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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



Committee:	Environment & Sustainability	Agenda Item:	ES34
Meeting date:	30 th June 2026	Authors:	Cllr Sharkey
Subject:	Setting up a repair Cafe		
Purpose:	To agree to setting up a repair cafe and decide where, when, and who. To agree to Projects Officer applying for a grant		

Recommendation(s):

To agree to set up a cafe at Community House, once a month or bi-monthly.
To apply for a grant to help with buying a basic stock of tools
To advertise on our social media for repairers and other volunteers

1. Background

As part of my mayoral year at TTC I had the environment and sustainability as my theme and gave grants to various groups. I also started the process of a cafe there but as I was off ill for 6 months, it's only got as far as setting up a working group. When I mentioned it to a few people here, all seemed to think it was a good idea, that we could do as well.

Most other towns (and some villages) in the area have repair cafes, so there does seem to be a market for it.

2. Options for Council

To agree to set up the repair cafe

To drop the idea

To hold the cafe on a Saturday or a Thursday as part of the Community supermarket

To start advertising for repairers and decide on dates (e.g. 2nd Saturday in the month)

3. Reason for recommendation

Broken items, from clothes, to furniture and electrical items cannot be recycled at home, so many will just get thrown away.

Other towns have been successful, so it's likely we could be as well.

It's another opportunity to bring people together.

4. Expected benefits

People will get items mended rather than thrown away and incinerated.

They will not have to buy a new item, saving them money and reducing their carbon footprint.

It's an opportunity for people to get together and talk to other like-minded people.

5. Implications

5.1 Legal	It is ensured that statutory requirements are met. Any volunteers to mend electrical items will need the necessary qualification.
5.2 Risks	Not adhering to statutory requirements

5.3 Financial	Officer time, printing costs
5.4 Time scales	On-going
5.5 Stakeholders & Social Value	To involve the community
5.6 Contracts	-
5.7 Climate & Sustainability	Adhere to PTC's Single Use Plastic Policy
5.8 Crime & Disorder	By engaging the community this may go some way to mitigate crime & disorder
5.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
5.10 Biodiversity	Adhere to PTC's Biodiversity Policy
5.11 Privacy Impact	Adhere to PTC's Data Protection Policy
5.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	
6.2 Growing the economy sustainably	
6.3 Helping children and young people	
6.4 Improving the quality of life for residents and visitors to Peacehaven	
6.5 Supporting residents in need	
6.6 Valuing the environment	

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices



Committee:	Environment & Sustainability	Agenda Item:	ES35
Meeting date:	30 th June 2026	Authors:	Cllr Sue Griffiths
Subject:	'Motion for the Ocean'		
Purpose:	To discuss and propose any actions that PTC can take to improve our sea and shoreline		

Recommendation(s):

To set up a TFG to bring forward ideas and propose actions to improve our sea and shoreline and to review and update our volunteer processes.

1. Background

In 2023, Lewes District Council passed the 'Motion for the Ocean'. Parts of the preamble states

"The health of our ocean is inextricably linked with our climate and with human health, wellbeing and prosperity. A healthy ocean is fundamental in regulating the global climate system and is an essential ally in our fight against climate change. The ocean absorbs more than 90% of the excess heat in the climate system as well as absorbing around 20% of annual carbon dioxide (CO2) emissions generated by human activity."

"Our coastal residents are on the frontline of climate change. The impact of the climate crisis on the sea is profound, from rising water temperatures and changes in ocean chemistry to sea level rise and increased frequency and ferocity of storms, including in our local waters. This is affecting fishing stocks and increasing the risk of flooding and storm damage to life, infrastructure and properties.

As a Town Council, we do not have the powers of larger Councils or the Government, but we do have a responsibility to our residents and the environment that is their home, so the question is what can our contribution be to the solutions to mitigate the problems.

2. Options for Council

To coordinate and encourage residents who already litter-pick the area.

To coordinate and encourage residents to clean off any offensive graffiti.

To promote and encourage learning and respect for the sea and shoreline

3. Reason for recommendation

To develop knowledge and respect for the sea and shoreline

To create a litter-free area where litter won't be washed back into the sea or cause harm to wildlife

4. Expected benefits

A better environment for both humans and wildlife.

5. Implications

5.1 Legal	
5.2 Risks	Health & safety & Risk Assessments need to be in place. Volunteer forms
5.3 Financial	PR Officer time
5.4 Time scales	End of 2026
5.5 Stakeholders & Social Value	Education
5.6 Contracts	
5.7 Climate & Sustainability	In line with policy
5.8 Crime & Disorder	Improved environment & volunteering discourage crime & disorder
5.9 Health & Safety	Risk assessments
5.10 Biodiversity	Working positively for the environment & removing barriers to natural biodiversity
5.11 Privacy Impact	
5.12 Equality & Diversity	Open to all

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 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?

7. Appendices



Committee:	Environment & Sustainability	Agenda Item:	ES36 b
Meeting date:	30 th June 2026	Authors:	Meetings & Projects Officer
Subject:	Action Plan Updates		
Purpose:	To agree to the Action Plan revisions		

Recommendation(s):

To agree to the Action Plan revisions as outlined in red and as per comments on the document.

1. Background

The Action Plan TFG met to run through any potential revisions to the Action Plan. The results from the meeting can be seen by the red text, and also the comments, on the attached Action Plan in Appendix A.

2. Options for Council

- To agree to the suggested revisions.
- To agree to some of the revisions.
- To agree to none of the revisions.

3. Reason for recommendation

The Action Plan is unwieldy, needs updating and tidying up.

4. Expected benefits

A focused and up-to-date Acton Plan will help to progress the E&S committee's work.

5. Implications

5.1 Legal	-
5.2 Risks	-
5.3 Financial	Officer time, printing costs
5.4 Time scales	On-going
5.5 Stakeholders & Social Value	To progress E&S action items
5.6 Contracts	-
5.7 Climate & Sustainability	-
5.8 Crime & Disorder	-
5.9 Health & Safety	-
5.10 Biodiversity	-
5.11 Privacy Impact	-
5.12 Equality & Diversity	-

6. 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 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?

7. Appendices

Appendix A - Proposed Updated Action Plan

A		B			C		D		E		F		G		H		I	
ITEM	ACTION	ESTIMATE D COSTS	FUNDING SOURCE	TARGET DATE	PERSON-RESPONSIBLE ACTION OWNER	NOTES (including reason if there is a blocker)	STATUS	COMPLETION DATE										
2	Climate Change & Biodiversity Strategy Policy			23rd November 2026 (E&S meeting)	Chair & Vice Chair of E&S		No progress made											
3	Training for Staff, Officers and Councillors on climate change and Sustainable Procurement training, and biodiversity.	None	N/A				No progress made											
4	To protect the Existing Trees of Peasehaven.	TBC	Training budget	TBC	E&S Committee		No progress made											
5	Copies of the 1992 TPO order be hand-delivered as soon as possible by volunteer councillors to all dwellings within or bordering the Valley Road TPO areas.	TBC	TBC	TBC	TBC	REMOVE	No progress made											
6	Over-time, LDC TPO officers be asked to identify all current landowners affected by ALL TPOs in Peasehaven and send copies to them so that the Downlands Walk problems are not repeated and Peasehaver's few remaining bits of woodland/outstanding individual trees are protected.	TBC	TBC	TBC	TBC	REMOVE	No progress made											
7	An Officer to 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.	N/A	N/A	Mar-26	The Chair of Committee & a PTC Officer	Email from a PTC Cllr on 10th April 2025 - There is quite a bit of paperwork and a Map with all the TPO information to distribute and also we do not have the updated information regarding land-ownership. The original order was made in 1998. I believe so all the names and addresses are out of date. It may require going into the land registry for the landowners details?	No progress made											
8	Lobby ESCC to reduce or eliminate the use of Pesticides on District Council land	TBC	TBC	Dec-30	TBC	Cllr Griffiths to meet with an officer to progress. Glyphosate has been eliminated from Town Council land. Discuss other use of pesticides with the Parks Officer. Bat boxes will be included in the redevelopment.	No progress made											
9	Review the detailed landscaping plans and net gain biodiversity plans when available, and more than bat boxes were to be included, for instance swift bricks too.	TBC	TBC	Dec-23	Working Group	At ES25 10th March 2026 it was raised that landscaping needed to be reviewed and more than bat boxes were to be included, for instance swift bricks too.	No progress made											
10	Investigate other potential savings of energy, and	TBC	TBC	Ongoing	E&S Committee	Gateway Café is aware of our single use plastic policy. New lease was finalised on 19/9/23. The Café has an EPC rating of 'A'.	No progress made											
11	No new Gas Appliances to be purchased. Report to write with proposal to be made to next policy and finance	TBC	TBC	December 2026	E&S Committee		No progress made											
12	Research and report on alternative sources such as water harvesting on the Hub building and Cafe.	TBC	TBC	Dec-30	E&S Committee		No progress made											
13	Advertise the setting up of the panel and recruit members of the public	TBC	TBC	Dec-30	Town Clerk		No progress made											
14	Investigate possibility, if TTC want to be involved, and discuss with NDP Steering Group.	TBC	TBC	Dec-30	Cllr Sharkey	Some other groups would overlap with NDP plans for citizens panels.	No progress made											
15	Encourage 'grow your own' food at home. Support local food growing initiatives by making suitable land available.	None	N/A	9th March 2027 (E&S Committee Meeting)	E&S Committee	Community Garden - A management committee has been formed to oversee the management of the garden. Social Prescribing has been discussed with Dr Preston. Contact has been made with the Social Prescriber at Havens Health. No interest to date. The community garden uses no external water or electricity. Plants and seeds are sustainably sourced usually through seed swaps. Food produced is shared with community. Use of plastic is avoided wherever practical.	No progress made											

A	B	C	D	E	F	G	H	I
16	The Apple Tree in the Meridian Centre Needs looking after and pruning. CHECK IF THIS IS IN THE NEW PLANNING APPLICATION. Further attempts TO BE MADE TO GRAFT TREES (June 2026)	TBC	TBC	Ongoing	E&S Committee	The Apple Tree in the Meridian Centre will be retained. will be made to graft new trees in early 2024. M&P Officer - This is a large item. I suggest this is removed and a report brought to E&S on how, where etc. this is to be set up, and managed.	No progress made	
17	To set up a Climate Hub Lots of volunteers needed	TBC	TBC	TBC	E&S	There is one EV charging point in Peacehaven at the ESSO Garage. M&P Officer - This item could be removed and a report brought to E&S to be moved forward by L&A.	No progress made	
18	To provide a network of EV Charging Points to enable to take up of electric vehicles in the town. Consider locations for EV Charging Point on PTC land e.g. Centenary Park. URGENT, related to L&A.	TBC	TBC	Ongoing	E&S	Enterprise Car Club is now operating in Chalkers Rise. It is a self-charging hybrid. An additional car has been placed in Saltdean and there are plans for one in Rottingdean. It is so successful that the Peacehaven Car is never available. Two cars at Chalkers Rise and one at the Meridian centre are in the S106 agreements-> THIS IS TO BE CHECKED This has partially been superseded by the Morrisons Plans. Meridian Centre space has still not happened. TROs are required to be put in place. Chargers included in the Morrisons plans.	No progress made	
19	Car Share Scheme 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.	TBC	TBC	TBC	E&S		No progress made	
20	Community Buildings	TBC	TBC	TBC	TBC		No progress made	
21	Semi annual Audit by Councillors of PTC activities that impact on its carbon footprint. Ideas for Climate Change - A Green competition for staff with a prize, so everyone can come up with an idea to "save the planet". New-Year.	None	N/A	Committee see 20th June 2025	E&S Committee	Keep it simple.	In progress	
22	Ideas to be collated into a document for staff. New bus shelters and existing ones when they need to be replaced should include green roofs subject to funding.	TBC	TBC	23rd Novem ber 2025 E&S meetin g	Meetings & Projects Officer	This item was agreed at a meeting a good while prior to ES25 10th March 2025, but at the latter meeting it was suggested this item proceed, and Clr Campbell suggested a best photo / drawing of a butterfly, for example, be run as part of the Sustainability Living Fair.	In progress	
23	To ensure that all Council owned buildings are carbon neutral by 2030. Retro fit Community House instead of knocking it down. Community House to be insulated, except cavity wall insulation. Community House - Reduce energy use and carbon emissions. Investigate rainwater harvesting for toilets.	TBC	TBC	Dec-30	L&A	Ongoing maintenance with the 2 existing sedum roof bus shelters	In progress	
24	To ensure that all Council owned buildings are carbon neutral by 2030. Renewable Energy to be sourced.	TBC	TBC	Dec-30	Community Buildings Working Party	Community House A decision was taken to retain the existing building and retrofit. Need to see Morrisons proposals for Community House.	In progress	
25		TBC	TBC	Dec-30	TBC	Meetings & Projects Officer to look into progress of this	In progress	
26		TBC	TBC	TBC	E&S Committee	Contracts signed with EDF and www.crowncommercial.gov.uk for Zero Carbon Electricity (Nuclear) 12.06.26 - Info from RFO: Crown Commercial sources the energy supplier. We are currently with EDF on their Zero Carbon for Business' for electricity. Contract runs April to April. Price changes in October. Gas is provided by Total Gas & Power.	In progress	

	A	B	C	D	E	F	G	H	I
27	Support local food growing initiatives by making suitable land available.	Consider a community growing space within the new shopping centre. Similar to outside Morrisons in Seaford. Involve Horticultural Society. Discuss with Morrisons. Add to the Council website What the Town Council is doing? What could residents do? How can you save energy. Poster approach works well. Links to local companies and information Fruit and Vegetable growing Useful recipes to use food you would throw away. Publicise WWF Footprint calculator? DOI To be reviewed and discussed with Town Clerk. https://www.peacehaventowncouncil.gov.uk/climate-pages/climate-emergency-action/ Consider events for 2025	None	N/A	Dec-27 CE Committee	Community Orchard - The community orchard has a licence in place to create and manage a community orchard. The site is now protected in perpetuity by a Deed of Dedication and the Orchard has a detailed management plan in place. The Orchard is considered a Priority Habitat for planning purposes and is registered as a traditional orchard. CHECK IF THERE IS LAND - 12.06.26 - THIS IS PART OF THE Communications Working Group under CE Committee M&P Officer suggestion: This item could be removed as this is being looked into by the Communications Working Group (CE Committee) In progress			
28	The Green Pages		None	N/A	PR Officer E&S	Some progress has been made. REMOVE		In progress	
29			TBC	TBC	Jun-26 E&S	REMOVE - The ESCC Local Cycling and Walking Infrastructure Plan will be reporting shortly and will include plans for the "Peacehaven Loop" National Cycle Route No 2 along Arundel Road is dangerous. Plans for a cycle route through Centenary Park and along the edge of the School Playing field cannot be progressed until there is agreement from the school which so far has been refused. In progress			
30	Cycle Network - To work in partnership with the ESCC and other stakeholders on the Local Cycling and Walking Infrastructure Plan (LCWIP)		TBC	TBC	TBC	Planning Committee			
31	Help develop / support local reuse and repair schemes which divert waste, e.g. Freecycle, Freegle, Tetracycle and Repair Cafés etc. Advertise recycling groups	Freecycle, Freegle & Tetracycle to be promoted through the Councils Green Pages and social media. CHECK WITH ANNEXE JOIN	TBC	TBC	TBC	E&S	The Committees & Assistant Projects Officer made contact with LDC and received a spreadsheet and map of Peacehaven TPOs. LDC have a TPO list on their website: https://www.lewes-eastbourne.gov.uk/media/3775/Lewes-District-Council-and-South-Downs-National-Park-Tree-Preservation-Orders-Confirmed-List.pdf List/pdf/Tree_Preservation_Orders_Confirmed_List_-_Lewes_District_Council_South_Down_National_Park_Authorit.pdf?m=17391584207 A TPO has been submitted for 10 beech trees in the Valley area. A TPO has been submitted for the Weeping Willow north of the Meridian Centre. Completed 01/10/2023		
32	To protect the Existing Trees of Peacehaven		N/A	N/A		PTC Officers			
33	To ensure that solar panels are working at peak efficiency to maximise income and reduce electricity bills.	Consider replacement solar panels and battery system which will be more efficient.	TBC	TBC	TBC	E&S and P&F Committees			

