



Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Civic & Events Committee held in Community House, Meridian Centre at 15:00 on Tuesday 9th June 2020

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

Attendance: Cllr Seabrook , Cllr. Gallagher

Officers in Attendance: Tony Allen- Town Clerk, Deborah Donovan - Civic Communications Marketing Officer, Matt Gunn- Marketing Assistant, Karen Bray - Information Officer, Victoria Onis - Admin & Support Officer

CCE42: Chairs Announcements

Cllr Lynda Duhigg welcomed the committee to the meeting and thanked Cllr Gallagher for attending.

CCE43: Public Question Time

No members of the public were in attendance to ask questions

CCE44: To consider apologies for absence and substitutions

Cllr Seabrook Substituted for Cllr Symonds

Cllr Millier - unwell

CCE45: To receive declarations of interest from committee members

Cllr Veck declared an interest in item: '*CCE54: To discuss the future of the Coffee Mornings and Mini Markets*', as she runs coffee mornings and markets.

CCE46: To approve and sign the non-confidential minutes of the 25th February 2020

It was agreed to approve and sign the non-confidential minutes of the 25th February 2020 as true and accurate record.

Cllr Hill Proposed

Cllr Mills Seconded

All in favour

CCE47: To Review the Committee's terms of Reference

Members of the committee were all in favour to add the following item to the Committee's Terms of Reference:-

'To strengthen communications with the committee effectively via the council's media platforms (to be reviewed regularly).

This item will be added to the next full council meeting for council approval.

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

Cllr Seabrook suggested that the committee should consider contacting a local estate agent to ask if they would be willing to organise a 360-degree video tour of the first house built in Seaview Avenue; the video could then be displayed on the PTC website and social media platforms.

Obviously, the house owner would need to be contacted in the first instance to gain permission

Cllr Paul confirmed that she has a good contact with a local estate agent in the town, who would be likely to help.

However, It was agreed that the Information officer should contact local estate agents to ask if they would be willing to produce a 3D video tour

Cllr Hill Proposed

Cllr Paul Seconded

All in Favour

FOOTNOTE: The Civic & Marketing Officer will contact Julia Winkler (Peacehaven Pioneers) as it was her proposal to celebrate this anniversary and to ask if this suggestion would fit into her plans.

CCE49: To discuss all events up to September which have been either cancelled or postponed. (Cinema and VE Day Events)

Cllr Seabrook suggested it may be a good time for us to look at providing different forms of entertainment for our residents during the pandemic. He Suggested a Drive in Cinema would be a good idea as social distancing could be possible.

Officers had received a communication from a company who would organise a drive in cinema but felt at the time that due to COVID-19 restrictions it would not be viable and risk assessments would need to be carried out and toilets open

Council members discussed this suggestion, but no decision was made

The Civic and Marketing officer advised the committee that around 100 tickets for the cinema booked on the 18th March, had been sold, but no refunds had been requested.

Cllr Paul proposed that cinema Tickets should be refunded if a request is made

Cllr Hill Seconded

All in Favour

****Cllr Veck Joined the Meeting****

The Civic and Marketing officer advised the committee that around 100 tickets had been sold for the V E Day event which was scheduled for the 8th May. She also confirmed that the Royal British Legion still wish to attend the event when we're able to reschedule

The committee agreed to re-arrange the event it once the Government allow social gatherings to commence again.

Cllr Paul proposed

Cllr Hill Seconded

All in Favour

CCE50: To advise the postponement of the first meeting of the Facilities Event Working Party, to 14th July or sooner

It was agreed that the information officer should contact working party members and Councillors to convene a meeting before 14th July

CCE51: To advise that sponsorship agreement from Barratt Homes and S E Water has been re-negotiated for the 2021 Summer event

The Civic and Marketing Officer advised the committee that Barratts Homes and SE Water had agreed to roll their sponsorship agreements over to the 2021 summer fair.

CCE52: Wrestling

It was agreed to cancel the wrestling event which was scheduled for the 24th October

Proposed by Cllr Hill

Seconded by Cllr Veck

CCE53: CIVIC EVENTS:

- **Armed Forces Day**
- **V J Day**
- **Remembrance Parade & Service**

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. Photographs will be taken & published on social media

V J Day – August 15th –

Advice received from the Queen's Pageantmaster:

(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.

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

The Committee unanimously agreed to follow proposals for each event which were outlined by the Civic and Marketing Officer

Cllr Seabrook recommended that an event at Howards Peace Park on the 21st of September 2021 for International Peace Day could be considered, should gatherings be permitted again.

CCE54: To discuss the future of the Coffee Mornings and Mini Markets

*Cllr Veck declared an interest in this item as a hirer of these facilities**

Following discussion the Committee agreed to refer this item to the next Facilities & Events Working Party meeting.

CCE55: To note a deposit of £200 was paid to Paella Inc. who will supply the food when the Mayor's Reception goes ahead – Entertainment on hold

The Committee noted this Item

CCE56: To discuss the Christmas Market event

Cllr Seabrook proposed an outdoor frost fair on the road leading up to PCS school, if we could obtain a road closure notice.

After a lengthy discussion it was agreed to cancel this year's Indoor Christmas Market but to look into an alternative event to be held outside

Cllr Veck Proposed

Cllr Hill Seconded

Cllr Simmons abstained.

CCE57: Carol Concert

It was agreed to look at an alternative type of event instead of the traditional carol concert held in Community House to maybe include street carol singers.

The Civic & Marketing Officer noted that she would put this proposal to all of the Church Leaders, as this event is recognised as an altogether Community event arranged by the Council and Churches.

It was also mentioned that perhaps a virtual carol concert could take place, involving members of the community and clergy.

Cllr Hill Proposed

Cllr Veck Seconded

All in Favour

FOOTNOTE: If a virtual concert was arranged a 'go fund me' or 'just giving' could be attached for the public to donate direct to the Mayor's charity (Seahaven Food Bank)

CCE58: To discuss and decide community objectives for the Peacehaven Town Council internal Business Plan

This item was deferred as the Internal Business Plan will be discussed at the next Full Council Meeting.

CCE59: To consider the organisation of outside markets & who would manage this

After discussion the Committee agreed to refer this item to the next Facilities & Events Working Party meeting.

CCE60: The Youth Mayor - to discuss and decide whether the role is working and if PTC should continue to support this position

It was agreed to ask council to temporarily suspend the role of Youth Mayor during the coronavirus situation, but to contact Peacehaven Community School to talk about the role when it is appropriate to do so.

Cllr Paul proposed
Cllr Veck seconded
All in favour

This proposal will be on the next full council agenda to be ratified.

CCE61: To Confirm the Date of the Next Meeting

The Next Meeting date is confirmed for the 20th October 2020

FOOTNOTE: If the Facilities & Events Working Party need authorisation to organise events, an earlier meeting maybe called

***Meeting Finished at 5:00PM**

Notes taken from Civic & Events Community Working Party

Wednesday 17th June 2020 7pm via Zoom

Present; Cllr Duhigg, Cllr Veck, Cllr Paul, Cllr Hill, Cllr Symonds

Attendance: Alison Standing, Tracy Pickett Sheila Eastman (part of meeting)

Officers in Attendance; Deborah Donovan civic and Marketing officer, Matt Gunn Marketing Assistant, Karen Bray Information Officer

The chair welcomed everyone and explained the protocol of attending a zoom meeting.

Mrs Donovan explained the role of working parties

Item 1 COFFEE MORNING AND SATURDAY MARKETS, TO DISCUSS: -

- IF WE SHOULD SEND LETTERS TO CHARITIES TO BOOK FOR NEXT YEAR
- IF WE SHOULD ASK A CONTRACTOR TO RUN THE COFFEE SHOP
- SHOULD WE KEEP FRIDAYS AND SATURDAYS FOR CHARITIES ONLY?

It was decided that coffee mornings & foyer hire run Monday -Thursday by one person/contractor and Fridays will be run by Charities only.

The markets will be run as current by the Market Manager Roy Elmer each Tuesday Thursday and Friday.

It was decided that Saturday coffee mornings and Mini markets will continue to be organised by the charities unless these cannot be filled then a private hirer would be offered the date.

Cllr Duhigg asked if the charities could book the hall as the foyer in the week; unfortunately, this is not possible as the market as the market manager will be organising the weekly markets.

ITEM 2. THE POSSIBILITY OF HIRING THE DELL/CENTENARY PARK FOR THE PURPOSE OF OUTSIDE MARKETS/CAR BOOT SALES AND TO DISCUSS A HIRE FEE: -

Car boots can go ahead with full covid-19 risk assessment produced by the hirer

Cllr Paul: stated that if held at Centenary Park the event would interfere with the already established Park run and Football training is just about to restart

Cllr Symonds noted that the small car park in centenary park would be very tight for parking .as well as everything else that actively goes on at the sports area.

Tracey Pickett; stated that stall holders would prefer Centenary Park as the foot flow would be better on a Saturday.

It was suggested that we speak to the coop and ask if we could use their car parks or the Meridian Centre or the Meridian Centre Mall (Classed as indoors) and also to contact East Sussex to ask if there is a possibility of using the Joff field .

Tracey Pickett advised that the market/ car boot is now open at the Brighton Racecourse and that the social distancing is be adhered to; the toilets are open, but they do not have any food vehicles

Cllr Paul said that the ideas are wonderful, but the council need to be double careful and we are a governing body and we should not be giving any permission until the government say so

Cllr Veck stated that the hire charge for the dell was too pricey at £150.00 and £50.00 deposit hence why people will not use it.

A Dog show was discussed to be held in Centenary Park in aid of the Mayor Charity (Seahaven Food Bank) , It was agreed that this event should be postponed until September time or when it's safe to do so, when the toilets will be open and the risk of gatherings of more than 6 will hopefully be more relaxed .

Cllr Veck asked could we have a combined car boot and Dog show it was agreed that this will be too big and a risk what with covid 19

Matt: highlighted that no gatherings at this stage.

Cllr Veck; highlighted Car boots are different restrictions; Dog show is an Event is regarded as an event and is not allowed to run; open markets can run.

Tracey Pickett: advised that a group of face bookers and putting together a car boot in your own garden and a map will be given to where they will be held at the homeowners own safety and has proved very popular in Brighton .

ITEM 3. CHRISTMAS MARKET; TO DISCUSS

it was agreed that a Christmas market or Frost fair should go ahead but outside, during the months of December to February. this would give people something to look forward. Most residents will put up with the weather

This event could include -A frozen Competitions, dance show a magician and stalls and carol singers along with Peacehaven players to dress up,

A supportive team of Cllrs , staff & volunteers would need to arrange this type of event as these things take a lot of time and effort on a zero budget but must be adjustable to change at the last minute due to the current situation of covid 19.

Alison agreed to contact Paradise Park if they will supply any sheds for the frost fair

Cllr Symonds suggested that we ask local businesses if they would be happy to sponsor a shed.

It was agreed that something should happen at Christmas

ITEM 4. TO DISCUSS AN ENQUIREY TO HOLD AN OUTSIDE CINEMA ON CENTENARY PARK AND TO DISCUSS A HIRE FEE

A full Risk assessment and public liability insurance would be required covering all aspects of covid-19 A discussion of how the potential hirer would marshal the cars, lighting and random people walking onto the field.

It has been requested that 65 cars should easily fit on the big park for the showing which was reduced from the original request of 150 cars. The film will be organised with radio contact, no price was given to how will be charged. Food could be ordered from the café and will be delivered to cars; gates would open at 6.30-11pm.

There were concerns that people sitting in their cars for 4.5hours and the possibility of flat batteries, also we have just paid out for the football pitches to be top dressed.

note that the toilets are currently not open, and the hirer requested all toilets to be open a risk assessment should be provided.

The hire charge for Centenary Park was discussed the previous council had agreed a charge of £300 half day and £500 for a full day, Could a large deposit to be taken ? it was that parks officer and cllr Griffiths look at the prices and review and then to take this suggestion to full council by Tuesday 30th June .

Matt advised that the last L&M manager compared the price with surrounding areas, Brighton charges are astronomical, Seaford charge £500.00 for the Martello Towers,

Full council will need to decide how much to charge the cinema for centenary park at their next meeting

ITEM 5. CAROL CONCERT UPDATE

Collaboratively, the churches have agreed that the come Together Carol Concert should not go ahead this year at Community House. Each Clergy advised that if the Government relaxes the 2m distance and social gathering then they would be able to hold their own carol singing in their own churches

ITEM 6 TO RECEIVE AN UPDATE ON THE PROPOSED 100TH CELEBRATIONS MARKING THE FIRST STAGE HOUSED BUILT IN SEAVIEW AVENUE

Mrs Donovan reported that she had received an e-mail from Historian Julia Winkler who sent details of a house called Pax Holt, dated 2021.

It was suggested that perhaps a blue plaque could be presented to the owner to mark the date of the building. Matt suggested that English Heritage could be contracted about the plaque.

If the celebrations go ahead this year to mark the occasion, a display could go into the window of one of the vacant shops in the Mall, failing that photos and could be published on social media.

Mrs Donovan will contact Julia Winkler again to asked if she would prefer to wait until 2021 to arrange an event then.

Cllr Symonds suggested that we could find the oldest resident in the town for an interview for the E-News.

The Chair asked the working party if there were any other events, they would like to see arrange in Peacehaven. it was suggested that we ask the resident what they would like to see by doing a survey.

Alison has agreed that she is happy to put this onto her face book page

Meeting ended at 9.30