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Community House,
Meridian Way,
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DRAFT Minutes of the meeting of the Council held in the Anzac Room, Community House on Tuesday 17th February 2026 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Aimee Harman (Vice Chair), Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Nicki Fabry, Cllr Max Rosser, Cllr Philip Mills, Cllr Wood, Cllr Davies.

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

1 member of the public was in attendance.

C1494 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, made a statement on Civility & Respect, briefly ran through the building fire procedures, asked that phones be put onto silent, advised that the meeting was being recorded, and informed everyone of how the public session works.

Then announced the following events:-

- Welcome Café every Monday.
- Easter Fair on 28th March, and made a call out for Easter Eggs for the tombola.
- Mayor's Quiz 11th March
- Tea and Cake Event on 17th April
- Wellness Event at Meridian Park, provided LDC gave permission
- That any amendments to the new street map to be returned to the Meetings & Projects Officer by Sunday 22nd February.

It was clarified that the new street map was for mapping streets/roads only.

19:37 - Cllr Davies joined the meeting

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

a. Public Questions

There were no public questions.

b. Updates from District & County Councillors

Cllr Gallagher updated committee on behalf of Lewes District Councillors and East Sussex County Councillors Chris Collier and Christine Robinson. It was expressed that, for both Councils, the dominance at this time of year was finance; that ESCC had asked for a government loan from government due to a shortfall in finances, but commented they were not in a state of emergency; that LDC had a series of accounts they had not been able to sign off Year on Year due to a shortage of auditors, but were in process of working with the government and should have caught up in 2027/28, but there were no real issues, and it was a healthy looking council.

Cllr Gallagher expressed pushing to get the local plan through and the tight schedule before LDC was dissolved; that, without an NDP, Peacehaven Town Council would fall directly under the Secretary of State and would have no local boundary restrictions and commented that the development of 8,000 or so new properties before 2042 was at the consultation stage.

Cllr Davies raised that the Secretary of State had yesterday announced having written to all Council CEOs that ESCC would have an election on 7th May.

C1496 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Sharkey and Studd.

C1497 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1498 TO ADOPT THE MINUTES OF THE COUNCIL MEETING OF THE 12TH FEBRUARY 2026

For item C1491, Cllr Campbell expressed not speaking in opposition to the plan, but had said 'could not note the plan'; Cllr Griffiths expressed having said that the AECOM plan didn't align with the Morrisons plan and could lead to over development of the site; and Cllr Donovan expressed it should read to include thanks also to the Planning Consultant who had worked with the Steering Group on the plan, and also raised a grammatical amendment to item C1488 from Cllr to Cllrs.

Cllr Alexander raised changing Mr Dim from Mr Din.

It was proposed to adopt the minutes, subject to the amendments raised.

Proposed by: Cllr Wood

Seconded by: Cllr Rosser

All in **favour**.

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

a. Planning Committee:-

I. To receive the meeting minutes of the 9th December 2025

II. To receive the meeting minutes of the 13th January 2026

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

The meeting minutes were **agreed** and **adopted**.

III. To note the draft meeting minutes of the 3rd February 2026

The draft meeting minutes were **noted**.

IV. To agree a response to the Lewes District Local Plan Consultation

Cllr Griffiths expressed if the land at Fox Hill was a green space it would preclude any other uses, and commented on its potential for housing, and that if the land at the back of the library was a green space, PTC would not be able to do anything with it.

The Parks officer and Cllr Gallagher expressed that the allotments were excluded.

It was proposed to agree that Council submit the green spaces agreed at Planning Committee to LDC Local Plan Consultation subject to:-

(a) the small patch of land close to Foxhill that is owned by PTC be excluded;

(b) the site north of the Library containing the willow tree be excluded;

(c) two other sites be added, namely: Shepherds Down Park and Green Spaces along Pelham Rise north of the Glynn Road junction;

(d) officers are empowered to make small amendments.

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Wood

The resolution was **carried**.

Cllr Gallagher, Cllr Fabry and Cllr Davies abstained, and asked for their names to be recorded.

For the Response to LDC Cllr Gallagher raised dissatisfaction that the answer for question 1 was 'no', that question 2 was 'strongly disagree', and expressed not understanding the comments.

The Chair expressed that the response had been agreed by Planning committee.

It was proposed that Council agree the Response agreed at Planning Committee on 3rd February 2026.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Veck

The resolution was **carried**.

Cllrs Gallagher, Cllr Davies, Cllr Fabry abstained, and asked for their names to be recorded.

It was noted that there was a fault with the form because to add comments 'no' had to be inputted, and LDC would be advised of this when the agreed response was sent to LDC.

b. Policy & Finance Committee:-

- I. To receive the financial report, authorise payments and signing of Bank Reconciliation statements**
Proposed by: Cllr Alexander **Seconded by:** Cllr Mills
Council **resolved** to **agree** the financial report, to authorise payments and signing of bank reconciliation statements.

- II. To receive the meeting minutes of the 25th November 2025**
Proposed by: Cllr Alexander **Seconded by:** Cllr Rosser
The meeting minutes were **agreed** and **adopted**.

- III. To note the draft meeting minutes of the 10th February 2026**
The draft meeting minutes were **noted**.

- IV. To receive a report from the Audit TFG**
The Council **noted** the report.

- V. To appoint new members to the Audit TFG**
Cllr Veck thanked the staff and expressed looking for three new councillors, who were not signatories, to replace the current TFG members, and that it could benefit councillors to be part of the TFG.

It was proposed to appoint new members Cllr Alexander and Cllr Gordon-Garrett to the Audit TFG, with Cllr Veck remaining as a member until another member was found.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Committee **resolved** to **agree** the new members.

Cllr Veck commented that signatories could not audit their own signatures but were welcome to see what the TFG did.

- VI. To ratify a decision to replace a gas boiler in Community House**
Cllr Alexander expressed the urgency with replacing the boiler, the expense of an air source heat pump, and raised concern with one being installed into an energy inefficient building, and mentioned that there had been discussions at P&F around other heating options but that they would be less economical; Cllr Veck was in agreement, commented on the high cost of electricity and expressed that despite a gas boiler did not align with PTC policies, this was an emergency.

The RFO confirmed that an EPC would be carried out at Community House the next day.

Cllr Alexander reminded committee that the cost of the boiler was within the Town Clerk's spending power, but had to be brought to Committee as it was going against policy.

It was clarified that it would be one boiler being replaced.

It was proposed to replace a gas boiler in Community House

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

All in **favour**

1 abstained.

VII. To set up a TFG to investigate funding for Air Source Heat Pumps in Community House

Proposed by: Cllr Alexander **Seconded by:** Cllr Davies

It was **agreed** to set up the TFG.

Members were confirmed as: Cllr Griffiths, Cllr Harman, Cllr Alexander, and the RFO as supporting officer.

VIII. To set up a TFG to put forward recommendations on the business plan, following an informal all Councillor meeting

Cllr Alexander suggested reviewing the business plan and having an informal Cllr meeting, which the TFG would then move forward. It was noted that the Town Clerk would set up the meeting, and at the meeting the TFG members could be confirmed.

c. Personnel Committee:-

I. To receive the meeting minutes of the 30th September 2025

II. To receive the meeting minutes of the 17th December 2025

Proposed by: Cllr Fabry **Seconded by:** Cllr Veck

The meeting minutes were **agreed** and **adopted**.

III. To note the draft meeting minutes of 20th January 2026

The draft meeting minutes were **noted**.

d. Leisure & Amenities Committee:-

I. To receive the meeting minutes of the 2nd December 2025

Proposed by: Cllr Donovan **Seconded by:** Cllr Mills

The meeting minutes were **agreed** and **adopted**.

II. To note the draft meeting minutes of the 13th January 2026

The draft meeting minutes were **noted**.

e. Community Engagement Committee:-

I. To receive the meeting minutes of the 4th November 2025

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

The meeting minutes were **agreed** and **adopted**.

II. To note the draft meeting minutes of the 27th January 2026

The draft meeting minutes were **noted**.

Cllr Griffiths raised that the Sustainable Living Fair TFG members were needed.

Members were agreed as: Cllr Griffiths, Cllr Veck, Cllr Harman

III. To appoint additional members to the Events Working Group

It was agreed to appoint Cllr Rosser as an additional member to the Events Working Group

IV. To appoint additional members to the Mayors Working Group

It was agreed to appoint Cllr Harman and Cllr Rosser as additional member to the Mayor's Working Group

f. Environment & Sustainability Committee:-

I. To note the draft meeting minutes of the 18th November 2025

Cllr Griffiths raised that more members were needed for various TFGs, and Cllrs Rosser and Mills agreed to join the Biodiversity Report TFG.

The meeting minutes were **noted**.

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

Cllr Gallagher expressed the decision note was carried out on 13th February, and that it contained interesting information; that Cllr O'Connor was finding out what could and couldn't be done, and that the 40 documents in support of the NDP were to be uploaded to the PTC website straightaway.

They expressed there being misinformation regarding the masterplan and shared copies of what a Masterplan was, and that Morissons needed to remember the points brought forward through the neighbourhood plan and through the design codes about the centre of Peacehaven and the Meridian Centre.

Cllr Gallagher updated committee that the referendum was to be held on 7th May, that the threshold would be 50% of those who turned up, that the Town Clerk would arrange training, and there would be another Steering Group meeting.

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

Cllr Alexander expressed Policy & Finance had approved the paper, Cllr Gallagher expressed it was about gaining information at present, and Cllr Campbell commented on the finances, whereby members expressed that finance agreements were unknown at present.

Cllr Alexander commented that services would need to continue, and that some items had not been costed individually. i.e. 1 toilet in a block of toilets.

Cllr Davies expressed there would be a shadow authority working with the existing authority and that all services would continue.

20:40 - 1 member of the public left the meeting

The Chair thanked Cllr Davies for his explanation.

It was proposed to agree nominations for local control transfer from Lewes District Council

Proposed by: Cllr Campbell **Seconded by:** Cllr Veck

All in **favour**.

C1502 TO DISCUSS CHANGING SCHEDULED MEETING START TIMES FROM MAY 2026

Cllr Veck expressed the possible difficulty of fitting in additional meetings and Cllr Rosser suggested an earlier start and holding meetings on other days.

Cllr Alexander raised the importance of considering those who work, which Cllr Gordon-Garrett agreed with along with the consideration of already having early application-only Planning meetings.

Cllr Alexander reminded committee of the possibility of the building closing at 10pm with the meeting continuing the next day. Cllr Davies expressed the Town Clerk investigates adhering to the 3-minutes-to-speak rule, and sticking to the agenda to shorten meeting duration.

It was proposed to keep meetings to the same times and look at agenda, and as per standing orders.

Proposed by: Cllr Veck **Seconded by:** Cllr Mills

It was **resolved** to **agree** the proposal.

1 member abstained.

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

Cllr Gallagher expressed these were maintenance items rather than aesthetic.

It was proposed to proceed with replacing Fire Exit Doors and Windows in the Community House Main Hall.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Fabry.

All in **favour**.

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

The RFO expressed that at Policy & Finance the recommendation was to seek a consultation and draw up a specification.

Cllr Alexander expressed it was the smallest of the roof area and the one in the worst condition, so would be a good test for the rest of the building of what could be carried out.

Cllr Campbell's questioned what would be the approximate figure for a consultant.

It was proposed to agree to seek quotes for a specialist consultant to draw up a specification and to advise PTC, and then to go out to tender.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Alexander

It was **resolved** to **agree** the proposal.

Cllr Veck reminded committee that, in view of quotes, design codes had changed.

C1505 TO AGREE RECOMMENDATIONS FROM THE TOWN FLOWER TFG

21:01 – Cllr Davies left the meeting

Cllr Rosser outlined the report.

21:02 – Cllr Gallagher left the meeting.

21:03 – Cllr Davies rejoined the meeting.

Cllr Alexander expressed the Latin name and its meaning as 'wisdom and caution in the management of money'.

It was proposed to agree the Town Flower as a Thrift.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Mills

It was **resolved** to **agree** the proposal.

It was suggested by the Chair that the PR Officer wrote a piece for the Peacehaven News.

21:04 – Cllr Gallagher rejoined the meeting.

21:05 – Various members left for a toilet break and rejoined the meeting.

C1506 TO RECEIVE A REPORT ON THE HUB PHASE 2 WORKS

21:09 – The video from the Hub Phase 2 Consultation Video was played.

21:17 – The video finished.

Cllr Gallagher summarised the report and reminded committee that the decision at P&F was for it to be extended and reconfigured, and that the Community House Working Group discussed items with the CIL officer at LDC, and also suggested the report be included in the Expression of Interest.

Members agreed the urgency for the CIL bid, and Cllr Campbell expressed that phase one must start immediately, and commented on the feedback of the importance of kitchen access for phase 2. The Parks Officer commented that the Town Clerk was discussing and agreeing targets with Remedy.

Members discussed the Community Buildings Working Group's meeting at the Hub on 26th February where the design ideas could be discussed.

Cllr Davies commented on the need for members to be more proactive and to have a timetable in place and a vision.

It was proposed to agree to:-

- a) Develop architectural brief in line with findings
- b) Commission feasibility and costings

c) Secure Stage 2 funding

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

The RFO left the meeting.

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

Cllr Alexander summarised the report and expressed being responsible for the equipment, and that Telscombe Town Council would have to pay their own licence fees.

It was proposed to 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.

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

It was **resolved** to **agree** to the proposal.

C1508 TO DISCUSS THE PUBLIC SAFETY WORKING GROUP

Cllr Alexander expressed its wide-reaching remit, the support from Sussex Police, its link with JAG and other organisations. The groups successes were expressed, including with motorbikes and funding for the 'little people' outside schools, which Cllr Fabry reminded committee were also supported by the Grants Committee.

Cllr Campbell thanked the Committees and Assistant Projects Officer and raised the importance of the group. Members supported the Working Group's continuation.

C1509 TO REVIEW COMMITTEE MEMBERSHIP AND AGREE ANY CHANGES

It was proposed that Cllr Rosser become a member of Environment & Sustainability.

Proposed by: Cllr Rosser **Seconded by:** Cllr Davies

All in **favour**.

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

The reports were **noted**.

C1511 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

The Overview of Complaints Received was **noted**.

C1512 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

The Attendance Record was **noted**.

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

a. Meridian Centre Liaison

It was noted that this item had already been discussed and agreed in this meeting.

b. Public Rights of Way

Cllr Campbell expressed being at the advance stage of the application for a RoW for the East Side of Valley Road. And let members know there was a form available for completion with regards to usage of that Right of Way.

c. Town Flower

It was noted that this item had already been discussed and agreed in this meeting.

C1514 DATE OF NEXT MEETING - TUESDAY 21ST APRIL 2026 AT 7.30PM.

The next meeting was confirmed as Tuesday 21ST April 2026 at 7:30pm.

There being no further business the meeting was closed at 21:56