

George Dyson
Town Clerk

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



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

1st July 2026

Members of Peacehaven Town Council are summoned to a Council meeting to be held in Community House, Peacehaven, on Tuesday 7th July 2026 at 7.30pm.

George Dyson
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A G E N D A

C1587 MAYOR/CHAIR'S ANNOUNCEMENTS

C1588 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

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

C1589 TO APPROVE APOLOGIES FOR ABSENCE

C1590 TO RECEIVE DECLARATIONS OF INTERESTS

C1591 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF THE 27TH MAY 2026

C1592 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. **Planning Committee:-**
 - i. To receive the meeting minutes of the 28th April 2026
 - ii. To receive the meeting minutes of the 19th May 2026
 - iii. To receive the meeting minutes of the 9th June 2026
 - iv. To note the draft meeting minutes of the 30th June 2026
 - v. To agree recommendations on a parking review consultation report
- 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 5th May 2026
 - iii. To note the draft meeting minutes of the 23rd June 2026
- c. **Personnel Committee:-**
 - i. To note the draft meeting minutes of 14th April 2026
- d. **Leisure & Amenities Committee:-**
 - i. To receive the meeting minutes of the 24th March 2026
 - ii. To note the draft meeting minutes of the 19th May 2026
 - iii. To ratify the decision to purchase a replacement Utility Task Vehicle

- e. **Community Engagement Committee:-**
 - i. To receive the meeting minutes of the 7th April 2026
 - ii. To note the draft meeting minutes of the 2nd June 2026
 - iii. To appoint members to the Mayors Working Group
 - iv. To appoint members to a Mayor's Handbook review TFG
 - v. To note the date of the Mayor's Civic Service
- f. **Environment & Sustainability Committee:-**
 - i. To receive the meeting minutes of the 10th March 2026
 - ii. To note the draft meeting minutes of the 30th June 2026

C1593 TO RECEIVE A REPORT ON THE CLOSURE OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1594 TO NOTE AN UPDATE ON LOCAL CONTROL TRANSFERS

C1595 TO RECEIVE A REPORT ON COMMUNITY COHESION

C1596 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION

C1597 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1598 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1599 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Meridian Centre Liaison
- b. Public Rights of Way
- c. Public Safety
- d. Sussex Nature Recovery

C1600 DATE OF NEXT MEETING - TUESDAY 6TH OCTOBER 2026 AT 7.30PM.

C1601 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

C1602 TO AGREE THE ONGOING ENGAGEMENT OF CONSULTANTS TO PROGRESS THE HUB PHASE ONE PROJECT

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Minutes of the Extraordinary meeting of the Council held in the Anzac Room, Community House on Wednesday 27th May 2026 at 5.30pm.

Present: Cllr Ian Alexander, Cllr Paul Davies, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Cathy Gallagher, Cllr Kiera Gordon-Garrett, Cllr Sue Griffiths, Cllr Aimee Harman, Cllr Amber Hart, Cllr Phil Mills, Cllr Sherral Wood, Cllr Max Rosser, Cllr Wendy Veck.

Officers: George Dyson (Town Clerk), Kevin Bray (Parks Officer).

There were no members of the public in attendance.

C1576 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 17:30, 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 reminded everyone of the 3-minute speaking rule.

Cllr Davies congratulated Cllr Gallagher for being elected Mayor of Telscombe and Cllr Fabry on being Vice-Chair of Lewes District Council. There was a round of applause for both.

C1577 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1578 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Campbell, Cllr Sharkey and Cllr Studd. Cllr Cheta was also absent.

C1579 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1580 TO ADOPT THE MINUTES OF THE ANNUAL COUNCIL MEETING OF THE 12TH MAY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Mills
The minutes of the meeting of 12th May 2026 were **agreed** and **adopted**.

C1581 TO AGREE TO SUBMIT A CIL BID FOR EPINAY PARK

The Clerk introduced the item briefly, reiterating the process for the CIL bid.

Cllr Donovan spoke in support of the bid, that she had been through the papers and it seemed to all be in order.

Cllr Gallagher queried the different quotes being provided as part of the bid, the Parks Officer clarified the background to the different quotes.

It was proposed to submit the bid as read.

Proposed by: Cllr Donovan **Seconded by:** Cllr Griffiths
Council **resolved** to **agree** to this proposal.

C1582 TO AGREE TO SUBMIT A CIL BID FOR PHASE 2 OF THE HUB PROJECT

The Clerk summarised the work that has gone into the bid, thanking the members of the TFG, and ran through the proposed plan for the reconfigured Hub.

Cllr Gallagher spoke that there were some areas of the bid that she felt could still be strengthened, and gave examples of these, particularly noting that the appendices could be reduced to key sections, that relevant pages from the Neighbourhood Development plan be included, and that references to the documents be included in the bid.

It was proposed to proceed with the CIL bid, subject to Cllr Gallagher's amendments.

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

C1583 TO AGREE TO PROCEED WITH THE PURCHASE OF A REPLACEMENT UTILITY TASK VEHICLE

Cllr Alexander raised concerns about this being progressed, and whether it is appropriate for the money to come from s.106.

The Parks Officer clarified the background to the vehicle, and why the proposal has come forward for replacement now.

Cllr Gallagher spoke about the future planned vehicle replacements, and needing to review the target replacement dates.

Cllr Davies asked for a full report to come to the next P&F meeting to consider additional options, such as repairing the current mule.

The Clerk summarised the process of this coming to Council, particularly highlighting that the item had already been agreed at Committee, and Council are being asked to ratify that decision.

This item will be **deferred** to the Policy & Finance Committee.

C1584 TO DISCUSS AND AGREE ACTIONS RELATING TO THE LOCAL GOVERNMENT REORGANISATION CONSULTATION

The Clerk summarised the background to this item.

Cllr Gallagher spoke about the recent presentation from an ESCC Councillor at a Telscombe Town Council meeting.

Cllr Fabry suggested that any response should come from the Town Clerk. The Town Clerk spoke about the need for direction from Council on progressing this.

Cllr Veck agreed that the Clerk put together a response, based on previously agreed consultation response, and that this be circulated to Councillors by email prior to its submission.

Cllr Gallagher spoke about the need to listen to the Community at Friday's meeting before committing to a response.

It was proposed to formulate a response after Friday's meeting, which the Town Clerk will put together and circulate by email before submitting.

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

C1585 TO FORM A TFG TO MAKE RECOMMENDATIONS ON AMENDMENTS TO THE NEIGHBOURHOOD DEVELOPMENT PLAN

The Clerk introduced the report and background to this item.

Cllr Gallagher confirmed that the plan had been adopted by Lewes District Council last night (26th May 2026), so the plan is now made.

Cllr Gordon-Garett gave some additional background to this proposal.

Cllr Gallagher spoke about the Steering Group Terms of Reference giving some direction on what happens with the plan now that it is made.

It was proposed that Cllr Gordon-Garrett, Cllr Griffiths, Cllr Fabry, Cllr Campbell, Cllr Rosser form this TFG, which will put together a list of possible amendments to be presented to Full Council.

Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
Council **resolved to agree** to this proposal.

C1586 DATE OF NEXT MEETING - TUESDAY 7TH JULY 2026 AT 7.30PM.

The next meeting was confirmed as 7th July 2026.

There being no further business, the meeting was closed at 18:29.

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Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 28th April 2026 at 7:30pm.

Present: Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Wood and Cllr Rosser

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

1 member of the public was in attendance.

1 PH2566 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, mentioned the Civility and Respect statement and the fire-procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded, of the public questions session and the 3-minute speaking rule.

2 PH2567 PUBLIC QUESTIONS

There were no public questions.

3 PH2568 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were the following apologies from members:-

- Cllr Sharkey
- Cllr Davies, with Cllr Gallagher substituting
- Cllr Gordon-Garrett

4 PH2569 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2570 TO ADOPT THE MINUTES FROM THE 7TH APRIL 2026

Cllrs Gallagher and Wood queried which comments in general were sent to LDC, whereby the Meetings & Projects Officer clarified they were the minuted ones against each agenda item, and that in connection with the last meeting, LDC were also asked to note the minutes under PH2558 Public Questions, in relation to item PH2563 LW/26/0091.

Cllr Gallagher raised that specifically for item PH2563 LW/26/0091 they would have liked for all comments to be provided to LDC, along with the resolution, as they were so crucial and relevant to the NDP, for instance that the development was all taken, and its marketing had taken place in Burgess Hill, and that it was in breach of the NDP.

Cllr Wood also emphasised the importance of providing comments made by members.

The Chair suggested that officers reiterate to the LDC officers that members had expressed that there had been insufficient emphasis on the issues relating to 81-83 South Coast Road item PH2563 LW/26/0091.

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

6 PH2571 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT

The report was **noted**.

K J Gordon-Garrett

K J GORDON-GARRETT

19/05/26

7 PH2572 TO NOTE SUBMISSION OF YELLOW LINE REQUESTS & POTHOLE REPORTING

The Chair thanked the Committees officer for the comprehensive report, and Cllrs Rosser and Gallagher agreed.

Clarification was made between the yearly submission to LDC for the new yellow lines submission and the ongoing rolling submissions to LDC for repainting of markings.

Cllr Campbell commented that for the refreshing of double yellow lines there would be a future programme.

The report was **noted**.

8 PH2573 TO AGREE AMENDMENTS TO THE PLANNING COMMITTEE – CODE OF GOOD PRACTICE

Cllr Gallagher commented that it was not clear what the amendments were.

It was proposed to agree the amendments to the Planning Committee Code of Good Practice.
Proposed by: Cllr Rosser Seconded by: Cllr Wood
All in **favour**.

9 PH2574 TO NOTE ESCC's NEWLY DEVELOPED TOWN AND PARISH COUNCIL ROAD SAFETY TOOL KIT

Cllr Gallagher commented that it was an excellent document that could be used by the Planning Committee, and the Meetings & Projects Officer confirmed it would be double checked that all members, including the public safety group, had received a copy. It was suggested that a colour paper copy be made available too.

The Road Safety Tool Kit was **noted**.

10 PH2575 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

- a. Public Safety Group – 23rd March 2026
No further updates were made.
- b. Pedestrian Crossings & Islands TFG
No further updates were made.
- c. Cycle route TFG
The Chair commented that preliminary discussions had taken place.

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

Item **PH2576 LW/26/0165** 12 Jason Close and **PH2577 LW/26/0166** 14 Jason Close were taken together.

It was proposed to **support** the application
Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Committee resolved to **support** the application.

PH2578 LW/26/0126 98 South Coast Road

Members discussed that a new vehicle crossover would exit onto the South Coast Road MRN; would be located near to a pedestrian crossing and a bus stop; already had sideroad crossover access; and biodiversity was located at the proposed crossover location. It was discussed that a neighbour's property had vehicle crossover onto the MRN as they did not have sideroad access, that Highways regulations stipulated a 50m clear view in both directions, that an aim of a MRN designation was to reduce stop-start traffic, and a member raised concern over potential future long-term development.

It was proposed to **object** to the application on the grounds that access would be straight onto the South Coast Road MRN, there was no Highways report on the issue of a new vehicle crossover onto

KJ Gordon-Garrett

KJ GORDON-GARRETT 19/05/26

the MRN, there would be a loss of biodiversity, and there being concerns with the proposed high fencing.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Committee resolved to **object** to the application.
1 member abstained

PH2579 LW/26/0073 Sweetwater 26 Blakeney Avenue

It was commented that a lot of the proposed development had already gone ahead, that lorry loads of MOT had been dumped over the past few weeks, that strong light and noise were prevalent, and that stables were already there. A member clarified that the proposal had been worked on with LDC officers to an acceptable stage, and that there was recognition by LDC of the work that had already been carried out.

A member discussed there being no grazing area for the horses, no paddock and that it was all concrete.

It was proposed to support the application provided that enforcement and planning officers were satisfied that the works had been carried out in accordance with the policies set out in the letter dated 1st April.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Rosser
1 member objected to the application
1 member abstained
Committee resolved to **support** the application.

Members asked for it to be noted that enforcement had not been adequate in the past and lorry loads of MOT had been dumped.

PH2580 LW/26/0182 124 Hoddern Avenue

Members commented that the documents were confusing, and that there was insufficient information.

No comment was made.

12 PH2581 TO NOTE PLANNING COMPLAINTS

Committee **noted** the Planning complaints

13 PH2582 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

In relation to EV chargers and the Car Club space Cllr Gallagher queried whether anyone had noticed related markings in the Steyning Road car park, and it was suggested that an officer make an enquiry to LDC and enquire what speed the EV charger will be.

The Chair clarified that the black cat item was with P&F committee.

14 PH2583 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 19th May 2026 AT 6.15PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 20:38

K J Gordon-Crawford

K J GORDON-GARRETT

19/05/26

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Draft Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 19th May 2026 at 6:15pm.

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

Officers: Vicky Onis (Committee & Assistant Projects Officer)

No members of the public were in attendance.

1 PH2584 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

PH2585 Cllr Wood raised the following question on behalf of a resident:

Q1: The Dell roundabout road markings 'keep clear' have faded and are no longer visible. Traffic can sometimes back up due to traffic lights further up the road and vehicles then block the junctions, inconveniencing other lanes. These markings should be present on all large roundabouts.

Q2: Due to the current lack of parking at Community House, it has been brought to Cllr Wood's attention that parking bays allocated to PTC are being used by surrounding businesses and for parent parking. Please can the use of the spaces be considered, and, if appropriate, marked for PTC only.

Q3: At the Wave Leisure car park, there are no adequate walkways surrounding the site. Access is limited to a single pathway leading towards the Leisure Centre.

The Assistant Projects Officer stated that approximately 18 months ago efforts were made to identify the landowner of the Wave Leisure car park in order to address a large pothole. However, no record of ownership or any history relating to the agreed use of the land could be found.

The issue regarding the PTC allocated parking spaces will be raised with the Town Clerk, and concerns regarding the Dell roundabout road markings will be forwarded to ESCC Highways for consideration.

2 PH2586 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members were present

3 PH2587 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

4 PH2588 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed that Cllr Campbell be Vice Chair of this Committee

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

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

5 PH2589 TO ADOPT THE MINUTES FROM THE 18TH APRIL 2026

The minutes of the 18th April 2026 were agreed and adopted

Proposed Cllr Wood **Seconded** Cllr Rosser

All in favour

KJ Gordon-Garrett KJ GORDON-GARRETT 9/6/26

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

PH2590 LW/26/0156 101 Cairo Avenue Peacehaven

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

Proposed Cllr Rosser **Seconded** Cllr Wood

Committee resolved to **agree** to this proposal

PH2591 LW/26/0020 8 Victoria Avenue Peacehaven

It was proposed to **support** this application

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

1 member abstained

Committee resolved to **agree** to this proposal

PH2592 LW/26/0148 12 Chene Road Peacehaven

It was proposed to **support** this application

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

Committee resolved to **agree** to this proposal

PH2593 LW/26/0176 25 Roundhay Avenue Peacehaven

It was proposed to **support** with a request that if permission is granted, the Officer impose conditions to ensure safety and minimise disruption during construction. Specifically, a request that the Officer impose restrictions on construction vehicles, parking and deliveries. This site is located in a particularly congested area of the street, which has four blind spots, making careful management of vehicles essential for the safety of residents and road users.

Proposed Cllr Campbell **Seconded** Cllr Wood

Committee resolved to **agree** to this proposal

PH2594 LW/26/0177 9 View Road Peacehaven

It was proposed to make no comment

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

Committee resolved to agree to this proposal.

7 PH2595 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 9TH JUNE 2026 AT 7.30PM

The next meeting was **confirmed**

There being no further business, the meeting was closed at 19.00

K J Gordon-Garrett



Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 9th June 2026 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Davies, Cllr Wood.

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

No members of the public were in attendance.

1 PH2596 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, briefly outlined the Civility and Respect statement, and the fire-procedure, reminded committee of the mobile phone protocol, and the 3-minute rule.

2 PH2597 PUBLIC QUESTIONS

There were no public questions.

3 PH2598 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies

4 PH2599 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2600 TO ADOPT THE MINUTES FROM THE 19TH MAY 2026

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

6 PH2601 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT

The report was **noted**.

7 PH2602 TO REVIEW AND UPDATE THE REPAINTING OF ROAD MARKINGS TABLE

Cllr Campbell thanked the officer for the Road Markings table, and Cllr Davies suggested implementing a colour coded traffic light system.

Members discussed that it would be useful for all Councillors to have sight of the Road Markings table, which could be raised at the next Full Council.

Cllr Campbell expressed frustration with the outcome from ESCC with regards to the new yellow lines submissions.

8 PH2603 TO AGREE THE SDNP LOCAL PLAN CONSULTATION RESPONSE

The Chair expressed that Cllr Campbell attended the Cllr consultation event at Lewes, and Cllr Campbell outlined the report.

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

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

9 PH2604 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

- a. Pedestrian Crossings & Islands TFG
Cllr Campbell expressed that the public consultation agreed by committee would go ahead.
- b. Cycle Route TFG
Cllr Campbell updated members that there was no consultation document at present and expressed that the group would meet and report back. Members discussed the project's budget alongside the likelihood of its completion.

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

**PH2605 LW/26/0209 Advertising Rights Opposite 2405 0022 190 South Coast Road, and
PH2606 LW/26/0208 Advertising Rights Opposite 2405 0025 21A South Coast Road**

Cllr Campbell suggested that this and application **PH2606 LW/26/0208** be taken together.

Cllr Campbell updated committee that she had received information that other bus stops had been taken on as well; queried whether Brighton & Hove buses had sold the bus stops; commented that the proposal would be there till 2036; that there had been one strong objection; and expressed that SCDA were concerned that they would include commercial advertising of junk food which would not be good for the community.

The Chair raised concern with the potential of bright lights outside of homes, and Cllr Campbell commented that East Sussex Highways had expressed the lights were to be limited.

Cllr Davies understood the purpose of bus stop commercialisation and agreed with the issue around junk food but commented that advertising was not the committee's remit, but that it would be good if adverts were Peacehaven focused.

Cllr Wood suggested that a bus stop had already been taken down, so it appeared that the applications were already going ahead, and raised that Planning could not stop advertising.

The Chair suggested that light at a bus stop was a useful safety feature.

No comment was made.

PH2607 LW/26/0231 122 Rowe Avenue North

Cllr Campbell commented there were two big trees that should be protected, but that point 7 of the application stated there were no trees or hedges within falling distance of the new building, and that no trees or hedges would need to be removed or pruned.

There was ambiguity amongst members as to where the trees were located, and Cllr Davies raised that the trees were not protected and, if they belonged to the property, they would not come under protection. Cllr Wood expressed that, at the moment, there would be bird-nesting-season protection.

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

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

Committee resolved to **support** the application.

**11 PH2608 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND
AGREE ANY ACTIONS REQUIRED**

Cllr Wood raised that the EV charges were needed in the car parks, as there were none in Peacehaven, and that the nearest high-speed one was in Pyecombe. Cllr Davies updated members that ESCC had received funding for EV charges; that the first Peacehaven high-speed ones would be installed at the toilets and that disabled areas should not be removed; and that they would liaise with PTC.

The Chair expressed satisfaction that the EV chargers were in process.

In view of item 1 Speed activated sign/Speed Strip, the Committees & Assistant Projects Officer reminded committee that a Black Cat grant had been unsuccessful. Cllr Davies commented it would be a waste of officers time to work on this Action item as there would be no funding from ESCC, including for pedestrian crossings.

The Chair suggested reinvigorating speed watch.

It was suggested that the item be removed from the plan.

12 PH2609 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 30TH JUNE 2026 AT 6.15 PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 20:16



Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 30th June 2026 at 6:15pm.

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

Officers: Zoe Polydorou (Meetings & Projects Officer)

1 member of the public was in attendance.

1 PH2610 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:16, 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 explained the public question session.

2 PH2611 PUBLIC QUESTIONS

There were public questioners in relation to **PH2615 SDNP/25/00228/FUL**, Land adjacent to 66, The Lookout.

The first public questioner expressed there being another amendment to the plan, to remove the trailer, queried why there was an amendment as there had never been planning to have it on the land, and had written to SDNP and ESCC Planning Authorities. They further expressed that a yurt had been up for longer than it should be, and that enforcement had said they could not act on it due to the live planning application. They queried why after 20 months they were still dealing with a planning application and added that all previous comments had been passed over to the SDNP Planning Authority, but they had to be resubmitted to ESCC.

Cllr Wood raised concern that the plans had been revised again, and commented that it would be another situation again where the application spanned across all planning authorities.

18:31 – 2 members of the public joined the meeting.

Cllr Campbell confirmed that PTC had asked ESCC for all previous comments to be taken into account for decision making.

The second public questioner queried where the trailer would be moved to.

The third public questioner queried how the applicant was allowed to carry on with the application when everywhere had said no; how Downs Walk became a road; and why ESCC were trying to get the application through as it did not generate money for Peacehaven.

There was a discussion around residential and business rates, and concern with access for emergency services and Cllr Wood advised the questioners of the fortnightly ESCC Councillor surgery held at Community House.

The Chair thanked the member of public for their questions.

3 PH2612 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4 PH2613 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 PH2614 TO ADOPT THE MINUTES FROM THE 9TH JUNE 2026

Cllr Campbell proposed to adopt the minutes with the amendment to update item 7 from 'Cllr Campbell expressed frustration...' to 'All Cllrs expressed frustration...'.
Proposed by: Cllr Campbell **Seconded by:** Cllr Wood

Committee **resolved to adopt** the minutes with the amendment.

18:36 – Cllr Gordon Garrett left the meeting and Cllr Campbell took the Chair.

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

PH2615 SDNP/25/00228/FUL, Land adjacent to 66, The Lookout

Cllr Campbell clarified this application was in relation to SDNP land, and not LDC land, and Cllr Wood commented on issues with open fire pits and adequate insurance.

Cllr Davies reminded members that although he understood the frustration of the questioners, the planning application was legally the focus of the meeting and it was being deviated from. He expressed that whilst he disagreed with the plan, the applicant was allowed to do it, but that they may return to square one.

Cllr Campbell expressed there had been further objections, including from a resident Rights of Way officers and there was no need to comment on fire risk, as the fire service had responded.

It was proposed to object to the application, on the following 3 grounds

1. That all comments on all previous related applications be taken into account.
2. If consent were granted, a condition needed to be applied whereby the site may not be used as a campsite.
3. The inadequate access grounds for objection have been strengthened by further submissions to the consultation.

Proposed by: Cllr Davies **Seconded by:** Cllr Rosser
Committee resolved to **object** to the application on the grounds stated.

*18:46 – The public questioners left the meeting
18:47 – Cllr Gordon-Garrett re-joined the meeting*

PH2616 LW/26/0290, 3 Johns Close

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

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

PH2617 LW/26/0255 34 Balcombe Road

Members commented there had been one objection from a neighbour, and discussed privacy and light issues.

It was proposed to **support** the application subject to the light issues in relation to the neighbour being satisfactorily resolved.

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

PH2618 LW/26/0257 Peacehaven Community School Greenwich Way

Cllr Campbell mentioned the replacement of a hedge with cycle stands, and raised construction process issues, including issues with the proposed construction vehicle route for local businesses including the need for it to be kept open for access to Community House, other community facilities and for parking; and that construction access to the roundabout at the gates of PCS should instead be from Newton Road in the east.

It was also expressed there be equal consideration towards children, the elderly and vulnerable people that visit nearby community buildings and businesses, such as the nursery, leisure centre and the library.

Cllr Davies agreed about the access road, and that the head teacher should have consulted its neighbours.

Cllr Wood raised the issue that the Morrisons development would be happening at the same time, and raised concern for local businesses.

Cllr Rosser mentioned the main work be carried out during holidays, and the importance of critical path analysis. Cllr Wood reminded committee that some local business would still be open during the holidays.

It was proposed to **object** to the application as, although the committee strongly supports the application in principle, the construction vehicles access route needs to change to the East instead of Greenwich Way; the bulk of the work should be carried out during the holiday period; there would be a clash with the Morrisons development; and the construction methodology needs to be considered.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Wood
Committee resolved to **object** to the application.

19:13 - Cllr Davies left the meeting

PH2619 LW/26/0273 71 Arundel Road

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

19:18 – Cllr Davies rejoined the meeting

PH2620 LW/26/0307/CD 81 - 83 South Coast Road Peacehaven East Sussex BN10 8QS

Councillor Davies updated committed committee on the Planning application's status.

Committee **noted** the planning decision.

7 PH2621 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 21st JULY 2026 AT 7.30 PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 19:26

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1592a(v)
Meeting date:	July 7 2026	Authors:	Meetings & Projects Officer
Subject:	Lewes Parking Reviews 3 Informal Consultation		
Purpose:	To agree a response to the Lewes Parking Reviews 3 Informal Consultation		

Recommendation(s):

To decide whether to respond to the survey

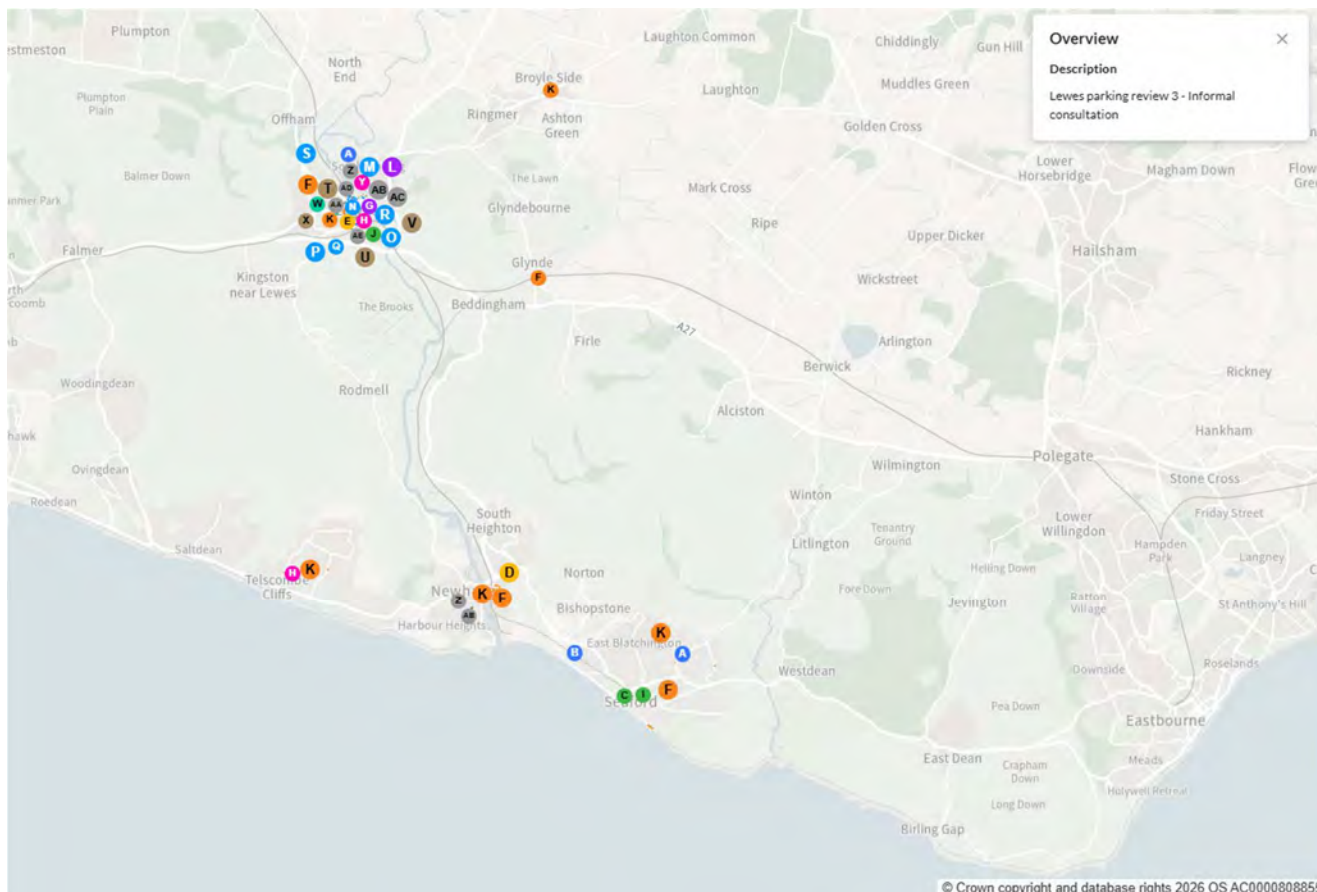
1. Background

PTC submitted parking restrictions to ESCC (as per Appendix A).

As per Appendix B, ESCC have since communicated that 1 of PTC's submissions "...will be included in the informal consultation.." (that being Yellow Lines at Southview Road), and that the others submission were '**Locations and restriction type that were considered but will not be progressed**'.

A map showing which locations ESCC have included can be reached from here:

<https://consultation.eastsussex.gov.uk/economy-transport-environment/lewes-3-informal/> and seen as per the screenshot below.



ESCC are now looking for responses to their proposals via their online survey <https://consultation.eastsussex.gov.uk/economy-transport-environment/lewes-3-informal/consultation/subpage.2025-10-01.0061612402/> , and due to PTC meeting dates, have extended the deadline for PTC’s response to the end of Friday 10th July.

2. Options for Council

- a) To agree a response
- b) To not respond

3. Reason for recommendation

To ensure that Peacehaven’s voice is taken into account by ESCC

4. Expected benefits

The agreed response is taken into consideration by ESCC.

5. Implications

5.1 Legal	-
5.2 Risks	PTC’s response not taken into account by ESCC
5.3 Financial	-
5.4 Time scales	Friday 10 th July survey response deadline
5.5 Stakeholders & Social Value	Peacehaven residents’ voices are considered
5.6 Contracts	n/a
5.7 Climate & Sustainability	n/a
5.8 Crime & Disorder	Proposed restrictions may go towards improved social cohesion
5.9 Health & Safety	Proposed restrictions may go towards public safety
5.10 Biodiversity	n/a
5.11 Privacy Impact	n/a
5.12 Equality & Diversity	Proposed restrictions helpful to all

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	X
6.2 Growing the economy sustainably	<input type="checkbox"/>
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	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Road Safety – Planning Committee

7. Appendices

- Appendix A - PTC submitted parking restrictions to ESCC
- Appendix B, Lewes parking review prioritisation of requests (Locations considered in Lewes parking review)

Victoria Onis

From: Parking ESCC <Parking@east-sussex.gov.uk>
Sent: 03 March 2026 10:26
To: Victoria Onis
Subject: RE: submission of yellow line requests - peacehaven

Dear Victoria

Thank you for your emails of 27 February.

Your requests for restrictions in Peacehaven have now been logged for consideration in the Lewes parking review.

Once prioritisation is complete the outcome of all the requests will be published on our website at [Lewes review | East Sussex County Council](#)

Yours sincerely,

~~Victoria Onis~~

Parking Review Officer
Parking Team, Communities, Economy and Transport

01323 466244
eastsussex.gov.uk



What did you think of the service you received today? Please give us a rating from 1-4, 1 being Poor and 4 being Excellent

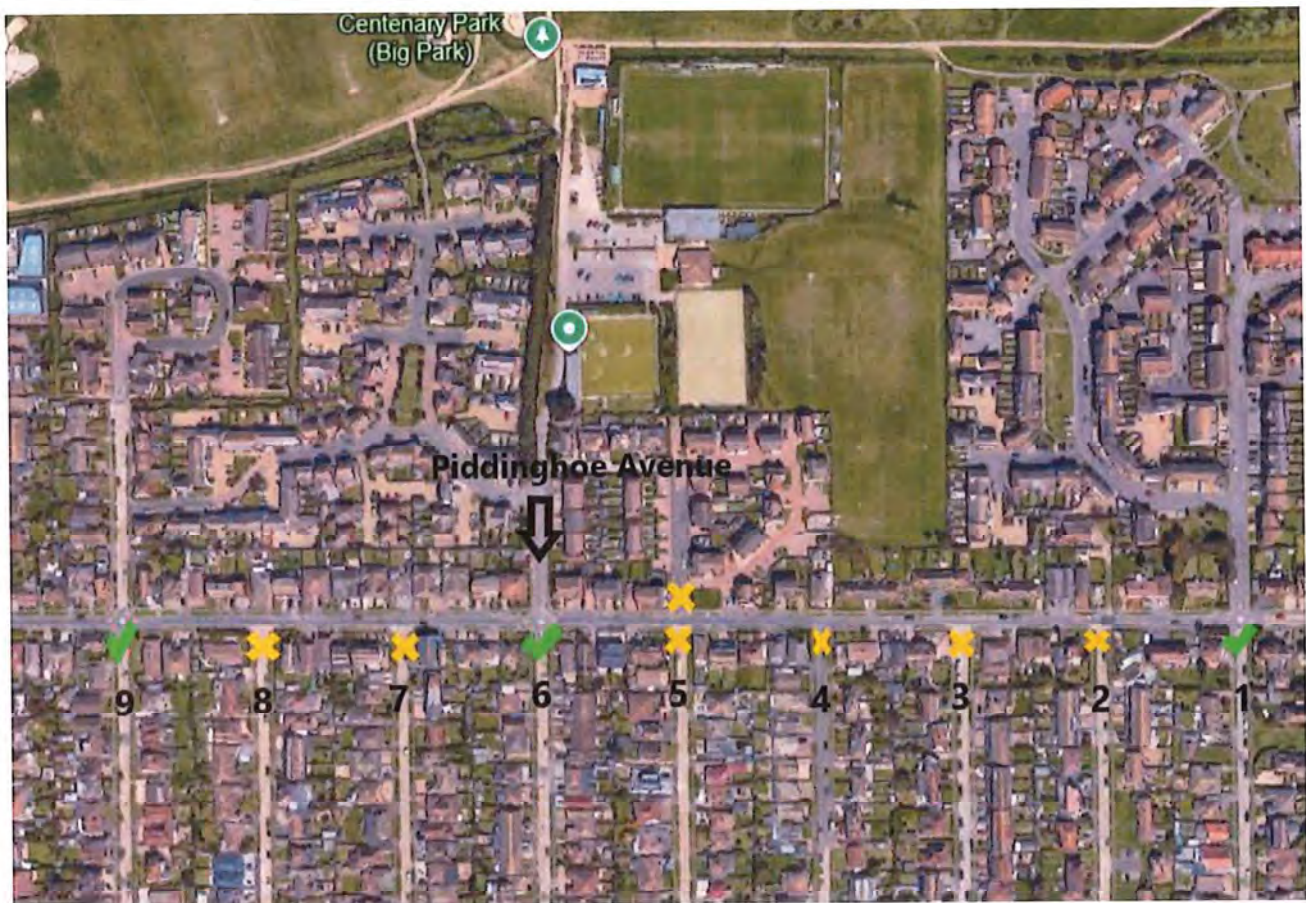
1) Junction of Arundel Road / Piddinghoe Ave and surrounding roads.

///grant.initiates.chuckling

Centenary Park ("The Big Park") is a major local destination, hosting Peacehaven and Telscombe Football Club, junior football clubs, a bowls club, outdoor sports facilities, seasonal fairs that attract hundreds of visitors, a large children's playground, a café, and a community building. The only vehicular access to the park's car parks is via Piddinghoe Avenue.

At weekends in particular, the junction of Piddinghoe Avenue and Arundel Road frequently becomes heavily congested, at times approaching gridlock conditions. Vehicles are often parked along both the eastbound and westbound sides of Arundel Road, significantly narrowing the carriageway and restricting traffic flow.

Where junction corners of nearby roads are not protected by double yellow lines, such as at the junctions 2,3,4,5,7,8, antisocial and potentially unlawful parking creates serious safety hazards. This obstructs visibility for drivers, pedestrians, and cyclists, and increases the risk of collisions and near-misses.



1) Seaview ok

2) Southdown Avenue **need lines**

3) Vernon Avenue **need lines**

4) Sunview avenue **need lines**

5) Gladys Avenue **need lines**

6) Piddinghoe roundabout junction – lines but are faded and need extending around the corners

7) Mayfield avenue **need lines** – south side have them already

8) Slindon **need lines**

9) Keymer ok

Piddinghoe roundabout junction.

Double yellow lines need to be stretched around this junction, so cars can safely enter the roundabout on the correct side of the road. The lines used to stretch further along but have either been erased after road works or faded.





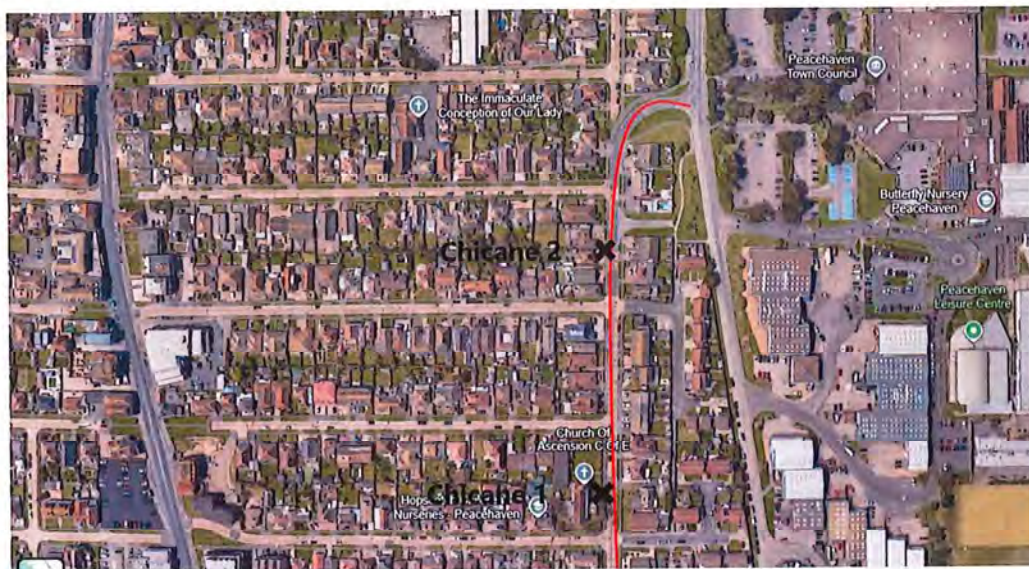
2) Arundel Road, between Greenwich Way and Steyning Avenue

What 3 words ///mammoths.football.dean

Arundel Road (East) in Peacehaven has become one of the most congested stretches of road in the area during weekdays, particularly at peak times. Dorothy Avenue and Steyning Avenue are frequently used as rat-runs by drivers travelling from North Peacehaven towards the A259, resulting in significantly increased traffic volumes along these residential streets.

During rush hours, Arundel Road (East) experiences especially heavy usage. It serves as a key access route to four local schools from two large housing developments and is regularly used as an alternative route when incidents or delays occur on the A259.

The recent completion of the Chalkers Rise development, comprising approximately 450 new homes, has substantially increased north-south traffic flows during peak hours. This is in addition to the two existing housing estates located at the eastern end of Arundel Road. As a result, traffic levels now far exceed those present when the current traffic-calming measures were installed



It also appears that a cycle path may have been planned along this section of the road by the church. However, this would be impractical in practice, as vehicles are frequently parked along the entire length, making safe passage for cyclists impossible.

Location	Issue	Recommended Action
Arundel Road (general, up to Horsham Avenue)	Lack of double yellow lines in some areas	Install new double yellow lines
Arundel Road (south side, outside 147–149)	Westbound vehicles need space to stop safely	Install new double yellow lines

Location & Context

- **Stretch of concern:** Arundel Road between the junction with **Greenwich Way** and **Steyning Avenue**.
- **Nearby rat runs:** Dorothy Avenue and Steyning Avenue, connecting north Peacehaven to the **A259**.
- **Contributing factors:**
 - Recent **Chalkers Rise** development (450 homes) increasing north-south traffic during peak hours.
 - Parked cars reducing visibility for vehicles coming around corners (Greenwich Way) or emerging from side streets (Dorothy Avenue).
 - Chicanes currently installed exacerbate congestion and may worsen visual obstruction.

Problems Identified

1. **Congestion:** High weekday traffic; bottlenecked by parked cars and chicanes.
2. **Traffic flow disruption:** Particularly during rush hours; vehicles need to slow or stop to pass oncoming cars.
3. **Safety risk:**
 - Poor visibility at junctions (Greenwich Way, Dorothy Avenue).
 - Potential collisions caused by parked vehicles blocking sightlines.
4. **Insufficient parking restrictions:** Some areas of Arundel Road lack double yellow lines, allowing obstructive parking.

Proposed Solutions

1. **Extend double yellow lines along Arundel Road:**
 - Cover sections currently without lines **up to Horsham Avenue** to prevent obstructive parking.
2. **Install double yellow lines outside numbers 147–149 Arundel Road (south side):**
 - Provides a safe "stop zone" for westbound vehicles approaching the Greenwich Way corner.
3. **Review chicane positioning:**
 - Consider relocating or redesigning chicanes to reduce congestion while maintaining traffic calming benefits.
4. **Potential additional measures:**
 - Clear signage warning of limited visibility near junctions.
 - Evaluate if further traffic-calming measures on Dorothy/Steyning Avenue are needed to prevent rat-running.

3) Junction of Pelham rise to Telscombe Close

What 3 words ///snowstorm.grasp.scorecard





Buswatch has reported that bus drivers find the corner at Telscombe Road and Pelham Rise difficult to negotiate due to parked vehicles. This creates potential delays and safety concerns.

Double yellow lines are required on both sides of Telscombe Road from the Pelham Rise junction westwards as far as Telscombe Close

4) Parking and Safety Concerns at Pelham Rise / Chalkers Rise Junction



Pelham Rise, particularly around the junction with Chalkers Rise, is experiencing a significant increase in traffic pressure. The Chalkers Rise development alone comprises approximately 450 new homes, and this is compounded by further residential development to the north (including Violet Fields Close and the new estate north of the Cripps Avenue junction near Epinay Park), as well as the welcome improvement in the Number 14 bus service. Collectively, these factors have resulted in a substantial rise in traffic volumes using Pelham Rise.

The junction of Chalkers Rise with Pelham Rise is the sole vehicular access point for the entire Chalkers Rise estate, making its safe and efficient operation critical. The introduction of double yellow lines and improved bus stop markings at the Glynn Road junction has demonstrably improved safety and helped to maintain north–south and south–north traffic flows.

However, parking along Pelham Rise continues to create serious safety risks, particularly on the west side of the road and, at times, on the east side south of the Chalkers Rise junction, including parking directly on the corner itself. This is especially concerning given the presence of pedestrian dropped kerbs located very close to the junction, increasing the risk to pedestrians, including those with mobility issues, pushchairs, or children.

Residents of The Bricky area have raised longstanding concerns about parking conditions on Pelham Rise around this junction. To address these issues effectively, a clear, unobstructed highway is needed in both directions. This could be achieved through the installation of continuous double yellow lines between Glynn Road and the Collingwood bus stop, where buses necessarily obstruct the northbound carriageway.

5) Parking and Safety Issues at Skylark Avenue / Pelham Rise Junction

What 3 words ///depths.grips.dispensed



The junction of Skylark Avenue with Pelham Rise is the sole vehicular access to and from the Chalkers Rise development, comprising approximately 450 new homes. Inevitably, this junction carries high traffic volumes, particularly at peak times. Despite this, vehicles are frequently parked on the carriageway and partially on the pavement, an issue that has previously been reported to the police.

This obstructive parking presents a serious safety concern. Pedestrian and disabled access is actively encouraged in this area through the provision of dropped kerbs on Pelham Rise, including for children walking to Meridian Primary School. Parking that encroaches on the pavement and junction area compromises visibility, restricts safe pedestrian movement, and forces road users into conflict.

The situation is further complicated by the proximity of the Swallow Close / Skylark Avenue junction, which introduces additional turning movements within a very short distance of the Pelham Rise junction. This concentration of access points, combined with high traffic volumes and uncontrolled parking, significantly increases the risk of collisions and near-misses.

To address these ongoing issues, the northern stretch of Skylark Avenue requires clear and enforceable parking restrictions. Double yellow lines should be installed on both sides of the road, extending fully around the corner at the Pelham Rise junction and, arguably, as far as the Goldfinch Avenue junction, with clear signage to indicate the restrictions. Consistent enforcement is essential to prevent illegal or obstructive parking and to ensure safe access for residents, pedestrians, and emergency vehicles. Residents have also requested a 20 mph speed limit and additional traffic-calming measures across the estate to reflect the high volume of vulnerable road users.

6) link roads in Peacehaven

What 3 words ///cyclones.inched.tablets

This junction is one of several very narrow link roads in the area where obstructive parking is creating ongoing access and safety issues.

When vehicles are parked opposite the junction and on the corner, it is often extremely difficult for cars to pass through. More importantly, these conditions could prevent or significantly delay access for emergency vehicles. obstructive parking presents a potential risk to highway safety and could adversely affect emergency response times.

Please could a review be carried out of all similar link road junctions in Peacehaven and where necessary, appropriate measures be introduced, including the installation of double yellow lines on corners and opposite junctions, to prevent obstructive parking and improve access for all road users.



By way of comparison, double yellow lines are already in place on Bramber Avenue (cliff-top side) at a similar link road junction in Peacehaven. Although these markings are now in need of repainting, their presence demonstrates that such measures have previously been considered necessary. Notably, Bramber Avenue is not as narrow as several other link roads in the area that currently have no parking restrictions, despite presenting greater access and safety challenges.

Example of yellow lines at Bramber avenue link road.



7) Pelham Rise between Glynn Road and the Bricky/Collingwood Close

What 3 words ///eyelid.rubble.slugs

Now that the Chalkers Rise development is largely complete, congestion is regularly experienced at the access point onto Pelham Rise. This issue is exacerbated by the proximity of the access to a corner, its location on a bus route, and the presence of nearby bus stops.

Several residents of Chalkers Rise have raised concerns that vehicles parked on Pelham Rise, on both sides of the carriageway, can obscure visibility for drivers exiting the estate, his creates a significant highways safety risk, particularly for buses and emergency vehicles.

To improve visibility, traffic flow, and safety for all road users—including buses—we request the installation of double yellow lines on both sides of Pelham Rise between the Glynn Road junction and The Bricky / Collingwood Close bus stop.



8) The Promenade at junctions Hoddern Avenue and Lincoln Avenue

What 3 words Hoddern Ave [///hawks.fingernails.com/forms](http://hawks.fingernails.com/forms)

Lincoln Avenue [///number.bypassed.working](http://number.bypassed.working)

The Promenade is narrow at its junctions with Hoddern Avenue and Lincoln Avenue, creating difficulties for large vehicles, including refuse lorries. When vehicles are parked close to these junctions, larger vehicles often have to perform multiple manoeuvres—forward and backward—to complete turns safely. This not only delays traffic but also increases the risk associated with heavy vehicles operating close to the cliff edge.

To maintain safe access for large vehicles and reduce potential hazards, we request the installation of double yellow lines on both sides of Hoddern Avenue and Lincoln Avenue for approximately five metres northwards from the Promenade along these north–south roads. This will help ensure adequate turning space, protect highway safety, and reduce risks to both vehicles and pedestrians.

The junction is frequently obstructed, and there is no clear way an ambulance or other emergency vehicle would be able to manoeuvre around it safely or easily in its current state





9) Rowe Avenue Junction with Arundel Road

What 3 words ///cycle.often.contracting

Currently, yellow lines are present at all junctions along Arundel Road West, except for the junctions at Hoddern Avenue and Rowe Avenue. The junction at Rowe Avenue presents a significant hazard due to the following factors:

1. **Proximity to Traffic Island and Traffic Lights:** The junction is approximately 6 feet from a traffic island and near a three-way junction with traffic lights.
2. **Wrong-Side Traffic:** Vehicles traveling east toward the traffic lights often drive on the wrong side of the road to navigate around the traffic island, frequently at speed in an attempt to catch the lights.
3. **Limited Visibility for Exiting Vehicles:** Drivers exiting Rowe Avenue tend to look only to the right, as they do not anticipate oncoming traffic on the wrong side of the road.
4. **Obstructed View and Difficult Turns Due to Parking:** Vehicles parked from the end of Rowe Avenue along Arundel Road West reduce visibility, making it harder to see oncoming traffic. Parking up to the end also makes turning left into Rowe Avenue difficult.

Proposed Improvement:

Adding yellow lines at this junction could significantly improve safety by:

- Preventing cars from parking along the end of Rowe Avenue, improving visibility for vehicles exiting the junction and making left turns into the road easier.
- Restricting parking just after the traffic island, reducing obstructions and the likelihood of vehicles driving on the wrong side of the road.
- Yellow lines at the junction of Hoddern Avenue, this is a school road and is chaotic at start and end of school day. High speed of cars travelling along Arundel Road to get to the traffic lights, traffic islands, frustration, traffic comes up the roads from the South Coast Road to avoid the congestion of people travelling to Brighton

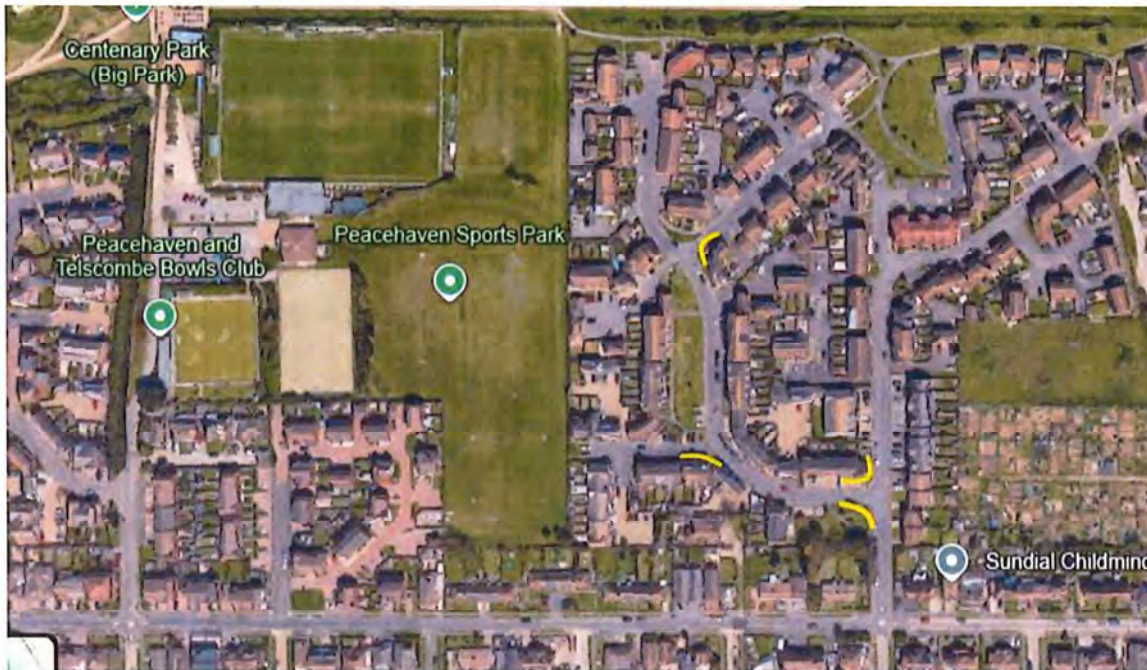
Implementing these measures would help reduce the risk of accidents and improve overall road safety at this location.







10) Westview Close



- 1) ///clap.walked.tones
- 2) ///seeing.mailbox.guesswork
- 3) ///chambers.juggled.passwords

Since 2010, there has been significant residential development in Peacehaven, much of it served by narrow roads that were not designed to accommodate current traffic levels or vehicle ownership.

Westview Close is a good example. A lack of suitable off-street parking has led to widespread on-street parking, including parking on corners and pavements, which restricts visibility and further reduces the effective width of the carriageway. In many locations there are no safe spaces for vehicles to pull in or reverse when encountering oncoming traffic, increasing the risk of collisions and near-misses.

The area is home to many families with young children, and children are frequently present in the street environment, including running across the road while playing or retrieving balls, particularly near the green space further into the close. Certain sections of Westview Close could clearly benefit from the installation of yellow lines to improve visibility, traffic flow, and safety for residents.



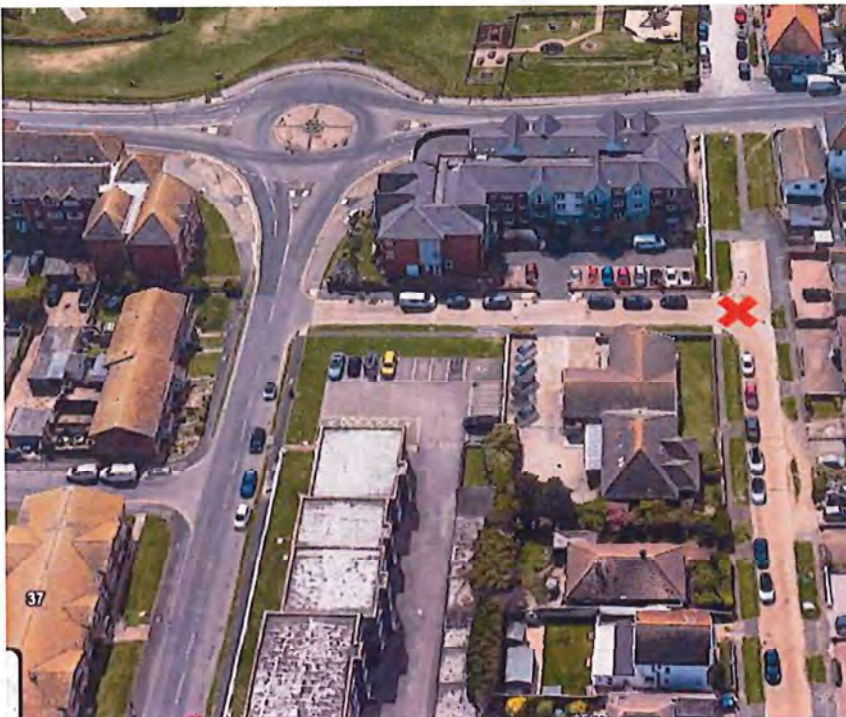


11) Rowe Avenue - Peacehaven

When exiting the link road onto Rowe Avenue (near Churchill Apartment), vehicles are almost always parked around the corner. This forces drivers emerging from the link road onto the wrong side of the road.

At the same time, cars come down Rowe Avenue around the bend at speed and are not expecting a vehicle to be on their side of the carriageway. Visibility is obstructed, especially when larger vehicles or vans are parked there, creating a serious collision risk.

Double yellow lines around the corner and further up the road are needed to prevent parking and improve visibility and safety. Also the double yellows on the left side are faded and need to be refreshed.





Lewes parking review prioritisation of requests

Locations considered in Lewes parking review

The first table below shows the locations being progressed in the review and will be included in the informal consultation. The second table shows the locations and restriction type we received requests for but have not been taken forward for further consideration in this review.

[Click here for more information about the prioritisation process.](#)

If you wish to discuss the outcome of a request please contact us by telephone on 01323 466244 or email parking.escc@eastsussex.gov.uk

Locations and restriction type that will be included in the informal consultation

Location	Request type
Lacy's Hill, Glynde	Yellow lines
Albion Street, Lewes	Yellow lines removal
Bougey Place, Lewes	Disabled bay formalisation
East Street, Lewes	Yellow lines removal
Garden Street, Lewes	Motorcycle bay removal
High Street, Lewes	Loading ban
High Street, Lewes	Bus stop and paid for parking bays relocation
Junction of Lee Road and Arundel Green, Lewes	TRO amendment
Talbot Terrace, Lewes	Disabled bay removal
Westgate Street, Lewes	Bus stop keep clear
Zone B, Lewes	Extension of operational times of all permit, shared use and paid parking bays to 8pm
Zone D, Lewes	Extension of operational times of all permit, shared use and paid parking bays to 8pm
Zone HS+B, Lewes	Extension of operational times of all permit, shared use and paid parking bays to 8pm
Zone HS+D, Lewes	Extension of operational times of all permit, shared use and paid parking bays to 8pm
Neills Close, Newhaven	Disabled bay removal
Parker Drive, Newhaven	TRO Amendment
Western Road, Newhaven	TRO Amendment
Ambleside Avenue, Peacehaven	Bus stop keep clear and yellow lines

Locations and restriction type that will be included in the informal consultation

Location	Request type
Southview Road, Peacehaven	Yellow lines
Broyle Lane, Ringmer	TRO amendment
Esplanade, Seaford	Yellow lines
High Street, Seaford	Yellow lines
Junction of Alfriston Road and Etherton Way, Seaford	TRO amendment
Junction of Hythe Crescent and Walmer Avenue, Seaford	Yellow lines
Martello Road, Seaford	Yellow lines
Normansal Park Avenue, Seaford	TRO amendment
Station Road, Seaford	Disabled bay
Vale Close, Seaford	Disabled bay formalisation
Telscombe Cliffs Way, Telscombe	Yellow lines

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
Gradwell End, Chailey	Yellow lines	Did not rank high enough
Chandler's Mead, Cooksbridge	Permit bays	Not enough support
Cooksbridge Road, Cooksbridge	Permit bays	Not enough support
Lewes Road, Ditchling	School keep clear markings	Installed as part of last Review
Lewes Road, Ditchling	Yellow lines	Did not rank high enough
Mill Street, Falmer	Permit bays	Did not rank high enough

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
Park Street, East Street, South Street, Middle Street, Mill Street, Ridge Road, Falmer	Changes to permit times	Did not rank high enough and sufficient restrictions in place
Junction of Lacys Hill and Ranscombe Lane, Glynde	Yellow lines	Did not rank high enough
Coronation Gardens, Hurst Green	Disabled bay	Not enough support
The Avenue, Kingston	Yellow lines	Did not rank high enough
All Roads, Lewes	Changes to permit type	Not enough support
Barons Down Road, Lewes	Yellow lines	Did not rank high enough
Blois Road, Lewes	Yellow lines	Did not rank high enough
Brooks Street, Lewes	Disabled bay	Sufficient restrictions currently in place
Bridgewick Close, Lewes	Footway and verge ban	Did not rank high enough
Churchill Road, Lewes	Yellow lines	Did not rank high enough
Cliffe High Street, Lewes	Yellow lines	Did not rank high enough
Cliffe High Street, Lewes	Loading ban	Did not rank high enough
Cliffe High Street, Lewes	Changes to permit times	Sufficient signage and restriction currently in place
Cliffe High Street, Lewes	Loading bay	Sufficient signage and restriction currently in place

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
Cliffe High Street, Lewes	Disabled bay	The existing restrictions are needed at this location to balance the needs of all users. Disabled parking is available nearby
Dorset Road, Lewes	Changes to permit times	Not enough support
Eridge Green, Landport Road, Lewes	Yellow lines	Did not rank high enough
Firle Crescent, Lewes	Yellow lines	Did not rank high enough
Fitzjohn's Road, Lewes	Permit bays	Not enough support
Grange Road, Lewes	Removal of Disabled Bay	Not enough support
Gundreda Road, Lewes	Time limited bays	Not enough support
Ham Lane, Lewes	Yellow lines	Private road
High Street, Lewes	Disabled bay	The existing restrictions are needed at this location to balance the needs of all users
Highdown Road, Lewes	Bus Stop Clearway	Did not rank high enough
Hillyfield, Lewes	Yellow lines	Did not rank high enough
Lambert Place, Lewes	Permit bays	Not enough support
Landport (all roads), Lewes	Yellow lines	Did not rank high enough
Middle Way, Lewes	Yellow lines	Did not rank high enough
Middle Way, Lewes	Bus Stop Clearway	Did not rank high enough
Mill Road, Lewes	Footway and verge ban	Not suitable at this location

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
Mount Harry Road, Lewes	Loading bay	Did not rank high enough
Mount Harry Road, Lewes	Bus Stop Clearway	Did not rank high enough
Mountfield Road, Lewes	Removal of permit bays	Did not rank high enough
Nevill Crescent, Lewes	Bus Stop Clearway	Did not rank high enough
Nevill Road, Lewes	Bus Stop Clearway	Did not rank high enough
North Way, Lewes	Yellow lines	Did not rank high enough
Old Brighton Road, Lewes	Time limited bays	Did not rank high enough
Old Malling Way, Lewes	Permit bays	Not enough support
Orchard Road, Lewes	Yellow lines	Did not rank high enough
Pelham Terrace, Lewes	Changes to paid for parking bays	Did not rank high enough
Pelham Terrace, Lewes	Disabled bay	No application from an eligible blue badge holder. Residential road with parking available for blue badge holders in all parking bays in the road
Queens Road, Lewes	Yellow lines	Did not rank high enough
Railway Lane, Lewes	Changes to permit times	Sufficient signage currently in place
Rodmell, Lewes	Yellow lines	Did not rank high enough
Rotten Row, Lewes	Removal of shared parking	Did not rank high enough
Setfords Field, Lewes	Footway and verge ban	Did not rank high enough
Southover High Street, Lewes	Disabled bay	No application from an eligible blue badge holder. Residential road with parking available for blue badge holders in all parking bays in the road

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
Spences Lane, Lewes	Yellow lines	Did not rank high enough
Waldshut Road, Lewes	Yellow lines	Did not rank high enough
Western Road, Lewes	Permit bays	Not enough support
Western Road, Lewes	Changes to permit bays	The existing restrictions are needed at this location to balance the needs of all users
Whole town, Lewes	Changes to permit times	Not enough support
Whole town, Lewes	Changes to permit and parking charges	Permit prices are based on vehicle emissions. There are no current plans to change this or base paid parking charges on the length of vehicle
Windover Crescent, Lewes	Yellow lines	Did not rank high enough
Windover Crescent, Lewes	Bus Stop Clearway	Did not rank high enough
Yarrow Road, Lewes	Yellow lines	Private road
Zone D, Lewes	Changes to permit availability in zone D	Limits on the number of resident permits are already in place The permit to bay ratio is within the limit without needing a permit waiting list in this zone
Lewes District	Changes to permit bays	Not enough support
Avis Way, Newhaven	Footway and verge ban	Did not rank high enough
Fullwood Avenue, Newhaven	Footway and verge ban	Did not rank high enough
Harpers Road, Newhaven	Motorcycle bay	Did not rank high enough
Heighton Crescent, Newhaven	Yellow lines	Did not rank high enough
Hill Side, Newhaven	Yellow lines	Did not rank high enough
Iveagh Crescent, Newhaven	Yellow lines	Did not rank high enough

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
King's Avenue, Newhaven	Yellow lines	Did not rank high enough
Lawes Avenue, Newhaven	Permit bays	Not enough support
Lewis Close, Newhaven	Yellow lines	Did not rank high enough
Neills Close, Newhaven	Permit bays	Not enough support
Newfield Road, Newhaven	Permit bays	Not enough support
Norman Road, Newhaven	Yellow lines	Did not rank high enough
Station Road, Newhaven	Yellow lines	Did not rank high enough
Willow Walk, Newhaven	Yellow lines	Did not rank high enough
Oldaker Road, Newick	Yellow lines	Did not rank high enough
All link roads, Peacehaven	Yellow lines	Did not rank high enough
Arundel Road, Peacehaven	Yellow lines	Did not rank high enough
Chalker's Rise, Peacehaven	Yellow lines	Did not rank high enough
Coney Furlong, Peacehaven	Yellow lines	Did not rank high enough
Glynn Road, Peacehaven	Yellow lines	Did not rank high enough
Hoddern Avenue, Peacehaven	Yellow lines	Did not rank high enough
Hoddern Avenue, Peacehaven	Footway and verge ban	Did not rank high enough
Lincoln Avenue, Peacehaven	Yellow lines	Did not rank high enough
Link road between Cairo Avenue and Lincoln Avenue, Peacehaven	Yellow lines	Did not rank high enough
Pelham Rise, Peacehaven	Yellow lines	Did not rank high enough

Locations and restriction type that were considered but will not be progressed

Location	Request type	Reason for not being taken forward in the review
Roundhouse Crescent, Peacehaven	Yellow lines	Did not rank high enough
Rowe Avenue, Peacehaven	Yellow lines	Did not rank high enough
Slindon Avenue, Peacehaven	Yellow lines	Did not rank high enough
Skylark Avenue, Peacehaven	Yellow lines	Did not rank high enough
Stanley Road, Peacehaven	Yellow lines	Did not rank high enough
Sutton Avenue, Peacehaven	Yellow lines	Did not rank high enough
Westview Close, Peacehaven	Yellow lines	Did not rank high enough
Ballard Drive, Ringmer	Yellow lines	Did not rank high enough
Bishops Lane, Ringmer	Yellow lines	Did not rank high enough
Craig Meadows, Ringmer	Permit bays	Not enough support
Fairlight Field, Ringmer	Permit bays	Not enough support
Junction of Elphick Road and Broyle Lane, Ringmer	Yellow lines	Did not rank high enough
Harrisons Lane, Ringmer	Yellow lines	Did not rank high enough
Brambletyne Avenue, Saltdean	Yellow lines	Did not rank high enough
Bannings Vale, Walesbeech Road and Crowborough Road, Saltdean	Yellow lines	Did not rank high enough
Wicklads Avenue and Cissbury Avenue, Saltdean	Yellow lines	Did not rank high enough

Lewes parking review prioritisation of requests

Alfriston Park, Seaford	Yellow lines	Did not rank high enough
Alfriston Road	Yellow lines	Did not rank high enough
All town centre 2-hour bays and Car Parks, Seaford	Permit bays	Not enough support
Ashurst Road, Seaford	Yellow lines	Did not rank high enough
Beacon Road, Seaford	Yellow lines	Did not rank high enough
Bodiam Close, Seaford	Yellow lines	Did not rank high enough
Broad Street, Seaford	Changes to times that restrictions apply	No change needed. The times already match those asked for, 8am to 6pm
Brooklyn Road, Seaford	Permit Bays	Not enough support
Buckle Close, Seaford	Yellow lines	Did not rank high enough
Carlton Road, Seaford	Permit Bays	Not enough support
Chyngton Way, Seaford	Yellow lines	Did not rank high enough
Chyngton Way and surrounding roads, Seaford	Permit bays	Not enough support
Claremont Road, Seaford	Footway and verge ban	Did not rank high enough
Claremont Road, Seaford	Yellow lines	Did not rank high enough
College Road, Seaford	Yellow lines	Did not rank high enough
Cricketfield Road, Seaford	Yellow lines	Did not rank high enough
Dukes Close, Seaford	Yellow lines	Did not rank high enough
Edinburgh Road, Seaford	Yellow lines	Did not rank high enough
Esplanade, Seaford	Changes to permit times	Not enough support

Lewes parking review prioritisation of requests

Esplanade, Seaford	Disabled bay	Sufficient restrictions in currently in place
Hawth Hill, Hawth Crescent and Hawth Park Road, Seaford	Yellow lines	Did not rank high enough
Heathfield Road, Seaford	Yellow lines	Did not rank high enough
Junction of North Way and Upper Belgrave Road, Seaford	Yellow lines	Did not rank high enough
Junction of The Ridings and Lexden Road, Seaford	Yellow lines	Did not rank high enough
Kingsmead, Seaford	Yellow lines	Did not rank high enough
Kingsmead, Seaford	Shared parking	Not enough support for a shared permit parking scheme
Lexden Road, Seaford	Yellow lines	Did not rank high enough
Millberg Road, Seaford	Yellow lines	Did not rank high enough
Millberg Road, Seaford	Changes to school keep clear operational times	Sufficient restrictions currently in place
Millberg Road, Seaford	Changes to permit bays	Not enough support for a permit parking scheme
North Way, Seaford	Yellow lines	Did not rank high enough
North Way, Seaford	Permit bays	Not enough support
Southdown Road	Yellow lines	Not enough support
Queen's Park Gardens, Seaford	Yellow lines	Did not rank high enough
Richmond Road, Seaford	Yellow lines	Did not rank high enough
Romney Close, Seaford	Yellow lines	Did not rank high enough
Saltwood Road, Seaford	Yellow lines	Did not rank high enough

Lewes parking review prioritisation of requests

Seaford Seafront	Paid for parking	Not enough support
South Street, Seaford	Loading bay	Sufficient restrictions currently in place
Station Road, Seaford	Time limited bays	Not enough support
Steyne Road, Seaford	Yellow lines	Did not rank high enough
Sutton Avenue, Seaford	School Keep Clear	Did not rank high enough
Sutton Drove, Seaford	Yellow lines	Did not rank high enough
The Ridings, Seaford	Yellow lines	Did not rank high enough
Vale Road, Seaford	Yellow lines	Did not rank high enough
Walmer Road, Seaford	Yellow lines	Did not rank high enough
Ambleside Avenue, Telscombe	Yellow lines	Did not rank high enough
Fairlight Avenue, Telscombe	Footway and verge ban	Did not rank high enough
Kirby Drive, Telscombe	Yellow lines	Did not rank high enough
South Coast Road, Telscombe	Time limited bays	Sufficient restrictions currently in place
Telscombe Cliffs Way, Telscombe	Bus Stop Clearway	Did not rank high enough
Telscombe Cliffs Way, Telscombe	Yellow lines	Did not rank high enough
Green Road, Wivelsfield	Yellow lines	Did not rank high enough
South Road, Wivelsfield	Yellow lines	Did not rank high enough
Fair Place, Wivelsfield	Yellow lines	Did not rank high enough



Committee:	Full Council	Agenda Item:	C1592b(i)
Meeting date:	07 July 2026	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

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

1. Background

The attached reports summarise the council's overall financial position as at the middle of **month 3 (June 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 31 May 2026**. 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 **19.2% of the budgeted expenditure** has been spent so far, and **47.7% of the budgeted income** has been received as at the middle of month 3 (June 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	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

4. Appendices

- **Barclays Bank account summary balances April & May 2026**
- **Bank reconciliation statement for cashbook 1 – April & May 2026**
- **Bank reconciliation statement for cashbook 2 – April & May 2026**
- **Bank Reconciliation statement for Unity Trust Fixed Deposit Account – April & May 2026**
- **Bank Reconciliation statement for Unity Trust Instant Access Account – April & May 2026**
- **Credit Card reconciliation statement – April 2026**
- **Detailed income and expenditure month 3 (June 2026)**
- **Detailed balance sheet month 3 (June 2026)**

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		12.53
			<u>12.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.53
		Balance per Cash Book is :-	12.53
		Difference is :-	0.00

Signatory 1:

Name AIMEE HARROW Signed Aimee Harrow Date 12/5/26

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: 31/03/2026

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 or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

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

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£12.47
31/03/2026	Credit Interest	Credit Interest	£0.00	£0.06	£12.53

Page number 1 of 2

Statement number 012

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.
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INVESTORS IN PEOPLE
We invest in people Gold



Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Aimee Harman Signed  Date 12/5/26

Signatory 2:

Name Signed Date

Account Information

FTN2

40 81 01 80180289

200,000.50 200,000.00 4.10% (4.10%) 13/05/25 13/05/26

Transactions 

Balances are correct as of 11:37 on 08 Apr 2026.

There are no recent transactions to display.

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		934,675.04
Current Account	31/03/2026		50,000.00
			<u>984,675.04</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
25/03/2026	112070	HMRC	11,886.05
			<u>11,886.05</u>
			972,788.99
<u>Unpresented Receipts (Plus)</u>			
15/12/2025			-12.00
17/12/2025			-6.00
19/03/2026			26.40
19/03/2026			101.20
30/03/2026			240.25
			<u>349.85</u>
			973,138.84
		Balance per Cash Book is :-	973,138.84
		Difference is :-	0.00

Signatory 1:

Name Aimee Harman Signed [Signature] Date 12/5/26

Signatory 2:

Name Signed Date



Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£48,310.18
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 2 transactions between 31/03/2026 and 31/03/2026 from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Transfer TRANSFER 30701211 TRANSFER 30701211		-£142.20	£50,000.00
31/03/2026	Counter Credit Little City East S 16769 BGC	£112.20		£50,142.20

Need to view older transactions?

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

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

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

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

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

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



Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,430,190.11
Last night's balance	£1,443,277.84
Overdraft limit	n/a

Showing 1 transaction between 31/03/2026 and 31/03/2026 from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Transfer TRANSFER 10701173 TRANSFER 10701173	£142.20		£934,675.04

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

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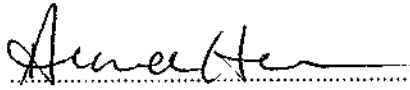
Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		607.17
			<u>607.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			607.17
		Balance per Cash Book is :-	607.17
		Difference is :-	0.00

Signatory 1:

Name Aimee Hanna Signed  Date 12/5/26

Signatory 2:

Name Signed Date

Recent transactions



Business Premium ME

20-49-76 83521656

£607.17

Last night's balance £607.17

Date	Description	Money in	Money out	Balance
------	-------------	----------	-----------	---------

No transactions were found for last 30 days.

[View all transactions](#)

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Current balance: £1,000.00

FTVZ

60 02 01 80186889

260,000.00 260,000.00 4.10% (4.10%) 13/05/25 13/05/26

Transactions 

Balances are correct as of 11:46 on 08 May 2026.

There are no recent transactions to display.

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		12.53
			<u>12.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.53
		Balance per Cash Book is :-	12.53
		Difference is :-	0.00

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: 30/04/2026

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

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/03/2026		Balance brought forward	£0.00	£0.00	£12.53

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		607.17
			<u>607.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			607.17
		Balance per Cash Book is :-	607.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 01 May 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	£1,324,576.93
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£607.17
.....	
Sort Code 20-49-76 • Account No 83521656	

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

**Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		1,325,997.37
Current Account	30/04/2026		50,000.00
			<u>1,375,997.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
24/04/2026 121071 HMRC		11,412.28	
			<u>11,412.28</u>
			1,364,585.09
<u>Unpresented Receipts (Plus)</u>			
21/04/2026		24.00	
21/04/2026		100.80	
22/04/2026		86.40	
27/04/2026		24.00	
30/04/2026		26.50	
			<u>261.70</u>
			1,364,846.79
		Balance per Cash Book is :-	1,364,846.79
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Transactions

Peace Sweep **20-49-76 30701211**

Available balance	£1,324,576.93
Last night's balance	£1,325,997.37
Overdraft limit	n/a

Showing 1 transaction between **30/04/2026** and **30/04/2026** from 30/04/2026 to 30/04/2026

Date	Description	Money in	Money out	Balance
30/04/2026	Transfer TRANSFER 10701173 TRANSFER 10701173		-£8,828.65	£1,325,997.37

Need to view older transactions?

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

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

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

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

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

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



Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£49,925.01
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 21 transactions between 30/04/2026 and 30/04/2026 from 30/04/2026 to 30/04/2026

Date	Description	Money in	Money out	Balance
30/04/2026	Transfer TRANSFER 30701211 TRANSFER 30701211	£8,828.65		£50,000.00
30/04/2026	Bill Payment PEACEHAVEN HEIGHTS PTC GRANT BBP		-£250.00	£41,171.35
30/04/2026	Bill Payment EAST SUSSEX VISION PTC GRANT BBP		-£200.00	£41,421.35
30/04/2026	Bill Payment SEAHAVEN RESPONDER PTC GRANT BBP		-£750.00	£41,621.35
30/04/2026	Bill Payment PEACEHAVEN COMMUNI PTC GRANT BBP		-£266.00	£42,371.35
30/04/2026	Bill Payment 1ST PEACEHAVEN RAI PTC GRANT BBP		-£300.00	£42,637.35
30/04/2026	Bill Payment SOUTH COAST AND EA PTC GRANT BBP		-£650.00	£42,937.35
30/04/2026	Bill Payment ORIGIN AMENITY SOL OASI0191347 BBP		-£143.54	£43,587.35
30/04/2026	Bill Payment ROBINS OF HERSTMON		-£432.00	£43,730.89

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	31/05/2026		-27.28
G Dyson CC	31/05/2026		-250.98
			<u>-278.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-278.26
<u>Unpresented Receipts (Plus)</u>			
26/05/2026 MAYCC		278.26	
			<u>278.26</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801
Card number: 5476760181944102
Statement date: 28 April 2026
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



Date	Description	Amount
16 Apr 2026	SAINSBURYS.CO.UK 0800 328 1700 170485481476 GROCERY STORES, SUPERMARKETS	27.28
1 new purchases / cash advances.		
Total of spending.		£27.28

3/3

H2

022259 BBA2253A Page 3 of 3

G 013357 BBA2253A 89430



Your receipt for order: 1286402589

Sainsbury's

Slot time: Thursday 16th April 2026, 4:00pm - 5:00pm

Groceries (17 items)

1 Mr Kipling Angel Cake Slices x8		£2.00
2 Mr Kipling Birthday Cake Tarts x4		£2.00
2 Mr Kipling Caramel Cake Tarts x4		£2.00
1 Mr Kipling Chocolate Cake Slices x8		£2.00
1 Mr Kipling Country Cake Slices x6		£1.50
2 Mr Kipling Strawberries & Cream Cake Tarts x4		£2.00
1 Mr Kipling Victoria Cake Slices x6		£1.50
1 Sainsbury's Angel Cake 250g		£1.29
1 Sainsbury's Bakewell Loaf Cake, Taste the Difference		£2.00
1 Sainsbury's British Semi Skimmed Milk 2.27L (4 pint)		£1.65
1 Sainsbury's Free From Chocolate Cake Bars x4		£3.45
1 Sainsbury's Free From Flapjack Slices x4		£2.00
1 Sainsbury's Lemon Madeira Loaf Cake 302g		£1.39
1 Sainsbury's Tiramisu Loaf Cake, Taste the Difference 285g		£2.00

	Date	Councillor 1
566	Kim	
	Finance Officer	Councillor 2

Order summary

Delivery cost	£0.50
Subtotal	£41.68
You've saved*	£14.40
Total paid	£27.28

Nectar (*****9773017)

Previous points balance	2404
Points earned	27
New points balance	2431

We took payment on a card ending in 4102

STATEMENT FOR G DYSON

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

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

Company reference: 5476760307525801
 Card number: 5476760490508309
 Statement date: 28 April 2026
 Page number: 3 of 4
 Monthly spend limit: £1,000.00

Date	Description	Amount
27 Mar 2026	HIGHFIELD* O #18313 DONCASTER LND 300385383906 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	42.00
20 Apr 2026	BOOKER LTD - 38537454 WELLINGBOROUG 210405272466 GROCERY STORES, SUPERMARKETS	181.98
23 Apr 2026	HIGHFIELD* O #18857 DONCASTER LND 240485383906 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	6.00
23 Apr 2026	WWW.LEWES.GOV.UK LEWES ENG 240455541966 GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	21.00
4 new purchases / cash advances.		
Total of spending.		£250.98

G 013357 BBA2253A 89430



Highfield ELearning Limited

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

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com



Invoice

George Dyson
Peacehaven Town Council
Community House
Meridian Way
Peacehaven
East Sussex
BN10 8BB

Invoice Number 0003056431
Invoice Date 30/03/2026
Customer Ref 18313
Account Ref GEORGEDY
Cust. VAT Number
Cust. EORI Number
Order Number 0004056651

Details	Quantity	Net Amount £	VAT £
Display Screen Equipment E-Learning short course	7.00	35.00	7.00

Date	Councillor 1
Code Finance Officer	Councillor 2

4011/100 *[Signature]*

Paid on staff training

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	35.00	7.00

Total Net Amount £ 35.00
Total VAT Amount £ 7.00
Invoice Total £ 42.00

Delivery Address:
Peacehaven Town Council
Community House
Meridian Way
Peacehaven
East Sussex
BN10 8BB

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

BOOKER www.booker.co.uk

BRANCH 307

BRIGHTON
MOULSECOOMB WAY
BRIGHTON

Booker is the trading name of Booker Limited
Registered Office: Equity House, Irthlingborough Road, Wellingborough, Northants NN8 1LT
Telephone: 01933 371000
Registered in England, Number 197380, VAT Number GB 220 4302 31
Alcohol Wholesale Registration No - XTAW00000102869

BN2 4NP TEL : 01273 624242
FAX : 01273 684565

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

INVOICE NUMBER 0392982 PAGE 01

DATE 20/04/26 TIME 12:16

TILL 03 OPERATOR 110 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
299473	Nescafe Gld Blnd Decaf PM479	6 95g	1	19.49 P	19.49	A	4.79	32.2%
299682	Euro Shopper Cola PM40	24 250ml	1	5.59	5.59	B	0.40	30.1%
299684	Euro Shopper Orangeade PM40	24 250ml	1	5.59	5.59	B	0.40	30.1%
299688	Euro Shopper Lemonade PM40	24 250ml	1	5.59	5.59	B	0.40	30.1%
189805	Ice Valley Still Sprng Water	24 500ml	2	2.99 P	5.98	B	0.65	77.0%
305534	Jacks BBQ Hoops PM85 2/PM135	18 60g	1	6.99	6.99	B	0.85	45.2%
305563	Jcks Variety Crisp 5pk PM99	10 100g	1	5.75	5.75	B	0.99	30.3%
305564	Jack Variety Snack 5pk PM99	10 80g	1	5.75	5.75	B	0.99	30.3%
RETAIL GROCERY		SUB-TOTAL	:	ITEMS	9	GOODS :	60.73	EXC.VAT 41.26
296685	Funtime Strawberry Milk PM39	30 200ml	1	6.99	6.99	A	0.39	40.3%
CHILLED		SUB-TOTAL	:	ITEMS	1	GOODS :	6.99	EXC.VAT
240514	Yorkshire Teabags	1 1040s	1	28.49	28.49	A		
130218	LF Peppermint Tea	1 20s	1	2.99 P	2.99	A		
130222	LF FT Red Berries Tea Bags	1 20s	2	2.99 P	5.98	A		
130238	Lichfields FT Green Tea	1 20s	1	2.99 P	2.99	A		
251270	LF FT White Sugar Sticks	1 2kg	1	8.99 P	8.99	A		
300726	Cadb and Oreo Bulk Biscuits	1 64pk	1	18.99	18.99	B		
293194	LF Assrted Mini Pack Biscuit	1 100pk	1	20.49	20.49	A		
CATERING GROCERY		SUB-TOTAL	:	ITEMS	8	GOODS :	88.92	EXC.VAT
121958	Love Hearts	24 39g	1	5.09 P	5.09	B	0.50	49.1%
286899	Vidal Assorted Lotta Lollies	1 150pk	1	5.99	5.99	B		
CONFECTIONERY		SUB-TOTAL	:	ITEMS	2	GOODS :	11.08	EXC.VAT

SAVING DETAILS

PROMOTIONS SAVED YOU 4.86
TOTAL SAVINGS 4.86

PAYMENT CARD RECEIPT DETAILS

Joff Paddy,

4502/120.

4332/110.

98.79 4502/120.
~~98.79~~
~~68.93~~
34.46
34.46



/CONT

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



highfield
online training

CLR

Invoice

Invoice Number 0003056918
Invoice Date 23/04/2026
Customer Ref 18857
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004057141

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

	Date	Councillor 1
	Finance Officer	Councillor 2
401110	<i>[Signature]</i>	

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

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

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

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

From: NoReply.LewesDC.payments@civicaepay.co.uk
Sent: 23 April 2026 10:04
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Standard Receipt

Payment made to
Lewes District Council
High Street
Lewes
BN7 2AD

4502/430

Payment details
Receipt Number LDW200106316
Auth Code 006317
Transaction Type Card
Card Type Mastercard Credit
Card Number *****8309
Date 23/04/2026 10:04:11

Payment received from
G DYSON
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB

Description	Quantity	Item price (£)	Paid (£)
Miscellaneous Income eel16 1		21.00	21.00
Total			21.00

Standard Receipt

Your Payment has been made Successfully.

Payment made to

Lewes District Council
6 High Street
Lewes
BN7 2AD

Payment details

Receipt Number : LDW200106316
Auth Code : 006317
Transaction Type : Card
Card Type : Mastercard Credit
Card Number : *****8309
Date : 23/04/2026 10:04:11

Payment received from

G DYSON
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB

Description	Quantity	Item price (£)	Paid (£)
Miscellaneous Income eel16	1	21.00	21.00
Total			21.00

Your payment has been accepted

Your account will be debited with the amount shown above

Please retain a copy of this receipt

This is not a VAT receipt. Click [here](#) for a vat receipt.

Email address

townclerk@peacehaventowncouncil.gov.

If email field above is blank please provide an email address and select the 'email' button if you want a receipt for this payment. Then select 'Finish' to complete your request.

Bank Reconciliation Statement as at 30/05/2026
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	30/05/2026		92.53
			<u>92.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			92.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			92.53
		Balance per Cash Book is :-	92.53
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

[Skip to transactions](#)



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

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

☎ Call **0345 140 1000***
✉ Email us@unity.co.uk
🌐 Visit www.unity.co.uk

Account Statement

01 May 2026 to 31 May 2026

Account Name: Peacehaven Town Council
Sort Code: 608301
Account Number: 20529105
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£12.53	£208,120.00	£208,200.00	£92.53



Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.

**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Bank Reconciliation Statement as at 31/05/2026
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	31/05/2026		208,120.00
			<u>208,120.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			208,120.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			208,120.00
		Balance per Cash Book is :-	208,120.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Peacehaven Town Council

FT12

60 83 01 80194321

Balance	Available balance	Gross interest rate	Term start	Term end
208,120.00	208,120.00	4.06 % (4.06 %)	18/05/26	18/05/27

Summary

Transactions	▼
--------------	---

Balances are correct as of 14:25 on 04 Jun 2026.

↓ Date	Description	Paid in	Paid out	Balance
18/05/26	Transfer from 20529105	208,120.00		208,120.00

Bank Reconciliation Statement as at 31/05/2026
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	31/05/2026		1,248,616.76
Current Account	31/05/2026		50,000.00
			<u>1,298,616.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,298,616.76
<u>Unpresented Receipts (Plus)</u>			
19/05/2026		24.00	
28/05/2026		86.40	
28/05/2026		75.90	
29/05/2026		6.05	
			<u>192.35</u>
			1,298,809.11
		Balance per Cash Book is :-	1,298,809.11
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/05/2026
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	31/05/2026		607.17
			<u>607.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			607.17
		Balance per Cash Book is :-	607.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 May 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	£1,248,616.76
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£607.17
.....	
Sort Code 20-49-76 • Account No 83521656	

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

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	EDF	DD	92.89		FEB ELECTRIC
01/04/2026	Lewes District Council	DD3	931.00		RATES
01/04/2026	Lewes District Council	DD4	5,880.00		RATES
01/04/2026	Lewes District Council	121067	180.00		ANNUAL PREMISES LICENCE
01/04/2026	Lewes District Council	121068	7,073.33		UNIT 14 RATES
01/04/2026	year end rev	YR END REV	376.17		year end rev
01/04/2026	year end rev	YEAR END R	-376.17		year end rev
01/04/2026	year end	YEAR END	-376.17		year end
01/04/2026	year end	YEAR END1	376.17		year end
02/04/2026	EDF	DD1	723.73		FEB ELECTRIC
02/04/2026	WORLD PAY	WP0204	30.24		CARD CHARGES
07/04/2026	Northstar IT	DD3	32.24		FUEL
07/04/2026	EDF	DD5	87.13		FEB ELECTRICITY
07/04/2026	EDF	DD6	1,094.37		DEC / JAN / FEB ELECTRIC
07/04/2026	BT	DD	65.94		MONTHLY WIFI
08/04/2026	02	DD	93.79		APRIL MOBS
08/04/2026	Northstar IT	DD2	1,603.46		APRIL SUPPORT
08/04/2026	Barclays	DD4	21.00		BANK CHARGES
09/04/2026	AMAZON	BACS	104.87		GARDENING GLOVES
09/04/2026	Acacia Groundcare Equipment Re	BACS1	684.00		DISC SEEDER
09/04/2026	SUSSEX PAYROLL SERVICES ; T	BACS2	141.76		MARCH PAYROLL
09/04/2026	Brewers and Sons Ltd	BACS3	428.52		PAINT FOR BU SHELTER GLADYS AV
09/04/2026	POLICE	BACS4	775.50		ROOM REFUND
10/04/2026	WORLD PAY	WP1004	0.11		CARD CHARGE
13/04/2026	TOTAL GAS & POWER	DD	499.60		FEB GAS
13/04/2026	The Fuelcard People	DD1	20.40		FUEL
13/04/2026	WORLDPAY	WP1304	0.83		CARD CHARGES
14/04/2026	Lewes District Council	BACS	704.54		APR-JUN BIN COLLECTIONS
14/04/2026	Rialtas Business Solutions Ltd	BACS1	2,602.80		ANNUAL SUPP / MAINT
14/04/2026	AMAZON	BACS2	25.73		STICKY PADS
14/04/2026	CONSULT CLEANING SERVICES	BACS3	1,388.63		APRIL CLEANING
14/04/2026	CTLA	BACS4	6,825.00		CTLA - LARGE GRANT
14/04/2026	HAVENS COMMUNITY CARS	BACS5	3,000.00		HCC - LARGE GRANT
14/04/2026	HAVENS COMMUNITY HUB	BACS6	3,000.00		HAVENS COMMUNITY LARGE GRANT
14/04/2026	ESCC - THE JOFF YOUTH	BACS7	3,340.13		JOFF LARGE GRANT
14/04/2026	LEWES CITIZENS ADVICE	BACS8	15,000.00		CAB LARGE GRANT
14/04/2026	HAVENS COMM HUB	BACS6	-3,000.00		HAVENS CORRECT ERROR
14/04/2026	HAVENS COMM HUB	BACS6	1,500.00		HAVENS COMM HUB LARGE GRANT
16/04/2026	Business Sream	BACS1	651.04		08 JAN - 7 APRIL WASTE
16/04/2026	CASTLE WATER	BACS2	675.66		MARCH WATER
16/04/2026	East Sussex County Council	BACS3	25,010.57		GRASS CUTTING
16/04/2026	DESTINY ENTERTAINMENTS LTD	BACS6	289.99		CHANNEL MIXER WITH AMP
16/04/2026	UK POWER NETWORKS	BACS	5,053.61		COMM HOUSE ELECTRIC UPGRADES
17/04/2026	Ricoh Capital Ltd	BACS4	569.10		APR-JUNE HIRE
17/04/2026	Farrington Property Developmen	BACS5	4,404.00		08/04/26 - 13 WEEKS
17/04/2026	WORLDPAY	WP1704	0.08		CARD CHARGES
20/04/2026	WORLD PAY	WP2004	0.18		CARD CHARGES

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/04/2026	HEALTH ASSURED LTD	DD	60.00		eap 19/04-18/05
22/04/2026	Credit Card A/c	mar cc	376.17		MAR CC
22/04/2026	LAVAT CONSULTING LTD T/A	BAVS	3,300.00		LOCAL COUNCIL TAX CLUB
22/04/2026	KAREN BRAY	BACS2	19.35		K.BRAY MILEAGE FOR TRAINING
22/04/2026	UK POINT OF SALE GROUP LTD	BACS	96.64		POSTER HOLDER FOR MAP
22/04/2026	AMAZON	BACS2	139.31		TABLET FOR PLAY INSPECTIONS
22/04/2026	East Sussex County Council	BACS3	210.00		STREETLIGHT MAINTENANCE
22/04/2026	TUDOR ENVIRONMENTAL	BACS4	220.02		GROUNDS / TREE THINGS
22/04/2026	GASTON MALLIA	BACS7	240.00		FINAL DESIGN AMENDS
22/04/2026	HGS	BACS8	254.08		HAND TOWELS
22/04/2026	CASTLE WATER	DD	6.74		MARCH WATER
22/04/2026	CASTLE WATER	DD1	39.11		MARCH WATER
23/04/2026	KINTO UK LTD	DD1	499.74		TOYOTA LEASE
23/04/2026	CITRUS HR	DD2	264.00		SAFE HR 20/04-19/05
23/04/2026	TOWER LEASING LIMITED	DD3	62.67		PHONE RENTAL
24/04/2026	HMRC	121071	11,412.28		APRIL SALARIES
24/04/2026	APRIL SALARIES	APR PAY	31,356.34		APRIL SALARIES
27/04/2026	EDF	DD2	3,697.52		JAN-MAR ELECTRIC
27/04/2026	WORLDPAY	WP2704	0.34		CARD CHARGES
29/04/2026	CONSULT CLEANING SERVICES	BACS	1,388.63		MAY CLEANING
29/04/2026	Roger Brown Trophies & Engravi	BACS1	88.65		PAPERWEIGHT / GLASS ENGRAVE
29/04/2026	ESALC Limited	BACS3	2,969.99		NALC/ESALC SUBS 26/27
29/04/2026	DEVELOP OUTDOORS CIC	BACS4	80.00		V.ONIS FIRST AID TRAINING 09/0
29/04/2026	EAST SUSSEX PENSION FUND	BACS5	10,143.25		APRIL SALARIES
29/04/2026	ELISE LASSALLE	BACS6	50.00		E.LASSALLE REFUND
29/04/2026	SHEREEN BIRCH	BACS7	50.00		S.BIRCH REFUND
29/04/2026	SUSSEX PUNJABI SOCIETY	BACS8	100.00		MR SONI REFUND
29/04/2026	Northstar IT	DD	11.10		MICROSOFT BASIC
30/04/2026	GREENACRE RECYCLING	BACS8	378.00		SKIP HIRE
30/04/2026	HAGS-SMP LTD	BACS9	1,777.20		SEESAW REPAIRS FIRLE PARK
30/04/2026	AMAZON	BACS10	106.22		POST FIXING CLIP
30/04/2026	R.J.Meaker Fencing Ltd	BACS	9.62		TREE STRAP
30/04/2026	CASTLE WATER	BACS1	14.84		MARCH WATER
30/04/2026	TOTAL GAS & POWER	BACS2	71.41		MARCH GAS
30/04/2026	TOTAL GAS & POWER	BACS3	28.04		MARCH GAS
30/04/2026	Mulberry &Co	BACS4	167.88		AUDIT
30/04/2026	Trade UK	BACS5	11.84		HINGES AND SCREWS FOR BINS
30/04/2026	ROBINS OF HERSTMONCEUX LT	BACS6	432.00		TOP SOIL FOR GOAL MOUTHS
30/04/2026	Rigby Taylor	BACS7	143.54		TURF FOR BOWLS
30/04/2026	WE ARE THE TREE	BACS8	50.00		WE ARE THE TREE REFUND
30/04/2026	SOUTH COAST BIRDS	BACS9	650.00		SOUTH COAST GRANT
30/04/2026	1ST PEACEHAVEN RAINBOWS	BACS10	300.00		RAINBOWS GRANT
30/04/2026	PEACEHAVEN COMMUNITY	BACS11	266.00		COMMUNITY GARDEN GRANT
30/04/2026	SEAHAVEN RESPONDERS	BACS12	750.00		SEAHAVEN RESPONDER GRANT
30/04/2026	EAST SUSSEX VISION	BACS13	200.00		EAST SUSSEX VISION GRANT
30/04/2026	PEACEHAVEN PTA	BACS14	250.00		PEACEHAVEN PTA GRANT
30/04/2026	Northstar IT	DD1	3,265.20		3 REPLACEMENT PC'S

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>167,613.49</u>		

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	KEMPTON HOUSE	BACS	200.00		KEMPTON HOUSE GRANT
01/05/2026	EDF	DD	1,301.44		JAN-MAR ELECTRIC
01/05/2026	KEMPTON HOUSE	BACS	200.00		KEMPTON HOUSE GRANT
01/05/2026	KEMPTON HOUSE	BACS	-200.00		DUPLICATE ENTRY
05/05/2026	FOCUS GROUP	DD	118.30		PHONE / WIFI
05/05/2026	EDF	DD1	93.17		MARCH ELECTRIC
05/05/2026	EDF	DD2	106.52		UNIT 14 MARCH ELECTRIC
05/05/2026	Barclays	DD2	39.00		COMM / COLLECT CHGS
05/05/2026	WORLDPAY	WP0505	32.41		CARD CHARGES
06/05/2026	WORLDPAY	WP0605	1.67		CARD CHARGES
07/05/2026	Northstar IT	DD4	1,614.56		MONTHLY SUPPORT
07/05/2026	02	DD5	100.90		MAY MOBILES
07/05/2026	SAM HEYNES	BACS2	450.00		ZP CILCA TRAINING
08/05/2026	Roger Brown Trophies & Engravi	BACS	27.50		MAYORAL BADGE / TROPHY PLATE
08/05/2026	SUSSEX PAYROLL SERVICES ; T	BACS1	213.46		APRIL PAYROLL SERVICES
08/05/2026	AMP Services	BACS2	10,600.00		SHREDDER
08/05/2026	CONSULT CLEANING SERVICES	BACS4	1,356.14		CLEANING 20/05-19/06
08/05/2026	R.J.Meaker Fencing Ltd	BACS5	19.80		PALLISADES
08/05/2026	HGS	BACS6	174.34		TOILET ROLL / HAND TOWELS
08/05/2026	TREEVOLUTION	BACS7	520.00		TREE WORKS
08/05/2026	BT	DD3	70.74		WIFI
08/05/2026	EDF	DD1	801.15		MARCH ELECTRIC
11/05/2026	The Fuelcard People	DD2	20.40		fuel
14/05/2026	KIMI FOODS (GYROHAVEN)	BACS1	1,200.00		MAYORS RECEPTION
14/05/2026	AMAZON	BACS3	17.40		TILL ROLL
14/05/2026	Trade UK	BACS4	719.76		FIELD & ROBSON HEATING
14/05/2026	RHINOBYTES	BACS5	70.00		ARTWORK FOR CH SIGN
14/05/2026	Society Of Local Council Clerk	BACS6	149.40		LOCAL COUNCIL ADMIN BOOK
14/05/2026	TOTAL GAS & POWER	DD	482.44		MARCH GAS
15/05/2026	ENVIRONMENT AGENCY	DD1	205.67		SUBSISTENCE CHARGES
15/05/2026	world pay	WP1505	1.95		CARD CHARGES
18/05/2026	The Fuelcard People	DD	35.03		HK66 WMJ FUEL
18/05/2026	WORLD PAY	WP1805	0.66		CARD CHARGES
21/05/2026	Roger Brown Trophies & Engravi	BACS	198.00		queens plaque / kids plaque
21/05/2026	Zurich Municipal	BACS1	14,766.52		INSURANCE 26/27
21/05/2026	CASTLE WATER	BACS2	1,295.51		APRIL WATER SPORT PARK
21/05/2026	CASTLE WATER	BACS3	162.11		RE=INVOICED AS INCORRECT
21/05/2026	TOTAL GAS & POWER	BACS4	74.48		APRIL GAS
21/05/2026	TOTAL GAS & POWER	BACS5	22.11		APRIL GAS
21/05/2026	AMAZON	BACS6	296.67		SCRRENWASH
21/05/2026	REBECCA ANSCOMB	BACS7	50.00		R.ANSCOMNE REFUND
22/05/2026	HMRC	121072	11,324.34		MAY SALARIES
22/05/2026	MAY SALARIES	MAY PAY	31,159.34		MAY SALARIES
22/05/2026	KINTO UK LTD	DD	499.74		MAY RENTAL
26/05/2026	Credit Card A/c	MAYCC	278.26		MAYCC
26/05/2026	WORLDPAY	WP2605	1.14		CARD CHARGES
26/05/2026	CITRUS HR	DD	264.00		SAFE HR MEMBERSHIP 20/05-19/06

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/05/2026	CASTLE WATER	DD1	45.68		APRIL WATER - CH
26/05/2026	TOWER LEASING LIMITED	DD2	110.67		ANNUAL FEE/ RENTALS
26/05/2026	CASTLE WATER	DD3	43.22		APRIL WATER
27/05/2026	HEALTH ASSURED LTD	DD4	60.00		EAP 19/05-18/06
28/05/2026	FOCUS GROUP	DD5	118.30		IPECS / WIFI
Total Payments			<u>81,513.90</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 5th May 2026 at 7:30pm.

Present: Cllr Griffiths (Vice-Chair), Cllr Fabry, Cllr Harman, Cllr Veck, Cllr Davies, Cllr Gallagher, Cllr Campbell

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

No members of the public were in attendance

1. PF1220 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.

The Chair updated Committee on some upcoming events, including a blossom walk at the orchard, Sustainable Living fair, and the Annual Town meeting.

2. PF1221 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. PF1222 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Sharkey with Cllr Gallagher substituting, Cllr Gordon-Garrett with Cllr Campbell substituting, Cllr Alexander, and Cllr Donovan.

4. PF1223 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1224 TO ADOPT THE COMMITTEE'S MINUTES OF 31st MARCH 2026

Proposed by: Cllr Fabry **Seconded by:** Cllr Harman
The minutes of 31st March 2026 were **agreed** and **adopted**.

6. PF1225 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The Finance Officer updated Committee about the year-end process.

Cllr Campbell asked about the amount of interest being received.

Cllr Gallagher asked about the amount being transferred into the General Reserve, the RFO clarified some of the reasons for this being high.

Cllr Gallagher further asked about expenditure for consultants on phase 1 of the Hub, and for the Map.

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23/06/26

Cllr Campbell further asked about the budgeting of reserves for capital expenditure, for example, budgeting for replacement playground equipment. The Clerk & RFO confirmed that this would be looked at moving forward, now that General Reserves are in a healthy position.

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

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

c. Income & Expenditure report.

The Income & Expenditure report was **noted**.

d. Balance Sheet.

The Balance sheet was **noted**.

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

The CIL & s.106 report was **noted**.

f. List of payments (for approval).

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

7. PF1226 TO RECEIVE THE 2025-26 INTERNAL AUDIT REPORT

The Committee congratulated the RFO for the excellent report.

It was proposed that Committee receive the Internal Audit Report.

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

8. PF1227 TO AGREE TO SUBMIT CIL EXPRESSIONS OF INTERESTS TO LDC

The RFO confirmed the dates that the CIL EOI and bid has to be in by.

Cllr Gallagher gave some additional background to the recent Full Council meeting, including a conversation she had recently had with the CIL Officer.

It was proposed that the CIL TFG meeting tomorrow be authorized to agree and submit the EOI.

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

9. PF1228 TO AGREE TO PROCEED WITH A FEASIBILITY STUDY REGARDING BATTERY STORAGE IN PEACEHAVEN

The Clerk summarised the proposal and background to it.

Cllr Harman spoke against the proposal, with concerns about EMF radiation.

Cllr Campbell agreed that any feasibility study would need to include a scientific assessment of the EMF radiation, as well as including feasibility of the sites, e.g. land ownership.

Cllr Gallagher highlighted the need for battery storage, and that one of the sites is on Peacehaven Town Council land. The proposal could generate income for Peacehaven Town Council, and that there is no harm in proceeding with the feasibility study.

Cllr Veck agreed that there was no harm in proceeding with a feasibility study. Cllr Davies further highlighted that this is a real opportunity for the Council to get the feasibility study done.

It was proposed to go ahead with the feasibility study, but to highlight the need for the study to include details of EMF radiation, and site assessments, including land ownership.

Proposed by: Cllr Campbell **Seconded by:** Cllr Davies
Committee **resolved to agree** to this proposal by majority, with one abstention.

10. PF1229 TO ADOPT A REVISED DIGNITY AT WORK POLICY

The Clerk summarised the background to the policy and any amendments.

It was proposed that the Dignity at Work policy be adopted.

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

11. PF1230 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

A date is in the process of being set for the next audit.

b. Community Buildings Working Group

A meeting of this Working Group is needed soon.

The Clerk informed Committee that the repairs to the Gateway Café toilet that was affected by arson are progressing.

The Chair raised a concern about the Community Wall project which is due to be installed this week and asked for other Committee members views on this. There was a lengthy discussion on the matter.

It was felt that the artwork should be unveiled as planned, but not wall mounted at this stage, and its mounting place be decided at a later stage once the final work has been seen.

c. Funding for Community House works including Air Source Heat Pumps

This TFG has not met yet, an update will come forward soon.

d. Business Plan Review

This is ongoing, with another informal meeting to take place soon.

12. PF1231 DATE OF NEXT MEETING – TUESDAY 23RD JUNE 2026

The next meeting was confirmed as Tuesday 23rd June 2026.

13. PF1232 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry **Seconded by:** Cllr Veck
Committee **resolved to exclude** press and public from the remaining 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.

14. PF1233 UNPAID INVOICE REPORT

Committee **noted** the unpaid invoice report.

There being no further business, the meeting was closed at 20:49

Am

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 23rd June 2026 at 7:30pm.

Present: Cllr Alexander, Cllr Griffiths, Cllr Fabry, Cllr Davies, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Hart, Cllr Campbell (non-voting member).

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer), Kevin Bray (Parks Officer)

No members of the public were in attendance

1. PF1234 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. PF1235 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. PF1236 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Harman, with Cllr Hart substituting, apologies were also received from Cllr Wood and Cllr Veck.

4. PF1237 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1238 TO ADOPT THE COMMITTEE'S MINUTES OF 5TH MAY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
The minutes of 5th May 2026 were **agreed** and **adopted**.

6. PF1239 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Griffiths be Committee vice-chair.

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

7. PF1240 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: - **a. Finance Officer's report.**

The RFO introduced the report and summarised why the report is important.

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

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

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

c. Income & Expenditure report.

Cllr Campbell asked about the interest we are receiving, the RFO confirmed where the interest shown on the report had come from and when more was expected.. Cllr Gallagher asked about the amount available for the Neighbourhood Plan, the Clerk confirmed that this was low as there had not been any money budgeted, and any expenditure has just been running down the earmarked reserve.

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

d. Balance Sheet.

Cllr Gallagher asked for confirmation that no funds from the money going to the General Reserve will be reclaimed, particularly noting the s.106 payments.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

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

8. PF1241 TO NOTE THE TRANSFER OF FUNDS INTO A FIXED TERM DEPOSIT ACCOUNT

Committee **noted** the transfer of funds.

There was a discussion about the possibility of investing additional funds, and the Clerk confirmed that a Treasury Management policy is in the process of being developed.

The Chair brought forward item 1245 to be discussed at this point.

9. PF1245 TO AGREE A RECOMMENDATION ON THE PURCHASE OF A UTV

There was a brief discussion on the background to this item, and how it is being budgeted, there was also discussion about the importance of the Leisure and Amenities Committee reviewing the planned replacement dates.

It was proposed to recommend that Council agree to purchase the UTV.

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

The Parks Officer left at this point (20:06)

10. PF1242 TO AGREE A REVISED GRANTS POLICY

The RFO introduced the item and summarised the report, there was a brief discussion about the impact of the proposed changes, and the different processes for Community Grants and Service Level Grants.

It was proposed that the policy be adopted subject to moving the amended text up to higher on the page and that a covering letter explaining the application process and a template form for showing the calculation for how the requested funds will be spent is to be included as part of the application pack.

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

11. PF1243 TO AUTHORISE A VIREMENT OF MONEY

The RFO introduced the report and summarised the reasons for this.

There was a discussion about the IT equipment which would need replacing over the coming years, and a need to plan which reserves need to be built up across Council budgets.

It was proposed to agree that the virement be authorised, as per the recommendation in the report.

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

12. PF1244 TO NOTE THE 2025/26 YEAR END FINANCIAL UPDATE

The report was **noted**.

13. PF1246 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG'S

a. Audit Working Group

There is no report, and an audit is planned soon.

b. Community Buildings Working Group

This group is planning to meet next week.

c. Funding for Community House works including Air Source Heat Pumps

This group is yet to meet.

d. Business Plan Review

Work on this is ongoing, and another meeting will be held soon.

14. PF1247 DATE OF NEXT MEETING – TUESDAY 15TH SEPTEMBER 2026

The next meeting was confirmed as 15th September 2026.

15. PF1248 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Davies
Committee **resolved to exclude** press and public from the remaining agenda items.

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

16. PF1249 UNPAID INVOICE REPORT

The RFO summarised the report and explained what is being done to chase up payments, highlighting one debtor who is proving to be particularly slow to pay.

Committee **noted** the unpaid invoice report.

There being no further business, the meeting was closed at 20:28

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 14th April 2026 at 7.30pm.

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

Officers: George Dyson (Town Clerk)

1. E648 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. E649 TO CONSIDER APOLOGIES FOR ABSENCE

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

3. E650 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E651 TO ADOPT THE MINUTES OF 20TH JANUARY 2026

It was proposed that the minutes be adopted as read.

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

Committee **resolved** to **adopt** the minutes of 20th January 2026.

5. E652 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Clerk summarised the year end budgetary position, and explained notable variances.

Committee **noted** the budgetary position.

6. E653 DATE OF NEXT MEETING – TUESDAY 22ND SEPTEMBER 2026 AT 7:30PM.

The next meeting was confirmed as Tuesday 22nd September 2026 at 7.30pm.

7. E654 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

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

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

8. E655 TO REVIEW THE COMMITTEE ACTION PLAN

Committee **noted** the Action Plan.

The Chair went through the Committee action plan and highlighted the key points, there was a brief discussion about the progress of the SCP banding TFG, as well as discussion on the Civility & Respect Pledge.

9. E656 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Councillor Training Plan.

10. E657 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E658 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

12. E659 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent sickness absence, and confirmed that there are no cases of long term sickness absence on this report.

Committee **noted** the report.

13. E660 TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL

The Chair of Committee informed the Committee of the agreed objectives of the Clerk's appraisal, and discussed how these will be applied.

Committee **noted** the completion of the Clerk's appraisal.

14. E661 TO NOTE COMPLETION OF EMPLOYEE APPRAISALS AND AGREE ANY SCP CHANGES

The Clerk introduced and summarised the report, as well as the discussions had at the SCP banding TFG.

It was proposed that Committee agree the revised increment increases

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

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

No proposals were put forward for re-banding of any employees at this time, but that Committee would keep this under review.

15. E662 TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD

There was a lengthy discussion about the report, and the importance of continuing to involve the Chair and Vice-Chair of the Committee in the matter was highlighted.

Committee **noted** the report.

16. E663 TO DISCUSS THE ONBOARDING PROCESS FOR NEWLY CO-OPTED COUNCILLORS

The Clerk introduced the item and summarised the background.

Cllr Veck suggested ways in which additional support could be given, suggesting an informal meeting with an element of training early on following co-option, and also some form of mentoring/ buddying system.

Cllr Alexander highlighted some of the ways in which the District Council inboard new Councillors, including Officer point of contacts and printed documentation.

Cllr Rosser highlighted some points about respect for each other, and how his experience being co-opted was excellent, but why people want to be co-opted, and their expectations of being a Councillor are not always a reality.

Cllr Davies raised concerns about the process at the co-option meeting being intimidating.

The Clerk will investigate how other Councils run their co-option processes to see if there's any best practices that could be adopted.

17. E664 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

There are no further updates from the Wellbeing TFG at this time.

b. Employee SCP banding

The SCP banding TFG had reported back earlier in the agenda.

There being no further business, the meeting closed at 21:12.

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 24th March 2025 at 7:30pm.

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

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

There were no members of the public in attendance.

1. LA1087 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 put onto silent, and informed everyone that the meeting was being recorded and of the public questions procedure.

2. LA1088 PUBLIC QUESTIONS.

There were no public questions.

3. LA1089 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

The Chair expressed that an apology had been received from Cllr Sharkey.

4. LA1090 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA1091 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13TH JANUARY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry

All in favour.

6. LA1092 TO NOTE THE BUDGET UPDATE

Cllr Gallagher questioned whether there was plenty of fertiliser in stock, and the Parks Officer expressed it was 'buy and use' and mentioned the six-year football foundation funding which helped fund the football pitch works.

The budget was **noted**.

7. LA1093 TO NOTE ACTION PLAN

Cllr Gallagher queried the sauna item, and the Parks Officer expressed it was going back to P&F with a second financial proposal.

The Action Plan was **noted**.

8. LA1094 TO NOTE ALLOTMENTS UPDATE INCLUDE UPDATING THE ALLOTMENT POLICY

The Parks Officer expressed that two non-payment evictions had been sent out, outlined the details and expressed that everyone else had paid. The Parks Officer commented that the policy was to be considered as it was up for review, and that no changes had been made since February 2023.

It was proposed to agree the allotment policy, subject to updating the committee name to Leisure and Amenities.

Proposed by: Cllr Gallagher

Seconded by: Cllr Harman

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19/5/26

All in favour

9. LA1095 TO NOTE THE COMPLAINTS LOG

The Parks Officer updated committee about the vandalism at the allotments on 2 or 3 plots. Cllr Studd suggested dummy CCTV, whereby it was discussed that costs and privacy would be an issue.

The Complaints Log was **noted**.

10. LA1096 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES

There were no updates.

II. HOWARD PARK PHASE 2

The Meetings & Projects updated committee that the consultation was due to end at the end of March 2026, a TFG meeting was scheduled for April, and that the results would be reported to committee.

III. THE HUB CONSULTATION SURVEY RESULTS

It was proposed to close the TFG.

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

All in favour.

11. LA1097 TO NOTE PUMP TRACK PROJECT

The Parks Officer introduced the report and expressed it unlikely that the track would be ready for Easter.

The report was **noted**.

12. LA1098 TO DECIDE ON THE SHREDDER REPAIR OR PURCHASE

The Parks Officer outlined the success of the chipper to-date, and that by accident the engine had broken, which would not be worth claiming on insurance. Members discussed it being traded in, queried its expected longevity, and how to mitigate a similar incident. The Parks Officer raised that after the accident the grounds team had been briefed on health & safety and that it was not to be operated on a bank again, as it was a serious incident.

It was proposed to purchase a new machine.

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

All in favour.

13. LA1099 TO AGREE TO THE EPINAY PARK CIL BID WORDING

It was proposed to use the wording, subject to the including the number Chalkers Rise homes, and the words accessible and inclusive items.

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

All in favour.

14. LA 1100 TO CONFIRM DATE OF NEXT MEETING AS THE 19TH MAY 2026

The date of the next meeting was confirmed.

There being no further business the meeting ended at 19:52.

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 19th May 2026 at 7:30pm.

Present: Cllr Gallagher (Chair of Committee), Cllr Sharkey, Cllr Studd, Cllr Griffiths, Cllr Donovan, Cllr Harman.

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

There was 1 member of the public in attendance.

1. LA 1101 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 put onto silent, and informed everyone that the meeting was being recorded.

2. LA 1102 PUBLIC QUESTIONS.

There was 1 public question about vandalism at the allotments; that it had been reported to the police and what the council was doing about it.

The Parks Officer expressed the Council had no powers with regards to trespassing as it was a police matter, but that new secure fencing and gates was being investigated. Cllr Studd queried what the public questioner would like actioned, by which the response was to find out who the perpetrators were and speak to them – they added that it usually happened between around 5pm – 10pm, and that it was a Civil matter, unless criminal damage took place. The Parks Officer expressed it would be investigated who had the power to deal with the Civil matter of trespassing, and of the importance of reporting every single incident to the police.

The Chair commented that they would be in touch with the questioner and would try to get the police involved.

The questioner further raised the issue of the lack of a main supermarket, whereby members advised of the upcoming Annual Town Meeting.

19:42 – the member of public left the meeting.

3. LA 1103 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

4. LA 1104 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

The Chair declared an interest under item LA 1110.

5. LA 1105 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed that Cllr Studd be elected vice chair of this committee.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Donovan

All in favour.

6. LA 1106 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 24TH MARCH 2026

Proposed by: Cllr Studd **Seconded by:** Cllr Griffiths

All in favour.

7. LA 1107 TO NOTE THE BUDGET UPDATE

The Chair expressed interest in the financial agreement for the planter income, with the suggestion that it be reinvested in planter flowers; the Parks Officer reminded members that planter flowers had their own budget. The Meetings & Projects Officer commented that planter plaque costs were taken from the income.

The Chair raised that the access group may have some money to restore the planter in the big park, whereby Cllr Griffiths commented the group no longer wanted to be involved in looking after it, to which the Chair expressed this would be followed up with Cllr O'Connor on 20th May.

The Chair commented that the allotment income should be ring fenced for the allotment, and the Parks Officer raised that the water bill accounted for a large amount of it, but that a proposal could be put forward at the next meeting.

The Chair updated committee that Cllrs had been invited to an LDC meeting with regards to the new grass verge cutting contractors.

The Budget was **noted**.

8. LA 1108 TO NOTE ACTION PLAN UPDATE

The Meetings & Events Officer expressed that the Town Clerk had requested Action Plan uniformity across the Council papers; would consider the reintroduction of colour coding; and was happy to receive other feedback.

The Parks Officer updated committee on the progress with OVCA; that the pump track was complete, where the possibility of a photo opportunity was discussed.

The Action Plan was **noted**.

9. LA 1109 TO NOTE ALLOTMENTS UPDATE

The Parks Officer updated members that only one formal warning letter had been sent out, and that the Information Officer was trying to fill the two vacant plots as quickly as possible. With regards to the permitter fencing the Parks Officer updated committee that a quote had been received for a 6ft security fence, and that a report would be brought to committee.

The Allotments Update was **noted**.

10. LA 1110 TO NOTE THE COMPLAINTS LOG

The Chair raised that the issues at the allotment were unsettling for nearby residents; that there were issues with items being left around the perimeter of the horticultural hut and items being removed; and commended the Parks Officer on the idea of display signage about fly tipping along with the allotment T&Cs including in the noticeboards. The Chair suggested that the Parks Officer send this information to the Peacehaven Horticultural Society (PHS) and ask for their permission.

Cllr Harman suggested a similar scheme to Neighbourhood Watch, something along the lines of Allotment Watch. The Chair raised that PHS had agreed to install a covered noticeboard at the Horticultural hut, were considering installing a veranda, and were trying to reach out to allotment holders with a coffee and cake event in June and a revamped Annual Show programme. The possibility of a wildlife camera being installed was also discussed, whereby the Parks Officer raised concern with it being like CCTV and where it would be placed.

The Chair declared being a trustee of the PHS, as the treasurer.

The Complaints Log was **noted**.

11. LA 1111 TO NOTE UPDATES FROM THE BUSINESS PLAN

The Chair updated committee that the Neighbourhood Plan was complete, and its green spaces needed to be reviewed and brought into the business plan. The Chair suggested they and the Vice Chair of Committee meet to discuss and bring their update back to committee.

The Business Plan was **noted**.

9 LA 1112 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFG's)

i. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES

Cllr Sharkey expressed that no progress had been made but that the group would reconvene.

ii. HOWARD PARK PHASE 2 (REPORT ON THIS AGENDA)

The Meetings & Projects Officer outlined the report and the options, and raised that, despite the consultation available for 3 months, response numbers were low.

Cllr Donovan suggested there should be a memorial in the town similar to the one in Chatsworth Park and updated committee that she had spoken with a Peacehaven & District Chamber of Commerce member who had come up with some ideas, and shared the designs with members. The Parks Officer reminded members that CIL finance was not an option, and that funding an issue.

The Chair expressed that the project could increase park footfall, and as an art and health project, may provide grant opportunities.

Cllr Griffiths agreed that funding was a problem, raised whether funding could be sought through an artist, and reminded members that the consultation was not always seen online.

Cllr Donovan suggested the Stonehouse next to the park could be approached for funding, or the local funeral company.

It was agreed that Cllr Studd would join the TFG, and a meeting be arranged.

10 LA 1113 TO AGREE TO PARK SIGNAGE

The Meetings & Projects Officer outlined the report, clarified questions raised, and commented on the possibility of a contribution by a King Charles III England Coast Path Officer to the Howard Peace Park sign, which would cover a £200 cost increase for the Howard Peace Park artwork.

Cllr Donovan provided information on the background of the Howard Peace Park name.

It was agreed to purchase the signs, and agree the name Howard Peace Park.

Proposed by: Cllr Studd

Seconded by: Cllr Griffiths

All in **favour**.

11 LA 1114 TO AGREE CENTENARY PARK CAR PARK LIGHTING

The Parks Officer provided the background to the report.

It was proposed to agree to replace the 3 car park lights with LED heads at Centenary Park, and to instruct the Parks Officer to investigate 3 solar lights and poles for the overflow carpark at Centenary Park.

Proposed by: Cllr Griffiths

Seconded by: Cllr Donovan

All in **favour**.

12 LA 1115 TO RECOMMEND THE PURCHASE OF NEW ELECTRIC MULE

The Parks Officer provided the background to the report, and Cllr Donovan queried the vehicle budget, which the Parks Officer confirmed was about £9,000.

Members and the Parks Officer discussed the type of mule options, and Cllr Studd asked whether the current mule could be fixed; commented on various recent expenses; and asked whether there could be any other large expenditures in the next 12 months, to which the Parks Officer said there should not.

At the request of the Chair, the Parks Officer agreed that the equipment spreadsheet could be updated and items reorganised in a way to see what had been replaced and what was coming up.

Cllr Griffiths queried which would be the most suitable for the job, and the Parks Officer expressed it could be the one with 2 seats, the cheapest one at £13,000, but would be getting demonstrations.

It was proposed to replace the Kawasaki mule with an electric option with the Parks officer to purchase, to set its budget to a maximum of £20,000, and to sell the old Kawasaki mule 600 by either trade in or private sale.

Proposed by: Cllr Harman

Seconded by: Cllr Griffiths

All in **favour**.

13 LA 1116 TO NOTE SAUNA UPDATE

The Parks Officer updated members on the sauna status, including the electricity and water feeds and clarified questions from the Chair and Cllr Donovan, including that the 2 saunas were positioned on trucks, the size of the agreed area, its location and the projected income.

The report was **noted**.

14 LA 1117 TO CONFIRM DATE OF NEXT MEETING AS THE 14TH JULY 2026

The date was confirmed.

There being no further business the meeting ended at 20:56.

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1592d(iii)
Meeting date:	7 th July 2026	Authors:	Town Clerk
Subject:	Replacement Utility Task Vehicle		
Purpose:	To ratify		

Recommendation(s):

To ratify the recommendation of Leisure & Amenity, and the Policy & Finance Committee to proceed with the purchase of a replacement Utility Task Vehicle (UTV).

1. Background

The purchase of a replacement UTV has now been agreed as a recommendation by the Leisure & Amenities and Policy & Finance Committees, and Council are asked to ratify this decision.

Soon after the maintenance Centenary Park was devolved to PTC, we purchased a Kawasaki mule 600 to help transfer personnel and equipment around the park for maintenance duties.

The mule was exposed to being kept outside for 4 years before the groundstaff moved to its current maintenance unit and during this time it was vandalised damaging the lights and the bodywork condition deteriorated.

It would cost over £9000 to get the current mule back to full working order, which is currently valued at £750.

The cost of the new UTV is between £13,000 - £20,000, dependant upon the make & model, which the Parks Officer will assess the details of. Council are therefore asked to agree a maximum expenditure of £20,000.

2. Options for Council

To ratify the decision to purchase a new UTV and dispose of the current Mule for best consideration (either sale or trade-in).

To not ratify the decision to purchase a new UTV and get one on short-term hire instead whilst a permanent decision is made.

3. Reason for recommendation

Following previous recommendations of Committees and Council.

4. Expected benefits

Efficiency of the Grounds Team working, being able to effectively transport Personnel and equipment.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of s.106 monies.
5.4 Time scales	Summer 2026
5.5 Stakeholders & Social Value	Lower noise emissions and fully electric
5.6 Contracts	
5.7 Climate & Sustainability	Supporting net-zero resolution
5.8 Crime & Disorder	
5.9 Health & Safety	Road legal vehicle
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>
6.7 Which business plan item(s) does the recommendation relate to?	
Net-zero carbon resolution	

7. Appendices

Proposed by: Cllr Wood
All in favour

Seconded by: Cllr Campbell

The Mayor's Cadet commented that, apart from The Joff, there was nothing for the Youth to do in Peacehaven, and suggested a disco would help promote the venue, negate antisocial behaviour, and ultimately save money, whereby Cllr Wood did not agree that money would be saved; Cllr Campbell commented that both members were right and suggested the disco could bring opportunities.

It was proposed that the Committee approved the use of Community House at no charge.

Proposed by: Cllr Campbell **Seconded by:** Cllr Studd
All in favour

It was proposed that the Committee approved Council volunteers to run a tuck shop during the event, with all net proceeds to be applied to The Joff's Youth Leader Project.

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

It was discussed that any related subsequent events be treated on their own merit.

9. CCE641 TO NOTE THE EASTER CRAFT FAIR REVIEW

The Meetings & Projects Officer commented that there was to be a verbal report from Cllr Donovan, and that a report would be brought to the next committee.

10. CCE642 TO NOTE THE WELCOME CAFÉ REVIEW

The update was noted.

11. CCE643 TO AGREE THE RECIPIENT OF THE WELCOME CAFÉ FUNDS

Cllr Campbell queried what the Chair was looking to do with the funds and thanked them for their work on the Welcome Café.

It was proposed that the money pay for four weeks for the Community Orchard to run a Monday café, and the remaining money be used to purchase flowers for the external Community House area.

Proposed by: Cllr Veck **Seconded by:** Cllr Campbell
All in favour

12. CCE644 TO AGREE PROPOSED REFORMS TO THE YOUTH MAYOR ELECTION PROCESS

The Chair outlined the reforms proposed, and the Mayor's Cadet mentioned the Youth Leadership Club, which the Chair confirmed that would be brought to council in due course and Cllr Campbell commented that the division of the Youth Mayor reform and Youth Council were separate items.

The Chair suggested that the related TFG remain ongoing to carry out the reforms.

It was proposed to change the way Youth Mayors were voted in, that the council had overarching control, that the current youth mayors extend their terms, and for this item to be brought to Full Council for agreement.

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

13. CCE645 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair read out an update from the PR Officer which covered the work carried out to-date since the last committee meeting.

Cllr Wood expressed that the recycling regulations would be changed, and it was suggested that Neighbourhood First be invited to Full Council to update on this. The Mayor's Cadet queried how that information would be shared, and Cllr Wood raised that those digitally excluded would need to be considered.

b. Events Working Groups

The Chair expressed the fair was progressing well, that the previous template would be followed, there was good interest in the stalls and stall packs were being produced. Cllr Wood



commented that the fair was very successful last year and that the live music at the last fair was very popular and requested that the climate fair be advertised in the Directory.

c. Mayors Working Group

The Meetings & Projects Officer expressed that an Easter Craft Fair report would be brought to the next meeting, and the Mayor's Cadet commented that it was well attended.

d. Communications Working Group

The Chair read out an update from the PR Officer. In view of helping to increase footfall at Community House Cllr Wood queried if the access group had been approached to help improve the outside and the Mayor's Cadet suggested Develop Outdoors being contacted in relation to the flower beds.

e. Youth Mayor TFG

The Chair commented that this was covered by item CCE644.

14. CCE646 TO NOTE THERE ARE NO COMPLAINTS ON THE COMMUNITY ENGAGEMENT COMPLAINTS LOG

The complaints log was **noted**.

15. CCE647 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

It was proposed that the Youth Mayor item be included on the Action Plan.

Proposed by: Cllr Wood **Seconded by:** Cllr Studd

All in **favour**.

16. CCE648 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 2ND June 2026

The date was **agreed**.

There being no further business the meeting ended at 20:35



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 2nd June 2026 at 7.30pm

Councillors: Cllr Wood (Chair), Cllr Rosser (Vice), Cllr Campbell, Cllr Harman, Cllr Hart, Cllr Mills, Cllr Veck, Deputy Youth Mayor (Jacob)

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

There were no members of the public in attendance.

1. CCE649 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out the 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, outlined the public questions and confidentiality item processes. The Chair then informed the Committee of the following:

- Bingo on Wednesday 24th June, and made a call for volunteers; the Mayor suggested that the form Mayor's Cadet may be able to call, the Deputy Youth Mayor said he would liaise with the school about participating, and Cllr Mills and Cllr Hart expressed interest in volunteering.
- Community Orchard Cafe every Monday until June at 10am – 1pm
- Sustainable Living Fair, and the Chair reminded committee members of the volunteer meeting at the Gateway Café on Wednesday 3rd June at 4pm

2. CCE650 PUBLIC QUESTIONS

There were no members of the public.

3. CCE651 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

4. CCE652 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE653 TO ADOPT THE MINUTES FROM THE 7th APRIL 2026

The Chair expressed there hadn't been a report from the Town Crier, and Cllr Veck expressed that the Town Crier had recently resigned. The Meetings & Projects Officer updated committee that this had not been formally confirmed, and would be reported back at the next committee meeting.

It was proposed to adopt the minutes.

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

6. CCE654 TO ELECT A VICE CHAIR OF THIS COMMITTEE

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

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

7. CCE655 TO NOTE THE BUDGETORY UPDATE

The budgetary update was **noted**.

8. CCE656 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

9. CCE657 TO MAKE A CALL FOR AND NOTE THE MAYOR'S TEAM OF VOLUNTEERS

Cllr Harman confirmed she would provide the Information Officer with a list of her volunteers.

10. CCE658 TO NOTE THE MAYORAL EVENT REVIEWS

The Mayor of Peacehaven commented that these were the former Mayor's events.

a. Easter Craft Fair

The Chair expressed that the report was not very good, and expressed there was no breakdown of costs as to how many stalls were charged at £10 or at £15, and it was raised that there had been comments that it had not been advertised enough.

Cllr Veck raised that some negative feedback had been received from stall holders.

The Meetings & Projects Officer confirmed the cost details could be brought back to the next committee.

b. Quiz Evenings

The Chair queried there being zero expenditure, and Cllr Campbell suggested officer time should be included in the reports.

Cllr Veck queried the discrepancy in numbers of attendees against the income of tickets, and Cllr Mills commented that hidden room hire costs were included on the report.

c. Bingo

The Chair queried how the expenditure worked, and the Information Officer expressed that it was carried out on a rolling basis.

Cllr Veck queried the ticket sales and raffle income, and how much was in the kitty, whereby the Information Officer expressed around £80 or £90, and that the book sales went to the Mayor's Charity.

The Chair asked if a monthly full costing could be reported on, and the Information Officer expressed it was around £100 per month with around 30 – 40 people per session.

d. Coffee Cake Cha Cha Cha

The Chair suggested that the number of dignitaries, who received free tickets, should have been noted on the report, asked what the expenditure went toward, asked for a copy of the receipt to be attached to the form, and the cost for the extra caretaker, not mentioned in the report, was questioned.

e. Civic Reception

The Meetings & Projects Officer expressed they would raise the queries with the RFO, and provide the details at the next committee meeting.

The reports were **noted**.

Cllr Rosser thanked the Officers for their work.

11. CCE659 TO AGREE THE YOUTH DISCOS AS A JOINT VENTURE WITH THE JOFF

Cllr Veck provided the background to the previous disco held at PTC, and Cllr Hart expressed that it was well run and seemed to be well enjoyed.

Cllr Veck expressed the tuck shop would be cost neutral, and made a call for volunteers.

Cllr Campbell expressed appreciation for the time put in by others; that the discos were a successful and constructive improvement to community communications; queried the hidden cost of the hire of the rooms and caretaker time; and believed that The Joff covered the insurance.

Cllr Veck confirmed the insurance was covered by The Joff, agreed that costs should be transparent, and that the disco dates would be flexible to allow for paid events to take precedence.

The Deputy Youth Mayor queried whether PTC provided the disco equipment, and Cllrs Veck and Hart confirmed it was supplied by The Joff.

The Chair queried the expiry of the tuck shop products, and Cllr Veck expressed items were purchased with long expiry dates into 2027; by which the Chair gave the example of milk products being close to their expiry date.

It was proposed to agree the youth discos as a joint venture with The Joff until Christmas.

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

All in favour.

Cllr Mills commented that, if needed, the church youth club may be able to purchase the tuck shop items.

12. CCE660 TO AGREE THE MAYORS CIVIC SERVICE DATE AND LOCATION

The Mayor expressed that consideration had been given to holding the event in Brighton at the Butterfly Garden, but this had been reconsidered.

It was proposed to hold the event at Community House on 10th July.

Proposed by: Cllr Harman **Seconded by:** Cllr Hart

All in favour.

13. CCE661 TO AGREE THE TFG MEMBERS FOR THE MAYORS HANDBOOK REVIEW

Cllr Veck queried whether the Mayor or Deputy could be involved, and the Chair suggested all members should have the opportunity to be invited.

It was proposed the item be brought to Full Council.

Proposed by: Cllr Harman **Proposed by:** Cllr Mills

All in favour.

14. CCE662 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The PR Officer updated members that a report would be brought to the next committee meeting.

b. Events working group

Cllr Veck suggested the working group be replaced with individual TFGs. The Meetings & Projects Officer expressed that the purpose of the Events Working Group was to streamline the management of events, and that individual TFGs could overcomplicate the process. There was general discussion around which would work best, and Cllr Campbell expressed that the Working Group had been set up by the Committee Restructure Working Group to work like a series of TFGs.

The Meetings and Projects Officer reminded committee that the report recommendation was to agree the events in the report.

It was proposed that the Events working group be brought to the next CE Committee meeting.

Proposed by: Cllr Veck **Seconded by:** Cllr Wood

All in favour.

Cllr Veck expressed that the biennial date and time had already been agreed for the Halloween party, and the Christmas event was biennial too and ran opposite to the Halloween party.

The Information Officer suggested two Halloween events for different age groups: younger ones, and older ones up to 11 years old. Cllr Veck suggested that there was potential for use of The Joff.

It was proposed that The Joff be contacted to see if was viable at their premises, with a report brought back to committee.

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

Cllr Veck expressed that the Summer Fair had already been confirmed.

It was proposed to agree the Wellbeing Event on 30th January 2027, and the Sustainable Fashion Show in March 2027, both at Community House.

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

c. Mayors Working Group

The Meetings & Projects Officer read out the members on this Working Group, and Cllr Campbell expressed the group was intended to change at the beginning of each year with the new Mayor.

Cllr Rosser queried whether the Mayor should select the members of the Working Group.

It was proposed that the Mayors Working Group be put forward to Full Council.

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

d. Communications Working Group

The PR Officer updated committee that at the last meeting the two councillors present, Cllr Harman and Veck, were presented with other Town Council strategies and chose various points listed in each.

The PR Officer updated members on the new external Community House signage, and commented that any work on the flower bed next to Community House was on hold until the Morrisons plan was agreed. The Chair expressed that the flower bed area belonged to Morrisons, and the PR Officer stated there was confusion over this and was unsure how to find out who owned it. Cllr Rosser expressed Land Registry.

Cllr Campbell apologised for not having participated, and believed the Morrisons planning application allocated 2 metre access to reach community house.

Cllr Veck commented that the Morrisons discussion did not fall within this committee's remit.

e. Youth Mayor TFG

There were no updates.

f. Youth Engagement Working Group

There were no updates.

15. CCE663 TO AGREE TO MAYORAL FUNDRAISING EVENTS

The Mayor ran through various events on her report.

Members queried the suitability of the October Quiz date in view of the numerous other events, and the PR Officer expressed concern it would clash with local bonfire events.

It was proposed to accept the events in the report and for the quiz to be held on the 14th November.

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

16. CCE664 TO NOTE THERE ARE NO COMPLAINTS ON THE COMMUNITY ENGAGEMENT COMPLAINTS LOG

It was **noted** that there were no complaints.

17. CCE665 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

The Chair commented that the Meridian Meander should be removed from the Business Plan.

The Chair asked that for Armistice Day and Remembrance Day all the flags were to fly and for there to be no empty poles.

18. CCE666 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 28TH JULY 2026

The date was **noted**.

There being no further business the meeting ended at 20:51

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1592e(v)
Meeting date:	7 th July 2026	Authors:	Town Clerk
Subject:	Mayor's Civic Service		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

The Mayor's Civic Service is to be held at Community House on Friday 17th July 2026.

Invitations have gone out, with invitees asked to RSVP by 13th July 2026.

The Mayor's Civic Service is intended to introduce the Mayor to other Mayors and guests of honour from Peacehaven and neighbouring towns. It typically includes a ceremony, community networking, an address from the Mayor, and opportunities for celebration and reflection.

2. Options for Council

To note this report.

3. Reason for recommendation

In line with Mayor's Handbook & CE Committee discussions.

4. Expected benefits

The Mayor uses opportunities such as this to Promote Peacehaven and network with other local decision makers.

5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	
5.3 Financial	Budgeted within Civic Events
5.4 Time scales	17 th July 2026
5.5 Stakeholders & Social Value	Significant part of the Civic diary
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Assessments to be completed
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

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

7. Appendices

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 10th March 2026 at 7:30pm.

Present: Cllr Griffiths (Chair), Cllr Mills (Vice Chair), Cllr Campbell, Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer)

No members of the public were in attendance.

1 ES17 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:34 and commented that Cllr Wood was no longer a member of this committee and requested the meeting summons be updated, then reminded members of the fire procedure, of the Civility and Respect statement, that mobiles phones were to be switched off, that the meeting was being recorded and asked committee to pause for reflection for 1 minute.

2 ES18 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 ES19 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
Apologies were received from Cllr Sharkey and Cllr Harman.

4 ES20 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
There were no declarations of interest.

5 ES21 TO ADOPT THE MINUTES FROM THE 18TH NOVEMBER 2025
Proposed by: Cllr Mills **Seconded by:** Cllr Campbell
Committee **resolved** to **adopt** the minutes.

6 ES22 TO AGREE A TFG TO CREATE A CLIMATE POLICY TO BE INCLUDED IN THE STAFF HANDBOOK
Cllr Griffiths expressed that a policy should be in the staff handbook, and Cllr Campbell suggested it be based upon a pre-existing government climate policy.

Cllr Rosser raised it may be wise to hold off from creating a policy until the Local Government Reorganisation decision was known.

It was proposed to set up a TFG to create a climate policy to be included in the staff handbook
Proposed by: Cllr Campbell **Seconded by:** Cllr Mills
Committee **resolved** to **agree** the proposal.

TFG members were agreed as: Cllr Mills, Cllr Rosser, Cllr Griffiths, and an officer

7 ES23 TO INFORM AND AGREE THE PESTICIDE POLICY

The Chair explained the background to the item, and that the Parks Officer had provided an alternative policy. Cllr Campbell queried whether the alternative policy had any significant changes apart from the glyphosate.

It was proposed to agree the pesticide policy that had been provided by the Parks Officer.
Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser

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

8 ES24 TO AGREE PEACEHAVEN TOWN COUNCILS SUSTAINABLE PROCUREMENT CHECKLIST

Cllr Campbell suggested whether the checklist's implementation needed to be based on context, whereby the Meetings & Projects officer raised that officers would take a common-sense approach.

It was proposed to agree the sustainable procurement checklist.

Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser
Committee **resolved** to **agree** the proposal.

Cllr Campbell suggested a review of the checklist's usage be brought back to the next committee meeting.

9 ES25 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs)

a. Biodiversity Report TFG

The chair expressed the group had not yet met, whereby Cllr Campbell apologised and explained that related biodiversity work had been carried out, for instance as part of the recent Local Plan submissions. It was expressed that the Town Clerk had suggested including land that may be devolved to Peacehaven Town Council, and members raised that the biodiversity were not confined to exact locations.

b. E&S Action plan TFG

Members ran through the Action Plan, and the Chair expressed it possibly included some planning items.

There was discussion surrounding item B1 (To protect the Existing Trees of Peacehaven), where it was suggested an Officer write to the local MP Chris Ward to ask them to ensure that enforcement of TPOs and planning rules in general were included in the NPPF and were proportionate in terms of cost.

In connection with item G4 (Ideas for Climate Change), it was suggested that this progress, and in relation to this Cllr Campbell suggested a best photo / drawing of a butterfly be run as part of the Sustainability Living Fair.

For item B3 (Morrisons Redevelopment), it was raised that landscaping needed to be reviewed and it more than bat boxes were to be included, for instance swift bricks too.

For item A1 the Chair suggested a hob and oven usage survey be completed by kitchen hirers, in terms of how much they are used and what they're used for.

c. Sustainable Living Fair TFG

The Chair expressed that a TFG meeting was planned for the next day, and that the event date had been confirmed as Sunday 7th June.

15 ES26 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair expressed this item was on the agenda in error as Planning.

16 ES27 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 30TH JUNE 2026 AT 7.30PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 20:29

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 30th June 2026 at 7:30pm.

Present: Cllr S Griffiths (Chair), Cllr I Sharkey, Cllr M Campbell, Cllr Mills, Cllr Gordon-Garrett, Cllr Harman, Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer)

1 member of the public was in attendance.

1 ES28 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:35, welcomed members to the meeting, ran through the Civility and Respect statement, explained the fire procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded.

2 ES29 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Environment & Sustainability matter.*

There was 1 public questioner who expressed sustainability proficiency and was keen to know how to contribute to the committee. They commented on the recent PTC Sustainable Living Fair and queried how it converted into something more meaningful, and raised that Peacehaven was a heritage site but not well known. They commented on external groups they are part of.

The Chair suggested the member of public join some TFGs, and members thanked them for their attendance.

3 ES30 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Hart, with Cllr Rosser as substitute.

4 ES31 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 ES32 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Hart as Vice Chair of this committee

Proposed by: Cllr Sharkey **Seconded by:** Cllr Gordon Garrett
Committee **resolved** to **elect** Cllr Hart as Vice Chair of this committee.

6 ES33 TO ADOPT THE MINUTES FROM THE 10TH MARCH 2026

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

7 ES34 TO AGREE THE RECOMMENDATIONS IN THE REPAIR CAFÉ REPORT

Cllr Sharkey outlined their report, and commented on being pleased with project progress. Members discussed day options, the importance of alternating with other local Repair Cafes, queried the repair logistics, and positive comments were put forward about the project.

The Meetings & Projects Officer summarised the recent meeting with Saltdean's Repair Café, ran through the results of the Repair Café survey on screen, explained that funding had been applied for, and emphasised that the PR Officer would

manage the marketing, but there was insufficient Officer time to run and manage the events.

Members understood that the project was Councillor led, and concern was raised over PTC reputation with volunteers managing the event, whereby the Meetings & Projects Officer emphasised that the office would manage the marketing.

Cllr Mills raised that his wife was qualified as a PAT tester.

It was proposed to agree to a Repair Café.

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

It was proposed for the café to run on a Saturday.

Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser
All in **favour**

It was proposed to set up a Peacehaven Repair Café TFG

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

Members: Cllr Sharkey, and all Councillors to be invited.

8 ES35 TO AGREE PTC ACTIONS TO IMPROVE OUR SEA AND SHORELINE

Cllr Griffiths outlined the report. Cllr Campbell mentioned it had been a Business Plan item, and it was agreed in 2023 to care for assets of green and blue assets, where monitoring the cleanliness of the sea close to Peacehaven had been discussed.

Members discussed that Peacehaven beach and the clifftop was regularly litter picked, that any vandalism in that area be reported, including to LDC, Cllr Rosser mentioned the possibility of a dinosaur dome on the seafront in terms of an investment consideration; whereby the Chair clarified confirmed it was not PTCs responsibility. Cllr Mills suggested being happy to lead walks.

It was proposed to set up a TFG and to include discussion of a sea cleanliness monitor.

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

Members: Cllr Harman, Cllr Griffiths, and all Councillors to be invited.

20:26 – Cllr Campbell left the meeting

8 ES36 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs)

a. Biodiversity Report TFG

No update made.

b. E&S Action plan TFG

It was proposed that item 9 be carried out under the Biodiversity TFG remit.

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

It was proposed to agree to the Action Plan revisions, apart from the ones with comments from the Meetings & Projects Officer suggesting possible removal

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

20:29 - Cllr Campbell rejoined the meeting

c. Climate Policy

No update made.

The Chair suggested the member of public may be interested to join a TFG.

10 ES37 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 3RD NOVEMBER 2026 AT 7.30PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 20:42

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1593
Meeting date:	7 th July 2026	Authors:	Town Clerk
Subject:	Neighbourhood Development Plan Steering Group		
Purpose:	To note		

Recommendation(s):

To note the closure of the Neighbourhood Development Plan Steering Group and next steps.

1. Background

The decision by Peacehaven Town Council to designate the combined parishes of Peacehaven and Telscombe as a neighbourhood area for preparing a Neighbourhood Plan was taken on 17th June 2013. This was supported by Telscombe Town Council. The preparation of the plan started properly in 2017.

The Neighbourhood Plan Steering Group has worked strictly to its Terms of Reference, which were agreed, and have been periodically reviewed independently by both Town Councils.

The Neighbourhood Development Plan was formally adopted by Lewes District Council at its Full Council meeting on 26th May 2026 following a public referendum on 7th May 2026, in which 73.27% of votes were in favour of the plan. The plan was also adopted by the South Downs National Park Authority under a delegated authority on 27th May 2026.

In line with the Terms of Reference, now that the plan is adopted, the Steering Group is closed, and will be replaced with a group to oversee the implementation of the made plan. This was discussed at the final meeting of the group, held on 23rd June 2026, and the Town Clerks of Peacehaven and Telscombe are now doing some work developing the Terms of Reference for the new implementation group, which will come to Council for consideration in the coming months.

I would also like to express sincere thanks to everyone who has been a member of, or has otherwise supported the Steering Group and development of the Neighbourhood Plan since its inception.

2. Options for Council

To note this report.

3. Reason for recommendation

In line with the agreed Terms of Reference.

4. Expected benefits

Moving forward to the next stage of the Neighbourhood plan now that it is made.

5. Implications

5.1 Legal	Localism Act 2011 Terms of Reference
5.2 Risks	Keeping the plan current and relevant moving forward.
5.3 Financial	Some funds left in the Neighbourhood Plan EMR which will transfer to General Reserves if unspent by then end of 2026/27 financial year.
5.4 Time scales	Plan covers a period up to 2030
5.5 Stakeholders & Social Value	Benefits for local people having more say over their area.
5.6 Contracts	
5.7 Climate & Sustainability	Policies relating to climate and sustainability
5.8 Crime & Disorder	Safe environments, aiming to reduce opportunities for crime.
5.9 Health & Safety	
5.10 Biodiversity	Plan includes policies relating to biodiversity.
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input 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? Neighbourhood Development Plan

7. Appendices

Steering Group minutes from final meeting

Copy of Steering Group Terms of Reference

23.6.26 - NDP Meeting 1pm

Attendees – Cllr David Judd, Telscombe; Cllr Laurence O'Connor, Telscombe; Cllr Cathy Gallagher Telscombe & Peacehaven; Cllr Kiera Gordon-Garrett Peacehaven
Stella Newman, Telscombe Town Clerk; George Dyson, Peacehaven Town Clerk

Notes produced by Zoom/AI

Summary

This meeting was the final session of the Peacehaven and Telscombe Neighbourhood Plan Steering Group, where discussion took place regarding dissolution of the steering group and establishment of a new Joint Neighbourhood Plan Oversight Committee. The group agreed that each Council would take it to a meeting for agreement of dissolution. New terms of reference for the oversight committee should be drawn up, which would consist of two Councillors from each Council to review and approve proposed amendments to the neighbourhood plan. They discussed the transfer of remaining funds back to each Council's general reserves and the need to transfer the steering group website to the Town Councils' hosting providers. The participants also addressed the importance of incorporating neighbourhood plan elements into both Councils' business plans and discussed how to better educate Councillors about the neighbourhood plan through planning committee discussions. The conversation ended with a discussion about the ongoing Lewes Local Plan, and potential implications from Local Government Reorganisation.

Actions

Cathy -

- Try to contact Gaston again to obtain the website login details and pass any available login information to Stella and George
- Follow up with Gaston regarding any potential charges for website transfer and confirm if payment will be required

George -

- Add dissolution of steering group to 7th July Council meeting agenda

Stella -

- Take agenda item to Council meeting on 22nd July re forming Oversight Committee

Stella & George -

- Collaborate to draft terms of reference for the new Joint Neighbourhood Plan Oversight Group and compare drafts
- Present draft terms of reference for Oversight Group to respective full Council meetings

Telscombe & Peacehaven Town Council Planning Committees -

- Determine number of paper copies needed of the Neighbourhood Plan for offices, libraries and schools
- Develop approach for educating Councillors about the Neighbourhood Development Plan

Telscombe and Peacehaven Councils -

- Review existing business plans and incorporate relevant Neighbourhood Development Plan projects
- Determine final disposition of remaining Neighbourhood Plan funds at end of financial year
- Review and approve final terms of reference for new Joint Neighbourhood Plan Oversight Group at next full council meetings
- Appoint 2 representatives each to new Joint Neighbourhood Plan Oversight Group

Notes

Previous Meeting Notes

These were unanimously agreed.

Dissolving Steering Group

The steering group discussed dissolving the current group and forming a Joint Neighbourhood Plan Oversight Committee to manage the plan going forward. George explained that Peacehaven Town Council has set up a Task & Finish Group to review the neighbourhood plan and consider amendments, which would be subject to Council approval before any joint committee is established. Stella noted that while Telscombe's Planning and Highways Committee had an agenda item to dissolve the steering group, they haven't yet addressed setting up the Joint Oversight Committee. Kiera raised concerns about dissolving the steering group before all necessary work is completed, but both George and Stella confirmed that as the Plan is made, the steering group is effectively dissolved.

Stella and George agreed to work together on drafting the terms of reference for the oversight committee, with George suggesting they first create bullet points outlining the key functions of the committee. Laurence identified that the oversight committee would need to review the neighbourhood plan for potential changes and address action items identified in the plan, such as improving cycle paths and on the list provided by Cathy.

Laurence thought that Oversight Committee was not the right wording and George noted the TOR's said it should be an Oversight Group. Thought would be put into an alternative word for 'Oversight'.

Neighbourhood Plan Oversight Group Transition

The group discussed the transition from the current steering group to a new oversight structure. They agreed that working groups within each Town Council would handle the detailed work, while a smaller oversight body would serve in a more strategic role. The participants decided to dissolve the existing steering group and establish a new "Neighbourhood Plan Oversight Group" with two Councillors from each Council. They planned to present this proposal at their respective Council meetings on July 7th and July 22nd, with George noting that papers would need to be sent out the following week which may not be possible and may have to wait for the next meeting.

Neighbourhood Plan Funds Disposal Discussion

The group discussed the disposal of remaining funds from the neighbourhood plan, with Stella clarifying that these are Council funds that would typically transfer to general reserve if not used. George raised questions about outstanding bills and suggested transferring the remaining £220 in earmarked reserves to general funds at year-end. The group also addressed the need for additional printed copies of the neighbourhood plan document for staff education and permanent records in libraries and schools.

Website Transfer and Development Plans

The meeting focused on two main topics: website transfer and neighbourhood development plans. For the website transfer, Cathy agreed to contact Gaston to pass details to Stella and George for the transfer process. Regarding paper copies of the neighbourhood development plan, the group decided to leave it to individual planning committees to determine how many copies to order and how to fund them, with the understanding that libraries might receive one copy, primary schools would not need them, but PCS might. The group also agreed to use the neighbourhood development plan as an educational resource, with planning committees potentially discussing one chapter per meeting to help Councillors understand its importance and contents.

Neighbourhood Development Plan Implementation Discussion

The group discussed incorporating elements of the completed Neighbourhood Development Plan into each town council's business plans, with Cathy suggesting a review of identified projects to determine what should be included strategically. Laurence explained the complex situation regarding the Lewes Local Plan, noting uncertainty about whether to continue with the plan due to new NPPF requirements and LGR implications. Kiera drew attention to the final comments on page 89 and to be careful regarding the bullet point stating engagement with developers.

The conversation ended with the group celebrating the completion of the neighbourhood development plan process, with Laurence thanking Cathy for all her hard work as the Steering Group Chair and Cathy expressing gratitude to all participants for their hard work.

Peacehaven & Telscombe Neighbourhood Development Plan

Steering Group - Terms of Reference

1. Background

1.1 Peacehaven & Telscombe Town Councils have determined that they should produce a Neighbourhood Plan in pursuance of the Government's Localism Act 2011 and the Neighbourhood Plan (General) Regulations 2012. In order to produce this plan, the two Town Councils have established a Neighbourhood Plan Steering Group to prepare a draft Neighbourhood Plan which will be submitted to Lewes District Council for independent examination and finally put to a public referendum for adoption.

1.2 The Town Councils have advised Lewes District Council of the intent of the residents of Peacehaven & Telscombe in consultation with other stakeholders to produce a Neighbourhood Plan for submission.

1.3 The Town Councils have conveyed the drafting of the Neighbourhood Plan to the Steering Group; however major financial decisions and process decisions will continue to be overseen by the two Town Councils, via recommendations made by the Steering Group and taken forward by appointed Councillors to the Towns Full Council meetings for approval. The Steering Group will be involved in all aspects of the development of the Neighbourhood Plan.

2. Purpose/Objectives

2.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan in order that it will then progress to Independent Examination, a successful community referendum and ultimately be adopted by both Councils to become planning policy.

2.2 The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of both Towns. The Group will ensure high levels of community engagement throughout the plan-making process, in order to:-

- a) identify all the important aspects of life in the Towns which are to be considered for planning purposes in the future;
- b) bring forward proposals which will enhance the quality and wellbeing of life in the Towns in the years to come; and
- c) provide a planning framework for future use and protection of land within the Town's area.

3. Principles

3.1 In establishing the Steering Group, it is deemed appropriate that the Group is provided with and accepts these terms of reference. In particular:-

a) the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community;

b) all decisions made shall be fully evidenced and supported through consultation with the local community.

4. Tasks and activities

4.1 The Steering Group will:

a) promote the process of preparing the Neighbourhood Plan. Steering Group members and the public will be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;

b) arrange meetings and appoint working groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;

c) assess existing evidence about the need and aspirations of the Towns;

d) liaise with relevant organizations to secure their input in the process;

e) develop guiding principles and policies to guide the Neighbourhood Plan;

f) appoint professional planning and other relevant expertise that may be required during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination;

g) inform the Town Councils of progress on a regular basis;

h) support the Local Planning Authority and the Towns Councils during the referendum process.

4.2 The Town Councils will:

a) support the preparation of the Peacehaven and Telscombe Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within the budget allocated by the Councils. The costs will fall as two thirds Peacehaven Town Council and one third Telscombe Town Council;

b) facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process;

c) carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Lewes District Council during the referendum process of the plan for which the principle authority are responsible;

d) following the preparation of the draft plan and with the agreement of the Group and both Town Councils, submit the plan to the Local Planning Authority for inspection and independent examination.

5. Roles and Responsibilities

5.1 The Steering Group will carry out the following roles:-

a) Be accountable for steering and providing strategic management of the Neighbourhood Plan.

b) Produce, monitor and update a project timetable.

c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.

d) Regularly report back to the Town Councils for endorsement of decisions taken.

e) To undertake analysis and evidence gathering to support the plan production process.

e) Actively support and promote the preparation of the Neighbourhood Development Plan throughout the duration of the project.

f) Identify sources of funding.

g) Liaise with relevant authorities and organisations to make the plan as effective as possible.

h) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.

i) Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of residents.

j) Agree, subject to ratification by the Town Councils, a final submission version of the Neighbourhood Development Plan.

6. Decision Making

6.1 The Steering Group has authority from the Town Councils to draft its plan making functions up to and including publication of the Consultation Draft Plan.

6.2 The Group will report monthly to Full Council in writing to the respective Councils setting out progress on its work.

6.3 The Councils will need to approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

6.4 The plan-making process remains the responsibility of the two Town Councils as the joint qualifying bodies. Once the Draft Plan has been agreed by both Town Councils, each Council will nominate a maximum of three Councillors to join the Steering Group, to actively participate in moving the contents of the Plan forward to conclusion and assimilating the Plan's ultimate position as part of Council business.

6.5 All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Councils with appropriate Councils' positions given in all communications associated with the project.

7. Conduct

7.1 It is expected that all Steering Group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the Steering Group will:-

a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the Steering Group.

b) Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

7.2 The Steering Group will achieve this through applying the following principles:-

a) Be clear and open when their individual roles or interests are in conflict.

b) Work together for the benefit of the communities established in the Towns.

c) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

7.3 The Steering Group will actively promote equality of access and opportunity.

7.4 The Steering Group will ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all Groups in both Towns and to those wishing to undertake development or be involved in the plan making process.

7.5 Steering Group members will seek the Steering Group's agreement for meetings with businesses, landowners, stakeholders, etc. and will make reports of these meetings available as soon as possible.

8. Group Membership Prior to the Adoption of the Draft Plan

8.1 Subject to ratification by both Town Councils, the Steering Group will be formed from Town Councillors, Council Officers, residents and the local business, education and recreation communities of Peacehaven, Telscombe & Saltdean, together with relevant stakeholders. Effort will be made to seek representation from under-represented sections of the community.

8.2 The steering group will elect 10 Officers for the posts of Chair and Vice Chair and 8 other officers, to be known as the Steering Group Committee. The Committee will become the main decision-making body for the Steering Group.

8.3 The Steering Group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.

8.4 The local planning authority will assist through their neighbourhood plan officer, who will be invited to attend Steering Group meetings when necessary.

8.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other Officers shall chair the meeting.

8.6 Officers shall be elected for a period of twelve months, after which date a further vote will be undertaken, to reappoint/elect Officers.

9. Group Membership following the Adoption of the Draft Plan

9.1 Subject to ratification by both Town Councils, the Steering Group will be formed from up to three Town Councillors from each Council and the two Town Clerks.

9.2 The steering group will elect a Chair and Vice Chair, being a Councillor from each Town Council.

9.3 The Steering Group will work with approved planning consultants as required to move the Plan to completion.

9.4 The local planning authority will assist through their neighbourhood planning officer, who will be invited to attend Steering Group meetings when necessary.

9.5 If the Chair is not present, the Vice Chair shall take the meeting. If neither is present, one of the other members shall chair the meeting, by a vote being taken.

10. Working Groups

10.1 The Steering Group may establish working Groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

10.2 Each working Group should have a lead person from the Steering Group.

10.3 Members of the community will be encouraged to participate in the process at all stages.

11. Meetings & Voting

11.1 The Steering Group following the submission of the draft plan to the Planning Authority will meet as necessary.

11.2 The Steering Group will keep minutes of meetings which will be open to public scrutiny.

11.3 Notices, agendas, minutes and associated papers will be emailed where possible to all Steering Group members at least three days prior to the meeting.

11.4 The minutes of each Steering Group meeting will be taken back to each Town Council for review.

11.5 Voting will be by a show of hands by all members of the Steering Group. In the event of an equality of votes, the Chairman will have the casting vote.

11.6 Any decisions taken by the Steering Group, other than those delegated to appointed officers or consultants will be carried forward if the majority are in favour at any given meeting.

11.7 For the purposes of interpretation or any doubt, the Councils' Standing Orders in relation to meetings and voting shall prevail

12. Finance

12.1 Policy and Finance Committee at Peacehaven Town Council and Policy and Resources Committee at Telscombe Town Council to have delegated authority to authorise expenditure from £100 up to an amount of £500.

12.2 Expenditure of over £500 to be approved by both Full Councils

12.3 Monthly financial reports will be provided to the Steering Group by the RFO's.

12.4 All grants and funding will be applied for and held by the nominated Council's Responsible Financial Officer, who will ring-fence the funds for Neighbourhood Development Plan work.

12.5 The Steering Group will notify the Councils of any planned expenditure before it is incurred.

13. Changes to the Terms of Reference

13.1 These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.

13.2 These Terms of Reference may be amended with the support of at least (two-thirds) of the current membership at a Steering Group meeting and with the approval of both Town Councils.

14. Dissolution of the Group

14.1 The Steering Group will be dissolved on adoption of the Plan at referendum, with the two Town Councils then forming a joint Neighbourhood Plan Oversight Group to manage the plan going forward. The Councils will decide upon this joint groups terms of reference at that time.

14.2 The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Peacehaven Town Council and Telscombe Town Council

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1594
Meeting date:	7 th July 2026	Authors:	Town Clerk
Subject:	Local Control Transfers (Asset Devolution from Lewes District Council)		
Purpose:	To note		

Recommendation(s):

To note this report.

1. Background

As a result of Local Government Reorganisation, through their Corporate Property and Assets Strategy, Lewes District Council invited us to nominate sites to the Town Council that are currently owned by the District Council. Peacehaven Town Council resolved to put in nominations for the following sites;

- All car parks along South Coast Road
- Roderick Avenue Public Conveniences
- 2 x plots of land in the Valley Road area
- Meridian Park
- Lake Drive (Pond & Land)

Lewes District have now advised that they have rejected the nominations for the SCR Car Parks and the Roderick Avenue toilets. The other sites are still under consideration.

The Clerk has kept Council informed of these developments by email as the information has become available, but would ask Council to note these outcomes, and discuss whether PTC would like to consider challenging these decisions any further.

2. Options for Council

To note this report.

3. Reason for recommendation

In line with previous Council resolution, noting the outcomes.

4. Expected benefits

Other sites are still under consideration by the District Council.

5. Implications

5.1 Legal	Local Government Act 1972 Ministerial guidance on Local Government Reorganisation
5.2 Risks	Increased Liabilities
5.3 Financial	Cost of running and devolved assets
5.4 Time scales	Nominations are under consideration now
5.5 Stakeholders & Social Value	Value to Peacehaven residents and businesses
5.6 Contracts	N/A at this stage
5.7 Climate & Sustainability	Positive implications with the green spaces
5.8 Crime & Disorder	Risk of vandalism/ Anti-social behaviour
5.9 Health & Safety	Management plan would need review
5.10 Biodiversity	Positive implications and opportunities
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input 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?

7. Appendices

Agenda Item: C1595

Committee: Full Council

Date: 7th July 2026

Title: Supporting and Promoting Community Cohesion

Report Authors: Cllrs Fabry, Davies, Gallagher, Alexander, Sharkey, Donovan

Purpose of Report: To discuss and agree a declaration and take forward to actions.

Introduction and background

A Cohesive Community is one which is safe, resilient and a thriving place where people feel connected, respected, that they belong and can participate fully in local life. This is the definition from Lewes District Council who are working through a programme of actions aligned with the Corporate Plan and a new Community Grants Policy.

The UK Government are encouraging the Local government Association and Charities to provide support and Guidance. Lewes District Council has risen to the challenge and so should Peacehaven.

Peacehaven has been subject to an arson attack on a Place of Worship and a series of flag raising incidents which are typical of the Operation to Raise the Colours campaign to make members of the community not feel welcome. We know from our own local social media this is incredibly divisive in the community and subject to many discriminatory anonymous postings. It is also becoming subject to council legal action and injunctions.

Lewes District Council organised a Community Leaders meeting in Community House in November 2025 and members of the UK Government visited Peacehaven.

Lewes District Council with Sussex Police and others continue to find ways to restore the welcoming tolerant society that the UK in 2026 should seek to be. Most people live within and respect the Rule of Law and we Councillors with our Town Clerk and Officers have a duty to uphold the law.

PTC as leaders in the community

As Councillors we are Public Servants who have committed to a Code of Conduct and a role as Leaders of the Community. At Peacehaven Town Council we have adopted a Vision, Mission and Core Values which are part of the Business and Community Plan.

Included in the Core Values are:

Empowering and Supporting the Community

Supporting a resilient, inclusive and healthy community, tackling inequalities and promoting the safety of the community

Supporting residents in need

Supporting in times of need and improve quality of life.

Moving forward

Peacehaven Town Council must work together to promote inclusion, strengthen our community and use our expertise in participation and partnership to:

- Promote inclusion where all our residents feel part of our vibrant community
- Foster a sense of belonging and ensure we work as one to support our staff, councillors and residents to respect and understand one another
- Work with voluntary groups, local charities and all our stakeholders to understand issues around those who feel excluded
- Reduce prejudice through community engagement, meaningful contact and cultural exchanges.

Peacehaven Town Council does have a Community Cohesion Policy as present which would strengthen our good work, this is usual in larger councils and public sector organisations. We should continue to hold ourselves as a Town Council, to the highest standards and be at the forefront of showing strength together as a Town united.

This is about shared values. It is also about saying every Staff member, Councillor, Resident, Business owner in Peacehaven matters and there is no place for that which seeks to divide us

RECOMMENDATION

1. To agree to a Declaration that Peacehaven Town Council supports and promotes Social Cohesion.
2. To set up a small Working Group to translate the Declaration into Actions.

The Town Council has a duty to consider the following implications:

<u>Financial</u>	N/A
<u>Legal</u>	To ensure that PTC upholds the highest standards of conduct and upholds the Law at all times.
<u>Health & Safety</u>	Protecting the Safety of all. Mental and physical wellbeing .staff Including online posting which may provoke or promote "Hate"
<u>Planning</u>	N?A
<u>Environmental and sustainability</u>	Social Cohesion promotes a better environment for all residents.
<u>Crime and disorder</u>	Directly related to threatening behaviour, illegal activity, including hate crimes.
<u>Social value</u>	A clear statement that Peacehaven community is one that is welcoming and inclusive and seeks to ensure all residents feel a sense of belonging.
<u>Climate</u>	N/A

Appendices/Background papers

[Nationalist group leaders agree to stop hoisting St George's flags in Oxfordshire | Oxfordshire | The Guardian](#)

[Common ground: Building cohesive communities | Local Government Association](#)

Total	
Open	5
Closed	37
Referred	3

Method of Contact		
Email	20	44%
In Person	15	33%
Phone	7	16%
Letter	1	2%
Raised by PTC	4	9%

Time taken to resolve		
Same day	16	40%
1 - 7 days	11	28%
8 - 30 days	1	3%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epinay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car													0
Access													0
Animals													0
Antisocial behaviour	3					2	2						7
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing													0
Flooding													0
Fly Tipping	1												1
Grass verges						1	3						4
Health & Safety		1				1	1						3
Illegal advertising													0
Litter													0
Misc/Other		2				1	3						6
Overgrown paths	1												1
Overhanging foliage	1					1	1	2		2		1	8
Park Enhancements													0
Parking							1						1
Pavement/verge obstruction						1	1						2
Pavements													0
Personnel						3							3
Planning							1						1
Rights of way													0
Road conditions							3						3
Road signs													0
Street lights													0
Trees								1					1
Vandalism	2	1				1							4
Weeds													0
TOTALS	8	4	0	0	0	11	16	3	0	2	0	1	45
	Allotments	Centenary Park	Community House	Epinay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

Councillor	Councillor Ian Alexander
Expected	3
Present	3 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Philip Mills
Expected	4
Present	4 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Mary Campbell
Expected	6
Present	5 (84%)
Absent with apologies	1 (16%)
Unexplained absence	0 (0%)

Councillor	Councillor Claude Cheta
Expected	2
Present	1 (50%)
Absent with apologies	0 (0%)
Unexplained absence	1 (50%)

Councillor	Councillor Paul Davies
Expected	6
Present	6 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Debbie Donovan
Expected	3
Present	3 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Max Rosser
Expected	6
Present	5 (84%)
Absent with apologies	0 (0%)
Unexplained absence	1 (16%)

Councillor	Councillor Isobel Sharkey
Expected	4
Present	3 (75%)
Absent with apologies	1 (25%)
Unexplained absence	0 (0%)

Councillor	Councillor Simon Studd
Expected	3
Present	2 (67%)
Absent with apologies	1 (33%)
Unexplained absence	0 (0%)

Councillor	Councillor Nikki Fabry
Expected	4
Present	3 (75%)
Absent with apologies	0 (0%)
Unexplained absence	1 (25%)

Councillor	Councillor Cathy Gallagher
Expected	4
Present	4 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Kiera Gordon-Garrett
Expected	7
Present	7 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Sue Griffiths
Expected	5
Present	5 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

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

Councillor	Councillor Amber Hart
Expected	5
Present	3 (60%)
Absent with apologies	1 (20%)
Unexplained absence	1 (20%)

Councillor	Councillor Wendy Veck
Expected	4
Present	4 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Sherral Wood
Expected	7
Present	6 (86%)
Absent with apologies	1 (14%)
Unexplained absence	0 (0%)



Peacehaven Town Council
Councillor Attendance Record

Civic Year 2026 - 2027