



# **PEACEHAVEN TOWN COUNCIL**

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EAST SUSSEX  
BN10 8BB

## **Councillors on this Committee:**

**EX OFFICIO Cllr. L Symonds (Chair of Council), Cllr. D Seabrook (Vice Chair of Council),  
Cllr L Duhigg (Chairman), Cllr W Veck (Vice chair), Cllr E Simmons, Cllr L Symonds, Cllr J Harris,  
Cllr G Hill, Cllr K Sanderson**

**8<sup>th</sup> February 2023**

**Dear Committee Member,**

**You are summoned to a meeting of the Civic and Community Events Committee which will be held in the Anzac Room, Community House, Peacehaven on Tuesday 14<sup>th</sup> February 2023 commencing at 7.30pm**

**Tony Allen  
Town Clerk**

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

- 1. CCE253 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE254 PUBLIC QUESTIONS**  
There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters
- 3. CCE255 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE256 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE257 TO ADOPT THE MEETING MINUTES OF 13<sup>TH</sup> DECEMBER 2022**
- 6. CCE258 TO NOTE THE BUDGETARY UPDATE**
- 7. CCE259 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN**
- 8. CCE260 TO DISCUSS AND APPROVE THE REPORT ABOUT WHETHER TO CONTINUE WARM HAVENS**
- 9. CCE261 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE BINGO REPORT**
- 10. CCE262 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE CINEMA REPORT**
- 11. CCE263 TO DISCUSS THE REMAINING MONIES FROM THE SUMMER FAIR 2022**

**12. CCE264 TO DISCUSS SUMMER FAIR AND CREATION OF TFG**

**DATE OF NEXT MEETING OF THE COMMITTEE – 11<sup>th</sup> APRIL 2023**



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## **DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 13<sup>th</sup> December 2022 at 7.30pm**

**Present:** Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths.

**Officers:** George Dyson (Deputy Town Clerk & Civic Officer), Karen Bray (Bookings and Information Officer).

No members of the public were in attendance.

### **1. CCE238 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, and informed the Committee of the following:

- Next Bingo is tomorrow (14/12/2022) 2-4pm.
- Next Cinema is Wednesday 18th January, 7.30pm – tickets £7.
- Warm Havens is every Monday and Wednesday in Community House Foyer 09:00 – 12:30 (Closed from 26/12/2022 and reopening Monday 09/01/2023).
- Peacehaven Information Office is a drop off point for the Period Bank – any feminine hygiene products can be donated here.
- Peacehaven Evangelical Free Church have their Carols by Candlelight service on 18th December, starting at 6.30pm. All Councillors and Staff are invited to attend.

### **2. CCE239 PUBLIC QUESTIONS**

No public questions

### **3. CCE240 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

Apologies were received and accepted from Cllr Lynda Duhigg, Cllr Lucy Symonds, Cllr Job Harris, and Cllr Emilia Simons.

Cllr Katie Sanderson and Cllr Gloria Hill were absent.

Cllr Sue Griffiths is substituting for Cllr Lucy Symonds.

### **4. CCE241 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5. CCE242 TO ADOPT THE EXTRAORDINARY MEETING MINUTES OF 21<sup>ST</sup> NOVEMBER 2022**

Proposed by: Cllr Seabrook.      Seconded by: Cllr Griffiths.  
The minutes of the above meeting were **resolved and adopted**.

## **6. CCE243 TO NOTE THE BUDGETARY UPDATE**

There was a brief discussion about unspent London Bridge budget going into an EMR for coronation events next year, the Deputy Clerk will speak to the Finance Officer about this and, if appropriate, put on the Agenda for the next meeting.

The budgetary update was **noted**.

## **7. CCE244 TO NOTE THE BARN DANCE REPORT**

The Deputy Clerk gave a brief overview of the report.

The Committee felt that the event had been a success and something that we should consider doing again, although may have to consider the format of the event in the future. The Committee thanked the Officers and Councillors involved in the event for the hard work in making the event happen.

The Committee **noted** the report.

## **8. CCE245 TO NOTE THE CIVIC REMEMBRANCE SERVICE REPORT**

The Deputy Clerk gave a brief overview of the report to the Committee.

There was a brief discussion about the Armistice and Remembrance events, with the only area being highlighted still needing further improvement is the quality of the sound system being used.

The Deputy Clerk informed the Committee that a recommendation has been sought from a local company about purchasing an outdoor PA system for use at future events which is currently being considered.

The Committee **noted** the report.

## **9. CCE246 TO NOTE AND APPROVE EXPENDITURE & RECEIPTS FOR WARM HAVENS**

The Committee **noted** the report.

## **10. CCE247 TO REVIEW AND NOTE WARM HAVENS UPDATE REPORT**

Cllr Seabrook informed the Committee that the Warm Haven scheme has gradually been building up, with 15 people attending on Monday of this week – some of whom were returners, and that so far the scheme seems to be a success. There are a number of other local organisations now offering a Warm Haven, however, most are closing down over the Christmas period.

The Committee also discussed a possible need for some safeguarding training or guidance for Councillors supporting the scheme as some of the people attending are vulnerable. The Chair suggested a brief code of conduct for Councillors who are attending be created.

## **11. CCE248 TO VERBALLY DISCUSS DISPOSAL OF FOOD WASTAGE FROM WARM HAVENS**

The Committee discussed that any food that is going out of date between Warm Haven dates be offered to the people attending the Warm Haven to take with them.

It was also felt that a compost bin should be available for any compostable food waste.

## **12. CCE249 TO NOTE SCHEDULE OF WORKS AT COMMUNITY HOUSE & APPROVE THE OPENING OF WARM HAVENS ON THE 3<sup>RD</sup> JANUARY 2023.**

The Bookings and Information Officer gave a brief overview of the works that usually take place during the first week of the year at Community House and informed the Committee that she supported the opening of Warm Havens during that week.

It was proposed that the Warm Haven reopen on Wednesday 4<sup>th</sup> January 2023.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Seabrook  
The Committee **resolved** to **agree** to this proposal.

**13. CCE250 TO RECEIVE APPROVAL TO PROCEED WITH THE CHILDRENS PARTY ON THE 16<sup>TH</sup> DECEMBER AT COMMUNITY HOUSE**

It was proposed that the Children's party be approved to go ahead on 16<sup>th</sup> December at Community House.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Seabrook  
The Committee **resolved** to **agree** to this proposal.

**14. CCE251 TO AGREE NEXT TASK AND FINISH GROUP DATE TO DISCUSS AND AGREE 2023 EVENTS**

It was proposed that the Mayor be consulted and asked to put forward a date for the TFG to meet in early 2023.

**Proposed by:** Cllr Seabrook                      **Seconded by:** Cllr Griffiths  
The Committee **resolved** to **agree** to this proposal.

The Committee briefly discussed that the future format of standing events including Bingo and Cinema would need to be considered by the TFG. The January 2023 Bingo and Cinema has already been advertised as taking place on 18<sup>th</sup> January.

**15. CCE252 TO VERBALLY DISCUSS ANY CLIMATE CHANGE CONSIDERATIONS WITH THE CCE COMMITTEE**

Cllr Seabrook reported that the only consideration from this meeting is to implement the compost bin for Warm Havens.

**16. THE NEXT MEETING OF THIS COMMITTEE WAS CONFIRMED FOR 14<sup>TH</sup> FEBRUARY 2023.**

*There being no further business the meeting ended at 20:01.*



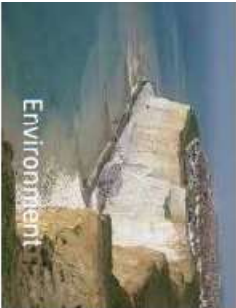


## Detailed Income &amp; Expenditure by Budget Heading 07/02/2023

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic Events</b>							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	<b>789</b>	<b>0</b>	<b>(789)</b>				<b>0</b>
4348 Civic Gifts	0	1,470	1,470		1,470	0.0%	
4349 Civic Training	32	500	468		468	6.5%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>32</b>	<b>3,170</b>	<b>3,138</b>	<b>0</b>	<b>3,138</b>	<b>1.0%</b>	<b>0</b>
4331 Mayor's Allowance	727	1,500	773		773	48.5%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	406	1,000	594		594	40.6%	
4336 Civic Service	47	500	453		453	9.3%	
4338 Remembrance Services	314	1,100	786		786	28.6%	
4339 London Bridge	185	500	315		315	37.1%	
Civic Events :- Indirect Expenditure	<b>1,679</b>	<b>5,800</b>	<b>4,121</b>	<b>0</b>	<b>4,121</b>	<b>28.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(922)</b>	<b>(8,970)</b>	<b>(8,048)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	2,620	4,000	1,380			65.5%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	<b>2,720</b>	<b>8,500</b>	<b>5,780</b>			<b>32.0%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	15	0	(15)		(15)	0.0%	
Marketing :- Direct Expenditure	<b>15</b>	<b>200</b>	<b>185</b>	<b>0</b>	<b>185</b>	<b>7.4%</b>	<b>0</b>
4328 Website	3,082	3,250	168		168	94.8%	
4329 Advertising	826	1,000	174		174	82.6%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	<b>3,909</b>	<b>4,750</b>	<b>841</b>	<b>0</b>	<b>841</b>	<b>82.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,203)</b>	<b>3,550</b>	<b>4,753</b>				
Grand Totals:- Income	<b>3,509</b>	<b>8,500</b>	<b>4,991</b>			<b>41.3%</b>	
Expenditure	<b>5,635</b>	<b>13,920</b>	<b>8,285</b>	<b>0</b>	<b>8,285</b>	<b>40.5%</b>	
<b>Net Income over Expenditure</b>	<b>(2,125)</b>	<b>(5,420)</b>	<b>(3,295)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,125)</b>						

**OUR VISION:**  
Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

 Community		 Environment
 Place	<b>Community &amp; Business Plan 2022/2023</b>	 Business

**OUR MISSION:**  
To ensure Peacehaven remains a thriving COMMUNITY and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail outlets and culture offers that blend with our special and distinctive environment. To listen to our COMMUNITY and encourage residents to engage, educate and evaluate us



### Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is approximately 23,000 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town location between Newhaven (with a ferry link to Europe) to the East and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

Covid-19 is still having an impact on health, wealth and prosperity as well as the current cost of living crisis, which is affecting many residents. New builds are now nearing completion in the central part of the town and this is adding to the existing numbers of residents.

Infrastructure of the town is strained, mainly due to the A259 Coast Road, provision of medical care, closure of banking facilities and NHS dental care is limited

With the growth of the town, Peacehaven needs to embrace opportunities, conquer challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven

### What PTC does

Councillors and staff strive to ensure that all Town Council operations are delivered in the most effective and efficient manner and comply with regulation and best practice. There are 17 Councillors covering East, West, North and Central wards.

The community plan will focus on primarily the community, new projects, major pieces of work requiring resource allocation such as the Meridian Centre redevelopment plan.

The Council will ensure to include the following:

1. Efficient operation and governance of the Council's business & legal compliance
2. Full involvement and communication with the community
3. Management of the Council's assets
4. The Mayor of Peacehaven will promote and uphold the character of the town as an Ambassador, working with community groups and projects
5. In order to improve the Town's infrastructure to efficiently monitor performance and progress, the Council will work with the following plans:
  1. The neighbourhood development plan
  2. The community plan
  3. Committee and working party groups



## Service areas we cover



Allotments



E-News & Social



Community representation and leadership



Capital projects



Environment



Notice boards & banners



Civic & Ceremonial



Events



Grants



Hire/Lease of facilities



Community market/car boots



Business Partnerships



Tourist Information



Park & asset maintenance



Planning



Play areas



Community garden & orchard

## What are the Council's priorities

With the increasing pressures on finances, it is more important than ever that we focus on the things that matter most to Peacehaven. We have the following corporate priorities to ensure we gain the most use of our resources

The Council's corporate priorities are:

### **GROWING THE ECONOMY SUSTAINABLY**

Working with others to support sustainable growth and a strong community, ensuring Peacehaven is a great place to invest in, live, work and visit

### **VALUING THE ENVIRONMENT**

Responding to climate change, improving our infrastructure, safeguarding our heritage and bio-diversity

### **EMPOWERING AND SUPPORTING THE COMMUNITY**

Support a resilient, inclusive and healthy community, tackling inequalities, particularly those around health, which in a number of cases have been exacerbated by the COVID-19 pandemic and cost of living crisis

### **SUPPORTING RESIDENTS IN NEED**

Supporting in times of need, protecting from harm and improving quality of life

### **HELPING CHILDREN AND YOUNG PEOPLE**

Supporting and inspiring children and young people to raise their aspirations and reach their potential

### **IMPROVE THE QUALITY OF LIFE FOR RESIDENTS AND VISITORS TO PEACEHAVEN**

Endeavour to address the needs of residents within the resources and powers available to PTC

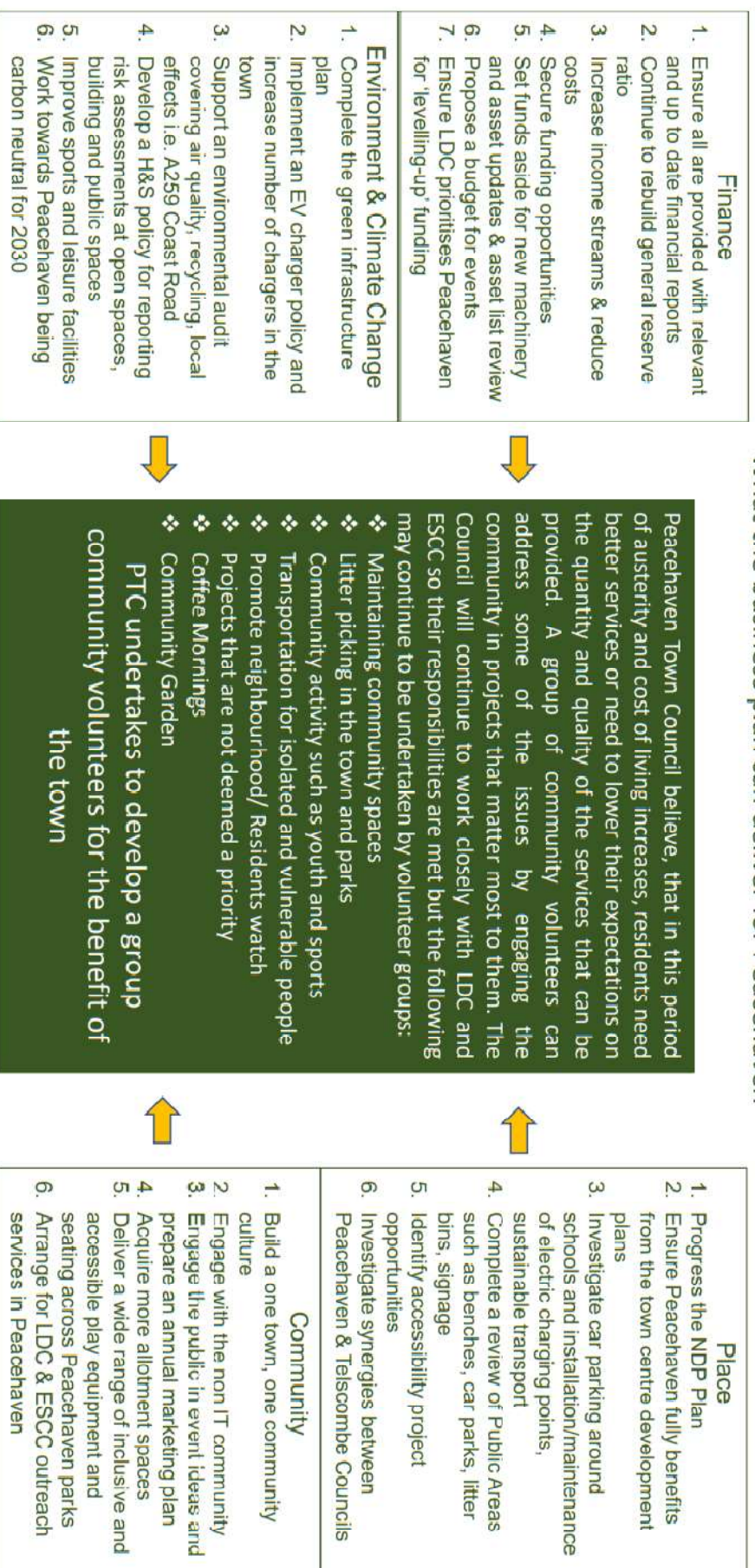
## What the plan will do for the Town, Community & Environment

For the Town	For the Community	For the Environment
<b>Respond to the Climate Emergency and a need for transformative actions</b>		
Deliver the ambitions of the Neighbourhood plan	Supports the needs of the residents of Peacehaven	Ensures the Town's green spaces are managed sustainably and deliver eco-systems and bio-diversity
Develop Peacehaven's market offer, attract visitors and support town centre proposals	Supports the provision of education, employment and leisure opportunities for all	Safeguards Peacehaven's distinctive and special environment, especially with regards to bio-diversity
Market and promote the town as a 'Haven of Peace' with lots areas to visit and enjoy	Encourages the improvement of cultural and recreational facilities available	Safeguards Peacehaven's history for generations to come
Work with stakeholders to build and grow a sustainable local economy	Encourages continuity and engagement plus fully involves the community in the running of the Town	Safeguards Peacehaven's green spaces

# Business Plan



## What the business plan can deliver for Peacehaven



## What the business plan can deliver for Peacehaven

<p><b>Leisure and Tourism</b></p> <p>Peacehaven is a beautiful place to live, offering a wide choice of opportunities to explore the area</p> <ol style="list-style-type: none"> <li>1. Seek to implement better signposting and provide better information</li> <li>2. Seek solutions to provide access to facilities i.e. better bus routes, cycle routes, electric bus</li> <li>3. Work with organisations with promote local businesses such as B&amp;B, attractions, accessibility to major Cites</li> <li>4. Publicise and encourage the use of our miles and miles of footpath</li> <li>5. Use technology such as QR codes to enable access regarding Peacehaven</li> <li>6. Work with ESCC to keep footpaths passable and enjoyable</li> <li>7. Create a directory of local businesses and attractions that would be useful for visitors</li> </ol>	<p><b>Police and Crime</b></p> <p>The community is experiencing a less visible police presence due to neighbourhood policing changes. To ensure the Town is resilient to crime:</p> <ul style="list-style-type: none"> <li>• Assist the neighbourhood watch network across the Town</li> <li>• Monitor parking and crime issues and report via Operation Crackdown</li> <li>• Promote road safety campaigns, especially around our schools</li> <li>• Proactively engage with Sussex Police and build a relationship with our local PCSO</li> <li>• Invite Sussex Police to PTC events to engage with the community</li> <li>• Frequently promote scamming issues to residents so they are protected and aware, especially the more vulnerable</li> <li>• Inform residents on contacts and various ways to report crime</li> </ul>	<p><b>Housing &amp; Planning</b></p> <p>Residents are aware that if the Town is to continue to grow and develop, there must be some small scale of development of truly affordable smaller houses for older and younger families:</p> <ul style="list-style-type: none"> <li>• Monitor and recommend local development within the Town within the context of any change of policies from LDC and ESCC</li> <li>• Provide greater protection for local green spaces and community assets</li> <li>• Encourage the community to have a significant say in future development of the Town</li> <li>• Ensure all neighbourhood plan provisions are reviewed</li> <li>• Work with stake holders to deliver homes and accommodation for the needs of the Town and ensure the housing growth requirements are accommodated in the most sustainable and affordable way</li> <li>• Be ready for 'shovel ready' project</li> </ul>	<p><b>Business</b></p> <p>To support our local businesses, PTC will endeavour to:</p> <ol style="list-style-type: none"> <li>1. Work with agencies to provide full and better broadband to the Town</li> <li>2. Build a directory and promote local business in the Town</li> <li>3. Encourage networking opportunities as much as possible</li> <li>4. Support opportunities for regular showcasing of local products ie. local farms, harvest festival, the Orchard, jam and honey making</li> <li>5. Support development of weekly market and encouragement of car boot sales</li> <li>6. Strengthen relationship with Chamber of Commerce and other business networking events to support growth in partnership</li> <li>7. Work closely with schools, colleges and universities and the local Towns and Cites</li> </ol>
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## What the business plan can deliver for Peacehaven

<p><b>Climate Emergency Action for PTC</b></p> <p>PTC has committed to becoming net zero carbon by 2030 &amp; our business plan must reflect that</p> <ul style="list-style-type: none"> <li>• Transport &amp; Equipment – There is a need to replace our vehicles and equipment with zero carbon alternatives by 2030</li> <li>• Buildings – PTC buildings must be compliant with net zero targets by 2030</li> <li>• Energy – Seek to move to renewable electricity and turn off gas</li> <li>• Waste – Seek to eliminate waste by reuse, repurposing, repair &amp; recycling</li> <li>• Procurement – Seek to ensure all purchases are sustainable for the planet &amp; consider end of life plan</li> <li>• Water Use – Seek ways to harvest water from roof surfaces, implement water harvesting systems and methods to reduce mains water usage</li> <li>• Lead by example – Encourage residents to follow by raising awareness and educating</li> </ul>	<p><b>Highways and Transport</b></p> <p>PTC will continue to work with transport companies and ESSC to ensure a better service:</p> <ul style="list-style-type: none"> <li>• Seek to decrease speed limits outside schools and within the Town, where applicable</li> <li>• Work with schools on safe to travel projects, walk and cycle to school and leave the car at home</li> <li>• Work with CTLA, Havens Community Cars and others, to provide a regular and frequent collection point for the elderly, especially to reach KH and events</li> <li>• Recruit the Big Lemon Bus at all PTC events, where applicable</li> <li>• Work with ESSC to ensure footpaths and potholes are kept clear and walkable</li> <li>• Involve &amp; work closely with the public safety group</li> </ul>	<p><b>Young and Elderly</b></p> <p>Both groups can be affected by social isolation due to the distance between the wards and also the local amenities</p> <ul style="list-style-type: none"> <li>• Community engagement with young people ensuring outdoor spaces meet their requirements</li> <li>• Facilitate the election of a Youth Mayor in September to work on the provision of facilities for young people</li> <li>• Assist in setting up a computer workshop and club for the isolated</li> <li>• Communicate frequently on events and ensure transportation is available or accessible</li> <li>• Partner in promoting activities at the Football Club, Bowls and Kempton House and others</li> <li>• Provide grants to fund improvements to community groups</li> <li>• Work and support ESSC with additional youth services in the Town</li> </ul>	<p><b>Devolvment</b></p> <p>PTC will investigate the possibility of taking on certain LDC and ESSC functions such as:</p> <ul style="list-style-type: none"> <li>• Green Spaces</li> <li>• Car Parks</li> <li>• Toilets</li> </ul>
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FINANCE: To establish Financial Stability				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Ensure all are provided with relevant and up to date financial reports	Policy & Finance	Continue to include as an agenda item for committees to discuss quarterly monitoring	Reports included on agenda	
Continue to rebuild general reserve ratio	Policy & Finance	Action plan to be prepared to include ideas on how to increase financial efficiency	Ideas to be generated and submitted to P&F committee	
Increase income streams and reduce costs	Policy & Finance	Action plan to be prepared to include ideas of how to increase income streams	Ideas to be generated and submitted to P&F committee	
Secure funding opportunities	Policy & Finance	Action plans to be prepared to include ideas of how to improve fundraising and prepare a fund raising package to use at networking	Ideas to be generated and submitted to P&F committee	
Ensure funds are set aside to update assets such as machinery and park maintenance as well as sound system for events, office equipment	Policy & Finance	Prepare an audit of current assets with current status and updates	Provide estimates of cost	
Propose a budget for events	Policy & Finance	Prepare a marketing plan for 2022/23 with events for discussion for precept planning	Plan to be drafted in August for discussion at CCE	
Ensure LDC prioritises Peacehaven for 'levelling-up' funding	Policy & Finance	Establish links with LDC and ESCC to identify sources of funding	Networking links to be established	

ENVIRONMENT & Climate Change: To seek to improve air quality and take measures to created a 'Green Town'				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Complete the green infrastructure plan & work towards Peacehaven being carbon neutral for 2030	Leisure & Amenities	Audit of free spaces, incorporating LDC playing pitch strategy and green spaces	Action plans required	
Implement an EV charger policy and increase number of chargers in the town	Planning & Highways	Liaison with neighbourhood first and awareness of LDC policies	Type of bins required tba and communication to staff and public	
Support an environmental audit covering air quality, recycling, local effects i.e A259 Coast Road	Leisure & Amenities	Working party to continue with audits and action plan to be established	Work has already been undertaken. Recommendations to be followed through by Council staff	
Develop a H&S policy for reporting risk assessments at open spaces, buildings and public spaces	Leisure & Amenities	Identify and improve policies already in place	Work is currently being undertaken and will be presented at P&F for approval	
Improve Sports and Leisure facilities	Leisure & Amenities	Audit of requirements to be conducted. Agreement of 3G pitch in place. This should align with decisions made regarding The Hub	3G pitch in progress for installation in this financial year. Further actions to be carried forward by Council staff	



PLACE : To create a sustainable and visually attractive town			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Progress the NDP Plan	Full Council	Draft plan to be approved	Ongoing
Ensure Peacehaven fully benefits from town centre development plan	Full Council	Ensure Community House is retained and the new proposed development is in line with Resident and the Town's expectations/ needs	Draft plans submitted to PTC by Morrison's - waiting for formal proposal
Investigate car parking in the town, work with stakeholders on electric charging points and sustainable transport	Full Council	Audit to be undertaken and action to be followed through by Council. EV charging presentation to be considered	Reports to be prepared and part of the green infrastructure plan
Complete a review of public areas, signage, benches & litter bins	Leisure & Amenities	Action plan to recommend maintenance, implementation and upgrades	Benches placed from welcome back funding, along with planters. Signage party to commence
Identify cultural and accessibility project opportunities	Leisure & Amenities	To increase our artistic offer with open garden and open house opportunities, work with artists and sculptures to include P'Haven in their offering	Action plan to be set up
Investigate a merger synergies between Peacehaven and Teiscombe Cliffs	Full Council	Identify opportunities for synergy such as Summer Fairs, Christmas and other events	Discussion and action plan to be set up

COMMUNITY : To build an inclusive, healthy and vibrantly community			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Build a one town, one community culture to assist with isolation and make residents feel inclusive	Full Council	Market Peacehaven as an inclusive town, build brand awareness, create brand guidelines and a tone of voice suitable for the residents. Provide exceptional customer service	New marketing team in place and marketing plan to be introduced
Engage and identify ways to reach the non-IT residents	Civic & Community Events	Action plan to be created	New marketing team in place and marketing plan to be introduced
Develop a schedule of events, based on resident survey and demographics	Civic & Community Events	Action plan to be created	New marketing team in place and marketing plan to be introduced
Acquire more allotment spaces (compulsory purchase)	Leisure & Amenities	Feasibility study to be undertaken and proposal of possible locations	Action plan to be created
Deliver a wide range of inclusive and accessible play equipment and seating across Peacehaven parks	Leisure & Amenities	Access reports to be commissioned and consideration for eco-friendly play areas	Action plan to be created
Arrange for LDC and ESCC outreach services in Peacehaven	Full Council	Network with District and County to find ways to connect communities with local suppliers	Action plan to be created

<b>LEISURE AND TOURISM : To promote Peacehaven as a local tourist place to stay and increase wealth to the town</b>				
<b>PROJECT</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY REQUIRED</b>	<b>CURRENT POSITION</b>	
Seek to implement better signposting and provide better amenity information for tourists to the town	Leisure & Amenities	To decide a signage plan based on brand guidelines	Ongoing - signage TFG to meet	
Seek solutions to provide access to facilities ie cycle routes, path ways and electric bus	Planning & Highways/Leisure & Amenities	Action plan to be created	Some projects underway and waiting for CIL approval in July	
Work with organisations to promote local businesses such as B&B, AirBnB, proximity to South Downs, Brighton, Eastbourne	Civic & Community Events	Action plan to be created	Connection with local business underway. Website to be updated with business directory and 'why visit Peacehaven'	
Implement QR codes to publise our miles and miles of footpath and amenities	Leisure & Amenities	Action plan to be created	Action plan to be created	
Work with ESCC to keep footpaths passable and enjoyable	Leisure & Amenities	Action plan to be created	Action plan to be created	



CRIME AND POLICING : To decrease anti-social and violent crime in the town				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Assist with a neighbourhood watch network across the town	Planning & Highways	Action plan to be created	Action plan to be created	
Assist with reporting parking and crime issues to Operation Blitz	Full Council	Ongoing	Ongoing	
Proactively engage with Sussex Police and build a relationship, especially with local PCSO	Full Council	Action plan to be created	Action plan to be created	
Frequently promote scamming issues and implement marketing initiatives to protect residents of the town	Civic & Community Events	Ongoing	Ongoing via social media, website and advertising	
Promote road safety campaigns	Planning & Highways	Action plan to be created	Action plan to be created	

HOUSING AND PLANNING : To monitor house build and planning applications				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Monitor & recommend local development in the town within the context of any change of policies from LDC and ESCC	Planning & Highways	Action plan to be created	Action plan to be created	
Provide greater protection for local green spaces and community assets	Leisure & Amenities	Action plan to be created	Action plan to be created	
Encourage the community to have a significant say in future development of the town	Full Council	Action plan to be created	Action plan to be created	
Work with stakeholders to deliver homes and accommodation for the needs of the town and ensure the housing growth requirements are accommodated in the most sustainable and affordable way	Planning & Highways	Action plan to be created	Action plan to be created	
Be ready for 'shovel ready' projects	Planning & Highways	Action plan to be created	Action plan to be created	

BUSINESS : To support local businesses				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Work with agencies to provide better broadband for the town	Planning & Highways	Ensure location of masts meets the town's needs	Currently negotiating 5g mast in Heathy Brow	
Encourage networking opportunities and strengthen relation with Chamber and other business networks	Civic & Community Events	Contacts to be strengthened and identify income and benefits. More interaction and visibility required from PTC	Relationship with Chamber developing, alongside other organisation.	
Support opportunities for regular showcasing of local products, farms,, honey making: Support weekly market and encourage car boot sales	Civic & Community Events	Action plan to be created	Action plan to be created	
Develop a strategy for advertising and promoting Peacehaven as a place to live, work and enjoy	Civic & Community Events	Action plan to be created	Action plan to be created	
Work closely with schools, colleges and universities plus other local towns and cities	Civic & Community Events	Action plan to be created	Action plan to be created	

CLIMATE EMERGENCY ACTION PLAN FOR PTC - To be Zero Net Carbon by 2030				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Transport & Equipment - There is a need to replace our vehicles and equipment with zero carbon alternatives by 2030	Full Council and Officers	Action plan to be created	Action plan to be created	
Buildings - PTC building must be compliant with net zero targets by 2030	Full Council and Officers	Action plan to be created	Action plan to be created	
Energy - Seek to move to renewable electricity and turn off gas completely	Full Council and Officers	Action plan to be created	Action plan to be created	
Waste - Seek to eliminate waste by reuse, repurposing, repair and recycling	Full Council and Officers	Action plan to be created	Action plan to be created	
Procurement - Seek to ensure all purchases are sustainable for the planet & consider end of life plan	Full Council and Officers	Action plan to be created	Action plan to be created	
Water Use - Seek ways to harvest water from roof surfaces, implement water harvesting systems and methods to reduce main water usage	Full Council and Officers	Action plan to be created	Action plan to be created	
Lead by example - Encourage residents to follow by raising awareness and educating	Full Council and Officers	Action plan to be created	Action plan to be created	

HIGHWAYS AND TRANSPORT : To maintain the standard of our highways and provide a better service				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Seek to decrease speed limits outside schools and with the town, where applicable	Planning & Highways	Action plan to be created	Action plan to be created	
Work with schools on safe to travel projects, walk and cycle and leave the car at home	Civic & Community Events	Action plan to be created	Action plan to be created	
Work with CTLA, Havens Community Cars and others to provide a regular and frequent collection point for all, especially to reach KH and CH for events	Civic & Community Events	Action plan to be created	Action plan to be created	
Work with ESCC to ensure footpaths and potholes are maintained and usable	Planning & Highways	Action plan to be created	Action plan to be created	
Involve and work closely with the Public Safety Group	Leisure & Amenities	Action plan to be created	Action plan to be created	

YOUNG & ELDERLY : Decrease isolation by connecting the Wards and local amenities				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Implement a community engagement scheme with young people ensuring outdoor spaces meet their requirements	Leisure & Amenities	Action plan to be created	Action plan to be created	
Facilitate the election of a Youth Mayor in September to work on the provision of facilities for young people	Civic & Community Events	Action plan to be created	Action plan to be created	
Assist in setting up computer workshops and social media clubs for isolated / non computer users	Civic & Community Events	Action plan to be created	Action plan to be created	
Partner in promoting activities at the Football Club, Bowls, Kempton House, Park Run and others	Civic & Community Events	Action plan to be created	Action plan to be created	
Provide grants to charity, community, voluntary groups towards their projects	Grants Sub Committee	Action plan to be created	Action plan to be created	



DEVOLVEMENT : Local Town Council to take on certain LDC and ESOC functions				
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION	
Green Spaces	Leisure & Amenities	Action plan to be created	Action plan to be created	
Car Parks	Planning & Highways	Action plan to be created	Action plan to be created	
Toilets	Planning & Highways	Action plan to be created	Action plan to be created	

**Agenda Item:** CCE260

**Committee:** Civic and Community Events

**Date:** 6<sup>th</sup> February 2023

**Title:** Warm Havens Update

**Report Authors:** Cllr David Seabrook & Events, Amenities and Projects Officer

**Purpose of Report:** To note report on Warm Havens and to agree any further action

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### **Background**

The current cost of living crisis is having a deep impact on Peacehaven residents and it is likely to have implications for years to come. The acute challenge of the moment is driven by generationally high inflation of essentials such as domestic energy and food; this exacerbates a chronic challenge driven by the squeeze on living standards for those towards the bottom and middle of the income distribution for many years.

Given the cumulative impact on Peacehaven's residents, there is a need to come together as a community and a place to ensure that we're using our collective levers as effectively as possible. This is in order to support the flow of income into our residents' households and to mitigate the impacts of poverty and low income on people of all ages.

Warm Havens has been open on Mondays and Wednesdays throughout December 2022 and January 2023 with the exception of the Christmas Break and will continue until 1<sup>st</sup> March. Opening Hours are from 9am to 12:30pm. The aim is to provide:

- A hot drink
- Sit & be warmed
- Be with Company
- Have access to toilets
- Use Wi-Fi

PTC has supplied an urn of hot water, self-service tea/coffee & biscuits for anyone that needs support during this winter. Games and books have been made available together with colouring activities for children. A hat, coat and scarf rail has provided the opportunity for residents to take away warm clothing.

Safeguarding training and a risk assessment was provided to all staff before the event, as well as a code of conduct for residents to adhere to whilst using the facility

The project has been marketed on the PTC website / social media / posters / through other organisations / the LDC Warm Havens register as well as providing information on what support is available throughout the Havens.

A grant of £1500 was provided by Lewes District Council to be used for refreshments and running costs of the project. The event has been supported by a few Councillors. There has not been any disorder or safeguarding issues.

### **Feedback provided to Lewes District Council**

No of people who attended in December 2022	70
No of people who attended in January 2023	120
What were your observations of what went well?	Most people stayed for an hour plus it was also used by some of the Hirers of our halls. The refreshments we provided seemed to be suitable for those who attended. At the same time as Warm Havens we asked for donations for hats, gloves and scarves for people in need, which we located in the Foyer as 'help yourself'. This has been heavily supported by the community and we have been able to donate so far 3 bags of items to local homeless charities so far. We still are collecting and will again support the local charities at the end of February.
What were your observations of what didn't go well?	There has not been anything that did not work. We provided lots of games such as Chess and Jenga but these were not used, along with the Children's colouring and reading books. As we purchased items in bulk, we have to be mindful of expiry dates and this has been a learning curve on our part.
Was there anything else that you felt was required?	We don't feel there is anything more we could provide as we offer hot drinks, soup, fruit, biscuits, squash, crisps and games etc. Unfortunately, due to budget, it is difficult to reach the digitally excluded in Peacehaven, which is a major part of our community. In an ideal world, it would be great to have funding to produce door to door leaflets or print our monthly newsletter as many residents do not read our online version. An idea would be to piggy-back on to the District Newsletter? It would have been great to have had support from CTLA or the Big Yellow Bus to collect and return residents' home.
Do you provide any advice or support or drop in sessions at your warm space? If so please give details.	We asked many of external stakeholders to assist with support and advice to residents but we only received input from SCDA, who offered a Digital Inclusion session. This was heavily marketed but we only had one resident attend. SCDA has offered further sessions
Are you considering keeping your warm space open for more months of the year rather than just the colder months?	This will be discussed at our next Civic & Community Events meeting on 14 <sup>th</sup> February as an agenda item. As the weather is warmer, perhaps we should offer as free coffee, chat and free Wi-Fi rather than Warm Havens. Also perhaps the name of Warm Spaces has a stigma attached as many people feel they don't need help so are reluctant to reach out. Again, opening it as a free drop-in could entice more people.
Any further comments you wish to add?	Overall, we are happy with the performance of Warm Havens. Obviously for next winter, we have the demolition of the Meridian Centre and it will be difficult for residents to reach Community House plus there will be a further lack of transport to the Centre. We therefore would like to be in a position to support third parties such as Kempton House

### **Recommendations**

To consider extending Warm Havens beyond 1<sup>st</sup> March, 2023.

To review warm Havens plans for Winter 2023/2024 in September 2023

To consider the transfer of clothing to an appropriate charity.

### **Implications**

<u>Financial</u>	£1,500 provided by LDC Warm Havens grant to be used for refreshments and running costs of the project. To date expenditure has been XXXX. Any surplus funds will need to be returned to Lewes District Council.
<u>Legal</u>	The impact of the Pre-Election period that starts on 20th March which will effectively prevent support from Candidates for re-election.
<u>Environmental and sustainability</u>	Environmental disposable cups will be sourced. Limited support from Councillors to support the sessions
<u>Crime and disorder</u>	All staff to have safeguarding training so they are capable of dealing with any disorder or vulnerable persons situations whilst the Warm Havens is open.
<u>Climate</u>	A reduction in carbon emissions where heating has been turned down at home while residents are at warm havens.



**DO YOU NEED?**

**FREE**

**A Coat**  
**A Hat**  
**Gloves**  
**A Scarf**

Due to the generous response to our coat, hat and gloves appeal, we have a collection of adult and children coats on display at Community House. If you know of anyone, or need to upgrade your own coat, please come and help yourself, completely free of charge!

 Community House, Meridian Centre,  
Meridian Way, Peacehaven, BN10 8BB  
Tel: 01273 585493  
Email: [info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)







# Cost of Living Crisis Response

**Need somewhere warm  
to go?**

**We provide a Warm Havens  
at Community House**



**From 30th November 2022:**

**Monday - 09:00am - 12:30 p.m.**

**Wednesday - 09:00am - 12:30 p.m**

(We will be closed from 26/12/22 - Warm Havens will reopen on Monday 09/01/23)

*Given the increasing impact of the current cost of living crisis on our residents, there is a need to come together as a community and provide a warm and safe place to sit, study, work or be in the company of others.*

*PTC Warm Havens is a safe, non-judgemental warm space where all are welcome, for whatever reason you need.*

- *Hot Drink, Squash or Cup of Soup*
- *Free Wi-Fi*
- *Child Friendly*
- *Disabled Access*
- *Be with Company*
- *Access to toilets*
- *Sit and be warm*

**Peacehaven Town Council  
Community House, Meridian Centre,  
Meridian Way, Peacehaven  
BN10 8BB**

**Tel: 01273 585493**

**Email: [Info@peacehaventowncouncil.gov.uk](mailto:Info@peacehaventowncouncil.gov.uk)**



**Agenda Item: CCE261**

**Committee: CCE**

**Date: 8/2/23**

**Title: Review of Bingo**

**Report Authors: Deputy Town Clerk & Civic Officer**

**Purpose of Report: To discuss and agree the future of monthly Bingo at Community House**

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### **Introduction**

Bingo takes place each month at Community House, it is an event to raise money for the Mayor's Charities and attracts around 15 - 20 people to each event.

### **Background**

The Bingo costs £4 for 8 games and offers cash prizes of £5 for a line and £20 for a full house. Snowball and Flyer games are also available, along with a raffle and free tea/coffee and biscuits are provided. To break even on the main game prizes alone, at least 50 sets of 8 games must be sold.

The Community Events TFG met on 23<sup>rd</sup> January 2023 and discussed the time and cost of Bingo in detail whilst also considering the social value and Community impact of the event.

### **Analysis**

For the event to run efficiently, at least 4 persons are required to help with the event (caller, call backer, and 2 front of house to sell tickets, run raffle, and kitchen). When volunteers are not available, the amount of Officer time taken to run Bingo can equate to around 9 man-hours, which has a significant cost to it.

A number of other local organisations do also run regular Bingo sessions, including Kempton House, U3A, and Deans Tea Club – some of which meet at Community House.

### **Conclusions**

It is not viable to continue running Bingo in the current format, either we need to change the way in which the event is run, or stop running Bingo ourselves and signpost people who would like to play to the other organisations that do offer it.

### **Recommendations**

The committee are asked to:

- Agree to stop running monthly Bingo at Community House after March, and instead signpost people that want to play to other organisations.

### **Implications**

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

<b><u>Financial</u></b>	Cost of staff time in running Bingo.
<b><u>Legal</u></b>	None.

<b><u>Environmental and sustainability</u></b>	None.
<b><u>Crime and disorder</u></b>	None
<b><u>Climate</u></b>	None

**Appendices/Background papers**

**Agenda Item: CCE262**

**Committee: CCE**

**Date: 8/2/23**

**Title: Peacehaven Cinema at Community House**

**Report Authors: Deputy Town Clerk & Civic Officer**

**Purpose of Report: To agree the future format of the Peacehaven Cinema**

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### **Introduction**

Cinemobile put on a cinema film 10 months of the year at Community House – this is a professional cinema experience with recently released films. The cinema is held in the Main Hall with the tiered seating being used.

### **Background**

The Cinema has been hosted at Community House for a number of years and is a popular event in Peacehaven, with between 50 – 160 people attending each film. Tickets cost £7 per person and can be purchased either from the Information Officer, or online via Ticket Source.

Cinemobile are paid 75% of the ticket sales with PTC retaining 25%, PTC also profits from selling ice creams and Tea & Coffee on the evening.

The Cinema was discussed at the recent Community Events TFG meeting on 23rd January 2023.

### **Analysis**

The cinema does make a profit, with some films doing better than others, however, Officer time is not taken into consideration when looking at the income, with the time being taken back as TOIL. The Information and Booking Officer usually attends the cinema to take tickets/ sell ice cream and drinks/ act as Fire Marshal.

This means that the Officer at the cinema accrues a significant amount of TOIL (circa. 7 hours per film), essentially an entire day of TOIL, which then needs to be covered by another Officer. It also means that the Officer attending the cinema works a very long day.

The income from cinema would allow the Officer to instead be paid overtime for the cinema, and PTC would still make a small profit on the event (based on last 6 films income). This would reduce the dependence on TOIL and disruption from having to provide cover.

Additionally, once the new Marketing and Events Officer is recruited, the cinema will become the responsibility of this Officer and be a part of their working hours.

### **Conclusions**

The cinema does continue to run at a profit and is a popular local event, however, has some inefficiencies in the format that it is being run.

### **Recommendations**

To approve cinema to continue, with the Officer running the event to be paid overtime from the cinema income and not accrue TOIL for this time.

## **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>	Costs covered with cinema income – paid time is still being used whether it's paid as overtime or taken back as TOIL.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Regulatory Reform (Fire Safety) Order 2005 Health & Safety (First Aid) Regulations 1981 National Minimum Wage Act 1998 PTC employee handbook
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Requirement to have suitable qualified Fire Marshals and First Aiders. Amount of time Officer is spending at work.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	Creates the opportunity to go to the cinema for residents that cannot get to other cinemas.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	N/A



- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Materials?</li><li>• Recycling?</li></ul> |  |
|---|--|

**Appendices/Background papers**