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## **DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 27<sup>th</sup> January 2026 at 7.30pm**

**Councillors:** Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Studd, Cllr Donovan, Cllr Harman, Cllr Alexander, Ruby Papanicolaou (Youth Mayor), Daniel Gill (Deputy Youth Mayor), Jacob Lord (Deputy Youth Mayor), Zack Osborne (Mayor's Cadet).

**Officers:** Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer), Steph Georgalakis (PR Officer), Jessa Chapman (Civic & Events Officer).

There were 2 members of the public in attendance.

### **1. CCE616 CHAIR ANNOUNCEMENTS**

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

- Welcome Cafe every Monday at 10am – 1pm
- Easter Craft Fair on 28<sup>th</sup> March
- Mayor's Quiz 11<sup>th</sup> April
- Tea and Cake Event 17<sup>th</sup> April
- Wellness Event 2<sup>nd</sup> May
- A call out for bingo volunteers

### **2. CCE617 PUBLIC QUESTIONS**

There were no public questions.

### **3. CCE618 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were apologies from Cllr Sharkey, and Cllr Alexander substituted.

### **4. CCE619 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5. CCE620 TO ADOPT THE MINUTES FROM THE 4<sup>th</sup> NOVEMBER 2025**

Cllr Donovan commented that she had said that poppies were positioned along Sutton Road, not at the war memorial, and queried where the report was for the Town Crier outfit and his role as Peacehaven Town Crier. The Chair confirmed a report would be brought to the next meeting.

It was proposed to adopt the minutes.

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

### **6. CCE621 TO NOTE THE BUDGETARY UPDATE**

Cllr Donovan queried whether the Civic training had been booked for the Civic & Events Officer, whereby it was expressed they would not participate due to personal reasons.

Cllr Alexander commented positively on the increase of filming income.

The budgetary update was **noted**.

**7. CCE622 TO NOTE THE MAYOR'S FUNDRAISING BUDGET**

Cllr Donovan expressed that an additional amount had been made at the last engagement on 21<sup>st</sup> December for around £120.

The fundraising budget was **noted**.

**8. CCE623 TO AGREE THE MAYOR'S CIVIC RECEPTION CHANGE OF LOCATION**

Cllr Wood queried where the external location might be and expressed concern over parking at a particular local external location.

It was proposed to agree the Mayor's Civic Reception change of location.

**Proposed by:** Cllr Alexander      **Seconded by:** Cllr Harman

All in **favour**.

**9. CCE624 TO DISCUSS AND AGREE THE WAY FORWARD FOR CHOOSING A YOUTH MAYOR**

Cllr Wood expressed that electing Youth Mayors through PCS was limited and suggested working with the Joff too. The Deputy Youth Mayors Jacob and Daniel commented that the Peacehaven Town Council newsletter and email to local school could assist with advertising the roles. The Chair advised they liaise with the PR Officer and Civic & Events Officer.

It was proposed to set up a TFG to look into ways of choosing a Youth Mayor.

**Proposed by:** Cllr Harman      **Seconded by:** Cllr Wood

All in **favour**.

TFG members were agreed as: Cllr Haman, Cllr Veck, The Youth and Deputy Youth Mayors and the Mayor's Cadet.

**10. CCE625 TO DISCUSS AND NOTE THE MAYOR'S CADET REPORT**

The Mayor's Cadet expressed that the position had provided him with a fantastic opportunity.

The report was **noted**.

**11. CCE626 TO NOTE THE CANCELLED CHRISTMAS PARTY**

Cllr Wood queried why the event had been cancelled and suggested that nibbles instead of hot food contributed to low sales. The Civic & Events, and PR Officer highlighted marketing efforts involved, and cited competition with other events, and people financially stretched.

The Deputy Youth Mayors raised digital marketing suggestions, and the PR Officer commented it would be useful to work with them in terms of youth engagement.

Cllr Studd queried whether accessibility to Community House was the issue, whereby Cllr Wood reminded committee that the supermarket had been closed the previous years too, and Cllr Alexander commented that the road barriers might have alluded to Community House being closed and suggested 'Community House is Still Open' signage be installed, and to involve the Youth Mayors and Cadet in digital marketing.

The Chair expressed the communications group would like to invite the Youth Mayors and Cadets and thanked them for their valid points.

The PR Officer informed members that the Civic & Events Officer start date had potentially resulted in late advertising, and that previous Christmas Children's parties had not advertised hot food.

The report was **noted**.

**12. CCE627 TO NOTE MERIDIAN MEANDER LAUNCH REVIEW**

Cllr Donovan expressed they would promote the event at Peacehaven Heights Infants next week, and the PR Officer commented it would also be promoted in spring.

The report was **noted**.

**13. CCE628 TO NOTE THE WELCOME CAFÉ REPORT AND AGREE THE 2026 END DATE AND ITS REOPENING**

The Chair expressed that the café was well attended, and the PR Officer confirmed participating organisations had been advertised when their attendance was known.

Deputy Youth Mayor Jacob expressed interest in the café and the Chair explained the project, whereby the Cadet Zack commented that it was a fantastic initiative.

It was proposed to end the café this year on 30<sup>th</sup> March and to reopen on 5<sup>th</sup> of October.

Proposed by: Cllr Veck    Seconded by: Cllr Wood

All in **favour**.

The PR Officer listed organisations who had been invited and suggested a new marketing strategy to increase organisation participation.

#### **14. CCE629 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

##### **a. Inclusion Working Group**

The PR Officer commented that the group was looking to focus their work using the themes in their report, and Cllr Alexander expressed the reason for the 4 themes.

The Cadet, Zack, suggested involving of Duke of Edinburgh volunteers, and that the Sea Cadets were looking for volunteer dog walkers.

The Chair suggested the PR Officer invite the Youth Mayors and Mayor's Cadet to the Welcome Café during the half term, and thanked members for their contribution to this item.

##### **b. Events working group**

Cllr Wood queried if a grant application would be made for the Climate Fair, and the Civic & Events officer confirmed there were no current plans. The Chair expressed there would likely be school involvement.

It was proposed to confirm this year's Climate Fair be held on Sunday 7<sup>th</sup> June, that the event was renamed the Peacehaven Sustainable Living Fair, and to set up a TFG to organise the Fair

**Proposed by:** Cllr Donovan    **Seconded by:** Cllr Veck

All in **favour**.

TFG Members confirmed as: Cllr Griffiths.

##### **c. Mayors Working Group**

The Civic & Events Officer updated committee on the progress of events. It was commented that the Quizzes in the past have been well attended.

It was proposed to agree to the Mayor's Quiz date change of 11<sup>th</sup> April

**Proposed by:** Cllr Donovan.    **Seconded by:** Cllr Alexander.

All in **favour**.

The Civic and Events Officer outlined the Mayoral Tea and Cake Event, explained it would be self-funded, and answered various questions. Cllr Wood queried whether staff would be re-required to work, and Cllr Donovan commented no staff was preferable, and instead that it would be great for the Youth Mayors and Cadet to assist.

The Chair asked for full Tea & Cake, and the Queen's Centenary event reports to be brought to the next committee.

The Meetings & Projects Officer expressed that under the terms of reference for all committees, it was agreed that officers had the power of delegation, including financial, and anything deemed by officers, working with the Events or Mayors Working Groups, as a financial or reputational risk would go to committee for agreement. Cllr Wood raised concern with this, and Cllr Donovan raised that full reports had been submitted to officers.

It was proposed to plant a tree in Centenary Park for the Queen's Centenary Event.

**Proposed by:** Cllr Wood    **Seconded by:** Cllr Donovan

All in **favour**.

**d. Communications Working Group**

The PR Officer expressed there was no report but that a meeting was being arranged and expressed enthusiasm for future working with the Youth Mayors and Mayor's Cadet.

**15. CCE630 TO NOTE THE COMMUNITY ENGAGEMENT COMPLAINTS LOG**

The Meetings & Projects Officer commented that, since the complaint, a Peacehaven News had been produced, and that the latest publication was in progress.

**16. CCE631 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS**

In relation to event sales, Mayor's Cadet Zack suggested that low ticket sales may have been due to in-person only sales, and Deputy Youth Mayor Daniel suggested tickets be sold through the Peacehaven Town Council website.

It was proposed to remove the Meridian Meander and Event Sales items; retain the 'Future Events' item for when committee restructuring was reviewed; and add the following items:-

- Isolation Project
- Increase the reach of Peacehaven News,
- The Communications Group to work on increasing the footfall to Community House,
- The biennial Halloween party and Sustainability Living Fair.

**Proposed by:** Cllr Veck

**Seconded by:** Cllr Wood

All in **favour**.

The Chair expressed that the business plan was set every four years.

The Business Plan was **noted**.

**17. CCE632 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 7<sup>TH</sup> APRIL 2026**

The date was **noted**.

Cllr Alexander announced the Residents Association's AGM meeting was to be on 7<sup>th</sup> February at 7pm at Community House. The Chair requested future announcements to be provided to the Chair or Meetings & Projects Officer for placement under Chairs Announcements.

*There being no further business the meeting ended at 21:05*