



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
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PEACEHAVEN

Councillors on this Committee

EX OFFICIO Cllr. C Cheta (Chair of Council), Cllr. J Harris (Vice Chair of Council)
Cllr. Alan Milliner (Chairman of the Committee) Cllr. Chris Collier, Cllr. David Seabrook,
Cllr. Wendy Veck, Cllr. Lynda Duhigg, Cllr. Catherine Gallagher, Cllr. Isobel Sharkey, Cllr Lucy Symonds,

22nd January 2020

Members of Peacehaven Town Council's Business Plan & E-Communications
Committee are invited to a meeting to be held in the Anzac Room, Community House, Meridian Centre,
Peacehaven, on Tuesday 28th January 2020 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

- 1 BPEC012 TO CONSIDER APOLOGIES FOR ABSENCE
- 2 BPEC013 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 3 BPEC014 TO REVIEW THE NOTES OF THE MEETING HELD ON TUESDAY 17TH SEPTEMBER
- 4 BPEC015 PUBLIC QUESTION TIME
- 5 BPEC016 TO ELECT A VICE CHAIR OF THE BUSINESS PLANNING & E-COMMUNICATIONS COMMITTEE
- 6 BPEC017 TO DISCUSS THE COUNCIL'S PREVIOUS BUSINESS PLAN WHICH ENDED IN 2016
- 7 BPEC018 TO SET OBJECTIVES & OUTLINE PRIORITIES TO GUIDE OUR WORK FOR 2020 (SHORT TERM)
- 8 BPEC019 TO CREATE A CLEAR STRUCTURE TO START THE PLAN
- 9 BPEC020 TO DISCUSS THE FUTURE OF THE HUB BUILDING.
- 10 BPEC021 TO DISCUSS WAYS OF OPTIMISING THE USE OF THE KITCHEN & FOYER AT COMMUNITY HOUSE ON WEEKDAYS
- 11 BPEC022 TO DISCUSS THE FUTURE OF THE E NEWS AND PRINTED COMMUNICATIONS.
- 12 BPEC023 TO CONSIDER THE ACCESSIBILITY OF THE PTC WEBSITE
- 13 BPEC024 DATE OF THE NEXT MEETING – TO BE AGREED



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Summary Minutes of the meeting of the Business Plan & E-communications Working Party held in the Charles Neville Room, Community House, Meridian Centre at 11.30am on Tuesday 17th September 2019.

Present- Cllr Chris Collier, Cllr David Seabrook, Cllr Lynda Duhigg, Cllr Isobel Sharkey, Cllr Alan Milliner
Tony Allen- Town Clerk
Matt Gunn- Marketing & Communications Assistant

TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were approved from Cllr Gallagher, Cllr Symonds and Cllr Veck

TO RECEIVE DECLARATIONS OF INTEREST FROM WP MEMBERS

There were no declarations of interests.

TO REVIEW COUNCIL'S FINANCIAL FRAMEWORK & MONITORING

Since the last business plan & E-communications meeting, the finance officer had provided the committee with sufficient information so the group can continue to build a financial framework.

It was also noted that a short term business plan should be drawn up as soon as possible to help the town clerk build the Budget for next year.

TO DEVELOP MARKETING STRATEGY & IMPLEMENTATION

The Marketing Assistant discussed with the committee of how he aims to build a better online presence when advertising the facilities to compete better with other businesses hiring room hire facilities in Brighton and Eastbourne.

- Improving Search engine Ranking using SEO
- improve image of Facilities on the website

It was also noted that we need to do more work to promote our outside facilities to try and gain more Revenue from The Big Park and the Dell for example.

The committee agreed the need for a digital marketing budget to be created for next financial year.

TO DEVELOP IMPROVED COMMUNITY ENGAGEMENT METHODS

The marketing Assistant will look at the cost of printing and distributing the E-news to every household in peacehaven.

TO DISCUSS THE PUBLIC DISTRIBUTION OF MEETING PAPERS

This item will be discussed at the next Full Council meeting on Tuesday 24th September.

TO DEVELOP AN IMPROVED WEB SITE PRESENCE

It was noted that there was a need to improve the section of the website that advertises our facilities that film crews use in the town. Cllr Collier will look into how we can improve this part of the website and attract more filming crews to the town.

9BPEC009 TO DEVELOP THE COUNCIL'S BUSINESS PLAN:-

9.1 COMMITTEES

It was agreed it would be more suitable for the Neighbourhood development plan to report to Full Council. It was also agreed that the NDP meeting's should be more formalised with Agendas and Minutes, the Town Manager agreed to help Cllr Gallagher with this.

9.2 BUSINESS

It was noted by the Committee that the town needs better shops and Entertainment facilities and events across the town as well as in the Meridian Centre. This would stop people from venturing into Brighton or Eastbourne, which would decrease traffic across the A259

The meeting ended at 13:05

Agenda Item: BPEC017

Committee: Business Plan & E-Communications

Date: 22/1/2020

Title: TO DISCUSS THE COUNCILS PREVIOUS BUSINESS PLAN WHICH ENDED IN 2016

Report Author: Matt Gunn

Background

The Town Clerk and Marketing assistant have looked through the councils limited paper files and 'S-DRIVE' to try and find all of the councils previous documents regarding business planning. Unfortunately we have only managed to find a service delivery plan dated 2011/2012. The Plan incorporated medium/ long term projects until 2016, so it will be important to analyse if the projects have been completed or not.



Peacehaven Town Council Service Delivery Plan for 2011/2012

(incorporating current medium/long term projects until 2016)

Peacehaven Town Council

Introduction

Peacehaven Town Council is a small Town Council that provides a range of local services, community facilities and information to a population of some 13,500 residents. It is situated on the South Coast within the Lewes District Council and East Sussex County Council local government boundaries.

The Town Council like all local authorities and other public sector organisations across the country is facing a challenging but exciting future. The government's austerity measures will continue to put pressure on the budgets of all public sector organisations and bodies across the country and this will present new challenges and an even greater need to ensure that local councils provide good quality, value for money services to residents and communities.

In addition the Localism Bill, that is currently being progressed through parliament, could change the face and shape of local government across the country and could lead to a greater devolution of service provision and service delivery from principal local authorities to Town and Parish Councils. As a Town council we need to be prepared, ready and embrace the opportunities and challenges that might arise from this but also be brave enough to resist devolution without adequate transfer of finances and resources to do it well.

Our vision :

To make Peacehaven a better place to live, work and visit

Live

We want a town that is nice, safe and accessible place to live and a town that has good local services and facilities with an attractive and pleasant environment. It is important that people in our town have opportunities to express their views and opinions, are involved and have the ability to play a part, in ensuring that the community spirit of Peacehaven continues to nurture and grow. This makes the place a better place to live. We, as the Town Council working with partners, will play our part in ensuring that the town continues to thrive and grow in the future to achieve our aim to make Peacehaven a better place to live.

Work

The availability of good employment opportunities is often key to the success of small towns across the country and towns like Peacehaven are currently struggling to develop and create local employment opportunities, retain small businesses (that are vital to the success of a town) and attract new businesses.

Whilst the Town Council are unable to play a big part in securing and/or attracting new employment opportunities or attract new businesses to the Town we will commit to working closely with our neighbouring and adjoining local authorities and public service providers and supporting the local chambers of commerce, rotary club and other businesses and organisations along the coastal strip between Brighton and Eastbourne to develop employment opportunities, inward investment and to retain existing businesses and attract new business to provide local people with work.

Visit

Peacehaven is not a place that people often choose to visit - locally if they are going out for the day they'd rather go to Brighton, Eastbourne or Tunbridge Wells. We want to try and change that - we want people to stop in Peacehaven when driving along the A259 between Brighton and Eastbourne and we want them to choose to come to Peacehaven for a day and not just 'pass through it'. Well, I hear you say that's a tall order!. We plan over the next few years to continue to:

- improve and develop our existing facilities, amenities and open spaces and seek further investment in them, and,
- provide an interesting and stimulating range of cultural, sporting and community events

This, we hope and believe, will attract and encourage more people to come and visit Peacehaven for the day and perhaps even stay longer. To move this forward we aim to work with Lewes District Council to try and attract a hotel and more bed and breakfast establishments to

Peacehaven and attempt to establish Peacehaven as one of many gateways to the South Downs National Park. As you will see from our service delivery plan we will, over the coming years (and with the big parks project as a kick start), attempt through funding opportunities, bids, applications and by using developer contributions to secure more investment into our facilities and amenities. We are open for a **visit**.

Priorities :

Policy & Finance Committee

- To provide affordable, good quality services at the lowest possible cost to the taxpayer
- To provide efficient, effective, well managed and professional local council services
- To work in partnership with other statutory and voluntary and bodies to improve the quality of life for the residents of Peacehaven

Leisure & Amenities Committee

- To manage and maintain safe and accessible parks, open spaces, play areas and amenities
- To provide accessible and affordable community facilities and events to support local businesses and organisations.
- To seek to improve facilities for all people living in the Town

Planning & Highways Committee

- To seek maximum planning gain from any developments to improve the Towns environment and facilities
- To ensure that local residents have a voice in respect of new developments and infrastructure improvements
- Seek to improve the visual environment of the A259 – South Coast Road

Resources :

Budget :

The council has three main service committees and a number of sub committees/working parties as detailed later in this plan. Each of the main committee has a budget and these budgets for 2011/12 are detailed below :

Policy & Finance Committee

	Original budget 2011/12	Revised budget 2011/12
Expenditure	243,545	234,819
Income	17,200	20,198
Net expenditure	226,345	214,621

Leisure & Amenities Committee

	Original budget 2011/12	Revised budget 2011/12
Expenditure	310,190	322,326
Income	129,655	127,767
Net expenditure	180,535	194,559

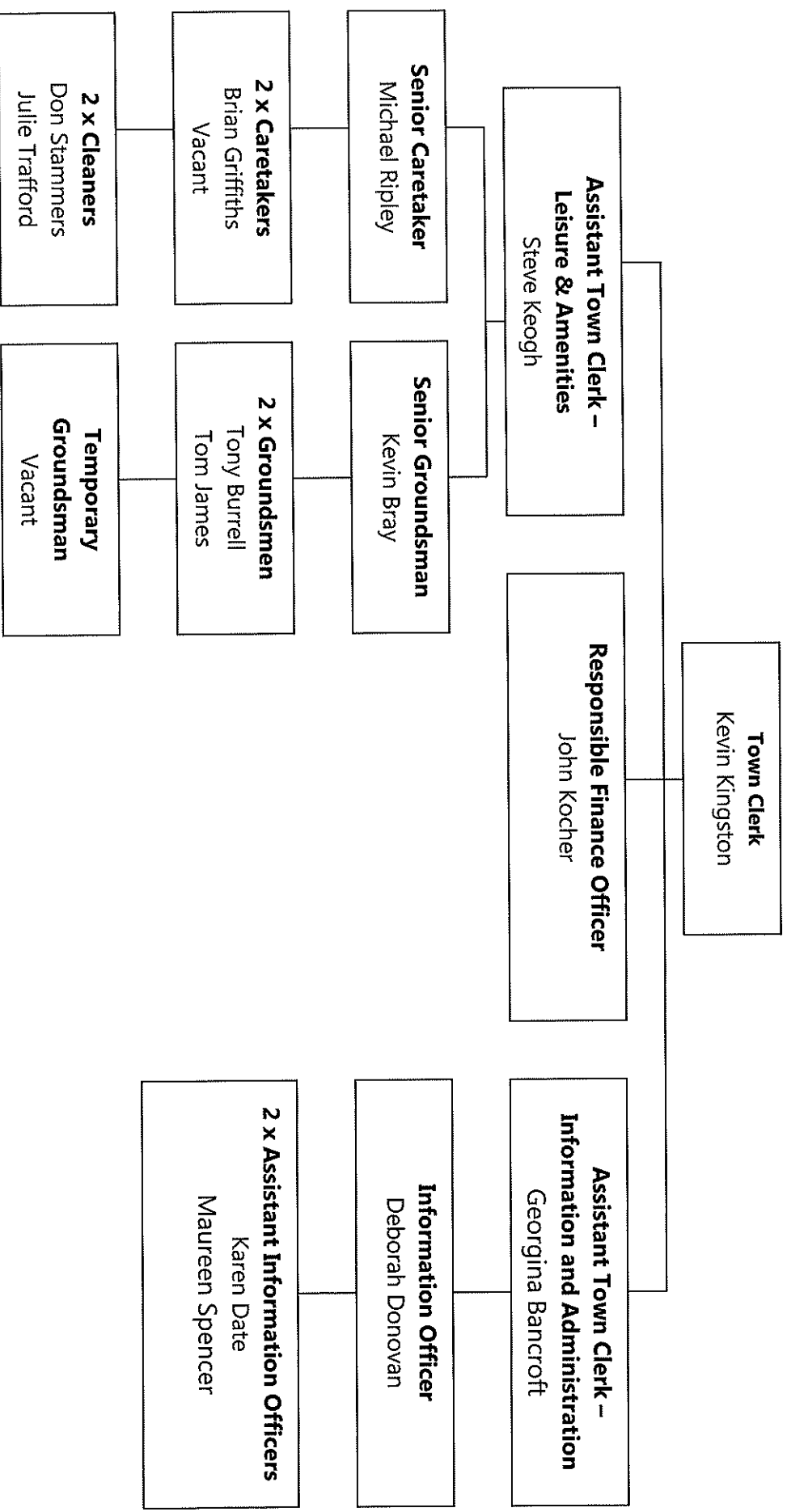
Planning & Highways Committee

	Original budget 2011/12	Revised budget 2011/12
Expenditure	41,180	41,117
Income	27,660	30,197
Net expenditure	13,520	10,920
Total council budget	416,120	420,100

Structure :

The Town Council has a staffing establishment of 16 staff (as detailed on the following staffing structure chart).

We manage and maintain a number of play areas, parks & open spaces and sporting facilities in the town (including the Peacehaven & Telscombe's county league football pitch and the Peacehaven & Telscombe Bowls Club Green) across the Town and in addition manage facilities at Community House, the Pavilion at the Sports Park and the Annexe Room at Meridian CP school.



Context

This plan details the key priorities of the Town Council over the next few years as agreed by the Town Council. The plan includes the key actions, projects and their supporting targets. These priorities will change over time and new actions/targets will be added and many targets will hopefully be met and achievements made. This plan does not include the "day to day" work of the staff employed by the Town Council that is carried out to keep the Town Council 'ticking over' and to ensure that we provide efficient and effective Town Council services to our residents. This includes the provision and management of :

- Staff (including appraisals and 121 meetings)
- Budgets (including banking, invoice processing, purchase ordering monthly reconciliation, the preparation of monthly financial management and quarterly budget monitoring reports)
- Committee administration and management (including report writing and preparation, agenda planning and minute taking)
- A first class "front of house" information , support and advice service
- An extensive caretaking and cleaning service for community house , the sports pavilion and the annexe
- A full grounds maintenance service for our parks and open spaces (including the maintenance of Peacehaven & Telscombe Football Club and Peacehaven Bowls Club)
- Support for the mayor, deputy mayor and the young /deputy young mayor

Policy & Finance Committee

Chair	: Councillor Chris Bishop
Vice Chair	: Councillor John Livings
Lead officers	: Kevin Kingston (Town Clerk) John Kocher (Responsible Finance Officer)

The role of the Policy & Finance Committee is to set the council precept and budget and ensure that our finances are properly controlled, monitored and managed. In addition the committee is responsible for ensuring that our financial regulations, standing orders and our employment and other policies and procedures are relevant and up to date.

Reporting Sub Committees/working parties :

- Employment Sub Committee
- Grants Sub Committee
- Business Plan Sub Committee
- Audit Sub Committee
- Mayors citizen/organisation of the year working party

The Policy & Finance Committee's priorities are to :

1. Provide affordable, quality services at the lowest possible cost to the taxpayer (PF1)
2. Provide efficient, effective and well managed, local council services that are clearly communicated to the residents of Peacehaven (PF2)
3. Work in partnership with other statutory and voluntary and bodies to improve the quality of life for the residents of Peacehaven (PF3)

Action plan for the Policy & Finance Committee

Short term (1-2 years)

Action/project	Priority	Target(s)	Current position	Comments/ Information/ Responsibility
To purchase, install and implement a new financial management package that more effectively monitors and manages the Town Councils budgets	PF1/2	April 2011	<ul style="list-style-type: none"> Installation completed in May 2011 New and simpler to understand reports and spreadsheets are now being produced Quarterly budget reports are now produced for all main service committees and monthly budget monitoring meetings are held with all chairs of committees. 	Town Clerk RFO
To agree the Committees 2012/13 budget and report to Council	PF1	Autumn 2011	<ul style="list-style-type: none"> Budget to be prepared by RFO and Town Clerk in October/ November Budget agreed with Chair in late November Budget report to Council in December 	ATC (Leisure & Amenities) RFO Chair of Committee
Produce a revised 2011/12 budget and agree it with Committee chair	PF1	September/October 2011	<ul style="list-style-type: none"> Revised 2011 budget being worked on at present with support of lead committee officer. 	Town Clerk RFO Assistant Town Clerks Committee Chairs

			<ul style="list-style-type: none"> Discussions with Committee chairs to take place in September 	
To agree and set the Town Council's precept and budget for 2012	PF1	December 2011	<ul style="list-style-type: none"> Discussions on 2012/13 budget to commence in September/October Budget report to Council in December 2011 	Town Clerk RFO Committee Chairs
To ensure that all committee chairs are provided with relevant and up to date financial reports so as to ensure that are fully involved in the management of their committees budget	PF1/2	<p>Quarterly reports to all main committees</p> <p>Monthly chairs meetings with RFO</p>	<ul style="list-style-type: none"> Quarterly budget reports are now produced for all main service committees and monthly budget monitoring meetings are held with all chairs of committees. 	RFO Town Clerk Assistant Town Clerks
To review all the Town Councils staffing policies and procedures to ensure they are relevant and up to date :	PF 1/2			Town Clerk
<ul style="list-style-type: none"> Flexitime procedure Disciplinary procedure Grievance procedure Equalities policy Sustainability policy 		<p>Autumn 2011</p> <p>Spring 2012</p> <p>Spring 2012</p> <p>Summer 2012</p> <p>Spring 2012</p>	<ul style="list-style-type: none"> Work started Work yet to commence Work yet to commence Work yet to commence Work yet to commence 	
To utilise social media to ensure that the work and the projects of the Town Council	PF2	Summer 2011	<ul style="list-style-type: none"> Town Clerk and Information office now have links to Twitter and can be followed @ptclerk and @ptcinformation 	Town Clerk Information Officer

are well advertised and published					
To develop greater press coverage through local press and through the Peacehaven times	PF2	On – going	<ul style="list-style-type: none"> Peacehaven times published every 3 months and distributed to all residents/households in Peacehaven. Regular press releases and copies of the non confidential reports are sent regularly to the Sussex Express, Evening Argus and Leader 	Town Clerk ATC (Leisure & Amenities)	
Review and reorganise the Town Council's earmarked and general reserves budget	PF1	Autumn 2011	<ul style="list-style-type: none"> Work to commence in September 2011 and will be reported to P&F Committee in October/November 2011 	Town Clerk RFO	
Improve and enhance the Town Council website	PF2	Autumn 2011	<ul style="list-style-type: none"> Improvements being carried out including links with twitter and improved access to Town council committee agenda and minutes. More improvements will be introduced (subject to funding) in 2012 including links to Telscombe Town Councils website 	Town Clerk Information Officer	
Install a large TV screen in foyer to advertise our services and local businesses (at a charge)	PF2	December 2011	<ul style="list-style-type: none"> Contract entered into with On screen media with 2 screens being installed free of charge in Spring 2012 and with the council receiving 10% of all income generated by advertising 	Town Clerk Information Officer Note : as part of the deal Telscombe Town Council will also have a TV screen	

To ensure that the committees budget is monitored to ensure that it does not overspend	PF1	On-going	<ul style="list-style-type: none"> Monthly budget meetings between the Chair, RFO and Town Clerk 	RFO Town Clerk Chair of Committee	
To agree the Committee's 2012 budget and report to P&F	PF1	Autumn 2011	<ul style="list-style-type: none"> Budget to be prepared by RFO and Town Clerk in September /October Budget agreed with Chair in late October/early November Report to P&F committee on 29 November 2011 	Town Clerk RFO Chair of Committee	
To co-ordinate and manage the mayors diary and support him in his fund raising efforts and the organisation of mayoral events and activities	PF1	Annual programme	<ul style="list-style-type: none"> Annual programme of events in place Weekly listing of mayoral events sent to mayor and all councillors by email 	ATC (Administration & Information) Information Officer	
Introduce a new award scheme for citizen/organisation of the year award	PF2/3	Autumn 2011	<ul style="list-style-type: none"> Report outlining proposals to be tabled at council meeting on 25 October. Working party to be set up to work up detail as to how the process will work 	Town Clerk ATC (Administration & Information) Information Officer	
To commence discussions with Lewes District Council in	PF1/2	2011 - 2012	<ul style="list-style-type: none"> Discussions commenced in November 2011 	Town Clerk	

respect of the devolution of facilities to Town Council			
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Medium/long term (1 -5 years)

Action/project	Priority	Target(s)	Current position	Comments/ Information/ Responsibility
Work with partners to improve youth facilities in the town	PF3	On-going	<ul style="list-style-type: none"> Liaison with various bodies in place including Police, LDC and PCS No further action to be taken at the present time 	<p>Town Clerk</p> <p>NOTE : The localism bill could mean that the some services currently provided by principal authorities could be, subject to agreement, devolved to town and parish councils</p>
Improve access and pathways and opportunities for young people to progress educationally post school leaving	PF3	On-going	<ul style="list-style-type: none"> Stronger links to be established with PCS, Tideway School , Sussex Downs College and primary schools in Peacehaven. 	Town Clerk
Merger of Peacehaven and Telscombe Town Councils	PF1	No targets set at present	<ul style="list-style-type: none"> No further action to be taken at the present time – although the review of the parliamentary boundaries may result in changes to the boundary between ESCC and Brighton & Hove City Council. 	Town Clerk Council
Work closely with adjoining town councils to develop links and establish common	PF3	On-going	<ul style="list-style-type: none"> Set up regular bi-annual meetings with Town Clerks at Newhaven, Telscombe and Seaford and with appropriate officers at LDC and 	Town Clerks in four coastal towns

aims for the coastal strip between Seaford and Brighton & Hove.			ESCC and other appropriate agencies to discuss range of common issues including economic development, youth provision, anti social behaviour and other common issues relating to the 4 coastal towns in the district.	
Work closely with the chamber of commerce and the regeneration partnership to seek inward investment in the town in line with the Town Councils vision	PF3	On-going	<ul style="list-style-type: none"> Develop a masterplan in co-operation with local businesses and employers and the District and County Council to create new opportunities, jobs, apprenticeships for young people in the town. Identify ways to increase take up of vacant business premises in the town and to attract new businesses and employment to the Town 	Town Clerk Chamber of Commerce
Work closely with the many clubs, organisations, voluntary groups to develop the town vision and actively seek their involvement and support for the vision	PF1/2/3	During 2012	<ul style="list-style-type: none"> Carry out a range of focus groups meetings across the town to inform voluntary and other residents groups of the Town Councils service delivery plan and encourage them to contribute to the future vision and service delivery plan of the Town Council. 	Town Clerk
Work with Sussex Police and the East Sussex Fire & Rescue Service to make our community a safe place to live, work and visit	PF3 /LA1	Autumn 2011	<ul style="list-style-type: none"> Co-ordinated action between Police, LDC, PCS and PTC currently being undertaken in respect of Youth Shelter re littering and anti-social behaviour 	Town Clerk ATC (Leisure & Amenities)

		On-going	<ul style="list-style-type: none"> • Regular liaison between Town Council and local PCSO's in place • Bi annual meeting between the Town Clerk and the Lewes District Commander (Natalie Mahoney) in place • Bi annual meeting between the Town Clerk and the Lewes Borough Commander (Gary Collins) to be set up 	
Convene discussions with a range of developers in to encourage them to develop and build a hotel in Peacehaven	PF3	2011 – 2012	<ul style="list-style-type: none"> • Work and prepare plan with Lewes District Council economic development officers to attract developers to develop hotel in Peacehaven 	Town Clerk

Leisure & Amenities Committee

Chair : Councillor Alan Sargent

Vice Chair : Councillor Elayne Merry

Lead Officer/Clerk : Stephen Keogh (Assistant Town Clerk – Leisure & Amenities)

The role and purpose of the Leisure & Amenities Committee is to ensure that all our community facilities (including open spaces, play areas, parks and recreation facilities, sporting venues and our facilities at Community House) are safe, well maintained and managed. In addition the committee is responsible for exploring and seeking opportunities to enhance and improve all our facilities .

Reporting sub committees/working parties :

- War memorial sub committee
- Allotments working party
- Dell working party
- Olympics/Queens Jubilee working party (2011 – 2012 only)

The Leisure and Amenities Committee's priorities are to :

1. Manage and maintain safe and accessible parks, open spaces, play areas and amenities (LA1)
2. Provide accessible and affordable community facilities and events to support local businesses and organisations (LA2)
3. Seek to improve facilities for all people living in the Town (LA30)

Action plan for the Leisure & Amenities Committee:

Short term (1 – 2 years)

Comments/

Action/project	Priority	Target(s)	Current position	Information/ Responsibility
Allotments				
To actively pursue the acquisition of additional land for the provision of allotments	LA1/2/3	Early 2012	<ul style="list-style-type: none"> Negotiations with landowners in Cornwall avenue are progressing 	Town Clerk ATC (leisure & Amenities)
Maintain and update our allotments waiting lists and ensure that allotment plots are inspected and managed appropriately taking action against owners who do not maintain their plot	LA1/2/3	On-going	<ul style="list-style-type: none"> Waiting list updated every 6 months Regular inspection programme in place and carried out by ATC (Leisure & Amenities) 	ATC (leisure & Amenities)
Landscape and environment				
To actively use and seek resources to improve the landscape of the Town in particular through the planting of trees, shrubs and flowers	LA1/3	On-going	<ul style="list-style-type: none"> 27 trees to be planted in Autumn 2011 Annual tree planting programme to be developed (see report to L&A committee of 30 August 2011) Additional planters to be installed in 2012 subject to the agreement of the South Coast Road working party. 	ATC (leisure & Amenities) Senior Groundsman
Carry out annual tree survey and ensure that as a result of the survey an	LA1	Autumn 2011	<ul style="list-style-type: none"> 2011 tree survey carried out in summer 2011 Specification of works to be prepared and tenders 	ATC (leisure & Amenities)

appropriate tree management and tree surgery is carried out.			sought for carrying out tree works	Senior Groundsman
Dell recreation ground				
Improve the appearance and facilities at the Dell recreation ground and carry out regular safety and cleanliness checks	LA1	On-going	<ul style="list-style-type: none"> Regular monthly inspection carried out by ATC – Leisure & Amenities & Groundstaff 	ATC (Leisure & Amenities) Groundstaff
Ensure that we have an active community events programme for Dell throughout the year and ensure that event organisers take appropriate responsibility for their events	LA1/2	On-going	<ul style="list-style-type: none"> Annual programme of events in place Responsibility of hirers clearly set out and sent with all booking forms 	ATC (Leisure & Amenities)
Replace the fencing adjacent to the A259	LA1	Spring 2012	<ul style="list-style-type: none"> Fencing to be replaced and funded by section 106 developer contribution. 	Town Clerk ATC (Leisure & Amenities)
Provide picnic area and seating adjacent to Coffee haven	LA1/2/3	Summer 2011 Spring 2012	<ul style="list-style-type: none"> Initial work completed Seeding of area to replace bark to take place in Spring 2012 	ATC (Leisure & Amenities)
Sports Park				
Work closely with LDC and	LA 1/2/3	On-going	<ul style="list-style-type: none"> Regular project board meetings in place with 	Town Clerk

other partners in utilising section 106 monies to install high quality accessible sports facilities and associated infrastructure on PT16 land			Lewes District Council, PCS and ESCC	Various councillors
Community House				
Install LED lighting in all our buildings	LA2	On-going	<ul style="list-style-type: none"> Proposed installation programme to be presented to October 2011 L&A committee. Installation subject to identification of funding through reserves or PWLB 	ATC (Leisure & Amenities)
Obtain costings and estimates for the installation of solar panels	LA2	Spring 2012	<ul style="list-style-type: none"> 4 quotes obtained and will be reported to L&A committee on 30 August 2011 and P&F committee on 11 October 2011 – solar panels to be installed subject to roof weight assessments/structural survey and allocation of funding from earmarked /general reserves budget or PWLB 	Town Clerk ATC (Leisure & Amenities) Chair of Committee
Investigate more efficient options for layout of kitchen facilities	LA2	Spring 2012	<ul style="list-style-type: none"> Cllr Sargent has prepared possible new layouts and funding of changes subject to allocation of earmarked reserve budget 	ATC (Leisure & Amenities) Chair of Committee
Other facilities/open spaces				
Replace and install new play equipment at Firle	LA1/3	Autumn 2011	<ul style="list-style-type: none"> Subject to the agreement of LDC allocating sec106 monies 	ATC (Leisure & Amenities)

Road play area					
Install adult gym equipment and associated improvements in Meridian Park subject to the permission of Lewes District Council	LA1/3	Autumn 2011	<ul style="list-style-type: none"> Subject to the agreement of LDC allocating sec106 monies Permission from LDC secured in November 2011 	ATC (Leisure & Amenities)	
Work with Meridian school to improve play equipment at Epinay Park	LA1	Spring 2012	<ul style="list-style-type: none"> Discussions with school to commence in later 2011/early 2012 	ATC (Leisure & Amenities)	
Budget management					
To ensure that the committees budget is monitored to ensure that it does not overspend	LA2 (PF1)	On-going	<ul style="list-style-type: none"> Monthly budget meetings between the Chair, RFO and ATC (Leisure & Amenities) 	ATC (Leisure & Amenities) RFO	
To agree the Committees 2012/13 budget and report to Council	LA2 (PF1)	Autumn 2011	<ul style="list-style-type: none"> Budget to be prepared by RFO and ATC (Leisure & Amenities) in October/ November Budget agreed with Chair in late November Budget report to Council in December 	ATC (Leisure & Amenities) RFO Chair of Committee	

Medium/long term (1 – 5 years)

Action/project	Priority	Target(s)	Current position	Comments/ Information/ Responsibility
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Allotments					
Provide additional allotments for the residents of Peacehaven by purchasing or long leasing land currently owned by a consortium of individuals at Cornwall avenue	LA 1/2/3	Agree lease late 2011 /early 2012 Take ownership of land during 2012	<ul style="list-style-type: none"> Discussions with land owners have began and with principal land owners – Bob Poplett and Paul Hatle. Further detailed discussions to commence in late 2011/early 2012 with a view to securing long lease pending the outcome of the current consultation of LDC's core strategy and local development framework 	Town Clerk ATC (Leisure & Amenities)	
Landscape and environment					
Increase awareness, improve access and signage and further promote the use of the undercliff walk	LA1/3	2011/2012	<ul style="list-style-type: none"> New signs and notice boards to be installed during Autumn 2011 and further work to publicise and promote the walk to be developed in conjunction with the peace park project 	ATC (Leisure & Amenities)	
Enhance and improve access for all to the cliff top walkway including upgrading of paths and facilities (ie benches) for cyclists, walkers and disabled people	LA1/3	2012/13	<ul style="list-style-type: none"> Review the provision of seating across the town and identify an earmarked reserve budget to maintain and improve stock Link the work associated with the development of a peace park in Howard Park to identify and provide wayfinding links to coastal path and undercliff walk. 	ATC (Leisure & Amenities)	
Carry out feasibility study into the provision of a	LA 1/3	2013	<ul style="list-style-type: none"> Earmarked reserve budget needs to be agreed and identified to commission and carry out 	Town Clerk	

green cemetery for Peacehaven			feasibility study	ATC (Leisure & Amenities)
Dell recreation ground				
Provide a new venue for art and culture in the Town	LA2/3	2012 – feasibility study	<ul style="list-style-type: none"> Carry out a feasibility study utilising earmarked/ general reserves budget in 2012 to ascertain the possibility to create and covered/domed structure and create an amphitheatre for performance art and culture . Identify and seek /apply for potential sources of funding to design and build structure Develop a marketing strategy for venue and decide on how the venue is commissioned and managed Tender for design and build of the structure 	Town Clerk
Other facilities/open spaces				
Obtain village green status for the Joff field	LA1	2012/13	<ul style="list-style-type: none"> Background research undertaken but currently on hold pending outcome of footpath/ carriageway discussions 	ATC (Leisure & Amenities)
Commission and install a war memorial	LA 1/3	On going – targets dependent upon	<ul style="list-style-type: none"> Report to be presented to war memorial sub committee in September 2011 to explore funding options, fundraising , location etc 	ATC (Leisure & Amenities)

		decisions made by WMSC	<ul style="list-style-type: none"> • Permission obtained from Lewes District Council to use Meridian Park as site for war memorial • WMSC agreed new design and this will be discussed with various parties in Late 2011/ early 2012 	
Design and develop a Peace Park at Howard park	LA 1/3	2012 – 2013	<ul style="list-style-type: none"> • Report presented to L&A committee on 30 August and working party set up to explore ideas and opportunities and linkages with cliff top walk and the possibility of re-siting war memorial in peace park. • Earmarked reserve budget been identified to kick start the project 	ATC (Leisure & Amenities) Members working party
Improve sport facilities and play areas in the town and in particular sports facilities at the sports park	LA1/2/3	On-going	<ul style="list-style-type: none"> • Awaiting outcome of the consultation and decisions in respect of the Big parks project 	Town Clerk ATC (Leisure & Amenities)
Work with partners to secure new fire station and ambulance station	LA 2/3	No targets set	<ul style="list-style-type: none"> • This will be taken forward by East Sussex Fire & Rescue Service and local NHS trust and will be supported by the Town Council 	Town Clerk NOTE : this project is not the responsibility of the Town Council but the Town Council will support the project in every way it can.
Work closely with Peacehaven schools to involve young people	LA 1/2/3	Autumn 2011/ Winter 2012	<ul style="list-style-type: none"> • Set up meeting with school council at PCS and other primary schools in Peacehaven 	Town Clerk

between the ages 8 – 16 to understand and appreciate the role and the vision of the town council and help them to become responsible citizens			<ul style="list-style-type: none"> Involve the schools and young people in Peacehaven to identify what's good about the town and what they would like to see in the town in the next 2 – 10 years 	
Investigate the possibility of an annual folk festival for Peacehaven working closely with the Famous Copper family	LA2	2012	<ul style="list-style-type: none"> Set up meeting with Copper family to explore the possibility further 	Town Clerk

Planning & Highways Committee

Chair : Councillor Ian Buchanan
Vice Chair : Councillor Jackie Harrison- Hicks
Lead Officer/Clerk : Georgina Bancroft (Assistant Town Clerk – Information & Administration)

The role and purpose of the Planning & Highways Committee is to work in partnership with both the District and County Council and other agencies to advise, report and provide information so as to ensure that development is properly monitored and regulated and infrastructure improvements and repairs are reported to the appropriate organisations. It is also the responsibility of the committee to ensure that our residents and communities voice is heard in respect of development and planning issues at higher levels of local government.

Reporting sub committees/working parties :

- South Coast Road working party
- Peace Park working party

- Olympic/Queens jubilee working party (Sept 2011 – July 2012)

The Planning & Highways Committee's priorities are to :

1. Seek maximum planning gain from any developments to improve the Towns environment and facilities (PH1)
2. Ensure that local residents have a voice in respect of new developments and infrastructure improvements (PH2)
3. Seek to improve the visual environment of the A259 – South Coast Road

Action plan for the Planning & Highways Committee

Short term (1-2 years)

Action/project	Priority	Target(s)	Current position	Comments/ Information/ Responsibility
To work closely with LDC to inform and develop the emerging core strategy and local development framework and take advantage of any developer contributions that may arise as a result of development in the town following the agreement of core strategy	PH1/2	Autumn 2011	<ul style="list-style-type: none"> • Consultation on core strategy commences in September 2011 • LDC planners presenting the draft core strategy and launching consultation process in Autumn 2011 • Special meeting of Council set up for LDC planners to present the draft core strategy in September 2011. • Prepare and send an initial Town Council response to the emerging core strategy by end of November 2011 	ATC (Administration & Information)

			<ul style="list-style-type: none"> Encourage LDC to consider investment in the development of an enterprise centre for small start up and move on businesses similar to the successful enterprise centre in Newhaven 	
To ensure that the committees budget is monitored to ensure that it does not overspend	PF1	On-going	<ul style="list-style-type: none"> Monthly budget meetings between the Chair, RFO and ATC (Administration and Information) 	ATC (Administration & Information) RFO Chair of Committee
To agree the Committees 2012/13 budget and report to Council	PF1	Autumn 2011	<ul style="list-style-type: none"> Budget to be prepared by RFO and ATC (Administration & Information) in October/ November Budget agreed with Chair in late November Budget report to Council in December 	ATC (Administration & Information) RFO Chair of Committee
Introduce a planter bed sponsorship scheme on A259	PH3	Autumn 2011	<ul style="list-style-type: none"> Agree design, sizes and costs to build together with sponsorship sign costs Build, erect and install an example Identify potential locations along A259 Seek sponsorship by bringing together marketing pack, leaflets and publish scheme on our website and in local press to attract sponsors from local and other businesses 	ATC (Leisure & Amenities) Chair of Committee
To establish wild meadow	PH3	Autumn 2011	<ul style="list-style-type: none"> Seek funding from Southern Water and /or 	ATC (Leisure & Amenities)

planting on land adjacent to A259 between Peacehaven (east) boundary and Tudor Rose caravan park			<ul style="list-style-type: none"> identify budget from general/earmarked reserves Seek agreement from land owners - St Modwen and ESCC Subject to above cut and clear strips of land and seed 	Amenities) Chair of Committee
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Medium/long term (1 – 5 years)

Action/project	Priority	Target(s)	Current position	Comments/ Information/ Responsibility
Work with LDC, ESCC and adjoining town councils to ensure that section 106 sustainable transport monies are used sensitively to improve road links, introduce safety measures, improve the infrastructure into Peacehaven particularly along the A259	PH1	On-going	<ul style="list-style-type: none"> Communication channels set up and established and opportunities will be taken to improve infrastructure as and when they arise with the support of Lewes District Council and ESCC 	Town Clerk ATC (Administration & Information)
Work closely with Lewes District Council to develop a specific neighbourhood plan for Peacehaven	PH2	During 2012	<ul style="list-style-type: none"> Neighbourhood plan to be written and agreed by the Town Council by the end of 2012 Work closely with LDC to secure resources to develop and publish plan 	Town Clerk ATC (Administration & Information)

KK/business plan/vision and business plan ver 5 = 161111

Agenda Item: BPEC018

Committee: Business Plan & E-Communications

Date: 22/1/2020

Title: TO SET OBJECTIVES & OUTLINE PRIORTIES TO GUIDE OUR WORK FOR 2020

Report Author: Matt Gunn

Introduction

Moving forward the council needs to create a short term plan for the year of 2020 allowing a clear vision for what we want to achieve in the next 12 months.

It is important that objectives are set, so both Officers and Councillors have a clear vision of what needs to be achieved. The Objectives for the year should be ambitious but also realistic and achievable.

Agenda Item: BPEC019

Committee: Business Plan & E-Communications

Date: 22/1/2020

Title: TO CREATE A CLEAR STRUCTURE FOR THE PLAN

Report Author: Matt Gunn

Summary of recommended actions

To divide the plan by Committee

Information

Previously Peacehaven Town Council have divided the business plan into committee's with each committee having a structure and their own objectives to meet across short, medium and long term periods. The Chair of each committee will need to be heavily involved in helping to produce their own section of the plan and setting objectives for their committee.

Agenda Item: BPEC021

Committee: Business Plan & E-Communications

Date: 22/1/2020

Title: TO CONSIDER THE FUTURE OF THE COMMUNITY CAFÉ

Report Author: Matt Gunn

Introduction

It was resolved at full council on 26th November 2019 that this item should be discussed at today's (28/1/2020) business planning meeting.

The community café runs Monday - Friday 8.30am – 12 by volunteers who are raising funds for their chosen charity and or organisation. They serve small breakfasts and refreshments for the public from the community house kitchen.

Background

The community café has been struggling for a number of years as the Meridian centre its self has become much quieter particularly due to the bank closure in the centre and a number of other units closing also. This therefore has meant that the footfall through the centre has majorly decreased having an adverse effect on the community café.

For the year 2020 Karen is experiencing great difficulty in booking people to run these coffee mornings, particularly on the Monday and Wednesday mornings.

Karen has tried a number of different things to increase the popularity of the community café and make it a more attractive proposition including sending letters and holding a meeting with café hirers, but unfortunately we still do not have the bookings.

The Market manager who hirers the hall does not actively advertise the market therefore decreasing footfall through community house, therefore having a detrimental effect on the café.

UPDATE

Since the last full council meeting a resident has stepped forward to run the Café on the Vacant Monday and Wednesdays throughout the year. This has allowed the café to remain open on Monday and Wednesdays for the foreseeable future.

Recommendations

1. PTC Councillors to run the café to make money for a local project or charity
2. Tendering to lease the kitchen on a full time basis
3. Offer the kitchen to charities free of charge(with a significant loss of earnings)
4. Continue as we are using the help of a resident to keep the café open on Mondays and Wednesdays and review the café for the year of 2021 later in 2020.

Agenda Item: BPEC022

Committee: Business Plan & E-Communications

Date: 22/1/2020

Title: TO DISCUSS THE FUTURE OF THE E NEWS AND PRINTED COMMUNICATIONS.

Report Author: Matt Gunn

Summary of recommended actions

CONSIDER THE PRODUCTION AND DISTRIBUTION OF A PAPER VERSION OF THE E-NEWS

- a- to have physical copies distributed to every household in peacehaven
- b- to have physical copies in important location in the town i.e. Doctors, Dentists , Library
- c- to have physical copies just in PTC office
- d- Continue as just a online service

Introduction

The E-news is a monthly magazine which is released on the 1st of every month on the peacehaven council website. The purpose of the E-news is to inform Residents of Peacehaven about what is happening in our town.

Background

Currently the E-News Magazine is designed, edited and produced in house by the marketing assistant every month and is released on our website and sent out to a mailing list of just under a thousand people.

The E-news Magazine currently Costs £0 to produce and is starting to make a profit via advertising.

Analysis

It has been felt that the E-news is currently not reaching its maximum potential and it may be beneficial to our residents if a physical copy of the E-news is produced and distributed.

Almost 20% of British people are not using the internet, a survey from the BBC suggests. The detailed in-home survey of almost 2,000 Britons found that 18% described themselves as non-users of the internet. It is possible a higher percentage of Peacehaven Residents do not have access to the internet currently.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	<p>The Financial implications to the Council are dependent on the amount of physical copies produced and how the magazine would be disrupted.</p> <p>I have attached a quote from Tansleys printers for the cost of production of 100, 500, 1000, 7000</p> <p>Also I have attached a statement from Telescombe Town Council Payments from Jan-March 2019 which shows the printing and distribution Costs of 3,300 magazines</p>
<u>Legal</u>	GDPR Law applies (ONLINE ONLY)
<u>Environmental and sustainability</u>	Use of Paper
<u>Crime and disorder</u>	N/A
<u>Climate</u>	<ul style="list-style-type: none">• Use of paper when printing• Delivery of the magazine- in car / van

21/02/2019	Languard Alarm Co Ltd	New control panel & parts	Equipment Maintenance	440.00	88.00	528.00
21/02/2019	Languard Alarm Co Ltd	Fit new PIR to Ex. Area	Equipment	96.00	19.20	115.20
21/02/2019	Westview Electrical	Replacement entrance lights	General Repairs	175.00	0.00	175.00
21/02/2019 J Gallagher				210.00	0.00	210.00
21/02/2019	M Evans	Tye checks January & February	Telscombe Tye-General	160.00	0.00	160.00
21/02/2019	M Evans	Grounds maintenance works	Grounds Maintenance	285.00	0.00	285.00
21/02/2019	B Buss	Expenses/mileage claim	Staff Expenses	87.75	0.00	87.75
21/02/2019	SSALC Ltd	Election briefing training	Staff Training/Conferences	65.00	13.00	78.00
21/02/2019	Playsafety Ltd	Playground inspec. training	Staff Training/Conferences	370.00	54.00	424.00
21/02/2019	British Gas	Service contract 2018-19	Gas	83.50	0.00	83.50
21/02/2019	Matta Products	Safety matta swings C'wrth Prk	Playgrounds Spare Parts	1,206.98	241.40	1,448.38
21/02/2019	Lewes District Council	Play area inspections March	Playground Inspections	195.00	39.00	234.00
21/02/2019	RBS Software Solutions	Omega maintenance	Professional Fees	509.00	101.80	610.80
21/02/2019	Satswana ltd	DPO Service	Professional Fees	500.00	100.00	600.00
28/02/2019	Fastnet Internet Services	Broadband February	Telephone, Fax, Internet	55.00	11.00	66.00
28/02/2019	HMRC	Tax & NI contributions	Wages, NI & Pension	1,938.94	0.00	1,938.94
28/02/2019	ESCC	Pension contributions	Wages, NI & Pension	1,981.31	0.00	1,981.31
01/03/2019	Northstar Technology	Email hosting	Telephone, Fax, Internet	108.00	21.60	129.60
01/03/2019	Northstar Technology	IT support	Computer Maintenance	175.00	35.00	210.00
01/03/2019	Lewes District Council	Rates	Rates	1,160.00	0.00	1,160.00
04/03/2019	British Gas	Service contract new 19/20	Gas	71.67	14.33	86.00
14/03/2019	Advo Payroll	Payroll services	Payroll Services	43.00	8.60	51.60
14/03/2019	Purchase Power/Postage-by-Phon	Postage	Postage	308.00	0.00	308.00
20/03/2019	Premier Office	Photocopies	Stationery, Copier etc	62.52	12.50	75.02
20/03/2019	G Burley & Sons Ltd	Grounds maintenance Jan & Feb	Grounds Maintenance	110.32	22.06	132.38
20/03/2019	Sussex Print Services	Print receipt pads x25	Stationery, Copier etc	142.00	28.40	170.40
20/03/2019 Sussex Print Services				485.00	0.00	485.00
20/03/2019	Westview Electrical	Various works	General Repairs	325.00	0.00	325.00
20/03/2019	EH Treecare	Emergency work C'wrth Park	Grounds Maintenance	120.00	24.00	144.00
20/03/2019	CTLA	Community bus Jan-Mar '19	Community Bus	375.00	0.00	375.00
20/03/2019	George Rose Office Products	Stationery	Stationery, Copier etc	70.71	14.14	84.85
25/03/2019	County Office Supplies	Stationery	Stationery, Copier etc	62.61	12.52	75.13
25/03/2019	Countrymans Contractors Ltd	Grass verge cut March	Grass Verge Cutting	1,350.00	270.00	1,620.00

Marketing Assistant

From: Josh Tansley <josh@tansleysprinters.co.uk>
Sent: 11 October 2019 12:21
To: Marketing Assistant
Subject: Newsletter

Hi Matt,

Apologies for the delay in contacting you, it's been a busy week. I've put prices below for the newsletter specification we spoke about last week, please let me know if you have any feedback on them.

Artwork

Artwork is charged at two rates, depending on our brief. If we are to artwork from scratch with just pictures and text supplied to us along with clear guidance for layout, it is £30 per page. If we are supplied most of the files ready to be printed and we just have to tidy up some of the copy then it is £15 per page.

Print

12pp A4 Newsletter
Printed 4 colour process throughout
130gsm Silk
Fold, Stitch, Trim and deliver to Peacehaven Town Council

100	£183
500	£565
1000	£695
7000	£1680

If you've got any questions please feel free to contact me.

Have a great weekend.

Kind Regards
Josh Tansley
Director

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BN25 1LS

Please note my working hours have altered. I am now in Monday and Wednesday from 11:30 until 20:30, Tuesday and Thursday 9:00 until 18:00, and Friday 9:00 until 17:00.

Agenda Item: BPEC023

Committee: Business Plan & E-Communications

Date: 22/1/2020

Title: TO CONSIDER THE ACCESABILITY OF OUR WEBSITE

Report Author: Matt Gunn

Summary of recommended actions

Introduction

New regulations came into force for public sector bodies on 23 September 2018. They say we must make our website more accessible by making it 'perceivable, operable, understandable and robust'.

Existing websites that were published before 23 September 2018 need to comply with the 2018 regulations by 23 September 2020.

Analysis

The Town Clerk has received important information from the Solicitor at the National Association of Local Councils to confirm that we will not need to have a website audit before installing the Plug In.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	The computer budget for 2019/20 has £6430.00 remaining.
<u>Legal</u>	A one-year Licence will cost £1794 (inc. VAT) and a two-year Licence will cost £3229 (inc. VAT).
<u>Environmental and sustainability</u>	Existing websites that were published before 23 September 2018 need to comply with the 2018 regulations by 23 September 2020.
<u>Crime and disorder</u>	There are no direct environmental or sustainability impacts.
<u>Climate</u>	There are no direct crime and disorder impacts.

Appendices/Background papers – Test Results against WGAC2.1 standards, Email from Solicitors NALC, Front page of Text help quote.



Texthelp Ltd
Lucas Exchange, 1 Orchard Way
Greystone Road, Antrim
Northern Ireland, BT41 2RU

Tel: +44 (0)28 9442 8105
Fax: +44 (0)28 9442 8574

Email: info@texthelp.com
Web: www.texthelp.com

Texthelp Quotation

Date 8th August 2019
To Daniel Card
Peacehaven Town Council % Madison Solutions

Quotation Option 1: Full assistive technology bundle

Quantity	Product Description	Additional Notes	Subscription Cost
1	Browsealoud for Websites	1 Year Licence	£ 1,495
Total Unit Cost			£ 1,495
VAT			£ 299
Total Cost			£ 1,794

Quotation Option 2: Assistive technology bundle

Quantity	Product Description	Additional Notes	Subscription Cost
1	Browsealoud for Websites	2 Year Licence	£ 2,691
Total Unit Cost			£ 3229.20
VAT			£ 538.20
Total Cost			£ 3229.20

Confidential & Proprietary



Category

Issues

Pages

Benchmark

Overall Quality



7 pages with quality issues

⊗ 71% have issues, worse than average

Errors

0 pages with broken links or other errors

✓ 0% have issues, better than average

Accessibility



7 pages with accessibility problems

⊗ 71% have issues, worse than average

Compatibility



7 pages with browser specific issues

⊗ 71% have issues, worse than average

Search



7 pages with search engine issues

⊗ 71% have issues, worse than average

Standards



7 pages have W3C standards issues

⊗ 71% have issues, worse than average

Usability



7 pages with usability issues

⊗ 71% have issues, worse than average

Totals

10 pages and files checked

The trial version is limited to checking 10 pages and images.