



# PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

Draft Minutes of the meeting of the Civic & Events Committee held via Zoom at 7.30pm on Tuesday 30<sup>th</sup> March 2021.

**Present:** Cllr L Duhigg, Cllr G Hill, Cllr D Paul, Cllr L Mills, Cllr L Symonds, Cllr E Simmons, Cllr A Goble, Cllr W Veck,

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

**Public:** One member of the public

## 1. CCE103 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed everyone to the meeting.

The Chairman read out the following statement.

*"I am delighted to announce the achievement awarded to our Civic Office for the submission entered to the Civic Officers Association which explained how Peacehaven Town Council maintained the profile of their First Citizen throughout the Covid 19 pandemic.*

*Peacehaven Town Council civic office received a commendation for their entry which is recognised nationally. I think I speak on behalf of all members on this committee in congratulating Mrs. Donovan and her team on receiving such a prestigious award, well done a great achievement."*

**19.38 Cllr Paul and Cllr Simmons entered the meeting.**

## 2. CCE104 PUBLIC QUESTIONS

Mrs. Donovan the Civic Officer read out a question which was submitted by a member of the public.

*"With all the car boots reopening after April 12th in accordance with government guidelines and as advertised in the guideline links on Peacehaven Town Councils website where they are allowing parks and open spaces, why are we having to wait until 21st June to open the Dell outside car boot. We worked last year perfectly and safely in the outside space and managed great social distancing and are ready to do the same again this season. I have at least 40+ of my customers really wanting to get out and have a slight bit of normality.*

*Thanks for listening and look forward to your response."*

Cllr Duhigg reported that the Community House Working Party have met, and a decision was made that currently due to the Safety of the Public the car boots will not open at this time; a letter will be sent to all hirers in due course advising them of the decision made there will be a review in May. For now, the decision stands and will be reviewed in May.

A response will be sent to the member of public concerned.

**3. CCE105 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Cllr Milliner absent

**4. CCE106 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**5. CCE107 TO ADOPT THE MINIUTES OF 19<sup>TH</sup> JANUARY 2021.**

Re Item CCE95, Bob Pickett should read Bob Parks.

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

**6. CCE108 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The circulated report was noted.

**7. CCE109 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

The circulated report was noted.

**8. CCE110 TO RECEIVE THE NOTES FROM THE CCE WP**

The circulated report was noted.

**9. CCE111 UP-DATE ON THE PEACEHAVEN COMMUNITY AWARD**

Mrs. Donovan reported that the Community Award was advertised but unfortunately there was no response from the Public.

It was resolved that this proposal is postponed until a later date and maybe more individuals will come to light later in the year.

**10. CCE112 TO NOTE: TO WORK WITH THE ROYAL BRITISH LEGION TO MARK THE TRBL CENTENARY YEAR ON 28<sup>TH</sup> AUGUST.**

The circulated report was noted.

**11. CCE113 TO TAKE FORWARD ITEM C718 WHICH WAS AGREED AT COUNCIL ON 9<sup>TH</sup> MARCH AND ARRANGE THE FIRST WORKING PARTY MEETING.**

Mrs. Donovan confirmed this item is for the History working party.  
Some ideas were discussed and will be brought forward to the WP.

It was resolved to arrange the first meeting of the History WP.  
Proposed by Cllr Symonds and Seconded by Cllr Duhigg.

Members of the History Working Party will be: -

Cllr Duhigg, Cllr Griffiths, Cllr Seabrook, Matt Gunn, Mrs. Donovan and Town Residents Harley Bray and Daniel Moon. Cllr Symonds would also like to be notified of the meetings.

**12. CCE114 TO UP-DATE THE CCE SECTION OF THE BUSINESS PLAN (TO INCLUDE THE HISTORY PROJECT)**

The History WP this will now be added to the Business Plan.

**13. CCE115 TO NOTE THE CHAIRMANS REPORT FOR THE ANNUAL REPORT TO BE COMPLETED BY 15<sup>TH</sup> APRIL.**

Cllr Duhigg reported that the report is in progress and will be sent for submission for the Annual Report shortly

*Member of the Public entered the meeting.*

*Standing orders were suspended to allow The Chair to speak to Mrs. Pickett regarding Item CCE104*

Cllr Duhigg reiterated to Mrs. Pickett the decision made for the reinstatement of Car boot sales at The Dell (see above).

*Standing orders reinstated.*

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

There being no further business, the meeting closed at 19.58.





## Detailed Income &amp; Expenditure by Budget Heading 01/07/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
4348 Civic Gifts	107	200	93		93	53.4%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>107</b>	<b>1,900</b>	<b>1,793</b>	<b>0</b>	<b>1,793</b>	<b>5.6%</b>	<b>0</b>
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	37	600	563		563	6.2%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<b>37</b>	<b>4,050</b>	<b>4,013</b>	<b>0</b>	<b>4,013</b>	<b>0.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(144)</b>	<b>(5,950)</b>	<b>(5,806)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	(60)	500	560			(12.0%)	
1049 Banner Board	533	3,250	2,717			16.4%	
1301 Filming	4,460	2,000	(2,460)			223.0%	
Marketing :- Income	<b>4,933</b>	<b>5,750</b>	<b>817</b>			<b>85.8%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	<b>13</b>	<b>5,000</b>	<b>4,987</b>	<b>0</b>	<b>4,987</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,920</b>	<b>550</b>	<b>(4,370)</b>				
Grand Totals:- Income	<b>4,933</b>	<b>5,750</b>	<b>817</b>			<b>85.8%</b>	
Expenditure	<b>157</b>	<b>11,150</b>	<b>10,993</b>	<b>0</b>	<b>10,993</b>	<b>1.4%</b>	
<b>Net Income over Expenditure</b>	<b>4,776</b>	<b>(5,400)</b>	<b>(10,176)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>4,776</b>						





# **Peacehaven Town Council COMMUNITY HOUSE BUSINESS PLAN 2021/2025**

Civic & Marketing Officer

CCE Committee

May 2021

# Peacehaven Town Council

## Introduction

Peacehaven has a relatively small-Town Council that provides a range of local services, community facilities and information to a population of some 15,500 residents. It is situated on the South Coast within the Lewes District Council and East Sussex County Council local government boundaries.

The Town Council like all local authorities and other public sector organisations across the country is facing a challenging but exciting future. The government's austerity measures will continue to put pressure on the budgets of all public sector organisations and bodies across the country and this will present new challenges and an even greater need to ensure that local councils provide good quality, value for money services to residents and communities. In addition, the past extraordinary year has affected the council, local organisations, and businesses by not fully operating due to COVID-19.

As a Town council we need to be prepared, ready and embrace the opportunities and challenges that might arise from 'getting back to normality', so our finances need to be carefully considered when adjustments are made.

## Our vision:

“Creating a sustainable **future** for Peacehaven Town, **protecting** and enhancing the natural and historic environment and encouraging and **supporting** business to create local employment” .



## **Future**

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

## **Protecting & Supporting**

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

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

Peacehaven is not a place that people often choose to visit locally if they are going out for the day they go to Brighton, Eastbourne, or Tunbridge Wells. We want to try and change that; we want people to stop in Peacehaven when driving along the A259 between Brighton and Eastbourne and we want them to choose to come to Peacehaven for a day and not just 'pass through it'.

We would like to improve the town by: -

- improving and developing our existing facilities, amenities, and open spaces and to seek further investments.
- providing an interesting and stimulating range of cultural, sporting and community events
- making an inclusive vibrant community
- improving Air Quality to take measures to create a Green Town.
- encouraging film applications

This, we hope and believe, will attract, and encourage more people to come and visit Peacehaven for the day and perhaps even stay longer. To move this forward we aim to work with Lewes District Council to try and attract a hotel and more bed and breakfast establishments to Peacehaven and attempt to establish Peacehaven as one of many gateways to the South Downs National Park.

This plan predominately outlines the need to improve the outdated Community House facility, which is owned by Peacehaven Town Council.

The Co-operative sold the Meridian Centre in 2020, to developer, Henry Davidson Developments (HDD) this therefore, put PTC into a negotiating position as Community House is a focal point within the current Meridian Centre.

Ideas have been proposed to design a new public square, where weekend markets and other events could take place.

There would be a block of housing for elderly people at the site, as well as a cluster of two to three-bed affordable homes.

A new library is included in the plans, along with a cafe with outdoor seating and possibly a restaurant with at least 8 retail units.

Therefore, the need to enhance not only the outside of Community House was an important decision Council made but to also up-date the interior to bring a more modern look.

Our future aspiration for this project is to include Community, Commercial, Corporate, Consumer & Council

## COMMUNITY

**Short term** (1-2 years)

Action/project	Committee	Target(s)	Current position	Comments/ Information/ Responsibility
<b>CCE Committee to propose this Business Plan.</b>	CCE	JULY 2021	To agree & propose suggestions detailed in plan to full council	Chair of CCE Committee Civic & Marketing Officer (CMO)
<b>To plan Mayoral &amp; Community Events</b>	CCE	JULY 2021	To propose a calendar of events to the CCE Committee	CMO



Can we support the Peacehaven Supermarket by providing room space	CCE	JULY 2021	Researching possible ideas to accommodate  *This could be the caretaker's room as they will be in the foyer with information desk * KB.	CMO
To incorporate a museum within the building	CCE History WP	Ongoing	Still researching, however, PTC has collected a vast amount of information which needs a home!	History WP

## COMMUNITY

Medium/long term (1 -5 years)

Action/project	Committee	Target(s)	Current position	Comments/ Information/ Responsibility
To consider a permanent Café on site	CCE	2022	Under consideration *To move the kitchen into the store cupboard. This would be versatile as coffee mornings could be more involved with markets, parties could be contained into one room * KB	CMO
To encourage local organisations to hire available rooms on a more regular basis.	CCE	2021/22	Ongoing	Information Officer

Civic & Marketing Officer

CCE Committee

May 2021



<b>To design new rooms to let</b>			Foundation See comments under Commercial KB	
<b>Re-design &amp; use of kitchens</b>			<ul style="list-style-type: none"> <li>Anzac room make a small kitchenette in the cloak cupboard with the kitchen cupboards that has been taken out of the kitchen this will save money.</li> <li>The main kitchen will become the store cupboard for the chairs and the caretaker</li> </ul>	

## COMMERCIAL

Short term (1-2 years)

Action/project	Committee	Target(s)	Current position	Comments/ Information/ Responsibility
Work closely with the chamber of commerce to seek inward investment in the town in line with the Town Councils vision	Bus Dev Committee	To encourage business relationship with the possibility of business investment within the building	Ongoing	Communications Officer

<b>To attend Chamber of Commerce breakfast sessions</b>	Bus Dev Committee	As above	Ongoing.	SPO
<b>Regular e-mails to all businesses re events and activities being held by the Town Council &amp; via the E-News magazine</b>	Bus Dev Committee	To encourage bookings in CH and advertising	On going	Communication Officer
<b>To develop greater press coverage through local press and through the E-News</b>	Bus Dev Committee	To encourage bookings	On going	Communications Officer
<b>To design new areas to work within the building for business meetings/conferences</b>	Bus Dev Committee	More business interaction	<p>To up-date the individual rooms To encourage those who are working from home to hire on the odd occasion.</p> <ul style="list-style-type: none"> <li>• 2 large rooms could be constructed from the existing Information office and council office which could be rented out to larger businesses or small shops.</li> <li>• remove the Anzac kitchen and soundproof this room and remove the</li> </ul>	CCE

			<p>inner door we could hire this to a local business or a small room to hire this kitchen is not hired very much only to make tea/coffee not used as a proper kitchen.</p> <ul style="list-style-type: none"> <li>Anzac room make a small kitchenette in the cloak cupboard with the kitchen cupboards that has been taken out of the kitchen this will save money.</li> <li>The main kitchen will become the store cupboard for the chairs and the caretaker KB.</li> </ul>	
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**CORPORATE**  
**Short term (1-2 years)**

Action/project	Committee	Target(s)	Current position	Comments/ Information/ Responsibility
<b>To look at potential permanent business lets</b>	P&F	To research what we would charge pa	To arrange appointments with the businesses who have already made enquiries	Finance Officer CMO
<b>Would there be any expenditure to PTC for accommodating these businesses?</b>	P&F	To research	Depends on the type on business	Finance Officer CMO

<b>What would the potential income be for PTC pa?</b>	P&F	To discuss at P&F	Foundation	Finance Officer
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## CONSUMER

Short term (1-2 years)

Action/project	Committee	Target(s)	Current position	Comments/ Information/ Responsibility
<b>What can we deliver for our consumer?</b>	ALL	2022	Foundation	All Officers & Committees

Civic & Marketing Officer

CCE Committee

May 2021



## COUNCIL

Short term (1-2 years)

Action/project	Committee	Target(s)	Current position	Comments/ Information/ Responsibility
To maintain a balance across all committees & to contribute to the plan on a regular basis.	FULL	Throughout the plan period	On going	All
To enhance the Council chamber	FULL	2021/22	On going	All
Staff base, careful consideration on where staff will work, within the building.	FULL/personnel	2021	To work from home and from the office as required, until a better working environment is designed and actioned. <ul style="list-style-type: none"> <li>to move all staff out of the current office to the Fields and Robson rooms as this has outside doors and windows.</li> <li>Move the information office out to the foyer with the caretakers. This will give a better image for the building KB.</li> </ul>	ALL

<b>To be more energy efficient</b>	FULL	2022	Ongoing	Finance
<b>To think about where our business could be administered once construction starts</b>	FULL	2021	Need to action now	ALL

<b>Agenda Item:</b>	<b>CCE125</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>20<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>Review of Working Parties</b>
<b>Report Author(s):</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To introduce measures to bring in tighter controls</b>

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## **Introduction**

Working Parties are set up by Council/Committees to perform a specific task and report back. They have no authority themselves to make decisions nor to spend money.

Inevitably, some WP's try to morph into quasi-Committees as they take on a life of their own and this brings into question the need for their greater control and better understanding of their purpose.

In some cases, it is proving difficult to keep WP's on track as they try to 'Save the World' rather than focus on Peacehaven Town Council. We must fully understand the Powers & Duties of Town/Parish Councils. See attached appendix.

## **Background**

With the exception of the Climate Change WP, the greater focus of all other WP's is about things in the Community that we don't have direct control over and therefore have to work through other agencies.

The Climate Change working party makes recommendations to all other committees and Council.

WP's can include various Councillors, subject matter experts and members of the public, including young adults (when possible).

## **Conclusions**

Current loss of direction in some cases is about the lack of discipline and focus of some WP's and the parent Committee's monitoring of its WP.

WP's can become inappropriate, unwieldy and ineffective if they detract from their intended purpose. The role and structure of WP's needs to be reviewed.

## **Recommendations**

1. Existing WP's should be redefined as "Task and Finish Groups" (TFG's) by their parent Committee, with very clear and time limited tasks. TFG is a model adopted by many other Councils and recommended by the SLCC.
2. TFG do not progress Committee/Council business.
3. The TFG's purpose must be set out in the minutes of the meeting where it was created. The committee responsible should set SMART targets for the TFG. i.e. Specific, measurable, achievable, realistic and time bound.
4. Each committee should have ONE TFG.
5. Membership of the TFG can be flexible to meet the needs of each task.
6. The TFG will only convene when there is a task to be completed.
7. TFG's do not need a formal agenda and minutes and only have Officer input when needed.

8. Brief notes of TFG meetings can be made by anyone attending. (using a predefined template)
9. Members of the public can be included in TFG activities and meetings where appropriate.
10. TFG's have no financial authority.
11. TFG's have no authority to make resolutions.

### **Implications**

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

<b><u>Financial</u></b>	Tighter controls will help to ensure that WP/TFG make no unauthorised expenditure.
<b><u>Legal</u></b>	Tighter controls will help to ensure that WP/TFG work within the Council's Powers & Duties.
<b><u>Health &amp; Safety</u></b>	Road Safety WP/TFG. ESCC SLR Forum
<b><u>Planning</u></b>	Developer Liaison WP/TFG sits under the Planning Committee. The Hub WP/TFG. NDP Steering Group
<b><u>Environmental and sustainability</u></b>	Howard Park WP/TFG
<b><u>Crime and disorder</u></b>	WP/TFG for CCTV, road safety, etc.
<b><u>Social value</u></b>	Community Events, Youth, Libraries & History WP's/TFG
<b><u>Climate</u></b>	Climate Change Emergency WP/TFG sits under Council



## Powers and Duties of Parish Councils

FUNCTION	POWERS AND DUTIES	STATUTORY POWERS
<b>Agency Arrangements</b>	Power to arrange for the discharge of functions by another local authority	Local Government Act 1972 s.101
<b>Allotments</b>	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	Small Holdings Allotments Act 1908 ss 23, 26 and 42
<b>Archives</b>	Power to make records held available to the public and support local archives	Local Government (Records) Act 1962, ss1 and 4
<b>Baths and Washhouses:</b>	Power to provide public baths and washhouses	Public Health Act 1936 ss 221, 222, 223 and 227
<b>Borrowing</b>	Power to borrow money for statutory functions	Local Government Act 1972 Sch. 13
<b>Burial Grounds, Cemeteries and crematoria*</b>	Power to acquire and maintain	Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s 214
	Power to provide	Local Government Act 1972, s.214
	Power to agree to maintain monuments and memorials	Parish Council and Burial Authorities (Miscellaneous Provisions) Act 1997, s. 1
	Power to contribute towards expenses of cemeteries	Local Government Act 1972
<b>Bus Shelters</b>	Power to provide and maintain	Local Government (Miscellaneous) Act 1953 s.4
<b>Bye Laws</b>	Power to make bye-laws for public walks and pleasure ground	Public Health Act 1875, s 164
	Cycle Parks	Road Traffic Regulation Act 1984 s.57 (7)
	Swimming pools, bathing places, baths and washhouses	Public Health Act 1936, s 223

	Open Spaces and Burial Grounds	Open Spaces Act 1906 ss 12 and 15
	Mortuaries and post-mortem rooms	Public Health Act 1936 s. 198
	Public Bathing	Public Health Act 1936 s. 231
	Hiring of pleasure boats in parks and pleasure grounds	Public Health Amendments Act 1907, s 44(2); Public Health Act 1961, s54
<b>Charities</b>	Duty to receive accounts of parochial charities	Charities Act 1960, s 32
	Power to appoint trustees of parochial charities	Charities Act 1993, s 79
<b>Clocks*</b>	Power to provide public clocks	Parish Councils Act 1957,s 2
<b>Closed Churchyards</b>	Powers (and sometimes duty) as to maintain	Local Government Act 1972, s.215
<b>Commons Land and Common Pastures</b>	Powers in relation to inclosure as to regulation and management and as to providing common pasture	Inclosure Act 1845; Local Government Act 1984, s 8(4); Smallholding and Allotments Act 1908, s.34
	Power to protect unclaimed common land from unlawful interference	Commons Registration Act1965,s.9
	Power to manage commons and village greens under a district council scheme	Commons Act 1899, ss 4 & 5
<b>Conference facilities</b>	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
<b>Consultation</b>	Right to be consulted by principal councils if directed by Secretary of State (England) or by Welsh Assembly (Wales)	Local Government and Rating Act1997, s21; Local Government Act 1972, s 33A
<b>Community Centres and Village Halls</b>	Power to provide and equip premises for use of clubs having athletic, social or educational objectives	Local Government (Miscellaneous Provisions) Act 1976, s.19

<b>Crime Prevention</b>	Powers to spend money on various crime prevention measures	Local Government and Rating Act 1997, s 31
	Power to (a) install equipment, (b) establish schemes and (c) assist others in so doing for the prevention of crime	Local Government and Rating Act 1997, s 31
<b>Delegated Functions</b>	<p>Power to assume a function delegated by another authority</p> <p>Power to ensure effective discharge of Council functions</p> <p>Power to employ someone to carry out Council functions</p>	Local Government Act 1972ss. 101, 111 and 112
<b>Drainage</b>	Power to deal with ponds/ditches	Public Health Act 1936, s. 260
<b>Education</b>	Right to appoint governors of primary schools	School Standards and Framework Act 1988, para 15 of Sch.10
<b>Entertainment and the Arts*</b>	Provision of entertainment and support of the arts	Local Government Act 1972,s145
<b>Environment</b>	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues	Local Government Act 1972,ss 111 and 137
<b>Flagpoles</b>	Power to erect flagpoles in highways	Highways Act 1980, s 144
<b>"Free Resource"</b>	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972,s139
<b>Gifts</b>	Power to accept	Local Government Act 1972 s139
<b>Highways</b>	Power to repair and maintain footpaths and bridleways	Highways Act 1980, ss 43 and 50
	Power to light roads and public places	Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local



		Government Act 1972,Sched. 14 para 27
	Provision of litter bins	Litter Act 1983, 5 and 6
	Power to provide parking places for vehicles, bicycles and motorcycles	Road Traffic Regulation Act 1984, ss 57 and 63
	Power to enter into an agreement as to dedication and widening	Highways Act 1980. ss 30 and 72
	Power to provide roadside shelters, and omnibus shelters	Parish Councils Act 1957, s 1
	Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway	Highways Act, 1980 ss 47 and 116
	Power to complain to District Council as to protection of rights of way and roadside waste	
	Power to provide traffic signs and other notices	Highways Act 1980, s 130
	Power to plant trees, etc., and to maintain roadside verges	Road Traffic Regulation Act 1984, s 72; Countryside Act 1968
	Power to complain to local highway authority that a highway is unlawfully stopped up or obstructed	Highways Act 1980, s 96
	Power to prosecute for unlawful ploughing of a footpath or bridleway	Highways Act 1980, s 130 Highways Act 1980, s 134
<b>Investments</b>	Power to participate in schemes of collective investment	Trustee Investments Act 1962,s11
<b>Land</b>	Power to acquire land by agreement, to appropriate land and to dispose of	Local Government Act 1972, ss 124, 126 and 127
	Power to accept gifts of land	Local Government Act 1972s139



	Power to acquire land by compulsory purchase	Local Government Act 1972, s 125
	Power to obtain particulars of persons interested in land	Local Government (Miscellaneous Provisions) Act 1976, s 16
	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them	Public Health Act 1875, s 16;; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19
<b>Lighting</b>	Power to light roads and public places	Parish Councils Act 1957, s Highways Act 1980, s 301
<b>Litter* and dog fouling</b>	Provision of receptacles Obligated to keep own land free of litter and dog faces	Litter Act 1983, ss 5 an Environmental Protection Act 1990; Litter (Animal Droppings) Order 1991
<b>Lotteries</b>	Power to promote	Lotteries and Amusements Act 1976, s 7
<b>Mortuaries and post-mortem rooms</b>	Powers to provide mortuaries and post-mortem rooms	Public Health Act 1936, s 198
<b>Nature Reserves</b>	Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest	National Parks and Access Countryside Act 1949, ss 15, 16 and 21; The Wildlife and Countryside Act 1982, ss 36 and 39 and Sched.12
	Powers to make management agreements with landowners and the English Nature to manage council-owned reserve land as a nature reserve	
<b>Nuisances</b>	Power to deal with offensive ditches, ponds and gutters	Public Health Act 1936, s 260
<b>Open Spaces</b>	Power to acquire land and maintain	Public Health Act 1875, s 164; Open Spaces Act 1906, ss 9 and 10; Commons Act 1899
	Power to acquire land for or to	Public Health Act 1875, s 164;

	provide recreation grounds, public walks, pleasure grounds and open spaces, and to manage and control them.	Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.
<b>Parish Property and Records</b>	Powers to direct as to their custody	Local Government Act 1972, s226
<b>Parking Facilities</b>	Power to provide parking places for motor vehicles, motorcycles and bicycles	Road Traffic Regulation Act 1984, ss 57 and 63
<b>Planning</b>	Right to be notified of and power to respond to planning applications	Town and Country Planning Act 1990, Sched. 1 para 8; Local Government Act 1972, Sched. 15 para 20.
<b>Postal and telecommunications facilities</b>	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities	Post Office Act 1954, s 51; Telecommunications Act 1984,s97
<b>Public Buildings and Village Halls</b>	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972 s 133
<b>Public Conveniences</b>	Power to provide	Public Health Act 1933, s 87
<b>Public Enquiries</b>	Power to make representations at public enquiries	Local Government Act 1982, s222
<b>Publicise functions</b>	Power to publicise council and local authority functions	Local Government Act 1982, s. 142
<b>Raising of Finances</b>	Power to raise money through them precept	Local Government Act 1982, s150
<b>Records</b>	Power to collect, exhibit and purchase local records	Local Government Act Records) Act 1962 ss 1 and 2
<b>Recreation*</b>	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds,	Public Health Act 1875, s 164; Local Government Act 1972, Sched 14 para 27; Public Health



	and open spaces and to manage and control them.  Power to provide gymnasiums, playing fields, holiday camps	Acts Amendment Acts 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19; Commons Act 1899
	Provision of boating pools	Public Health Act 1962, s 54
<b>Seats and Shelters*</b>	Power to provide roadside seats and shelters	Parish Councils Act 1957, s 1
<b>Tourism*</b>	Power to contribute to the encouragement of tourism	Local Government Act 1972, s. 144
<b>Town and Country Planning</b>	Right to be notified of planning applications	Town & Country Planning Act 1990, Sched. 1 para 8
<b>Town Status</b>	Power to adopt town status	Local Government Act 1972, ss 245 and 245B
<b>Traffic Calming</b>	Power to contribute financially to traffic calming schemes	Local Government and Rating Act 1997, s 26
<b>Training</b>	Power to train Councillors	Local Government Act 1972. s175.
<b>Transport*</b>	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services  Community Transport Schemes	Local Government and Rating Act 1997, s 26-29
<b>Village greens</b>	Power to maintain, to make bylaws for and to prosecute for interference with village greens	Open Spaces Act 1906, s 15 Inclosure Act 1857, s 12, Commons Act 1876, s 29
<b>War Memorials</b>	Power to maintain,, repair, protect and adapt war memorials	War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133
<b>Water Supply</b>	Power to utilise well, spring or stream and to provide facilities for obtaining water there from.	Public Health Act 1936, s 125

Where a function is marked with an asterisk \*. A council also has the power to give financial assistance to another person or body performing the same function.

NB: Please note that this is a guide to the powers and duties of Parish Councils and does not necessarily represent a comprehensive list of all powers and duties.



Committee: Civic & Community Events  
Agenda item: CCE126  
Subject: Armed Forces Day – combined with PTC Summer Fair  
Date: 25/26 June 2022

### Summary of recommended actions

To deliver a combined Town's Summer Fair with an Armed Forces Day

### Introduction

I have received an enquiring from local resident, David King proposing the following:

### Background

David made contact in early 2021, he explained that the funding for Armed Forces Day is match funded by the MOD for up to £10,000 but applications for that closes at the end of March every year. I had to advise David that our Community Events had been put on hold, as we were following Government advice especially considering gatherings for social events. Therefore, an application for this year was too late to consider.

David told me that he is happy to look at planning an event for 2022, the date would fall during the last weekend in June (25/26). To enable planning to happen he would need to be in a position to put an application in for match funding no later than March 2022, but the earlier this can be confirmed the better. To start this process, he would need to know:

1. What support the Council would offer in the way of facilities and what value is equated to that.
2. What financial support the council would offer.

If this committee agrees to such an event a sum could be put into next years budget (usually discussed during Sept/October).

With this information David would then be able to start planning how it would be possible to fund the event as the MOD funding is match funding only. David explained further that he would like to work together to raise a sum up to £10,000 locally and with the match funding from the MOD would create a massive event for the town; bringing in visitors from many areas and to consider. that Brighton do not hold an Armed Forces Day. It would therefore be a good tourist attraction for the town which would in turn bring in revenue as well for local traders.

David is a local event organiser and would like to deliver this event for the local community but without the answers to the above questions he cannot progress this proposal.

### Analysis

Would you like to work with members of the Armed Forces to deliver a giant combined event? This type of event would bring something different to the town and would help us with organising the fair.

**The estimated cost:** up to £10,000 in sponsorship which is match funded by the Military of Defence.  
**Potential Income based this amount:** unknown/shared between the two organisations.





# **PEACEHAVEN TOWN COUNCIL OUTDOOR EVENTS POLICY**

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## INTRODUCTION

The Outdoor Events Policy reflects:

- The importance of outdoor events to the economy of the town
- The demand from promoters to hold outdoor events in Peacehaven
- The difficult balance needed to maximise event benefits while minimising the challenges that are faced in holding them
- Peacehaven Town Council (PTC) encourage event organisers to maximise sustainability benefits of events.

## PRIORITIES

PTC is working to tackle inequality and outdoor events contribute to the following Sustainable Community Strategy priorities of:

- Promoting enterprise and learning
- Reducing crime and improving safety
- Improving health and well-being

## CONTRIBUTION TO PRIORITIES

The benefits of outdoor events include:

- The creation of jobs through the contribution of outdoor events to the overall visitor
- Developing community cohesion through both large-scale events and community events held across the town which brings local people together whether as participants or spectators.
- Promoting sport and physical activity which encourages regular participation and benefits the health and well-being of the town's residents.
- Raising the profile of the town
- Providing opportunities for local and national charities to raise funds through participants being sponsored to take part in events.
- The generation of income to the council which contributes to the support of community events.

## OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- Ensure effective planning and management of events
- Maximise safety for those working and attending events
- Ensure the promotion of Licensing Objectives

- Ensure that the sustainability of events is improved by protecting and enhancing the environment, meeting social needs, and promoting economic success
- Provide a framework for the application process to seek approval for outdoor events
- **Ensure pre-event consultation takes place**
- Maximise the opportunity for increased spending that makes a positive contribution to the local economy
- Minimise the inevitable disruption particularly of major events to the residents and businesses of the town
- Ensure compliance with the animal welfare
- Set out a scale of charges for events
- Ensure the recognition of areas as outdoor event spaces
- Develop the existing strong events programme with events throughout the year to maximise the impact of events to the town's economy.

## APPLYING TO HOLD AN EVENT

The size and type of the event determines how to apply and fees payable.

Size	*Audience Capacity	How to apply
Small	Under 500	Submit an Outdoor Event Application Form
Medium	500 - 3000	Submit an Outdoor Event Application Form
Large	Over 3000	Submit an Event Management Plan

\* Audience capacity is the maximum number of people expected at the event at one time.

### ADD APPLICATION FORM LINK

All events will be required to comply with the guidance provided by the Health & Safety Executive guide HSG 195 The Event Safety Guide (second edition): A guide to health, safety and welfare at music and similar events available from [www.hse.gov.uk](http://www.hse.gov.uk).

Professional firework displays must comply with Health & Safety Executive Guide HSG 123. For Filming & Photography on council land, a different application procedure applies. Please contact the Events Team for details [communications@peacehaventowncouncil.gov.uk](mailto:communications@peacehaventowncouncil.gov.uk)

### For Small & Medium Events

The event organiser submits an Outdoor Event Application Form a minimum of 3 months before event set up on site begins. Where an event is considered to have significant impact on an area, site, or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size. The application form is assessed by Outdoor Events Team and a Consent Form issued if permission is granted.

The Outdoor Event Application Form contains questions and guidance on the areas you will need to consider before holding an event. Depending on the nature of the event, you may need to plan for

some of the areas listed below under 'large events'. A risk assessment is required for all events and the application form contains a template.

### **Large Events**

An initial discussion with Events Team is followed up with submission of an Event Management Plan at least 6 months before event set up on site begins. If further development of the plan is necessary, a timescale greater than 6 months is likely to be required. If the timescale for event planning is not met, Peacehaven Town Council's consent may be withdrawn.

Event Management Plan Organisers of large events will need to produce a plan which will be subject to the approval of the Outdoor Events Team and the multi-agency event liaison officers for the event. The plan will include but not be limited to:

- Access Provision
- Cancellation procedure including adverse weather conditions
- Child and vulnerable adult
- Complaint's procedure
- Concessions and caterers
- Covid - 19
- Crowd management
- Emergency control
- Entertainment
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts
- Fire safety and evacuation
- First aid / medical
- Food safety
- Infrastructure
- Licensing requirements
- Lost children and property procedures
- Marketing
- Noise management
- Public liability insurance
- Risk assessments
- Sanitary provision



- Security and stewarding provision
- Site plans
- Statement of intent
- Production and event timetable
- Traffic management
- Transport management
- Waste management

### **LICENSING, PERMISSIONS & INSURANCE**

Event organisers must ensure that all required permissions and licenses are acquired in an appropriate and timely manner including but not necessarily limited to:

- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
  - A Temporary Events Notice (TEN) or time limited premises licenses may be required. The Events Team can advise whether you need a license depending on the size and nature of your event. The event organiser must provide evidence that they hold adequate insurance appropriate to the scale and nature of the event. This can be applied for via Lewes District Council Licensing Office
  - Public Liability Insurance is a requirement to a 10M cover.
  - Our Terms & conditions, form signed & dated.
  - health & safety risk assessments are a requirement.
  - application forms submitted.
  -

### **CRITERIA FOR APPROVAL OF AN EVENT**

The following criteria will be used to determine whether approval will be given to a specific event. These criteria will be considered during the application process to ensure compliance with the objectives of this policy and the requirements for holding an event.

- Public safety and security issues
- The ability of the event organiser to manage the financial requirements of the event
- The ability of the organisers to effectively plan, manage and control the event
- Impact upon the environment and damage limitation
- Impact of the event on regular users of public spaces, stakeholders, and local residents
- Timing of the event
- Size of location, numbers attending, or numbers estimated to attend



- Impact on transport and traffic infrastructure to support the event e.g., parking, increased use of public transport and road closures.
- Type of event
- The creation of opportunities for local participation
- Legal constraints
- Compliance with conditions specific to the event location
- Compliance with statutory requirements as required by the council as the Highways or Environmental Health and Licensing Authority e.g., noise disturbance and food hygiene
- Impact on traffic and transport infrastructure for those not participating in the event.

### **APPROVAL PROCESS BY THE COUNCIL**

All events will require consent from the council in the capacity as landlord for the area the event is being held.

This is provided by:

- The council's Civic and Community Events Committee who will approve the annual calendar of major events during their first meeting of each year.
- Delegated powers are granted to the Communications & Civic Officers in consultation with the Chair of the Committee to make any changes to the Outdoor Events Programme which are received after the approval of the annual calendar.
- If the Officers consider that a new event is a large event or has corporate budgetary or policy implications the matter shall be referred to the Committee.
- Consent for small and medium sized events can be granted by the Outdoor Events Team.

### **CONSULTATION**

The level of consultation will be dependent upon the scale and location of the event with reference to the impact on its surroundings. The consultation process may include consultation with:

- Initial consultation by the organiser with the Outdoor Events Team to ensure it fits within the Outdoor Events Policy
- Internal sections of the council
- Emergency services
- Transport providers
- Local ward councillors
- External partners specific to an event location
- Communities of interest specific to the event.

## FEES AND CHARGES

The fees for holding outdoor events are set out in the supporting document Outdoor Event Fees.

The Application Fee, Hire Fee and Reinstatement Deposit (if applicable) are payable once consent has been granted.

The fees applied depend on whether an event is:

- Commercial
- Charity (National)
- Enthusiast
- Community Commercial

### Commercial

These events provide a commercial benefit to a profit-making business or operation including product launches, corporate events and other marketing and promotional activities for profit making organisations.

### Charity

Events organised by registered national charities and are predominantly fundraising events for the benefit of the charity.

### Enthusiast

This type of event is organised by owners/collectors' clubs who display their goods.

### Community

Any event organised by not for profit, community or voluntary groups that directly benefit the residents and visitors of the city, and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

The classification of the event type is subject of officer discretion and may affect any of the following:

- Whether an application is accepted
- The application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of the consultation to be undertaken

### Other Fees

#### Application Fee

This covers the costs of processing the application. The fee charged depends on the type of the event.

#### Hire Fee

This fee covers the cost of hiring the site. Community events that demonstrate significant benefit to local people and the community and that minimise the negative impacts of the event may be eligible for a discretionary discount of up to 100% on the hire fee.

#### Reinstatement Deposit

A refundable deposit may be required to be lodged with the council where there is a potential risk of damage to the physical environment from the event. The deposit will be required at the time the hire fee is due and will be used to fund any repairs or damage caused by the event. Licensing Fees Under the Licensing Act 2003, if your audience is 499 or more you will need a premises licence to stage an event that includes regulated entertainment, sale of alcohol or late-night entertainment.

For further information on licence fees please contact the Environmental Health & Licensing Team at Lewes District Council. If the activity is for less than 500 people a Temporary Event Notice (TEN) may be used.

#### Waste Management

Event organisers are required to have arrangements in place to minimise waste, promote recycling and where unavoidable, dispose of waste.

If the event organisers' arrangements are not sufficient and result in an increased service level being provided the costs will be charged to the event organiser.

#### Highways – Road Closure and Signage Costs

Where road closures are required to comply with Highway Regulation and Enforcement, a fee will be made to the event organiser for these formal road closures. PTC would expect the organiser to manage the road closure with adequate security measures in place.

#### Parking

For large events it is advisable to advertise that there will be a no parking available and to access public transport ONLY.

Where the event organiser requires parking bay suspensions to be put in place for disabled parking, a fee may be charged to the event organiser.

#### Monitoring of events

The outdoor events team will monitor the large events to ensure compliance with the policy and the location hire agreement. The costs of these visits are not recharged. However, where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources may be charged to the event organiser.

### **SUSTAINABLE EVENTS**

Peacehaven Town Council is committed to working with event organisers to improve the sustainability of events by protecting and enhancing the environment, meeting social needs, and promoting economic success.

Event organisers will be asked about their plans for sustainability at the application stage, including how they plan to:



- Support the local economy
- Minimise waste, water, and energy use
- Encourage public transport and sustainable food
- Communicate with everyone involved with the

## **GENERAL REGULATIONS**

The following general regulations will apply to all events.

### **Hours of Operation**

This will include both the duration of the event itself and the rigging and de-rigging of the event site. The requirements will be specific to event locations. The terminal hour is determined by open spaces premises licences.

### **Noise Levels**

Permissible noise levels will be dependent on specific locations and their individual requirements. A Noise Management Plan may be required to mitigate any potential noise disturbance. Reference should be made to the Noise Council's Code of Practice for Environmental Noise Control at Concerts.

### **Health & Safety**

The enforcing authority for health and safety for most outdoor events are Lewes District Council's Environmental Health, Health and Safety Teams.

The Outdoor Events Team reviews the event application forms or event management plans to ensure a risk assessment has taken place. The team works with event organisers and other agencies to ensure events are run safely.

### **Food Safety**

Where the event involves the provision of food or has food franchises all traders should be adequately vetted to the satisfaction of Regulatory Services before being permitted to trade and copies of certificates issued.

### **Transport Management**

Transport management is a major concern for events. Event organisers must liaise with LDC highways and parking teams and act on any appropriate guidance. Robust Transport and Traffic Management Plans should be drawn up as part of the event planning process for events where significant numbers of people will be travelling to the event.

## **LEGISLATION, REGULATIONS AND GUIDANCE**

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981



- Data Protection Act 1994 and 1998 • Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995 • Town and Country Planning Act 1947 and 1990
- Licensing Act 2003 • The Children's Act 1989 • Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996

## MONITORING OF POLICY

**Outdoor Events are unique and therefore the challenges posed by each event are different.**

Therefore, as events evolve and develop it will be necessary for the Outdoor Events Policy to evolve and develop accordingly. All the partner agencies recognise the importance of outdoor events to the town and work together to provide a programme of safe and well managed events for the benefit of residents and visitors.

## CONTACT DETAILS

Communications Officer

[communications@peacehaventowncouncil.gov.uk](mailto:communications@peacehaventowncouncil.gov.uk)

Civic & Marketing Officer

[civicanmarketing@peacehaventowncouncil.gov.uk](mailto:civicanmarketing@peacehaventowncouncil.gov.uk)

Information Officer

[info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)

Town Clerk

[townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

Tel: 01273 585493 option 1

[www.peacehaventowncouncil.gov.uk](http://www.peacehaventowncouncil.gov.uk)



COMMITTEE: COMMUNITY & EVENTS  
AGENDA ITEM CCE129  
SUBJECT: THE QUEEN'S GREEN CANOPY (QGC)  
AUTHOR: CIVIC & MARKETING OFFICER

DATE: 19<sup>TH</sup> MAY 2021

### **Summary of recommended actions**

To plant trees in the town from October 2021 - 2022 to mark Her Majesty's Platinum Jubilee.

*The Parks Officer to advise appropriate trees for certain times of the year for planting, especially for the anniversary tree which will be planted on 6<sup>th</sup> February 2022.*

### **Introduction**

#### **The Queen's Green Canopy**

For further information [www.queensgreencanopy.org](http://www.queensgreencanopy.org)

The Queen's Green Canopy (QGC) is a unique, UK-wide, tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, by inviting people to "Plant a Tree for the Jubilee." Everyone from individuals to Scout and Girlguiding groups, villages, towns, cities, counties, schools, and corporates will be encouraged to plant trees from October 2021 when the tree planting season begins, through to the end of the Jubilee year in 2022.

With a focus on planting sustainably, the QGC will encourage the planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations. As well as inviting the planting of new trees, the QGC will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

#### **Tree planting season - October to March**

The QGC will encourage everyone to learn more about the best way to plant trees so that they survive and flourish for years to come. Trees and hedgerows must be planted with care, at the right time of year, in the right place and with species that are not prone to prevailing tree diseases. The QGC initiative will encourage planting during the official planting season, October to March, to optimise the chance of trees surviving and flourishing. People are encouraged to use this summer to plan their Jubilee tree planting projects and be ready for October.

## The Queen's Green Canopy Map

From October 2021, all planting projects can be uploaded onto an interactive map on the new QGC website so that everyone can share and inspire others, as well as creating a green canopy of projects to cover the country. The map is embedded within the QGC website.

## Lasting Benefits

This initiative is not just for areas where there are already green open spaces.

The aim is to see new planting everywhere: within crowded and congested inner cities as well as in suburbs and rural settings and in ways that involve people of all ages, from every faith and embrace all parts of every community.

The Canopy Project seeks to promote a model of stewardship through which local communities can bring more trees into public spaces. The act of planting and caring for a tree can be an effective way of increasing awareness of the environment around it.

A lot more information about the project will be forthcoming in the weeks and months ahead. However, now is the time to encourage your Civic Leaders to begin thinking about what they can do to make this initiative a success in their own communities.

## How our Mayor can highlight this project and take an active part:

- Contact the Peacehaven horticultural Society to get them on board.
- Talk about what we have planned to the organisations who you will be meeting during the next few months and get them involved.
- Ask your charities how they can help!
- Get us on the QueensGreenCanopy map
- Post messages on social media in the next few days saying something like "Great to hear about @QueensGreenCanopy. Hope that everyone will get behind it and start planning where, come the planting season, they will Plant a Tree for the Jubilee! **MATT**
- *#queensgreencanopy #plantatreeforthejubilee #jubileetree #qgclaunch*
- Contact Council colleagues and encourage them to make sure everyone is on board with the project and will take an active part.
- speak to local schools and get the children on board to do their bit.
- contact local scout and guide groups to bring them on board.
- use social media to promote the scheme to local residents' groups, amenity groups, faith groups and local charities.
- find out what local businesses can do to sponsor tree planting.



The Mayor will plant a tree on Sunday 6<sup>th</sup> February 2022, which is the 70<sup>th</sup> Anniversary of the Queen's Accension, marking the first Platinum Jubilee in the long history of British Monarchs.

### Analysis

There are plans to create an on-line map from October 2021, showing where the Jubilee trees are being planted. Isobel will play a valuable part in making sure our local area has its share of dots on that map. Let's get to work!

Cllr. Sharkey is very fortunate as she will be the first of two holders of that office who will be able to lay claim to the title Platinum Jubilee Mayor! (The Mayor elected in 2022 will also hold the title).

Sunday 6<sup>th</sup> February 2022 will see the 70<sup>th</sup> Anniversary of the Queen's Accession, marking the first Platinum Jubilee in the long history of British Monarchs.

Although the Platinum Jubilee Year begins in February 2022, many of the celebrations will take place around the special bank holiday weekend from Friday 3<sup>rd</sup> to Monday 6<sup>th</sup> June.

Nevertheless, Isobel will have an important opportunity to offer civic leadership within our communities to one of the most enduring of the Platinum Jubilee commemorations. How exciting!

### Recommendation

As this is a big project the recommendation would be to invite the help of the CCE working party, specifically to write to our schools, organisations, and businesses to invite them to take part in this National Project. Then to plan planting areas and dates and ultimately put our trees on the QGC map.



**Agenda Item:** CCE130

**Committee:** CIVIC AND EVENTS

**Date:** 6/7/21

**Title:** XMAS FAIR

**Report Author:** CLLR WENDY VECK

**Purpose of Report:** PROPOSAL

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### Summary of recommended actions

1. TO OFFER AN ALTERNATIVE TO USING COMMUNITY HOUSE FOR A CHRISTMAS FAIR

### Introduction

With the current situation regarding Covid and the uncertainty of the continued use of the Meridian centre I propose thinking outside the box and holding an outdoor event.

### Background

There is a car park on the A259 near Steyning Ave which is not owned by PTC. The ground is flat with hard standing. The area is large enough to hold an outside event on for Christmas. The area is close to the Dew Drop Inn which could be used as a base for officers and volunteers.

Being outside means that it is weather dependent. However, we could mitigate some of this by using static food vendors around the perimeter offering some protection and filling the centre with fixed stalls loaned from Newhaven Town Council. These stalls are metal framed with a canopy. We could also tap into the street lighting and fix up festoon lights in the car park. I believe the pub also has an outside area, although this would need to be assessed for suitability which could house any overflow.

The area could bring people from all over Peacehaven bringing the community back together after a difficult year. If we worked with the businesses on the South Coast Road, we could organise a late-night shopping event to coincide bringing them much needed extra trade. If we work with them, they may decide to club together and organise some Christmas lights for the South Coast Road as last year we were the only Council not to have lights up. The switch on could be on the same day.

As the space would be limited it would mean some of the charities which we support may not be able to attend or showcase their talents as in previous years.

We could approach the pub and ask if they would host some carol singers from local schools or interested parties.

A significant volunteer presence will be needed to steward the event. This could be councillors, council staff and local organisations interested in participating. Perhaps we could offer a small free space in exchange for help or perhaps some free advertising when promoting the event.

### Analysis

#### Pros.

- We have a Christmas event.
- The ground is hardstanding.

- It is visible from the road.
- It could bring business into the town.
- Covid safe
- Great promotional opportunity for the town
- It will bring the business community together and encourage them to promote the town.

#### Cons.

- The weather
- Parking
- Possible cost of hire of land
- Possible cost of hire of stalls
- possible cost of lighting
- lesser participation from local charities and groups.
- Antisocial behaviour in surrounding area

#### Implications

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

<b><u>Financial</u></b>	LIMITED HOWEVER, COST OF GROUND HIRE, HIRE OF STALLS – CAN BE RECOUPED THROUGH SPONSORSHIP AND STALL HIRE
<b><u>Legal</u></b>	POSSIBLE ROAD CLOSURES, TENS LICENCE IF DRINKS ARE BEING SERVED OUTSIDE
<b><u>Environmental and sustainability</u></b>	LITTER, USE OF VOLUTEERS AND STEWARDS PARKING – BRING IN PARKING OFFICERS FROM LEWES FOR THE DAY? NOISE – EVENT SHOULD BE DAYTIME SO LIMITED
<b><u>Crime and disorder</u></b>	STEWARDS AND VOLUTEERS TO MONITOR. POSSIBLE ISSUE WITH YOUTHS DRINKING
<b><u>Climate</u></b>	LIMITED AS OUTDOORS. LITTER. USE OF GENERATORS BY FOODSELLERS

#### Appendices/Background papers

NONE, SUGGEST WP BE FORMED TO ASSESS THE VIABILITY