



# PEACEHAVEN TOWN COUNCIL

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## **Councillors on this Committee:**

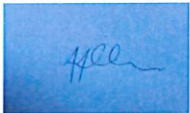
**EX OFFICIO** Cllr. C Cheta (Chair of Council), Cllr. J Harris (Deputy Chair of Council),

Cllr L Duhigg (Chair Committee), Cllr G Hill (Vice Chair), Cllr A Goble, Cllr D Paul,  
Cllr L Mills, Cllr E Simmons, Cllr W Veck, Cllr A Milliner, Cllr L Symonds

24<sup>th</sup> March 2021

Dear Committee Member,

You are summoned to a meeting of the **Civic and Events Committee to be held via zoom on Tuesday 30<sup>th</sup> March 2021, commencing at 7.30pm**



Tony Allen  
Town Clerk

## **A G E N D A**

1. **CCE103 CHAIRMAN'S ANNOUNCEMENTS**
2. **CCE104 PUBLIC QUESTIONS**  
There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters  
Please email the Town Clerk for access to this on-line meeting
3. **CCE105 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
4. **CCE106 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
5. **CCE107 TO ADOPT THE MINIUTES OF 19<sup>TH</sup> JANUARY 2021**
6. **CCE108 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**
7. **CCE109 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**
8. **CCE110 TO RECEIVE THE NOTES FROM THE CCE WP**
9. **CCE111 UP-DATE ON THE PEACEHAVEN COMMUNITY AWARD**
10. **CCE112 TO NOTE: TO WORK WITH THE ROYAL BRITISH LEGION TO MARK THE TRBL CENTENARY YEAR ON 28<sup>TH</sup> AUGUST.**

11. CCE113 TO TAKE FORWARD ITEM C718 WHICH WAS AGREED AT COUNCIL ON 9<sup>TH</sup> MARCH AND ARRANGE THE FIRST WORKING PARTY MEETING.
12. CCE114 TO UP-DATE THE CCE SECTION OF THE BUSINESS PLAN (TO INCLUDE THE HISTORY PROJECT)
13. CCE115 TO NOTE THE CHAIRMANS REPORT FOR THE ANNUAL REPORT TO BE COMPLETED BY 15<sup>TH</sup> APRIL

DATE OF NEXT MEETING OF THE COMMITTEE – 8<sup>th</sup> June 2021



# **PEACEHAVEN TOWN COUNCIL**

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## **Draft Minutes of the meeting of the Civic & Events Committee held via Zoom at 7.30pm on Tuesday 19th January 2021**

**Present:** Cllr L Duhigg, Cllr Hill, Cllr D Paul, Cllr L Mills, Cllr A Milliner, Cllr L Symonds, Cllr E Simmons

**Officers:** Deborah Donovan - Civic & Communications Officer, Karen Bray- Information Officer, Victoria Onis - Admin & Support Officer, Marketing Assistant - Matt Gunn, Michelle Edser – SPO

**Public:** Tracey Pickett – Market hirer.

### **1. CCE94 CHAIRMAN'S ANNOUNCEMENTS**

Chair welcomed everyone to the meeting.

### **2. CCE95 PUBLIC QUESTIONS**

Tracey Pickett the current market hirer for Friday's, would like to request that once Covid restrictions have eased and the Markets are safe to run that Bob Pickett and herself be approved to also run the Thursday markets and any other days which are available on a permanent basis in 2021.

The Chair requested that Mrs Pickett put forward her request in writing to the Town Clerk and this will be responded to once discussed offline; there are many issues to consider with current Covid restrictions and other Market hirers.

### **3. CCE96 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

No apologies received from Cllr Veck and Cllr Goble

### **4. CCE97 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest

### **5. CCE98 TO ADOPT THE MINUTES OF 20<sup>th</sup> OCTOBER 2020**

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

### **6. CCE100 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

This item was discussed and there were no relevant issues raised as there was still sufficient money available, however, COVID-19 had affected some income to marketing



**7. CCE 101 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

The SPO updated the Committee, noting that this item will now be on each Committee Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and ideas for the Action plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings.

**8. CCE102 TO DISCUSS FUTURE EVENTS FOR 2021**

The Civic Officer, reported to the Committee that the NHS Day will be on the 5<sup>th</sup> July, this is a National day everyone in the country who will be commemorating the NHS and all key workers. Mrs Donovan would like to work towards organizing an event for this.

It was resolved to work towards creating an Event to commemorate NHS Day.

**Proposed** Cllr Hill

**Seconded** Cllr Paul

**All in favour**

**Cllr Hill** – Proposed an **Annual Peacehaven Community and Business Award** for individual or groups, which will also be extend to local shops and businesses.

This award would be a thank you to volunteers who work within the community – a single person or group of people to hold the award for a year, names would be inscribed on the award, ideas for an award would be a wooden rose bowl or a plaque.

The proposal for the Annual Peacehaven Community and Business Award was agreed and it was resolved for the Information Officer, to organise a working party to move this forward.

**Proposed** Cllr Hill

**Seconder** Cllr Simmons

**All in favour.**

The Civic Officer updated the Committee on Diary Dates for Events in 2021

- **March International Womens Day** – marked with social media posts
- **April - Virtual Easter Events** – Easter hat competition. Open to all of the community, will be displayed in a unit in the Meridian Centre, launch this competition in March
- **8<sup>th</sup> May - VE Day**
- **May - Mayor Making**
- **16TH June - Sussex Day** – The Sussex flag will be raised in Meridian Park with a Sussex themed event (if restrictions allow)
- **23<sup>rd</sup> June - National Writing Day**. Promote this via social media & E-News
- **27th June - Armed forces day.**
- **July – Summer Fair cancelled**
- **July 5th NHS Day** – further details to follow
- **15<sup>th</sup> August – VJ Day**
- **September** -Note to include a questionnaire in this month's E news for residents to give their ideas for 2022 Events
- **23<sup>rd</sup> Oct – Wrestling**
- **Oct - Pumpkin Competition** open to all ages
- **November** – Possible Royal British legion 40s event (if restrictions allow)

- 5<sup>th</sup> Nov – Bonfire night – advertise on social media for Bonfire night themed pictures to display. Open to all ages.
- 14<sup>th</sup> Nov - Remembrance Day
- 10<sup>th</sup> Dec - Carol Concert
- 11<sup>th</sup> Dec - Christmas Market

The proposed Events were discussed in detail and it was agreed that the ideas will be taken forward to the Working Party

There was a suggestion for Members to help raise the profile of the council using social media was discussed, however this would need to be managed and monitored and adhered to following the media policy.

It was resolved that due to the continuing Covid situation, the Summer Fair will not be organised this year

Proposed Cllr Hill  
**Seconded** Cllr Paul  
**All in favour.**

NB: The Civic and Marketing Officer mentioned that she has submitted a presentation towards the Civic Officers Award to the National Civic Officers Association, the prize would be £500 to the winning council. This award is open to all Civic Officers nationally so there is a lot of competition.

**DATE OF NEXT MEETING OF THE COMMITTEE – 30<sup>TH</sup> March 2021**

There being no further business, the meeting closed at 21.00



10:23 Detailed Income & Expenditure by Budget Heading 18/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
4348 Civic Gifts	89	200	111		111	44.6%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Mayors Badge	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<u>72</u>	<u>2,400</u>	<u>2,328</u>	<u>0</u>	<u>2,328</u>	<u>3.0%</u>	<u>0</u>
4331 Mayor's Allowance	374	1,500	1,126		1,126	24.9%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	906	0	(906)		(906)	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	<u>1,299</u>	<u>3,750</u>	<u>2,451</u>	<u>0</u>	<u>2,451</u>	<u>34.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,371)</u>	<u>(6,150)</u>	<u>(4,779)</u>				
<b>120 Marketing</b>							
1048 E-News Advertising	350	500	150			70.0%	
1049 Banner Board	3,032	6,500	3,468			46.6%	
1301 Filming	490	0	(490)			0.0%	
Marketing :- Income	<u>3,872</u>	<u>7,000</u>	<u>3,128</u>			<u>55.3%</u>	<u>0</u>
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	<u>0</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>0.0%</u>	<u>0</u>
4328 Website	862	2,000	1,139		1,139	43.1%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	<u>1,011</u>	<u>3,000</u>	<u>1,990</u>	<u>0</u>	<u>1,990</u>	<u>33.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,862</u>	<u>2,800</u>	<u>(62)</u>				
<b>Grand Totals:- Income</b>	<u>3,872</u>	<u>7,000</u>	<u>3,128</u>			<u>55.3%</u>	
<b>Expenditure</b>	<u>2,381</u>	<u>10,350</u>	<u>7,969</u>	<u>0</u>	<u>7,969</u>	<u>23.0%</u>	
<b>Net Income over Expenditure</b>	<u>1,491</u>	<u>(3,350)</u>	<u>(4,841)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>1,491</u>						





## CIVIC & COMMUNITY EVENTS CCE109

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To improve the communication with the wider community in Peacehaven – suggestions included Enews/general advertising on social media/banner boards/ updating the website.	Marketing Assistant			Ongoing	
Improve PTC Website	Marketing Assistant	Improve UX	Recently changed colours and front-page format,  Made some pages easier to navigate,  Introduced BrowseAloud to meet the highest standards for web site accessibility.	Ongoing	
To utilise the existing boards in the town for private advertising.	Marketing Assistant	Promote the advertising space amongst the business community	First Six-week Rental booked from 21 <sup>st</sup> Dec.	Ongoing	

Filming in the Town	Marketing Assistant	Improve website to encourage more local film producers to use our town as a location for filming	Filming page has been updated on our website. New form created for potential customers. A few enquires already.	Ongoing	
Peacehaven Town Council logo would benefit from being sharpened up and it has been agreed to contact the original designer to see if the design could be enhanced.	Marketing Assistant	Contact original designer	MA spoken to original artist and a graphic designer from Madisons. Logo can't be sharpened.		
To review and improve our hiring charges to introduce maybe a discount, to encourage people to come back to us.	CMO INFORMATION OFFICER	Advertise discounted rate online. Contact all previous hirers.			
To reinstate the Youth Mayor when it is safe to do so.	CMO MA	Contact PCS Again			
Creation of coffee mornings and events once Covid restrictions permit	CMO MA Information Officer	Organise events to encourage residents to return to CH.			

Promote Peacehaven town Identify unique features to promote	Civic and Marketing Officer Marketing Assistant	Revisit logo and brand. colours, text etc	Refresh Website Colours/branding.	Report Sept 2020	
To build an inclusive Society To build and establish the Youth Project Started in 2019	Civic and Marketing Committee Civic and Community Events	Review existing arrangements/set a plan to support youth	Budget allocated for session at the Joff. Link with ESCC Youth Services	Report Progress Sept 2020	
Bringing Sussex Police into the heart of the Community	Admin Officer Marketing Assist Reporting to? Civic & Community Events Committee	Encourage police to use base in Community House. Encourage closer links between PCSO and PCS	Difficulties contacting PCS	Report Progress by Sept 20	
Develop a schedule of events to include all sectors of the demographic	Marketing Assistant Civic and Marketing Officer Civic and Community Events Committee	Plan to be drawn up to include all sections of society	Full 12-month plan produced but all events postponed or cancelled due to covid-19	Report Progress Sept 2020	
To Create a Peacehaven History WP	Civic and Marketing Officer				





## **Agenda CCE110**

Meeting minutes for the CCE/Events Working Party

Wednesday 10th February at 2pm

Attendees Cllr G Hill, Cllr L Duhigg, Cllr D Paul, Debbie Donovan, Matt Gunn, Karen Bray

### **Peacehaven Community ward**

It was agreed at the meeting to go ahead with the Peacehaven Community award

It will be advertised on social media Facebook and the ENews and Matt will design a poster.

Nomination forms and a covering letter have been created.

This award will be open to everyone.

It was suggested that local businesses could be contacted to sponsor the award.

3 judges will be created this will be one officer and 2 Councillors.

Mr Chris Duhigg has offered to make a rose bowl or something that looks like a clock for the overall winner, certificates will be made for all entries, and a small gift of recognition for the winner.

To research the cost of small shields to fit the plaque and advice Mr Duhigg of the size. Karen to create a score sheet for the judges. Deadline 16<sup>th</sup> April

The winner will be presented at the Annual Town Meeting 6<sup>th</sup> May.

**Volunteer week** was agreed, and that social media advertising to be carried out by Debbie and Matt.

**Sussex Day** it was agreed that we would have social media post for this day and for 2022 the Summer fair will incorporate Sussex specialities.

**National Writing day** it was agreed we would have social media presence and invite residents to send in their stories.

**Party in Park** it was agreed that this will be postponed until further notice due to Covid19 and it could be discussed later about this joining the 2022 Summer Fair.

**Carve a Pumpkin** it was agreed that we would promote this again and ask the residents to bring in their pumpkins to be judged.

**Pictures of Fireworks** it was agreed to ask residents to send in their pictures so we can advertise in the window of Kione of the shop units.

**Christmas Frost Day** agreed to for another meeting and more discussions.

Karen to find out how much marques are to hire for the Christmas Fair.

The meeting closed at 3pm





## **Civic and Community Events**

Agenda Items: CCE111

Committee: Civic and Community Events

Title: **Peacehaven Community Award**

Date: 22/3/2021

Report Author's: Matt Gunn

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### **Summary of Recommended actions**

To postpone the Community Award to 2022 when hopefully the Covid-19 restrictions are lifted.

### **Introduction**

At the last Community Events Working Party meeting the members agreed to create a Peacehaven Community Award to hopefully shine the light on the brilliant work of an individual who has given their time and energy, throughout the pandemic.

### **Background**

The Community Award has been published on our Website and has been frequently posted onto our various social media accounts, as well as being published in our E-news and the 3VA newsletter. The award has also been advertised in the Sussex Express village news on a couple of occasions.

Unfortunately, so far we have not received a single nomination.

### **Analysis**

By discussion and review the committee should decide whether they wish to go ahead with the Community Award this year or postpone the Award until 2022.



## **CCE 112 TRBL Centenary Event**

Dear Deborah,

I am happy to now provide more information regarding our Centenary plan.

In general, the County will be relaying a Torch of Remembrance across both East and West Sussex, stopping at and passing on the torch to various British Legion Branches along the route. It is planned to start at Rye in the East and culminate at Wittering in the West. (The RBL combines both counties for admin reasons) We are aiming to start this on Monday 23<sup>rd</sup> August and end on Saturday 28<sup>th</sup> August.

This end date is where we would ask for your assistance. We are asking as many Councils across both counties who have access to Beacons, to light their Beacon at a set time on this Saturday evening as a mark of Remembrance and celebration of the Centenary. We are requesting that you take responsibility for the Filling, Lighting, Safety and Dampening. We ask this of you as you would have the skills and experience already in place?

We hope to engage the local branch or nearest one to you, to organize a small ceremony at the same time, possibly a Bugler playing 'The Last Post', a few words recited by the Branch Chairman? We are, at the same time this request goes out to you talking to all our Branches enlisting their involvement in some way.

We realise this is not a simple task and thank you in advance for your assistance.

Regards  
Stephen Leonard  
Remembrance Lead  
Sussex County  
TRBL

### **CIVIC OFFICER'S REPLY**

Dear Stephen,

Thank you for your email.

We will be honoured to mark the TRBL Centenary on Saturday 28<sup>th</sup> August and to work with our local RBL branch to deliver the event; I have copied the chairman, Johan Janse van Vuuren into this response.

We have a mobile beacon, which will be sited on this occasion, at our war memorial site. I have also included our Bugler and Town Crier in this email, so they can mark this special date in their diaries.

I look forward to further instructions relating to specific timings, especially when the beacon should be lit.

Kind regards,  
Deborah Donovan  
Civic and Marketing Officer





**Agenda Item:** CCE113

**Committee:** Civic and Community Events

**Date:** 30<sup>th</sup> March 2021

**Title:** Peacehaven History Working Party

**Report Author:** Deborah Donovan, Civic & Marketing Officer

**Purpose of Report:** To agree a date to official form a Peacehaven History Working Party

### **Introduction**

It is evident that there is a need to document the towns history. Peacehaven is rapidly changing and is losing some vital landmarks and artifacts.

### **Background**

Cllr Duhigg and I have been researching some of the town's history over the past couple of months.

We realise the need to document and salvage historical items otherwise they could be lost for ever, i.e., the history of the Meridian Centre and the changes it incurred during its 40+ years. There is a lot of public interest to help form this group.

Suggestions have been made to create a virtual museum on the PTC website (which is currently being researched), this could lead to many more avenues, a book, historic trail etc.

### **Analysis**

A need for recording vital information which will form Peacehaven's History.

### **Conclusions**

With support and help the C&M officer is happy to research and document information when available; this will be an ongoing project for PTC.

### **Recommendations**

The proposal was agreed at the full council meeting on 9<sup>th</sup> March to take is project forward and for this committee to arrange a date to form a Peacehaven History Working Party.

It has been recommended that no more than 3 interested councillors, 2 officers and 4 members of the public form this working party, all should be fully committed to participate.

### **Implications**

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

### **Financial**

- Budget provision?

Initially there will be no financial implications, however, once the project gets underway it may be useful to manage a small budget.

It is assumed that grants in this field could be applied for.

**Legal**

Research will be achieved lawfully if copyright is required this would be investigated and applied for.

**Health & Safety**

Permissions would be sorted to enter any premises and safety items would be worn if applicable.

**Social value**

Community benefits?

The help from the community will form the foundation to this Working Party.

**Climate**

To salvage items for prosperity for generations to contribute to, learn from and enjoy.