



# **PEACEHAVEN TOWN COUNCIL**

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EAST SUSSEX  
BN10 8BB

**Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 5<sup>th</sup> October 2021 at 7.30pm**

**Present:** Cllr L Duhigg, Cllr W Veck, Cllr L Symonds, Cllr E Simmons, Cllr G Hill, Cllr D Seabrook, Cllr J Harris, Cllr D Paul  
**Officers:** Deborah Donovan - Civic & Communications Officer, Karen Bray – Information Officer.

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

### **1. CCE132 CHAIRMAN'S ANNOUNCEMENTS**

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

- Bingo this Friday 8<sup>th</sup> October at 7pm in the Main Hall. All funds collected for the Mayor's charities.

Cllr. Seabrook was invited to join the table in a non voting capacity, to discuss two items on the Agenda.

### **1. CCE133 PUBLIC QUESTIONS**

There were no public questions.

### **2. CCE134 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies received and accepted from Cllr Sanderson

### **3. CCE135 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **4. CCE136 TO ADOPT THE MINUTES OF 13<sup>TH</sup> JULY 2021**

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

### **5. CCE137 TO ADDRESS AND CONFIRM THE TERMS OF REFERENCE**

The Terms of reference were accepted as written.

### **7. CCE138 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND REQUIREMENTS FOR 2022/23**

The circulated Budgetary report was noted and agreed.

**Proposed** Cllr Symonds and **Seconded** by Cllr Harris  
All in favour.

**8. CCE139 TO RECEIVE AN UP-DATED REPORT FROM THE EVENTS WP, REFERENCE CHRISTMAS EVENT.**

Cllr Veck reported that a meeting has recently taken place, to discuss the possibility of holding an outside Christmas event this year. Although the meeting went well, with good ideas and participation, it has been decided to defer the Event to November 2022, the date has already been booked and planning will begin in February 2022

Cllr Veck confirmed there is still a Christmas Event this year, which is being held at Community House by a regular Hirer.

**9. CCE140 ART SHOWCASE QUEENS JUBILEE**

The Civic Officer reported that the Art show case has been launched. Artwork can be submitted which depicts people's interpretation of the Queen. Submitted art pieces needed by December.

**10. CCE141 TO NOTE THE 2022 PROPOSED EVENTS**

Mrs Donovan updated the committee on each of next year's events.

Cllr Symonds enquired about holding a Barn Dance for the Harvest Festival next year – a report to be submitted at next Committee

**11. CCE142 CIVIC & COMMUNITY EVENTS YEARLY WORK PLAN**

The circulated plan was noted

**12. CCE143 TO DISCUSS THE POSSIBILITY OF A PERMANENT CLIMATE CAFÉ IN COMMUNITY HOUSE.**

This item was discussed in detail at item CCE145 below

**13. CCE144 TO NOTE THE DATE OF THE PEACEHAVEN SUMMER FAIR**

Mrs Bray confirmed the date of the summer fair will be the 9<sup>th</sup> July 2022.

Cllr Paul stated that she will not be available on the date of the Fair.

**14. CCE145 TO NOTE A REQUEST HAS BEEN MADE BY THE CLIMATE CHANGE WP TO ORGANISE AN EVENT TO PROMOTE CLIMATE CHANGE IN THE SPRING**

Cllr Seabrook would like to organise a Peacehaven climate fair on the 9<sup>th</sup> April.

The Fair will hopefully lead to other Events such as Climate Cafes and Citizens Panels and will be organised by the Climate Change WP.

- A facilitator will lead the 'café', relaxed chat to talk about anything to do with climate change. A lot of people feeling anxious not knowing how to help climate change. A trial climate café will be introduced during the climate change event on 9<sup>th</sup> April. This is not a café (serving refreshments) it is a gathering introduced by a facilitator who talks about climate change, how to improve mental health and wellbeing.
- Set up citizens panels – series of meetings on different topics with guest speakers.

Cllr Hill **Proposed** that we accept the proposal for the Climate Change Fair and **Seconded** by Cllr Paul  
All in favour

The next PTC Climate WP meeting will be on Wednesday 20<sup>th</sup> Oct at 4pm at Community House

**15. CCE146 TO NOTE THE ACTION PLAN RECEIVED FROM THE HISTORY WP**

The circulated report was noted

**16. CCE147 TO AGREE THE ATTACHED REPORT FOR A PEACEHAVEN WALK LEAFLET**

Mrs Donovan reported that at the last History WP, there was a talk given by our guest speakers Hilda and Graham Heap. Mr & Mrs Heap have written books about The Meridian line. Following on from the meeting Graham has devised a discover Peacehaven Leaflet which walks along the Meridian line in Peacehaven. It is a prototype and hopefully this can be turned into a leaflet by professionals.

Cllr Seabrook noted that this is the same route that The Green Havens also walk, except they include Epinay and Centenary Park, therefore the map could be expanded if needed.

**17. CCE148 TO DISCUSS AND AGREE ITEMS TO BE PURCHASED THROUGH THE WELCOME BACK FUND.**

Mrs Donovan's report on the Welcome Back Fund was discussed in detail.

- Has the money been allocated elsewhere?
- What are the exact criteria?
- Who will manage the project?
- It was suggested that chairs of each committee form a working party who will then have delegated responsibility for the spend – proposals to full council

It was **Proposed** by Cllr Symonds and **Seconded** by Cllr Hill, to accept all the suggestions which have been put forward by Mrs Donovan, for the use of the Welcome Back Fund.

All in Favour

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Symonds that the Welcome Back Fund is investigated as a matter of urgency by the Civic Officer and a final proposal to be submitted to Full Council, bearing in mind that this will need to be a strong proposal as the deadline for this money to be spent, is March 2022  
All in Favour.

**16. CCE149 TO DISCUSS ANY ITEMS TO BE ADDED TO THE INTERNAL BUSINESS PLAN**

This item has been withdrawn.

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

*There being no further business, the meeting closed at 21.00*

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REPORT TO THE CCE COMMITTEE

REPORT AUTHOR: DEBORAH DONOVAN, CIVIC & MARKETING OFFICER

DATE: 13<sup>TH</sup> JANUARY 2022

SUBJECT: QUEEN'S PLATINUM JUBILEE CELEBRATIONS

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OUTLINE

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

THURSDAY 2<sup>ND</sup> JUNE

Apart for the more formal Queen's Birthday Parade (Trooping of the Colour) the nation will come together at 9.15pm to light beacons to mark the start of the Queen's Platinum Jubilee.

RECOMMENDATION

That the **BEACON CEREMONY** takes place at the Memorial site, Peacehaven, to involve the Town Crier, Jon Borthwick, The Mayor or Deputy Mayor of Peacehaven, the Reverend Tim Mills with Councillors, Staff (if available) and local residents.

FRIDAY 3<sup>RD</sup> JUNE

This day is mainly for the Churches, to hold their Service of Thanksgiving for the Queen's reign.

SATURDAY 4<sup>TH</sup> JUNE

A much-loved event of the Queens, The Derby at Epsom Downs will take place.

A Platinum party at the Palace will also be organised on this day.

## SUNDAY 5<sup>TH</sup> JUNE

**THE BIG JUBILEE LUNCH:** Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event:

<https://www.edenprojectcommunities.com/the-big-jubilee-lunch>

## RECOMMENDATION

- That all local organisations are contacted to suggest that they come together to hold a **BIG LUNCH, TEA PARTY or STREET PARTY**.
- PTC to advertise this event on all social media platforms and in the E-News to encourage that road closures are submitted from residents ready for the celebrations.
- PTC to organise their own **BIG LUNCH or TEA PARTY**, especially for residents who are on their own. This could take place on the green area near Community House, if raining in the Main Hall.
- PTC staff will be expected to work for part of this day to deliver a successful event – a JUBILEE celebration to remember! To order Platinum Jubilee displays & decorating materials.
- PTC to organise entertainment and to decide if this is a paid event or free to residents.
- The Marketing Officer to take pictures of the celebrations and to produce a special Platinum E-News supplement (sponsors to be approached)

PEACEHAVEN TOWN COUNCIL  
CONDITIONS OF HIRE & HEALTH & SAFETY  
COMMUNITY HOUSE

## 1 . APPLICATION, DEPOSIT & ADDITIONAL CHARGES

The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing. Minimum hire for any room: one hour.

1.1 No bookings will be taken for birthday parties or engagement parties for 13-21-year old's. A refundable deposit will be required — the deposit for an adult function shall be £100 and for a children's function shall be £50, This sum will be returned after inspection of the premises has taken place\$ providing that all the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Authenticated evidence of Organizations charitable status must be produced to safeguard against bogus applications.

1.2 Peacehaven Town Council has the right to cancel a booking at any time

## 2. PAYMENT & CANCELLATION FEES

2.1 Coffee Mornings — Community House Foyer — All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

2.2 Saturday Morning Mini Markets — Meridian Hall, Community House — All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee. Please note the additional hiring conditions relating to mini markets attached.

2.3 Other Hiring's — All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

Note — in the event of inclement weather a 10% cancellation fee will be charged.

'1 . DISCOTHEQUES — Applications for discotheque dances will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in CONDITION 7.

2, INTOXICATING LIQUOR — No hirer, nor any person on his/her behalf or by his/her permission, shall sell liquor without the necessary license and this should be produced to the Council's Representative not less than 24 hours prior to the hiring.

3. ALCOHOL -All Alcohol must stop being served by 11pm and the bar left the premises by 11.30pm

## 4. PUBLIC LIABILITY

Proof of cover of £2m will be required of all organizations (i.e. commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking.

## 5. RISK ASSESSMENT

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

A copy of a Full Covid 19 Risk Assessment must be provided and approved before hire can take place

## 6. RESPONSIBILITIES OF HIRER

7.1 The Council will hold the Hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage.

Important Note: The use of sellotape, blu tack or similar to fix decorations, posters etc. to the wall is NOT allowed.

7.2 Hirers will be required to leave the premises tidy furniture and equipment used must be sanitized and clean, before leaving.

All Hirers must take home their Rubbish nothing must be left on the premises.

7.3 The Responsible Representative or the Hirer of the premises shall ensure that no nuisance is caused to the occupants of neighboring buildings by reason of excessive noise, unruly behavior, inconsiderate parking etc,

7.4 The playing of music of all types shall cease by 11pm and premises vacated by 11.30pm by all Hirers.

7.5 Hirers shall not use the Community House Foyer for political canvassing, lobbying or recruitment as this is a public area: this condition does not apply to the hire of meeting rooms.

7.6 It is the hirer's responsibility to inform attendees of the fire exit procedure and to ensure that there is a First Aider on site.

7.7 The Town Council reserve the right to alter bookings if necessary — sufficient notice will be given where possible.

7. AMENDMENT OF CONDITIONS — The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary.

8. OFFENSIVE WEAPONS - THERE MUST BE NO SALE OF ILLEGAL OR OFFENSIVE WEAPONS AND ALL ACCESSORIES AND IF EVIDENCE OF SUCH SALES WERE DISCOVERED THE COUNCIL WOULD NOT LET PREMISES TO THE HIRER AGAIN.

9. NO DRUGS WILL BE PERMITTED IN COUNCIL BUILDINGS UNLESS PRESCRIBED

10. BOUNCY CASTLES IN THE UNLIKELY EVENT THAT A HIRER WISHES TO ERECT A BOUNCY CASTLE IN THE MAIN HALL IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT ALL HEALTH & SAFETY REGULATIONS ARE ADHERED TO THAT IT IS ACCOMPANIED BY A VALID 12 MONTH INSPECTION CERTIFICATE, AND THAT THE SUPPLIER/OPERATOR HAS FULL PUBLIC LIABILITY COVER.

11. GAS BOTTLES - OF ANY KIND ARE NOT ALLOWED WITHIN THE PREMISES. IF A HELIUM BOTTLE IS USED TO INFLATE BALLOONS THIS MUST BE DONE EXTERNAL TO THE PREMISES. THE BOTTLE MUST NOT BE STORED WITHIN THE PREMISES
12. CANDLES - THE USE OF CANDLES IS PROHIBITED
13. SMOKING POLICY PEACEHAVEN ALLOW SMOKING OR ELECTRONIC SMOKING IN ANY OF ITS PREMISES.
14. PEACEHAVEN TOWN COUNCIL HAVE ADOPTED A POLICY NOT TO USE SINGLE USE PLASTIC IN ALL OUR BUILDINGS,  
HIRERS ARE ENCOURAGED TO FOLLOW THIS POLICY WHEN HIRING OUR FACILITIES
15. GENERAL DATA PROTECTION REGULATIONS- Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or Info@peacehaventowncouncil.gov.uk.

## HEALTH & SAFETY

### 1 Introduction

- 1.1 The Main Hall and other rooms and facilities located within the Council owned property are hired out on a regular basis by the Council to local organisations, The events are very popular and generate a large number of personnel consisting of stall holders and visiting members of the public. This includes a high ratio of physically impaired persons in wheelchairs.
- 1.2 This then presents a situation of high risk where an accident can occur if there is a fire alarm or other emergency elsewhere in the building is required to be evacuated.
- 1.3 To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

### 2 Legal Requirements

- 2.1 All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies: - 2.1.1 Health & Safety at Work etc. Act 1974 section 4 (2), (HASW Act)
  - 2.1.2 Regulatory Reform (Fire Safety) Order 2005
  - 2.1.3 The Management of Health & Safety at Work Regulations 1999.
  - 2.1.4 Occupier's Liability Act 1957 (revised 1984).
  - 2.1.5 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide".



2.1.6 Health and Hygiene Certificate must be provided to PTC

3 Application

- 3.1 This procedure does not apply to theatre events held in the Main Hall such as cinema and stage entertainment where the raised seating is used (see Procedure HS 008).
- 3.2 Peacehaven Town Council operates a robust health and safety regime with zero accident tolerance and, therefore, requires the hirers of the Council premises located within the Meridian Centre to follow the same principles.

4 Risk Assessed Requirements

- 4.1 Please adhere to Government restrictions and advice with regards to COVID-19

4.1 Under the legislation the hirer is required to carry out its own Risk Assessments. A commonsense approach should be taken, and the following rules should be followed which will mitigate some of the risk.

5 Evacuation Plan

- 5.1 Hirers and stallholders must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.
- 5.2 All fire exits are marked with the overhead green man signs which will illuminate in the case of power failure.
- 5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas. In the case of stall holders, they must leave their stalls immediately and not attempt to remove goods for sale.
- 5.4 The designated Fire Marshall will give the instruction to return to the building when the Fire Brigade have given all clear

6 Layout of Stalls

- 6.1 Stalls must be laid out to ensure there is an adequate spacing of no less than 2 meters between opposite stalls. This is to prevent overcrowding at the stall frontage, and it always allows for wheelchair access
- 6.2 Hirers and stallholders must keep all Fire Exits clear at all times, Stallholders must not block the exits with sales material or tables,
- 6.3 No items can be stored overnight in the building

7 Visiting Children

- 7.1 Children less than 12 years of age must always be adequately supervised and kept under control.



8 Parking of Vehicles

- 8.1 It is the responsibility of the hirer to ensure stallholders vehicles are parked in a safe and orderly manner and do not in any way block the designated fire exit routes.

9 Kitchen

- 9.1 Because of space restrictions there should be no more than four adults working in the kitchen at any one time.
- 9.2 Care should be taken when using fat fryers and not to overheat the fat. In the event of a pan catching fire do not extinguish with water. A fire blanket or powder extinguisher is available.
- 9.3 The commercial toaster must be monitored at all times. Burning toast will set the fire alarm off and the whole of the Centre will evacuate including the Co-op store.
- 9.4 Hirers must produce their CIEH level 2 accredited food hygiene certificate along with their public liability insurance which covers individuals for at least 2M.
- 9.5 The kitchen is expected to be left clean and tidy

## ORIGINAL

- 9.6 Proof of registration for food hygiene with the District or other council should be confirmed with the information officer
- 9.7 The caretaker will undertake a short lesson with the hirer on how to use the kitchen equipment

## 10 Insurance

- 10.1 It is the hirer's duty "where practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation site rules have been flagrantly ignored.

## 11 Accident Reporting

- 11.1 The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

I \_\_\_\_\_ (PRINT) on behalf of

\_\_\_\_\_

Agree to abide by the above conditions of hire and health & safety regulations

SIGNED:

DATE: \_\_\_\_\_

ADDRESS:

16. GENERAL DATA PROTECTION REGULATIONS- Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or [Info@peacehaventowncouncil.gov.uk](mailto:Info@peacehaventowncouncil.gov.uk).

**ORIGINAL**

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ORIGINAL

**PEACEHAVEN TOWN COUNCIL  
CONDITIONS OF HIRE & HEALTH & SAFETY  
COMMUNITY HOUSE**

**1 . APPLICATION, DEPOSIT & ADDITIONAL CHARGES**

~~No bookings will be taken for Birthday parties or engagement parties for 13-21 year old's.~~

**REFER TO NOTES/FEEDBACK**

Minimum hire for any room: one hour.

1.1 A refundable deposit will be required at time of booking — the deposit for an adult function shall be £100 and for a children's function shall be £50; this sum will be returned after inspection of the premises has taken place, providing that all the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.

1.2 Authenticated evidence of Organizations charitable status must be produced to safeguard against bogus applications??

1.3 Peacehaven Town Council has the right to cancel a booking at any time ??

1.4 The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing ??.

1.5 DISCOS — Applications for Discos will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in CONDITION 7.

**2. PAYMENT & CANCELLATION FEES**

2.1 **Coffee Mornings** — Community House Foyer — All **Remainder** of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

2.2 **Saturday Morning Mini Markets** — Meridian Hall, Community House — All **Remainder** of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee. Please note the additional hiring conditions relating to mini markets attached.

2.3 **Other Hiring's** — All **Remainder** of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

Note — in the event of inclement weather a 10% cancellation fee will be charged. **still applicable?**

## DRAFT OF UPDATED TERMS

### 4. PUBLIC LIABILITY

#### REFER TO NOTES/FEEDBACK

Proof of cover of £2m will be required of all organizations (i.e. commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking.

### 5. RISK ASSESSMENT

- Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

~~A copy of a Full Covid 19 Risk Assessment must be provided and approved before hire can take place~~

#### REFER TO NOTES/FEEDBACK

### 6. RESPONSIBILITIES OF THE HIRER

6.1 The Council will hold the Hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage.

Important Note: The use of sellotape, blue tack or similar to fix decorations, posters etc. to the wall is NOT allowed.

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All Hirers must take home their Rubbish nothing must be left on the premises.

6.3 The Responsible Representative or the Hirer of the premises shall ensure that no nuisance is caused to the occupants of neighbouring buildings by reason of excessive noise, unruly behaviour, inconsiderate parking etc,

6.4 The playing of music of all types shall cease by 11pm and premises vacated by 11.30pm by all Hirers.

6.5 Hirers shall not use the Community House Foyer for the political canvassing, lobbying or recruitment as this is a public area; this condition does not apply to the hire of meeting rooms.

6.6 It is the hirers responsibility to inform attendees of the fire exit procedure and to ensure that there is a first aider on site.

~~6.7 The Town Council reserve the right to alter bookings if necessary — sufficient notice will be given where possible.~~ Duplicated at 8

6.8 All equipment to be used must be tested for electrical safety prior to use, as per the provisions of The Electricity at Work Regulations 1989.

## **7 CONDITIONS OF HIRE**

**7.1 INTOXICATING LIQUOR** — No hirer, nor any person on his/her behalf or by his/her permission, shall sell liquor without the necessary license and this should be produced to the Council's Representative not less than 24 hours prior to the hiring.

**7.2 ALCOHOL** - All Alcohol must stop being served by 11pm and the bar left the premises by 11.30pm

**7.3 OFFENSIVE WEAPONS** – There must be no sale of illegal or offense weapons and all accessories and if evidence of such sales were discovered the Council would not let premises to the Hirer again.

**Definition of an Offensive weapon** -An offence tool or substance carried by a person to be used for the purpose of inflicting physical injury upon another person.

**7.4 ILLEGAL** DRUGS WILL NOT BE PERMITTED IN COUNCIL BUILDINGS

**7.5** ~~IN THE UNLIKELY~~ EVENT THAT A HIRER WISHES TO ERECT/USE SOFT PLAY EQUIPMENT/BOUNCY CASTLES IN THE MAIN HALL IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT ALL HEALTH & SAFETY REGULATIONS ARE ADHERED TO THAT IT IS ACCOMPANIED BY A VALID 12 MONTH INSPECTION CERTIFICATE, AND THAT THE SUPPLIER/OPERATOR HAS FULL PUBLIC LIABILITY COVER.

**7.6 GAS BOTTLES** - OF ANY KIND ARE NOT ALLOWED WITHIN THE PREMISES. IF A HELIUM BOTTLE IS USED TO INFLATE BALLOONS THIS MUST BE DONE EXTERNAL TO THE PREMISES. THE BOTTLE MUST NOT BE STORED WITHIN

**7.7 FIRE SAFETY THE USE OF CANDLES/BBQS & CANDLES ARE PROHIBITED**

**7.8 SMOKING** PEACEHAVEN WILL NOT ALLOW SMOKING OR **VAPING PRODUCTS** ~~ELECTRONIC SMOKING~~ IN ANY OF ITS PREMISES.

**7.9** PEACEHAVEN TOWN COUNCIL HAVE ADOPTED A POLICY NOT TO USE SINGLE USE PLASTIC IN ALL OUR BUILDINGS HIRERS ARE ENCOURAGED TO FOLLOW THIS POLICY WHEN HIRING OUR FACILITIES

**8. AMENDMENT OF CONDITIONS** — The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary. The Town Council reserve the right to alter bookings if necessary — sufficient notice will be given where possible.

**9. GENERAL DATA PROTECTION REGULATIONS**— Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

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## **HEALTH & SAFETY**

### **1 Introduction**

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- 1.2 This then presents a situation of high risk where an accident can occur if there is a fire alarm or other emergency elsewhere in the building js required to be evacuated.
- 1.3 To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

### **1 Legal Requirements**

- 1.1 All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies: - 21.1 Health & Safety at Work etc. Act 1974 section 4 (2), (HASW Act)
- 1.2 Regulatory Reform (Fire Safety) Order 2005
- 1.3 The Management of Health & Safety at Work Regulations 1999.
- 1.4 Occupier's Liability Act 1957 (revised 1984).
- 2.5 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide".
- 2.6 Health and Hygiene Certificate must be provided to PTC

### **2 Application**

- 2.1 This procedure does not apply to theatre events held in the Main Hall such as cinema and stage entertainment where the raised seating is used (see Procedure HS 008).
- 2.2 Peacehaven Town Council operates a robust health and safety regime with zero accident tolerance and, therefore, requires the hirers of the Council premises located within the Meridian Centre to follow the same principles.

### **3 Risk Assessed Requirements**

- 3.1 Please adhere to Government restrictions and advice with regards to COVID-19
- 3.2 Under the legislation the hirer is required to carry out its own Risk Assessments. A common sense approach should be taken, and the following rules should be followed which will mitigate some of the risk.

### **4 Evacuation Plan**

- 4.1 Hirers and stallholders must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.

## DRAFT OF UPDATED TERMS

- 4.2 All fire exits are marked with the overhead ~~green man signs~~ **Fire exit signs** which will illuminate in the case of power failure.
- 4.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas. In the case of stall holders, they must leave their stalls immediately and not attempt to remove goods for sale.
- 4.4 The designated Fire Marshall will give the instruction to return to the building when the Fire Brigade have given all clear

## 5 Layout of Stalls

- 5.1 Stalls must be laid out to ensure there is an adequate spacing of no less than 2 meters between opposite stalls. This is to prevent overcrowding at the stall frontage, and it always allows for wheelchair access
- 5.2 Hirers and stallholders must keep all Fire Exits clear at all times, Stallholders must not block the exits with sales material or tables,
- 5.3 No items can be stored overnight in the building
- 5.4 **All equipment to be used must be tested for electrical safety prior to use, as per the provisions of The Electricity at Work Regulations 1989**

## 6 Visiting Children

- 6.1 Children less than 12 years of age must always be adequately supervised and kept under control.  
**Amend to those under 16?**

## 7 Parking of Vehicles

- 7.1 It is the responsibility of the hirer to ensure stallholders vehicles are parked in a safe and orderly manner and do not in any way block the designated fire exit routes.

## 8 Kitchen

- 8.1 Because of space restrictions there should be no more than four adults working in the kitchen at any one time.
- 8.2 ~~Care should be taken when using fat fryers and not to overheat the fat.~~ In the event of a pan catching fire do not extinguish with water. A fire blanket or powder extinguisher is available. **We don't have fat fryers**
- 8.3 The ~~commercial~~ toaster must be monitored at all times. Burning toast will set the fire alarm off and the whole of the Centre will evacuate including the Co-op store. **We only have regular toasters**
- 8.4 Hirers must produce their **Food Safety level 2 certificate** ~~CIEH level 2 accredited food hygiene certificate~~ along with their public liability insurance which covers individuals for at least 2M.
- 8.5 **All food prepared off the premises should be from a registered kitchen by law**

**Refer to feedback**

8.6 The kitchen is expected to be left clean and tidy

8.7 Proof of registration for food ~~hygiene~~ **safety** with the District or other council should be confirmed with the information officer

8.8 The caretaker will undertake a short lesson with the hirer on how to use the kitchen equipment

## **9 Insurance**

9.1 It is the hirer's duty "where practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation site rules have been flagrantly ignored.

## **10 Accident Reporting**

The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

\_\_\_\_\_ (PRINT) on behalf of \_\_\_\_\_

Agree to abide by the above conditions of hire and health & safety regulations

SIGNED: \_\_\_\_\_ DATED \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

16. GENERAL DATA PROTECTION REGULATIONS- Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or [Info@peacehaventowncouncil.gov.uk](mailto:Info@peacehaventowncouncil.gov.uk)





PEACEHAVEN TOWN COUNCIL  
CONDITIONS OF HIRE & HEALTH & SAFETY  
THE HUB BUILDING SPORTS PARK

**1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES**

The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing. Minimum hire time for any room: one hour. No bookings will be taken for parties for 13-21 year olds. A refundable deposit will be required – the deposit for an adult function shall be £100 and for a children's function (for under 13 years olds) shall be £100. This sum will be returned after inspection of the premises has taken place, providing that all of the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Authenticated evidence of Organisations charitable status must be produced to safeguard against bogus applications.

**2. PAYMENT & CANCELLATION FEES** - All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

*Note – in the event of inclement weather a 10% cancellation fee will be charged.*

**A minimum of three hours hire charge is required for party bookings**

**3. DISCOTHEQUES** – Applications for discotheque dances will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in **CONDITION 7.**

**4. INTOXICATING LIQUOR** – No hirer, nor any person on his/her behalf or by his/her permission, shall sell excisable liquor without the necessary licence and this should be produced to the Council's Representative not less than 24 hours prior to the hiring.

**5. PUBLIC LIABILITY** - Proof of cover of £2m will be required of all organisations (i.e. commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking.

**6. RISK ASSESSMENT**

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

**7. RESPONSIBILITIES OF HIRER**

7.1 The Council will hold the hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage. Important Note: The use of sellotape, blu tack or similar to fix decorations, posters etc. to the wall is NOT allowed.

7.2 Hirers will be required to place tables and chairs in position as necessary and replace them at the end of the letting ensuring the tables are clean. Chairs to be stacked in piles of no more than 14. Remove all items belonging to the hirer. Leave the premises and equipment in a clean and tidy condition, extinguish all lights and secure all doors and windows.

\_\_\_\_ Cleaning and Clearing up are the responsibility of the hirer, there will be an added charge if PTC has to finish off or clear any rubbish that is left .

7.3 When hiring the premises, the keys must be collected from the Caretaker at Community House prior to the event (open Monday –Saturday 8am to 8pm) and must be returned within 24 hours after the hiring. Failure to return the key within 24 hours after the hiring will result in a surcharge of £15.00 being payable by the hirer.

7.4 The Responsible Representative or the Hirer of the premises shall ensure that no nuisance is caused to the occupants of neighbouring buildings by reason of excessive noise, unruly behaviour, inconsiderate parking etc.

## ORIGINAL

7.5 The playing of music of all types shall cease by 11.15pm and premises vacated by 11.45pm by all hirers.

7.6 It is the hirer's responsibility to inform attendees of the fire exit procedure and to ensure that there is a First Aider on site.

7.7 The Town Council reserves the right to alter bookings if necessary – sufficient notice will be given where possible.

8. **AMENDMENT OF CONDITIONS** – The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary.

9. **OFFENSIVE WEAPONS – THERE MUST BE NO SALE, OR POSSESSION OF ILLEGAL OR OFFENSIVE WEAPONS AND ALL ACCESSORIES AND IF EVIDENCE OF SUCH SALES OR POSSESSION WERE DISCOVERED THE COUNCIL WOULD NOT LET PREMISES TO THE HIRER AGAIN.**

10. **BOUNCY CASTLES - IN THE UNLIKELY EVENT THAT A HIRER WISHES TO ERECT A BOUNCY CASTLE IN THE MAIN HALL, IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT ALL HEALTH & SAFETY REGULATIONS ARE ADHERED TO, THAT IT IS ACCOMPANIED BY A VALID 12 MONTH INSPECTION CERTIFICATE, AND THAT THE SUPPLIER/OPERATOR HAS FULL PUBLIC LIABILITY COVER.**

11. **GAS BOTTLES ANY OTHER FLAMMABLE LIQUID – OF ANY KIND ARE NOT ALLOWED WITHIN THE PREMISES. IF A HELIUM BOTTLE IS USED TO INFLATE BALLOONS, THIS MUST BE DONE EXTERNAL TO THE PREMISES. THE BOTTLE MUST NOT BE STORED WITHIN THE PREMISES.**

12. **FIRES, BARBECUES AND CANDLES – ARE PROHIBITED**

13. **SMOKING POLICY – IS PROHIBITED IN ANY PREMISES OWNED BY PEACEHAVEN TOWN COUNCIL. THIS INCLUDES ELECTRONIC CIGARETTES.**

14. **EMERGENCY MOBILE NUMBER** – In the event of an **out of hours emergency relating to your hire only** please ring 07894244526.

15. **GENERAL DATA PROTECTION REGULATIONS-** Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your information , or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 option 1 or [Info@peacehaventowncouncil.gov.uk](mailto:Info@peacehaventowncouncil.gov.uk).



## HEALTH & SAFETY

### 1 Introduction

- 1.1 The Main Hall, other rooms and facilities located within the Council owned property are hired out on a regular basis by the Council to local organisations. The events are very popular and generate a large number of personnel consisting of stall holders and visiting members of the public. This includes a high ratio of physically impaired persons in wheel chairs.
- 1.2 This then presents a situation of **high risk** where an accident can occur if there is a fire alarm or other emergency situation where the building is required to be evacuated.
- 1.3 To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

### 2 Legal Requirements

All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies:-

- 2.1.1 Health & Safety at Work etc Act 1974 section 4 (2), (HASW Act)
- 2.1.2 Regulatory Reform (Fire Safety) Order 2005
- 2.1.3 The Management of Health & Safety at Work Regulations 1999.
- 2.1.4 Occupier's Liability Act 1957 (revised 1984).
- 2.1.5 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide"
- 2.1.6 Health and Hygiene catering certificate must be provided to PTC

### 3 Application

- 3.1 Peacehaven Town Council, therefore, operates a robust health and safety regime with zero accident tolerance and therefore requires the hirers to Council premises to follow the same safety principles.

### 4 Risk Assessed Requirements

- 4.1 Under the legislation the hirer is required to carry out their own Risk Assessments. A common sense approach should be taken and the following rules should be followed which will mitigate some of the risk.

### 5 Evacuation Plan

- 5.1 Hirers must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.
- 5.2 All fire exits are marked with the overhead green man signs which will illuminate in the case of a power failure.



## ORIGINAL

5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas.

5.4 The designated Fire Marshall's will give the instruction to return to the building when the Fire Brigade have given the all clear.

### **6 Layout of Stalls.**

6.1 If the hall is used for a market or exhibition stalls or exhibits must be laid out to ensure there is an adequate spacing of no less than 2 metres between opposite stalls. This is to prevent overcrowding at the stall frontage and it allows for wheel chair access at all times.

6.2 Hirers and stallholders must keep all Fire Exits clear at all times. Stallholders must not block the exits with sales material or tables.

6.3 Stallholders must not sell any item which Peacehaven Town Council considers as inappropriate, such as knives or portable electrical items or appliances.

6.4 No items can be stored over night in the building .

### **7 Visiting Children**

7.1 Children under 12 years of age must be accompanied and supervised by a parent or responsible person at all times and kept under control.

### **8 Parking of Vehicles**

8.1 It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not in any way block the designated vehicle access and fire exit routes.

8.2 Disability vehicles should park in their designated bays opposite the entrance

### **9 Kitchen**

9.1 Because of space restrictions there should be no more than two adults working in the kitchen at any one time.

9.2 Care should be taken when using fat fryers and not to over heat the fat. In the event of a pan catching fire **do not** extinguish with water. A fire blanket or powder extinguisher is available. All equipment to be used must be tested for electrical safety prior to use, as per the provisions of The Electricity at Work Regulations 1989.

9.3 A carbon monoxide alarm is located within the kitchen area. If the alarm activates the building must be evacuated as per the fire procedure.

### **10 Insurance**

10.1 It is the hirer's duty that "Where Practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation and site rules have been flagrantly ignored.

### **11 Accident Reporting**

11.1 The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

I \_\_\_\_\_ (PRINT) on behalf of \_\_\_\_\_

**Agree to abide by the above terms and conditions of hire and health & safety regulations.**

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

ORIGINAL

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_



**PEACEHAVEN TOWN COUNCIL  
CONDITIONS OF HIRE & HEALTH & SAFETY  
THE HUB BUILDING SPORTS PARK**

**1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES**

The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing. (we do have to give a reason?)

Minimum hire time for any room: one hour. ~~No bookings will be taken for parties for 13-21 year olds.~~ A refundable deposit will be required **at time of booking** – the deposit for an adult function shall be £100 and for a children's function (for under 13 years olds) shall be £100. This sum will be returned after inspection of the premises has taken place, providing that all of the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions.

**HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.**

Authenticated evidence of Organisations charitable status must be produced to safeguard against bogus applications **needed ??**.

**2. PAYMENT & CANCELLATION FEES** - All **Remaining** fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

*Note – in the event of inclement weather a 10% cancellation fee will be charged.*

**A minimum of three hours hire charge is required for party bookings**

**3. DISCOS** — Applications for Discos will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in CONDITION 7.

**4. INTOXICATING LIQUOR** — No hirer, nor any person on his/her behalf or by his/her permission, shall sell liquor without the necessary license and this should be produced to the Council's Representative not less than 24 hours prior to the hiring.

**5. PUBLIC LIABILITY**

**REFER TO NOTES/FEEDBACK**

Proof of cover of £2m will be required of all organizations (i.e. commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking

**6. RISK ASSESSMENT**

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

~~A copy of a Full Covid 19 Risk Assessment must be provided and approved before hire can take place~~

**REFER TO NOTES/FEEDBACK.**

**7. RESPONSIBILITIES OF HIRER**

- 7.1 The Council will hold the hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage. Important Note: The use of sellotape, blu tack or similar to fix decorations, posters etc. to the wall is NOT allowed.



## UPDATED

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**10. ILLEGAL DRUGS WILL NOT BE PERMITTED IN COUNCIL BUILDINGS**

**11. BOUNCY CASTLES** - IN THE UNLIKELY EVENT THAT A HIRER WISHES TO ERECT A BOUNCY CASTLE IN THE MAIN HALL, IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT ALL HEALTH & SAFETY REGULATIONS ARE ADHERED TO, THAT IT IS ACCOMPANIED BY A VALID 12 MONTH INSPECTION CERTIFICATE, AND THAT THE SUPPLIER/OPERATOR HAS FULL PUBLIC LIABILITY COVER.

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**13. FIRE SAFETY THE USE OF CANDLES/BBQS & CANDLES ARE PROHIBITED**

## UPDATED

**14. SMOKING POLICY** PEACEHAVEN DO NOT ALLOW SMOKING OR **VAPING PRODUCTS** ~~ELECTRONIC SMOKING~~ IN ANY OF ITS PREMISES.

**15. EMERGENCY MOBILE NUMBER** – In the event of an **out of hours emergency relating to your hire only** please ring 07894244526.

**16. GENERAL DATA PROTECTION REGULATIONS**- Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

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## UPDATED

### 3 Application

- 3.1 Peacehaven Town Council, therefore, operates a robust health and safety regime with zero accident tolerance and therefore requires the hirers to Council premises to follow the same safety principles.

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- 7.1 Children under 12 years of age must be accompanied and supervised by a parent or responsible person at all times and kept under control. **Amend to those under 16?**

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### 9 Kitchen

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## UPDATED

- 9.2 ~~Care should be taken when using fat fryers and not to over heat the fat.~~ In the event of a pan catching fire **do not** extinguish with water. A fire blanket or powder extinguisher is available. **We don't have fat fryers**
- 9.3 All equipment to be used must be tested for electrical safety prior to use, as per the provisions of The Electricity at Work Regulations 1989.
- 9.4 A carbon monoxide alarm is located within the kitchen area. If the alarm activates the building must be evacuated as per the fire procedure.
- 10 Insurance**
- 10.1 It is the hirer's duty that "Where Practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation and site rules have been flagrantly ignored.
- 11 Accident Reporting**
- 11.1 The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

I \_\_\_\_\_ (PRINT) on behalf of \_\_\_\_\_

**Agree to abide by the above terms and conditions of hire and health & safety regulations.**

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

Dear Sir

We are looking to re start the  
market on the last week of february  
and we request that the rent is  
kept at the regular sum of £40.00  
This is because table holders will  
be pretty sparse at this time of  
The year and going into the Summer  
Months we sure that participation will  
be much higher and therefore the  
rent can be reviewed hoping  
for your continued support in this

E

Yours Truly

Bob & Tracy



## 2022 / 2023 COMMUNITY HOUSE HIRE CHARGES

## HOURLY RATES

FACILITY / TYPE OF BOOKING	MONDAY-FRIDAY						SATURDAY						SUNDAY		
	9.00 - 17.00			17.00 - 23.45			9.00 - 18.00			18.00 - 23.45			9.00 - 22.00		
	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE			
<b>MAIN HALL</b>															
Voluntary / Charity Groups	10.00	2.00	12.00	18.00	3.60	21.60	14.00	2.80	16.80	22.00	4.40	26.40	On Request		
Private	13.00	2.60	15.60	20.00	4.00	24.00	15.50	3.10	18.60	24.00	4.80	28.80	On Request		
Commercial	On Request			On Request			On Request						On Request		
<b>THEATRE STYLE</b>															
Voluntary / Charity Groups	16.50	3.30	19.80	25.50	5.10	30.60	20.00	4.00	24.00	29.00	5.80	34.80	On Request		
Private	18.50	3.70	22.20	27.00	5.40	32.40	22.00	4.40	26.40	31.00	6.20	37.20	On Request		
Commercial	On Request			On Request			On Request						On Request		
<b>MEETING ROOMS</b>															
Voluntary / Charity Groups	6.00	1.20	7.20	6.50	1.30	7.80	5.00	1.00	6.00	8.00	1.60	9.60	On Request		
Private	7.00	1.40	8.40	7.50	1.50	9.00	6.00	1.20	7.20	11.00	2.20	13.20	On Request		
Commercial	On Request			On Request			On Request			On Request			On Request		
<b>ANZAC ROOM</b>															
Voluntary / Charity Groups	10.00	2.00	12.00	11.50	2.30	13.80	10.00	2.00	12.00	17.00	3.40	20.40	On Request		
Private	12.00	2.40	14.40	13.00	2.60	15.60	13.00	2.60	15.60	18.50	3.70	22.20	On Request		
Commercial	On Request			On Request			On Request			On Request			On Request		
<b>MAIN KITCHEN</b>															
Voluntary / Charity Groups	5.00	1.00	6.00	5.00	1.00	6.00	5.00	1.00	6.00	5.00	1.00	6.00	On Request		
Private	6.00	1.20	7.20	6.00	1.20	7.20	6.00	1.20	7.20	6.00	1.20	7.20	On Request		
Commercial	On Request			On Request			On Request			On Request			On Request		
<b>2ND KITCHEN</b>															
Voluntary / Charity Groups	3.50	0.70	4.20	3.50	0.70	4.20	4.50	0.90	5.40	4.50	0.90	5.40	On Request		
Private	4.50	0.90	5.40	5.00	1.00	6.00	5.00	1.00	6.00	5.00	1.00	6.00	On Request		
Commercial													On Request		
<b>COFFEE MORNINGS</b>	15.00	3.00	18.00	OTHER											
<b>MARKET - TUES - FRIDAY (Includes Kitchen)</b>	54.17	10.83	65.00	Photocopies	0.15										
<b>MARKET - SATURDAY (includes Kitchen)</b>	62.50	12.50	75.00	Colour	0.25										
<b>KITCHEN /FOYER</b>	12.50	2.50	15.00	Cinema	7										

# 2021 / 2022 SPORTS PARK HIRE CHARGES

## HOURLY RATES

FACILITY / TYPE OF BOOKING	MONDAY-FRIDAY		WEEKENDS / BANK HOLIDAYS	
	9.00 - 17.00	17.00 - 23.45	9-00 - 22.00	
THE HUB MEETING ROOM	VALUE	VALUE	VALUE	
Voluntary / Charity Groups	6.50	8.00	12.00	
Private	8.00	9.50	17.00	
Commercial	On Request	On Request	On Request	
Party	N/A N/A	N/A N/A	3 Hours	£50.00
Party including MUGA	N/A N/A	N/A N/A	2.5 HRS (1 hr MUGA)	£70.00
JUNIOR FOOTBALL	VALUE			
with changing rooms	34.00			
Without changing rooms	17.00			
Saturday Training 9-12	30.00			
PTFC U16's Pitch hire - 5v5, 7v7 9v9	10.00			
PTFC U16's Pitch hire - 11v11	14.00			
FOOTBALL	VALUE			
One off Games	43.00			
Mens - with changing rooms	43.00			
ALLOTMENTS	VALUE			
PER PLOT	35.00			
PER HALF PLOT	25.00			
CAR BOOT SALE - DELL	VALUE			
£50 DEPOSIT REQUIRED	160.00			
MULTI USE SPORTS COURT	VALUE			
PTFC - U16's Full size with lights per pitch	20.00			
PTFC - Full size with lights per pitch	30.00			
PTFC - U16's Full size without lights per Pitch	15.00			
PTFC - Full size without lights per Pitch	20.00			

Full size with lights per pitch	35.00
Full size without lights per pitch	25.00

NETBALL	VALUE
Unlit	14.00
With lights	20.00

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	VICKY	FROM THE TOWN'S FOUNDATION TO DATE.  <a href="#">Gradually coming together</a>	ONGOING
PLACES OF INTEREST MAP	VICKY	A PLACES OF INTEREST/CASUAL WALK MAP. TO LOG FILMING LOCATIONS	ONGOING
TO IMPROVE THE WEBSITE		TO ENABLE VIRTUAL MUSEUM <a href="#">On task list</a> <a href="#">It was suggested at the November 21 meeting if the Fields &amp; Robson rooms be used as a museum</a> <a href="#">Deborah to enquire about a new menu on website</a>	ONGOING
TO DESIGN A POST FOR SOCIAL MEDIA	COMMS/MARKETING	ASK RESIDENTS IF THEY HAVE ANY STATUE OF PEACE ITEMS WHICH WERE ONCE DISPLAYED IN THE PEACEHAVEN HOTEL.	ONGOING
ARGUS ARCHIEVES	DANIEL	THE ARGUS HAVE PLENTY OF PICTURES AVAILBLE IN THEIR ARCHIEVES IF WE NEED THEM	ONGOING

		<p>Daniel has plenty of pictures taken at the recent filming of THE POLICEMAN and has given PTC permission to use them on their website.</p> <p>Trying to locate the memory stick given to Matt!</p>	
PEACEHAVEN HOTEL	DANIEL	<p>LOOKING FOR THE PLANS OF THE PEACEHAVEN HOTEL – STANLEY SAID THEY ARE AT THE KEEP</p>	ONGOING
TO INTERVIEW LOCAL RESIDENTS ABOUT THEIR MEMORIES – TO THEN MAKE THESES SESSIONS INTO SHORT VIDEOS/STORIES FOR PUBLICATION	DANIEL	<ul style="list-style-type: none"> <li>• John Harrison (via Ann Harrison) Elizabeth Harrison <a href="mailto:eannharrison@yahoo.com">eannharrison@yahoo.com</a></li> <li>• Barbara Martin (waiting contact details)</li> <li>• Mandy Whitney 07748032527</li> <li>• Kempton House (Wednesdays) <a href="mailto:roy.hill810@btinternet.com">roy.hill810@btinternet.com</a></li> </ul> <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> <p>Daniel will be arranging the visits to film the interviews in December, either at Community House or Kempton House – dates to be advised</p>	ONGOING
QUESTIONS FOR INTERVIEW	DANIEL	<ul style="list-style-type: none"> <li>• How long have you lived in Peacehaven?</li> <li>• What are your earliest memories of living in the town &amp; what changes have you noticed over the years?</li> <li>• Did you go to school here?</li> <li>• Do you remember the carnivals, with the beautiful floats?</li> <li>• Do you remember the Peacehaven Hotel, where the Pizza &amp; Stonehouse Carvery is</li> </ul>	ONGOING

		<p>now?</p> <ul style="list-style-type: none"> <li>Is there something that is not in the town now which you'd like to see return?</li> </ul>	
DRONES	DANIEL	<p>AVAILABLE WHEN NEEDED FOR ARIEL SHOTS</p> <p>Daniel sent a link taken at Birling Gap:  <a href="https://www.youtube.com/watch?v=ky-AocLWbk&amp;t=2s">https://www.youtube.com/watch?v=ky-AocLWbk&amp;t=2s</a>  He would like to take a similar film in Peacehaven  Daniel will send a drone to follow the planned Meridian Line Walking leaflet route</p>	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	<p>RESEARCHING THIS SUBJECT</p> <p>Lucy, can you send the link to the Plotlands video please</p>	ONGOING
DONATED SLIDES TO IMAGES	LYNDA	<p>STANLEY HAS AGREED TO HELP TRANSFER THE SLIDES ONTO A JPEG OR SIMILAR</p> <p>The slides have been converted and are available, see notes above</p> <p>Slides have been returned to Cllr. Duhigg. Images on a memory stick ready for publication on the virtual museum on the PTC website</p>	COMPLETED
POSTCARD COLLECTION	SUE	POSTCARD COLLECTION AND OTHER DOCUMENTS HAVE BEEN DELIVERED TO COMMUNITY HOUSE FOR SAFE KEEPING – CATALOGUING /SORTING TO BE	ONGOING

		ADMINISTERED  Cllr. Griffiths has asked if the postcards can be scanned so her catalogue can be returned.	
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?	END
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 <sup>TH</sup> YEAR EVENT TO MARK OPENING OF PEACEHAVEN HOTEL - FLYOVER OF GLIDERS	VICKY	<p><b>10-14<sup>TH</sup> OCTOBER 2022 – FILM SHOWING RESIDENTS CHASING THE GLIDER, MENTIONED A PROGRAMME FOR THE EVENT MADE UP AT 6d. AND ANTON FOKKER</b></p> <p><a href="https://en.wikipedia.org/wiki/Anthony_Fokker">https://en.wikipedia.org/wiki/Anthony_Fokker</a></p> <p>To organise an event to mark this 100<sup>th</sup> year occasion. PUT INTO THE PTC DIARY OF EVENTS</p> <p>Derek suggested we apply for a licence so we can show the film <a href="https://www.sussexgliding.co.uk/">https://www.sussexgliding.co.uk/</a> to have a glider fly over</p>	ONGOING

		A suggestion was made to have a fly our kites on one of the weekend dates, on Howards Park, this instead of the gilder	
E-NEWS	DEREK & STANLEY	TO WRITE A PIECE ABOUT THE PEACEHAVEN FOSSILLS This was completed for the August edition.  Both Stanley & Derek will work on a piece about Peacehaven's water supply	COMPLETE  ONGOING ON A MONTHLY BASIS
RESEARCH	DEREK & OTHER MEMBERS  <b>VICKY</b>	THE STATUE OF PEACE, THIS EMBLEM FOUND ON SOME ITEMS DISPLAYED IN THE OLD PEACEHAVEN HOTEL To create a social media post to see if any residents still have these statues	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 To check that all documents are in the library before they move	
DONATED SLIDES	STANLEY/LYNDA	TO WORK WITH LYNDA IN TRANSFERRING SLIDES TO PHOTOS ON A JPEG OR SIMILAR	COMPLETE
HISTORY OF THE TEAPOT	DEBORAH	DOCUMENT DETAILS OF THE SUSSEX COASTER TEAPOT. ARTICLE IN THE E-NEWS	COMPLETE



		( <a href="https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf">https://www.peacehaventowncouncil.gov.uk/wp-content/uploads/2021/02/March-E-News_.pdf</a> )	
MERIDIAN LINE WALK	DEBORAH	<p>Graham &amp; Hilda will give a talk at the meeting on 22<sup>nd</sup> September at 11.00am</p> <p>Daniel Suggested we also contact 'The Bald Explorer' Richard Vobes who is an avid walker &amp; has many followers on YouTube.</p>	<p>WALK TOOK PLACE ON THURSDAY 15<sup>TH</sup> JULY FROM THE MONUMENT AT 10.00AM</p> <p>Daniel will advise how we can contact RICHARD VOBES</p>
MERIDIAN LINE PLAQUE	DEBORAH	SITUATED NEAR LAKE DRIVE – INTESTIGATE 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, early in the New Year

CIVIC & COMMUNITY EVENTS YEARLY WORK PLAN 2021-2022

DATE/MONTH	EVENT/TASK	WHO'S RESPONSIBILITY	COMMENTS	STAGE OF COMPELTION
OCTOBER 2021	TO AGREE THE 2022/23 BUDGET	CIVIC & MARKETING OFFICER (CMO) WITH CHAIR OF COMMITTEE	DRAFT PAPER CCE AGENDA MEETING 5th OCTOBER Committee agreed budget which will be forwarded to policy & finance committee	
NOVEMBER 2022	COMMUNITY WINTER FEST	EVENTS WORKING PARTY	MEETING NOTES FROM FIRST MEETING IN OCTOBER AGENDA – agreed. Next meeting to be arranged	
AUGUST 2021	THE LAUNCH OF THE QUEEN'S PLATINUM JUBILEE ART COMPETITION	CMO	THIS COMPETITION IS NOW LIVE JUDGING HAS TAKEN PLACE, WINNER WILL BE NOTIFIED AND PRESENTED WITH GIFT – 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	CIVIC OFFICER	COMPLETE	
OCTOBER 2021	PUMPKIN COMPETITION	CMO, CO & INFORMATION OFFICER (IO)	PUBLICITY STARTED - COMPLETE	
			WAITING FOR FEEDBACK FROM	

OCTOBER & EVERY MONTH	BINGO SESSIONS	CMO & IO	INITIAL EVENT – WAS WELL SUPPORTED FURTHER DATES ISSUED – EVENING SESSIONS UNSUCCESSFUL SO <b>ONLY DELIVERING AFTERNOON EVENTS</b>	
NOVEMBER 2021	QUIZ	CMO	WAITING TO HEAR FROM QUIZ MASTER – CHASED!	
OCTOBER 2021	2022 DIARY OF EVENTS	CMO	TO RECEIVE DIARY AT THE OCTOBER MEETING <b>All events agreed</b>	
JANUARY/FEBRUARY 2022	THE QUEENS GREEN CANOPY	CMO, Liaise with Parks Officer (LA&E)	TO ARRANGE TREE PLANTING TO SUPPORT THIS INITIATIVE – CMO HAS MADE AN APPLICATION FOR A ROYAL VISIT, WAITING TO SEE IF BID IS SUCCESSFUL. REPORT TO LA&E FOR TREES, done <b>The Deputy planted a tree on 7<sup>th</sup> February, schools, cafe and WI also took part at Big Park 10.15am</b>	
APRIL 2022	THE MAYOR'S RECEPTION	CMO, IO	IN PLANNING STAGE	
JUNE 2022	THE QUEENS PLATINUM JUBILEE CELEBRATIONS	EVENTS WP Jon Borthwick notified	TO ORGANISE STREET PARTIES AND LIGHTING THE BEACON <b>Lighting the Beacon will take place on Thursday 2<sup>nd</sup>. On 5<sup>th</sup> June, a big lunch will be organised in the main hall. CONTACT Kempton House who will organise entertainment.</b>	
JUNE 25 <sup>TH</sup> 2022	ARMED FORCES DAY FAIR	Independent event	<b>Waiting for booking form</b>	
JULY 5 <sup>TH</sup> 2022	NHS DAY	CMO, IO	SAME AS 2021 <b>Agreed</b>	
			<b>A barn dance was suggested and</b>	

AUGUST 2022	PARTY IN THE PARK, CHANGED TO A BARN DANCE	CLLR. SYMONDS	agreed. Cllr. Seabrook has offered his help See up-date report from Cllr. Symonds	
10/14 <sup>TH</sup> OCTOBER 2022	CELEBRATE THE 100 <sup>TH</sup> YEAR OF THE PEACEHAVEN HOTEL OPENING	HISTORY WP	TO CONTACT SUSSEX GLIDERS TO ASK FOR A FLYOVER – further suggestion a kite flying day	
MAY 2022	TO REVIEW OUR TERMS OF REFERENCE	ALL COMMITTEE MEMBERS	No change	
JULY 9 <sup>TH</sup> 2022	TOWN'S SUMMER FAIR	ALL COMMITTEE MEMBERS & WP	At centenary park – agreed to go ahead TO CONTACT: PORTALOO CO., ORDER WALKIE TALKIES, BINS FROM LDC, FUN FAIR, DOG AGILITY, ARENA EVENTS	
APRIL 9 <sup>TH</sup> 2022	CLIMATE CHANGE EVENT & TRIAL CLIMATE CAFE	CLIMATE CHANGE WP	Committee agreed this proposed date, suggested by Cllr. Seabrook To co-ordinate with the WP	
FEBRUARY 2022	CINEMA	INFORMATION OFFICER		
JANUARY 2022	<ul style="list-style-type: none"> <li>• ORDER PAST MAYORS BADGE</li> <li>• ARRANGE MAYOR'S BOARD TO BE INSCRIBED</li> <li>• ADD MAYORS PHOTO TO GALLERY</li> </ul>	CMO	<p>Meeting with Jeweller arranged</p> <p>Action 5<sup>th</sup> April – board will be collected</p> <p>Printed ready, plaque to be ordered</p>	

	<ul style="list-style-type: none"> <li>• HAVE BOTH CHAINS CLEANED &amp; MENDED</li> <li>• ORDER YOUTH MAYORS BADGE USING OLD SILVER BADGE TO MAKE BIGGER</li> <li>• MAYOR'S OFFICIAL PHOTOGRAPH TO BE TAKEN (May)</li> <li>• ORDER MAYOR'S CHRISTMAS CARDS</li> </ul>		<p>Completed</p> <p>Meeting with jeweller arranged</p> <p>May</p> <p>Discuss list &amp; order late October</p>	
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## **SIGNIFICANT DATES**

### **USEFUL LINKS:**

[Union Flag flying guidance for UK government buildings - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Union Flag: FAQs - College of Arms \(college-of-arms.gov.uk\)](https://college-of-arms.gov.uk)

[International Days and Weeks | United Nations](#)

Below is a list of dates which may be useful to those working in Civic Office. You could also add dates that are meaningful to your community.

**FIXED (F)** – Same date each year, regardless of day

**ANNUAL (A)** – actual date will vary

DATE	FIXED / ANNUAL	EVENT	NOTES/ POSSIBLE EVENTS
27 January	F	International Holocaust Memorial Day	<a href="https://hmd.org.uk">Holocaust Memorial Day Trust (hmd.org.uk)</a>
February	F	LGBT+ History Month	<a href="https://lgbtplushistorymonth.co.uk">- LGBT+ History Month (lgbtplushistorymonth.co.uk)</a>
1 February	A	Chinese New Year	<a href="#">Chinese New Year 2021 – Year of the Ox</a>
6 February	Individual Event	Platinum Jubilee Day (Accession)	<a href="#">Plans announced for The Queen's Platinum Jubilee Central Weekend 2022   The Royal Family</a>
1 March	F	St David's Day	National and local events
8 March	F	International Women's Day	<a href="https://internationalwomensday.com">International Women's Day relationships (internationalwomensday.com)</a>
11 March	A	Final Queen's Green Canopy Planting Date – 70 <sup>th</sup> day of 2022	<a href="https://queensgreencanopy.org">The Queen's Green Canopy (queensgreencanopy.org)</a> Don't forget to register your planting with NACO

14 March	A	Commonwealth Day	<a href="#">Commonwealth Day   The Commonwealth</a>
17 March	F	St Patrick's Day	National and local events
2 April	F	World Autism Awareness Day	<a href="#">World Autism Awareness Day   Autism Speaks</a>
2 April – 1 May	A	Ramadan	
2 May	A	Eid ul Fitr	Celebration of the end of Ramadan
21 April	F	Queen Elizabeth II Birthday	
23 April	F	St George's Day	
25 April	F	Anzac Day	
13 – 20 May	A	Mental Health Awareness Week	
1 – 7 June	F	Volunteers Week	<a href="#">Volunteers Week</a>
2 – 5 June	Individual Event	Platinum Jubilee Celebrations	<a href="#">Plans announced for The Queen's Platinum Jubilee Central Weekend 2022   The Royal Family</a>
5 June	A	World Environment Day	Global, nation and local events <a href="https://en.unesco.org/commemorations/environmentday">https://en.unesco.org/commemorations/environmentday</a>
6 June	F	Anniversary of D Day Landings in June 1944	National and local commemoration
7 - 13 June	A	Carers Week	Local events or acknowledgements <a href="https://www.carersweek.org">https://www.carersweek.org</a>
22 June	F	Windrush Day	<a href="#">Windrush Day 2021   Celebrating Great Britain's DNA</a>
22 June	A	Reserves Day	National and local events <a href="#">Reserves Day – Armed Forces Day</a>

25 to 27 June	A	Armed Forces Day	National and local events <a href="#">Armed Forces Day - Saturday 25 June 2022</a>
June / July	A	Pride	Pride events occur throughout June and July. Please check locally
5 July	A	NHS, Social Care and Frontline Workers' Day	National and local events <a href="#">NHS, Social Care and Frontline Workers' Day - NHS Frontline Day</a>
5 July	F	NHS Anniversary	
10 – 31 July	A	Eid ul Adha	
11 July	F	Srebrenica Memorial Day	National and local commemoration events <a href="#">Remembering Srebrenica - Remembering the Bosnian Genocide</a>
15 August	F	VJ Day	National and local commemoration events
September	A	Doors Open Days (Scotland)	<a href="#">Doors Open Days Scotland 2021   Get into buildings!</a>
3 September	F	Merchant Navy Day	Flag raising Social Media <a href="#">Merchant Navy Day   Maritime UK</a>
9 September	F	Emergency Services Day	Flag raising Social media <a href="#">About – Emergency Services Day (999day.org.uk)</a>
10 September	F	World Suicide Prevention Day	National and local events <a href="#">World Suicide Prevention Day   Samaritans</a>
Mid September	A	Heritage Open Days	<a href="#">Homepage   Heritage Open Days</a>
15 September	F	Battle of Britain Day	National and local events <a href="#">The Battle of Britain, June 1940 (rafa.org.uk)</a>
21 September	F	World Alzheimer's Day	National and local events <a href="#">World Alzheimer's Month   Alzheimer's Society (alzheimers.org.uk)</a>
23 September	F	National Fitness Day	<a href="#">National Fitness Day   The UK's Largest Physical Activity Celebration</a>



25 September	A	World's biggest Coffee Morning – Macmillan Cancer	National and local events
October	F	Black History Month	<a href="#">Black History Month 2021 - Proud To Be</a>
10 October	A	World Mental Health Day	<a href="#">World Mental Health Day   Mental Health Foundation</a>
21 October	F	Trafalgar Day	National and local commemoration
31 October	F	Halloween	
4 November	F	Festival of Diwali	National and local events
5 November	F	Guy Fawkes Night	National and local events
11 November	F	Armistice Day	<a href="#">Armistice Day   About Remembrance   Royal British Legion</a>
14 November	A	Remembrance Sunday	<a href="#">Remembrance Sunday   Remembrance Events   Royal British Legion</a>
25 November	F	White Ribbon Day	<a href="#">White Ribbon UK</a>
30 November	F	St Andrews Day	National and local events
1 December	F	World AIDs Day	<a href="#">World AIDS Day</a>
25 December	F	Christmas Day	

**Agenda Item:** CCE163  
**Committee:** Civic and Community Events  
**Date:** 8<sup>th</sup> February 2022  
**Title:** Proposed Community Harvest Event and Barn Dance at the Big Park  
**Report Authors:** Cllr. Lucy Symonds  
**Purpose of Report:** To decide on the recommendations below

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### **Introduction**

With the continuation of uncertainty around Covid 19 over the past 2 years and the lack of community engagement due to isolation and social distancing, I would like to propose an event that would appeal to the community in a fun and engaging way but also to offer alternatives to those who may not wish to attend the evening event.

### **Background**

This proposal shows a community event that would encourage members of the community including families to attend. The event could be held at the Big Park (subject to a marquee being available) or alternatively Community House if limited funding. If this was to be held in the Big Park, local businesses could be contacted for the hiring of equipment eg, marquee, tables and chairs. Funding could be researched or consideration with the 'Welcome Back Fund' to support the event.

The event itself will be focused on the title of a 'Harvest Community Event and Barn Dance' and is planned to be held on Saturday 10<sup>th</sup> September 2022. The reason for this date is that the 10<sup>th</sup> September 2022 is the date of the Harvest Moon and therefore a Harvest Festival can be incorporated with the event. Also, if the Big Park was considered then the weather has potential to still be warm. Sunset on this date is 1922hrs.

### **Analysis**

The event could be split into two components the first focused on 'Your own produce' (during the day) and Barn Dance (evening). This would encourage the community to become involved if they did not want to attend the evening Barn Dance. The event would encourage the community to donate items of non-perishable food which could then be distributed to local charities after the event.

As part of the Harvest Festival component a 'Grow Your Own Produce' competition and maybe a couple of workshops on 'growing your own produce and what to do with your own produce' could be held. All entries could then be distributed to local charities after the event. The second component would be the Barn Dance event.

For the Barn Dance, a band has provided a quote of £550 which covers the musicians and caller fees. This would allow two sets of 75 mins. The band are able to support all abilities. There is no limit on participants and this will be subject to insurance and marquee size. A short break in between the set could include a dance (Morris dance) from volunteers of the Council and Officers. Cllr Seabrook has experience in this area and is happy to support a short routine that would be fun and engaging for attendees to watch during the break.

During the break, food and drinks would be available. A discussion needs to be held with Gateway Café to see what options they could offer and the price alternatively, the café may want to offer refreshments and provide a percentage of takings. There may be a possibility of a BBQ.

Ticket prices would need to be affordable for the community with costs being factored in. Depending on local sponsorship for the event, any profit from the community event would support Mayors Charity.

A full costing would need to be considered including:-

Band

Marquee

Tables and chairs

Security (if needed)

Insurance

Refreshments

Additional toilets, depending on numbers

### **DRAFT AGENDA**

Set up will take place from the morning.

1330hrs	Welcome by Mayor and opening on Harvest
1400hrs	Workshop – Growing Your Own Produce (Guest speaker TBC)
1530hrs	Workshop – Ways to cook your own Produce (Guest speaker TBC)
1700hrs	Grow Your Own Produce Competition
1730hrs	End
1830hrs	Barn dance begins
1945hrs	Break – food and drinks to be served
2000hrs	Morris Dance (Bedlam) show
2015hrs	Return to second set of Barn Dance
2130hrs	Barn Dance event closes

## **Conclusions**

By agreeing to the recommendations, PTC will seek costings and financial backing to allow a community event that will be open to all ages whilst supporting local organisations with the supply of donated food. It will also allow exploration of local companies and organisations to be involved with the event and therefore bringing the community together on a wider range. In addition, any surplus monies will then be donated to the Mayors Fund.

## **Implications**

Lack of attendees

People turning up with no tickets

If it is deemed not suitable for outdoors, the event can take place in Community House

## **Summary of recommended actions**

1. To discuss in a working party meeting how this event can be delivered through sponsorship/tickets only, and to take forward.

## **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Seek to see if the Welcome Back fund would support the costs for marquee.  Potential funding from SCDA  Sale of tickets
<b><u>Legal</u></b>	Equality Act 2010
<b><u>Health and Safety</u></b>	Compliance with all Health and Safety regulations  Security  If food supplied by caterers to ensure necessary Hygiene certificates are in place
<b><u>Planning</u></b>	Should not require planning permission
<b><u>Environmental and sustainability</u></b>	Environmental consideration for location where marquee will be set up.

<b><u>Crime and disorder</u></b>	May attract unwanted visitors to the area
<b><u>Social value</u></b>	Will allow a community event that promotes the Harvest Moon which could become an annual event and attract a wide range of community members
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>Carbon footprint?</li> </ul>	This event will encourage a 'walk to' event which will reduce pollution although disabled parking will be offered.

### **Appendices/Background papers**