** and **adopted**.

The Chair brought forward item PF1127b to be discussed next.

6. PF1127B COMMUNITY BUILDINGS WORKING GROUP

Cllr Gallagher raised that the Working Group had met, and that the Group had been discussing their Terms of Reference, the group had felt that the Town Clerk and the Responsible Financial Officer would likely be needed to attend the next meeting to answer some questions that the group have.

Cllr Veck also advised that the meeting they have had was very limited for time, and that the group did have some questions outstanding.

Cllr Gallagher spoke about the sunset clause on the Working Group, and that the group would need to continue. The Town Clerk advised that continuing the group until the Committee restructure is agreed by Council would be a sensible way forward.

Cllr Campbell asked whether there was scope to expand the Working Group membership. Several of the Working Group members suggested that the membership should remain until the group is better established.

Cllr Gallagher left the meeting at this point (19:45)

7. PF1119 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Griffiths be Vice-Chair.

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

8. PF1120 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: - **a. Finance Officer's report.**

It was highlighted that £200,000 has now been transferred to a high rate savings account.

Committee **noted** the report.

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

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
The Committee **resolved** to **agree** to sign 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).

Committee **noted** the CIL & S106 report.

f. List of payments (for approval).

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Donovan
The Committee **resolved** to **approve** the list of payments.

9. PF1121 TO APPOINT MEMBERS AND ELECT A CHAIR TO THE GRANTS SUB-COMMITTEE

It was proposed that this item be referred to Full Council to give all Councillors the opportunity to be involved with the Committee.

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

10. PF1122 TO RECEIVE A REPORT AND AGREE GUIDELINES FOR THE ALLOTMENT LIAISON COUNCILLOR ROLE

Cllr Sharkey spoke on the background to this item.

Cllr Donovan asked whether the same Councillors would carry out the role. Cllr Sharkey advised that the appointed Councillors would be Cllr Sharkey, Gallagher, and Harman.

It was proposed that Committee agree these guidelines.

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

11. PF1123 TO DISCUSS AND AGREE TERMS FOR A DOG WASH STATION

The Town Clerk summarised the information that Officers need to continue progressing this. Cllr Sharkey then added background to the item which had previously been discussed at the Leisure, Amenities, and Environment Committee.

It was proposed that Officers progress this item as a fixed monthly ground rent plus cost of utilities.

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

12. PF1124 TO RECEIVE A REPORT FROM THE AUDIT WORKING GROUP

Cllr Veck summarised the work of the audit group, that the audit was very in depth, and the few minor things that had been picked up were actioned as soon as they were highlighted.

The Town Clerk added his thanks to the members of the Working Group for their time in this work.

The Committee **noted** the report from the Audit Working Group.

13. PF1125 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A TRAFFIC RADAR

Cllr Alexander introduced the report and gave some background to the report. Cllr Gordon-Garrett spoke about the benefits of this over the Community Speedwatch.

There was some discussion about possible locations for the device, Cllr Alexander advised that there are 2 drawbacks to the device, which are that the device does not capture pedestrians and doesn't work well with slow moving traffic.

Cllr Griffiths raised concerns about hidden costs, such as staff training and time to install, as well as raising concerns on a lack of different devices to compare to.

There was a discussion about the vandalism risk associated with the device.

It was proposed that the Council look into possible funding through JAG for the device, and speak with other Council's about their experience with the devices.

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

14. PF1126 TO AGREE AN AMENDED CONDITION TO COMMUNITY HOUSE T&CS

The Clerk summarised the report and the background to it.

There was a lengthy discussion on the possibilities and implications of parking access in the Community House South Service yard. It was suggested that further discussion with the Meridian Centre managing agents on how best to manage the parking in the South Service yard should be considered.

It was proposed that discussions with the Access Group and the managing agents take place, as well as more public information being made available, and that Council consider additional measures in the future if this approach doesn't work.

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

15. PF1127 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

This Working Group had already reported back earlier in the agenda and had no further update.

b. Community Buildings Working Group

This item had been discussed earlier in the agenda.

c. Council Committee Structure TFG

The Town Clerk summarised the progress of the TFG.

Cllr Veck suggested having regular Committee Chair meetings to provide opportunities for updates and feedback.

The TFG is planning on meeting again soon. Committee **noted** the update.

16. PF1128 DATE OF NEXT MEETING – TUESDAY 22ND JULY 2025 AT 7.30PM

The next meeting was confirmed as 22nd July 2025 at 7.30pm.

17. PF1129 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Veck

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 rest of the meeting.*

18. PF1130 UNPAID INVOICE ANALYSIS

Committee **noted** the unpaid invoice analysis.

There being no further business, the meeting was closed at 21:02.

George Dyson
Town Clerk

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



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

Minutes of the meeting of the 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



Committee:	Full Council	Agenda Item:	C1428b(iv)
Meeting date:	2 nd September 2025	Authors:	Meetings & Projects Officer
Subject:	Successful LDC Bike Rack Funding		
Purpose:	To agree to accept the LDC bike rack funding		

Recommendation(s):

To agree to accept the LDC funding for bike racks at The Dell.

1. Background

The Meetings & Projects Officer has been successful in their application to Lewes District Council for bike rack funding for 4 bike racks at The Dell, as per the application in Appendix A.

LDC has advised the Meetings & Projects Officer they will soon send their agreement for signing.

Information about the LDC funding for organisations and groups to apply for bike racks across the district is here: lewes-eastbourne.gov.uk/lewes-cycle-rack-grants

2. Options for Council

To agree to proceed to accept the funding.

To not proceed with the funding.

3. Reason for recommendation

To have the opportunity to be provided with bike racks at the Dell, funded by LDC.

4. Expected benefits

Increased provision of bike racks.

5. Implications

5.1 Legal	To locate the racks as per the application
5.2 Risks	Installation will follow a risk assessment
5.3 Financial	Initial installation
5.4 Time scales	If agreed, the contract will be signed when received and immediate progress will be made
5.5 Stakeholders & Social Value	Additional bike racks at a popular location
5.6 Contracts	Funding release with LDC
5.7 Climate & Sustainability	Encourage cycling

5.8 Crime & Disorder	-
5.9 Health & Safety	Risk Assessment will be adhered to on installation
5.10 Biodiversity	Go towards improving the environment through encouraging cycling
5.11 Privacy Impact	-
5.12 Equality & Diversity	Accessible bike racks

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"/>

<p>6.7 Which business plan item(s) does the recommendation relate to?</p> <p>None</p>
--

7. Appendices

Appendix A - Application Form

Cycle Rack Parking Grant Application Form

Please only complete this application if you have been shortlisted for the Lewes District Council Cycle Rack grant scheme.

The deadline to submit this application with supporting evidence as per the checklist, is midnight on **Monday 21st July**. Please return completed forms with supporting information to shadia.snelling@lewes.eastbourne.gov.uk


Organisation details	
Type of organisation	Town Council
Name of organisation/ group	Peacehaven Town Council
Address	Community House, Off Greenwich Way, Peacehaven BN10 8BB
Website	www.peacehaventowncouncil.gov.uk
Charity or company registration number (if applicable).	N/A
Name & role of main project contact for the organisation named above	Zoe Polydorou Meetings & Projects Officer
Contact Email	zoepolydorou@peacehaventowncouncil.gov.uk
Contact telephone	01273 585493
Applicant details – if different from above	
Name & role/organisation of person completing form (if different from above)	
Contact Email	
Contact Telephone	

Site	
Site address:	The Dell, Peacehaven
Postcode:	BN10 7PD
Is this land private, owned by East Sussex County Council pavement verges or roads, or other – please specify.	Owned by Peacehaven Town Council
Please name the landowner	Owned by Peacehaven Town Council



What agreement is in place to install the cycle rack?	We as the applicants are the landowners
Who will be responsible for the future maintenance of the cycle rack.	Peacehaven Town Council
Planning assessment	
Has planning permission been assessed?	Yes
What is the land currently used for, where the cycle racks would be located?	Nothing
Is there a building on site, if so, was this built before 1947 (if known)?	No
What are the buildings used for? (if applicable)	N/A
Heritage Assets (if applicable)	
Is the property a listed building?	N/A
Is the property in the grounds of a listed building?	No
Is the property within a conservation area?	No

Proposal	
Number of new cycle parking spaces being funded	8
Why are the new cycle racks needed at the chosen site? (50-100 words)	<p>The Dell Park is a popular place to visit. It attracts residents and non-residents with its expansive grass area, inclusive playground, mains-connected water refill station, spectacular views overlooking the English Channel, and access to the Kings Charles III coastal path. In addition, the area also regularly hosts car boot fairs, circuses and travelling fun fairs. With the popularity of the area, but currently no bike parking -facilities, bike racks would be an asset to the location for various reasons, including encouraging bike use, and securing bikes (in a tidy manner).</p>

Who will benefit from the installation? (50 - 100 words)	With an inclusive playground, a wide range of regular events and the openness of the area, the park attracts a wide range of people of varying ages, and having a designated location to secure bikes would be of benefit to all. This includes those who currently cycle to the park, those who would like to or are considering cycling to the park, and attendees to events. As well as securing bikes, bike racks would benefit everyone by keeping the location tidy, rather than having bikes haphazardly left on the ground or leaned up against the playground fencing.
--	---

Cost	
Cycle rack specification (weblink to product with cost if possible)	Stainless Steel Sheffield Cycle Stand: Grade 316 Concrete in £261.08 per rack 
Installer details (name, quote, installer website if appropriate)	Peacehaven Town Council
Breakdown of project costs, and any costs being met by other sources.	£844.16 ex. VAT total for 4 bike racks concreted in. Approximately a total of £80 to install all racks.
Grant request	£844.16 ex. VAT

Delivery	
Who is the lead contact for project delivery? Name and email	Zoe Polydorou zoepolydorou@peacehaventowncouncil.gov.uk
Please outline the projects milestones within the 3month delivery period	Day 1 – Bike racks delivered By at least day 30 – Bike racks installed

Checklist of evidence		
Topic	Evidence	Attached (notes if applicable)
Land ownership	Written agreement e.g. Email correspondence confirming the landowner and their agreement for installation of the cycle rack and the exact location.	We own the land as Peacehaven Town Council.
	Agreement of who will be responsible for the installation, its liability and future maintenance.	Peacehaven Town Council will be responsible.
Planning assessment	Photo of the site location before installation and image with what the racks might look like	Please see Appendix A
	A sketch plan of the cycle rack layout (Please refer to the template at the end of the application)	Please see Appendix B
	Screenshot of location map (1:25,000) marking the proposed cycle stand.	Please see Appendix C
Existing planning assessment, if applicable	Letter from the planning authority, if applicable.	N/A
Cycle rack	Specification and possibly weblink to chosen cycle rack.	Stainless Steel Sheffield Cycle Stand: Grade 316 Concrete in £261.08 per rack 
Cost	Recent quote (within 3 months) from the	

	intended provider, or website/email confirmation costs from the product supplier and those who have agreed to install the cycle rack.	
Organisational details	<p>Charity number, if appropriate</p> <p>As a non-for-profit entity Constitution, set of rules or CIC34 report</p> <p>Names of Management Committee (highlight the two un-related signatories responsible for the organisation accounts).</p>	<p>George Dyson, Town Clerk</p> <p>Zoe Malone, Responsible Financial Officer</p>

If you are unable to provide all the above, contact shadia.snelling@lewes-eastbourne.gov.uk to discuss before submitting your application.

Declaration

- I confirm that the information submitted is true and accurate to the best of my knowledge
- I agree if there are any changes which would impact on our ability to deliver the project we will inform Lewes District Council Sustainability Lead.
- I understand and agree to the use of information in accordance with Lewes District Council Data Protection Policy, <https://www.lewes-eastbourne.gov.uk/article/1106/Data-protection>
- Our organisation has the correct permissions in place to carry out the cycle rack installation proposed.
- I have included the supporting evidence requested for the cycle rack proposal
- I confirm our organisation has a bank account with two un-related signatories
- I acknowledge that our organisation will be responsible for health & safety during delivery of the project.
- I have included our organisation's governing document requested
- I agree, if awarded funding, to complete the installation of the cycle racks within 3 months.
- I agree to submit photos of the works at the beginning, during and on completion of the cycle rack installation, if funding is awarded.
- I agree our cycle rack installation will only begin when the grant has been approved.

I agree to the above and am responsible for signing on behalf of the named organisation.

Name & Signature of person completing application	Zoe Polydorou
Date	24 th July 2025

Thank you for applying to the Lewes District Council Cycle Rack Grant. We will acknowledge receipt of your application and supporting documents and will contact you if we require any additional information.

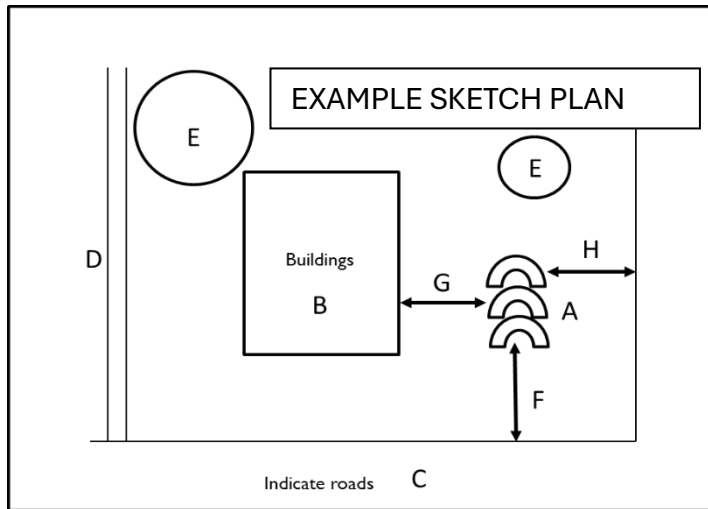
Applicants will be informed of the decision within 4 weeks after the closing date.

Example of Sketch plan showing site layout and location of proposed cycle parking

The sketch plan should show the layout of the works you intend to carry out be clearly labelled as per example below. It should include the boundaries of your site/ land and show following details:

- A. Layout and location of proposed cycle standards
- B. Location of existing buildings on the site
- C. Indicate the position of any public highways around the site
- D. Indicate any public footpaths or bridleways.
- E. Position of any trees that may be affected by development
- F. Distance between proposed cycle standards and edge of highway (closest point)
- G. Distance between proposed cycle standards and existing outbuilding

H. Distance from proposed cycle standards to boundary of the site



Please complete a sketch plan in the box below or attach as a separate document (this can be hand drawn or on the computer).

Give dimensions in metres.

Please supply supporting photos of the proposed location.

Please complete a sketch plan in the box below or attach as a separate document.

Give dimensions in metres (Please use back of page if more space required)

Please supply supporting photos of the proposed location

Appendix A – Locations of the Bike Racks at The Dell



Location 1 for bike racks 1 & 2



Location 2 for bike racks 3 & 4

Appendix A – Locations of the Bike Racks at The Dell



Location 1 for bike racks 1 & 2



Location 2 for bike racks 3 & 4

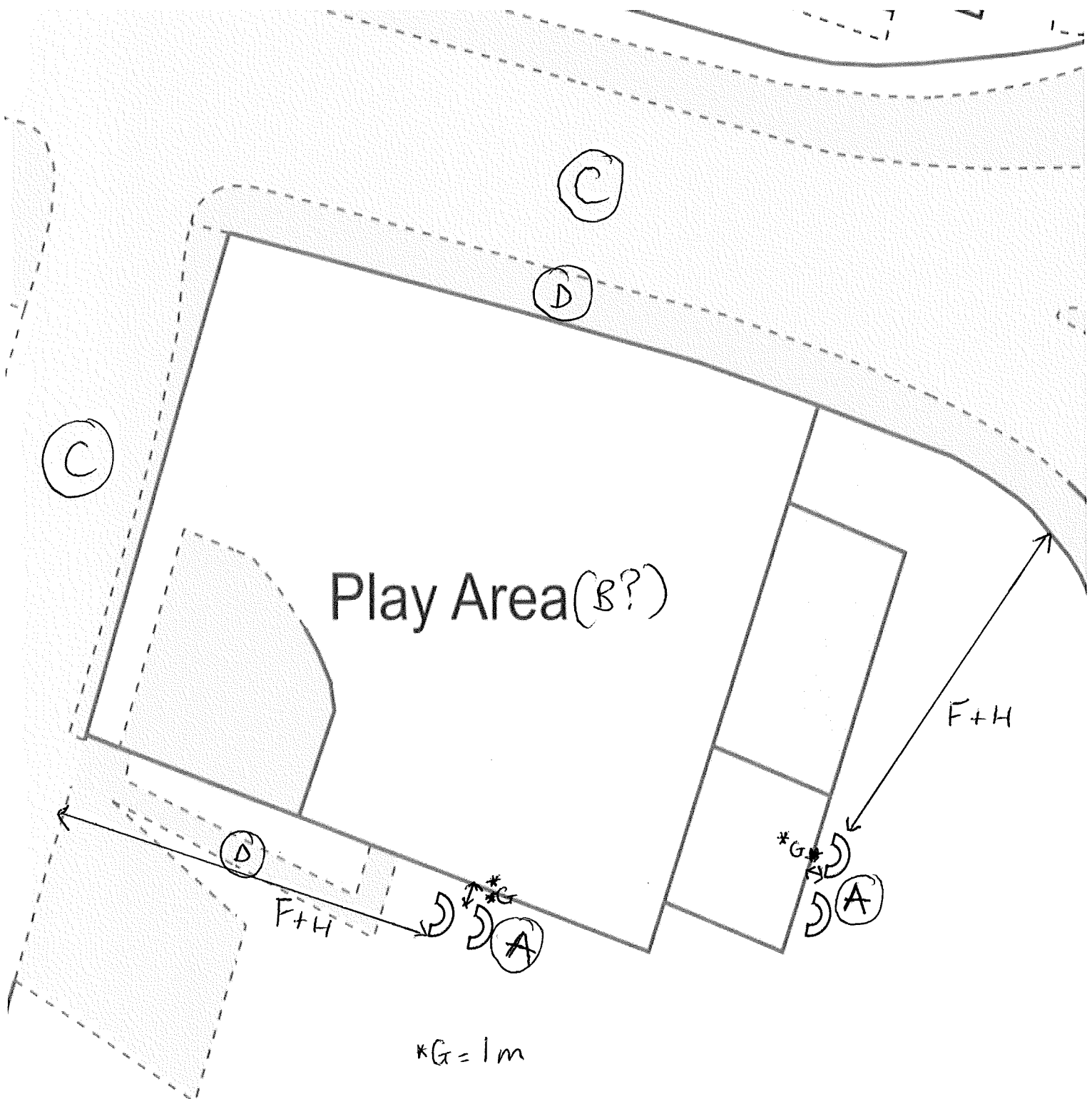
E - Trees (none)

Appendix B - Sketch Plan

F. Distance between proposed cycle stands + edge of h' way

G - " " " " " existing buildings

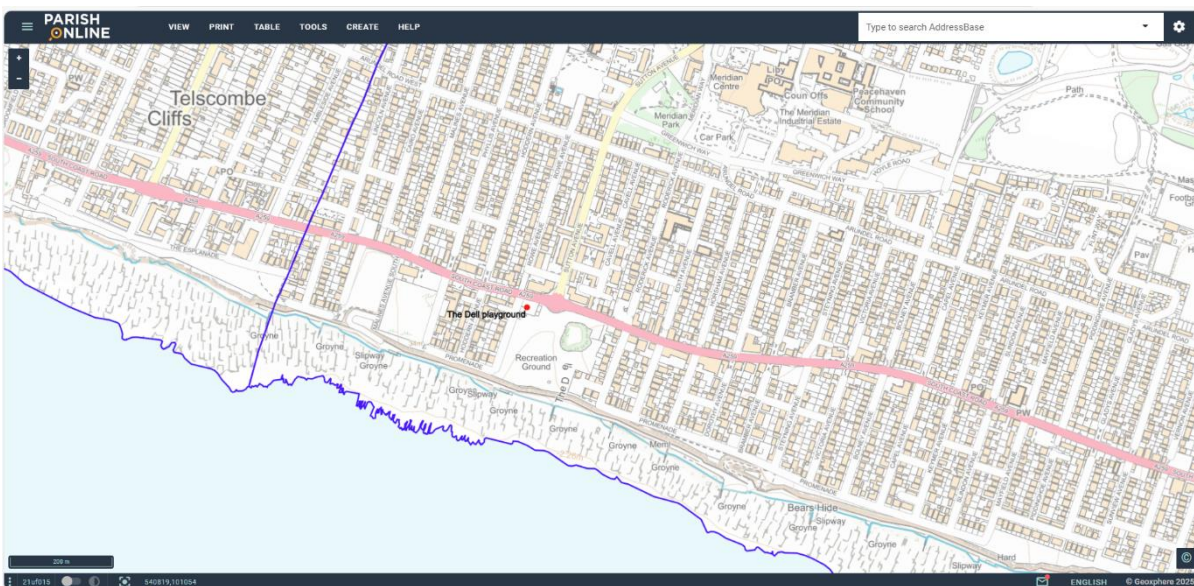
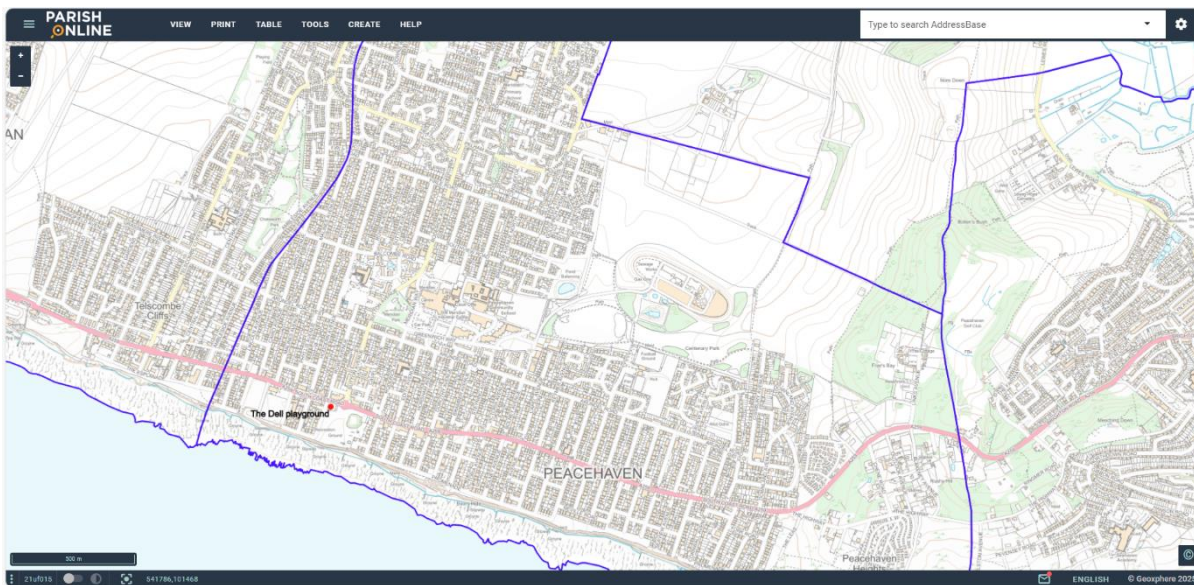
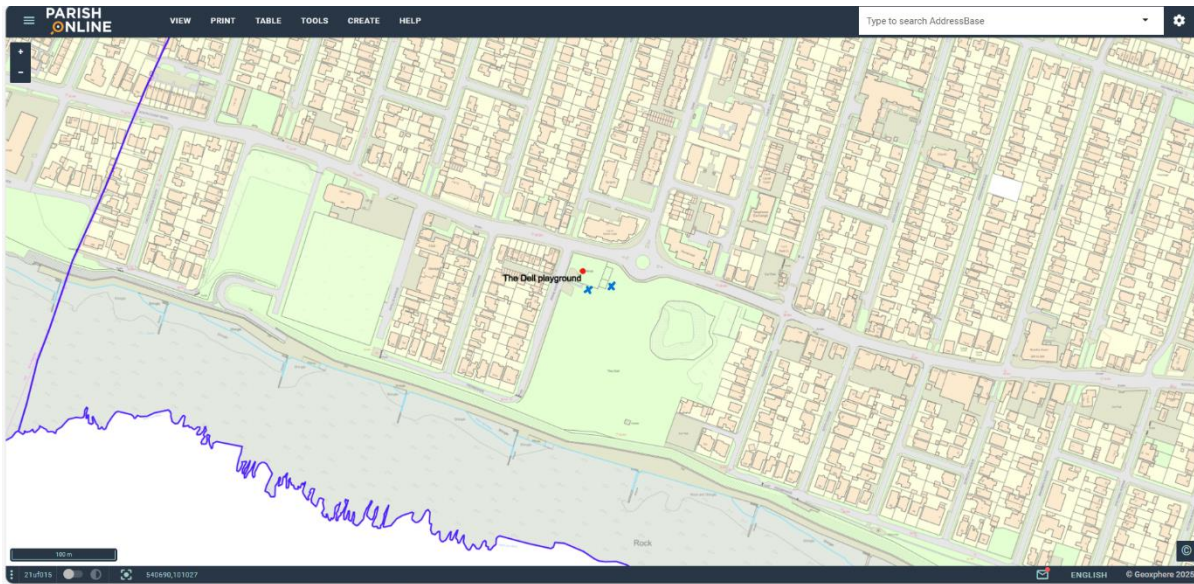
H - " from proposed cycle stands + boundary of site



Key (continued above)

- A - location + layout of proposed cycle stands
- B - Location of existing buildings on site (none, but it's a playground)
- C - Highways
- D - footpaths

Appendix C – Screenshots of location maps for bike racks at the Dell, Peacehaven



George Dyson
Town Clerk

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



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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 15th April 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E567 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, read out a statement on Civility & Respect, briefly ran through the building fire procedures, asked that phones be put onto silent, and gave a brief reminder about the importance of confidentiality on this committee.

2. E568 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck. Cllr Cheta was absent.

3. E569 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E570 TO ADOPT THE MINUTES OF 18TH FEBRUARY 2025 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan
The minutes of 18th February 2025 were **agreed** and **adopted**.

5. E571 TO REVIEW COMMITTEE'S BUDGETARY POSITION

There was a brief discussion about the professional fees expenditure and the budgeting for the members allowance.

Committee **noted** the budgetary report.

6. E572 DATE OF NEXT MEETING – TUESDAY 8TH JULY 2025 AT 7:30PM.

The next meeting was confirmed as 8th July 2025, it was also highlighted that if needed, an additional meeting could be called sooner.

7. E573 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Fabry
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. E574 TO REVIEW THE COMMITTEE ACTION PLAN

Cllr Alexander provided an update about the progress of the Wellbeing TFG and the training that has been completed as a result of it. Dan Tiller & Karen Bray will be taking the lead on this TFG moving forward, and Cllr Alexander is in the progress of arranging a meeting to hand over information to them.

Committee **noted** the action plan.

9. E575 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted that there has been some more Cllr training completed since the report was run, with more Cllrs now being up to date on GDPR training.

It was discussed to create a master document with links to online training, which the Clerk will collate and circulate.

Committee **noted** the Councillor Training Plan.

10. E576 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E577 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

12. E578 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised the report, which the Committee briefly discussed.

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

13. E579 TO RECEIVE A REPORT FROM THE CHAIR ON A CIVILITY & RESPECT MATTER

The Chair summarised the background to the Civility & Respect pledge and how the Council has implemented this, highlighting the importance of resilience and emotional intelligence as part of Civility & Respect and how some further training could benefit this.

The Chair informed Committee that a recent matter, that has now been resolved, was dealt with quickly by engaging the CEO of ESALC.

Cllr Campbell asked for some clarification on the recent matter and for confirmation that it has been resolved to the satisfaction of all those involved and also whether any costs had been incurred as a result. The Chair confirmed that the CEO of ESALC had given verbal confirmation that the matter is resolved and that no costs were incurred.

14. E580 TO NOTE RECENT ACHIEVEMENTS

Committee **noted** the report about recent achievements.

15. E581 TO DISCUSS STAFFING VACANCIES

The Town Clerk summarised the background to this item. Cllr Donovan expressed the importance of having a dedicated Civic Officer.

There was a discussion around the need to limit number of events to make the role manageable within the number of hours available.

It was proposed that the Committee request Officers work up a proposal for recruitment of a Civic & Events Officer at 15 hours per week (60 hours per month), including consideration around the amount of non-civic events per year, and provisions within the Mayor's Handbook.

Proposed by: Cllr Donovan **Seconded by:** Cllr Campbell
The Committee **resolved** to **agree** to this proposal

16. E582 TO AGREE STAFF LENGTH OF SERVICE RECOGNITION

Cllr Donovan advised Committee that she and Cllr Gallagher have found a suitable item for recognition of staff length of service. Cllr Donovan will liaise with the Town Clerk to progress this.

17. E583 TO AGREE REVISED SPINAL COLUMN POINTS FOLLOWING APPRAISALS

There was a discussion around how the SCP and LC scales work and are applied, there was a discussion about a possible need for a future agenda item to review staff at the top of their bands.

It was proposed that the Committee agree to the revised salary table.

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

18. E584 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

An update from the wellbeing TFG had been provided during the Action Plan item.

There being no further business, the meeting was closed at 21.29.

George Dyson
Town Clerk

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



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

Minutes of the meeting of the 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.

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.

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.

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 Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 13th May 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Studd, Cllr Fabry, Cllr Griffiths, and Cllr Bradley.

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

2 members of the public were in attendance, including Cllr Bradley.

LA1006 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:33, apologised for the delay in start time, and invited Cllr Bradley to the table, 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.

LA1007 PUBLIC QUESTIONS.

There were no public questions.

LA1008 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Wood and Cllr Donovan.

LA1009 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

LA1010 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18th MARCH 2025

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1011 TO AGREE OR REFUSE PRISTINE PAWS PROPOSAL

The Chair thanked the member of public for their pre-meeting presentation.

Cllr Studd thought it a good innovative idea but had concerns with the potential for vandalism, and suggested securing the unit in some way, for instance it having secure doors which the Gateway Café would open / close.

Members discussed the likelihood of affecting current local dog grooming businesses, but that this was a different and affordable offering.

The Parks Officer expressed that if approved at this stage, the item would be taken to P&F with regards to the financial and location details.

It was commented that the business may reduce travel to groomers outside of Peacehaven and could reduce the changing places facility being used.

19:44 – Standing orders were suspended.

The member of public clarified comments raised.

19:45 – Standing orders were reinstated.

It was proposed to take the proposal forward and for the details to be agreed at the next P&F Committee meeting.

15/7/25 *15/7/25*

Proposed by: Cllr Gallagher Seconded by: Cllr Studd
Committee resolved to **support** the proposal.

19:47 - The member of public left the meeting.

LA1012 TO NOTE BUDGET UPDATE

The budget was **noted**.

LA1013 TO NOTE ACTION PLAN

Cllr Gallagher suggested the dog faeces item be removed, whereby the Parks Officer confirmed the action plan could be reviewed when the new committee members were agreed.

The action plan was **noted**.

LA1014 TO NOTE ALLOTMENTS UPDATE

Cllr Gallagher outlined the background to the report, and expressed that if the role guidelines were agreed they would be displayed on the noticeboards and Liaison Councillors would start their visits.

It was proposed that the role guidelines were satisfactory and for them to be taken to the next P&F committee meeting for approval.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd

All in **favour**.

The Parks Officer expressed that ten warning letters were going out and explained the notice to quit process. The allotments update was **noted**.

LA1015 ALLOTMENT SHED ROOF

The Parks Officer outlined the background of the situation and expressed that only the apex at the back was higher than allowed, that the plot holder was fairly new to the allotment and a complaint had been received.

Cllr Griffiths expressed that the front was the correct right height and that a green roof required a slope.

It was proposed to allow the shed to remain at that height as an exception.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

All in **favour**.

LA1016 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed there had been a spate of graffiti, which had been noted and the police updated.

The Chair queried the broken security tape on the bench, which the Parks Officer confirmed would be removed this week, and that the owner would remove the bench and repair it inside.

The Parks Officer expressed that the Town Clerk had agreed a bench from the Meridian Centre could be used as a replacement and installed with a plaque, and added that the police had attended and assessed that the vandalism was not in view of the CCTV because of the bushes.

The complaints log was **noted**.

The Chair explained that for the two items below, the item numbers on the papers were round the other way.

LA1017 BUSINESS PLAN: TO AGREE TO SET UP A TFG THE SCOPE FOR SPORTS AND LEISURE PUBLIC CONSULTATION SURVEY ON POSSIBLE IMPROVEMENTS IN PEACEHAVEN

It was proposed to set up a TFG with the members as Cllr Gallagher, Cllr Studd, and that others would be invited.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd.

All in **favour**.

LA1018 BUSINESS PLAN: TO AGREE TO SET UP A TFG TO AGREE THE CRITERIA FOR THE ACCESSIBILITY TO THE PARKS AND OPEN SPACES AUDIT

Cllr Gallagher raised that a similar survey had been carried out by Telscombe Town Council, and that it would be good to consider Equalities and Planning laws.



It was proposed to set up a TFG and the members as Cllr Sharkey, Cllr Griffiths and Cllr Fabry.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1019 REQUEST FOR METAL DETECTING ON PTC PARKS

The Parks Officer outlined the report, expressed there was evidence that detecting may have already taken place, and that trip hazards were a concern if the request was agreed.

It was proposed to not give permission for metal detecting on PTC land.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1020 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

a) Parks Signage

The Meetings & Projects Officer expressed that 4 ladder rung signs for Centenary Park were on order and likely to be installed in June, and that the H&S / Rules signs for each of the activity areas/playgrounds had been ordered too and were at the artwork amends stage.

b) Green Spaces Infrastructure

The Parks Officer expressed this was ongoing. Cllr Gallagher suggested the Meetings and Projects Officer help bring it up to date.

c) Howard Park Phase 2

No update was made.

d) Car Parking Options at Centenary Park

No update was made.

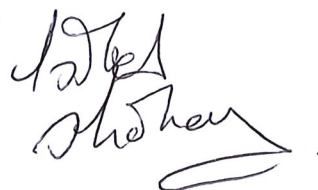
e) The Oval TFG

No update was made.

LA1021 TO CONFIRM DATE OF NEXT MEETING AS THE 15TH JULY 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:13.

A handwritten signature in dark ink, appearing to read 'Cllr Sharkey', with a stylized flourish at the end.

George Dyson
Town Clerk

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



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

1029DRAFT 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**.

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 ar-eas 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 it's 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.



Committee:	Full Council	Agenda Item:	C1428d(iii)
Meeting date:	02/09/2025	Authors:	Parks Officer
Subject:	Replacement ride on mower		
Purpose:	To agree		

Recommendation(s):

To agree on a budget to purchase an electric ride on mower and associated items to replace the existing diesel ride on mower.

1. Background

The grounds team have several items of equipment which are coming to the end of their practical lifespan.

The L&A committee agreed that the priority to get replaced is the Kubota F3890 ride on rotary mower used within Centenary Park and on the amenity areas. This machine is the most urgent item as it has cost £11,210.64 (£4,184.22 last year) in repairs and breakdowns in the last 6 years.

In keeping with the net zero targets set by this council the L&A committee have recommended we look to buy an electric/ battery ride on mower; this will reduce the emissions to zero, make significant savings in the running costs, and also has the added bonus of being quieter to both the operator and the residents.

The parks officer has investigated the options available and received quotes for two suitable electric models, but final demonstrations are still taking place to decide which the best option for the council.

The budget needs to include a trailer to transport the mower as it is not suitable for longer journeys on the road.

The higher cost deal is a total of £33000+vat, this includes a trailer (£2300) and the trade-in value of the Kubota F3890 (£7500), the parks officer is investigating another mower, which is quoted at a slightly cheaper price, to assess which is the best option. Battery warranty on both machines is 5 years or 1500 hours whichever comes soonest, including the battery cells but excluding wearing parts and the Blade motor warranty is 2 years or 600 hours whichever comes soonest. The L&A committee also agreed in the future to look to change the new mower when the 5 years warranty is near to ending so we have a residual value for trade in against a new mower and are covered if the battery fails.

2. Options for Council

To agree to set a budget of £33,000.00 to purchase a battery powered ride on mower and sundries, for the officers to research the best option within this budget to purchase a new ride on battery powered mower. This can be purchased from vehicle reserves (£13,334.20 available) and centenary park reserves (£22,965.80 available).

3. Reason for recommendation

- to re-place the old mower which has cost significant amounts of money to keep road worthy
- zero emissions - changing to battery power to help reach the net zero targets set by PTC
- less noise for the operator and the public.
- reduced vibration for the operator
- reduced service costs
- reduced use of diesel fuel for the grounds team.

4. Expected benefits

- better operator comfort
- zero emissions

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Budget and 106 reserves to be used
5.4 Time scales	2025
5.5 Stakeholders & Social Value	Less noise
5.6 Contracts	
5.7 Climate & Sustainability	Zero emissions
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 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 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?	

Policy and finance net zero carbon resolution.

7. Appendices



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 29th April 2025 at 7.30pm

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

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

There was 1 member of the public in attendance.

CCE531 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31, 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:

- Bingo 7th May 2-4pm
- VE Day 80 Thursday 8th May Morning & Evening Event.

CCE532 PUBLIC QUESTIONS.

There was 1 public questioner who, in reference to item CE540, outlined their reasons for their request to hold a car boot sale at The Dell on 12th July.

The Youth Mayor expressed interest in having a charity stall at the summer fair.

CCE533 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

CCE534 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

CCE535 TO ADOPT THE MINUTES FROM THE 11th MARCH 2025

Proposed by: Cllr Wood Seconded by: Cllr Studd

The Committee **resolved** to **adopt** the minutes.

The Chair brought forward item CCE540.

CCE540 TO DECIDE ON A REQUEST FOR A CAR BOOT SALE AT THE DELL ON 12TH JULY

Cllr Sharkey queried the car boot sale and the summer fair times, which the Information & Community Facilities Officer clarified as an 11am start for the summer fair, and the car boot sale end time as 12pm.

It was proposed to suspend standing orders

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**

Andrew Veck 1 July 2025

Standing Orders were suspended

The member of the public confirmed that the event would be a car boot sale not a summer fair.

Cllr Studd suggested that the car boot sale may entice visitors to the summer fair, and the Information & Community Facilities Officer expressed that advertising banners for the two events would be up at the same time, located one above the other.

Standing Orders were reinstated

It was proposed to agree to the hire of the Dell on 12th July 2025 for a Car Boot Sale.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**.

CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

The Committee **noted** the budgetary update and Mayors fundraising budget.

CCE537 TO NOTE THE CIVIC VE DAY 80 EVENT REPORT AND AGREE FOR COSTS TO BE TAKEN FROM THE CIVIC EVENTS BUDGET

Cllr Donovan outlined both events.

The report was **noted**.

CCE538 TO NOTE THE CIVIC RECEPTION REPORT

The report was **noted**.

CCE539 TO NOTE THE SUMMER FAIR REPORT

The Information & Community Facilities Officer updated committee on the report and confirmed 70 stalls had so far been confirmed, that the area for bands to perform was being looked into, that advertising was being worked on, and there would be new arena entertainment around every 20 minutes.

The report was **noted**.

CCE541 TO NOTE THE PCS BUSINESS LUNCHEON REVIEW

Cllr Donovan outlined the report, highly praised the quality of food produced by the catering students, thanked the grants committee for the £500 grant to the school, and confirmed she had sent a thank you to the school.

The Chair asked that a thank you also be sent from the office at PTC.

The Deputy Youth Mayor expressed the event may take place again.

The report was **noted**.

CCE542 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

Cllr Donovan outlined the progress of the Meridian Meander, and hoped to have a launch date if agreed at the Annual Council Meeting on 20th May.

Cllr Studd confirmed the date of the next Chamber of Commerce meeting, and Cllr Donovan updated committee of the Seahaven Business Awards Ceremony on Friday 9th May.

CCE543 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed there had not been the opportunity to meet, and that a request for further members would be made at Full Council.

b. VE DAY 80 TFG

It was noted that this related to item CCE537



CCE544 TO NOTE THE BINGO REVIEW

Cllr Donovan commented on the success of the bingo events, that there were 42 attendees at the last event, and suggested that bingo events continue. The Information & Community Facilities Officer confirmed the caller was interested to continue, and that dates had been confirmed up until the end of November.

The review was **noted**.

CCE545 TO NOTE THE QUIZ REVIEW

Cllr Donovan confirmed the quizzes had been successful, and expressed that they continue.

The Information & Community Facilities Officer expressed there were usually around 8 to 12 tables, with 8 people on each.

The review was **noted**.

CCE546 TO NOTE THE EVENTS CALENDAR

Cllr Sharkey updated raised that ArtWave and VE Day be updated as agreed events.

The events calendar was **noted**.

CCE547 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG

The complaints log was **noted**.

CCE548 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Donovan expressed that the new mayor would need to find their own volunteers.

The Meetings & Projects Officer expressed that the PR Officer would update committee about using Eventbrite as soon as possible.

Cllr Donovan expressed the possibility of another way of fundraising for the Mayor's charity, which the Chair requested be reported at the next CCE committee meeting.

The Chair updated committee that the future of events was being looked into.

CCE549 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 1ST JULY 2025

Cllr Donovan thanked the Meetings & Projects Officer for her temporary support with managing the Civic Officer role, and the Meetings & Projects Officer expressed thanks to her team for their support.

The date was **noted**.

There being no further business the meeting ended at 20:10

Aileen Veale

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.

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.

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**

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.

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



Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 29th July 2025 at 7.30pm

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: 3 members of the public were in attendance.

GENERAL BUSINESS

1. PH2360 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. PH2361 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. PH2362 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4. PH2363 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2364 TO ADOPT THE MINUTES FROM THE 8TH JULY 2025

It was proposed that an amendment to item 7 was made to record the decisions made by LDC.

Proposed by: Cllr Campbell Seconded by: Cllr Wood

All in **favour**.

6. PH2365 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Meetings & Projects Officer updated committee that since the papers were shared, there had been an income for the planter advertising, and that 4 planters along the A259 were displaying advertising.

Cllr Campbell commented that income from the A1 had not been recorded and requested an updated budget report at the next meeting.

The report was **noted**.

7. PH2366 TO RECEIVE AN UPDATE OF THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD PLAN

Committee discussed the NDP, including the impact of Local Government Reorganisation, the Meridian Centre site, and the protection of greenspaces.

K J GORDON - GARRETT

K J Gordon-Garrett. 26/8/25

Cllr Gallagher was thanked for her work on the NDP, and the Chair suggested new Councillors updated on the NDP in early September.

8. PH2367 TO AGREE RESPONSE TO SOUTH DOWNS NATIONAL PARK CONSULTATION

It was proposed that the consultation, as per the papers, be submitted.

Proposed by: Cllr Sharkey

Seconded by: Cllr Rosser

All in **favour**.

Cllr Campbell asked that all individuals respond to the consultation.

Cllr Gallagher left the meeting (20:03)

9. PH2368 TO AGREE TO RESPOND TO THE CONSULTATION ON PLANNING FOR FLOOD RESILIENCE

It was proposed that a TFG be set up to prepare a response.

Proposed by: Cllr Campbell

Seconded by: Cllr Rosser

All in **favour**.

The TFG members were agreed as: Cllr Campbell and Cllr Gordon-Garrett.

10. PH2369 TO DECIDE AND AGREE WHETHER TO REPLACE THE CURRENT PEACEHAVEN STREET MAP

Members discussed the benefits of an updated map.

It was proposed that Officers bring map proposals to a future committee, to include Telscombe Cliffs along with a quotation for a more professional map to potentially include an index.

Proposed by: Cllr Campbell

Seconded by: Cllr Sharkey

All in **favour**.

Cllr Sharkey raised that ward colour coding would be useful; Cllr Davies raised concern with cost but agreed that a map would be useful; and Cllr Campbell reminded committee a mapping item was on the business plan.

11. PH2370 TO DECIDE ON TEMPORARY ROAD SAFETY POSTERS

Members raised concern with the logistics of the work involved, and the Committees and Assistant Projects Officer agreed to find out the recommended number of signs per road.

Members agreed it was a good idea in principle, but that costs, time factor, and risk assessment needed to be taken into consideration, along with a discussion with the grounds team around the change of conditions of employment in terms of safety.

It was proposed to set up a meeting with the Town Clerk and the Parks Officer to discuss this item for it to be deferred to the next meeting, and an interim order placed.

Proposed by: Cllr Davies

Seconded by: Cllr Wood.

12. PH2371 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Chair updated committee on the CCTV decision, the Committee and Assistant Projects Office mentioned various items discussed at the latest Public Safety meeting, and the Vice Chair commented that the infiltration pond configuration had been altered.

b. Rights of way

The Meetings & Projects Officer updated committee that this TFG fell under Full Council, and that the Meridian Monument and Area TFG committee would bring an update to the next P&I committee.

1 member of the public left the meeting (20:42)

K J Gordon-Garrett

13. TO COMMENT on the following Planning decisions/applications

PH2372 LW/25/0337 50 The Lookout, Peacehaven

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

1. The building is as close as it can be to the borders of the South Downs National Park which means that NPPF paragraph 189, that requires PTC to avoid damage to the SDNP or its policies, carries the maximum possible weight. This is reinforced by the siting of the building at the top of Bullock Down, is above the 85-metre contour line so that it is visible from Mount Caburn and Iford Hill. The Inspectorate's recent decisions on Appeals (e.g. land adjacent to 4 Telscombe Road and Blakeney Avenue) reiterate the power of this requirement, quoting recent Government guidance.
2. The effect of this application on the local SDNP is cumulative on several previous increases in the size of the residence on this site – and SDNP policies require cumulative effects to be taken into account.
3. The application will cumulatively breach SDNP policies SD6, SD7 and SD8 (dark skies policies); this is especially because of the new windows. Because of the absence of legal requirement for enforcement on Planning Authorities, any commitment by Applicants to shade light from windows is without legal value.
4. The Application breaches the LDC Local Plan's development management policies for the countryside since it does not meet any of the exceptional reasons why development should be permitted (see LDC LLP2, Policies DM1-12).
5. The Application breaches P&T emerging Neighbourhood Plan, policy PT4 in particular.

If the Planning Authority does grant this application, PTC asks that a condition be applied requiring specialised anti-reflective and low transmission glass.

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

PH2373 LW/25/0410 21 Vernon Avenue, Peacehaven

It was proposed to support the application

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

PH2374 LW/25/0377 Homestead Lodge Brighton Road Newhaven, Peacehaven

It was proposed to object to the existing log cabin being used as a residential dwelling on the grounds that the site is within the sensitive article 4 Direction Area where any development requires planning consent, even for normally permitted development rights. It is within the 250m buffer zone between Newhaven and Peacehaven. It is outside the settlement boundary.

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett
All in **favour**.

14. TO NOTE the following Planning applications/decisions

PH2375 LW/25/0366 38 Capel Avenue Peacehaven (Cert. of Lawful Use/Dev (Proposed))

PH2376 LW/25/0372 170 Roderick Avenue Peacehaven (Cert. of Lawful Use/Dev (Proposed))

PH2377 LW/25/0303 19 Roundhay Avenue Peacehaven (Cert. of Lawful Use/Dev (Proposed))

PH2378 LW/25/0297 10 Johns Close Peacehaven (Cert. of Lawful Use/Dev (Proposed))

PH2379 LW/25/0284 37 Keymer Avenue Peacehaven

PH2380 LW/25/0265 15 Horsham Avenue Peacehaven

The planning decisions were **noted**.

J GORDON - GARRETT

K J Gordon-Garrett

26/8/25

15. PH2381 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

Cllr Campbell advised that parking on Southview Road was being investigated by the MP; Cllr Wood updated committee that 'no parking on grass verges' signs had been installed along Arundel Road; and Cllr Rosser raised concern with a large vehicle on the corner of Cairo Avenue.

16. PH2382 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Davies raised complaints about the grass cutting, expressed that it was not value for money, and suggested it be carried out in-house.

The Chair commended the tidiness of PTC's grounds team's grass cutting, and the Vice Chair reminded committee of the work carried out by the grass cutting TFG.

Members agreed that grass cutting be discussed outside of the meeting, and Cllr Wood suggested that each Cllr provide photographic evidence once cuts have been made.

17. PH2383 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 26TH AUGUST 2025 (applications only) AT 6.15 PM

The next meeting was confirmed as 26th August 2025

There being no further business, the meeting was closed at 21:44

KJ Gaden-Cawett

George Dyson
Town Clerk

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



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

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

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

George Dyson
Town Clerk

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



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

To Whom it may concern,

Peacehaven Town Council opposes any plans to change the current boundary of Lewes District as part of Local Government Reorganisation.

When the Minister of State for Local Government and English Devolution wrote to Council leaders on 5th February 2025, the Minister laid out criteria for unitary local government in a schedule. We believe that Peacehaven's needs will be overwhelmingly better met by being in the East Sussex Unitary rather than any variant of Brighton & Hove City Council. We believe the following points should be considered as per the Minister's letter.

Peacehaven is currently in sensible economic area with an appropriate tax base which does not create an undue advantage or disadvantage for one part of the area. Peacehaven's businesses are currently Ouse Valley and Seaford/ Lewes Town oriented, often with branches in several of the local towns, there is a risk that we could lose business to Brighton.

Geography and topography is better as we are in the East Sussex area. The watershed is at Telscombe Tye and our South Downs dry valley in the North of town flows and sometimes floods into the Ouse. There is no evidence to show that extra housing supply would not go to meet local needs if we were to become part of Brighton Unitary.

There is no evidence or analysis to suggest that there are any benefits for Peacehaven to being part of a Brighton Unitary Authority. Local engagement suggests a strong local opposition to this change.

Single tier arrangements in an East Sussex Unitary Authority are clear within the East Sussex proposal about improvements for Peacehaven: Peacehaven would remain in the Lewes district administrative area, with no transition costs. There would be substantial administrative upheaval if district were to be divided and all Peacehaven's service provision moved to Brighton & Hove. The only way in and out of Brighton is the A259, and the long stretch of the A259 to Brighton is already jammed in rush hours: employment, social, and educational needs for Peacehaven residents should be concentrated locally, or on the short Eastbound route to Lewes Town, not Westward.

The optimal numbers as set are met in the East Sussex Unitary Authority proposal.

There is a concern that consumer spending, employment, and businesses could be shifted Westward for the benefit of Brighton residents and to the detriment of Peacehaven.

If Lewes District is divided and East Sussex loses services to the Brighton Unitary Authority, including Social Services, Education, transition costs will likely be higher than any potential savings for any of the parties involved. There would also be significant impacts on the NGOs and charities such as Lewes District Citizens Advice, Sussex Community Development Association, SEN services in Schools, and Alcohol & Drugs related advice services.

Peacehaven residents could suffer financially as they become liable for Brighton & Hove City Council Debts.

There will be severe fragmentation of Social Services such as Social Care and Children's Services.

Peacehaven will likely lose its leadership role with Family Hub & youth services, currently shared with other towns in Lewes District, all social services would be disrupted for many years if Peacehaven services were shifted into the Brighton & Hove Unitary Authority.

Brighton & Hove City Council chose not to work co-operative with Lewes District, especially in their late decision to propose that areas to the East should be incorporated into the Brighton & Hove Unitary area.

Additionally, the Government guidance on boundary changes specifies that the existing District areas should be considered the building blocks for proposals unless there is a strong justification for more complex boundary changes. No such justification exists in this instance.

Yours sincerely, and on behalf of Peacehaven Town Council,

A handwritten signature in black ink, appearing to read 'Dyson', with a long horizontal stroke extending to the right.

George Dyson
Town Clerk

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1431
Meeting date:	2 nd September 2025	Authors:	Town Clerk
Subject:	Borescope Survey		
Purpose:	To agree		

Recommendation(s):

To agree to proceed with a borescope survey of Community House to produce professional recommendations relating to cavity wall insulation.

1. Background

In May 2025, BHESCo carried out a sustainable feasibility study of Community House for Peacehaven Town Council, which has identified a number of actions that have since been gradually worked through, including through the Community Buildings working Group.

One of the recommended medium term actions included:

“Under current industry guidance, the cavity walls for the older parts of the building could only be viable for cavity wall insulation if they are at least 100mm wide and existing mortar defects are repaired. We recommend engaging a CIGA accredited installer to undertake a borescope survey of the walls and provide more detailed technical advice on the appropriateness of cavity wall insulation for the older (1970s) walls. External wall insulation could be an alternative, should cavity wall insulation be deemed unsuitable.”

To undertake this action to confirm cavity width, establish whether any insulation is present, and assess suitability for future cavity wall insulation, including receiving a written report with photographs and professional recommendations, we have been quoted £975+VAT.

Funds are available either in the Climate Change earmarked reserve, or the Community House reserves, that could cover the cost of this.

2. Options for Council

- To agree whether to proceed with the borescope survey or not
- To agree which budget this should be paid from.

3. Reason for recommendation

Following recent Working Group meeting, and in line with BHESCo recommendations.

4. Expected benefits

Contributing towards the decarbonisation of Community House.

5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	
5.3 Financial	£975+VAT
5.4 Time scales	TBC, but anticipated within several weeks of agreement.
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Decarbonisation of Community House.
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Assessment to be provided
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?

Community House 10 year plan

7. Appendices

BHESCo report.

Community House, Peacehaven Sustainable Energy Feasibility study

For the attention of:
George Dyson (Town Clerk)
Peacehaven Town Council,
Community House,
The Meridian Centre,
Peacehaven,
BN10 8BB

10/05/2024
Version 1.0



Contents

Introduction	3
Summary & Recommendations.....	5
Current Status.....	11
Heat load analysis.....	12
Potential Measures to Lower Heat Loss	13
Heating & Hot Water System Improvements.....	17
Lighting	25
Solar PV	25
Electricity supply	30
Conclusions.....	31

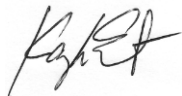
Dear George,

Thank you for choosing BHESCo to conduct an energy audit to identify solutions to lower carbon emissions at Community House, Peacehaven, whilst providing affordable and cost-effective energy saving recommendations. We have surveyed the premises, analysed the heat load and discussed with industry experts and installers, all in preparation to present this report of our analysis and recommendations to you.

BHESCo is a social enterprise dedicated to accelerating the transition from fossil fuels in our energy supply. We would be happy to discuss further with you the financing of renewable energy systems.

Please take your time to review the content so that we can follow up with a final meeting to cover any questions you may have.

Yours faithfully,



Kayla Ente MBE
Founder and CEO

Introduction

The western section of Community House appears to have been built as a community space in the 1970s, alongside the Meridian Centre. The Main Hall and Robson-Fields extension were likely added in the early 1990s based on historic planning applications. A small Sound Booth was added circa 2004 at first floor level as part of a major refurbishment. We understand that there is a broader plan to demolish the adjacent Meridian Centre and add a new foyer "lobby" as an extension (93m²) to the west of the existing foyer. An excerpt of a drawing from the planning portal illustrates this - Figure 1. It also shows key areas and heating systems in the building. NB; Greenwich House was outside of the scope of this assessment.



Figure 1 Key areas and heating systems. Adapted from proposed floorplan (Whittam Cox Architects drawing 210211/PL_09)

BHESCo undertook an energy survey of the building on 9th April 2024. We found that there are two Broag Quinta 85 gas boilers in the main boiler room adjacent to the foyer which supply the majority of heating and hot water. However, the following areas have separate systems;

- A smaller Alpha CB24 combi boiler supplies heating and hot water to the Robson-Fields extension. An instantaneous hot water heater provides hot water for the men's WC.
- The Main Hall receives conditioned air from two Carrier units on the roof; there are already plans to replace these units.
- There is an electric radiator serving the corridor to Greenwich House.

The three gas boilers are now circa twenty-years old, and inefficient compared to modern units.

We understand that you are interested in improving the energy efficiency and reducing the carbon emissions from the building as part of the council's Net Zero strategy. You would like us to identify ways to meet these goals, whilst also reducing the operating costs of the building. Although the Main Hall already has some solar panels, you would also like to understand how the solar potential of the building can be increased.

The building has two electricity supplies, both of which have a dual tariff. There are also two gas supplies, one serving the majority of the building including the Broag boilers. The Alpha boiler in Robson-Fields is fed via the adjacent Greenwich House building (owned by East Sussex Council). Consumption data for this second gas supply was unavailable, so we have estimated the consumption based on that used in the main building.

Summary & Recommendations

We recommend that the following actions are undertaken immediately to save money and reduce carbon emissions;

- Engage an air conditioning engineer to investigate whether the existing Toshiba AC units could be used to heat the Information and Town Council Offices plus Anzac Room. This will lower gas consumption and allow these areas to be controlled as individual zones, potentially shortening the heating duration.
- Reinstate ceiling tiles that have been disturbed. This will avoid heat escaping into the ceiling void.
- Contact EMC Controls to see if they can provide access to the Building Management System (BMS). Investigate whether they can optimise the settings and install weather compensation. Should it be possible to adapt the current BMS (rather than replacing it), the payback period would be significantly lower than we have conservatively estimated.
- Install pump and instantaneous water heater timers. This will reduce heat losses from pipework, electricity costs for pumping, and standing losses from heater cylinders. It may also be possible to re-configure the BMS with a timed profile for the pumps, to avoid installing additional pump timers.
- As the Carrier HVAC units serving the Main Hall are due for replacement, check with Heatcraft whether the optional heat recovery module is proposed. This would allow heat to be recovered from extracted air, significantly reducing the electricity required to air condition the space. It is also worth checking whether the optional fresh air intake module is included - as this would help manage the air quality.
- Consider whether there is potential for additional solar panels to be incorporated into the design for the proposed extension to the building (new foyer).
- Around 87% of electricity purchased from the grid is used in daytime, under the more expensive daytime rate. Adding additional solar panels would generate more "free" solar energy in daytime, reducing the volume of daytime electricity purchased from the grid, so in that scenario the existing dual tariff may be the most economic solution going forwards. However, should you choose not to expand the current solar system, there is potential to reduce electricity costs by switching to a single rate tariff, which would lower the cost of daytime electricity.

In the medium term, the following activities will payback within the next nine to twelve years and would further reduce carbon emissions;

- Add humidity sensors to the public toilets, these should help ensure ventilation only runs when it is needed.
- Install a new smart thermostat for the Robson-Fields area to optimize heating consumption.
- If the existing BMS cannot be brought into effective use, and the medium-term solution is to maintain the existing gas system, consider replacing the BMS and adding weather compensation to the main boilers.

- Under current industry guidance, the cavity walls for the older parts of the building could only be viable for cavity wall insulation if they are at least 100mm wide and existing mortar defects are repaired. We recommend engaging a CIGA accredited installer to undertake a borescope survey of the walls and provide more detailed technical advice on the appropriateness of cavity wall insulation for the older (1970s) walls. External wall insulation could be an alternative, should cavity wall insulation be deemed unsuitable.
- Our economic analysis suggests that electricity cost savings from the existing solar panels means that they are likely to have paid for themselves by circa 2018. But there is scope to replace them with modern, higher output units. You should still be eligible for feed in tariff (FIT) payments for a panel output equivalent to the original system. We also recommend adding additional units to the flat roof above the offices and Anzac Room. It may be best to wait until the Meridian Centre has been demolished and any roof leaks repaired prior to adding additional panels.

The proposed enlarged solar system should generate around 36,500 kWh per annum, providing substantially more energy than the current system, which generates 14,200 kWh/year. We estimate that this enlarged system will provide almost 51% of current electricity consumption (this is without adding panels to the foyer extension). There will be some exported electricity in summer months, for which Peacehaven Town Council can arrange to receive a payment from a supplier. The proposed system would save an additional 5 tonnes of CO₂ emissions per year. The best way to utilise this generation would be to connect additional solar capacity to supply No. 2. This would maximise use on site with minimum export to the grid, reducing the electricity bill.

In the longer term you could also consider replacing single glazed windows and doors in the offices and Anzac Room, and the cracked window frame in the Sound Booth. This would further reduce heat loss and gas consumption whilst also improving thermal comfort for staff.

The existing boilers are circa 20 years old, and inefficient compared to modern units. Hot water is mainly generated by gas boilers. Hot water from the two main boilers is then circulated around the building. We recommend that you should plan for a transition to electric heat pumps, which are far more energy efficient, and would dramatically lower carbon emissions. We would recommend two air-to-water heat pumps initially (phase 1), as these could distribute heat via radiators. These would serve 1) the foyer, main kitchen, public WCs and meeting room areas and 2) Robson-Fields. We would recommend installing a total of three additional instantaneous water heaters to the staff kitchen, nearby disabled WC and in the Robson-Fields ladies' toilet/kitchenette. This would reduce pipework losses and pumping costs.

Should the above trial with the existing Toshiba units be unsuccessful, the offices and Anzac Room could be served by a third air-to-water heat pump (phase 2). Replacing the gas cooker in the main kitchen with an electric unit, would then allow all gas to the property to be disconnected. This would save circa £1,000/year in gas standing

charges. Deploying three separate heat pumps (across both phases) would allow each zone to be conditioned to suit the operating hours, enabling the duration of heating to be optimised.

The projected change in CO₂ emissions and energy consumption (including switching hot water to electricity) is given below in Table 1. Installing the above measures would reduce carbon emissions from the building by around 89% compared to current levels, a reduction of 22 Tonnes per annum, this equates to taking 5 cars off the road or planting 341 trees.

After completing the second phase of heat pump installation, operating costs to supply all rooms are expected to reduce by over £13,000 compared to continuing to the existing building.

Table 1 – Estimated installation costs and savings from individual measures

	Gas usage kWh	Electricity import kWh	Total CO2 emissions Tonnes	Total Annual energy cost £	Estimated Install cost (Exc. VAT) £	Anticipated annual Cost saving £	Simple Payback Years
Current building	109,089	40000	27	£23,907			
Future building (after new foyer added)	102,722	42500	27	£24,011			
Utilising Toshiba AC units for heating	83,620	45200	24	£23,077	£700	£934	1
Reinstate ceiling tiles	79,465	45200	23	£22,722	£800	£356	2
Pump + IHW timers	78,341	43200	22	£22,105	£1,600	£616	3
Humidity sensors (public toilets)	78,010	43000	22	£22,025	£700	£80	9
Improved heating system controls	71,377	43000	21	£21,457	£5,200	£568	9
CWI	69,130	42600	21	£21,160	£2,885	£296	10
Solar PV Upgrade	69,130	29400	16	£17,000	£44,613	£4,160	11
Selective glazing replacement	67,050	28400	16	£16,562	£7,964	£438	18
Heat pumps phase 1	11,286	40800	9	£15,164	£30,278	£1,399	22
Heat pumps phase 2	0	43300	7	£13,850	£41,552	£1,313	Over 25 Years
Main Hall Energy recovery ventilation (ERV)	0	31800	5	£10,758	£68,507	£3,092	22

Unit costs used for the above are 8.5 p/kWh for gas, 26 p/kWh for electricity which are reflective of currently available commercial energy rates. The assumed export rate was 8p/kWh. Each phase of the heat pump installation includes a £7,500 grant under the Boiler Upgrade Scheme, which is available when an existing gas boiler(s) are removed. The costing for heating control improvements conservatively includes the cost of a new BMS.

Table 2 shows the cumulative costs and savings of the different solutions. The combined payback period of installing all the measures is estimated at around 16 years. In addition, we expect that the comfort levels for building users will be noticeably improved.

Table 2 – Estimated cumulative savings and costs.

Full Investment Timescale	Improvement	Cumulative total installation cost	Cumulative annual savings
Short term	Utilising Toshiba AC units for heating	£700	£934
	Reinstate ceiling tiles	£1,500	£1,290
	Pump + IHW timers	£3,100	£1,906
Medium term	Humidity sensors (public toilets)	£3,800	£1,986
	Improved heating system controls	£9,000	£2,555
	CWI	£11,885	£2,851
	Solar PV Upgrade	£56,498	£7,011
Longer term	Selective glazing replacement	£64,462	£7,449
	Heat pumps Phase 1	£94,740	£8,848
	Heat pumps Phase 2	£136,293	£10,161
	Main Hall Energy recovery ventilation (ERV)*	£204,800	£13,253

*We are aware that the Carrier Units need to be replaced as they are reaching the end of their useful life. We have included them in the longer term here, as the benefits will be accrued over a longer time period than some other investments.

The impact of each measure is also shown in Figure 2 and Figure 3 below.

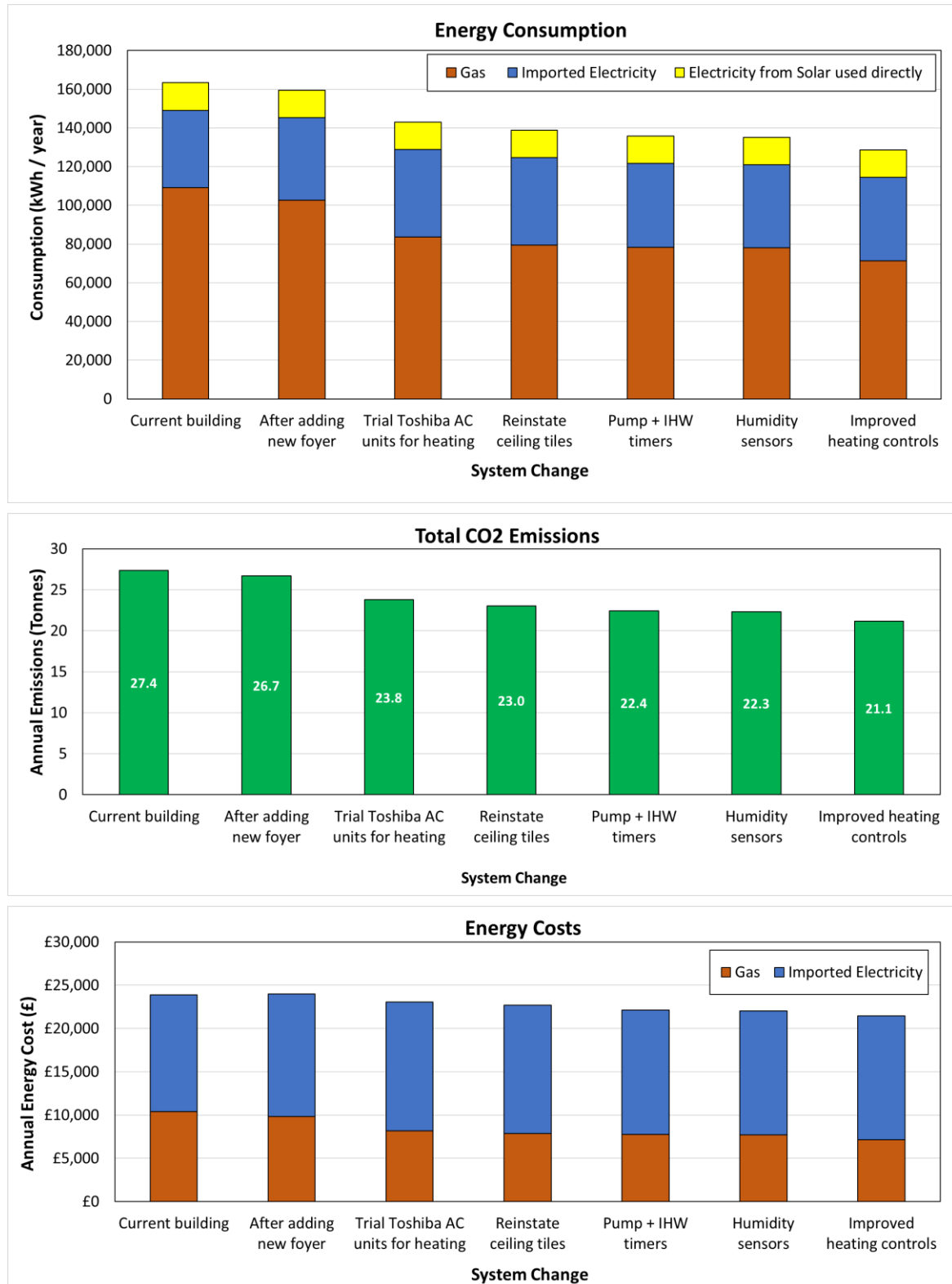


Figure 2 Charts summarizing the impact of potential improvements (1)

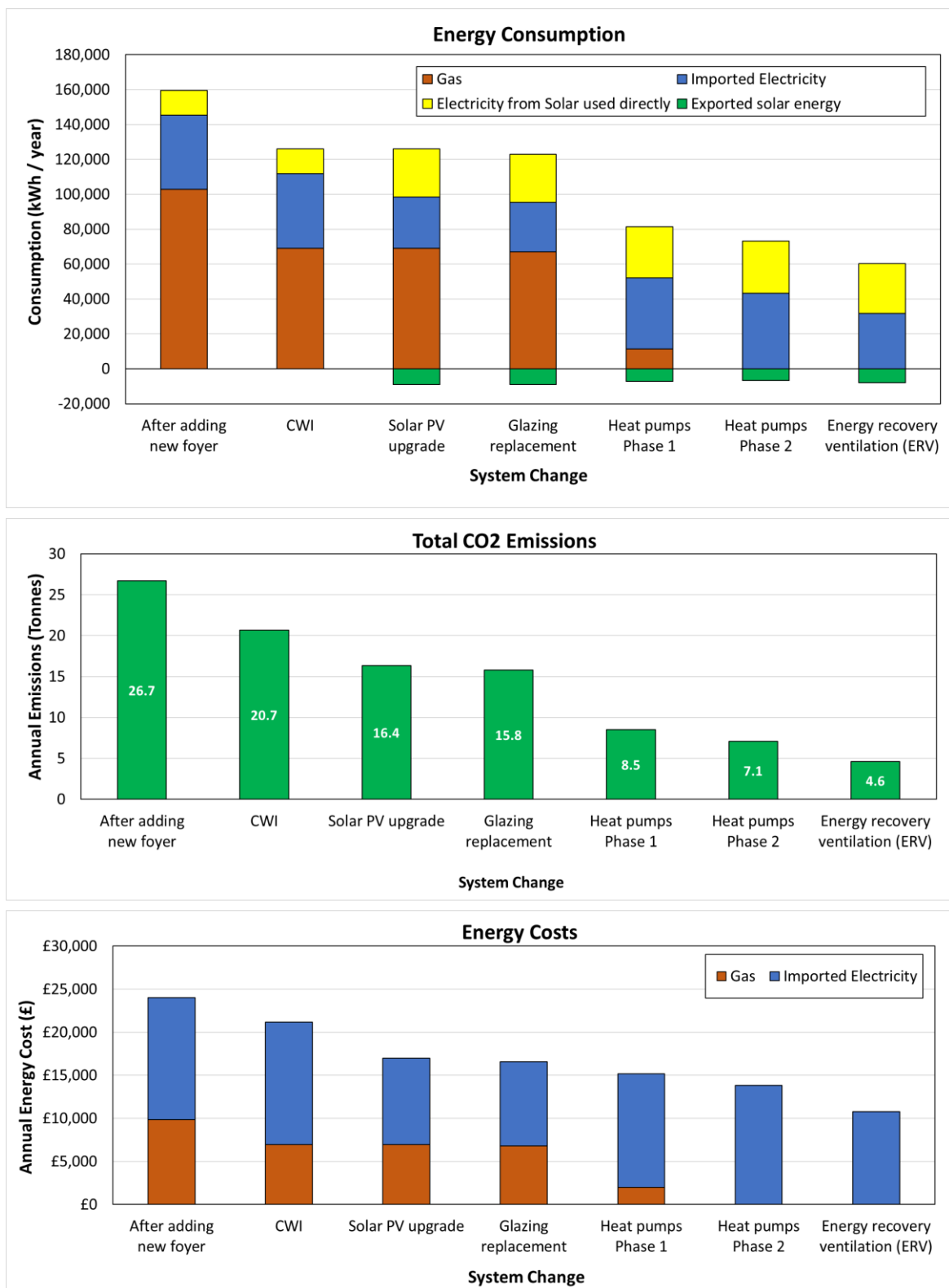


Figure 3 Charts summarizing the impact of potential improvements (2)

Current Status

The existing gas boilers located in Ladies WC by Robson-Fields and the main boiler room, and are inefficient by modern standards, even when new the respective efficiencies were 80% and 89%. Given the boilers are circa 20 years old, they are likely to be performing at a far lower efficiency than the minimum standard of 92% today for new boilers.

There is an access issue with the existing Building Management System (BMS), so staff manually turn the main boilers off and on. This is likely to have led to increased energy consumption. Temperatures in each room are generally adjusted using the thermostatic radiator valves (TRVs). These boilers are linked to a heat exchanger, from which heat is circulated to radiators and a 120-litre hot water cylinder. We counted eight pumps in total in the boiler room, so the building clearly has substantial pumping needs. We suspect heating and hot water is circulated round the building more than is required, because the pumps do not have timed switches, and the BMS is being over-ridden.

The Alpha combi boiler in Robson-Fields runs off a timed profile and is controlled by a thermostat in the corridor, set at 21°C during our visit. This boiler provides hot water to the ladies WC and kitchenette, but the men's WC has an instantaneous hot water heater, which is on 24/7.

The Carrier units on the roof (that serve the Main Hall) are reaching the end of their operational life, and there are plans to replace them, due to the difficulty of sourcing replacement parts. The current efficiency of the units is around 30% lower than modern units of a similar specification. There is a separate ventilation system above Robson-Fields, thought to serve the stage in the Main Hall, but we were advised that this is not used.

There are also three Toshiba air conditioning units located in a courtyard outside the Anzac Room. These serve the Anzac Room and adjacent Information and Town Council offices. However, we understand these AC units are rarely used, because cooling is generally not needed, and staff are unfamiliar with the control units.

In the areas visited during our survey, the radiators were mostly double-panels with double-fins, but there are some single-panel, single-fin units. There is also an electric radiator in the corridor to Greenwich House, although this was off during our visit.

The main kitchen has a six-ring gas cooker, which is typically used for three hours per week. The staff kitchen has an electric cooker. Both spaces have mechanical extraction via cooker hoods.

The total metered gas consumption for 2023/24 was 99,444 kWh. We have estimated that the Robson-Fields gas boiler is consuming a further 9,645 kWh of gas/annum, resulting in an annual total gas consumption of 109,089 kWh. This equates to 20 Tonnes CO₂. This is the equivalent of the annual production of 5 cars or could be offset by planting 341 trees.

Heat load analysis

Heat load analysis has been performed based on surveys of the building and building fabric information in the 2023 Condition Survey Report.

The total heat loss for the current building is calculated to be 96kW, based on a cold winters' day with air temperature of -2°C in accordance with industry guidelines. We have used the manufacturer stated boiler efficiency data for the Alpha combi boiler, without adaptations. The efficiencies on the plates of the Broac boilers appear unrealistically high given their age, and hence we have used efficiencies in SAP that reflect boilers of this type.

The heat loss is dominated by ventilation (Figure 4) which is typical for a building of this type and could only be reduced by installation of a heat recovery ventilation system. Ventilation needs to be maintained at a reasonable rate to ensure the health of occupants. However, losses from the boilers and roofs are significant. Roof losses would be difficult to significantly reduce, given that the building is single storey, likely has some insulation already, and has a large roof area relative to its height.

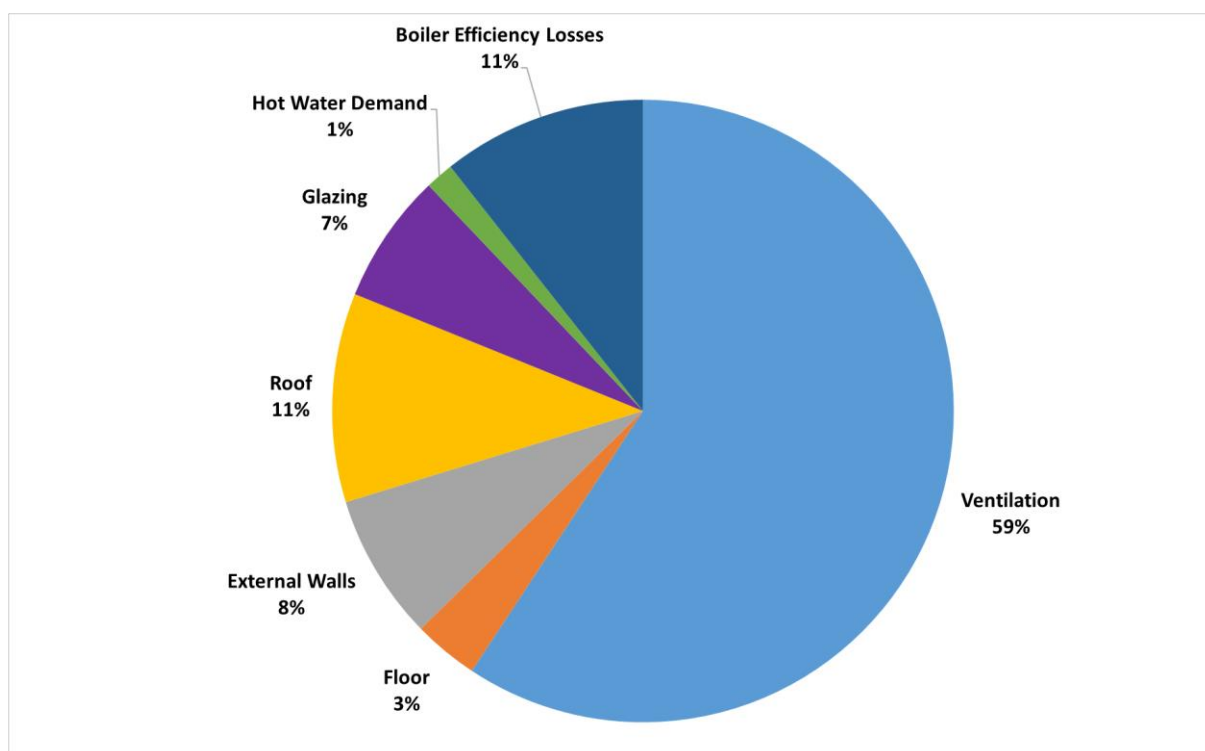


Figure 4 Key areas of heat loss at the property.

We have estimated the energy consumption of the new foyer and assumed that it would be electrically heated via an air source heat pump. Adding this space will reduce heat loss from the existing foyer and offices, as those spaces will have smaller areas of windows and external walls. On balance, overall energy consumption

should decrease as the new foyer is likely to have a higher thermal efficiency than the existing facade. The benefits from proposed solutions have been considered relative to the heat loss from the extended (future) building.

Potential Measures to Lower Heat Loss

To minimise the cost of installing a heating system, it is important that insulation, glazing and ventilation is addressed first, to avoid having to spend more money on an oversized heating system.

Insulation

We have assumed that the existing floor is an uninsulated concrete slab, based on construction dates. Insulating existing solid floors is disruptive to core services and can be costly. Hence as heat losses from the floor are comparatively low, we would only recommend adding floor insulation when the existing floor surfaces are refurbished.

The building has exclusively flat roofs, and it was not possible to inspect the internal roof structure during our visit. Although we have reviewed the photographs in the 2023 Condition Survey Report. A number of spaces appear to have false ceilings, but there was no insulation evident during our visit through the rooms with disturbed ceiling tiles (Figure 5). In some areas (such as above the stage, and Main Boiler room), the underside of galvanised metal decking was visible. We suspect that the Main Hall and Robson-Fields have insulation above this surface.



Figure 5 Displaced ceiling tile above entrance corridor – pipes are however lagged.

The roofs over older building sections are likely to have had insulation added to comply with Building Regulations, when the roof felt was last replaced. The most recent roof felt replacement appears to be between 2004—2007 based on satellite

imagery. Hence our calculations have assumed all of the building has a nominal amount of roof insulation to achieve the minimum required by Building Regulations at the relevant time. Adding additional roof insulation would be challenging, and best left to the next scheduled roof refurbishment. The recent Condition Survey (2023) does note that there have been some leaks to the roof.

Photos from the loft void in the 2023 Condition Survey Report show that heating and hot water pipework in this space has already been lagged, minimising heat loss. However, pipework within the rooms is generally unlagged, and hence there will be some unwanted heat loss from hot water pipes in summer months.

The main area of insulation identified for improvement is potential for cavity wall insulation. The walls are typically 300-350mm thick, so we suspect there are cavities of 75-100mm width across the site. The mortar is generally flush with the brickwork, and mostly in good condition, although some small areas with pointing defects were noted. Based on the exposure rating of the buildings to wind-driven rain, cavities of 100mm thickness and above could be suitable for cavity wall insulation (CWI). During our site visit we did not identify CWI, but this can be difficult to ascertain if a wall has been repointed after insulation was installed. Hence, we recommend engaging a CIGA accredited installer to undertake a borescope survey to confirm the cavity wall width and that there is no existing insulation. The installer can also give more detailed advice on the appropriateness of CWI in such a location.

We recommend using a CIGA accredited installer for any cavity wall insulation to be covered by insurance in the event of any issues during or following installation.

External wall insulation could be considered as an alternative to CWI, although the payback period is likely to be long at current energy prices.

Glazing

The majority of the glazing inspected during our survey is UPVC double glazing (without trickle vents). Trickle vents were potentially not provided as the building has substantial mechanical ventilation. The existing Foyer, Information office, Town Council office and Anzac room have some single glazed windows and doors with mainly metal frames (one door has a wooden frame). Some of the window frames have defective seals (Figure 6), which were causing a noticeable draught, and hence heat loss. Once Meridian House has been demolished, the offices and Anzac Room windows will adjoin external spaces and heat losses may increase. We also noted that the Sound Room window frame is heavily cracked (Figure 7), and likely to be suffering increased draughts.

Replacing these at the next opportunity would help lower heat loss and improve thermal comfort for staff. The area of windows and doors identified for replacement is 14m². We recommend uPVC double glazed windows with low E coating and Argon filling between the glass panes. These windows require no maintenance and are thermally very efficient. NB; the windows and doors to the existing Foyer would not

be worth replacing to reduce heat loss alone, as once the new foyer is added, this glazing would no longer abut an external space.



Figure 6 Window in Anzac Room with defective seal in the corner.



Figure 7 Cracked frame of the Sound Room window.

The main façade with south facing windows is the Main Hall. This space already has blinds to control light levels, and an air conditioning system. So, our expectation is that overheating is not generally a problem for the building.

Ventilation

During our survey we noted displaced ceiling tiles in multiple spaces including the Information Office cupboard, above Fields/Robson Kitchenette and in the entrance corridor (Figure 5). This will likely be increasing heat losses, due to increased airflows into the cooler spaces in the ceiling void. This is resulting in the heating and ventilation system trying to condition a larger air volume than is necessary. Unless this has been done on purpose, we would recommend restoring these ceiling tiles to their original position. This would lower heat losses and hence energy consumption and improve thermal comfort.

Another small area of improvement relates to sensors in the public bathrooms, near the public entrance. The ventilation appears to be controlled via proximity sensors fixed to the ceiling (Figure 8). Replacing these sensors with a humidity sensor would ensure that ventilation only runs when it needs to, reducing the volume of air that needs to be conditioned.



Figure 8 Example proximity sensor in the ladies' toilets.

Heating & Hot Water System Improvements

We identified several different areas of improvement for the heating and hot water systems.

Heating Controls

The current Building Management System (BMS) in the Main Boiler Room is being manually overridden, as the access code for the BMS is unknown. We would recommend contacting EMC Controls, who may be able to provide this code for you. Alternatively, a new BMS would potentially allow improved efficiencies in the heating control, such as incorporating weather compensation to the two Broag boilers. The lack of weather compensation currently means that flow temperatures are not being reduced on warmer days when less heat is needed, resulting in higher system losses.

Consideration could also be given to replacing the current programmable thermostat in Robson-Fields with a smart thermostat. Smart thermostats can “learn” the heat-up times for a space, and hence can help the heating system run more efficiently, reducing gas consumption and associated carbon emissions.

Hot Water Improvements

The current hot water system is likely to be wasting more energy than is being delivered to hot water at the taps. Excluding electricity used to run pumps, we estimate that a combined 11,700 kWh of gas and electricity is being used to provide 2,891 kWh of heated water at taps. This wastage is due to pipework and cylinder losses, and circulating water round the building for longer than is necessary.

A more efficient system would be installing instantaneous water heaters for areas such as the staff kitchen and disabled WC. These areas are further from the main boilers, so are responsible for substantial pipework losses. Generally, a single instantaneous water heater can supply at least 2 handbasins. These systems are also considered a lower risk for legionella, potentially reducing testing and maintenance costs on the hot water system. For any new units, we recommend installing A+ rated units (Figure 9) which have significantly reduced standing losses.



Figure 9 Example instantaneous hot water heater¹

The cost of electricity to provide hot water would be slightly more than for the gas system currently in operation but with reduced maintenance costs. However, as a standalone measure the payback from this upgrade was long, so we would only recommend doing it in conjunction with a move to heat pumps (discussed in a subsequent section).

Two other improvements to the hot water system were identified – adding timers to existing instantaneous hot water heaters (IHW) and improving pumping controls. These improvements are discussed in the subsequent sections.

IHW Timers

A small area of improvement could be adding timers to instantaneous hot water units, such as the one serving the men's WC outside the Robson-Fields room (Figure 10). This unit currently has no timer, meaning that there is heat loss from the cylinder 24/7. (We suspect that the kitchenette has a similar setup).

¹ Image source ; <https://www.cef.co.uk/catalogue/products/4474409-15-litre-3kw-unvented-undersink-water-heater>



Figure 10 Instantaneous heater in men's toilet by the Robson-Fields room.

Pumping Controls

There were eight pumps evident in the Main Boiler room (Figure 11). (Although the two pairs of heating pumps are likely to run on a duty-standby configuration). All of the pumps appear to have regular on-off isolators. We suspect these pumps are running for longer than is necessary (perhaps even overnight), given that the BMS tends to be manually overridden. This means that there is increased electrical usage for pumping. In the case of hot water, constantly circulating hot water from the cylinder around the building is also increasing pipework losses. We would recommend considering adding timers to the pumps to minimise the running time, and lower energy consumption. Alternatively ensuring that the pumps are controlled by a timed profile within the BMS could achieve the same result but avoid the need to install additional timers.

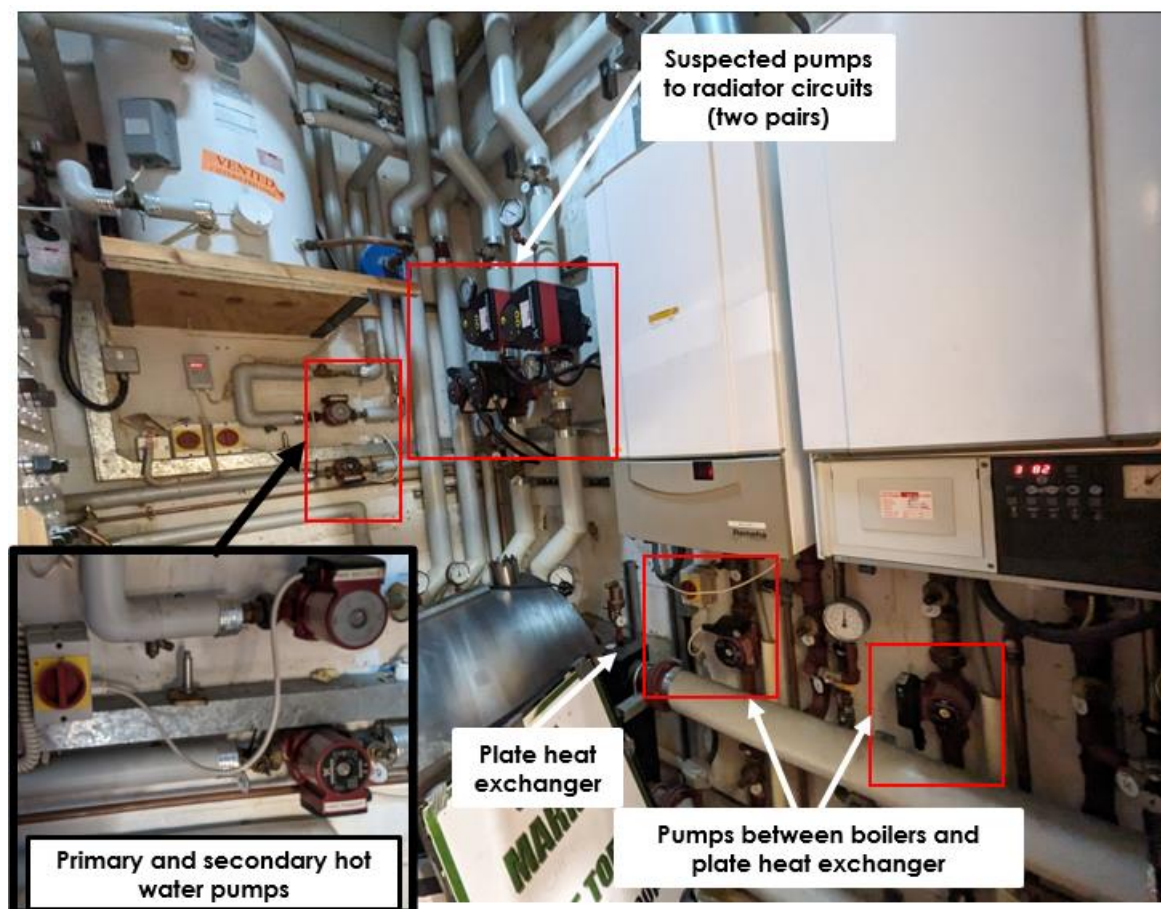


Figure 11 Existing pumps in the Main Boiler room.

Utilising Existing AC units

There are three Toshiba air conditioning units located in the courtyard by the Anzac Room (Figure 12). These serve the Anzac Room and Town Council and Information Offices and were presumably intended for cooling and ventilation, but we understand that they are rarely used. The units are also capable of providing heating as well as cooling and deliver conditioned air via ceiling cassettes (Figure 13). In reality it is unlikely these units could provide any significant ventilation, although some cassette systems do have a small input for fresh air, most is recirculated.

We would recommend investigating whether these units could be run in heating mode, to see if they can maintain thermal comfort (with the radiators isolated). Although these units are circa ten years old, they have plated heating capacities of 5.6-11.2kW. Hence, they can potentially warm the rooms on the majority of winter days. Using these units would allow the rooms to be heated under a separate control system to the boiler. We anticipate the heating could be run for a shorter duration over the winter as a whole, saving both energy and lowering carbon emissions via reduced gas consumption.

In their current location, the units are completely enclosed, which limits airflow. Hence there is a substantial risk of just filling the courtyard with cold air if using them for heating. However, as the courtyard adjoins the Meridian Centre to the north, it may be possible to either move the units to an external wall (or the roof) once the Meridian Centre is demolished, or to add new vents to bring air through the wall.

As a first step, it would be prudent to engage a qualified air conditioning engineer to service these units and investigate whether the refrigerant can be recharged. Although the age of the units means that it may not be possible to recharge the refrigerant. Refrigerants are restricted due to global warming potential. Should this investigation confirm that using these units for heating is viable, the engineer could help configure the settings, and demonstrate the operation to staff.

Should it turn out that using these units is unfeasible – then an air-to-water heat pump can be considered – this is discussed in a subsequent section.



Figure 12 Existing air conditioning units (external components).



Figure 13 Toshiba ceiling cassettes.

Energy Recovery (Main Hall)

Two packaged Carrier GH50 units provide heating, ventilation and air conditioning (HVAC) to the Main Hall - Figure 14. The specification of these units shows that they don't have heat recovery. We suspect the existing units only re-circulate air within the hall, and don't draw in a significant amount of fresh air from outside, since they are likely to be replaced it seems sensible to include fresh air input with the new units to improve air quality since this is an option with these units. The fresh air module can be controlled with a sensor to help balance airflows and air quality.

A further consideration, if a fresh air intake is included would be to also incorporate a heat recovery module. These units allow heat to be recovered from extracted air which is then used to rewarm supplied air. This reduces heat loss from the building and would reduce electricity used for heating, and associated CO₂ emissions. Replacement units are also likely to provide an efficiency bonus. The current units are around 250% efficient, but replacement units would approach 350% efficiency. This means that a modern unit should deliver 3.5 units of heat from 1 unit of electricity, whereas the current units would only deliver 2.5 units of heat.

Heatcraft have already quoted for replacing the Carrier units. Heatcraft's proposed model has heat recovery as an optional module. We recommend that Peacehaven Town Council should check with Heatcraft as to whether fresh air input and heat recovery is included, and if not consider adding it.



Figure 14 Carrier packaged HVAC units serving the Main Hall.

Air Source Heat Pumps

In areas other than the Main Hall, the most efficient way to provide heating in the long term would be to change the current gas boilers to individual heat pumps. Heat pumps offer a very efficient way of providing heating, with 1 kWh of electrical energy providing 3-4 kWh of heating. This factor of heat out to electricity in is termed the Coefficient of Performance (COP). In comparison to the current, inefficient, gas system this will be lower cost to operate even with electricity currently costing around 3x times the rate for gas. It would also dramatically reduce CO₂ emissions compared the existing inefficient gas boilers.

Over the next few years, the expectation is that electricity costs will reduce compared to gas making a switch to electric heating systems more attractive. This intention was clearly stated in the Government's 2023 'Powering up Britain' strategy with implementation planned to commence during 2024.

We would recommend installing air-to-water heat pumps which would allow heat to be distributed via the existing radiators. We suggest the following approach;

- Phase 1;
 - Install one air-to-water heat pump "Unit 1" for the area including the public WCs, main kitchen, existing foyer, and smaller offices/meeting rooms (Charles Neville Room, Copper Room, Police Room etc.)

- Install a second air-to-water heat pump for the Robson-Fields area - "Unit 2". Removing the existing Alpha gas boiler entirely means that you could be eligible for a grant of £7,500 through the Boiler Upgrade Scheme (BUS). A potential alternative to BUS is the Public Sector Decarbonisation Scheme (PSDS).
- Install additional instantaneous hot water heaters for the staff kitchen and disabled toilet by the COSHH store. This would reduce the length of pipework and associated losses).
- We would also recommend a new instantaneous hot water heater for the ladies' WC/Kitchenette in Robson-Fields, as this would avoid needing to find space for a new hot water cylinder.
- The main kitchen and public toilets would continue to be served by the hot water cylinder in the Main Boiler room. It may make sense to replace this cylinder at the same time as other works, whilst there is easy access to replace it.
- Phase 2;
 - Should the above trial using the existing Toshiba units be unsuccessful, or unfavourable, install a third air-to-water heat pump "Unit 3" to serve all of the Town Council and Information Offices plus Anzac Room.
 - The two existing Broag boilers can simultaneously be removed, and then you could be eligible for a further £7,500 BUS grant, or alternatively PSDS funding.
 - Should you choose to combine phases 1 and 2, it may be possible to claim additional grants (one per heat pump). However, the grant will only be available at the point when the gas boilers are decommissioned.
 - Replace the gas cooker in the main kitchen with an electric cooker. This would allow the gas connection to be decommissioned, saving over £1,000/annum in gas standing charges and providing substantial emissions reductions.

Air-to-water heat pumps require both internal and external units. The external units are of a similar size and style to the Toshiba air conditioners (Figure 12). The external units 1 and 2 would probably need to be installed on the roof, to keep them away from the general public, and simplify pipe/cabling routes. The third unit could be located in the existing courtyard, should the existing Toshiba AC units be removed. This is a relatively secure location, not bordering the public highway.

The internal components of Units 1 and 3 could be installed in the Main Boiler room. Internal components for Unit 2 could be installed into the ladies WC, in space taken up by the existing boiler, but they may need to be boxed in for security.

Heat pumps work most efficiently with low temperature outputs and although they can operate up to 65°C or even higher, the efficiency will reduce. We would expect air source heat pumps operating at up to 50°C - to have a seasonal average COP of around 3.5.

To achieve a flow temperature this low, we estimate that 16 radiator replacements would be needed; this is because larger radiators allow more heat to be distributed. The larger the radiator size, the lower the flow temperature that can be sustained, which means an overall improvement in heat pump efficiency. Hence there is a trade-off between investing in larger radiators to achieve lower running costs. We did note that the radiators in the Information and Town Council Offices plus Anzac Room are already of a good size, and we suspect they would not need to be replaced, as long as the previously mentioned glazing and CWI improvements are undertaken to lower the heat loss.

Lighting

The existing light fittings are mainly LED or fluorescent tube type units, with a few instances of compact fluorescent lamps (CFLs). Continuing to replace fluorescent units with high efficiency LED units will further reduce lighting consumption. Consideration could also be given to adding lighting sensors to spaces such as corridors and WCs that don't already have such sensors. This would lower lighting consumption when such spaces are unoccupied.

Solar PV

The existing solar panels on the Main Hall roof (Figure 15) are visible in 2013 satellite imagery, so they are at least eleven years old. Based on the generation data we suspect they were installed in 2012. The two inverters located in Mains Room 2 are rated as 8kW each, and hence we suspect the 59 panels are all 250-watt panels, giving a peak power rating of 14.8kW. Analysis of the meter data suggests that over 90% of the generated energy is being used within the building, based on the current electricity demands.

Based on publicly available data on historical installation costs, and assuming the existing system is 12 years old, we estimate the installation cost of the existing panels would have been circa £24k. Based on typical electricity rates and the FiT tariff, the cost savings from this system are estimated as £51k. Hence the existing panels probably paid for themselves within around 5 years of installation, so by circa 2018. FiT rates are dramatically lower now (circa 4p/kWh) than they were in 2013, when payments were nearer 22 p/kWh, so the system saved more money in the early years of its life.

We estimate that the panels are producing around 92% of the energy that would be generated by a new system of 250-Watt panels. So, there has been at least an 8% performance loss. However, panel technology is continually advancing, and 430-Watt panels are now widely available. Replacing the current system with these larger output panels would mean that the roof could fit around 53 panels (Figure 16). Although this is six panels fewer than the current system, the annual generation is

estimated as 23,700 kWh; this would be 67% higher than the current generation of 14,200 kWh.



Figure 15 Existing solar panel system.

We believe that you would still be eligible for FiT payments for 34 panels (14.6 kWp) – which would be a similar output equivalent to your current system, these would have to be connected via separate inverters with the same capacity as the original ones. Additional capacity beyond that would be ineligible for additional FiT payments, as the FiT scheme closed to new applicants in 2019.



Figure 16 Potential panel layout with new panels (Main Hall roof only).

We have also considered whether additional panels can be added to other areas of the roof. Parts of the roof experience significant shading, particularly in the morning from Greenwich House and the Main Hall Roof. There are also a number of obstructions from existing vents and ductwork. However, we estimate that an additional 30 panels (12.9 kWp) could be added to the existing roof above the foyer, Anzac Room and Offices (Figure 17). In combination with replacing the Main Hall panels, this would bring the total system size to 83 panels (35.7 kWp) and generate approximately 36,500 kWh/year of solar energy.

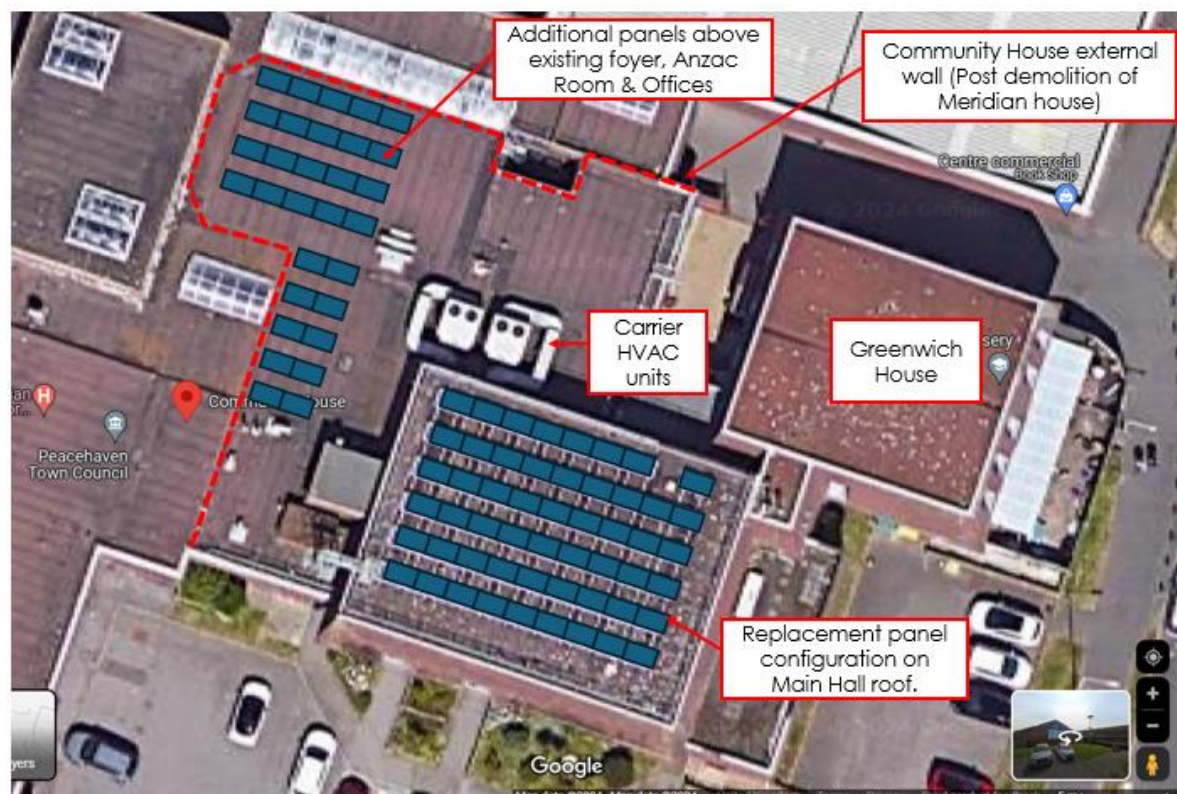


Figure 17 Proposed solar panel layout (all roofs).

We would also recommend installing mesh-protection to the panels, to avoid damage to cables from nesting birds. A structural survey would also be required to confirm the capacity of the existing roof for the additional panels.

The existing solar panels are connected to supply No. 1 in Mains Room 2. We suggest that 34 of the replacement Main Roof panels are re-connected to this supply, as that would keep the overall system rating of 14.6 kWp at a similar level to the current system. This would avoid making changes to the FiT agreement. The annual generation of 15,200 kWh would be similar to the existing arrangements.

The best location to connect the additional capacity would be to connect the additional 49 panels to supply No. 2 in Mains Room 1. This would include 19 panels from the Main Hall roof, and the additional 30 panels above the offices. This system would provide 21,300 kWh of solar energy to this supply, which has a current metered consumption of 27,200 kWh/year. Connecting at this location would take advantage of connecting on the property-side of the existing electricity meter. This would maximise the consumption of solar electricity within the building.

Solar generated electricity will directly reduce the electricity bill when it is consumed within the building and we estimate 75% of the generation of the expanded system would be used directly. As this means that a relatively low proportion of energy would be exported, battery storage does not appear economic at current energy prices.

Any electricity not used in the building would be exported to the grid, this can currently be sold for around 30-50% of the cost of purchasing electricity.

Solar PV systems are expected to have a 25-year lifetime, with one replacement inverter within that time. For instance, SolarEdge inverters have a 12-year warranty by default, but this can be extended to 20-years or 25-years for a fee. Current electricity prices mean they should pay for themselves within 11 years of installation. We did not allow for any maintenance charges, although maintenance is minimal. Some systems may require periodic cleaning, particularly if there are trees nearby or lots of bird activity. A periodic inspection of the inverter is also advisable.

Solar PV can usually be installed under permitted development rights (without planning permission) although there is a requirement for non-domestic buildings that this is confirmed with planning authorities before proceeding to avoid serious visual impact. We suspect that replacing the Main Roof panels would not be subject to full planning permission, as the visual appearance of the new system would not be materially different to the existing. However, the new system may need full planning permission, as the panels will potentially project above the existing roofline. This would be easier to assess once detailed design drawings are available for how the roof will look post-demolition of Meridian House.

The 2023 Condition Report mentions some leaks to the roof, as evidenced by stains on ceiling tiles. It would be worth undertaking any planned roof maintenance prior to installing additional solar panels, to avoid having to remove the panels to undertake roof repairs at a later date. Combining roof repairs and solar panel installation may enable some cost savings, through sharing scaffolding and other access equipment. If Meridian House is due for demolition imminently, it may be best to delay installing new panels until after those works, to avoid any unintentional damage to the panels from demolition work. You may also wish to consider adding additional panels to the roof over Community House, although it would be best if panels were added as part of the foyer construction works, to a) ensure the roof is designed to withstand the weight of the panels and b) avoid installing additional access equipment at a later date.

Electricity supply

As mentioned above the building is supplied from two existing electrical supplies, one in each of Mains Rooms 1 and 2. Both supplies are combined three-phase supplies. Supply No. 2 could be a 200 Amp supply, but the rating of Supply No. 1 is not clearly marked on the unit.

Prior to installation of solar panels and/or heat pumps, we would recommend that the distribution network operator (DNO) is engaged to undertake a Nature of Supply survey and confirm the supply ratings.

The existing solar panels are connected to supply No. 1, which already has a smart meter. However, in order for you to receive export payments for the additional panels you would need to replace the old meter in Mains Room 1 (supply No. 2) with a smart meter.

Replacing the existing Carrier HVAC units with more efficient replacements is likely to reduce electricity consumption, which could free up capacity for subsequent heat pumps. However, this should be re-assessed depending on what units a heat pump installer recommends.

We noted that both supplies have a dual rate tariff although around 87% of the electricity purchased from the grid is consumed during daytime. Both day and night rates on the two supplies are more expensive than currently available rates. Hence, we would recommend considering moving away from a dual rate tariff when you next renew your electricity contracts. However, if you proceed with expanding the solar system, this will lower your future daytime consumption, and a dual rate tariff may turn out to offer good value.

Conclusions

There is scope for reducing heat loss, improving the efficiency of the heating system and generation of additional renewable solar electricity at Community House, Peacehaven.

The main source of heat loss from the building is via ventilation. The best way to reduce this would be to replace the existing Carrier units that serve the Main Hall. Modern units equipped with heat recovery would reduce heat losses from ventilation and would also be more efficient than the existing units. Ventilation losses could also be reduced by replacing displaced ceiling tiles and adding humidity sensors to bathroom ventilation fans. The latter would ensure they only run when humidity levels are high.

Replacing some single glazed metal windows and doors in the Information and Town Council Offices and Anzac Room could reduce heat losses and improve thermal comfort for staff. We also recommend replacing the Sound Room window which has a cracked wooden frame. We would also recommend engaging a cavity wall installer to undertake a borescope survey of the walls and advise on the suitability of the walls for cavity wall insulation (CWI). This would focus on the older (1970s) sections of the building.

The existing gas boilers are inefficient at providing space heating and hot water compared to modern units. There is scope to improve the heating controls to reduce the duration of heating and improve heating efficiency. A new BMS with weather-compensation could be installed in the Main Boiler room, but we would first recommend contacting EMC Controls to see if the access codes to the BMS are available (and hence whether it can be reconfigured). A short term solution to reduce gas consumption, energy costs and carbon emissions would be trialing using the existing Toshiba units to heat the Information and Town Council Offices and Anzac Room. This could also help shorten the duration that these spaces are heated.

The hot water system also has high distribution losses and wastage from pumping water around more than is needed. Adding timers to both hot water and heating pumps could reduce heat losses and electricity for pumping. This may not be necessary if the BMS can be configured to provide timed-control to the pumps. Timers could also be added to existing instantaneous hot water heaters to reduce overnight losses from the cylinders.

In the longer term, an alternative to the gas boilers is to install air-to-water heat pumps. This would lower both costs and carbon emissions compared to the current system. We would also recommend installing some additional electric hot water heaters to the staff kitchen and disabled WC (by Mains Room 2) and in Robson-Fields to reduce pipework losses. Replacing the gas cooker with an electric unit would then enable gas to be completely disconnected from the property, saving over £1000/year in standing charges.

The existing solar panel system is likely to have paid for itself by 2018, based on our estimated installation costs versus savings from FIT payments and imported electricity costs. Although these existing panels have not had heavy degradation in performance, solar technology has advanced a long way since they were installed. We would recommend replacing the current system with higher output panels and adding additional units to the flat roof in areas that are unshaded. Adding extra panels may be best timed to follow demolition work to Meridian House. We estimate making these improvements could meet almost 51% of current electricity consumption. You could also consider adding additional panels to the new foyer (but this would be best considered at the design stage).

The electricity billing shows a dual rate (day and night) contract, which is currently unlikely to be the most cost effective given most of the consumption is in the daytime. Thus, in the short term we recommend considering a single rate when your energy contract is next due for renewal. However, adding additional solar panels would reduce how much daytime electricity is imported to the grid, and this could mean that in the longer term a dual tariff remains appropriate.

George Dyson
Town Clerk

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



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

Committee Meeting Schedule Sept 2025 – March 2026 – updated 26th August 2025

SEPTEMBER			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	2	Full council	5/8	12/8	12/8	19/8	27/8
TUESDAY	9	Community Engagement	12/8	19/8	19/8	26/8	3/9
TUESDAY	16	Planning main	19/8	26/8	26/8	2/9	10/9
THURSDAY	18	Service Level Grants Committee 7pm	21/8	28/8	28/8	4/9	12/9
TUESDAY	23	Leisure and Amenities 7.30	26/8	2/9	2/9	9/9	17/9
TUESDAY	30	Personnel 7.30	2/9	9/9	9/9	16/9	24/9
OCTOBER			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	7	Planning 6.15PM (Applications only) Policy and Finance 7.30	9/9	16/9	16/9	23/9	1/10
TUESDAY	14	No meeting	16/9	23/9	23/9	30/9	8/10
TUESDAY	21	Full council	23/9	30/9	30/9	7/10	15/10
TUESDAY	28	Planning 7.30 main	30/9	7/10	7/10	14/10	22/10
NOVEMBER			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	4	Community Engagement	7/10	14/10	14/10	21/10	29/10
TUESDAY	11	Grants Sub Committee 5pm	14/10	21/10	21/10	28/10	5/5
TUESDAY	18	Planning 6.15PM (Applications only) Environment and Sustainability 7.30	21/10	28/10	28/10	4/11	12/11
TUESDAY	25	Policy and Finance 7.30	28/10	4/11	4/11	11/11	19/11
DECEMBER			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	2	Leisure and Amenities 7.30	4/11	11/11	11/11	18/11	26/11
TUESDAY	9	Planning 7.30 main	11/11	18/11	18/11	25/11	3/12
TUESDAY	16	Full council	18/11	25/11	25/11	2/12	10/12
TUESDAY	23	No meeting					
TUESDAY	30	No meeting	Office closed	Office closed	Office closed	Office closed	Office closed
JANUARY 2026			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	6	No meeting					
TUESDAY	13	Planning 6.15PM (Applications only) Leisure and Amenities 7.30	16/12	23/12	23/12	30/12	7/1

TUESDAY	20	Personnel 7.30	23/12	30/12	30/12	6/1	14/1
TUESDAY	27	Community Engagement	30/12	6/1	6/1	13/1	21/1
FEBRUARY			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	3	Planning 7.30 main	6/1	13/1	13/1	20/1	28/1
TUESDAY	10	Policy and Finance 7.30	13/1	20/1	20/1	27/1	4/2
TUESDAY	17	Full council	20/1	27/1	27/1	3/2	11/2
TUESDAY	24	Planning 6.15PM (Applications only)	27/1	3/2	3/2	10/2	18/2
MARCH			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	3	No meeting	3/2	10/2	10/2	17/2	25/2
TUESDAY	10	Environment and Sustainability 7.30	10/2	17/2	17/2	24/2	4/3
TUESDAY	17	Planning 7.30 main	17/2	24/2	24/2	3/3	11/3
TUESDAY	24	Leisure and Amenities 7.30	24/3	3/3	3/3	10/3	18/3
TUESDAY	31	Policy and Finance 7.30	3/3	10/3	10/3	17/3	25/3
APRIL			Items for Agenda Request	Agenda items Deadline	Papers request	Papers Received Deadline	Meeting Summons
TUESDAY	1	Planning 6.15PM (Applications only) Community Engagement	10/3	17/3	17/3	24/3	1/4
TUESDAY	8						
TUESDAY	15						

George Dyson
Town Clerk

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



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

Outside Body Representatives

Citizens Advice Bureau

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

Community Transport Lewes Association (CTLA)

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

Lewes District Association of Local Councils

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

Peacehaven & Telscombe Access Group

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

Royal British Legion

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

The House Project

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Friends of Peacehaven & Telscombe Library	
Purpose:	A residents' group dedicated to protecting the services provided to Peacehaven and Telscombe by the Peacehaven Library
Representatives:	

Updated: 27th August 2025



Outside Body Contact Report

Outside body	Sustrans.		
Councillor representative	Cllr Mary Campbell		
Type of contact	Face-to-face	Date of contact	01/07/2025
Report to Council	<p>Contact also by email. After enquiry to the National Office of Sustrans ('Sustainable Transport', a walking, wheeling and cycling charity that is the 'custodian' of the National Cycle Network), I was given the name of their local contact. After a long meeting, he forwarded to me much information about cycle route issues in and around Peacehaven including past exchanges with PTC councillors. These appear to have ended in 2022. Plans for the development of cycle networks in Newhaven are proceeding apace. These include the Egrets Way route between Lewes Town and Newhaven (a short passage on the C7 is currently incomplete), the North-South NCN links with the French National Cycle Route on the French side of the Channel (via Newhaven ferry) and a cycle route at the Newhaven end of Peacehaven Heights (the caravan site). Sustrans would like the National Cycle Route to be a key part of the discussion about routes in Peacehaven and Arundel Road remains the prime candidate for the east west route. However, a route through the Big Park is currently viewed as a useful parallel addition. A key here is the short stretch within the grounds of Peacehaven Community School (PCS): the contract with EMCOR has been a barrier to progress here – but this contract apparently ends on 31/07/2026. [Note that separate plans for an intra-Peacehaven/Telscombe Cliffs 'loop' cycle route eg for children to use cycles to get to and from schools is part of ESCC cycle planning]</p>		
Follow up/ Action points	<p>Action on cycle routes should be put into the Planning Committee's section of PTC Business Plan. Planning Committee should establish a TFG with senior officer involvement to progress these issues. The Council Officer should take ownership of the data that has been gathered. Planning Committee should prepare a Report for Council in 2026 on all aspects of the Sustrans and other related ideas and proposals. Contact needs to be urgently re-established with PCS (both locally and at Academy level) and with ESCC to try to arrange for the relevant stretch of (currently unused) land to be allocated for a cycle route as soon as the EMCOR contract ends. This is a case for PTC and Telscombe Town Council working together and LDC Cabinet Member for Planning should be invited to join the TFG if he can spare the time (Cllr O'Connor – as a Telscombe councillor he was involved in the earlier discussions and the LCN and proposed 'loops' also go through Telscombe)</p>		



Outside Body Contact Report

Outside body	Citizens Advice Bureau.		
Councillor representative	Cllrs Sharkey and Campbell		
Type of contact	email	Date of contact	several
Report to Council	<p>In addition to email contact, we met with Sarah Archer (CEO of Citizens Advice in Lewes District). There is much continuing concern about the financial stresses. Although Lewes District Council will not cease to exist until April 2028, the uncertainty arising from the Local Authority reorganisation is also a concern. The local Citizens Advice relies on grants, particularly from Lewes District Council, though some town councils also contribute. The latest data on the outcome of services provided to Peacehaven residents indicate financial gains to clients of £35,000-£40,000 in the seven months January – July 2025. The main issues brought for help by the 250+ clients were benefits and tax credits (103 clients with 216 issues) and housing (57 clients with 111 issues). Personal Independence Payments (PIP) continue to be the single most important benefit issue and the vast majority of clients were under pension age (particularly 55-64 and 30-34). 40% of clients were from West Ward, with the remainder equally divided between East and North (inc Central) wards. Two-thirds of clients were female. A CAB advisor provides a drop-in consultation service at Community House on a first-come-first-served basis, sometimes with a second volunteer advisor present too. About four clients can be helped at each session. Although telephone is the main channel of communication with clients, nearly a quarter of communications are in person (email communication is low).</p>		
Follow up/ Action points	<p>PTC's 2025-6 Budget increased the grant from PTC for the first time in many years. CAB has submitted an application for a grant in 2026-7 that will be considered by the Grants Committee.</p>		

Outside Body Contact Report

Chamber of Commerce

Report to Council - 2nd September 2025

As the council representative for The Chamber of Commerce, I can see that the committee diligently addresses everyday issues that impact the members and ensures effective administration within the organisation.

Recently, I attended a committee meeting as a member and was impressed by the dedication and hard work displayed by the committee; which operates entirely on a voluntary basis. The next committee meeting is due on 3rd September.

I was invited to attend the RNLI Lifeboat station for a tour, which was absolutely amazing. I have become a supporter!

Their commitment to supporting members is evident through the establishment of a constitution that delineates the roles of chair, vice chair, secretary, treasurer, and social media administrator, along with three additional committee members.

I'm pleased to report that The Chamber of Commerce delivers a regular breakfast meeting, held bi-monthly at the Saltdean Lido. Although, on 19th August, I had the pleasure of joining fellow members at Newhaven Fort for an engaging meeting and tour. This event was particularly enlightening, especially when experiencing various war rooms which gave great detail of that era. Generally, at the breakfast meetings a guest speaker shares information about their business for members. Also, each attendee has the opportunity to promote their business and make recommendations, fostering a collaborative environment among local entrepreneurs.

In my capacity as Mayor, I prioritise discussions about the Chamber of Commerce when I meet new local businesses. Many have found significant value in membership, leading to their successful integration within the community.

The Chamber of Commerce continues to play a vital role in the local business landscape, and I am proud to represent such a dedicated group.

Cllr. Deborah Donovan

August 2025

Outside Body Contact Report

Peacehaven Horticultural Society

August 2025

As the outside representative for the Peacehaven Horticultural Society, I would like to provide an update on recent activities and the ongoing efforts to enhance the experience of their members.

I have actively participated in various members' meetings and will be attending a committee meeting this week to discuss further initiatives.

The society is committed to providing value and fostering community among its members. One potential avenue for improvement could be to establish a stronger connection with the allotment holders, which may help to build a better relationship and create collaborative opportunities, i.e. selling locally grown produce from the Horticultural Society hut.

The society hosts social evenings and organises days out at reduced fees, ensuring access for all members. For example, members' evenings cost only £2.50 per person. This fee is of a great value considering the group invite professional speakers who provide valuable insights and information beneficial to horticultural interests.

Additionally, I had the honour of opening the annual show, and I will be officially presenting trophies to the class winners on 22nd September. This event is a highlight in the calendar and showcases the hard work and dedication of the members. Organising the annual show requires extensive effort, with many members contributing their time and resources to ensure its success.

Looking ahead, I am eager to join the group on a trip to Wisley in September, which promises to be both informative and enjoyable.

The committee appreciate the dedication and the collaborative spirit of its members, that makes the society thrive.

Cllr. Debbie Donovan

Outside Body Report

The Royal British Legion

August 2025

I had the distinct privilege of attending my first Royal British Legion (RBL) Committee meeting on 21st August. I was graciously welcomed by all members present, which set a positive tone for my engagement with the committee.

The RBL Committee operates under a well-defined constitution and comprises essential roles filled by the chairperson, secretary, and treasurer, all of whom play integral parts in the organisation. The committee consists primarily of veterans along with other interested parties who are committed to supporting our noble cause.

As the mayor, I take great satisfaction in collaborating with the RBL, particularly when organising civic events that honour our community's heritage. Our recent commemoration of VJ Day 80 was a notable occasion, marked by a brief yet meaningful service of remembrance. During this event, I had the honour of raising the flag, accompanied by my consort, cadet, and the youth mayor. The presence of many dignitaries, including the High Sheriff and various town leaders and mayors, further underscored the significance of the day.

I am pleased to note that ITV captured the proceedings for wider public viewing.

Following the service, members of the public convened at Community House for tea and cake, where we screened a poignant short film titled "The Next Morning," created by James Graham. In a memorable ceremony, I was joined by the Deputy Lieutenant, High Sherriff and the chairman of the RBL to bury a capsule filled with written submissions from guests outlining their visions for the future, this will be opened in 2075! Additionally, I had the privilege of planting a memorial tree to commemorate this important anniversary.

The connection that PTC shares with the Royal British Legion is invaluable. I am truly delighted to be an active part of this esteemed organisation, and I look forward to our continued collaboration in serving the community.

Cllr. Debbie Donovan

Total	
Open	7
Closed	52
Referred	8

Method of Contact		
Email	32	49%
In Person	11	17%
Phone	12	18%
Letter	0	0%
Raised by PTC	12	18%

Time taken to resolve		
Same day	23	40%
1 - 7 days	28	48%
8 - 30 days	2	3%
31 - 90 days	0	0%
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									3
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													0
Grass verges							4						4
Health & Safety		2					2						4
Illegal advertising													0
Litter							2						2
Misc/Other	1	2				1	9	1				1	15
Overgrown paths													0
Overhanging foliage							2						2
Park Enhancements													0
Parking							2						2
Pavement/verge obstruction							1						1
Pavements													0
Personnel													0
Planning							3						3
Rights of way													0
Road conditions							2						2
Road signs													0
Street lights							1						1
Trees													0
Vandalism		7		2			2			1			12
Weeds													0
TOTALS	1	19	1	4	0	1	34	1	2	1	0	1	65
	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

Councillor Attendance

27 May 2025 - 27 August 2025

Name	FULL COUNCIL				LEISURE, AMENITIES &				PLANNING & HIGHWAYS				CIVIC & COMMUNITY				POLICY & FINANCE				PERSONNEL				GRANTS sub Committee				Total Possible Meetings					
	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of Meetings	Number Attended	Apologies Given	ABSENCES	Percentage Attendance	
Cllr Alexander	1	1		100%													2	2		100%	1	1		100%					4	4	0	0	100%	Cllr Alexander
Cllr Mills	1	1		100%																								1	1	0	0	100%	Cllr Mills	
Cllr Campbell	1	1		100%					5	4	1	80%									1		1	0%				7	5	2	0	71%	Cllr Campbell	
Cllr Cheta	1			0%																	1			0%				2	0	0	2	0%	Cllr Cheta	
Cllr Davies	1		1	0%					5	4		80%					2	1	1	50%								8	5	2	1	63%	Cllr Davies	
Cllr Donovan	1	1		100%									1	1		100%	2	2		100%	1	1		100%				5	5	0	0	100%	Cllr Donovan	
Cllr Fabry	1	1		100%	1	1		100%									2	2		100%	1	1		100%				5	5	0	0	100%	Cllr Fabry	
Cllr Gallagher	1	1		100%	1	1		100%													1	1		100%				3	3	0	0	100%	Cllr Gallagher	
Cllr Gordon-Garrett	1		1	0%					5	5		100%					2	2		100%								8	7	1	0	88%	Cllr Gordon-Garrett	
Cllr Griffiths	1	1		100%	1	1		100%									2	2		100%								4	4	0	0	100%	Cllr Griffiths	
Cllr Harman	1	1		100%									1	1		100%	2	2		100%	1	1		100%				5	5	0	0	100%	Cllr Harman	
Cllr Bradley	1	1		100%																	1	1		100%				2	2	0	0	100%	Cllr Bradley	
Cllr Rosser	1	1		100%					5	5		100%																6	6	0	0	100%	Cllr Rosser	
Cllr Sharkey	1		1	0%	1	1		100%	5	4	1	80%	1		1	0%	2	2		100%								10	7	3	0	70%	Cllr Sharkey	
Cllr Studd	1		1	0%	1	1		100%					1	1		100%												3	2	1	0	67%	Cllr Studd	
Cllr Veck	1		1	0%									1	1		100%	2	2		100%	1	1		100%				5	4	1	0	80%	Cllr Veck	
Cllr Wood	1	1		100%	1	1		100%	5	4	1	80%	1	1		100%												8	7	1	0	88%	Cllr Wood	