

George Dyson
Town Clerk

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

15th April 2026

Members of Peacehaven Town Council are summoned to a Council meeting to be held in Community House, Peacehaven, on Tuesday 21st April 2026 at 7.30pm.

George Dyson
Town Clerk

AGENDA

C1532 MAYOR/CHAIR'S ANNOUNCEMENTS

C1533 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

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

C1534 TO APPROVE APOLOGIES FOR ABSENCE

- a. To approve apologies for absence
- b. To agree that Cllr Isobel Sharkey is exempt from s.85 of Local Government Act.

C1535 TO RECEIVE DECLARATIONS OF INTERESTS

C1536 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF THE 14TH APRIL 2026

C1537 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD

C1538 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. Planning Committee:-
 - i. To receive the meeting minutes of the 3rd February 2026
 - ii. To receive the meeting minutes of the 24th February 2026
 - iii. To receive the meeting minutes of the 17th March 2026
 - iv. To note the draft meeting minutes of the 7th April 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 10th February 2026
 - iii. To note the draft meeting minutes of the 31st March 2026
- c. Personnel Committee:-
 - i. To receive the meeting minutes of the 20th January 2026
 - ii. To note the draft meeting minutes of 14th April 2026

- d. Leisure & Amenities Committee:-
 - i. To receive the meeting minutes of the 13th January 2026
 - ii. To note the draft meeting minutes of the 24th March 2026
- e. Community Engagement Committee:-
 - i. To receive the meeting minutes of the 27th January 2026
 - ii. To note the draft meeting minutes of the 7th April 2026
 - iii. To agree a new process for electing a Youth Mayor
- f. Environment & Sustainability Committee:-
 - i. To receive the meeting minutes of the 18th November 2025
 - ii. To note the draft meeting minutes of the 10th March 2026

C1539 TO RATIFY THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE

C1540 TO AGREE TO SUBMIT THE CIL EXPRESSION OF INTEREST FOR EPINAY PARK PLAYGROUND

C1541 TO REVIEW COMMITTEE MEMBERSHIP AND AGREE ANY CHANGES

C1542 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION

C1543 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1544 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1545 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Meridian Centre Liaison
- b. Public Rights of Way

C1546 DATE OF NEXT MEETING - TUESDAY 12TH MAY 2026 AT 7.30PM.

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Minutes of the EXTRAORDINARY meeting of the Council held in the Anzac Room, Community House on Tuesday 14th April 2026 at 7.00pm

Present: Cllr Debbie Donovan (Chair), Cllr Aimee Harman (Vice Chair), Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Max Rosser, Cllr Philip Mills, Cllr Wendy Veck, Cllr Nikki Fabry, Cllr Paul Davies.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

C1525 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:06, 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 of some upcoming events this Friday to commemorate the Birthdate of the Late Queen Elizabeth II.

C1526 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1527 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Campbell, Wood, and Sharkey.

Cllr Cheta and Cllr Studd were also absent.

C1528 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1529 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF THE 17TH MARCH 2026

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

The minutes of 17th March 2026 were **agreed** and **adopted**.

C1530 TO AGREE TO INCREASE THE AMOUNT THAT OFFICERS ARE AUTHORISED TO SPEND IN RELATION TO ENGAGING ARCHITECTS FOR PHASE 2 OF THE HUB PROJECT

The Clerk summarised the report and the background to the item.

Cllr Alexander asked about the timescales, and Cllr Gallagher highlighted some additional background and information to the proposal.

Cllr Mills spoke in support of agreeing a figure with a contingency included.

It was proposed to agree that Officers proceed with engaging the architect up to £15,000.

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

C1531 DATE OF NEXT MEETING - TUESDAY 21ST APRIL 2026 AT 7.30PM.

The next meeting was **confirmed** at Tuesday 21st April 2026 at 7:30pm

There being no further business, the meeting was closed at 19:17

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Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 3rd February 2026 at 7:30pm.

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

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

3 members of the public were in attendance.

1 PH2502 CHAIR ANNOUNCEMENTS

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

2 PH2503 PUBLIC QUESTIONS

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

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

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

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

3 PH2504 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

4 PH2505 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2506 TO ADOPT THE MINUTES FROM THE 13th January 2026

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

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

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

KJ Gordon-Garrett

KJ GORDON-GARRETT

17/3/26

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

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

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

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

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

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

All in favour

9 PH2510 TO AGREE TO PROGRESS THE PEACEHAVEN STREET MAP

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

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

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

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

All in favour.

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

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

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

20:13 – 1 member of public left the meeting

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

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

KJ Cadou-Cawell

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

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

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

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

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

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

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

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

The Chair thanked Cllr Campbell.

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

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

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

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

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

K.J. Cairns Campbell - 17/3/26

Submitted 17/3/26

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

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

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

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

PH2513 LW/26/0014 45 Southview Road

It was proposed to **support** the application

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

Committee resolved to **support** the application.

PH2514 LW/26/0004 The Promenade

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

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

Committee resolved to **support** the application.

PH2515 LW/26/0017 20 Malines Avenue

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

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

Committee resolved to **support** the application.

PH2516 LW/26/0001 20 Bretts Field

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

KJ Gordon-Garrett

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

1 member abstained.

Committee resolved to **support** the application.

PH2519 LW/26//23 65 Abbey Close

No comment was made.

13 TO NOTE the following Planning decisions

PH2517 LW/25/0202 APPEAL/25/0023 98 South Coast Road

PH2518 LW/25/0461 APPEAL/25/0025 180 South Coast Road

PH2519 LW/26//23 65 Abbey Close

Committee **noted** the above planning decisions.

14 PH2520 TO NOTE PLANNING COMPLAINTS

The planning complaints were **noted**.

15 PH2521 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

No actions were made.

16 PH2522 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 24TH FEBRUARY 2026 (applications only) AT 6.15 PM

The next meeting was **agreed**.

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

KJ Gordon-Garrett. 17/3/26

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Draft Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 24th February 2026 at 6:15pm.

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

Officers: Vicky Onis (Committee & Assistant Projects Officer)

No members of the public were in attendance.

1 PH2523 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 PH2524 PUBLIC QUESTIONS

There were no public questions.

3 PH2525 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

An apology was received from Cllr Sharkey

4 PH2526 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2527 TO ADOPT THE MINUTES FROM THE 3RD FEBRUARY 2026

Cllr Campbell spoke in reference to item PH2511 and suggested that, as Telscombe Town Council had decided not to put forward a request asking LDC to change the 0.2ha minimum size to allow for exceptions, the LDC policy, set out in para 2.12 of the Green Spaces Topic Paper, should be amended, via a request from PTC Officers, to....'a minimum size threshold is being applied through this methodology subject to exceptions if it is demonstrated that the area is demonstrably special to a local community.

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

PH2528 LW/26/0020 8 Firle Road Peacehaven

It was proposed to **support** the application

Proposed by: Cllr Wood **Seconded by:** Cllr Davies

All in favour

PH2529/PH2530 LW/26/0020 & LW/25/0737 244A South Coast Road Peacehaven

Applications have been invalidated. Amended plans will be submitted.

PH2531 LW/26/0006 81 Lincoln Avenue Peacehaven

The application was discussed and compared to the previous application LW/25/0153

It was proposed to **object** on the grounds that the issues previously identified have not been adequately addressed. The application therefore remains in breach of the LDC Local Plan and is contrary to paragraphs 116 and 117(d) of the National Planning Policy Framework (NPPF). Furthermore, due consideration should be given to the objections raised by neighbouring residents.

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

All in Favour

RJ Gordon-Garrett 17/3/26

RJ.Gordon-Garrett

PH2532 LW/26/0027 27a Capel Avenue Peacehaven

The objections were noted.

If LDC is minded to remove this condition then it should be replaced by other condition(s) that achieve the same effect of protecting the amenity of residences nearby.

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

All in favour

PH2533 LW/26/0025 80 Arundel Road Peacehaven

The committee decided to make no comment except that the Highway Authority's opinion should be sought.

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

All in Favour

7 PH2534 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 17TH MARCH 2026 AT 7.30PM

The next meeting was **confirmed**

There being no further business, the meeting was closed at 19.03

KJ Gordon-Garrett

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Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 17th March 2026 at 7:30pm.

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

Officers: Zoe Polydorou (Meetings & Projects Officer)

1 member of the public was in attendance.

1 PH2535 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, ran through the Civility and Respect statement, explained the fire-procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded, of the public questions session protocol and reminded members of the 3-minute rule as per standing orders.

2 PH2536 PUBLIC QUESTIONS

There was 1 public questioner who raised two questions.

Question 1 – The questioner updated members that Brighton & Hove Buses had resubmitted their application for CIL monies for bus improvements, detailed the proposed bus services that would benefit Peacehaven, and questioned whether Peacehaven Town Council would write a letter of support. The Meetings & Projects Officer commented that the Town Clerk would be consulted, and all members were in support of such a letter.

Question 2 – The member of public questioned whether planning application 66 The Lookout was on the agenda, and the Chair expressed it would be on the next Planning Committee agenda.

In response to question 2, Cllr Campbell raised that it had been confirmed that Planning rules meant that none of the comments made on previous LDC applications would be transferred to the ESCC Application; this was strongly criticised as being unfair on the many residents who had commented, and the Chair commented this would be the 5th time for a response to be submitted (twice previously to Lewes District Council and twice to the South Down National Park).

It was raised that under this item for the italicised wording, that, moving forward, the word 'Highways' be changed to a lower case 'h'.

The member of public was thanked for their contribution

19:44 – The member of the public left the meeting.

3 PH2537 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies from:-

- Cllr Davies, and Cllr Gallagher substituted.
- Cllr Sharkey.

4 PH2538 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2539 TO ADOPT THE MINUTES FROM THE 3rd February 2026 and 24th February 2026.

K J Gordon-Garrett

K J GORDON-GARRETT 7/4/26

In relation to 3rd February's minutes, Cllr Campbell questioned the status of the 'sending of the photo that Cllr Wood had provided for how Brighton carry out pothole repairs'. The Meetings & Projects Officer clarified that this was with the Committees Officer, who had been diligently working on potholes, and who would respond to members.

It was proposed to adopt the minutes from 3rd and 24th February 2026 together.

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

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

6 PH2540 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT

The budget report was **noted**.

The Chair brought forward the Planning Applications.

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

PH2545 LW/26/0049 15 Sunview Avenue

It was proposed to **object** the application on the grounds that it is not appropriate within a residential area, and is against NDP design code (character area – coastal plotlands), but that if officers granted the application, the outdoor appearance is to be changed to match the house, the signage is not to be obtrusive and the hours of working are to be restricted to 8:30am to 5:30pm.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood

1 member abstained

1 member voted against

The resolution was **carried**.

PH2546 LW/25/0696 Land North West of Greenhill Way

It was proposed to not comment further.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell

All in **favour**.

PH2547 LW/26/0046 129 Edith Avenue North

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

Proposed by: Cllr Gallagher **Seconded by:** Cllr Rosser

Committee resolved to **support** the application.

PH2548 LW/26/0086/CD 81 - 83 South Coast Road

No comment was made.

PH2549 LW/25/0736 244A South Coast Road

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

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell

Committee resolved to **support** the application.

PH2550 LW/25/0737 244A South Coast Road

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

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell

Committee resolved to **support** the application.

PH2551 LW/26/0072 in relation to LW/24/0524 86 South Coast Road

No comment was made.

PH2552 LW/26/0071 29 South Coast Road

No comment was made.

PH2553 LW/26/0052 98 South Coast Road

It was proposed to support the application.

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

K J Gordon-Garrett

Committee resolved to **support** the application.

7 PH2541 TO RECEIVE AN UPDATE OF THE PEACEHAVEN AND TELSCOMBE NEIGHBOURHOOD PLAN

Cllr Gallagher reminded members of the 7th May referendum date, shared the public information leaflet, expressed they had produced it along with Cllr O'Connor and the help of the Town Clerk, and that it was being checked with regards to the forthcoming purdah. They commented that 10,000 were to be delivered, potentially within a local publication.

20:42 - Cllr Alexander left the meeting

Cllr Campbell expressed belief that more than 700 homes had been added since 2009, whereby Cllr Gallagher raised that the numbers had been checked, and members praised the leaflet.

20:44 – Cllr Alexander rejoined the meeting

Cllr Gallagher commented that the Town Clerk had ordered 25 copies of the Neighbourhood Development Plan (NDP), that each Peacehaven Town Councillor would receive a copy, and at that point training would be ascertained.

The Morrisons plan was discussed alongside the NDP, and Cllr Gallagher expressed they would need to follow the NDP policies, that the site would remain a conduit from the north, south, east and west of Peacehaven, that this latest version of the NDP would not change, but that if Peacehaven and Telscombe wanted changes they would be determined by Lewes District Council, and be provided as a supplementary document.

The Chair expressed that it would now be up to residents to agree the way forward, Cllr Wood raised concern with the referendum being on the same date as the elections, and the Chair thanked Cllr Gallagher for her update.

8 PH2542 TO NOTE LEWES DISTRICT LOCAL GREEN SPACE CALL FOR SITES AND EVIDENCE – PEACEHAVEN TOWN COUNCIL'S SUBMISSIONS

It was commented that the papers displayed an incorrect agenda item number. The report was **noted**.

9 PH2543 TO AGREE TO SET UP A TFG ON PEDESTRIAN AND CYCLE ROUTES

Cllr Gallagher commented it was a dense report; made reference to the NDP charts showing the cycle and walking routes; and commented that the report referenced the 2021 version of the NDP, but that the NDP was a moving document and was now version 58.

Cllr Gallagher further commented that the cycle and walking routes were only indicative, that there was no intention to have a cycle path along the coast, that the ESCC cycle and walking routes had been continuously consulted on since 2019, including involvement from consultant engineers, and that ESCC would be part of the Morrisons pre-planning. It was further expressed that Peacehaven Town Council had previously submitted two CIL applications for cycleways on PTC land and that access at the school would involve non-PTC land and outlined how CIL funding related to this agenda item.

The Chair emphasised the importance of a TFG to prepare a response to the ESCC consultation, and Cllr Gallagher suggested that, as the proposed routes were unknown, the item could be on the Business Plan.

Cllr Wood expressed that the current cycle and walking routes were in a very bad state of disrepair and questioned how new routes would be maintained differently.

21:20 – Cllr Alexander left the meeting

K J Gordon-Garrett

K J GORDON-GARRETT 7/4/26

It was proposed to set up the TFG in preparation for the launch of the consultation.

Proposed by: Cllr Campbell

Seconded by: Cllr Gordon-Garrett

All in **favour**.

1 member abstained.

TFG members confirmed as: Cllr Campbell, Cllr Gordon-Garrett, Cllr Rosser, other cllrs to be invited.

10 PH2544 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group – meeting notes included for Nov 25 and Jan 26.
No further comments were made.

b. Pedestrian Crossings & Islands TFG
No further updates were made.

12 PH2554 TO NOTE PLANNING COMPLAINTS

The planning complaints were **noted**.

13 PH2555 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

No further actions.

21:23 – Cllr Wood left the meeting

14 PH2556 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 7TH APRIL 2026 (applications only) AT 6.15 PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 21:25

K J Gordon-Garrett

George Dyson
Town Clerk

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



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

Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 7th April 2026 at 6:15pm.

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

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

One member of the public was in attendance.

1 PH2557 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:15, 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 briefed members on the public question time.

2 PH2558 PUBLIC QUESTIONS

There was 1 public questioner for item **PH2563 LW/26/0091** 81 - 83 South Coast Road, who, as the developer, provided information on the background of the application and reasons why it should be supported, including that this was their second development; that there was a housing shortage; that it had no commercial viability; the financial need to have the property filled rather than being left vacant; and that it used the current space.

Discussion took place around the commercial viability of the building; the specifics of it being advertised as a business, including the duration; parking spaces; and concern around losing businesses along the coast road.

The questioner confirmed that the upstairs flats were marketed from £1,200/month - £1,600/month and that the commercial building had now been built as flats but would be easy to revert to commercial, would be happy to pay CIL, and raised the possibility of the building being used flexibly as a commercial space.

Cllr Campbell provided background to the application, including reference to the 2018 planning application, and the 2020 amendment, raised concern with the planning process, and echoed the view of other members that there should be an opportunity for it to be a commercial site.

The Chair thanked the questioner and commented that the item would be brought forward.

3 PH2559 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were two apologies for absence, one from Cllr Sharkey, and the other from Cllr Davies, whereby Cllr Gallagher substituted.

4 PH2560 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

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

5 PH2561 TO ADOPT THE MINUTES FROM THE 17TH MARCH 2026

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

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

PH2563 LW/26/0091 81 - 83 South Coast Road Peacehaven

It was proposed to **object** to the application based on the Neighbourhood Development Plan Area Wide Policies (page 18 of the NDP); the LDC core policy 6; the Neighbourhood Development Plan PT 23 (Employment); and P&T Design Code item 4.2 (Coastal Road).

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

18:52 - The member of public left the meeting

PH2564 LW/26/0072 86 South Coast Road Peacehaven

It was proposed to **support** the application on the grounds that the boundary is checked before works commence and that the grass verge remains, in relation to the query with the Highway Land Information Team (reference SLO003795).

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

19:05 - The Chair left the meeting

PH2562 SDNP/25/00228/FUL ESCC/2026/001/CB 66 The Lookout, Peacehaven, BN10 8AA

Committee requested that ESCC take account of all the comments lodged on previous applications for this site with LDC and the SDNP and to give them equal weight as if they had been lodged with ESCC.

After taking account of the written comments received from the Applicant on earlier objections to a similar Application, it was proposed to **object** to the application on the grounds of insufficient information; that the ESCC Public Rights of Way team should have been consulted; that Committee repeated most of its previous objections as made to earlier related Applications; it breached NPPF 109E&F(Traffic), NPPF115 B&D (safe & suitable access to the site), NPPF 7A,C,D (extra vehicular traffic), it contravened P&T NDP PT 4 (2) (3), PT 12 1,2&5, PT20, PT 21 (no provision for electric charging points), PT23, and the LDC local Plan DM12 (1,2 & 4), DM 13, DM 23, DM 35.

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

19:20 – Cllr Gordon-Garrett, The Chair, rejoined the meeting.

7 PH2565 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 28TH APRIL 2026 AT 7.30 PM

The next meeting was **agreed**.

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



Committee:	Full Council	Agenda Item:	C1538b(i)
Meeting date:	21 st April 2026	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

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

1. Background

The attached reports summarise the council's overall financial position as at the end of middle of **month 12 (March 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 January 2026 & 28 February 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 **87.1% of the budgeted expenditure** has been spent so far, and **107% of the budgeted income** has been received as at the end of month 11 (February 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 January & February 2026**
- **Bank reconciliation statement for cashbook 1 – January & February 2026**
- **Bank reconciliation statement for cashbook 2 – January & February 2026**
- **Bank Reconciliation statement for Unity Trust Fixed Deposit Account – January & February 2026**
- **Bank Reconciliation statement for Unity Trust Instant Access Account – January & February 2026**
- **Credit Card reconciliation statement – December & January 2026**
- **Detailed income and expenditure month 12 (March 2026)**
- **Detailed balance sheet month 12 (March 2026)**

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2026	The Fuelcard People	DD1	30.32		HK66 WMJ FUEL
02/02/2026	EDF	DD3	113.33		DECEMBER ELECTRICITY
02/02/2026	world pay	WP0202	28.51		CHARD CHARGES
03/02/2026	WORLDPAY	WP0302	0.20		CARD CHARGES
04/02/2026	Barclays	DD2	21.00		BACS / COLLECT CHARGES
04/02/2026	02	DD4	93.79		MOBILE BILLING
04/02/2026	EDF	DD6	919.98		DECEMBER ELECITRICTY
04/02/2026	WORLDPAY	WP0402	0.20		CARD CHARGES
05/02/2026	WORLDPAY	WP0502	0.33		CARD CHARGES
05/02/2026	Rigby Taylor	BACS	360.00		MARKING OUT MACHINE
05/02/2026	SUSSEX MAYORS ASSOCIATION	BACS1	36.00		mayors luncheon
06/02/2026	JAX FIRST AID	BACS	49.21		FIRST AID SUPPLIES
06/02/2026	Society Of Local Council Clerk	BACS1	46.20		J/CHAPMAN LONDON BRIDGE
06/02/2026	Heatcraft And Ventilation ltd	BACS2	558.00		BOILER CALL OUT F&R
06/02/2026	HGS	BACS3	254.96		TOILET ROLL / HAND TOWELS ETC
06/02/2026	SUSSEX PAYROLL SERVICES ; T	BACS4	110.44		JAN PAYROLL SERVICES
06/02/2026	Peacehaven & District Chamber	BACS5	60.00		ANNUAL MEMBERSHIP
06/02/2026	AMAZON	BACS6	134.36		AIR FILTER
06/02/2026	UK TANK MASTERS	BACS7	796.24		TANK INSPECTION & REPAIR
06/02/2026	Trade UK	BACS8	32.99		WORK BOOTS
06/02/2026	CASTLE WATER	BACS9	416.18		SPORTS PARK JAN WATER
06/02/2026	COLLIER TURF CARE LTD	BACS10	2,626.08		FERTILISER
06/02/2026	KAITLYN REEVES	BACS11	50.00		K.REEVES REFUND
06/02/2026	MARTHA BAEZA	BACS12	50.00		M.BAEZA REFUND
06/02/2026	KINTO UK LTD	DD	345.00		VEHICLE TAX FOR VAN
06/02/2026	Northstar IT	DD5	1,600.46		MONTHLY SUPPORT - FEB
06/02/2026	Lewes District Council	121065	50.00		LOAN CONTRIBUTION THE PROMEND
09/02/2026	Spy AlarmsLtd	BACS2	168.00		MANUAL CALL POINT
09/02/2026	HSS PROSERVICE LTD	BACS3	44.02		INDOOR SCAFFOLD
09/02/2026	PRICEWATCH LIMITED T/A LOCAB	BACS4	1,575.94		ULTRA LOW SULPHUR
09/02/2026	The Fuelcard People	DD	13.20		FUEL CARD
09/02/2026	BT	DD2	65.94		JAN INTERNET SERVICES
12/02/2026	TOTAL GAS & POWER	DD1	450.98		DECEMBER GAS
13/02/2026	RHINOBYTES	BACS5	60.00		NO BBQ SIGNS
13/02/2026	AMAZON	BACS6	17.98		FOLDING SAW
16/02/2026	WORLD PAY	WP1602	0.73		CARD CHARGES
17/02/2026	CASTLE WATER	DD	52.82		JAN WATER
17/02/2026	CASTLE WATER	DD1	42.58		dell water - jan
17/02/2026	WORLDPAY	WP1702	0.15		CARD CHARGES
19/02/2026	WORLDPAY	WP1902	0.30		CARD CHARGES
23/02/2026	The Fuelcard People	DD	30.29		FUEL
23/02/2026	HEALTH ASSURED LTD	DD1	60.00		eap 19/02-18//03
23/02/2026	TOWER LEASING LIMITED	DD2	62.67		PHONE RENTAL
23/02/2026	KINTO UK LTD	DD3	499.74		VAN LEASE
23/02/2026	Credit Card A/c	JANCC	193.28		JANCC
23/02/2026	WORLD PAY	WP2302	0.34		CARD CHARGES
25/02/2026	PHS Group	DD4	680.82		PHS 28/02-27/05

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/02/2026	CITRUS HR	DD5	264.00		SAFE HR - 20/02-1903
25/02/2026	FEBRUARY SALARIES	FEB PAY	31,011.43		FEBRUARY SALARIES
25/02/2026	HMRC	121066	11,231.25		FEBRUARY SALARIES
26/02/2026	EAST SUSSEX PENSION FUND	BACS	11,264.63		FEBRUARY SALARIES
26/02/2026	ANGEL ADAMS	BACS1	50.00		A.ADAMS REFUND
26/02/2026	TRAVIS PERKINS Trading	BACS3	44.34		COLD LAY MACADAM
26/02/2026	NO BUTTS BIN CO. LTD	BACS4	366.00		TARMAC FITTING KIT FOR BENCH
26/02/2026	CONSULT CLEANING SERVICES	BACS5	1,388.63		TOILET CLEANING
26/02/2026	SIEMENS FINANCIAL SERVICES	BACS6	281.83		LEASE RENTAL FOR FRANKING MACH
26/02/2026	GASTON MALLIA	BACS7	625.00		DECEMBER 2023 SERVICES
26/02/2026	Tansleys Printers Limited	BACS8	57.60		FOAMEX BOARDS
26/02/2026	AMAZON	BACS9	158.61		CHOPPING BOARDS
26/02/2026	Trade UK	BACS10	39.17		BOLTS / WD40
26/02/2026	Your Franking Ltd	BACS11	84.00		FRANKING MACHINE INK
26/02/2026	R.J.Meaker Fencing Ltd	BACS12	33.37		GROUNDS MAINTENANCE
26/02/2026	ENVIROSHIELD SERVICES LIMITED	BACS13	827.27		CLADDING FOR ROOF AREA
26/02/2026	TOM JAMES	BACS14	11.70		T.JAMES MILEAGE
27/02/2026	FOCUS GROUP	DD6	110.53		HUB WIFI / IPECS
Total Payments			<u>70,652.92</u>		

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		-147.25
G Dyson CC	28/02/2026		-46.03
			<hr/> -193.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-193.28
<u>Unpresented Receipts (Plus)</u>			
23/02/2026 JANCC		193.28	
			<hr/> 193.28
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

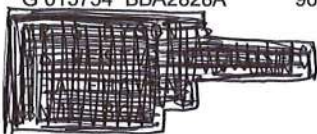
BARCLAYCARD COMMERCIAL
 PO BOX 4000
 SAFFRON ROAD
 WIGSTON, LE18 9EN

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

Date	Description	Amount
12 Jan 2026	TOOLSTATION LTD Newhaven [Ⓜ]	11.03
130185481476	LUMBER AND BUILDING MATERIALS STORES	
21 Jan 2026	Arlettes Florist PEACEHAVEN GBR [Ⓜ]	35.00
220105371346	FLORISTS	
2 new purchases / cash advances.		
Total of spending.		£46.03

G 013754 BBA2828A 90427



C/H Maintenance

Invoice

Order No YHQ281803649
Placed on 2026-01-12 12:09:08
Completed on 2026-01-12 12:09:08
Total value 11.03
Operator Karen H
Payment type Card

Code	Name	Qty	Price	Totals	VAT Band
Items for delivery - Y0128180364					
10787	High Tensile Set Screw	1	1.48	1.48	5
00009	Next Business Day	1	0.00	0.00	5
Items for collection - Y0228180364					
18236	MK Grid Plus 20A Switch Module	1	9.55	9.55	5
00006	Customer Collection	1	0.00	0.00	5

VAT Analysis

Band	Rate	Net	VAT	Total
5	20%	9.19	1.84	11.03
		£ 9.19	£ 1.84	£ 11.03

Company Information

Toolstation Ltd
www.toolstation.com
0808 100 7-2-11 or 0330 333 3303 (mobile friendly)

Toolstation
Express Park
Bridgwater
Somerset
TA6 4RN
United Kingdom

Registered In England: 4372131, Toolstation Ltd,
Ryehill House, Rye Hill Close, Lodge Farm Industrial
Estate, Northampton, NN5 7UA
VAT Number: 408 5567 37

Any questions? Check out
<https://www.toolstation.com/help-and-advice/faqs>
for answers, or visit
<https://www.toolstation.com/help-and-advice/returns> to learn more about our 30-Day
Money Back Guarantee.

ARLETTES FLORIST
PEACEHAVEN
TERMINAL ID: ****5663
MERCHANT ID: *****20946

MASTERCARD
**** * * * * * 8302
PAN SEQ NO: 01
AID: A0000000041010

SALE
AMOUNT
TOTAL

£35.00
£35.00



Contactless

*** CARDHOLDER COPY ***
PLEASE RETAIN FOR YOUR RECORDS
C/HOLDER NOT VERIFIED
AUTH: 088247

RECEIPT: 000859

DATE: 21/01/2026 TIME: 14:02:17

Thank You

STATEMENT FOR Z MALONE

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

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760181944102
28 January 2026
4 of 4
£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
6 Jan 2026	WORLDPAY DASHBOARD - U MANCHESTER	55.30
070105272476	MEMBER FINANCIAL INSTITUTION-MERCHANDISE AND SERVICES	
20 Jan 2026	WWW.SOUTHCOASTFLAGPOLE RYDE	91.95
210105272466	MISCELLANEOUS AND RETAIL STORES	
2 new purchases / cash advances.		
Total of spending.		£147.25

G 013754 BBA2828A 90427

3/3
022842 BBA2828A Page 3 of 3
H2

[skip to main content](#)

Confirmation of Order #63062

Billing Details:

Zoe Malone Peacehaven Town Council
Community House, Greenwich Way
PEACEHAVEN East Sussex BN10 8BB UK
Mainland

Delivery Details:

Zoe Malone Peacehaven Town Council
Community House, Greenwich Way
PEACEHAVEN East Sussex BN10 8BB UK
Mainland

Payment Details

Method: **Worldpay**

Status: **Paid**

Order Summary



Anti-Tamper Plastic Flagpole Lock

£85.00

x1

£85.00

Subtotal: £85.00

Standard Delivery: £6.95

Total: £91.95

[Print Home](#)

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		12.47
			<u>12.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.47
		Balance per Cash Book is :-	12.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 28/02/2026

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20529105

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/01/2026		Balance brought forward	£0.00	£0.00	£12.47

Page number 1 of 2

Statement number 011

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 27/02/2026
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	27/02/2026		994,574.56
Current Account	27/02/2026		50,000.00
			<u>1,044,574.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,044,574.56
<u>Unpresented Receipts (Plus)</u>			
15/12/2025		-12.00	
17/12/2025		-6.00	
24/02/2026		24.00	
27/02/2026		60.00	
			<u>66.00</u>
			1,044,640.56
		Balance per Cash Book is :-	1,044,640.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 27/02/2026
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	27/02/2026		605.64
			<u>605.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			605.64
		Balance per Cash Book is :-	605.64
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 27 February 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	£994,574.56
--------------------------	-------------

Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£605.64
--------------------------	---------

Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		0.00
G Dyson CC	31/01/2026		-78.00
			<hr/> -78.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-78.00
<u>Unpresented Receipts (Plus)</u>			
22/01/2026 DEC CC		78.00	
			<hr/> 78.00
			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 December 2025
 Page number: 3 of 3
 Monthly spend limit: £1,000.00

Date	Description	Amount
9 Dec 2025	HSQE LTD CHELMSFORD GBR 101255184225 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	48.00
15 Dec 2025	HIGHFIELD* O #16034 DONCASTER LND 161285383905 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	30.00
2 new purchases / cash advances. Total of spending.		£78.00

G 008913 BBA2687A 53698



From: Vital Skills <no-reply@myvitalskills.co.uk>
Sent: 09 December 2025 10:36
To: townclerk@peacehaventowncouncil.gov.uk
Subject: HSQE Confirmation Email for order ref: #571195

VitalSkillsTM
by **HSQE**.co.uk

Invoice receipt for order #571195

HSQE Ltd Elrose, Mayes Lane, Sandon, Chelmsford, Essex, CM2 7RP

VAT number: 820593536

E: support@hsqe.co.uk T: 0333 733 1111

W: hsqe.co.uk W: vitalskills.co.uk



Billing Address

George Dyson
Peacehaven Town Council
Peacehaven Town Council, Greenwich
Way
Peacehaven
East Sussex
BN10 8BB
[01273585493](tel:01273585493)

Invoice Details

Invoice Number:
#571195
Invoice Date: **09-12-**
2025
Invoice Status: **Paid**

Highfield ELearning Limited

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

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB

Jessa



Invoice

Invoice Number 0003054428
Invoice Date 16/12/2025
Customer Ref 16034
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004054639

Details	Quantity	Net Amount £	VAT £
L2 Award in Customer Service E-Learning ONLINE	1.00	25.00	5.00

	Date	Councillor 1
		SW.
4011/100.	Finance Officer	Councillor 2
	DM	MC

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	25.00	5.00

Total Net Amount £ 25.00
Total VAT Amount £ 5.00
Invoice Total £ 30.00

Delivery Address:

Peacehaven Town Council
Community House
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Bank Reconciliation Statement as at 30/01/2026
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	30/01/2026		12.47
			<u>12.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.47
		Balance per Cash Book is :-	12.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Peacehaven Town Council

Instant Access

60 83 01 - 20529105

Balance Available balance
12.47 £ **12.47**

Summary

Transactions	▼
--------------	---

Balances are correct as of 14:53 on 04 Feb 2026.

↓ Date	Description	Paid in	Paid out	Balance
31/12/25	Credit Interest	0.07		12.47

Bank Reconciliation Statement as at 30/01/2026
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	30/01/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Peacehaven Town Council

FT12

60 83 01 - 80186889

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

Show:

Transactions ▼

Balances are correct as of 14:54 on 04 Feb 2026.

There are no recent transactions to display.

**Bank Reconciliation Statement as at 30/01/2026
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	30/01/2026		1,053,424.24
Current Account	30/01/2026		50,000.00
			<u>1,103,424.24</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
23/01/2026	121064	HMRC	11,142.06
			<u>11,142.06</u>
			<u>1,092,282.18</u>
<u>Unpresented Receipts (Plus)</u>			
15/12/2025			-12.00
17/12/2025			-6.00
08/01/2026			30.00
09/01/2026			30.00
12/01/2026			30.00
12/01/2026			30.00
13/01/2026			30.00
13/01/2026			40.00
13/01/2026			40.00
13/01/2026			60.00
16/01/2026			30.00
16/01/2026			30.00
16/01/2026			1.00
19/01/2026			73.31
22/01/2026			121.50
22/01/2026			26.30
23/01/2026			30.00
27/01/2026			24.00
28/01/2026			466.00
30/01/2026			30.00
30/01/2026			123.50
			<u>1,227.61</u>
			<u>1,093,509.79</u>
		Balance per Cash Book is :-	1,093,509.79
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/01/2026
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/01/2026		605.64
			<u>605.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			605.64
		Balance per Cash Book is :-	605.64
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 January 2026

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,053,424.24
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£605.64
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

STATEMENT FOR Z MALONE

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

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

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



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

G 016312 BBA2557A 21251




3/3

H2

026891 BBA2557A Page 3 of 3



Return Address

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

Page Number: 2 of 2

Billing Address

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

For Delivery To:

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

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

If you have any queries please contact our customer service team at customerservice@cartridgepeople.com.

Total Net Amount	£145.75
Total VAT Amount	£29.15
Invoice Total	£174.90

	Date	Councillor 1
	Account Code	Councillor 2
	43081100	<i>[Signature]</i>

	Date	Councillor 1
Account Code 43351110	Finance Officer <i>[Signature]</i>	Councillor 2

personalised
GIFTS SHOP

INVOICE

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

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



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

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

Card Payment

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

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



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



[Handwritten Signature]



351 South Coast Road
 Telscombe Cliffs, Brighton
 East Sussex BN10 7HH
 Tel: 01273 582420
 Fax: 01273 580838
 Website: www.yeomans.co.uk

Date	Councillor 1
4/20/23	
Finance Officer	Councillor 2
YMM	

CASH SALE INVOICE

Invoice Name & Address
PEACEHAVN-Service Retail Cash Sales

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

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

You were assisted
 By:- David Perry

Service plan now available
 Prices are fixed

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

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

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

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

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

Received
 Customer Signature

Sainsbury's

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

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

4332/1100

Date	Councillor 1
Finance Officer	Councillor 2

LM

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

17 BALANCE DUE £10.61
 MASTERCARD £10.61

contactless)))

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

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

(C) **** *8033
 POINTS EARNED ON £10.61
 PREVIOUS POINTS BALANCE 5084
 POINTS EARNED 10
 NEW POINTS BALANCE 5094
 YOUR POINTS ARE WORTH £25.47

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

**** For a chance to win ****
 100,000 Nectar points
 please tell us how we did at
 lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
 PUBLISHED TERMS AND CONDITIONS APPLY



6294491061933400071125

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

Thank you for your visit.

LM



Global Giving Solutions Ltd

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

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

VAT No: 425 687 665

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

Invoice Ref: 4031125236298

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

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

Paying By BACS?

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

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

	Date	Councillor 1
4014/100	Finance Officer	Councillor 2

31/03/26

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 10th February 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Rosser, Cllr Donovan, Cllr Gallagher, Cllr Harman, Cllr Veck, Cllr Davies.

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

No members of the public were in attendance.

1. PF1185 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, and provided a brief update on the repairs to the Big Park public toilets following the arson damage, 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. PF1186 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. PF1187 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

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

4. PF1188 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1189 TO ADOPT THE COMMITTEE'S MINUTES OF 25TH NOVEMBER 2025

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
The minutes of 25th November 2025 were **agreed** and **adopted**

6. PF1190 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Gallagher asked about whether the RFO has any concerns with the budget now we're getting close to year end. The RFO responded that some analysis of this will take place over the next few weeks.

There was a brief discussion about the high expenditure on the monument and memorial this year.

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

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

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

c. Income & Expenditure report.

Cllr Gallagher asked about the professional fees budget being over, which a summary was given of the expenditure from this code.

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).

It was proposed to approve the list of payments.

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

7. PF1191 TO AGREE RECOMMENDATIONS REGARDING LOCAL CONTROL TRANSFERS FROM LEWES DISTRICT COUNCIL

The Clerk introduced and summarised the report included in the papers.

Cllr Gallagher spoke about there being 2 plots of land in the Valley Road area, and only one appears in the papers, Cllr Gordon-Garrett confirmed this, and that the Clerk is awaiting a response from the research that Cllr Gordon-Garrett had done. Cllr Gallagher then also expressed a concern about taking on Lake Drive land.

Cllr Rosser expressed that long-term it would be beneficial to the town to take on as many assets as possible.

Cllr Veck agreed that Lake Drive Pond would be a significant risk to take on.

Cllr Davies expressed a concern about what could happen to the assets if Peacehaven Town Council does not take control of them, and expressed that it would be really important to put them forward for consideration.

It was proposed that the Committee recommend that Full Council submit all the sites included as nominations to the District Council.

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

8. PF1192 TO AGREE RECOMMENDATIONS ON COMMUNITY HOUSE WORKS

The RFO introduced and summarised the report.

Cllr Griffiths spoke about her opposition to replacing boilers with new gas ones and suggested separating the hot water system with more locally positioned instant hot water heaters, and that air source heat pumps be installed for the heating, and that a small TFG be formed to seek funding for the work.



Cllr Gallagher highlighted that there is a Working Group looking at this and gave some background, from the initial 10-year plan for Community House moving forward.

Cllr Veck spoke about the importance of balancing where money is spent against the priorities, and the possibilities of more local solutions such as electric heaters and hot water, but agreed that there was a need to replace the boilers.

Cllr Alexander spoke the additional costs of wiring relating to putting an electric boiler in, as well as the points on the 10-year plan the boilers would have been expected to be replaced.

Cllr Davies reinforced the importance of action, given that the building is in constant use by staff and members of the public.

It was proposed that Committee recommend to replace the heating system with air source heat pumps whilst separating out as much of the hot water system as possible with more locally positioned hot water heaters, and the Thursday Morning's Community Buildings Working Group meeting has a one item agenda to discuss this.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Rosser
Committee **resolved to not agree** to this proposal, with 3 Councillors in favour and 6 against.

It was proposed that Committee agree to recommend to replace the Gas Boilers with one new gas boiler, and that the Community Buildings working group work towards installing ASHP within the next 5-10 years, including financial planning and improvements to internal and external insulation.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Donovan
Committee **resolved to agree** to this proposal by a majority of 6 in favour and 3 against.

It was proposed that a TFG be set up specifically tasked with finding funding to install ASHP and associated works in Community House.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
Committee **resolved to agree** to this proposal by a majority of 8 in favour and 1 abstention.

The TFG will be set up at Full Council and will report back to this Committee.

9. PF1193 TO ADOPT A SUSTAINABLE PROCUREMENT POLICY

Cllr Griffiths introduced the item. It was proposed that Committee adopt the policy

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

10. PF1194 TO AGREE TERMS AND CONDITIONS FOR THE EASTER CRAFTS FAIR

Cllr Veck gave some background to the item. It was proposed that Committee agree the Easter Crafts Fair T&Cs.

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

11. PF1195 TO DISCUSS UPDATES TO THE COMMUNITY & BUSINESS PLAN

The Clerk summarised the report in the papers. Cllr Veck suggested that a Committee Chairs meeting could be sufficient rather than a full TFG.

Cllr Gallagher suggested that other Councillors who aren't Committee Chairs might want to be involved and Cllr Davies agreed that all Councillors need to be able to have a way of being involved with this.

11.195

gve

It was proposed that an informal meeting be arranged to focus on the business plan for all Councillors to have input and then can be passed to a small TFG to finalise into a report for Council.

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

A TFG for this will be formed at Full Council

12. PF1196 TO ADOPT A REVISED GRANTS POLICY

The Chair outlined the report and the reasons behind the recommended revision.

It was proposed that Committee agree to adopt the revised policy as read.

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

13. PF1197 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck reported that the Group had completed an audit today, which went very well, and that the report will be going to the next Full Council meeting. The members advised that a new group of Councillors should be chosen to now take over this TFG.

b. Community Buildings Working Group

The RFO ran through the report in the papers, with recent recommendations from the Working Group.

Members of the Working Group added their comments to the report, which Committee briefly discussed.

Cllr Gallagher highlighted the importance of including the outcomes of the recent stakeholders meeting on phase 2 of The Hub project.

It was proposed that a recommendation goes to Full Council to put forward option 3 relating to The Hub, which is to extend and reconfigure.

Proposed by: Cllr Donovan **Seconded by:** Cllr Rosser
Committee **resolved** to **agree** to this proposal by majority vote, with one abstention.

It was proposed that Committee agree to recommend to Full Council that the Community House Main Hall Fire Exit doors and windows are replaced, that a contractor is engaged to develop a specification for the Fields & Robson Room roof replacement.

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

Additionally, Committee asked that Officers investigate alternatives to the current Pellet boiler at the Gateway Café.

14. PF1198 DATE OF NEXT MEETING – TUESDAY 31ST MARCH 2026

The date of the next meeting was confirmed as Tuesday 31st March 2026

15. PF1199 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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



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

16. PF1200 UNPAID INVOICE REPORT

Committee **noted** the report.

17. PF1201 TO CONSIDER PROPOSED T&Cs FOR A SAUNA AT CENTENARY PARK

The Town Clerk introduced the report which the Committee briefly discussed.

It was proposed that Committee reject the profit share agreement and instead request a monthly ground rent figure.

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

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



George Dyson
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Community House,
Meridian Way,
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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 31st March 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Donovan, Cllr Fabry, Cllr Harman, Cllr Veck, Cllr Davies.

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

No members of the public were in attendance

1. PF1202 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, and provided a brief update on the repairs to the Big Park public toilets following the arson damage, 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. PF1203 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. PF1204 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Sharkey.

4. PF1205 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1206 TO ADOPT THE COMMITTEE'S MINUTES OF 10TH FEBRUARY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Donovan
The minutes of 10th February 2026 were **agreed** and **adopted**.

6. PF1207 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The Responsible Financial Officer invited questions on the report, which the Chair asked a question about the investment account.

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

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

Proposed by: Cllr Donovan **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

c. Income & Expenditure report.

The Chair highlighted that the income looks very positive.

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

7. PF1208 TO AGREE THE REPLACEMENT OPTION FOR THE FIELDS & ROBSON BOILER

The Clerk summarised the report.

It was proposed that Committee proceed with option 2 in the report, to replace with localised solutions.

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

8. PF1209 TO AGREE TO REPLACE THE HUB FIRE ESCAPE DOORS

The Clerk introduced the report and the reasons for the recommendation. Cllr Davies spoke in support of replacing the doors now.

Cllr Veck asked that all other doors at the Hub also be checked, the Clerk confirmed he would do so this week.

It was proposed that Committee agree to proceed with replacing the doors.

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

9. PF1210 TO AGREE MONIES TO GO INTO EARMARKED RESERVES

The RFO introduced the report and gave some background to the item, briefly running through the recommendations.

The RFO was thanked for her work on this.

It was proposed that Committee agree to proceed with the recommended earmarked reserves.

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

10. PF1211 TO AGREE A SERVICING CONTRACT FOR COMMUNITY HOUSE HEATING & COOLING

The Clerk introduced the item and the reasons for the recommendation.

Cllr Fabry spoke in support of fixing for 3 or 5 years.

Cllr Gordon-Garrett asked about an appropriate limit for installation without quotation, which Committee discussed.

It was proposed that Committee agree to fix for 5-years, and to authorise works up to £500 subject to a Purchase Order number being obtained.

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

11. PF1212 TO ADOPT THE FOLLOWING POLICIES

The Chair introduced the item and explained that these policies are due a standard review.

a. Volunteer Handbook

There was a discussion surrounding including reference to the safeguarding policy within the handbook, the Clerk confirmed that this can be updated. It was further added that all volunteers should be issued with a copy of the Safeguarding policy and asked to sign to confirm that they have read and understood it.

It was proposed to readopt this policy subject to the above change.

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

b. Equality & Diversity

It was proposed to readopt this policy.

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

c. Planning Code of Good Practice

There was a discussion about the code of good practice needing review, this will be deferred back to the Planning Committee, with a view to be adopted at the next Policy & Finance Committee meeting.

12. PF1213 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck confirmed that an audit has been completed recently, Cllr Harman added how impressive the outcomes of the audit has been.

b. Community Buildings Working Group

The Clerk summarised some of the progress that has been made since the extraordinary Council meeting.

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

The group has not met yet, but have shared some information by email.

d. Business Plan Review

The Clerk summarised the progress, and that another informal meeting will be called soon.

13. PF1214 DATE OF NEXT MEETING – TUESDAY 5TH MAY 2026

The next meeting was confirmed as Tuesday 5th May 2025.

14. PF1215 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

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

15. PF1216 UNPAID INVOICE REPORT

The RFO summarised the report and that there are no real concerns over the unpaid invoices.

Committee **noted** the unpaid invoice report.

16. PF1217 TO CONSIDER PROPOSED T&Cs FOR A SAUNA AT CENTENARY PARK

It was proposed that Committee agree with the proposed terms.

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

17. PF1218 TO AGREE A VARIATION TO COMMUNITY HOUSE T&CS OF HIRE

There was a lengthy discussion on the possible variation to Community House Terms & Conditions of hire.

It was discussed that a notice on the door would be needed, specifying loading/ unloading only

It was proposed that Committee agree to a variation to highlight that the South Service Yard is for loading/ unloading only and not for parking, and that hirers are responsible for enforcing this for their bookings, and that bookings could be terminated as a result of non-compliance, and additionally that PTC will put up signage to reflect this.

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

18. PF1219 TO AGREE TO OPT TO TAX AT THE HUB

The RFO introduced the background to the report, which Committee discussed.

It was proposed to agree to Opt to Tax for the Hub

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

It was then discussed about how this would be applied.

It was proposed that PTC absorb the cost of the VAT for one-year and earmark £4000 income from the 2025/26 budget to offset the cost of doing this in the 2026/27 financial year, and that hirers are given notice that the full VAT will be applied from the 2027/28 financial year.

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

There being no further business, the meeting was closed at 21:33.

George Dyson
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Community House,
Meridian Way,
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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 20th January 2026 at 7.30pm.

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

Officers: George Dyson (Town Clerk)

1. E630 CHAIR'S ANNOUNCEMENTS

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

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

2. E631 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fabry and Cllr Donovan.

3. E632 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E633 TO ADOPT THE MINUTES OF 17TH DECEMBER 2025 EXTRAORDINARY MEETING

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

It was proposed that the minutes be adopted as read.

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

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

5. E634 TO REVIEW THE COMMITTEE BUDGETARY POSITION

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

The Committee **noted** the budgetary update.

6. E635 DATE OF NEXT MEETING – TUESDAY 14TH APRIL 2026 AT 7:00PM.

The next meeting was confirmed as 14th April 2026 at 7.00pm.

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

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

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

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

8. E637 TO REVIEW THE COMMITTEE ACTION PLAN

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

Committee **noted** the Action Plan.

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

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

Committee **noted** the Councillor Training Plan.

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

Committee **noted** the Staff Training Plan.

11. E640 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

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

12. E641 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

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

13. E642 TO NOTE RECENT ACHIEVEMENTS

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

Committee **noted** the report.

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

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

Committee **noted** the report.

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

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

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

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

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

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

Committee **noted** the report.

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

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

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

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

a. Wellbeing

This group will be meeting soon.

b. Employee SCP banding

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

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

George Dyson
Town Clerk

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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.

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Town Clerk

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Community House,
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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 13th January 2026 at 7:30pm.

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

There were no members of the public in attendance.

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

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

It was proposed that Cllr Griffiths took the Chair.

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

It was proposed that Cllr Donovan took the Chair

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

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

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

1. LA 1071 CHAIR ANNOUNCEMENTS

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

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

2. LA 1072 PUBLIC QUESTIONS.

There were no public questions.

3. LA 1073 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from:-

- Cllr Sharkey
- Cllr Studd, and Cllr Campbell substituted

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

There were no declarations of interest.

5. LA 1075 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 2nd DECEMBER 2025

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

Simon Studd
A handwritten signature in black ink, appearing to read "Simon Studd".
24.1.3, 2026

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

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

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

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

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

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

7. LA 1077 TO NOTE BUDGET UPDATE

The budget was **noted**.

8. LA 1078 TO NOTE ACTION PLAN

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

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

The action plan was **noted**.

9. LA 1079 TO NOTE ALLOTMENTS UPDATE

The allotments update was **noted**.

10. LA 1080 TO NOTE THE COMPLAINTS LOG

The Parks Officer updated committee on the Sunday noise complaint.

The log was **noted**.

11. LA 1081 TO DISCUSS AND UPDATE THE BUSINESS PLAN

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

12. LA 1082 TO NOTE THE FOOTBALL PITCH ASSESSMENT REPORT

The report was **noted**.

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

It was agreed to take this and item LA1084 together.

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

I. BUSINESS PLAN ACCESSIBILITY OF AMENITIES

It was expressed that the group had not yet met.

II. HOWARD PARK PHASE 2

It was proposed that Cllr Donovan join the TFG

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

All in favour.

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

III. THE HUB CONSULTATION SURVEY RESULTS

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



24, 3, 2020

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

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

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

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

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

Proposed by: Cllr Gallagher
All in favour.

Seconded by: Cllr Fabry

16. LA 1086 TO CONFIRM DATE OF NEXT MEETING AS THE 24TH MARCH 2026

The date of the next meeting was confirmed.

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



24, 3, 2026

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 24th March 2025 at 7:30pm.

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

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

There were no members of the public in attendance.

1. LA1087 CHAIR ANNOUNCEMENTS

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

2. LA1088 PUBLIC QUESTIONS.

There were no public questions.

3. LA1089 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

4. LA1090 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

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

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

6. LA1092 TO NOTE THE BUDGET UPDATE

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

The budget was **noted**.

7. LA1093 TO NOTE ACTION PLAN

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

The Action Plan was **noted**.

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

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

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

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

All in **favour**

9. LA1095 TO NOTE THE COMPLAINTS LOG

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

The Complaints Log was **noted**.

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

I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES

There were no updates.

II. HOWARD PARK PHASE 2

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

III. THE HUB CONSULTATION SURVEY RESULTS

It was proposed to close the TFG.

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

11. LA1097 TO NOTE PUMP TRACK PROJECT

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

The report was **noted**.

12. LA1098 TO DECIDE ON THE SHREDDER REPAIR OR PURCHASE

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

It was proposed to purchase a new machine.

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

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

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

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

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

The date of the next meeting was confirmed.

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

George Dyson
Town Clerk

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



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

Mend Veck

DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 27th January 2026 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Studd, Cllr Donovan, Cllr Harman, Cllr Alexander, Ruby Papanicolaou (Youth Mayor), Daniel Gill (Deputy Youth Mayor), Jacob Lord (Deputy Youth Mayor), Zack Osborne (Mayor's Cadet).

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

There were 2 members of the public in attendance.

1. CCE616 CHAIR ANNOUNCEMENTS

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

- Welcome Cafe every Monday at 10am – 1pm
- Easter Craft Fair on 28th March
- Mayor's Quiz 11th April
- Tea and Cake Event 17th April
- Wellness Event 2nd May
- A call out for bingo volunteers

2. CCE617 PUBLIC QUESTIONS

There were no public questions.

3. CCE618 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllr Sharkey, and Cllr Alexander substituted.

4. CCE619 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE620 TO ADOPT THE MINUTES FROM THE 4th NOVEMBER 2025

Cllr Donovan commented that she had said that poppies were positioned along Sutton Road, not at the war memorial, and queried where the report was for the Town Crier outfit and his role as Peacehaven Town Crier. The Chair confirmed a report would be brought to the next meeting.

It was proposed to adopt the minutes.

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

6. CCE621 TO NOTE THE BUDGETARY UPDATE

Cllr Donovan queried whether the Civic training had been booked for the Civic & Events Officer, whereby it was expressed they would not participate due to personal reasons.

Cllr Alexander commented positively on the increase of filming income.

The budgetary update was **noted**.

7/4/26. Mend Veck

7. CCE622 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

Cllr Donovan expressed that an additional amount had been made at the last engagement on 21st December for around £120.

The fundraising budget was **noted**.

8. CCE623 TO AGREE THE MAYOR'S CIVIC RECEPTION CHANGE OF LOCATION

Cllr Wood queried where the external location might be and expressed concern over parking at a particular local external location.

It was proposed to agree the Mayor's Civic Reception change of location.

Proposed by: Cllr Alexander **Seconded by:** Cllr Harman

All in **favour**.

9. CCE624 TO DISCUSS AND AGREE THE WAY FORWARD FOR CHOOSING A YOUTH MAYOR

Cllr Wood expressed that electing Youth Mayors through PCS was limited and suggested working with the Joff too. The Deputy Youth Mayors Jacob and Daniel commented that the Peacehaven Town Council newsletter and email to local school could assist with advertising the roles. The Chair advised they liaise with the PR Officer and Civic & Events Officer.

It was proposed to set up a TFG to look into ways of choosing a Youth Mayor.

Proposed by: Cllr Harman **Seconded by:** Cllr Wood

All in **favour**.

TFG members were agreed as: Cllr Haman, Cllr Veck, The Youth and Deputy Youth Mayors and the Mayor's Cadet.

10. CCE625 TO DISCUSS AND NOTE THE MAYOR'S CADET REPORT

The Mayor's Cadet expressed that the position had provided him with a fantastic opportunity.

The report was **noted**.

11. CCE626 TO NOTE THE CANCELLED CHRISTMAS PARTY

Cllr Wood queried why the event had been cancelled and suggested that nibbles instead of hot food contributed to low sales. The Civic & Events, and PR Officer highlighted marketing efforts involved, and cited competition with other events, and people financially stretched.

The Deputy Youth Mayors raised digital marketing suggestions, and the PR Officer commented it would be useful to work with them in terms of youth engagement.

Cllr Studd queried whether accessibility to Community House was the issue, whereby Cllr Wood reminded committee that the supermarket had been closed the previous years too, and Cllr Alexander commented that the road barriers might have alluded to Community House being closed and suggested 'Community House is Still Open' signage be installed, and to involve the Youth Mayors and Cadet in digital marketing.

The Chair expressed the communications group would like to invite the Youth Mayors and Cadets and thanked them for their valid points.

The PR Officer informed members that the Civic & Events Officer start date had potentially resulted in late advertising, and that previous Christmas Children's parties had not advertised hot food.

The report was **noted**.

12. CCE627 TO NOTE MERIDIAN MEANDER LAUNCH REVIEW

Cllr Donovan expressed they would promote the event at Peacehaven Heights Infants next week, and the PR Officer commented it would also be promoted in spring.

The report was **noted**.

13. CCE628 TO NOTE THE WELCOME CAFÉ REPORT AND AGREE THE 2026 END DATE AND ITS REOPENING



The Chair expressed that the café was well attended, and the PR Officer confirmed participating organisations had been advertised when their attendance was known.

Deputy Youth Mayor Jacob expressed interest in the café and the Chair explained the project, whereby the Cadet Zack commented that it was a fantastic initiative.

It was proposed to end the café this year on 30th March and to reopen on of 5th of October.

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in favour.

The PR Officer listed organisations who had been invited and suggested a new marketing strategy to increase organisation participation.

14. CCE629 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The PR Officer commented that the group was looking to focus their work using the themes in their report, and Cllr Alexander expressed the reason for the 4 themes.

The Cadet, Zack, suggested involving of Duke of Edinburgh volunteers, and that the Sea Cadets were looking for volunteer dog walkers.

The Chair suggested the PR Officer invite the Youth Mayors and Mayor's Cadet to the Welcome Café during the half term, and thanked members for their contribution to this item.

b. Events working group

Cllr Wood queried if a grant application would be made for the Climate Fair, and the Civic & Events officer confirmed there were no current plans. The Chair expressed there would likely be school involvement.

It was proposed to confirm this year's Climate Fair be held on Sunday 7th June, that the event was renamed the Peacehaven Sustainable Living Fair, and to set up a TFG to organise the Fair

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

All in favour.

TFG Members confirmed as: Cllr Griffiths.

c. Mayors Working Group

The Civic & Events Officer updated committee on the progress of events. It was commented that the Quizzes in the past have been well attended.

It was proposed to agree to the Mayor's Quiz date change of 11th April

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

All in favour.

The Civic and Events Officer outlined the Mayoral Tea and Cake Event, explained it would be self-funded, and answered various questions. Cllr Wood queried whether staff would be required to work, and Cllr Donovan commented no staff was preferable, and instead that it would be great for the Youth Mayors and Cadet to assist.

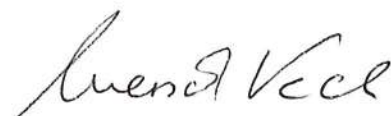
The Chair asked for full Tea & Cake, and the Queen's Centenary event reports to be brought to the next committee.

The Meetings & Projects Officer expressed that under the terms of reference for all committees, it was agreed that officers had the power of delegation, including financial, and anything deemed by officers, working with the Events or Mayors Working Groups, as a financial or reputational risk would go to committee for agreement. Cllr Wood raised concern with this, and Cllr Donovan raised that full reports had been submitted to officers.

It was proposed to plant a tree in Centenary Park for the Queen's Centenary Event.

Proposed by: Cllr Wood **Seconded by:** Cllr Donovan

All in favour.



d. Communications Working Group

The PR Officer expressed there was no report but that a meeting was being arranged and expressed enthusiasm for future working with the Youth Mayors and Mayor's Cadet.

15. CCE630 TO NOTE THE COMMUNITY ENGAGEMENT COMPLAINTS LOG

The Meetings & Projects Officer commented that, since the complaint, a Peacehaven News had been produced, and that the latest publication was in progress.

16. CCE631 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

In relation to event sales, Mayor's Cadet Zack suggested that low ticket sales may have been due to in-person only sales, and Deputy Youth Mayor Daniel suggested tickets be sold through the Peacehaven Town Council website.

It was proposed to remove the Meridian Meander and Event Sales items; retain the 'Future Events' item for when committee restructuring was reviewed; and add the following items:-

- Isolation Project
- Increase the reach of Peacehaven News,
- The Communications Group to work on increasing the footfall to Community House,
- The biennial Halloween party and Sustainability Living Fair.

Proposed by: Cllr Veck

Seconded by: Cllr Wood

All in favour.

The Chair expressed that the business plan was set every four years.
The Business Plan was **noted**.

17. CCE632 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 7TH APRIL 2026

The date was **noted**.

Cllr Alexander announced the Residents Association's AGM meeting was to be on 7th February at 7pm at Community House. The Chair requested future announcements to be provided to the Chair or Meetings & Projects Officer for placement under Chairs Announcements.

There being no further business the meeting ended at 21:05

Amanda Veck

7/4/20

Proposed by: Cllr Wood
All in **favour**

Seconded by: Cllr Campbell

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

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

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

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

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

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

9. CCE641 TO NOTE THE EASTER CRAFT FAIR REVIEW

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

10. CCE642 TO NOTE THE WELCOME CAFÉ REVIEW

The update was **noted**.

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

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

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

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

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

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

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

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

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

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

a. Inclusion Working Group

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

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

b. Events Working Groups

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

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

c. Mayors Working Group

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

d. Communications Working Group

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

e. Youth Mayor TFG

The Chair commented that this was covered by item CCE644.

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

The complaints log was **noted**.

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

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

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

All in **favour**.

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

The date was **agreed**.

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



Committee:	Community Engagement	Agenda Item:	CCE644e
Meeting date:	7 th April 2026	Authors:	Cllr(s) Veck and Harman
Subject:	Youth Mayor Selection Process Reform Report		
Purpose:	To seek Council approval for proposed reforms to the Youth Mayor and Deputy Youth Mayor selection process aimed at increasing youth engagement, inclusivity, and alignment with the Council's civic calendar.		

Recommendation(s):

- **Agree** to align Youth Mayor and Deputy terms with the Council's civic year.
- **Agree** to extend current Youth Mayor and Deputy terms to align with the civic calendar.
- **Agree** to the new selection process and proposed timeline.
- **Agree** to the continuation of the Task and Finish Group (TFG) to facilitate the new selection process with guidance from the Civic Officer.
- **Agree** to PTC taking overarching responsibility for the Youth Mayor processes, with support from stakeholders, and under the guidance of the Civic Officer.

1. Background

This item follows consultations held with The Joff youth centre and Peacehaven School, which identified the need to broaden candidate pathways beyond the current school-centric model and introduce a formal ballot-based election process. Two key meetings were held to gather insights and recommendations: one with The Joff youth centre on 27 February 2026 (appendix A), and another with Peacehaven Community School on 11 March 2026 (appendix B). These discussions focused on reviewing the existing selection process and exploring opportunities for improvement.

Key Findings from both meetings:

- The current school-centric candidate route limits access.
- A multi-route selection process was widely supported to increase inclusivity.
- The Joff offers valuable development opportunities including Duke of Edinburgh awards, references, and employability skills.
- Collaboration with youth organisations can enhance candidate preparation and support.
- The school supports formal ballot-based elections to provide an authentic electoral experience; use of ballot boxes and lowering of voting age were highlighted.
- Council needs to work more closely with all youth organisations.
- Youth contributions to local news and events should be encouraged.

Key Proposals

- Adoption of a multi-route candidate selection model from all youth organisations in the area.
- Implementation of a formal election night with public speeches hosted by the Mayor.
- Alignment of Youth Mayor and Deputy terms with the Council's civic year, including extension of current terms.

Proposed Selection Timeline to Elect Youth Mayor and Deputy (Proposed by The Joff and School)

- Feb 2027: Launch event to introduce the role and engage prospective candidates, to be held at Community House.
- March 2027: Application and pitch preparation phase.
- April 2027: Election night at Community House hosted by the Mayor, with short pitches given by prospective candidates and formal ballot boxes. Announcement on the night. Votes taken from all those present.
- Shadowing period for newly elected Youth Mayor and Deputy.
- Formal swearing-in at Annual Full Council in May.

Financial Implications

- Moving forward, officer time would be required for the administration and organisation of the new processes.
- Teas, coffees and biscuits for the election event.
- Any costs related to events or materials will be managed within existing budgets.

2. Options for Council

Agree recommendations

3. Reason for recommendation

As per findings from the meeting discussions.

4. Expected benefits

The proposed reforms aim to enhance youth engagement and inclusivity in the Youth Mayor selection process, better reflecting the diverse youth community of Peacehaven.

5. Event Specific Details

5.1 Purpose of the event	To elect a Youth Mayor
5.2 How will the event be funded	Civic Budget
5.3 What resources are needed	Tea, coffee, biscuits, marketing
5.4 Staff time required	PR and Civic Officer
5.5 Timescale to organise event	As above

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Date/Time/links to forms/general info
5.6iii What organisation logos need to be on the marketing? *	PTC
5.6iv When will marketing need to begin?	As above

*Where other organisations/ third parties are involved, please ensure contact details for them are also forwarded onto the Public Relations Officer once this report has been agreed at Committee.

6. Implications

6.1 Legal	
6.2 Risks	Reputation
6.3 Financial	Officer Time / Civic Budget
6.4 Time scales	As Above
6.5 Stakeholders & Social Value	Inclusion Project / Action Plan
6.6 Contracts	To be signed on acceptance
6.7 Climate & Sustainability	-
6.8 Crime & Disorder	Youth engagement reduce crime
8.9 Health & Safety	Risk Assessed, 2025 Health Safety Policy , Safeguarding Policy
6.10 Biodiversity	-
6.11 Privacy Impact	2025 Data Protection Policy
6.12 Equality & Diversity	Equality & Diversity Policy

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input type="checkbox"/>
7.3 Helping children and young people	<input checked="" type="checkbox"/>
7.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
7.5 Supporting residents in need	<input checked="" type="checkbox"/>
7.6 Valuing the environment	<input type="checkbox"/>
7.7 Which business plan item(s) does the recommendation relate to?	
Inclusion	

8. Appendices

Appendix A - Notes from Meeting with The Joff youth centre

Appendix B – Notes from Meeting with Peacehaven Community School

Meeting notes

Date: 27 February 2025 **Location:** Community House

1. Attendees

- Lee (The Joff)
- Izzy (The Joff)
- Cllr Aimee Harman
- Cllr Wendy Veck
- Youth Cadet and his mum

2. Purpose

To review and redesign the process for selecting the Youth Mayor and Deputy Youth Mayor, with a view to widening participation beyond the school.

3. Key Discussion Points

3.1 Broadening Candidate Sources

- Lee confirmed The Joff is willing to support a move away from the school being the sole route for candidates.
- The Joff operates **7 days a week**, including holidays, making it a viable alternative engagement hub.

3.2 Youth Development Capacity at The Joff

- Existing **Young Leaders Programme** (ages 14–18) already provides:
 - DV awards
 - Reference support
 - Skills and personal development
- Two levels: **L1:** Basic volunteering **L2:** Employability
- Strong alignment with Youth Council age range.

3.3 Previous Models

- Lee has previously run a joint model with Newhaven Town Council and Tideway School and is happy to replicate/adapt it.

3.4 Multi-Pathway Approach

- Youth Cadet suggested joint school/Joff involvement.
- Cllr Harman supported a multi-route approach.
- General agreement that the Youth Council should be more actively engaged.

4. Proposed Timeline (Subject to School Agreement)

4.1 Launch – 26 February

- Informal meeting at Community House with all youth agencies and prospective candidates.
- Current Youth Mayor to outline role and benefits.
- Meet-and-greet with Mayor, Deputy Mayor, and councillors.

4.2 March – Candidate Preparation

- Application forms available via youth organisations, school, in person, or email.
- Candidates prepare pitches.

4.3 April – Election Night

- Held at Community House.
- Tea/coffee welcome.
- Panel: youth leaders, school rep, current Youth Mayor.
- Each candidate: **3-minute speech**.
- Break, then panel announces Youth Mayor and Deputy.
- Hosted by our Mayor

4.4 Shadowing Period

- New Youth Mayor/Deputy to shadow current post-holders until **Annual Full Council (May)**.
- Formal swearing-in at the same meeting as the new Town Mayor and Deputy.

5. Additional Youth Engagement Proposal

5.1 Joff-Led Disco – 25 April

- Fundraiser for Young Leaders Programme.
- Time: **7.00–9.30pm**.
- Staffed and managed by Joff Youth Leaders; DJ provided.
- Free entry.
- Council to run tuck shop (income to council youth funds).
- Hall availability confirmed during meeting.
- Joff keen to collaborate and willing to host a follow-up event at their venue.

6. Additional Operational Points

6.1 Urgent School Meeting

- A follow-up meeting with the school is required **as soon as possible** to discuss:
 - Their role in the new process
 - Their involvement in the panel

- Their agreement to the revised timeline

6.2 Term Alignment

- Proposal to align Youth Mayor's term with the council civic year.
- This would require **extending the current Youth Mayor's term to May 2026.**
- **School approval is essential.**

6.3 Oversight of the Youth Mayor Programme

- No final decision on which organisation holds overall responsibility.
- The Joff expressed willingness to take on a **significant operational role.**

7. Close of Meeting

- Meeting ended with the Youth Cadet joining Lee and Izzy for a tour of The Joff.

CCE644 – Appendix B

Notes from Meeting with School

Wednesday, 11th March 2026

Present: Councillor Aimee Harman, Councillor Wendy Veck, Josie Turner, Ruby (Youth Mayor), Jacob (Deputy Youth Mayor)

Councillor Veck opened the meeting by reviewing the minutes from the previous discussion with The Joff regarding the future selection process for Youth Mayor and Deputy Youth Mayor. Josie Turner concurred that adopting the recommendations from the prior meeting would make the process more inclusive. She suggested implementing formal elections using ballot boxes for both positions, rather than selecting through a panel, as the voting age is being lowered. This approach would provide young people valuable insight into electoral processes.

Josie further proposed establishing a group to enable young people to express their perspectives, an initiative supported by The Joff. She offered to promote and assist students during the selection process. Additionally, she recommended disseminating information via Facebook, the Council website, and Peacehaven News. It was noted that the youth would be willing to contribute articles to Peacehaven News if requested, a topic previously discussed with Steph.

The attendees considered involving young people in creating a “launch package” should the new process be accepted. Concerns were raised regarding the limited representation of youth in council events, suggesting the need for improved engagement.

Both the Youth Mayor and Deputy Youth Mayor expressed willingness to extend their tenure to correspond with the Council's annual calendar. The meeting also highlighted Ruby's fundraising activities and her participation in a band; she indicated interest in performing at upcoming youth discos, should they proceed.

A discussion ensued about Josie's unawareness of Councillor Veck's role as school representative. Contact details were exchanged, and Josie committed to sending an invitation to the school to showcase forthcoming initiatives.

Although brief, Councillors Harman and Veck found the meeting insightful and informative.

Cllr. Wendy Veck



Draft Minutes of the meeting of the Environment & Sustainability Committee meeting held in the Anzac Room, Community House on 18th November 2025 at 7:30pm.

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

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

No members of the public were in attendance.

1 ES1 CHAIR ANNOUNCEMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

All in favour.

TFG members were agreed as: Cllr Campbell, Cllr Griffiths

11 ES11 TO NOTE THE CURRENT PTC COMMUNITY & BUSINESS PLAN AND TO AGREE ANY RECOMMENDATIONS TO COUNCIL ON AMENDING OR ADDING NEW ITEMS

The Parks office suggested extending the carbon net-zero 2030 target, whereby the Chair and Cllr Campbell suggested it remain unchanged but be reviewed each year, which would mean updating 'Current Position' from Ongoing to Yearly.

The Parks Officer reminded committee that air-source heat pumps needed to be looked at holistically.

The Community & Business Plan was **noted** with the following recommendations made to Council:-

- To transfer Assets of nature, bio diversity, and built environment from Planning to E&S.
- To transfer Net Zero carbon resolution from P&F to E&S
- To include an item that encompasses 'working towards our carbon-neutral target by safeguarding and improving our green spaces.', and for suggested items names to be sent to the Chair of committee for agreement.

Proposed by: Cllr Campbell **Seconded by:** Cllr Mills

All in favour

ES12 TO DISCUSS AND AGREE A PROCESS FOR CARBON REPORTING

It was proposed to limit the process at this stage to scopes 1 & 2, the Town Clerk examine the possibility of carbon reporting once a year, and there to be a training course for an interested member of staff.

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

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

12 ES13 TO REVIEW AND UPDATE THE E&S ACTION PLAN

The Parks Officer suggested that target dates be included, members suggested to add 'To examine the legal obligations on the development of policies relevant to town councils', and to remove the Heat Pump cooling system for the Hall item

It was proposed to set up a TFG to go through the action plan and report back to committee.

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

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

TFG members were agreed as: Cllr Griffiths, Cllr Campbell, and possibly Cllr Mills.

14 ES14 TO AGREE TO FORM A TFG TO PRODUCE A SUSTAINABILITY PROCUREMENT POLICY FOR THE POLICY & FINANCE COMMITTEE TO CONSIDER

It was agreed to set up a TFG sustainability procurement policy, and to send the policy directly to the P&F committee.

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

All in favour.

TFG Members: Cllr Campbell, Cllr Griffiths and Cllr Mills

15 ES15 LOCAL NATURE RECOVERY STRATEGY CONSULTATION

Members ran through the survey and various items for updating were suggested.

It was proposed that any objections to the survey in the report officer by the end of the week, as well as updating the items as discussed.

Proposed by: Cllr Campbell **Seconded by:** Cllr Griffiths

All in favour.

15 ES16 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 10TH MARCH 2026 AT 7.30PM

The next meeting was **confirmed**.

There being no further business, the meeting was closed at 20:56

S. Griffiths 10/3/26

George Dyson
Town Clerk

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



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

Draft Minutes of the meeting of the Environment & Sustainability Committee meeting held in the Anzac Room, Community House on 10th March 2026 at 7:30pm.

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

Officers: Zoe Polydorou (Meetings & Projects Officer)

No members of the public were in attendance.

1 ES17 CHAIR ANNOUNCEMENTS

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

2 ES18 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Environment & Sustainability matter.*
There were no public questions.

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

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

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

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

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

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

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

7 ES23 TO INFORM AND AGREE THE PESTICIDE POLICY

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

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

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

8 ES24 TO AGREE PEACEHAVEN TOWN COUNCILS SUSTAINABLE PROCUREMENT CHECKLIST

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

It was proposed to agree the sustainable procurement checklist.

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

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

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

a. Biodiversity Report TFG

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

b. E&S Action plan TFG

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

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

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

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

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

c. Sustainable Living Fair TFG

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

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

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

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

The next meeting was **agreed**.

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



Lewes District Council

CIL Bidding Expressions of Interest

Project Description:	The replacement of a dated playground with an accessible and inclusive based play space for now and the future.
Project Address Location:	Epina Park, Mount Caburn Crescent, Peacehaven BN10 8DW
Name of Provider bidding for funds: (this should be the provider that will deliver the project and be responsible for paying for the project)	Peacehaven Town Council
Which source of funding are you applying for?	<ul style="list-style-type: none"><input type="radio"/> Strategic Pot<input checked="" type="radio"/> Local Pot (Towns, Parishes and District Council)<input type="radio"/> Community Pot<input type="radio"/> Community Small Projects Pot (up to £5000.00)

Type of Infrastructure:	<ul style="list-style-type: none"> <input type="radio"/> Green infrastructure <input type="radio"/> Utilities <input type="radio"/> Modes of transport <input type="radio"/> Community facilities <input type="radio"/> Education <input type="radio"/> Health <input type="radio"/> Emergency services <input type="radio"/> Other
Items of infrastructure that it is proposed CIL Funding will pay for:	<p>Playground equipment, fencing with two self-closing gates and safety surfacing as required</p>
Estimated Project Cost (£):	<p style="text-align: center;">£140,000</p>
Amount being requested from CIL (£):	<p style="text-align: center;">£98,000</p>
Matched Funding Please describe if there is matched funding, where is it from and is it secured.	<p style="text-align: center;">£42,000</p> <p style="text-align: center;">This is from the CIL moneys Peacehaven town council have received.</p>

	YES	NO
Does the project appear in the IDP (Infrastructure Delivery Plan)/ Neighbourhood Plan/ or other relevant document? And if so which one?	Yes, neighbourhood plan	
Can the project be delivered in the next 5 years?	yes	
If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support? For example, Wealden, South Downs National Park, Brighton and Hove.		

How has development resulted in the need for this infrastructure?

Peacehaven has had several large building projects in recent years, with the latest developments of 450 homes at Chalkers Rise and 40 homes at 86 Pelham Rise, which backs on to Epinay Park. In recent years, Meridian Community Primary School, which also backs onto Epinay Park has expanded their capacity, and regularly use the play park for ad hoc school events.

With the 40 new homes and the school having direct access to the park, this has increased the footfall significantly, which has meant the park is used more for play but also dog walking, this has impacted the playground area as with the lack of fencing this has meant the playground does not feel like a safe place for small children to play.

The current playground within Epinay Park is over 20 years old and does not have any fencing nor accessible/ inclusive play items, with the equipment being at the end of its useable life. Peacehaven TC has had several different designs drawn up to show how the playground could be renewed to include accessible and inclusive items with safety surfacing to cope with the increased usage as well as fencing to stop animal access to the playground.

Project Contact:	Name: Address: Telephone: Email:
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Once this form is completed please send to

CIL.Lewes@lewes-eastbourne.gov.uk

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

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 (currently 16 members)
Chair	Cllr Donovan	Vice-Chair	Cllr Harman
Members	Cllr Alexander, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Mills, Cllr Studd, Cllr Wood, Cllr Sharkey, Cllr Rosser, Cllr Veck.		

Community Engagement Committee		Membership	9 members (currently 6 members)
Chair	Cllr Veck	Vice-Chair	Cllr Wood
Members	Cllr Studd, Cllr Donovan, Cllr Sharkey, Cllr Harman		

Environment & Sustainability Committee		Membership	9 members (currently 5 members)
Chair	Cllr Griffiths	Vice-Chair	Cllr Mills
Members	Cllr Campbell, Cllr Sharkey, Cllr Rosser		
Ex-officio	Cllr Donovan, Cllr Harman		

Leisure & Amenities Committee		Membership	9 members (currently 5 members)
Chair	Cllr Sharkey	Vice-Chair	Cllr Studd
Members	Cllr Gallagher, Cllr Fabry, Cllr Griffiths.		
Ex-officio	Cllr Donovan, Cllr Harman		

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

Planning Committee		Membership	9 members (currently 6 members)
Chair	Cllr Gordon-Garrett	Vice-Chair	Cllr Campbell
Members	Cllr Sharkey, Cllr Davies, Cllr Rosser, Cllr Wood.		
Ex-officio	Cllr Donovan, Cllr Harman		

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

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

Updated: 4th March 2026



Outside Body Contact Report

Outside body	Havens Hub		
Councillor representative	Cllr Cathy Gallagher		
Type of contact	Face-to-face	Date of contact	27/03/2026
Report to Council	<p>On the 27th May the Haven Food Co-operative which is in the process of registering as an Independent Charity held a celebratory function at the Hillcrest Centre, Newhaven where Havens Community Hub is based and works in partnership with Hillcrest Community Partnership.</p> <p>Havens Hub is the parent organisation supporting : Havens Food Co-operative Havens Happy Clubs (Independent Charity) Haven Cars (Independent Charity)</p> <p>Peacehaven Town Council has supported financially this year and in the past.</p>		
Follow up/ Action points	<p>Note report At the Hillcrest centre in Newhaven where Havens Hub have their administrative base and the Havens Café there has recently been more help being offered to the homeless who have come to the Hillcrest Centre looking for food and general help with their circumstances,</p> <p>The Havens Hub have been helping the Hillcrest Centre for 3 years to overcome financial challenges</p> <p>In the Havens Community Café, recovered fresh food can be used to produce low cost or free meals. The Hillcrest Centre Trustees are in a stronger position and are ready to take the lead with the café,</p> <p>The Havens hub will be confirming new moves including a new location to provide trauma informed support for people in crisis locally. More details will be provided through April.</p> <p>Havens Food Co-operative are in the process of registering as an Independent Charity with a Board of Trustees awaiting the confirmation from Charity Commission. 3 Tonnes of food are prevented from going to landfill each week and is redistributed including to recipients in Peacehaven</p>		



Outside Body Contact Report

Outside body	East Sussex Association of Local Councils Board		
Councillor representative	Cllr Cathy Gallagher Director		
Type of contact	Face-to-face	Date of contact	26/03/2026
Report to Council	<p>Agenda of Board meeting held 26th March 2026 at at Ringmer Depot of East Sussex County Council Highways and Balfour Beatty . Attached.</p> <p>Key events were : Presentation and discussion by Andrew Turner ,Head of Highways and Edward Jennings Contract manager for Balfour Beatty,</p> <p>Local Government Reorganisation . In depth discussion in light of delayed decision from the Secretary of State contained in letter dated 25th March 2026</p>		
Follow up/ Action points	To note attached information .		



East Sussex Association of Local Councils Limited

Agenda for a Board Meeting

Thursday 26th March 2026 at 10.30am

At Ringmer Depot, East Sussex

Item	Item Description	Action(s)	Who
1.	Apologies for absence	To receive apologies for absence	<i>Chair</i>
2.	Minutes of the previous meeting	To approve and sign the minutes of the meeting held on 8 th December 2025	<i>The Board & Chair</i>
3.	Highways update	To receive a Highways update from ESCC's Head of Highways, Andrew Turner, and Contract Director, Edward Jennings	<i>Andrew Turner, Head of Highways and Edward Jennings, Contract Director</i>
4.	Financial update	To receive an overview of ESALC finances including grants payable to the DALCs for 2026-2027, a review of training fees and the draft budget for 2026-27. To consider if additional financial services are needed to be supplied by Mark Mulberry.	<i>Chair</i>
5.	Clerks Networking Day	Update from CEO	<i>CEO</i>
6.	Training update	Update from CEO	<i>CEO</i>
7.	Local Government Reorganisation	To receive any update from government and to consider what the future options could be for ESALC and the districts when the Unitary Council takes control and what impact this may have.	<i>CEO</i>
8.	Panel of Board Members to represent joint interests of ESALC and WSALC	To receive an update from the Chair	<i>Chair</i>

9.	Future planning & reporting to the ESALC Board	To consider what this should cover and what reporting is needed	<i>Chair</i>
10.	District Associations	Report from recent meetings	<i>DALC Chairs</i>
11.	Any other matters raised by Board members		<i>All</i>
12.	Date of next meeting	To be arranged	<i>The Board</i>

ESALC Board Meeting 26th March 2026

Presentation ESCC Highways and Balfour Beatty

!80 people working on Contract with ESCC.

£6M invested in terms of Social Value

EMPLOYEE WELFARE

FRONT LINE STAFF SUFFERS ABUSE . This is a national issue and the Police are needed sometimes to protect the workers on the highways.

Communications with public being limited to protect the workers.

Massive workloads. At least 5 photos with every report.

Highway Stewards is a demanding role.

Permits/Access / Line rentals for closures trying to decrease daytime disruption and nighttime working,

£4.2 Billion is the estimated costs to put new road surfaces across East Sussex.

FUNDED BY

Central Government Grant which was allocated each year so impossible to plan. Now a 4yr allocation of £29m to £31M but only enough to try to hold the roads together.

Hugee and growing costs of materials particularly “Bitumen”

Grants released against performance of KPI's (Key Performance Indicators)

The increased rain has caused major problems, BB are loosing money on the contract at the moment.

Ist repair is paid for by ESCC if it fails BB have to suffer costs.

The Roads need to be structural sound before repair.

All cables need to be identified and safety measure in place , this is why some repairs take longer.

Parish and Town Councils could consider financial allocations to pay for repairs ???

ESCC are Publishing a “Road Safety Parish Council Roadkit “

ESCC in deficit £70M and have negotiated a Govt Loan.

Majority of ESCC Budget is spent on Adult Social Care and Children's Social Care.

DEVOLUTION

ESALC represents Parish and Town Councils in Lewes, Rother and Wealden

Through NALC they are lobbying Government on Local Government Re-organisation (LGR) and Devolution the Mayoral responsibilities and the new configuration of Unitary Authorities.

There is a Working Group with representatives of the Associations for Lewes, Rother and Wealden who are working together on a strategy to take The District and National Associations forward after Devolution and LGR. Town and Parish Councils will still need a voice and with potential added powers, responsibilities and costs , strong advocacy is needed.

Unfortunately the Secretary of State has delayed the decision expected on 25th March until after Local Elections on 7th May and another period of consultation.

This leaves Telscombe Town including East Saltdean and Peacehaven Town not knowing if it will be part of a New Unitary with Brighton and Hove City Council or remain with One East Sussex which is by far the choice of the residents.

ESALC Board authorised the Chair , Keith Robinson to write to the Secretary of State to express dismay at the indecision .

Total	
Open	2
Closed	18
Referred	1

Method of Contact		
Email	6	27%
In Person	7	32%
Phone	6	27%
Letter	1	5%
Raised by PTC	2	9%

Time taken to resolve		
Same day	12	60%
1 - 7 days	8	40%
8 - 30 days	0	0%
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	2					1	1						4
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing													0
Flooding													0
Fly Tipping	1												1
Grass verges													0
Health & Safety													0
Illegal advertising													0
Litter													0
Misc/Other		1				1	3						5
Overgrown paths													0
Overhanging foliage	1					1	1	1		2		1	7
Park Enhancements													0
Parking													0
Pavement/verge obstruction													0
Pavements													0
Personnel													0
Planning							1						1
Rights of way													0
Road conditions							3						3
Road signs													0
Street lights													0
Trees													0
Vandalism	1												1
Weeds													0
TOTALS	5	1	0	0	0	3	9	1	0	2	0	1	22
	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	18
Present	17 (95%)
Absent with apologies	1 (5%)
Unexplained absence	0 (0%)

Councillor	Councillor Philip Mills
Expected	9
Present	9 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Mary Campbell
Expected	29
Present	24 (83%)
Absent with apologies	5 (17%)
Unexplained absence	0 (0%)

Councillor	Councillor Claude Cheta
Expected	9
Present	2 (23%)
Absent with apologies	2 (22%)
Unexplained absence	5 (55%)

Councillor	Councillor Paul Davies
Expected	31
Present	23 (75%)
Absent with apologies	7 (22%)
Unexplained absence	1 (3%)

Councillor	Councillor Debbie Donovan
Expected	23
Present	21 (92%)
Absent with apologies	2 (8%)
Unexplained absence	0 (0%)

Councillor	Councillor Max Rosser
Expected	29
Present	28 (97%)
Absent with apologies	0 (0%)
Unexplained absence	1 (3%)

Councillor	Councillor Isobel Sharkey
Expected	41
Present	10 (25%)
Absent with apologies	31 (75%)
Unexplained absence	0 (0%)

Councillor	Councillor Simon Studd
Expected	18
Present	13 (73%)
Absent with apologies	3 (16%)
Unexplained absence	2 (11%)

Councillor	Councillor Nikki Fabry
Expected	27
Present	19 (72%)
Absent with apologies	7 (25%)
Unexplained absence	1 (3%)

Councillor	Councillor Cathy Gallagher
Expected	18
Present	18 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Kiera Gordon-Garrett
Expected	28
Present	26 (93%)
Absent with apologies	2 (7%)
Unexplained absence	0 (0%)

Councillor	Councillor Sue Griffiths
Expected	24
Present	24 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Aimee Harman
Expected	26
Present	22 (85%)
Absent with apologies	4 (15%)
Unexplained absence	0 (0%)



Councillor	Councillor Wendy Veck
Expected	23
Present	19 (83%)
Absent with apologies	4 (17%)
Unexplained absence	0 (0%)

Councillor	Councillor Sherral Wood
Expected	34
Present	30 (90%)
Absent with apologies	3 (8%)
Unexplained absence	1 (2%)



Peacehaven Town Council
Councillor Attendance Record

Civic Year 2025 - 2026