



# PEACEHAVEN TOWN COUNCIL

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**Minutes of the meeting of the Business Planning & E-communications Committee, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 28<sup>th</sup> January 2020**

**Present** – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr David Seabrook, Cllr Chris Collier, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner, Cllr Wendy Veck,

**Officers;** Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Matt Gunn Marketing & Communications Assistant

**Public;** One member of the public was present.

**1 BPEC012 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr Lynda Duhigg has Resigned from the Committee

**2 BPEC013 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wendy Veck declared an interest as she hires the Kitchen to run Coffee Mornings.

**3 BPEC014 TO REVIEW THE NOTES OF THE MEETING HELD ON TUESDAY 17TH SEPTEMBER**

It was resolved to adopt the summary minutes as a true and accurate record.

**4 BPEC015 PUBLIC QUESTION TIME**

There were no public questions.

**5 BPEC016 TO ELECT A VICE CHAIR OF THE BUSINESS PLANNING & E-COMMUNICATIONS COMMITTEE**

Cllr Sharkey proposed that Cllr Gallagher should be the Vice Chair of the Committee. Cllr Harris Seconded  
All Agreed

**6 BPEC017 TO DISCUSS THE COUNCILS PREVIOUS BUSINESS PLAN WHICH ENDED IN 2016**

After lengthy discussion Cllr Cheta proposed that an evaluation and internal review of the plan should take place, so we can have a clear idea of what had been achieved and what we still need to work towards.

Cllr Milliner confirmed that he would look through the plan and report his findings to the Marketing Assistant for the next committee meeting.

**7 BPEC018 TO SET OBJECTIVES & OUTLINE PRIORTIES TO GUIDE OUR WORK FOR 2020 (SHORT TERM)**

**8 BPEC019 TO CREATE A CLEAR STRUCTURE TO START THE PLAN**

*(Items 7 and 8 were taken together)*

Cllr Gallagher suggested that we should have a look at Telscombe Town Councils Business plan as they have a very clear and simple structure which we could replicate.

It was agreed that Cllr Milliner, Cllr Gallagher, Cllr Seabrook and the marketing assistant should meet before the next to define a clear structure for the plan.

Priorities discussed included:

- Public Transport
- Tourism Attractions
- Shopping
- Infrastructure
- Roads
- Employment
- Entertainment/ Recreation

The involvement of stakeholders was discussed, to include:

- Public (all ages)
- Businesses
- Other authorities
- Voluntary and local organisations
- Climate change groups

The 'Vision' for the Business Plan was also discussed at length.

**9 BPEC020 TO DISCUSS THE FUTURE OF THE HUB BUILDING.**

Cllr Gallagher said that the council should look to the future as the town is growing and these facilities will be needed. She also confirmed that as part of the NDP AECOM have done a sustainability review of the Hub building and its potential plan and see no reason why the plans wouldn't gain planning permission.

Cllr Seabrook said that adding an additional floor would allow for a first class conference centre with views over the downs. He also confirmed that the Hub Working Party are having a meeting on the 5<sup>th</sup> February 2020 in the hub and Cllr's are welcome to attend.

**10 BPEC021 TO DISCUSS WAYS OF OPTIMISING THE USE OF THE KITCHEN & FOYER AT COMMUNITY HOUSE ON WEEKDAYS**

The Town Clerk confirmed that there will be a proposal at the next Civic and Events committee to set up a Community House facilities working party.

Cllr Seabrook Proposed to defer the item until the next civic and events committee meeting on the 25<sup>th</sup> February.

All Agreed

**11 BPEC022 TO DISCUSS THE FUTURE OF THE E-NEWS AND PRINTED COMMUNICATIONS.**

Cllr Symonds asked if it would be possible to create a Councillors Column every month so the residents of Peacehaven could have a clear idea of what Councillors do and how they are working in the community.

Cllr Sharkey recommended that the Council should have printed copies in key locations around the town.

Cllr Collier suggested that we should check whether we have the money available in the current budget to afford the printing.

It was resolved that 40 A5 printed copies will be made available in Community House as a trial print for the month of February.

**12 BPEC023 TO CONSIDER THE ACCESSIBILITY OF THE PTC WEBSITE**

The Town Clerk, the Marketing Assistant and Cllr Seabrook will explore different options to the Browse Aloud plugin ahead of the next meeting.

Cllr Seabrook also confirmed that we will need to check what budget the expenditure will come from.

**13 BPEC024 DATE OF THE NEXT MEETING – TO BE AGREED**



The next Business Planning & E-communications Committee meeting will take place at 6.30pm on Tuesday 3<sup>rd</sup> March 2020

The meeting closed at 20:47