

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

30th September 2026

Members of Peacehaven Town Council are summoned to a Council meeting to be held in Community House, Peacehaven, on Tuesday 6th October 2026 at 7.30pm.

A handwritten signature in black ink, appearing to read "G Dyson", with a long horizontal flourish extending to the right.

**George Dyson
Town Clerk**

A G E N D A

C1603 MAYOR/CHAIR'S ANNOUNCEMENTS

C1604 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

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

C1605 TO APPROVE APOLOGIES FOR ABSENCE

C1606 TO RECEIVE DECLARATIONS OF INTERESTS

C1607 TO ADOPT THE MINUTES OF THE COUNCIL MEETING OF THE 7TH JULY 2026

C1608 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning Committee:-

- i. To receive the meeting minutes of the 30th June 2026
- ii. To receive the meeting minutes of the 21st July 2026
- iii. To receive the meeting minutes of the 11th August 2026
- iv. To receive the meeting minutes of the 1st September 2026
- v. To note the draft meeting minutes of the 22nd September 2026

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 23rd June 2026
- iii. To note the draft meeting minutes of the 15th September 2026

c. Personnel Committee:-

- i. To receive the meeting minutes of the 14th April 2026
- ii. To note the draft meeting minutes of 22nd September 2026

d. Leisure & Amenities Committee:-

- i. To receive the meeting minutes of the 19th May 2026
- ii. To receive the meeting minutes of the 14th July 2026
- iii. To note the draft meeting minutes of the 8th September 2026

- e. Community Engagement Committee:-
 - i. To receive the meeting minutes of the 2nd June 2026
 - ii. To note the draft meeting minutes of the 28th July 2026
- f. Environment & Sustainability Committee:-
 - i. To note the draft meeting minutes of the 30th June 2026

C1609 TO AGREE A RESPONSE TO EAST SUSSEX COUNTY COUNCIL WITH REGARDS TO PEACEHAVEN LIBRARY

C1610 TO AGREE RECOMMENDATIONS FROM THE COMMUNITY COHESION TFG

C1611 TO DISCUSS AND AGREE ACTIONS ON BUDGETING FOR BUS SHELTER REPLACEMENTS

C1612 TO AGREE A SPECIFICATION FOR THE FIELDS & ROBSON ROOF

C1613 TO AGREE JOINT MEETINGS WITH TELSCOMBE TOWN COUNCIL

C1614 TO CONSIDER ADOPTING A STATEMENT OF POLITICAL NEUTRALITY

C1615 TO REVIEW COMMITTEE MEMBERSHIP AND AGREE ANY CHANGES

C1616 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION

C1617 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1618 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1619 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
- e. Neighbourhood Plan Amendments
- f. Mayors Handbook Review
- g. Youth Engagement

C1620 DATE OF NEXT MEETING - TUESDAY 15TH DECEMBER 2026 AT 7.30PM.

C1621 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.

C1622 TO AGREE ACTIONS RELATING TO AN INCIDENT ON THE ALLOTMENTS

C1623 TO AGREE ACTIONS RELATING TO UPCOMING STAFF RECRUITMENT NEEDS

Dear Fellow Councillors,

I wanted to take a moment to update you following my recent cancer diagnosis and to explain why you may not have seen quite as much of me out and about at events recently.

I am still figuring out how best to manage my symptoms and adjust to everything that comes with my diagnosis and treatment. As a result, there may be times when I am unable to attend as many events and engagements in person as I would normally like.

Please rest assured, however, that I am still working hard behind the scenes in my role as Mayor. Although I may not always be physically present, I remain very much involved and committed to representing our wonderful town and supporting the work of Peacehaven Town Council.

I am extremely lucky and thankful to have such a dedicated Deputy Mayor, Cllr Wendy Veck, and Consort, Judith Nti, who have both been supportive in providing continuity and ensuring that the Mayor of Peacehaven, and Peacehaven Town Council by extension, continue to be represented at events and engagements. They have both been incredibly flexible in accommodating, often at very short notice, engagements and functions on my behalf, and I am hugely grateful to them for their support.

I am also regularly in contact with our Town Council Officers, with whom I continue to discuss and review plans for upcoming events and engagements. Whilst I am optimistic that I will be able to host and attend events again in the not-too-distant future, I want you to know that there will still be plenty of my input, ideas and character woven into the events being planned.

So, even when I can't be there in person, you can guarantee that I'll be there in spirit!

I would also like to thank you all for your understanding, support and kindness during what is undoubtedly a challenging time for me. It means more than you probably realise.

I look forward to seeing you all again when I am able, and in the meantime, I will continue to do everything I can in my role as Mayor, even if some of that work has to happen a little more quietly from behind the scenes.

With very best wishes,

Aimee Harman

George Dyson
Town Clerk

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Minutes of the meeting of the Council held in the Anzac Room, Community House on Tuesday 7th July 2026 at 7.30pm.

Town Councillors Present: Cllr Ian Alexander, Cllr Paul Davies, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Cathy Gallagher, Cllr Kiera Gordon-Garrett, Cllr Sue Griffiths, Cllr Amber Hart, Cllr Phil Mills, Cllr Sher-ral Wood, Cllr Max Rosser, Cllr Wendy Veck, Cllr Mary Campbell, Cllr Simon Studd, Cllr Claude Cheta.

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

Also Present: Cllr Stephen Chapman (ESCC), Kiera (Work Experience)

There was 1 member of the public in attendance.

C1587 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:34, 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.

The Chair also informed Council that Cllr Harman would like to invite all Councillors to attend a photo opportunity at the Sutton Avenue roundabout on Friday 10th July at 7pm.

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

a. Public Questions

Cllr Wood raised a query about the reporting of dates and purpose of allotment liaison visits and that this be reported to Committee. The Chair advised that this shouldn't be a problem.

b. Updates from District & County Councillors

Cllr Gallagher spoke about how District Councillors are working towards the District Council no longer existing after May 2028. The Local Control Transfer process is progressing, as is work towards Devolution and a Mayoral authority.

The District Council has published its budget on time and is in a strong position. Renovation of the Newhaven Town centre has commenced and are looking at culture in Newhaven.

Cllr Alexander further updated that there is an issue with bus services for students at Lewes Priory School coming back from school to Peacehaven that is being looked into.

Cllr Davies highlighted that the Local Control Transfers are coming to PPAC this week and will be going to Cabinet following this.

ESCC Cllr Chapman commented that PTC seems to have a good process in place for managing complaints and supports continuing the existing system, but the Government has reduced funding, meaning there is now insufficient to maintain them.

Cllr Chapman also raised concerns about the way in which data regarding submissions to the Local Government Reorganisation consultation has been undertaken, and what data the Government will release in relation to this.

Regarding the rehabilitation unit on South Coast Road, Cllr Chapman has established an issue with the planning consent for the building, that the ground floor should be commercial space, and is following up through District Councillors to look at enforcement of this.

Cllr Fabry and Cllr Davies raised concerns with inaccuracies about the comments made by Cllr Chapman, specifically Highways funding and the rehabilitation unit.

ESCC Cllr Chapman left at this point (19:56)

C1589 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Harman and Sharkey. Cllr Cheta was also absent.

C1590 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

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

Proposed by: Cllr Mills

Seconded by: Cllr Fabry

The minutes of the extraordinary meeting of 27th May 2026 were **agreed** and **adopted**.

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**

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Campbell

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

iv. To note the draft meeting minutes of the 30th June 2026

The draft meeting minutes were **noted**.

v. To agree recommendations on a parking review consultation report

Cllr Campbell expressed disappointment that our requests have mostly not been progressed, and asked that Council should put in requests for particular reviews, and also suggested that signatures on a petition does have some weight.

Cllr Veck and Alexander asked about the use of the wording 'did not rank high enough', and how this ranking system is applied. Cllr Gallagher confirmed that the ranking system is quite well known, and that safety is the top priority.

Cllr Fabry suggested that we need to be very clear about our priorities, and that we should involve the County Councillors in this.

The Meetings & Projects Officer confirmed that the ranking system is available online, and gave some examples of the prioritization criteria.

It was proposed that Peacehaven Town Council not respond at this time, but that a report go back to the Planning Committee, and that PTC write to request an extension for responding to the current consultation, particularly given that we have not received a response to our already posed questions.

Proposed by: Cllr Gallagher

Seconded by: Cllr Hart

Council **resolved** to **agree** to this proposal.

b. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements**

Proposed by: Cllr Alexander

Seconded by: Cllr Fabry

Council **resolved** to **agree** the financial report, to authorise payments and signing of bank reconciliation statements.

- ii. To receive the meeting minutes of the 5th May 2026**

Proposed by: Cllr Alexander

Seconded by: Cllr Griffiths

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

- iii. To note the draft meeting minutes of the 23rd June 2026**

The draft meeting minutes were **noted**.

c. Personnel Committee:-

- i. To note the draft meeting minutes of 14th April 2026**

The draft meeting minutes were **noted**.

d. Leisure & Amenities Committee:-

- i. To receive the meeting minutes of the 24th March 2026**

Proposed by: Cllr Gallagher

Seconded by: Cllr Donovan

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

- ii. To note the draft meeting minutes of the 19th May 2026**

The draft meeting minutes were **noted**.

- iii. To ratify the decision to purchase a replacement Utility Task Vehicle**

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths

Council **resolved** to **agree** to this proposal

e. Community Engagement Committee:-

- i. To receive the meeting minutes of the 7th April 2026**

Proposed by: Cllr Wood

Seconded by: Cllr Mills

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

- ii. To note the draft meeting minutes of the 2nd June 2026**

The draft meeting minutes were **noted**.

- iii. To appoint members to the Mayors Working Group**

Cllr Hart is to join this Working Group.

- iv. To appoint members to a Mayor's Handbook review TFG**

It was proposed that Cllr Fabry, Griffiths, Gallagher, and the Civic & Events Officer form this TFG.

Proposed by: Cllr Wood

Seconded by: Cllr Gordon-Garrett

Council **resolved** to **agree** to this proposal.

v. To note the date of the Mayor's Civic Service

The date of the Mayor's Civic Service was **noted**.

f. Environment & Sustainability Committee:-

i. To receive the meeting minutes of the 10th March 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Mills
The meeting minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 30th June 2026

The draft meeting minutes were **noted**.

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

It was proposed that Council receive the report, and note a vote of thanks to everyone who has been involved with the group, and with particular thanks to Cllr Gallagher as Chair of the Steering Group.

Proposed by: Cllr Mills **Seconded by:** Cllr Alexander
Council **resolved** to **agree** to this proposal..

C1594 TO NOTE AN UPDATE ON LOCAL CONTROL TRANSFERS

The Clerk outlined the details in the report and the process. Cllr Davies thanked the Officer for their work on this.

The matter is to remain with the District Councillors at this time, pending more information.

Council **noted** the report.

A member of the public left at this point (20:36).

C1595 TO RECEIVE A REPORT ON COMMUNITY COHESION

Cllr Gallagher introduced and summarised the report, Cllr Fabry and Cllr Davies also added their comments around the importance of this.

Cllr Griffiths raised that a related discussion was had recently at the Environment & Sustainability Committee.

It was proposed that PTC supports & promotes Social Cohesion, and that Council set up a TFG to report back to the Policy & Finance Committee to create a Policy relating to this

TFG to be formed of Cllrs Hart, Gallagher, Griffiths, Fabry, Mills, Rosser.

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

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

The Clerk reminded Council about the importance of submitting written contact reports for Outside Bodies.

Cllr Gordon-Garrett attended a SDNPA online meeting last week, which was speaking about rural housing.

Cllr Gallagher updated that she will be attending the PTFC AGM tomorrow.

Cllr Alexander reported that the Community Speedwatch has been out 10 times already this year, but have only caught 4 cars that were speeding, but have received a lot of positive comments from residents.

Cllr Griffiths advised that there was a PPG meeting last night, and that the Rowe Avenue surgery is now closed.

Cllr Donovan confirmed that she is still in contact with all of her Outside bodies, attended a Chamber of Commerce breakfast meeting today, and has helped to design the Horticultural Society show brochure.

C1597 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

The Clerk summarised the overview.

Council **noted** the overview of complaints received.

C1598 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

Council **noted** the Councillor attendance record.

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

a. Meridian Centre Liaison

The Clerk highlighted that there is a meeting on Friday morning with an LDC Planning Officer.

b. Public Rights of Way

Cllr Gordon-Garrett updated Council that there is a consultation on the PTC website underway, but that responses have been slow. Cllr Campbell added that map records still show a particular Public Right of Way, which provides some documentary evidence for this.

c. Public Safety

Cllr Alexander updated that there is a meeting planned for next week, but there has been a change in the chairing of the group.

d. Sussex Nature Recovery

Cllr Gordon-Garrett advised that the Parks Officer is keeping on top of updates.

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

The next meeting was **confirmed** as 6th October 2026.

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

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

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

The Clerk introduced and summarised the report. Cllr Donovan asked some questions about the progress, which the Clerk responded to.

Cllr Alexander and Cllr Gallagher expressed support for this, and highlighted the positive work done so far.

It was proposed to proceed with the recommendation in the report.

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

There being no further business, the meeting was closed at 21:17

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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.

KJ Gordon-Garrett 21/7/26 KJ. 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.

KJ Gordon-Garrett

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

KJ Gordon-Garrett 21/7/26 K.J. GORDON-GARRETT

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Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 21st July at 7:30pm.

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

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

9 members of the public were in attendance.

1 PH2622 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, explained that the Morrisons Planning Application was on this agenda; ran through the Civility and Respect statement; explained the fire-procedure; reminded committee of the mobile phone protocol, the 3-minute rule as per standing orders, and that the meeting was being recorded; and outlined the public session process.

2 PH2623 PUBLIC QUESTIONS

There were 6 public questions:-

- 1- In connection with item PH2632 TO AGREE RESPONSE TO PARKING CONSULTATION REVIEW 3 the questioner expressed disappointment with one of the applications that ESCC had turned down, and asked committee if they could do something about it.
- 2- In relation to an item not on the agenda - 66 The Lookout – the questioner expressed they understood the application to SDNP and ESCC had been refused, and questioned when enforcement would visit and how long they would have to wait with regards to what was currently on the property.

They also raised that a noise incident at an Airbnb on Saturday night was reported to the police but was disappointed that nothing had happened, and the Chair commented the matter would be raised with enforcement.

In reference to 66 The Lookout, Cllr Campbell explained that the ESCC application was conditional on the SDNP also being agreed. In reference to the noise incident, Cllr Rosser expressed it was a police matter, and Cllr Wood emphasised the importance of logging and recording exact details. The questioner confirmed they had a crime reference number and had been told to inform PTC & LDC. Cllr Rosser commented that LDC enforcement was limited and PTC had a duty of care.

In relation to item **PH2634 LW/23/0018 Meridian Centre Meridian Way:-**

- 3- The third questioner expressed the application was part of the adopted P&T Neighbourhood Development Plan (NDP), pages 78- 87, and was in many of the documents that supported the NDP, including the Basic Conditions Statement. They expressed the application was long awaited, agreed with new location for the entrance, and commented on the need to look carefully at the outline condition, specifically in relation to the NDP's sustainable living 20-minute neighbourhood, including safe pedestrian walkways and cycle paths. Their questions were:-
 - Whether committee would refer to the NDP pages in their response?
 - In the conditions for the Part B outline planning application, could committee refer to the items in the NDP, such as workspace & training facilities, integration with surrounding

11/8/26

K Gordon-Garrett

schools & businesses, walking & cycling routes, and creating a vibrant town centre that doesn't go dead at night?

- 4- The fourth questioner raised that a drive through café would be useful for those who are disabled / wheelchair users, and that, with the current climate, open markets may be too. Cllr Davies expressed a drive through café was being proposed.
- 5- The fifth questioner requested that, as shops would not be built, a Section 106 condition pay for a bus service between North Peacehaven and the South Coast Road to Newhaven shops, and commented on there being a precedent in Brighton.

They further commented that, from the weekend, there would no longer be a bus service from East Peacehaven to the Royal Sussex Hospital, so had been lobbying for an extension to the new number 23 bus service and would raise it with the Peacehaven MP. Cllr Campbell added that, as there was no East Peacehaven bus service in the afternoon to reach the local doctors, for this to be raised as another reason for extending the number 23 bus route.

Cllr Wood asked the questioner to keep East Ward councillors up to date with bus service developments.

- 6- The sixth question was in relation to LDC funds for buses to Peacehaven, and the questioner was advised to speak with one of the other members of public who had in-depth knowledge of this, after the meeting.

3 **PH2624 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies.

4 **PH2625 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There was 1 declaration of interest from Cllr. Campbell in relation to **PH2634 LW/23/0018** Meridian Centre Meridian Way.

5 **PH2626 TO ADOPT THE MINUTES FROM THE 30TH JUNE 2026**

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

The Chair brought forward item **PH2634**

13 **PH2634 LW/23/0018** Meridian Centre Meridian Way

Cllr Campbell expressed there had been a recent meeting between PTC Councillors and the LDC Planning Case Officer. Detailed comments, produced by the Chair and Vice Chair, were discussed, including, amongst other items, flood analysis; phasing in EV chargers; car park spaces allocations; there being no cycle plan; accessibility concerns with trolley & disabled bay locations; the lack of an electric supply assessment; site division; and installing a Peacehaven-related feature in the town square.

Concern over Morrison's commitment and reliability was raised, whereby it was expressed that strict planning rules would be in place once the development was up and running. Cllr Davies reminded committee of Local Government Reorganisation (LGR), including a new Sussex Mayor in 2028; how it could bring development to the site, that the 2028 build start date would coincide with the new Unitary Authority (UA), and that discussions would have to be with PTC's new partners. They commented on wanting commitment that the library would be safe, confirmed it would be transferred as an asset to the new UA, and emphasised the need to keep momentum with the development, and the Chair pointed out there was MP support.

It was proposed to suspend Standing Orders
Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
All in favour.



A member of public commented on there being senior management involvement in the application for the purpose of quick progress; requested PTC support the application; and raised concern over causing delays.

Members discussed not wanting the application to go backwards, the importance of approaching the application carefully, there being a need to ensure the application was correct in the first place, and all members were keen for there to be a supermarket.

It was proposed to reinstate Standing Orders
Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
All in favour.

There was discussion around whether there would be an internal cafe; a suggestion to retain tree chippings for council land; and that comments on the portal were around a fifty-fifty split.

It was proposed to support the planning application as per the below points:-

- PTC supports the proposal to revise the application in order to expedite the provision of the town's urgently needed supermarket with associated parking on Site A
 - PTC strongly supports the amendment to the 2023 Application to retain the existing Library building and asks ESCC to support it [Neighbourhood Development Plan (NDP) Policies PT5.1 and PT10; PT28; PT29]
 - But PTC asks for the following amendments and conditions to be applied (many are inter-related) [National Planning Policy Framework (NPPF) Para 90]
- a) There seems to be no cycle plan and the Application as currently framed would make it impossible to implement ESCC plans already at an advanced stage of development. This omission is in breach of NDP Policy PT11. See attached Plan A for options to ameliorate the omission, which could involve negotiation with ESCC along the boundary of Joff field (perhaps with the cycle path provided 50% by Morrisons and 50% from the ESCC Joff site) and redesign of the car parking at the north-east corner of the site. Without the proposed amendments, or others to fulfil the same function, the Application will be seriously in breach of NDP Policy PT11 [See also, NDP PT34; NPPF para 109e; NPPF Para 111d; NPPF para 113; NPPF para 117a]
 - b) PTC supports residents' concerns about the trees, especially evergreen trees that would contribute to drainage resilience. PTC asks that any biodiversity net gain contributions should be conditioned to other Peacehaven sites if they cannot be accommodated on site and that wood for chippings should be made available to PTC Parks Officers. PTC suggests a tree trunk is retained as a totem pole [NDP Policies PT3.1-3.3; NDP PT15; NDP PT17; NDP PT18]
 - c) There seems to be no overall accessibility and disability assessment, which means that accessibility problems such as steps could creep in unnoticed by building works inspectors. The EV charging provision needs to include more disabled bays. [NDP Policies PT1.1 and others NPPF 115b; NPPF para 117b]
 - d) PTC is concerned that a big opportunity is being missed for mitigating the effects of climate change (and increasing Morrisons' return on investment) by the low level of e.g. solar panels apparently proposed in the Application, especially in view of the Sussex sun-rich site. PTC requests that the whole of the car park should be covered with solar panel roofing (see attachment B) and that battery storage (located well distant from homes, offices, shops or other areas where people spend time consecutively) be considered both for resilience against emergencies and to mitigate the climate change impact of the scheme. [NDP PT1; NDP PT20 especially NDP PT20.3, 20.4 and 20.6; NDP PT21; NPPF paras 161-182]
 - e) There seems to be no risk and resilience plan [NDP PT33.3 'Undertake a risk and resilience plan...'; NPPF paras 161-182 'Meeting the challenge of climate change, flooding...']
 - f) In particular, there seems to be no assessment from Power Networks of electrical power availability on (and around) the site, including the possible need for a new/larger local electricity substation if the current substation proves inadequate (and battery storage is needed). The

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sustainability statement (p.15) refers to 'available electrical network capacity' as a factor dictating the extent of vehicle charging to be provided. It is not clear that EV chargers could be accommodated to a necessary number to satisfy policies without such new investment in electrical infrastructure. PTC asks that site allocation for any new local electricity substation and battery storage is further from homes and offices (or other places where people spend time consecutively) than the minima laid down by law. [NDP PT 33.3 'future proofing and resilience']

- g) The communal areas that might include weekend outdoor markets or be decorated with Christmas lights need externally accessible electricity points [NDP PT 33.2 'farmers markets'; PT36]
- h) A condition should be applied that the vehicle access service yard south of Community House be kept open for Community House and protected by high dust-proof hoardings during the construction phase for Site A. Local residents have suggested that the hoardings could become a temporary community artwork
- i) A long-term management and maintenance plan should be provided to ensure the car parking, waste management and shared outside spaces are well-maintained over the long term [NDP Policy PT2.3; NDP 15.4; NDP 15.5; NDP PT 33.3]
- j) That the northern boundary of Site B area be moved southwards so that it runs as an eastern extension from the front wall of the store; and that the area south of Community House as far as this east-west line be added to the area to be determined now as part of Site Area A to include a vehicular service yard that maintains the current vehicular access, pedestrian queueing space and delivery parking close to the two double doors of the Community House Hall and provides space for e.g. fire and ambulance vehicles, the NHS blood donation/health checks trailers and other large vehicle community benefit users as at present [NDP PT34, especially PT34.4, PT34.5; NPPF para 117d]
- k) Conditions for Hybrid Planning Application Part B – PT34 (items 1–8) in the P&T NDP (page 86):-
 - (1) Promote the area as a mixed-use area comprising leisure, business, residential and community spaces.
 - (2) Seek to introduce "open workspace" and training facilities to support the local economy.
 - (3) Seek to improve the public realm and create open spaces which can be enjoyed by all people of all ages and abilities.
 - (4) Encourage integration with the nearby school, leisure centre, health centre and Hoyle Road Industrial estate.
 - (5) Will retain and enhance the community facility provision.
 - (6) Will seek to reduce car trips within the area and promote, walking, cycling and public transport use.
 - (7) Will demonstrate good placemaking principles and a landscape approach as set out in policies PT35 and PT36.
 - (8) Will promote the area as a vibrant and enjoyable experience for residents and visitors.

Proposed by: Cllr Campbell

Seconded by: Cllr Rosser

Committee resolved to **support** the application.

*Between the time of 20:24 & 20:53 a total of 5 members of public left the meeting
(20:24 – 2 members of public left the meeting
20:30 – 1 member of public left the meeting
20:53 – 2 members of the public left the meeting)*

6 PH2627 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT
The budgetary report was **noted**.

7 PH2628 TO AGREE A RESPONSE TO LDC CONSULTATION ON STATEMENT OF COMMUNITY INVOLVEMENT

It was proposed to agree the response as per the report.

Proposed by: Cllr Davies

Seconded by: Cllr Gordon-Garrett

All in **favour**.

K. J. Gordon-Garrett

- 8 **PH2629 TO REVIEW AND UPDATE THE REPAINTING OF ROAD MARKINGS TABLE**
Cllr Davies queried when the confirmed updates would be made, and the M&P Officer agreed that the query would be raised with ESCC.
- Cllr Wood raised that parking bays on the South Coast Road had been recently repainted, and Cllr Davies raised that, despite LGR, ESCC should still be carrying out the work, and expressed the need to keep up the momentum.
- No updates were made.
- 9 **PH2630 TO CONSIDER A REQUEST FOR A LIAISON MEETING WITH TELSCOMBE TOWN COUNCIL TO DISCUSS PLANNING MATTERS**
The Chair expressed that a meeting between PTC and TTC had previously taken place, and that TTC were happy to meet again.
- It was proposed to support the request and for a meeting to take place in September.
Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Davies
All in favour.
- 10 **PH2631 TO AGREE PROPOSALS FOR PROGRESS ON CYCLING ROUTES ACROSS PEACEHAVEN**
The Chair raised it was an important consideration for the town, and was subject to funding. Cllr Campbell updated members that government funding had just been allocated, and that Peacehaven had not so far benefited from any East Sussex cycle-route-allocated CIL money, and raised concern as to whether, with LGR, PTC would receive it.
- It was proposed to agree to all the recommendations in the report.
- Proposed by:** Cllr Rosser **Seconded by:** Cllr Gordon-Garrett
All in favour.
- 11 **PH2632 TO AGREE RESPONSE TO PARKING CONSULTATION REVIEW 3**
Members discussed looking at how many were approved for other towns, and comparing 3 or 4 that were similar to unsuccessful PTC ones. Members agreed that would be a considerable amount of work, especially since the criteria against which the applications had been measured was still unknown.
- It was proposed to ask ESCC to implement the Pelham Rise one only.
Proposed by: Cllr Campbell **Seconded by:** Cllr Gordon-Garrett.
All in favour.
- 12 **PH2633 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**
- a. Pedestrian Crossings & Islands TFG
The Meetings & Projects Officer updated committee that the public consultation had been live for 1 week and that around 60 responses had been received to date. Members commented positively on this.
 - b. Cycle Route TFG
As per earlier item PH2631
- 13 **TO COMMENT on the following Planning application as follows:-**
- PH2635 LW/26/0320 4 The Promenade**
It was proposed to **support** the application.
Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Campbell
Committee resolved to **support** the application.
- 14 **PH2636 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**
No updates were made.

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- 15 PH2637 TO AGREE DATE FOR THE NEXT MEETING AS TUESDAY 11TH
AUGUST 2026 (applications only) AT 6.15 PM
The next meeting was **agreed**.

There being no further business, the meeting was closed at 21:23

RJ Gaden-Gawell

George Dyson
Town Clerk

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

Draft Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 11th August 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)

4 members of the public were in attendance.

1 PH2638 CHAIR ANNOUNCEMENTS

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

2 PH2639 PUBLIC QUESTIONS

Q1 Cllr Campbell, Committee member for the Planning Committee, spoke as a member of the public and as a member of Friends of Peacehaven and Telscombe Library (FOTPL). ESCC has now put in their comments on the Morrisons proposal and on behalf of FOTPL it is requested the comments are discussed, and that policies and responses are developed from them too.

The letter from ESCC is on the website under the Morrisons planning application. This needs to be expedited by Councillors and PTC officers to do something about this as urgently as possible.

Q2 **LW/26/0387** A member of the public spoke on behalf of his parents, who reside on Cairo Avenue.

- Planning concerns relate to the neighbouring property and have been ongoing since 2022. Concerns include inaccurate drawings submitted as part of the original planning application, as well as health and safety issues arising from the construction, including the lack of guttering. Several other concerns were also raised.
- Formal complaints have been made regarding these issues; however, there has been a perceived lack of communication from LDC throughout the process.

Q3 **LW/26/0366** A member of the committee provided an update on the Open Spaces application submitted to LDC in support of registering the land as a new green space under the Commons Act 2006. The application was submitted as part of the LDC Call for Sites consultation on 4 April 2024 and includes over 20 statements from local residents supporting the retention of the area as public green space, together with evidence of public use dating back to the early 1980s.

Concern was raised regarding further development along Downs Walk since 2022, which has resulted in the loss of mature hedgerows and TPO trees. The ecological and community value of the remaining green space was emphasised, particularly its importance for biodiversity and wildlife and its longstanding use by local residents.

It was requested that these factors be taken into consideration and that outline planning permission for the proposed six houses should not be granted.

3 PH2640 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were present.

4 PH2641 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Gordon-Garrett LW/26/0366
Cllr Davies LW/26/0387

K.J. GORDON-GARRETT

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5 PH2642 TO ADOPT THE MINUTES FROM THE 21ST JULY 2026

Proposed Cllr Rosser

Seconded Cllr Wood

Committee resolved to adopt the minutes

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

It was agreed to take LW/26/0387 followed by LW/26/0366

Cllr Davies left the room at 18.35

The Chair reported that she and the vice chair had spoken to the resident at Number 36 via the doorbell intercom (who appeared to be the Applicant) and informed Committee of their views in support of the Application.

PH2645 LW/26/0387 36 Cairo Avenue Peacehaven (Variation of condition)

It was proposed that this committee strongly opposes the variation on the grounds that it is both taller and wider than the original proposal and also notes that arrangements must be made whereby a satisfactory gutter and water drainage arrangement is installed so that the neighbours are not receiving any water flow.

Standing orders suspended at 18.50 so that Cllr Wood can ask a question

Cllr Wood asked the resident whether any officers from LDC had visited the site to carry out an inspection. The resident advised that, although they had indicated that they would do so, neither he nor his parents had been included in any site visits.

Standing orders reinstated at 18.55

It was agreed that a request should be made for an LDC officer to visit the site as a matter of urgency.

Proposed by: Cllr Campbell

Seconded by: Cllr Wood

All in favour

Cllr Davies returned to the meeting 18.56

The Chair left the room at 18.56 and the Vice Chair took the seat.

PH2645 LW/26/0366 Land to east of Downs Walk

It was proposed to object on the grounds that it damages assets of particular importance and the adverse impacts would significantly and demonstrably outweigh the benefits (NPPF Para 11). The grounds for objection are:

1. Application statements are inaccurate, inadequate or self contradictory, for example: (a) it does not fulfil the designation of self build or custom build homes since the level, detail and uniformity already prescribed for the homes make it impossible for the 'relevant authorities' to follow Government Guidance that they **must** be satisfied that the initial owner will have 'primary' input into final design and lay-out'; (b) it states both that there are no trees adjacent that could influence the local character (PP-15039947) but also refers to the importance of existing trees/hedge to protect the views from SNDP (D&A statement para 2.2); it describes the site as open land despite the impassable vegetation on either side of the Way that runs parallel to Downs Walk and line of c.30/40 year-old self-sown oak trees ('young' for an oak tree), etc; (c) it states that there will be no diversion/extinguishment of rights of way despite proposing to build over a 'Way' that has been used

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for decades (hundreds of years?) by walkers and horseriders and therefore qualifies as a Right of Way [proof via aerial photos in 2004/2025 circulated to Committee]; (d) it states that it is not within, adjacent or nearby to biodiversity designated site despite being within the Brighton and Lewes UNESCO Reserve; (e) it states that it will create new vehicular access (PP-15039947, p5) whilst also stating that the development will not add any parking spaces (p7); (f) PP-15039947 states that sewage will be by package treatment plant and that whether it connects to the mains sewage is unknown whereas D&A (para 14.44) states that foul drainage will be into the

Downs Walk existing drainage system.

2. The site is well beyond the settlement boundary, breaching LDC Policy D1 that has been repeatedly given weight in recent years in the rejection of Applications for development on other comparable sites, including by Inspectors after Appeal (eg LW/25/0105, LW/24/0105 and LW/23/0655). Decisions on these three Applications are more relevant than the cases cited by the Applicant.

3. As with other comparable Applications that have been rejected (see eg LW/25/0105 Decision statement), this development will breach LURA 2023 (and Section 245) which require 'active promotion' of the purposes of the SDNP; not least, by cutting off the Way used by horses and walkers it would become more difficult for the public to access the SDNP,

4. The Application breaches a number of Peacehaven and Telscombe Neighbourhood Plan (P&TNP) Policies, including: PT1(2) by breaking long views to the SDNP from eg Telscombe Road with new-build houses, with views from SDNP protected only by hedges that could be cut down; PT3 by destroying existing landscape features and self-sown oak trees with their underground fungal links (not replaceable); PT4 by inevitably affecting tranquillity and dark skies since the new houses would be immediately as close to the SDNP as in Applications LW/25/0105, LW/24/0105 and would replace with more houses the transitional landscape between the earlier Downs Walk development and the SDNP; PT11(1) since the local school is already oversubscribed, there are no communal facilities within walking distance and public transport/Highways remain inadequate with the A259 frequently blocked; PT12(1), PT 12(5) which requires incorporation of new links and junctions for pedestrians, cyclists and horseriders and their encouragement – not discouragement by removing the existing and long-standing links; PT17 – deciduous trees are a priority habitat.

5. The Application breaches NPPF 2024 including: Para 11 since it damages assets of particular importance and the adverse impacts would significantly and demonstrably outweigh the benefits; Para 105-6, 125(a) since the site is demonstrably special to local residents who applied to LDC years ago for it to be designated as a Local Green Space, an application supported by PTC; Para 125(b) since this undeveloped land performs many functions; Para 171 and 125(b) since the cumulative effect of reducing the porosity of the site is likely to increase the sometimes already serious flooding from Valley Road across the C7 to the Ouse [photos are available]; Para 189 since development within [the setting of the SDNP] should be sensitively located – ie not right next door to the boundary.

6. As the construction process elsewhere in the Valley Road area has shown, the imposition of Conditions cannot be an effective means of mitigation because they are not enforced or enforceable in practice

K J GORDON-GARRETT

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

The Chair returned to the meeting at 19.27

All 4 members of the public left the meeting

PH2643 LW/26/0295 206 South Coast Road Peacehaven

It was proposed to support with a request to improve disabled access to the front entrance.

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

All in favour

PH2644 LW/26/0072 86 South Coast Road Peacehaven

This application was noted.

7 **PH2534 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 1ST SEPTEMBER 2026 AT 7.30PM**

The next meeting was **agreed**

There being no further business, the meeting was closed at 19:37

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Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 1st September 2026 at 7:30pm.

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

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

1 member of the public was in attendance.

1 PH2648 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, ran through the Civility and Respect statement, explained the fire-procedure, reminded committee of the mobile phone protocol and the 3-minute reminder, and that the meeting was being recorded for internal use only.

2 PH2649 PUBLIC QUESTIONS

There was 1 public questioner who spoke about the two following committee items:-

PH2655 - To agree community and business plan proposed amendments

They queried why the report looked back and not forward five or ten years, and why current projects were not being moved forward or new ones being sought. They expressed the report was not factually correct, including comments about the adopted NDP, for instance there not being a chance for members of the public or councillors to input, and raised that they did not agree with any of the report or recommendations, and would take a paper to Full Council.

PH2657 - To agree responses ensuring Peacehaven's voice is represented to B&HCC.

They raised that the scoping consultation was based on B&HCC now, which did not include Peacehaven, and so the report was incorrect. They queried why it had taken so long to produce the report, that it did not have time to go to Full Council, and why had it not been answered in the way that B&HCC wanted it answered?

The Chair thanked the questioner and agreed to respond when the queries were provided in writing.

3 PH2650 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4 PH2651 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No declarations of interest were declared.

5 PH2652 TO ADOPT THE MINUTES FROM THE 11TH AUGUST 2026

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

6 PH2653 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT

The reports was **noted**.

7 PH2654 TO NOTE BUS STOP CLEARWAYS

Cllrs Wood and Davies raised concern that the bus shelters had been removed too early since there was now no seating or shelter available, and queried whether there were any updates about the replacement ones. Cllr Davies queried the replacement bus shelter timetable and asked that an officer obtain the information and that it needed to be updated on the PTC website.

The report was **noted**.

19:45 – Cllr Rosser joined the meeting

8 PH2655 TO AGREE COMMUNITY AND BUSINESS PLAN PROPOSED AMENDMENTS

Cllr Campbell expressed they believed the process of a business plan was to look back at projects as well as look forward, gave reasons for the suggestions of adding battery storage and signposting as projects, and referred to a timeframe of next May (2027) due to elections. They mentioned a request from Friends of Peacehaven Library for better signposting and Cllr Davies pointed out that Cllr Campbell had not declared an interest, at which point Cllr Campbell apologised and declared an interest as a member of the Friends of the Library group.

The Chair expressed thinking there was going to be a Business Plan meeting with Committee Chairs and the Town Clerk, and Cllr Davies expressed the importance of this, along with disappointment that a meeting had not taken place, and asked for a meeting date to be scheduled through the Town Clerk, and for a Business Plan training session.

Cllr Wood raised concern that B&HCC Local Council Tax Reduction Scheme (CTRS) detrimentally differed for low-income, working-age residents to that of LDC's, and along with Cllr Davies raised concern with any precept rise, whereby Cllr Campbell expressed that the two new Business Plan items should not increase precept.

It was proposed to agree:-

- (1) The assessment of progress to date
- (2) To put forward to the Chair's Business Plan meeting the amendments to the Community and Business Plan's projects for Planning Committee as detailed
- (3) The assessment of projects listed in the Neighbourhood Plan

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

Seconded by: Cllr Campbell

20:04 – Cllr Campbell left the meeting

9 PH2656 TO AGREE PUBLIC LIBRARY REPORT RECOMMENDATIONS

The Chair read out a statement from the Friends of Peacehaven & Telscombe Library to confirm they fully supported this motion and welcomed PTC's engagement with this matter.

Cllr Davies expressed being against a smaller library, that it was a lifeline and a social issue, but did not want any more development delays that could jeopardise the building plans.

Cllr Wood expressed there currently being library access issues due to the current lack of development, but that the new development would increase the library's footfall, so making the library smaller would not work.

It was proposed to agree to:-

- (1) Oppose any delay in planning consent
- (2) Call for public library provision in a building no smaller than the current library
- (3) Examine current and potential uses for the Library Building
- (4) Ask County Councillors to take action within ESCC to support points (1) and (2).

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

Seconded by: Cllr Rosser

20:16 – Cllr Campbell rejoined the meeting

10 PH2657 TO AGREE PEACEHAVEN TOWN COUNCIL BRIGHTON & HOVE SCOPING CONSULTATION RESPONSE

Cllr Davies expressed that the B&HCC scoping consultation had been launched a few months ago, was nothing to do with Peacehaven, that the report should not have come to committee as it was a sensitive issue, and Peacehaven Town Council should not respond. They expressed that Peacehaven had a local plan, and was surprised that the report was part of the committee's papers. They further emphasised that Local Government Reorganisation (LGR) legislation had not been laid, that there was a possibility of future changes, and reemphasised the consultation was for the city, not Peacehaven.

The Chair raised that the scoping consultation was to cover up to the year 2044, and Cllr Campbell explained the report had been brought to committee to ensure residents were represented, since the LGR had not been formalised, that it would be too late to input when legislation had been formalised, and that people had been questioning whether Peacehaven would remain in the LDC local plan

Cllr Davies raised there were ongoing discussions with LDC, ESCC and Westminster, that Peacehaven may be included further down the line, that B&HCC would be abolished and there would be a new Unitary Authority, and that it was important for all councillors to have involvement.

Cllr Rosser raised the importance of sticking to facts and being careful, and the Chair expressed the report would be withdrawn.

It was proposed the Town Clerk liaise with senior officers and the cabinet member at B&HCC to ask what they wanted from Peacehaven Town Council, and that, if it became the case that the new 2044 plan in any way applied to Peacehaven, to ask for an extension to the scoping consultation so that Peacehaven Town Council was given the opportunity to input at the scoping stage.

Proposed by: Cllr Davies

Seconded by: Cllr Gordon-Garrett

All in **favour**.

It was proposed to suspend standing orders

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Wood

*All in **favour**.*

20:45 – Standing Orders were suspended

The member of public raised that precept was not an issue for B&HCC as there was only one other parish council, but had concern that PTC would not have an influence on Council Tax Reduction. They also raised concerns about the accuracy of information in the report for item PH2657

20:50 – Standing Orders were reinstated

11 PH2658 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):-

a. Pedestrian Crossings & Islands TFG

No updates were made

b. Cycle Route TFG

The Chair updated committee this item was on the agenda to discuss with TTC.

20:52 – The member of public left the meeting.

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

PH2659 LW/26/0293 26 Abbey Close

No comment was made

Proposed by: Cllr Campbell

Seconded by: Cllr Davies

Committee resolved to **make no comment**.

PH2660 LW/26/0310 50 Cornwall Avenue

Cllr Wood raised a continuing issue with a cess pit that had affected the allotments in the past that could affect the proposed development, and expressed concern with the amount of land available for the development. Cllr Davies suggested that officers address concerns around a cess pit with the LDC Planning officer.

It was proposed to **object** to the application on the grounds that it will likely obscure the light from the house, that there is already a double garage, being in breach of NDP PT1 because it will open directly onto an unadopted road, which is a Public Right of Way and is also used by vehicles and children, and it is overdevelopment.

Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser

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

PH2661 LW/26/ 0414 81 - 83 South Coast Road Peacehaven

Committee **noted** the above planning decision.

11 PH2662 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Cllr Campbell suggested the Chair meet with officers to go through items previously discussed.

12 PH26663 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 22ND SEPTEMBER 2026 (applications only) AT 6.15 PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 21:13

George Dyson
Town Clerk

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

Minutes of the meeting of the Planning (applications only) Meeting held in the Anzac Room, Community House on Tuesday 22nd September 2026 at 6.15pm.

Present: Cllr Gordon-Garrett, Cllr Campbell, Cllr Rosser, Cllr Davies,

Officers: George Dyson (Town Clerk)

Four members of the public were also present.

1 PH2664 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:15, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and informed everyone that the meeting is being recorded for internal purposes only.

2 PH2665 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

2 members of the public spoke in objection to the application being considered under item PH2672.

3 PH2666 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Wood.

4 PH2667 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2668 TO ADOPT THE MINUTES FROM THE 1ST SEPTEMBER 2026

Cllr Davies asked for an update about the response to the BHCC City Plan scoping consultation.

Proposed by: Cllr Davies **Seconded by:** Cllr Rosser
The minutes of 1st September 2026 were **agreed** and **adopted**.

The Chair brought forward item PH2672

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

PH2672 LW/26/0239 - 3 Cornwall Avenue

Cllr Campbell commented that whilst she is typically in favour of this sort of development, on this occasion, the structure and design of the current proposal is in disagreement with Lewes District Local Plan (part 2) policies DM25, DM27, DM28, and DM29, additionally it is in breach of the Peacehaven & Telscombe Neighbourhood Plan policies PT1.4, PT6.2, PT6.11, and therefore suggested that on this occasion we should be objecting.

Cllr Davies will also follow up on this application as a Lewes District Ward Councillor.

Proposed by: Cllr Campbell **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **object** to this application.

PH2669 LW/26/0413 - 11 Linnet Crescent

Committee **noted** the application of lawful development.

PH2670 LW/26/0391 - 15 Mayfield Avenue

Committee discussed the application, noting one small concern about the porch coming forward of the existing building frontage.

The Committee decided to not comment on this application.

PH2671 LW/26/0457 - 262 Arundel Road West

Committee **noted** this application.

7 PH2673 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 13TH OCTOBER 2026 AT 7.30 PM

The next meeting was confirmed as 13th October 2026.

There being no further business, the meeting was closed at 18:47.



Committee:	Full Council	Agenda Item:	C1608b(i)
Meeting date:	6 th October 2026	Authors:	RFO
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 end of **month 5 (August 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 August 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 **39.9% of the budgeted expenditure** has been spent so far, and **51.9% of the budgeted income** has been received as at the end of month 5 (August 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 June & July 2025
- Bank reconciliation statement for cashbook 1 – June & July 2026
- Bank reconciliation statement for cashbook 2 – June & July 2026
- Bank Reconciliation statement for Unity Trust Fixed Deposit Account – June & July 2026
- Bank Reconciliation statement for Unity Trust Instant Access Account –June & July 2026
- Credit Card reconciliation statement – Aday 2026
- Detailed income and expenditure month 5 (August 2026)
- Detailed balance sheet month 5 (August 2026)

Bank Reconciliation Statement as at 30/06/2026
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	30/06/2026		-63.76
G Dyson CC	30/06/2026		-140.81
			<u>-204.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-204.57
<u>Unpresented Receipts (Plus)</u>			
22/06/2026 CC TFER		204.57	
			<u>204.57</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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 May 2026
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
6 May 2026	ROYAL MAIL GROUP LIMIT LONDON ENG	3.80
070515122626	COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	
12 May 2026	SAINSBURYS S/MKTS NEWHAVEN HARB	15.00
130585481476	GROCERY STORES, SUPERMARKETS	
12 May 2026	LIDL GB NEWHAVEN LIDL GB NEWHAGBR	14.57
130585207496	GROCERY STORES, SUPERMARKETS	
21 May 2026	PGS GIFTS LTD WELLINGBOROUGH	59.96
220515122626	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
24 May 2026	HEYZINE.COM CAMBRILS T	39.00
250582644316	COMPUTER SOFTWARE STORES	
27 May 2026	Gelato Group UK Ltd Poole GBR	8.48
280517979676	PHOTOFINISHING LABORATORIES, PHOTO DEVELOPING	
6 new purchases / cash advances. Total of spending.		£140.81

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STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801
Card number: 5476760181944102
Statement date: 28 May 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
1 May 2026	SP CARLIGHTBULB MONGKOK KL	31.76
040585130706	AUTOMOTIVE PARTS, ACCESSORIES STORES	
28 May 2026	CARD FEE	32.00
1 new purchases / cash advances. Total of spending.		£63.76

3/3

H2

021941 BBA2399A Page 3 of 3

G 013179 BBA2399A 21812



**Bank Reconciliation Statement as at 30/06/2026
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	30/06/2026		148.39
			<u>148.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			148.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			148.39
		Balance per Cash Book is :-	148.39
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



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 June 2026 to 30 June 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
£92.53	£0.00	£55.86	£148.39



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 30/06/2026
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	30/06/2026		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

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 % AER)	18/05/26	18/05/27

Show:

Transactions

Balances are correct as of 10:50 on 08 Jul 2026.

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

Date: 08/07/2026

Peacehaven Town Council

Page 1

Time: 10:51

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2026		608.90
			<u>608.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			608.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			608.90
		Balance per Cash Book is :-	608.90
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 08 Jul 2026



PEACEHAVEN TOWN COUNCIL

Transactions

Business Premium ME

20-49-76 83521656

Available balance **£608.90**

Last night's balance **£608.90**

Overdraft limit **n/a**

Showing 1 transaction between **08/06/2026** and **08/06/2026** from 01/06/2026 to 30/06/2026

Date	Description	Money in	Money out	Balance
08/06/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 2MAR/ 7JUN	£1.73		£608.90

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

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

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

**Bank Reconciliation Statement as at 30/06/2026
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	30/06/2026		1,185,089.12
Current Account	30/06/2026		50,000.00
			<u>1,235,089.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
02/06/2026 121073 SCDA		3,574.98	
29/06/2026 WP2906 WORLDPAY		30.52	
			<u>3,605.50</u>
			1,231,483.62
<u>Unpresented Receipts (Plus)</u>			
18/06/2026		101.20	
18/06/2026		24.00	
18/06/2026		23.00	
22/06/2026		62.54	
22/06/2026		144.00	
22/06/2026		2.00	
23/06/2026		24.00	
26/06/2026		25.00	
26/06/2026		22.00	
30/06/2026		25.00	
			<u>452.74</u>
			1,231,936.36
		Balance per Cash Book is :-	1,231,936.36
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 07 Jul 2026



PEACEHAVEN TOWN COUNCIL

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,163,327.09
Last night's balance	£1,162,485.09
Overdraft limit	n/a

Showing 2 transactions between 29/06/2026 and 01/07/2026 from 29/06/2026 to 01/07/2026

Date	Description	Money in	Money out	Balance
01/07/2026	Transfer TRANSFER 10701173 TRANSFER 10701173		-£11,671.11	£1,173,418.01
29/06/2026	Transfer TRANSFER 10701173 TRANSFER 10701173		-£120.40	£1,185,089.12

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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Today: 07 Jul 2026



PEACEHAVEN TOWN COUNCIL

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£51,044.43
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 7 transactions between 29/06/2026 and 01/07/2026 from 29/06/2026 to 01/07/2026

Date	Description	Money in	Money out	Balance
01/07/2026	Transfer TRANSFER 30701211 TRANSFER 30701211	£11,671.11		£50,000.00
01/07/2026	Cheque 121074 121074		-£11,579.52	£38,328.89
01/07/2026	Direct Debit EDFENERGY CUST PLC 4469000000 DDR		-£91.59	£49,908.41
29/06/2026	Transfer TRANSFER 30701211 TRANSFER 30701211	£120.40		£50,000.00
29/06/2026	Counter Credit GBP FASTER PAYMENT WORLDPAY BGC	£61.84		£49,879.60
29/06/2026	Direct Debit MOTIA/FUELCARDSERV FFB017243 DDR		-£63.94	£49,817.76
29/06/2026	Direct Debit FOCUS GROUP FH4342 DDR		-£118.30	£49,881.70

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
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If you can't find the relevant statement/transactions online, you can order a copy statement

Bank Reconciliation Statement as at 30/06/2026
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	30/06/2026		-63.76
G Dyson CC	30/06/2026		-140.81
			<u>-204.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-204.57
<u>Unpresented Receipts (Plus)</u>			
22/06/2026 CC TFER		204.57	
			<u>204.57</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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 May 2026
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
6 May 2026	ROYAL MAIL GROUP LIMIT LONDON ENG	3.80
070515122626	COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	
12 May 2026	SAINSBURYS S/MKTS NEWHAVEN HARB 0)	15.00
130585481476	GROCERY STORES, SUPERMARKETS	
17 May 2026	LIDL GB NEWHAVEN LIDL GB NEWHAGBR 0)	14.57
130585207496	GROCERY STORES, SUPERMARKETS	
21 May 2026	PGS GIFTS LTD WELLINGBOROUGHENG	59.96
220515122626	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
24 May 2026	HEYZINE.COM CAMBRILS T	39.00
250582644316	COMPUTER SOFTWARE STORES	
27 May 2026	Gelato Group UK Ltd Poole GBR	8.48
280517979676	PHOTOFINISHING LABORATORIES, PHOTO DEVELOPING	
6 new purchases / cash advances. Total of spending.		£140.81

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From: Royal Mail Support <no-reply@royalmail.com>
Sent: 06 May 2026 09:59
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Royal Mail - Postage Confirmation for BT-8443-2244-101



Send  an item

Thank you for your order

Thank you for your order.

You have made a payment of £3.80 to the Royal Mail Group Ltd.

Reference: BT-8443-2244-101

Date & time: Wednesday, 06 May 2026 09:58

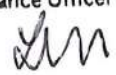
You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below.

Details of this purchase - along with links to re-download your documents, view your QR codes, and request refunds - will remain available for up to 21 days on the [payment confirmation page](#).

Purchased postage



	Date	Councillor 1
	Finance Officer	Councillor 2
4325/110		

Destination: Mrs Marsali Stuart, Eastbourne Borough Council, Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG

Postage service: Tracked 24

Tracking number: [MZ489671822GB](#)

Total Postage cost: £3.80

Tracked
No Signature

24

Delivered By



Royal Mail

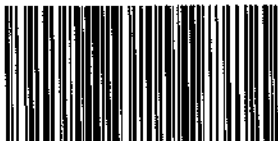
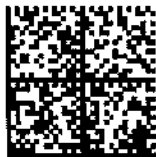
Postage Paid GB

Q19 A10

Large Letter

250g

11-067 297 F58



MZ 4896 7182 2GB

Mrs Marsali Stuart
Eastbourne Borough Council
Town Hall
Grove Road
Eastbourne
BN21 4UG

Return Address
Peacehaven Town
Council
Community House
Meridian Centre
Peacehaven
BN10 8BB

Postage Cost

£3.80

Post by the end of

13.05.2026

Paid and printed from

Click & Drop

Royal Mail: UK's lowest average parcel carbon footprint 200g CO2e

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

LIDL

Newhaven

VAT NO. GB350396892

Enter survey: lidl.co.uk/haveyoursay
& you can win £100 of Lidl Vouchers.

Fairtrade Roses 0077945	£ 4.99 B
Price Cut	-0.40
Deluxe Bouquet 0072863	5.99 B
Mixed Bouquet 0096995	3.99 B

TOTAL	14.57
CARD	14.57

CUSTOMER COPY - PLEASE RETAIN RECEIPT
Date: 12/05/26 Time: 16:40:25
MID: *****46217 TID: ****7597
TRNS NO: UK139172016482132262
MASTERCARD *****8309
A0000000041010
Contactless SALE
Amount £14.57
Verification Not Required
APPROVED AUTH CODE 092504
PLEASE DEBIT ACCOUNT WITH TOTAL SHOWN

TOTAL DISCOUNT 0.40

VAT RATE	SALES £	VAT £
B 20 %	14.57	2.43



1391 016482/72 12.05.26 16:39

anic

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

PRIMARK (£15 - £200) £15.00

1 BALANCE DUE £15.00
MASTERCARD £15.00

contactless)))

[ICC] *****8309

AID: A0000000041010

PAN SEQUENCE: 01

MERCHANT ***5520

AUTH CODE: 064739

TID: ****3994

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** **** **** 1030

POINTS EARNED ON £15.00

PREVIOUS POINTS BALANCE 12560

POINTS EARNED 15

NEW POINTS BALANCE 12575

YOUR POINTS ARE WORTH £62.87

Check the Nectar app or nectar.com to see
any bonus points you might have collected.

**** For a chance to win ****

100,000 Nectar points

please tell us how we did at

lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6292136065894300120526

C #8943 16:52:37 12MAY2026
S2:36 R65

Thank you for your visit.

Date	Councillor 1
Code	Finance Officer
4335/110	Councillor 2

personalised
GIFTS SHOP

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

INVOICE

Invoice #1001879641
Date : 21/05/2026 10:43
Amount : £59.96



Billing Address

George Dyson
Peacehaven Town Council
Community House
Meridian Centre
Peacehaven, BN10 8BB
United Kingdom
T: 07749491877

Payment Method

Card Payment

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

Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Cdt Zack Osborne			
Peacehaven Mayor's Cadet			
2025/26			
Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Ruby Papanicolaou			
Peacehaven Youth Mayor			
2025/26			

Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Jacob Lord			
Peacehaven Youth Mayor			
2025/26			
Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Daniel Gill			
Peacehaven Youth Mayor			
2025/26			

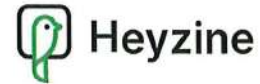
Subtotal £59.96
Tax £10.00
Grand Total £59.96

	Date	Councillor 1
Account Code	cc	
Finance Officer	<i>[Signature]</i>	Councillor 2
4335/110.		

Invoice

Paid

Number 26-28283



Issue date
24-05-2026

Due date
24-05-2026

Service date
24-05-2026

From

Heyzine Flipbooks SL
Calle Eliseu Meifren, 4, B
43850 Cambrils
Spain
Tax ID: ESB56474539
support@heyzine.com

To

George Dyson

BN10 8GA
United Kingdom
dcco@peacehaventowncouncil.gov.uk

Description	Qty.	Price	Rate	Subtotal
1 × Subscription Standard Yearly (at £39.00 / year)	1.00	39.00	—	39.00

Rate	Taxable base (GBP)	VAT (GBP)	Subtotal
	39.00	0.00	39.00
			Tax 0.00
			Total (GBP) 39.00
			Amount paid 39.00
			Amount due 0.00

Currency conversion

Exchange rate	1 GBP = 1.157166 EUR
Tax (EUR)	0.00
Total (EUR)	45.13

Notes

Operación no sujeta por reglas de localización previstas en los artículos 69 y 70 de la Ley 37/1992 del IVA.

Registration number: ESB56474539 · Invoice typology: Services
Printed at 26/05/2026 09:07:50

If the invoice does not include VAT, it applies rules of localization of operations for provisioning services, articles 69 and 70 Law of the Tax on Added Value from Spain. Si la factura no incluye IVA, aplica reglas de localización de operaciones de prestaciones de servicios, artículos 69 y 70 Ley del Impuesto sobre el Valor Añadido.

VAT INVOICE

Invoice date: 27/05/2026

Invoice number: 001-0015513231

Order ID: 37299754

Customer Details:

George Dyson
dccco@peacehaventowncouncil.gov.uk
+44 7749491877

Billing Address:

George Dyson
Community House
BN10 8BB Meridian Way
United Kingdom

4335/110	Date	Councillor 1
	Finance Officer	Councillor 2

Shipping Address:

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

Product	Quantity	Unit price	Subtotal
Poster	1 item	£18.71	£18.71
Size: 30 x 45 cm Portrait / Vertical Standard Semi-Glossy			
Subtotal			£18.71
Discount (excl. VAT)			-£14.97
Delivery			£3.33
VAT(20%)			£1.41
Total (incl. VAT)			£8.48

Optimalprint.co.uk

Gelato ASA

Dronning Eufemias gate 8

0191 Oslo, Norway

info@optimalprint.com

VAT no. (UK): GB 158 774 364

STATEMENT FOR Z MALONE

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: 5476760181944102
Statement date: 28 May 2026
Page number: 4 of 4
Monthly spend limit: £1,000.00



Date	Description	Amount
1 May 2026	SP CARLIGHTBULB MONGKOK KL	31.76
040585130706	AUTOMOTIVE PARTS, ACCESSORIES STORES	
28 May 2026	CARD FEE	32.00
1 new purchases / cash advances. Total of spending.		£63.76

3/3

H2

021941 BBA2399A Page 3 of 3

G 013179 BBA2399A 21812



 > **CLB153935**

☒ Paid
 ☒ Fulfilled
 ☐ Archived

May 1, 2026 at 12:18 pm from Online Store for TUOTENG E-BUSINESS CO., LIMITED

 Fulfilled (2)

CLB153935-F1

Delivered

 Tuesday, May 5, 2026

 YunExpress tracking:YT2641021437084699



Ford Transit 2015-2020

Front Rod Door Check

Detent LH /RH

BK3Z6123500D

C168-A048

£15.88 × 2 £31.76

 Paid

Subtotal	2 items	£31.76
Shipping	Free Shipping (0.9 kg: Items 0.9 kg, Package 0.0 kg)	£0.00
Total		£31.76
Paid		£31.76

Customer

Peacehaven Town Council

1 order

Contact information

financeofficer@peacehaventowncouncil.gov.uk

Shipping address

 [Review address issues](#)

Peacehaven Town Council
Peacehaven Town Council
Community House, Greenwich
Way
Peacehaven
BN10 8BB
United Kingdom
+44 1273 585493

Billing address

Same as shipping address

Timeline

May 6

HK\$317.48 HKD was added to your payout. May 7, 2026

1:53 AM

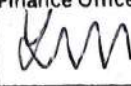
May 5

 17TRACK sent a shipment delivered email to Peacehaven Town Council (financeofficer@peacehaventowncouncil.gov.uk).

7:48 PM

 17TRACK sent a shipping update email to Peacehaven Town Council (financeofficer@peacehaventowncouncil.gov.uk).

7:48 PM

	Date	Councillor 1
Account Code 4202/300	Finance Officer 	Councillor 2

Bank Reconciliation Statement as at 31/07/2026
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	31/07/2026		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

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 % AER)	18/05/26	18/05/27

Show:

Transactions

Balances are correct as of 10:29 on 11 Aug 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 31/07/2026
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	31/07/2026		148.39
			<u>148.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			148.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			148.39
		Balance per Cash Book is :-	148.39
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



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 July 2026 to 31 July 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
£148.39	£0.00	£0.00	£148.39



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 31/07/2026
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	31/07/2026		1,115,038.15
Current Account	31/07/2026		50,000.00
			<u>1,165,038.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
02/06/2026	121073	SCDA	3,574.98
07/07/2026	121075	PETER SHAYLER	400.00
17/07/2026	121076	The Royal British Legion	61.00
24/07/2026	121077	HMRC	11,430.48
			<u>15,466.46</u>
			1,149,571.69
<u>Unpresented Receipts (Plus)</u>			
21/07/2026			24.00
23/07/2026			126.50
23/07/2026			1,784.74
24/07/2026			22.00
24/07/2026			20.00
29/07/2026			189.00
31/07/2026			60.00
			<u>2,226.24</u>
			1,151,797.93
		Balance per Cash Book is :-	1,151,797.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2026
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	31/07/2026		608.90
			<u>608.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			608.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			608.90
		Balance per Cash Book is :-	608.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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 31 July 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	£1,115,038.15
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£608.90
.....	
Sort Code 20-49-76 • Account No 83521656	

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

Bank Reconciliation Statement as at 31/07/2026
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	31/07/2026		-283.28
G Dyson CC	31/07/2026		-36.00
			<u>-319.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-319.28
<u>Unpresented Receipts (Plus)</u>			
23/07/2026 JUL CC		319.28	
			<u>319.28</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 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 June 2026
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
4 Jun 2026	STA-AWARDS WALSALL LND	30.00
050685383906	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
5 Jun 2026	HIGHFIELD* O #19808 DONCASTER LND	6.00
080685383906	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
2 new purchases / cash advances. Total of spending.		£36.00

C 020068 BBA2543A 53684



STATEMENT FOR Z MALONE

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: 5476760181944102
Statement date: 28 June 2026
Page number: 4 of 4
Monthly spend limit: £1,000.00



Date	Description	Amount
2 Jun 2026	Zettle_*Resource Centr Brighton GBR	
030625633266	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
8 Jun 2026	Zettle_*Resource Centr Brighton GBR	
090625633266	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
9 Jun 2026	THE SANITARYWARE COMPA STOKE ON TREN	127.30
100685481476	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CLASSIFIED	
9 Jun 2026	eBay O*08-14750-72729 London GBR	19.30
100617979676	DEPARTMENT STORES	
11 Jun 2026	eBay O*16-14746-91971 London GBR	17.88
120617979676	DEPARTMENT STORES	
12 Jun 2026	CIPFA TOWER HAMLETSENG	118.80
150685383906	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
6 new purchases / cash advances. Total of spending.		£283.28

Holding Deposit
Returned

3/3

H2

034781 BBA2543A Page 3 of 3

G 020968 BBA2543A 53684



List of Payments made between 01/06/2026 and 30/06/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2026	EDF	DD2	98.63		APRIL ELECTRIC
01/06/2026	EDF	DD	98.83		CORRECT/EDF
01/06/2026	EDF	DD1	-98.63		CORRECT/EDF
02/06/2026	PRISMAFLEX UK LIMITED	BACS	159.98		BANNER FOR FAIR
02/06/2026	SCDA	121073	3,574.98		MAYORS APPEAL - SCDA
03/06/2026	MDS LEISURE	BACS	464.04		TIERED SEATING SERVICE
03/06/2026	HGS	BACS1	224.41		CLEANING SUPPLIES
03/06/2026	SUSSEX PAYROLL SERVICES ;TD	BACS2	115.06		MAY PAYROLL SERVICES
03/06/2026	WINDOW WORKSHOP	BACS3	5,268.00		REPLACE HUB FIRE EXIT SYSTEM
03/06/2026	REMEDY CONSULTING LIMITED	BACS4	1,785.00		CONSULTING SERVICES PHASE 2
03/06/2026	Tansleys Printers Limited	BACS5	38.40		A1 POSTERS FOR FAIR
03/06/2026	SIEMENS FINANCIAL SERVICES	BACS6	281.83		FRANKING MACHINE LEASE
03/06/2026	COLLIER TURF CARE LTD	BACS7	145.56		AQUATROLS - BOWLS
03/06/2026	Lewes District Assoc. of Local	BACS8	20.00		LDALC SUBSCRIPTION
03/06/2026	TOILETS +LTD	BACS9	276.00		TOILETS FOR FAIR
03/06/2026	SIGN MANAGEMENT	BACS10	495.42		COMM HOUSE SIGNS
03/06/2026	BROXAP	BACS12	48.00		OUTDOOR GYM REPAIRS
03/06/2026	RHINOBYTES	BACS13	60.00		ARTOWKR FOR BANNER
03/06/2026	Rigby Taylor	BACS14	285.82		BOWLS CLUB MAINTENANCE
03/06/2026	REBECCA ANSCOMB	BACS15	50.00		R.ANSCOMB REFUND
03/06/2026	JOHN LAWSONS CIRCUS	BACS16	200.00		CIRCUS REFUND
03/06/2026	EAST SUSSEX PENSION FUND	BACS17	10,082.86		MAY SALARIES
04/06/2026	Leads Direct	BACS	74.98		LEAD FOR FAIR
04/06/2026	02	DD	100.90		MONTHLY MOBILES
04/06/2026	Northstar IT	DD1	1,614.56		JUNE SUPPORT
04/06/2026	EDF	DD	652.99		APRIL ELECTRIC
05/06/2026	Barclays	DD2	39.00		BACS / COLLECT CHGS
08/06/2026	EDF	DD	96.73		APRIL ELECTRICITY
08/06/2026	The Fuelcard People	DD1	76.43		HK66 WMJ FUEL
08/06/2026	BT	DD3	74.41		MAY INTERNET
08/06/2026	worldpay	WP0806	28.02		cardcharges
10/06/2026	WORLDPAY	WP1006	0.20		CARD CHARGES
12/06/2026	FLOWERS GREEN PLANTS	BACS	312.10		TREE/ PLANTS FOR PLANTERS
12/06/2026	B&H SWET LTD T/A RESOURCE	BACS1	19.60		SMOOTHIE BIKE HIRE
12/06/2026	R.A GROUP	BACS2	601.64		FIRE DOOR
12/06/2026	Ernest Doe & Sons Ltd	BACS3	371.41		CRAMER MOWER REPAIRS
12/06/2026	RHINOBYTES	BACS4	200.00		HOWARD PARK SIGNAGE
12/06/2026	R.J.Meaker Fencing Ltd	BACS5	80.65		BOWLS CLUB FENCING
12/06/2026	The Play Inspection Company Lt	BACS6	1,230.00		INSPECTION APP LICENCE
12/06/2026	AMAZON	BACS7	194.96		NAME BADGES
12/06/2026	MAXINE COOPER	BACS8	50.00		M.COOPER REFUND
12/06/2026	TRACEY PICKETT	BACS9	100.00		T.PICKETT REFUND
12/06/2026	WORLDPAY	WP1206	0.45		CARD CHARGES
15/06/2026	TOTAL GAS & POWER	DD	210.16		APRIL GAS
15/06/2026	WORLD PAY	WP1506	0.60		CARD CHARGES
19/06/2026	SIGN MANAGEMENT	BACS	137.00		SIGNS FOR PLANTERS
19/06/2026	AMAZON	BACS1	25.76		TAPE FOR BASKETBALL BACKBOARD

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2026	Trade UK	BACS2	80.55		RIVET GUN
19/06/2026	CASTLE WATER	BACS3	299.26		ALLOTMENT WATER - MAY
19/06/2026	IN-PULSE MEDICAL SERVICES	BACS4	175.00		AMBULANCE SERVICES FOR FAIR
19/06/2026	Business Sream	BACS5	164.88		12/03-11/06 WASTE WATER
19/06/2026	Society Of Local Council Clerk	BACS6	502.00		G.DYSON SLCC MEMBERSHIP
19/06/2026	TOTAL GAS & POWER	BACS7	21.22		MAY GAS
19/06/2026	TOTAL GAS & POWER	BACS8	73.23		MAY GAS
19/06/2026	Spy AlarmsLtd	BACS9	584.40		ANNUAL FIRE MAINTENANCE
19/06/2026	GW SHELTER SOLUTIONA LTD	BACS10	1,117.92		BUS SHELTER REPAIRS
19/06/2026	Codec Facilities Ltd	BACS11	802.00		BENCH
19/06/2026	WORLDPAY	WP1906	0.55		BANK CHARGES
22/06/2026	CASTLE WATER	SS	232.75		MAY WATER - THE DELL
22/06/2026	HEALTH ASSURED LTD	DD3	60.00		EAP 19/06-18/07
22/06/2026	KINTO UK LTD	DD4	499.74		VEHICLE LEASE
22/06/2026	CASTLE WATER	DD5	45.92		MAY WATER
22/06/2026	WORLDPAY	WP2206	0.60		CARD CHARGES
22/06/2026	Credit Card A/c	CC TFER	204.57		CC TFER
23/06/2026	TOWER LEASING LIMITED	DD2	62.67		HANDSET RENTAL / IPECS
25/06/2026	CITRUS HR	DD1	264.00		20/06-19/07 SAFE HR
25/06/2026	JUNE SALARIES	JUNE PAY	31,568.04		JUNE SALARIES
25/06/2026	HMRC	121074	11,579.52		HMRC
26/06/2026	LRA RETUINUE LTD	BACS	15,162.40		ARCHITECT SERVICES FOR HUB
26/06/2026	J DAVIES BUILDING LTD	BACS1	2,100.00		LINE MARKING BIG PARK CARPARK
26/06/2026	Peacehaven & District Chamber	BACS2	17.50		Z.P 05/05 CHAMBER BREAKFAST
26/06/2026	AMAZON	BACS3	6.98		UNION JACK FLAG
26/06/2026	Lewes District Council	BACS4	482.40		ANNUAL PLAY INSPECTIONS
26/06/2026	LISTER WILDER	BACS6	245.33		MOWER REPAIRS
26/06/2026	FRIEND OF SUSSEX HOSPICES	BACS7	95.00		A.HARMAN TICKET
26/06/2026	KERRY LARBY	BACS8	50.00		K.LARBY REFUND
26/06/2026	CAROLINE GRIDLEY	BACS9	50.00		C.GRIDLEY REFUND
26/06/2026	WORLDPAY	WP2606	0.12		CARD CHARGES
29/06/2026	The Fuelcard People	DD	63.94		FUEL
29/06/2026	FOCUS GROUP	DD1	118.30		TELEPHONES / WIFI
29/06/2026	WORLDPAY	WP2906	30.52		CARD CHARGES
29/06/2026	worldpay	WP2906	0.66		card charges
Total Payments			96,728.71		

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2026	EDF	DD	91.59		MAY ELECTRIC
02/07/2026	EDF	DD1	675.36		MAY ELECTRIC
03/07/2026	TOOLSTATION LIMITED	BACS1	28.24		ALUMINIUM RODDING
03/07/2026	Lewes District Council	BACS2	798.04		bin collection 01/07-30/09
03/07/2026	SUSSEX PAYROLL SERVICES LTD	BACS3	115.06		june payroll
03/07/2026	AMP Services	BACS4	66.43		ROLLER DRIVE CABLE
03/07/2026	CONSULT CLEANING SERVICES	BACS5	1,388.63		TOILET CLEANING
03/07/2026	EAST SUSSEX PENSION FUND	BACS6	10,247.17		JUNE SALARIES
03/07/2026	EDF	DD2	748.66		MAR - MAY ELECTRIC
03/07/2026	EDF	DD3	98.84		MAY ELECTRIC
06/07/2026	Northstar IT	DD	1,720.26		MONTHLY SUPPORT
06/07/2026	Barclays	DD1	39.00		BACS / COLLECT CHARGES
07/07/2026	PETER SHAYLER	121075	400.00		FUNFAIR DEPOSIT REFUND 25 & 26
07/07/2026	02	DD2	90.85		MOBILE CHARGES
08/07/2026	BT	DD3	76.74		WIFI
08/07/2026	Northstar IT	DD4	17.83		MICROSOFT 365
08/07/2026	PHS Group	DD	14.71		CREDIT HANDDRIERS
09/07/2026	ABACUS FLAME LIMITED	DD	378.00		BOILERS / AHU SERVICING CONTRA
10/07/2026	ABACUS FLAME LIMITED	BACS	456.00		REMOVAL OF GAS BOILER F&R
10/07/2026	AMAZON	BACS1	46.96		LAMINATING POUCHES
10/07/2026	CASTLE WATER	BACS2	309.71		ALLOTMENT WATER JUNE
10/07/2026	CASTLE WATER	BACS3	20.04		JUNE WATER
10/07/2026	Business Sream	BACS4	381.08		WASTE WATER 08/04-07/07
10/07/2026	Spy AlarmsLtd	BACS5	242.40		6 MONTHLY MAINTENANCE FEE
10/07/2026	Lewes District Council	BACS6	9.00		FOOD WASTE COLLECTION
10/07/2026	Farrington Property Developmen	BACS7	4,404.00		UNIT 14 RENTS W/C 08/07
10/07/2026	Ricoh Capital Ltd	BACS8	600.34		PHOTOCOPIER RENTAL / COPY CHAR
10/07/2026	AMP Services	BACS9	112.96		CUTTING DECK
10/07/2026	RICS	BACS10	43.20		NATURE RECOVERY WEBINAR
10/07/2026	MATT ATKINS	BACS11	50.00		M.ATKINS REFUND
10/07/2026	HARLEQUIN STUDIOS	BACS12	100.00		HARLEQUINS REFUND
13/07/2026	The Fuelcard People	DD	20.40		FUEL
13/07/2026	TOTAL GAS & POWER	DD1	161.08		MAY GAS
13/07/2026	WORLDPAY	WP1307	0.60		CARD CHARGES
15/07/2026	WORLDPAY	WP1507	0.53		CARD CHARGES
16/07/2026	CASTLE WATER	DD4	224.73		THE DELL - JUNE WATER
17/07/2026	SOUTH COAST TRAILERS LTD	BACS	650.00		TRAILER
17/07/2026	ABACUS FLAME LIMITED	BACS2	15,317.59		REPLACEMENT PUMP FOR BOILER
17/07/2026	Lewes District Council	BACS3	104.48		SUSTAINABLE FAIR BINS
17/07/2026	Zurich Municipal	BACS4	661.28		MUGA / PUMP TRACK INSURANCE
17/07/2026	R.J.Meaker Fencing Ltd	BACS5	14.70		DELL FENCING REPAIRS
17/07/2026	TOTAL GAS & POWER	BACS7	20.94		JUNE GAS
17/07/2026	TOTAL GAS & POWER	BACS8	70.51		JUNE GAS
17/07/2026	AMP Services	BACS9	99.64		SIDE CRANK
17/07/2026	Rigby Taylor	BACS10	943.50		MARKING FLUID
17/07/2026	CASTLE WATER	DD3	45.68		COMMUNITY HOUSE JUNE WATER
17/07/2026	The Royal British Legion	121076	61.00		WREATHS

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/07/2026	HEALTH ASSURED LTD	DD	60.00		EAP 19/07-18/08
20/07/2026	WORLD PAY	WP2007	0.60		CARD CHARGES
21/07/2026	WORLDPAY	WP2107	1.29		CARD CHARGES
22/07/2026	KINTO UK LTD	DD2	499.74		VEHICLE LEASE
23/07/2026	CITRUS HR	DD1	264.00		SAFEHR 20/07*19/08
23/07/2026	TOWER LEASING LIMITED	DD3	62.67		HANDSET RENTAL / IPECS
23/07/2026	Credit Card A/c	JUL CC	319.28		JUL CC
23/07/2026	WORLDPAY	WP2307	0.51		CARD CHARGES
23/07/2026	LARA PENROSE	BACS	50.00		L.PENROSE DEPOSIT
23/07/2026	AMAZON	BACS3	25.15		PADLOCKS FOR MUGA
23/07/2026	HGS	BACS4	359.19		TOILET TISSUE
23/07/2026	PHS Group	DD	448.68		MAY - AUG SERVICES
24/07/2026	JULY SALARIES	JUL PAY	31,338.14		JULY SALARIES
24/07/2026	HMRC	121077	11,430.48		JULY SALARIES
27/07/2026	The Fuelcard People	DD	34.09		HK66 WMJ FUEL
27/07/2026	Pitney Bowes LTD	DD1	39.11		POSTAGE
27/07/2026	WORLDPAY	WP2707	0.60		CARD CHARGES
28/07/2026	WORLDPAY	WP2807	0.28		CARD CHARGES
29/07/2026	FOCUS GROUP	DD2	118.58		WIFI / IPECS / CLOUD
29/07/2026	Northstar IT	DD3	114.00		DOMAIN HOSTING & ADMIN
29/07/2026	Northstar IT	DD4	250.80		TREND RENEWAL
29/07/2026	EDF	DD5	1,233.43		MAR-JUNE ELECTRIC
29/07/2026	WORLDPAY	WP2907	0.27		CARD CHARGES
31/07/2026	EDF	DD6	84.04		JUNE ELECTRIC
31/07/2026	WORLDPAY	WP3107	0.13		CARD CHARGES
Total Payments			88,902.82		

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/08/2026	EDF	DD	2,938.15		MAR-JUN ELECTRIC
03/08/2026	EDF	DD1	883.16		JUNE ELECTRIC CH
03/08/2026	EDF	DD2	110.85		JUNE ELECTRIC UNIT 14
03/08/2026	Barclays	DD3	39.00		BACS / COLLECT CHGS
03/08/2026	worldpay	WP0308	28.35		CARD CHARGES
04/08/2026	WORLDPAY	WP0408	0.07		CARD CHARGES
05/08/2026	PHS Group	DD4	210.00		PURCHASE OF HANDDRIERS
05/08/2026	02	DD7	60.84		AUG BILL
06/08/2026	Northstar IT	DD5	1,727.46		AUGUST SUPPORT
07/08/2026	Ernest Doe & Sons Ltd	BACS	15,598.80		NEW MULE
07/08/2026	AMP Services	BACS1	180.50		SHREDDER SERVICE
07/08/2026	LEIGH WASHROOMS LTD	BACS3	4,532.81		TOILET REFURB
07/08/2026	R.J.Meaker Fencing Ltd	BACS4	22.48		TIMBER LOCKS
07/08/2026	Chris Bartholomew Electrical C	BACS5	1,080.00		STRUCTURAL SURVEY CBEC
07/08/2026	ONLINE PLAYGROUNDS	BACS6	238.80		SELF CLOSE GATE HINGES
07/08/2026	CONSULT CLEANING SERVICES	BACS7	1,356.14		CLEANING
07/08/2026	LAVAT CONSULTING LTD T/A	BACS8	48.00		VAT AWARENESS COURSE
07/08/2026	WILLIAM HACKETT	BACS9	322.32		ZIP WIRE PARTS
07/08/2026	SUSSEX PAYROLL SERVICES ;TD	BACS10	115.06		JULY PAYROLL
07/08/2026	TRAIN2TRAIN	BACS12	280.80		APLH COURSE GD, DT & MD
07/08/2026	EAST SUSSEX PENSION FUND	BACS13	10,143.25		JULY SALARIES
07/08/2026	FAY DAVIS	BACS14	50.00		F.DAVIS REFUND
07/08/2026	BT	DD6	76.74		JULY WIFI
07/08/2026	WORLDPAY	WP0708	0.26		CARD CHARGES
10/08/2026	ABACUS FLAME LIMITED	DD	378.00		SERVICE PLAN FOR BOILER / AHU
10/08/2026	The Fuelcard People	DD1	77.41		HK66 WMJ FUEL
10/08/2026	WORLDPAY	WP1008	0.72		CARD CHARGES
11/08/2026	TOTAL GAS & POWER	DD2	135.21		JUNE GAS
11/08/2026	WORLDPAY	WP1108	0.07		CARD CHARGES
14/08/2026	PKF Littlejohn LLP	BACS	2,520.00		2025/26 audit
14/08/2026	CASTLE WATER	BACS1	347.94		JULY WATER
14/08/2026	CASTLE WATER	BACS2	209.58		JULY WATER
14/08/2026	Trade UK	BACS3	66.92		GROUNDS REPAIRS
14/08/2026	AMAZON	BACS4	142.69		GATE HINGES
14/08/2026	Spy AlarmsLtd	BACS5	108.00		FIRE ALARM BATTERIES
14/08/2026	HGS	BACS6	191.95		TOILET ROLL
14/08/2026	HORTICULTURAL SOCIETY	BACS7	21.00		HORTICULTRUALTICKET SALES
14/08/2026	CLAIRE O'SULLIVAN	BACS8	50.00		C.O'SULLIVAN REFUND
17/08/2026	CASTLE WATER	DD	194.14		JULY WATER THE DELL
17/08/2026	WORLDPAY	WP1708	1.05		CARD CHARGES
18/08/2026	WORLDPAY	WP1808	0.15		CARD CHARGES
19/08/2026	CASTLE WATER	DD1	10.52		JULY WATER
20/08/2026	AMP Services	BACS	265.48		HEDGE CUTTER REPAIRS
20/08/2026	Brewers and Sons Ltd	BACS1	126.85		PAINT FOR BUS STOPS
20/08/2026	TOTAL GAS & POWER	BACS2	21.22		JUNE GAS
20/08/2026	TOTAL GAS & POWER	BACS3	68.49		JUNE GAS
20/08/2026	AMAZON	BACS5	4.74		GIFT TAGS

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/08/2026	JAY NEWMAN	BACS6	50.00		J.NEWMAN REFUND
20/08/2026	JOSHUA HARDING	BACS7	50.00		J.HARDING REFUND
21/08/2026	FITZPATRICK WOOLMER	BACS	5,264.40		LADDER SIGNS FOR PARKS
21/08/2026	AMAZON	BACS1	89.17		USB CHARGER
21/08/2026	GOPAK LTD	BACS2	763.05		TABLES & LEGS
21/08/2026	LILLIAN WHITE	BACS3	100.00		L.WHITE REFUND
21/08/2026	PEACEHAVEN PLAYERS	BACS4	100.00		P/PLAYERS REFUND
21/08/2026	ROYAL NAVAL ASSOC EAST	BACS5	96.00		ROYAL NAVAL ASSOC EAST
21/08/2026	WORLDPAY	WP2108	0.37		CARD CHARGES
25/08/2026	HMRC	121078	11,444.32		AUGUST SALARIES
26/08/2026	East Sussex Security	BACS	546.00		MAINTENANCE RENEWAL
26/08/2026	CUT DIRECT LTD	BACS1	473.23		ACRYLIC SHEETING FOR BUS STOP
26/08/2026	HGS	BACS2	257.10		SOAP REFILLS
26/08/2026	CONSULT CLEANING SERVICES	BACS3	1,356.14		TOILET CLEANING
26/08/2026	SIEMENS FINANCIAL SERVICES	BACS4	281.83		FRANKING MACHINE RENTAL
Total Payments			65,857.58		

George Dyson
Town Clerk

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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

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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 Tuesday 15th September 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Fabry, Cllr Davies, Cllr Gallagher, Cllr Veck, Cllr Hart, Cllr Campbell, Cllr Wood.

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

No members of the public were in attendance

1. PF1250 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. PF1251 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. PF1252 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

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

4. PF1253 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1254 TO ADOPT THE COMMITTEE'S MINUTES OF 23RD JUNE 2026

Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher
The minutes of 23rd June 2026 were **agreed** and **adopted**.

6. PF1255 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The Responsible Financial Officer summarised the report and explained its purpose.

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

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

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

c. Income & Expenditure report.

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

d. Balance Sheet.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

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

7. PF1256 TO NOTE A REPORT ON BUDGET PLANNING FOR 2027/28

The Chair introduced the report in the papers and some background as to the reason for this paper.

There was a discussion, which was supportive of the report and highlighting key areas for Committee Chairs to be aware of.

Committee **noted** the report.

8. PF1257 TO DISCUSS THE DRAFT 2027/28 BUDGET

The Clerk summarised the purpose of this item at this early stage.

The Chair thanked the RFO for the work on the budget so far, highlighting the details in the covering report.

Cllr Davies also thanked the RFO for the work on this budget and was pleased to see the budget discussion starting earlier this year, but was not happy with the initial percentage increase on the Band D precept.

Cllr Gallagher spoke as Chair of the Leisure & Amenities Committee, that there would be a need for further discussion through the Committee about areas where expenditure is needed.

There was a discussion about generating additional advertising income.

The RFO reinforced the next steps in budget setting moving forward.

9. PF1258 TO ADOPT THE FOLLOWING POLICIES

a. Recording of public meetings policy

It was proposed to adopt this policy, subject to a minor amendment to point 2.3.

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

b. Equality & diversity policy statement

It was proposed to adopt this policy, subject to a minor amendment within point 1.

Proposed by: Cllr Alexander **Seconded by:** Cllr Hart
Committee **resolved** to **agree** to this proposal.

c. Safeguarding policy

It was proposed to adopt this policy, subject to a couple of spelling corrections.

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

d. Document retention policy

It was proposed to adopt this policy as read.

Proposed by: Cllr Alexander **Seconded by:** Cllr Wood
Committee **resolved to agree** to this proposal

e. Commercial Health & Fitness activities in parks licence agreement

It was proposed to adopt this policy, subject to an amendment to bring the GDPR policy statement in line with the current Council policy, and a minor amendment to the application form.

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

f. Treasury management policy

It was proposed to adopt this policy, subject to a minor amendment to bring the objectives section in line with the Controls.

Proposed by: Cllr Alexander **Seconded by:** Cllr Wood
Committee **resolved to agree** to this proposal

10. PF1259 TO AGREE THE REVISED YOUTH MAYOR HANDBOOK

Cllr Veck introduced the report and summarised the background to this item.

There was a discussion on the Youth Mayor's Handbook, that neither in the papers were really finished documents ready for a decision to be made.

It was proposed that Committee add the Youth Mayor's handbook to the remit of the Mayor's TFG, and that Committee accept timeline 1.

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

11. PF1260 TO AGREE A RECOMMENDATION TO FULL COUNCIL ON ADOPTING A STATEMENT OF POLITICAL NEUTRALITY

The Town Clerk summarised the report and the background to it. There was a lengthy discussion on the policy.

It was proposed that the statement be referred to Full Council following any further amendments that Councillors would like to put forward to the Town Clerk.

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

12. PF1261 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

The TFG has recently completed an audit which came out really well.

b. Community Buildings Working Group

A meeting is scheduled for this coming Thursday.

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

There has been no progress of this TFG, although a survey on Air Source Heat Pumps is scheduled at Community House soon.

d. Business Plan Review

Work on this is currently progressing through Committees.

13. PF1262 DATE OF NEXT MEETING – TUESDAY 17TH NOVEMBER 2026

The next meeting was confirmed as 17th November 2026.

14. PF1263 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry **Seconded by:** Cllr Hart

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.*

15. PF1264 UNPAID INVOICE REPORT

Committee **noted** the unpaid invoice report.

There being no further business, the meeting was closed at 21:19

George Dyson
Town Clerk

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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

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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 22nd September 2026 at 7.30pm.

Present: Cllr Fabry, Cllr Veck, Cllr Rosser, Cllr Gallagher, Cllr Alexander, Cllr Davies.

Officers: George Dyson (Town Clerk)

1. E665 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. E666 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies received from Cllr Harman.

3. E667 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E668 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Veck be Vice-Chair of the Committee.

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

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

5. E669 TO ADOPT THE MINUTES OF 14TH APRIL 2026

It was proposed that the minutes be adopted as read.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Veck

Committee **resolved** to **adopt** the minutes of 14th April 2026.

6. E670 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Clerk explained that this month's payroll (which includes the settlement back pay) has not been processed yet, so is not showing on this budgetary update.

There was a discussion about the professional fees budget, and what comes out of this code.

Committee **noted** the budgetary position.

7. E671 TO DISCUSS THE 2027/28 DRAFT BUDGET

There was a brief discussion on the proposed budget, and that financial forecasting for staffing costs next year is ongoing.

Committee **noted** the draft 2027/28 budget.

8. E672 DATE OF NEXT MEETING – TUESDAY 26TH JANUARY 2027 AT 7:30PM.

The next meeting was confirmed as 26th January 2027.

9. E673 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck

Seconded by: Cllr Alexander

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.

10. E674 TO REVIEW THE COMMITTEE ACTION PLAN

There was a discussion on the progress of items on the business plan, and that some items, particularly the employee SCP banding TFG work, will need to start up again soon.

Committee **noted** the action plan.

11. E675 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk summarised that there is now unlikely to be much more Councillor training taking place as Council elections will be taking place in May, although there may be a need for some updated Planning training. It was highlighted how successful Councillor training has been during this Council, and that we need to start discussing training needs for post-elections.

Committee **noted** the Councillor training plan.

12. E676 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

It was highlighted that there is a reasonable amount of training needing renewing in the next 3 months, including Manual Handling for most staff, which is scheduled in.

Committee **noted** the Staff training plan.

13. E677 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There was no update for this item.

14. E678 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent staff sickness absence.

The Chair requested that it be noted that Committee recognise the commitment of staff in keeping sickness absences low.

Committee **noted** the sickness absence report.

15. E679 TO NOTE ACCIDENT/ INCIDENT REPORT OVERVIEW

The Clerk introduced the report and explained the background to the item.

Committee discussed the report and its recommendations, including that there may be some scope for the Audit TFG to include this in their work, and for reports on recent accidents/ incidents to continue coming to Committee moving forward.

Committee **noted** the report.

16. E680 TO NOTE THE 2026/27 NATIONAL JOINT COUNCIL PAY AWARD.

The Clerk explained that the backpay amounts and new salaries are currently being processed by payroll, and that the full financial information for this is not available yet, but that the award was 3.3%, and the new SCP bands are included in the paper appendices.

Committee **noted** the NJC pay award.

17. E681 TO NOTE A REPORT ON AN EMPLOYEES PROBATIONARY PERIOD

The Clerk summarised the report, and thanked the Chair & Vice-Chair of Committee for their input into this item.

There was a discussion on the decision and the reasons for it, as well as employee performance and management moving forward.

Committee **noted** the report.

18. E682 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

This had been discussed earlier as part of the action plan.

b. Employee SCP banding

This had also been discussed earlier as part of the action plan.

There being no further business the meeting was closed at 20:53.

George Dyson
Town Clerk

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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 Polydrou (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.

14/7/26

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
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DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 14th July 2026 at 7:30pm.

Present: Cllr Gallagher (Chair of Committee), Cllr Studd (Vice Chair), Cllr Donovan, Cllr Fabry, Cllr Griffiths, Cllr Hart.
Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There were 5 members of the public in attendance.

1. **LA 1117 CHAIR ANNOUNCEMENTS** The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, went through the building fire procedure, asked that phones be turned off or put onto silent, informed everyone that the meeting was being recorded for internal use, and updated members on the public questions session and the 3-minutes standing orders rule.

The Chair commented on:-

- The recent heatwaves and wildfires and asked that the topic of climate change be part of the committee.
- The news of the death of a former politician, where the Chair reminded members of the dangers for those in public life, including social media, and reminded fellow Councillors not to publish personal information, including addresses. The Chair expressed not wanting photos of herself without her permission.

2. **LA 1118 PUBLIC QUESTIONS.**

The first questioner was the Secretary of the Community Garden, who spoke in reference to **LA 1128 COMMUNITY GARDEN EXPANSION**, and read out part of their 2023 Constitution, including that the garden exists to enable members to grow produce, share ideas, learn, and provide free fruit and vegetables. They expressed they were not looking for an expansion, but that part of the garden was overgrown, which the group was looking to recultivate. They commented that their request for the installation of a bench/table had been rejected by PTC, and pointed out that there were several benches in the Oval already that were subject to rubbish, and that the installation of one more bench in the garden would encourage people to sit and enjoy the garden and nature.

A second questioner commented positively about the Community Garden, and to their question about where the water came from, the Secretary of the Community Garden clarified there were 10 water butts.

The first questioner confirmed that supporting evidence for the Community Garden request could be obtained but had not known that it was needed.

3. **LA 1119 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There was an apology from Cllr Sharkey.

4. **LA 1120 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There was a declaration of interest from:-

- Cllr Griffiths in relation to item LA 1128 COMMUNITY GARDEN EXPANSION
- Cllr Gallagher in relation to item LA 1124 TO NOTE ALLOTMENTS UPDATE

5. **LA 1121 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 19TH MAY 2026**

Several members raised that the minutes were not included in the papers.

[Handwritten signature]
8/9/26

It was proposed to approve the minutes of the L&A Committee meeting held on 19th May 2026.

Proposed by: Cllr Fabry

Seconded by: Cllr Gallagher

The resolution was **carried**.

1 member abstained.

The Chair brought the following item forward:-

12. LA 1128 COMMUNITY GARDEN EXPANSION

Cllr Griffiths raised two issues: the positioning of the bench, and concern of loss of biodiversity, and expressed that the garden had a licence which outlined they had to pass things through the Parks Officer. They commented that the licence was inadequate and should be reviewed, for instance it did not clarify the policies mentioned.

The Chair agreed with the points raised, commented they would be reluctant to refuse but that more work needed to be done to look into it more deeply before making a decision.

Cllr Hart raised having carried out some research, including the NDP, and that it was good use of land and a good location, could meet the needs of our community for food growth, and suggested considering the long-term objectives with the Parks Officer.

Cllr Griffiths expressed that a licence had been given recently to Develop Outdoors, and suggested being equitable with what's in both licences.

It was proposed to defer the decision to the next meeting, set up a TFG to look into it and review the licence.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Hart

All in **favour**.

TFG members were confirmed as Cllr Gallagher, Cllr Hart, and Cllr Griffiths.

6. LA 1122 TO NOTE THE BUDGET UPDATE

The Chair referred to two items in the minutes:-

- The allotments and its income and expenditure, and expressed gathering information prior to meeting with the RFO in September for next year's budget setting.
- The planters along the high street - the Chair expressed having thought that the money from advertising would be used for seasonal planter planting, and suggested this be looked into for the future.

The Parks Officer expressed that under item LA1124 on this agenda that the breakdown was provided for the allotments, and would be happy to have a meeting to explain everything.

The budget was **noted**.

7. LA 1123 TO NOTE ACTION PLAN UPDATE

The Parks Officer expressed that the Action Plan was shorter than at the last committee as all the completed items had been removed.

The Chair asked for an update on OVCA as to what the hold up was, and wanted the project completed before May 2027.

Cllr Griffiths provided reasons for the delay, including the lottery, there being lots of paperwork, and two part time OVCA staff members. The Parks Officer it could have been raised before this meeting with the Town Clerk, and the Chair confirmed she would raise it with the Town Clerk.

It was suggested that the Hub items be removed, as it was no longer under the committee.

Cllr Fabry raised that the accessibility audit of parks and open spaces would be brought to the next meeting, and Cllr Hart was interested to join the TFG.



It was suggested to remove the Purchase of the battery utility vehicle as that had been agreed at Full Council.

The action plan was **noted**.

8. LA 1124 TO NOTE ALLOTMENTS UPDATE

The Parks Officer briefly outlined the report.

The Chair raised that more work needed to be done, and that the Horticultural Society held an open session at the beginning of June where allotment holders talked about fencing with varying opinions.

The Parks Officer confirmed there had not been problems before, and that it had now stopped. Cllr Hart suggested reaching out to groups to positively involve youths.

The Chair raised that it was nice that the allotment were so open and part of the community, and was visible from Cornwall Avenue.

The update was **noted**.

9. LA 1125 TO NOTE THE COMPLAINTS LOG

The Chair expressed that the log was easy to read. In relation to item 699, Cllr Griffiths commented that the scheduled work was during the nesting season – The Parks Officer confirmed it had been checked and there were no birds.

10. LA 1126 TO AGREE TO SET UP A TFG TO REVIEW THE BUSINESS PLAN

The Chair read out the NDP's Vision, and reminded committee how the vision should be achieved, and that there were also designated community projects within the NDP. The Chair suggested the projects from the NDP be considered for the Business Plan.

It was proposed to set up a TFG to review the Business Plan

Proposed by: Cllr Hart Seconded by: Cllr Donovan

All in **favour**.

TFG members: The Chair, Cllr Studd and Cllr Hart.

11. LA 1127 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFG's)

I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES

As agreed earlier in the meeting, this would move forward.

II. HOWARD PARK PHASE 2

The TFG updated members that a landscape designer had provided some designs, but as there was no budget, funding had to be sought by the Meetings & Projects Officer; that a local company may be interested in supporting the project, and the TFG, the potential designer, the Parks Officer and the Meetings & Projects Officer would meet the interested business on site on 22nd July at 10am.

The Chair commented that the public consultation had only received around 39 responses, who were generally of the older generation, and hoped the installation would attract younger people to the park but remain a quiet location. Cllr Donovan commented there was nothing in Peacehaven to commemorate loved ones.

20:26 – 2 members of the public left the meeting

13. LA 1129 TO AGREE MERIDIAN MONUMENT RESTORATION PUBLIC CONSULTATION

It was clarified that the monument was the responsibility of Peacehaven Town Council, that it had been painted around 10 – 12 years ago, and cleaned recently. The Chair agreed that it did need restoration, and the Parks Officer raised the brass plaques did need renovating, the monument itself was sound, and the original globe had been replaced with a plastic one.

Cllr Donovan expressed the need for an improved monument for visitors to the town in relation to the new Meridian Meander.

Cllr Hart suggested including background information about the monument.



It was proposed to go forward with the consultation, with a brief history of the monument and picture – send to local schools and link it to the Meridian Meander.

Proposed by: Cllr Donovan Seconded by: Cllr Griffiths

All in **favour**.

Cllr Griffiths asked for a copy of the publication when available.

The Chair returned to item **LA 1126 TO AGREE TO SET UP A TFG TO REVIEW THE BUSINESS PLAN**, ran through the items on the report that the TFG would review, including making sure PTC policies all tie up together, and expressed that items overlapped with the E&S committee.

14. LA 1130 TO REVIEW THE CLIMATE VEHICLE AND EQUIPMENT PLAN AND TIME SCALE

The Parks Officer raised that the Environment and Sustainability Committee had agreed to achieve scope 1, updated committee briefly on what scopes 2 & 3 involved, and that amber and yellows represented coming up next year, ran through when some equipment was due, and that the big spend would come in 2030, and a discussion was needed at budget setting to work out how to build up the reserves.

Cllr Donovan expressed this should be put into the business plan.

The Chair queried whether anything else was required, whereby The Parks Officer confirmed it depended on de-volved land, and Morrisons and section 106 monies was briefly discussed.

15. LA 1131 TO CONFIRM DATE OF NEXT MEETING AS THE 8TH AUGUST 2026

The Parks Officer confirmed that the next meeting would be September, and not August.

The date of the next meeting was confirmed as 8th September.

There being no further business the meeting ended at 20:49.

A handwritten signature in black ink, appearing to read 'C. Hughes', is written over the closing text of the minutes.

George Dyson
Town Clerk

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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 8th September 2026 at 7:30pm.

Present: Cllr Gallagher (Chair of Committee), Cllr Studd (Vice Chair), Cllr Donovan, Cllr Fabry, Cllr Griffiths, Cllr Hart.
Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There were 2 members of the public in attendance.

- 1. LA 1132 CHAIR ANNOUNCEMENTS** The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, reminded committee of the 3-minute rule, informed everyone that the meeting was being recorded and to speak up, and reminded members of the public questions protocol.
- 2. LA 1133 PUBLIC QUESTIONS.**
There were no public questions.
- 3. LA 1134 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
An apology was received from Cllr Sharkey.
- 4. LA 1135 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
There was a declaration of interest from Cllr Hart in relation to item **LA 1142**.
Cllr Gallagher expressed that herself and Cllr Donovan had interests, which was subsequently withdrawn.
- 5. LA 1136 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 14th JULY 2026**
Proposed by: Cllr Griffiths Seconded by: Cllr Donovan
All in **favour**
- 6. LA 1137 TO NOTE THE BUDGET UPDATE**
The Chair expressed they had a meeting the following day to discuss next year's budget, and that they were still keen for the allotment to have its own separate budget.

Cllr Griffiths expressed raising the amount in the Vandalism Repairs budget in the new financial year.
The budget was **noted**.
- 7. LA 1138 TO NOTE ACTION PLAN UPDATE**
It was raised that Cllr Hart been missed off as a member of accessibility for Parks and Open spaces and needed to be added.
The action plan was **noted**.
- 8. LA 1139 TO NOTE ALLOTMENTS UPDATE**
The Chair ran through the report, commented on currently being the only available Allotment Liaison Cllr, due to Cllrs Harman and Sharkey's own personal reasons, and that now having access to the Horticultural hut should help provide more open communication with allotment holders. The Chair also suggested the Single Use Plastics policy be expanded to also cover the allotments, and that what was brought into the allotments was reviewed. They concluded their report with suggesting that a Working Group be set up for reviewing the Terms and Conditions.

The Parks Officer confirmed that the two foot gap rule had never been implemented, and that the excess debris should be cleared from the boundary in one go with machinery. The Chair expressed that the Parks Officer produce a plan for that, to help remove excess debris from the boundary areas.

It was proposed that:-

1. A Working Group is set up to consider the way forward to include review of Terms and Conditions for 2027, the Inspection regime and the recording of data and the reporting back to this Committee, and other matters if appropriate.
2. The Parks Officer be authorised to provide a plan to remove all excess debris from the Boundary areas and how to secure by fencing the boundaries not including Cornwall Avenue for short term problem areas and long term.
3. Officers obtain costings for the installation of drinking water fountain and compost toilet.

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

All in **favour**.

The Working Group members were agreed as: Cllr Gallagher, Cllr Hart, and the Parks Officer.

The Chair raised that a lot of tenants were unhappy with the inspection routine, and proceeded to detail waiting list numbers and period of wait, along with numbers of formal and informal letters. They suggested that the reasons why tenants had not been able to progress with their plots be sent to the Allotment Liaison Councillors rather than the Parks Officer.

Cllr Griffiths suggested some of the plot holders may need buddies, and the Chair raised Cllr Hart's involvement with the Youth may be of help, that plots could potentially be used in different ways, or that allotments are prepared. Cllr Fabry suggested these items be added to the Action Plan.

The Chair brought item 11. LA 1142 forward.

20:06 – Cllr Hart left the meeting

11. LA 1142 TO AGREE COMMUNITY GARDEN TFG REPORT

The Chair raised that the currently unsigned licence needed to tie in with what the community garden as it was. Cllr Griffiths expressed concern with there being no break clause in the licence, and raised that although the report was stated as being written by the TFG, the TFG had not met or been involved in the report.

The Parks Officer updated members that a latch would be delivered soon so that the entrance at Green Gate would be accessible. The Chair raised various accessibility issues would be reviewed by the Accessibility TFG.

The Accessibility TFG agreed they would work with the Access Group, and Cllr Griffiths explained the seating should have a comprehensive plan, and that its funding could be found from different places.

It was proposed that the licence be dealt with by Town Clerk and brought to the Community Garden TFG.

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

All in **favour**.

*20:22 - It was proposed to suspend Standing Orders
Proposed by: Cllr Gallagher Seconded by: Cllr Fabry
All in **favour**.*

A member of the public raised they were also Vice Chair of the Access group.

20:23 - Standing Orders were reinstated

The Parks Officer reminded members there was a current TFG set up to look into the clearing, seating and to review the license.

It was proposed to allow the Community Garden group to clear the overgrown land.

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

Seconded by: Cllr Donovan

The new Community Garden TFG members were confirmed as: Cllr Hart, Cllr Griffiths, Cllr Harman, Nigel and Lynn.

20:24 - The two members of public left the meeting, and Cllr Hart rejoined the meeting.

9. LA 1140 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed that item 707 was still to be resolved, and as per the Terms and Conditions, would go to Full Council. The Chair suggested reviewing timings in the terms and conditions due to the length it was taking to resolve.

Cllr Hart raised that items 706 and 718 had been raised by a member of the public rather than herself, and the Meetings & Projects Officer expressed they had been mistakenly placed under this committee, but had correctly been updated to sit under Planning.

The Accessibility TFG agreed to review complaint item 719.

The Complaints Log was **noted**.

10. LA 1141 TO NOTE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. ACCESSIBILITY OF AMENITIES

Cllr Hart expressed progress was being made, considered the possibility of a professional audit and that a report would be brought to the next meeting. They raised that the Community Garden gate was not secure as it allowed children out, but did not allow wheelchair access. The Parks Officer raised there being no internal fence anyway, and that the issue was uneven ground in view of mobility scooters. Cllr Hart expressed having spoken with the access group, which had concluded the importance of not making decisions for people and using signage instead, whereby the Parks Officer expressed that signage was not a dismissal of obligation and suggested speaking to the Town Clerk.

II. HOWARD PARK PHASE 2

A brief background of the report was discussed by members, including the fact that professionals who had already given their time for free. The Chair expressed that the project needed to follow the Town Council financial regulations, and Cllr Studd expressed possible grant funding was being looked into. The Meetings & Projects Officer commented there were various funds available, whereby the Chair expressed the working group be expanded and a concept idea and project outline be put forward to Full Council as it was a major change to a community asset.

It was proposed that Cllr Gallagher and Cllr Hart join the Howard Peace Park TFG.

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

Members expressed needing guidance from the Town Clerk.

12. LA 1143 TO AGREE THE BUSINESS PLAN TFG REPORT

The Chair ran through their report, including there being projects in the NDP, and members discussed the items including which crossed over with other committees, what was suitable for the Business Plan, what the items were, and the need for the Town Clerk to categorise any agreed Business Plan item to the relevant committee.

*21:09 – Cllr Fabry left the meeting
21:11 – Cllr Fabry rejoined the meeting*

Cllr Fabry suggested that the Additional parking for visitors to Centenary Park be a separate item and a report brought to committee, rather than adding it to the Business Plan.

The Chair expressed noting that Housing Need, and Travel Planning and the A259 Quality of the Public Realm would not be for this committee.

The Meetings & Projects Officer reminded The Chair that Cllr Hart was also part of the TFG.

It was proposed that, on approval from the Town Clerk, the following items:-

1. Promoting Sustainability - be passed to the E&S committee
2. The Development of Green Spaces Infrastructure - remain on the Business Plan
3. Consultation on Sports and Leisure facilities – be removed from the Business Plan
4. To encourage Urban Greening – be passed to the E&S committee if the Town Clerk agreed
5. Renewable Energy – To be noted on the Business Plan as already being done
6. Accessibility to parks and open spaces owned by the Town Council – remain on the Business Plan
7. The Hub - be removed from the Business Plan for this Committee
8. Howard Park phase 2 project - be included on the Business Plan if project agreed to progresses
9. Allotment improvements - be included on the Business Plan.

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

It was proposed that additional parking for visitors to Centenary Park to be a separate item and a report brought to committee, rather than adding it to the Business Plan.

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

13. LA 1144 TO NOTE WATER EQUIPMENT IN THE DELL DISCONNECTED

The Chair expressed wanting the water play to continue but for the water to be limited in some way.
The report was **noted**.

14. LA 1145 TO AGREE THE GRAFFITI REPORT

Members suggested that a separate log be created for offensive graffiti, which would help identify graffiti hotspots, and for there to be a graffiti policy.

It was proposed that this committee agrees the definition of offensive graffiti and officers bring it forward to the Policy and Finance committee for approval, and to include reporting to the police and logging.

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan
All in **favour**.

15. LA 1146 TO CONFIRM DATE OF NEXT MEETING AS THE 10TH NOVEMBER 2026

The date of the next meeting was confirmed.

There being no further business the meeting ended at 21:40.

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
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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.

A handwritten signature in blue ink, appearing to be "G. Harman", is written over the bottom right of the page.

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


28th JULY 2026

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
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DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 28th July 2026 at 7.30pm

Councillors: Cllr Wood (Chair), Cllr Rosser (Vice Chair), Cllr Harman, Cllr Hart, Cllr Mills, Cllr Veck, Mayor's Cadet (Zack Osborne).

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

There were 2 members of the public in attendance.

1. CCE667 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, reminded members of the 3-minute rule as per Standing Orders, informed everyone that the meeting was being recorded and to speak up, and outlined the public questions process. The Chair then informed the Committee of the following:

- Bingo 26th August 2pm – 4pm
- Ghana Be a Good Night on 29th August 6pm – 9:30pm
- PTC's Road Safety Consultation, closing 20th September
- Meridian Meander – a reminder of the walk
- Availability to hire The Dell, and to let the office know if interested.

Cllr Veck raised that the Ghana Be a Good Night poster only showed information for over 18s and under 12s, whereby the Mayor of Peacehaven informed committee this would be looked into.

2. CCE668 PUBLIC QUESTIONS

The founder of the ABC Fund, Peacehaven expressed the current status of the charity, including the recent murder mystery evening which raised £1,700, and a ghost hunt that raised £2,100. They expressed it had been a tough year, were delighted their charity would be sponsored by the Mayor of Peacehaven, would try to become involved in the events, and could volunteer for the bingo on 26th August.

They ran through their charity's upcoming events, including a fully booked coach children's trip from the Meridian Centre to London's Natural History Museum, a free information day at the Gateway Café, a coach trip to Wakehurst Place, the regular Christmas pantomime, food hampers and that, if funds were available, a trip to meet Father Christmas at the Chichester Canal.

The questioner continued that the charity had been established for 35 years, they now had a new website and logo, and that the charity was in need for volunteers.

Cllr Wood queried the contents on the Christmas hampers and whether it was Peacehaven children that were supported, to which the questioner expressed the hampers were made up of around £50 worth of basics items and Christmas treats, were supported by Bede school, explained the hampers' logistics, and clarified that, wherever money was raised that was where it would be spent i.e. the coach to Wakehurst was sponsored by Lewes District Community Action Network, so would specifically benefit children from the Lewes District area.

Cllr Harman suggested that more money needed to be raised in Peacehaven so that Peacehaven children were supported, and the questioner expressed they work with family support workers covering Peacehaven, as well as police, young carers, and widowed and young (WAY) in the area.

Members thanked the public questioner.

3. CCE669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

4. CCE670 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE671 TO ADOPT THE MINUTES FROM THE 2nd JUNE 2026

Proposed by: Cllr Mills Seconded by: Cllr Veck

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

6. CCE672 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE673 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

19:44 – 2 members of public left the meeting.

8. CCE674 TO AGREE REMAINING 2206-27 EVENTS

The Meetings & Projects Officer outlined the report, and Cllr Veck expressed that Lee at The Joff seemed happy to host a Halloween event, of the potential of tying it in with the craft fair booked at The Joff on 31st October, that Lee was looking to host a youth disco around that time too, and added that this was to be discussed with Lee.

In reference to the Children's Christmas party, Cllr Veck raised that, at the beginning of last year it had been agreed for the Christmas party to be held alternate years to the Halloween party as it was too much for officers to manage both events, to which the Information and Community Facilities Officer agreed, whereby the Meetings & Projects Officer expressed not having been able to find this resolution.

Therefore the Chair commented that this year would be the Halloween party, and Cllr Harman raised that the agreed Mayor's disco on 19th December could be a Christmas themed, host children, and involve the ABC Fund.

Cllr Veck commented that if the Halloween party was handed over to The Joff at their premises, PTC would have to work alongside them, and suggested the Information and Community Facilities Officer converse with Lee and bring a report back to committee. The Meetings & Projects officer commented that a report could be brought back to committee by an officer, whether it be the Information and Community Facilities Officer or the Civic & Events Officer.

Cllr Hart commented on the important financial benefit for families of holding a Christmas event this year, and reminded committee that last year's was cancelled.

It was proposed that the Information and Community Facilities Officer liaise with The Joff about the Halloween event, with the date to be agreed at the next meeting.

Proposed by: Cllr Veck **Seconded by:** Cllr Rosser

All in **favour**.

It was proposed that the Mayor organise a children's Christmas event as part of the agreed Mayor's disco bingo on 19th December.

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

All in **favour**.

It was proposed to hold the PTC Sustainable Fashion Show on Saturday 6th March, the PTC Summer Fair on Saturday 10th July 2027, and Mayoral Civic Reception on Saturday 20th March.

Proposed by: Cllr Veck

Seconded by: Cllr Mills

All in **favour**.

9. CCE675 TO NOTE THE EVENT COSTS UPDATE REPORT

The update was **noted**.

10. CCE676 TO NOTE THE SUSTAINABLE LIVING RAIR REVIEW REPORT

The update was **noted**.

11. CCE677 TO DECIDE ON POSSIBLE PROPOSALS TO MARK THE NEW NATIONAL DAY FOR VICTIMS OF TERRORISM

The Chair outlined the report, and commented that it would not be right to have flowers laid at the memorial.

Members discussed low key options, including flowers, tea lights in the shape of a heart, a condolence book, a tree branch with commemorative messages, not to have refreshments, and displaying the PTC's official flower – the thrift.

It was proposed to have a flower display of thrift, a card written by the Mayor, a branch, something to write messages on, candles, to decide on the following year's event, next year, and to produce a mailing list.

Proposed by: Cllr Wood

Seconded by: Cllr Veck

All in **favour**.

12. CCE678 TO AGREE THE CHANGE OF DETAILS FOR A MAYORAL EVENT

Cllr Harman outlined the report, and that, due to a clash of hall bookings, the date had to change to Friday 13th November.

Cllr Rosser updated members that he had invented and copyrighted an appropriate board game, and offered it for the event, and members discussed alternative ideas for the theme.

It was proposed to change the previously agreed Mayoral Event on 14 November 2026 from a traditional quiz night to a spy themed evening with quiz on Friday 13th November.

Proposed by: Cllr Hart

Seconded by: Cllr Rosser

All in **favour**.

13. CCE679 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

Cllr Veck updated members that a meeting would be held with the Communications Working Group when the PR Officer returned from leave.

b. Events working group

There was no update, and members agreed that a meeting date would be set. The Chair emphasised the need to meet, as there were numerous events coming up, and Cllr Veck commented that a meeting needed to be scheduled by the Civic & Events Officer.

Members raised having received meeting date invites from the Civic & Events Officer for September, which was too late. The Meetings & Projects officer suggested putting forward alternative dates if preferable.

c. Mayors Working Group

The details discussed at item CCE679 b) above were also in reference to this item. In addition, members discussed the role of the Mayor's Cadet in view of how long a Cadet should be in post, along with there being confusion with the PTC Youth Mayor also being the TTC's Mayor's Cadet. Cllr Veck reminded committee that a Mayor's Cadet could be chosen from any organisation, so changing organisations could be a consideration to mitigate similar confusion. In view of

the discussion, the Meetings & Projects Officer agreed to speak with the Town Clerk, and update all members.

The Mayor's Cadet updated committee that at some point soon he may no longer be a Sea Cadet, and Cllr Rosser suggested that a similar timetable as the Youth Mayor be introduced for the Mayor's Cadet.

d. Communications Working Group

As item 13. CCE679 a)

e. Youth Mayor Election TFG

Cllr Hart updated committee that she would like to join the TFG, and Cllr Veck raised that an urgent meeting was needed.

f. Youth Engagement Working Group

No update was made.

g. Sustainable Living Fair TFG

It was proposed to close the TFG.

Proposed by: Cllr Veck

Seconded by: Cllr Wood

All in **favour**.

h. Mayor's Handbook Review TFG

Cllr Veck suggested that the Mayor's Cadet guidance be part of the review, and members discussed whether it was correct for a current, exiting or former Mayor to be part of the TFG.

14. CCE680 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 29TH SEPTEMBER 2026

The date was **noted**.

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



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



Committee	Full Council	Agenda Item:	C1609
Meeting date:	October 6 th 2026	Authors:	Cllr. Amber Hart, FoTPL Liaison
Subject:	Public Library		
Purpose:	To agree Response to ESCC		

Recommendation(s):

That Council agree to send the proposed letter to ESCC, with a copy to LDC Planning

1. Background

As Peacehaven Town Council's Outside Body Representative to Friends of Peacehaven and Telscombe Library (FoPTL), I am bringing this matter to Council's attention following discussions regarding the future of the library relating to the planning application for the Meridian centre.

The future of the library is of considerable importance to the local community, and I believe it is appropriate for Council to consider the proposals and agree a formal response.

In its amended Planning Application to Lewes District Council (LDC) for the Meridian Centre, Morrisons proposes to retain the existing Public Library Building after necessary maintenance and improvement of the structure. East Sussex County Council (ESCC) has known of these plans for many months. ESCC now states that while continuing to support the need for a public library, the current building is too large. It has raised questions about its structural viability and who would be responsible for the refurbishment costs (see Appendix A, letter to LDC Planners from ESCC officer Nathalie Anderson). The original Morrisons Planning Application had included plans to completely replace the existing building, and ESCC had insisted on its size being limited to 300 square metres.

PTC has long campaigned for better use of the current Library. The original Morrisons Planning Application had included an option for extra community space next door to the proposed new Library. Both Telscombe Town Council and Friends of Peacehaven and Telscombe Library (FoTPL) have responded critically to ESCC's views. PTC Planning sent a short response to the Planning Application within the consultation time limit. PTC needs to consider whether to add its voice to TTC and FoTPL in calling for Morrisons, LDC, and ESCC to support the Morrisons proposals. A draft letter to ESCC, copy to LDC Planning is attached at Appendix B.

2. Options for Council

1. To approve the proposed response to ESCC, as set out in Appendix B, and authorise its submission, with a copy forwarded to LDC planning department.
2. To approve the proposed response, subject to any amendments agreed by Council, and authorise its submission to ESCC, with a copy forwarded to LDC planning department.
3. To resolve not to submit the proposed response.

3. Reason for recommendation

To enable Peacehaven Town Council to make formal representations regarding the future of Peacehaven Library.

The proposed response seeks to ensure that the long-term needs of residents are fully considered, including the retention of the existing library footprint, opportunities for expanded community services, the suitability and condition of the building, and the financial and maintenance responsibilities associated with its future.

It also seeks clarification from ESCC regarding the evidence underpinning its position on the size of the library and the arrangements being considered to secure sustainable library provision within the redeveloped town centre.

4. Expected benefits

Better facilities for residents

Implications

5.1 Legal	Planning Application
5.2 Risks	The risks are of not acting and losing Library and other services
5.3 Financial	
5.4 Time scales	Immediate and continuing
5.5 Stakeholders & Social Value	Residents, schools, SEND, community space for all
5.6 Contracts	
5.7 Climate & Sustainability	Warm Hub in winter, cool space in heat of summer
5.8 Crime & Disorder	Maintaining other community opportunities reduces crime
5.9 Health & Safety	Safe space, mental and emotional
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Very important for SEND and digital support; locally accessible service

5. 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	X
6.3 Helping children and young people	X
6.4 Improving the quality of life for residents and visitors to Peacehaven	X
6.5 Supporting residents in need	X
6.6 Valuing the environment	X

6.7 Which business plan item(s) does the recommendation relate to? ALL, directly or indirectly. Advocating for residents
--

6. Appendices

Appendix A

From: Natalie Anderson <Natalie.Anderson@eastsussex.gov.uk> Sent: 29 July 2026 13:52 To:

James Smith <James.Smith@lewes-eastbourne.gov.uk> Subject: LW/23/0018 - Meridian Centre

Meridian Way Peacehaven East Sussex - East Sussex Libraries

Dear James,

I am writing regarding the above application. I understand that the consultation period closes today, and I have attempted to submit comments via the website. However, there does not appear to be an appropriate category under which I can submit them.

I do not fall within the categories of member of the public, neighbour, town or parish councillor, or ward councillor. The comments are submitted on behalf of East Sussex County Council Libraries. They are neither in support of nor an objection to the application, but provide important neutral feedback given the library's role as a vital community asset in Peacehaven.

I have included the service comments below and would be grateful if you could acknowledge receipt of them.

LW/23/0018 - Meridian Centre Meridian Way Peacehaven East Sussex - East Sussex
Libraries

East Sussex County Council submits the following comments in relation to the revised planning application for the redevelopment of the Meridian Centre in Peacehaven. The comments focus on the proposal to retain the existing Peacehaven Library building as part of the redevelopment.
Library provision in Peacehaven

East Sussex County Council remains committed to securing a modern, accessible and financially sustainable library building for Peacehaven residents. Continued provision within the town centre is important because the library supports literacy, learning, digital access, wellbeing and social connection for residents of all ages.

A Needs Assessment and Accessibility Analysis was undertaken as part of the development of East Sussex County Council's Libraries Strategic Commissioning Strategy. The evidence supported the need to maintain a network of 17 public library buildings, including library provision in Peacehaven. This remains the Council's position.

Condition of the existing library building

The Council welcomes the intention to retain the library in a central location and to keep services operating during redevelopment. However, the long-term use of the existing library building needs careful consideration because of its condition, affordability and suitability.

The library has experienced significant building-related issues in recent years, including roof leaks, water ingress, concerns about electrics and heating, and maintenance pressures linked to an ageing building. It is not yet clear how long the current building could provide a reliable, good quality library environment without further investment by the developer.

The Council would need a clear record of the building's condition before any handover or lease

arrangement is agreed. This should include details of works completed by the developer, remaining liabilities, responsibility for future repairs and maintenance, and the proposed rent, service charges and other occupation costs. This information is needed before the Council can take an informed view on whether the retained building is a suitable long-term option.

Library space

There is a clear case for library provision to remain in Peacehaven, particularly in a central and accessible location.

However, the need for future library space does not mean the current building is automatically the right long-term solution. The existing library is substantially larger than required for modern library provision. Future accommodation should be appropriately sized, affordable, sustainable and capable of being delivered within existing budgets, including rent, business rates, service charges, repairs and maintenance.

Information required

Before any long-term commitment is made, East Sussex County Council would need a comprehensive condition survey and lifecycle cost assessment. This would give a clear picture of the building's current condition, likely repairs and the cost of keeping it suitable for library use over the longer term.

Given the short consultation period for the revised application, it has not been possible for the Council to commission and complete this work before submitting these comments. However, East Sussex County Council has subsequently commissioned this work, which will be used to assess the long-term cost of the building. The Council has therefore not yet been able to fully assess the building's condition, likely repair costs or future liabilities.

Further clarity is also needed on the delivery arrangements for the revised proposal. This includes timescales, phasing of works, the scope of any building improvements, and long-term ownership, maintenance and repair responsibilities.

It will also be important to confirm how library services would continue safely and effectively during any wider redevelopment works, including access arrangements, parking, deliveries, public safety and any temporary disruption to the surrounding site.

East Sussex County Council welcomes the principle of retaining library provision in a central and accessible location in Peacehaven and recognises the wider benefits of regeneration at the Meridian Centre. However, further information is required before the Council can determine whether the existing building represents a suitable long-term solution. This information should include a condition survey, clear cost information and confirmation of the proposed handover,

ownership, maintenance and repair arrangements. This information is essential to ensure any retained library provision is fit for purpose, affordable and sustainable for residents over the longer term.

The Council's position is that library provision should be secured through the planning process, but that the retained building must be shown to be fit for purpose, affordable and sustainable over the longer term. A comprehensive condition survey, clear cost information and confirmation of the developer's proposed approach to handover and repairs should therefore be treated as essential next steps before a final position is reached. The developer should also make a clear commitment to providing the library space as a genuine long-term solution, on appropriate terms and at the lowest reasonable cost, reflecting its role as a vital community asset. We therefore request that the District Council defer its decision on the application until the condition survey has been completed and there is a clear understanding of the long-term implications for the library building. Following the survey, we ask that a planning condition is included to secure the necessary improvements to the library building. If the survey finds that continued use of the existing building is not sustainable, a Section 106 agreement should be put in place to secure suitable alternative library provision in Peacehaven.

Kind regards, Natalie

Natalie Anderson

Appendix B

DRAFT – FOR PEACEHAVEN TOWN COUNCIL APPROVAL

Natalie Anderson

Head of Customer, Library and Registration Services
East Sussex County Council
Communities, Economy & Transport

Re: Meridian Centre Redevelopment (LW/23/0018) – Peacehaven Library Provision, Building Retention and Long-Term Community Investment

Dear Natalie,

Peacehaven Town Council is writing in response to the latest consultation comments submitted on behalf of East Sussex County Council (ESCC) Library Services regarding planning application LW/23/0018 for the redevelopment of the Meridian Centre.

Following concerns raised by the Friends of Peacehaven and Telscombe Libraries, and brought to the Town Council's attention through its appointed outside body representative, the Council wishes to make formal representations regarding the future of Peacehaven Library, particularly the retention of its existing footprint and its long-term role within the redeveloped town centre.

While we welcome ESCC's stated baseline commitment to maintaining library provision within Peacehaven town centre, we believe that simply maintaining a library service is not sufficient if that provision is significantly reduced in size or its ability to meet future community needs is compromised.

We would strongly encourage ESCC to view this redevelopment not simply as an opportunity to secure a smaller, more manageable library unit, but as an opportunity to invest in a vital public asset that could serve Peacehaven and Telscombe for generations to come.

1. The redevelopment fundamentally changes the context of library provision

One of our principal concerns is that decisions about the future size of Peacehaven Library appear to be influenced by historical visitor numbers and assessments of the existing building.

However, the current Meridian Centre is a largely vacant and deteriorating environment, with significantly reduced activity compared with its former use.

Even the Town Council offices have, at times, been perceived by residents as having closed due to the wider condition and inactivity of the centre.

The fact that residents continue to use the library despite these circumstances demonstrates its continuing importance to the community.

It would be unreasonable to assess the long-term potential of the library solely against footfall generated within a largely abandoned shopping centre.

The entire purpose of the Meridian Centre redevelopment is to reinvigorate the town centre, creating a more attractive and active central destination for residents.

As the town centre is redeveloped and activity returns, it is reasonable to anticipate that the library will benefit from increased visibility, accessibility and passing footfall.

Indeed, its central location could make it one of the most important public facilities within the redeveloped town centre.

We therefore ask ESCC to undertake a forward-looking assessment of library demand based on the future town centre, rather than relying predominantly on historical usage figures recorded under circumstances that are unlikely to reflect the redeveloped environment.

We should be planning library provision for the Peacehaven of the future, not downsizing it based on the limitations of the Meridian Centre of the past.

2. Retaining the existing footprint is essential to unlocking the library's full potential

Peacehaven has relatively limited publicly accessible community space, particularly facilities that can accommodate a variety of activities across different age groups.

The existing library footprint offers considerably greater potential than a smaller unit designed primarily around traditional book lending.

A modern library should be understood as a flexible, multi-purpose community facility capable of supporting education, wellbeing, social inclusion and lifelong learning.

Retaining the existing space would provide opportunities for:

- Dedicated study areas for children and young people who may not have access to a quiet or suitable environment at home.
- Workshops, reading groups and educational activities for children and families.
- Accessible sessions and support groups for children and adults with special educational needs and disabilities (SEND).
- Community meetings, activities and social opportunities for older residents.
- Digital inclusion, employment support and assistance for residents who may struggle to access essential online services.
- Partnerships with local organisations, voluntary groups and community service providers.

These are not simply additional activities that would be pleasant to accommodate if space permits. They represent opportunities to respond to genuine community needs and to make much more effective use of a centrally located public building.

A reduced footprint could permanently limit the ability to develop these services, even as local demand increases. Once that space has been lost through redevelopment, it may be extremely difficult, if not impossible, to recover.

3. Supporting children and young people, including those with SEND

One area that deserves particular consideration is the potential for Peacehaven Library to provide additional educational and wellbeing support for local children and young people.

Peacehaven has families whose children have a wide range of educational and additional needs, alongside young people who may find it difficult to access quiet, supportive environments.

For some children, home is not necessarily a suitable place to study, whether because of overcrowding, difficult family circumstances or a lack of dedicated space.

For others, particularly those with sensory needs or difficulties managing busy environments, access to a calm and accessible setting can be especially important.

The library's proximity to Peacehaven Community School presents an opportunity that we believe warrants serious exploration.

For example, ESCC could investigate whether a partnership with the school might enable part of the library to provide quiet study facilities, supported learning opportunities or suitable spaces for children who struggle with the demands of a busy school environment.

Such arrangements would, of course, require appropriate safeguarding, supervision, accessibility and operational agreements.

However, the potential benefits deserve consideration.

Where appropriate, additional access to quiet learning environments could help some pupils remain engaged with mainstream education and reduce the risk of educational disengagement.

If such provision helped prevent even a small number of avoidable specialist placements or additional transport requirements, there could also be wider financial benefits for the local authority, although these would need to be assessed rather than assumed.

This illustrates why the library should not be considered solely through the financial lens of its immediate operating costs.

Its potential contribution to other areas of ESCC responsibility, including education, children's services and preventative support, should form part of the assessment.

We are also seeing increasing interest in local SEND activities and support groups. Retaining flexible space would enable the library to explore partnerships with these organisations as their needs develop.

Similarly, home-educating families could benefit from access to books, educational resources, workshops and shared learning spaces.

A smaller library could significantly restrict these opportunities before they have even been properly explored.

4. Libraries as preventative investment in wellbeing and social cohesion

The value of a library extends far beyond the number of books borrowed or the number of visitors recorded at its entrance.

Libraries offer something increasingly important: free, accessible public space where people can spend time without being required to purchase anything.

They provide opportunities for children to develop a love of reading, for older residents to maintain social connections, and for people of different ages and backgrounds to interact.

At a time when there are significant concerns surrounding social isolation, mental health and children's access to healthy activities away from screens, these facilities deserve greater recognition.

We should be actively encouraging reading, learning, creativity and face-to-face interaction, rather than reducing the physical spaces in which these activities can take place.

Peacehaven Town Council has recently undertaken work relating to social cohesion, and the library's location directly opposite the Town Council offices offers considerable potential for complementary activities and collaboration.

A revitalised town centre, supported by a properly resourced library and other community facilities, could provide a genuine focal point for community life.

This is particularly important in a town such as Peacehaven, where opportunities for accessible, flexible community space are relatively limited.

We would hope that ESCC shares our vision that community buildings should be cherished and developed as long-term public assets, rather than automatically viewed as opportunities for rationalisation and downsizing.

Investment in library space is also investment in people, education, wellbeing and stronger communities.

While these wider benefits may not always appear directly on a library service's balance sheet, they should not be overlooked when determining the future of such an important facility.

5. Local population and the need for a dedicated assessment

Peacehaven and Telscombe have a combined population exceeding 23,000 residents, with continued housing growth placing additional demands on local infrastructure.

We understand that, during previous consideration of relocating Peacehaven Library into the approximately 39-square-metre space at The Joff, ESCC relied on high-level district-wide information rather than a dedicated assessment of the needs of Peacehaven and Telscombe.

This resulted in comparisons with considerably smaller settlements, including Rye and Heathfield.

We do not believe that the space requirements of a growing coastal urban area should be determined through comparisons that fail to account adequately for its population, demographics, accessibility and local infrastructure.

We would therefore ask ESCC to confirm whether a comprehensive, locally focused needs assessment has now been undertaken.

Such an assessment should consider projected population growth, the impact of the Meridian Centre redevelopment, existing community space provision, SEND and educational needs, and opportunities for partnership working.

It should also examine whether increased opening hours, more proactive promotion and the shared use of underutilised space could improve both visitor numbers and the overall value delivered by the existing building.

A perceived underutilisation of space should prompt consideration of how that space could be better used, rather than automatically becoming justification for removing it.

6. Building condition, maintenance and developer responsibilities

We recognise that ESCC has raised concerns regarding the physical condition of the existing library building, including its size, structural condition and ongoing maintenance requirements.

Issues such as roof leaks, heating and electrical upgrades, and routine maintenance pressures clearly require attention. However, we do not believe that these issues should automatically justify reducing the library's footprint or delaying a long-term commitment to the building.

Instead, we would expect ESCC to take an active role in negotiations with the site landowner, Morrisons, to secure a comprehensive and sustainable solution through the redevelopment process.

In particular, we ask ESCC to clarify:

- We note that ESCC has identified the need for a comprehensive building condition survey and lifecycle cost assessment before making any long-term commitment to the existing library building. We would welcome confirmation of whether these assessments have now been commissioned, the anticipated timescale for their completion, and whether the findings will be made available to Peacehaven Town Council and the wider community.
- What negotiations are taking place with Morrisons regarding the condition of the existing building and responsibility for necessary repairs.
- Whether ESCC is seeking developer-backed commitments to complete required remediation and upgrading works before any new lease is finalised.
- What arrangements are being considered for handover, ongoing maintenance liabilities and future repair obligations.
- Whether ESCC is negotiating fair and sustainable commercial terms, including rent and service charges, to ensure that the building remains financially viable without compromising service delivery.

We would hope that these matters are already being actively addressed and would welcome confirmation of the current position.

The condition of the building should be considered as an issue to resolve through appropriate negotiations and agreements, rather than being treated as an inevitable reason to reduce the level of provision available to residents.

7. Securing the library through the planning process

We would also welcome clarification regarding the steps ESCC is taking to work collaboratively with Lewes District Council and Morrisons to secure the retention of the existing library footprint through the planning process.

In particular, we ask whether ESCC is seeking appropriate planning obligations or other binding legal agreements to safeguard the library's long-term occupation and ensure that the redevelopment delivers a facility capable of meeting future community needs.

We would encourage ESCC to complete its structural and financial assessments promptly, establish clear developer-backed remediation commitments, and secure long-term occupation arrangements that protect the existing library space.

It is essential that the future of this public facility is not left dependent on informal assurances or unresolved commercial negotiations.

8. A shared vision for the future

Ultimately, our concern is that ESCC may be approaching the redevelopment primarily as an opportunity to reduce the financial and physical burden of the existing library building.

We would encourage a different approach.

The redevelopment presents a rare opportunity to establish a modern, accessible and genuinely multi-purpose community facility at the heart of Peacehaven.

The library could become a place where children develop their reading skills, young people find a safe and quiet environment to study, residents with additional needs access appropriate activities, older people maintain social connections, and community organisations work together.

It could also provide opportunities for meaningful partnerships with the Town Council, local schools, SEND organisations and other community groups.

These possibilities require sufficient space, a long-term commitment and a willingness to invest in the future potential of the building.

They cannot be fully realised if the library is reduced to a minimal unit based on historical visitor figures and current maintenance concerns.

We therefore urge ESCC to work with the relevant authorities, the developer, the Friends of Peacehaven and Telscombe Libraries and the wider community to develop a shared vision for the library's future.

Our request is not simply that Peacehaven retains a library. It is that Peacehaven retains a library capable of meeting the needs of its community, both now and for generations to come.

We would welcome a substantive response addressing the matters raised above, particularly the status of the building assessments, negotiations with Morrisons, the evidence underpinning any proposed reduction in floor space, and the measures being taken to secure the existing library footprint.

We would also welcome the opportunity for further dialogue before any final decisions are made regarding the size and long-term future of the library.

Yours sincerely,

On behalf of Peacehaven 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:	C1610
Meeting date:	06/10/2026	Authors:	TFG
Subject:	Peacehaven Town Council Declaration of Community Cohesion		
Purpose:	To agree Declaration and next steps		

Recommendation(s):

To adopt proposed Declaration of Community Cohesion

To agree to publicise via social media and posters.

The Working Group to consider practical ways to include the ethos into the Town through actions.

1. Background

At last Full Council dated 7th July a motion was presented calling upon the Councillors to support and promote Social Cohesion and to set up a Working Group to translate the Declaration into actions.

Both were agreed unanimously.

The first step is to agree the wording, which follows below titled “Declaration of Community Cohesion.”

Declaration of Community Cohesion

Our Shared Vision

Peacehaven Town Council pledges to foster an inclusive , resilient and welcoming community where every resident enjoys a sense of safety, value and belonging. We recognise that Peacehaven’s strength lies in it’s shared civic pride , it’s strong community spirit and the diversity of all who live, work and visit here. We stand united in ensuring that no resident is left behind or isolated .

The aim is to PROMOTE an IDENTITY to which ALL residents can sign up and support. NO EXCEPTIONS - EVERYBODY WELCOME. Thus creating a cohesive community.

Civic Commitments

To uphold this Vision Peacehaven Town Council makes the following strategic commitments :

To promote Civic Pride and unity

To rejecting Discrimination and Hate

To tackle inequality and support Residents

To foster Strong intergenerational Relationships.

To enhance Open and Transparent Engagement.

Our Pledge to Action

This declaration serves as a functional framework, we commit to weaving these principle into the fabric of our public service delivery to ensure that Peacehaven remains a supportive, friendly, inclusive and cohesive town for all.

Adopted on behalf of Peacehaven Town Council

Town Mayor

Town Clerk

Date of Adoption

Summary

By making this Declaration of Community Cohesion, Peacehaven Town Council are publicly joining in with a National movement promoted by the Local Government Association as set out in a document titled "Common Ground Building cohesive communities."

Options for Council

- a) To agree to the Declaration of Community Cohesion and to publicity.**
- b) To agree that Working Party continues to determine action**
- c) Not to agree or agree an amendment.**

Recommendation

Peacehaven as a Town has been subject to criminality with divisive, intolerant roots.

Some residents of the Town are feeling unsafe and wary, it is important that tolerance and kindness underpin our community where everyone is treated equally.

That is why the declaration of community cohesion is recommended to be adopted as proposed.

Expected benefits

Less crime , more Happiness. More community involvement ,

2. Implications

5.1 Legal	A number of Statutory laws will be referred to in this piece of work
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5.2 Risks	N?A
5.3 Financial	N/A
5.4 Time scales	Immediate and follow up1 month to 6 weeks
5.5 Stakeholders & Social Value	All residents of Peacehaven
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Less Crime especially anti-social behaviour
5.9 Health & Safety	Less risk
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Improved

3. 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?
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Committee:	Full Council	Agenda Item:	C1611
Meeting date:	06 October 2026	Authors:	RFO
Subject:	Bus Shelter Replacement reserve		
Purpose:	To agree to reserve monies		

Recommendation(s):

To agree

1. Background

Bus Shelters are an important asset to the town and give residents who travel by bus the benefit to stay dry and take a seat whilst waiting for the bus.

I was asked some time ago to look into longer term finances of our assets and ensure we have sufficient funds for replacements and maintenance so council can minimise surprise costs and react rather than proact.

We have recently had to repair one of our bus shelters and it was quite costly – the costs had to come from repairs & alterations of highways. We have not had a separate budget for bus shelters before.

A bus shelter is typically £10,000 and we are responsible for 12 in the town. (see attached list) and I think it would be prudent to put money aside for them. Based on the expected life span of the ones our Parks Officer has assessed I felt that a starting point of £6,000 would be reasonable, however accept due to tight budgets and the desire to keep the budget down, Council may wish to reduce this figure.

2. Options for Council

To agree that Bus Shelters should be reserved for.

To agree to put aside £6,000 in 2027/28

To recommend another figure to put aside for 2027/28

To not agree to reserve any monies

3. Reason for recommendation

To ensure council can reasonably replace our bus shelters in a timely manner.

4. Expected benefits

Residents will keep dry and sheltered during the winter months.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Could increase the budget for 27/28
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Potential to get vandalised
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	☒
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? N/A
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7. Appendices

Bus Shelter inventory

JUNCTION WITH	SIDE OF ROAD	LOCATION	MAKE	MATERIAL	CONDITION report 2026	installed	Potential replacement due
TUDOR ROSE PARK	EAST	SOUTH COAST ROAD	N/A	WOOD/ PERSPEX	generally good condition no sign of rotten wood, need new perspex window	2015	2030
GLADYS AVENUE	NORTH	SOUTH COAST ROAD	WINCHESTER	METAL/ GLASS	Currently having £900 plus labour of renovation works carried out to replace rusted panels, damaged polycarbonate sheeting and painting	2016	2036
SLINDON AVENUE	SOUTH	SOUTH COAST ROAD	NBB bradstock	Metal/ glass	broken glass window investigating polycarbonate alternative option.	2019	2039
O/S MERIDIAN COURT	EAST	SUTTON AVENUE	WINCHESTER	METAL/ PERSPEX	rust found on cross members near to roof	2022	2042
OPP ANNEXE STORES	WEST	RODERICK AVENUE	CANTILEVER	METAL/ PERSPEX	good condition	2000	2040
JUNC COLLINGWOOD	NORTH	PELHAM RISE	WINCHESTER	METAL/ PERSPEX	graffitti found on roof and windows with burn marks and scars, genarally good	2004	2034
JUNC THE BRICKY	SOUTH	PELHAM RISE	CANTILEVER	METAL/ PERSPEX	Good condition	2004	2034
PELHAM RISE/	EAST	GLYNN RISE	BESPOKE	METAL/ PERSPEX	Good condition	2023	2043
JUNC CRIPPS AVENUE	WEST	PELHAM RISE	DURHAM	METAL/ GLASS	Good condition	1991	2035
JUNC SWANNEE	EAST	PELHAM RISE	WINCHESTER	METAL/ PERSPEX	some severe corrosion on one roof bracket	1996	2030
JUNC RODERICK AVE	SOUTH	TELSCOMBE ROAD	WINCHESTER	METAL/ PERSPEX	needs re painting	1997	2040
LOUVAIN GARDENS	SOUTH	TELSCOMBE ROAD	WINCHESTER	METAL/ PERSPEX	Good condition	2008	2040



Committee:	Full Council	Agenda Item:	C1612
Meeting date:	06 October 2026	Authors:	RFO
Subject:	Fields & Robson Roof Specification		
Purpose:	To review and agree on specification		

Recommendation(s):

To agree next steps on whether to investigate suitability of a green roof or not.

1. Background

It was agreed at P&F on 10/02/2026 to proceed with replacing the Fields & Robson roof. I have since been in touch with a company to produce a specification for council to consider and approve so we can get to the next stage of going out to tender.

There are two roof options to consider,

Bonded Warm Roof System which is where insulation is fixed directly to the roof deck and the waterproof membrane is bonded to the insulation.

Green Roof (sedum blanket or wildflower) which we would need to ensure that the existing structural supports of the flat roof in question can support the additional saturated weight of what a green roof can hold.

2. Options for Council

To agree to undertake a structural survey to establish if a green roof is an option

To agree to not proceed with a green roof and replace with improved like for like

3. Reason for recommendation

The roof is old and needs replacement. It has begun to start leaking.

4. Expected benefits

No more leaks and a more usable space. The proposed flat roof replacement is expected to provide enhancement to the thermal performance of the building envelope through an improved u-value. There is also an opportunity to introduce a green roof system which will deliver additional environmental and biodiversity benefits.

5. Implications

5.1 Legal	
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5.2 Risks	
5.3 Financial	
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	

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? N/A	

7. Appendices



Committee:	Full Council	Agenda Item:	C1613
Meeting date:	6 th October 2026	Authors:	Meetings & Projects Officer
Subject:	Joint Meetings with Telscombe Town Council		
Purpose:	To agree		

Recommendation(s):

To hold future meetings with Telscombe Town Council, and agree PTC members.

1. Background

Further to the organisation of a joint meeting held at Community House in September 2026 between PTC Planning Committee members and councillors from Telscombe Town Council, Telscombe Town Council have advised that, for future meetings, their Councillors would like to discuss other items that the P&T Neighbourhood Plan identified across the two towns, which were being taken to TTC's Planning & Highways Committee, such as:

- Travel planning – Direct connections to surgery and Meridian Centre, Bus Shelters
- Sports facilities across the two towns
- Renewable energy projects
- A259
- Signage – a joint approach

They have also confirmed that their Councillors would like to work jointly with Peacehaven in the future, if agreed.

As some of these items fall outside of Planning Committee's remit, the decision to future joint meetings is to be made by Full Council, and if agreed, is also to be agreed which PTC members will join the meetings.

2. Options for Council

To hold such meetings with Telscombe Town Council, and agree PTC members.

To not hold such meetings with Telscombe Town Council.

3. Reason for recommendation

To discuss shared local infrastructure.

4. Expected benefits

To represent shared community interests effectively.

5. Implications

5.1 Legal	-
5.2 Risks	If not managed effectively, there is the potential for meetings to take up significant officer time
5.3 Financial	Hidden officer costs for their time
5.4 Time scales	If agreed, the scheduling of meetings can take place immediately within working hours
5.5 Stakeholders & Social Value	A broad range of organisations and residents could potentially benefit from any discussions that are taken to council and agreed
5.6 Contracts	-
5.7 Climate & Sustainability	Joint discussions could potentially lead to positive outcomes
5.8 Crime & Disorder	Joint discussions could potentially have positive outcomes and lead to reduced crime and disorder
5.9 Health & Safety	-
5.10 Biodiversity	Joint discussions could lead to ways in which to conserve 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	☒
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? None

7. Appendices

None



Peacehaven Town Council

Statement on Political Neutrality

Contents

1. Purpose
2. Political affiliation and the role of a Councillor
3. Local issues before party politics
4. Councillors as community representatives
5. Collective responsibility of the Council
6. Political neutrality of Council Officers
7. Officer advice and professional independence
8. Councillor-Officer relationships
9. Political neutrality of Council resources
10. Local democracy and respectful disagreement
11. Standards of public life
12. A Council for Peacehaven
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14. Legal and policy context
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1. Purpose

Peacehaven Town Council is non-party-political.

Peacehaven Town Council recognises that Councillors may, entirely legitimately, be members of or affiliated with political parties, political groups or other organisations.

The Council also recognises, however, that the role of a Town Councillor is fundamentally different from that of a Member of Parliament or a representative of a political party at national level.

Peacehaven Town Council is the first tier of local government and exists to serve the people and communities of Peacehaven. Its purpose is to represent local residents, respond to local needs, provide and support local services, improve the quality of life of the community and provide a democratic voice for local people.

Peacehaven Town Council elects a Chair of Council (who is also the Town Mayor), and Chairs of Standing Committees; other than a casting vote in the event of a tied vote, a Chair does not have any authority beyond that of any other Councillor. Peacehaven Town Council does not elect or recognise Leader(s) of Council.

Accordingly, the Council adopts this Statement to affirm that party politics should play no part in the discharge of the Council's local government functions, and that the work of the Council should be characterised by local people working together to achieve the best possible outcomes for their local community.

2. Political affiliation and the role of a Councillor

The Council respects the right of every Councillor to hold political beliefs and to be a member or supporter of any lawful political party or organisation.

Nothing in this Statement seeks to restrict a Councillor's lawful political activity outside their role as a member of Peacehaven Town Council.

However, when acting in their capacity as a Town Councillor, each member is expected to recognise that their primary responsibility is to the residents of Peacehaven and to the Council as a whole.

A Councillor's political affiliation shall not, of itself, determine:

- how they represent residents;
- how they consider Council business;
- how they exercise their vote;
- how they scrutinise proposals;
- how they engage with fellow Councillors, officers or members of the public;
- how they allocate or support Council resources; or
- how they undertake their responsibilities as an elected or co-opted representative.

Councillors should approach Council business on its merits, having regard to the evidence available, the needs of the community, the Council's statutory responsibilities, its adopted policies and the interests of local residents.

3. Local issues before party politics

Peacehaven Town Council recognises that many issues which affect residents may have their origins in national Government policy, legislation or decisions taken by other public authorities.

The Council may therefore, where appropriate, make representations to Government, Parliament, other tiers of local authority, public bodies or other organisations on matters affecting Peacehaven.

Such representations should nevertheless be made because of their local impact upon Peacehaven and its residents, rather than for the purpose of advancing or opposing the interests of a political party.

4. Councillors as community representatives

The Council believes that the best description of a Town Councillor is a local person elected to serve local people.

Councillors are community representatives, advocates, listeners, problem-solvers and local leaders.

They should seek to understand the concerns and aspirations of residents across the whole community, including residents who did not vote for them, residents who belong to different political parties and residents who hold no political affiliation whatsoever.

The Council therefore expects Councillors to:

1. put the interests of Peacehaven and its residents at the forefront of their Council work;
2. listen respectfully to residents and fellow Councillors;
3. work constructively with Councillors of all, or no, political affiliation;
4. recognise that debate on Council policy is a normal and healthy part of local democracy;
5. distinguish between legitimate political debate and party-political campaigning;
6. avoid allowing national political disputes to inappropriately influence Council business;
7. make decisions based upon the interests of the community, relevant evidence and the Council's responsibilities; and
8. seek practical solutions to local problems wherever constructive cooperation can achieve better outcomes for residents.

5. Collective responsibility of the Council

Once a decision has been lawfully made by Peacehaven Town Council, that decision is a decision of the Council rather than of an individual political party or political group.

Councillors remain entitled to disagree with decisions and to record their dissent in accordance with the Council's procedures.

Nevertheless, Councillors should recognise their collective responsibility for the effective operation and reputation of the Council.

6. Political neutrality of Council Officers

Peacehaven Town Council considers the political neutrality and professional impartiality of its Officers to be fundamental to the proper functioning of local democracy and to public confidence in the Council.

Officers are employed by, and serve, Peacehaven Town Council as a corporate body.

An Officer's responsibility is to support the lawful decisions and objectives of the Council and to provide professional, impartial and objective advice to all Councillors, irrespective of their political affiliation.

Accordingly, Officers must remain completely politically neutral in the performance of their duties.

This means that Officers must not:

- use their position to promote or oppose a political party, political group or candidate;
- allow their personal political views or affiliations to influence their professional advice, recommendations or decisions;
- favour or disadvantage a Councillor, political group or political party because of their political affiliation;
- undertake party-political campaigning or political activity on behalf of a Councillor, political group or political party as part of their Council duties;
- use Council resources, facilities, information or working time for party-political purposes;
- seek to influence the democratic decisions of Councillors for political reasons;
- present personal political opinions as professional Council advice;
- disclose confidential or privileged information for political purposes; or
- permit their professional relationship with any Councillor or political group to compromise their impartiality.

Officers are entitled to hold their own personal political views and, where lawful and appropriate, to participate in political activity in their private capacity. However, such views and activities must remain entirely separate from the Officer's role and responsibilities on behalf of Peacehaven Town Council.

Where an Officer has a political affiliation or engages in lawful political activity outside their employment, they must take particular care to ensure that there can be no reasonable perception that such activity has influenced, or is influencing, the performance of their Council duties.

7. Officer advice and professional independence

The Council places particular importance on the principle that Officers must be able to provide frank, objective and professionally independent advice to Councillors.

Officers should provide advice based upon:

- legislation and statutory duties;
- relevant Government guidance;
- professional standards and recognised best practice;
- available evidence;
- financial and operational considerations;
- risk;
- the Council's policies and objectives; and
- the interests of the local community.

Where Councillors disagree with an Officer's professional advice, they are entitled to do so democratically and to make a different decision where the law permits. Such disagreement should be addressed through the Council's democratic decision-making processes and not through pressure upon Officers to change professional advice for political reasons.

8. Councillor–Officer relationships

The Council recognises that Councillors and Officers have different but complementary roles.

Councillors are democratically elected decision-makers.

Officers are professional employees responsible for advising, supporting and implementing the lawful decisions of the Council within their respective areas of responsibility.

Neither role should improperly encroach upon the other.

Councillors should therefore:

- respect the professional expertise and impartiality of Officers;
- allow Officers to provide objective advice without political pressure;
- communicate with Officers through appropriate Council channels;
- avoid asking Officers to undertake any work which could be considered party-political;
- avoid using Officers as political intermediaries;
- respect appropriate management and reporting structures; and
- distinguish between challenging or scrutinising professional advice and seeking to influence that advice for political reasons.

Officers, in turn, should provide the same professional standard of service to Councillors irrespective of political affiliation.

Peacehaven Town Council has also adopted a separate policy document specifically addressing Councillor-Officer relationships, which should be referred to for more information.

9. Political neutrality of Council resources

Council premises, equipment, publications, websites, social media accounts, staff time and other Council resources must not be used to promote or oppose a political party or candidate, except where such use is expressly permitted by law.

Council communications should be concerned with the Council's functions, services, decisions, activities and matters affecting Peacehaven and its residents.

Where political debate is unavoidable because of the nature of a particular local issue, the Council will seek to communicate in a factual, proportionate and balanced manner.

10. Local democracy and respectful disagreement

Political neutrality does not mean an absence of political debate.

The Council recognises that democratic disagreement is both legitimate and necessary.

Councillors may hold strongly differing views about the future of Peacehaven and may advocate different approaches to local issues.

The Council's expectation is that such disagreements are conducted with courtesy, respect and a focus on the issue rather than the individual.

Personal attacks, intimidation, abuse or attempts to undermine another Councillor or Officer because of their political affiliation or lack thereof, professional role or position, through any medium, including Social Media, have no place in the Council's business.

11. Standards of public life

This Statement should be read alongside the Council's adopted Code of Conduct and all applicable legislation and guidance.

The Council particularly endorses the Seven Principles of Public Life – the Nolan Principles:

- Selflessness – acting solely in terms of the public interest;
- Integrity – avoiding obligations that might improperly influence public duties;
- Objectivity – acting impartially, fairly and on merit, using the best evidence;
- Accountability – being accountable to the public for decisions and actions;
- Openness – acting openly and transparently;
- Honesty – being truthful; and
- Leadership – promoting these principles through personal example and challenging poor behaviour.

These principles apply particularly strongly to the relationship between democratic decision-making and professional advice.

12. A Council for Peacehaven

Peacehaven Town Council believes that the strength of local government lies in people who live in a community taking responsibility for improving the place in which they live.

The Council therefore seeks to foster a culture in which:

Local people serve local people.

The Council's political differences should concern how best to improve Peacehaven, not how best to advance political interests.

Whatever their political affiliation, Councillors are united by their commitment to serve the same community.

Whatever their personal political views, Officers are united by their professional responsibility to serve the Council impartially and to support the democratic process.

The Council will therefore seek to ensure that its decisions, policies and activities are guided by one overriding consideration:

What is in the best interests of Peacehaven and the people who live here?

13. Commitment

By adopting this Statement, Peacehaven Town Council affirms its commitment to:

- putting local community interests before party-political interests in Council business;
- maintaining public confidence in local democracy;
- ensuring that Officers remain professionally impartial and completely politically neutral in the performance of their Council duties;
- protecting Officers' ability to provide frank, objective and professional advice;
- ensuring that no Councillor, political group or political party improperly influences the professional work of Officers;
- encouraging constructive cooperation between Councillors of all political affiliations and none;
- respecting the legitimate role of political debate;
- ensuring that Council resources are used for proper Council purposes;
- upholding the Council's Code of Conduct and the Nolan Principles; and

- promoting a culture of local people doing good for their local community.

This Statement is intended to complement, and not replace, the Council's statutory duties, Standing Orders, Financial Regulations, Code of Conduct, employment policies and other governance arrangements.

14. Legal and policy context

This Statement should be interpreted consistently with applicable legislation and statutory guidance, including the Localism Act 2011, the Council's adopted Code of Conduct and other relevant local government legislation and guidance.

Section 27 of the Localism Act 2011 requires a relevant local authority to promote and maintain high standards of conduct by its members and to adopt a code dealing with the conduct expected of members and co-opted members when acting in that capacity.

The Council also recognises the established distinction between the democratic role of elected Councillors and the professional role of Council Officers.

Councillors are democratically accountable decision-makers and are entitled to hold and express political views. Officers, whilst entitled to their own personal political views and lawful political activity outside their employment, must maintain complete professional political neutrality when acting in their capacity as Officers of Peacehaven Town Council.

The Council regards this separation as essential to:

- maintaining public confidence;
- protecting the integrity of the democratic process;
- ensuring that Councillors receive objective professional advice;
- protecting Officers from inappropriate political pressure;
- ensuring continuity of professional administration when political control changes; and
- ensuring that the Council serves the whole community rather than any political party.

This Statement will be reviewed periodically to ensure that it remains consistent with legislation, guidance and best practice.

16. Adoption and review

Adopted by Peacehaven Town Council on

Review date:

George Dyson
Town Clerk

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



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

Committee membership

Full Council		Membership	17 members
Chair	Cllr Harman	Vice-Chair	Cllr Veck
Members	Cllr Alexander, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Donovan, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Hart, Cllr Mills, Cllr Studd, Cllr Wood, Cllr Sharkey, Cllr Rosser.		

Community Engagement Committee		Membership	9 members (currently 6 members)
Chair	Cllr Wood	Vice-Chair	Cllr Rosser
Members	Cllr Harman, Cllr Hart, Cllr Mills, Cllr Rosser, Cllr Veck		

Environment & Sustainability Committee		Membership	9 members (currently 7 members)
Chair	Cllr Griffiths	Vice-Chair	Cllr Hart
Members	Cllr Campbell, Cllr Gordon-Garrett, Cllr Harman, Cllr Mills, Cllr Sharkey		
Ex-officio	Cllr Veck		

Leisure & Amenities Committee		Membership	9 members (currently 7 members)
Chair	Cllr Gallagher	Vice-Chair	Cllr Studd
Members	Cllr Donovan, Cllr Fabry, Cllr Griffiths, Cllr Hart, Cllr Sharkey		
Ex-officio	Cllr Harman, Cllr Veck		

Personnel Committee		Membership	9 members (currently 8 members)
Chair	Cllr Fabry	Vice-Chair	Cllr Veck
Members	Cllr Alexander, Cllr Cheta, Cllr Davies, Cllr Gallagher, Cllr Harman, Cllr Rosser		

Planning Committee		Membership	9 members (currently 5 members)
Chair	Cllr Gordon-Garrett	Vice-Chair	Cllr Campbell
Members	Cllr Campbell, Cllr Davies, Cllr Rosser, Cllr Wood		
Ex-officio	Cllr Harman, Cllr Veck		

Policy & Finance Committee		Membership	9 members (currently 9 members)
Chair	Cllr Alexander	Vice-Chair	Cllr Griffiths
Members	Cllr Davies, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Harman, Cllr Veck, Cllr Wood		

Grants Sub-Committee		Parent	Policy & Finance Committee
Chair	Cllr Fabry	Vice-Chair	Cllr Wood
Members	Cllr Campbell, Cllr Cheta, Cllr Griffiths, Cllr Harman		

Updated:7th September 2026

George Dyson
Town Clerk

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



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

Outside Body Representatives

Lewes District Citizens Advice

Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	Cllr Campbell

Community Transport Lewes Association (CTLA)

Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	Cllr Alexander

Lewes District Association of Local Councils

Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	Cllr Veck, Cllr Davies

Peacehaven & Telscombe Access Group

Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	Cllr Harman

Royal British Legion

Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	Cllr Hart

The House Project

Purpose:	The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton
Representatives:	Cllr Cheta

Peacehaven Community Orchard	
Purpose:	The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.
Representatives:	Cllr Harman

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	Cllr Studd

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	Cllr Campbell, Cllr Gordon-Garrett

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	Cllr Fabry

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	Cllr Alexander

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	Cllr Veck, Cllr Davies

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	Cllr Griffiths

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	Cllr Campbell, Cllr Donovan

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	Cllr Harman

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	Cllr Gallagher, Cllr Davies

Walk, Wheel, and Cycle Trust (formerly Sustrans)	
Purpose:	Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.
Representatives:	Cllr Campbell

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	Cllr Alexander, Cllr Gordon-Garrett

Havens Hub & Community Cars	
Purpose:	We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.
Representatives:	Cllr Mills

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	Cllr Donovan

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	Cllr Campbell

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual health advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	Cllr Cheta, Cllr Mills

Peacehaven Schools	
Purpose:	Schools in the Peacehaven Town area.
Representatives:	Cllr Sharkey, Cllr Gallagher

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	Cllr Fabry

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	Cllr Gallagher

Peacehaven Parkrun	
Purpose:	Peacehaven parkrun is a FREE weekly 5k event for participants of all standards, which takes place every Saturday at 9:00am in Centenary Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ.
Representatives:	Cllr Sharkey

Family Hubs	
Purpose:	Family Hubs in Lewes and Havens areas.
Representatives:	Cllr Campbell

Peacehaven Players	
Purpose:	Local amateur dramatics group.
Representatives:	Cllr Harman

Peacehaven Horticultural Society	
Purpose:	Club for those interested in gardening. It has been running for many years and currently meets the second/third Mondays of the month.
Representatives:	Cllr Donovan

SLR (Strengthening Local Relationships)	
Purpose:	Meetings which are held twice a year by Parish and Town Councils to enable effective communication between your Parish and East Sussex Highways
Representatives:	Cllr Gallagher, Cllr Mills

Friends of Peacehaven & Telscombe Library	
Purpose:	A residents' group dedicated to protecting the services provided to Peacehaven and Telscombe by the Peacehaven Library
Representatives:	Cllr Hart

Allotment Councillor Liaisons	
Purpose:	Councillors to act as liaisons between the Council and Allotment tenants.
Representatives:	Cllr Gallagher, Cllr Harman

Friday Mini-Market	
Purpose:	Mini-market at Community House each Friday.
Representatives:	Cllr Mills

Updated: 12th May 2026



Outside Body Contact Report

Outside body	Friends of Peacehaven and Telscombe Library		
Councillor representative	Cllr Amber Hart		
Type of contact	Face-to-face	Date of contact	12/09/2026
Report to Council	I was contacted by FoPTL on 30/8/26 by email inviting me to their next comittee meeting on 12/09/2026. I replied and attended the meeting onm 12/09/2026. Various agenda items were discussed including one direct action for me as their representative to bring to council as below.		
Follow up/ Action points	FoPTL requests me as their outside body representative to draft and submit a letter for approval to council with a view to support the need for retaining the current library footprint.		



Outside Body Contact Report

Outside body	Peacehaven and Telscombe Football Club		
Councillor representative	Cllr Cathy Gallagher		
Type of contact	Face-to-face	Date of contact	01/09/2026
Report to Council	Regular update meetings with Sue Norwood ,Chair . AGM 8th July 2026 The Club was founded in 1923 and is a Community Benefit Society owned by supporters and members. The Football Club has continued to improve their facilities and are settling down now they have a 3G pitch They have been promoted tio the Isthmanian League, South Eadt Division and are affiliated to the Sussex County Football Association. The Isthanian League means they have to travel further to away matches, involving coaches and travlling often to Kent. As well as a successful 1st Team they also have Under 23 and many Youth and ther Teams such as Walking Football and woman's Football. The Club operates 7days a week and has to be open for the public use as a condition of the Football Association. The accounts for year ending May 26 show net profit of £19272 and net assets £270,307. The 3G pitch has a lifespan of 10yrs with £33K being put away each year for replacement. Grants continue to be received from the FA. 2 hours free coaching is provided for children at the weekend. The extra use of the pitch has meant more expenditure on Coaching and Administration. Income comes from Youth Academy and sharing pitch with a local team Membership of the club continues to grow and the social side of the Clubhouse continues to provide useful income. The heating and water in the Clubhouse is all electric. The heater works through 2 fan units attached to the ceiling. Efficientcy and value for money is still being monitored. CATS Club afterschool and holiday club continue to rent space and are self sufficient . There are a number of improvements still needed and they remain concerned about parking at Centenary Park, they wish to work with PTC to try to find solutions.		
Follow up/ Action points	Click or tap here to enter text.		

Report to: Peacehaven Town Council Full Council

Subject: Outside Body Representation – Peacehaven & Telscombe Bowls Club

Author: Cllr Deborah Donovan

Date: 15 September 2026

1. Purpose of the Report

To update Full Council on a recent development regarding community representation and engagement with the Peacehaven and Telscombe Bowls Club.

2. Key Updates

- **Invitation and Appointment:** Although I am not the designated supporting councillor for the Peacehaven and Telscombe Bowls Club, I was approached by the club a couple of months ago with an invitation to become their Club Patron.
- **Acceptance:** I am delighted and proud to announce to the Council that I have formally accepted this wonderful opportunity to support the club in this role.
- **Historical Connection:** This appointment holds personal significance, as I have been proudly associated with the organisation for approximately 25 years—first serving them as an officer of the council, and now as a town councillor.

3. Future Commitment

I take up this position with immense pride. Moving forward, I will continue to work closely with the club, champion their interests, and support their members to the very best of my ability.



Outside Body Contact Report

Outside body	South Downs National Park (SDNP)		
Councillor representative	Cllrs Gordon Garrett and Campbell		
Type of contact	Choose an item.	Date of contact	Click to enter date.
Report to Council	The liaison councillors have attended consultation and information events, both on-line and face-to-face. (1) These interactions fed into <i>SDNP Local Plan 2026-2031</i>: Planning Committee supported the final version of the SDNP's new Local Plan (which is to go to Central Government for Approval soon). Despite many submissions from landowners, this Plan does not allocate any land on the borders of Peacehaven (or Telscombe) for development, even as 'sites with potential'. Following representations from PTC, Policy SDC1.3 now includes areas just outside the SDNP (such as Peacehaven) in the cumulative impacts that SDNP has to take into account before approving development: without this, SDNP could simply assume that all Peacehaven's infrastructure was available for use by new SDNP residents without any contribution to improving it. The new Local Plan's associated map of dark skies shows that, in areas bordering Peacehaven (and Telscombe), night skies light levels are still well below urban levels. Across the boundary of the Valley Road Area to west, north and east, the SDNP is still close to the Plan's 'darkest' category. SDNP now recognises 'scrub' as a valuable habitat for biodiversity. A key to the plan is the government ambition of achieving 30% of land managed for nature by 2030; and new national planning rules mean that biodiversity net gain monies due from Peacehaven developers may now flow to the SDNP. (2) 66 <i>The Lookout</i> SDNP Planning Committee recently rejected an application for permission to establish a glamping site at 66 The Lookout (this decision may be appealed); ESCC has consented to limited development on the adjacent 66 The Lookout site that is within Lewes District but outside the SDNP.		
Follow up/ Action points	Try to establish zones within Peacehaven that could attract biodiversity net gain money due from developers: to support biodiversity net gain and nature recovery within Peacehaven. Establish the pedestrian Right of Way status for the track that runs north between the Valley Road and the Lookout and that the 66 The Lookout Planning Application treated as a vehicle highway.		

Outside Body Report

To: Full Council

From: Cllr Deborah Donovan

Date: 8 September 2026

Subject: Update on Outside Body Appointment - Peacehaven Horticultural Society

This report highlights the ongoing activities, community impact, and financial outlook of the **Peacehaven Horticultural Society**, an organisation I am proud to actively support. The society continues to be a vital asset to our community, fostering local engagement across all generations while maintaining robust governance practices.

Key Activities and Community Engagement

- **Local Outreach:** The society maintains active engagement with the local community, trying to build positive ties and collaborative relationships with local allotment holders.
- **Monthly Members' Evenings:** Well-attended monthly meetings continue to serve as a hub for members. Each session features carefully arranged guest talks or practical demonstrations that offer high educational and social value.
- **Friday Market Coffee Mornings:** In alignment with the local Friday market, the society hosts coffee mornings at least once a month. These events provide an accessible, welcoming space for residents to connect.

Annual Show Success

The flagship Annual Show was an outstanding success this year, despite the weather, which unfortunately caused a lack of flower entries. Albeit, there was a diverse and refreshing range of new entries. Notably, there was a brilliant surge in participation from local young people. Seeing the creativity and enthusiasm of our younger generation ensures a bright future for the society's traditions.

Financial Update and Future Planning

While the Annual Show was a celebratory success, rising operational costs present a challenge. The hire of the hall and associated overheads were significantly higher than expected this year. To safeguard the future of this event, the society is proactively planning an expanded calendar of fundraising events to try to cover the costs of next year's show. Sponsors may have to be found to support the programme.

Governance and Administration

The society benefits from an exceptionally active and dedicated committee. Meeting monthly, the committee diligently reviews and updates the society's policies and practices, ensuring the organisation remains compliant, forward-thinking, and well-managed.

Conclusion

The Peacehaven Horticultural Society continues to deliver exceptional value to our area, combining a passion for horticulture with a strong sense of civic community. I look forward to continuing my support for their initiatives and helping them navigate their upcoming fundraising goals.

Cllr Deborah Donovan

Outside Body Report

To: Full Council

From: Cllr Deborah Donovan

Date: 8 September 2026

Subject: Update on Outside Body Appointment - Peacehaven and District Chamber of Commerce

This report outlines my ongoing engagement and formal connection with the **Peacehaven & District Chamber of Commerce**. As an outside body representative, I have actively supported the Chamber's **breakfast networking events and committee meetings**. The Chamber remains a thriving local concern that successfully drives business engagement through strategic incentives and a robust calendar of member activities.

Key Areas of Support and Engagement

Meeting Attendance and Governance

- **Breakfast Meetings:** I have actively supported regular breakfast sessions, currently held at the Stonehouse Carvery, which serve as a vital platform for local enterprises to network, share leads, and collaborate. Attracting around 30 members per session.
- **Committee Meetings:** Participated in strategic committee meetings to assist with governance, planning, and aligning the Chamber's goals with wider community economic development. The committee comprises of 7 members from different local businesses, which co-ordinates well in decision making.

Organisational Vitality and Member Incentives

The Peacehaven & District Chamber of Commerce is currently a **thriving concern** within the local business ecosystem. A key factor in its success is the implementation of targeted **member incentives**. These incentives effectively encourage high attendance, sustain high engagement levels, and attract new businesses to the network.

Current Activities and Events

The committee consistently delivers a diverse programme of activities designed to add value to its membership.

- **Community Engagement:** Providing ongoing business support, workshops, and networking opportunities.

- **Upcoming Projects:** a recent visit to Bishopstone Station was hugely inspiring and informative. The committee is currently organising its flagship seasonal event, an evening Christmas dinner at the Grand Hotel in Brighton, combined with Newhaven's Chamber, which strengthens professional relationships in a community-focused setting.

Conclusion and Next Steps

The Peacehaven & District Chamber of Commerce continues to perform a vital role in supporting the local economy. My continued connection with this outside body ensures strong communication and mutual support between Peacehaven Town Council and the Peacehaven business community.

Cllr Deborah Donovan

Outside Body Report

To: Full Council

From: Cllr Deborah Donovan

Date: 8 September 2026

Subject: Update on Outside Body Appointment – Sussex Community Development Association (SCDA) & Peacehaven Community Supermarket

1. Executive Summary

This report provides an update on my role representing the Council on the **Sussex Community Development Association (SCDA)**, with a specific focus on my active support for the **Peacehaven Community Supermarket**.

Over the recent period, my involvement has moved beyond traditional oversight to hands-on weekly volunteering, community event participation, and advocacy work to highlight local food deprivation.

2. Core Activities and Volunteering

The Peacehaven Community Supermarket continues to serve as a vital lifeline for residents navigating ongoing food insecurity.

- **Weekly Service Delivery:** I volunteer at the supermarket on a weekly basis, assisting with stock management, member registration, and service delivery. This frontline engagement provides direct, unfiltered insight into the evolving needs of our community.
- **Community Integration:** Beyond regular operating hours, I actively participate in wider SCDA community activities and events. This has strengthened relationships between service users, volunteers, and the charity's leadership team.

3. Advocacy and Media Engagement

To raise awareness of the systemic challenges facing our residents, I recently **participated in a documentary film focusing on food deprivation** within our local area.

- **Objective:** The film highlights the stark realities of food poverty and the critical role community supermarkets play in bridging the gap.
- **Impact:** It aims to destigmatise the use of food support services while lobbying for sustainable, long-term policy interventions.

4. Financial Sustainability and Fundraising

Like many third-sector organisations, SCDA is facing increased operational costs alongside rising demand.

- **Current Challenges:** Core funding remains highly competitive, making alternative revenue streams essential to keep the supermarket fully stocked.
- **Upcoming Events:** The charity is currently organising a series of fundraising events to generate much-needed revenue.
- **Recommendation:** I encourage all members to support, attend, and share details of these upcoming fundraisers within their networks to ensure the supermarket's financial resilience.

5. Conclusion & Next Steps

The Peacehaven Community Supermarket remains an essential pillar of our local welfare infrastructure. My ongoing presence within the charity ensures the Council maintains a strong, empathetic, and practical connection to grassroots community support.

Cllr Deborah Donovan

Total	
Open	8
Closed	58
Referred	7

Method of Contact		
Email	40	55%
In Person	20	27%
Phone	8	11%
Letter	1	1%
Raised by PTC	8	11%

Time taken to resolve		
Same day	24	37%
1 - 7 days	20	31%
8 - 30 days	1	2%
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	5	2				2	2					1	12
Bins (household)							1						1
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health							1						1
Fencing													0
Flooding													0
Fly Tipping	1												1
Grass verges						1	3						4
Health & Safety		4				3	3			1			11
Illegal advertising													0
Litter		1											1
Misc/Other		4				1	7					1	13
Overgrown paths	1						1						2
Overhanging foliage	1					1	1	2		2		1	8
Park Enhancements													0
Parking						1	1						2
Pavement/verge obstruction						1	2						3
Pavements													0
Personnel						3							3
Planning							2						2
Rights of way													0
Road conditions							3						3
Road signs						1							1
Street lights													0
Trees								1					1
Vandalism	2	1				1							4
Weeds													0
TOTALS	10	12	0	0	0	15	27	3	0	3	0	3	73
	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	6
Present	6 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Philip Mills
Expected	7
Present	6 (86%)
Absent with apologies	0 (0%)
Unexplained absence	1 (14%)

Councillor	Councillor Mary Campbell
Expected	12
Present	11 (92%)
Absent with apologies	1 (8%)
Unexplained absence	0 (0%)

Councillor	Councillor Claude Cheta
Expected	5
Present	1 (20%)
Absent with apologies	0 (0%)
Unexplained absence	4 (80%)

Councillor	Councillor Paul Davies
Expected	13
Present	13 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Debbie Donovan
Expected	6
Present	6 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Max Rosser
Expected	14
Present	12 (86%)
Absent with apologies	0 (0%)
Unexplained absence	2 (14%)

Councillor	Councillor Isobel Sharkey
Expected	7
Present	3 (43%)
Absent with apologies	4 (57%)
Unexplained absence	0 (0%)

Councillor	Councillor Simon Studd
Expected	6
Present	5 (84%)
Absent with apologies	1 (16%)
Unexplained absence	0 (0%)

Councillor	Councillor Nikki Fabry
Expected	10
Present	9 (90%)
Absent with apologies	0 (0%)
Unexplained absence	1 (10%)

Councillor	Councillor Cathy Gallagher
Expected	9
Present	9 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Kiera Gordon-Garrett
Expected	13
Present	12 (93%)
Absent with apologies	1 (7%)
Unexplained absence	0 (0%)

Councillor	Councillor Sue Griffiths
Expected	10
Present	9 (90%)
Absent with apologies	1 (10%)
Unexplained absence	0 (0%)

Councillor	Councillor Aimee Harman
Expected	11
Present	5 (46%)
Absent with apologies	5 (45%)
Unexplained absence	1 (9%)

Councillor	Councillor Amber Hart
Expected	9
Present	7 (78%)
Absent with apologies	1 (11%)
Unexplained absence	1 (11%)

Councillor	Councillor Wendy Veck
Expected	9
Present	8 (89%)
Absent with apologies	0 (0%)
Unexplained absence	1 (11%)

Councillor	Councillor Sherral Wood
Expected	16
Present	13 (82%)
Absent with apologies	2 (12%)
Unexplained absence	1 (6%)



Peacehaven Town Council
Councillor Attendance Record

Civic Year 2026 - 2027