

Agenda Item: BPEC101
Committee: Business Development
Date: 25th August 2021
Title: Internal Business Plan Review 2020-21
Report Authors: Senior Projects Officer
Purpose of Report: To provide a progress review of the Internal Business Plan 2020-2021

Introduction

The attached update is provided further to the ratification of the Internal Business Plan (IBP) for 2020-21.

Background

It has been an extremely busy time for both Staff and Councillors and this report identifies the progress that has been made against last years IBP since July 2020.

Analysis

See the updated IBP plan attached, updates have been provided in terms of activities undertaken, current position and objective achievement status using the progress key is as follows:

GREEN - ACHIEVED

AMBER - ON-GOING

RED - NOT YET STARTED

The majority of projects are on-going, some are completed and a few are yet to commence. Notes have been added where appropriate. Overall a great deal of progress has been made.

Conclusions / Recommendations

To note the attached review.

To input to the developing the 2021-22 IBP

To ensure the internal business plan should remain as a standing item on all committee agendas, with shorter term detailed tasks and projects set out in committee action plans.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• Due diligence and financial management
<u>Legal</u>	<ul style="list-style-type: none">• UK Financial and Planning Laws• Council Powers/Duties• Lease/landlord/landowner responsibilities
<u>Health & Safety</u>	<ul style="list-style-type: none">• Safer Roads
<u>Planning</u>	<ul style="list-style-type: none">• Planning Act 1990, current local / national policy
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• Sustainable accessibility to local services

<u>Crime and disorder</u>	<ul style="list-style-type: none"> • CCTV
<u>Social value</u>	<ul style="list-style-type: none"> • Potential for charities/voluntary organisations • Support for those in need • Links with youth services, DWP • Inclusivity • Community benefits
<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint of utilisation and creation of any new buildings

Appendices/Background papers

REVIEW OF INTERNAL BUSINESS PLAN 2020-21



REVIEW OF INTERNAL BUSINESS PLAN 2020-21

Projects and Responsibilities as Approved by Full Council 28th July 2020

Previously Agreed Goal and Vision Statement: *"To create a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment, encouraging and supporting businesses ensuring Peacehaven is a healthy and thriving community for residents and visitors alike."*

Previously Agreed Key Strands and Objectives:

Financial - To establish financial stability

Environment - To seek to improve Air Quality and take measures to create a "Green Town"

Place - To create a sustainable and visually attractive Town

Community - To build an inclusive, healthy and vibrant community

Business - To make Peacehaven Town the first choice for locating a business

Updates provided below for period July 2021 to July 2022 re: Activities Undertaken, Current Position, Objective Achievement - progress key:

GREEN - ACHIEVED

AMBER - ON-GOING

RED - NOT YET STARTED

FINANCIAL: To Establish Financial Stability

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
To ensure all Committee Chairs are provided with relevant up to date financial reports. All Committees to take responsibility for the management of their budget.	RFO Town Clerk Committee Chairs Reporting to P&F	Financial data now included in Committee Meeting Reports	Budgets reviewed at every Committee, spending always considered against budget	If funds are required, they are to be identified at Committee
To rebuild General Reserve ratio to 50% of Precept	RFO Town Clerk Reporting to P&F	Pro-active Management of Budgets and active forward planning taking place. Covid 19 lockdown has reduced outgoings	Each Committee taking responsibility. Reduced spending	Resulted in approx. now 40% reserves
Increase income streams Reduce costs and efficiency savings	Town Clerk/RFO Officers and Councillors Reporting to P&F	Analysis started of potential income sources. Covid 19 lockdown, fewer outgoings (building usage, staff costs)	Review of income to continue Home working, reopening and hybrid policies being developed	
Monitor and allocate Section 106 and PTC CIL Prepare Project bid for LDC CIL	SPO RFO/ FO Reporting to P&F	Identify projects Maintain a financial spreadsheet Liaise with LDC CIL Officer	Projects identified and spreadsheet created 2 x CIL bids granted in 2021	Achieved now on-going. Need to ensure regular reporting to P&F, Full Council

ENVIRONMENT: To Seek to Improve Air Quality and Take Measures to Create a “Green Town “

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
Within Peacehaven Town Take steps to increase Carbon Capture To examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality	Senior Project Officer Climate Emergency WG LA & Environment	Environmental Audit Including Air Quality started Workshops attended	Climate Change Working Party formed and currently active	
LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc	Reporting to LA & Environment Senior Caretaker Parks Officer	Single use plastics policy set out ting out policies with actions and outcomes required	Climate Change Working Party taking on this action Review of inside and outside buildings	“Champion” to be identified
To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wildflowers, planter flowers, trees and bushes throughout the Town	Parks Officer Steering Group NDP L.A & Environment	Management Plan started May 2020 Audit completed by PTNPSG Trees Survey commissioned	Reports and action list now to be completed (aim September 2021)	
Identify car free areas Install electric Charging points Liaising with ESCC	SPPO P & H Committee	Audits underway by PTNPSG (Design Guide) Contacts and policies identified at LDC/ESCC	Welcome Back fund successful bid. Ensure future developments have Electric Vehicle Charging points – review pros and con’s	

Increase the use of Sustainable Transport i.e. buses, cycles and walking cycling routes, walkways. Installation of cycle racks	SPPO Parks Officer Reporting to P&H/PTNPSG	Contacts established. Discussions on-going with ESCC and B&H Buses re: improving active / sustainable travel	Public consultation survey underway (through Bus Dev Cttee). Analysis reports to be prepared	
Carry out regular inspections for risk and health and safety of open spaces	SPPO Parks Officer L.A.& L Committee	Audit sheet/format set up and audits being carried out	Reporting / governance to be established	

PLACE: To Create a Sustainable and Visually Attractive Town

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
To Complete the Peacehaven and Telscombe Neighbourhood Development Plan To Implement the NDP after examination.	Town Clerk SPO (Planning & Bus Dev) Steering Group All Councillors and Officers	All possible means to gather Public Participation to be explored Appoint Senior Project Manager	PTNPSG teams working to gather evidence. Draft NP Report produced, submission to LDC aim Autumn 2021	
Create walkways and cycle paths through Peacehaven town Improving the Public Realm	SPO (Planning and Bus Dev) P&H Steering Group	Audit of furniture completed. Litter removal commenced. Fencing repaired ,improvements commenced.	Dell improved Fencing & gates at Centenary Park Further action plans to be devised	
Protecting and enhancing the landscape	LA & E Committee P&H Committee Steering Group SPO (Planning & Bus. Dev)	Chapters written within NDP re: clear views to sea and SDNP. Volunteers involved	NDP chapters to link with local green spaces report Viewpoints identified	
Improve and upgrade the Public Realm	SPO (Planning & Bus Dev} Planning and Highways Steering Group	Quality of urban realm reviewed as part of NDP Design Guide (now produced)	Successful bid to “Welcome Back” fund Need to ensure Design Guide is followed	

Long Term Future for The HUB Community House	S.PO (Planning & Bus Dev) Bus. Dev & E Comms Committee	Community House Business Plan started by C&CE. Short term improvements made, SPO and Bus Dev. Committee to facilitate plans for long term	Set up workshops for all Cllrs and Staff to input. Identify new WP's as appropriate	
Developer Liaison Group	SPO (Planning & Bus. Dev. Planning & Highways Committee	Establish which Developments to be followed Information to be obtained from LDC Planning	SPO, Cllrs from P&H, Chair of NDP Steering Group. Mtgs set up and attended. Not currently required due to SPO role, P&H actions & regular Chalkers Rise mtgs with LDC	Complete Can re- start in future as needed
Community Energy Scheme	Senior Projects Officer NDP Steering Group P&H	Links with Dr Earthey and Ovesco established. Potential sites identified	Arrange feasibility assessments & report back	
Infrastructure future-proof Devolution of Car Parks and Parks from LDC	Senior Projects Officer P&H	Car parks granted ACV status	WP to be established to consider long terms plans and report back	

COMMUNITY: To Build an Inclusive, Healthy and Vibrant Community

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
Promote Peacehaven town Identify unique features to promote	Civic and Marketing Officer Marketing Assistant	Logo refocussed Communications Officer in place	Branding still for review	
Improve communication with the wider community in Peacehaven	Marketing Assistant Civic and Marketing Officer Business Development and E Comms Committee	On-going Communications Officer in place	Bus Dev Cttee and Comms Officer developing communication strategy	
Bringing Sussex Police into the heart of the Community	Admin Officer Marketing Assist Reporting to Civic & Community Events Committee	Encouraged police to use Community House. Close working established e.g.: Safer Roads Closer links between PCSO and PCS being formed	Contacts improved with PCS, more to do	
To build an inclusive Society To build and establish the Youth Project Started in 2019	Civic and Marketing Committee Civic and Community Events	Joint WP established Links made with ESCC Youth Services	Work on-going, will be reported back	

To improve the health and recreation facilities in Peacehaven Town	SPPO Marketing Assistant Civic and Marketing Officer Leisure & A	Playing Pitch Strategy produced by LDC Green Space Assessment Produced by LDC Contact made with Football Club	Audit started Further reports to be produced	
Develop a schedule of events to include all sectors of the demographic	Marketing Assistant Civic and Marketing Officer Civic and Community Events Committee	Plan started by CCE Cttee to include all sectors of society	Plan started by CCE Cttee To be reported	

BUSINESS: To Make Peacehaven the First Choice for Locating a Business

Project (Approved 28/7/20)	Responsibility (Approved 28/7/20)	Activity Undertaken UPDATE	Current Position UPDATE	Objective Achieved / Notes
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions	SPO (Planning and Business Dev) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms Committee	Reports completed by University of Brighton Students	Research with Chamber of Commerce report to be prepared by SPO , Business Development Committee underway	
Develop a strategy for advertising and promoting Peacehaven town as a place to do Business	SPO (Planning and Business Dev) Marketing Assistant Civic and Marketing Officer Bus Dev & E Comms Committee	Produced initial advertising package for businesses	Further plans being developed by Comms Officer	
Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven town	As above	Regular attendance at CoC Breakfasts	Further contacts to be established with major employers	

To work closely with local universities and the greater Brighton business partnership		University work / links established Steering Group SPO / Bus. Dev and Communications Committee		
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GLOSSARY OF TERMS

Committees

P & F	Policy & Finance
LA&E	Leisure, Amenity and Environment
P&H	Planning and Highways
BD&Comms	Business Development & Communications
C&CE	Civic & Community Events
PTNPSG	Peacehaven and Telscombe Neighbourhood Development Plan Steering Group

Officers

TC	Town Clerk
AO	Administrative Officer
SPO	Senior Project Officer (Planning & Business Development)
RFO	Responsible Financial Officer
FO	Financial Officer
CCE	Civic and Community Events Officer
CO	Communications Officer
SC	Senior Caretaker
PO	Parks Officer

Agenda Item: BPEC102
Committee: Business Development
Date: 25th August 2021
Title: Internal Business Plan DRAFT 2021-22
Report Authors: Senior Projects Officer
Purpose of Report: To facilitate discussion re: DRAFT Internal Business Plan 2021-22

Introduction

The DRAFT Internal Business Plan (IBP) for 2021-22 is attached as Appendix 1. This has been produced further to the ratification of the Internal Business Plan (IBP) for 2020-21 in Summer 2020 and the analysis of progress undertaken on that plan (reported separately at this meeting). It is clear that a great deal of progress has been made on the 2020-21 version which now needs to be built upon.

Background

The draft as per Appendix 1 was circulated to all Councillors on 12th August 2021 by the Communications Officer. All Councillors, Officers & Committees were asked to review the document and return comments by 17th August in time for collation and discussion at this meeting. It was highlighted that the projects have some suggested "Owners" in terms of responsibility and comments particularly from Chairs and Vice-Chairs of Committees on that element of the IBP were requested. It was also stated that any unassigned projects are likely to remain the responsibility of Business Development and Communications Committee.

Analysis

Feedback has been received by the Communications Officer and will be verbally reported at this meeting.

Conclusions / Recommendations

Committee to review feedback and to continue developing the 2021-22 IBP

To ensure the IBP is supported by colleagues and remains as a standing item on all committee agendas, with shorter term detailed tasks and projects set out in committee action plans.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• Due diligence and financial management
<u>Legal</u>	<ul style="list-style-type: none">• UK Financial and Planning Laws• Council Powers/Duties• Lease/landlord/landowner responsibilities
<u>Health & Safety</u>	<ul style="list-style-type: none">• Safer Roads
<u>Planning</u>	<ul style="list-style-type: none">• Planning Act 1990, current local / national policy

<u>Environmental and sustainability</u>	<ul style="list-style-type: none"> • Sustainable accessibility to local services
<u>Crime and disorder</u>	<ul style="list-style-type: none"> • CCTV
<u>Social value</u>	<ul style="list-style-type: none"> • Potential for charities/voluntary organisations • Support for those in need • Links with youth services, DWP • Inclusivity • Community benefits
<u>Climate</u>	<ul style="list-style-type: none"> • Carbon footprint of utilisation and creation of any new buildings

Appendices/Background papers

APPENDIX 1 - DRAFT INTERNAL BUSINESS PLAN 2021-22

DRAFT TO BE REVIEWED BY ALL INTERESTED PARTIES

Peacehaven Town Council

Internal Business Plan 2021/2022



Internal Plan Introduction: *'The purpose of this Plan is to set out a clear common purpose for Officers and Councillors for 12 months'*

PROGRESS KEY: **GREEN = ACHIEVED** **AMBER = ON-GOING** **RED = NOT YET STARTED**

Goal and Vision Statement: *"To create a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment, encouraging and supporting businesses ensuring Peacehaven is a healthy and thriving community for residents and visitors alike."*

Key Strands and Objectives:

Financial To establish financial stability

Environment To seek to improve Air Quality and take measures to create a "Green Town"

Place To create a sustainable and visually attractive Town

Community To build an inclusive, healthy and vibrant community

Business To make Peacehaven Town the first choice for locating a business

People To encourage development and realisation of potential

INTRODUCTION

Peacehaven Town Council provides a range of local services and community facilities. The population in 2021 is estimated at 18,000 living to the east, west and north of a central point which is the Meridian Centre. Bordered to the south by the sea and to the north by the South Downs National Park.

Peacehaven is a growing town location between Newhaven (a port town with links to Europe) to the east and the City of Brighton and Hove to the west. The results of the 2021 Census are due in the spring of 2022 when up to date data will be available for the population of Peacehaven.

Since March 2020 Peacehaven Town Council has been adversely affected by the measures introduced to halt the spread of Covid 19 , a global pandemic is still having impact on health, wealth and prosperity. Despite the pandemic the core functions of the Town Council have been maintained. New homes are being built and additional residents are added to existing numbers. Approximately 400 new homes have been delivered in the last two years with a further 200 plus in the next few years. Infrastructure is strained particularly the A259 Coast Road and access to medical provision. East Sussex County Council (ESCC) are commencing a study on the A259 in Autumn 2021.

Peacehaven Town Council needs to be prepared and ready to embrace the opportunities and challenges which come with increased development and the emergence from a pandemic.

INTERNAL BUSINESS PLAN

In July 2020 Peacehaven Town Council adopted an Internal Business Plan (IOB) . This IOB was the first plan to be agreed by Council for many years ,it was set initially for 12 months with quarterly reviews. The pandemic caused a disruption to the timetabling and the development of longer-term plans and a Town Plan which would include public involvement. A separate report has been produced identifying progress made on the 2020-21 plan.

The IOB is a tool to aid Peacehaven Town Council to focus and set priorities including financial ones for the next 12 months (2021-22).

A robust but aspirational Internal Business Plan will enable the Council to focus on key ambitions and improvement whilst maintaining a balanced budget and increasing the General Reserves.

PLAN CONTEXT

The IOB is part of a series of plans the Town Council needs to function efficiently and monitor performance and progress:

The Neighbourhood Development Plan	A high level vision with policies for the plan area
The Internal Business Plan	A strategy for the Town with a series of short, medium and long term objectives and projects to be used By Staff and Councillors. This will include a separate plan for Community House itself (to be produced).
Committee and Working Party Action Plans	To ensure actions on items agreed by Committees are followed up and completed
Town Plan	An external document for wide publication setting out Town ambitions after consultation with stakeholders.
Personal Performance Plans	To inform staff appraisal processes and set SMART performance goals in accordance with objectives

NEIGHBOURHOOD DEVELOPMENT PLAN

In 2013, Peacehaven and Telscombe was designated as an area for a Neighbourhood Development Plan. The Localism Act 2011 gave communities the power to influence sites for housing and commercial development within their Neighbourhoods and to also identify areas for protection.

Government grants and the provision of professional technical reports have been made available to Peacehaven Town Council . The two Town councils are the Authorised Bodies to bring the Neighbourhood Development Plan forward and there is a process which needs to be followed set out by the Government. A Steering Group has been making the Plan a reality and the draft plan will be completed by early Autumn 2021 ready for public consultation and review by a Government Inspector.

Community House / Civic Centre

Peacehaven Town Council owns the freehold land and buildings which are known as Community House which is positioned in the area known as The Meridian Centre which is positioned on The Meridian Line. The future physical presence of the Town Council and what type and configuration of Civic Building is required in the post pandemic 21st Century Peacehaven is under consideration. Peacehaven Town Council will continue to work with the Local Planning Authority (Lewes District Council), the Highway Authority (East Sussex County Council) and all other stakeholders to ensure the public facilities are providing maximum amenity and benefit for the residents.

TOURISM AND EMPLOYMENT

Changing Peacehaven from a drive through Town on the South Coast Road (A259) to a destination for tourism, retail and leisure will boost the local economy and provide employment opportunities. Peacehaven Town Council aims to improve local amenity facilities to capitalise on natural assets such as access to the South Downs National Park, our Site of Special Scientific Interest (SSSI) Cliffs, the Marine Conservation Zone and UNESCO Designated Biosphere. Peacehaven has a stunning coastline, rolling countryside and nearby links to Europe. Lewes District Council has responsibility for tourism and culture for the District and Peacehaven Town Council will increase contact to ensure that the unique features of Peacehaven are highlighted.

PEACEHAVEN TOWN COUNCIL ANNUAL REPORT

Our annual report was produced in May 2021 giving further details of the work of Peacehaven Town Council, it's Committees and People. Annual Financial information is publicly available on the Town Council website.

BACKGROUND INFORMATION

Lewes District Council is the Planning Authority for the Town, including policies for the built environment, housing, recreation facilities and protecting local green spaces and the environment. East Sussex County Council has responsibility for Adult Social Care, Early Years, Educational, Highways and Transport. Peacehaven Town Council aims to influence ESCC to implement road safety measures to make the town a safer place with improved public transport, green cycle ways and walking routes.

Projects are identified below in accordance with our Business Plan key strands and objectives

GLOSSARY OF TERMS

Committees

P&F	Policy & Finance
LA&E	Leisure, Amenity and Environment
P&H	Planning and Highways
BD&Comms	Business Development & Communications
C&CE	Civic & Community Events
PERS	Personnel
PTNPSG	Peacehaven and Telscombe Neighbourhood Development Plan Steering Group

Officers

TC	Town Clerk	AO	Administrative Officer
SPO	Senior Project Officer	RFO/FO	Responsible Financial Officer / Financial Officer
CCE	Civic & Community Events Officer	CO	Communications Officer
SC	Senior Caretaker	PO	Parks Officer

FINANCIAL: To establish Financial Stability

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>To ensure all Committee Chairs are provided with relevant and up to date financial reports.</p> <p>All Committees to take responsibility for the management of their budget.</p>	<p>RFO. FO</p> <p>All Committee Chairs</p> <p>P&F</p>	<p>Continue to include as Agenda item for Committees to discuss Quarterly monitoring</p>	<p>Reports included on Agendas</p> <p>Committees to be more aware</p>	<p>April 22</p> <p>Next Quarterly report Sept 21</p>	
<p>To rebuild General Reserve ratio to 40% of Precept within two years.</p> <p>Increase income streams</p>	<p>RFO. FO</p> <p>P&F</p> <p>Bus. Dev & Comms</p>	<p>Action Plan to be prepared in include Ideas to increase financial efficiency</p>	<p>Ideas to be gathered from Committees and staff</p>	<p>April 22</p> <p>Next Quarterly Report Sept 21</p>	
<p>Reduce costs and make efficiency savings eg: parks team storage shed, bring on to PTC land</p>	<p>RFO</p> <p>Parks Officer</p> <p>P&F</p>	<p>Review of leases</p>	<p>Outline plans being prepared</p>	<p>Reports to Council December 2021</p>	
<p>Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves (eg: S106 funds for Centenary Park are finite)</p>	<p>RFO</p> <p>Parks Officer</p> <p>LAE / P&F</p>	<p>Audit of current status and update requirements</p>	<p>Forward estimates needed</p>	<p>March 2022</p>	

Monitor and allocate Section 106 and PTC CIL	SPO. FO	Project Action Plan/Timetable to be established	Historic Audit complete - keep Master Spreadsheet up to date CIL bids open autumn 2021	April 22	
Prepare Project bids for LDC CIL 2021-22 (New bids)	Bus Dev & Comms P&F	Projects to be identified and prioritised		6 monthly reports to Council	
Explore funding opportunities including grants as they occur Eg Welcome back fund Ouse Valley Cares Changing Places fund	SPO FO Bus Dev & Comms P & F	Establish links with LDC and ESCC to identify sources of funding	2 applications made Networking links being established by SPO	April 22 6 Monthly report to Council	

ENVIRONMENT: To seek to improve Air Quality and take measures to create a “Green Town “

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>Within Peacehaven Town Complete the green infrastructure plan</p> <p>(Carbon Capture to examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality)</p>	<p>Steering Group NDP</p> <p>SPO</p> <p>Bus. Dev & Comms L.A & E</p>	<p>Audit of greenspaces</p> <p>LDC Playing pitch Strategy to be incorporated</p> <p>LDC Green spaces report to be incorporated</p>	<p>Management Plan/ review commenced</p> <p>NDP Group working with Jim Boot/ Dr Berg and University of Brighton.</p> <p>Composite Action Plan required Individual Action Plans being prepared</p>	<p>Dec 21</p> <p>Reports Quarterly to PTC through NDP and L.A. & E</p>	
<p>LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc</p>	<p>Parks Officer and Senior Caretaker</p> <p>Caretakers / Ground Staff</p> <p>Bus. Dev & Comms L.A & E</p>	<p>Awareness of LDC Policies</p> <p>Liaison with Neighbourhood First</p>	<p>Audit of bins started</p> <p>Type of replacement bins available TBA</p> <p>Communications to staff and public TBA</p>	<p>April 22</p> <p>Report Quarterly Sept 21</p>	

<p>To produce an Environmental Audit</p> <p>Covering Air Quality Recycling Local effects of Global warming.</p>	SPO	<p>Working Party has been set up</p> <p>Action Plan to be established</p>	<p>Work has been undertaken; Actions need to be carried forward by Council Staff</p>	<p>Council Quarterly</p> <p>Next 2021</p>	
<p>Set up a procedure for reporting to appropriate Committee and Council Regarding Regular Health and Safety risk assessments of open spaces, public buildings and play equipment.</p>	<p>TC</p> <p>Parks Officer</p> <p>P&F</p>	<p>Audit of what is currently being done, identify improvements</p>	<p>Work has been undertaken; actions need to be carried forward by Council Staff, reporting lines not yet identified</p>	<p>Dec 2021</p>	

PLACE: To create a sustainable and visually attractive town

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>To Complete the Peacehaven and Telscombe Neighbourhood Development Plan (NDP)</p> <p>To Implement the policies and proposals of the NDP in stages as being prepared and in entirety once adopted.</p>	SPO Steering Group	Draft by Sept/Oct 21	On timetable as per NDP	Report to P&H and Council (on- going)	
<p>Improving and future proofing infrastructure</p> <p>Increasing Car Parking provision and quality</p> <p>Devolution of Carparks from PTC . Piddinghoe, Steyning Roderick Ave South</p>	<p>SPO</p> <p>Bus Dev & Comms</p>	<p>Report to be prepared</p> <p>Dec 21</p>	Not started	April 22	

<p>Identify car free areas eg: around schools , parks, shopping</p> <p>Identify areas for potential installation of electric Charging points on PTC land</p>	<p>SPO</p> <p>Bus. Dev & Comms</p>	<p>Report to be prepared Dec 21</p>	<p>Not started</p>	<p>April 22</p>	
<p>Continue to identify ways to increase the availability and usage of Sustainable Transport i.e. buses, cycles and walking</p> <p>Cycle routes and walkways away from pollution. Resting points, public toilets</p> <p>Increase the Installation of cycle racks.</p>	<p>SPO</p> <p>Bus Dev & Comms</p>	<p>Projects started through WP</p> <p>Green infrastructure plan</p>	<p>Report by Dec 21</p>		
<p>Increase sports and leisure facilities.</p> <p>(Improve health and wellbeing/LDC playing pitch strategy)</p>	<p>SPO</p>				
<p>Complete review of Public Realm (open Space , benches, planters, signs) plan for and implement upgrades</p>	<p>SPO</p> <p>Steering Group</p> <p>Bus Dev & Comms</p>			<p>April 22</p>	
<p>Identify Infrastructure projects vital for the Medium to long term future of PTC and the community</p>	<p>SPO</p> <p>Bus Dev</p>	<p>Workshops to seek views of all stakeholders.</p>	<p>Outline ideas produced by HDD for Civic Centre</p>	<p>Report end of Sept 2021</p>	

Sustainable projects requiring capital investment to generate revenue. E.g. The Hub, Civic Centre	& Comms Council	Feasibility studies	CCE draft Community House Business Plan	On-going monthly reports	
Civic Centre Business plan	SPO Bus Dev & Comms P&F	Complete plan incorporating financial information and outcome from workshops	Outline ideas produced by HDD for Civic Centre CCE draft Community House Business Plan	Report end of Sept 2021 On-going monthly reports	
Continue to develop Community Energy Scheme	SPO Bus Dev & Comms	Continue to work with OVESCO	Consultant appointed Potential sites identified Working with OVESCO	Report Oct 2021 On-going quarterly update	
Identify Public Art Project opportunities	SPO Bus. Dev & Comms	To increase artistic offer and create a distinctive character	Centenary Park Keith Pettit Sculptures S106, CIL	Report Dec 2021	
Asset List Review	SPO Parks Officer Town Clerk	Ensure up to date records of all assets	Land list under review	March 2021	

COMMUNITY: To build an inclusive, healthy and vibrant community

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Promote Peacehaven town- Identify unique features to promote	CMO CO BD&C	Revisit logo & brand, colours, text etc Workshops	Work started Linked with advertising for business	Dec 2021	
Improve communication with the wider community in Peacehaven (Various Channels- Messages to all stakeholders). Digital Audit- Breakthrough Comms- (MG) Set a Communications Budget.	CMO CO BD&C P&F	Budget to be identified to allow CO to purchase software and commission printing	Limitation on quality and quantity of communications	End Sept 2021 report to P&F On-going	
Develop a schedule of events to include all sectors of the demographic (Pre plan events) Outdoor policy	CMO CO P&F	Plan to be produced Report to Council	Plan and policy underway	End Sept 2021 Quarterly thereafter	

Establish a complaint reporting procedure to Council	CO Admin Officer Reporting to P&F Bus. Dev & Comms	Spreadsheet required Policy and process to be established Research other councils' best practice	No central logging No consistency reporting to Council		
Ensure a Changing Places facility is delivered in the redevelopment of the Meridian Centre Bid for Changing Places facility funding for Centenary Park	Town Clerk Parks Officer LAE	Work with stakeholders and community groups	Bidding process opened Aug 2021		
Deliver a wider range of inclusive and accessible play equipment and seating across all Peacehaven parks	Town Clerk Parks Officer LAE	Access reports to be Commissioned	Dell and Howard Park included		
To acquire more allotment spaces	Parks Officer Cllr Seabrook P&H	Propose possible locations. Feasibility studies of each location including financial implications	Not started	Report to P&H Dec 2021 On-going	Cllr Seabrook

BUSINESS: To make Peacehaven the first choice for locating a business

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions.	SPO Bus Dev & Comms P&F	Complete SWOT Incorporate Uni of Brighton student reports	Business surveys complete	Report Dec 2021 Complete March 2022	
Develop a strategy for advertising and promoting Peacehaven town as a place to do Business	SPO BD&Comms Comms Officer	Appropriate software required	Work started To be completed and presented to Committee	Report Dec 2021 Complete March 2022	
Strengthen Relationship with Chamber of Commerce and other business networks in Peacehaven town To work closely with local universities and the greater Brighton business partnership	SPO BD&Comms Comms Officer	Contacts to be strengthened to identify income and benefits	Start made post Covid 19 Links to be improved	Report Dec 2021 Complete March 2022	

PEOPLE: To encourage development and realisation of potential

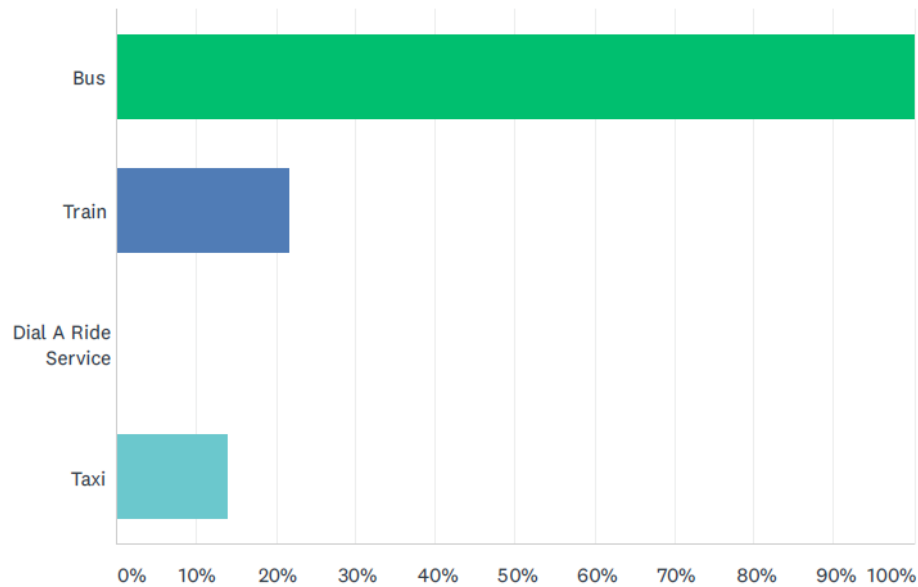
Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To ensure all policies and procedures are reviewed on a regular basis and reflect current employment legislation	PERS	See detailed programme on Personnel Committee action plan	On-hold due to Covid 19 Restart	December 2021	
To ensure staffing structure, roles and job descriptions meet the needs of the Town Council	PERS	Review annually Review contracts Job descriptions	Working Party formed TC Cllrs Seabrook & Gallagher	2/3 complete, remainder by December 2021	
To ensure all staff are trained to meet the needs of the job	PERS	Training plan to be devised. See Personnel Committee action plan	Ground Staff training started	December 2021	
To ensure that councillors are offered training opportunities	PERS	Training opportunities to be passed on to Cllrs	Some courses have been offered	On-going	
To ensure a procedure is in place for the timing and content of Staff Appraisals	PERS	Reviewed process Report to Personnel Committee	Appraisals carried out. SMART goals to be included	December 2021	

To ensure that development plans and attainment goals are in place for all Staff	PERS	As part of interim appraisal procedure	To be reviewed and report to Committee	Dec 2021	
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Peacehaven Travel Survey Results

Q1 Do you use public transport? (if you don't use buses go to Q7)

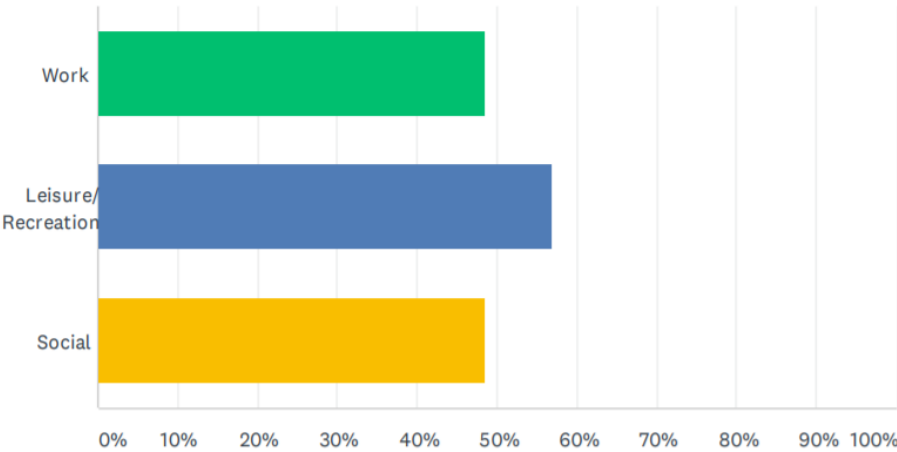
Answered: 340 Skipped: 16



ANSWER CHOICES	RESPONSES	
Bus	100.00%	340
Train	21.76%	74
Dial A Ride Service	0.29%	1
Taxi	14.12%	48
Total Respondents: 340		

Q2 If you use the bus, what is your primary journey purpose?

Answered: 332 Skipped: 24



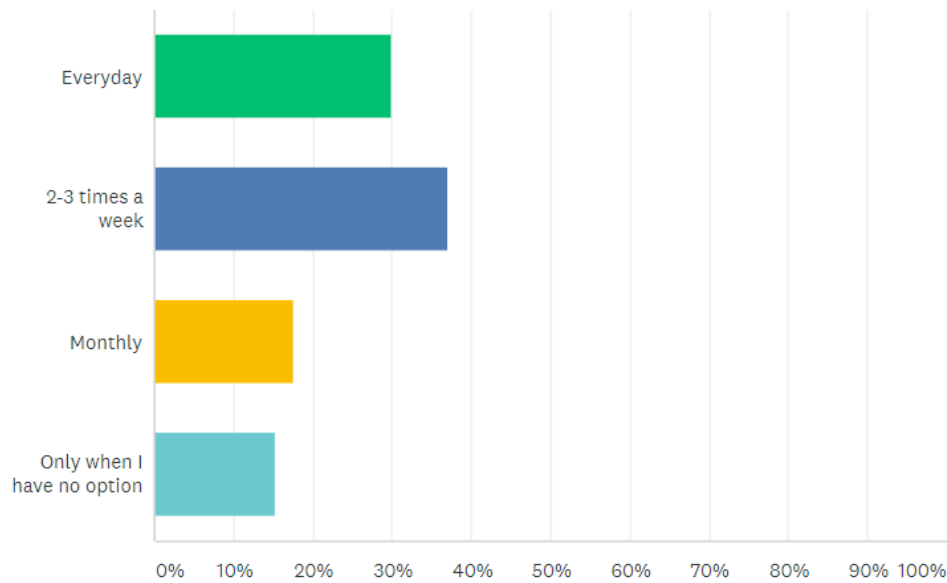
ANSWER CHOICES	RESPONSES	
Work	48.49%	161
Leisure/ Recreation	56.93%	189
Social	48.49%	161
Total Respondents: 332		

Additional Comments (23 comments)

- To get to appoinments (hospital or doctor)
- Shopping
- School Run

If you use the bus, how often?

Answered: 334 Skipped: 22



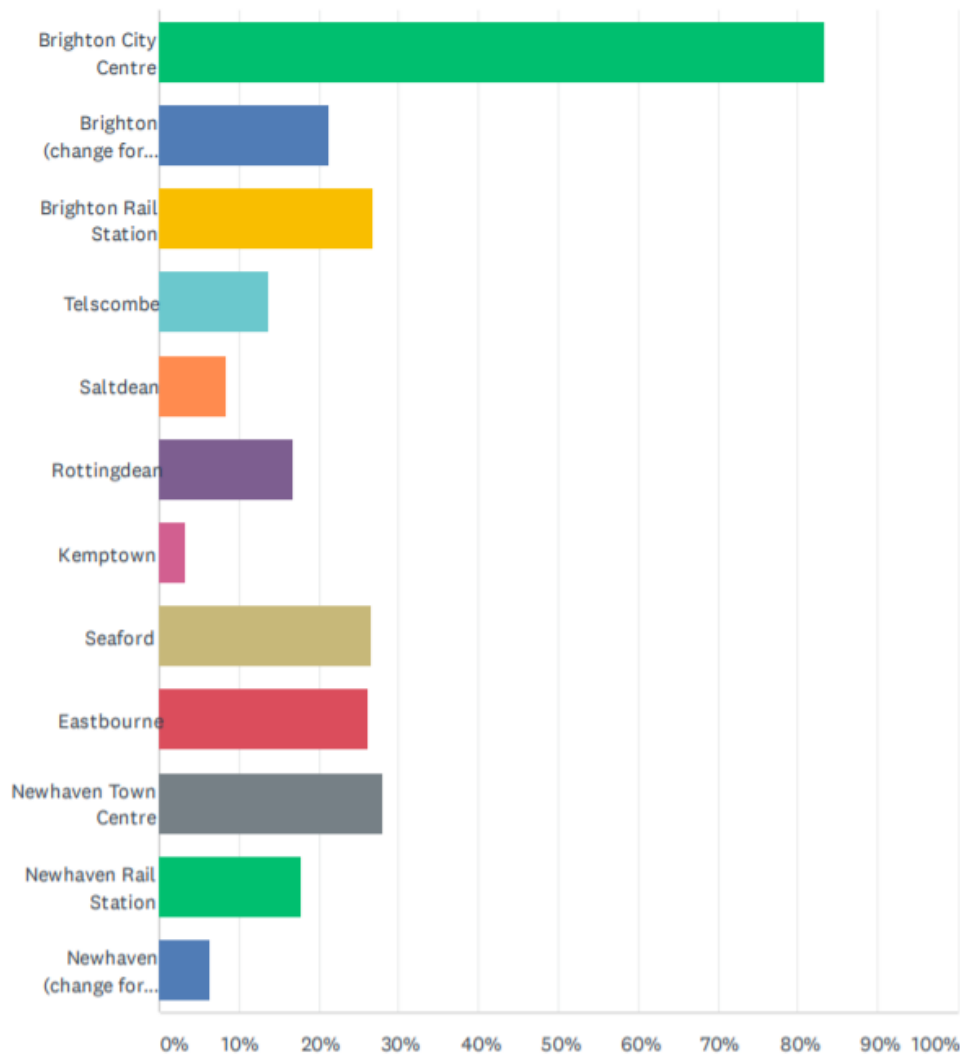
ANSWER CHOICES	RESPONSES	
▼ Everyday	29.94%	100
▼ 2-3 times a week	37.13%	124
▼ Monthly	17.66%	59
▼ Only when I have no option	15.27%	51
TOTAL		334

Additional Comments (12 comments)

- When I must or need to get somewhere
- Used to use bus more regularly (bus now bad service or covid putting people off)
- To avoid parking charges
- If going for a drink

Q4 What are your most frequent destinations when travelling by bus?

Answered: 336 Skipped: 20

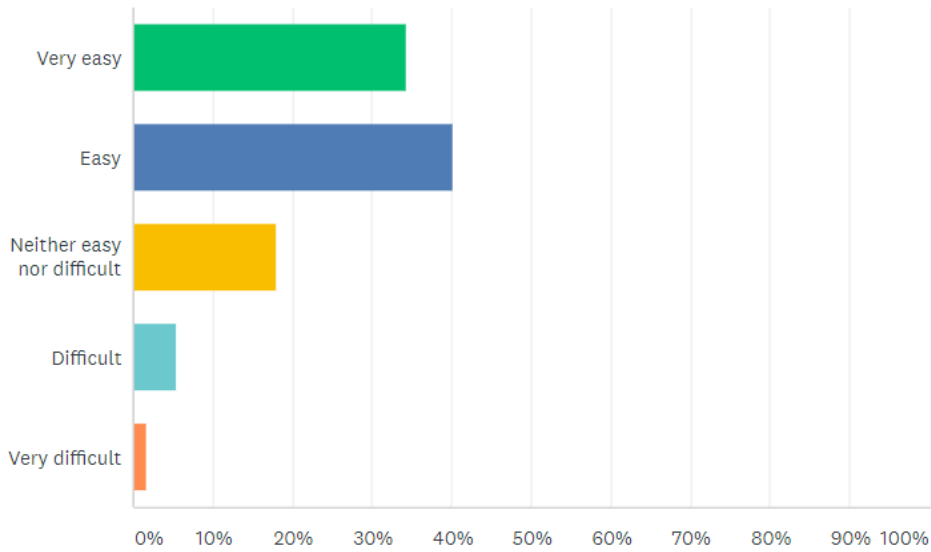


ANSWER CHOICES	RESPONSES	
Brighton City Centre	83.33%	280
Brighton (change for another onward journey)	21.13%	71
Brighton Rail Station	26.79%	90
Telscombe	13.69%	46
Saltdean	8.33%	28
Rottingdean	16.67%	56
Kempton	3.27%	11
Seaford	26.49%	89
Eastbourne	26.19%	88
Newhaven Town Centre	27.98%	94
Newhaven Rail Station	17.86%	60
Newhaven (change for another onward journey)	6.25%	21
Total Respondents: 336		

- Sainsburys Newhaven
- Hove

How easy do you find it to access a bus stop in Peacehaven

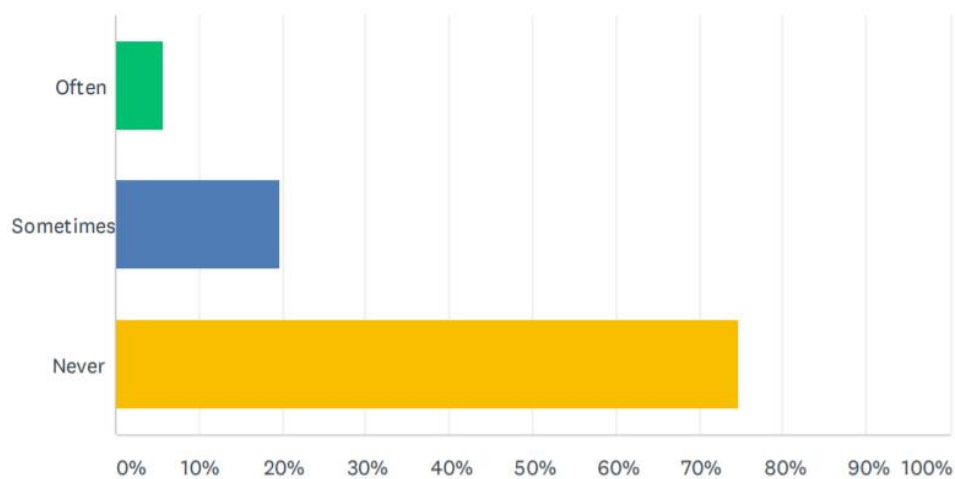
Answered: 343 Skipped: 13



ANSWER CHOICES	RESPONSES	
Very easy	34.40%	118
Easy	40.23%	138
Neither easy nor difficult	18.08%	62
Difficult	5.54%	19
Very difficult	1.75%	6
TOTAL	343	

Q6 do you drive and then park closer to a bus stop

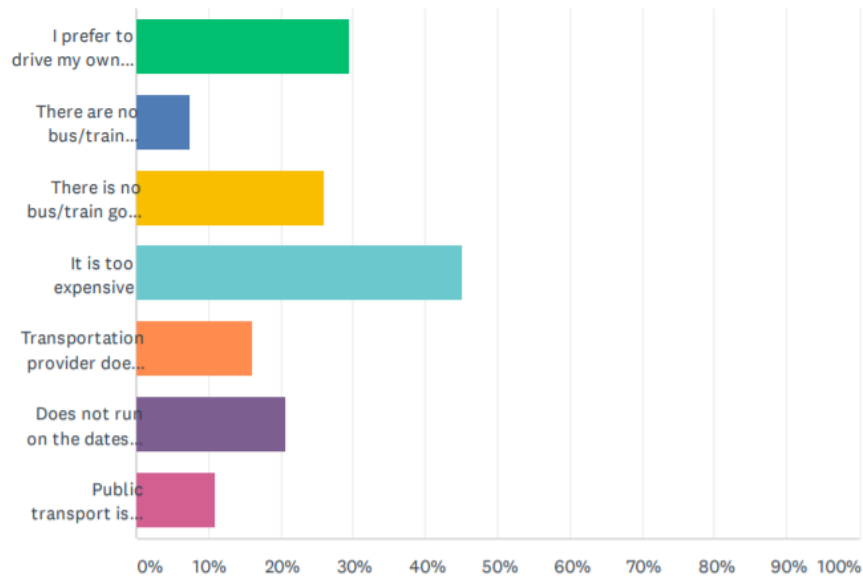
Answered: 341 Skipped: 15



ANSWER CHOICES	RESPONSES	
Often	5.57%	19
Sometimes	19.65%	67
Never	74.78%	255
TOTAL		341

Q7 If you do not use public transportation, why not?

Answered: 173 Skipped: 183



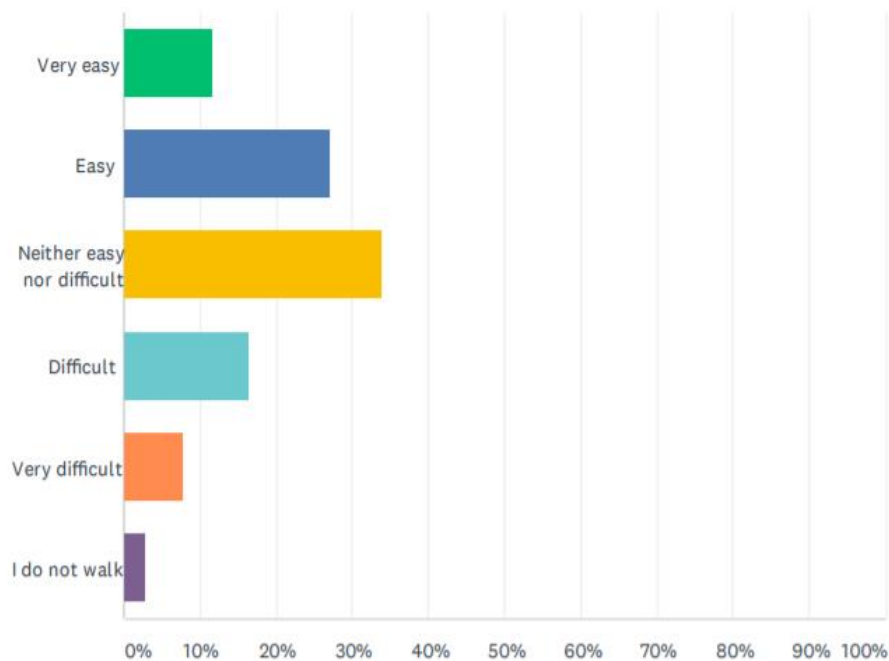
ANSWER CHOICES	RESPONSES	
I prefer to drive my own vehicle	29.48%	51
There are no bus/train stations near to where I live or work	7.51%	13
There is no bus/train going to the destination I need to visit	26.01%	45
It is too expensive	45.09%	78
Transportation provider does not run on time	16.18%	28
Does not run on the dates and times that I need	20.81%	36
Public transport is not accessible enough for me	10.98%	19

Additional Comments (63 Comments):

- Don't Drive
- Not Bus to the hospital
- Covid-19
- To expensive (cheaper to drive)

Q8 How easy is it to travel locally by foot / cycle?

Answered: 349 Skipped: 7



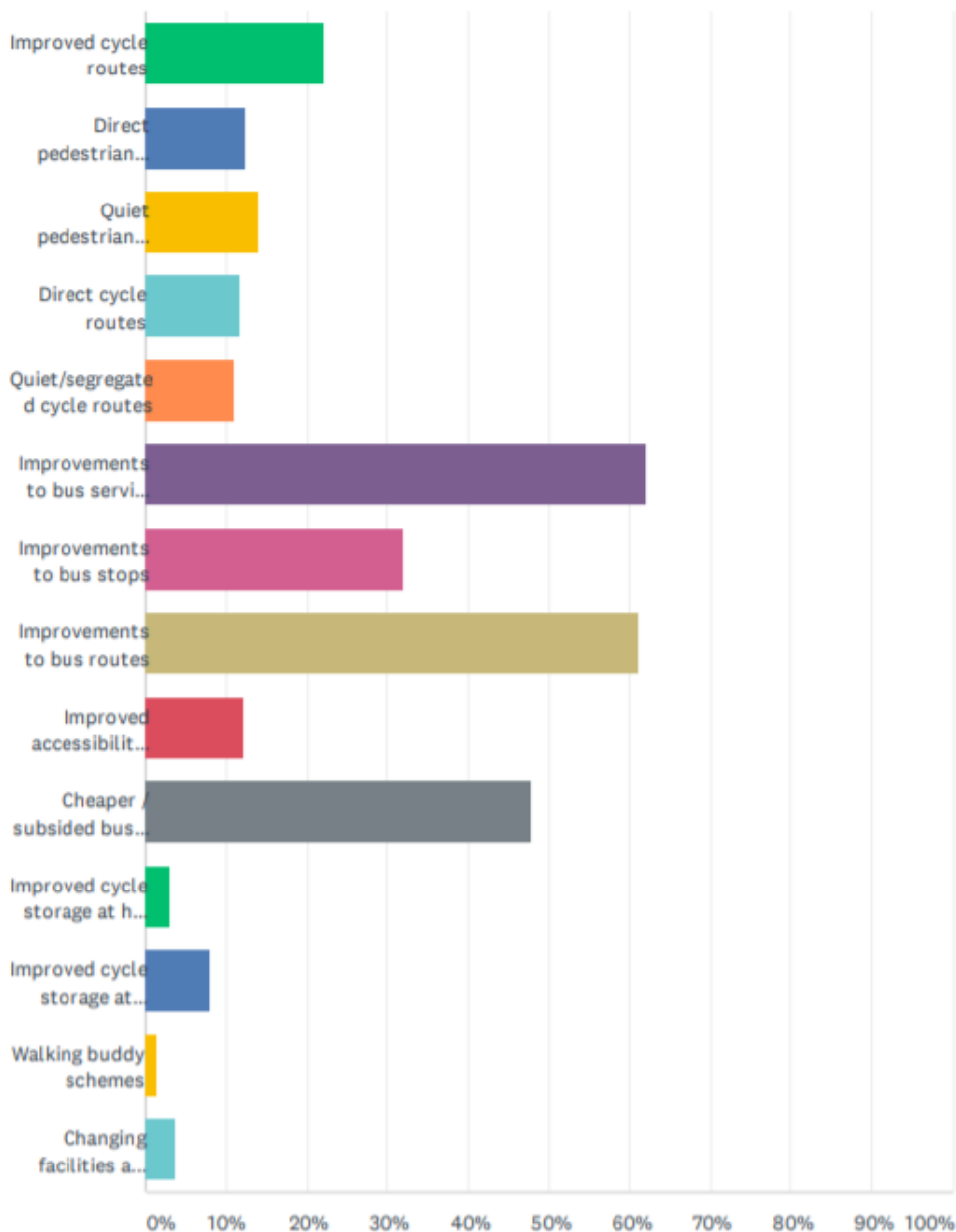
ANSWER CHOICES	RESPONSES	
Very easy	11.75%	41
Easy	27.22%	95
Neither easy nor difficult	33.81%	118
Difficult	16.62%	58
Very difficult	7.74%	27
I do not walk	2.87%	10
TOTAL		349

Additional Comments (43 Comments):

- Disabilities
- Un-even pavements/ not wide enough
- Cycle lanes not safe or maintained
- Aggressive drivers putting off cyclists
- Peacehaven is too hilly to walk or cycle for many people.

Q9 What changes or improvements would encourage you to choose public transport or walking and cycling? (Tick all that apply)

Answered: 340 Skipped: 16



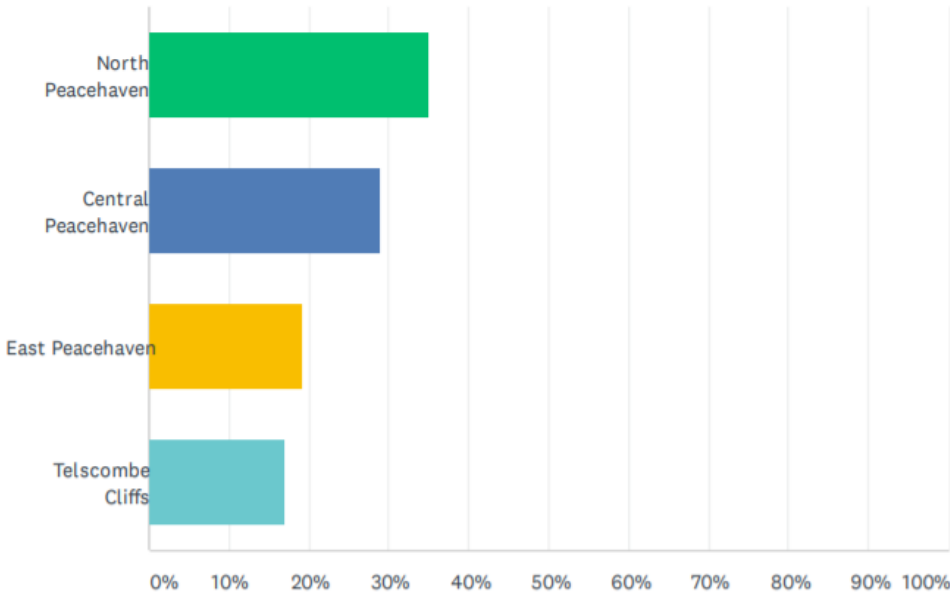
ANSWER CHOICES	RESPONSES	
Improved cycle routes	22.06%	75
Direct pedestrian routes	12.35%	42
Quiet pedestrian routes	14.12%	48
Direct cycle routes	11.76%	40
Quiet/segregated cycle routes	10.88%	37
Improvements to bus service times	62.06%	211
Improvements to bus stops	32.06%	109
Improvements to bus routes	61.18%	208
Improved accessibility on buses	12.06%	41
Cheaper / subsidised bus services	47.65%	162
Improved cycle storage at home	2.94%	10
Improved cycle storage at destination	7.94%	27
Walking buddy schemes	1.18%	4
Changing facilities at destination (showers/lockers)	3.53%	12

Q9 Additional Comments (30 Comments):

- Reduce Cost of Busses
- Improve Routes
- Improve pavements

Q10 Where do you live?

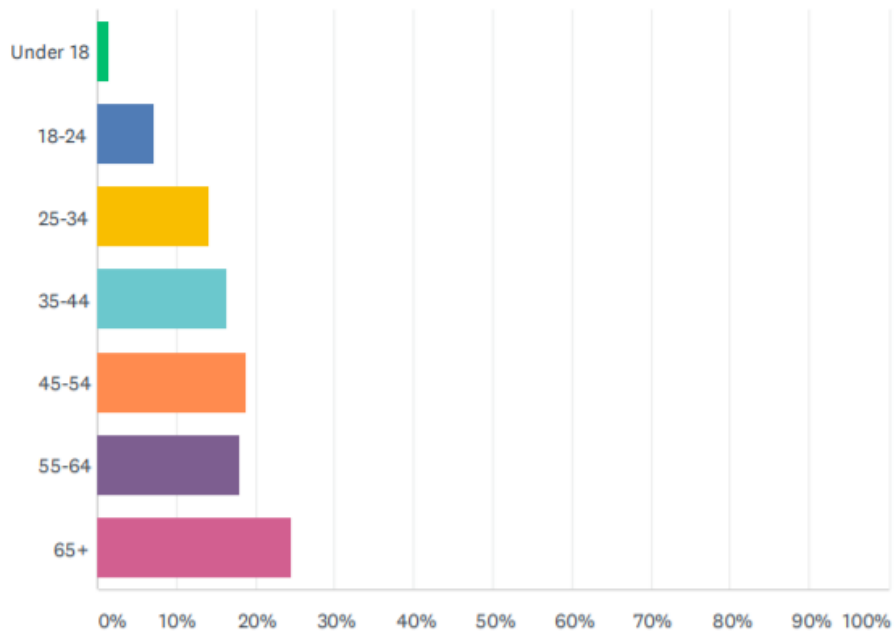
Answered: 332 Skipped: 24



ANSWER CHOICES	RESPONSES	
North Peacehaven	34.94%	116
Central Peacehaven	28.92%	96
East Peacehaven	19.28%	64
Telscombe Cliffs	16.87%	56
TOTAL		332

Q11 How old are you?

Answered: 356 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 18	1.40%	5
18-24	7.02%	25
25-34	14.04%	50
35-44	16.29%	58
45-54	18.82%	67
55-64	17.98%	64
65+	24.44%	87
TOTAL		356

Q12 do you have any other comments you wish to make

Answered: 184 Skipped: 172

#	RESPONSES	DATE
1	14 bus needs better service	7/24/2021 12:06 PM
2	So many people rely on buses and the times are great for the 12x and 12 bus but there still should be a more direct bus to bright with fewer stops and a bus to the marina from Peacehaven and a bus route to Lewes	7/23/2021 8:14 AM
3	Having nr 14 only going to Brighton with buses running every 40min is not good enough, specially when you finish work and no buses going for at least 30 min or longer and sometimes changing routes (not through hospital) meaning you need to wait hour!	7/22/2021 8:40 PM
4	Improvements to bus stops are overdue. The amount of times people block/park on the bus stop itself making it awkward to get on the bus is very high. We need dedicated Bus boxes marked out and signs that say "no stopping except buses" like Brighton has to stop people from blocking them (good example is Roderick Avenue where people block the bus stop to go into the off licence and causing a block because buses can't serve the stop. Also causes big issues for those with disabilities and elderly because the drop is too high	7/22/2021 7:32 AM
5	Would be better if the 14s were more regular	7/21/2021 6:49 PM
6	there aren't enough 14c buses, they only run to the hospital once an hour and it isn't enough	7/21/2021 12:21 PM
7	No	7/21/2021 11:51 AM
8	The reinstatement of the bus from north peacehaven to newhaven Sainsbury's will be very beneficial	7/21/2021 9:37 AM
9	Improvement of all 14 bus routes frequency not enough especisly if you have other connection buses to use.	7/21/2021 5:18 AM
10	Stop building in peacehaven link roads needed by using telscombe tye and the farmers private road in Pelham rise the council are a joke	7/20/2021 11:01 PM
11	Love to go from North Peacehaven to Lewes, or Falmer even Newhaven!	7/20/2021 9:33 PM
12	There needs to be for frequency for 14's and more 14C's on the route especially in the morning and evening for commuting.	7/20/2021 8:10 PM
13	I just feel buses should be more frequent and more reliable	7/20/2021 7:03 PM
14	Too expensive for short hops	7/20/2021 6:24 PM
15	As there are no decent supermarkets in Peacehaven, why do buses only go to Asda in the Marina on Sunday? Would an hourly service daily be possible?	7/16/2021 7:52 AM
16	I cannot see why they can't reroute a 12.or 12a vier Arundel Road they say it could be difficult to get down one of the streets to rejoin South Coast road I have had a look and have driven vbuses for 20 years or more in York and can assure you that the streets are much narrower than anyone of the roads here but they still had us driving down them	7/15/2021 1:37 PM
17	I have filled in this survey as a Newhaven resident as it is important for links to go both ways. Currently there is a very limited link between Newhaven and Peacehaven with few early morning buses and 2 trips to/from Sainsbury's which have been cut back in recent years, the 14 and 14C routes. It is not clear if this service would return to its former self, with an all day link. Should this not be the case, this would be better served by a 'hoppa' type bus as an extension of an existing service. The 14C also runs though to RSCH but I for one would prefer a more direct service via RSCH (maybe diverting the 12A). The 123 route would be an ideal candidate to improve eastern links. Already serving Sainsbury's, an extension to this service to Peacehaven would create new all day (7 day?) opportunities. Using the thoroughfares unused by regular services, Arundel Road would open up other areas of Peacehaven. Re-jigging the local services with a new marketing strategy (such as the CityBUZZ in Brighton).	7/14/2021 2:49 PM

Peacehaven public transport survey

attracting patronage to local places of interest in both Newhaven and Peacehaven. Maybe allowing the 145 to become a stand-alone service coming into Newhaven from Lewes via A26.

18	More buses please that go direct to the hospitals	7/13/2021 10:34 AM
19	We need a frequent bus to Lewes and a town hopper that goes east west and north south, following shopping streets, football grounds etc.	7/12/2021 2:28 PM
20	The Bus service is great, my only comment would be that the road surfaces in Peacehaven make cycling less of an option (I'm a cyclist) - cycle lanes are not necessary just good road surfaces	7/11/2021 9:03 AM
21	Thank you for your time Hope to get a positive feedback	7/10/2021 11:52 PM
22	Reduce the bus ticket charge. Also bus 14 stops at st Peters avenue at the end of school day for talscombe school but this bus doesn't arrive to my home at seaview road and the last stop for it is at the meridian Centre so if i need to catch the bus back home i need to walk all the way down to talscombe cliffs way bus stop to ride to seaview road.	7/9/2021 7:27 PM
23	Would like the bus stop for the no 12 bus to be put back to outside M and S	7/9/2021 6:08 PM
24	Buses often run late	7/9/2021 5:21 PM
25	Why is there no bus to Lewes? Why is the last train from Lewes arriving 5 minutes after the last bus back? Why not move the bus to wait for the train?	7/9/2021 5:19 PM
26	It's extremely infuriating that they have taken off so many of the 14's people still need to work/ take children for childcare in newhaven!	7/7/2021 9:41 PM
27	The bus service in Peacehaven is not good. The 12x only has 3 stops in Talscombe Cliffs and Peacehaven. The no 12 bus gets quite full up by the time it gets to Peacehaven except the bus that terminates in Seaford and any events in Eastbourne no room on the bus. Not at all well thought out but it is Peacehaven and no plans for Peacehaven are well thought out!!!!	7/7/2021 6:21 PM
28	x	7/6/2021 4:58 PM
29	Please make more buses available in peacehaven at more times and to more destinations	7/6/2021 3:45 PM
30	No	7/6/2021 12:26 PM
31	A Train station in peacehaven would also be lovely	7/6/2021 12:24 PM
32	Badly designed bus stops and junctions are one of main reasons of traffic on South Coast Rd.	7/6/2021 7:32 AM
33	The 12x is a really good service as it takes half the time as it is limited stops. Would be nice to see something similar for peacehaven specifically.	7/6/2021 7:12 AM
34	Buses to be a lot cheaper, it's more expensive to go into Brighton on a bus then it is to go across London on a tube	7/6/2021 12:32 AM
35	Improved Sunday service would help with my weekend hospital shifts and more frequent buses in the evenings	7/5/2021 11:26 PM
36	Make a 14x service where the bus doesn't stop until it gets to texaco fuel station. The cost of the buses are too expensive I would travel more frequently if it cost less	7/5/2021 10:07 PM
37	n/a	7/5/2021 9:41 PM
38	Access to Lewes college is hard. Morning bus journeys to Newhaven train station from north Peacehaven is needed/ or a direct bus	7/5/2021 8:09 PM
39	Buses more regularly cleaned	7/5/2021 7:42 PM
40	We get a pretty poor service at the back of Peacehaven with buses. The times are poor and often get dropped when there is issues with staffing etc. There are lots of older people that rely on these services. Sometimes I do have to be dropped off or picked up on the coast road as the service is that poor. Please improve this!	7/5/2021 6:49 PM
41	The traffic is getting busier because too many new houses are built in the area!	7/5/2021 5:48 PM
42	The service we have to endure from the bus company is the worst bus service I have ever used and I have had enough	7/5/2021 5:09 PM

Peacehaven public transport survey

43	No	7/5/2021 4:49 PM
44	Used the hourly 14c service everyday ...now have to walk to coast road.	7/5/2021 3:39 PM
45	Buses reinstated to Sainsbury Newhaven	7/5/2021 3:11 PM
46	I work in Newhaven and live in Peacehaven and it is very difficult to get a bus direct, despite it being the next town along!	7/5/2021 2:23 PM
47	No	7/5/2021 1:28 PM
48	Too expensive and service is slow. Once you've done every stop in peacehaven we have to every stop along the way. If we're lucky enough we get to go on an added trip past the hospital that one person will get off. A 20 min car journey becomes nearly an hour on a bus	7/5/2021 12:58 PM
49	More buses to sainsburys newhaven	7/5/2021 12:55 PM
50	Obviously things are different since COVID but I used to find it really stressful getting back from work as I often couldn't get a seat on the 14's or have anywhere to sit to wait for buses which are only every 1/2 hour and not unheard of to miss one out. That is a lot of standing especially if you have health conditions that make that difficult. I would often get home in pain and exhausted. I'm not sure what it is like now as at the moment I am working from home, but dread the thought of going back to the commute, which will happen sooner or later.	7/5/2021 12:49 PM
51	The 14 route should have better access to Newhaven and to the Sussex County Hospital. The stop for Western Road Brighton should also be nearer Churchill Square.	7/5/2021 12:29 PM
52	I would gladly use the bus service if it was not so expensive. For my husband and I to get a bus into Brighton and back is more expensive than driving in and parking. Make it cheaper and more would use	7/5/2021 12:25 PM
53	Stop building new houses without updating the infrastructure. Roads in peacehaven are gridlocked due to over population. Its a main artery road that just can't cope. Need a road to join peacehaven to the a27	7/5/2021 12:23 PM
54	Too Expensive	7/5/2021 12:13 PM
55	BUSES NEED TO BE MORE FREQUENT AND RELIABLE. MANY TIMES IVE BEEN LATE TO WORK DUE TO LATE BUSES OR BUSES HAVE NOT SHOWN UP. SAME FOR GOING HOME, BUSES ARE EVERY HALF HOUR WHEN THERES ABOUT 5 12 BUSES GOING PAST IN THAT TIME MAKES NO SENSE	7/5/2021 12:06 PM
56	No	7/5/2021 11:39 AM
57	Need more number 14 buses to newhaven	7/5/2021 10:47 AM
58	-	7/5/2021 10:43 AM
59	I have found the bus service very good though sometimes I question why the bus shelters are so far from the actual stops which has on occasion meant the bus passes by before older/those with impaired mobility people can get to the actual bus stop if they have needed to shelter from the weather	7/5/2021 10:43 AM
60	Yes we need 14 to run more regular to new haven like it used to before lock down	7/5/2021 10:32 AM
61	A regular bus service onto the Marina would be good please	7/5/2021 10:25 AM
62	Buses need to be more regular (to help reduce crowding, the 12s are like being a sardine being baked in a tin), much much cheaper and offer a shuttle bus to Peacehaven when they divert to A27 due to accidents (cars can still get through so why not buses?)	7/5/2021 10:20 AM
63	Night buses would be great	7/5/2021 10:16 AM
64	I think the bus service to & fro to Peacehaven is excellent	7/5/2021 10:00 AM
65	Make more 14 that come and go from peacehaven much more regularly please!!!!	7/5/2021 9:57 AM
66	North peacehaven always seems to get a bad service	7/5/2021 9:49 AM
67	No	7/5/2021 9:47 AM
68	Yes bring the oap bus pass down to 60 year olds...and bring in any local trip for £1.00. This will	7/5/2021 9:35 AM

Peacehaven public transport survey

make popping into Newhaven seafood more probably..once you need to get the car out you then shop further a field. So this supports local on all levels.while keeping the local cars of the coast roads

69	No	7/5/2021 9:33 AM
70	Other local towns, such as Saltdean and Seaford have their own dedicated bus service for areas not serviced by Brighton and Hove buses, despite similar populations.	7/5/2021 9:25 AM
71	We need more buses to the back of telcombe and peacehaven far to many 12 and not enough 14 in the evening Friday Saturday evening	7/5/2021 9:22 AM
72	Bus services could improve on the coastal route. Too many buses coming from Eastbourne that are more than often full by the time Peacehaven is reached as the journey is too long. A more local Peacehaven to Brighton service required or more frequent 14 service that also goes along the coast road as well as servicing the North of the town.	7/5/2021 9:19 AM
73	No problem with the busses but I think at peak times from peacehaven cars should be able to use bus lane when very busy	7/5/2021 9:12 AM
74	The last bus 14 from Brighton at 0010 should be reinstated along with more service 14 journeys to/from Newhaven	7/5/2021 9:04 AM
75	Cheaper fares, better cycle routes	7/5/2021 9:01 AM
76	Bus fare scheme to reduce costs or freeze on price increases for next 3 years	7/5/2021 8:41 AM
77	Generally the cost of buses needs to be cheaper. There are journey's that charge like going to Brighton or Eastbourne for example but you only need to go within Peacehaven or telcombe or saltdean, or rottingdean but the cost is too high for just these types of short journeys. There should be a 2 hour local hop on hop off option where you can use within 2 hours. Otherwise short journeys should be heavily reduced. Even the cost of Brighton to Eastbourne should be reduced. The ticket prices seem to go up every year but over the inflation rate and people's pay does not go up to the same level so cannot afford increases. Children's tickets should be free until a much older rate or cheaper. Especially for short journeys.	7/5/2021 8:37 AM
78	I would like to have a better bus service to Newhaven	7/5/2021 8:32 AM
79	Change bus stop at bottom of Dyke Road it gets to congestive with people walking up Dyke Road and people waiting for bus.	7/5/2021 8:28 AM
80	The bus to Newhaven from north peacehaven needs to be more often, once a hour isn't enough.	7/5/2021 8:23 AM
81	The No 14 bus needs to be more consistent and run longer in the evening. We need the N14 back. My son works at a bar in Brighton and has at least 30 mins wait for his bus and can't work a late shift	7/5/2021 8:20 AM
82	Peacehaven is attracting younger adults but facilities are poor	7/5/2021 8:06 AM
83	Nope	7/5/2021 7:58 AM
84	Wish they would run the 14 service back to Hangleton again it was so much easier than having to change at Churchill square	7/5/2021 7:56 AM
85	The bus frequency is appalling at the back of peacehaven. Not frequent enough. Reduced service to newhaven which is our nearest train station is diabolical. Buses along the coast road is good but who wants to walk a 15/20 min walk in the dark and bad weather	7/5/2021 12:48 AM
86	We need a bypass. I can't bare sitting in the traffic. No good for the environment either. More homes coming. The Council should be finding ways for a nypass instead of building MORE houses!!!	7/4/2021 6:25 PM
87	No	7/4/2021 4:06 PM
88	Very rarely use buses these days - the thought of waiting in the pouring rain without a shelter is a no-no!	7/4/2021 3:56 PM
89	A hopper bus to and from. Newhaven would be well received, many many people shop. In Newhaven and the rs is only 2 busses a day, more would be an advantage or an allocated shuttle bus running gthru the day everyday at a fixed affordable tickdtpice or reward schemes	7/4/2021 8:17 AM

Peacehaven public transport survey

to get free rides ect.. North peacehaven is a community that has many workers that rely on bus travel from. Here, a designated bus for newhaven or brughitn would be great with stops in North peacehaven

90	Nights bus back to normal (trouble back from work after midnight)	7/4/2021 1:32 AM
91	We need better bus routes and times so we can get our children to school without having to take 2 buses each way (that's 8 buses every day!). We also need to address the issue mums with buggies face as we often have to wait for the next bus and then the next, resulting in us being late for school. Better public transport would also reduce the number of parents driving to school, therefore improving air quality and parking issues around schools	7/4/2021 12:42 AM
92	I have to use the car most days as there is no direct bus service to newhaven. It takes two buses and one hours travel time from home to work near newhaven train station. Instead I have to get the bus to Brighton. And change at Telscombe then back through Peacehaven. It's crazy !	7/3/2021 10:36 PM
93	Price is disgusting for the distance covered.	7/3/2021 10:24 PM
94	We need a frequent bus service to Lewes, probably via Newhaven.	7/3/2021 9:48 PM
95	More buses are needed from the "back" of Peacehaven. Not everyone can access the A259 easily	7/3/2021 8:31 PM
96	More housing gets shoved into Peacehaven, yet the public transport has seen no improvement (if its the aim to get less cars on the road, go got to put your money where your mouth is.)	7/3/2021 4:01 PM
97	More understanding of disabilities not visible mental health	7/3/2021 2:15 PM
98	We need a 14 that goes direct to Newhaven more often. At the moment, we have the farcical situation of having to travel westbound away from Newhaven and having to change to a 12. Because of this, I use my car far more often.	7/3/2021 11:28 AM
99	The cost of buses makes it cheaper for me to drive to Brighton, pay for parking and come home. Especially with my family. I am most aggrieved that Telscombe and Peacehaven are in the Network band. We are a Brighton satellite not an Eastbourne or Lewes satellite. Also no direct link to Lewes even though we pay our Council Tax to them. But of a no man's land.	7/3/2021 9:11 AM
100	The reliability of the buses needs to improve, after work you can stand and wait and then the bus will drop off the board and you have another 30 minute wait. The no buses serving north Peacehaven from 6.30 to 9.00 and 17.00 to 18.00 needs to improve. Peacehaven needs to be included in the city centre prices, so many people are affected	7/3/2021 7:36 AM
101	Would be great to have the undercliff cycle path all the way to peacehaven stops at saltdean now.	7/3/2021 7:08 AM
102	Desperately need more buses from North Peacehaven and back to Newhaven	7/3/2021 1:01 AM
103	Buses from Peacehaven to Newhaven please and more buses to and from the hospital	7/2/2021 8:05 PM
104	Mostly a good service but some more regular busses at peak times would be good	7/2/2021 7:15 PM
105	To go to Newhaven I have to get a bus from North Peacehaven to south coast road,cross the road & get a 12 to Newhaven. coming back bus to sth cst rd. walk to Meridian & get a bus going to Brighton to get to nth P/H where I live	7/2/2021 6:52 PM
106	No. Just please sort out the connectivity - it's not rocket science	7/2/2021 6:21 PM
107	I know I am really lucky. Good health and I live on The Promenade. It is easy to get to a bus stop.	7/2/2021 5:15 PM
108	Ctla. About 5 years did think to run a bus arundel road Ashington Gardens shops to sainburys. But did not want to treat on brighton buses toes	7/2/2021 4:24 PM
109	14/a b and c need better service for the back of peacehaven, key card prices continue to rise but the service gets worse.	7/2/2021 1:26 PM
110	would like to see single frequent bus from north Peacehaven to coast road to enable to join bus routes to Eastbourne, in both directions. The Newhaven bus needs to go back to previous frequency. If you want people to use cars less you must do this. Hospital bus must be more	7/2/2021 10:42 AM

Peacehaven public transport survey

frequent to meet appointments, not good enough to walk from coast road in between hospital bus too difficult for less able people.

111	I really feel a route especially in winter months to Brighton marina to avoid having to walk up down ramp in dark would be safe especially for women travelling alone or teenagers . This service is not offered very often even if there was just a bus in and out of there at say 7 pm and after 10 pm	7/2/2021 10:41 AM
112	Just to say I would be very happy to have the number Bus 14 running again to Newhaven. Thanks	7/2/2021 9:33 AM
113	If I wanted to comeback from Newhaven to Peacehaven after 6 I would need to walk up to the coop to catch another bus.	7/2/2021 9:18 AM
114	N/A	7/2/2021 8:35 AM
115	Trouble is bus psses don't operate before 9.30 in morning and few buses from North of the town to coast road.	7/2/2021 8:15 AM
116	I understand if you live in north Peacehaven you cannot get a bus direct to Newhaven or Seaford	7/2/2021 6:57 AM
117	I would like to firstly see the pricing looked at it's to expensive for a lot of marginalised people in community! More busses at busses times of the day.	7/2/2021 6:32 AM
118	It would be good if the 14c bus service is restored to the times it was prior to the pandemic.	7/2/2021 5:31 AM
119	elderly relative lives north peacehaven - can't teavel to newhaven due to mobility issues & lack of direct/easy change buses relative with learning disabilities cannot travel directly from North Peacehaven to newhaven for non peak time work - can find it difficult at times	7/2/2021 5:15 AM
120	no	7/1/2021 11:58 PM
121	It would be great if there was less traffic on the coast road and if there was a direct bus to Lewes	7/1/2021 11:32 PM
122	Need more busses from north Peacehaven to Newhaven, Seaford, Eastbourne	7/1/2021 11:00 PM
123	We need more buses in north Peacehaven, no where near enough for the population. You have to live on the south coast road to be able to get into Brighton easy	7/1/2021 10:34 PM
124	A direct service to lewes would open up work options for me	7/1/2021 10:12 PM
125	It is far to expensive why does the city saver boundary not stop after peacehaven why saltdean it is soooo expensive to go by bus	7/1/2021 8:39 PM
126	Like more buses to newhaven and back	7/1/2021 8:36 PM
127	Please open up the bus lanes during the rush hours Monday to Friday, e.g. 7-9am and 4-6pm to ease traffic between Rottingdean and Peacehaven. An additional road would be great or widen roads, install a roundabout at Rottingdean. This is the only way to sort this out. People will never use buses if it takes 2x more to get to work... time is money, you know. By car, this takes only 20-30 mins.	7/1/2021 8:01 PM
128	Make it free or very very cheap to use the bus and I will start to use it more. When we moved here 20 years ago we often took the bus now a days we drive as it works out cheaper	7/1/2021 7:59 PM
129	More buses along the 14 route please, especially late night. It is expensive!	7/1/2021 7:43 PM
130	Would like public transport from north Peacehaven/Telscombe eastwards.	7/1/2021 7:40 PM
131	More buses in the morning for the over 60 who have a bus pass. And not have to wait till 9.30	7/1/2021 7:14 PM
132	I find parking the same price as a return bus ticket most days. Reducing the price on certain journeys, such as a one way Brighton ticket, would make this service more appealing	7/1/2021 7:14 PM
133	I feel that we should have a service like the 12X limited stops especially now with the pandemic as currently our buses get busy as soon as we hit the coast road when no other buses in front of us ie any 12's or 27's so unable to socially distance.	7/1/2021 7:06 PM
134	Public transport to Lewes, please! I'm forced to use the car	7/1/2021 6:49 PM

Peacehaven public transport survey

135	B&H buses seem to think we all live on the coast road! If I want to visit family in seafood or Eastbourne or go shopping , I have a mile walk to coast road to catch a bus and then the same when I come home. This is not acceptable especially when got shopping.	7/1/2021 6:46 PM
136	My hairdresser, GP & physiotherapist is in Newhaven, sadly the 14 buses have been reduced to a skeleton service so I have get a 14 to Telscombe Cliffs Way then catch a 12 to Newhaven which isn't great when we have gales & torrential rain as I'm unable to walk very fast any longer, it takes over an hour from leaving my house to arrive in Newhaven whereas if there were more 14 buses travelling direct it's approx half that time.	7/1/2021 6:39 PM
137	Live in WEST PEACEHAVEN ,which you don't even specify as a district of the town !	7/1/2021 6:02 PM
138	The 14 service must be improved to cater for all the new properties where catching a 12 on the SCR is not an option.	7/1/2021 6:00 PM
139	The price are ridiculous since changing to Network. I see no reason Peacehaven shouldn't be on the cheaper City saver route especially as bus is the only public transport available to us. Newhaven/Eastbourne are significantly further and services by their own buses (12)	7/1/2021 5:56 PM
140	Why can't we have a service every 10 mins.? Bus services from Brighton need to be more frequent	7/1/2021 5:47 PM
141	quite happy as they are, although a better bus service to Crawley would be better, a more direct route.	7/1/2021 5:35 PM
142	No	7/1/2021 5:21 PM
143	In this day of technology is it not possible to have a small fair if you only want to travel 1/2 stops as in London	7/1/2021 5:09 PM
144	Arundel Rd has long needed a small bus route to serve Meridian Centre BUT NOW THAT'S BEEN STUFFED the route needs to access Newhaven Sainsbury's. Could also serve new and imminent estates. Tickets must be fully interchangeable with other operators.	7/1/2021 5:08 PM
145	We need a bus service from east Peacehaven to Sussex general. 14 from Peacehaven too infrequent	7/1/2021 4:57 PM
146	The service for buses is north Peacehaven is awful. I always drive to the coast road to enable a larger choice of buses. . The 12s and 14s then often show up several at once and then none for some time. There need to be a much greater frequency and reliability to provide the service requires o the large number of residents living away from the coast road	7/1/2021 4:53 PM
147	Please improve Peacehaven high street, and stop building a lot of flats & houses.	7/1/2021 4:49 PM
148	no thank you	7/1/2021 4:48 PM
149	We really need more buses from North peacehaven to newhaven as only 2 a day and not easy if you carry shopping or want to catch train to lewes. Currently only school bus to lewes maybe a bus every 1 or 2 hours would make that more direct and accessible especially for those who work in lewes	7/1/2021 4:46 PM
150	Cost is the key issue for me getting the buss. I can travel to London on the coach with an advanced ticket for £10.00, yet it cost £5.00 to get to Brighton, also the Zone for ticket price increase is just before Peacehaven which is frankly opportunistic at best. The same fair gets you all the way to Eastbourne. Make the cost reasonable and i will use the buss more.	7/1/2021 4:46 PM
151	To be able to ride a bike on the current roads you are risking your life due to the conditions of them. The amount of traffic on them. Even if you ride on the pavement which is my preferred route with the children they are just as bad. So making cycle routes in that lovely red tarmac material would be good.	7/1/2021 4:44 PM
152	No longer able to easily get a bus to or from Haven Health if required to Coast road now 14 service severely cut.	7/1/2021 4:35 PM
153	I would happily take public transport to work but it is more expensive than driving my own car and it takes me double the time.	7/1/2021 4:26 PM
154	Owing to the extra houses being built and the new Meridian Centre being built in Peacehaven and not adequate infrastructure I would like to see more bus routes in and around Peacehaven to Brighton and Eastbourne.	7/1/2021 4:19 PM

Peacehaven public transport survey

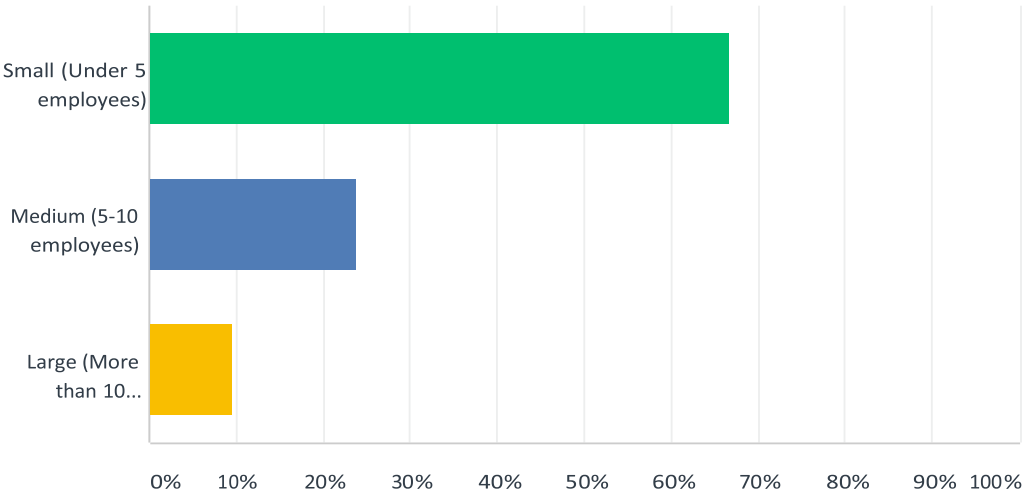
155	More buses needed from north Peacehaven to newhaven and seaford	7/1/2021 4:08 PM
156	It would be great to get more services toward Newhaven station from the back of peacehaven- at the moment, I have to get a 14 down to the coast and then a 12.	7/1/2021 4:03 PM
157	Would like to see the full reinstatement of the 14 route to Newhaven/Brighton. Service is currently very sparse and at inconvenient times.	7/1/2021 3:49 PM
158	There should be double yellow lines on all the bus routes. There are so many parked cars in Ambleside Avenue for example that it is extremely challenging for the bus drivers and dangerous for pedestrians trying to cross the road.	7/1/2021 3:48 PM
159	Need buses to run more often, only one service near me which is a 10 min walk to get to or walk even further to the coast road.	7/1/2021 3:43 PM
160	The service from North Peacehaven to Newhaven is awful! Needs regular evening & weekends!	7/1/2021 3:42 PM
161	Please reinstall the 14c to Sainsbury's works well for shopping on the east bound and west bound for doctors chemists etc	7/1/2021 3:37 PM
162	Could do with more buses at night from Brighton, preferably ones that also go all along Arundel Road. I don't feel safe walking home from the bus stop after dark. Also a bus that loops round Peacehaven in the day would be good. It takes me over an hour to walk my daughter to nursery on Glynn Rs and home again. Which is two hours a day.	7/1/2021 3:34 PM
163	Brighton buses offer an appalling bus service, with frequent cancellations. It's hard enough travelling into Brighton, but getting home is a absolute nightmare, due to cancellation at peak times along the A259.	7/1/2021 3:20 PM
164	A bus into Lewes, the marina and a small bus service around Peacehaven would be good. The areas of North Peacehaven seem badly served by buses	7/1/2021 3:14 PM
165	The Peacehaven bus service is always the first to be cancelled. Given the number of students that live in the area the number and frequency of buses is insufficient. The fare is also to expensive given the push for people to use public transport	7/1/2021 3:13 PM
166	Night bus to Telscombe Cliffs way, kirby drive. More bus stops by Warren way	7/1/2021 3:06 PM
167	Peacehaven has no station like it's bordering town Newhaven, yet we pay the significantly more expensive 'Network' B&H Bus travel prices, whereas our neighbour Saltdean gets the far cheaper 'City Saver' rate. It's really unfair.	7/1/2021 3:03 PM
168	No	7/1/2021 2:59 PM
169	No	7/1/2021 2:58 PM
170	More frequent buses to and from Newhaven as that's where I do my food shopping, Brighton and Hove used to do this before favouring the town buses	7/1/2021 2:55 PM
171	Not enough 14s ,too expensive to the point I have to stay home as don't have car ,so it causes mental health	7/1/2021 2:54 PM
172	The issue is traffic down the south coast road really, could we spend some money expanding the road to a few more lanes or something	7/1/2021 2:53 PM
173	Why cant ALL bus stops in Peacehaven have the electronic time board so you know when the next bus is due? Hodder Avenue for example - a main bus stop! Come on its 2021!! The standard timetables are inaccurate and hard to read when the plastic is weathered or damaged where the timetable. Pedestrianised footpath linking Peacehaven to Saltdean undercliff path so can walk to Brighton.	7/1/2021 2:52 PM
174	Services can be unreliable and not up to date. The 14B on a Sunday is a waste of time and takes far too long. Need to have more choices.	7/1/2021 2:49 PM
175	No	7/1/2021 2:49 PM
176	North Peacehaven is abysmally served by the buses and also local places like Newhaven Sainsbury's, Paradise Park, etc. Lewes especially is a nightmare to get to. Journey to Lewes from Peacehaven might be 2 hours long on bus/train but only 20minutes in the car.	7/1/2021 2:42 PM

Peacehaven public transport survey

177	Park and ride scheme using roderick, steyning and piddinghoe car parks. Resurface car parks and mark out parking bays to increase capacity to allow for park and ride. Car Sharing schemes to be introduced.	7/1/2021 2:40 PM
178	No	7/1/2021 2:33 PM
179	No	7/1/2021 2:33 PM
180	Our bus services have been cut. We are losing our town centre to housing development. We have no proper supermarket anymore so have to travel out of town to do our shopping.	7/1/2021 2:33 PM
181	I can see myself having to give up work because of the terrible traffic on the south coast road .. and unless alot is done to get workers to and from work I cant see much changing , and if Brighton and Hove want to go car-less , maybe we need a park and ride somewhere .	7/1/2021 2:32 PM
182	More frequent 14's would be helpful.	7/1/2021 2:29 PM
183	Yes the Bus Services doens not work for Peacehaven, In the morning the buses start at Eastbourne / Seaford and by the time they get though Peacehaven many are full. A lot of people like the Express Bus so park in the streets near where the 12x stops. Reason for this it can take the 14 sometimes 20 minutes just to get out at the lights in Telscombe. It is now a lot better all 12 / 14 go via Brighton Station but late at night some long gaps of up to 40 minutes between services. Also brighton buses dont seem to coordinate night time buses the n12 n14 need to start at the station and connect with the other Night bus services so make it hub and also connect with late trains that arrive. If you arrive on one of the late trains around 1:30am u have to walk to North street or West street to get the night bus. i could go on	7/1/2021 2:27 PM
184	A more frequent route from the back of Telscombe Peacehaven to Newhaven would be good. Also find myself driving to coast road or changing buses as the bus at the back of peacehaven is limited. Its quite hard to reach newhaven train station by bus here for example. A train station in Peacehaven would be ideal.	7/1/2021 2:23 PM

Q1 How would you describe your business?

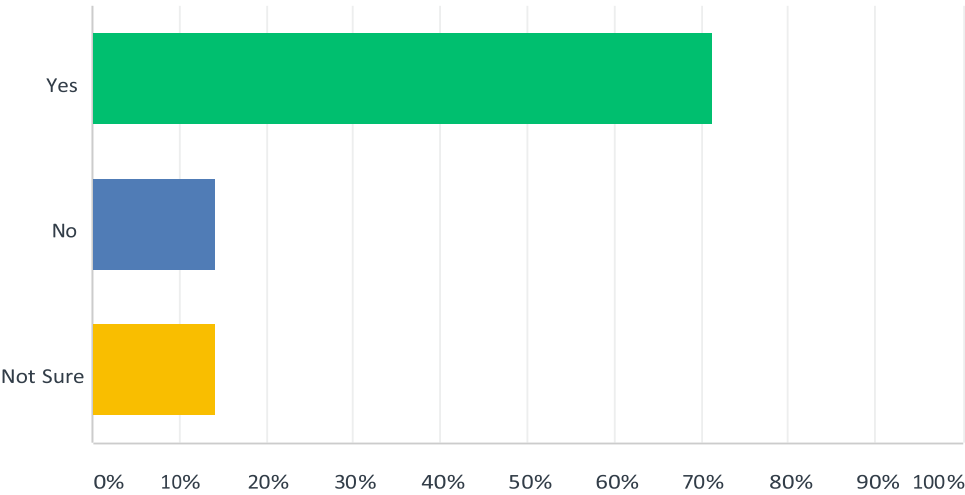
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Small (Under 5 employees)	66.67%	14
Medium (5-10 employees)	23.81%	5
Large (More than 10 employees)	9.52%	2
TOTAL		21

Q2 Do you expect your business to grow in the next 5 years?

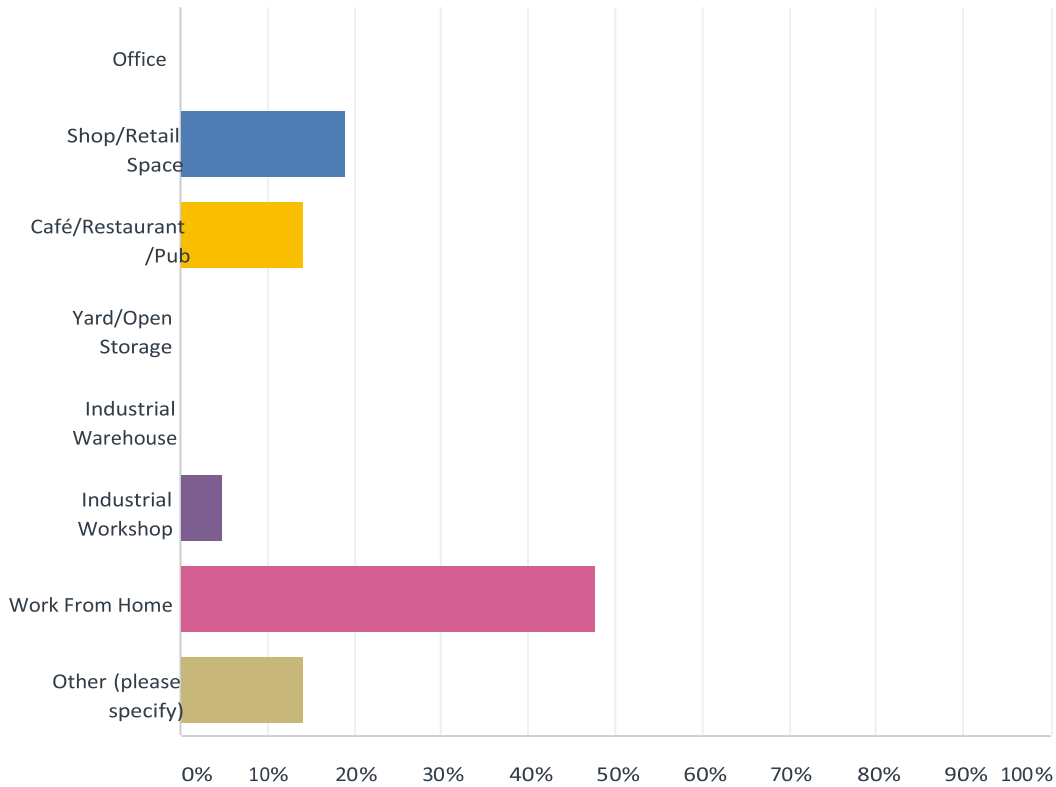
Answered: 21 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		71.43%	15
No		14.29%	3
Not Sure		14.29%	3
TOTAL			21

Q3 What type of premises does your business currently occupy?

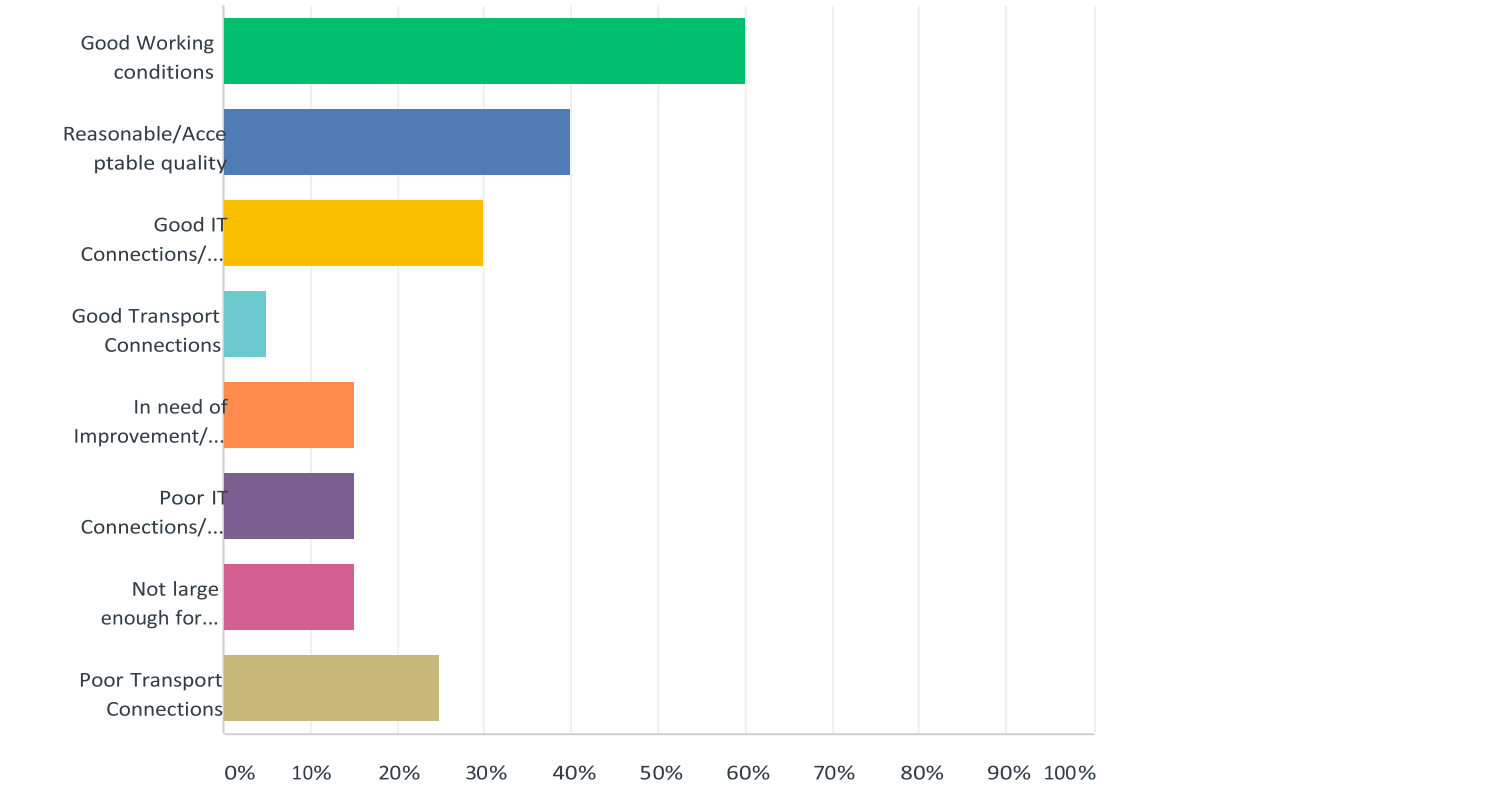
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Office	0.00%	0
Shop/Retail Space	19.05%	4
Café/Restaurant/Pub	14.29%	3
Yard/Open Storage	0.00%	0
Industrial Warehouse	0.00%	0
Industrial Workshop	4.76%	1
Work From Home	47.62%	10
Other (please specify)	14.29%	3
TOTAL		21

Q4 How would you best describe the condition of your current business premises?

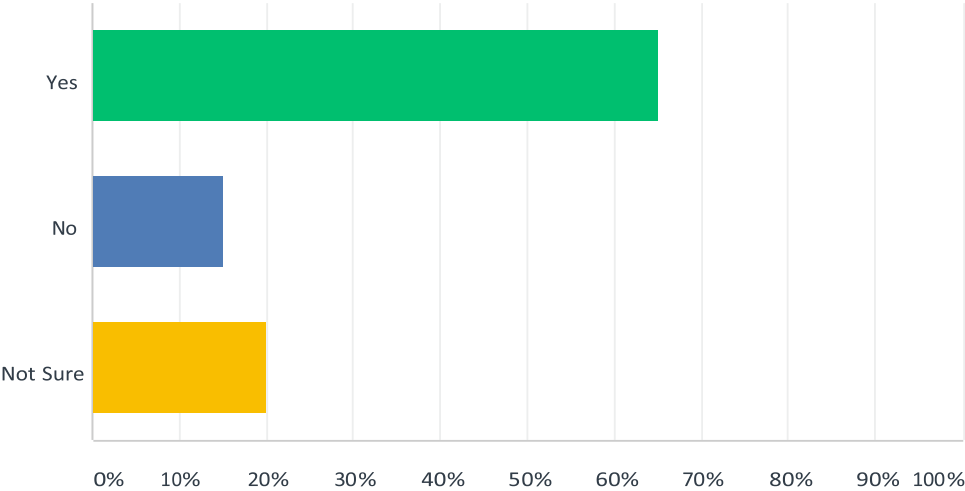
Answered: 20 Skipped: 1



ANSWER CHOICES	RESPONSES	
Good Working conditions	60.00%	12
Reasonable/Acceptable quality	40.00%	8
Good IT Connections/Services	30.00%	6
Good Transport Connections	5.00%	1
In need of Improvement/Refurbishment	15.00%	3
Poor IT Connections/Services	15.00%	3
Not large enough for current operations	15.00%	3
Poor Transport Connections	25.00%	5
Total Respondents: 20		

Q5 Do you consider your current business premises affordable?

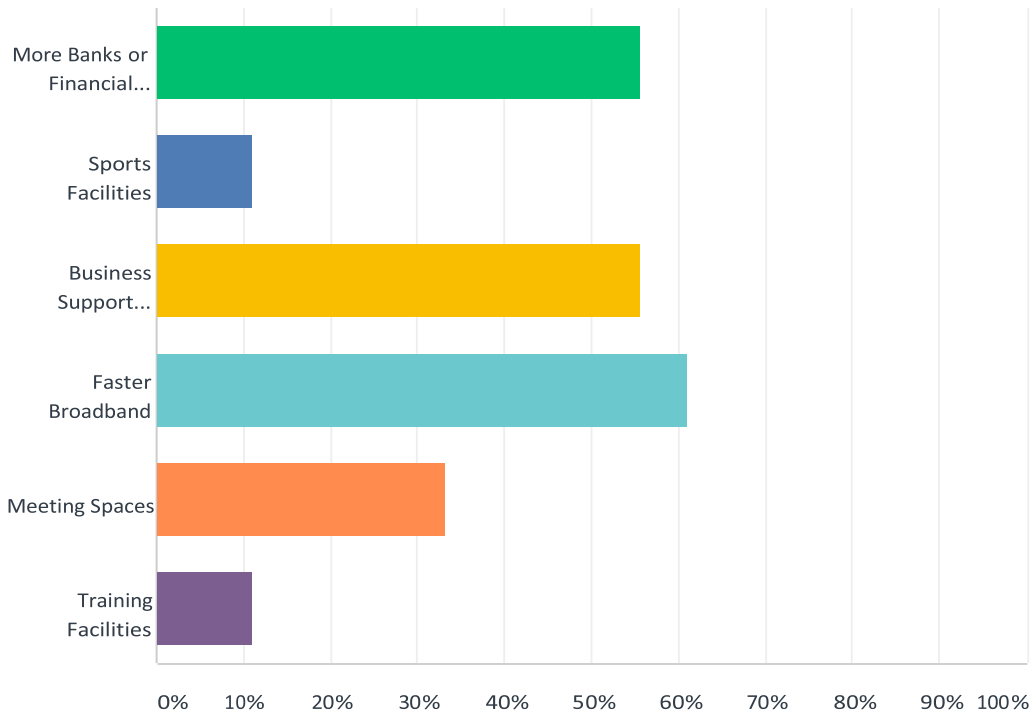
Answered: 20 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	65.00%	13
No	15.00%	3
Not Sure	20.00%	4
TOTAL		20

Q6 What could be provided in the local area to support/futureproof your business?

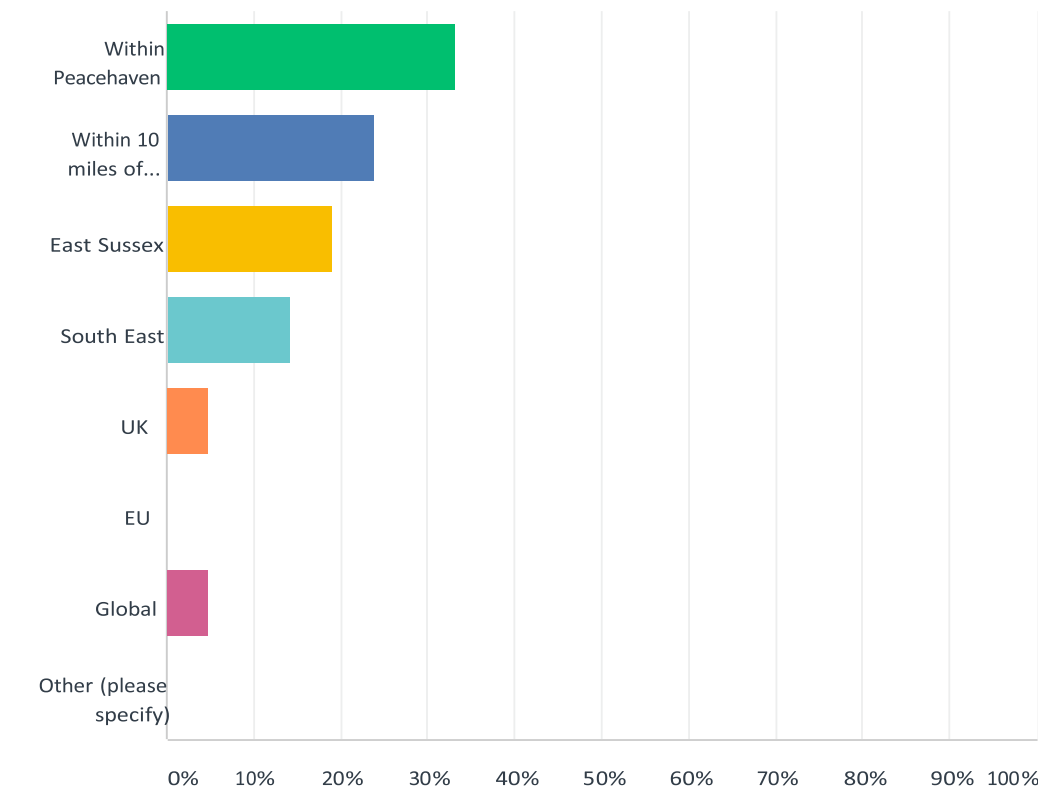
Answered: 18 Skipped: 3



ANSWER CHOICES	RESPONSES	
More Banks or Financial Services	55.56%	10
Sports Facilities	11.11%	2
Business Support Services	55.56%	10
Faster Broadband	61.11%	11
Meeting Spaces	33.33%	6
Training Facilities	11.11%	2
Total Respondents: 18		

Q7 Where would you describe your main geographic market?

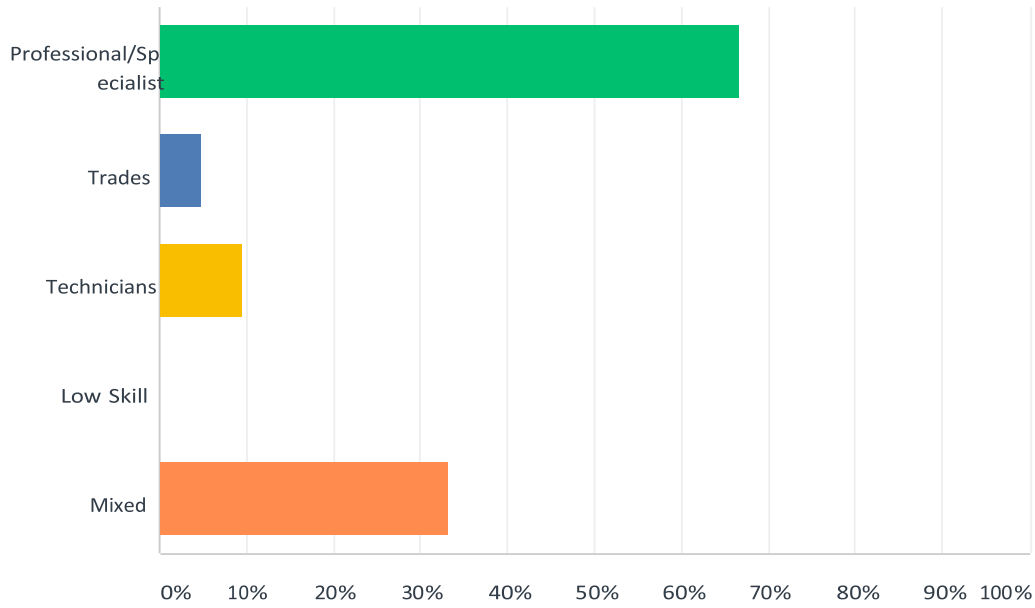
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Within Peacehaven	33.33%	7
Within 10 miles of Peacehaven	23.81%	5
East Sussex	19.05%	4
South East	14.29%	3
UK	4.76%	1
EU	0.00%	0
Global	4.76%	1
Other (please specify)	0.00%	0
TOTAL		21

Q8 What is the skill level of your employees?

Answered: 21 Skipped: 0

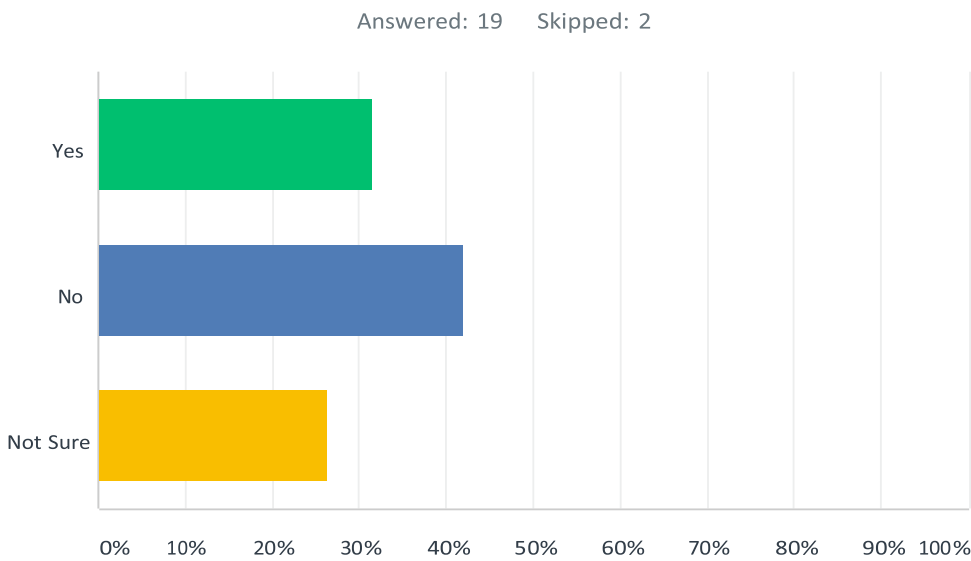


ANSWER CHOICES	RESPONSES	
Professional/Specialist	66.67%	14
Trades	4.76%	1
Technicians	9.52%	2
Low Skill	0.00%	0
Mixed	33.33%	7
Total Respondents: 21		

Q9 Do you offer any work experience, apprenticeships or training opportunities?

ANSWER CHOICES	RESPONSES	
Yes	28.57%	6
No	71.43%	15
TOTAL		21

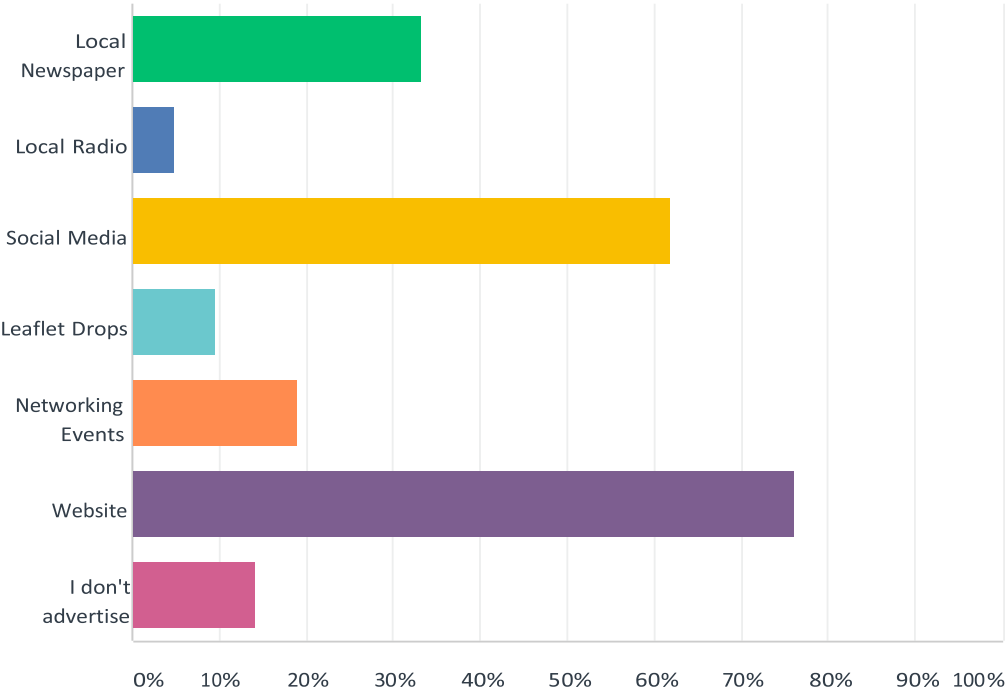
Q10 If you answered no to the above question (Q9), Would you be interested in receiving support to facilitate this? (please provide your details below)



ANSWER CHOICES	RESPONSES	
Yes	31.58%	6
No	42.11%	8
Not Sure	26.32%	5
TOTAL		19

Q11 How do you advertise your business?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Local Newspaper	33.33%	7
Local Radio	4.76%	1
Social Media	61.90%	13
Leaflet Drops	9.52%	2
Networking Events	19.05%	4
Website	76.19%	16
I don't advertise	14.29%	3
Total Respondents: 21		

Q12 Would you be interested in information regarding the Councils advertising packages?(Please leave details below if you answered Yes)

ANSWER CHOICES	RESPONSES	
Yes	38.10%	8
No	61.90%	13
TOTAL		21

Q13 Contact Information (If you would like to be kept informed about work experience, apprenticeships and training opportunities and or the Councils advertising packages.)

ANSWER CHOICES	RESPONSES	
Name	90.00%	9
Company	90.00%	9
Address	90.00%	9
Address 2	0.00%	0
City/Town	80.00%	8
State/Province	0.00%	0
Postal Code	100.00%	10
Country	0.00%	0
Email Address	90.00%	9

Agenda Item: BPEC105
Committee: Business Development
Date: 25th August 2021
Title: Welcome Back Fund
Report Authors: Senior Projects Officer
Purpose of Report: To provide an update / facilitate discussion

Introduction

The information is provided further to a bid submitted by the SPO to the Welcome Back Fund earlier this year.

Background

See funding application (Annex 1) and guidance document using link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1009182/Welcome_Back_Fund_Guidance_v3.pdf

“Councils across England are to share £56m of ERDF funding to support the return to high streets safely and help build back better from the pandemic. This funding shall be known as the “Welcome Back Fund” (the fund) and it builds on the £50m Reopening High Street Safely Fund (RHSSF) allocated to councils in 2020 and forms part of wider support government is providing to communities and businesses, to protect jobs, support the most vulnerable and ensure no one is left behind as we continue to tackle the Covid-19 pandemic and begin to build back better.

The fund will allow local authorities in England to put in place additional measures to create and promote a safe environment for local trade and tourism, particularly in high streets as their economies reopen. We also recognise that the impact of Covid19 on local economies will be significant. Local authorities can therefore also use the fund to develop plans for responding to these impacts, this could include considering how other funding streams could help address those challenges in the future.

Part of the fund will be used to provide support for coastal resorts across England to support areas as they prepare for a great summer to safely welcome holiday makers in the coming months.

The fund can also be used by local authorities to:

- Boost the look and feel of their high streets by investing in street planting, parks, green spaces, and seating areas to make high streets welcoming.
- Run publicity campaigns and prepare to hold events that will boost footfall and encourage people back into the high streets and thereby supporting local businesses.
- Install and refresh signage and communications on how people can stay safe and help prevent the spread of COVID-19.
- Improve green spaces on high streets and town centres by planting flowers or removing graffiti.”

(MHCLG Guidance Introduction)

Analysis

Note all funding as requested was granted, however there are several restrictions and principles re: procurement and branding:

- Specific branding (details below)
- Need 3 x quotes for everything and an audit trail

- Invoices addressed to LDC, LDC raise PO, invoices sent to District and they claim back from Gov quarterly
- Need photos – evidence of spending
- Posters etc need sign off by LDC
- Activity – required to display A3 poster, explains where funding has come from.
- Expires by end March 2021
- This is for temporary measures (though checks won't be made afterwards if items are retained)
- If we can't/don't intend to spend it all, LDC need to submit a change of request and re-allocate. We would need to let them know of any such changes ASAP.

Branding - The ERDF and HM Government logos must both appear on everything (including web pages, publicity, all project documents, press releases, newsletters, email footers - when discussing the project, presentation slides and social media posts) in colour (if printing in colour), with a suitable clearance zone around the edges. They must be:

- Clearly visible in a prominent position – appropriate to the scale of the document being used.
- If printed, the portrait ERDF logo must be minimum of 25mm high and the landscape logo must be min 40mm wide. The coat of arms on the HM Government logo must be min 5mm wide (or 15 pixels wide for digital).
- Must be at least same size or bigger than the other logos.
- Must not have any wording added to the logo and must not be stretched, distorted, rotated or changed in any way.
- Online it must be visible on the main project specific web page inside the viewing area without having to scroll down (for at least one digital device e.g. desktop). There must also be a description on the page of the activities supported by the fund and its aims and results.
- We must include a written reference to the funds alongside the logos e.g. "*Project Name is funded (or part funded) by the European Regional Development Fund via the Welcome Back Fund.*"
- For social media, please include the ERDF and HM Government logos within the images posted (try to keep to min 15 pixels width for the HM Government logo if possible) and #ERDF or #ERDFFunded.
- Press releases must reference ERDF and notes to editors should include the ERDF & HM Government logos and this text:

This project is receiving up to £ *insert figure here* of funding from the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020. The Ministry of Housing, Communities and Local Government (and in London the intermediate body Greater London Authority) is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>.

- In any media interviews, we must reference ERDF funding and keep copies of coverage as evidence.
- During the implementation of a project, at least one poster must be displayed, min A3 size, in a visible area e.g. entrance.
- Multiple items e.g. planters do not require branding on each item, however there should be signage at the start and end of the area covered stating that the items are Welcome Back Funded with logos.

Poster to include:

- Project Name
- Aim of the project and brief description
- *Is funded (or part funded) by the European Regional Development Fund via the Welcome Back Fund*
- ERDF and HM Govt logos

More branding information available at: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

Conclusions / Recommendations

Needs thorough and careful delivery in accordance with the principles set out. Next steps to be discussed and agreed.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• Due diligence and financial management
<u>Legal</u>	<ul style="list-style-type: none">• UK Financial and Planning Laws• Council Powers/Duties• Lease/landlord/landowner responsibilities
<u>Health & Safety</u>	<ul style="list-style-type: none">• Safer Roads
<u>Planning</u>	<ul style="list-style-type: none">• Planning Act 1990, current local / national policy
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• Sustainable accessibility to local services
<u>Crime and disorder</u>	<ul style="list-style-type: none">• CCTV
<u>Social value</u>	<ul style="list-style-type: none">• Potential for charities/voluntary organisations• Support for those in need• Links with youth services, DWP• Inclusivity• Community benefits
<u>Climate</u>	<ul style="list-style-type: none">• Carbon footprint of utilisation and creation of any new buildings

Appendices/Background papers

Annex 1 – PTC's Fund Application



HM Government



European Union

European Regional
Development Fund

Welcome Back Fund

New Activity

Please only use this form if you already have a signed RHSSF funding agreement in place

Local Authority Name	Name of Lead Contact	Tony Allen
PEACEHAVEN TOWN COUNCIL	Telephone Number	07702 958026
	Email Address	townclerk@peacehaventowncouncil.gov.uk
	Name of Deputy Contact	Michelle Edser
	Telephone Number	07936 948833
	Email Address	spo@peacehaventowncouncil.gov.uk

1. Proposed Activity

Please complete the table below to reflect the activities you propose to use the RHSS WBF for.

No.	Area of Scope	Using bullet points briefly set out the specific activities you will undertake	Briefly set out how the activity does not duplicate existing activity (additionality)	Total Indicative Budget £ per item Gross
1	Support to develop an action plan for how the local authority may begin to safely reopen their local economies.	<ul style="list-style-type: none"> Event planning assistance / consultant Information, posters, graphics, paper and digitally inclusive approaches – promoting local business and community facilities 	New events	1000 500
2	Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely	<ul style="list-style-type: none"> Purchase of Marquee to facilitate events and information sharing Exhibition stands and displays Use of marshals for public events 	No appropriate facilities or resources currently available	2000 750 500
3	Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.	<ul style="list-style-type: none"> Arrange recruitment fair - local businesses. How to get involved with apprenticeship schemes College courses/ supporting local Schools Promoting the area, attracting tourism, places to stay, camping etc 	Use of event planning budget above with Staff, Councillor, local business input	

		Workshops to involve and ask businesses what would help them		
4	Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.	<p>Purchase of flexible seating (chairs / deckchairs) for within or surrounding the marquee or at other locations, tables as needed</p> <p>Hire of Storage container</p> <p>Signage for access to green spaces, clifftop walks and points of interest</p> <p>Benches along the cliff top area</p> <p>Planters and other physical space demarcations</p>		<p>2000</p> <p>400</p> <p>1500</p> <p>2000</p> <p>600</p>
5	Support and promote a safe public environment for a local area's visitor economy	Work with ESCC/stakeholders to identify/create walkways and cycle paths linking to surrounding areas	Signage to promote and optimise use of existing routes	See above

6	Support local authorities to develop plans for responding to the medium-term impact of CV-19 including trialling new ideas particularly where these relate to the High Street.	<p>Organise local suppliers / farmer's market</p> <p>Promote use of allotments / sustainable growing</p> <p>Provide information about healthy eating and lifestyles, engage local Anchor Health provider (social prescribing)</p> <p>Arrange Cookery demonstrations / use local Schools, restaurants, cafes</p> <p>Promote health and well-being providers in the Town, arrange trials of treatments</p> <p>Support events by pop up restaurants and cafes</p>	Use of event planning budget above with Staff and Councillor input	
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Alignment with COVID-19 Plans – Either Action Plan developed through RHSSF or Alignment with COVID recovery plan

Please summarise how the above planned activity contributes to a national, regional or local COVID-19 plan.
<p>Peacehaven Town Council has identified a list of activities to assist in the post Covid recovery of the Town.</p> <p>Peacehaven does not have a successful defined Town Centre or High Street at present, local communities and businesses are dispersed across the Town. It is considered that this fund could very much assist with this issue, in terms of access to services, providing information and facilitating events. The Lewes District Council Playing Pitch Strategy Needs Assessment July 2020 identifies that the East of Peacehaven has significant deprivation. The eastern community is very much cut off from the Centre and West of Peacehaven. We would like to work on repositioning the centre at this time thereby spreading out" some of the</p>

facilities, resources and options for communities so that provision is more equitable across the Town. The use of our existing Hub location and the area surrounding it, including the Football Club, could work very well to facilitate this.

It is noted that specific mention is made of supporting coastal resorts as we prepare for summer, to enable us to safely welcome visitors in the coming months. We have considered the key themes of looking to boost the look and feel of the area, running publicity campaigns, holding events, installing signage and improving our green spaces and access to them as per the fund guidance.

Planned events would incur costs of exhibition stands, marquees, seating etc. We may need to hire a container to store items overnight. We would utilise our Local Business Directory and utilise contacts with the Peacehaven Chamber of Commerce in order to engage with local businesses. We would need to cover consultant fees for event planning, project planning, graphics, signage and paper and digitally inclusive designs.

We would ensure inclusivity and accessibility of information for all, supporting a wide range of intervention measures. We have considered the available guidance and FAQ's, the Covid-19 Recovery Framework and guidance re: Safer Public Places, Managing Beaches, Countryside and Coastal Areas.

We have identified the following key themes and listed specific items and ideas we feel meets these:

- Active movement / sustainable travel / access to green spaces
- Well-being / food / education
- Economy / supporting local businesses / recruitment
- Social Infrastructure / Creativity / Public Realm
- Discovering Peacehaven's Unique Selling Points / Learning about our environment

Locations of activity of additional areas now covered by WBF.

There is no need to include areas that were listed in your original Grant Action Plan.

Please list the locations that you intend to support with this activity and give details of which strand of activity will be implemented at each location. Insert more rows if required.

Type High Street / Neighbourhood Shopping Area	Name of location	Postcode(s)
Neighbourhood Shopping Area	Meridian Centre	BN10 8BB
Town Council Building	Community House	BN10 8BB
Park / Café	Centenary Park / Gateway Café	BN10 8RJ
Public Building & surrounding area / car park / field	The Hub	BN10 8RJ
Park	The Dell	BN10 7PE

Permissions

Please confirm that you will have all the necessary permissions in order to carry out the temporary public realm changes and that you will be able to evidence this upon request. **Tick to confirm:** ☒

2. Procurement

Please provide details of all the procurements you have and/or will undertake in relation to WBF eligible expenditure.

Applicants should note that procurements will be tested in detail in the lifetime of a project and by different independent bodies. In the event of non - compliance/irregularity financial penalty will be imposed in line with EU guidance. This can be up to 100% of the procurement expenditure.

It remains the responsibility of the Local Authority to ensure all procurements are compliant with [ERDF Procurement Requirements](#). Below are the thresholds that you should adhere to:

Value of contract	Minimum Procedure	Advertising Required
£0 - £2,499	Direct award	None
£2,500 - £24,999	3 written quotes or prices sought from relevant suppliers of goods, works and services	None
£25,000 – Relevant Public Contracts Regulations threshold	Formal tender process in line with the Interpretative Communication and the relevant guidance set out below	1) Advertised on Contracts Finder and 2) the opportunity is advertised on the ESIF grant recipient's website for a reasonable time period.

Anticipated value of the contract	Brief description of works, supplies or services that will be provided under the contract (Please indicate where you are using an existing contract)	What procurement process do you anticipate using to select the supplier? (Please tick)					Procurement status (Please tick)	
		Existing Contract	OJEU	Advertised	Three Quotes	Direct Award	Procurement in progress/ to be started	Procurement completed

If you are deviating from the above ERDF Procurement Requirements please detail below¹:

¹ Please note that Single Tender Justification forms and Cross Border Interest forms should only be **used in exceptional circumstances** and must be returned with this form for consideration.

3. Stakeholder Engagement

It is a condition of this funding that you engage with local stakeholders which includes lower tier authorities. (Including Town and Parish Councils where relevant)

Briefly set out how you will/have engaged with these and other relevant stakeholders when considering how to use the WBF funding.

A) Please list which organisations and sectors you have engaged with?
Peacehaven Chamber of Commerce / Business Directory
Library Services / DWP
Sustrans
ESCC
B) Please provide summary details of the engagement activities these stakeholders have been involved with?
We have recently met with the above to discuss the aspirations for the Town, stakeholders are supportive

4. **New Delivery Partners**

See Welcome Back Fund Guidance for details on the role of Delivery Partners and their associated requirements. The Delivery Partners listed here are only those that will defray WBF costs themselves (i.e. the ERDF definition of a Delivery Partner). Non-financial delivery partners who you have engaged with strategically but who will not defray WBF costs themselves should be listed in Section 3 above.

Please enter details of any **additional** Delivery Partners that haven't been included in your Grant Funding Agreement

For each Delivery Partner you are required to secure a Service Level Agreement for their WBF Fund activity.

Name of Delivery Partner (please insert rows as required)	Please confirm that you have a signed SLA with each Delivery Partner	
	Yes – Submit with WBF Activity Form	No – provide date when SLA will be submitted

5. Outputs

Please indicate the volume for each output your new WBF activity will address.

	Output	Number of outputs
P14	Number of CV-19 Action Plan	
P15	Number of CV-19 Public Information Campaigns	
P16	Number of CV-19 Business Facing Campaigns	
P17	Number of CV-19 Communication Officers	
P18	Number of High Streets with Temporary CV-19 Adaptations	
P19	Number of Neighbourhood Shopping Areas with Temporary CV-19 Adaptations	

6. Claims

Claims **must** be submitted quarterly with a progress report. If you are unable to make a claim in a particular quarter you should discuss this with your Contract Manager at the earliest opportunity.

Please insert a forecast value for each claim.

Claim	Claim Expenditure Period	Claim submission deadline	Tick to indicate a claim submission in this period	Claim Forecast Value £ (Gross)
21Q2	April 2021 – June 2021	28/07/2021	<input type="checkbox"/>	
21Q3	July 2021 – September 2021	28/10/2021	<input type="checkbox"/>	
21Q4	October 2021 – December 2021	31/01/2022	<input type="checkbox"/>	
22Q1	January 2022 – March 2022	29/04/2022	<input type="checkbox"/>	

7. Staff Costs

Please indicate whether you plan to claim the 4% Management and Admin from within your grant allocation (These costs will need to be supported with evidence i.e. Hourly rate calculations or invoices)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If you propose to claim staff costs in line with the WBF Fund Guidance, please complete the table below (Including those under the 4% M&A category)

Area of Scope	Does this form part of your 4% M&A costs	Role Title	Salary	Cost to be Claimed
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			

8. Monitoring and Evaluation

Please indicate all of the monitoring methods you will utilise to demonstrate the impact of the project activities.

Monitoring Method	Tick to confirm	Brief description
Footfall counts	Yes	At event attendance
Businesses reopening	No	Formal monitoring not proposed though we may establish indications
Businesses closed	No	Formal monitoring not proposed though we may establish indications
Other		

9. State Aid

This section MUST be completed in conjunction with the accompanying Welcome Back Fund Guidance.

CLGU has conducted its own analysis of the State Aid position of the RHSS/WBF project and concluded that there is no State Aid due to the nature of the RHSS/WBF eligible activities. This position has been set out in the accompanying Welcome Back Fund Guidance.

It is the responsibility of each Local Authority in receipt of RHSS/WBF funding to ensure that they are compliant with State Aid law.

- i. Please confirm that there has been no change in your state aid position and that it remains in line with CLGU's position as set out in the original Grant Action Plan Guidance **YES**

10. Document Retention

Please confirm you will retain all project documentation until 31 December 2033, and then seek confirmation of destruction from MHCLG before doing so in accordance with EU requirements. **Select to confirm** ☒

11. EU Regulations

Please confirm that you have read and understood the ERDF Guidance including but not limited to Eligibility, State Aid, Branding and Publicity and Procurement and that you will deliver the project in compliance with the requirements. **Select to confirm:** ☒

Declaration & Signature

I declare that I have the authority to represent Peacehaven Town Council in submitting the Grant Action Plan.

I understand that WBF Fund acceptance of this Grant Action Plan does not in any way signify that the proposed activity described above is eligible and compliant with the requirements of the WBF Fund.

On behalf of Peacehaven Town Council and having carried out full and proper inquiry, I confirm to the WBF Fund:

- That the information provided in this application is accurate.
- I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the eligibility and compliance of the activity.

I confirm to the WBF Fund:

- That I shall inform the WBF Fund if, prior to any WBF funding being legally committed to Peacehaven Town Council, I become aware of any further information which might reasonably be considered as material to the WBF Fund in deciding whether to enter into a Funding Agreement.
- I am aware that if the information given in this application turns out to be false or misleading, the Reopening High Streets Safely Fund may demand the repayment of funding and/or terminate the WBF funding agreement.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

Signed		Name (print)	Tony Allen
Position	Town Clerk	Date	24/5/2021

Agenda Item: BPEC106

Business Development and Communications Committee

Date: 25th August 2021

Title: OVESCO Community Energy CIC

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To inform Committee

INTRODUCTION

Peacehaven Town Council has declared a Climate Emergency and wishes to reduce its carbon dioxide (CO2) emissions by reducing its use of fossil fuels and increasing green energy consumption.

The Council owns several buildings:

Civic Centre / Community House

The Hub

The Gateway Café

The Peacehaven and Telscombe Football club, club house.

Solar panels and boilers are used for energy provision, these are in need of replacement through age, loss of efficiency and newer greener energy being available.

BACKGROUND

Peacehaven Town Council has engaged Dr Mark Earthy, a local expert in the field of electricity and energy generation and storage to advise them.

Contact has been made with OVESCO who are a Community Interest Community who were created in 2007 to support Lewes District Council in the move to green energy.

OVESCO stands for The Ouse Valley Energy Service Company. Providing the following services to LDC and others.

- . Energy advice and grants for insulation and heating

- . Grants for renewables to generate heat and light

- .PV for industrial roofs

- ‘Wind turbines and water hydro sites.

- . Access funding and can set up public investment schemes.

The Lead Director is Chris Rowland who with Nicky Myers does outreach work to communities. Nicky is conducting a study in Barcombe Village where they are dependent on oil with the aim of conversion to solar or wind generation.

Dr Earthy brings to this group of experts his additional knowledge of energy storage.

RECOMMENDATION

To enable PTC to consider working with OVESCO to move forward the actions needed to update to green energy provision... To recommend that OVESCO be invited to make a 15/20minute presentation to Council at the earliest opportunity.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	No expenditure at present If PTC decides to work with OVESCO new equipment will be bought to replace obsolescent and financially inefficient
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	UK Government Targets by 2030 PTC Freeholder
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	N/A at this stage
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	To be clarified
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	Environmentally friendly
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	N/A
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?• Community benefits?	Potential to support vulnerable through tariffs
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	Positive for Climate

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

