



PEACEHAVEN TOWN COUNCIL

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Draft Minutes of the meeting of the Civic & Events Committee held at Community House on Tuesday 13th July 2021 at 7.30pm.

Present: Cllr L Duhigg, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr R White, Cllr G Hill, Cllr D Seabrook, Cllr J Harris
Officers: Deborah Donovan - Civic & Communications Officer, Victoria Onis - Admin & Support Officer,

A G E N D A

1. CCE116 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and made the following announcements: -

- As this meeting has been set out at 2m distance each member & officer has the option to wear their masks. When speaking please stand and use the microphone.
- The COOL Working Party (Coming out of lockdown) met this morning with the Town Clerk. Items discussed were the return to work for Officers and the reopening of Community House and the Hub to hirers. It was resolved that restrictions will be lifted as per Central Governments advice; however, PTC have decided to enforce the continuation to wear masks when entering Community House and the use of sanitisers.
- Our regular hirers will be contacted about specific available return dates. Officers will follow the Hybrid Working Policy.

Cllr. David Seabrook was invited to join the table in a non voting capacity.

2. CCE117 PUBLIC QUESTIONS

There were no public questions.

3. CCE118 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies for absence were received from Cllr Dawn Paul substituted by Cllr Ron White.

4. CCE119 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared as interest as a hirer of Community House facilities

5. CCE120 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE

Cllr Duhigg nominated Cllr Wendy Veck as Vice Chairman. This was seconded by Cllr Symonds. There were no other nominations. All in favour

6. CCE121 TO ADOPT THE MINUTES OF 30TH MARCH 2021

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

7. CCE122 TO ADDRESS AND CONFIRM THE TERMS OF REFERENCE

It was resolved to adopt the Terms of Reference

8. CCE123 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee noted the report.

9. CCE124 COMMUNITY HOUSE BUSINESS PLAN AND SUGGESTED WORKING PARTY TO TAKE FORWARD

The plan was discussed and noted.

Mrs Donovan spoke of the purpose of the plan. It was confirmed that: -

- The SPO suggested each Committee form an in-house business plan of how we are going to return to the building and if/when we do any alterations to the building.
- The Plan is in its foundation stages, looking at all aspects of Community house, the Officers/staff, rooms, relocating some areas, updating.
- All Councillors and Officers can contribute to this plan and All Chairs of Committees have contributed.
- The Chair has suggested we now have a Working Party to take forward from here and the plan will then be submitted when the Working Party / CC&E Committee feels it is right to do so to the PTC Internal Business Development & Communication Committee.
- It was resolved to continue with the COOL WP (Coming out of lockdown). The WP will continue to meet and slowly move forward with the reopening of Community House following Government guidelines and submit to Full Council when concluded.

10. CCE125 TO DISCUSS THE REQUIREMENT OF THE EXISTING CIVIC AND EVENTS WORKING PARTIES.

1. Events WP

2. History WP

The Town Clerks report 'Review of the Working Parties' was noted and discussed.

- It was noted that the Working Parties do include members of public, who have a wealth of knowledge to help progress Events & Projects.
- Cllr White asked if the History WP would include pre history and that detailed documents are available from Sussex Archaeology. If needed Cllr White has a contact at the Sussex University, who has been a museum curator and would be available for advice.
- Mrs Donovan updated that there will be a walk of the Meridian Line on Thursday 15th July at 10am, meeting at the Meridian Monument. Hilda and Graham Heap who have written several books about the Meridian Line, will be guiding the Group.
- Cllr Duhigg would like to thank Mrs Donovan and her Team for the hard work they have put in this year and looking forward to the planned events in 2022.

Cllr Duhigg **Proposed** that there is an ongoing requirement for the continuation of these Working Parties and both should continue for as long as is needed **Seconded by** Cllr. Hill
All in favour.

11. CCE126 TO CONSIDER A COMBINED FAIR ON 25TH JUNE 2022 WITH ARMED FORCES DAY AT CENTENARY PARK

The report was discussed and ideas shared for this event

Cllr Duhigg **Proposed** that the Events WP look at organising a combined fair on the 25th June 22, this was **Seconded** by Cllr Veck
All in favour

12. CCE127 TO APPROVE THE DRAFT EVENTS POLICY

The Policy was discussed and Mrs Donovan reported that the Policy has been sent to and approved by ESALC.

Cllr Duhigg gave thanks to Mrs Donovan for putting the comprehensive document together at such short notice.

It was resolved to adopt the Draft Events Policy
Proposed Cllr Symonds and **Seconded** by Cllr Veck
All in favour

13. CCE128 TO NOTE TRBL CENTENARY EVENT ON 28TH AUGUST 2021 verbal

The County will be relaying a Torch of Remembrance across both East and West Sussex, stopping at and passing on the torch to various British Legion Branches along the route.

The Beacon will be lit in Peacehaven at 8pm on the 28th August 2021 by The Mayor of Peacehaven,

- Mrs Donovan is currently in talks with RBL and will be organising a Minister for a service, Bugler and Town crier.
- A mobile beacon will be used on this occasion and the location for this Event will be announced shortly.

14. CCE129 QUEENS PLATINUM JUBILEE

Trees will be planted in the town from October 2021- 2022 to mark Her Majesty's Platinum Jubilee.

Mrs Donovan is liaising with the Leisure & Amenities Committee along with the Parks Officer who have vast experience with tree growing and who will advise when the correct time will be to plant the trees.

The Report was discussed and noted and will be referred to the Leisure & Amenities Committee.

15. CCE130 TO PROPOSE A CHRISTMAS MARKET FOR PEACEHAVEN TOWN COUNCIL

Cllr Veck's report was discussed and suggestions given for this Event.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Hill, to set up a WP specifically to investigate the proposal for a Christmas Event.

16. CCE131 TO AGREE MEETING DATES FOR THE REMAINDER OF THE YEAR.

It was resolved to cancel the Civic & Events Committees in August and November, due to lack of Events because of Covid Restrictions this year. The October Committee will go ahead as planned.

It was also requested that the Committee will meet on the earliest possible date in in 2022. The Admin Officer confirmed this will be the 8th February 2022.

17. As a matter of urgency, it was exceptionally allowed to take the following item related to prior decisions in the meeting.

Mrs Donovan requested permission to bring back Community Bingo. It was agreed that the first date for this Event will be on the afternoon of Wednesday 18th Aug 2021. Details will follow shortly.

Proposed Cllr Hill
Seconded Cllr Harris
All in Favour.

DATE OF NEXT MEETING OF THE COMMITTEE – 5th October 2021

There being no further business, the meeting closed at 21.05

CIVIC AND COMMUNITY EVENTS COMMITTEE

TERMS OF REFERENCE

The Civic and Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- To strengthen communications with the Community effectively via the Councils Media platforms (to be reviewed regularly)

Review September 2022

CIVIC & EVENTS

110 Civic Events

	2021/22 Budget	Draft 2022/23 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Mayor's Reception	1,200	1,200	0.0%
4336 Civic Service, invites, food, flowers	250	500	100.0%
4338 Remembrance Services, inc. V E Day event	600	1,100	83.3%
4339 In the Event of a Royal Death	500	500	0.0%
4348 Civic Gifts, visits & events	200	1,470	635.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	700	700	0.0%
4351 Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure

5,950 7,970 33.9%

Net Expenditure over Income

5,950 7,970 33.9%

120 Marketing

	2021/22 Budget	Draft 2022/23 Budget	% Change
4328 Website	2,500	2,500	0.0%
4329 Advertising	1,000	1,000	0.0%
4352 Annual Report	200	200	0.0%
4353 Banner Board	0	0	#DIV/0!
4330 Newsletter	1,500	1,500	0.0%

Marketing: Expenditure

5,200 5,200 0.0%

1048 E-News advertising

500 500 0.0%

1301 Filming

2,000 2,000 0.0%

1049 Banner Board Income

3,250 4,000 23.1%

1045 Event Sponsorship

0 0 #DIV/0!

Marketing: Income

5,750 6,500

Net Expenditure over Income

-550 -1,300 136.4%

430 Summer Fair

4329 Advertising, banner and distribution costs	350	900	
4500 Event Staff Overtime	1,150	1,150	
4900 Miscellaneous Expenses	1,200	1,200	

Summer Fair: Expenditure

2,700 3,250

1045	Event Sponsorship	500	500	
1046	Stall Income (Events)	1,400	1,500	
1094	Other Customer & Client Receipts	800	800	
	Summer Fair: Income	2,700	2,800	
	Net Expenditure over Income	0	450	
440	<u>Christmas Market</u>	-	-	
4329	Advertising	300	300	
4500	Event Staff Overtime	1,000	1,000	
tbc	Carol Concert	160	160	
4900	Miscellaneous Expenses gift from santa	700	700	
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	1,000	500	
1046	Stall Income (Events)	1,000	1,000	
1094	Other Customer & Client Receipts	300	300	
	Christmas Market: Income	2,300	1,800	
	Net Expenditure over Income	-140	360	
	CIVIC & EVENTS: Total Expenditure	16,150	18,220	12.8%
	CIVIC & EVENTS: Total Income	10,750	11,100	
	Net Expenditure over Income	5,400	7,120	31.9%

The £500 money donation from the RBL in 2019 should be rolled over for a V E Day event in 2022

AGENDA ITEM: CCE139

COMMITTEE: CCE

REPORT AUTHOR: Cllr. Wendy Veck

DATE: 13th AUGUST 2021

Introduction

Notes following a working party meeting held at Community House on 12th August at 1pm

Those present: Cllr. Duhigg, Cllr. Hill, Cllr. Veck, Civic & Marketing Officer, Deborah Donovan, Communications Officer, Matt Gunn, Gill Veck, Cllr. Gallagher Sheila Eastman and Valerie Bullock.

Proposal

Ideas of possibly holding an outside event in the area of the A259 were discussed incorporating businesses, pubs, restaurants, churches, and halls to include a Christmas light switch on and an event trail.

Cllr. Gallagher volunteered to liaise with the business community and to investigate the grants available from the welcome back fund. The possibility of purchasing small sheds for use as stalls was also discussed.

Cllr Gloria Hill agreed to liaise with the volunteer sector.

Cllr. Duhigg volunteered to coordinate the music and entertainment.

There was a lengthy discussion about the possibilities of creating an event that would put Peacehaven Town on the map. With so much enthusiasm from all parties present it was felt it would take a considerable amount of time to organise in such a short space of time.

The Civic & Marketing Officer pointed out that the council and officers could not support an event without using Community House as the base. She also mentioned that the council would not cover the insurance for the event. Having checked the booking diary it was discovered that every weekend from mid Nov until 18th December had been booked out in Community House. It was also pointed out that another hirer had requested the use of the main hall to organise a Christmas Event including Santa's grotto on 11th December.

The conclusion was that with mainly time constraints, booking conflicts and PTC's limited support that an event this year would not be possible.

It was agreed however, that the ideas put forward for a big event next year to incorporate all local groups and businesses would be a viable option. To include a Christmas light, switch on, a lantern parade, and possible outdoor market with a walking trail to encourage

full use of halls and venues in the community, putting Peacehaven firmly on the map as a Christmas destination.

It was agreed to book a further meeting on Thursday 17th Feb at 7.30pm in Community House inviting all local interested parties. It was agreed to hold this meeting to discuss funding and shared cooperation across the whole of Peacehaven. The Information Officer would be asked if she could send invitations in January. The Communications Officer, in collaboration with Cllr. Veck agreed to design an invite.

A date was booked with PTC to use the centre on Saturday 26th November 2022 as a hub. The possibility was discussed to use the centre for children to make lanterns to be used in a walking parade to the south coast road where the Christmas Lights would be switched on. The idea of Father Christmas being at Community House was also floated.

It was also agreed that any proceeds would be equally divided between the Mayors Charities and PTC to use as an ongoing float for future large events.

Next years event will be called **"Peacehaven Community Winter Fest 2022"** and will be held across Peacehaven on Saturday 26th November 2022 times to be confirmed. This event would be a collaboration between PTC and a committee drawn from the community.

Date of next working party meeting: Thursday 17th February at 7.30pm

AGENDA ITEM: CCE140

COMMITTEE: CCE

DATE: AUGUST 2021

SUBJECT: ART SHOWCASE – TO NOTE

AUTHOR: DEBORAH DONOVAN

INTRODUCTION:

To support the Queen's Platinum Jubilee celebrations the Civic Officer has devised an ART SHOWCASE (with the authorisation from the Town Clerk & Chair of the CCE Committee).

BACKGROUND:

Many groups and councils will be organising various events and activities to mark the Queens Platinum Jubilee in 2022.

We have already earmarked the Queen's Green Canopy (QGC) where we will be planting a tree or many trees for the Jubilee and no doubt, we will be organising street parties during the special weekend too.

Apart from these events we thought the Art Showcase could involve the community immediately until the December 17th closing date, when judging will take place. Terms & Conditions are detailed on the attachment. Items will be displayed in Community House until June 2022.

TO-NOTE:

This activity has already been published and has attracted some positive reactions.

ESTIMATED COST:

A gift from the Royal Collection Gift Shop for the winning entry (Civic budget)



The Queen's Platinum Jubilee Art Showcase Terms and Conditions

1. The closing date for entries is December 17th, 2021
2. The winners will be selected by an independent judge within 4 weeks of the closing date.
3. No purchase necessary.
4. All entrants to the competition enter on their own volition
5. Submissions must be the artists' own work, do not enter copyrighted art. Copyright infringement will be breached by the entrant who submits the work and not by PTC.
6. Any artwork submitted may be used by PTC in future marketing activities.
7. All entries will be displayed in Community House from receipt to June 2022
8. Artwork must be submitted by hand to the Information Office to include the artist's/artists' name(s), establishment, age, and the art materials used.
9. Entries will not be accepted from employees & councillors of PTC or their immediate families.
10. The overall winner will receive a gift from the Royal Collection Gift shop.
11. No cash or alternative prize is available.
12. The winners' details will be made available after the draw date by emailing the Communications Officer at PTC (communications@peacehaventowncouncil.gov.uk)
13. The judge's decision is final, and no correspondence will be entered into regarding the competition.
14. By participating, you confirm PTC has permission to contact you for the purpose of confirming you have won and to arrange for the prize to be presented by the Mayor of Peacehaven, Cllr. Isobel Sharkey
15. Entry into the competition will be deemed to constitute acceptance of these terms and conditions.



ART SHOW CASE

**SUBMIT A PIECE OF ARTWORK WHICH DEPICTS YOUR
INTERPRETATION OF THE QUEEN**

2022 proposed events – Peacehaven Town Council / Civic events

Date/ event	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	<p>25th Robbie Burns</p> <p>27th Holocaust</p> <p>PLANT A TREE FOR JUBILEE</p> <p>Order Past Mayors Badge</p> <p>Arrange Mayors name on board & plate on small board.</p> <p>Contact Molly ref Aug</p>	<p>6th Queen Reaches her 70th year</p> <p>Reign Acknowledge</p> <p>Bingo</p> <p>Quiz</p> <p>Possible Royal Visit</p> <p>Plant a tree for Jubilee, encourage residents, schools and orgs to participate</p>	<p>8th Int. Women's Day</p> <p>14th Commonwealth day</p> <p>Bingo</p> <p>26th Wrestling?</p>	<p>EASTER 15th – 18th</p> <p>21st Queen's Birthday</p> <p>23rd St. Georges Day</p> <p>25th Anzac Day</p> <p>29th Mayor's Reception (Isobel)</p> <p>Quiz</p> <p>Bingo</p>	<p>8th V E Day</p> <p>And RBL Event (£500 received to plan this)</p> <p>Mayor Making</p> <p>Vote in new Mayor</p> <p>Pay thanks to previous Mayor & Deputy</p> <p>Bingo</p>	<p>2 – 5 Queen's platinum Jubilee</p> <p>Street parties</p> <p>11th B/day</p> <p>16th Sussex Day</p> <p>27th Meridian Day & Armed Forces Day 18/19th Mayor's Civic Service</p> <p>Bingo</p>	<p>5th NHS day event</p> <p>Date Tbc</p> <p>PTC Summer Fair</p> <p>Bingo</p> <p>Quiz</p>	<p>15th V J Day</p> <p>Party in the park (Confer with Cllr. Symonds)</p> <p>To work with Pride Organisers to deliver an event</p> <p>Bingo</p>	<p>29th Advertise Pumpkin Competition</p> <p>Bingo</p>	<p>Wrestling?</p> <p>10/14th Gilder Fly over – 100th year. of Peacehaven Hotel</p> <p>Contact Sx Gilders History WP</p> <p>31st Pumpkins</p> <p>Bingo</p> <p>Quiz</p> <p>Arrange road closures for 13th Nov'</p>	<p>11th Armistice Day</p> <p>13th Remembrance Day</p> <p>27th PTC COMMUNITY WINTER FEST (INVOLVING THE WHOLE TOWN)</p> <p>Carol concert to be included as an end feature when lights are switched on.</p> <p>Events Working Party to organise</p> <p>Bingo</p>	

CCE142 CIVIC & COMMUNITY EVENTS YEARLY WORK PLAN

DATE/MONTH	EVENT/TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPLETION
OCTOBER 2021	TO AGREE THE 2022/23 BUDGET	CIVIC & MARKETING OFFICER (CMO) WITH CHAIR OF COMMITTEE	DRAFT PAPER ON THE CCE AGENDA MEETING 5th OCTOBER	
NOVEMBER 2022	COMMUNITY WINTER FEST	EVENTS WORKING PARTY	MEETING NOTES FROM FIRST MEETING IN OCTOBER AGENDA – NEXT MEETING FEBRUARY 2022	
AUGUST 2021	THE LAUNCH OF THE QUEEN'S PLATINUM JUBILEE ART COMPETITION	CMO	THIS COMPETITION IS NOW LIVE JUDGING TO TAKE PLACE ON 17 TH DECEMBER – WORK DISPLAYED IN CH UNTIL JUNE 2022	
ON-GOING	COMMUNITY HOUSE INTERNAL ACTION PLAN	ALL MEMBERS OF THIS COMMITTEE WORKING PARTY TO TAKE ONBOARD? All office staff & caretakers	THIS DOCUMENT IS IN DRAFT FORM	
NOVEMBER 2021	REMEMBRANCE DAY	COMMUNICATIONS OFFICER (CO)	PLANNING ALMOST COMPLETE	
OCTOBER 2021	PUMPKIN COMPETITION	CMO, CO & INFORMATION OFFICER (IO)	PUBLICITY STARTED	
OCTOBER & EVERY MONTH	BINGO SESSIONS	CMO & IO	WAITING FOR FEEDBACK FROM INITIAL EVENT	
NOVEMBER 2021	QUIZ	CMO	WAITING TO HEAR FROM QUIZ MASTER	

CCE COMMITTEE – YEARLY WORK PLAN – AUGUST 2021

OCTOBER 2021	2022 DIARY OF EVENTS	CMO	TO RECEIVE DIARY AT THE OCTOBER MEETING	
JANUARY/FEBRUARY 2022	THE QUEENS GREEN CANOPY	CMO, Liaise with Parks Officer (LA&E)	TO ARRANGE TREE PLANTING TO SUPPORT THIS INITIATIVE	
APRIL 2022	THE MAYOR'S RECEPTION	CMO, CO, IO	IN PLANNING STAGE	
JUNE 2022	THE QUEENS PLATINUM JUBILEE CELEBRATIONS	EVENTS WP	TO ORGANISE STREET PARTIES	
JUNE 25 TH 2022	COMBINED SUMMER FAIR WITH THE ARMED FORCES	CMO, CO IO	WAITING FOR CONFIRMATION ON HOW THE ARMED FORCES WILL TAKE PART	
JULY 5 TH 2022	NHS DAY	CMO, CO, IO	SAME AS 2021	
AUGUST 2022	PARTY IN THE PARK	CLLR. SYMONDS	TO BE DISCUSSED	
10/14 TH OCTOBER 2022	CELEBRATE THE 100 TH YEAR OF THE PEACEHAVEN HOTEL OPENING	HISTORY WP	TO CONTACT SUSSEX GLIDERS TO ASK FOR A FLYOVER	
MAY 2022	TO REVIEW OUR TERMS OF REFERENCE	ALL COMMITTEE MEMBERS		

CCE COMMITTEE – YEARLY WORK PLAN – AUGUST 2021

CCE146 History Working Party – 22nd September at 11.00am in the Main Hall, Community House

Members: Cllr Lynda Duhigg, Cllr Lucy Symonds, Derek Barton, Stanley Barnard, Deborah Donovan, Cllr. Sue Griffiths, Ann Harrison, Daniel Moon, Vicky Onis, Harley Bray.

Apologies: Stanley Barnard, Cllr. Sue Griffiths

Present: Cllr. Lynda Duhigg, Ann Harrison, Vicky Onis, Deborah

Guests: Graham & Hilda Heap

The meeting focused on the 'Discover Peacehaven Walk' leaflet devised by Hilda & Graham Heap.

The leaflet starts at the Peacehaven Monument and links in our greenspaces along a 3 mile walk around the town.

The leaflet is proposed to attract visitors to Peacehaven to find points of interest, leisure & pleasure, and recreation.

Other possible leaflets could follow:

- 'Saunter beside the Seaside'
- A 'big park walk', to ask the Park Run organiser for details of the route they cover

The proposed leaflet will be sent to the Civic & Community Events Committee for approval. Research then to be made for professional design and publication. The funding could be applied for via the 'Welcome Back Fund'.

Graham & Hilda also suggested a plaque indicating the Meridian which should be highlighted and placed on the old stump which was from the original Peacehaven Beacon. Various additions were suggested to the leaflet, like the nearest bus stop, car parking and from Newhaven station.

Graham gave a short talk on the history of Greenwich Meridian, which was very interesting.

The date of the next meeting will be advised.

Items to discuss in future meetings:

- Up-date on timeline – in progress
- Up-date on points of interest map – research & information achieved for the map, help with the design is needed. Lucy suggested that QR codes are added to the map and on Information boards/plaques which would automatically link to specific information. To also add viewpoints in Peacehaven.
Since our last meeting Debbie met with Hilda & Graham Heap, along with Cllrs. Duhigg & White and Admin Officer, Vicky Onis. We achieved a 3 mile walk from the Peacehaven Monument following the Meridian Line to North Peacehaven. Graham has since put together a Peacehaven Meridian Walk leaflet and will be our guest speaker to talk about how we can produce this information. Graham & Hilda will be giving a talk at this meeting.
- With regards to the information, we have already collected; this could be displayed in Community House in frames (in a specific room) until we have a suitable venue to house the artifacts & documents. Lucy suggested we add local sports & celebrities to the list and will research this further.
Debbie is currently collating this information
- Up-date on interviews – hopefully this will be achieved in the next few weeks.
Daniel to give an up-date

- E-News articles – really pleased with the articles received from Stanley & Derek. Both to work on an article about the water supply issue.
Derek suggested that he contacts Matt Pope who was the archaeologist involved in the initial Big Park dig. To also find out if the café still has the artifacts on display. Sue may be able to advise on this.
Up-date
- Deborah hasn't had time to research & contact 'The Bald Explorer.'
- Deborah hasn't had the opportunity to locate the Meridian Line Plaque at Lake Drive
- Lynda suggested that we post a social media request asking for any items relating to the Peacehaven Hotel (Vicky to action).
- Lynda will contact the Keep for a visit towards the end of September
Date to be advised
- Derek suggested that we could show all early films on a loop: Down to the Sea, the Guilders of the Peacehaven Hotel, Mr. Bean etc.
Vicky to investigate this and to advertise on the 'History' menu on the PTC website.

TASK	PERSON RESPONSIBLE	COMMENTS	OBJECTIVE ACHIEVED
TERMS OF REFERENCE FOR THE WORKING PARTY	ALL	TO RESEARCH ALL AREAS OF PEACEHAVEN RESULTING IN RECORDING, CATALOGUING AND ARCHIVING ITEMS AND DOCUMENTS – FOCUSING MAINLY ON PEACEHAVEN, EXTENDING INTO OTHER BOUNDARIES IF RESEARCH PREVAILS	ONGOING
WHAT TO BE CONSCIOUS OF	ALL	COPYRIGHT, TO ASK PERMISSION BEFORE PRINTING PHOTOS AND VIDEOS. DRONES.	ONGOING
WHAT IS OUR ULTIMATE VISION	ALL	TO PRODUCE A BOOK, BUILD A MUSEUM TO RECORD INFORMATION BEFORE IT'S LOST. TO IMPROVE THE WEBSITE TO ENABLE CLEAR PUBLICATION	ONGOING
TIMELINE	MATT	FROM THE TOWN'S FOUNDATION TO DATE. Gradually coming together	ONGOING
PLACES OF INTEREST MAP	MATT	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS	ONGOING
TO IMPROVE THE WEBSITE	MATT	TO ENABLE VIRTUAL MUSEUM On task list	ONGOING
TO DESIGN A POST FOR SOCIAL MEDIA	MATT	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL. To do	ONGOING
ARGUS ARCHIVES	DANIEL	THE ARGUS HAVE PLENTY OF PICTURES AVAILABLE IN THEIR ARCHIVES IF WE NEED THEM Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.	ONGOING

PEACEHAVEN HOTEL	DANIEL	LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP	ONGOING
TO INTERVIEW LOCAL RESIDENTS ABOUT THEIR MEMORIES – TO THEN MAKE THESE SESSIONS INTO SHORT VIDEOS/STORIES FOR PUBLICATION	DANIEL	<ul style="list-style-type: none"> • John Harrison (via Ann Harrison) Elizabeth Harrison eannharrison@yahoo.com • Barbara Martin (waiting contact details) • Mandy Whitney 07748032527 • Kempton House (Wednesdays) roy.hill810@btinternet.com <p>Daniel reported that this will be better organised outside in the summer.</p> <p>Kempton House have advised that their members are available to be interviewed.</p> <p>Perhaps we should also try members of the Deans Club</p>	ONGOING
QUESTIONS FOR INTERVIEW	DANIEL	<ul style="list-style-type: none"> • How long have you lived in Peacehaven? • What are your earliest memories of living in the town & what changes have you noticed over the years? • Did you go to school here? • Do you remember the carnivals, with the beautiful floats? • Do you remember the Peacehaven Hotel, where the Pizza & Stonehouse Carvery is now? • Is there something that is not in the town now which you'd like to see return? 	ONGOING

DRONES	DANIEL	AVAILABLE WHEN NEEDED FOR ARIEL SHOTS Daniel sent a link taken at Birling Gap: https://www.youtube.com/watch?v=ky-AocLWbk&t=2s He would like to take a similar film in Peacehaven	ONGOING
STORY FOR THE ARGUS	DANIEL/STANLEY/DEREK	TO WRITE A STORY WITH PICTURES PICKING A SPECIFIC TIME IN HISTORY – DANIEL WILL CONTACT ARGUS FOR PUBLICATION	ONGOING
POLICE BOX	LYNDA	WAITING FOR AN APPOINTMENT WITH THE KEEP FOR FURTHER RESEARCH	ONGOING
PLOTLANDS	LYNDA	RESEARCHING THIS SUBJECT Lucy, can you send the link to the Plotlands video please	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR The slides have been converted and are available, see notes above	ONGOING
POSTCARD COLLECTION	SUE	POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE ADMINISTERED	ONGOING
HERITAGE TRAIL/INFORMATION BOARDS	SUE	TO TAKE FORWARD TO L A & E COMMITTEE	ONGOING
PLAQUE – OPENING OF COMMUNITY HOUSE	SUE	RESEARCH THE WHEREABOUTS OF THE PLAQUE (23.4.79) THE PRINCES ROYAL	ONGOING
DEWDROP INN	LUCY	TO RESEARCH	ONGOING
MONUMENT / MERIDIAN LINE	LUCY		ONGOING

HOUSE WITH TURRETS	LUCY	TO RESEARCH		
ABANDONED TOILETS	LUCY	TO RESEARCH, may be the cost? Could this be an investment?		ONGOING
ORDNANCE SURVEY MAP FROM THE MERIDIAN LINE	DEREK/LUCY	WILL SEND DETAILS OF ORDNANCE SURVEY MAP FROM MERIDIAN LINE (MENTIONED THE FESTIVAL OF THE MERIDIAN LINE).		ONGOING
100 TH YEAR EVENT TO MARK OPENING OF PEACEHAVEN HOTEL - FLYOVER OF GLIDERS	MATT	<p>10-14TH OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER</p> <p>https://en.wikipedia.org/wiki/Anthony_Fokker</p> <p>To organise an event to mark this 100th year occasion. PUT INTO THE PTC DIARY OF EVENTS</p> <p>Derek suggested we apply for a licence so we can show the film and perhaps contact https://www.sussexgliding.co.uk/ to have a glider fly over</p>		ONGOING
E-NEWS	DEREK & STANLEY	TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS This was completed for the August edition.		Complete
		Both Stanley & Derek will work on a piece about Peacehaven's water supply		ONGOING ON A MONTHLY BASIS
RESEARCH	DEREK & OTHER MEMBERS VICKY	<p>THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL</p> <p>To create a social media post to see if any residents still have these statues</p>		ONGOING

PTFC	STANLEY	CURRENTLY RESEARCHING INFORMATION REGARDING THE STRIP COLOURS USED BY PTFC FROM 1966 Ann Harrison advised on the colours	COMPLETE
TROAK COLLECTION/ EDDIE SCOTT'S MERIDIAN POST	STANLEY	ARE ALL THE DOCUMENTS STILL IN THE PEACEHAVEN LIBRARY OR HAVE THEY BEEN TRANSFERRED TO THE KEEP	
DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	ONGOING
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS (https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News .pdf)	COMPLETE
MERIDIAN LINE WALK	DEBORAH	Graham & Hilda will give a talk at the meeting on 22 nd September at 11.00am	WALK TOOK PLACE ON THURSDAY 15 TH JULY FROM THE MONUMENT AT 10.00AM
		Daniel Suggested we also contact 'The Bald Explorer' Richard Vobes who is an avid walker & has many followers on YouTube.	RESEARCHING ON HOW TO CONTACT RICHARD VOBES
MERIDIAN LINE PLAQUE	DEBORAH	SITUATED NEAR LAKE DRIVE – INVESTIGATE IT'S WHEREABOUTS.	ONGOING
MERIDIAN CENTRE	HARLEY BRAY	HARLEY WILL SHOW US DOCUMENTS WITHIN HIS COLLECTION	ONGOING
NEWHAVEN MUSEUM	LYNDA/DEBORAH	TO MAKE A VISIT WHEN THE MUSEUM RE-OPENS	ONGOING

Next meeting agreed to take place at Community House, on Wednesday 22nd September at 11.00am.

What is the Greenwich Meridian?

It is the vertical line of longitude that runs through the Royal Observatory at Greenwich and defines the line between the Eastern and Western hemispheres. It is also known as Zero degrees longitude and is also the Prime Meridian for the world. The magnificent monument to George V marks the place where the Greenwich Meridian leaves British soil.

Why this walk?

By following this walk you will find a surprising number of green and secluded parks that you may not have come across before. The Jubilee Gym is angled towards adults but the Firle Road Play Area is for under tens only. The Oval, of course, is for all ages and just the place to enjoy a picnic. This is a walk for the whole family.

How do I find my way?

The directions are set out to follow the numbers on the map, starting at Number 1, the Meridian Monument. The route is marked in yellow on the map.

How far and how long?

The whole walk is just under three miles long and is along pavements or proper paths apart from in The Oval where most of the paths are mown grass. This is not a walk to be rushed, so take your time.

The Meridian Monument.

Erected in 1936 by public subscription it was originally intended to commemorate the Silver Jubilee of King George V but as he died before it was put up it became his memorial. As the picture overleaf of the monument in 1936 shows, it was well away from the edge of the cliff. By the 1960s erosion

necessitated it being moved 30 feet north and later in 1981 it was moved another 24 feet away from the cliff edge to its present position.

The War Memorial

This was built in 2012 to replace an old one. It represents the sea with the chalk cliffs and the Downs behind.

Jubilee Gym

No need to overdo it, a gentle work out will be fine for starters.

Firle Road Play Area.

This play area has a comprehensive range of equipment from the youngest to the active ten-year old.

Peacehaven Community Garden

There are regular work parties on Saturday mornings where you can learn how to grow your own vegetables and generally help out with the maintenance of the garden.

The Oval.

Home to badgers and a perfect place to chill out and have a picnic.

Mountain Bike Track

Just the place for active youngsters to let off steam.

Find out more at:

[Welcome to Peacehaven Town Council](#)
[Upcoming Events – Greenhavens Network](#)

Getting to the start – No. 12 bus from Brighton or Eastbourne. Get off at Roderick Avenue. Bus times at www.buses.co.uk

Discover

Peacehaven

Meander along the Meridian
and find out more about
Peacehaven's green spaces



- 1 From the monument, walk up Horsham Avenue, turn left at main road and walk to lights. Cross road.
- 2 Turn right up Roderick Avenue and walk up to Meridian Way. Cross ahead, keep on for 50 yards and carefully cross over to enter the park with the war memorial ahead.



- 3 Follow the path going to the left, turn right over the grass and walk to the Jubilee Gym.

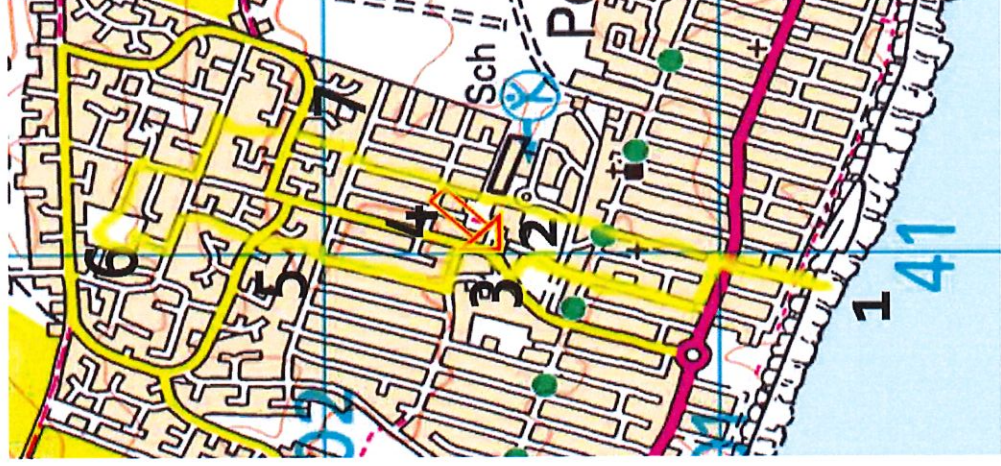


- 4 After your work out, keep on and follow the path left to the busy main road. Cross over at the island on your left and turn right. Walk up towards the Peacehaven Youth Club. Turn left along Balcombe Road.

- 5 Walk about `150 yards and turn right up Sutton Avenue North. At Firle Road turn right then almost immediately left up a path between fences. Soon you come to Firle Road Play Area.



- 6 Stay on the path and at the main road cross and continue up the path ahead. At the end turn left along Glynn Road and walk along for about 100 yards. Turn right into Green Gate and shortly before the end, turn left through a gate into a woody area. Go ahead then follow the path right to find the Community Garden on your right.



Follow the grassy path round to the right and enter The Oval by a large gate. Take your time enjoying its peaceful ambience.

Picture of The Oval

With the sea on your right follow any path ahead and you will find an exit onto Tor Road or Anzac Close. Walk to the end and turn right down Roderick Avenue.

- 7 At Glynn Road, turn left, walk along and after about 200 yards turn right along a shady path opposite number 24. Go under tunnel and pass an area set aside for mountain biking on your right.



At the end, turn right then left down Horsham Avenue which you can follow all the way back to the Meridian Monument, skirting the Meridian Centre and crossing a few roads on the way.

COMMITTEE: CCE148
AGENDA ITEM:
AUTHOR: CIVIC OFFICER
DATE: 22ND SEPTEMBER 2021
SUBJECT: WELCOME BACK FUND

SUMMARY OF RECOMMENDED ACTIONS

This £11.5k funding is a positive and an exciting opportunity for the Town.

INTRODUCTION

I have suggested a few ideas below, which this committee could take forward as all items will benefit our residents and visitors to the area.

- Peacehaven Landmarks and Walking Map, which incorporates the Meridian Line. To be professionally designed and published throughout the Sussex area
- Blue Heritage Signs and Information Boards around the town
- A visit from the Lord Lieutenant to visit Peacehaven
- Change of signage from the Big Park to Centenary Park
- To buy trees in preparation of the National QGC project for planting in January/February 2022
- To refurbish the Peacehaven Monument, this would work in collaboration with the publication of the Peacehaven Meridian Walk Map
- Plaque to highlight the Meridian Line
- With permission from LDC to install permanent wooden/metal seating in Meridian Park (to support specific events like Remembrance Day & NHS Day) plaques on the seating for memorial purposes
- To work with the Chamber of Commerce to deliver a 'return to work' event
- To work with the Horticultural Society to sell allotment fruit & veg from their hut, and to perhaps organise Christmas wreath demonstrations
- Crazy golf
- To supply gift for Father Christmas to give to his visitors

ANALYSIS

To consider these suggestions and to put forward to LDC to access the WBF

Copies of the prototype leaflet and suggested benches attached.

IMPLICATIONS

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

<u>Financial</u>	Due diligence and financial management
<u>Legal</u>	UK Financial and Planning Laws • Council Powers/Duties • Terms and Conditions of Welcome Back Fund
<u>Environmental and sustainability</u>	Any events or equipment purchased will need to be in accordance with relevant H&S law. No damage to environment, encourage local retail and leisure
<u>Crime and disorder</u>	Events carefully and appropriately managed
<u>Climate</u>	Carbon footprint awareness.

SAMPLES OF DIFFERENT TYPES OF BENCHES WHICH WOULD FIT IN AT THE MEMORIAL SITE

Crema Marfil Limestone Curved Bench – Pisa Stone

£399.00 – £479.00 inc. VAT

SKU: CH-008

Beautiful from every angle, this bench is the perfect edition to your garden. Straight top with wide and heavy legs, very heavy and sturdy piece which is made to last!



Large Straight Bench – Geoffs Garden Ornaments

£260.82 – £283.50

Large straight bench or seat with scroll legs. Reinforced and suitable for practical use as a seat.



TORSTONE

Curved bench seat £399

Stone type

Plus, Sticking stone together £39.99)



An excavation licence for each bench would have to be applied for, at £500 per bench



