

George Dyson
Town Clerk

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

8th April 2026

Members of Peacehaven Town Council are summoned to an EXTRAORDINARY Council meeting to be held in Community House, Peacehaven, on Tuesday 14th April 2026 at 7.00pm.

A handwritten signature in black ink, appearing to read "G Dyson", is written over a horizontal line.

George Dyson
Town Clerk

AGENDA

C1525 MAYOR/CHAIR'S ANNOUNCEMENTS

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

C1527 TO APPROVE APOLOGIES FOR ABSENCE

C1528 TO RECEIVE DECLARATIONS OF INTERESTS

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

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

C1531 DATE OF NEXT MEETING - TUESDAY 21ST APRIL 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 17th March 2026 at 6.00pm

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

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

C1515 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:00, 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.

C1516 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1517 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Davies, Fabry, Veck, and Sharkey.

Cllr Cheta was also absent.

C1518 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1519 TO ADOPT THE MINUTES OF THE COUNCIL MEETING OF THE 17TH FEBRUARY 2026

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

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

C1520 TO AGREE TO PROCEED WITH THE UKPN UPGRADE TO THE HUB POWER SUPPLY

The Clerk introduced the report and summarised the risks of either option.

Several Councillors spoke in support of proceeding with the upgrade now and the importance of getting the work done.

It was proposed that Council accept the financial liability and agree to proceed with the works as soon as possible.

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

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

C1521 TO AGREE TO ENGAGE ARCHITECTS TO DEVELOP CONCEPT DESIGNS FOR THE HUB

Cllr Gallagher spoke about the recent work of the Community Buildings Working Group, and that the Council agreed at it's last meeting to develop the architectural brief.

Propose to agree to proceed with engaging architects, and to authorise Officers to progress this, up to a value of £10,000.

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

C1522 TO AGREE A BRIEF RELATING TO CONCEPT DESIGNS FOR THE HUB

The Town Clerk summarised the background to the brief included in the papers, and Cllr Gallagher spoke of the importance of having somewhere with room for everybody.

Cllr Rosser particularly highlighted the importance of the Hub catering for older people and persons with disabilities.

Council discussed several possible revisions to the brief, after which it was felt that the only necessary revision was to change the wording of the CCTV locations to 'Internal Communal Access Points' rather than 'Internal Communal areas'.

It was proposed to agree the brief, subject to the above revision.

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

C1523 TO CONFIRM THE DATE OF THE ANNUAL TOWN MEETING

The Chair introduced the item, and the Clerk summarised why the meeting date has had to change a couple of times now.

The Annual Town meeting was **confirmed** as Wednesday 27th May 2026 at 7pm.

C1524 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 19:02.

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Committee:	Full Council	Agenda Item:	C1530
Meeting date:	14 th April 2026	Authors:	Town Clerk
Subject:	Officer authorisation to engage architects		
Purpose:	To agree		

Recommendation(s):

To agree to increase the value that Officers are authorised to spend in engaging architects to progress phase 2 of the Hub project.

1. Background

At the recent Extraordinary Council Meeting (17th March 2026), Officers were authorised to engage architects for phase 2 of the Hub project, up to a value of £10,000.

The Clerk has circulated a proposal to Councillors by email, which has received strong support from Councillors to proceed with, however the value exceeds the authorised limit.

Council are asked to agree that Officers can agree expenditure up to £15,000 for this, which covers the cost plus a contingency.

Progressing this work quickly is essential in order to meet the deadline for CIL bidding submissions.

2. Options for Council

- a. To agree that Officers can proceed up to a higher value.
- b. To not agree to increase the limit.

3. Reason for recommendation

To ensure that the work is completed in time to get a CIL bid together before the bidding window closes, and that the amount being applied for is realistic for the work that PTC wants to complete.

4. Expected benefits

Progressing phase 2 of the Hub project, benefiting the Community.

5. Implications

5.1 Legal	PTC Financial Regulations
5.2 Risks	Not being able to progress timely.
5.3 Financial	Up to £15,000
5.4 Time scales	ASAP
5.5 Stakeholders & Social Value	Having the Hub as a modern, community space.
5.6 Contracts	
5.7 Climate & Sustainability	Improvements within all Hub improvements.
5.8 Crime & Disorder	CCTV included.
5.9 Health & Safety	Risk Assessments to be completed. All relevant legislation considered.
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy. Improvements to Hub accessibility.

6. Values & priorities alignment

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

7. Appendices