

George Dyson  
Town Clerk

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



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

11<sup>th</sup> February 2026

Members of Peacehaven Town Council are summoned to a Council meeting to be held in Community House, Peacehaven, on Tuesday 17<sup>th</sup> February 2026 at 7.30pm.

George Dyson  
Town Clerk

## A G E N D A

### **C1494 MAYOR/CHAIR'S ANNOUNCEMENTS**

**C1495 PUBLIC SESSION.** *Members of the public may ask questions on any relevant Council matter.*

- a. Public Questions
- b. Updates from District & County Councillors

### **C1496 TO APPROVE APOLOGIES FOR ABSENCE**

### **C1497 TO RECEIVE DECLARATIONS OF INTERESTS**

### **C1498 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF THE 12<sup>TH</sup> FEBRUARY 2026**

### **C1499 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

- a. **Planning Committee:-**
  - i. To receive the meeting minutes of the 9<sup>th</sup> December 2025
  - ii. To receive the meeting minutes of the 13<sup>th</sup> January 2026
  - iii. To note the draft meeting minutes of the 3<sup>rd</sup> February 2026
  - iv. To agree a response to the Lewes District Local Plan Consultation
- 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 25<sup>th</sup> November 2025
  - iii. To note the draft meeting minutes of the 10<sup>th</sup> February 2026
  - iv. To receive a report from the Audit TFG
  - v. To appoint new members to the Audit TFG
  - vi. To ratify a decision to replace a gas boiler in Community House
  - vii. To set up a TFG to investigate funding for Air Source Heat Pumps in Community House
  - viii. To set up a TFG to put forward recommendations on the business plan, following an informal all Councillor meeting

- c. Personnel Committee:-
  - i. To receive the meeting minutes of the 30<sup>th</sup> September 2025
  - ii. To receive the meeting minutes of the 17<sup>th</sup> December 2025
  - iii. To note the draft meeting minutes of 20<sup>th</sup> January 2026
- d. Leisure & Amenities Committee;-
  - i. To receive the meeting minutes of the 2<sup>nd</sup> December 2025
  - ii. To note the draft meeting minutes of the 13<sup>th</sup> January 2026
- e. Community Engagement Committee:-
  - i. To receive the meeting minutes of the 4<sup>th</sup> November 2025
  - ii. To note the draft meeting minutes of the 27<sup>th</sup> January 2026
  - iii. To appoint additional members to the Events Working Group
  - iv. To appoint additional members to the Mayors Working Group
- f. Environment & Sustainability Committee:-
  - i. To note the draft meeting minutes of the 18<sup>th</sup> November 2025

**C1500 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**C1501 TO AGREE NOMINATIONS FOR LOCAL CONTROL TRANSFER FROM LEWES DISTRICT COUNCIL**

**C1502 TO DISCUSS CHANGING SCHEDULED MEETING START TIMES FROM MAY 2026**

**C1503 TO AGREE TO REPLACE COMMUNITY HOUSE MAIN HALL DOORS AND WINDOWS**

**C1504 TO AGREE TO APPOINT A CONSULTANT TO DEVELOP A SPECIFICATION FOR THE FIELDS & ROBSON ROOM ROOF**

**C1505 TO AGREE RECOMMENDATIONS FROM THE TOWN FLOWER TFG**

**C1506 TO RECEIVE A REPORT ON THE HUB PHASE 2 WORKS**

**C1507 TO NOTE AN UPDATE ON FUNDING FOR VEHICLE SPEED DATA RECORDING EQUIPMENT**

**C1508 TO DISCUSS THE PUBLIC SAFETY WORKING GROUP**

**C1509 TO REVIEW COMMITTEE MEMBERSHIP AND AGREE ANY CHANGES**

**C1510 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION**

**C1511 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED**

**C1512 TO NOTE THE COUNCILLOR ATTENDANCE RECORD**

**C1513 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

- a. Meridian Centre Liaison
- b. Public Rights of Way
- c. Town Flower

**C1514 DATE OF NEXT MEETING - TUESDAY 21<sup>ST</sup> APRIL 2026 AT 7.30PM.**



Dyson  
Clerk

01273) 585493  
TownClerk@peacehaventowncouncil.gov.uk

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

**Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 9<sup>TH</sup> DECEMBER 2025 at 7:30pm.**

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

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

One member of the public was in attendance.

**PH 2463 CHAIR ANNOUNCEMENTS**

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

**PH 2464 PUBLIC QUESTIONS** - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

The public questioner briefly updated committee on the previous night's Peacehaven & District Residents Association meeting, and made a point of information that the Webbs Yard development, a social housing project in Peacehaven's Ashington Gardens area, had gone into administration.

**PH 2465 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from:-

- Cllr Sharkey, and Cllr Gallagher substituted,
- Cllr Paul Davies, and Cllr Alexander substituted

**PH 2466 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**PH 2467 TO ADOPT THE MINUTES FROM THE 18<sup>TH</sup> NOVEMBER 2025**

**Proposed by:** Cllr Wood                      **Seconded by:** Cllr Rosser

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

**PH2468 TO DISCUSS AND AGREE PLANNING BUDGET'S REQUIREMENTS**

The Meetings & Projects Officer queried whether committee wanted to retain the Maps, and Rights of Way budget, or for it to be transferred to P&F Committee.

Cllr Wood expressed the current Peacehaven map excluded lots of roads in East Ward, and the Meetings & Projects officer outlined the maps project work to-date.

Cllr Gallagher suggested that the maps used for the NDP may be able to be shared with the officer; Cllr Campbell updated committee on their vision for the map; and Cllr Alexander updated committee on his map experience.

**PH2469 TO RECEIVE AN UPDATE OF THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD PLAN**

Cllr Gallagher updated committee that there was a deadline for completing alterations; that the plan would be brought to council in the new year for noting; and the referendum would take place either early May or April 2026.

K J. GORDON-GARRETT

KJ Gordon-Garrett 13/11/26

**8 PH2470 TO NOTE PLANNING COMMITTEE'S BUSINESS PLAN PROGRESS AND AGREE PROPOSALS FOR FULL COUNCIL**

Cllr Gallagher commented that all committees were putting forward proposals for the Business Plan. Cllr Alexander expressed belief that, as decisions for Rights of Way had to be put in by Full Council, the Rights of Way Working Group needed to stay under Council, whereby Cllr Campbell commented how one type of right would need to be put in by Council, and the other by anyone.

*(20:03) 1 member of public left the meeting*

Cllr Alexander expressed the Rights of Way submissions worked in 7-year phases, and that next year could be the start of a new phase.

Cllr Campbell reasoned why sign posting should be on the business plan.

It was proposed to agree to ask Council to transfer responsibility for the Public Rights of Way Working Group to the Planning Committee.

**Proposed by:** Cllr Gordon-Garrett    **Seconded by:** Cllr Rosser  
1 member abstained.

Cllr Alexander expressed that the Business Plan was to include projects, rather than business-as-usual items that were part of an officer's role.

It was suggested that under the Business Plan item 'Footpaths, bridleways, and cycle/wheeling routes', 'Update' be changed to 'Create' map.

It was proposed to adopt the proposed revision and put forward to Council for consideration.

**Proposed by:** Cllr Campbell    **Seconded by:** Cllr Rosser  
2 members abstained.  
The resolution was **carried**.

**9 PH2471 TO AGREE REQUESTS MADE TO ESCC FOR NEW DOUBLE YELLOW LINES**

Cllr Alexander suggested specific details be put forward, for example measurements and exact locations.

Cllr Gallagher commented that Cllr Robinson may be able to get hold of a maintenance list, and Cllr Wood queried why all yellow lines were not regularly maintained.

It was proposed to agree to the list submissions, with an amendment that a PTC officer seek a meeting with an ESCC officer (road steward) on site to discuss the various items on the last list and this one.

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

**10 PH2472 TO NOTE THE JOINT MEETING WITH TELSCOMBE TOWN COUNCIL REPORT**

Cllr Gallagher outlined the meeting.  
The report was **noted**.

Cllr Alexander suggested the list of pedestrian crossings & islands should progress to ESCC.

**11 PH2473 TO NOTE THE ESCC INITIAL IDEAS FOR A CYCLE/WHEELING LOOP**

Cllr Gallagher expressed that the actual route had not been fixed and further consultation would be taking place, and Cllr Alexander commented that there had been many consultations over a long period and suggested the project be finalised.

The report was **noted**.

**12 PH2474 TO AGREE TO SET UP A TFG FOR THE LDC LOCAL PLAN CONSULTATION**

Cllr Gallagher expressed that the consultation would be available in the new year and suggested whether Terms of Reference should be set up.

*K J Gordon-Garrett 15/1/26*

There was general discussion around the LDC Local Plan consultation, including its current status, speculation on the consultation, and site assessments areas.

It was proposed to set up a TFG to form a draft consultation response on behalf of PTC.

**Proposed by:** Cllr Gordon-Garrett **Seconded by:** Cllr Campbell

All in **favour**.

The TFG members were agreed as: Cllr Alexander, Cllr Gordon-Garrett, Cllr Campbell, Cllr Rosser, and for other councillors to be invited when the minutes are presented at Full Council on 16<sup>th</sup> December 2025.

**13 PH2475 TO NOTE THE BUS CLEARWAYS REPORT**

Cllr Campbell outlined the report.

The report was **noted**.

**14 PH2476 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

a. Public Safety Group

The Committees and Assistant Projects Officer was thanked for the meeting notes.

b. Meridian Monument and Area TFG

The Meetings & Projects Officer updated committee that the information board at the Monument was now in situ.

It was proposed to close the TFG.

**Proposed by:** Cllr Wood

**Seconded by:** Cllr Rosser

All in **favour**.

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

**PH 2477 LW/25/0627** 199 Arundel Road

The application was **noted**.

**PH 2478 LW/25/0611** 30 Steyning Avenue

It was proposed to **support** the application.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Wood

Committee resolved to **support** the application.

**PH 2479 LW/25/0652** 52 Bolney Avenue

It was proposed to **support** the application.

**Proposed by:** Cllr Gordon-Garrett

**Seconded by:** Cllr Rosser

Committee resolved to **support** the application.

**PH 2480 TW/25/0109/TPO** 29B Telscombe Road

It was proposed to **object** the TPO application on the grounds that was unnecessary, would not damage pedestrians or cars, and the canopy reduction to a 3m stump was too much.

**Proposed by:** Cllr Campbell

**Seconded by:** Cllr Wood

1 member abstained.

Committee resolved to **object to** the application.

**PH 2481 TW/25/0109/TPO** 126A Firle Road

It was proposed to **support** the application.

**Proposed by:** Cllr Gordon Garrett

**Seconded by:** Cllr Alexander

Committee resolved to **support** the application.

**16 TO NOTE the following Planning decisions**

**PH 2482 Determined Appeal** APPEAL/24/0021 app ref EN/22/0205

**PH2483 LW/25/0593** 127 Promenade

**PH2484 LW/25/0308** 25 The Highway Peacehaven

*K J. Gordon-Garrett 13/1/26*

**PH2485 LW/23/0684** 129 Edith Avenue North Peacehaven

Committee **noted** the above planning decisions.

**17 PH2486 TO NOTE PLANNING COMPLAINTS**

Cllr Campbell suggested that the first item on the Complaints Log be reported by an officer to Cllr O'Connor as part of the completion procedures as part of the whole estate.

The complaints log was **noted**.

**18 PH2487 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

Cllr Campbell suggested the grass cutting item be removed from the list.

Cllr Alexander updated committee that in reference to the first item the black cat had been turned down for funding due to its expense. Cllr Campbell suggested the black cat progress somehow, and the Chair suggested that current traffic flow devices be investigated for capturing speed data.

**19 PH2488 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 13<sup>TH</sup> JANUARY 2026 (applications only) AT 6.15 PM**

The next meeting was **agreed**.

*There being no further business, the meeting was closed at 21:46*

*KJ Cadan-Cawell.*

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 Planning Committee meeting held in the Anzac Room, Community House on 13<sup>TH</sup> January 2026 at 6:15pm.**

**Present:** Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Davies, Cllr Wood, Cllr Rosser, and Cllr Gallagher.

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

5 members of the public were in attendance.

**1 PH2489 CHAIR ANNOUNCEMENTS**

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

**2 PH2490 PUBLIC QUESTIONS**

There were six public questions.

The first questioner spoke on item PH2497 LW/25/0696 Land North West of Greenhill Way and provided photos with regards to the item. They queried whether their objection to the household development application was still relevant; expressed concern that their driveway, which was not constructed for heavy vehicles, would be encroached upon and damaged; raised the applicant's car lights would be an issue; that the existing road was very narrow; expressed the high cost of installing driveway gates and queried why they'd not received official notice of the application. The questioner provided documentation in response to Cllr Campbell's developer's land access query.

The Chair suggested that the questioner resubmit the information to Lewes District Council.

The second questioner spoke on behalf of another resident in reference to item PH2494 and PH2495, Land adjacent to 66 The Lookout. It was expressed that the main objection was access via a private track, and raised concern with an increase of light and sound, and traffic, and reminded committee of the abundance of protected species.

The third, through to the sixth questions were on item PH2494 and PH2495, Land adjacent to 66 The Lookout:-

- It was expressed that, with no mention of a change of agricultural land use, how could the applicant request a certificate of ownership and development and keep the dwellings on the land?
- It was asked if it could be looked into whether the change of land use had been progressed, and raised that access was limited and unsuitable for vehicles, and that field shelter hadn't been there for 3 years so wouldn't be a replacement.
- The lack of enforcement to-date was raised, and Cllr Gallagher responded that LDC were progressing the application lawfully.
- It was queried where the notices were.
- Whether business rates would be start to be charged if the application was successful.

**3 PH2491 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from:-

- Cllr Sharkey, and Cllr Gallagher substituted

*Krisa Gordon-Garrett. 3/2/26*

4 **PH2492 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There was 1 declaration of interest from Cllr Gordon-Garrett.

5 **PH 2467 TO ADOPT THE MINUTES FROM THE 9<sup>TH</sup> DECEMBER 2025**

**Proposed by:** Cllr Rosser **Seconded by:** Cllr Campbell  
Committee **resolved to adopt** the minutes.

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

**PH2497 LW/25/0696** Land North West of Greenhill Way

It was proposed to **object** to the application on the grounds of there being inadequate information, a misleading plan that appears to show access that belongs to a neighbour, insufficient room to fulfil Peacehaven & Telscombe Neighbourhood Plan PT1, that it may be outside the settlement boundary, concern with safety, and that there would be unacceptable impact on the immediate neighbours.

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

*18:46 - The Chair left the meeting*

**PH2494 SDNP/25/00228/FUL** Land adjacent to 66, The Lookout

The substitute Chair of the meeting ran through Peacehaven Town Council's previous comments.

*18.58 - The Meetings and Projects Officer, 2 members of the public, and the Assistant Projects Officer left the room*

*18.59 – The Assistant Projects Officer rejoined the meeting*

It was proposed to **object** to the application. There is no need to change the original application comments, submitted on 4<sup>th</sup> March 2025 by Peacehaven Town council, except for the now-submitted fire risk assessment, meaning the objection is on the same grounds. It is therefore requested that all previous comments and objections made in relation to the original application retain the same weight and consideration for the amended application. It is also asked that LDC enforces its previous refusal decisions.

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

*19.08 - 3 members of the public left the room and the Assistant Projects Officer*

*19.09 – The Assistant Projects Officer returned*

**PH2495 LW/25/0021** Land adjacent to 66, The Lookout

It was proposed to **object** to the application. There is no need to change the original application comments, submitted on 4<sup>th</sup> March 2025 by Peacehaven Town council, except for the now-submitted fire risk assessment, meaning the objection is on the same grounds. It is therefore requested that all previous comments and objections made in relation to the original application retain the same weight and consideration for the amended application. It is also asked that LDC enforces its previous refusal decisions.

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

**PH2496 LW/25/0661** Land at Hoyle Road

It was proposed to **object** to the application because current rules/terms and conditions are not being adhered to. In addition, there are six objections from neighbouring properties on the planning portal, which further support the need for a formal investigation into the complaints raised.

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

7 **TO NOTE the following Planning decisions**

**PH2498 LW/25/0508** 9 Phyllis Avenue

**PH2499 LW/25/0283** 6 Rustic Road

*K Gordon-Garrett 31/2/26*

**PH2500 LW/25/0560** Sweetwater 26 Blakeney Avenue

Committee **noted** the above planning decisions.

- 8 PH2501 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 3<sup>RD</sup> FEBRUARY 2026 AT 7.30 PM**  
The next meeting was **agreed**.

*There being no further business, the meeting was closed at 19:20*

*K-J Godwin-Cavett. 3/2/26*



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 Planning Committee meeting held in the Anzac Room, Community House on 3<sup>rd</sup> February 2026 at 7:30pm.**

**Present:** Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Davies, Cllr Wood, Cllr Rosser, and Cllr Alexander.

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

3 members of the public were in attendance.

### **1 PH2502 CHAIR ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, ran through the Civility and Respect statement, explained the fire-procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded, and of the public questions session protocol.

### **2 PH2503 PUBLIC QUESTIONS**

There was 1 public question from Cllr Wood, who expressed dissatisfaction with East Sussex Highway's potholes repairs in Peacehaven, and using photos, raised that the repairs were of a lower standard of pothole repairs compared to those carried out by Brighton & Hove City Council. They expressed that Ashington Gardens had 19 potholes in one short stretch of road which had been repeatedly refilled incorrectly, and that the road at the east end of Arundel Road (a cycle path) had broken up 3 times in the same place. It was questioned why East Sussex Highways could not provide a better service, similar to Brighton & Hove City Council?

Cllr Davies expressed having been assured that something would be done about the potholes, agreed that repairs had not been carried out properly, and involvement in an upcoming meeting with Highways.

Cllr Campbell questioned whether it would be advisable to send the Brighton & Hove pothole repair images to the leader of East Sussex County Council and the new director. Cllr Davies suggested a Highways officer attend a Peacehaven Town Council Planning meeting since potholes were a major problem, and Cllr Wood raised that a Highways officer was to be invited to the next Public Safety meeting.

It was suggested that officers send the images to ESCC, making it clear they were Brighton & Hove Council pothole repairs.

### **3 PH2504 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was one apology from Cllr Sharkey, and Cllr Alexander substituted.

### **4 PH2505 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5 PH2506 TO ADOPT THE MINUTES FROM THE 13<sup>th</sup> January 2026**

**Proposed by:** Cllr Rosser                      **Seconded by:** Cllr Davies  
Committee **resolved** to **adopt** the minutes.

### **6 PH2507 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT**

Cllr Campbell expressed disappointment in the low advertising income.  
The budget report was **noted**.

**7 PH2508 TO RECEIVE AN UPDATE OF THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD PLAN**

The Chair updated members that the examiner's report had been published on the Lewes District Council website; that the Steering group were working on the examiner's recommended changes; that the referendum date was 7<sup>th</sup> May, and an extraordinary Full Council meeting would be called to resolve and send the plan to Lewes District Council. The Chair continued that the next Steering group's next meeting was Monday 9<sup>th</sup> February, and it was hoped that the Town Clerk would confidentially share all the new material next week.

**8 PH2509 TO AGREE TO SEND THE REPAINTING OF PARKING RESTRICTION LINES REQUESTS TO ESCC**

Cllr Campbell highlighted there was a procedure for requests, whereby the Meetings & Projects Officer expressed they would send the information to members.

It was proposed to agree to send the repainting of parking restriction lines requests to ESCC.

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

All in **favour**

**9 PH2510 TO AGREE TO PROGRESS THE PEACEHAVEN STREET MAP**

The Meetings & Projects officer raised they were the report author; expressed that, for an additional £15, links to external defibrillators and Safe Space Sussex maps could be included on the paper map; that an extra paper copy would be £99; and changing the map orientation would incur additional costs, and not be ideal for navigation purposes.

Members discussed the importance of up-to-date and accessible defibrillator location maps; the Meetings & Projects officer was thanked for her work, and it was expressed that further prints of the map could be considered in the future.

It was proposed to agree the cost for an A1 size paper map, with the possibility that an A2 could be suitable, and for the map to be supplied in vector format with the PTC logo, plus £15 for the external maps links, totalling £449.

**Proposed by:** Cllr Campbell                      **Seconded by:** Cllr Davies

All in **favour**.

**10 PH2511 TO AGREE THE RESPONSES TO THE LDC LOCAL PLAN 2042 CONSULTATION**

Cllr Campbell suggested that the Green Spaces item was taken first, and it was raised that the Parks Officer be asked to check the dimensions of the green spaces held by Lewes District Council as some may be out of date.

Cllr Campbell outlined the procedure for the Local Green Spaces application.

*20:13 – 1 member of public left the meeting*

Members discussed and favoured the TFG's recommendations within the confidential Green Spaces Appendix 3 that the maximum number of sites listed by LDC continue to be kept as green spaces, and that PTC request a few other sites. In reference to item 17 on the confidential 'Further information Appendix 3 (continuation)' document, Cllr Campbell expressed it would be checked whether the children's playground was included; small site 39PT was commented on in terms of it being a chalk pit that flooded; and Cllr Alexander and the Chair suggested it prudent to submit as many items as possible as Local Green Spaces.

Cllr Campbell expressed that part of item 2 on the confidential document 'Further information Appendix 3 (continuation)' was thought to be owned by Morrisons, that it was designated on the LDC Interactive Map as a green space, and raised that if agreed as a local green space it would reduce the TFG's alternative proposal to the Valley Road 41PT by 9 dwellings; and Cllr Alexander suggested submitting the maximum number of green spaces as possible.

Cllr Campbell raised that Telscombe Town Council were considering a request to LDC for there to be exceptions to the 0.2 hectares minimum, and expressed being advised that many other protections were in place for very small patches of land.

It was proposed to use the same wording as Telscombe Town Council in relation to their request to Lewes District Council that there should be exceptions to the 0.2 hectares minimum.

**Proposed by:** Cllr Davies

**Seconded by:** Cllr Campbell

All in **favour**.

Starting from item 1, members ran through the proposed local green spaces list in the 'Further information Appendix 3 (continuation)' document and its queries. Amongst other discussion points, item 1 was agreed to be included with the reason it was an important amenity space; and Cllr Wood raised that Friars Avenue, item 7, was used as a children's play area and would send the TFG supportive information, and that for item 17 the tiny dot on the Lewes District interactive Local Green Space Assessment Sites map was the only park for that area.

Cllr Alexander outlined the difference between the green gap and a local green space from which members agreed that item 18, Peacehaven Heights, needed local green space, as well as green gap, protection.

The Chair updated committee that Halcombe Farm were in a stewardship until 2023, felt the land was protected, raised there was private land to the left of Valley Lane, and requested a change of name from Thomas Avenue to Downs Walk.

*21:02 – 2 members of public left the meeting.*

Members discussed the allotments and Chalkers Rise areas be included as a local green spaces, and that the Orchard was protected as part of Centenary Park.

The Chair thanked Cllr Campbell.

The Vice Chair outlined the background of the confidential TFG appendices 1 & 2, raised two important issues for committee to decide, whereby the first item was agreed to be rephrased, and the second to reallocate some housing from site PT41 to site PT77. Cllr Alexander raised concern that there had been no consultation with landowners for site PT41.

Cllr Campbell expressed it would be checked whether the golf course had been taken into consideration.

It was proposed to support the TFG's documented responses, subject to amendments by the TFG from new information received.

**Proposed by:** Cllr Campbell

**Seconded by:** Cllr Wood

All in **favour**.

Item	TFG's documented Local Green Spaces responses	Planning Committee Agreed
1	Two sites in Westview Close Estate	Submit jointly
2	Edith Avenue North Open Space	Submit jointly with land to east and north-south path from Horsham Avenue North junction down west side of Peacehaven Community School
3	Two sites in Coney Furlong (Morested Coney Furlong and Morestead Coney Furlong)	Submit jointly as 'Coney Furlong'
4	Pelham Rise, Collingwood Close, Cinquefoil	Submit jointly
5	The Esplanade East, The Promenade (small square) and Hoddern Avenue	Submit jointly

6	Roundhouse Crescent West and East	Submit jointly
7	Friars Avenue (two strips between terraces)	Submit
8	Glynn Rd West, Foxhill, Sheepfold, Abbey Close, and Heathy Brow	Submit jointly as 'Heathy Brow'
9	Hodder Avenue	As per item 5
10	The Dell	Submit
11	Meridian Park	Submit jointly with War Memorial and Meridian play area.
12	Centenary Park	Submit, including triangle south of Chalkers Rise and Orchard
13	Epinay Park	Submit
14	The Oval	Submit
15	Howard Peace Park	Submit
16	Cairo Road Cliff Grassland	Submit
17	Downland Avenue and Ashington Gardens play park	Submit, minus site 39PT (designated for housing). Details of proposed areas to be checked before submission to LDC.
18	Peacehaven Heights	Submit
19	Halcombe Farm (private & LDC owned land)	Submit
20	28PT Site corner of Valley Road and East side of Phyllis Avenue	Submit
21	Lake Drive area (but listed as 'The Dell' on Local Green Space Assessment Sites map), and Sutton Avenue North, and Greenwich Way.	Submit jointly
22	Cornwall Avenue Allotments	Submit
23	The Orchard	Submit (as per item 12)
24	Chalkers Rise	Submit

## 11 PH2512 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

- a. Public Safety Group  
The Chair commented that the latest minutes would be shared.
- b. Pedestrian Crossings & Islands TFG  
Cllr Campbell expressed that pedestrian crossings and traffic islands would be brought to the next committee meeting.

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

### PH2513 LW/26/0014 45 Southview Road

It was proposed to **support** the application

**Proposed by:** Cllr Davies                      **Seconded by:** Cllr Gordon-Garrett  
Committee resolved to **support** the application.

### PH2514 LW/26/0004 The Promenade

It was proposed to **support** the application.

**Proposed by:** Cllr Gordon-Garrett                      **Seconded by:** Cllr Campbell  
Committee resolved to **support** the application.

### PH2515 LW/26/0017 20 Malines Avenue

It was proposed to **support** the application.

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

### PH2516 LW/26/0001 20 Bretts Field

It was proposed to **support** the application.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Gordon-Garrett  
1 member abstained.  
Committee resolved to **support** the application.

**PH2519 LW/26//23** 65 Abbey Close  
No comment was made.

**13 TO NOTE the following Planning decisions**  
**PH2517 LW/25/0202 APPEAL/25/0023** 98 South Coast Road  
**PH2518 LW/25/0461 APPEAL/25/0025** 180 South Coast Road  
**PH2519 LW/26//23** 65 Abbey Close  
Committee **noted** the above planning decisions.

**14 PH2520 TO NOTE PLANNING COMPLAINTS**  
The planning complaints were **noted**.

**15 PH2521 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND  
AGREE ANY ACTIONS REQUIRED**  
No actions were made.

**16 PH2522 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 24<sup>TH</sup>  
FEBRUARY 2026 (applications only) AT 6.15 PM**  
The next meeting was **agreed**.

*There being no further business, the meeting was closed at 21:47*

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1499iv
<b>Meeting date:</b>	February 17 2026	<b>Authors:</b>	Local Plan TFG
<b>Subject:</b>	LDC Local Plan 2042 Consultation Response		
<b>Purpose:</b>	To Agree		

**Recommendation(s):**

Council agree the Response agreed at Planning Committee on February 3

**1. Background**

LDC Local Plan 2042 is under consultation. On February 3, Planning Committee approved a Response, subject to amendments agreed orally, that had been prepared by a TFG set up in December 2025. This Response is attached as an Appendix. A Response to a parallel Response on Green Spaces was also discussed and agreed by Planning Committee. The list of Green Spaces to be proposed is set out in the Planning Committee's draft minutes. The deadline for both to be submitted to LDC is February 28.

**2. Options for Council**

- (a) To Agree
- (b) To Agree with amendments
- (c) Not to Agree

**3. Reason for recommendation**

To ensure that Peacehaven's voice is taken into account by LDC

**4. Expected benefits**

Improvements in LDC Local Plan 2042, especially in relation to the needs and wishes of Peacehaven residents

## 5. Implications

5.1 Legal	Future spatial strategy for development in Peacehaven
5.2 Risks	The risk is of not responding
5.3 Financial	n/a for PTC
5.4 Time scales	Urgent – and long-term effects
5.5 Stakeholders & Social Value	All
5.6 Contracts	n/a
5.7 Climate & Sustainability	Essential future policy and outcomes
<b>5.8 Crime &amp; Disorder</b>	Important for community cohesiveness
<b>5.9 Health &amp; Safety</b>	Essential future policy and outcomes
<b>5.10 Biodiversity</b>	Essential future policy and outcomes
<b>5.11 Privacy Impact</b>	n/a
<b>5.12 Equality &amp; Diversity</b>	Impacts accessibility in particular

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	X
6.2 Growing the economy sustainably	X
6.3 Helping children and young people	X
6.4 Improving the quality of life for residents and visitors to Peacehaven	X
6.5 Supporting residents in need	X
6.6 Valuing the environment	X
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	
All	

## 7. Appendices

Proposed Response

# Lewes Local Plan: A Spatial Strategy for Development in Our Plan Area (incorporating Site Allocations)

Regulation 2018 – Phase 2

Consultation period from 17 December 2025 to 28 February 2026

## How to respond

The Council **prefers to receive your consultation responses online** via the consultation platform at [https://planningpolicyconsult.lewes-eastbourne.gov.uk/LP\\_SpatialStrategyandSites/](https://planningpolicyconsult.lewes-eastbourne.gov.uk/LP_SpatialStrategyandSites/)

You may also respond by email or post by filling this questionnaire and then sending it by email to [localplan@lewes-eastbourne.gov.uk](mailto:localplan@lewes-eastbourne.gov.uk) with the subject line “Lewes Local Plan Consultation,” or by post to Lewes District Council, 6 High Street, Lewes, BN7 2AD.

## Your Details

***Please note that responses to this consultation will be publicly available. This will include your name, who you represent and the company/organisation, but not personal contact details such as address or email.***

### Data Protection and Privacy Notice

For further information about how the council uses your information and your rights, please read our privacy notice [here](#).

**Name:** George Dyson, Town Clerk

**Organisation (if relevant):** Peacehaven Town Council

**Agent providing comments on behalf of (if relevant):** [Click or tap here to enter text.](#)

**Postal address:** Peacehaven Town Council, Community House, Off Greenwich Way, Peacehaven, East Sussex BN10 8BB

**Email address:** [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

**Type of stakeholder / who are you representing:** (place “x” in the corresponding box)

- |  |  |
|--|--|
| <input type="checkbox"/> Member of the Public (Resident of Lewes District) | <input type="checkbox"/> Member of the Public (Resident elsewhere)         |
| <input type="checkbox"/> Local Business / Employer                         | <input checked="" type="checkbox"/> Neighbouring District / Parish Council |
| <input type="checkbox"/> Local Group / Organisation                        | <input type="checkbox"/> Resident Association                              |
| <input type="checkbox"/> National Group / Organisation                     | <input type="checkbox"/> Landowner / Developer                             |
| <input type="checkbox"/> Planning Consultant                               | <input type="checkbox"/> Infrastructure / Service Provider                 |

Other - please describe: Click or tap here to enter text.

## Your comments on the Strategic Policies

### Overall Spatial Strategy

**1. Do you think the proposed spatial strategy will support the aim of creating a "network of low-carbon climate resilient connected settlements"?**

Yes

No

Not sure

If not, how should the growth distribution be delivered?

Differently, for two reasons, four that are relevant to the LDC as a whole and the others relating specifically to Peacehaven. (i) Issues relevant to LDC as a whole (i)(a) Housing Need Assessment, numbers: The NPPF standard method does not allow for land availability and penalises 'responsible' areas that have increased the number of dwellings fastest in the past. It is based on number of dwellings, 33,902 in LDC case in 2021, up 6.6% between 2011 and 2021. The number of dwellings in the whole of Lewes District including SDNP increased by 5.3%. So some of the local housing needs figure that would have been attributable to SDNP in 2011 has now, in effect, been transferred to LDC (see p.11 of Aecom's Lewes Local Housing Needs Assessment, 2025 Update). (i)( b) Housing Need Assessment, price and housing type need: Partly for statistical reasons, the housing need/requirement analysis may overestimate the price that should be used to calculate housing requirement/need in applying the standard method and underestimate the need for one bedroom homes (see Appendix A sent by email under separate cover).(i) (c) Implications of NCERM2 and Shoreline Management Plan: LDC Local Plan is constrained by implicit assumption in NPPF Standard Method that new housing can be built right up to the shoreline. Much of this land is threatened by erosion. The acceleration of climate change suggests a possibility of faster rises in sea levels than currently predicted. The LDC Local Plan should also allow for the possibility that the A259 link to Brighton is broken before the date of end of life of housing development proposed in the Plan. (i) (d) LDC Local Plan needs two new policies to be added to existing policies: spatial designation of nature recovery zones within LDC Plan area and ditto SDNP buffer zones. First, identifying Nature Recovery Zones (to which biodiversity net gain payments could be directed and which could be prioritised for action similar to the Cockshut Stream Restoration Project) has been made necessary by the implications of the new Planning and Infrastructure Act, signed into law in December 2025 after the current LDC Local Plan consultation draft was completed. (See Appendix B sent under separate cover by email). Second,

identifying Buffer Zones where development could significantly damage the SDNP raises an issue that has come up repeatedly in recent Inspectors' Reports on Planning Applications. If no buffer zones are identified, developers will be constantly testing the borders with individual time-consuming applications (See Appendix B, sent by email under separate cover).

(ii) Issues Specific to Peacehaven

(ii) (a) Infrastructure issues: Large-scale housing development in the past in Peacehaven has not been accompanied by the necessary infrastructure (see details in later sections, especially answer to question 3 and Appendix C, which highlight the almost complete absence of infrastructure, old or new, in LDC ward Peacehaven North despite the addition of hundreds new homes since the last LDC Local Plan – new homes built in addition to thousand(s) of others in the town in recent decades. Peacehaven infrastructure has a lot of catching up to do compared to other LDC areas where development is now proposed (including in other towns in Lewes District coastal). Much/most of the new housing built in recent decades has accommodated people moving from other areas (including from outside LDC) and Peacehaven needs time to embed them into its community. There should be no further major development (10+ dwellings per site) in Peacehaven. However, mindful of the constraints imposed on LDC by the NPPF's flawed Standard Method, PTC has also in this Consultation Response reluctantly suggested areas where new housing development would be less damaging than the site allocation 41PT that LDC currently proposes. PTC's responses in relation to particular sites reflect its views on which sites would be 'least damaging'.

(ii) (b) Highways constraints are more complex than LDC Local Plan assessment currently suggests. The assumption of modal shift away from car use cannot reasonably be applied to site 41PT (See Appendix D being sent under separate cover by email). The A259 through Peacehaven is already frequently blocked, with large volumes of traffic now diverting onto Arundel Road/St Peters Road. The structural stability of this MRN stretch of the A259 is also under threat: to the east where it frequently cracks due to geological factors (clay slippage and under-road stream from Rushy Hill); and, in the medium/longer term, to the west where sea erosion of the cliffs combined with threats of sea level rise and the absence of shoreline protection in Telscombe may breach A259 vehicular access to Brighton within the lifetime of dwellings built before 2042.

(ii) (c) The rich biodiversity and ecological value of the priority habitats/species variety in northern Peacehaven (Valley Road) area needs protection and enhancement, not 90 new homes. PTC welcomes the protection now proposed via the new Green Gaps policy in the draft Local Plan for the eastern part of Peacehaven outside the settlement boundary (an area that should also retain the added protection as at present by being continuing to be classified as Local Green Space). Both areas have been neglected by LDC and ESCC for twenty years. This is despite protective action from National

Government(s): following the 1998 High Court decision, 2003 protective policies were saved on instruction from the Secretary of State; the Secretary of State had already imposed an Article 4 Direction to protect the Rushy Hill area (including Links Avenue).

**2. Does the strategic policy on Achieving Sustainable Development provide a good framework to ensure that new development is well-connected by sustainable transport?**

Strongly Agree     Somewhat Agree     Not sure / Neutral     Somewhat Disagree     Strongly Disagree

Please provide additional details on your answer.

The framework promotes sustainable transport connectivity, aligning with NPPF 104 and PTC notes that the draft Local Plan 2042 recognises constraints imposed by the A259 MRN inadequacy in Peacehaven and other factors. Given the potential development sites presented by determined developers, the LDC Draft Plan 2042 could have recommended even more housing development in Peacehaven. However, Peacehaven is a one-route-in/same-route-out access town (A259); the WSP Transport Modelling Assessment omits/is inadequate on important issues and evidence; cycling and walking infrastructure planning has virtually stalled in Peacehaven; there is no eastward bus service for most of the town after lunch (and buses are expensive, £6 return daily minimum to Brighton) (see separate analysis submitted by email, Appendix C).

**3. Do you agree with the approach to phase the occupation of development in accordance with the delivery of critical infrastructure related to transport, utilities, education and health?**

Strongly Agree     Somewhat Agree     Not sure / Neutral     Somewhat Disagree     Strongly Disagree

Please provide your answer below.

Phased occupation tied to infrastructure delivery ensures compliance with NPPF paragraph 20 and prevents strain on services. Starting with a flat canvas where there is no past development and infinite land area/funding for utilities, this approach would work. And the approach is radically better than any other Local Plan that we are aware of. But it has flaws that may make it impracticable and inadequate in implementation. (i) If grants of planning consent include a condition that the developer is dependent on all the utilities and the NHS to instal infrastructure before they can get paid via sales, developers may not dare to put the first spade into the ground: the outcome may be landbanking. (ii) An

area like Peacehaven has experienced so much development without critical infrastructure that the policy should be phrased in relation to needs of existing residents as well as future residents (reflecting draft NPPF 2026, para PM1(f) on strategic planning that requires an approach that sets out `the type, extent and broad location of strategic infrastructure needed to enable development AND SERVE EXISTING COMMUNITIES` ) [our emphasis]. (iii) There is not always space or legal requirement for the infrastructure to be projected for delivery before planning consents are given for specific projects: the law apparently requires both the NHS and the water/sewage utilities to provide infrastructure for whatever new homes are built, which means that they do not advise that any particular planning application may not be cost-effective (externalities etc); the A259 cannot be widened; and the Wastewater Treatment Plant in Centenary Park will presumably be assumed by Brighton and HoveCC Planning Policy to have infinite capacity to treat extra volumes arising from the application of the standard method in BHCC – increased risk of wastewater overflows in Peacehaven’s drains will not be a material factor in BHCC planning policy or decision-making. The waste incinerator in Newhaven may fall foul of tightened pollution regulations, potentially reducing its capacity or `shelf life` . (see Appendix C for a fuller analysis of Peacehaven’s infrastructure inadequacies, and especially the inadequacy of infrastructure needed to support further development in the Valley Road area).

## ***New Strategic Policies***

### *Small Sites*

#### **4. Do you have any comments on the specific small sites identified in Newhaven?**

\*These are separate from the sites, which are set out with their own site allocation policies.

Please provide your answer below.

Click or tap here to enter text.

#### **5. Do you have any comments on the specific small sites identified in Seaford?**

\*These are separate from the sites, which are set out with their own site allocation policies.

Please provide your answer below.

Click or tap here to enter text.

**6. Do you have any comments on the specific small sites identified in Peacehaven?**

\*These are separate from the sites, which are set out with their own site allocation policies.

Please provide your answer below.

PTC supports small-scale development within the settlement boundary where it complements existing settlements, avoids flood risk (both on site and downstream) and includes biodiversity enhancements. PTC could also support Local Plan Policy H5 development just outside the settlement boundary, depending on the context. (For comments on specific sites, see end section).

**7. Do you have any comments on the specific small sites identified in Ringmer?**

\*These are separate from the sites, which are set out with their own site allocation policies.

Please provide your answer below.

Click or tap here to enter text.

*Strategic Green Gaps*

**8. Do you support the designation of these Strategic Green Gaps?**

Land between Newhaven and Peacehaven

Yes

No

Not sure

Land to the north of Ringmer and west of Broyle Side

Yes

No

Not sure

Land between Newick and North Chailey

Yes

No

Not sure

Land between Haywards Heath and Burgess Hill

Yes

No

Not sure

Please provide additional details on your answer.

Maintains settlement identity and ecological corridors/sites. Protects an area that is classified as priority habitat by Sussex Wildlife Trust (see map in Appendix B, sent by email under separate cover). Reinforces the Ministerial Article 4 Direction. Protects the rural character of the King Charles III England National Coastal Path.

**9. Are there any other areas you believe should be designated as a Strategic Green Gap that are not currently included?**

Please provide additional details on your answer.  
Yes. Ideally, the Green Gap between Newhaven and Peacehaven should be extended round the northern perimeter of the Peacehaven settlement area to Bannings Vale, including Valley Road area. But this may encroach on SDNP land.

*Local Green Spaces*

**10. Do you support the Local Green Spaces policy?**

\*Please note that there is a concurrent Call for Sites and Evidence regarding Local Green Space Designation. To learn more about it, please visit:  
[https://planningpolicyconsult.lewes-eastbourne.gov.uk/LDC\\_LGS](https://planningpolicyconsult.lewes-eastbourne.gov.uk/LDC_LGS)

Yes

No

Not sure

Please provide additional details on your answer.  
Protecting Green spaces enhances wellbeing, biodiversity, and climate resilience. PTC is completing the concurrent call for sites.

**11. Do you have any comments on any Spatial Strategy Policies from the Phase 1 consultation?**

Yes

No

Not sure

Please provide the reference number to the policy you wish to comment on.  
SDS1 Revise bullet point that states: ` Providing new infrastructure to support the growth in the Plan area ` to: ` Providing infrastructure adequate to support the needs of residents ` . [See Answer to Question 3 and Appendices – Peacehaven starts from a situation of very poor infrastructure]. SDS2:8c add at end: ` and nature recovery zones ` . This has been made necessary by the December 2025 Planning and Infrastructure Act (see Appendix B sent under separate cover by email) SDS2: 9c amend to terminate with the words: and health and social infrastructure. [communal indoor spaces are needed, along with social services provision such as youth clubs] SDS4: PTC supports the proposed Settlement Boundary with one further amendment: continue the north-south line from the north-eastern corner of Coney Furlong estate to exclude nos 4-6/8 Telscombe Road from the settlement and transfer them to the countryside. Further development on any of these high-up sites would mean unacceptable light and noise pollution in the SDNP, both southwards and eastwards. This is necessary because of the recent enhancement of the context

of the SDNP in national planning policy. PTC also notes that the proposed settlement boundary of Peacehaven has been redrawn to include some sites that are not built but are proposed (eg 77PT) – but not others (eg 41PT). 41PT should remain outside the settlement boundary so that any development north of the current boundary takes the form only of rural development (or development in line with with draft Policy H5). PTC notes that the appropriate density for development attributed by the site allocation to 77PT (now to be inside the settlement boundary) is well below 30dph while the 30dph urban density has been deemed appropriate for site allocation 76PT (to remain outside the settlement boundary).SDS5: If LDC is determined to proceed with its proposal that Peacehaven should accommodate a further 167 dwellings (Strategic policies PT1-6, excluding PT5 which is in Telscombe Town, not Peacehaven), and given PTC’s very strong opposition to housing development on sites 41PT, 70Pt and 76PT (Strategic Policy PT1 - 90 dwellings in total) PTC suggests that the following small site accomodating 9+ extra homes should be added to the list: Site Reference 37PT: Land north of A259 at Lincoln Avenue bus stop. 0.12hectares in a built-up area. This land is currently completely unused and the possibility of development should be actively pursued. It could comfortably accommodate 9 apartments in a car-free development as suggested in the LDC assessment. If changes in Government Policy on council housing permit, this site could usefully be compulsorily purchased by the Local Authority for council housing if the owner continues to fail to respond.

### **General Comments**

#### **12. Taking everything into account, do you generally agree or disagree with the proposals in this consultation document?**

Strongly Agree       Somewhat Agree       Not sure / Neutral       Somewhat Disagree       Strongly Disagree

## Your comments on the Site Allocation Policies

Note: Please use a separate copy of this section for each site you wish to comment on.

### 1. Which Site Allocation Policy do you wish to comment on?

Please state the relevant site reference number  
(e.g. NB1)

41PT

### 2. Do you think the requirements set out in the Site Allocation Policy are sufficient to make the development appropriate in the context of the spatial strategy?

Strongly Agree       Somewhat Agree       Not sure / Neutral       Somewhat Disagree       Strongly Disagree

Please provide additional details on your answer.

1. The site is wholly outside the current settlement boundary and wholly outside the LDC's Local Plan 2042 settlement boundary proposed in the revised Settlement Boundaries Policy (draft policy SDS4). It is therefore rural and should be subject to all policies that apply to rural sites. It is in breach of many of these. In particular, an urban appropriate density of 30dph is applied specifically to the part of site PT41 that is within Site PT76. 2. The site is represented as a MasterPlan site. PTC questions the use of masterplanning technique in this context. Has LDC informed all the individual owners of all the sites included in its geographical area of Site 41PT? The site allocation policy document suggests the opposite. The current Consultation on the Local Plan is not a sufficient process for allocation of sites to green infrastructure without informing or consulting the individual owners/residents within the MasterPlan area. Such a process cannot reasonably be done AFTER legal site allocation in a Local Plan: what kind of control would LDC take of individual sites (many of them private gardens) that are by then classified as Green Infrastructure? If LDC goes ahead with its plan for 90 houses as part of a Masterplan, the green infrastructure Masterplan area should be extended to include ALL of the Valley Road area. 3. The site requirements state that `There are multiple landowners ...and successful delivery ...is contingent on these landowners working together to deliver sustainable development in complementary schemes`. This suggests that LDC does not yet have evidence that they will `come together to deliver`. A risk of this Site Allocation seems to be `free riding` with costly financial `externalities` being charged to the community, local authorities, utilities and the local ecology for the benefit of the parts of the site classified as being suitable for 90 homes. Owners and residents in other sites in the MasterPlan area could suffer a double whammy: not only could the existence of 90 new homes with their attendant

vehicles etc seriously damage the amenity of neighbouring residents, the SNDP, ecology and wildlife – but also owners of all the other sites included in the masterplan (as green infrastructure) would be prevented from any planning gain themselves, at least until 2042. This does not seem to be a case of one or two awkward residents stopping a majority of residents proposing communal project (such as a Green Space) or a Planning Authority from approving infrastructure development of communal or national value, such as a solar farm or electricity pylon needed to improve the grid for everyone. 4. The Site Allocation seems to rely on future assessment of eg flood risk, transport planning etc. There is already ample evidence that development of the site would breach flood risk red lines and that transport assessment could not deliver a sustainable travel plan (see Appendix C to main PTC Response). Since there are no services within walking distance of most of the site (nearby school oversubscribed, one shop, Tesco local, is within FIT adult walking distance only of the closest corner of the site), no realistic transport modelling could 'support a modal shift from the private car to active travel'. If the plan is to forbid car ownership and provide transport services via eg a service charge, how will that affect social tenants and claims for housing-related means-tested benefits? The Site Allocation policy document raises more questions than it answers.

**3. Are there any requirements missing for this site that need to be included?**

Yes

No

Not sure

Please provide additional details on your answer below.

1. What is the legal authority for LDC to impose an undefined green infrastructure plan on sites owned by residents without individual consultation? There is no explanation of how the green infrastructure is to be created/enforced if owners of the sites have not been informed of the implications or consulted. Does the approval of this master plan give LDC the power to put whatever green infrastructure it wants on sites included in it? And would this apply to any agents appointed by LDC, such as consultants appointed by LDC? Where is the legal basis for this and how would other owners be protected from the administrators of the master plan? Will owners of land in the green infrastructure part of the masterplan area be prevented from creating eg patios – and, if not, how green will this infrastructure be? There is no assessment of the costs to utilities etc and whether it would be cost/ beneficial to build on this site relative to `average` sites. 3. There are mistakes in the Site Allocation Assessment (see Appendix D). 4. Could the proposed 90 new homes be justified without the so-called Master Plan?

**4. Does the policy adequately address the potential impacts of developing this site? (e.g. landscape, roads, schools, healthcare, biodiversity)**

Yes

No

Not sure

Please provide additional details on your answer below.

Appendix D sets out in detail the evidence with reference to NPPF and other policy documents. This evidence is both general to Site 41PT and specific to sites 70PT and 76PT. The evidence includes: (a) whole of site 41PT, including 70PT and 76PT, classified by Sussex Wildlife Trust as Priority Habitat – and the ecological value including species diversity of the area arises from the current mixture of many various habitats; (b) whole of 41PT (76PT in particular) recorded as being rich in species, including many designated species (see Sussex Biodiversity records which show many protected species on site 76PT, see Appendix B); (c) locally unique in being the largest contributor to the whole ward’s and town’s highest categorisation for urban tree cover (17%+ in Map 47); (d) the town’s main site for mitigating accessible natural greenspace inequalities (Map 27); (e) subject to at least two of floodrisk ‘Red Lines for Refusal’; (f) lacks all utilities – no paved roads, no mains drainage, no surface water management systems (Peacehaven’s main drains, and local roads already overloaded by previous local development closer to the town centre with the true costs of new construction (including staff time) and mitigation possibly falling on the community/utilities/highway authorities if they exceed any contribution that can be legally demanded from the developer); (g) no local amenities within walking distance (the closest local primary school within walking distance and town secondary school already well oversubscribed, no post-16 education in the town, no communal spaces or even pub/church/cafe in the whole of LDC Peacehaven North Ward – ie not within adult walking distance, and then only for those capable for steep uphill walking to bus stop); nearest shop too far to walk except for fit adults with limited loads; post office 30 minutes by bus (including walking to from bus stop but not waiting for bus at stop); no cycling routes; no bus service after lunch to/from the closest retail centre/railway (Newhaven); (h) thermal inversion that traps air pollution from eg cars around dwellings; (i) close to the borders of SDNP on three sides (not just to the north) with the hundreds of new lights probably shining northwards across the Valley and noise from vehicles and dwellings destroying the SDNP dark skies and tranquillity over Bullock Down; (j) No GP surgery/pharmacy within walking distance; local NHS ambulance service 20 minutes distant; (k) nearest police in Newhaven (or even Lewes town), ie at least 30 minutes away (NB this is to be expected as a rural site, outside the settlement boundary). In sum, this site should remain a rural site outside the settlement boundary with no projected housing development.

## Your comments on the Site Allocation Policies

Note: Please use a separate copy of this section for each site you wish to comment on.

### 1. Which Site Allocation Policy do you wish to comment on?

Please state the relevant site reference number  
(e.g. NB1)

76PT

### 2. Do you think the requirements set out in the Site Allocation Policy are sufficient to make the development appropriate in the context of the spatial strategy?

Strongly Agree       Somewhat Agree       Not sure / Neutral       Somewhat Disagree       Strongly Disagree

Please provide additional details on your answer.

The requirements omit the following: Inadequate financial viability assessment and analysis; effect on ecology/species etc in neighbouring areas during construction as well as long-term; the impact of acceleration of climate change since the 2012 base assessment of flooding impact, given the loss of absorption of rainwater on this steep slope, including from loss of hedges and trees (eg to create 5.5m width carriageway plus pavements for access); loss of amenity to other residents due to removal of the field for foraging and the longstanding diagonal pathway (a Right of Way application due to over 20 years usage is being prepared); the impossibility of avoiding light pollution from 60 dwellings on this north facing slope reflecting across onto the SDNP's Bullock Down; inadequate consideration of the loss of designated species that have been identified on this particular site and the loss of biodiversity 'network'; how modal shift from cars can be achieved for 60 homes on a slope so steep that many will not be able to walk to the bus stop and at such a distance from local schools (the closest being above capacity already), doctor, and all other amenities; implications of thermal inversion.

### 3. Are there any requirements missing for this site that need to be included?

Yes       No       Not sure

Please provide additional details on your answer below.

See answers to other questions and Appendix B of main Reponse. In addition: requirement for orientation of homes to direct all light emissions southwards, away from SDNP; requirement for construction process to avoid damage to priority habitat and species on neighbouring land; requirement for enough trees,

preservation of hedges etc, to ensure maximum possible water uptake from the ground; requirement that calculations of permeability allow for deterioration over time since maintenance is unenforceable and the very large site is instrumental in flash flooding down the Valley to the C7 and the Ouse; requirement that hedges are maintained in existence; requirement that diagonal path used for decades by local residents and horses is maintained in the overall site design.

**4. Does the policy adequately address the potential impacts of developing this site? (e.g. landscape, roads, schools, healthcare, biodiversity)**

Yes

No

Not sure

Please provide additional details on your answer below.

Local infrastructure completely inadequate and car transport to primary schools will be unavoidable. Local primary school is already 8.5% oversubscribed. Peacehaven's secondary school is also oversubscribed and has no sixth form. No bus service to/from retail centre (Newhaven) after lunch. No local shop/communal room/church/pub/cafe within walking distance. Please see other responses. The single most damaging impact of building 60 houses on this site will be to habitat and wildlife: in one two-hour visit to the western part of site 76PT in August 2023, a leading local ecologist found many species of insects etc: these included the list below specifically on the western part of site 76PT (please see Appendix B for further evidence of destruction that site allocation 76PT (and 41PT) would incur, damaging the SDNP and wider biodiversity networks as well as destroying the habitat and species on the site itself:[spelling and names here not guaranteed!] For full list that the ecologist observed in that short time, see attached three pages in Appendices B and D – here are some of the protected species found specifically on this site in 2023:Agyneta Mollis (Thin weblet spider) NERC S41 UK BAP priority redlist National rare, Lygus pratensis Redlist GB Sussex rare, Lesser cockroach National scarce Sussex rare, Lobe spurred furrow bee Notable A sussex rare, Cryptocephalus lineatus National scarce sussex rare, Platynaspis luteorubra Notable A Sussex rare, Squampion cineraceum Notable A Sussex rare, Long winged cone head Sussex rare, Roeselbush cricket Sussex rare, Alopeosa cuneata spider national scarce, Cryptachea riparia National scarce, Entelecara flavipes National scarce, Sibirionor aurocinctus National scarce sussex rare, Chrispos nagatiomii [bright four spined legionnaire if you want the `common' name] national scarce sussex rare, Merzomyia westermannii notable Sussex rare, corizus hyoscyami Sussex rare, Nightingale bird Red notable

## Your comments on the Site Allocation Policies

Note: Please use a separate copy of this section for each site you wish to comment on.

### 1. Which Site Allocation Policy do you wish to comment on?

Please state the relevant site reference number  
(e.g. NB1)

77PT

### 2. Do you think the requirements set out in the Site Allocation Policy are sufficient to make the development appropriate in the context of the spatial strategy?

Strongly Agree       Somewhat Agree       Not sure / Neutral       Somewhat Disagree       Strongly Disagree

Please provide additional details on your answer.

PTC considers that no further major development (over 10 dwellings) should take place anywhere in Peacehaven until infrastructure is adequate to accommodate past development. But in a context where the alternative to development of site 77PT is the allocation of 90 houses in Policy PT1 (site 41PT), PTC takes the view that site PT4 could be allocated 45 homes – 60 homes. Policy PT4's (77PT's) site requirements as listed by LDC draft Plan 2042 grossly overstate the site constraints. (1) Industrial uses are almost entirely well to the north of the site and separated from it by green space - the main easterly boundary is a footpath with a hedge and horse-riding meadow beyond; (2) Hoddern Farm, grade II listed in 1965, is some distance away even from the north east corner of the site with the industrial buildings and green space in between – PTC notes that a site submitted to LDC call-for-sites in 2024 proposes building within a few metres of Hoddern Farm on its eastern boundary (between the farm and the SDNP) -LDC has assessed it as potentially suitable for 275 homes as well as being potentially deliverable and developable (site 91PT); (3) although site 77PT lies within the setting of the SDNP, it is hardly visible from it, being separated both by hedges and Hoddern Farm – the buildings in Swallow Close (and the rest of Chalkers Rise development) are much more visible and obtrusive to the SDNP; (4) the trees on site 77PT should not be retained or integrated - they seem to be mostly undistinguished leylandii, and on the east and western boundaries have reached an age where they are already shedding branches and should be checked for risk to walkers (see photographs attached in Appendix D) – new hedges should be planted to the east and the undistinguished leylandii on the southern boundary could be replaced by buildings that mirror the quadrangle of Swallows Close to the south; (5) PTC questions the value of using this particular bit of agricultural land for community food growing and an assessment which designates land for

community food growing next door to an industrial estate – the best place for community food growing would be on the equally good agricultural land close by on site 91PT; (6) the existing right of way is not along the northern boundary of the site (except for a few metres next to Pelham Rise) – there is a footpath running north-south along the eastern boundary that connects to Centenary Park and, through Chalkers Rise, to the Horsham Avenue north footpath to Peacehaven Community School.

**3. Are there any requirements missing for this site that need to be included?**

Yes

No

Not sure

Please provide additional details on your answer below.

This site could be assessed for 45-60 homes, with the south-eastern part built as a mirror image of the buildings to the south (a quadrangle accessed from Swallow Close that houses 25 apartments + 15 houses). Although the 0.8 hectare site is within the proposed new settlement boundary with potential access to Pelham Rise (either directly or via Swallow Close), it has been assessed as suitable for only 15 homes – the 30dph guideline figure suggests at least 21 homes. In fact, it is suitable for housing at the same density as Chalkers Rise to the south. It has little or no flood risk. It is well placed for access to all utilities (connections both north and south). Most of its trees are potentially hazardous and could be cut down without biodiversity loss. It sits on the no 14 bus route. It shares connectivity facilities/problems with Chalkers Rise - like Chalkers Rise (and the Bricky/Collingwood/Trafalgar estate), the secondary school (PCS) is oversubscribed but is accessible on foot without crossing a main road. The primary school within walking distance (Meridian) is already very oversubscribed. Primary school places can be found only in Telscombe and at the Hodder Avenue junior school site (pedestrian and cycle access only via the `concrete path`, Chalkers Rise and Firlle Road). This means that car travel is likely to school – but would be less damaging than from the steeply sloping PT1 site even further away from facilities. All facilities are much less distant than from site PT1 (41PT).

**4. Does the policy adequately address the potential impacts of developing this site? (e.g. landscape, roads, schools, healthcare, biodiversity)**

Yes

No

Not sure

Please provide additional details on your answer below.

As stated earlier (see Appendix C to main part of Response), Peacehaven's infrastructure is totally inadequate even for past development. PTC has suggested a site for 9+ dwellings in the `small sites` section of this response (main question 4). The proposed 90 new dwellings on site 41PT are unacceptable to Peacehaven Town Council because of the scale of their damaging impact (and the precedent effect). The potential impact of even 72 new dwellings on site 77PT would be a fraction of the damaging impact of even 20 dwellings on Site 41PT. With time, we believe that PTC could propose alternative sites for 20+ more homes that would be less damaging than policy Site Allocation PT41. Extra conditions of development on PT77 should be (a) provision of a community hall for residents in north east Peacehaven including Chalkers Rise, the Collingwood estate, the Bricky, Cinquefoil etc (this should have been a condition for the Chalkers Rise 450 home estate); (b) puffin or pelican pedestrian crossings over both Pelham Rise and Roderick Avenue (at the Annexe store); (c) cycle routes across centenary park to the junctions with the routes to Newhaven and across the SDNP to Piddinghoe and Lewes Town; (d) afternoon buses to Peacehaven's main retail centre and railway station (Newhaven).



<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1499bi
<b>Meeting date:</b>	17 February 2026	<b>Authors:</b>	Zoe Malone
<b>Subject:</b>	Financial position of the council year to date		
<b>Purpose:</b>	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 the end of **month 10 (January 2026)**. 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 30 November 2025 & 31 December 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 **74.2% of the budgeted expenditure** has been spent so far, and **105.0% of the budgeted income** has been received as at the end of month 10 (January 2026)

## 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	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 4. Appendices

- **Barclays Bank account summary balances November & December 2025**
- **Bank reconciliation statement for cashbook 1 – November & December 2025**
- **Bank reconciliation statement for cashbook 2 – November & December 2025**
- **Bank Reconciliation statement for Unity Trust Fixed Deposit Account – November & December 2025**
- **Bank Reconciliation statement for Unity Trust Instant Access Account – November & December 2025**
- **Credit Card reconciliation statement – October & November 2025**
- **Detailed income and expenditure month 10 (January 2026)**
- **Detailed balance sheet month 10 (January 2026)**

**Bank Reconciliation Statement as at 30/11/2025  
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	30/11/2025		1,152,967.00
Current Account	30/11/2025		50,000.00
			<u>1,202,967.00</u>
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
28/11/2025 121180	HMRC	10,809.63	
			<u>10,959.63</u>
			1,192,007.37
<b>Unpresented Receipts (Plus)</b>			
18/11/2025		100.80	
18/11/2025		1,724.10	
21/11/2025		60.00	
26/11/2025		24.00	
26/11/2025		60.00	
26/11/2025		60.00	
28/11/2025		212.39	
28/11/2025		30.00	
			<u>2,271.29</u>
			1,194,278.66
		<b>Balance per Cash Book is :-</b>	<b>1,194,278.66</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/11/2025  
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	30/11/2025		603.88
			<u>603.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			603.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			603.88
		<b>Balance per Cash Book is :-</b>	<b>603.88</b>
		<b>Difference is :-</b>	<b>0.00</b>

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 28 November 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	£1,152,967.00
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£603.88
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

Bank Reconciliation Statement as at 30/11/2025  
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	30/11/2025		12.40
			<u>12.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.40
		<b>Balance per Cash Book is :-</b>	<b>12.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# 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:** 30/11/2025

**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](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/10/2025		Balance brought forward	£0.00	£0.00	£12.40

Page number 1 of 2

Statement number 008

**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 30/11/2025  
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	30/11/2025		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
		<b>Balance per Cash Book is :-</b>	<b>200,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**


Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....



Peacehaven Town Council  
**FT12**  
60-83-01 • 80186889

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

Balances are correct as of 13:57 on 02 Dec 2025.

There are no recent transactions to display.

**Bank Reconciliation Statement as at 28/11/2025  
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	28/11/2025		0.00
G Dyson CC	28/11/2025		-289.30
			<u>-289.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-289.30
<u>Unpresented Receipts (Plus)</u>			
24/11/2025 CC TFR		289.30	
			<u>289.30</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

STATEMENT FOR G DYSON

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

Company reference: 5476760307525801  
 Card number: 5476760490508309  
 Statement date: 28 October 2025  
 Page number: 3 of 3  
 Monthly spend limit: £1,000.00

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

Date	Description	Amount
1 Oct 2025	NETENDERS UK LTD Newbury GBR	39.33
021072719655	FAMILY CLOTHING STORES	
7 Oct 2025	HIGHFIELD* O #13664 DONCASTER LND	6.00
081085383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
22 Oct 2025	ONE DIGITAL BRIGHTON BN2 ENG	225.00
231055203345	MISCELLANEOUS PUBLISHING & PRINTING	
22 Oct 2025	ASDA Stores Brighton	18.97
231085481475	GROCERY STORES, SUPERMARKETS	
<b>4 new purchases / cash advances. Total of spending.</b>		<b>£289.30</b>

G 005531 BBA2413A 82794



# WORDANS®

BEST BRANDS, BEST PRICES

## Invoice

Order #W6242543

Invoice #WGB30328  
2025-10-01

**NETENDERS UK LTD.**

Greenham Business Park, 2  
Communications Rd  
Newbury RG19 6AB  
United Kingdom  
VAT GB432919879  
(CN) 14430951

**Billing Address**

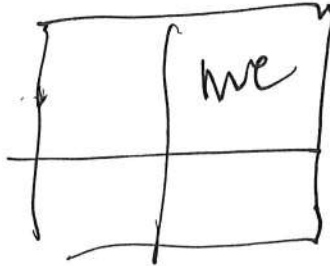
Peacehaven Town Council  
George Dyson  
Community House Greenwich Way  
Peacehaven, BN10 8BB  
United Kingdom

**Shipping Address**

Peacehaven Town Council  
George Dyson  
Community House Greenwich Way  
Peacehaven, BN10 8BB  
United Kingdom

Qty.	Model / Description	Unit Price Excl. tax (£)	Unit Price Incl. tax (£)	Amount Excl. tax (£)	Amount Incl. tax (£)
10	Beechfield B58 - Low Profile Heavy Cotton Drill Cap, Bottle Green, ONE	2.83	3.40	28.33	34.00
<b>Total Items</b>				<b>28.33</b>	<b>34.00</b>
<b>Shipping</b>				<b>4.44</b>	<b>5.33</b>
<b>Total VAT 20.0%</b>					<b>6.56</b>
<b>Total to be paid</b>				<b>32.78</b>	<b>39.33</b>

*Sum*  
4305/300



## 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	0003052901
Invoice Date	07/10/2025
Customer Ref	13664
Account Ref	PEACECOU
Cust. VAT Number	
Cust. EORI Number	
Order Number	0004053110

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

*LM 4011/100*

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:

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



**Invoice**

No: **103828**

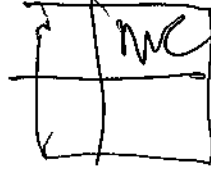
Date: 22/10/25

Customer PO:




Customer No: 5312

**Ship To:**

Peacehaven Town Council  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB  
Phone: 01273 585493  
E-Mail: zoepolydorou@peacehaventowncouncil.gov.uk



Quantity	Description	Amount
200	Peacehaven Meridian map leaflet. Flat size A3 folded to A4 then folded to 12pp 99x210mm. Digital print colour both sides. On 130gsm silk. For collection. Price includes scanning and layout.  <i>YMM 4502/120. (312) Grant</i>	£ 225.00

<p>Taken by: Neale Brodie Thank you for your valued order.</p> <p>Bank: Co-operative Bank, PO BOX 250, Delf House, Southway, Skelmersdale WN8 6WT.</p> <p>Sort Code: 08-92-50 Acc. No.: 68395621 Account Name: Digaprint Ltd T/A One Digital</p> <p>One Digital, Unit 7 Woodingdean Business Park, Brighton, BN2 6NX. Tel: 01273 887575 VAT No. 673 9703 00</p>	   <p>The mark of responsible forestry</p> <p><b>FSC® COC No. INT-COC-002486</b> Only the products that are identified as such on this document are FSC® Certified.</p>	<p>SUBTOTAL £ 225.00 VAT TOTAL £ 225.00</p>
---	---	---

\*\*\*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,  
ST. 4646 OP. ScoUser TE. 42 TR. 1562

WHISKY £18.97

Asda Rewards

TOTAL: £18.97

NO. ITEMS SOLD 1

CARD £18.97

TAX SUMMARY		
RATE	NET	VAT
20.00%	15.81	3.16
TAX TOTAL:		3.16

4014/100.

YMM

AID: A0000000041010  
MASTERCARD  
A/C No. XXXXXXXXXXXXX8309  
PAN SEQ: 01  
Date: 22/10/2025

Time: 11:11:26

SALE CONTACTLESS TOTAL: GBP18.97

NO CARDHOLDER VERIFICATION

PAYMENT APPROVED

AUTH CODE: 075286

TRX ID: MPBP90MLA 1022

MID: \*\*\*1801

TID: \*\*\*\*4642

PLEASE KEEP THIS COPY FOR YOUR RECORDS.

TC# 6294646042156210222025



Shop online at Asda.com for easy home  
delivery or collection in store  
22/10/2025 11:12

**Bank Reconciliation Statement as at 31/12/2025  
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	31/12/2025		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
		<b>Balance per Cash Book is :-</b>	<b>200,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Peacehaven Town Council

**FT12**

60 83 01 80186889

Balance	Available balance	Gross interest rate	Term start	Term end
<b>£ 200,000.00</b>	<b>£ 200,000.00</b>	<b>4.10 % (4.10 % APR)</b>	<b>13/05/25</b>	<b>13/05/26</b>

Show:

Transactions▼

Balances are correct as of 13:02 on 08 Jan 2026.

There are no recent transactions to display.

© 2025 Peacehaven Town Council. All rights reserved. | [Privacy Policy](#) | [Terms of Use](#)

Bank Reconciliation Statement as at 31/12/2025  
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	31/12/2025		605.64
			<u>605.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			605.64
		<b>Balance per Cash Book is :-</b>	<b>605.64</b>
		<b>Difference is :-</b>	<b>0.00</b>

**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 02 January 2026

---

#### Business Current Accounts

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

---

#### Business Savings Accounts

Business Premium Account	£1,107,170.18
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£605.64
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/12/2025  
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	31/12/2025		1,108,716.22
Current Account	31/12/2025		50,000.00
			<u>1,158,716.22</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
23/12/2025 121063 HMRC		10,826.24	
			<u>10,826.24</u>
			1,147,889.98
<b><u>Unpresented Receipts (Plus)</u></b>			
02/12/2025		6.00	
04/12/2025		6.00	
12/12/2025		-24.00	
12/12/2025		-6.00	
15/12/2025		-12.00	
15/12/2025		-6.00	
			<u>-36.00</u>
			1,147,853.98
		<b>Balance per Cash Book is :-</b>	<b>1,147,853.98</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## Transactions

### Peace Sweep

20-49-76 30701211

Available balance	£1,106,934.49
Last night's balance	£1,108,504.95
Overdraft limit	n/a

Showing 1 transaction between 31/12/2025 and 31/12/2025 from 31/12/2025 to 31/12/2025

Date	Description	Money in	Money out	Balance
31/12/2025	Transfer TRANSFER 10701173 TRANSFER 10701173		-£104.72	£1,108,716.22

#### 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](http://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.



## Transactions

**BUSINESS FREE MT**

**20-49-76 10701173**

Available balance	<b>£49,961.00</b>
Last night's balance	£50,000.00
Overdraft limit	<b>£0.00</b>

Showing 2 transactions between 31/12/2025 and 31/12/2025 from 31/12/2025 to 31/12/2025

Date	Description	Money in	Money out	Balance
31/12/2025	Transfer TRANSFER 30701211 TRANSFER 30701211	£104.72		£50,000.00
31/12/2025	Direct Debit EDFENERGY CUST PLC 4469000000 DDR		-£104.72	£49,895.28

### 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](http://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 28/12/2025  
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	28/12/2025		-681.42
G Dyson CC	28/12/2025		-6.99
			<u>-688.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-688.41
<u>Unpresented Receipts (Plus)</u>			
23/12/2025 CC TFER		688.41	
			<u>688.41</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

STATEMENT FOR G DYSON

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

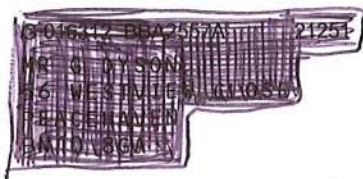
Tel: 0800 008 008  
Outside UK: +44 1604 269452  
ROI: 1800 849 123  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference: 5476760307525801  
Card number: 5476760490508309  
Statement date: 28 November 2025  
Page number: 3 of 4  
Monthly spend limit: £1,000.00

---

Date	Description	Amount
9 Nov 2025	THE RANGE NEWHAVEN <sup>®</sup>	6.99
101185481475	MISCELLANEOUS HOUSE FURNISHING SPECIALITY STORES	
	<b>1 new purchases / cash advances.</b>	
	<b>Total of spending.</b>	<b>£6.99</b>

---



Date	Councillor 1
430/100	LM
Finance Officer	Councillor 2

## THE RANGE

The Range Home & Leisure | Unit 2 | Newhaven  
 BN9 0AD | VAT no. 591272335  
 00200 | 002 | 09/11/2025 | 13:28 | OP 143724

464628 Haldon Dark Wooden Frame x1 £6.99  
 16x12in

Number of Items: 1

CHA

£6.99

MASTERCARD \*\*\*\*\*8309 £6.99

AID: A0000000041010  
 MASTERCARD  
 Card: \*\*\*\*\*8309  
 PAN Seq Nr: 01

CONTACTLESS  
 SALE  
 TOTAL: GBP6.99

NO CARDHOLDER VERIFICATION

Auth: 023835  
 Merchant: \*\*\*8114  
 TID: \*\*\*5188  
 Trans no: 09112025132800200002000045  
 Date: 09/11/25 Time: 13:28:59

Please retain for your records

CUSTOMER COPY

Last day to change your mind is 23/Nov/2025  
 This does not affect your statutory rights  
 Exclusions apply - See overleaf for details

Let us know how we did today?  
 For your chance to win a £200 gift card  
[www.therange.co.uk/customerfeedback](http://www.therange.co.uk/customerfeedback)



09112025132800200002000045

STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801  
 Card number: 5476760181944102  
 Statement date: 28 November 2025  
 Page number: 4 of 4  
 Monthly spend limit: £1,000.00

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



3/3

Date	Description	Amount
29 Oct 2025	CARTRIDGEPEOPLE.COM 0203 001 0234ENG	174.90
301015122625	STATIONERY,OFFICE SUPPLIES,PRINTING AND WRITING PAPER	
31 Oct 2025	PGS GIFTS LTD WELLINGBOROUGHENG	23.97
031115122625	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
5 Nov 2025	YEOMANS TOYOTA BRIGHTON ENG	430.00
061155541965	AUTO AND TRUCK DEALERS-(NEW&USED)-SALES,SERV. REPAIRS,PARTLEASE	
7 Nov 2025	SAINSBURYS S/MKTS PEACEHAVEN	10.61
101185481475	GROCERY STORES, SUPERMARKETS	
25 Nov 2025	SP WELLBOX MANCHESTER LND	41.94
261185383905	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
<b>5 new purchases / cash advances. Total of spending.</b>		<b>£681.42</b>

H2

026891 BBA2557A Page 3 of 3

G 016312 BBA2557A 21251





**Return Address**

**Invoice Date:** 29-10-2025  
**Invoice No:** GB251029-LA6994226-1  
**Order No:** GB251029-LA6994226  
**Payment Method:** Braintree

**Page Number:** 2 of 2

**Billing Address**

Mrs Zoe Malone  
 Peacehaven Town Council  
 Meridian Centre, Greenwich Way  
 Peacehaven  
 East Sussex  
 BN10 8BB  
 01273585493


**For Delivery To:**



Mrs Zoe Malone  
 Peacehaven Town Council  
 Meridian Centre, Greenwich Way  
 Peacehaven  
 East Sussex  
 BN10 8BB

Product Code	Component Code	Item Name	QTY	Unit Price	Net Amount	VAT Amount
41664		Cartridge People Pen 2023 Cartridge People Pen 2023	1	£0.00	£0.00	£0.00

If you have any queries please contact our customer service team at [customerservice@cartridgepeople.com](mailto:customerservice@cartridgepeople.com).

<b>Total Net Amount</b>	£145.75
<b>Total VAT Amount</b>	£29.15
<b>Invoice Total</b>	£174.90

	<b>Date</b>	<b>Councillor 1</b>
<b>Account Code</b> 4308/100	<b>Finance Officer</b> LW	<b>Councillor 2</b>

	Date	Councillor 1
Account Code 4335/110	Finance Officer 	Councillor 2

**personalised**  
GIFTS SHOP

# INVOICE

PGS Gifts Ltd.  
Unit A1 Baird Court  
Park Farm Industrial Estate  
Wellingborough  
NN8 6QJ, GB  
VAT No: 102595141  
Company No: 07580950

Invoice #1001750497  
Date : 31/10/2025 13:17  
Amount : £23.97



Billing Address	Payment Method
-----------------	----------------

Zoe Malone  
Peacehaven Town Council,  
Community House  
Greenwich Way  
Peacehaven  
East Sussex, bn10 8bb  
United Kingdom  
T: 01273 585493

Card Payment

Items	Qty	Price	Subtotal
-------	-----	-------	----------

Personalised Pen Set & Gift Box - Message SKU: H-13396-2SILVERPEN-CASE Katelyn Harber Deputy and Youth Mayor Peacehaven 2024-2025	1	£9.99	£9.99
---	---	-------	-------



Personalised Pen Set & Gift Box - Message SKU: H-13396-2SILVERPEN-CASE Karina Gordon Deputy and Youth Mayor Peacehaven 2024-2025	1	£9.99	£9.99
--	---	-------	-------





351 South Coast Road  
Telscombe Cliffs, Brighton  
East Sussex BN10 7HH  
Tel: 01273 582428  
Fax: 01273 580838  
Website: www.yeomans.co.uk

Date	Councillor 1
4/20/2024	
Finance Officer	Councillor 2
MM	

### CASH SALE INVOICE

Invoice Name & Address
PEACEHAVN-Service Retail Cash Sales

Customer Name & Address
Mr Bray Peacehaven Town Council, Community House, Greenwich Way,  BN10 8BB.

Account No.	Document Number	Date & Tax Point	Repair Date	Order Number	
z2221	21287127	05/11/2025			
Make & Model	Chassis No.	Engine No.	Mileage	Time	Page
Proace City EV L1 50kWh Icon A	053866		5558	10:58	1
Reference No.	Reg No.	Reg Date.	VSB No.	W.I.P. No.	Job No.
	GY73FWG	22/02/2024		W 59751	186801

You were assisted  
By:- David Perry

Service plan now available  
Prices are fixed

Spread Toyota GB may well contact you by email to ask how I served you today.  
Easy F If there is any reason that would prevent you from scoring me 10/10 or you could not recommend me to a friend or family even if in a few weeks time.  
Please do not hesitate to contact me so I can assist you further.

Description of Goods / Services	Qty.	Unit Price	Unit Des.	Net Total	V
A TSER20 CARRY OUT 20000 MILE SERVICE				256.45	S
X T89745-AZC04 BATTERY, TRANSMITTER	2	4.99	EACH	9.98	S
X T87139-YZZ91 CABIN AIR FILTER	1	29.92	EACH	29.92	S
X TSU001-B0441 FLAT WIPER BLADE	1	17.43	EACH	17.43	S
X TSU001-B4817 FLAT WIPER BLADE	1	21.84	EACH	21.84	S
X T08808-80142 TWWF CONC -50 0.25L	1	1.76	EACH	1.76	S
X T08823-80004 Brake Fluid Dot 5.1	1	6.31	EACH	6.31	S
X TPZ447-00PA1-05 BRAKE CLEANER	1	6.31	EACH	6.31	S
Z ENVI				8.33	S

To maintain our commitment to environmental sustainability, your invoice includes a modest contribution towards the cost we incur for the responsible disposal of waste products replaced for your vehicle. We appreciate your understanding and support in this essential eco-friendly practice.

	V	Rate	Service/Goods	V.A.T.	Net	
Parts	S	20.00	358.33	71.67	358.33	
Surcharge					71.67	
Labour					430.00	
Sublet					0.00	
Menus					430.00	
						Owing

Goods for Credit must be returned within 14 days. A 20% handling charge will be made where necessary. Goods obtained on special order cannot be returned.  
Title & Ownership of Goods shall not pass to the Purchaser until payment has been received in full and all cheques cleared and not upon collection or delivery.  
I hereby authorise the above described work to be done and the incorporation of necessary parts or other materials incidental thereto.

Received  
Customer Signature .....

# Sainsbury's

**Good food for all of us**  
 PEACEHAVEN LOCAL - SOUTH COAST ROAD  
 0330 013 7353

Sainsbury's Supermarkets Ltd  
 33 Charterhouse Street London EC1M 6HA  
 www.sainsburys.co.uk  
 Vat Number : 660 4548 36

4332/1100

Date	Councillor 1
Finance Officer	Councillor 2

BY JS CUSTARD CREAM	£0.30
BY JS CUSTARD CREAM	£0.30
JS S/SKIM MLK 2.272L	£1.75
BY JS MALTED MILK	£0.49
BY JS MALTED MILK	£0.49
BY JS MALTED MILK	£0.49
BY JS BOURBON 200G	£0.55
BY JS BOURBON 200G	£0.55
JS S/SKIM MLK 3.408L	£2.50
BY JS CUSTARD CREAM	£0.30
BY JS CUSTARD CREAM	£0.30
BY JS CUSTARD CREAM	£0.30
BY JS CUSTARD CREAM	£0.30
BY JS BOURBON 200G	£0.55
BY JS MALTED MILK	£0.49
BY JS BOURBON 200G	£0.55
*JS BAG FOR LIFE	£0.40

17 BALANCE DUE £10.61  
 MASTERCARD £10.61

contactless )))

[ICC] \*\*\*\*\*4102  
 AID: A0000000041010  
 PAN SEQUENCE: 01  
 MERCHANT: \*\*\*\*1467  
 AUTH CODE: 082201  
 TID: \*\*\*\*7373

No Cardholder Verification

CHANGE £0.00

\*\*\*\*\*

MY NECTAR SUMMARY

[C] \*\*\*\* \*8033  
 POINTS EARNED ON £10.61  
 PREVIOUS POINTS BALANCE 5084  
 POINTS EARNED 10  
 NEW POINTS BALANCE 5094  
 YOUR POINTS ARE WORTH £25.47

\*\*\*\*\*

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



6294491061933400071125

C #9334 09:03:19 07NOV2025  
 S4491 R61

Thank you for your visit.



Global Giving Solutions Ltd

Unit B Canalside, John Gilbert Way, Manchester, England M17 1UP GBR

T. 0161 524 5249 / E. office@wellbox.co.uk

VAT No: 425 687 665

**Invoice / Tax Date:** 2025-11-25 09:53:35 | **Date Due unless otherwise agreed:** Tue, Nov 25th

**Invoice Ref:** 4031125236298

Zoe Malone  
Greenwich Way Community House  
Peacehaven  
East Sussex BN10 8BB

Item	Qty	Price
Breathe	1	£34.95
Free UK Shipping	1	£0.00
<b>Sub Total</b>		<b>£34.95</b>
<b>VAT @ 20%</b>		<b>£6.99</b>
<b>Total</b>		<b>£41.94</b>

Paying By BACS?

**Account Name:** Global Giving Solutions Ltd | **Account Number:** 30095168 | **Sort Code:** 30-90-16

Invoice Printed: Wed, Dec 10th 2025 - 2:13pm

	Date	Councillor 1
4014/100		Councillor 2

Bank Reconciliation Statement as at 31/12/2025  
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	31/12/2025		12.47
			<u>12.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.47
		<b>Balance per Cash Book is :-</b>	<b>12.47</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# 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:** 31/12/2025

**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



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](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

Call us: **0345 140 1000**

Email us: **[us@unity.co.uk](mailto:us@unity.co.uk)**

Visit us: **[unity.co.uk](https://www.unity.co.uk)**

### Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2025		Balance brought forward	£0.00	£0.00	£12.40
31/12/2025	Credit Interest	Credit Interest	£0.00	£0.07	£12.47

Page number 1 of 2

Statement number 009

**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.



## List of Payments made between 01/12/2025 and 30/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	EDF	DD	83.13		OCTOBER ELECTRICITY
01/12/2025	WORLDPAY	WP0112	26.18		CARD CHARGES
03/12/2025	EDF	DD1	89.80		OCTOBER ELECTRICITY
04/12/2025	Northstar IT	DD2	1,600.46		DECEMBER SUPPORT
04/12/2025	EDF	DD4	631.50		OCTOBER ELECTRIC
05/12/2025	AMAZON	BACS1	282.87		OIL FILLED HEATERS FOR HUB
05/12/2025	SUSSEX PAYROLL SERVICES ;TB	BACS2	110.44		NOVEMBER PAYROLL
05/12/2025	DH SOLAR ENGINEERING LTD	BACS3	295.28		THERMO BLENDING VALVE
05/12/2025	Madison Web Solutions Limited	BACS4	648.00		ANNUAL HOSTING
05/12/2025	TRAVIS PERKINS Trading	BACS5	42.28		PLATE COMPACTOR
05/12/2025	FILCRIS LTD	BACS6	523.02		ALLOTMENT NUMBERS
05/12/2025	Trade UK	BACS7	34.99		ALLOTMENT NUMBERS
05/12/2025	EAST SUSSEX PENSION FUND	BACS8	10,617.78		NOVEMBER SALARIES
05/12/2025	02	DD	93.79		MOBILE BILLS
05/12/2025	Barclays	DD3	39.00		BANK CHARGES
08/12/2025	The Fuelcard People	DD	138.00		FUEL
08/12/2025	BT	DD1	65.94		NOVEMBER WIFI
09/12/2025	WORLD PAY	WP0912	1.29		CARD CHARGES
12/12/2025	ZOE MALONE	BACS	6.93		Z.MALONE TRAINING MILEAGE
12/12/2025	DAN TILLER	BACS1	6.30		D TILLER MILEAGE
12/12/2025	Lewes District Council	121061	699.69		TRADE WASTE 01-01-31-03
12/12/2025	CASTLE WATER	BACS2	141.54		NOVEMBER WATER
12/12/2025	CASTLE WATER	BACS3	49.72		NOVEMBER WATER
12/12/2025	AMAZON	BACS4	8.58		INNER TUBES
12/12/2025	Spy AlarmsLtd	BACS5	284.40		QUARTERLY MAINTENANCE
12/12/2025	AMAZON	BACS6	19.99		KIDS DART BOARD
12/12/2025	Society Of Local Council Clerk	BACS7	144.00		G.DYSON PIALC
12/12/2025	Brewers and Sons Ltd	BACS8	277.99		PAINT FOR MAIN HALL
12/12/2025	Wightman & Parrish Ltd	BACS9	78.00		HAND CLEANSER
12/12/2025	NATALIE MATTHEWS	BACS10	50.00		N.MATTHEWS REFUND
17/12/2025	Lewes District Council	121062	93.60		DOG WASTE 01/01-31/3
18/12/2025	DESTINY ENTERTAINMENT	BACS	145.00		PA SPEAKER
18/12/2025	CASTLE WATER	DD	94.35		NOVEMBER WATER THE DELL
19/12/2025	D.HARTWELL	BACS1	100.00		D.HARTWELL REFUND
19/12/2025	SUSSEX DRIVEWAYS (PAVING)	BACS2	2,604.60		MEMORIAL RESURFACE
19/12/2025	TOTAL GAS & POWER	BACS3	23.71		GAS UNIT 14 NOVEMBER
19/12/2025	TOTAL GAS & POWER	BACS4	68.55		NOVEMBER GAS HUB
19/12/2025	SOUTHER TOWBARD LTD	BACS5	610.00		FIXED FLANGE TOWBAR
19/12/2025	Brewers and Sons Ltd	BACS6	51.98		PAINT FOR MAIN HALL
19/12/2025	AMAZON	BACS7	236.22		PAPER SHREDDER
19/12/2025	AVERN CLEANING SUPPLIES LTD	BACS9	2,520.00		FLOOR MOP
19/12/2025	PREMIER FARNELL UK LIMITED	BACS	2,329.80		LIGHTS FOR MAIN HALL
22/12/2025	The Fuelcard People	DD	30.12		HK66 WMJ FUEL
22/12/2025	KINTO UK LTD	DD1	499.74		VAN LEASE 22/12-21/01
22/12/2025	HEALTH ASSURED LTD	DD	60.00		EAP 19/12-18/01
23/12/2025	HMRC	121063	10,826.24		DECEMBER SALARIES
23/12/2025	TOWER LEASING LIMITED	DD2	62.67		RENTAL OF PHONES

## List of Payments made between 01/12/2025 and 30/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/12/2025	DECEMBER SALARIES	DEC PAY	30,789.49		DECEMBER SALARIES
23/12/2025	Credit Card A/c	CC TFER	688.41		NOV CC
24/12/2025	EAST SUSSEX PENSION FUND	BACS	10,610.00		DECEMBER SALARIES
29/12/2025	CITRUS HR	DD1	264.00		20/12-19/01 SAFE HR
30/12/2025	FOCUS GROUP	DD	110.53		MONTHLY INTERN / CLOUD LICENCE
31/12/2025	EDF	DD2	104.72		NOVEMBER ELECTRIC
31/12/2025	MIND	121172C	118.20		YOUTH MAYOR APPEAL
02/01/2026	EDF	DD	557.37		SEPT - NOV ELECTRIC
02/01/2026	EDF	DD2	965.64		NOVEMBER ELECTRIC
02/01/2026	EDF	DD3	98.03		NOVEMBER ELECTRIC
05/01/2026	BT	DD	65.94		DECEMBER INTERNET
06/01/2026	02	DD2	93.79		MOBILES
07/01/2026	Northstar IT	DD1	1,600.46		MONTHLY SUPPORT - JAN
08/01/2026	Barclays	DD3	39.00		BACS / COLLECTION CHARGES
09/01/2026	R.J.Meaker Fencing Ltd	BACS	24.82		POSTMIX
09/01/2026	Business Sream	BACS1	203.65		12/09-11/12 WASTE WATER
09/01/2026	Business Sream	BACS2	325.06		08/10-07-01 WASTE WATER
09/01/2026	SUSSEX PAYROLL SERVICES ;TB	BACS3	110.44		DECEMBER PAYROLL SERVICES
09/01/2026	GeoXphere Ltd - Parish Online	BACS4	270.00		ANNUAL SUBS
09/01/2026	MARTLET MPBILITY SERVICES	BACS5	120.00		CP SERVICE
09/01/2026	CONSULT CLEANING SERVICES	BACS6	1,388.63		20/12-20-01 CLEANING
09/01/2026	SPORTS EQUIPMENT	BACS7	66.00		BOOT WIPER
09/01/2026	VIKING OFFICE UK LIMITED	BACS8	189.57		STATIONARY
09/01/2026	C.E.F	BACS9	535.50		HALL LIGHTING
09/01/2026	Ricoh Capital Ltd	BACS10	539.22		01/10-31/12 PHOTOCOPY
09/01/2026	CVS TYRES LTD	BACS11	122.19		RE-GEN / DIAGNOSTIC
09/01/2026	Brewers and Sons Ltd	BACS12	68.36		PAINT FOR MAIN HALL
09/01/2026	Farrington Property Developmen	BACS13	4,404.00		UNIT 14 RENT W/C 08/01
09/01/2026	CASTLE WATER	BACS14	111.96		DECEMBER WATER
09/01/2026	Leads Direct	BACS15	107.28		LEADS FOR SPEAKERS
09/01/2026	MORGAN PENDRY	BACS16	50.00		M.PENDRY REFUND
09/01/2026	AMAZON	BACS16	236.92		CORRECT ERROR
12/01/2026	The Fuelcard People	DD	13.20		CARD CHARGES
12/01/2026	TOTAL GAS & POWER	DD1	426.38		NOVEMBER GAS
13/01/2026	worldpay	WP1301	33.58		card charges
15/01/2026	WORLDPAY	WP1501	0.60		CARD CHARGES
16/01/2026	PEACEHAVEN PLAYERS	BACS1	100.00		P/HAVEN PLAYERS REFUND
16/01/2026	BRIGHTON PLANNING	BACS1	924.00		NHP PROOFREADING & CHECKS
16/01/2026	GASTON MALLIA	BACS2	960.00		NHP DESIGN
19/01/2026	HEALTH ASSURED LTD	DD	60.00		19/01-18/02 EAP
20/01/2026	CASTLE WATER	DD1	52.82		DECEMBER WATER
20/01/2026	WORLDPAY	WP2001	0.44		CARD CHARGES
21/01/2026	CASTLE WATER	DD3	18.30		DECEMBER WATER - THE DELL
21/01/2026	WORLDPAY	WP2101	0.86		CARD CHARGES
22/01/2026	Credit Card A/c	DEC CC	78.00		DEC CC
22/01/2026	KINTO UK LTD	DD	499.74		VEHICLE LEASE 22/01-21/02
23/01/2026	AMAZON	BACS	151.01		FLOOR JACK

## List of Payments made between 01/12/2025 and 30/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2026	TOOLSTATION LIMITED	BACS1	46.54		BASIN MIXER TAP
23/01/2026	SIGN MANAGEMENT	BACS3	260.00		REPLACEMENT SIGNS
23/01/2026	C.E.F	BACS4	42.51		LIGHTING TRUNKING
23/01/2026	AMP Services	BACS5	90.00		VEHICLE REPAIR SHREDDER
23/01/2026	SCRIVENS LTD	BACS6	22.50		KEVIN BRAY EYE TEST
23/01/2026	TOTAL GAS & POWER	BACS7	71.02		DECEMBER GAS
23/01/2026	TOTAL GAS & POWER	BACS8	31.81		DECEMBER GAS
23/01/2026	CITRUS HR	DD1	264.00		HR SUPPORT 20/01-19/02
23/01/2026	TOWER LEASING LIMITED	DD3	62.67		PHONE LEASE
23/01/2026	JANUARY SALARIES	JAN PAY	31,263.67		JANUARY SALARIES
23/01/2026	WORLDPAY	WP2301	0.44		CARD CHARGES
23/01/2026	HMRC	121064	11,142.06		JANUARY SALARIES
26/01/2026	Northstar IT	DD6	70.80		DOMAIN HOSTING
27/01/2026	TOTAL GAS & POWER	DD4	155.68		GAS
28/01/2026	EDF	DD1	3,327.31		SEPT - DEC ELECTRICITY
28/01/2026	EDF	DD2	1,580.58		SEP - DEC ELECTRICITY
29/01/2026	FOCUS GROUP	DD5	110.53		FEB PHONES /WIFI
30/01/2026	MIND	121172	118.20		YOUTH MAYOR APPEAL
30/01/2026	MIND	121172A	-118.20		POSTED WRONG PERIOD
30/01/2026	EDF	DD	97.46		DECEMBER ELECTRICITY
30/01/2026	AMAZON	BACS	72.80		GAY PRIDE FLAG
30/01/2026	R.J.Meaker Fencing Ltd	BACS1	10.23		POSTMIX
30/01/2026	HSS PROSERVICE LTD	BACS2	707.90		SCISSOR LIFT HIRE
30/01/2026	CONSULT CLEANING SERVICES	BACS3	1,388.63		CLEANING OF TOILETS
30/01/2026	FAUSTINA BAYO	BACS4	670.52		PHASE 2 HUB ENGAGEMENT
30/01/2026	EAST SUSSEX PENSION FUND	BACS5	10,645.32		JANUARY SALARIES
<b>Total Payments</b>			<u>157,880.56</u>		

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 25<sup>th</sup> November 2025 at 7:30pm.

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

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

No members of the public were in attendance.

### 1. PF1168 CHAIR'S ANNOUNCEMENTS.

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

### 2. PF1169 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. PF1170 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Harman, with Cllr Rosser substituting, and Cllr Sharkey, with Cllr Gallagher substituting.

### 4. PF1171 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

Cllr Griffiths and Cllr Alexander declared an interest in item PF1175.

### 5. PF1172 TO ADOPT THE COMMITTEE'S MINUTES OF 7<sup>th</sup> OCTOBER 2025

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Gordon-Garrett

The minutes of 7<sup>th</sup> October 2025 were **agreed** and **adopted**

### 6. PF1173 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

#### a. Finance Officer's report.

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

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

**Proposed by:** Cllr Fabry                      **Seconded by:** Cllr Davies

Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

#### c. Income & Expenditure report.

Cllr Gallagher queried the headings on the income and expenditure report, and which headings would be changing in next years budget, the RFO will look at this for the next 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 & s.106 report.

**f. List of payments (for approval).**

Cllr Gallagher asked about a payment for Bowls Maintenance, which the RFO clarified was for the lawn, as well as the legal costs relating to the Bowls Club lease renewal.

It was proposed to approve the list of payments.

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

**7. PF1174 TO NOTE THE INTERIM INTERNAL AUDIT REPORT**

The Clerk summarised the report, highlighting that the only recommendation was reviewing the delegated authority for agreeing payments.

Cllr Donovan asked that thanks to the RFO be noted by the Committee.

Cllr Davies highlighted a need for Councillors to be made aware of assertion 10 requirements relating to data & IT security..

Committee **noted** the interim internal audit report.

*Cllr Alexander and Cllr Griffiths left at this point (19:46)*

**8. PF1175 TO RATIFY THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE.**

Cllr Fabry took the Chair and summarised the meeting that the Grants Sub-Committee had.

It was proposed that Committee ratify the recommendations of the Grants Sub-Committee.

**Proposed by:** Cllr Davies                      **Seconded by:** Cllr Gordon-Garrett  
Committee **resolved** to **ratify** the recommendations of the Grants Sub-Committee.

Committee added their thanks to the RFO and Committees & Assistant Projects Officer for their work on the Grants sub-committee.

*Cllr Alexander and Cllr Griffiths returned at this point (19:50)*

**9. PF1176 TO AGREE 2026/27 ROOM HIRE CHARGES**

The RFO introduced and summarised the report.

It was proposed that the recommendations in the report be agreed.

**Proposed by:** Cllr Veck                      **Seconded by:** Cllr Rosser  
Committee **resolved** to agree to this recommendation.

## 10. PF1177 TO AGREE RECOMMENDATIONS ON MUSIC LICENCE FEES

The RFO explained the background to this item, summarising how the music licence fee works

Cllr Veck highlighted that nowhere that she was aware of passes the cost of the PRS licence onto a hirer, Cllr Gallagher agreed with this sentiment.

There was a brief discussion about how the PPL/PRS is administered.

It was proposed that PTC continue to absorb the cost of this licence.

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

## 11. PF1178 TO AGREE RECOMMENDATIONS ON A COMMUNITY WALL PROJECT

Cllr Donovan gave Committee an overview of the project. Cllr Campbell asked about the labelling of the circles on the design shown in the papers, Cllr Donovan confirmed that these would be fixed labels relating to a subject heading.

It was proposed that Committee agree to the proposed project to create a Community Wall, and that the TFG continue to progress this.

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

## 12. PF1179 TO AGREE TO RECOMMEND THE 2026/27 DRAFT BUDGET TO COUNCIL

The RFO introduced the draft budget, and explained the key differences between the options that were presented to Committee.

Cllr Campbell queried the reduction in the small grants budget and discussed the implication for room hire grants. Cllr Campbell also raised concern about the large grant to LDCA being reduced.

The Town Clerk reinforced that reducing room income would have the same net effect as increasing the expenditure budget.

Cllr Griffiths stated that she could not support option 2 with reducing grants budgets, as it's a cut to the groups that support this town.

Cllr Gordon-Garrett also spoke in support of option 1, and maintaining the level of support.

Cllr Rosser suggested that the smaller grants are symbolic, and that we need to be effective with the money we have and that we should continue this support.

Cllr Gallagher asked for clarification on the draft tax base, which has not gone up as much as was hoped.

Cllr Gordon-Garret suggested an 'option 3' which was an increase in LDCA grant by £2000, reduce the small grants budget to £6000, and to remove the Town Criers outfit budget entirely.

Cllr Davies highlighted a need to keep the precept increase as small as possible.

Cllr Donovan asked about the Civic & Events budget increase of £300, and whether we could maintain this at the same figure as this year.

It proposed that Committee recommend to Full Council that they agree an 'option 3' budget, made up of amending option 2 by agreeing the full amount requested by LDCA, but removing the whole budget for the Town Crier's outfit.

**Proposed by:** Cllr Gordon-Garrett                      **Seconded by:** Cllr Gallagher  
Committee **resolved** to agree by majority vote, with 2 against.

**13. PF1180 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG'S**  
a. Audit Working Group

The Working Group is currently arranging a date for the next audit to take place.

b. Community Buildings Working Group

Cllr Gallagher gave a summary of the work that has been taking place, in looking at Community House and the Hub, which last met on 13<sup>th</sup> October. The borescope survey has now taken place, and further advice on the results of this are to be taken.

A quote is also being sought about replacing the current gas boilers with more efficient alternatives, as well as seeking estimates for the roof replacement at Community House, and the solar panels. A grant application has been put in for £75,000 for upgrading to Air Source Heat Pumps.

The Hub stakeholder consultation is now taking place on 4<sup>th</sup> & 6<sup>th</sup> December. A consulting firm are now looking into the phase 1 Hub project, and some flexibility in the CIL funding to include windows has been agreed at Lewes District Cabinet.

The group will exchange some information by email over the coming weeks.

**14. PF1181 DATE OF NEXT MEETING – TUESDAY 10<sup>TH</sup> FEBRUARY 2026**

The date of the next meeting was confirmed as Tuesday 10<sup>th</sup> February 2026.

**15. PF1182 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Veck                      **Seconded by:** Cllr Gordon-Garrett  
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.*

**16. PF1183 UNPAID INVOICE REPORT**

Committee **noted** the unpaid invoice report.

**17. PF1184 TO AGREE 2026/27 RENT INCREASES**

The RFO introduced the report, and the recommendations to rent increases.

It was proposed that the report recommendations be agreed.

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

*There being no further business, the meeting was closed at 21:01*

George Dyson  
Town Clerk

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



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

### **Audit Working Group – Checklist**

Date of audit:	<b>10 Feb 2026</b>
Members auditing:	<b>Cllrs Max Rosser, Aimee Harman and Wendy Veck</b>

Item	Policy Documents
Description	Ensure that 2 randomly selected policies are published in line with PTC's publication scheme and are within their stated review dates.
Policies Checked:	1 - Self-Employment 2 - Cllr Officer relationship
Comments:	1 – Not dated, no logo. This is due to it being an HMRC document which is statutory. We currently have no self-employed contractors. 2 – Dated 16 Dec 21 Review Dec 26
Outcome:	Compliant

Item	Personnel Records
Description	Ensure that a signed contract of employment is available for a randomly selected employee.
Comments:	1 – Zoe Malone – signed and dated 2 – Karen Bray – signed and dated
Outcome:	Compliant

Item	Personnel Records
Description	Ensure that certificates or evidence of competence are available for training undertaken by a randomly selected employee.
Training Checked:	1 – Kevin Bray 2 – Jessa Chapman
Comments:	1 – 1 <sup>st</sup> Aid valid until 2028 2 – Customer Service taken 22 <sup>nd</sup> Dec 25 (Needs 1 <sup>st</sup> Aid training)
Outcome:	Compliant

Item	Statutory Governance
Description	Ensure that signed minutes are available for inspection of 2 randomly selected meetings within the past 2 years.
Minutes Checked:	1 – CCE 2 – Planning and Highways
Comments:	1 – Signed and dated 24 <sup>th</sup> Nov 25 2 – Signed and dated 10 Jan 23
Outcome:	Compliant

Item	Financial Controls - Payments
Description	Track 2 randomly selected payments through the financial system.
Comments:	1 – Sussex Payroll Services. Paid 9/1/26 Invoice No 32385 £110.44 BACS 2 – Poplett Peacehaven (Unit 14) Paid 9/11/26 Invoice 23 dated 5/11/26 (paid quarterly) £4404
Outcome:	Compliant

Item	Financial Controls - Receipts
Description	Track 2 randomly selected receipts through the financial system.
Comments:	1 – 15/1/25 GBPC card payments (world pay) payment from card transactions. One payment £60 – fees = £54.60 comprising of 2 card payments of £30 Invoice 16605 and 16575. Both for allotments. 2 – Gateway Rent – Invoice No 16605 £856.92 Credit Note: £39.59 (no WIFI to charge) Paid - £817.33 13/1/26
Outcome:	Compliant

Item	Risk Management
Description	Ensure that 2 randomly selected Risk Assessments are up to date with evidence of their last review.
Assessments Checked:	1 – Manual Handling 2 – Fire Risk Assessment
Comments:	1 – Dated 1/1/25 Review <b>1/1/26 NEEDS UPDATING</b> 2 – Assessments are done on a weekly basis. Community House is digital and The Hub is on paper but now scanned in as no computer at The Hub.
Outcome:	Partially Compliant

Item	Risk Management
Description	Ensure that 2 randomly selected controls from the Corporate & Financial Risk Assessment are being adhered to.
Policies Checked:	1 – Playgrounds 2 – VAT compliance

Comments:	1 – Inspected Bi weekly and recorded on PLAYSAFE ap. All ground staff are qualified. Certificates seen. LDC carry out annual inspections. 2 – RIALTACE software currently being used which automatically calculates the VAT.
Outcome:	Compliant

Item	Risk Management
Description	Ensure that a randomly selected section of the Fire Safety log book is up to date.
Section Checked:	Complete
Comments:	All up to date and logged. Regular fire tests recorded
Outcome:	Compliant

Item	Risk Management
Description	Ensure that a MSDS is available for a randomly selected chemical, and that any provisions within the MSDS are being adhered to.
Chemical Checked:	
Comments:	Hundreds of data sheets downloaded and updated via email if chemicals change. Some are not downloadable but can be check online. Very comprehensive.
Outcome:	Compliant

Item	Statutory Governance
Description	Ensure that 2 randomly selected subsections of the transparency pages on the PTC website are current & correct.
Categories Checked:	1 – Attendance record 2 – Expenditure exceeding £500
Comments:	1 – Last updated Nov 25. 2 – Not updated since Aug 25 Office aware
Outcome:	Partially Compliant

Item	Statutory Governance
Description	Ensure that 2 randomly selected agendas were issued validly and with the required notice period.
Meetings Checked:	1 – Environment 2 – Planning and Highways
Comments:	1 – Issued 12/11/25 Held 18/11/25 2 – Issued 28/1/26 Held 3/2/26
Outcome:	Compliant

General/ overall comments

We noted impressive knowledge from all staff. It was nice to see the caretakers Fire Log for the Hub is now being scanned into the system. We also noted Karen's commitment to digitalising the list of hirers and their associated risk assessments and insurance documents, it's a big job!

There was some discussion on how the Councils permanent hirers record their information. We feel satisfied that although records are not held by the Council that we are insured and compliant legally.

We feel having done several audits now it's time for us to step aside and allow other Councillors to take a look behind the scenes. The next Audit is due after the annual Town Council meeting. It would be good to elect three new members to take this forward for the next year. It may be beneficial for one of us to assist on the first one.

Completed by:	<i>Cllrs</i>	Role:	
Signature:	W Veck, (Author) A Harman and M Rosser	Date:	10 /2/26

Reviewed by:	<i>Cllr</i>	Role:	
Signature:		Date:	

Received by:	<i>Clerk/ Officer</i>	Role:	Town Clerk
Signature:	G.Dyson	Date:	10/02/26

Copy of this report to be provided to the next suitable Policy & Finance Committee meeting.



<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1499b(vi)
<b>Meeting date:</b>	17 February 2026	<b>Authors:</b>	RFO
<b>Subject:</b>	Boiler replacement		
<b>Purpose:</b>	To recommend heating source		

**Recommendation(s):**

To agree to a boiler replacement within Community House.

## 1. Background

### Community House Boilers

The boilers within Community House failed on 22<sup>nd</sup> January. One of the boilers has been condemned so the main building is now operating on one boiler. The boiler still working is on its last legs and needs replacing as advised by the heating engineer. It is important to note that the parts required to fix the boilers are no longer available and therefore they cannot be fixed.

The Community Buildings working group have been discussing various repairs & replacements for some time, applied for funding towards ASHP which unfortunately we were unsuccessful for but we are now at a point where council need to decide what heating source they wish to proceed with so we can get the building running as usual.

The council made a pledge in 2019 to be net zero by 2030. The council have made some significant changes to help towards this so far. To support this pledge then ASHP would be the obvious choice for replacement, however it is important to consider that this will take a significant amount of time to implement and could mean a potential building closure in the interim if we cannot supply hot water.

We have received a replacement gas boiler quote which is £20,000. Whilst gas is not the preferred option for council these can be installed a lot quicker and will be more efficient than the ones we currently have. Lead time to replace is 4-6 weeks. As per our financial regulations (5.8) we would preferably want to obtain three quotes but can proceed with works without going to tender as the value is lower than our threshold. It may be that council could consider gas boiler replacement now with a view to financially planning for ASHP in the next 10 years, ensuring the building is well insulated

The Policy & Finance Committee on 10<sup>th</sup> February 2026 agreed to recommend that Council replace the current boilers in Community House with a new, efficient gas boiler, which Council will commit to replace with Air Source Heat Pumps in the next 5-10 years, and in the interim plan the finances for this and plan for the installation of internal and external insulation necessary for the pumps to be effective.

## 2. Options for Council

- To ratify the decision of the Policy & Finance Committee, agreeing to proceed with a new gas boiler in Community House.
- To not ratify the decision of the Policy & Finance Committee and defer the item for debate at a future meeting.

## 3. Reason for recommendation

Community House is heavily used and it needs hot water and heating not only for visitors but also for staff.

## 4. Expected benefits

More efficient heating system, less maintenance & repair costs.

## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	£20,000 - £200,000
5.4 Time scales	1 month – 1 year
5.5 Stakeholders & Social Value	Legally need to provide hot water to our hirers and visitors
5.6 Contracts	
5.7 Climate & Sustainability	New gas boilers will be more efficient than what we have currently
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	Hot water is essential to any building
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 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 type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

## 7. 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 Personnel Meeting held in the Anzac Room, Community House on Tuesday 30<sup>th</sup> September 2025 at 7.30pm.**

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

**Officers:** George Dyson (Town Clerk)

**1. E603 CHAIR'S ANNOUNCEMENTS**

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

**2. E604 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Fabry.

Cllr Cheta was also absent.

**3. E605 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interest.

**4. E606 TO ADOPT THE MINUTES OF 8<sup>TH</sup> JULY 2025 MEETING**

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

The minutes of 8<sup>th</sup> July 2025 were **agreed** and **adopted**.

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

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

The committee **noted** the budgetary report.

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

**6. E608 DATE OF NEXT MEETING – TUESDAY 20<sup>TH</sup> JANUARY 2026 AT 7:30PM.**

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

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

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

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

A handwritten signature in black ink, appearing to be "N. K. Veck".

17.12.25

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

**8. E610 TO REVIEW THE COMMITTEE ACTION PLAN**

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

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

The Committee **noted** the action plan.

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

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

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

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

**11. E613 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING**

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

**12. E614 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE**

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

The Committee **noted** the report.

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

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

**14. E616 TO NOTE RECENT ACHIEVEMENTS**

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

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

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

Committee **noted** the report.

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

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

Committee **noted** the report.

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

Committee **noted** the report.

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

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

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

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

a. Wellbeing

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

b. Employee SCP banding

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

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



17.12.25



*Andrew Veck*

14-1-26

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 Charles Neville Room, Community House on Wednesday 17<sup>th</sup> December 2025 at 6.30pm.**

**Present:** Cllr Fabry, Cllr Veck, Cllr Rosser, Cllr Donovan, Cllr Gallagher, Cllr Alexander, Cllr Griffiths, Cllr Davies, Cllr Gordon-Garrett.

**Officers:** George Dyson (Town Clerk)

**1. E622 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 18:31, 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 every one of the importance of Confidentiality on this Committee. The Chair also reinforced the importance of familiarity with relevant policies for members of the Personnel Committee in particular.

Cllr Donovan shared with Committee members a message of thanks from the outgoing Peacehaven Youth Mayor.

The Clerk provided a brief update on a staffing matter.

**2. E623 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Campbell, with Cllr Gordon-Garrett substituting, and from Cllr Harman, with Cllr Griffiths Substituting.

**3. E624 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr Donovan declared a non-pecuniary interest in item E628.

**4. E625 TO ADOPT THE MINUTES OF 30<sup>TH</sup> SEPTEMBER 2025 MEETING**

**Proposed by:** Cllr Veck                      **Seconded by:** Cllr Alexander

The minutes of 30<sup>th</sup> September 2025 were **agreed** and **adopted**.

**5. E626 DATE OF NEXT MEETING – TUESDAY 20<sup>TH</sup> JANUARY 2026 AT 7:30PM.**

The date of the next meeting was confirmed as Tuesday 20<sup>th</sup> January 2026 at 7:30pm.

**6. E627 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Veck                      **Seconded by:** Cllr Gordon-Garrett

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.

*Andrew Veck*



**7. E628 TO NOTE A REPORT ON A CONFIDENTIAL INVESTIGATION**

It was proposed that Committee suspend Standing Orders so that Cllr Donovan could remain in the meeting for this item.

**Proposed by:** Cllr Alexander      **Seconded by:** Cllr Gordon-Garrett

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

*Standing Orders were suspended at this point (18:42)*

The Chair read out the confidential report to the Committee.

Cllr Griffiths advised that she had been expecting to be interviewed as part of this investigation but was not in the end, as well as querying what other recommendations could be made other than those in the confidential report.

The Clerk explained the reason for this meeting and intended outcomes.

Cllr Gallagher asked about the process that has been followed and whether the Council's HR provider was consulted, which the Clerk responded to.

Cllr Rosser spoke about the emotional reality being important, and handling these matters with confidentiality and care, and the upmost protection for all involved.

Cllr Alexander queried the use of the grievance policy, the Clerk clarified the practical application of this in this instance.

Cllr Davies agreed that the grievance policy in this instance would not have been appropriate, and also spoke about legislation at a national level is looking at Councillor sanctions. The importance of applying Civility & Respect principles was also reinforced, that lessons from previous incidents still have not been full learnt, and that we do need to reflect on these sort of matters.

There was a wider discussion on Civility & Respect.

The Committee **noted** the confidential report.

*Standing orders were reinstated at this point (19:28)*

**8. E629 TO DISCUSS CONFIDENTIALITY IN RELATION TO THE PERSONNEL COMMITTEE**

The Clerk introduced the report and summarised the reasons behind this, which Committee briefly discussed.

Committee **noted** the confidential report.

**9. E630 TO PROGRESS THE WORK OF THE EMPLOYEE SCP BANDING TFG**

The Clerk summarised the item, Cllr Fabry and Cllr Gallagher will join the TFG, the Clerk will send around a message to TFG members to arrange a meeting soon.

*There being no further business, the meeting was closed at 19:36.*

*Amanda Veck*

*14 - 1 - 20*



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 20<sup>th</sup> January 2026 at 7.30pm.

**Present:** Cllr Veck, Cllr Harman, Cllr Rosser, Cllr Gallagher, Cllr Alexander, Cllr Campbell, Cllr Davies.

**Officers:** George Dyson (Town Clerk)

### 1. E630 CHAIR'S ANNOUNCEMENTS

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

The Committee then observed a minute for silent reflection with respect to a recent loss that the Chair of Committee has experienced.

### 2. E631 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fabry and Cllr Donovan.

### 3. E632 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

### 4. E633 TO ADOPT THE MINUTES OF 17<sup>TH</sup> DECEMBER 2025 EXTRAORDINARY MEETING

There was a brief discussion about the accuracy of the minutes.

It was proposed that the minutes be adopted as read.

**Proposed by:** Cllr Rosser      **Seconded by:** Cllr Alexander

Committee **resolved** to **adopt** the minutes of 17<sup>th</sup> December 2025 by majority vote, with one abstention.

### 5. E634 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Committee commented that the budget is looking good, and about where it should be for this time of year.

The Committee **noted** the budgetary update.

### 6. E635 DATE OF NEXT MEETING – TUESDAY 14<sup>TH</sup> APRIL 2026 AT 7:00PM.

The next meeting was confirmed as 14<sup>th</sup> April 2026 at 7.00pm.

### 7. E636 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Davies

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. E637 TO REVIEW THE COMMITTEE ACTION PLAN

The Clerk briefly summarised the Action Plan, and there was a discussion on the urgent need to progress the staff SCP banding review.

Committee **noted** the Action Plan.

#### **9. E638 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS**

The Clerk summarised that the Training Plan is looking very healthy, and that training for Councillors in the progress of being organised include Chairing Meetings, Civility and Respect, Digital Safety, Outside Body Representation, and Report Writing.

Committee **noted** the Councillor Training Plan.

#### **10. E639 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS**

Committee **noted** the Staff Training Plan.

#### **11. E640 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING**

Feedback was circulated from recent training, which showed that recent courses had all been well received, and that the quality of training being provided has clearly improved greatly over the past couple of years.

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

#### **12. E641 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE**

Committee commended the exceptionally low level of staff sickness and **noted** the report.

#### **13. E642 TO NOTE RECENT ACHIEVEMENTS**

The Clerk summarised the report, and there was a brief discussion on some of the key achievements highlighted.

Committee **noted** the report.

#### **14. E643 TO RECEIVE A REPORT ON AN EMPLOYEE'S RETURN TO WORK**

The Clerk summarised the report and updated Committee on how the return to work is continuing to progress. Committee also noted thanks to the grounds team member that had been seconded to a team leader position over the past few months.

Committee **noted** the report.

#### **15. E644 TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL**

The Chair updated Committee that the Town Clerk's appraisal is complete, and that the next full appraisal will take place in early March 2026, in advance of other employee appraisals.

The Chair also invited comments to be submitted from other Councillors in advance of this.

There was a brief discussion on the purpose and importance of appraisals.

#### **16. E645 TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD**

The Clerk summarised the report, and Committee had a lengthy discussion on the probationary period. The Clerk reinforced that the decision is a management led one, rather than being Committee led, but that discussion is important. Process and relevant legislation was discussed.

Committee **noted** the report.

*Cllr Davies left at this point (20:44).*

#### **17. E646 TO DISCUSS THE CIVILITY AND RESPECT PLEDGE AT PEACEHAVEN TOWN COUNCIL**

The Clerk introduced the item and the purpose of it being on the agenda. There was a discussion on the progress being made by NALC an on a national level.

**18. E647 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

**a. Wellbeing**

This group will be meeting soon.

**b. Employee SCP banding**

This was discussed earlier in the agenda, and will be providing a report to the next Committee meeting.

*There being no further business, the meeting closed at 20:55.*

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 (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 2<sup>nd</sup> December 2025 at 7:30pm.**

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

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

There were no members of the public in attendance.

**1. LA 1056 CHAIR ANNOUNCEMENTS**

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

- Tickets still available for the Children's Christmas Party on 12<sup>th</sup> December
- Bingo on 17<sup>th</sup> December
- Resurfacing works soon to start at the War Memorial
- Four LDC funded bikes installed at The Dell
- New information board installed at the Meridian Monument.

**2. LA 1057 PUBLIC QUESTIONS.**

There were no public questions.

**3. LA 1058 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were apologies from Cllr Fabry and Cllr Sharkey.

**4. LA 1059 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. LA 1060 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 23RD SEPTEMBER 2025**

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

The resolution was **carried**.

**6. LA 1061 TO NOTE THE BUDGET UPDATE AND AGREE TO THE BUDGET FOR 2026/27**

The budget was **noted**.

**7. LA 1062 TO NOTE ACTION PLAN**

The Parks Officer updated members that the OVCA project had been approved by the solicitors and was now with the National Lottery in relation to the validity of OVCA having the grant.

Cllr Gallagher suggested several items needed to be updated on the action plan, including Parks Signage to 'phase 2', and The Hub to include dates, and was pleased that progress was being made in general.

The action plan was **noted**.

**8. LA 1063 TO NOTE ALLOTMENTS UPDATE**

The Parks Officer expressed that no comments had been received regarding the terms and conditions since the last meeting, and Cllr Gallagher updated committee that the Horticultural Society were keen to help and were planning to open the hut in February. The allotments update was **noted**.

S.G.

**9. LA 1064 TO NOTE THE COMPLAINTS LOG**

The Parks Officer updated committee on the status of the shelter at Epinay Park, that it had been vandalised so had been stripped back to seating only and made safe, and expressed that if vandalism continued it would be removed. The Parks Officer also updated committee that 6 playground safety signs had been stolen. It was suggested that new ones be made more secure, and the possibility of a social media post asking for the lost signs. The complaints log was **noted**.

**10. LA 1065 TO REVIEW AND UPDATE THE BUSINESS PLAN**

Cllr Gallagher suggested that as much as possible had been carried out, and the Parks Officer reminded committee that two had been agreed to be removed and asked for ideas be sent to him.

Cllr Gallagher suggested that a consultation was carried out with regards to residents' priorities. No updates were made.

**11. LA 1066 TO AGREE PLAYGROUND REPAIRS**

The Parks Officer summarised the report  
It was proposed to repair the see-saw.

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

**12. LA 1067 TO AGREE TO CAR PARK REPAINTING**

Cllr Gallagher questioned timings in relation to The Hub Project, and raised the importance of promoting Piddinghoe carpark, adding concern with road safety crossing. The Parks Officer updated members that a Peacehaven car parks map had been provided to the football club, that a yellow lines request near to Centenary Park was being requested to ESCC via planning committee, and that the companies who had quoted were Sussex based.

It was proposed to repaint the car parking bays and new yellow lines in Centenary Park car park at the lower cost, and recommend to the Policy and Finance committee this be paid for from Big Park 106 CIL funds.

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

The Parks Officer confirmed that it would take around 1 day, and would take place around January/February time.

**13. LA 1068 TO AGREE TO REPLACE DAMAGED BENCH ON A259**

The Parks Officer summarised the report, and commented that the old bench was deemed as belonging to Peacehaven Town Council.

It was proposed to agree to a green recycled plastic bench.

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

The Parks Officer agreed to contact LDC with regards to them painting the minion bin.

**14. LA 1069 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFG's)**

**I. Business Plan Accessibility of Amenities**

There were no updates.

**II. Howard Park Phase 2**

The Meetings & Projects Officer updated committee that the public consultation would be publicised in January.

**III. The Hub Consultation Survey Results**

Cllr Gallagher reminded committee that the meeting dates were 4<sup>th</sup> and 6<sup>th</sup> December.

**15. LA 1070 TO CONFIRM DATE OF NEXT MEETING AS THE 13TH JANUARY 2025**

Members raised that the year would be 2026, and the date was confirmed as 13<sup>th</sup> January 2026.

*There being no further business the meeting ended at 20:09.*

  
13 Jan 2026

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 (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 13<sup>th</sup> January 2026 at 7:30pm.**

**Present:** Cllr Griffiths (Chair), Cllr Campbell, Cllr Gallagher, Cllr Fabry, Cllr Harman, Cllr Donovan.  
**Officers:** Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There were no members of the public in attendance.

The Meetings and Projects Officer opened the meeting at 20:08 and in the absence of a Chair, asked for a proposal for a member to Chair the meeting.

Two proposals were made, and the initial proposal moved first.

It was proposed that Cllr Griffiths took the Chair.

**Proposed by:** Cllr Harman                      **Seconded by:** Cllr Campbell  
3 members were in favour.

It was proposed that Cllr Donovan took the Chair

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Fabry  
3 members were in favour.

With equal voting numbers, the proposals were voted upon again, with the same results.

The decision was made with a coin toss, which resulted in Cllr Griffiths as Chair.

## **1. LA 1071 CHAIR ANNOUNCEMENTS**

The Chair welcomed everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, informed everyone that the meeting was being recorded and reminded members of the process of a confidential item.

The Meetings and Projects Officer updated committee that the Howard Peace Park Phase 2 Consultation was live until 31<sup>st</sup> March 2026.

## **2. LA 1072 PUBLIC QUESTIONS.**

There were no public questions.

## **3. LA 1073 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were apologies from:-

- Cllr Sharkey
- Cllr Studd, and Cllr Campbell substituted

## **4. LA 1074 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **5. LA 1075 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 2<sup>nd</sup> DECEMBER 2025**

**Proposed by:** Cllr Fabry                      **Seconded by:** Cllr Gallagher  
The resolution was **carried**.

**6. LA 1076 TO DECIDE ON SUNLEAF SAUNA IN CENTENARY PARK PROPOSAL**

Members discussed reasons for and against the sauna, including support through an increase in foot-fall, providing an income stream, and that it was easily moveable. Reasons against included concern over its security; the need to have sight of market research and a business plan; Centenary Park as an unsuitable location; the increase of parking and congestion; and the logistics of the water supplied by the café.

It was suggested that that the extra unit should be charged, other parks could be more suitable, and raised that there should be no liability to the Council.

The Parks Officer expressed a business plan was unnecessary to make a decision, and that the income could be around £100 per month.

It was proposed to support Sunleaf to take the idea forward so they can start their research and allow officers to progress the project with cost effective licences to be agreed by Council.

**Proposed by:** Cllr Harman      **Seconded by:** Cllr Campbell

All in **favour**.

**7. LA 1077 TO NOTE BUDGET UPDATE**

The budget was **noted**.

**8. LA 1078 TO NOTE ACTION PLAN**

The Parks Officer expressed the OVCA item would be updated, and Cllr Gallagher suggested the action plan include an agenda item if the item was on the agenda.

The Meetings & Projects Officer updated committee that funding was being sought for outdoor gym equipment for Epinay Park.

The action plan was **noted**.

**9. LA 1079 TO NOTE ALLOTMENTS UPDATE**

The allotments update was **noted**.

**10. LA 1080 TO NOTE THE COMPLAINTS LOG**

The Parks Officer updated committee on the Sunday noise complaint.

The log was **noted**.

**11. LA 1081 TO DISCUSS AND UPDATE THE BUSINESS PLAN**

The Parks Officer reminded committee that there was space for 2 items.

**12. LA 1082 TO NOTE THE FOOTBALL PITCH ASSESSMENT REPORT**

The report was **noted**.

**13. LA 1083 TO NOTE UPDATES FROM TASK AND FINISH GROUPS**

It was agreed to take this and item LA1084 together.

**14. LA 1084 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)**

I. BUSINESS PLAN ACCESSIBILITY OF AMENITIES

It was expressed that the group had not yet met.

II. HOWARD PARK PHASE 2

It was proposed that Cllr Donovan join the TFG

**Proposed by:** Cllr Donovan      **Seconded by:** Cllr Gallagher

All in **favour**.

The Meetings & Projects officer agreed paper copies would be made available for Cllr Campbell to letter-drop, and also for the library.

III. THE HUB CONSULTATION SURVEY RESULTS

It was agreed to take this item and LA 1085 together.

**15. LA 1085 TO DISCUSS AND AGREE HUB IMPROVEMENTS TO INFORM A HUB PHASE 2 CIL FUNDING APPLICATION**

Cllr Gallagher requested it be noted they were very impressed with the consultant who carried out the stakeholder engagement, and suggested they were asked to come in to feedback, and for a copy of the presentation and video. Cllr Donovan agreed it was an immersive consultation.

The Meetings and Projects officer expressed the importance of moving forward with the timeline, and outlined what was required for the CIL Expression of Interest application.

Members discussed progressing this item through the Community Buildings Working Group. Cllr Campbell clarified that the now-permanent Community Buildings Working Group had been formed on a temporary basis, and there being no opportunity for others to join. Several members expressed this phase was separate to phase 1 of the Hub project, the Parks Officer briefly clarified the current status of The Hub Phase 1, and Cllr Fabry requested focus returned to the agenda item.

It was proposed to take this report as Phase 2 to the Community Buildings Working Group, with the results taken to Council.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Fabry

All in **favour**.

**16. LA 1086 TO CONFIRM DATE OF NEXT MEETING AS THE 24<sup>TH</sup> MARCH 2026**

The date of the next meeting was confirmed.

*There being no further business the meeting ended at 21:27*

*Luend Veck. 27-1-26*

George Dyson  
Town Clerk

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



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

**DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 4<sup>th</sup> November 2025 at 7.30pm**

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

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

There were no members of the public in attendance.

**1. CCE597 CHAIR ANNOUNCEMENTS**

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

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

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

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

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

**2. CCE598 PUBLIC QUESTIONS**

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

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

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

*Luend Veck 27-1-26*

**3. CCE599 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were apologies from Cllr Sharkey, the Youth Mayor and Deputy Youth Mayor.

**4. CCE600 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. CCE601 TO ADOPT THE MINUTES FROM THE 9<sup>th</sup> SEPTEMBER 2025**

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

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

It was proposed to adopt the minutes.

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

**6. CCE602 TO NOTE THE BUDGETARY UPDATE**

The budgetary update was **noted**.

**7. CCE603 TO NOTE THE MAYOR'S FUNDRAISING BUDGET**

The fundraising budget was **noted**.

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

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

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

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

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

It was proposed that the budget requirements for 2026/27 be deferred.

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

**9. CCE605 TO NOTE THE COMMUNITY ENGAGEMENT UPDATE**

The update was **noted**.

**10. CCE606 TO AGREE TO ESTABLISH A COMMUNICATIONS GROUP**

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

It was proposed to set up a Working Party.

Proposed by: Cllr Wood    Seconded by: Cllr Harman

*Arend Veck*

27 - 1 - 26

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

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

#### **11. CCE607 TO AGREE THE EVENTS REPORT RECOMMENDATION**

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

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

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

#### **12. CCE608 TO AGREE A DATE FOR THE CLIMATE FAIR**

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

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

#### **13. CCE609 TO NOTE THE RACE NIGHT EVENT REVIEW**

The review was **noted**.

#### **14. CCE610 TO NOTE ANY UPDATES TO THE BUSINESS PLAN**

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

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

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

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

##### **b. Community Wall project**

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

##### **c. Health & Awareness Day**

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

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

#### **16. CCE612 TO NOTE THE EVENTS CALENDAR**

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

*Mwend Veck 27-1-24*

The events calendar was **noted**.

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

**17. CCE613 TO NOTE THE COMPLAINTS LOG**

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

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

The complaints log was **noted**.

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

It was proposed that no action was required.

Proposed by: Cllr Veck    Seconded by: Cllr Wood

All in **favour**.

**19. CCE615 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 27<sup>TH</sup> JANUARY 2026**

The date was **noted**.

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

*Arend Veck    27-1-26.*

George Dyson  
Town Clerk

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



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

---

## **DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 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 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*

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 Environment & Sustainability Committee meeting held in the Anzac Room, Community House on 18<sup>th</sup> November 2025 at 7:30pm.**

**Present:** Cllr Griffiths (Chair), Cllr Mills, Cllr Campbell, Cllr Wood, Cllr Harman

**Officers:** Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer)  
No members of the public were in attendance.

**1 ES1 CHAIR ANNOUNCEMENTS**

The Chair welcomed members to the first Environment and Sustainability committee, ran through the Civility and Respect statement, explained the fire procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded and asked committee to pause for reflection for 1 minute.

**2 ES2 PUBLIC QUESTIONS** - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Environment & Sustainability matter.*  
There were no public questions.

**3 ES3 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**  
Apologies were received from Cllr Sharkey.

**4 ES4 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**  
There were no declarations of interest.

**5 ES5 TO ELECT A VICE CHAIR OF THIS COMMITTEE**  
It was proposed to elect Cllr Mills as Vice Chair of this committee  
**Proposed by:** Cllr Campbell **Seconded by:** Cllr Harman  
Committee **resolved** to **elect** Cllr Mills as Vice Chair of this committee.

**6 ES6 TO NOTE EARMARKED RESERVE**  
The earmarked reserve was **noted**.

**7 ES7 TO DISCUSS AND AGREE ENVIRONMENT & SUSTAINABILITY COMMITTEE'S BUDGET REQUIREMENTS FOR 2026/2027**  
Members discussed potential inclusions, and the Parks Officer reminded members that other committee budgets were available.  
It was proposed to set the budget to zero  
**Proposed by:** Cllr Campbell **Seconded by:** Cllr Mills  
Committee **resolved** to **agree** to the proposal.

**8 ES8 TO NOTE ENVIRONMENT & SUSTAINABILITY COMMITTEE'S TERMS OF REFERENCE**  
The Terms of Reference were **noted**.

**9 ES9 TO DISCUSS COMMUNITY ENERGY SCHEMES**  
No comments were made as the item's talk prior to the meeting did not go ahead.

**10 ES10 TO RECEIVE BIODIVERSITY REPORTS AND MAKE RECOMMENDATIONS**  
Cllr Campbell explained the background to the reports and thanked the reports' authors.  
The Parks Officer reminded members that finances would be needed for any projects, and suggested involving the community, including the forest school.

The Chair suggested looking the parks individually, the local bio-diversity record centre or a report from an expert were mentioned as ways to do this; Cllr Campbell suggested plant plugs for the long grass at Centenary Park, and Cllr Mills suggested he could donate Love-in-a-Mist wildflower seeds.

It was proposed to set up a TFG and bring a report back with funding to this committee for L&A to consider.

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

All in **favour**.

TFG members were agreed as: Cllr Campbell, Cllr Griffiths

**11 ES11 TO NOTE THE CURRENT PTC COMMUNITY & BUSINESS PLAN AND TO AGREE ANY RECOMMENDATIONS TO COUNCIL ON AMENDING OR ADDING NEW ITEMS**

The Parks office suggested extending the carbon net-zero 2030 target, whereby the Chair and Cllr Campbell suggested it remain unchanged but be reviewed each year, which would mean updating 'Current Position' from Ongoing to Yearly.

The Parks Officer reminded committee that air-source heat pumps needed to be looked at holistically.

The Community & Business Plan was **noted** with the following recommendations made to Council:-

- To transfer Assets of nature, bio diversity, and built environment from Planning to E&S.
- To transfer Net Zero carbon resolution from P&F to E&S
- To include an item that encompasses 'working towards our carbon-neutral target by safeguarding and improving our green spaces.', and for suggested items names to be sent to the Chair of committee for agreement.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Mills

All in **favour**

**ES12 TO DISCUSS AND AGREE A PROCESS FOR CARBON REPORTING**

It was proposed to limit the process at this stage to scopes 1 & 2, the Town Clerk examine the possibility of carbon reporting once a year, and there to be a training course for an interested member of staff.

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

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

**12 ES13 TO REVIEW AND UPDATE THE E&S ACTION PLAN**

The Parks Officer suggested that target dates be included, members suggested to add 'To examine the legal obligations on the development of policies relevant to town councils', and to remove the Heat Pump cooling system for the Hall item

It was proposed to set up a TFG to go through the action plan and report back to committee.

**Proposed by:** Cllr Mills **Seconded by:** Cllr Harman

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

TFG members were agreed as: Cllr Griffiths, Cllr Campbell, and possibly Cllr Mills.

**14 ES14 TO AGREE TO FORM A TFG TO PRODUCE A SUSTAINABILITY PROCUREMENT POLICY FOR THE POLICY & FINANCE COMMITTEE TO CONSIDER**

It was agreed to set up a TFG sustainability procurement policy, and to send the policy directly to the P&F committee.

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

All in **favour**.

TFG Members: Cllr Campbell, Cllr Griffiths and Cllr Mills

**15 ES15 LOCAL NATURE RECOVERY STRATEGY CONSULTATION**

Members ran through the survey and various items for updating were suggested.

It was proposed that any objections to the survey in the report officer by the end of the week, as well as updating the items as discussed.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Griffiths

All in **favour**.

**15 ES16 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 10<sup>TH</sup> MARCH 2026 AT 7.30PM**

The next meeting was **confirmed**.

*There being no further business, the meeting was closed at 20:56*

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1501
<b>Meeting date:</b>	17 <sup>th</sup> February 2026	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Local Control Transfers from Lewes District Council		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To discuss and agree which sites Peacehaven Town Council would like to nominate for Local Control Transfers as part of the Lewes District Council Asset Devolution arising due to Local Government Reorganisation.

**1. Background**

Last discussed at the Policy & Finance Committee meeting on 7<sup>th</sup> October 2025, PTC expressed interest in taking control of the following sites;

- Roderick Avenue (North and South) Car Parks
- Steyning Avenue Car Park
- Piddinghoe Avenue Car Park
- Lake Park land
- Roderick Avenue Public Conveniences
- Meridian Park
- Valley Road land (2 plots)

Lewes District has accepted these as indicative sites for devolving to PTC, and are now requesting that formal nominations intended for assessment regarding potential Local Control Transfer are submitted by 31<sup>st</sup> March 2026.

There are financial implications (some very significant) to taking on control of some of these assets, and Council will need to weigh this up against the community benefit and social value of any decision relating to this. The District Council have provided some indicative costs for the 2026/27 year special expenses for these assets:

- Meridian Park – The special expenses related to the site are £17921.93
- Lake Park – The special expenses related to the site are £3437.49
- Roderick Avenue North Car Park
- Roderick Avenue South Car Park The special expenses appear to relate to both sites and are £66.79
- Steyning Avenue Car Park No special expenses showing
- Piddinghoe Avenue Car Park The special expenses related to the site are £867.89

Figures for the Roderick Avenue toilets are not available as LDC are unable to split the cost from other public conveniences that they manage, however, based on expenditure on the public conveniences that PTC already operate, we can estimate that the annual cost of cleaning, maintenance/ repairs, utilities, insurance, and consumables would be somewhere in the region of £40,000 - £50,000.

The state of the car parks vary, with most needing new lines painting and/or resurfacing. The car parks could be used to generate some income if an acceptable charging model were to be agreed. As the figures provided by LDC show, there has been little to no investment in the car parks, meaning that maintenance work is due.

Meridian Park will likely cost slightly less than the amount that LDC budget, due to us being able to bring more of the park maintenance in-house rather than contracting out. It is worth noting though, that given there are a number of mature trees in the park, a significant portion of the tree works will still need to be contracted out. There will be additional demand on Grounds Team time (estimated as 2 days per month equivalent).

Valley Road land is primarily a plot left untended, so comes with little cost, save for period tree surveys (which may result in some required tree works) – the benefit for Council of taking on this plot is part of preserving biodiversity.

Lake Park land – the pond has been neglected for many years, so will require work to make the pond safe, we would need to either provide training for some of the Grounds Team in Pond management or would need to contract out some elements of this. The land itself can be managed in-house with grass moving and hedge trimming, there are a few trees on the land which will need inspections and tree works.

The Policy & Finance Committee on 10<sup>th</sup> February 2026 agreed to recommend to Full Council that PTC put all sites forward as nominations for consideration at this stage, with further due diligence to take place moving forward.

## 2. Options for Council

- a. To agree which sites to put forward
- b. To agree how Council wants to proceed with completing nomination forms, either by:
  - i. Delegation to Officers
  - ii. Through a small TFG

## 3. Reason for recommendation

In line with previous discussions at Committee, and following consideration of the value and costs associated with the assets.

## 4. Expected benefits

Protecting assets within Peacehaven from uncertain futures when Local Government Reorganisation takes place.

## 5. Implications

5.1 Legal	Local Government Act 1972 Ministerial guidance on Local Government Reorganisation
5.2 Risks	Increased liability
5.3 Financial	Increased costs, as highlighted in the report, additional costs will include increases to insurance premiums.
5.4 Time scales	Nominations must be with LDC by 31 <sup>st</sup> March 2026
5.5 Stakeholders & Social Value	Value to all Peacehaven residents and businesses.
5.6 Contracts	Relevant at a later stage – toilet cleaning & tree works.
5.7 Climate & Sustainability	Some positive implications for climate & sustainability.
<b>5.8 Crime &amp; Disorder</b>	High risk of vandalism to some of the assets being discussed.
<b>5.9 Health &amp; Safety</b>	Increased liabilities, H&S Management plan to be updated.
<b>5.10 Biodiversity</b>	Some assets have positive implications for biodiversity.
<b>5.11 Privacy Impact</b>	In line with policy
<b>5.12 Equality &amp; Diversity</b>	Provision of public toilets, including disabled toilet facility.

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" 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 checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

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

Whole plan

## 7. Appendices

Nomination form



Lewes District Council

## **Local Control Transfer Nomination Form**

Lewes District Council (LDC) has set out its approach to asset devolution post Local Government Reorganisation within the Corporate Property and Assets Strategy ([https://www.lewes-eastbourne.gov.uk/media/4888/Corporate-Property-and-Assets-Strategy-2025-Lewes-District-Council/pdf/Property\\_and\\_Assets\\_Strategy\\_LDC-Sept\\_2025\\_FINAL3.pdf?m=1754472718967](https://www.lewes-eastbourne.gov.uk/media/4888/Corporate-Property-and-Assets-Strategy-2025-Lewes-District-Council/pdf/Property_and_Assets_Strategy_LDC-Sept_2025_FINAL3.pdf?m=1754472718967))

The strategy includes the ability for Town and Parish Councils to nominate key assets for a transfer from LDC where there is a clear case for retaining local management of the asset and the transfer will meet the principles outlined within the strategy; this is called a Local Control Transfer (LCT).

### **LCT Principles**

LDC will consider transfer of a key asset where it will:

- achieve the promotion or improvement of the economic, social, environmental, or health and well-being for the area and/or local residents;
- help continue to deliver or provide a service that LDC would no longer be able to provide;
- facilitate access to external funding that would not be available to LDC or the successor authority;
- be financially sustainable for the transferee and local council tax payers;
- meet the requirements on LDC to comply with section 123 of the Local Government Act 1972 and the General Disposal Consent 2003.

Your Town/Parish Council has confirmed it wishes to nominate a site or sites for LCT. Please complete this nomination form to allow LDC to consider your nomination and make recommendations on whether a transfer can be approved.

Town/Parish Council:

Site(s) being nominated for LCT:

Please evidence how a transfer of this site(s) will meet the LCT principles:

The most appropriate form of transfer will be considered on a case-by-case basis taking into account any existing restrictions or protections on assets, this includes:

- a long lease (usually 21 years or more);
- a freehold transfer (where a permanent asset transfer takes place).

Does the Town/Parish Council have a preference on the form of transfer it would like LDC to consider?

Nomination Form Completed By:

Position:

Date:

**Please return your completed nomination form to:**

**Mark Langridge-Kemp, Head of Property and Asset Management**

**[mark.langridge-kemp@lewes-eastbourne.gov.uk](mailto:mark.langridge-kemp@lewes-eastbourne.gov.uk)**

**Nominations are subject to LDC governance recommendations and all due diligence.**

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1502
<b>Meeting date:</b>	17 <sup>th</sup> February 2026	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Council and Committee meeting times		
<b>Purpose:</b>	To discuss		

**Recommendation(s):**

To agree whether Council wants to investigate changing the standard meeting start time from 7:30pm.

**1. Background**

At a previous informal meeting, it was discussed that Council could consider starting its meetings earlier than the current 7:30pm as many felt this is quite a late time to start, and given that meetings have a 3-hour limit placed on them under Standing Orders, can mean that meetings can run to 10:30pm, which is very late for Councillors and Officers to be in a meeting.

If Council agree to investigate this, then a survey can be sent out to all Councillors and Officers to determine opinions and properly inform a recommendation to come forward to the next Council meeting, with the suggestion being that if a change is recommended, it take effect following the May Annual Council meeting.

**2. Options for Council**

- a. To agree to investigate an earlier start time.
- b. To keep standard meeting times at 7:30pm.

**3. Reason for recommendation**

Following discussion at an informal meeting. PTC has also occasionally had meetings that start earlier than the usual 7:30pm, including the Grants Sub-Committee and Planning (Application Only) meetings, and the earlier start times seem to work well.

**4. Expected benefits**

Avoiding excessively late meeting finish times. Reducing demand on Community House needing to be kept open later than necessary.

## 5. Implications

5.1 Legal	Local Government Act 1972 Working Time Regulations 1998
5.2 Risks	Members of the public and particularly people who work or have other day time commitments being able to attend meetings if start times are brought forward too much.
5.3 Financial	Potential for some cost savings through reduced overtime.
5.4 Time scales	Following May Annual Council meeting
5.5 Stakeholders & Social Value	As 5.2
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	Reducing excessively late finishes.
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	In line with policy
<b>5.12 Equality &amp; Diversity</b>	In line with policy

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	
Efficiency of PTC resources.	

## 7. Appendices

Zoe Malone  
Responsible Financial Officer

☎ (01273) 585493  
✉ [financeofficer@peacehaventowncouncil.gov.uk](mailto:financeofficer@peacehaventowncouncil.gov.uk)



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

<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1503
<b>Meeting date:</b>	17 February 2026	<b>Authors:</b>	RFO/ Town Clerk
<b>Subject:</b>	Community Buildings update and proposal		
<b>Purpose:</b>	To make recommendation to Full Council		

**Recommendation(s):**

To proceed with replacing Fire Exit Doors and Windows in the Community House Main Hall.

### 1. Background

The Policy & Finance Committee, following recommendations from the Community Buildings Working Group, agreed to recommend that Full Council resolve to replace the Windows and Fire Exit Doors in the Main Hall at Community House.

This work will improve the security and reliability of the doors, as well as providing a better insulated space.

**Window & Door replacement.** Two quotes have been received for window & door replacement within community house. We requested that the quotes were separated again to enable us to make the alterations in stages if necessary.

- 1) Quote 1: Main Hall & Meeting rooms = £21,900 (can ask for this to be separated further) F&R = £9,250
- 2) Quote 2: Main Hall = £11,416, Meeting rooms = £16,520

### 2. Options for Council

- To agree to the recommendations from the Policy & Finance Committee
- To not agree to the recommendations from the Policy & Finance Committee

### 3. Reason for recommendation

In line with recommendation from the Policy & Finance Committee.

### 4. Expected benefits

Better insulation, energy efficiency, up to current standards

## 5. Implications

5.1 Legal	Local Government Act 1972 Current Building Regulations
5.2 Risks	
5.3 Financial	c. £11,500.
5.4 Time scales	Dependant on Contractor lead time
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Reduce carbon emissions
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
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 type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

<p><b>6.7 Which business plan item(s) does the recommendation relate to?</b> Community House 10 year plan</p>
---

## 7. Appendices

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1504
<b>Meeting date:</b>	17 <sup>th</sup> February 2026	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Fields & Robson room roof		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree that PTC seeks quotes to engage a consultant to create a specification for a replacement roof on the Fields & Robson Rooms

**1. Background**

At the last Policy & Finance Committee meeting on 10<sup>th</sup> February 2026, it was agreed that the Committee recommend to Full Council to engage a consultant to advise and draw up a specification for the replacement roof on the Fields & Robson rooms. PTC does not have the in-house expertise to do this.

The Fields & Robson room roof has been identified by multiple contractors (as a result of work done through the Community Buildings Working Group) as the worst condition roof on Community House and in need of urgent replacement.

**2. Options for Council**

- a. To agree to seek quotes for a consultant to draw up a specification and advise PTC
- b. To invite quotes from roofing firms without a specification being provided to them.

**3. Reason for recommendation**

Following recent direction of the Policy & Finance Committee.

**4. Expected benefits**

Improvements to Community House.

## 5. Implications

5.1 Legal	Building Control & up to date building Regulations
5.2 Risks	Risk of roof failing and excessive water ingress.
5.3 Financial	Quotes to be sought
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Improved insulation.
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
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 checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	
Community House 10-year plan.	

## 7. Appendices

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Council	<b>Agenda Item:</b>	C1505
<b>Meeting date:</b>	17 <sup>th</sup> February 2026	<b>Authors:</b>	Cllr. Griffiths on behalf of the TFG
<b>Subject:</b>	Town flower		
<b>Purpose:</b>	To discuss and agree		

**Recommendation(s):**

To agree on the Town Flower and to progress the logo/representation choice through the CE committee, along with the marketing of the chosen flower.

**1. Background**

A member of the public asked Council to consider having a Town Flower to represent the Town. A TFG was set up at the Council meeting on 21<sup>st</sup> October 2025 to investigate the subject of a Town Flower. The TFG included Cllrs Mills, Griffiths, Harman and Rosser.

The TFG looked at the flowers that grow locally and at what would describe our situation geographically and symbolically, as well as something that would be visible to residents and visitors if they were walking in the area.

**2. Options for Council**

- A) To agree on the Town Flower and how it should be progressed
- B) To decide on a different flower
- C) To decide not to have a Town Flower

**3. Reason for recommendation**

Thrift (*Armeria maritima*) grows in the town and can readily be seen growing along the cliff top, so its presence is readily accessible to residents and visitors alike.

It is characterised by small, round clusters of pink flowers that bloom in the late spring and summer. Its foliage forms green, grass-like, dense tufts which fits it perfectly for its natural habitat on the exposed cliff top, although it can grow elsewhere.

It is already the County flower of Bute, The Isles of Scilly and Pembrokeshire. In Gaelic it is known as tonna chladaich, meaning beach wave and in Welsh it is called clustog fair, Mary's pillow. It was used as an emblem on the threepenny-bit between 1937-1953.

The way Thrift grows, and its habitat is an example of strength and perseverance and could represent the spirit of unity and collaboration within the community by the way it grows in harmony with its environment.

Promoting Thrift could encourage community initiatives aimed at conserving local flora and fauna, and enhancing the town's commitment to environmental stewardship

If Thrift was chosen as our symbolic flower, it could attract visitors interested in our coastal landscape and drive local tourism, providing economic benefits to local businesses.

Having a common symbol, such as Thrift, can encourage a sense of belonging among residents, encourage community pride and be useful in promoting flower festivals and gardening workshops.

#### **4. Expected benefits**

Included in Reasons for the Recommendations

## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Cost of producing a logo and publicity
5.4 Time scales	To be decided by CE
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Yes, promoting biodiversity
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	Yes, because of possible projects
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" 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"/>

<b>6.7 Which business plan item(s) does the recommendation relate to?</b>
Core Values Growing the economy sustainably Improving the quality of life for residents and visitors to Peacehaven Valuing the environment

## 7. Appendices

Photographs



Possible examples



**Agenda Item:** C1506  
**Committee:** Council  
**Date:** 17<sup>th</sup> February 2026  
**Title:** The Hub towards 2030  
**Report Authors:** Cllr Cathy Gallagher and Cllr Paul Davies  
**Purpose of Report:** To discuss and agree to proceed to next steps for CIL Expression of Interest

---

## **Introduction**

The title of this report is to reflect that The Hub has always been a key building to build the 20 minutes neighbourhoods reflected in the Peacehaven and Telscombe Neighbourhood Development Plan 2022 to 2030.

The fulfil the crucial public consultation element of committing public funds to a Community Sports and Leisure Amenity building Council agreed to the following : Open sessions at The Hub, A Survey and in person Stakeholder Consultations.

FBC Community Consultancy were commissioned to hold stakeholder meetings and publish findings in a report.

Stakeholder Meetings in person were held on Thursday evening 4<sup>th</sup> December and Saturday morning 6<sup>th</sup> December 2025 .

The facilitator was a Professional whose brief was to structure the sessions to allow the participates to fully participate and give their views on how the building could be better designed/configured to serve the increased demand from an growing population and how they and their organisation might use the building.

The Report was completed in December 2025 and if called "Peacehaven Hub Securing a Vital Community Asset" It forms part of this report.

From the report , the following quotes have been taken.

### **Mission Statement for The HUB**

**"Our mission is to provide inclusive, flexible spaces that support active lifestyles, community connection and well- being, while operating sustainability and responsibility for the benefit of current and future generations "**

The report states

**"The Hub's role at the heart of the Community . At present there is a clear deficit in space, accessibility flexibility and activity"**

In the Peacehaven and Telscombe Neighbourhood Development Plan has policies relating to Community Facilities and The Hub has its own designated policy Site Allocation-SA1

Other policies are:

PT28 Community Facilities

PT29 Loss of Community Facilities

Situated In Centenary Park the amenity building known as The Hub has been used at a Sports Pavilion and meeting space , it was given an external face life as part of the Big Park Project in the year 2000.

When the Park was named Centenary Park.

The future of The Hub was identified as a Strategic Site as part of the Site Options and Assessment completed by AECOM in September 2019

### **WHY IS THIS SO IMPORTANT?**

Peacehaven is a growing Town, the population is now in the region of 16.500 with the approximately 50% of the population over 45 years old. To provide an inclusive, caring and supportive local service a place to do that is needed.

The East and North Wards are recognised as having pockets of deprivation and lower than average education attainment in children. This together with the transport difficulties including costs, from East and North to West Peacehaven where Community House is situated.

The 20 minute neighbourhood needs an accessible, public amenity building which can provide a host of opportunities for people to meet and socialise. Peacehaven does not have a Village Hall type building.

Page 17 and page 69 in the Neighbourhood Development Plan provides supporting information

### **BACKGROUND**

In order to advance to Stage 2 of The Hub Project and by understanding the findings in the Stakeholder Report to support the Expression of Interest application to Lewes District Council Community Infrastructure Levy (CIL) funds

Support from the residents and from community and sports organisation is a crucial part of the evidence required to make sure that there is value for money and maximum community benefit and the CIL Board will make their decision based on the evidence presented.

Open days at The Hub Saturday 7<sup>th</sup> and 14<sup>th</sup> June 2025

Peacehaven Town Council (PTC) conducted a media internet survey and a paper survey in May and June 2025

With the results analysed and published in the Leisure Amenities & Environment Committee 23<sup>rd</sup> September 2025 , Item LA1052 The Hub Phase 2 Consultation full details were also in Appendix ! and Power Point presentation. The findings in the Stakeholder Report confirm those from the Survey and the verbal comments at the open days.

### **Background Details from the Stakeholder Report**

To be noted

Report page 22

Multiple Groups independently showed a clear and consistent preferred direction.

Common theme – Lateral extension outwards from main hall, sideways and front entrance,

Rebalancing of internal Space by reducing changing rooms and shower space.

Reconfiguration of toilets to increase accessibility.

Consider a prefabricated shower and changing area in external building.

Reconfigure the kitchen ,to allow use by all using the building.

Increase storage perhaps in a external prefabricated storage facility

Improved entrance and foyer, accessible, more natural light .more welcoming , creating a communal community space.

Simplify circulation and accessibility of the building.

A more holist layout . A space for all., A Community facility

A pitched or Pent roof to place Solar Panels facing South

Off grid building , generating and storing energy.

Creating a loft for storage and insulation.

### **The report concludes that :**

**There was a strong community mandate to be tested through professional feasibility design and costing work.**

**A basis for feasibility testing with architect /designer and financial costings.**

### **RECOMMENDATION**

1. Council to confirm the actions to be taken as per page 24 of the Stakeholder Report
  - a) Develop architectural brief in line with findings
  - b) Commission feasibility and costings
  - c) Secure Stage 2 funding

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	Pre- construction reports costs can be taken from PTC CIL and offset against matched funding. Several reports already commissioned.
<b><u>Legal</u></b>	Redeveloping or changing Public buildings are subject to Planning, Heath and Safety and Financial Regulations and scrutiny
<b><u>Health &amp; Safety</u></b>	As above
<b><u>Planning</u></b>	As above
<b><u>Environmental and sustainability</u></b>	As above

<b><u>Crime and disorder</u></b>	Community buildings facilitating sport and leisure helps the task of reducing anti-social behaviour and isolation.
<b><u>Social value</u></b>	Numerous reports and studies support the benefit to society by Having “ A place to BELONG
<b><u>Climate</u></b>	Electrifying the power system and using solar panels and storage battery .making water usage including waste water more resilient and efficient, Reducing draughts and insulation to walls, windows and roof. All will reduce carbon gases output

### **Appendices/Background papers**

#### A) Planning history

1982 Approved a two storey building to provide changing rooms and social facilities.

1984 Approved Sports pavilion including toilets , changing rooms, meeting room.

2013 Approved Creation of new recreational facilities to the north and north west of Piddinghoe Sports park and to undertake landscape improvements and improvements to existing buildings within Piddinghoe Sports Park

2019 site considered for “Addition of two floors on existing building”

Conclusion “ Suitable, available and achievable”

#### B) Peacehaven Hub Securing a Vital Community Consultancy.

Phase 2 Stakeholder Engagement Report

December 2025 . Produced by FB Community Consultancy.

#### C) The Peacehaven and Telscombe Neighbourhood Development Plan

2022-2030 (Pre- Referendum)



<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1507
<b>Meeting date:</b>	17 <sup>th</sup> February 2026	<b>Authors:</b>	Cllr. I Alexander
<b>Subject:</b>	Recording Equipment for vehicle speed data – update on progress on funding.		
<b>Purpose:</b>	To inform Council of progress with obtaining funding and potential ways forward		

**Recommendation(s):**

1. Approve an approach to Telscombe Town Council to see if they wish to be involved and potentially part-fund this initiative for use in both Peacehaven Town Council and Telscombe Town Council (including East Saltdean) areas. Depending on the funding identified by the Councils, a decision on whether to re-apply for funding from the Community Safety Partnership can be taken.

**1. Background**

An approach was authorised by Full Council to apply to the local Community Safety Partnership Joint Action Group for funding to cover the full costs of a Black Cat Radar Speed recording system last year. The application was submitted and was forwarded to the Executive Group due to the amount requested. The group asked for further information which was supplied but ultimately turned down the application – email attached.

**2. Options for Council**

- a. Approach Telscombe TC for their agreement to be involved, with Peacehaven or Telscombe identified as the holder of the equipment. Another application could then be submitted.
- b. Approach Telscombe TC for their agreement to be involved with Peacehaven or Telscombe identified as the holder of the equipment with both Councils funding or part-funding the equipment. Another application could then be submitted for a lesser amount if needed.
- c. Identify a funding stream for Peacehaven TC to fund the equipment – cost (subject to a requote) approximately £3,000.
- d. Not continue with the project.

3. **Reason for recommendations.** Speed kills. Lowering the levels of anti-social driving is one of the five main priorities of the Eastbourne & Lewes Community Safety Partnership. The aim is to reduce road accidents and injuries, including those caused by excessive speed.

The current sites for the Speedwatch Group to monitor and report excessive speeds of vehicles have been selected by local knowledge of the area but without any data to support their use, or even the time of day when motorists are commonly exceeding the speed limit. The Speedwatch Group covers both Council's road network with the exception of the 40MPH part of the A259 and any areas with Police Radar equipment installed, such as the Speed Camera in East Peacehaven. The number of volunteers trained and able to operate the equipment supplied by Sussex Police is low, with only 5 active members at this time. Each session needs a minimum of 2 trained operators, ideally 3, to identify the speeding vehicles and record the details for submission to the Police.

It is important that best use is made of the limited resources, and the Black Cat system was identified as being the most suitable system as it can identify the number of vehicles speeding and the time of day when speeding is most prevalent.

4. **Expected benefits.** The Black Cat system can do more than just identify speeding vehicles. It can identify traffic flows by time of day, day of the week and by vehicle type. It can operate all day for over a week, providing data that can be used to support other road safety initiatives or provide details for specific junctions or roads. Using the Black Cat system will help identify the best time and place for the best use of limited resources available.

## 5. Implications

5.1 Legal	Information obtained by Speedwatch volunteers can be used by Sussex Police and other forces around the country to identify motorists and educate those who are speeding of the reasons for speed limits and can be used to identify repeat offenders from across England as the data collected is shared between Police Services.
5.2 Risks	Each site used for Black Cat or Speedwatch deployments is risk assessed before use.
5.3 Financial	Initial cost of equipment circa £3,000, license costs for Black Cat £68 per location for 3 years.
5.4 Time scales	Equipment is available for delivery in 2-3 weeks following order.
5.5 Stakeholders & Social Value	Main initiative is to reduce the number of speeding motorist who endanger our local residents. The risk of death for pedestrians hit by a vehicle increases exponentially with speed, with a significant rise in fatality rates occurring between 30 mph and 40 mph. For pedestrians, a collision at 20 mph has a 5% risk of fatality, which rises to 45% at 30 mph, and up to 85% at 40 mph.
5.6 Contracts	
5.7 Climate & Sustainability	Slower vehicles consume less fuel.
<b>5.8 Crime &amp; Disorder</b>	Anti-social driving is one of the 5 main priorities of the Community Safety Partnership
<b>5.9 Health &amp; Safety</b>	<b>UK Context:</b> Two-thirds of collisions where people are killed or seriously injured occur on roads with a 30 mph or lower limit. <b>Pedestrian Risk Factors:</b> A 5 mph decrease in vehicle speeds is associated with 80-96% fewer pedestrian fatalities.
<b>5.10 Biodiversity</b>	N/a
<b>5.11 Privacy Impact</b>	Records of all vehicles reported to the Police are confidential and not released by Speedwatch volunteers.
<b>5.12 Equality &amp; Diversity</b>	N/A

## 6. Values & priorities alignment

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

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

Speedwatch volunteers are linked to PTC Public Safety Group.

## **7. Appendices – Email from Co-ordinator to Community Safety Partnership**

Dear Ian,

I called to provide feedback on the bid to the Community Safety Partnership, the meeting of which was held last week. I'm afraid to report that on this occasion the bid was unsuccessful.

Members discussed the bid at length, but raised a number of concerns, the leading one being to question whether or not identifying sites to for the location of speedwatch teams required such as high cost technical solution. In particular, members felt that encouraging local communities to report speeding and poor driving via initiatives such as Sussex Police's *Op Downsway* could produce similar information at lower cost. Further questions were raised as to how any mechanism would operate to share any equipment purchased with other town & parish councils across the District.

Finally, it was unclear from the bid as to whether the proposal had been discussed and approved by the two town Councils - a member of the partnership who is also a Telscombe Town Councillor could not recall the matter being discussed.

Please get in touch if you require any further clarification, but please note that I will be on leave from this afternoon until the 3<sup>rd</sup> of November.

**Oliver Jones**

**Strategy & Partnership Lead – Housing & Communities,**

**Lewes & Eastbourne Councils**



George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1508
<b>Meeting date:</b>	17 <sup>th</sup> February 2026	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Public Safety Working Group		
<b>Purpose:</b>	To Discuss		

**Recommendation(s):**

To discuss the work and future of the Public Safety Working Group

**1. Background**

The Public Safety Working Group meets regularly and is attended by several Councillors, members of the public, and representatives from Sussex Police, Sussex Safer Roads Partnership, and has previously also involved representatives from the Meridian Centre Managing Agents. The Group is chaired by a former PTC Cllr, Lucy Symonds, and supported by the Committee and Assistant Projects Officer.

The Group have had multiple successes, including work towards the linking of the Big Park CCTV system with Sussex Police, promoting the Community Speedwatch scheme, and improvements to Road Safety around Schools with 'Little People'. The group has great success in building positive links with key stakeholders.

Council are asked to discuss the work of the group, promote their role within the Council, and discuss the role of the group within the Community setting.

**2. Options for Council**

- a. To discuss this report.

**3. Reason for recommendation**

Following discussion with the Chair of the Public Safety Working Group.

**4. Expected benefits**

The Group are active and achieve a significant amount for the Town Council. The Group sit as a PTC Working Group.

## 5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	
5.3 Financial	The group has identified funding streams for some projects previously
5.4 Time scales	Ongoing
5.5 Stakeholders & Social Value	Significant impact on local public safety
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	Working to reduce, discussing incidents that do occur.
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
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 checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

<p><b>6.7 Which business plan item(s) does the recommendation relate to?</b></p>          
--

## 7. Appendices

George Dyson  
Town Clerk

☎ (01273) 585493

✉ [TownClerk@peacehaventowncouncil.gov.uk](mailto:TownClerk@peacehaventowncouncil.gov.uk)



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

## Committee membership

<b>Full Council</b>		<b>Membership</b>	17 members (currently 16 members)
<b>Chair</b>	Cllr Donovan	<b>Vice-Chair</b>	Cllr Harman
<b>Members</b>	Cllr Alexander, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Mills, Cllr Studd, Cllr Wood, Cllr Sharkey, Cllr Rosser, Cllr Veck.		

<b>Community Engagement Committee</b>		<b>Membership</b>	9 members (currently 6 members)
<b>Chair</b>	Cllr Veck	<b>Vice-Chair</b>	Cllr Wood
<b>Members</b>	Cllr Studd, Cllr Donovan, Cllr Sharkey, Cllr Harman		

<b>Environment &amp; Sustainability Committee</b>		<b>Membership</b>	9 members (currently 4 members)
<b>Chair</b>	Cllr Griffiths	<b>Vice-Chair</b>	Cllr Mills
<b>Members</b>	Cllr Campbell, Cllr Sharkey,		
<b>Ex-officio</b>	Cllr Donovan, Cllr Harman		

<b>Leisure &amp; Amenities Committee</b>		<b>Membership</b>	9 members (currently 5 members)
<b>Chair</b>	Cllr Sharkey	<b>Vice-Chair</b>	Cllr Studd
<b>Members</b>	Cllr Gallagher, Cllr Fabry, Cllr Griffiths.		
<b>Ex-officio</b>	Cllr Donovan, Cllr Harman		

<b>Personnel Committee</b>		<b>Membership</b>	9 members (currently 9 members)
<b>Chair</b>	Cllr Fabry	<b>Vice-Chair</b>	Cllr Veck
<b>Members</b>	Cllr Campbell, Cllr Alexander, Cllr Donovan, Cllr Gallagher, Cllr Harman, Cllr Rosser, Cllr Davies		

<b>Planning Committee</b>		<b>Membership</b>	9 members (currently 6 members)
<b>Chair</b>	Cllr Gordon-Garrett	<b>Vice-Chair</b>	Cllr Campbell
<b>Members</b>	Cllr Sharkey, Cllr Davies, Cllr Rosser, Cllr Wood.		
<b>Ex-officio</b>	Cllr Donovan, Cllr Harman		

<b>Policy &amp; Finance Committee</b>		<b>Membership</b>	9 members (currently 9 members)
<b>Chair</b>	Cllr Alexander	<b>Vice-Chair</b>	Cllr Griffiths
<b>Members</b>	Cllr Davies, Cllr Harman, Cllr Sharkey, Cllr Gordon-Garrett, Cllr Veck, Cllr Donovan, Cllr Fabry		

<b>Grants Sub-Committee</b>		<b>Parent</b>	Policy & Finance Committee
<b>Chair</b>	Cllr Harman	<b>Vice-Chair</b>	Cllr Fabry
<b>Members</b>	Cllr Wood, Cllr Griffiths, Cllr Rosser		

**Updated: 17th December 2025**



# Outside Body Contact Report

Outside body	Peacehaven residents association		
Councillor representative	Cllr. Phil Mills		
Type of contact		Date of contact	
Report to Council	<p>Unfortunately I have been unable to attend the last two meetings, so no report other than to advise that I shall be attending the agm on Monday 9th. February.</p>		
Follow up/ Action points			



Councillor	Councillor Ian Alexander
Expected	14
Present	13 (93%)
Absent with apologies	1 (7%)
Unexplained absence	0 (0%)

Councillor	Councillor Philip Mills
Expected	6
Present	6 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Mary Campbell
Expected	22
Present	18 (82%)
Absent with apologies	4 (18%)
Unexplained absence	0 (0%)

Councillor	Councillor Claude Cheta
Expected	7
Present	2 (29%)
Absent with apologies	1 (14%)
Unexplained absence	4 (57%)

Councillor	Councillor Paul Davies
Expected	24
Present	18 (76%)
Absent with apologies	5 (20%)
Unexplained absence	1 (4%)

Councillor	Councillor Debbie Donovan
Expected	18
Present	17 (95%)
Absent with apologies	1 (5%)
Unexplained absence	0 (0%)

Councillor	Councillor Max Rosser
Expected	21
Present	20 (96%)
Absent with apologies	0 (0%)
Unexplained absence	1 (4%)

Councillor	Councillor Isobel Sharkey
Expected	31
Present	10 (33%)
Absent with apologies	19 (61%)
Unexplained absence	2 (6%)

Councillor	Councillor Simon Studd
Expected	13
Present	9 (70%)
Absent with apologies	2 (15%)
Unexplained absence	2 (15%)

Councillor	Councillor Nikki Fabry
Expected	20
Present	14 (70%)
Absent with apologies	6 (30%)
Unexplained absence	0 (0%)

Councillor	Councillor Cathy Gallagher
Expected	13
Present	13 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Kiera Gordon-Garrett
Expected	22
Present	20 (91%)
Absent with apologies	2 (9%)
Unexplained absence	0 (0%)

Councillor	Councillor Sue Griffiths
Expected	17
Present	17 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Aimee Harman
Expected	20
Present	17 (85%)
Absent with apologies	3 (15%)
Unexplained absence	0 (0%)



Councillor	Councillor Wendy Veck
Expected	18
Present	15 (84%)
Absent with apologies	3 (16%)
Unexplained absence	0 (0%)

Councillor	Councillor Sherral Wood
Expected	27
Present	23 (86%)
Absent with apologies	3 (11%)
Unexplained absence	1 (3%)



Peacehaven Town Council  
Councillor Attendance Record

Civic Year 2025 - 2026