



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
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Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 25th February 2020

Present: Cllr Duhigg (Chair) Cllr Hill (Vice Chair), Cllr Paul, Cllr Goble, Cllr Mills, Cllr Simmons, Cllr Milliner, Cllr Symonds, Cllr Veck

In Attendance: Cllr Seabrook

In Attendance: Deborah Donovan - Civic Communications Officer, Karen Bray - Information Officer, Victoria Onis - Admin & Support Officer

GENERAL BUSINESS

1 CE28 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health and Safety announcement

2 CE29 PUBLIC QUESTION TIME

Q. A Resident spoke of benefits of the Mini Markets for the Community. As a user of the Market, he has seen a decline of the number of people using the Market and Café over the last couple of years. The resident has suggested the markets are not advertised well enough and possibly more could be done to attract interest. It was also mentioned that the Peacehaven Town Councils website has not been updated for some time.

A. The Civic Officer informed the Resident that the website is currently undergoing changes and the Marketing Assistant is working through the Town Council's website updating and refreshing the information A Working Group which will be focusing on advertising and drumming up interest for these kinds of Events.

Q. A Resident has historical information on Peacehaven and would like to bring the Committee's attention the phrasing for the '100th Anniversary of the first house in Peacehaven' Event in October. The resident pointed out that it is actually the '100th year since the first Housing Development' by Charles Neville, in Seaview Avenue. The first house was built in 1911 and the first housing development in 1920.

A. The Civic Officer thanked the Resident for this information and this will be looked at and amended.

3 CE30 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members of the Committee were present.

4 CE31 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no such declarations

5 CE32 TO APPROVE AND SIGN THE NON CONFIDENTIAL MINUTES OF THE 11th JUNE 2019

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

Proposed Cllr Paul

Seconded Cllr Hill

All in Favour

6 CE33 A VERBAL REPORT FROM CLLR. PAUL ON THE SUCCESFULL RESOLUTION RUN WHICH TOOK PLACE ON 5th JANUARY

Cllr Paul reported on the success of the Resolution run that she had the pleasure of organising. The family fun run using the 5k parkrun course to the Big park was in aid of the Mayors charities.

The event was a success, with roughly 110 people taking part on the day from the tiniest tots upwards, raising the sum of £264.34.

7 CE34 A VERBAL UP-DATE FROM CLLR. SYMONDS ON THE PROGRESS OF THE CHARITY FOOTBALL MATCH

Cllr Symonds updated the Committee on the proposed Charity Football Match. It has been decided that, due to all suggested dates in May for the Charity Match clashing with other local events, the Match will be postponed until next year.

8 CE35 A REPORT REGARDING THE FORTHCOMING CIVIC EVENTS, INCLUDING THE EVENTS CALENDAR

The Civic & Marketing Officer, Deborah Donovan, gave an update on the next Civic Event, the Celebration of the 75th Anniversary of V E Day on Friday 8th May, 3.00pm to 7.30pm.

The Civic Officer also requested help & support from the Committee to make the following Celebrations, events to remember.

- Summer Fair Saturday - 11th July 10-4pm
- 100th Year Celebrations of the first housing Development by Charles Neville in Seaview Ave.
- Remembrance Parade & Service - Sunday 10th November, 10.30am at the Joff car park
- Carol Concert Friday 11th December – Commencing 3.30-3.45
- Christmas Market Saturday 12th December

As well as the above Civic Events there are the following other Community Events, for which support is requirement.

BINGO 6th March, 17th April, 15th May, 19th June, 3rd July, 14th Aug, 18th Sept, 9th October, 20th Nov.

QUIZ 3rd April, 5th June, 17th July, 2nd Oct.

WRESTLING 14TH March, 24th Oct.

9 CE36 A REPORT TO SUGGEST A COUNCILLOR/VOLUNTEERS FACILITIES EVENT WORKING PARTY WHO WILL ORGANISE FORTHCOMING FUNDRAISING EVENTS

It was discussed and resolved to have a **Facilities Event Working Party** to support Peacehaven Town Council's Fundraising Events. The Lead Officer for this group will be Karen Bray. Councillors interested in supporting the Group are Cllr Paul, Cllr Symonds, Cllr Veck and Cllr Hill and the first meeting will be held on March 19th at 10-12

Proposed Cllr Symonds

Seconded Cllr Veck

All in Favour

10 CE37 A REPORT TO UP-DATE THE REFORMATION OF OUR TWINNING TOWNS

It was discussed and agreed to not reform the Twinning Association due to costs & time involved.

Proposed Cllr Duhigg

Seconded Cllr Mills

It was Agreed by Majority

11 CE38 A REPORT REFERENCE THE COMMUNITY SUMMER EVENT

The Civic & Marketing Officer updated the Committee on this year's Summer Fete, which will be held on Saturday 11th July from 11am-4pm at Centenary Park.

The Civic & Marketing Officer has received sponsorship so far from Barratt Homes & S E Water and is in contact with other possible sponsors and the Facilities Event Working Party will be actively researching further activities.

Cllr Seabrook also informed the Committee that plastic straws and stirrers will be illegal from April 2020 so would like this to be on the terms of conditions for stall holders.

Cllr Seabrook also noted that the last Summer Fete the clear up of the park was made worse by the amount of spray foam and glitter which was being sold on some of the stalls, this kind of product is not eco friendly and would like to see this excluded from stalls this year and a reduction of single use plastic.

Cllr Seabrook has agreed to report back to the Committee, with suggestions of how the Town Council can help towards making the Summer Fete Eco Friendly.

12 CE39 A REPORT FROM THE YOUTH MAYOR – FORTH COMING ELECTIONS

No report received

13 CE40 DATE OF NEXT MEETING TUESDAY 9th JUNE 2020

There being no further business, the meeting closed at 21.10

CIVIC & FUNDRAISING EVENTS 2020

	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020
Date/ eve	13 TH OPEN TO THE PUBLIC	21 BINGO 22 (foods from around the world) AFRICAN NIGHT	6 & 11 BINGO 14 WRESTLING	3 QUIZ Easter 10 th - 14 th 8 & 17 BINGO 25 Mayor's reception	8 V E DAY CELEBRATIONS 15 & 20 BINGO 19 MAYOR MAKING New Mayor	5 QUIZ 17 & 19 BINGO 27 or 28 CIVIC SERVICE	3 & 29 BINGO 11 Summer fair 17 QUIZ	12 & 14 BINGO	16 & 18 BINGO	2 QUIZ 9 & 14 BINGO 17 100 th Year (House) celebrations 24 WRESTLING	8 REMEMBRANCE PARADE & SERVICE 20 & 25 BINGO	11 CAROL CONCERT 12 XMAS MARKET

[illegible]

CIVIC AND COMMUNITY EVENTS COMMITTEE MEETING REPORTS

9TH JUNE 2020

CCE47: To Review the Committees terms of Reference

TO PROPOSE AN ADDITIONAL ITEM

CIVIC AND COMMUNITY EVENTS COMMITTEE

The Civic and Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- **To strengthen communications with the Community effectively via the Councils Media platforms (to be reviewed regularly)**

SUBJECT TO COUNCIL APPROVAL

CCE48:**100th Anniversary of the start of Actual Construction, of the first homes, completed in Seaview Avenue in October 1920**

The planned celebrations to commemorate the 100th Anniversary of the start of actual construction of the first homes completed in Seaview Avenue on October 1920.

To advise that the Civic Officer has contacted the owner of the only original house still erected in Seaview avenue; the owner has offered her a tour of the building. Unfortunately, due to the current unforeseen circumstances the invitation has not yet been taken up.

Actions:

To decide if the planned event (not yet organised) on 17th October to celebrate the 100th Anniversary goes ahead or that the occasion is marked with photographs and displays supplied by the Peacehaven Pioneers, which could be featured on our website, social media and October edition of the E-news. The Civic Officer's advice is to mark the occasion with publications on Social Media and in the E-News,

AGREE/DISAGREE:**CCE49: TO DISCUSS ALL EVENTS UP TO SEPTEMBER WHICH HAVE BEEN EITHER CANCELLED OR POSTPONED.****Cinema:**

The showing of Little Women was organised for 18th March, with over 100 tickets sold for the event.

Actions:

- The Cinema Company have agreed to show the film when social gathering is permitted
- To reimburse all tickets sold once we return to normality (no contact details were taken to enable immediate refunds)
- would refunds be made from this year's budget?

AGREE/DISAGREE

To show the film when Social Distancing is permitted
To cancel and reimburse all tickets sold

The V E Day 75th Anniversary

Local celebrations took place in residents gardens which proved very successful.

At the last moment it was decided that The Mayor should lay a wreath to commemorate the event Cllr Cheta was accompanied by the Civic Officer the Bugler. Photos and video streams were posted on social media.

The decision was made in March to postpone the planned celebrations which were to take place on 8th May. Please now give this event your further consideration.

Actions:

Members to decide if the event should be cancelled completely or postponed until social gathering is once again permitted.

Implications:

- A donation of £500 was received from the Royal British Legion, which would have to be refunded if we cancel the event completely
- 120 V E Day commemorative badges were purchased, which were to be given to everyone who attended the event as a souvenir (purchased out of last year's budget)
- Items to decorate the Main Hall have also been purchased (out of last year's budget)
- The band is on hold (no deposit paid)
- Over 100 tickets were sold before lockdown at £8. All would have to be refunded if the event is cancelled, presumably out of this year's budget)

The Civic Officer has been in contact with **The Royal British Legion**, they **would like the event to go ahead whenever possible.**

AGREE/DISAGREE: to cancel the event completely

AGREE/DISAGREE: to postpone the event until social gathering is once again permitted

CCE52:
Wrestling

This event is booked for 24th October and attracts around 150 visitors, not only from Peacehaven but from other counties.

It is a contact sport and could only go ahead if social distancing has been lifted and social gatherings is once again permitted.

A further show has been booked for March 6th 2021

AGREE/DISAGREE: to cancel the 24th October event

CCE53:

Armed Forces Day June 27th – The Civic Officer's advice is to hold a socially distanced flag raising event at the War Memorial, with just the Mayor and Civic Officer present

V J Day – August 15th – Due to the current position in relation to this dreadful virus, and the fact that we are all still being told to either stay at home or keep our distance from others, and the uncertainty of it all over the next few months, we are only encouraging the following to take place on VJ Day - 15th August 2020, because they can be undertaken as individuals and not groups of people, to help ensure that those brave souls from VJ Day who always feel they are the forgotten Army, are NOT forgotten by us all during this historic anniversary.

(1) BUGLERS/TRUMPETERS/CORNET PLAYERS: Please consider playing the Last Post and Reveille at 11AM as part of the 2minute silence, from home or a safe location of your choice, followed at 8.18PM by playing Sunset that evening.

(2) TOWN CRIERS: Please consider undertaking the unique 'Cry for Peace Around the World' especially written for this occasion at 11.05AM from home or a safe location of your choice.

Recommendation:

To follow the guidelines and advice given as above, and to keep the proceedings private

Remembrance Parade & Service

This event could go ahead but only depending on whether social distancing and gatherings have been reintroduced.

A decision would need to be made nearer the time on whether the parade would still go ahead

AGREE/DISAGREE: to take the Civic Officer's advice ON ALL THREE CIVIC EVENTS

CCE54: THE FUTURE OF THE COFFEE MORNINGS AND MINI MARKETS

Discussion ONLY no direct decision to be made until the Government advises to open cafes and lapse social gatherings.

Staff would need to have returned to work, under a risk assessed plan to enable suitable direction and cover. Therefore, these events will be unable to reconvene until Government advice is received.

CCE56:

Christmas Market

To discuss whether to CANCEL or ORGNAISE the Christmas Market. Bearing in mind the number of visitors we generally have (2000) and the number of stall holders (90). Social gathering would need to be allowed and the social distancing rule lapsed

AGREE/DISAGREE

To start organising this event

To cancel this event

CCE57:

Carol Concert

This is a free come together event, supported by all local churches including Telscombe.

Performers are pupils from our schools, nurseries, and local singers. Visitors are mainly parents and grandparents.

Generally, the Main Hall is full. Last year the Carol Concert was held at 2.30pm giving the more elderly guests an opportunity to attend.

Social Gathering would need to be reintroduced to consider organising the event but **note** that the event **cannot go ahead** if social distancing is still an issue.

AGREE/DISAGREE

To start organising this event

To cancel this event

CCE60: THE YOUTH MAYOR - TO DISCUSS AND DECIDE WHETHER THE ROLE IS WORKING AND IF PTC SHOULD CONTINUE TO SUPPORT THIS POSITION

REPORT OF THE ASSISTANT MARKETING OFFICER

Information:

Council ratified the recommendation to accept the Peacehaven Community School newly elected President and Vice President to fit the role of Youth Mayor & Deputy Youth Mayor on Tuesday 24th September 2019.

The Last two Youth Mayors have both been from PCS:

2018-Fatma Bacha

2019- James Baines /Katie Lane

Background information:

Having worked with the last two Youth Mayors of Peacehaven Town Council I feel that there is a number of benefits and drawbacks to the scheme:

Benefits of having a Youth Mayor:

- 1.Promoting Young people in a positive way in the media and the community- For example Fatma was in both the Argus and Sussex Express a number of times, which was displaying a really good image for PTC and the Town
2. Creating an opportunity for young people to further engage in politics- The opportunity for the previous two youth Mayors to attend council meetings has

given them both a really good insight into how the council runs and has given them a good background knowledge of speaking in front of committees which will give them confidence should they wish to pursue a career in politics later in life

3. A Positive representative and role model for Young People in Peacehaven- I think having a young voice to represent their peers at council meetings can be beneficial as without that voice it is difficult to know what the youth of the town want. This voice is particularly important for the NDP for example.

5. The Youth Mayor could be a link between Young People and The Councilors. A good example of this is when Katie Lane and James Baines hosted a climate change debate with both councilors and Pcs students, who asked and quizzed the councilors on how the respective councils will be tackling the issue. This was a great example of Collaborative working between the council and students. However, this can still be achieved through the student presidents and student council meetings.

Drawbacks of having a Youth Mayor:

1. Time Consuming for Officers- Unfortunately, there was a number of times where both myself and the Civic Officer would have to chase up the youth Mayors to receive a response from them. Sometimes their Teachers would not pass the necessary information to them at the first time of asking, so we would have to keep chasing them up which can waste valuable time.
2. Clashes with School work- At times it became difficult to balance the commitment of attending meetings and school work. For the scheme to work you need a very motivated young individual who has good time management skills.

Management/Administration – taken from the Youth Mayor handbook

The marketing assistant will:

- Provide support to the Youth Mayor and Deputy Youth Mayor in respect of managing, organising, prioritising and co-ordinating their programme of civic engagements and commitments at council.

- To act as first point of contact receiving all requests for official engagements and ensuring that all related correspondence and other communications are dealt with appropriately on behalf of the Youth Mayor and Deputy Youth Mayor
- Ensure all necessary arrangements are in place for the Youth Mayor and Deputy Youth Mayor to fulfil their engagements including making arrangements for travel, timings, etc.
- Ensure all necessary arrangements are in place for fundraising events for the Youth Mayors Charity
- provide advice on the appropriate 'dress code' for particular civic duties, as necessary, and whether the Chains of Office should be worn
- Will ensure appropriate communication is maintained with the Head teacher of PCS and both the Youth Mayors and Deputy Youth Mayors Parents.
- Maintain/Control all social media accounts of the Youth Mayor in line with Council Policy

What's expected of the Youth Mayor

- Attend and visit events, launches or meetings where the Youth Mayor will get the opportunity to represent young people and learn more about life in the local community
- Consulting with other young people to find out what they think about local issues
- Providing a focus and a channel for young people's views to be heard, by speaking at council.
- We will also give the youth Mayor the chance to shape the role, by allowing them to highlight, campaign, raise money for different causes or issues which the youth deem important. (With Permission from Civic Team)

AGREE/DISAGREE

To continue with the role of the Youth Mayor